

ISSN 0160-8029

LIBRARY OF CONGRESS/WASHINGTON

# CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

Number 1 / SUMMER 1978

## CONTENTS

	<u>Page</u>
<b>GENERAL INFORMATION</b>	
<u>Cataloging Service Bulletin</u>	3
<u>Indexes to Cataloging Service</u>	3
Discontinuance of NPAC Coverage of Titles in Clinical Medicine	3
<b>DESCRIPTIVE CATALOGING</b>	
Rule Interpretations	4
Revised Personal Name Headings	7
Revised Corporate Name Headings	8
Universally Usable Entries	13
Old Style Card Numbers	13
Erratum	15
<b>SUBJECT HEADINGS</b>	
Order of Subject Tracings	15
Parenthetical Qualifiers in Subject Headings	15
See Also References	16
See References	18
Areas Associated with Cities	20

Subscriptions to and additional copies of *Cataloging Service Bulletin* are available upon request and at no charge from the Cataloging Distribution Service, Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541. Library of Congress Catalog Card Number 78-51400. ISSN 0160-8029 Key title: Cataloging service bulletin

CONTENTS (Cont'd)	<u>Page</u>
<b>LIBRARY OF CONGRESS CLASSIFICATION</b>	
Classification of "Bound with" Books	21
<b>MARC DISTRIBUTION SERVICE</b>	
Automated Name Authority Records	21
<b>ALA/LC ROMANIZATION TABLE</b>	23

## GENERAL INFORMATION

### Cataloging Service Bulletin

With this number, Cataloging Service has been superseded by Cataloging Service Bulletin. This change was precipitated by the reorganization that the Library of Congress is undergoing. The Processing Department has become Processing Services, and the cataloging data for Cataloging Service is therefore obsolete since entry is under the department. Because a new entry would need to be prepared, it was decided to change the title to what, in essence, the bulletin has been called for years. By changing the title, a new International Standard Serial Number (ISSN) and key title could also be assigned thus creating a one-to-one relationship between entries created under the Anglo-American Cataloging Rules and the Guidelines for the International Serials Data System.

The cataloging data for Cataloging Service Bulletin is as follows:

Cataloging service bulletin. no. 1-  
summer 1978-  
Washington, Library of Congress, Processing  
Services.  
no. 26 cm. quarterly.

Supersedes: Cataloging service, ISSN 0041-7890.  
Key title: Cataloging service bulletin,  
ISSN 0160-8029.

1. Cataloging--Periodicals. 2. Processing  
(Libraries)--Periodicals. 3. United States.  
Library of Congress. Processing Services--Peri-  
odicals. I. United States. Library of Congress.  
Processing Services.

2693.A15C37                      025'.02'05                      78-51400

### Indexes to Cataloging Service

For the information of subscribers to Cataloging Service, indexes to the bulletins are available from the following persons:

James H. Montgomery  
Edmon Low Library  
Oklahoma State University  
Stillwater, Okla. 74074  
\$2.50 (bulletins 79-125)

Nancy B. Olson  
Box 863  
Lake Crystal, Minn. 56055  
\$7.50 (bulletins 1-120)

### Discontinuance of NPAC Coverage of Titles in Clinical Medicine

In view of the responsibility of the National Library of Medicine (NLM) as the national depository of medical publications, the Library of Congress as a matter of policy does not acquire for its own collections titles in clinical medicine. However, to meet a need of other American libraries for cataloging data for medical titles, the Library of Congress over ten years ago established with NLM a cooperative cataloging arrangement whereby the Library regularly borrowed from NLM any titles in clinical medicine for which NPAC participants had requested IC data and cataloged these titles. When this cooperative effort was initiated, cataloging coverage of medical titles was generally unavailable through sources outside the Library of Congress.

Over the last decade cataloging records for medical publications have become obtainable from a variety of sources. NLM is now producing cataloging data in the MARC format and producing tapes that are available on lease from the National Technical Information Service. NLM records are also accessible through OCLC and are used by Trinco, a commercial firm based in San Antonio, Texas, to produce catalog cards for purchase by medical libraries. The advent of these services has caused the Library of Congress and the National Library of Medicine to reassess the value of their cooperative cataloging program and to agree to its discontinuance. The Library of Congress will no longer produce printed cards or machine-readable cataloging for titles in clinical medicine and will immediately stop accepting reports for such titles from NPAC participants. However, medical titles, other than those which deal strictly with the clinical aspects of medicine, will remain in scope for NPAC reporting.

Libraries wishing information on procuring tapes produced by NLM may write to the Medlars Management Section, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland 20014, or telephone (301) 496-5986.

## DESCRIPTIVE CATALOGING

### Rule Interpretations

The following directives have been issued to LC catalogers:

#### Title Proper or Other Title Information? (AA 134C)

Use judgment in deciding whether a word or phrase is part of the title proper or is an element of other title information.

The golden years of trains, 1830-1920

Sincerely, Willis Wayde

Loan agreement between the Government of the United Kingdom of Great Britain and Northern Ireland and the Government of the Argentine Republic

The Don Juan theme : versions and criticisms

Social life in twentieth century America : our customs and traditions

The complete car owner's manual : everyman's guide to repair and maintenance

Include the word or phrase in question as part of the title proper if (1) it comes after a very brief title that sounds common and (2) its inclusion produces a more distinctive title.

Schizophrenia, diagnosis and treatment

Orchideae, cultivation for beginners

Hamlyn pocket dictionaries, English-Spanish, Spanish-English

Greeley, life and times

John McCormack, his own life story

In case of doubt, treat the word or phrase as part of the

title proper.

Antitrust policies, American experience in 20 industries

Transcription of Parallel Titles, Other Titles, etc. (AA 134C)

Apply the provisions in AA 134B1-2 for abridgment (including the use of the mark of omission), abbreviation, spelling, etc., as appropriate, to the transcription of other title-like data (such as parallel titles, other titles, series titles, and titles in notes.

Other Titles, etc., Not Appearing on the Title Page (AA 134C)

Transcribe parallel titles, other titles (including subtitles), and other title information in the body of the entry only when they appear on the title page. (Follow this directive for subtitles in spite of the suggestion in AA 134C4B that subtitles from anywhere in the publication may be recorded in the body of the entry.) If any of these elements do not appear on the title page and if in the cataloger's judgment they should be recorded, they may be given only in the notes area. (However, follow AA 134Ba for titles that need explanation.)

Parallel Titles (AA 134C1a)

The term "parallel title" does not encompass the title proper. Therefore, the phrase "if the title page has no more than two parallel titles, both are records" means that a total of three titles are recorded: the title proper followed by the two parallel titles.

Hierarchy in Imprint (AA 138)

If the publisher statement in the work includes a body's hierarchy, transcribe this hierarchy as it appears, without omissions. Note, however, that if AA 138C1g or AA 138D applies, hierarchical elements may be omitted as a result of abbreviating the publisher statement.

The Use of the Name of a Corporate Body Appearing at Head of Title as Publisher (AA 138)

For a publication that does not show a publisher in imprint position, regard the corporate body named at head of title as the publisher and record its name in the publisher position in the imprint area of the description unless the publication contains information indicating that the corporate body is not the publisher or casting doubt on this assumption.

Inferring Publisher from the Name in the Copyright Statement (AA 138)

In the absence of evidence to the contrary, assume that the copyright holder named in the copyright statement is the publisher if it is a corporate body known as a publishing entity. Consider other corporate bodies (as well as persons named only as copyright holders) as publishers only if the particular case makes the inference very plausible. In case of any doubt, do not consider the copyright holder as publisher.

When recording as publisher an entity that is named only in a copyright statement, do not bracket the name if the copyright statement appears in a primary source of information for the imprint area.

Privately Printed Works, Private Presses, etc. (AA 138)

For cataloging purposes, treat privately printed works as published works even if they have been distributed only to a very limited group (e.g., a keepsake for dinner guests or a Christmas greeting for friends). Treat the person or body issuing the publication, whether a

commercial publisher, a private press, or a person or group for whom it may have been printed, as the publisher. If it is stated in the publication that it has been privately printed, this fact may be expressed in a note, usually quoted.

The last sentence of AA 140 points out that some presses "act also as publishers and are recorded as such." This statement applies to many private presses, such as the Doves Press and the Grabhorn Press. In fact, private presses should be considered publishers of the works they print if there is no evidence to the contrary in the publication or in reference works consulted.

When another entity has been named in the imprint area as publisher, an important printer may be named in a note. When this situation arises in rare book cataloging, always mention in a note a printer not used as publisher if this printer is named on the title page and the publisher is not.

#### Government Printing Offices (AA 138)

When a government printer or government printing office is named on the title page, or in the colophon, and there is no evidence or information that its functions are not that of publisher or distributor, record it as the publisher element of the imprint.

If, however, another body appears at head of title or elsewhere on the title page and the government printing office is named only in a less prominent position unaccompanied by a statement of publication or distribution, the likelihood is greater that it functions only as printer and that the other body is the publisher.

#### University Presses (AA 138)

Consider university presses as publishers unless there is clear evidence to the contrary (cf. AA 140, the last sentence).

#### Abbreviation of Publisher's Name (AA 138D)

If the publisher's name (personal or corporate) appears anywhere in the title and statement of authorship area, it may (not must) be given in an abbreviated form in the imprint area. For the name to be abbreviated in the imprint area, the publisher does not have to be the author or be used as the main entry heading for the work.

If in abbreviating initials are used for the body's name, they must either be taken from the publication or be as well known as FAO, GEICO, etc.

If the technique of abbreviating by using initials or a generic word is not appropriate and the name of the body appears in the title and statement of authorship area with hierarchy, this hierarchy may be omitted from the imprint.

For a personal author, abbreviate the name used in the imprint by transcribing only the surname (or the element treated as the surname). Do not use a generic term such as "The Author."

#### Inferring Date of Publication from Date of Printing (AA 139A)

Many books contain neither a publication date nor a copyright date but do contain an explicit printing statement, e.g., "finito di stampare 11 maggio 1976." For such books, the date of publication may be inferred to be the same as the date of printing but only when it can be assumed that the piece in hand is the first printing. Because the publication date is inferred, record this date within brackets even though the date of printing appears on the title page, in the preliminaries, or

in the colophon. Distinguish this situation from others in which a word, although a derivative of the word "print," is used with a date to convey the idea of publishing, e.g., "Reprintd 1977." Use judgment to determine what is intended by the words the publisher uses.

#### Date of Later Impression (AA 139A)

In reference to AA 139A, last sentence of the first paragraph, always include the date of a later impression, qualified by the word "printing" (without brackets), if there is a difference in years. If only the date of the later impression is on the title page, however, formulate the imprint date as 1970, t.p. 1973, not as 1970, 1973 printing.

#### Order of Complicated Date Statements (AA 139G)

Add the following example to show the order in complicated cases involving first impression date, later impression date, and copy-right date:

1963, 1974 printing, c1943.

(The first edition was published with the copy-right date 1943; the reprint edition was first published in 1963; and it is the 1974 reimpression of the reprint edition that is being cataloged.)

#### Edition Area (AA Appendix IIIA)

Abbreviate ordinary words, bracketed or unbracketed, within a statement of authorship that has been preceded by a slash. (Note that this directive does not apply to an author statement integrated with title information.) Use authorized abbreviations from Appendix IIIA (e.g., "enl."), but do not abbreviate (1) words in phrases identifying an author cryptically (see AA 33J) or (2) words in the names of corporate bodies (e.g., "Dept."). Apply the same policy throughout the edition area; i.e., the use of abbreviations is not limited to a statement of authorship preceded by a slash.

#### U.S. Postal Service Abbreviations for State Names (AA Appendix IIIF)

Use the abbreviations of state names recommended by the U.S. Postal Service only if they appear in the primary source of information. The abbreviations for state names in Appendix IIIF are still valid; use them when either supplying the name of the state or abbreviating it when the full form appears.

Transcribe the U.S. Postal Service abbreviations as they appear, whether in capital letters or in uppercased and lowercased letters, with or without a period (e.g., Ca., Ca, CA., CA).

#### Revised Personal Name Headings

<u>Former heading</u>	<u>Revised heading</u>
Foster, William Zebulon, 1881-1961	Foster, William Z., 1881-1961
Lane, Rose Wilder, 1887-1968	Lane, Rose Wilder, 1886-1968

CANADA

One File

<u>Former Heading</u>	<u>Revised Heading</u>
Bruce County, Ont.	Bruce, Ont. (County)
Canada. Dept. of Mines. Explosives Division.	Canada. Explosives Division.
Canada. Dept. of Mines and Technical Surveys. Explosives Division.	
Canada. Minister of Veterans' Affairs.	Canada. Dept. of Veterans' Affairs.
Canadian Council on Rural Development.	Canada. Council on Rural Development.
Les Canadiens.	Montreal Canadiens (Hockey club)
Conseil des universités.	Québec (Province). Conseil des universités.
Manitoba. Planning and Priorities Committee of Cabinet.	Manitoba. Executive Council. Planning and Priorities Committee.
Mount Allison University, Sackville, N.B.	Mount Allison University.
Mount Allison University, Sackville, N.B. Library.	Mount Allison University. Library.
Québec (Province). Commission of Inquiry on the Position of the French Language and on Language Rights in Québec.	Québec (Province). Commission d'enquête sur la situation de la langue française et sur les droits linguistiques au Québec.
Québec (Province). Standing Commission on Reform of the Electoral Districts. Service de géographie.	Québec (Province). Assemblée nationale. Commission permanente de la réforme des districts électoraux. Service de géographie.
Québec (Province). Surveying and Geodesy Service.	Québec (Province). Service de l'arpentage et de la géodésie.
Québec (Province). Water Board. Division des relevés.	Québec (Province). Water Board. Survey Division.
Ralph Pickard Bell Library.	Mount Allison University. Library.
Rimouski, Que.	Rimouski, Québec.



Former Heading

Revised Heading

Rimouski, Que. (Archdiocese)

Catholic Church. Diocese of Rimouski.

Catholic Church. Archdiocese of Rimouski.

York University, Toronto. Faculty of Administrative Studies.

York University, Toronto, Ont. Faculty of Administrative Studies.

York University, Toronto. Faculty of Administrative Studies. Bureau of Research.

York University, Toronto, Ont. Faculty of Administrative Studies. Bureau of Research.

Two Files

Former Heading

Revised Heading

Quebec (Province). Dept. of Lands and Forests. Cartography Service.

Québec (Province). Direction des relevés techniques. Service de la photogrammétrie et de la cartographie.

Quebec (Province). Standing Commission on Reform of the Electoral Districts.

Québec (Province). National Assembly. Standing Commission on Reform of the Electoral Districts. (Pre-1975)

Québec (Province). Assemblée nationale. Commission permanente de la réforme des districts électoraux. (Post-1974)

POLAND, CZECHOSLOVAKIA, ETC.

One File

Former Heading

Revised Heading

Břilovec, Czechoslovak Republic.

Břilovec, Czechoslovakia.

Boskovice, Czechoslovak Republic (City)

Boskovice, Czechoslovakia.

Boskovice, Czechoslovak Republic (City). Muzeum města.

Muzeum města Boskovic.

Boskovice, Czechoslovak Republic (District)

Boskovice, Czechoslovakia (Okres)

Boskovice, Czechoslovak Republic (District). Okresní národní výbor.

Boskovice, Czechoslovakia (Okres). Okresní národní výbor.

Brandýs nad Labem, Czechoslovak Republic.

Brandýs nad Labem, Czechoslovakia.

Brünn. Státní vědecká knihovna.

Státní vědecká knihovna v Brně.

<u>Former Heading</u>	<u>Revised Heading</u>
Bruntál, Czechoslovak Republic	Bruntál, Czechoslovakia.
Bruntál, Czechoslovak Republic (District)	Bruntál, Czechoslovakia (Okres)
Bruntál, Czechoslovak Republic (District). Okresní národní výbor.	Bruntál, Czechoslovakia (Okres). Okresní národní výbor.
Čáslav, Czechoslovak Republic Republic (Kutná Hora)	Čáslav, Czechoslovakia (Středo- český kraj)
Danzig. Uniwersytet. Wydział Matematyki, Fizyki i Chemii.	Uniwersytet Gdański. Wydział Matematyki, Fizyki i Chemii.
Dobříš.	Dobříš, Czechoslovakia.
Dunajská Streda, Czechoslovak Republic.	Dunajská Streda, Czechoslovakia.
Frydlant Czechoslovak Republic.	Frydlant, Czechoslovakia.
Havlíčkův Brod, Czechoslovak Republic.	Havlíčkův Brod, Czechoslovakia.
Hlučín, Czechoslovak Republic.	Hlučín, Czechoslovakia.
Holíč, Czechoslovak Republic.	Holíč, Czechoslovakia.
Hořice, Czechoslovak Republic.	Hořice, Czechoslovakia.
Hořice, Czechoslovak Republic. Obchodní akademie.	Obchodní akademie Hořice.
Hořice, Czechoslovak Republic. Obchodní škola.	Obchodní škola Hořice.
Hořice na Šumavě, Czechoslovak Republic.	Hořice na Šumavě, Czechoslovakia.
Humpolec, Czechoslovak Republic (City)	Humpolec, Czechoslovakia.
Ivančice, Czechoslovak Republic.	Ivančice, Czechoslovakia.
Jaroměř, Czechoslovak Republic (City)	Jaroměř, Czechoslovakia.
Jaroměř, Czechoslovak Republic (District)	Jaroměř, Czechoslovakia (Okres)
Jaroměřice nad Rokytnou, Czecho- slovak Republic.	Jaroměřice nad Rokytnou, Czecho- slovakia.
Kladno, Czechoslovak Republic.	Kladno, Czechoslovakia.
Kladno, Czechoslovak Republic. Okresní lidová knihovna.	Okresní lidová knihovna v Kladně.
Kladno, Czechoslovak Republic. Veřejná městská knihovna.	Veřejná městská knihovna Kladno.

<u>Former Heading</u>	<u>Revised Heading</u>
Komarno, Czechoslovak Republic (Bratislava)	Komarno, Czechoslovakia (Západo- slovenský kraj)
Krnov.	Krnov, Czechoslovakia.
Louny, Czechoslovak Republic.	Louny, Czechoslovakia.
Malacky, Czechoslovak Republic.	Malacky, Czechoslovakia.
Milevsko, Czechoslovak Republic.	Milevsko, Czechoslovakia.
Mohelnice, Czechoslovak Republic.	Mohelnice, Czechoslovakia.
Mohelnice, Czechoslovak Republic. Městské muzeum.	Městské muzeum v Mohelnici.
Mohelnice, Czechoslovak Republic. Okresní vlastivědné muzeum.	Okresní vlastivědné muzeum v Mohelnici.
Nymburk, Czechoslovak Republic (City)	Nymburk, Czechoslovakia.
Nymburk, Czechoslovak Republic (District)	Nymburk, Czechoslovakia (Okres)
Pezinok, Czechoslovak Republic (City)	Pezinok, Czechoslovakia.
Piešťany, Czechoslovak Republic (City)	Piešťany, Czechoslovakia.
Plasy, Czechoslovak Republic (City)	Plasy, Czechoslovakia.
Plasy, Czechoslovak Republic (City). Městský národní výbor.	Plasy, Czechoslovakia. Městský národní výbor.
Porada historiků, kritiků a theoretiků výtvarného umění, Dobříš, 1955.	Porada historiků, kritiků a theoretiků výtvarného umění Dobříš, Czechoslovakia, 1955.
Píčov, Czechoslovak Republic.	Píčov, Czechoslovakia.
Rokycany, Czechoslovak Republic (City)	Rokycany, Czechoslovakia.
Rokycany, Czechoslovak Republic (District)	Rokycany, Czechoslovakia (Okres)
Rosice.	Rosice, Czechoslovakia (Brno)
Rožňava, Czechoslovak Republic.	Rožňava, Czechoslovakia.
Sabinov, Czechoslovak Republic (City)	Sabinov, Czechoslovakia.
Sabinov, Czechoslovak Republic (City). Městský národní výbor.	Sabinov, Czechoslovakia. Městský národní výbor.
Šamorín, Czechoslovak Republic (City)	Šamorín, Czechoslovakia.

<u>Former Heading</u>	<u>Revised Heading</u>
Sedlčany, Czechoslovak Republic.	Sedlčany, Czechoslovakia.
Senica, Czechoslovak Republic (District)	Senica, Czechoslovakia (Okres)
Senica, Czechoslovak Republic (Západoslovenský kraj)	Senica, Czechoslovakia. (Západo- slovenský kraj)
Sliach, Czechoslovak Republic.	Sliach, Czechoslovakia.
Soběslav, Czechoslovak Republic.	Soběslav, Czechoslovakia.
Soběslav, Czechoslovak Republic. Městské muzeum.	Městské muzeum Soběslav.
Štúrovo, Czechoslovak Republic (City)	Štúrovo, Czechoslovakia.
Štúrovo, Czechoslovak Republic (District)	Štúrova, Czechoslovakia (Okres)
Sušice, Czechoslovak Republic (Klatovy)	Sušice, Czechoslovakia (Západo- český kraj)
Tatranská kotlina, Czechoslovak Republic.	Tatranská kotlina, Czechoslovakia.
Třešt', Czechoslovak Republic (City)	Třešt', Czechoslovakia.
Trstená, Czechoslovak Republic.	Trstená, Czechoslovakia.
Vimperk, Czechoslovak Republic.	Vimperk, Czechoslovakia.
Volary, Czechoslovak Republic.	Volary, Czechoslovakia.
Vsetín, Czechoslovak Republic (City)	Vsetín, Czechoslovakia.
Zábřeh, Moravia.	Zábřeh, Czechoslovakia.
Zadov, Czechoslovak Republic.	Zadov, Czechoslovakia.
Západoslovenský kraj, Czechoslovak Republic.	Západoslovenský kraj, Czecho- slovakia.
Žiar nad Hronom, Czechoslovak Republic (Kraj Středoslo- venský)	Žiar nad Hronom, Czechoslovakia (Strědoslovenský kraj)
Židlochovice, Czechoslovak Re- public.	Židlochovice, Czechoslovakia.

#### Two Files

<u>Former Heading</u>	<u>Revised Heading</u>
Danzig. Politechnika.	Politechnika Gdańska.
Ústí nad Labem, Czechoslovak Republic.	Ústí nad Labem, Czechoslovakia.

## Universally Usable Entries

Cataloging Service, bulletin 120, announced for serials that "the description will be based on all known information even if LC does not own the issues described." As a first step in this shift, Library of Congress catalogers have been printing beginning dates as well as imprint data and data in formatted notes, if any of this data is taken from OCLC records. Such information taken from other sources (e.g., reference works) is given in unformatted notes.

The Library is also bringing the description of monographs in line with this policy. To make the catalog record more universally usable, the emphasis in the physical description area is now on the publication as issued rather than as bound and shelved by the Library. For example, if the Library of Congress binds volume 1 and volume 2 together in one physical volume, the volume statement in the bibliographic description will be "2v.," not "2 v. in 1"; or if three maps are inserted and seven others bound in as part of the book and the Library makes a pocket for the loose maps, the illustration statement will be "10 maps" (with a note "Three maps inserted"), not "10 maps (3 in pocket)."

## Old Style Card Numbers

Processing Services has issued the following memorandum to its units. The memorandum is reproduced here since the information it contains will be of interest to other librarians. Questions about old style card numbers may be addressed to the Cataloging Distribution Service or to the Principal Descriptive Cataloger.

Before 1902 the Library used various styles for card numbers, all of which cause problems in MARC because they differ too much from the current, more consistent style. This memorandum gives the background, with an explanation of the pre-1902 numbers, and provides instructions to be followed by processing units in handling "old style" card numbers in such a way that they will be compatible with later numbers in the automated system.

### A. June-August 1898

For card numbers that lack a year, e.g., "398" alone or "C-245," the number should be input with the prefix "c98-" in both cases, e.g., c98-398 and c98-245. These numbers are the pre- and post-1912 forms for numbers in the consecutive copyright series; 398 records were issued in this series between June and August 1898.

### B. September 1898-May 1901

From September 1898 until May 1901, 21,755 records were prepared with card numbers containing the month, day, and year preceding the serial number, e.g., Oct. 18 1900-145. Each week's serial numbering began anew with the number "1." This meant that the numbers were not unique without the full date. In December 1900, 314 cards were issued with the month and year preceding the serial number, e.g., 12-1900-245. In 1912, new equivalents for all Sept. 1898-May 1901 numbers were established in the 98, 99, [0]0, and [0]1 series of numbers. If the card was reprinted after 1912, the new form of the number was used. If the card has never been reprinted, the number must be converted to its new form. For information about equivalencies between these particular numbers, inquiries may be addressed as noted above.

### C. May-December 1901

During 1901, the card numbers for bibliographies, maps, music, foreign language books, and certain recataloged items appeared in the form 1-G-177. Any of these cards reprinted since 1912 have the card number in the form G-177. (Not all have been reprinted; one may encoun-

ter cards with either of these forms of number.) For these card numbers which have no year but include a prefix that is other than "C," the year series should be 1 (01 in the MARC record). The following table gives the two old forms of these numbers, the new form, and the count for each prefix:

Old forms		Current LC input form	Form in MARC record	Number of records
Original	Post-1912			
1-D-245	D-245	d01-245	d <del>01</del> 01000245 <del>0</del>	452
1-F-245	F-245	f01-245	f <del>01</del> 01000245 <del>0</del>	3,864
1-G-245	G-245	g01-245	g <del>01</del> 01000245 <del>0</del>	2,897
1-I-245	It-245	it01-245	it <del>01</del> 01000245 <del>0</del>	290
1-Map-50	Map-50	map01-050	map01000050 <del>0</del>	50
1-Music-245	Music-245	mus01-245	mus01000245 <del>0</del>	652
1-Rc-245	Rc-245	rc01-245	rc <del>01</del> 01000245 <del>0</del>	3,499
1-Z-245	Z-245	z01-245	z <del>01</del> 01000245 <del>0</del>	277

In the above tables "Rc" stands for "recataloging" and "Z" for "bibliographic class."

For maps and music, the "prefix" was sometimes given following the number. The form shown in the table above should be applied to these also, e.g., 1-300 Map becomes map01-300; 1-300 Music becomes mus01-300; and 1-308 Music div. becomes mus01-308.

#### D. Information following a card number

Various kinds of information have been appended to card numbers. In formulating numbers for current use, treat this information as follows:

1. Slash plus digit. Ignore a slash and digit following a number.

3-1444/4 becomes 03-1444

2. Final hyphen plus digit(s). Ignore a final hyphen and one or more digits following a number.

D-142-3 becomes d01-142  
F-795-7 becomes f01-795  
23-12296-97 becomes 23-12296

Note: Do not confuse this type of number with the one used in December 1900 in which the month and year were given as 12-1900-245. See paragraph B above.

3. Final hyphen plus "M" plus a digit. Ignore a final hyphen followed by the letter "M" and a digit.

2-2628-M2 becomes 02-2628  
1-2-M1 Map Div becomes map01-2

4. Other data following a number. Ignore the following symbols and words given after a card number:

†	10-4173† becomes 10-4173
*	8-30156* becomes 8-30156
Additions, Exception, or Provisional	1-F-793 Additions, etc., becomes f01-793
revised	Map 1-1 revised becomes map01-1
rev	map 1-32 rev becomes map01-32

## Erratum

In Cataloging Service, bulletin 125, the list of revised Canadian headings included "Nimbus Films" as the revised heading for a one-file situation. This heading should not have been listed at all. The name Nimbus Productions was changed in 1972 to Nimbus Films, and therefore, there will remain two files, one under the earlier name and one under the later name.

## SUBJECT HEADINGS

### Order of Subject Tracings

The first subject heading assigned should normally represent the actual class number assigned to the work (the monographic class number for analytics of collected sets). In some cases a combination of two headings is needed to represent the class number, and these two should normally be listed as the first and second subject headings assigned. Important headings which narrowly miss designating the class number (such as a special approach to the major topic, or the second of two major topics of the work) should be listed next. Finally, headings added to elaborate certain aspects, such as biographical headings, extra local history headings, etc., are listed last. If a work is being re-classed at the time the card is being reprinted, it is customary to re-number the tracings to correspond to the new class number assigned.

### Parenthetical Qualifiers in Subject Headings

When proposing a term or phrase as a new topical subject heading, it may be necessary to use parenthetical qualifiers to

- 1) specify which definition is intended if several dictionary definitions exist;
- 2) remove ambiguity if the term or phrase is similar in construction to other existing or possible headings;
- 3) make more explicit a word or phrase that is obscure.

Normally, the qualifier should name the discipline, although terms designating the particular category of objects involved are also used.

Analysis (Philosophy)  
Antennas (Electronics)  
Indexation (Economics)  
Cluttering (Speech pathology)  
Cast-iron fronts (Architecture)  
Jeans (Clothing)  
Clutches (Machinery)  
Thos (Vietnamese people)  
Seal finger (Disease)  
Papst (The German word)

In many instances the parenthetical qualifier can be avoided and a more useful heading created by adding an adjectival qualifier instead.

Ocean circulation  
not Circulation (Oceanography)

Agricultural pests  
not Pests (Agriculture)

Flies, Artificial  
not Flies (Fishing)

Do not add parenthetical qualifiers to a general concept to designate a special application of that concept. Although the following valid headings represent violations of this principle, they were established when another philosophy prevailed:

Vibration (Marine engineering)  
Cookery (Frozen foods)  
Excavations (Archæology)  
Symmetry (Biology)  
Environmental engineering (Buildings)

Special applications of a topic are currently brought out mainly by three different techniques.

1) "In" or "Of" Headings

Information theory in biology  
not Information theory (Biology)

Anesthesia in cardiology  
not Anesthesia (Cardiology)

Abandonment of automobiles  
not Abandonment (Automobiles)

2) Phrase Headings

Combinatory enumeration problems  
not Enumeration problems (Combinatorial analysis)

Industrial design coordination  
not Designs (Industrial publicity)

Serials control systems  
not Control systems (Serials)

3) Subdivisions

Geography--Network analysis  
not Network analysis (Geography)

Public health--Citizen participation  
not Citizen participation (Public health)

Of the three techniques above, subdivisions under a principal topic are normally preferred when practicable.

See Also References

"In binding related headings together the basic rule is that a 'see also' reference be made from a given subject: 1) to more specific subjects or topics comprehended within it, or to an application of the subject; and 2) to coordinate subjects which suggest themselves as likely to be of interest to the user seeking material under the given heading, because they represent other aspects of the subject, or are closely related to it."--Haykin's Subject Headings, p. 14.

When establishing subject headings, make see also references in accordance with the above guidelines, i.e., provide xx references from broader headings, and sa references to more specific headings. (Exceptions to this rule are made in certain special situations, and these are indicated below.) Such procedures integrate the new heading into the existing arrangement of the subject heading system. To prevent the existence of "orphan" headings, at least one xx reference from a broader heading is now mandatory, unless the new heading is of a type for which other arrangements are normally made, such as headings with ethnic qualifiers.



Make as many references as necessary to relate the new heading to all pertinent headings in the system, normally the headings immediately above or below it in the subject heading hierarchy. Since the referenced headings are linked in turn to other headings, references for distant relationships are not made. Exceptions may be made in connection with pattern references when certain sets of references are required. References to related headings (i.e., headings which are at the same level of specificity) are usually made by making both sa and xx references.

Public health  
sa Medicine, Preventive  
Sanitation  
xx Medicine, Preventive  
Sanitation

See also References vs. See References. Do not make see references when the same entry term can be provided instead by means of a see also reference. A see also reference always takes precedence over a see reference.

Exterior lighting  
xx Lighting  
    not Exterior lighting  
        x Lighting, Exterior

Correctional psychology  
xx Corrections  
    not Correctional psychology  
        x Corrections--Psycho-  
            logical aspects

If an exception must be made because of special conditions and the x reference is made, the required xx reference is also made.

Multispectral photography  
x Photography, Multispectral  
xx Photography

In this case the x reference is required because there exists in LCSH a long list of inverted headings involving the subject heading Photography.

For those libraries that provide only see references in their catalogs, it may be more advantageous to convert any given set of references listed in LCSH to suit their own needs. For example, it would be a simple matter to reverse the decisions noted in the above examples as follows:

Exterior lighting  
x Lighting, Exterior  
    not Exterior lighting  
        xx Lighting

Most topical headings in LCSH are readily amenable to such treatment.

References Beginning with the Same Term. Do not make a reference from one heading to another when the concept designated by the first heading (by term or phrase) is simply repeated initially in the second heading followed by a modifying term or phrase. For example, the following references are unnecessary:

Color  
sa Color in advertising  
  
Industrial equipment  
sa Industrial equipment leases

Although they do appear through oversight it is not the current policy of the Subject Cataloging Division to provide such references.

References to Headings Beginning with Same Word. Do not make a see also reference from a single heading to numerous individual headings all of which begin with an identical word. Instead, provide the connection by means of a single reference.

Chemistry

sa headings beginning with the word Chemical

See also References from Subdivision-to-Subdivision. Do not make references from a heading with a subdivision to a more specific heading with the same subdivision, if the two main headings are already joined by a see also reference. For example, do not make the following reference:

Socially handicapped children--Education

xx Handicapped children--Education

Multi-topic Works and References. When assigning subject headings to a particular work, do not be unduly influenced by the references associated with a particular heading. For works on more than one topic, assign headings as needed to bring out each concept individually. The presence of a see also reference from a general to a specific heading does not preclude assigning both headings to a work, if the two headings represent the actual subjects of the work.

#### See References

The preceding section discussed the fact that see references are not normally made when a heading exists in LCSH that can be made as an xx reference instead. The purpose of this section is to indicate when see references should be made.

An important aspect of establishing any given concept as a subject heading is to identify the various expressions used by authorities in the field to designate the concept. Only after a thorough search of the relevant literature is the cataloger able to compile a list of the equivalent terms and phrases and to decide which of them is the most appropriate for use as a subject heading. All other forms on the list are then provided as see references to the new heading. Of the types of see references this is the most important since it guides the reader from synonymous terms to the chosen term.

Bait fishing

- x Bobber fishing
- Float fishing, British
- Ledgering (Fishing)
- Livebait fishing
- Still fishing

In addition, it is customary to manipulate the new heading in various ways to provide other types of see references. Normally, all phrase headings are referenced from their inverted form (or vice versa) or from a phrase equivalent of the inverted form.

Door knobs

- x Knobs, Door

Bait fishing

- x Fishing with natural bait

Breakwaters, Mobile

- x Mobile breakwaters

The same treatment is given to alternative terms and phrases.

Christian sects  
x Christian denominations  
Denominations, Christian  
xx Sects

If alternative spellings are possible (including singular and plural forms, alternative word endings, etc.), see references covering these possibilities are also made.

Door knobs  
x Doorknobs

Cluster housing  
x Clustered housing

Glamour photography  
x Glamor photography

Historic farms  
x Historical farms

Serial publications  
x Serials (Publications)

Motor buses--Vandalism  
x Motor bus vandalism

Also, if a heading is canceled in favor of an alternative form, an x reference is usually made from the canceled form, even if existing policy does not provide for the reference.

Contraception  
x Conception--Prevention  
xx Conception  
(The previous heading Conception--Prevention was canceled and replaced by Contraception)

The see references described above make use of terms or phrases which are the equivalent of the term or phrase chosen to represent the concept in the subject catalog. See references are also sometimes made from other than synonymous terms or phrases and are used to tell the reader that a particular concept does not have a separate file but is entered in the catalog under another heading, usually a broader heading.

Single parents  
x Single fathers  
Single mothers

Bait fishing  
x Worm fishing

For a period of about ten years the Subject Cataloging Division prohibited all upward see references of this type. Currently there is some relaxation of this rule as long as it appears to be impracticable to provide separate headings for each concept.

See references for abbreviations of headings are normally not made. For example, the x reference AARC is not made to the American Road Race of Champions. An exception is made when the concept would generally be known only by its abbreviation, rather than its full name. However, in such cases the concept is normally established under the abbreviated form, e.g., DDT (Insecticide). As a general rule, see references are also not made to headings from their equivalents in foreign languages.

For example, the x reference Samizdat is not made to Underground literature--Russia. If individual libraries find it useful the x references may be made.

#### Areas Associated with Cities

The information below supplements the article in Cataloging Service, bulletin 122, p. 16, that described the various headings used to designate the areas and regions associated with individual cities.

#### Metropolitan Areas

1) Establish individual metropolitan areas if there is evidence either from the work being cataloged or from another acceptable source that the proposed area has been officially designated a metropolitan area. Otherwise, establish the area as a region of the city.

2) Do not establish a single metropolitan area involving two cities by combining their names with a hyphen. Establish the area of each city separately.

Fort Worth metropolitan area, Tex.

Dallas metropolitan area, Tex.

not Dallas-Fort Worth metropolitan area, Tex.

If one of the two cities associated with a metropolitan area is relatively unimportant, however, establish only the metropolitan area for the more important city.

3) Qualify the name of the area by the name of the larger jurisdiction in which the city proper is located, following the guidelines given in Cataloging Service, bulletin 122, p. 14-16.

Pensacola metropolitan area, Fla.

If a metropolitan area spreads across portions of two jurisdictions, qualify only by the name of the jurisdiction in which the city proper is located.

Binghamton metropolitan area, N.Y.

not Binghamton metropolitan area, N.Y. and Pa.

4) Assign the following references when establishing individual metropolitan areas:

[city] metropolitan area, [larger jurisdiction]  
sa [city]--Suburbs and environs  
[city] region (if the region exists as a heading)  
xx [city]  
[city]--Suburbs and environs  
[city] region (if the region exists as a heading)  
Metropolitan areas--[country]

5) Topical Subdivisions under Metropolitan Areas. When cataloging a work on a metropolitan area, assign the name of the area with topical subdivisions appropriate for use under regions, countries, etc. Do not assign city subdivisions (with the exception of the two city subdivisions Airports and Transit systems).

6) Metropolitan Areas as Local Subdivisions. Assign all metropolitan areas, including those whose territories spread over parts of more than one state, indirectly through the larger jurisdiction in which the city proper is located. As exceptions, the New York, Berlin, and Washington metropolitan areas are always assigned directly.

Minorities--Missouri--St. Louis metropolitan area

### City Regions

1) Establish city regions as necessary regardless of whether they have been designated as such in the work being cataloged.

Sante Fe region, N.M.

Do not establish a single region for two cities whose names are connected by a hyphen.

2) Qualify and assign city regions in the same manner prescribed for metropolitan areas. Do not assign city subdivisions to them, except as noted above.

### Suburbs and Environs

1) Assign the subdivision Suburbs and environs as a free-floating subdivision under names of cities.

Chicago--Suburbs and environs

2) Do not assign city subdivisions to headings so constructed or use them as local subdivisions under topical headings.

## LIBRARY OF CONGRESS CLASSIFICATION

### Classification of "Bound with" Books

1) As a general rule class a volume of two or more bibliographically independent works bound together after publication with the first work of the volume. However, if the volume is made up of several works and a work other than the first is overwhelmingly the largest, class the volume with that work.

2) Assign the same call number to the record of each work of the volume.

3) Assign a bracketed alternative class number to each record except when it repeats the class number assigned to the entire volume.

## MARC DISTRIBUTION SERVICE

### Automated Name Authority Records

The Library of Congress began the distribution of LC name authority records during the current MARC Distribution Service year (April 1978 through March 1979). Subscribers receive an initial master file containing approximately 33,500 name authority records. Supplementary quarterly transaction files containing approximately 20,000 records each will be distributed during the first year of this service.

As the volume of name authorities input into machine-readable form increases, it is anticipated that distribution will be more frequent. Subscribers will receive a copy of Authorities: A MARC Format and other technical specifications. This format has been designed so that all kinds of authorities can be defined within its structure.

The name authority records distributed on the noncumulative quarterly tapes will consist of new headings established during the quarter as well as any corrections made to machine-readable authority

records during the quarter.

An updated master file will be made available once each year so that subscribers starting after the first year will need only to purchase the current master file and a current subscription to the quarterly noncumulative tapes.

Test tapes for name authorities are available for purchase. Records on the test tape have been selected to simulate the different records available through the service (i.e., new records, deleted records, and partial correction records) so that users will be able to test their maintenance programs. The data themselves are not necessarily valid.

All tapes are available in 7-track, 556 cpi, or 9-track, 800 cpi, or 1600 cpi. Current prices for name authority services are:

Test tape	\$ 35.00
Annual subscription, v. 1 (the v. 1 subscription includes initial master file and quarterly supplements) .....	\$3,300.00

Orders should be submitted to the Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

The Library of Congress would appreciate notification about certain types of errors so that they can be corrected. The Library is concerned only with data errors in headings or in cross reference tracings and with MARC coding errors. Regrettably the Library is currently unable to process notifications of errors in other areas of the record. It is also unable to handle reports of additional information about a heading, e.g., fuller name information, birth or death dates, and additional reference sources.

Please send any notifications of errors in name authority records to

Robert M. Hiatt  
Assistant to the Director for Cataloging  
Processing Services  
Library of Congress  
Washington, D.C. 20540

NON-SLAVIC LANGUAGES IN THE CYRILLIC  
ALPHABET: Part 5

Aisor

d	d	j	i	q	q	t	t
e	ã	l	l	s	s	h	h

Chechen (1862)

Ț	gh	к	kh	q	q	т(т')	ts
ш	j	к	q	т	gh	ч(ч')	ch
h	h	н	n	т	th		
j	i	п	ph	х	kh		

Chechen (1908)

п	gh	к	q	б	gh	ч	ch
h	h	н	n	т	th		
j	i	п	ph	х	kh		
к	kh	q	q	т	ts		

Chukchi (1958)

К	к	q	Н	н	ng	'	'
---	---	---	---	---	----	---	---

Chuvash (Missionary)

No additional characters.

Chuvash (1872 modified, 1923, 1926, 1933)

Ӑ	ã	ӓ	Ӗ	ӗ (ӗ)	Ә	ә	Ӛ	ӛ	ch
Ӑ	ẽ	ẽ	Ӗ	ӗ (ӗ) ú	Ә	ә	Ӛ	ӛ	ú

Dargwa (Uslar)

æ	æ	ɜ	dz̄	ɣ	kh	ʈ	gh
w	w	h	h	k	q	ʈ	th
ʒ	gh	h̄	kh	ḵ	ḵ	ʈ'	tsh
ř	gh	h̄	h̄	ɥ	ph	ʈ'	ch
h̄	j	j	i	q	q	'	"

Eskimo—Yuit Dialect

Γ'	ɣ'	gh	Л'	л'	í	Х'	х'	h
К'	к'	q	Н'	н'	nḡ	Ÿ	ÿ	w

Even (1937)

No additional characters.

Even (1959)

Н̄	н̄	nḡ	Ө	ө	ó	Ө̄	ө̄	ō
----	----	-----	---	---	---	----	----	---

Evenki (1937)

No additional characters.

Evenki (1958)

Н̄	н̄	nḡ
----	----	-----

Komi-Permyak (Missionary)

Ü	ö	ó
---	---	---

Koryak

К̄	к̄	q	Н̄	н̄	nḡ	'	'
----	----	---	----	----	-----	---	---



## Lak (1864)

ʔ	gh	j	i	ɟ	ś	ʃ	t̄s
h	h	ķ	k	ɹ	t̄	č	ch
ħ	kh	κ	kh	ʈ	th	č	ch
ɦ	h̄w	k	q̄	ʂ	kh	š	sh
ɦ̄	h̄	q	q	ʂ̄	ts		

## Lapp (Missionary)

ŋ ng

## Lezghian (Uslar)

Æ	æ	æ	Ķ	ħ	kh	Í	í	ġ	ʃ	ʃ	t̄sh
W	w	w	Ħ	ħ	h	Π	π	ph	ʃ	ʃ	ts
ʔ	ʔ	gh	J	j	i	ǰ	q	q	č	č	ch
Ǧ	ř	ǧh	Ķ	κ	k̄	ɣ	ɣ	ǧh	č	č	ch
Ĥ	ħ	j	Ķ	κ	kh	ɹ	ɹ	t̄			"
ʒ	ʒ	(dz)	Ķ	κ	q̄	ʈ	ʈ	th			
h	h	h	Ķ	κ	q̄	ʂ	ʂ	ú			

## Mari—Meadow Dialect (Missionary)

ÎÔ fô ë

## Mari—Meadow Dialect (1870's &amp; early Soviet)

Ă ä ü Ħ ħ ng Ö ö ó Ț ț ú

## Mari—Mountain Dialect (Missionary)

ÎÔ fô ë

## Mari—Mountain Dialect (1870's &amp; early Soviet)

Ă ä ü Ö ö ó Ё ё ъ Ħ ħ ng Ț ț ú

Moldavian (Early & 1924)

Î Ő ë

Mordvin—Erzya Dialect (Early missionary)

Н н њг

Mordvin—Erzya Dialect (Later missionary)

Я я ä

Mordvin—Moksha Dialect (Missionary)

Ë ë ë  
Ж ж lkh

Н н њг  
Ŏ ŏ ŏ

Р р rkh  
Ы ы ŷ

Э э ä

Mordvin—Moksha Dialect (1923)

Nanai

No additional characters.

Nivkh

Udekhe

Udmurt (Missionary)

Ö ö ó

Yakut (1819)

No additional characters.

Yakut (1851 Böhrling)

Ä ä é  
Ö ö ó  
ÿ ŷ ü

Ң ң gh  
Ҥ ҥ (н) њг  
Ҫ ҫ д

Ҥ ҥ (н) ń  
Ң ң і  
Ҫ ҫ њ

L l l  
— h h  
ä, etc. aa, etc.