To: ALA/ALCTS/CCS Committee on Cataloging: Description and Access

From: Task Force on Consistency across Part I of AACR2

RE: Prototype of revised Part 1 of AACR

At its September 2003 meeting, the Joint Steering Committee asked the Consistency Task Force to prepare a prototype of the revised Part 1 of AACR, based on its work to date. They wanted to be able to see what the revised text would look like. In particular, they asked the Task Force to reduce the number of examples in chapter 1 to a reasonable number.

The attached document constitutes this prototype. The following are some of its basic features:

- The prototype includes clean copies of the revisions proposed by the Task Force so far: area 2 (4JSC/ALA/49/Rev/2), area 3 (4JSC/ALA/50/Rev/2), area 4 (4JSC/ALA/53/Rev), area 6 (4JSC/ALA/54/Rev), and a preliminary version of some of the area 7 rules (4JSC/ALA/55). The preliminary rules on scope and on sources of information have been included (see below). It also includes the chapter headings, chapter tables of contents (includes only those rules present in the prototype), and the main headings for rules X.1, X.5, X.8-X.11.

- The organization and design of the document (including formal elements such as the tables of contents and rule numbers) are based on AACR2 and do not take into account the ongoing discussion on reorganization of Part 1. As a result of the discussions in Ottawa in April, it might be appropriate to revise the prototype to show a different organization.

- The rules on scope and sources of information (rules X.0A and B) are included (a) because they will most likely remain in each chapter, although most likely in a revised form, and (b) because the discussion on the organization of Part 1 will need to deal specifically with these rules. They are therefore included for the convenience of JSC.

- The texts in this document do not constitute a proposal in any sense. The proposals for revision are contained in the individual document for each area. Responses to this document should address only the broader issues.

- The text of this document has not been thoroughly edited. Although a quick check was done for consistency of rule numbers and references, errors undoubtedly remain. A thorough editorial review will need to be done when the revision is completed.

- The selection of examples in the prototype is tentative and not definitive. The final selection will need to be made when the revision is completed.
# General Rules for Description

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1.0. GENERAL RULES

1.0A. Sources of information

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

1.0A2. Basis of the description

a) **Single part.** Base the description of a single-part bibliographic resource on the resource as a whole.

b) **Multiple parts.** When a resource is or will be in more than one part, issue, or iteration, determine the basis of description as follows:

   i) **Multipart monographs.** Base the description on the first part, or, lacking this, on the earliest available part. For numbered multipart monographs, the first part is the lowest numbered part. For unnumbered multipart monographs, the first part is the part with the earliest publication, distribution, etc., date. Generally, give notes for changes on later parts when considered to be important.
### GENERAL RULES FOR DESCRIPTION

<table>
<thead>
<tr>
<th>AREA</th>
<th>BASIS OF DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibil</td>
<td>First or earliest part</td>
</tr>
<tr>
<td>Edition</td>
<td>First or earliest part</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>First or earliest part</td>
</tr>
<tr>
<td>Place and publisher, distributor, etc.</td>
<td>First or earliest part</td>
</tr>
<tr>
<td>Place and manufacturer Dates</td>
<td>First or earliest part</td>
</tr>
<tr>
<td>Dates</td>
<td>First and/or last parts</td>
</tr>
<tr>
<td>Physical description</td>
<td>All parts</td>
</tr>
<tr>
<td>Series</td>
<td>All parts</td>
</tr>
<tr>
<td>Note</td>
<td>All parts and any other source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>All parts and any other source</td>
</tr>
</tbody>
</table>

ii) **Serials.** Base the description on the first issue or part or, lacking this, on the earliest available issue or part. For numbered serials, the first issue or part is the lowest numbered issue or part. For unnumbered serials, the first issue or part is the issue or part with the earliest publication, distribution, etc., date. Generally, give notes for changes on later issues or parts when considered to be important (see 12.1B8, 12.1D3, 12.1E2, etc.).

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

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

### 1.0A3. Chief source of information.

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

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

#### a) *In one physical part with more than one possible chief source of information.*

Use the first occurring source of information as the chief source of information unless one of the following applies:

i) If the sources of information present the bibliographic resource in different aspects (e.g., as a single-part monograph and as part of a monographic series), prefer the source that corresponds to the aspect being catalogued (see 1.0A1).

ii) If the bibliographic resource contains written, spoken, or sung words for which there are sources of information in more than one language or script, prefer (in this order):

   a) the source in the language or script of the written, spoken, or sung words if there is only one such language or script or only one predominant language or script

   b) the source in the original language or script of the resource if the words are in more than one language or script, unless translation is known to be the purpose, in which case use the source in the language of the translation
GENERAL RULES FOR DESCRIPTION

(c) the source in the language or script that occurs first in the following list: English, French, German, Spanish, Latin, any other language using the roman alphabet, Greek, Russian, any other language using the cyrillic alphabet, Hebrew, any other language using the Hebrew alphabet, any other language.

iii) If the sources of information bear different dates of publication, distribution, etc., prefer the source with the later date.

iv) If the information traditionally given on the title page is not complete on one source (e.g., facing pages or pages on successive leaves), treat the sources as if they were a single source.

v) If the bibliographic resource contains different works each with its own chief source of information but does not have a source of information for the resource as a whole, treat the chief sources of information for the different works as if they were a single source.

b) **In more than one physical part.** Use the chief source of information of the first or earliest part as the chief source of information for the bibliographic resource as a whole. When the concept of order of parts is not appropriate (e.g., kits), apply the following guidelines:

   i) If the chief source of information on one of the parts gives more information, prefer that chief source of information.

   ii) If one part is a unifying element for the bibliographic resource, prefer the chief source of information of that part.

   iii) If the container is a unifying element for the bibliographic resource, prefer the container as the chief source of information.

   iv) If one part is the main resource and the other parts are accompanying or related dependent supplements, prefer the chief source of information of the main resource.

c) **Lacking a chief source of information.** If no part of the bibliographic resource has a title, supply a title based on any available source (e.g., a reference source, the content of the resource being catalogued). Give in a note the reason for and/or source of the supplied title proper. For an assembled collection lacking a comprehensive title for the collection as a whole, supply a title.

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

1.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]
1.2. EDITION AREA

Contents:
1.2A. Preliminary rule
1.2B. Edition statement
1.2C. Statements of responsibility relating to the edition
1.2D. Statement relating to a named revision of an edition
1.2E. Statements of responsibility relating to a named revision of an edition
1.2F. Change in edition information

1.2A. Preliminary rule

1.2A1. Sources of information. Give in this area information taken from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose information supplied from any other source in square brackets.

1.2A2. Punctuation

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

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

Precede a statement relating to a named revision of an edition by a comma.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

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

1.2B. Edition statement

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

Ny udg.
(Source of information reads: Ny udgave)

2nd ed.
(Source of information reads: Second edition)

1st ed.

New ed., rev. and enl.

1st American ed.

6. Aufl.

2e éd. du recueil noté

Urtextausg.

NORC test ed.
For reproductions, record edition statements for the original as instructed in 1.11C. For early printed monographs, see also 2.15. For electronic resources, see also 9.2B1 for instructions on recording the source of the edition statement. For serials and integrating resources, see also 12.2B1 for additional instructions.

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

[Three asterisks] ed.

If 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° [éd.]

[State] B

[Version] 1.1

1.2B3. In case of doubt about whether a statement is an edition statement, consider the presence of:

a) a word such as edition, issue, or version (or its equivalent in another language);

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);

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.

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3. 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

Corr. 2nd print.
Household ed.
Draft
Rev. et corr.
Re-edited version
Version 5.20
Northern ed.
Éd. pour le médecin

For electronic resources, see also 9.2B3 for additional instructions.
For serials and integrating resources, see also 12.2B3 for additional instructions.

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

[New ed.]
[2nd ed., partly rev.]
[Mar. 1970 draft]
[Nouv. éd. augm. des Lectures chantées, parue en 1968]
[3rd state]
[Windows 95 ed.]

1.2B5. If an edition statement appears on the item 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.

Carte géologique internationale de l’Europe [GMD] = International geological map of Europe. – 3e éd.

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

Rev. 1980 = Révision 1980
2e éd. = 2e ed. = 2. Aufl.
2de herziene en verb. uitg. = 2e éd., rev. et corr.
Canadian ed. = Éd. canadienne
GENERAL RULES FOR DESCRIPTION

1.2B6. If a bibliographic 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.

Nouv. éd. Évolution et renouveau du western (1967-1968) / par Jean A. Gili

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

1.2B7. If a bibliographic resource consists of multiple issues or parts, including accompanying 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 given in a note (see 1.7B9).

1.2C. Statements of responsibility relating to the edition

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


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

2nd ed. / with cards re-drawn in colour

1.2C2. In case of doubt about whether a statement of responsibility applies to all editions or only to some, or if there is no edition statement, give such a statement in the title and statement of responsibility area.


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

1.2C3. If an item has parallel edition statements that have been recorded (see 1.2B6) and a statement of responsibility relating to the edition in only one language or script, give the statement of responsibility after all the parallel edition statements.

3rd ed. = 3. uppl. / B. Larsen
1.2C4. Optional addition. If an item has both an edition statement and a statement of responsibility relating to the edition in more than one language or script, give each statement of responsibility after the edition statement to which it relates.

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

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

2. opl. / reviderade og udvidet af David Hohnen

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

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

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

1.2D1. If an item 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.


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


[Ed.] A, [Three bars, one star]

(Appears on item as: A ≡★)

ICPSR ed., OSIRIS IV version

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

2nd ed., 3rd corr. impression

or 2nd ed., 3rd corr. impression = 2e éd., 3e réimpr. corr.
1.2D3. Do not record statements relating to a reissue of an edition that contains no changes unless the bibliographic resource is considered to be important.

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

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

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

3rd ed., Version 1.2 / programmed by W.G. Toepfer

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


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

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

1.2F. Change in edition information

1.2F1. For serials and integrating resources, make a note of edition information that is added, deleted or changed as instructed in 12.2F1.

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

1.3A. Preliminary rule

1.3A1. General instruction. This area is used to record details that are special to a particular class of material or type of publication. The area is used in these rules only for cartographic materials (mathematical data and digital graphic representation, see chapter 3), music (musical presentation statement, see chapter 5), and serials (numbering, see chapter 12). Additionally, this area is used for any class of material if any of these material specific details is applicable.

If more than one type of material specific details is applicable, give them in the following order: mathematical data for cartographic materials, musical presentation statement, digital graphic representation for cartographic materials, and numbering for serials.
GENERAL RULES FOR DESCRIPTION


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

Scales differ. — Feb. 28/Mar. 6, 1983–Nov. 12/18, 1984

1.3A2. Punctuation
For cartographic materials, see 3.3A2.
For music, see 5.3A2.
For serials see 12.3A2.

1.4. PUBLICATION, DISTRIBUTION, ETC., AREA

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

1.4A. Preliminary rule

1.4A1. Sources of information. Give in this area information taken from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose in square brackets information supplied from a source other than those prescribed.

1.4A2. Punctuation
For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area by a full stop, space, dash, space.
Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.
Precede the name of a publisher, distributor, etc., by a colon.
Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.
Precede the date of publication, distribution, etc., by a comma.
Enclose the details of manufacture (place, name, date) in parentheses.
Precede the name of a manufacturer by a colon.
Precede the date of manufacture by a comma.
For the use of the equals sign to precede parallel statements, see the appropriate rules following.
GENERAL RULES FOR DESCRIPTION

1.4B. General rule

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

For reproductions, record publication details for the original as instructed in 1.11C.
For serials and integrating resources, see also 12.4.
For unpublished materials, see 1.4C8, 1.4D4, and 1.4F9.
For early printed monographs, early cartographic materials, and early printed music, see also 2.16.

1.4B2. When more than one place, name, or date is recorded in this area, give them in the order that is appropriate to the manifestation being described.

1.4B3. Give names of places, persons, or bodies as they appear, omitting accompanying prepositions unless case endings would be affected. Use abbreviations as instructed in appendix B.

Berolini

... : Im Deutschen Verlag

but

Paris

not  À Paris

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

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

1.4B4. If the original publication details are covered by a label containing publication details relating to a reproduction, reissue, etc., give the publication details of the later publication in this area. Give the publication details of the original in a note (see 1.7B16) if they can be ascertained readily.

1.4B5. If an item is known to have fictitious publication, distribution, etc., details, give them in the conventional order. Supply the real publication, distribution, etc., details as a correction if they are known.

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

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

1.4C. Place of publication, distribution, etc.

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

Köln

Lugduni Batavorum
GENERAL RULES FOR DESCRIPTION

Den Haag

If the name of a place appears in more than one language or script, give the form in the language or script of the title proper. If this criterion does not apply, give the form that appears first. For early printed monographs, early cartographic materials, and early printed music, see also 2.16B–C.

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

Lerpwl [Liverpool]
Christiania [Oslo]

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

City and country, etc., appear in prescribed source of information
Tolworth, England
Carbondale, Ill.

City alone appears in prescribed source of information
London [Ont.]
Santiago [Chile]

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

Mpls [i.e. Minneapolis]
Rio [de Janeiro]

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

Toronto
(Source of information reads: Toronto, Buffalo, London. Cataloguing agency in Canada)
GENERAL RULES FOR DESCRIPTION

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)

Ann Arbor, Mich. ; Tylers Green, Buckinghamshire
   (Cataloguing agency in the United Kingdom)

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

Follow this rule for multipart monographs (see 1.0H2) when the place of publication, distribution, etc., changes in the course of publication. For serials and integrating resources, see 12.4C5.

1.4C6. 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.

[Munich?]

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

[Canada]

[Spain?]

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

[S.l.]

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

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

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

1.4D. Name of publisher, distributor, etc.

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

   London : Macmillan
   Toronto : University of Toronto Press
   Montréal ; London : Grolier
   London : Sussex Tapes ; Wakefield : Educational Productions
   New York ; London ; Sydney : Oxford University Press
   London : H.M.S.O.
   London : John Lane, the Bodley Head
   Geneva : World Health Organisation
   Paris : Institut géographique internationale
   Mainz ; London : Schott
   [Leeds] : University of Leeds, Dept. of Spanish

   For early printed monographs, early cartographic materials, and early printed music, see also 2.16D–E.

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

   : Penguin
   (Source of information reads: Penguin Books)

   : W.H. Allen  not  : Allen
   (Avoids confusion with other publishers called Allen)

   : Da Capo
   (Source of information reads: Da Capo Press, Inc., a subsidiary of Plenum Publishing Corporation)
GENERAL RULES FOR DESCRIPTION

If the shortest form of the name of the publisher, distributor, etc., is in more than one language or script, give the form that is in the language or script of the title proper. If this criterion does not apply, give the shortest form in the language or script that appears first. Optionally, give the shortest form in each language or script. Precede each parallel statement by an equals sign. If the shortest form is the same in all languages or scripts, give it only once.


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

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

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

: Printed for the CLA by the Morriss Print. Co.

: Distributed by New York Graphic Society

: In Kommission bei O. Harrassowitz

: Allen & Unwin

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

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

: Longmans, Green

but : Longmans Educational not : Longmans

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

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

London : Macmillan for the University of York

Southampton : Ordnance Survey for the Institute of Geological Sciences

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
GENERAL RULES FOR DESCRIPTION

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

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

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

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

Freiburg : Baedeker ; London : Allen & Unwin
(Cataloguing agency in the United Kingdom)

Follow this rule for multipart monographs (see 1.0H2) when the publisher, etc., or the
name of the publisher, etc., changes in the course of publication. For serials and integrating
resources, see 12.4D4.

1.4D5. If a manifestation bears both the name of the publishing company and the name of a
subdivision of that company or a trade name or brand name used by that company, give
the name of the subdivision or the trade name or brand name as the name of the publisher.

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

If, however, a trade name appears to be the name of a series rather than of a publishing
subdivision, give it as a series title (see 1.6). In case of doubt, treat the name as a series title.

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

1.4D6. Optionally, give the name and, when appropriate, the place of a distributor when the
first named entity is a publisher.

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

London : Society of African Missions : Sold by Longman

1.4D7. If the name of the publisher, distributor, etc., is unknown, give s.n. (sine nomine) or
its equivalent in a nonroman script.

Paris : [s.n.]

1.4D8. In case of doubt about whether a named agency is a publisher or a manufacturer, treat
it as a publisher.
GENERAL RULES FOR DESCRIPTION

1.4D9. Do not record the name of a publisher, distributor, etc., for unpublished material (e.g., manuscripts, nonprocessed sound recordings, unedited or unpublished film or video materials, stock shots, art originals, unpublished electronic resources, naturally occurring objects that have not been mounted for viewing or packaged for presentation, artefacts that are not intended primarily for communication, unpublished microforms). Do not record the name of a publisher, distributor, etc., for unpublished collections (including those containing published material but not published as collections). Do not give s.n. in either case.

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

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

a) the phrase naming the publisher, distributor, etc., includes words that indicate the function performed by the person(s) or body (bodies) named

or

b) the function of the publishing, distributing, etc., agency is clear from the context.

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

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

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

but

New York : Released by Beaux Arts


1.4F. Date of publication, distribution, etc.

1.4F1. For published material, give the date (i.e., year) of publication. Give dates in Western-style arabic numerals. If the date is not of the Gregorian or Julian calendar, give the date as found and follow it with the year(s) of the Gregorian or Julian calendar.

, 1975

, 4308 [1975]

, [4308 i.e. 1975]

, 5730 [1969 or 1970]

, anno 18 [1939]  not  , anno XVIII

, 1976  not  , [graphic]

For published sound recordings, see also 6.4F1.
GENERAL RULES FOR DESCRIPTION

For published motion pictures and videorecordings, see also 7.4F1.
For electronic resources, see also 9.4F1.
For unpublished material, see 1.4F9.
For early printed monographs, early cartographic materials, and early printed music, see also 2.16F–G.

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

, 1697 [i.e. 1967]

If necessary, explain any discrepancy in a note.

, 1963 [i.e. 1971]

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

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

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

London : Macmillan, 1971, [distributed 1973]


(Distribution date known to be different but not recorded)

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


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

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

, 1967, c1965

, [1981], p1975
GENERAL RULES FOR DESCRIPTION

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

, c1967
, 1967 printing
, p1983
, 1979 pressing

If there is no publication, distribution, etc., date that applies to the manifestation as a whole, and the manifestation has multiple copyright dates that apply to various aspects (e.g., text, sound, graphics), transcribe only the latest copyright date.

Optionally, transcribe the other dates in a note (see 1.7B16) or in a contents note (see 1.7B28).

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

, [1971 or 1972] one year or the other
, [1969?] probable date
, [between 1906 and 1912] use only for dates fewer than 20 years apart
, [ca. 1960] approximate date
, [197–] decade certain
, [197–?] probable decade
, [18–] century certain
, [18–?] probable century

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

, [1982?], c1949

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

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

, -1997
  (First published part not available)

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

, 1997
  (All issues published in same year)

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

If the first and/or last published issue, iteration, or part is not available, do not give the beginning and/or ending date; give information about the beginning and/or ending date in a note if it can be readily ascertained (see 1.7B16, 12.7B16.1).

Washington, D.C. : Smithsonian Institution
  Note: Began in 1996
    (First published issue not available but information about beginning date is known; resource still being published)

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)

  Note: Ceased publication in 1999
    (Description not based on either first or last issue or part; ending publication date known)

Cambridge, Mass. : Harvard University Press
  Note: Began in Mar. 1982; ceased in Sept. 1996
    (Description not based on either first or last issue or part; beginning and ending dates of publication known)

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)
1.4F9. Do not record a date for naturally occurring objects that have not been mounted for viewing or packaged for commercial distribution.

For other unpublished material (e.g., manuscripts, nonprocessed sound recordings, unedited or unpublished film or video materials, stock shots, art originals, unpublished electronic resources, artefacts that are not intended primarily for communication, unpublished microforms), give the date of production (creation, inscription, manufacture, recording, etc.) as instructed in 4.4F9.

Fair Rosamund / E. Burne-Jones. - 1863
(Dated gouache)

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

[English Victorian costume] [GMD]. - [186-?] (Undated)

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

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

Give the date or inclusive dates of unpublished collections (including those containing published material but not published as collections) as instructed in 4.4F9.

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

1.4F10. Give any other useful dates (e.g., dates of collection of data) in a note (see 1.7B10 and 1.7B16).

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

1.4G1. If the name of the publisher is unknown or if there is no publisher (see 1.4C8 and 1.4D8), and the place and name of the manufacturer appear on the item, give the place and name of the manufacturer.

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

Paris : [s.n., ca. 1898] (Paris : LeBrun)

For early printed monographs, early cartographic materials, and early printed music, see also 2.16H.
GENERAL RULES FOR DESCRIPTION

For changes in the course of publication of *serials* and *integrating resources*, see 12.4G1.

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

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

1.4G4. *Optional addition.* Give the place, name of manufacturer, and/or date of manufacture if they appear on the item and differ from the place, name of publisher, distributor, etc., and date of publication, distribution, etc., and are considered to be important.


   Harmondsworth : Penguin, 1949 (1963 printing)

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

   London : Her Majesty’s Stationery Office, 1976 (London : UDO (Litho))

1.5. PHYSICAL DESCRIPTION AREA

[section to be added]

1.6. SERIES AREA

Contents:

   1.6A. Preliminary rule
   1.6B. Title proper of series
   1.6C. Parallel titles of series
   1.6D. Other title information of series
   1.6E. Statements of responsibility relating to series
   1.6F. ISSN of series
   1.6G. Numbering within series
   1.6H. Subseries
   1.6J. More than one series statement
   1.6K. Change in series statement

1.6A. Preliminary rule

1.6A1. Sources of information. Take information recorded in this area from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose any information supplied from other sources in square brackets, within the parentheses enclosing each series statement.
GENERAL RULES FOR DESCRIPTION

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

1.6B. Title proper of series

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

(Al street atlas series)
(Bartholomew world travel series)
(Master choruses for Lent and Easter)
(Allstate simulation film library)
(Fant anthology of literature in Ameslan)
(Listening, looking, and feeling)
(Practicorp no-nonsense software)
(PCMI collection)
(H.C.)

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

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

For reproductions, record series statements for the original as instructed in 1.11C.
1.6B2. If different forms of the title of the series (other than parallel titles) appear, choose the
title given in the first of the prescribed sources for the series area as the title proper of the
series. Give the other form(s) in the note area if of value in identifying the bibliographic
resource.

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

1.6C. Parallel titles of series

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

(Jeux visuels = Visual games ...)

(Quellenwerke der Schweiz = Statistiques de la Suisse)

1.6D. Other title information of series

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

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

(Words : their origin, use, and spelling ...)

1.6E. Statements of responsibility relating to series

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

(Map supplement / Association of American Geographers ...)

(Technical memorandum / Beach Erosion Board ...)

(Sämtliche Werke / Thomas Mann ...)

(Nouvelle collection / Maurice Le Lannou)

1.6F. ISSN of series

1.6F1. Give the International Standard Serial Number (ISSN) of a series if it appears on the
item being described (see also 1.6H4). Give the ISSN in the standard manner (i.e., ISSN
followed by a space and two groups of four digits separated by a hyphen).
1.6G. Numbering within series

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

(Historic instruments at the Victoria and Albert Museum ; 4)
(Beatrix Potter jigsaw puzzles ; no. 1)
(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)
(Scribhinni Gaeilge na mBráthar Mionúr ; imleabhar 11)
(Carte géographique de l’Angleterre ; no 16)
([Geological Survey of Canada A series] ; 1245A)
(Military city map : series A902 1:25,000 = Carte militaire de la ville : série A902 1:25,000 / Mapping and Charting Establishment, Department of National Defence ; MCE 329)
(Audio-cassette library for professional librarians ; L-510)
(At-a-flash time line cards ; set 1)
(AIP-DRP ; 63-2)
(Wright American fiction ; reel A-4)

If the numbering consists of a year and a number that is a division of the year, give the year before the number (see 12.3C4).

(Treaty series ; 1976, no. 66)
   (Numbering appears as: no. 66 (1976))
(Background paper ; 2000, no. 3)
   (Numbering appears as: no. 3, 2000; numbering restarts each year)

When the numbering is grammatically integrated with the series title, see 1.6B1.
If the numbering that appears on the item is known to be incorrect, transcribe it as found and add the correct numbering in square brackets.
GENERAL RULES FOR DESCRIPTION

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

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

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

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

If a new sequence of numbering is accompanied by wording to differentiate the sequence, such as new series, include this wording. If a new sequence of numbering with the same system as before is not accompanied by wording such as new series, supply [new ser.] or another appropriate term (or its equivalent in the language of the title proper of the series). See also 12.3G.

(UCLA symposia on molecular and cellular biology ; new ser., v. 3)
(Cambridge studies in medieval life and thought ; 4th ser., 30)
(Research monographs ; [new ser.], no. 1)
(Chemie und Fortschritt ; [n.F.], Heft 1)

1.6G2. If the parts of a multipart monograph are separately numbered within a series, give the first and the last numbers if the numbering is continuous. Otherwise, give all the numbers.

(... ; v. 11-15)

(... ; v. 131, 145, 152)

Record the series numbering of a serial as instructed in 12.6G2.

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

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

1.6H. Subseries

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

(Department of State publication ; 8583. East Asian and Pacific series ; 199)
General Rules for Description

(Acta Universitatis Stockholmiensis. Stockholm studies in the history of literature ; 10)

(Standard radio super sound effects. Trains)

([Development digest. Premier series])

(Series C. Machine-readable texts of Greek authors)

(Three centuries of drama. English, 1642-1700)

1.6H2. If the main series and subseries titles appear in more than one language or script, choose as the title proper for the series area the main series and subseries titles in the language (or the clearly predominant language) of the particular bibliographic 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.

1.6H3. If a phrase such as “new series,” “second series,” etc., appears with an unnumbered series, transcribe such a phrase as a subseries title. If it appears with a numbered series, transcribe the phrase as part of the numbering of the series as instructed in 1.6G1 (see also 12.3G).

(Cambridge studies in international and comparative law. New series ...)

(Marian Library studies ; new ser., v. 12)

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

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

(Music for today. Series 2 ; no. 8)

(Viewmaster science series. 4, Physics)

(Communications of the Dublin Institute for Advanced Studies. Series D, Geophysical bulletin ; no. 29)

(Series of atlases in facsimile / Theatrum Orbis Terrarum. 6th series ; v. 1)

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

(World films. France today = La France d’aujourd’hui ...)


Prototype of revised Part 1 of AACR
GENERAL RULES FOR DESCRIPTION

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

(West Virginia University bulletin. Engineering Experiment Station bulletin, ISSN 0083-8640)

(Janua linguarum. Series maior, ISSN 0075-3114 ...)

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

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

(Sciences. Physics ; TSP 1)

(Biblioteca de arte hispánico ; 8. Artes aplicadas ; 1)

1.6J. More than one series statement

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

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

(Bulletin of the Iowa Highway Research Board) (Iowa State University bulletin)

If parts of a bibliographic resource belong to different series and this relationship cannot be stated clearly in the series area, give details of the series in a note (see 1.7B22).

1.6K. Change in series statement

1.6K1. For serials and integrating resources, describe the addition, deletion, or change of a series statement on a subsequent issue, part or iteration as instructed in 12.6K1.

1.7. NOTE AREA

Contents:

1.7A. Preliminary rule
1.7B. Notes

1.7A. Preliminary rule

1.7A1. Application. Notes contain useful descriptive information that cannot be fitted into other areas of the description.

Notes may reflect changes in the resource over time.
1.7A2. Sources of information. Take data recorded in notes from any suitable source. Use square brackets only for interpolations within quoted material. See also 1.0E.

1.7A3. Form of notes

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

Adaptation of: Germinie Lacerteux / Edmond et Jules de Goncourt

Originally published: London : Gray, 1871


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

Based on: Братья Каракозовы £ Фю Мю Достоевский

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.

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

“Published for the Royal Institute of Public Administration”

“A textbook for 6th form students”—Pref.

“Generally considered to be by William Langland”—Oxford companion to English literature

References. Refer to passages in the item, or in other sources, if these either support the cataloguer’s own assertions or save repetition in the catalogue entry of information readily available from other sources.

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

Detailed description in: Supplement to Hain’s Repertorium bibliographicum / W.A. Copinger

Formal notes. Use formal notes employing an invariable introductory word or phrase or a standard form of words when uniformity of presentation assists in the recognition of the type of information being presented or when their use provides economy of space without loss of clarity.
**Informal notes.** When making informal notes, use statements that present the information as briefly as clarity, understandability, and grammar permit.

**Combining notes.** When appropriate, combine two or more notes to make one note.

**1.7A4. Notes citing other editions and works**

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

Revision of: 2nd ed., 1973

**Other works and other 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 21). If this is not possible, use the title proper and statement of responsibility of the resource. When necessary, add the edition and/or date of publication of the manifestation cited.

Continues: Poetry in London. 1931-1947

Translation of: Le deuxième sexe

Previously published as: Mike. 1909

Adaptation of: Wells, H.G. Kipps

or Adaptation of: Kipps / by H.G. Wells

For **serials** and **integrating resources**, see also 12.7A1.

**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), give 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.

**1.7A5. Punctuation**

Precede each note by a full stop, space, dash, space or start a new paragraph for each. Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

**1.7B. Notes**

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

**1.7B1. Nature, scope, or form.** Make notes on the nature, scope, or form of the resource as instructed in .7B1 in the following chapters.

Comedy in two acts
GENERAL RULES FOR DESCRIPTION

1.7B2. Frequency. For *serials* and *integrating resources* see 12.7B2.

1.7B3. Language and script. Make notes on the language(s) and/or script(s) of the bibliographic resource as instructed in .7B3 in the following chapters.

   Commentary in English
   Spanish version of: Brushing away tooth decay

1.7B4. Source of title proper. Make a note on the source of the title proper as instructed in .7B4 in the following chapters.

   Title from container
   Title from descriptive insert

1.7B5. Variations in title. Make notes on titles by which a bibliographic resource is commonly known or on titles borne by the resource other than the title proper as instructed in .7B5 in the following chapters if considered to be important. Optionally, give a romanization of the title proper.

   Cover title: Giovanni da Firenze
   Original title: L’éducation sentimentale
   Commonly known as: LCIB

1.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area as instructed in .7B6 in the following chapters if considered to be important.

1.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area as instructed in .7B7 in the following chapters if considered to be important.

   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

158. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility and/or on persons or bodies related to the work not recorded elsewhere in the description as instructed in .7B8 in the following chapters.

   Attributed to Thomas Dekker
   Based on the novel by Thomas Hardy
   Inspired by themes from the music of George Butterworth

Rev. ed. of: The portable Dorothy Parker

1.7B10. Bibliographic history. Make notes relating to the bibliographic history of the bibliographic resource.

Formerly available as: CAS 675

1.7B11. Relationships with other resources. Make notes on important relationships between the resource being described and other related resources.

Continues: Monthly Scottish news bulletin

For *serials* and *integrating resources*, see 12.7B11.

[additional subrules to be added]

1.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

1.9. SUPPLEMENTS

[section to be added]

1.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]

1.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

[section to be added]
CHAPTER

2

Books, Pamphlets, and Printed Sheets

Contents

2.0 GENERAL RULES
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   2.0B Sources of information

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2.11 FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

Early Printed Monographs

2.12 SCOPE

2.13 CHIEF SOURCE OF INFORMATION
2.0. GENERAL RULES

2.0A. Scope

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

2.0B. Sources of information

2.0B1. Chief source of information. The chief source of information for printed monographs is the title page or, if there is no title page, the source from within the publication that is used as a substitute for it. For printed monographs published without a title page, or without a title page applying to the whole work (as in the case of some editions of the Bible and some bilingual dictionaries), use the part of the item supplying the most complete information, whether this be the cover (excluding a separate book jacket), caption, colophon, running title, or other part. Specify the part used as a title page substitute in a note (see 2.7B4). If no part of the item supplies data that can be used as the basis of the description, take the necessary information from any available source. If the information traditionally given on the title page is given on facing pages or on pages on successive leaves, with or without repetition, treat those pages as the title page.

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

a) the page standing in the position of a title page bears only the title proper

or

b) the title page bears only a calligraphic version of the title proper

or

c) the title page bears only a western-language version of the title and other bibliographic information.
2.0B2. **Prescribed sources of information.** The prescribed source(s) of information for each area of the description of printed monographs is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Title page²</td>
</tr>
<tr>
<td>Edition</td>
<td>Title page, other preliminaries, colophon</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Title page, other preliminaries, colophon</td>
</tr>
<tr>
<td>Physical description</td>
<td>The whole publication</td>
</tr>
<tr>
<td>Series</td>
<td>Series title page, monograph title page, cover, rest of the publication</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>

2.1. **TITLE AND STATEMENT OF RESPONSIBILITY AREA**

[section to be added]

2.2. **EDITION AREA**

Record an edition statement as instructed in 1.2.

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

This area is not applicable to printed monographs as such. For the use of this area for *cartographic materials*, *music*, and *serials*, see 1.3.

2.4. **PUBLICATION, DISTRIBUTION, ETC., AREA**

Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

2.5. **PHYSICAL DESCRIPTION AREA**

[section to be added]

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

Record each series statement as instructed in 1.6.

2.7. NOTE AREA

2.7A. Preliminary rule

2.7A1. In making notes, follow the instructions in 1.7 and in the following subrules. Give notes in the order in which they are listed in 2.7B. However, give a particular note first when it has been decided that note is of primary importance.

2.7B. Notes

2.7B1. 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.

“Collection of essays on economic subjects”
Arabic reader
Play in 3 acts
Scenario of film

2.7B3. Language and script. Make notes on the language(s) and/or script(s) of the bibliographic resource, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

Translation of: La muerte de Artemio Cruz
Author’s adaptation of his Russian text
Latin text, parallel English translation
Adaptation of: The taming of the shrew / William Shakespeare

2.7B4. Source of title proper. Make a note on the source of the title proper if the chief source of information is a title page substitute.

Caption title
Title from spine

2.7B5. Variations in title. Make notes on titles borne by the item other than the title proper. Optionally, give a romanization of the title proper.

Added t.p. in Russian
Previously published as: Enter Psmith
Cover title: The fair American

2.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

Title on added t.p.: Les rats

2.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

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

2.7B8. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

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

“Also attributed to Jonathan Swift”—Introd.

“Begun by Jane Austen in 1817 ... completed, some 160 years later, by another lady”—Cover


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

2.7B10. Bibliographic history. Make notes relating to the bibliographic history of the bibliographic resource.

Previous ed.: Harmondsworth : Penguin, 1950

Sequel to: Mémoires d’un médecin

[additional subrules to be added]

2.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

2.9. SUPPLEMENTS

[section to be added]
2.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]

2.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

[section to be added]

Early Printed Monographs

2.12. SCOPE

2.12A. The following rules (2.13-2.18) are extra rules for the description of early books, pamphlets, and broadsides (for the most part, pre-nineteenth-century publications). In general, follow the instructions in chapter 1 and in 2.1-2.11 for describing those materials and use the additional and modifying rules given below only when the conditions they state apply to the early book, etc., or when, as in 2.16, they contain instructions different from the previous rules. Consult specialized reference materials for more detailed treatment of early printed books, etc.

2.13. CHIEF SOURCE OF INFORMATION

2.13A. If the early book, etc., has a title page, use it as the chief source of information. If it has no title page, use the following sources (in this order of preference):

- caption
- colophon
- cover
- running title
- incipit or explicit
- privilege or imprimatur
- other sources

If the item has no title page, make a note indicating the source used (see 2.18B).

2.14. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]
2.15. EDITION AREA

2.15A. In general, give an edition statement as it is found in the item. Otherwise, give standard abbreviations and arabic numerals in place of words as instructed in 1.2B.

Nunc primum in lucem aedita
Editio secunda auctior et correctior

Cinquième édition  or  5e éd.

2.15B. If the edition statement is an integral part of the title proper, other title information, or statement of responsibility, or if it is grammatically linked to any of these, give it as such and do not make a further edition statement.

Chirurgia / nunc iterum non mediocri studio atque diligentia a pluribus mendis purgata

2.16. PUBLICATION, DISTRIBUTION, ETC., AREA

2.16A. A publisher statement may refer to one or more publishers, distributors, booksellers, or printers.

2.16B. Transcribe the place of publication, etc., as it is found on the item. It may include the name(s) of publishers, printers, etc. Supply the modern name of the place if it is considered necessary for identification.

2.16C. If more than one place of publication, etc., is found on the item, transcribe the first, and optionally, the others in the order in which they appear. If second or subsequent places are omitted, add [etc.].

2.16D. Give the rest of the details relating to the publisher, distributor, etc., as they appear on the item. Separate the parts of a complex statement only if they are presented separately on the item. If the statement includes the name of a printer, give it here. Omit words in the statement that do not aid in identification of the manifestation and do not indicate the role of the publisher, distributor, etc. Indicate omissions by the mark of omission.

London : R. Barker
London : Printed for the author and sold by J. Roberts
London : Impressi per me Wilhelmum de Machlinia in opulentissima civitate Londonarium iuxta pontem qui vulgariter dicitur Flete Brigge
BOOKS, PAMPHLETS AND PRINTED SHEETS

London : Imprinted ... by Robt. Barker ... and by the assigns of John Bill
Enprynted at Westmyster in Caxtons hous : By me Wynken the Worde
Birmingham : Printed by John Baskerville for R. and J. Dodsley ... 
Paris : Chez Testu, imprimeur-libraire
Paris : Ex officina Ascensiana : Impendio Joannis Parvi

2.16E. If there is more than one statement relating to publishers, distributors, etc., give the first statement, and optionally, the other statements in the order in which they appear. If subsequent statements are omitted, add [etc.].

London : Printed for the author and sold by J. Parsons [etc.]

2.16F. Give the date of publication or printing, including the day and month, as found on the item and add any necessary correction. Add the day and/or month in modern terms. Change roman numerals indicating the year to arabic numerals unless they are misprinted, in which case give the roman numerals and add a correction. Add the date in the modern chronology if considered to be important.

1716
iv Ian 1497
xii Kal. Sept. [21 Aug.] 1473
In vigilia S. Laurentii Martyris [9 Aug.] 1492
iii Mar. 1483 [i.e. 1484]
1733
(Date in book: MDCCXXXIII)
DMLII [i.e. 1552]

Optionally, formalize the date if the statement appearing on the item is very long.

18 May 1507
(Date in book: Anno gratiae millesimo quingentesimo septimo die vero decimoctavo Maij)

2.16G. If the item is undated and the date of publication is unknown, give an approximate date.

[1492?]
[not after Aug. 21, 1492]
2.16H. If the printer is named separately in the item and the printer can clearly be distinguished from the publisher or bookseller, give the place of printing and the name of the printer as instructed in 1.4G.

2.17. PHYSICAL DESCRIPTION AREA

[section to be added]

2.18. NOTE AREA

2.18A. Make notes as instructed in 2.7 and follow the instructions given below. Always make the notes below for incunabula.

If the formalized description of the areas preceding the note area does not identify the edition or issue being catalogued clearly, make notes to identify the item unambiguously. When appropriate, refer to a detailed description in a standard catalogue or bibliography (see 2.18C).

2.18B. Source of title proper

2.18B1. Make a note on the source of the title proper if it is not the title page.

Title from colophon

Title from: Incipit leaf [2]*

[additional subrules to be added]
Contents

3.0 GENERAL RULES
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3.2 EDITION AREA

3.3 MATHEMATICAL AND DIGITAL GRAPHIC REPRESENTATION AREA
   3.3A Preliminary rule
   3.3B Statement of scale
   3.3C Statement of projection
   3.3D Statement of coordinates and equinox
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3.4 PUBLICATION, DISTRIBUTION, ETC., AREA

3.5 PHYSICAL DESCRIPTION AREA

3.6 SERIES AREA

3.7 NOTE AREA
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3.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

3.9 SUPPLEMENTS

3.10 BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

3.11 FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS
3.0. GENERAL RULES

3.0A. Scope

3.0A1. The rules in this chapter cover the description of cartographic materials of all kinds. Cartographic materials include all materials that represent the whole or part of the Earth or any celestial body. These include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, nautical, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird’s-eye views (map views); etc. They do not cover in detail the description of early or manuscript cartographic materials, though the use of an additional term in the physical description (see 3.5B) and/or the use of the specific instructions in chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For items falling within the scope of other chapters but presenting cartographic information (e.g., some wall charts, some playing cards), consult the rules in this chapter in conjunction with those of the chapter appropriate to the item.

3.0B. Sources of information

3.0B1. For sources of information for a printed atlas, see 2.0B.

3.0B2. Chief source of information. The chief source of information for other than a printed atlas (in order of preference) is:

   a) the cartographic item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself
   b) container (e.g., portfolio, cover, envelope) or case, the cradle and stand of a globe, etc.

   If information is not available from the chief source, take it from any accompanying printed material (e.g., pamphlets, brochures).

3.0B3. Prescribed sources of information. The prescribed source(s) of information for each area of the description of cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.
CARTOGRAPHIC MATERIALS

Title and statement of responsibility
Edition
Mathematical and other material specific details
Publication, distribution, etc.
Physical description
Series
Note
Standard number and terms of availability

3.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA
[section to be added]

3.2. EDITION AREA

Record an edition statement as instructed in 1.2.

3.3. MATHEMATICAL AND DIGITAL GRAPHIC REPRESENTATION AREA

Contents:
3.3A. Preliminary rule
3.3B. Statement of scale
3.3C. Statement of projection
3.3D. Statement of coordinates and equinox
3.3E. Digital graphic representation

3.3A. Preliminary rule

3.3A1. Applicability. This area includes two distinct types of material specific details: mathematical data (see 3.3B–3.3D), which is generally applicable to cartographic materials; and digital graphic representation (see 3.3E), which is applicable to cartographic materials in electronic format. Follow the instructions in 1.3A1 for situations in which more than one type of material specific details is applicable.

Scale 1:250,000 ; universal transverse Mercator proj.
(E 138.00°–E 153.92°/S 9.00°–S 29.83°). — Raster : pixel
Use English words and abbreviations in recording mathematical data and the digital graphic representation.

3.3A2. Punctuation
For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area, or each occurrence of this area, by a full stop, space, dash, space.
Enclose the statement of coordinates and equinox in one pair of parentheses.
If both coordinates and equinox are given, precede the statement of equinox by a semicolon.
Precede the statement of epoch by a comma.
Precede the object type by a space, colon, space.
Enclose each statement on the number of objects in parentheses after the object type.
Precede the format name by a space, semicolon, space.

3.3B. Statement of scale

3.3B1. Give the scale of a cartographic resource (except as noted below) as a representative fraction expressed as a ratio (1: ). Precede the ratio by Scale. Give the scale even if it is already recorded as part of the title proper or other title information.

Scale ca. 1:36,000,000
(Scale as it appears on the item)
Bartholomew one inch map of the Lake District [GMD]. — Rev. —
Scale 1:63,360

If a scale statement found in the chief source of information or accompanying material is not expressed as a representative fraction, give it as a representative fraction in square brackets.

Scale [1:253,440]
(Scale statement reads: 1 inch to 4 miles)

If a representative fraction or other scale statement is found in a source other than the chief source of information or accompanying material (e.g., on a container or case not used as the chief source), give the scale as a representative fraction in square brackets.

Scale [1:63,360]

If no scale statement is found in the chief source of information or accompanying material or on the item’s container or case, estimate a representative fraction from a bar scale or a grid. Give in square brackets the representative fraction preceded by ca.

Scale [ca. 1:63,360]

If no scale can be determined by any of the above means, give Scale not given.
Optionally, estimate a scale by comparison with a cartographic item of known scale and give in square brackets the estimated scale preceded by *ca*. If no scale can be determined by comparison, give the statement *Scale not given*.

For **electronic resources**, give the scale if the resource has a scale statement or if the scale is already recorded as part of the title proper or other title information. Otherwise, give *Scale not given*.

Scale 1:3,000,000

(*Scale appears in title: ArcWorld 1:3M*)

**3.3B2. Optional addition.** Give additional scale information that is found on the item (such as a statement of comparative measures or limitation of the scale to particular parts of the cartographic item). Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop.

Scale 1:250,000. 1 in. to 3.95 miles. 1 cm. to 2.5 km.

Quote the additional scale information if:
- a) the statement presents unusual information that cannot be verified by the cataloguer
- or b) a direct quotation is more precise than a statement in conventional form
- or c) the statement on the item is in error or contains errors.

Scale 1:59,403,960. “Along meridians only, 1 inch = 936 statute miles”

Scale [ca. 1:90,000] not “1 inch to the mile”

**3.3B3.** If the scale within one map, etc., varies and the outside values are known, give both scales connected by a hyphen.

Scale 1:15,000-1:25,000

If the values are not known, give *Scale varies*.

**3.3B4.** In describing a cartographic resource in which the main maps, etc., are of more than one scale, give *Scales differ*.

*Optionally:*
- a) If the description is of a cartographic resource with two or more scales, and the projections and/or coordinates are also different for each main map, etc., give each scale in a separate scale statement. If there is more than one title, give the scale statements in the same order in which the titles are given. If there is only a collective title, give the largest or larger scale first.

Scale 1:50,000 (W 94°42'4"–W 93°00'00"/N 49°00'00"–N 48°31'00"). — Scale 1:250,000 (W 94°43’–W 92°00’/N 49°00’–N 48°13’)

Prototype of revised Part 1 of AACR

3-5
b) If the description is of a cartographic resource with two or more scales, and the projection and coordinates are the same for each main map, etc., give the scales in one scale statement. If there is more than one title, give the scales in the same order in which the titles are given. If there is only a collective title, give the largest or larger scale first.

Scale 1:7,819,000 and [ca. 1:15,000,000] (E 66°–E 138°/N 54°–N 18°)

 Optionally, give each scale with its associated mathematical data in separate scale statements.

Scale 1:7,819,000 (E 66°–E 138°/N 54°–N 18°). — Scale [ca. 1:15,000,000] (E 66°–E 138°/N 54°–N 18°)

3.3B5. If a cartographic resource is not drawn to scale, give Not drawn to scale. Do not estimate a scale.

3.3B6. Give a statement of scale for a cartographic resource with a nonlinear scale (e.g., celestial charts; some maps of imaginary places) only if the information appears on the item. If no scale statement is found on the item, give Scale not given. Do not estimate a scale.

Scale 1’ per 2 cm.

3.3B7. In describing a relief model, other three-dimensional cartographic resource, or a two-dimensional representation of a three-dimensional resource (e.g., block diagram, profile), give the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained.

Scale 1:744,080. 1 in. to ca. 28 miles. Vertical scale ca. 1:96,000

Scale 1:250,000. Vertical exaggeration 1:5

3.3C. Statement of projection

3.3C1. Give the statement of projection if it is found on the item, its container or case, or accompanying printed material. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

; conic equidistant proj.

3.3C2. Optional addition. Give phrases associated with the projection statement that concern meridians and/or parallels. Information about ellipsoids may be given in a note (see 3.7B12).

; transverse Mercator proj., central meridian 35°13'30"E

; azimuthal equidistant proj. centered on Nicosia, N 35°10’, E 33°22’
3.3D. Optional addition. Statement of coordinates and equinox

3.3D1. For terrestrial maps, etc., give the coordinates in the following order:

- westernmost extent of area covered (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°)

Optional addition. In situations where a more precise indication of geographic coverage is desired, describe each closed polygon using a string of coordinate pairs, in which each pair represents a vertex of the polygon.

List coordinate pairs in clockwise order, starting with the southeasternmost vertex of the polygon. In each coordinate pair, give longitude, followed by latitude, and express each in degrees, minutes, and seconds as appropriate to the size of the area being described.

Enclose each coordinate pair string in parentheses; separate longitude from latitude in any one pair with a diagonal slash, and separate coordinate pairs within a string with space, 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.
Optionally, give other meridians found on the item in the note area (see 3.7B12).

3.3D2. For celestial charts, give as coordinates the right ascension of the chart, or the right ascensions of the western and eastern limits of its collective coverage, and the declination of the centre of the chart, or the northern and southern limits of its collective coverage.

Designate the right ascension by RA, followed by the hours and, when necessary, minutes and seconds of the twenty-four-hour clock.

Designate the declination by Decl., followed by the degrees (°) and, when necessary, minutes (') and seconds (") of the sexagesimal system (360° circle), using a plus sign (+) for the northern celestial hemisphere and a minus sign (–) for the southern celestial hemisphere.

Separate right ascensions and declinations from each other by a diagonal slash, neither preceded nor followed by a space. When two right ascensions are found, give both separated by to. When two declinations are found, give both separated by to.

When coordinates are given, give also the statement of equinox. Express the equinox as a year preceded by a semicolon and eq. Give also a statement of the epoch when it is known to differ from the equinox. Separate it from the statement of the equinox by a comma, and precede it by epoch.

(RA 16 hr. 30 min. to 19 hr. 30 min./Decl. –16° to –49° ; eq. 1950, epoch 1948.5)

(RA 16 hr./Decl. –23° ; eq. 1950)

(RA 2 hr./Decl. +30° ; eq. 1950)

(RA 2 hr. 00 min. to 2 hr. 30 min./Decl. –30° to –45° ; eq. 1950)

For charts centered on a pole, give the declination limit.

(Centered at South Pole/Decl. limit –60°)

For atlases or collections of charts arranged in declination zones, give the declination limits of each zone, but omit the statement of right ascension. If the zones are numerous, give the declination limits of the first few zones followed by the mark of omission and the declination limit of the last zone.

(Zones +90° to +81°, +81° to +63°, +63° to +45° ; eq. 1950)

(Zones +90° to +81°, +81° to +63°, … –81° to –90° ; eq. 1950)

3.3E. Digital graphic representation

3.3E1. For an electronic resource, if the information is readily available, give the data type (e.g., raster, vector, point), the object type (e.g., point, line, polygon, pixel), the number of objects used to represent spatial information, and the format name (e.g., digital transfer
information). More detailed information such as topology level (e.g., VPF) and compression may be given in a note (see 3.7B13).

Point : point ; ASCII

Raster : pixel (5,000 × 5,000) ; TIFF

Vector ; Shape

Vector : points, lines and polygons ; E00

Vector : network chains

Vector : point (13671), string (20171), GT-polygon composed of chains (13672) ; ARC/INFO export

Vector ; MID/MIF

### 3.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

For early cartographic materials, see also 2.16.

### 3.5. PHYSICAL DESCRIPTION AREA

[section to be added]

### 3.6. SERIES AREA

Record each series statement as instructed in 1.6.

### 3.7. NOTE AREA

#### 3.7A. Preliminary rule

3.7A1. In making notes, follow the instructions in 1.7 and in the following subrules.

Give notes in the order in which they are listed in 3.7B. However, give a particular note first when it has been decided that note is of primary importance.

#### 3.7B. Notes

3.7B1. Nature, scope, or form. Make notes on the nature, scope, or form of a cartographic resource unless it is apparent from the rest of the description. Also make notes on unusual or unexpected features of the item.
CARTOGRAPHIC MATERIALS

Shows all of western Europe and some of eastern Europe
(Item entitled: Germany)

Maps dissected and pasted onto the sides of 42 wooden blocks to
form an educational game

Shows the routes of Amundsen, Byrd, and Gould

Shows southernmost extent of the midnight sun

Shows the main battles of 1944-1945
(Item entitled: The Asian struggle)

Free ball globe in transparent plastic cradle with graduated
horizon circle and “geometer”

Shows dioceses

“Contour interval 20 feet”

Relief shown by contours, hachures, and spot heights

Based on 1981 statistics

3.7B3. Language and script. Make notes on the language(s) and/or script(s) of captions,
etc., and text, unless this is apparent from the rest of the description.

In Esperanto

Includes text in Finnish, Swedish, English, and German

Place names in Italian

Legend in English and Afrikaans

In English, except for title and “La mer du Nord”

3.7B4. Source of title proper. Make a note on the source of the title proper if it is other than
the chief source of information or if considered important.

Title from container

Title from separate wrapper

Title from: A list of maps of America / P.L. Phillips. p. 502

Title from panel

3.7B5. Variations in title. Make notes on titles borne by the item other than the title proper.
Optionally, give a romanization of the title proper.

Panel title: Welcome to big Wyoming

Title in left margin: Ville de Aix-les-Bains, Savoie
3.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

Added title in Spanish

3.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

Subtitle on wrapper: Showing population changes 1951-60

3.7B8. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

Engraved by T.J. Newman

“Ch. Smith sculp.”–Cover

“Plotted ... by G. Petrie and D.P. Nicol, University of Glasgow, 1965. Field reconnaissance, 1962, and geomorphological interpretation by R.J. Price as part of project no. 1469 of the Institute of Polar Studies, the Ohio State University”

Attributed to Blaeu in: Atlantes Neerlandici / C. Koeman


First ed. published 1954

Sheets of various eds.

A later state of the map first published in 1715 and later in 1745. This state has the additions of “King’s roads” and an advertisement for Overton’s large map of the British Isles, dated 1746

Red overprinting on the author’s Greater Germany, administrative divisions 1 July 1944 (no. 3817-R&A, OSS)

“Roads and railways fully revised, 1971”—Wrapper

A later state of the map first published in 1772


Facsim. of: "The 52 countries [i.e. counties] of England and Wales described in a pack of cards. Sold by Robert Morton ... [et al.] in 1676"
Copied from:

Based on:

From: Atlas élémentaire de géographie physique et politique / E. Mentelle et P.G. Chanlaire. [1798]

First ed. published as: Atlas of comparative geography for junior classes / edited by George Philip. 1903

3.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

3.9. SUPPLEMENTS

3.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

3.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS
CHAPTER

4

Manuscripts
(Including Manuscript Collections)

Contents

4.0 GENERAL RULES
   4.0A Scope
   4.0B Sources of information

4.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

4.2 EDITION AREA
   4.2A Preliminary rule
   4.2B Edition statement

4.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

4.4 DATE AREA
   4.4A Preliminary rule
   4.4F Date of the manuscript

4.5 PHYSICAL DESCRIPTION AREA

4.6 SERIES AREA

4.7 NOTE AREA
   4.7A Preliminary rule
   4.7B Notes

4.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

4.0. GENERAL RULES
4.0A. Scope

4.0A1. The rules in this chapter cover the description of manuscript (including typescript or printout) materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., legal papers (including printed forms completed in manuscript), and collections of such manuscripts. For reproductions of manuscripts published in multiple copies, see chapter 2 or chapter 11, as appropriate. For manuscript cartographic items, see also chapter 3. For manuscript music, see also chapter 5.

4.0B. Sources of information

4.0B1. Chief source of information. The chief source of information for manuscripts is the manuscript itself. Within manuscripts, use (in this order of preference) information from the:

- title page
- colophon
- caption, heading, etc.
- content of the manuscript

However, prefer a source that is part of the original manuscript to sources that have been supplied later. If information is not available from the chief source, take it from the following sources (in this order of preference):

- another manuscript copy of the item
- a published edition of the item
- reference sources
- other sources

For collections of manuscripts, treat the whole collection as the chief source.

4.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of manuscripts is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information, published copies of manuscript</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information, published copies of manuscript</td>
</tr>
<tr>
<td>Date</td>
<td>Chief source of information, published copies of manuscript</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
</tbody>
</table>
4.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]

4.2. EDITION AREA

4.2A. Preliminary rule

4.2A1. Scope. Use this area to give statements relating to versions of works existing in two or more manuscript versions or states in single or multiple copies. Examples are different manuscript drafts of a work and filmscripts existing in various versions.

4.2B. Edition statement

4.2B1. Record an edition statement as instructed in 1.2.

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

This area is not applicable to printed manuscripts as such. For the use of this area for cartographic materials, music, and serials, see 1.3.

4.4. DATE AREA

4.4A. Preliminary rule

4.4A2. Punctuation
Precede this area by a full stop, space, dash, space.
The other prescribed punctuation in 1.4A2 is not applicable to manuscripts.

4.4F. Date of the manuscript

4.4F9. Give the date or inclusive dates of the manuscript or manuscript collection unless it is already included in the title (as with letters and legal documents). Give the year or years of the manuscript(s), and optionally the month and day (in the case of single manuscripts), in that order. For the dating of a collection, see 1.4F9.

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

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

Records [GMD] / American Colonization Society. - 1816-1908
Alice’s adventures under ground [GMD] : a Christmas gift to a dear child in memory of a summer day / [Lewis Carroll (Rev. C.L. Dodgson)]. – 1864

Sonnet, To Genevra [GMD] / [Lord Byron]. – 1813 Dec. 17

If the date of delivery of a speech, sermon, etc., differs from the date of the manuscript, give the date of delivery in a note unless this date is part of the title information.

Note: Delivered Feb. 8, 1928

4.5. PHYSICAL DESCRIPTION AREA

[section to be added]

4.6. SERIES AREA

Record each series statement as instructed in 1.6.

4.7. NOTE AREA

4.7A. Preliminary rule

4.7A1. In making notes, follow the instructions in 1.7 and in the following subrules.
Give notes in the order in which they are listed in 4.7B. However, give a particular note first when it has been decided that note is of primary importance.

4.7B. Notes

4.7B1. Nature, scope, or form. Make notes on the nature of a manuscript or a collection of manuscripts unless it is apparent from the rest of the description. Use one of the following terms, as appropriate:

- holograph(s) (for manuscripts handwritten by the person(s) responsible for the work(s) contained therein)
- ms. (for all other handwritten manuscripts)
- mss. (for all other collections of handwritten manuscripts)
- printout(s)
- typescript(s)

Holograph
Ms.
Typescripts
MANUSCRIPTS (INCLUDING MANUSCRIPT COLLECTIONS)

If the item is signed, add \textit{signed}.

Holograph, signed

If the item or collection being described is a copy or consists of copies, add \textit{(carbon copy), (photocopy),} or \textit{(transcript)}, or the plural of one of these. If a photocopy is negative, add \textit{negative}. Add \textit{handwritten, typewritten,} or \textit{printout} to transcript(s).

Holograph (carbon copy)

Ms. (photocopy, negative)

Ms., signed (photocopy)

Mss. (transcripts, handwritten)

Typescript (photocopy)

If the items in a collection are not all of the same nature, word the qualification to indicate this.

Mss. (some photocopies)

Mss. (transcripts, handwritten, and photocopies)

Mss. (photocopies, some negative)

If the item is a copy, add the location of the original if this can be readily ascertained.

Ms. (photocopy) of original in the British Library Humanities and Social Sciences

Holograph, signed (photocopy), original in possession of W.S. Merwin

Indicate the scope or form of a manuscript item if it is not apparent from the rest of the description.

Poem

Journal and account book

Typescript of sound recording

Printout of catalog

In describing a collection of manuscripts, name the types of papers, etc., constituting the collection and mention any other features that characterize it. If the collection is of personal papers, give enough data to identify the person, either as a brief initial statement or as part of the summary of the nature of the collection. If necessary, give the contents (see 4.7B29) as part of that summary.
MANUSCRIPTS (INCLUDING MANUSCRIPT COLLECTIONS)

Paleontologist and educator. Correspondence, reports, notes, articles, maps, printed matter, and other papers, mainly relating to the Carnegie Institution, the National Academy of Sciences, the National Research Council, and national parks.

Papers covering (in the main) Allen’s service as U.S. senator, 1837-1848, and as governor of Ohio, 1873-1874. Includes some of his speeches, drafts of his letters, and letters from various correspondents on political matters in Ohio.

Includes records of the Banking Board, 1911-1939, and those of the Bureau of Insurance, 1897-1943.

Writer. Personal papers, letters, etc., drafts of some poems, including the complete text of the verse drama “The pierrot of the minute.”

4.7B3. Language and script. Make notes on the language(s) and/or script(s) of the bibliographic resource, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

In Swedish

Latin with English marginalia

Some items in English, some in French

English with typewritten French translation

4.7B4. Source of title proper. Make a note on the source of the title proper if it is other than the chief source of information.

Title from cover

Title from: Guide to manuscript collections in the William L. Clements Library / compiled by H.H. Peckham. 1942

4.7B5. Variations in title. Make notes on titles borne by the item other than the title proper. Optionally, give a romanization of the title proper.

Also known as: The Thynne papers

4.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

4.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

4.7B8. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on
persons or bodies connected with a work or the manuscript and not already named in the description.

- Original, signed by John Hancock
- Marginalia by Robert Graves
- Collection made by P.M. Townshend
- Dictated to Clare Wheeler

[additional subrules to be added]

**4.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

[section to be added]
CHAPTER 5

Music

Contents

5.0 GENERAL RULES
  5.0A Scope
  5.0B Sources of information

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5.3 MUSICAL PRESENTATION STATEMENT AREA
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5.6 SERIES AREA

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  5.7B Notes

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5.9 SUPPLEMENTS

5.10 BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

5.11 FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS
5.0. GENERAL RULES

5.0A. Scope

5.0A1. The rules in this chapter cover the description of published music. They do not cover manuscript or other unpublished music in detail, though the use of an additional term in the physical description (see 5.5B) and the use of the specific provisions of chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For the description of recorded music, see chapter 6. For microform reproductions of music, see chapter 11.

5.0B. Sources of information

5.0B1. Chief source of information. If the title page consists of a list of titles including the title of the item being catalogued, use as the chief source of information whichever of the “list” title page, the cover, or the caption furnishes the fullest information. In all other cases, use the title page or title page substitute (see 2.0B1) as the chief source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

caption
cover
colophon
other preliminaries
other sources

5.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of published music is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information, caption, cover, colophon, other preliminaries</td>
</tr>
<tr>
<td>Musical presentation</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Chief source of information, caption, cover, colophon, other preliminaries, first page of music</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Series</td>
<td>Series title page, caption, cover, colophon, other preliminaries</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>
5.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]

5.2. EDITION AREA

Record an edition statement as instructed in 1.2.
For manuscript music existing in different versions, see 4.2.

5.3. Optional area. MUSICAL PRESENTATION STATEMENT AREA

Contents:

5.3A. Preliminary rule
5.3B. Musical presentation statement

5.3A. Preliminary rule

5.3A1. Applicability. This area is used to give a statement relating to the physical presentation of the music. Follow the instructions in 1.3A1 for situations in which more than one type of material specific details is applicable.

5.3A2. Punctuation
For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

5.3B. Musical presentation statement

5.3B1. Transcribe a statement found in the chief source of information indicating the physical presentation of the music.

Orchester-Partitur
Score and set of parts
Miniature score
Playing score

If the statement appears in two or more languages or scripts, transcribe the one that is in the language or script of the title proper. If this criterion does not apply, transcribe the one that appears first.
Optionally, transcribe the parallel statements, each preceded by an equals sign.

Partitura = Partition
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

5.3B2. If a musical presentation statement is an inseparable part of another area and is recorded as such, do not repeat it here.

5.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

For early printed music, see also 2.16.

5.5. PHYSICAL DESCRIPTION AREA

[section to be added]

5.6. SERIES AREA

Record each series statement as instructed in 1.6.

5.7. NOTE AREA

5.7A. Preliminary rule

5.7A1. In making notes, follow the instructions in 1.7 and in the following subrules.

Give notes in the order in which they are listed in 5.7B. However, give a particular note first when it has been decided that note is of primary importance.

5.7B. Notes

5.7B1. Form of composition and medium of performance. If the musical form of a work is not apparent from the rest of the description, give the form in a word or brief phrase.

Carol

Opera in two acts

Name the medium of performance for which a musical work is intended unless it is named in the rest of the description in English or in foreign language terms that can be readily understood. Name voices before instruments. Name the voices and then the instruments in the order in which they are listed in the item being described. Name a voice or instrument in English unless there is no satisfactory English equivalent.
If the work is for solo instruments, name them all if no more than eleven would be named. If the work is for an orchestra, band, etc., do not list the instruments involved. In describing ensemble vocal music, add to the appropriate term a parenthetical statement of the component voice parts, using S (soprano), Mz (mezzo-soprano), A (alto), T (tenor), Bar (baritone), and B (bass). Repeat an abbreviation, if necessary, to indicate the number of parts.

For organ
For unacc. child’s voice
For voice and piano
For voice, 2 violins, and violoncello
Arr. for guitar
Electronic music
For alto saxophone and piano
For soprano and electronic tape
Reduction for clarinet and piano
For piano, 4 hands
For soprano and piano
For voice and sitar
For solo voices (SATB), chorus (SSATB), and orchestra
For 2 treble recorders, 2 oboes, 2 violins, and basso continuo
For superius, contratenor, tenor, and bassus

If the information relating to the medium of performance given in the rest of the description is ambiguous or insufficient, record supplementary information here.

Part for piano only
Score for violoncello and piano, part for clarinet

*Title page reads: For violoncello or clarinet or viola, and piano*

**5.7B3. Language and script.** Make notes on the language(s) and/or script(s) of the textual content of the work unless this is apparent from the rest of the description. Indicate vocal texts published with part of the music.

French and English words
Latin words
Russian, German, and English words
Words in Hebrew (romanized)
Arbitrary syllables as text
Original text with English translation
Macaronic text (Latin and German)
French words, English translation on p. v-xxii
English words, includes principal melodies

5.7B4. **Source of title proper.** Make a note on the source of the title proper if it is other than the chief source of information.

*Title from publisher’s catalogue*

5.7B5. **Variations in title.** Make notes on titles borne by the item other than the title proper. *Optionally,* give a romanization of the title proper.

*Title on cover: Love songs of Lennon & McCartney*

5.7B6. **Parallel titles.** Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

5.7B7. **Other title information.** Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

5.7B8. **Statements of responsibility.** Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

*Arr. by Charles Graveney*
*Previously attributed to Handel*
*“Based on themes in the poems of Thomas Hardy”–T.p. verso*
*Transcriptions of recordings made by Alan Lomax*
*Libretto by Arrigo Boito, based on Victor Hugo’s Angelo*

5.7B9. **Edition.** Make notes relating to the edition being described.

*Reprinted from the 1712 ed.*
*Reprint in reduced format of the full score: Berlin : Harmonie, 1910*
*Rev. ed. of: Complete organ works. London : Schott, 1958*
MUSIC


5.7B10. Bibliographic history. Make notes relating to the bibliographic history of the bibliographic resource.

[additional subrules to be added]

5.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

5.9. SUPPLEMENTS

[section to be added]

5.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]

5.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

[section to be added]
CHAPTER

6

Sound Recordings

Contents

6.0 GENERAL RULES
   6.0A Scope
   6.0B Sources of information

6.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

6.2 EDITION AREA

6.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

6.4 PUBLICATION, DISTRIBUTION, ETC., AREA
   6.4B General rule
   6.4F Date of publication, distribution, etc.

6.5 PHYSICAL DESCRIPTION AREA

6.6 SERIES AREA

6.7 NOTE AREA
   6.7A Preliminary rule
   6.7B Notes

6.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

6.9 SUPPLEMENTS

6.10 BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL
6.0. GENERAL RULES

6.0A. Scope

6.0A1. The rules in this chapter cover the description of sound recordings in all media, i.e., discs, tapes (open reel-to-reel, cartridges, cassettes), piano rolls (and other rolls), and sound recordings on film (other than those intended to accompany visual images, for which see chapter 7). They do not cover specifically recordings in other forms (e.g., wires, cylinders) or in various experimental media, though the use of appropriate specifications in the physical description (see 6.5) and special notes will furnish a sufficiently detailed description for such items.

6.0B. Sources of information

6.0B1. Chief source of information. The chief source of information for each major type of sound recording is set out here.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>CHIEF SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc</td>
<td>Disc and label(^3)</td>
</tr>
<tr>
<td>Tape (open reel-to-reel)</td>
<td>Reel and label</td>
</tr>
<tr>
<td>Tape cassette</td>
<td>Cassette and label</td>
</tr>
<tr>
<td>Tape cartridge</td>
<td>Cartridge and label</td>
</tr>
<tr>
<td>Roll</td>
<td>Label</td>
</tr>
<tr>
<td>Sound recording on film</td>
<td>Container and label</td>
</tr>
</tbody>
</table>

If there are two or more chief sources of information as defined above (e.g., two labels on a disc), treat these as a single chief source.

Treat accompanying textual material or a container as the chief source of information if it furnishes a collective title and the parts themselves and their labels do not. In this case, make a note (see 6.7B4) indicating the source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

- accompanying textual material
- container (e.g., sleeve, box)
- other sources

Prefer textual data to sound data. For example, if a sound disc has a label and also information presented in sound form on the disc, prefer the label information.

---

1. *Label* means any permanently affixed paper, plastic, etc., label as opposed to the container itself, which may have data embossed or printed on it.
6.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of sound recordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information, accompanying textual material, container</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Chief source of information, accompanying textual material, container</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Series</td>
<td>Chief source of information, accompanying textual material, container</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>

6.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]

6.2. EDITION AREA

Record an edition statement as instructed in 1.2.

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

This area is not applicable to sound recordings as such. For the use of this area for cartographic materials, music, and serials, see 1.3.

6.4. PUBLICATION, DISTRIBUTION, ETC., AREA

6.4B. General rule

6.4B1. Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.
6.4F. Date of publication, distribution, etc.

6.4F1. If the date of recording appears on a published sound recording, give it in a note (see 6.7B16).


Note: Recorded in 1961

6.5. PHYSICAL DESCRIPTION AREA

[section to be added]

6.6. SERIES AREA

Record each series statement as instructed in 1.6.

6.7. NOTE AREA

6.7A. Preliminary rule

6.7A1. In making notes, follow the instructions in 1.7 and in the following subrules.

Give notes in the order in which they are listed in 6.7B. However, give a particular note first when it has been decided that note is of primary importance.

6.7B. Notes

6.7B1. Nature, scope, or form and medium of performance. Make notes on the form of a literary work or the type of musical or other work unless it is apparent from the rest of the description.

Play for child actors

Opera in two acts

Field recording of birdsong

Name the medium of performance when necessary, as instructed in 5.7B1.

Singer, bass, 2 electric guitars, drums

6.7B3. Language and script. Make notes on the language(s) and/or script(s) of the spoken or sung content of the bibliographic resource unless this is apparent from the rest of the description.

Sung in French
In French, introduced in English

6.7B4. Source of title proper. Make a note on the source of the title proper if it is other than the chief source of information or if it is a container or accompanying textual material (see 6.0B1).

Title from container

Title from accompanying typewritten notes (4 p.)

6.7B5. Variations in title. Make notes on titles borne by the item other than the title proper. Optionally, give a romanization of the title proper.

Title on container: The four seasons

6.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

6.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

Subtitle: Songs of redemption

6.7B8. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give the names of performers and the medium in which they perform if they have not been named in the statements of responsibility and if they are judged necessary. Make notes relating to any other persons or bodies connected with a work that are not named in the description.

Based on music by Franz Schubert

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

Backing by Coral Reefer Band

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

Piano: Joshua Rifkin

Incorporate the names of performers into the contents note if appropriate (see 6.7B29).


Reissue of: Caedmon TC 1125 (1952)

Ed. recorded: New York : Farrar, 1937
SOUND RECORDINGS


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 Saugerties, New York”—Container notes

For a nonprocessed sound recording, give the available details of the event.

Recording of speech given at the University of Kentucky Academic Library Institute, Lexington, Ky., May 24, 1984.

[additional subrules to be added]

6.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

6.9. SUPPLEMENTS

[section to be added]

6.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]
CHAPTER

7

Motion Pictures and Videorecordings

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  7.0B Sources of information

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7.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

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7.10 BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL
7.0. GENERAL RULES

7.0A. Scope

7.0A1. The rules in this chapter cover the description of motion pictures and videorecordings of all kinds, including complete films and programmes, compilations, trailers, newscasts and newsfilms, stock shots, and unedited material. For other visual material, see chapter 8. For sound track film not accompanied by visual material, see chapter 6.

7.0B. Sources of information

7.0B1. Chief source of information. The chief source of information for motion pictures and videorecordings is (in this order of preference):

   a) the item itself (e.g., the title frames)
   b) its container (and container label) if the container is an integral part of the piece (e.g., a cassette).

   If the information is not available from the chief source, take it from the following sources (in this order of preference):

   accompanying textual material (e.g., scripts, shot lists, publicity material)
   container (if not an integral part of the piece)
   other sources

7.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of motion pictures and videorecordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information, accompanying material, container</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Chief source of information, accompanying material, container</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Series</td>
<td>Chief source of information, accompanying material, container</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>
7.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]

7.2. EDITION AREA

Record an edition statement as instructed in 1.2.

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

This area is not applicable to motion pictures and videorecordings as such. For the use of this area for cartographic materials, music, and serials, see 1.3.

7.4. PUBLICATION, DISTRIBUTION, ETC., AREA

7.4B. General rule

7.4B1. Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

7.4F. Date of publication, distribution, etc.

7.4F1. Optionally, give a date of original production differing from the date of publication, distribution, etc., of published material in the note area (see 7.7B16).

Santa Monica [Calif.] : Pyramid Films [distributor], 1971

Note: Made in 1934

7.5. PHYSICAL DESCRIPTION AREA

[section to be added]

7.6. SERIES AREA

Record each series statement as instructed in 1.6.

7.7. NOTE AREA

7.7A. Preliminary rule

7.7A1. In making notes, follow the instructions in 1.7 and in the following subrules.
Give notes in the order in which they are listed in 7.7B. However, give a particular note first when it has been decided that note is of primary importance.

7.7B. Notes

7.7B1. Nature, scope, or form. Make notes on the nature, scope, or form of a motion picture or videorecording unless it is apparent from the rest of the description.

   Documentary
   TV play

7.7B3. Language and script. Make notes on the language(s) and/or script(s) of the spoken, sung, or written content of the bibliographic resource unless this is apparent from the rest of the description. Indicate captioning or signing.

   In French
   French dialogue, English subtitles
   Dubbed into English
   Closed-captioned

7.7B4. Source of title proper. Make a note on the source of the title proper if it is other than the chief source of information.

   Title from script

7.7B5. Variations in title. Make notes on titles borne by the item other than the title proper. Optionally, give a romanization of the title proper.

   Title on container: Papaya and guava
   Title in English on title frame: 400 blows
   Title on containers of parts 3, 5-6 varies slightly

7.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

7.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

   Subtitle: Les fleurs anglaises

7.7B8. Statements of responsibility

   Cast. List featured players, performers, narrators, and/or presenters.

   Presenter: Jackie Glanville
MOTION PICTURES AND VIDEORECORDINGS

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

Cast: Gilles Behat (Charles IV), Jean Deschamps (Charles de Valois), Hélène Duc (Mahaut d’Artois)

Incorporate names of the cast into the contents note if appropriate (see 7.7B29).

Credits. List persons (other than the cast) who have contributed to the artistic and/or technical production of a motion picture or videorecording and who are not named in the statements of responsibility (see 7.1F). Do not include the names of assistants, associates, etc., or any other persons making only a minor contribution. Preface each name or group of names with a statement of function.

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

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


Shorter version of the 1969 motion picture of the same name

Censored version. 3 min. sequence missing on reel 3. Censorship certificate C-132, May 4, 1946, of the U.S. Dept. of the Army

Spanish version of the 1956 motion picture entitled: Jenny’s birthday book. Based on: Jenny’s birthday book / by Esther Averill


Remake of the 1933 motion picture of the same name

Based on the novel by Nicolas Mosley

[additional subrules to be added]

7.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

7.9. SUPPLEMENTS

[section to be added]

7.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]
CHAPTER
8
Graphic Materials

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8.0 GENERAL RULES
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  8.0B Sources of information

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8.2 EDITION AREA

8.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

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8.5 PHYSICAL DESCRIPTION AREA

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  8.7B Notes

8.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

8.9 SUPPLEMENTS

8.10 BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

8.11 FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

8.0. GENERAL RULES
8.0A. Scope

8.0A1. The rules in this chapter cover the description of graphic materials of all kinds, whether opaque (e.g., two-dimensional art originals and reproductions, charts, photographs, technical drawings) or intended to be projected or viewed (e.g., filmstrips, radiographs, slides), and collections of such graphic materials. For unpublished graphic materials, see also the instructions in chapter 4. For visual material recorded on film and intended to be projected so as to create the illusion of movement, see chapter 7. For microforms, see chapter 11. For maps, etc., see chapter 3. For microscope slides, see chapter 10.

8.0B. Sources of information

8.0B1. Chief source of information. The chief source of information for graphic materials is the item itself including any labels, etc., that are permanently affixed to the item or a container that is an integral part of the item. If the item being described consists of two or more separate physical parts (e.g., a slide set), treat a container that is the unifying element as the chief source of information if it furnishes a collective title and the items themselves and their labels do not. In this case, make a note (see 8.7B4) indicating the source of information. If information is not available from the chief source, take it from the following sources (in this order of preference):

- container (e.g., box, frame)
- accompanying textual material (e.g., manuals, leaflets)
- other sources

In describing a collection of graphic materials as a unit, treat the whole collection as the chief source.

8.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of graphic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information, container, accompanying material</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Chief source of information, container, accompanying material</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Series</td>
<td>Chief source of information, container, accompanying material</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>
8.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]

8.2. EDITION AREA

Record an edition statement as instructed in 1.2. For unpublished graphic materials existing in different versions, see 4.2.

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

This area is not applicable to graphic materials as such. For the use of this area for cartographic materials, music, and serials, see 1.3.

8.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

8.5. PHYSICAL DESCRIPTION AREA

[section to be added]

8.6. SERIES AREA

Record each series statement as instructed in 1.6.

8.7. NOTE AREA

8.7A. Preliminary rule

8.7A1. In making notes, follow the instructions in 1.7 and in the following subrules. Give notes in the order in which they are listed in 8.7B. However, give a particular note first when it has been decided that note is of primary importance.

8.7B. Notes

8.7B1. Nature, scope, or form. Make notes on the nature, scope, or form of a graphic resource unless it is apparent from the rest of the description.

Cross-cultural survey
8.7B3. **Language and script.** Make notes on the language(s) of the spoken or written content of the bibliographic resource and its accompanying sound unless this is apparent from the rest of the description.

- Captions in Spanish
- Sound tape in Spanish and English

8.7B4. **Source of title proper.** Make a note on the source of the title proper if it is a container or if it is other than the chief source of information (see 8.0B1).

- Title from manufacturer’s catalogue

8.7B5. **Variations in title.** Make notes on titles borne by the item other than the title proper. *Optionally,* give a romanization of the title proper.

- Also known as: The blue boy
- Title on container: Japan

8.7B6. **Parallel titles.** Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

8.7B7. **Other title information.** Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

- Subtitle: Cereals of the world

8.7B8. **Statements of responsibility.** Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

- Narrator: Rod Serling
- Teacher’s guide / by M. McComb
- Variously attributed to Mathew B. Brady, to Dan Adams, and to Anthony, Edwards & Co.

**Donor, source, etc., and previous owner(s).** Make notes on the donor or source of an original graphic item and on previous owners if they can be easily ascertained. Add the year or years of accession to the name of the donor or source, and the year or years of ownership to the name of a previous owner.

8.7B9. **Edition.** Make notes relating to the edition being described.

8.7B10. **Bibliographic history.** Make notes relating to the history of the bibliographic resource.
GRAPHIC MATERIALS

Originally released in 1965 with sound disc
Based on the fairy tale by H.C. Andersen

[additional subrules to be added]

8.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

8.9. SUPPLEMENTS

[section to be added]

8.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]

8.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

[section to be added]
CHAPTER

9

Electronic Resources

Contents

9.0 GENERAL RULES
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  9.0B Sources of information

9.1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

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9.9 SUPPLEMENTS

9.10 BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL
9.0. GENERAL RULES

9.0A. Scope

9.0A1. The rules in this chapter cover the description of electronic resources. Electronic resources consist of data (information representing numbers, text, graphics, images, maps, moving images, music, sounds, etc.), programs (instructions, etc., that process the data for use), or combinations of data and programs. Electronic resources often include components with characteristics found in multiple classes of materials so there will frequently be a need to consult other chapters. For example, in describing a serially-issued cartographic electronic resource, use chapters 3, 9, and 12.

For cataloguing purposes, electronic resources may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disc/disk, cassette, cartridge) must be inserted into a computerized device or into a peripheral attached to a computerized device. Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input-output device (e.g., a terminal), either connected to a computer system (e.g., a resource in a network), or by use of resources stored in a hard disk or other storage device.

9.0B. Sources of information

9.0B1. Chief source of information. The chief source of information for electronic resources is the resource itself.

Take the information from formally presented evidence (e.g., title screen(s), main menus, program statements, initial display(s) of information, home page(s), the file header(s) including “Subject:” lines, encoded metadata (e.g., TEI headers, HTML/XML meta tags), and the physical carrier or its labels1), including information that has been uncompressed, printed out, or otherwise processed for use. If the information in these sources varies in degree of fullness, prefer the source that provides the most complete information.

If the information required is not available from the resource itself, take it from the following sources (in this order of preference):

- printed or online documentation or other accompanying material (e.g., publisher’s letter, “about” file, publisher’s Web page about an electronic resource)
- information printed on a container issued by the publisher, distributor, etc.

If the item being described consists of two or more separate physical parts, treat a container or its permanently affixed label that is the unifying element as the chief source of information if it furnishes a collective title and the formally presented information in, or the labels on, the parts themselves do not.

---

1. Label refers to any paper, plastic, etc., label permanently affixed to a physical carrier, or information printed or embossed directly onto the physical carrier by the publisher, creator, etc., of the resource, as opposed to those on the container or to any label added locally.
If the information required is not available from the chief source or the sources listed above, take it from the following sources (in this order of preference):

- other published descriptions of the resource
- other sources (e.g., metadata records)

**9.0B2. Prescribed sources of information.** The prescribed source(s) of information for each area of the description of electronic resources is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information, information issued by the publisher, creator, etc., container</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information, information issued by the publisher, creator, etc., container</td>
</tr>
<tr>
<td>Type and extent of resource</td>
<td>Any source</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Chief source of information, information issued by the publisher, creator, etc., container</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Series</td>
<td>Chief source of information, information issued by the publisher, creator, etc., container</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>

**9.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

[section to be added]

**9.2. EDITION AREA**

**9.2B. Edition statement**

**9.2B1.** Record an edition statement as instructed in 1.2.

Give the source of an edition statement in a note (see 9.7B9) if it is not taken from the same source as the title proper.

**9.2B3.** In case of doubt about whether a statement is an edition statement, take the presence of a word such as *edition, issue, version, release, level, update* (or its equivalent in another language) as evidence that the statement is an edition statement, and transcribe it as such.
ELECTRONIC RESOURCES

Level 3.4
3rd update
Prelim. release 0.5

Do not record as an edition statement a statement that indicates minor changes, such as corrections of misspellings of data, changes in the arrangement of the contents, changes in the output format or the display medium, and changes in the physical characteristics (e.g., blocking factors, recording density). If desired, give the details of such changes in a note (see 9.7B9).

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

This area is not applicable to electronic resources as such. For the use of this area for cartographic materials, music, and serials, see 1.3.

9.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.
Consider all remote access electronic resources to be published.

9.5. PHYSICAL DESCRIPTION AREA

[section to be added]

9.6. SERIES AREA

Record each series statement as instructed in 1.6.

9.7. NOTE AREA

9.7A. Preliminary rule

9.7A1. In making notes, follow the instructions in 1.7 and in the following subrules.
Give notes in the order in which they are listed in 9.7B. However, give a particular note first when it has been decided that note is of primary importance.
9.7B. Notes

9.7B1. Nature, scope, or form, system requirements, and mode of access

a) Nature, scope, or form. Make notes on the nature, scope, or form of an electronic resource unless it is apparent from the rest of the description.

- Game
- Word processor
- Combined time series analysis and graph plotting system
- Spreadsheet, with word processing and graphic capabilities

b) System requirements. Make a note on the system requirements of the resource if the information is readily available. Begin the note with System requirements:. Give the following characteristics in the order in which they are listed below. Precede each characteristic, other than the first, by a semicolon.

- the make and model of the computer(s) on which the resource is designed to run
- the amount of memory required
- the name of the operating system
- the software requirements (including the programming language)
- the kind and characteristics of any required or recommended peripherals
- the type of any required or recommended hardware modifications

System requirements: 48K RAM; Apple Disk II with controller; col. monitor

(Resource requires colour monitor for display)

System requirements: IBM PC; 64K; colour card; 2 disk drives

System requirements: Apple II, II+, or IIe; 48K; DOS 3.3; Applesoft in ROM

System requirements: IBM PC or 100% compatible; 128K; DOS 1.1 to DOS 2.1

System requirements: RTI Series 500 CD-ROM DataDrive

System requirements: IBM PC AT or XT; CD-ROM player and drive

System requirements: 486/33MHz PC, Macintosh, or Power Macintosh; 8MB RAM; Windows 3.1 (or higher) or System 7.0.1 (or higher); Java-capable Web browser; VGA monitor

(May also be given as separate system requirement statements for each make and model of the computer)
c) \textit{Mode of access}. If a resource is available only by remote access, always specify the mode of access. Begin the note with \textit{Mode of access}:

- Mode of access: AUSINET
- Mode of access: Electronic mail using ARPA
- Mode of access: World Wide Web
- Mode of access: Internet via ftp

\textbf{9.7B3. Language and script.} Make notes on the language(s) and/or script(s) of the spoken or written content of a the bibliographic resource unless this is apparent from the rest of the description.

- In German
- Greek language transcribed in medieval manuscript tradition
- Screen text and audio in English and French

Record the programming language as part of the system requirements note (see 9.7B1b).


- Title from title screen
- Title from “catalogue record” provided by the producer
- Title from codebook
- Title supplied in correspondence by creator of the resource
- Title supplied by cataloguer

- Title from Web page (viewed on May 29, 1999)
  \hfill \textit{(Source of title note combined with item described note)}

\textbf{9.7B5. Variations in title.} Make notes on titles borne by the item other than the title proper. \textit{Optionally,} give a romanization of the title proper.

- Title on manual: Compu-math decimals
- Also known as: MAXLIK

- Title in HTML header: American Birding Association home page
- Second title screen: Personal finances and other applications

\textit{Optionally,} transcribe a file name or data set name if it differs from the title proper. For a locally assigned file name or data set name, see 9.7B36.
9.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

Parallel title in HTML header: Légende et réalité : les héros historiques et légendaires du Canada

9.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

Subtitle on container: Life & work of explorer Thor Heyerdahl

9.7B8. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

Data collected in collaboration with Christiane Klapisch, École pratique des hautes études, Paris

Additional contributors to program: Eric Rosenfeld, Debra Spencer

Simulation rev. and reprogrammed by John Smith for use in an online time-sharing environment

Systems designer, Henry Letow; sound, LF Acoustics

User’s guide by John Unger Zussman

Program initially developed by Richard Strauss, Jean Foss, and Mable Kinzie and ported to HTML by Bill Looney, Jason Mitchell, and Mable Kinzie

Web site hosted by the University of Edinburgh Dept. of Geography


Updated version of 1982 program

Re-published on the Internet, Nov. 1997

Give details of minor changes such as those listed in 9.2B3 if they are considered to be important.

Mnemonic tags substituted for numeric tags

Monochrome version recoded for colour

Give the source of the edition statement if it is different from the source of the title proper.

Ed. statement from container label

Program first issued in 1981

Issued in part in print as: Protected areas of the world: a review of national systems. Gland, Switzerland: IUCN, c1991-c1992; and as latest ed. of: United Nations list of national parks and protected areas

Originally published in print: Pierre, SD: South Dakota Dept. of Game, Fish & Parks, Wildlife Division, c1991. (Report / South Dakota Division of Wildlife; no. 91-04)

Cite other works upon which the item depends for its content.


Give the following dates and details about them if they are considered to be important to the understanding of the content, use, or nature of the resource:

the date(s) covered by the content of a resource
the date(s) when data were collected
the date(s) of accompanying material not described separately if they differ from those of the resource being described

New England sermons, 1790-1900
Data collected May-Aug. 1981
Manual dated 1983
Includes supplementary file dated 1981

[additional subrules to be added]

9.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

9.9. SUPPLEMENTS

[section to be added]

9.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]
CHAPTER

10

Three-Dimensional Artefacts and Realia

Contents

10.0 \hspace{0.3cm} \text{GENERAL RULES}
  10.0A \hspace{0.3cm} \text{Scope}
  10.0B \hspace{0.3cm} \text{Sources of information}

10.1 \hspace{0.3cm} \text{TITLE AND STATEMENT OF RESPONSIBILITY AREA}

10.2 \hspace{0.3cm} \text{EDITION AREA}

10.3 \hspace{0.3cm} \text{MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA}

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10.5 \hspace{0.3cm} \text{PHYSICAL DESCRIPTION AREA}

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10.7 \hspace{0.3cm} \text{NOTE AREA}
  10.7A \hspace{0.3cm} \text{Preliminary rule}
  10.7B \hspace{0.3cm} \text{Notes}

10.8 \hspace{0.3cm} \text{STANDARD NUMBER AND TERMS OF AVAILABILITY AREA}

10.9 \hspace{0.3cm} \text{SUPPLEMENTS}

10.10 \hspace{0.3cm} \text{BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL}
10.0. GENERAL RULES

10.0A. Scope

10.0A1. The rules in this chapter cover the description of three-dimensional objects of all kinds (other than those covered in previous chapters), including models, dioramas, games (including puzzles and simulations), braille cassettes, sculptures and other three-dimensional art works, exhibits, machines, and clothing. They also cover the description of naturally occurring objects, including microscope specimens (or representations of them) and other specimens mounted for viewing. For the description of three-dimensional cartographic materials (e.g., relief models, globes), see chapter 3.

10.0B. Sources of information

10.0B1. Chief source of information. The chief source of information for the materials covered in this chapter is the object itself together with any accompanying textual material and container issued by the publisher or manufacturer of the item. Prefer information found on the object itself (including any permanently affixed labels) to information found in the accompanying textual material or on a container.

10.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of these materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Physical description</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Series</td>
<td>Any source</td>
</tr>
<tr>
<td>Note</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>

10.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]

10.2. EDITION AREA

Record an edition statement as instructed in 1.2.
THREE-DIMENSIONAL ARTEFACTS AND REALIA

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

This area is not applicable to three-dimensional artefacts and realia as such. For the use of this area for cartographic materials, music, and serials, see 1.3.

10.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

10.5. PHYSICAL DESCRIPTION AREA

[section to be added]

10.6. SERIES AREA

Record each series statement as instructed in 1.6.

10.7. NOTE AREA

10.7A. Preliminary rule

10.7A1. In making notes, follow the instructions in 1.7 and in the following subrules.

Give notes in the order in which they are listed in 10.7B. However, give a particular note first when it has been decided that note is of primary importance.

10.7B. Notes

10.7B1. Nature, scope, or form. Give the nature, scope, or form of the resource unless it is apparent from the rest of the description.

Study of a figure in motion

Section of fetal pig mandible

10.7B3. Language and script. Make notes on the language(s) and/or script(s) of any linguistic content of the bibliographic resource unless this is apparent from the rest of the description.

10.7B4. Source of title proper. Make a note on the source of the title proper if it is other than the chief source of information.

Title supplied by cataloguer

Title taken from sales catalogue
10.7B5. Variations in title. Make notes on titles borne by the item other than the title proper. Optionally, give a romanization of the title proper.

Title on container: DNA-RNA protein synthesis model kit

10.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

10.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

Subtitle on container: Elementary dental model

10.7B8. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

“Developed by Frederick A. Rasmussen of E[ducational] R[esearch] C[ouncil of America]”


10.7B10. Bibliographic history. Make notes relating to the history of the bibliographic resource. Cite other works upon which the item depends for its intellectual or artistic content.

Recast in bronze from artist’s plaster original of 1903

Game based on: Lateral thinking / by M. Freedman

[additional subrules to be added]

10.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

10.9. SUPPLEMENTS

[section to be added]

10.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]
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11.0 GENERAL RULES  
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11.0B Sources of information  

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11.2 EDITION AREA  

11.3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA  

11.4 PUBLICATION, DISTRIBUTION, ETC., AREA  

11.5 PHYSICAL DESCRIPTION AREA  

11.6 SERIES AREA  

11.7 NOTE AREA  
11.7A Preliminary rule  
11.7B Notes  

11.8 STANDARD NUMBER AND TERMS OF AVAILABILITY AREA  

11.9 SUPPLEMENTS  

11.10 BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL
11.0. GENERAL RULES

11.0A. Scope

11.0A1. The rules in this chapter cover the description of all kinds of material in microform. Microforms include microfilms, microfiches, microopaques, and aperture cards. Microforms may be reproductions of existing textual or graphic materials or they may be original publications.

11.0B. Sources of information

11.0B1. Chief source of information. The chief source of information for microfilms is the title frame (i.e., a frame, usually at the beginning of the item, bearing the full title and, normally, publication details of the item). The chief source of information for aperture cards is, in the case of a set of cards, the title card, or, in the case of a single card, the card itself. The chief source of information for microfiches and microopaques is the title frame. If there is no such information or if the information is insufficient, treat the eye-readable data printed at the top of the fiche or opaque as the chief source of information. If, however, the title appears in a shortened form on the “header” and appears in a fuller form on the accompanying eye-readable materials or the container, treat the accompanying eye-readable materials or the container as the chief source of information and make a note (see 11.7B4) giving the source of the title proper. If information normally presented on the title frame or title card is presented on successive frames or cards, treat these frames or cards as the chief source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

- the rest of the item (including a container that is an integral part of the item)
- container
- accompanying eye-readable material
- any other source

11.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of microforms is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.
<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Chief source of information</td>
</tr>
<tr>
<td>Edition</td>
<td>Chief source of information, rest of the item, container</td>
</tr>
<tr>
<td>Special data</td>
<td>Chief source of information, rest of the item, container</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>Chief source of information, rest of the item, container</td>
</tr>
<tr>
<td>Physical description</td>
<td>Any source</td>
</tr>
<tr>
<td>Series</td>
<td>Chief source of information, rest of the item, container</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>

11.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]

11.2. EDITION AREA

Record an edition statement as instructed in 1.2.

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

This area is not applicable to printed microforms as such. For the use of this area for cartographic materials, music, and serials, see 1.3.

11.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

11.5. PHYSICAL DESCRIPTION AREA

[section to be added]

11.6. SERIES AREA

Record each series statement as instructed in 1.6.
11.7. NOTE AREA

11.7A. Preliminary rule

11.7A1. In making notes, follow the instructions in 1.7 and in the following subrules. Give notes in the order in which they are listed in 11.7B. However, give a particular note first when it has been decided that note is of primary importance.

11.7B. Notes

11.7B1. Nature, scope, or form. Make notes on the nature, scope, or form of a microform unless it is apparent from the rest of the description.

Collection of 18th cent. mss.

11.7B3. Language and script. Make notes on the language(s) and/or script(s) of the bibliographic resource, unless this is apparent from the rest of the description.

Latin, with English translations

11.7B4. Source of title proper. Make a note on the source of the title proper if it is other than the chief source of information, or when the chief source of information is a container or eye-readable matter (see 11.0B1).

Title from container

11.7B5. Variations in title. Make notes on titles borne by the item other than the title proper. Optionally, give a romanization of the title proper.

Also known as: NICEM index to educational slides

11.7B6. Parallel titles. Make notes on the title in another language not recorded in the title and statement of responsibility area if considered to be important.

11.7B7. Other title information. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

Subtitle: An analysis of world trends

11.7B8. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if considered to be important. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

“Edited ... by T.N. Jackson”–Pref.


Previous microfiche ed.: 1971

[additional subrules to be added]

11.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

11.9. SUPPLEMENTS

[section to be added]

11.10. BIBLIOGRAPHIC RESOURCES MADE UP OF SEVERAL TYPES OF MATERIAL

[section to be added]
CHAPTER

12

Continuing Resources

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  12.0A Scope
  12.0B Sources of information
  12.0B1 Basis of the description
  12.0B2 Chief source of information
  12.0B3 Prescribed sources of information

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  12.2B Edition statement
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  12.3B Numeric and/or alphabetic designation
  12.3C Chronological designation
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  12.3E Alternative numbering systems
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12.4 PUBLICATION, DISTRIBUTION, ETC., AREA
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  12.4C Place of publication, distribution, etc.
  12.4C5 Change in place of publication, distribution, etc.
  12.4D Name of publisher, distributor, etc.
  12.4D4 Change in name of publisher, distributor, etc.
  12.4G Place of manufacture, name of manufacturer, date of manufacture
  12.4G2 Change in place and/or name of manufacturer

12.5 PHYSICAL DESCRIPTION AREA

12.6 SERIES AREA
  12.6B Series statements
  12.6G Numbering within series
  12.6K Change in series statement
12.0. GENERAL RULES

12.0A. Scope

12.0A1. The rules in this chapter cover the description of continuing resources, whether successively issued (i.e., serials) or integrating (e.g., updating loose-leaves, updating Web sites). These rules also cover the description of the following categories of finite resources (i.e., those with a predetermined conclusion): resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events); reprints of serials; and finite integrating resources. The rules in this chapter do not apply to the description of multipart items.

These rules focus on the continuing nature of serials and integrating resources and are applied in conjunction with rules in other chapters of part I. For example, in describing an electronic journal, consult chapter 9 for rules specifically applying to the electronic aspects of the journal and chapter 12 for the continuing aspects.

If a rule does not apply to all continuing resources, the scope of that rule is indicated.

See chapter 21 for guidelines to determine if a change on subsequent issues or parts of a serial or on subsequent iterations of an integrating resource requires a new description. If a new description is not made, see the rules regarding changes in this chapter (e.g., 12.1B8, 12.1D3, 12.1E2) for instructions.

12.0B. Sources of information

12.0B1. Basis of the description

a) Serials. Base the description of a serial on the first issue or part or, lacking this, on the earliest available issue or part. Generally prefer the first (or earliest) issue or part over a source associated with the whole serial or with a range of more than one issue or part.
CONTINUING RESOURCES

b) **Integrating resources.** Base the description of an integrating resource, except the beginning date of publication, on the current iteration of that resource.

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

**12.0B2. Chief source of information**

a) **Printed resources.** The chief source of information is the title page\(^1\) or the title page substitute. The title page substitute for an item lacking a title page is (in this order of preference) the analytical title page, cover, caption, masthead, editorial pages, colophon, other pages. Specify the source used as the title page substitute in a note (see 12.7B4). If information traditionally given on the title page is given on facing

---

1. Hereafter in this chapter, *title page* includes any substitute (including, for oriental publications, a colophon specified in 12.0B2 as a title page substitute).
CONTINUING RESOURCES

pages, with or without repetition, treat the two pages as the title page.

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

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

b) Nonprint resources. For direct access electronic serials, prefer the physical carrier or
its labels as the chief source of information. For other nonprint resources, follow the
instructions in subrule .0B in the relevant chapter for the resource in question in
determining the chief source of information. For example, to determine the chief
source of information for a serial sound recording, see 6.0B1.

12.0B3. Prescribed sources of information

a) Printed resources. The prescribed source(s) of information for each area of the
description is set out below. Enclose information taken from outside the prescribed
source(s) in square brackets.

<table>
<thead>
<tr>
<th>AREA</th>
<th>PRESCRIBED SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title and statement of responsibility</td>
<td>Title page</td>
</tr>
<tr>
<td>Edition</td>
<td>Title page, other preliminaries, colophon</td>
</tr>
<tr>
<td>Numbering</td>
<td>The whole resource</td>
</tr>
<tr>
<td>Publication, distribution, etc.</td>
<td>The whole resource</td>
</tr>
<tr>
<td>Physical description</td>
<td>The whole resource</td>
</tr>
<tr>
<td>Series</td>
<td>Series title page, analytical title page, cover, caption, masthead, editorial pages, colophon, rest of the resource</td>
</tr>
<tr>
<td>Note</td>
<td>Any source</td>
</tr>
<tr>
<td>Standard number and terms of availability</td>
<td>Any source</td>
</tr>
</tbody>
</table>

b) Nonprint resources. Follow the instructions in subrule .0B in the relevant chapter in
part I (e.g., for sources of information for a serial sound recording, see 6.0B; for an
electronic journal, see 9.0B).

12.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[section to be added]
CONTINUING RESOURCES

12.2. EDITION AREA

12.2B. Edition statement

12.2B1.

a) **Serials.** Record an edition statement relating to a serial as a whole as instructed in 1.2.

b) **Integrating resources.** Record an edition statement as instructed in 1.2 if considered to be important.

12.2B3.

a) **Serials.** Give statements indicating regular revision (e.g., *Rev. ed. issued every 6 months*) as frequency in the note area (see 12.7B1). Give statements indicating numbering (e.g., *1st ed.*, *1916 ed.*) in the numbering area (see 12.3).

b) **Integrating resources.** Give statements indicating regular revision or frequent updating (e.g., *Rev. ed. issued every 6 months*, *Frequently updated*) as frequency in the note area (see 12.7B1).

12.2F. Change in edition information

12.2F1.

a) **Serials.** If edition information is added, deleted, or changed on a subsequent issue or part and this change does not require a new description, make a note if the change is considered to be important (see 12.7B9.2).

b) **Integrating resources.** If edition information is added, deleted, or changed on a subsequent iteration and this change does not require a new description, change the edition area to reflect the current iteration and make a note if the change is considered to be important (see 12.7B9.2).

12.3. NUMBERING AREA

Contents:

12.3A. Preliminary rule
12.3B. Numeric and/or alphabetic designation
12.3C. Chronological designation
12.3D. No designation on first issue or part
12.3E. Alternative numbering systems
12.3F. Ceased serials
12.3G. Change in numbering
CONTINUING RESOURCES

12.3A. Preliminary rule

12.3A1. Applicability

a) **Serials.** Give numbering in this area for serials (with the exception of unnumbered monographic series) if cataloguing from the first and/or last issue or part. Follow the instructions in 1.3A1 for situations in which more than one type of material specific details is applicable.

b) **Integrating resources.** This area is not applicable to integrating resources as such. For the use of this area for *cartographic materials, music,* and *serials,* see 1.3.

12.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. 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 serial by a hyphen. Precede the numbering by a hyphen when only the numbering of the last issue or part of a serial is given. Enclose a date following a numeric and/or alphabetic designation in parentheses. Precede an alternative numbering system by an equals sign when more than one system of designation is used. Precede a new sequence of numbering by a semicolon.

12.3B. Numeric and/or alphabetic designation

12.3B1. Give the numeric and/or alphabetic designation of the first and/or last issue or part of a serial in the same terms, but not necessarily with the same punctuation, used in that issue or part. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. In describing a facsimile or other reprint, give the numeric and/or alphabetic designation of the original. For serials that have ceased publication, see 12.3F.

Population trends [GMD]. — 1-
Papers on formal linguistics [GMD]. — No. 1-
Policy publications review [GMD]. — Vol. 1, no. 1-
Poetry North-east [GMD]. — Issue no. 1-
Magic touch [GMD]. — Pt. 1-
Miscellaneous reports on biodiversity [GMD]. — —no. 10

If the sequence of numbering is continued from a previous serial, give the numbering of the first issue or part of the serial represented by the new description.
CONTINUING RESOURCES

Word processing report [GMD]. — International ed. — Vol. 1, no. 6—
(Designation appears on last issue of previous serial as: vol. 1, no. 5)

12.3B2. If a numeric and/or alphabetic designation appears in more than one language or script, give the designation that is in the language or script of the title proper. If this criterion does not apply, give the designation that appears first.

12.3C. Chronological designation

12.3C1. If the first and/or last issue or part of a serial is identified by a chronological designation, give it in the same terms, but not necessarily with the same punctuation, used in that issue or part. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. For serials that have ceased publication, see 12.3F.


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)


(Designation appears on issue as: 1999-2000)

Daily mirror [GMD]. — —Dec. 31, 1999

12.3C2. If the chronological designation includes dates not of the Gregorian or Julian calendar, add the corresponding dates of the Gregorian or Julian calendar in square brackets.

[Add Arabic example for chronological designation here.]

12.3C3. If a chronological designation appears in more than one language or script, give the designation that is in the language or script of the title proper. If this criterion does not apply, give the designation that appears first.


12.3C4. If the first and/or last issue or part of a serial is identified by both a numeric and/or alphabetic designation and a chronological designation, give the numeric and/or alphabetic designation before the chronological designation.
CONTINUING RESOURCES

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)-


IEEE transactions on acoustics, speech, and signal processing [GMD]. — Vol. ASSP–22, no. 1 (Feb. 1974)-

However, if the designation consists of a year and a number that is a division of the year, give the year before the number.

97/1-

(Designation appears on part as: 1–97)

1998–1–

(Designation appears on issue as: 1–1998)

12.3D. No designation on first issue or part

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

[Pt. 1]-

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

[No. 1]-

[1998]-

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

12.3E. Alternative numbering systems

12.3E1. If a serial has more than one separate system of designation, give the systems in the order in which they are presented.

Vol. 3, no. 7- = no. 31-
12.3F. Ceased serials

12.3F1. In describing a serial that has ceased publication, give the designation of the first issue or part followed by the designation of the last issue or part. If information about the first issue or part is not available, give only the designation of the last issue or part.

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

12.3G. Change in numbering

12.3G1. If the numbering starts a new sequence with a different system, give the designation of the first and/or last issues or parts under the old system, followed by the designation of the first issue or part under the new system.

Vol. 1, no. 1 (Nov. 1943) – v. 10, no. 12 (June 1953); no. 1 (July 1974)


If a new sequence is accompanied by wording to differentiate the sequence, such as new series, include this wording. Distinguish such wording from that of a section title that is to be placed after a common title (see 12.1B4–12.1B6).


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-


No. 1-no. 6; [2nd ser.], no. 1- ; -3rd ser., no. 104; 4th ser., no. 1-

Give a note for other variations in designations that do not constitute a new sequence if the change is considered to be important (see 12.7B15.2).
CONTINUING RESOURCES

12.4. PUBLICATION, DISTRIBUTION, ETC., AREA

12.4B. General rule

12.4B1. Record information about the place, name, and date of all types of publishing, distributing, releasing, issuing, and manufacturing activities as instructed in 1.4.

12.4C. Place of publication, distribution, etc.

12.4C5. Change in place of publication, distribution, etc.

a) Serials. If the place of publication, distribution, etc., changes on a subsequent issue or part, give the later place in a note if considered to be important (see 12.7B16.2).

b) Integrating resources. If the place of publication, distribution, etc., changes on a subsequent iteration, change the publication, distribution, etc., area to reflect the current iteration and give the earlier place in a note if considered to be important (see 12.7B16.2).

12.4D. Name of publisher, distributor, etc.

12.4D4. Change in name of publisher, distributor, etc.

a) Serials. If the name of the publisher, distributor, etc., changes on a subsequent issue or part and this change does not require a new description, give the later name in a note if considered to be important (see 12.7B16.2). If the change is only in the presentation of the name, make a note if the change is considered to be important.

b) Integrating resources. If the name of the publisher, distributor, etc., changes on a subsequent iteration, change the publication, distribution, etc., area to reflect the current iteration and give the earlier name in a note if considered to be important (see 12.7B16.2).

12.4G. Place of manufacture, name of manufacturer, date of manufacture

12.4G1. Change in place and/or name of manufacturer

a) Serials. If the place and/or name of the manufacturer changes on a subsequent issue or part and the name of the publisher continues to be unknown, give the later place and/or name of the manufacturer in a note if considered to be important (see 12.7B16.2).

b) Integrating resources. If the place and/or name of the manufacturer changes on a subsequent iteration and the name of the publisher continues to be unknown, change the publication, distribution, etc., area to reflect the current iteration and give the
CONTINUING RESOURCES

earlier place and/or name of the manufacturer in a note if considered to be important (see 12.7B16.2).

12.5. PHYSICAL DESCRIPTION AREA

[section to be added]

12.6. SERIES AREA

12.6B. Series statements

12.6B1. Record each series statement as instructed in 1.6.

12.6G. Numbering within series

12.6G2. For serials, do not give series numbering if each issue or part is separately numbered within the series.

(Acta Universitatis Stockholmiensis)
(Each part is separately numbered)

(Public Health Service publication ; no. 1124)
(Each issue of the serial carries the same series number)

12.6K. Change in series statement

12.6K1.

a) Serials. If a series is added, deleted, or changed on a subsequent issue or part and this change cannot be stated clearly in the series area, make a note if the change is considered to be important (see 12.7B22.2).

b) Integrating resources. If a series is added, deleted, or changed on a subsequent iteration, change the series area to reflect the current iteration and make a note if the change is considered to be important (see 12.7B22.2).

12.7. NOTE AREA

12.7A. Preliminary rule

12.7A1. In making notes, follow the instructions in 1.7 and in the following subrules. Give notes in the order in which they are listed in 12.7B. However, give a particular note first when it has been decided that note is of primary importance.
CONTINUING RESOURCES

12.7B. Notes

12.7B1. Nature, scope, or form. Make notes on the nature, scope, or form of the continuing resource unless it is apparent from the rest of the description.

12.7B2. Frequency. Make notes on the frequency of the serial or the frequency of updates to the integrating resource unless it is apparent from the content of the title and statement of responsibility area or is unknown. Also make notes on changes in frequency.

- Annual
- Monthly (except Aug.)
- Monthly (during school year)
- Several times a week
- Issued twice a month
- Six issues yearly
- Irregular
- Rev. ed. issued every 4 months
- Updated quarterly
- Continually updated
- Frequency varies

12.7B3. Language and script. Make notes on the language(s) and/or script(s) of the bibliographic resource unless this is apparent from the rest of the description.

- Text in French and English
- In Swedish, English summaries
- English and French, French text on inverted pages
- User may select language of search interface

12.7B4. Source of title proper. For printed resources, make a note on the source of the title proper if it is taken from a title page substitute. For nonprint resources, follow the instructions in subrule .7B4 in the chapter dealing with the type of material to which the resource belongs.

- Title from cover
- Title from caption
CONTINUING RESOURCES

Title from binder
Title from CD-ROM label
Title from title screen (viewed on Jan. 20, 2000)
(Source of title proper note combined with item described note)
Title from home page (viewed on Dec. 18, 1999)
(Source of title proper note combined with item described note)

12.7B5.1. Make notes on titles other than the title proper borne by the resource, and changes to such titles, if considered to be important.

Cover title: Proceedings of the ... Annual Glass Symposium, 1989-1995; Proceedings of the Glass Symposium, 1996-
Title on added t.p.: Bulletin / Société canadienne d’histoire orale & sonore
Title bar title: Antarctic Meteorology Research Center home page
Vols. for 1994-1998 have added t.p. in Uzbek

Make notes on titles by which the resource is commonly known if considered to be important.

Commonly known as: LCIB

Optionally, give a romanization of the title proper.

12.7B5.2. Change in title proper

a) Serials. Make notes on minor changes in title proper that occur after the first/earliest issue or part (see 12.1B8). If scattered issues or parts have a different title proper, make a general note.

Issues for 1999- have title: Annual report on pipeline safety
   (Title proper recorded in title and statement of responsibility area: Annual report of pipeline safety)

Issues for Jan. 1928-July 1952 have title: The magazine antiques; issues for Aug. 1952-Feb. 1971 have title: Antiques; issues for Mar. 1971- have title: The magazine antiques
   (Title proper recorded in title and statement of responsibility area: Antiques)

Title varies slightly

Some issues have title: SLIS newsletter
b) **Integrating resources.** Make notes on earlier titles proper (see 12.1B8).

Title history: Australian industrial safety, health, & welfare, 1979-Mar. 1996


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

Former titles: Euroinfo international (viewed on May 10, 1998); Telephone directories international (viewed on Sept. 9, 1999)

Title varies slightly

12.7B6. Parallel titles

12.7B6.1. Make notes on the titles in another language and/or script not recorded in the title and statement of responsibility area if considered to be important.

Title appears in French on cover: Rapport du Conseil

*(Title proper: Report of the Council)*

Titles also in the organization’s other official languages

12.7B6.2. Change in parallel title

a) **Serials.** Make notes on changes in parallel titles that occur after the first/earliest issue or part if considered to be important (see 12.1D3). If the changes have been numerous, a general statement may be made.

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

Title in French not present on issues after 1998

Order of titles varies

b) **Integrating resources.** Make notes on parallel titles no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important (see 12.1D3). If the changes have been numerous, a general statement may be made.

12.7B7. Other title information

12.7B7.1. Make notes on other title information not recorded in the title and statement of responsibility area if considered to be important.

Subtitle: Lesbian newsletter
12.7B7.2. Change in other title information

a) *Serials.* Make notes on changes in other title information that occur after the first/earliest issue or part if considered to be important (see 12.1E2). If the changes have been numerous, a general statement may be made.

Subtitle: A journal of feminism and film theory (varies slightly)

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

Subtitle varies

b) *Integrating resources.* Make notes on other title information no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important (see 12.1E2). If the changes have been numerous, a general statement may be made.

12.7B8. Statements of responsibility

12.7B8.1. Make notes on statements of responsibility that do not appear in the title and statement of responsibility area if considered to be important.

Official journal of: Concrete Products Association, Oct. 1920-Apr. 1930

Give a fuller form of name of a person or body that appears only in abbreviated form in the rest of the description if the fuller form is considered to be necessary.

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

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

Issued by: Abortion Law Reform Association

*(Title and statement of responsibility: Occasional newsletter [GMD] / Alra)*

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

Editor: Wyndham Lewis

Founded, edited, and published by Jean-Paul Sartre

12.7B8.2. Change in statements of responsibility

a) *Serials.* Make notes on changes in statements of responsibility that occur after the first/earliest issue or part if considered to be important (see 12.1F5). If the changes have been numerous, a general statement may be made.
b) **Integrating resources.** Make notes on statements of responsibility no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important (see 12.1F5). If the changes have been numerous, a general statement may be made.

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

Editor varies

12.7B9. Edition

12.7B9.1. For **electronic resources**, make notes on the source of the edition statement if it is different from the source of the title proper.

Ed. statement from container label

12.7B9.2. Change in edition information

a) **Serials.** Make notes on changes in edition information that occur after the first/earliest issue or part if considered to be important (see 12.2F). If the changes have been numerous, a general statement may be made.

Ed. statement varies: International ed., 1998-

*(Edition statement prior to 1998: International ed. in English)*

b) **Integrating resources.** Make notes on edition information no longer present on the current iteration, or on edition information that appeared in a different form on earlier iterations, if considered to be important (see 12.2F). If the changes have been numerous, a general statement may be made.

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


12.7B11. Relationships with other resources. Make notes on important relationships between the resource being described and the immediately preceding, immediately succeeding, or simultaneously issued resources.

a) **Continuation.** If a resource continues a previously published resource, give the name of the preceding resource. (See also 21.2C and 21.3B.)

Continues: Monthly Scottish news bulletin
CONTINUING RESOURCES

Continues the monograph: Total baseball

Rev. ed. of: Canadian regulation of international trade and investment. 1986

Rev. ed. of: Mental capacity : medical and legal aspects of the aging. 1977

If a resource is continued by a subsequently published resource, give the name of the succeeding resource, and optionally the date of the change. (See also 21.2C and 21.3B.)

Continued by: Regina

Continued by a section in: Canadian Association of Geographers’ newsletter

Continued by: Shoestyle, 2000

b) Merger. If a resource is the result of the merger of two or more other resources, give the names of the resources that were merged.

Merger of: British abstracts. B1, Chemical engineering, fuels metallurgy, applied electrochemistry, and industrial inorganic chemistry; and: British abstracts. B2, Industrial organic chemistry

Rev. ed. of: USMARC format for bibliographic data. 1994 ed. c1994; and: Canadian MARC communication format for bibliographic data. 1994

If a resource is merged with one or more other resources to form a resource with a new title, give the name(s) of the resource(s) with which it has merged and the name of the new resource.

Merged with: Journal / British Ceramic Society, to become: Transactions and journal of the British Ceramic Society

c) Split. If a resource is the result of the split of a previous resource into two or more resources, give the name of the resource that has been split, and optionally the name(s) of the other resource(s) resulting from the split.

Continues in part: Proceedings / the Institution of Mechanical Engineers

If a resource splits into two or more separate resources, give the names of the resources resulting from the split.

Split into: Report on research and development / Department of Energy; and: Report on research and development / Department of Industry
CONTINUING RESOURCES


If a resource has separated from another resource, give the name of the resource of which it was once a part.

Separated from: Farm journal and country gentleman

d) Absorption. If a resource absorbs another resource, give the name of the resource absorbed, and optionally the date of absorption.

Absorbed: The morning post
Absorbed: The worker’s friend, 1936
Absorbed: Metals technology; and, in part: Mining and metallurgy

If a resource is absorbed by another resource, give the name of the absorbing resource.

Absorbed by: Quarterly review of marketing

e) Translation. If a resource is a translation of a previously published resource (as opposed to a different language edition of a resource, for which see 12.2B1), give the name of the original.

Translation of: Blé dans le monde

If a resource is translated, give the name of the translation.

Translated as: Plant physiology
*(Resource is in Russian)*

If the name of the other resource is not readily available, make a general note.

Translation of the German edition

f) Simultaneous edition. If a resource is one of two or more editions differing in partial content and/or in language, give the name of the other edition(s).

English ed. of: Bulletin critique du livre français

If the name of the other edition is not readily available, make a general note.

Issued also in Sanskrit
CONTINUING RESOURCES

If a resource is published in more editions than can be named conveniently, make a general note.

Numerous editions

g) Supplement. If a resource is a supplement to another resource, give the name of the main resource.

Supplement to: Philosophical magazine

If a resource has supplement(s) that are described separately, make notes identifying the supplement(s).

Has supplement: Journal of the Royal Numismatic Society

Make brief general notes on irregular, informal, numerous, or unimportant supplements that are not described separately.

Supplements accompany some numbers

Numerous supplements

[additional subrules to be added]

12.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

[section to be added]

12.9. SUPPLEMENTS

[section to be added]

12.10. SECTIONS

[section to be added]