APPENDIX O

**CREATING RECORDS WITH DATA IN NONROMAN SCRIPT FOR
CHINESE, JAPANESE, AND KOREAN SERIALS**

This document sets forth general guidelines for the provision of nonroman script data in Chinese, Japanese, and Korean cataloging records authenticated in OCLC by CONSER institutions. The resulting records are called CJK records.

CJK serials and the CONSER standard record (CSR)

Catalogers of special types of serials such as nonroman script serials, rare serials, legal materials, and newspapers, have made it clear that elements beyond the basic requirements of the CSR are often needed for these resources. This appendix also includes information and examples for supplying those additional elements in CJK records in order to provide appropriate identification, access, and description of special materials.

Romanization

In October 2000, the Library of Congress and CONSER libraries adopted the pinyin system of romanization for Chinese language publications. Pinyin has been the standard system of romanization used by the United States and foreign governments for many years; it is also the standard of most of the world's media. The new romanization rules are based on *Han yu pin yin fang an* (1962), the Chinese text that constitutes the foundation of pinyin romanization, except that the *ALA-LC Romanization Tables* do not include the indication of tone marks. Updated guidelines to these tables for the romanization of Chinese may be found on the LC website at http://www.loc.gov/catdir/cpso/romanization/chinese.pdf . (Prior to October 2000, the Library of Congress followed the Wade-Giles system of romanization (cf. Herbert A. Giles' *A Chinese-English Dictionary* (2nd ed., London, 1912)), as modified and adopted by the American Library Association.

For Japanese language publications, LC and CONSER follow the modified Hepburn system of romanization, as employed in *Kenkyusha's New Japanese-English Dictionary* (3rd and later editions); and the McCune-Reischauer system is used for the romanization of Korean (cf. *Romanization of the Korean Language: Based upon its Phonetic Structure*, by G.M. McCune and E.O. Reischauer (1939), reprinted from the *Transactions of the Korea Branch of the Royal Asiatic Society)*. The authoritative source for guidance in applying these rules for Japanese and Korean romanization and word division is *ALA-LC Romanization Tables: Transliteration Schemes for Nonroman Scripts* (1997 ed.), Washington : Library of Congress, Cataloging Distribution Service, 1997.

CONSER members should follow the above systems of romanization when creating CJK records in CONSER. The ISSN Network, however, uses ISO (International Organization for Standardization) standards, when available, for the romanization of key titles and journal title abbreviations. The ISO standards may vary slightly from ALA-LC romanization practice in word division and by the inclusion of diacritic and tonal marks.

Identification of CJK "Nonroman" Records

Field 066 (Character Sets Present) will be present and will have 066 $c $1, indicating that Chinese, Japanese, or Korean characters are present in the record. It is generated automatically by the OCLC system when nonroman data is entered; it cannot be explicitly input.

General Guidelines

1. CONSER participants may choose to authenticate records containing nonroman script (i.e., CJK) or those that are fully romanized, according to their individual institution's needs or abilities. However, if a CJK nonroman record exists, a record that contains only romanized data should not be entered for the same item.

2. CONSER CJK records should conform to the same requirements, guidelines, and practices as non-CJK CONSER records.

3. Except for French language records created by Library and Archives Canada, the "language of cataloging" for CONSER records is English. Give nonroman data only in the fields specified below and only when transcribed or derived directly from nonroman data on the item being cataloged or from a linked record.

CONSER NONROMAN FIELDS

Mandatory (if applicable)	Optional
245: Title and Statement of Responsibility	100-111: Main Entry Heading – Name
246: Variant Titles	130: Main Entry Heading – Uniform Title
250: Edition Statement	240: Uniform Title
260: Publication, Distribution, etc. (Imprint)	5XX: Notes
362: Dates of Publication/Designation	600-611: Subject Added Entry – Name
4XX: Series Statement	630: Subject Added Entry – Uniform Title
	700-711: Added Entry – Name
	730/740: Added Entry – Uniform Title
	800-811: Series Added Entry – Name
	830: Series Added Entry – Uniform Title

4. Give nonroman script data in consecutive parallel fields, with the same tags and (for the most part) same indicators as their romanized counterparts. OCLC Connexion software automatically pairs the parallel fields, displaying the nonroman field before the romanized field.

5. Input spaces between lexical units in nonroman fields that consist solely of Korean hangul, or hangul and ideographs, so that the nonroman data mirrors the spacing in the parallel romanized fields (which are romanized according to the guidelines in the *ALA-LC Romanization Tables*). Do not input spaces between characters in nonroman data that are in Japanese or Chinese scripts (even when a field consists solely of Chinese characters that are romanized as Korean in the parallel field).

6. When inputting nonroman fields, use the same tags and (in general) the same indicators as their roman counterparts. Exception: For headings in 600-630 and 651 fields, use second indicator value "4" in the nonroman field. (This change in coding policy brings CONSER practice in line with the LC policy for monographs: cf. SCM:SH H182:6).

Specific Guidelines

1. Code the fixed field Modified Record Code (008/38) ƀ (blank).

2. Title and Statement of Responsibility Area (245)   [Mandatory if applicable]

    Transcribe, as appropriate, nonroman script data for the title proper, other title information (including additions added under AACR 1.1E6), parallel titles, and statement of responsibility as found on the chief source.

    245 00 $a 中国稀土学报 = $b Journal of the Chinese Rare Earth

      Society / $c中国稀土学会.

    245 00 $a Zhongguo xi tu xue bao = $b Journal of the Chinese Rare Earth
         Society / $c Zhongguo xi tu xue hui.

    245 00 $a 日本研究 : $b 国際日本文化研究センター紀要.

    245 00 $a Nihon kenkyū : $b Kokusai Nihon Bunka Kenkyū Sentā kiyō.

    245 00 $a 외국 과학 기술 통보. $p 전자 공학.

    245 00 $a Oeguk kwahak kisul t'ongbo. $p Chŏnja konghak.

    245 10 $a 輸銀年鑑.   (Chinese characters, with no spacing)

    245 10 $a Suŭn yŏn'gam.   (Korean Romanization)

    245 10 $a 台灣電力公司 : $b [年報].

    245 10 $a Taiwan dian li gong si : $b [nian bao].

3. Variant Titles (246)   [Mandatory if applicable]

    Give parallel fields containing nonroman script data for variant titles, if the variant titles provide useful access points.

    246 14 $a 관세율 표

    246 14 $a Kwanseyul p'yo

246 18 $a 公司企業調査年報

246 18 $a Gong si qi ye diao cha nian bao

246 13 $a 南都學壇. $p 社會科學版

246 13 $a Nan du xue tan. $p She hui ke xue ban

246 1# $i Vols. for <2001- > have added title in Korean: $a 대한 수학회 논문집

246 1# $ i Vols. for <2001- > have added title in Korean: $a Taehan Suhakhoe nonmunjip

246 1# $i Colophon title: $a 中国人物雜誌

246 1# $i Colophon title: $a Zhongguo ren wu za zhi

4.   Dates of Publication/Sequential Designation Area (362)   [Mandatory if applicable]

When describing from the first/last issue, give nonroman script data for beginning/ending designations in a formatted style.

362 0# $a 第10集 (1983年)-

362 0# $a Dai 10-shū (1983-nen)-

362 0# $a 創刊號 (1984年12月)-

362 0# $a Chuang kan hao (1984 nian 12 yue)-

362 0# $a 창간호 (1988, 3)-

362 0# $a Ch'angganho (1988, 3)-

When the first/last issue is not in hand but the beginning/ending designations are known, give the nonroman script data in an unformatted style.

362 1# $a Began with: 第1期 (2004).

362 1# $a Began with: di 1 qi (2004).

362 1# $a Began with: 第1巻 (平成2年 [1990]); ceased with: 第15巻 (平成16年 [2004]).

362 1# $a Began with: dai 1-kan (Heisei 2-nen [1990]); ceased with: dai 15-kan
                (Heisei 16-nen [2004]).

5. Series Statement   [Mandatory if applicable]

Transcribe nonroman series statements only when they appear in nonroman characters on the item being cataloged.

440 #0 $a 崇文学书文库
440 #0 $a Chong wen xue shu wen ku

490 0# $a 财经蓝皮书
490 0# $a Cai jing lan pi shu

6. Notes   [Optional]

Only give nonroman parallel notes that cite data that appear on the serial issues themselves or that support the nonroman data recorded elsewhere in the record. Do not translate introductory phrases or other cataloger-supplied notes.

500 ## $a Description based on: 第27卷第1期 (民國52年2月 [Feb. 1963]); title from cover.
500 ## $a Description based on: Di 27 juan di 1 qi (Minguo 52 nian 2 yue [Feb. 1963]); title from cover.

500 ## $a Latest issue consulted: 第5卷第6号 (平成19年6月[June 2007]).

500 ## $a Latest issue consulted: Dai 5-kan dai 6-gō (Heisei 19-nen 6-gatsu [June. 2007]).

515 ## $a Suspended: 昭和19年 [1944] 4月--昭和20年 [1945] 12月.

515 ## $a Suspended: Shōwa 19-nen [1944] 4-gatsu--Shōwa 20-nen [1945] 12-gatsu.

515 ## $a Vol. 22, no. 2- called also 제22권 제2호- , continuing the numbering designation of the previous title.
515 ## $a Vol. 22, no. 2- called also Che 22-kwon che 2-ho- , continuing the numbering designation of the previous title.

515 ## $a Issue for Oct. 30, 1990 called also 創刊号.

515 ## $a Issue for Oct. 30, 1990 called also Sōkangō.

515 ## $a Issues for <2005年第1期-> called also <总第141期->
515 ## $a Issues for <2005 nian di 1 qi-> called also <zong di 141 qi->

CONSER EDITING GUIDE *April 2008*

550 ## $a Issued by: 北京大学法律系.
550 ## $a Issued by: Beijing da xue fa lü xue xi.

550 ## $a Official organ of: 한국 관세 연구소.
550 ## $a Official organ of: Han'guk Kwanse Yŏn'guso.

7. Headings (100-130, 440, 600-630, 651, 700-730, 800-830)   [Optional]

   a. Give parallel fields containing nonroman script data only when there is a one-to-one
       correspondence with the official pronunciation of the nonroman script characters and the
       established form of heading.

       710 2# $a 中国蒙古史学会.
       710 2# $a Zhongguo Menggu shi xue hui.

       710 2# $a 大学入試センター.
       710 2# $a Daigaku Nyūshi Sentā.

       600 14 $a 김 일성, $d 1912- $x Philosophy $v Periodicals.
       600 10 $a Kim, Il-sŏng, $d 1912- $x Philosophy $v Periodicals.

       610 24 $a 中央大学. $b 大学院 $x Dissertations $v Abstracts $v Periodicals.
       610 20 $a Chūō Daigaku. $b Daigakuin $x Dissertations $v Abstracts
                   $v Periodicals.

       260 ## $a [Singapore] : $b 新加坡中华总商会
       260 ## $a [Singapore] : $b Xinjiapo Zhonghua zong shang hui
       710 2# $a Singapore Chinese Chamber of Commerce & Industry.

       [Note: No parallel field is given for the 710 in the last example (even though nonroman
       script characters are present on the piece) because there is not a one-to-one
       correspondence between the nonroman script characters and the established form of
       heading (which is in English).]

b. Do not supply parallel nonroman script data for conventional headings that do not conform to official pronunciation.

    710 1# $a Japan. $b 総理府. $b 統計局.   [Japan is conventional for Nihon]

    710 1# $a Japan. $b Sōrifu. $b Tōkeikyoku.

    600 10 $a Sun, Yat-sen, $d 1866-1925 $v Periodicals.

    [Sun, Yat-sen is a conventional, westernized form that does not equate to the official Chinese (Mandarin) pronunciation of the name (as romanized in pinyin).]

c. Give nonroman script data <u>in the form found in the publication</u> if it equates to the established form.

    710 2# $a 中国科学院. $b 电工研究所.

    710 2# $a Zhongguo ke xue yuan. $b Dian gong yan jiu suo.

    710 2# $a 中国建筑学会.

    710 2# $a Zhongguo jian zhu xue hui.

    710 2# $a 法政大学. $b 法学志林協会.

    710 2# $a Hōsei Daigaku. $b Hōgaku Shirin Kyōkai.

    710 2# $a 国立ガンセンター.

    710 2# $a Kokuritsu Gan Sentā.

    110 2# $a 國會議員同友會.

    110 2# $a Kukhoe Ŭiwŏn Tonguhoe.

    110 2# $a 한국 여성 학회.

    110 2# $a Han'guk Yŏsŏng Hakhoe.

    260 ## $a 台北 : $b 台灣省立台北工業專科學校

    260 ## $a Taibei : $b Taiwan Sheng li Taibei gong ye zhuan ke xue xiao

    710 2# $a 台北工專.

    710 2# $a Taibei gong zhuan.

d. Do not supply nonroman script data for cataloger-supplied additions to headings, such as
    qualifiers added to corporate names, geographic names, or uniform titles; give in
    established form.

    710 2# $a 中山大學 (Guangzhou, China)
    710 2# $a Zhongshan da xue (Guangzhou, China)

    130 0# $a 研究紀要 (Diagaku Nyūshi Sentā)
    130 0# $a Kenkyū kiyō (Daigaku Nyūshi Sentā)

    490 1# $a 叢書 / 前田夕暮文芸会
    490 1# $a Sōsho / Maeda Yūgure Bungeikai
    830 #0 $a 叢書 (Maeda Yūgure Bungeikai)
    830 #0 $a Sōsho (Maeda Yūgure Bungeikai)

    651 #4 $a 愛知県 (Japan) $x Social conditions $v Periodicals.
    651 #0 $a Aichi-ken (Japan) $x Social conditions $v Periodicals.

e. For personal names given in a parallel nonroman script field, do not follow a surname with
    a comma.

    600 14 $a 前田夕暮, $d 1883-1951 $x Criticism and interpretation $v Periodicals.
    600 10 $a Maeda, Yūgure, $d 1883-1951 $x Criticism and interpretation
            $v Periodicals.

f. Do not supply nonroman script data for topical subject headings (i.e., field 650) even
    though there may be a one-to-one equivalent between nonroman script characters and the
    established form.

    650 #0 $a Tai chi $v Periodicals.

    650 #0 $a Qi gong $v Periodicals.

    650 #0 $a Coal trade $z Japan $z Fukuoka-ken $x History $v Periodicals.

8. Linking Entries (580, 765-787)   [Optional]

a. Give parallel nonroman script fields only when the linked record is a record containing nonroman script data (and the nonroman script data are, therefore, readily available) <u>and</u> the record on which the link is being recorded has other nonroman script data.

780 00 $a Singapore Chinese Chamber of Commerce. $t 新加坡中华总商会会员行业名册 $w (DLC)   73942115 $w (OCoLC)1790729

780 00 $a Singapore Chinese Chamber of Commerce. $t Xinjiapo Zhonghua zong shang hui hui yuan hang ye ming ce $w (DLC)   73942115 $w (OCoLC)1790729

780 00 $a Nongŏp Kwahak Yŏn'guwŏn (Korea). $t Hakpo - Nongŏp Kwahak Yŏn'guwŏn   [related record is roman-only]

785 00 $t 農業科學院學報
785 00 $t Nongŏp Kwahagwŏn hakpo

[In the above example, the preceding entry record is romanized-only and the succeeding entry has nonroman script data. The entry on which the links are being recorded is also a record containing nonroman script data.]

785 00 $t Nihon Seikyō Kenyūjo kiyō

[In the above example, the related record has nonroman script data but the record on which the link is being added is romanized-only.]

b. Give a parallel nonroman script 580 field only when all entries cited in the complex link note have corresponding nonroman script records.

580 ## $a Split into: 札幌大学教養部紀要 , and: 札幌大学女子短期大学部紀要 .
580 ## $a Split into: Sapporo Daigaku Kyōyōbu kiyō, and: Sapporo Daigaku Joshi Tanki Daigakubu kiyō.

 Maintenance of CJK Records containing nonroman script

If a change needs to be made to a serial record containing nonroman script fields and a library does not have sufficient nonroman script capability, report the change to OCLC online at: https://www3.oclc.org/app/bibchg/ or email to: bibchange@oclc.org . Printed modification request (http://www.oclc.org/support/forms/pdf/bibrec.pdf) may be sent to OCLC's Quality Control Section at:

        OCLC, Online Computer Library Center
        Quality Control Section
        Mail Code 139
        6565 Kilgour Place
        Dublin, OH 43017-3395

For change requests that require accompanying documentation, you may fax surrogates (toll-free) to: 1-866-709-6252. If OCLC is unable to supply the language expertise to approve the change, they will forward the request to an appropriate library for verification and/or correction.