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CONTENTS

	<u>Page</u>
DESCRIPTIVE CATALOGING	
Rule Interpretations	2
Uniform Titles on Library of Congress Printed Records	2
Revised Corporate Name Headings AACR 2	2
Implementation Postponement	3
General Material Designations	4
Forms of Headings	6
AACR 2 Options to Be Followed by the Library of Congress	18
South Asian Materials	29
IFLA Working Group on Corporate Headings	30
CLASSIFICATION	
Class P: Subclasses PN, PR, PS, PZ	45
Audiovisual Materials	45

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DESCRIPTIVE CATALOGING

Rule Interpretations

The following directive has been issued to Library of Congress catalogers:

Dates and Numerals in the Title Proper

The last sentence of AA 150 states that words are substituted for numerals. There are some numbers and dates appearing in titles proper, however, that should not be converted to word form--either because they appear too far from the beginning of the titles to affect the filing or because these elements should be filed numerically (or chronologically) rather than alphabetically. Elements written as numerals but in a form other than the international Arabic form should be converted to the international Arabic form or spelled out as words, according to the guidelines above.

Uniform Titles on Library of Congress Printed Records

In Cataloging Service, bulletin 124 (winter 1977), the Library of Congress asked whether all uniform titles used in the Library's own catalogs should be printed. All responses received have been studied, and we find that a clear majority (80%) favored the display of all uniform titles. Thus, when AACR 2 is implemented (January 1981) the Library will begin to display all uniform titles.

Revised Corporate Name Headings

POLAND, CZECHOSLOVAKIA, ETC.

One File

<u>Former Heading</u>	<u>Revised Heading</u>
Hlohovec, Czechoslovak Republic (Nitra)	Hlohovec, Czechoslovakia (Západoslovenský kraj)
Hlohovec, Czechoslovak Republic (Nitra). Františkánský kláštor.	Hlohovský františkánský kláštor.
Hlohovec, Czechoslovak Republic (Nitra). Františkánský kláštor. Knížnica.	Hlohovský františkánský kláštor. Knížnica.

CHINA/TAIWAN

One File

China. Lien ho ch'in wu tsung ssü ling pu. Ts'e liang ch'u.	China (Republic of China). Lien ch'in tsung pu. Ts'e liang ch'u.
China. Lien ho ch'in wu tsung ssü ling pu. Ts'e liang shu.	China (Republic of China). Lien ch'in tsung pu. Ts'e liang shu.

Two Files

China. Lien ho ch'in wu tsung ssü ling pu.	China (Republic of China). Lien ch'in tsung pu.
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CANADA

One File

<u>Former Heading</u>	<u>Revised Heading</u>
Acadia University, Wolfville, N.S.	Acadia University.
Canada. Experimental Farm, Indian Head, Sask.	Experimental Farm, Indian Head, Sask.
Canada. Inland Waters Directorate. Water Quality Branch.	Canada. Water Quality Branch.
Cap-Rouge, Que.	Cap-Rouge, Québec.
Quebec Urban Community.	Québec Urban Community, Québec. (Pre-1975) Communauté urbaine de Québec, Québec. (Post-1974)
Quebec Urban Community. Planning Commission.	Québec Urban Community, Québec. Planning Commission. (Pre-1975) Communauté urbaine de Québec, Québec. Commission d'aména- gement. (Post-1974)

AACR 2

Implementation Postponement

On August 3, 1978, in Chicago at a meeting sponsored by the American Library Association, a group of librarians representing fifteen major library organizations unanimously endorsed a resolution recommending that the Library of Congress adopt the Anglo-American Cataloguing Rules, second edition (AACR 2), in 1981. Although the new date will mean postponing the freezing of its catalogs (previously announced for 1980), the Library agreed to follow the group's recommendation. Responding to similar requests, the British Library and the National Library of Canada have also announced their decisions to reschedule adoption of AACR 2 to January 1981.

The meeting was called as the result of the numerous questions which arose at the June ALA Convention, at which time two of the groups represented at the August meeting asked for a delay in implementing the code. The Library and Information Technology Association passed a resolution at the June ALA Convention recommending that the Library of Congress (and the national libraries of Australia, Great Britain, and Canada) delay implementation pending further study. Subsequently, a poll of the 105 members of the Association of Research Libraries showed that 48 of the 79 members who responded by August 3 favored asking the Library to delay implementation for a year.

At the Chicago meeting, the majority of those present indicated firm support for the adoption of the code, making it clear that the issue was not whether to adopt the code but when it should be implemented. The group also felt that a firm date, toward which all libraries could aim, was essential.

The Library's decision to abide by the recommendation of the

group means that all actions previously announced for January 1980 will be deferred until January 1981. At that time the Library will freeze its old catalogs, abandon its policy of superimposition, and implement the new code. Although a final decision has not been made, it is likely that the ALA/LC workshops on AACR 2 scheduled for 1979 will be rescheduled for 1980. However, later this year the Library still expects to begin supplying AACR 2 forms of heading for information available in automated name authority records.

Other actions by the group included a recommendation that future catalog code changes remain evolutionary. Code revision should be kept to a minimum, but those changes deemed necessary should be proposed as needed without waiting for a new edition. It was agreed that a forum consisting of interested parties (library administrators, automation experts, representatives of user groups, etc.) should be set up to review proposed changes. Additional work on the establishment of such a forum will be coordinated by ALA.

The group also recommended the establishment of a committee to serve as a clearinghouse for studies on AACR 2 needed by libraries before the adoption of the code.

Library organizations represented at the meeting were the American Library Association (Russell Shank, Robert Wedgeworth); the Association of College & Research Libraries (Dorman Smith); the Association of Research Libraries (John Lorenz, Richard Dougherty, Joseph Treyz); BALLOTS (Edward Shaw); the Council on Computerized Library Networks (Nancy Marshall); the Council on Library Resources (J. Warren Haas); the Library of Congress (William J. Welsh, Lucia J. Rather); the Library and Information Technology Association (Susan K. Martin); the National Agricultural Library (Jeanne Holmes); the National Commission on Libraries and Information Science (Ruth Tighe); the National Library of Medicine (Joseph Leiter, Lillian Kozuma); OCLC, Inc. (Frederick Kilgour); the Reference and Adult Services Division (Sandy Whiteley); the Resources and Technical Services Division (William Gosling); and the Washington Library Network (Jacqueline Rudeen). Also present was Frances Hinton, ALA representative to the reconstituted Joint Steering Committee for Revision of AACR.

General Material Designations.

AACR 2, like previous cataloging rules, provides terms designating types of materials that are to be interpolated within brackets after titles proper. In previous rules, however, the terms (called most recently "medium designators") were mandatory for certain classes of materials but not available at all for others. AACR 2, however, provides a term--called general material designation (GMD)--for every category of library material for which bibliographic description rules are provided in AACR 2. Use of GMDs in AACR 2 is optional for all classes of material; use is not mandatory for any class. There are two lists of GMDs prescribed in AACR 2: one for British agencies, the other for North American agencies. The list of the terms for use by North American libraries is as follows:

art original
chart
diorama
filmstrip
flash card
game
globe
kit
machine-readable data file
manuscript
map
microform
microscope slide
model

motion picture
music
picture
realia
slide
sound recording
technical drawing
text
transparency
videorecording

The Library of Congress, the British Library, the National Library of Australia, and the National Library of Canada have already agreed that bibliographic records created by each in machine-readable form would include the information necessary to derive the appropriate GMD. Each institution, however, will establish its own policy for displaying the GMD. If displayed, the GMD is to be given in the form designated by AACR 2 in all citations of the item that appear as access points (title and series added entries, related work added entries, etc.) If the access point incorporates a uniform title, the GMD is to appear in conjunction with it.

The Library of Congress is of the opinion that GMDs are less satisfactory than the specific designations that are found in the physical description area. For example, the use of the GMD "sound recording" may distinguish a sound manifestation of a work from other manifestations (a motion picture, printed music, etc.), but it gives no clue as to which of the various, quite different forms of sound recordings the particular item might be. The physical description area must be consulted if one wants to know whether disc equipment or one of the various tape players will be needed for playback. There is also a kind of favoritism accidentally at work in the choices of the terms that make up the taxonomy of GMDs: some classes of materials are called what they are, e.g., "filmstrip" and "microscope slide," while others are designated by a more or less artificial term that is not only not in common use but conveys little information, e.g., "art original," "sound recording," and "text." This unequal treatment per se is unsatisfactory. Ideally, GMDs should be discarded and the physical description relied upon for information about an item's nature.

In reality, however, GMDs serve an additional purpose in certain cases, namely, to distinguish the bibliographic descriptions of different manifestations of a work, the titles of which are the same. An occasional need to distinguish very similar records does not justify GMDs. Another real factor that must be considered is the need to lessen the impact of AACR 2 on existing data bases wherever possible. This argues strongly for a continuation of the status quo, i.e., GMDs are used for the materials cataloged under AACR 1 chapters 12, "Audiovisual Media and Special Instructional Material," and 14, "Sound Recordings"; no GMDs are used for other materials.

The Library of Congress wishes to make the following recommendation for displaying GMDs: continue the status quo with one exception, namely, begin to display the GMD "microform." The use of "microform" has been suggested since under AACR 2 the microform itself will be cataloged and not the book that, in the majority of cases, has been reproduced. This will, therefore, distinguish the manifestations of the work just as the use of "sound recording" distinguishes the manifestations of music in its recorded and printed forms.

Please address reactions to this proposal by February 1, 1979, to Lucia J. Rather, Director for Cataloging, Processing Services, Library of Congress, Washington, D.C. 20540.

Forms of Headings

Below is an overview of the AACR 2 provisions relating to the chapters on forms of heading, primarily as these provisions differ from AACR 1. The chapters reviewed are: chapter 22, "Headings for Persons"; chapter 23, "Geographic Names"; chapter 24, "Headings for Corporate Bodies"; and chapter 25, "Uniform Titles." Following the overviews of these chapters is a discussion of the options to be applied by the Library of Congress.

Chapter 22, "Headings for Persons"

Background. Chapter 22 derives from AACR 1 and from the submissions of the national committees. No international recommendation was available, as there was for bibliographic description. Although IFLA's Names of Persons offered information about various national usages, no work has been started yet at the international level that might provide recommendations for standardization of the kind that the IFLA Working Group on Corporate Headings is attempting to produce.

Organization. The plan of the rules is based on the premise that first the cataloger chooses a name, including its spelling, romanization, etc., and then as a second step decides on which element of a multielemental name should be chosen as the entry element. Another premise is that the addition of dates and other elements to the name is a tertiary action by the cataloger. For example,

- 1) choose "Jimmy Carter," rejecting "James Earl Carter";
- 2) invert "Jimmy Carter" and insert a comma as a flag for the inversion, yielding "Carter, Jimmy";
- 3) add the birth date, "1924- ," so that the final form of the heading is "Carter, Jimmy, 1924- ."

Thus, rules 22.1-22.3 provide for choosing the name; rules 22.4-22.17 provide for the form of this name as it is converted into a heading; and rules 22.18-22.19 provide for the addition of dates, etc., to complete the heading. As an illustration the cataloger will not zero in on rule 22.10 "Entry under initials, letters, or numerals" as a first step but must already have decided that a set of initials will be the name chosen for the construction of the heading. Rule 22.10 tells how to set down the initials (in direct order) and makes other provisions for the form of the heading, but the cataloger's first decision that the initials will be the name chosen is made under the rules preceding rule 22.10.

Additional features to notice are: according to a basic principle, within each section (e.g., rules 22.1-22.3) the general rules are given first, followed by the specific rules; the examples in the section comprising rules 22.1-22.3 do not show surnames inverted, because inversion is a feature of the cataloger's second step, as mentioned above, and illustration of this second step is reserved for the rules after 22.3; and the final section of chapter 22 is devoted to names in special languages, i.e., Arabic alphabet names, Burmese and Karen names, certain Chinese names, Indic names, Indonesian names, Malay names, and Thai names. The groups of rules, in general, are arranged according to the whole chapter's principles of organization.

Special language rules. The rules for names in special languages repeat, with relatively minor modifications, the provisions for these languages found in AACR 1. In fact, the chief point to make relates to this section's lacunae. There are special features of many classes of names--e.g., Maori, Polynesian, Philippine, ethnic groups of Borneo (e.g.,

Ibans), Eskimo, Chinese, Japanese, American Indian, and certain African names--that would warrant a detailed treatment in AACR. However, these additional classes of names failed to be treated because of lack of time, not because of a decision that the problems were not sufficiently complex.

Options. Chapter 22 includes an alternative rule permitting nonsystematic romanization for persons who are well-established in English-language reference sources. This alternative rule will provide the obviously sought heading for famous people such as Tagore and Tchaikovsky. There may be some difficulty in deciding the scope of "well-established" for those who apply the alternative rule.

The question of adding the full form of name (for authors who use initials) and dates (birth, death, etc.) is dealt with in two optional rules. In both cases, the optional treatment allows the additions in any situation, while the main rule confines the additions to situations involving conflicts. The application of these options will greatly reduce future conflicts and, therefore, represent an investment that many will feel is worthwhile. National cataloging agencies, however, will need to formulate a policy to deal with the many questions of fullness of name that will arise in any case, particularly if they apply the options.

Differences between AACR 1 and 2

- 1) Titles of nobility or honor are included in headings only if they appear commonly in association with the name. [AACR 1 called for the title, pro forma.]
- 2) Hyphens between French forenames will be retained. [AACR 1 omitted these hyphens.]
- 3) Multiple headings are allowed for a person who uses multiple names, by no one of which the person is predominantly identified. [AACR 1 allowed only one heading for each person.]
- 4) For a name that varies in fullness, the most commonly found form is used; if no one form predominates, the latest form is used; but if that is unclear, the fullest form is used. [AACR 1 generally called for the fullest form.]
- 5) For persons entered under surname whose names are written in a nonroman script, the rule provides for systematic romanization in all cases. An alternative rule allows the use of well-established English forms instead. [AACR 1 allowed many exceptions to the policy of systematic romanization, e.g., person's preference and form found in a work written in English; for names written in the Cyrillic alphabet, AACR 1 required systematic romanization uniformly, while AACR 2 makes no special exception for such names.]
- 6) For persons entered under given name or byname, there is no longer a distinction between phrases that are an integral part of the name and those that are not. Thus AACR 1's "John the Baptist" and "Joseph, Nez Percé Chief" are treated alike, namely, "John, the Baptist" and "Joseph, Nez Percé Chief."
- 7) For a person commonly known by initials, e.g., "H.D.," entry will be under the initials in direct order. The same may be applied to letters, numbers, and combinations of these. [AACR 1 generally rejected all these headings.]
- 8) Both invented names and names of real people may be used as headings to represent the author of spirit communications. In either case the name in the heading is qualified by "(Spirit)." [AACR 1 required entry under the person reporting the communication.]
- 9) Initials are not filled out to resolve conflicts but the

names for which they stand are added within parentheses following the surname and initials, but before dates. [AACR 1 provided for filling out initials.]

10) Children and grandchildren of rulers known as "prince," "princess," etc. (or the foreign equivalent), will have the phrases "son of [name and title of ruler]," "granddaughter of [name and title of ruler]," etc., added following "prince," "princess," etc., if the issues have no more specific titles of their own. [AACR 1 had no provision for such phrases.]

11) Flourished dates for twentieth-century persons will not be used, which means that such dates derived from publication dates will not be available to resolve conflicts. Thus, even if an author has more than one record under his or her name, he or she may be left undifferentiated from other persons of the same name. [AACR 1 allowed twentieth-century flourished dates if they were necessary to resolve a conflict.]

Chapter 23, "Geographic Names"

Background. Chapter 23 also derives from AACR 1 and from the submissions of the national committees. The submissions of the British committee were particularly influential, and consequently, there are a number of special rules for the British Isles that have no antecedent in previous codes. Although the charge to the IFIA Working Group on Corporate Headings includes considering geographic names, it had made no binding recommendation about geographic names that could have been consulted during the AACR revision process. The thrust of international discussion has focused particularly on the question of the use of vernacular forms of names or forms in the language of the cataloging agency, favoring the former as being more amenable to international acceptance. Here, as in other cases, AACR 2 has favored English forms, but only if they are "in general use."

Organization. Following a general principle apparent in all the chapters on forms of heading, the rules for geographic names are divided into two categories: rules for the choice of the name to be used in the heading and rules for additions, modifications, etc., that the cataloger makes to the chosen name to formulate the heading. The rules for the choice of name come first and include three main provisions: the English form of the name, the vernacular form instead, and changes of name. The remainder of this short chapter is devoted to the rules for additions to, and one rule for modifications of, geographic names. First there is a rule for punctuation of additions and then a general rule stating that the basic reason for making additions is conflict resolution. This general rule allows a cataloging agency to make additions in other situations by including an optional provision to that effect. Three groups of jurisdictions are then accorded special treatment as to which additions are made to places located within the countries covered by these groups: (1) Australia, Canada, and the United States; (2) the British Isles; and (3) Malaysia, the U.S.S.R., and Yugoslavia. Next are two special provisions, one for places on islands and the other for places within cities. The remainder of the universe of places is treated in one rule. Additions consisting either of the name of a second entity larger than the one being established--Friedburg (Bavaria, Germany)--or of a distinguishing phrase commonly used with the name--Frankfurt an der Oder (Germany)--are provided for in the penultimate rule, and this rule may be applied to places anywhere. The final rule allows names that include a term indicating a type of jurisdiction to be modified in certain cases by the cataloger in order to delete the term from the heading.

Relation of the rules for geographic names to those for corporate headings. The rules for choice of name in chapter 23 treat only the two questions of language and changes of name. This brief treatment is practicable in part because of the characteristics of geographic names and in part because chapter 24 is to be used to answer certain of the

questions that may arise. The rule for changes of name in chapter 23 refers to those rules in chapter 24 that call for geographic names as qualifiers. There is also a special subrule explicitly for geographic names as jurisdictional headings in chapter 24. This subrule deals with the question of "conventional names." Presumably other rules in chapter 24 may also be applied to geographic names--e.g., rule 24.2C (variations in spelling)--although this is not stated explicitly. The provisions for additions to and modifications of geographic names in chapter 23 are nearly exhaustive. In rule 24.6 there is a provision for one other type of addition, a term indicating the type of jurisdiction. Thus there is an attempt to separate the concept of a place name as the name of a jurisdiction from the concept of this same place name as the name of "only" a geographic area. It must be noted, however, that chapter 23 is only for geographic names that are used as the names of jurisdictions or quasi-jurisdictions, i.e., an entity that may be treated as a main or added entry heading. As examples of "quasi-jurisdictions," the British place names treated in rule 23.4D3 are the current names of places but these places no longer have jurisdictional status (though they once did). Other types of geographic names (names of rivers, lakes, mountains, continents, etc.) are not treated in chapter 23, or indeed anywhere in AACR 2. One other point that might be made in relating chapter 23 to chapter 24 is that the rules in chapter 24 for other types of additions or modifications--e.g., the omission of an initial article--presumably do not apply to geographic names.

Options. Although it is not stated as an "option," the provision that allows an English form of name when it is in general use--as an alternative to the vernacular form--constitutes a kind of option. Public Law 80-242 requires the Library of Congress to use the decisions of the U.S. Board on Geographic Names when deciding on the form of a place name. The board's current policy is to favor the vernacular form of name with only a few exceptions for conventional English forms. These English forms are always unquestionably in general use. Thus, instead of formulating its own guidelines for deciding which forms are in general use and which are not, the Library will continue to follow the decisions of the board.

The stated options are two. The first relates to the circumstances under which the name of a larger place may be added to the name of a smaller place; the main rule provides for such additions only in cases of conflicts, and the option permits such additions even if there is no conflict. It will be possible for an agency to apply the option to some kinds of names, but not to others. For example, the Library of Congress will opt to add the larger entity to city names--e.g., Columbus (Ohio)--but not to state names--e.g., Ohio, not Ohio (U.S.). The second option permits a shortening of additions whenever additions are necessary either because of conflict or because of applying the first option. If one established the province of Ontario as "Ontario (Canada)," then under the second option, whenever "Ontario (Canada)" was used as an addition to a smaller place's name--e.g., the city of Ottawa--"Canada" would be dropped resulting in the heading "Ottawa (Ont.)."

Differences between AACR 1 and 2

- 1) All additions made by the cataloger to a geographic name are to be placed within parentheses. [Under AACR 1, the first addition (country, state, etc.) was made following a comma; subsequent additions (names of places smaller than the country, state, etc.) were placed within parentheses.]
- 2) The basic rule for adding the name of a larger place as a qualifier limits this addition to cases of conflicting names. An optional provision allows such additions in cases other than conflicts. [AACR 1 provided for additions, pro forma, to all local place names.]
- 3) The states of Australia are treated like the states of the United States, the provinces of Canada, etc., in that they can now be used

as primary qualifiers, instead of the name of the country, e.g., "Newcastle (N.S.W.)," instead of "Newcastle (Australia)." [AACR 1 did not treat Australia as one of the special group of countries for which province, state, etc., was the primary qualifier.]

4) The abbreviations "Eng.," "Ire.," "Scot.," "Ger.," etc., have been abandoned in favor of the full forms of these names.

5) Names of places in England, Wales, or the Republic of Ireland are qualified by the name of the county. Names of places in Scotland are qualified by the name of the region. Names of places in Northern Ireland are qualified by "Northern Ireland." [AACR 1 used "Eng.," "Wales," "Ire.," and "Scot." for these; "Ire." being used for both the Republic of Ireland and Northern Ireland.]

6) All places on islands are qualified by the name of the island. [AACR 1 allowed the island name as a qualifier only if it were "predominantly used to identify the place."]

7) Places within a city are consistently entered under their names or designations. [AACR 1 entered administrative parts of a city as subheadings of the city whenever they were identified by a number, e.g., 11^e arrondissement.]

8) When, in addition to the name of the country, etc., a narrower geographic qualification is needed, it is added before the name of the country, etc., e.g., Friedburg (Bavaria, Germany). [AACR 1 reversed this order, e.g., Friedburg, Ger. (Bavaria).]

9) If an agency is adding country qualifiers to the names of cities, either because of conflicts or the application of the option in rule 23.4B, then many famous city names, which formerly appeared as headings without the name of the country, will now show the country name, e.g., London (England), Rome (Italy), Paris (France). [This is actually a difference between the ALA rules and AACR 2.]

Chapter 24, "Headings for Corporate Bodies"

Background. Chapter 24 is largely rooted in AACR 1 and in the proposals submitted by the national committees. Unfortunately, the IFLA Working Group on Corporate Headings did not begin to function until all the basic corporate heading decisions had been made. At no state of the revision exercise was anything available at the international level that might be considered even a quasi-standard. [The recommendations of the IFLA working group are quite similar to the provisions of AACR 2; see article below.]

Organization. The basic rule provides general advice both on the choice of a corporate name and its form as a heading. The subrules of this first rule also include specific provisions for romanization and change of name. These provisions are applicable to the names of all types of corporate bodies. The remaining rules in the chapter can be divided into three broad areas: (1) choice of a name for the heading from among variant names; (2) additions to, omissions from, and other modifications of the chosen name; and (3) determination of subordinate/independent entry. The principal feature to be emphasized is that the cataloger's work is viewed as a logical process--the choice of a name followed by any alteration (including additions) of the chosen name--rather than as a response to the type of body whose name is under consideration. Catalogers accustomed to locating in one rule all the provisions relating to conferences, for example, will need to readjust their thinking. The overriding consideration is the cataloger's action, not the type of body upon which action is being taken. Thus, in establishing a conference name, the cataloger consults two widely separated rules to discover first how to choose the conference name and then how to modify this chosen name.

The following types of bodies are treated in special rules within the section on the choice of a name: international bodies, ancient bodies, autocephalous patriarchates and archdioceses, religious orders and societies, governments, meetings, and local churches. The section on modification of the chosen name includes some degree of special treatment for the names of the following types of bodies: institutions, "incorporated" bodies, governments, meetings, exhibitions, fairs, festivals, chapters and branches, local churches, and radio and television stations.

The final part of this chapter deals with the question of the use of subordinate or independent entries for all types of bodies. There are three principal subsections: nongovernmental bodies (other than most religious bodies), government bodies, and most religious bodies.

As in the other chapters, when a sequence of related rules is lengthy or complex, general rules come first, followed by particular applications.

Form of qualifiers. There is but one form for the addition of qualifiers that is applied throughout the chapter, namely, all types of qualifiers are placed within parentheses; multiple qualifiers are separated by a space-colon-space within the one set of parentheses.

Conferences, congresses, meetings, etc. The distinctive feature of this chapter's new organization becomes most apparent when formulating the headings for meetings. If, for example, one is faced with both a specific and a general (indicating a series of meetings) name, one consults rule 24.3F2 and finds the specific name is the one to be chosen as the heading. Rule 24.7 then provides guidance for modification of, or addition to, that specific name. The order of additions made to the name is the most noteworthy feature of rule 24.7: number, if any, is the first element, date is the second, and place the third. The discrete elements are each separated by a space-colon-space, e.g., 2nd : 1958 : New Orleans. It was widely felt that dates are much more important than location and also provide a better arrangement when positioned before place.

Names of exhibitions, fairs, festivals, etc., have been treated in the same way as names of meetings with regard to qualifiers added to the name.

Options

1) The first option in chapter 24 relates to romanization. The rule itself (24.1A) calls for romanizing the name according to the library's romanization table. The alternative rule allows a romanization found on the item being cataloged if that item was issued by the body. Institutions applying the alternative rule may need to provide cross references from the systematic romanization derived from a table, for it will not be possible for users to predict accurately whether or not the library had seen an item issued by the body that showed a romanized form of its name. (Libraries applying only the rule, and not its alternative, will refer from romanized forms found on items issued by the body as a normal action.)

2) Rule 24.3A requires the use of the name of the body's official language, if items issued by it show more than one language form. The alternative rule allows the name "in a language suitable to the users of the catalogue if the body's name is in a language which is not familiar to those users." Probably only local institutions would have such a homogeneous body of users that they could apply the alternative rule. National libraries, cataloging for many types of users, will not have such an opportunity.

3) Rule 24.C1 provides for the addition of qualifiers to a name when resolving conflicts, and an optional provision allows qualification even if there is no conflict. Some libraries may wish to apply the option to anticipate conflicts. Furthermore, libraries applying the op-

tion may perhaps choose to add qualifiers to pinpoint a corporate name for reasons other than the anticipation of a conflict. In either case, national libraries applying the option will no doubt find it necessary to draw up guidelines for adding qualifiers on other than a conflict basis. The qualifier most frequently used under either the rule or its optional provision will be a geographic name.

4) The last option in this chapter (rule 24.7B2) deals with the relatively minor case of irregular numbering for a series of conferences; the irregularity may be explained in a note, an information reference, etc. Most libraries will probably consider that the explanation is in most cases worth the relatively small amount of trouble necessary to formulate it.

Subordinate or independent entry. There are two principal rule sequences: 24.12-24.16 for all bodies other than those entered under a jurisdiction and 24.17-24.19 for bodies entered under a jurisdiction. The heart of each of these sequences enumerates the types of names or bodies that should be entered subordinately. The two lists of types begin with considerable coordination: the first three types in both lists are practically the same and concentrate on the body's name rather than its nature: (1) "department," etc., names; (2) "committee," etc., names; and (3) conflicting names. Thereafter, there is considerable divergence. In the nonjurisdiction list, type 4 is for faculties, etc., of universities, provided the name of the entity indicates no more than the field of study. This type then is a mixture of the two criteria, kind of name and kind of body. Type 5 is for names of subordinate bodies that contain the higher body's name, and this type is absent from the other list. There are only five types in the nonjurisdiction list. The jurisdiction list contains ten types, and types 4-10 are exclusively dependent upon the criterion of function, no matter what the name, and consequently are for ministries (type 4), legislatures (type 5), courts (type 6), armed services (type 7), chiefs of state (type 8), embassies (type 9), and delegations to international entities (type 10). The two sequences of rules contain the same provision for inclusion/omission of hierarchy, i.e., that it be based on the resolution of conflicts.

Rules 24.20-24.26 provide special provisions for some of the bodies entered under jurisdiction. These special provisions are concerned with language, qualifiers, hierarchy, the choice of a jurisdiction when there is more than one, etc. Taking the armed services as an example, one should note that there are several provisions in this sequence of rules that require arbitrary direct entry under the jurisdiction, with no possibility of using intervening hierarchy, if there is any.

Two other points need to be highlighted in considering subordinate entries for bodies belonging to a jurisdiction. The sequence of rules numbered 24.17-24.26 and captioned "Government Bodies and Officials" does not treat all government bodies, but only those that fit one or more of the types in rule 24.18. Moreover, if a body is excluded from entry under jurisdiction (because it does not fit one of the types in rule 24.18), only its subdivisions are treated under the "nongovernment" sequence (rules 24.12-24.16). This is a crucial point. The "government" sequence (rules 24.17-24.26) does not contain anything corresponding to type 5 in rule 24.13, which requires subordinate entry if the subordinate body's name contains the name of the higher body. For the higher body's heading, rule 24.17 calls for direct entry under the name without recourse to rules 24.12-24.16, e.g., "University of British Columbia." If rules 24.12-24.16 were applied to this name, type 5 of rule 24.13 would require "British Columbia. University" as the heading. The "University of British Columbia Library," however, is properly treated under rules 24.12-24.16. Type 5 of rule 24.13 requires "University of British Columbia. Library."

The next rule for subordinate entry (24.27) is the final one in chapter 24. The subrules of this rule cover subordinate headings for religious councils, officials, and subordinate bodies. "Subordinate

bodies" may be a little misleading as the caption for the third subrule, since religious councils and officials treated under the first two subrules are also entered subordinately. "Subordinate bodies" refers to provinces, dioceses, etc.; central administrative organs of the Catholic Church; and papal diplomatic missions. In general, these provisions for subordinate entry of religious bodies and officials are in line with the other rules for subordinate entry. (The subrule sequence for "subordinate bodies," as explained above, includes some special provisions for the language of the heading, formulation of the name used as a subheading, etc.

Differences between AACR 1 and AACR 2

1) Initialisms not pronounceable as words, e.g., AFL-CIO, may be used as headings. [AACR 1 allowed as headings only those presented as words by virtue of their being written in word form with only the first letter capitalized or by virtue of the letters representing syllables.]

2) Qualifiers added to a name by the cataloger in formulating any corporate heading are placed within a single set of parentheses, multiple qualifiers within the one set of parentheses each being separated by a space-colon-space. [AACR 1 only provided for parentheses sometimes, with a comma used otherwise to link the qualifier to a name.]

3) Optionally, one may add qualifiers (geographic names, etc.) even if there is no conflict. [AACR 1 confined the use of most additions to conflict situations.]

4) Initial articles are retained in a name only if the grammar of the language requires the article. [AACR 1 included the same provision but also permitted the retention of the article if needed for clarity.]

5) Headings for meetings are qualified by the addition of number (if any), date, and place, in this order. [The AACR 1 order was number (if any), place, and date.]

6) For subordinate headings, both the rule for nonjurisdictional entry and the rule for jurisdictional entry include a list of types of bodies or names against which the cataloger tests a name to be established. This is true of both AACR 1 and 2. In AACR 1, however, between the "government" and "nongovernment" rules, there was divergence in the way the lists were to be used. The "nongovernment" list enumerated the types to be entered subordinately, stating that those entities not fitting any type should be entered independently. The "government" list enumerated the types to be entered independently, stating that entities not fitting any type should be entered subordinately. In AACR 2 the two lists are coordinated so that both list the types to be entered subordinately.

The list of types for bodies not entered under jurisdiction is essentially the same in AACR 2 as AACR 1. The list of types for bodies entered under jurisdiction in AACR 2 shows one major difference (apart from the one explained above). This difference relates to the institutions, installations, banks, etc., for which AACR 1 provided automatic, independent entry. Under AACR 2, none of these government bodies is accorded arbitrary independent entry; any one of them might be entered subordinate to the jurisdiction, if it fits one of the types enumerated for subordinate entry. With institutions particularly, there will be a good chance that some names will be entered subordinately because they fit type 3: "a name that has been, or is likely to be, used as the name of another agency, provided the name of the government is required for the identification of the agency." Thus, a name such as "Public Library" will be entered under the city, so that the AACR 2 entry looks like an ALA one, but not like one formulated under AACR 1 after the deletion of rules 98 and 99. Type 3 represents a very novel concept for government bodies.

There is an overlap between type 3 and the optional provision for adding a geographic name as qualifier even if there is no conflict.

An agency applying the option will probably confine its implementation to nongovernment bodies since any body needing a qualifier would most probably fit type 3, thus:

Michigan. Technical Work Group on Health Care
Costs
not Technical Work Group on Health Care Costs
(Mich.)

7) No form subheadings are authorized by AACR 2. [AACR 1 provided for form subheadings, e.g., "Laws, statutes, etc." and "Liturgy and ritual."]

Chapter 25, "Uniform Titles"

Background. Chapter 25 is based on AACR 1 and some very important submissions from the national committees relating to musical works and to parts of works in general. Almost the only international work in uniform titles has concentrated on the area of special lists of titles of works such as anonymous classics and liturgical works. It should be noted that the controversy between the choice of English forms and the choice of vernacular forms observed for personal and corporate headings is largely absent from chapter 25. At least for contemporary works, it is preferable to use uniform titles in the original language of the work. Only older works that are well known in English are accorded English uniform titles.

Organization. The chapter begins with a statement of the purpose of uniform titles. Then, a basic rule sets down conditions for their use (indicating some restriction), provides for special punctuation, deals with the question of romanization, and finally, establishes a distinction between added entries and cross references when providing an access point through a title proper that varies from the uniform title.

The rules following the basic rule may be divided into three broad sections. The first two sections cover individual and collective titles and deal with all issues relating to the choice and form of uniform titles. Principally, matters of additions to distinguish works or identify translations, etc., and matters concerning parts of works are covered. The last section deals with the application of a uniform title to manuscripts, incunabula, legal materials, sacred scriptures, liturgical works, papal communications, and music.

Parts of works. The main rule for parts of works does not apply to either music or most sacred scriptures. For all other works, individual and collective, parts are entered under their own titles. A part is not considered to have a title, however, if it is designated only by a general term such as "preface," "epilogue," "part 2," or "book 1." If the cataloger uses "Selections" to designate untitled parts of a single work, this is also not considered an adequate title for independent entry. However, if the selections are from the entire corpus of the author's works, "Selections" is the independently formulated uniform title. Thus, direct entry, under the title of the part, is very much emphasized.

Music. Music is the most extensively treated of the many special kinds of materials for which chapter 25 provides guidance. A few simplifications have been introduced but more often the rules have been elaborated in response to the ever-present need for proper file organization of the extremely varied, and usually inadequate, titles proper that appear on music publications.

First the rules define "title" and "work" and then provide guidance for the selection of individual uniform titles and for additions to these uniform titles. These rules make a clear distinction between titles that consist solely of the name of a type of composition and other titles. Next there are rules for parts of a work and finally rules for

collective titles. Librettos and song texts and liturgical works are treated as an aspect of additions to uniform titles.

Options. The basic rule for the use of uniform titles includes no provision explicitly labeled "optional," but nonetheless presents a kind of option. The rule says that one may decide to use or not use uniform titles in a particular instance depending on the following factors: how famous the work is, how often it has to be represented in a catalog, whether the main entry is under the title, whether the item being cataloged is a translation, and to what degree the particular catalog is used for research purposes. Probably only libraries with a limited and homogeneous clientele can afford to omit uniform titles, even occasionally. Certainly national cataloging agencies will be required to formulate all uniform titles provided by the rules, without exception. Once formulated, these uniform titles may or may not be displayed in the various products derived from the basic bibliographic record and distributed by the agency to other institutions.

The only other option in chapter 25 relates to punctuation. The basic punctuation for uniform titles is a pair of square brackets enclosing the whole uniform title. An option allows the brackets to be omitted when the uniform title is used as the main entry heading.

Differences between AACR 1 and 2

- 1) The Library of Congress policy for confining its display of uniform titles to certain types of works is no longer stated.
- 2) Footnote 1 to rule 25.1 states explicitly that "work" includes collections and compilations cataloged as a unit. [AACR 1 was much less clear on this point, even seeming in some areas to restrict the use of uniform titles to single works.]
- 3) For works issued simultaneously in different languages or under different titles, none of which is known to be the original language or title, rule 25.3C3 provides for selecting the uniform title according to language and lists five languages in order of preference. If no title is in one of these languages, then the title of the edition received first is selected. [AACR 1 stated the same rule up to the situation in which there is no title in one of the listed languages. Instead of providing that the title of the edition received first be adopted, the AACR 1 rule advised the cataloger to use the "most appropriate" title and offered some guidelines for deciding appropriateness.]
- 4) For classical and Byzantine Greek works, preference in choosing a uniform title is given to English titles first, Latin titles second, and Greek titles third. [AACR 1 gave preference to English first and Greek second, with no mention of Latin.]
- 5) Rule 25.5D provides an exception to the use of "Polyglot" as a language designation after uniform titles; if the original is in three or more languages, then all languages are named instead of designating "Polyglot." [AACR 1 did not include an exception to the provision for "Polyglot."]
- 6) Rule 25.6B1 requires the use of the singular form when designating multiple parts of a work by a general term, e.g., "Book 1-6," not "Books 1-6." [AACR 1 included no explicit statement, but showed "Books 1-6" as an example.]
- 7) For parts of works other than sacred scriptures and music, rule 25.6 provides for an independent uniform title whenever the part has a title of its own. [AACR 1 provided basically for entry of the part title subordinate to the title of the whole work, although there were a number of exceptions made so that a number of part titles were independently entered.]

8) Rule 25.9 prescribes "Selections" as the collective title for items consisting of three or more works, thus making no distinction between items containing three or more works and those containing only extracts, quotations, etc., from various works. [AACR 1 distinguished between the two by using "Selected works" for the former and "Selections" for the latter; also, AACR 1 was much more restrictive about the use of either term, making it dependent upon either a prior use of "Works" in a file or on extensive publication of such collections of a particular author.]

9) Rule 25.10 gives a definitive list of the names of literary forms that may be used as collective titles but adds that the cataloger may choose to invent terms to cover any other case, e.g., "Fragments." [AACR 1 did not provide for cases other than those involving literary form.]

10) Rule 25.10 provides for "Selections" as a subdivision of the collective titles that name a form, e.g., "Essays. Selections." [AACR 1 made no provision for identifying parts of such collections.]

11) Rule 25.13 for the choice of title of a work contained in a composite manuscript or in a manuscript group, makes no explicit, last resort provision for the cataloger's invention of a title. [AACR 1 included such an explicit provision.]

12) Rule 25.15 for modern laws makes provision for compilations of laws as well as individual laws. General collections are assigned the uniform title "Laws, etc." For subject compilations, the citation title, if any, is the uniform title, the general rules being applied if there is no citation title. [AACR 1 grouped all laws, whether issued singly or in collections, under the form subheading "Laws, statutes, etc."; there was no provision for any item other than individual laws.]

13) Rule 25.16 provides for both collections and single treaties. Collections of treaties (no matter how many parties represented) are assigned the name of the collection as a uniform title, if there is a collection name. Single treaties with four or more parties are also assigned the name by which they are identified as a uniform title. Collections not identified by a name and all single treaties with no more than three parties are assigned a uniform title beginning "Treaties, etc." If there is only one party on the side other than the side on which the main entry jurisdiction is, then that party is named after the opening phrase. For single treaties the date of signing is added, either directly after "Treaties, etc.," or at the end after the name of the single party on the other side. The terminology used in the rule adopts "side" and "party" (instead of the "-lateral" and "-partite" terms). [AACR 1 did not provide explicitly for collections. It used the "-lateral" and "-partite" terms. Most importantly, in AACR 1 the "Treaties, etc." phrase, together with any party names and dates, was a form subheading instead of the opening of the uniform title.]

14) Rule 25.18C enters the tractate Avot as a subdivision of "Mishnah," as any other part of the Mishnah. [AACR 1 provided an exception that entered this tractate independently.]

15) In the rules for Jewish scriptures, the Encyclopaedia Judaica is cited as an authority. [AACR 1 cited the Jewish Encyclopedia.]

16) Rules 25.18F for Buddhist scriptures includes provisions for the Buddhist canon in both Sanskrit and Pali. Two sets of uniform titles are allowed, one in Sanskrit and the other in Pali. Also, each part of the canon is entered subordinately. Thus, an application of the rule results in two files, one under "Tipiṭaka..." (Pali) and the other under "Tripitaka..." (Sanskrit). [AACR 1 allowed only the Sanskrit form "Tripitaka" and entered all parts directly under their own titles.]

17) There is no special rule for the Sikh scriptures. [AACR 1 provided a special rule, which, however, did not go beyond stating that "Adi-Granth" was the uniform title for the corpus of Sikh scriptures.]

18) Rule 25.20 gives guidance on uniform titles for texts that ante- and post-date Vatican II: Tridentine titles are not applied to texts that can be dated as post-Vatican II and differ in language and content from their pre-Vatican II counterparts. [AACR 1, of course, predated Vatican II.]

19) Rule 25.21 covers Jewish liturgical works and directs the cataloger to select a uniform title according to the name used for the text in the Encyclopaedia Judaica. [AACR 1 covered uniform titles for Jewish liturgy principally in a footnote in the chapter for selection of main entry; the footnote only directed the cataloger to see the Library of Congress published catalogs for the uniform titles it applied to Jewish liturgy.]

20) Rule 25.23C is for "a numbered plainsong setting of the Ordinary of the Mass" and states that the authority for the number is the Gradual. [AACR 1 used the less satisfactory wording "Ordinary of the Mass" instead of "plainsong setting of the Ordinary of the Mass" and gave as the authority for the number the Liber usualis.]

21) Rule 25.24 provides guidance for the selection of uniform titles appropriate to official communications of the pope and of the Roman Curia. [AACR 1 contained no guidance for the selection of uniform titles appropriate to this material.]

22) Rules 25.25-25.36 are for music and form the last part of the chapter on uniform titles. [AACR 1 in its chapter on uniform titles excluded music, uniform titles for which are treated in a special music chapter together with bibliographic description and selection of main and added entry headings.]

23) Rule 25.26 defines both "title" and "works" fully and explicitly. [In AACR 1 the same definitions were more implicitly expressed.]

24) Rule 25.27B provides that for titles consisting solely of the name of one type of composition, the name always be given in the plural in the uniform title. [AACR 1 called for a mixture of the plural (for a set) and the singular, which created the complex problem of inter-filing the two.]

This rule also states that an English form of name should not be substituted for the terms "étude," "fantasia," "sinfonia concertante," or their cognates. [AACR 1 made such an exception only for "étude."]

25) Rule 25.27D makes special provision for using "duets" for works called variously "duos," "duets," etc. [AACR 1 made no special provision for duets.]

26) In the example under rules 25.29A4 and 25.29D, numerals are placed within parentheses after an instrument name, e.g., pianos (2). [AACR 1 expressed the numeral before the instrument name, e.g., 2 pianos.]

27) In the list of standard combinations in rule 25.29C, "woodwind quartet" and "wind quintet" appear. [AACR 1 did not include these terms as standard combinations.]

28) The list of standard terms for instruments in rule 25.29D1 includes alternative terms in several cases, e.g., "cor anglais or English horn." [AACR 1 gave only one term for each instrument.]

29) According to rule 25.29G, concertos for solo instrument or instruments with accompanying ensemble will always have the name of the accompanying ensemble included in the uniform title. [AACR 1 called for the inclusion of the accompanying ensemble only if it was other than orchestra. The use of the word "solo" in the uniform title, as prescribed in AACR 1, is also eliminated; e.g., "Concerto, organ solo" is changed to "Concertos, organ ..." (without "solo") under AACR 2.]

30) Rule 25.30 allows "Sketches" as an addition to the uniform title. [AACR 1 made no provision for sketches.]

31) For translations, rule 25.31B7 directs the cataloger to follow the general rules for language additions to the uniform title. [AACR 1 gave special guidance for music, requiring that no language addition be made after uniform titles for full scores. For other than full scores, language was added with English first in all cases.]

32) According to rule 25.35, a collection containing selections of various types of compositions from a composer's complete works will be designated in the uniform titles as "Selections." [AACR 1 prescribed the uniform title "Works. Selections."]

33) According to rule 25.36, the following uniform titles are used for special collections derived from a composer's complete works:

Chamber music
Choral music
Instrumental music
Vocal music
Orchestra music
Piano music
Piano music. Selections.

[AACR 1 provided instead the following uniform titles:

Works, chamber music
Works, instrumental
Works, vocal
Works, orchestra
Works, piano
Works, piano. Selections]

AACR 2 Options to Be Followed by the Library of Congress

In December 1977, the options in AACR 2 were considered by Processing Services staff members, and proposals based on this consideration were published in the Library of Congress Information Bulletin (February 3, 1978). Since then we have had the benefit of comments and advice from other Library of Congress staff members and from interested librarians elsewhere. In addition, the AACR 2 options were one of the topics discussed by the four national libraries (Australia, Canada, the United Kingdom, and the United States) in their meeting at the Library of Congress, March 6-8, 1978. Guided by the advice of its own staff, by the opinions of other librarians, and by the discussions held here with the other national libraries, the Library of Congress has decided upon the options. In most cases our choices are the same as those preferred by the other national libraries. When this is not the case, a statement to that effect has been added where appropriate in the following reports of decisions. Note that, as in the reports of proposals (LCIB, February 3, 1978), we have not yet considered the options in the special rules for bibliographic description of early printed books (chapter 2, rules 2.12-2.18) and in the chapters for bibliographic description of cartographic materials (3), of manuscripts (4), of music (5), of sound recordings (6), of motion pictures and videorecordings (7), of graphic materials (8), of machine-readable data files (9), of three-dimensional artefacts and realia (10), of microforms (11), and of items "analyzed" (13).

Chapter 1, "General Chapter"

1.1C. Optional addition. General material designation

1.1C1. Choose one of the lists of general material designations given below.

The following general material designations are recommended for British and North American use.

If general material designations are to be used in cataloging, British agencies should use terms from list 1 and North American agencies, terms from list 2.

(1)	(2)
cartographic material	{ globe map
graphic	{ art original chart filmstrip flash card picture slide technical drawing transparency machine-readable data file
machine-readable data file	manuscript
manuscript	microform
microform	motion picture
motion picture	kit
multimedia	music
music	{ diorama game microscope slide model realia
object	sound recording
sound recording	text
text	videorecording
videorecording	

Use terms from the list chosen in all descriptions for which general material designations are desired.

Comment: In all cases the appropriate GMD will be determined and then stored in machine-readable records. For display (catalog cards, book catalogs, CRT terminals, etc.), however, we need to set a policy based on our own and others' considered opinions. (See above section, "General Material Designations")

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

If there are no parallel titles and other title information appears in more than one language or script, give the other title information that is in the language or script of the title proper. If this criterion does not apply, give the other title information that appears first. Optionally, add the other title information in other languages.

Comment: Since the question of multiple statements of other title

information in various languages does not often arise for materials other than music, we feel that the International Standard Bibliographic Description (Printed Music), when completed, should provide guidance for this option. In the meantime, the option for including all statements of other title information will be applied.

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

Comment: The option will not be applied. We feel that if the edition statement were supplied by the cataloger, there would be too much danger of bibliographic "ghosts." The notes area seems a better place for information of this type that the cataloger feels should be supplied.

1.4C7. Optionally, add the full address of a publisher, distributor, etc., to the name of the place. Enclose such an addition in parentheses. Do not add the full address for major trade publishers.

Comment: The full address of publishers, other than major trade publishers, will be added to the imprint area when the information is given in the item being cataloged or is otherwise readily available without special research. Acquisition and reference librarians have made a strong case for the inclusion of this information, particularly when the bibliographic record shows no ISBN.

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

1.4E1. Add to the name of a publisher, distributor, etc., one of the terms below:

distributor
publisher
producer (used for producing entity other than
a production company)
production company

unless:

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

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

Comment: The option will be applied so that such terms as "distributor" and "publisher" will be added to entities named in the imprint area whenever necessary to clarify the function of the particular person or body. It is expected, however, that the need for clarification will vary from case to case, and the cataloger's perception of this need will also vary. Thus, no great effort at uniformity will be attempted.

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

Comment: Due to the evident importance of copyright dates, the option will be applied whenever the copyright date is different from the publication date.

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

Comment: The option will be applied so that at least in some cases valuable information about a printer, for example, will not be lost. We recognize, however, that a high degree of uniformity need not be attempted when deciding in precisely which cases such data "are considered important by the cataloging agency."

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

Comment: The option will be applied since it would be helpful for a large segment of library users to see in the bibliographic record information about other forms of the same item, in the case of both book and nonbook material.

1.5B5. In describing a multipart item that is not yet complete, give the specific material designation alone preceded by three spaces. Optionally, when the item is complete, add the number of physical units.

Comment: The option will be applied since most library users would need information about the number of parts of a completed set.

1.5E2. Optional addition. If further physical description is desired, add a statement of the extent, other physical details, and dimensions of the accompanying material, as appropriate. Formulate such additional descriptions in accordance with the rules for the material or type of publication to which the accompanying material belongs.

Comment: The option will be applied on a case-by-case basis. The information is valuable when the accompanying material is substantial in extent or is particularly significant for some other reason, e.g., its nonbook nature. For other items such additional information is not worth the time necessary to formulate it.

1.8B2. If an item bears two or more such [standard] numbers, record the one which applies to the whole item being described.

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

Comment: The option will be applied since ISBNs continue to grow in importance.

1.8D. Optional addition. Terms of availability

1.8D1. Give the terms on which the item is available. These terms consist of the price

(given in numerals with standard abbreviations)
if the item is for sale, or a brief statement
of other terms if the item is not for sale.

Comment: The option will be applied with few exceptions (e.g., price will probably be omitted from the description of noncurrent items). We feel that experience has proven that price and other data about the availability of an item are useful features of the item's bibliographic record.

1.8E. Qualification

1.8E1. Add after the standard number or terms of availability, as appropriate, a brief qualification in the following cases:

- a) when an item bears two or more standard numbers;

optionally

- b) when the terms of availability (see 1.8E) need qualification.

Comment: The option will be applied. We feel that even single ISBNs are more useful in some cases when qualified as to the special nature of an item or edition of an item, e.g., "library binding."

Chapter 2, "Books, Pamphlets, and Printed Sheets"

2.1C, see 1.1C.

2.2B3, see 1.2B4.

2.4E, see 1.4E.

2.4G2, see 1.4G4.

2.5B21. Optional addition. If the volumes in a multivolume set are individually paged, give the pagination of each volume in parentheses after the number of volumes.

Comment: Since the additional information about pagination is not always significant, the option will only be applied selectively. Continuously paged sets and early printed books are two cases in which the option might be exercised.

2.5E1, see 1.5E2.

2.8C, see 1.8D.

2.8D, see 1.8E1.

Chapter 12, "Serials"

12.1C, see 1.1C.

12.4E, see 1.4E.

12.4G, see 1.4G4.

12.5E1, see 1.5E2.

12.7B7e. Split. If the serial is the result of the split of a previous serial into two or more

parts, give the name of the serial which has been split, and optionally the name(s) of the other serial(s) resulting from the split.

Comment: The option will not be applied since we feel this information is normally not needed by a library user.

12.7B7f. Absorption. If the serial absorbs another serial, give the name of the serial absorbed, and optionally the date of absorption. If the serial is absorbed by another serial, give the name of the absorbing serial, and optionally the date of absorption.

Comment: The options will be applied when the information is readily available, i.e., no searching will be done for these dates.

12.8D, see 1.8D.

12.8E, see 1.8E1.

Chapter 21, "Access Points"

21.0D. Optional addition. Designations of function. In the cases noted below, add an abbreviated designation of function to an added entry heading for a person.

<u>Function performed</u>	<u>Designation</u>
compiler	<u>comp.</u>
editor	<u>ed.</u>
illustrator	<u>ill.</u>
translator	<u>tr.</u>

21.18B. Arrangements, transcriptions, etc. Enter an arrangement, transcription, etc., of one or more works of one composer (or of parts of one composer's works) under the heading for the composer. If the original composer is unknown, enter under title. Make an added entry under the heading for the arranger or transcriber. Optionally, add arr. to the added entry heading.

21.27. Academic disputations. Enter a work written for defence in an academic disputation (according to the custom prevailing in universities before the nineteenth century and continued in some cases thereafter) under the heading for the praeses (faculty moderator) unless the authorship of the respondent, defender, etc., can be established. Make an added entry under the heading for whichever of the praeses, respondent, etc., is not given main entry. Optionally, add the designation praeses, respondent, defendant, etc., to the headings.

21.36C1. Proceedings in the first instance. Criminal proceedings. Enter the official proceedings and records of criminal trials, impeachments, courts-martial, etc., under the heading for the person or body prosecuted. If more than one person or body is prosecuted, apply the instructions in 21.6C. Optionally, add the appropriate legal designation (e.g., defendant, libelee) to headings for persons or bodies prosecuted.

21.36C2. Proceedings in the first instance. Other proceedings. Enter the official proceedings and

records of civil and other noncriminal proceedings in the first instance (including election cases) under the heading for the person or body bringing the action. ... Optionally, add the appropriate legal designation (e.g., plaintiff, complainant, contestant, defendant, respondent, contestee) to the headings for parties to the action.

21.36C3. Appeal proceedings. Enter the official proceedings in the same way as the proceedings in the first instance. Optionally, add the legal designation appropriate to the appeal to that appropriate in the first instance (e.g., defendant-appellee, defendant-appellant.)

21.36C5. Charges to juries. Enter a charge to a jury under the heading for the court. Make an added entry under the heading for the judge delivering the charge. Make added entries under the headings for the first named party on each side, except for the jurisdiction in cases prosecuted by the jurisdiction. Optionally, add legal designations (see 21.36C1-21.36C3) to the added entry headings.

21.36C6. Judicial decisions. Enter a judgement or other decision of a court in a case under the heading for the first named party on each side, except for the jurisdiction in cases prosecuted by the jurisdiction. Optionally, add legal designations (see 21.36C1-21.36C3) to the added entry headings.

21.36C7. Judicial opinions. Enter an opinion of a judge under the heading for the judge. Make an added entry under the heading for the first named party on each side, except for the jurisdiction in cases prosecuted by the jurisdiction. Optionally, add legal designations (see 21.36C1-21.36C3) to the added entry headings.

21.36C8. Records of one party. Enter a brief, plea, or other formal record of one party to a case under the heading for that party. ... Optionally, add legal designations (see 21.36C1-21.36C3) to the headings for the parties to the action.

Enter a courtroom argument presented by a lawyer under the heading for the lawyer. Make an added entry under the heading for the party represented. If that party is not the one under which the proceedings of the trial would be entered (see 21.36C1-21.36C3), make an added entry under the heading for the other party. Optionally, add legal designations (see 21.36C1-21.36C3) to the headings for the parties to the action.

21.36C9. Enter a collection of the official proceedings or records of trials as a collection (see 21.7). Make added entries under the headings for the persons or bodies who are parties to all the trials if there are not more than three persons or bodies involved. Optionally, add legal designations (see 21.36C1-21.36C3) to the headings for the parties.

Comment on 21.0D, 21.18B, 21.27, 21.36C1-21.36C3, 21.36C5-21.26C9: International work is in progress on relators such as "editor" and "translator" between a heading and its use in a particular bibliographic record. We feel that a permanent decision should not be made until international agreement is indicated. In the meantime, the expense of making such intellectual judgments as are required in most cataloging operations was a principal factor in causing us to decide not to apply the options shown in these rules.

21.28A. Alternative rule. Enter a libretto under the heading appropriate to the musical work

Comment: The option will be applied since librettos are normally sought as an adjunct to the music.

21.29D. If, in the context of a given catalog, added entries are required under headings and titles other than those prescribed in rule 21.30, make them.

Comment: The rule permits added entries beyond those explicitly provided in the rules for added entries, depending on the needs of a particular catalog. We feel that a list of these "extra" added entries can be compiled only after AACR 2 has been applied for some time. The provisions in AACR 2 for added entries are more generous than those in AACR 1; this may result in less need for "extra" added entries.

21.29G. Optionally, use explanatory references in place of added entries in certain cases.

Comment: The option for using explanatory references instead of added entries will not be applied because each bibliographic record produced by a national cataloging agency must show all added entries required by the rules, explanatory references being more useful in an individual catalog.

21.30L. Series

Make an added entry under the heading for a series for each separately cataloged work in the series if it provides a useful collocation. Optionally, add the numeric or other designation of each work in the series.

Comment: The option will be applied since we feel that series numbering is an important element in the series identification of an item.

Chapter 22, "Headings for Persons"

22.3C2. Persons entered under surname⁴. If the name of a person entered under surname (see 22.5) is written in a nonroman script, romanize the name according to the table for the language adopted by the cataloging agency

⁴Alternative rule. This alternative rule may be applied selectively language by language. Persons entered under surname. Choose the romanized form of name for a person whose name is in a language written in a nonroman script and who is entered under surname (see 22.5) if a romanized form has become well established in English language reference sources

Comment: The option will be applied since library users would be ill-served if the headings for famous people ("well established in English

language reference sources") were established in systematic romanization.

22.16. Additions to names consisting of or containing initials.

22.16A. If part or all of a name is represented by initials and the full form is known, add the spelled-out form in parentheses if necessary to distinguish between names which are otherwise identical.

Optionally, make the above additions to other names containing initials.

22.18. Dates

Add a person's dates (birth, death, etc.) as the last element of a heading if the headings are otherwise identical.

Optionally, add the dates to all personal names, even if there is no need to distinguish between headings.

Comment: These two options will be applied when the necessary information is readily available. While not applying the option per se, the National Library of Canada plans to establish authors against a name authority data base that includes at least Library of Congress name authorities, thus increasing the frequency with which fuller name data or birth data are used. The British Library will not apply the two options in its printed publications, but may supply the information in its machine-readable records.

Chapter 23, "Geographic Names"

23.4B. General rule

If it is necessary to distinguish between two or more places of the same name (including places that are the same when romanized), add to each name the name of the larger place

Optionally, apply rules 23.4C-23.4J even if there is no need to distinguish between places.

Optionally, if the name of a state, province, or territory of Australia, Canada, or the United States; of a British county; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island is being used as an addition (see 23.4C.-23.4G), do not add to it the name of a larger geographic area.

Comment: The Library of Congress will apply the first option to the names of all cities, towns, etc., but will not apply it to the names of such larger places as the U.S. states and Canadian provinces. The second option will be applied to any larger place name to which the first option is not applied (e.g., a U.S. state). Thus, our heading for Illinois will be

Illinois.
not Illinois (U.S.)

and our heading for Chicago will be

Chicago (Ill.)
not Chicago (Ill., U.S.)

In general, the other national libraries agreed to follow the first option on a case-by-case basis, and the second option more or less uniformly. More precise information on LC's treatment of headings for nonlocal place names other than the U.S. states and the Canadian provinces will be published later.

Chapter 24, "Headings for Corporate Bodies"

24.1A. Romanization⁴

If the name of the body is in a language written in a nonroman script, romanize the name according to the table for that language adopted by the cataloging agency.

⁴ Alternative rule. Romanization. If the name of the body is in a language written in a nonroman script and a romanized form appears in items issued by the body, use that romanized form as the heading

Comment: The option will not be applied for corporate names, a consistent policy of systematic romanization results in a more predictable practice.

24.3. Variant names. Special rules

24.3A. Language⁸

If the name appears in different languages, use the form in the official language of the body.

⁸ Alternative rule. Language. Use a form of name in a language suitable to the users of the catalog if the body's name is in a language which is not familiar to the users.

Comment: The alternative rule will not be applied since national cataloging agencies cannot tailor their records to fit a particular class of users in this way.

24.4C1. If two or more bodies have the same name, or names so similar that they may be confused, add a word or phrase to each name as instructed in 24.4C2-24.4C10.

Optionally, apply rules 24.4C-24.4C10 even if there is no need to distinguish between bodies.

Comment: The option will be applied on a limited, case-by-case basis, since we feel that certain headings, although not conflicting, would be more identifiable to the user if they were qualified, primarily by means of a geographic qualifier.

24.7B2. Number. If a conference, etc., is stated or inferred to be one of a series of numbered meetings of the same name, add the abbreviation of the ordinal number in English.

If the numbering is irregular, omit it from the heading. Optionally, provide an explanation of the irregularities in an appropriate form (e.g., a note, an information reference).

Comment: The option will be applied since we feel that the explanation will in most cases be worth the small amount of trouble taken to formulate it.

Chapter 25, "Uniform Titles"

25.1. Use of uniform titles

Uniform titles provide the means for bringing together all the catalog entries for a work when various manifestations (e.g., editions, translations) of it have appeared under various titles. They also provide identification for a work when the title by which it is known differs from the title proper of the item being cataloged. The need to use uniform titles varies from one catalog to another and varies within one catalog. Base the decision whether or not to use uniform titles in a particular instance on

- a) how well the work is known;
- b) how many manifestations of the work are involved;
- c) whether the main entry is under the title;
- d) whether the work was originally in another language;
- e) the extent to which the catalog is used for research purposes.

Comment: We feel that national cataloging agencies should formulate all uniform titles provided by the rules without excepting any type of bibliographic record and store this information in machine-readable records. For the display policy (catalog cards, book catalogs, CRT terminals, etc.), see above.

25.2A. Enclose the uniform title in square brackets, and give it before the title proper. If the work is entered under title, give the uniform title as the heading with square brackets.

Optionally, record a uniform title used as main entry heading without square brackets.

Comment: The Library of Congress will apply the option, continuing present practice. (It was felt that agreement on such a point is not necessary and therefore no decision was expressed by the other national libraries.)

Chapter 26, "References"

26.2D2. Optionally, make explanatory references under the various separately written prefixes of surnames to explain how names with such prefixes are entered in the catalogue.

Comment: The option will not be applied. We feel that general references of this type are practicable only in the context of a catalog and that even in a manual context they provide the user with less help than a specific reference would.

26.3A4. If the filing system used in the catalog files initials with full stops differently from those without full stops, refer from the form with full stops to a form without full stops used as a heading, and refer from a form without full stops to a form with full stops used as a heading. In the context of such a filing system, optional-

ly, refer from initials without full stops, as well as with full stops (see 26.3A3), to a full name used as a heading (see also 26.3C2).

Comment: Consideration of this option has been deferred. It seems that any agreement on the application of this option must depend on common rules for arrangement (filing, etc.), and such common rules do not as yet exist.

26.4D1, see 21.29G.

South Asian Materials

In the November 18, 1977, issue of the Library of Congress Information Bulletin, the Library asked for comments from the library community on the desirability of a project whereby cataloging records for materials written in the vernacular scripts of South Asia would be issued in fully romanized form only, thus allowing input of these records to machine-readable form. The comments that the Library received were generally positive. Consequently, the Library proceeded to consider further the project implementation and to revise its procedures and routines to accommodate the change. The details have been finalized and the first phase of the project is scheduled for implementation on October 2, 1978. On that day the Library's field office in New Delhi, India, will begin preparing its entries for the accessions lists and thus the preliminary cards in romanization only. For the near future, items in the vernacular already in the pipeline, whether in New Delhi or Washington, will not be revised and thus will still appear in the vernacular in the accessions lists and on final catalog cards. It will be some time before libraries begin receiving final catalog copy in romanized form only. However, participants in the Special Foreign Currency Program will see the romanized preliminary entries with the items they receive through the program. Phase II of the project will be implemented when the field office in Karachi, Pakistan, begins to produce the romanized records on January 2, 1979. All languages of South Asia will be romanized and records will be issued only in romanized form. The list below includes only those languages in which items are fairly regularly received.

Languages Not to be Issued in the Vernacular

Assamese
*Baluchi
Bengali
Braj
Gujarati
Hindi
Kannada
*Kashmiri
Konkani
*Lepcha
*Limbu
Maithili
Malayalam
*Maldivian
Manipuri
Marathi
*Mongolian
Nepali
Newari
Oriya
Pali
Panjabi
Prakrit
Pushto
Rajasthani
Sanskrit

Sindhi
Sinhalese
Tamil
Telugu
Tibetan
Tulu
Urdu

*No romanization table available; therefore, no final cataloging will be prepared.

IFLA Working Group on Corporate Headings

Below are the final recommendations of the IFLA Working Group on Corporate Headings for examination and comment by the library community.

The working group was established in 1976 as a joint project of the IFLA Sections on Cataloguing and Official Publications to draft basic principles for the form and structure of corporate headings. The group has been chaired by Eva Verona, whose study Corporate Headings: Their Use in Library Catalogues and National Bibliographies served as the basis for the work of the group. Unfortunately, due to ill health, Dr. Verona was forced to resign her position as chairman shortly before the working group meeting in early May 1978 and her place has been taken by Lucia J. Rather, Director for Cataloging, Processing Services, Library of Congress.

Members of the group have been drawn from various types of libraries with particular emphasis on organizations concerned with the drafting of cataloging codes. As well as Dr. Verona's study already mentioned, the group has been guided in its work by the Paris Statement of Principles of 1961 and the interests of international exchange and hence UBC. A first set of recommendations, covering general considerations on form and structure of corporate headings, definitions, territorial authorities, and subordinate corporate bodies was circulated in 1977 and discussed at an open session of the Section on Cataloguing at the IFLA Brussels Congress in September 1977. These recommendations are included below, amended where necessary on the basis of comments received at Brussels and thereafter, as well as subsequent recommendations concerning territorial bodies, conferences, and religious bodies agreed to at the working group meeting in London, May 1978.

The working group's recommendations are being published here as one means of getting comments from the library community.

Please study the recommendations carefully, discussing them with your colleagues. The working group wishes to receive as many comments as possible. Please send your comments by February 1979, to: Dorothy Anderson, Director, IFLA International Office for UBC, c/o Reference Division, British Library, Great Russell Street, London WC1B 3DG, GREAT BRITAIN. On the basis of comments received, the chairman will decide whether the working group should be reconvened or whether any amendments to be made are of an editorial nature.

Please help us to ensure that these recommendations are as internationally acceptable and applicable as possible.

Members

G. Boisard

Bibliothèque nationale, Paris
(representing IFLA Section on
Official Publications)

A. Budach	Deutsche Bibliothek, Frankfurt-am-Main
N. Gerasimova	Lenin State Library, Moscow
M. Pelletier	Bibliothèque nationale, Paris (representing IFLA Section on Serial Publications; replaced in 1978 by R. Bourne, British Library, London)
O. Porotnikoff	Staatsbiblioteket, Århus, (Secretary)
L. Rather	Library of Congress, Washington (representing <u>Anglo-American Cataloguing Rules</u> ; Chairman, May 1978-)
C. Revelli	Biblioteca civica, Torino
E. Verona	Zagreb (Chairman until May 1978)
L. Yip	Mara Institute of Technology, Malaysia
R. Kerr	IFLA International Office for UBC, London (Project Secretary)

Recommendations

General*

1. The working group considers that an international standardization of the form and structure of corporate headings is essential, along with the use of authority files, for the realization of the UBC programme.

2.1. For cataloguing and bibliographic purposes, a corporate body is any organization or group of persons and/or organizations which is identified by a particular name.

Association des bibliothécaires français
Gewerkschaft Handel, Banken und Versicherungen
but not Citizens of London

[Note: For cataloguing purposes, named exhibitions, festivals, and fairs are also considered to be corporate bodies.]

2.2. An occasional group or event is considered to be without a name

a) when its designation consists merely of a word or phrase denoting the type of occasional group in general terms;

An expert meeting
Un groupe d'experts

b) when its designation consists of a word or phrase denoting the type of occasional group in general terms and of the name of the place or institution where the group assembles, provided the name of the place is not an essential, inseparable part of the designation;

Congresso tenutosi al Pontificio istituto orientale
nei giorni 27-30 dicembre 1967
Symposium held in Chicago
Colloque de Toulouse

c) when its designation consists of a subject or of a personal or geographic name and a word or phrase denoting the type of occasional group in general terms, provided this word or phrase is not grammatically linked to the subject or the personal or geographic name;

Education in the United States. Proceedings of
a congress
L'urgence médicale à Lyon : réunion de Lyon, 30
septembre 1976
Spettroscopia molecolare. Convegno tenuto a Roma

d) when its designation consists of a word or phrase denoting the type of occasional group in general terms and of the names of one or more corporate bodies, provided it is clearly pointed out that these bodies have merely cooperated in the organization of the group or have sponsored the group.

Colloque organisé par l'Association française de
sciences politiques et la Fondation nationale des
sciences politiques

*All examples in this section (1-8) are shown without qualifiers unless necessary for clarity.

Convegno di studio patrocinato dal Ministro per la
sanità, realizzato dall'Istituto superiore di
sanità e dalla Direzione generale igiene, ali-
menti e nutrizione sul tema: Aspetti sanitari
tecnici e normativi dei materiali in contatto
con alimenti

[d] was accepted by four, one of whom would have preferred a broader wording; two were against, considering this type of group to be named; one abstained.]

3. The cataloguer and bibliographer should not create names for unnamed groups.

not Congress on Education in the United States
not Réunion sur l'urgence médicale à Lyon
(see 2.2.c)

4.1. In the uniform heading, record the name of a corporate body in the language normally used by the corporate body for its name.

Venezia
not Venice
not Venedig
not Venise

4.2. When there are official names in several languages, choose the name in one of these languages for the uniform heading.

Genève or Genf or Ginevra
International Federation of Library Associations and
Institutions or Fédération internationale des asso-
ciations de bibliothécaires et des institutions or
Международная Федерация Библиотечных Ассоциаций и Учреждений or
Internationaler Verband der Bibliothekarischen
Vereine und Institutionen

[Note: A completely satisfactory solution to the international exchange of such headings will only be achieved through the creation and use of authority files.]

5. If it is necessary to transliterate a corporate name, use an existing ISO standard or ISO recommendation for the purpose of international exchange.

6.1. In choosing the uniform heading for a corporate body, prefer the form of name in use on the publications of the body. When variant forms of name are frequently used or when there is reason to doubt that the form of name used on the publications is the most widely used form, prefer the form of name found in established reference sources. (For territorial authorities, see 11-17.)

Ente Maremma
not Ente per la colonizzazione della Maremma
tosco-laziale e del territorio del Fucino
Stanford University
not Leland Stanford Junior University
Friedrich-Schiller-Universität
not Universität (Jena)
Institut Gustave Roussy
not Institut de recherches scientifiques sur
le cancer Gustave Roussy

6.2. When among the variant forms there is an initialism or acronym, prefer the full form, unless the acronym is more widely used.

Confédération générale du travail
not C.G.T.
Verein Deutscher Ingenieure
not VDI
but Unesco
not United Nations Educational, Scientific, and
Cultural Organization
FIAT
not Fabbrica italiana automobili Torino

7. In the uniform heading, record the name of a corporate body in the form and order that appear in the source of information chosen,

Arnoldo Mondadori editore
not Mondadori editore
H.C. Andersens Hus
not Andersens (H.C.) Hus

with the following exceptions:

a) when the name of a corporate body appears in grammatical conjunction with other elements, use the form in which it can stand alone;

Deutscher Verein für Orientforschung
(In source of information: Bericht des Deutschen
Vereins für Orientforschung)

b) omit an initial article unless required for reasons of clarity or grammar;

British Library
not The British Library
but Der Blaue Adler
not Blauer Adler
La nuova Italia

c) omit terms indicating legal structure of a corporate body (e.g., e.V., ltd., S.A.) when they appear at the end of the name, unless they are an integral part of the name or are needed to make it clear that the name is that of a corporate body.

Ente Fiuggi

not Ente Fiuggi s.p.a.

Verein Deutscher Bibliothekare

not Verein Deutscher Bibliothekare e.V.

but Peter Robinson Limited

8. When a corporate body uses different names in successive periods, use these names as uniform headings, irrespective of whether there occurs a simultaneous organizational and constitutional change.

Organisation européenne de coopération économique
(Name used 1948-1960)

Organisation de coopération et de développement
économiques
(Name used 1960-)

Qualifiers

9.1. Add a geographic name in the uniform heading as an identifying or qualifying characteristic whenever possible and suitable, irrespective of whether it is necessary for distinguishing between homonymous names.

Max-Planck-Institut für Physik und Astrophysik
(München)

Loyola University (Chicago)

but IBM

American Library Association

9.2. When a corporate body is local in character, use the local place name as the qualifying characteristic. When it is not local in character, use a more appropriate name.

Bibliothèque municipale (Colmar)

but Labour Party (New Zealand)

9.3. When a place name to be used as a qualifier occurs at the end of a corporate name as a separable element, treat it as an identifying or qualifying characteristic in the uniform heading rather than as a part of the corporate name itself.

Scuola normale superiore (Pisa)

not Scuola normale superiore di Pisa

Geographische Gesellschaft (Wien)

not Geographische Gesellschaft in Wien

Musée des beaux-arts (Nantes)

not Musée des beaux-arts de Nantes

but Banco di Roma

9.4. When none of the above qualifications adequately distinguishes the body, add an appropriate word, phrase, or date.

France. Assemblée nationale (1946-1958)

France. Assemblée nationale (1958-)

9.5. Give identifying or qualifying characteristics in a standardized order (see 17).

9.6. Record identifying or qualifying characteristics added to any type of corporate body in one of the official languages of the territory in which the body is located.

Deutsches Historisches Institut (Roma)
not Deutsches Historisches Institut (Rom)

10.1. When identifying or qualifying characteristics are appended to a corporate name, enclose them within parentheses.

Cambridge (Mass.)

[10.1 was accepted with five votes for and two against. The two members against suggested multiple sets of parentheses when more than one characteristic is needed.]

10.2. When more than one type of identifying or qualifying characteristic is needed, separate each type with a space, semicolon, space (;). Separate several characteristics of the same type with commas.

São Paulo (Brasil ; Estado)

Territorial Authorities

11. Territorial authorities are corporate bodies that exercise government functions (full or restricted) over a certain territory or claim to exercise them. These include states, constituent states and federal units, and their regional or local administrative units, e.g., provinces, "départements," counties, districts, "oblasti," and municipalities.

12. For international exchange, record names of territorial authorities in uniform headings according to the recommendations in 4 and 5.

Italia
België or Belgique
Norge

13.1. The uniform heading for a state (country) should be the currently used geographic name of the territory in the substantive form, unless there is no geographic name for the area.

France
not République française
Australia
not Commonwealth of Australia

13.2. When the name of the state includes a geographic term in adjectival form and no corresponding noun exists, use the official name in direct order.

República Dominicana

[13.2 was accepted by six members of the group; one member would prefer the inverted form.]

14.1. When the name of a minor territorial authority, e.g., a federal unit, district, or other administrative part of a state or federal unit (including towns), consists of a geographic term in the substantive form or contains such a term, choose the geographic term as the uniform heading, irrespective of whether this term stands at the beginning, within, or at the end of the name of the territorial authority

and irrespective of whether it is the geographic name of the territory or the geographic name of a town, river, mountain, or other geographic entity.

Eure-et-Loir (France)
not Département Eure-et-Loir (France)
Roma (Italia)
not Comune di Roma (Italia)
Graubünden (Schweiz) or Grisons (Suisse)
not Kanton Graubünden (Schweiz) or
Canton Grisons (Suisse)

14.2. When the name of a minor territorial authority contains a geographic term in an adjectival form, use the official form of its name in the uniform heading.

Województwo Krakowskie (Polska)
Région parisienne (France)

15. Record multiworded geographic names in direct order in the uniform heading.

Los Angeles (Calif.)
Le Havre (France)
Rio de Janeiro (Brasil)
Aix-en-Provence (France)

16.1. For international exchange, add a geographic location to all territorial authorities below the level of state, federal unit, or province. For such authorities, add the name of the federal unit/province or the name of the state.

Vaucluse (France)
Wellington (New Zealand)
Montréal (Québec)

16.2. When this does not adequately distinguish territorial authorities, insert before the name of the state, federal unit, or province the name of an intermediate territorial authority or in exceptional cases some other distinguishing element.

Neustadt (Aisch, Bayern)
Neustadt (Coburg, Bayern)
Neustadt (Donau, Bayern)
Neustadt (Main, Bayern)

16.3. When two or more territorial authorities have identical geographic names and identical location characteristics, distinguish them by adding a further characteristic designating the type of territorial authority. Do not use distinguishing additions for towns.

Napoli (Italia)
Napoli (Italia ; provincia)
Napoli (Regno)
São Paulo (Brasil)
São Paulo (Brasil ; Estado)
Darmstadt (Hessen)
Darmstadt (Hessen ; Landkreis)
Darmstadt (Hessen ; Regierungsbezirk)

16.4. When none of the above characteristics adequately distinguishes territorial authorities, add an appropriate word, phrase, or date.

France (Occupation allemande ; 1940-1944)

17. The order of these identifying or qualifying characteristics should be

- a) geographic location;
- b) type of authority;
- c) characterizing word, phrase, or date.

Subordinate or Related Bodies

18.1. In the uniform heading, record a subordinate body under its own name, unless this name

- a) itself implies subordination;
- b) is insufficient to identify the subordinate body without the name of the parent body.

In these cases, record it as a subheading under the name of the parent body.

Sternwarte (Bonn)
(Part of Rheinische Friedrich-Wilhelms-Universität)
Crane Theological School (Medford, Mass.)
(Part of Tufts University)
Chemara Research Station (Seremban)
(Part of Guthries Malaysia Berhad)

Ставропольская краевая лаборатория по проблеме научной организации педагогического труда

(Part of Пятигорский государственный педагогический институт иностранных языков)

but British Computer Society. Nottingham Branch
Sperry Rand Corporation. UNIVAC Division
University of Reading. Department of Geography
Verein Deutscher Ingenieure. Bibliothek
Society of Friends. Social Responsibility Council
København's Universitet. Geografisk Institut

18.2. Use a full stop to separate the parent body from the subordinate body.

[Four voted for this solution on the grounds that this is the most commonly used punctuation; three voted against proposing an unambiguous punctuation--two for space, colon, space (:); one for space, slash, space (/).]

Club alpino italiano. Comitato scientifico

19. When the name of a subordinate body includes the name of the parent body, do not consider the name of the parent body to be part of the name of the subordinate body. Record the name following the recommendations in 18.

Royal Asiatic Society. Malaysian Branch (Petaling
Jaya)
(Name: Malaysian Branch of the Royal Asiatic
Society)
Auburn University. Agricultural Experiment Station
(Name: Agricultural Experiment Station of
Auburn University)

Herder-Institut (Leipzig)

(Name: Herder-Institut der Karl-Marx-Universität, Leipzig)

København Universitet. Studenterradet

(Name: Studenterradet ved Københavns Universitet)

Закавказский совет по координации научно-исследовательских по защите растений (Тбилиси)

(Name: Закавказский совет по координации научно-исследовательских работ по защите растений Министерства сельского хозяйства СССР)

20. When a subordinate body is used as a subheading, record it under the lowest element in the hierarchy that can be treated independently. Record intervening elements only if they are necessary for the identification of the subordinate body.

Österreichische Akademie der Wissenschaften (Wien).
Arabische Kommission

Hierarchy: Österreichische Akademie der
Wissenschaften
Philosophisch-Historische Klasse
Arabische Kommission

American Library Association. Cataloging and
Classification Section. Policy and Research
Committee

Hierarchy: American Library Association
Resources and Technical Services
Division
Cataloging and Classification Section
Policy and Research Committee

Electricité de France. Département des études
générale nucléaires

Hierarchy: Electricité de France
Direction de l'équipement
Département des études générales
nucléaires

Universitas Indonesia. Lembaga Demografi

Hierarchy: Universitas Indonesia
Fakultas Ekonomi
Lembaga Demografi

Московский университет им. М. В. Ломоносова. Кабинет
материальной культуры

Hierarchy: Московский университет им. М. В. Ломоносова
Исторический факультет
Кабинет материальной культуры

21.1. When a corporate body is subordinate to two or more parent bodies, record the subordinate body under its own name. If the subordinate body includes the names of the parent bodies (excluding initialisms and acronyms) and the remainder of the name is sufficient to identify it, omit the names of the parent bodies.

Joint Committee on Bathing Places (U.S.)

(Name: Joint Committee on Bathing Places of the
Conference of State Sanitary Engineers and the
Engineering Section of the American Public
Health Association)

Udvalg om Økonomisk Demokrati (Danmark)

(Name: Socialdemokratiets og LOS Udvalg om
Økonomisk Demokrati)

(Name: Объединенный научно-методический совет по химии при Учебно-методическом управлении по вузам Министерства высшего и среднего специального образования СССР и Методическом управлении Министерства высшего и среднего специального образования РСФСР)

but Joint Committee of the Milk Marketing Board and the Dairy Trade Federation (United Kingdom)
VDI-AWF-Fachgruppe Förderwesen (Deutschland, Bundesrepublik)

21.2. When the subordinate body does not include the names of the parent bodies and the name itself is insufficient to identify it, record the subordinate body under the first mentioned parent body.

Electricité de France. Groupe de planification de l'informatique

(Name: Electricité de France - Gaz de France. Groupe de planification de l'informatique)

21.3. When the corporate body is subordinate to two or more parent bodies that are themselves subordinate to a single parent body, record the subordinate body as a subheading under the name of the common parent body.

American Library Association. Joint Committee to Compile a List of International Subscription Agents

(A joint committee of the American Library Association's Acquisitions Section, Serials Section, and Resources and Technical Services Division)

22. Record the name of the subordinate body in the uniform heading in the language used by it predominantly, irrespective of the language used as the uniform heading for the parent body.

Amnesty International. Svenska Sektionen

Territorial Bodies

23. Record the name of a corporate body that is created or controlled by a territorial authority under the name of the corporate body, except that a corporate body that is an organ of a territorial authority is recorded under the name of the territorial body.

a) An organ is generally a corporate body exercising legislative, judicial, administrative, informational, military, or diplomatic functions. These include parliaments, ministries, courts, information offices, units of the armed forces, and embassies.

Italia. Direzione generale dell'istruzione universitaria

United States. Navy

Illinois. Environmental Protection Agency

Deutschland (Bundesrepublik). Bundesrat

Kuala Lumpur (Malaysia). Dewan Bandaraya

France. Ambassade (U.S.)

Northern Ireland. Ministry of Commerce

СССР. Центральное статистическое управление

СССР. Посольство в США

b) A nonorgan is generally a corporate body exercising educational, scientific, technical, cultural, medical, religious, social, commercial, or industrial functions. These include schools, universities, theaters, museums, hospitals, churches, and banks. A corporate body exercising administrative functions over these types of activities is, however, considered to be an organ.

Hessisches Hauptstaatsarchiv (Wiesbaden)

Historic Buildings Council for Wales

Banque de France

Lembaga Bahasa Nasional (Indonesia)

Ohio State University (Columbus)

British Museum (London)

Университет дружбы народов им. Патриса Лумумбы (Москва)

24. When the function of a body belonging to a territorial authority is not clearly known, the following guidelines should be used in order of priority:

a) when the name implies subordination, treat it as an organ;

France. Direction générale des impôts

Deutschland (Bundesrepublik). Bundesverwaltungsamt

United Kingdom. Department of Transport

Indonesia. Departemen Penerangan

Italia. Ministero del bilancio e della programmazione

United States. Division of Wildlife Services

СССР. Главное управление гидрометеорологической службы

b) when the name contains a term that is generally used by an organ or a nonorgan, treat it accordingly;

Deutsches Hydrographisches Institut (Hamburg)

Bibliothèque historique de la ville de Paris

United Kingdom. Her Majesty's Stationery Office

United States. National Aeronautics and Space

Administration

СССР. Государственный банк

c) when the name of the territorial authority is necessary to identify the corporate body, treat the corporate body as an organ.

United Kingdom. Royal Mint

Aquitaine. Atelier régional d'études économiques et d'aménagement rural

United States. Commission on Civil Rights

Nordrhein-Westfalen. Landesausschuss für Landwirtschaftliche Forschung, Erziehung und Wirtschaftsberatung

25. When a nonorgan is a subordinate unit of an organ and the name of the nonorgan is insufficiently identified without the name of the parent organ, record the nonorgan as a subheading of the organ.

France. Ministère de l'agriculture. Bibliothèque

Italia. Marina militare. Ufficio storico

United States. Department of the Interior. Library
United Kingdom. Public Records Office. Museum

СССР. Государственная плановая комиссия. Научная
библиотека

26.1. When a corporate body belonging to a territorial authority is recorded subordinately, omit from the subheading the name or the abbreviation of the name in noun form of the territorial authority, unless such an omission would result in an objectionable distortion.

Paris (France). Conseil

(Name: Conseil de Paris)

Baden-Württemberg. Finanzministerium

(Name: Finanzministerium Baden-Württemberg)

Vejle (Danmark ; Amtskommune). Arbejdsformidlingen

(Name: Arbejdsformidlingen i Vejle Amt)

but Canada. Information Canada

not Canada. Information

[Five members of the group agreed with the omission; two did not wish to omit any terms; three wished to omit adjectival forms of the names of territorial authorities as well; one wished in addition to omit other noninformation-bearing terms, such as koninklijke, staatlich, etc.]

26.2. When a corporate body belonging to a territorial authority is recorded under its own name, do not omit the name or the abbreviation of the name of the territorial authority, unless it is a place name occurring as a separable element at the end of the name.

University of London

Musée d'art moderne de la ville de Paris

Teatro stabile della città di Genova

but Stadtbibliothek (Hannover)

not Stadtbibliothek Hannover

Institut Penyelidikan Perhutanan (Kepong)

not Institut Penyelidikan Perhutanan,
Kepong

27. When an organ is actually subordinate to one territorial authority but exercises jurisdiction over another territorial authority, the following guidelines should be used:

a) record the name of a court as a subheading of the name of the territorial authority to which it is subordinate;

United Kingdom. Scottish Land Court

Italia. Tribunale (Roma)

France. Cour d'appel (Caen)

Danmark. Vestre Landesret

Bayern. Oberlandesgericht (Nürnberg)

b) record the name of an organ of a colony, protectorate, etc., as a subheading of the name of the colony rather than of the name of the territorial authority governing the colony;

Afrique occidentale française. Direction du
plan

c) record the names of organs of centralized governments exercising jurisdiction over a minor territorial authority as a subheading of the name of the minor territorial authority;

Marne (France). Direction départementale de l'équipement

(An organ of the French Ministère de l'équipement)

d) record the name of an organ of a government under military occupation as a subheading of the name of the territorial authority (with an appropriate qualifier) governed.

Baden-Württemberg (Gebiet unter amerikanischer Besatzung). USA-Landeskommissariat

Conferences

[The term conference is used, in this paper, generically to cover congresses, symposia, meetings, diplomatic conferences, festivals, fairs, exhibitions, expeditions, etc.]

28. Omit from the name of a conference words that denote its number or year of convocation. Omit the name of the place at which the conference was held, if it occurs at the end of the conference name as a separable element.

Deutscher Bibliothekartag

(On publication: 58. Deutscher Bibliothekartag
1968)

Det nordiske Statistikermøde

(On publication: Det 14. nordiske statistikermøde
i Reykjavik)

but Conférence de La Haye de droit international privé

[Two members wished to exclude separable place names appearing anywhere in the name; two members wished to omit the name of the organizing or sponsoring body appearing in the name of a conference.]

29. Add as qualifiers to the name of a single conference heading the number of the conference, the date, and the place in which it was held.

a) When the name of the conference contains a word denoting its number, add the number as an arabic numeral.

Conférence internationale de la tuberculose (15 ; ...)

(On publication: XV Conférence internationale de
la tuberculose)

b) Add the year or years in which the conference was held; add specific dates in accordance with ISO Standard if necessary to distinguish between two or more conferences held in the same year.

Esposizione internazionale della medaglia contemporanea (1961 ; ...)

Nordisk Forsknings-symposium om Narkotikaproblemer
(3 ; 1975 ; ...)

Österreichische Pastoraltagung (1975-01-02-1975-
01-04 ; Wien)

Österreichische Pastoraltagung (1975-12-29-1975-
12-31 ; Wien)

c) Add the name of the local place or other location (institution, etc.) where the conference was held. If the sessions of the conference were held in two places, add both names; if the sessions were held in three or more places, add the first place followed by "etc."

Congresso europeo di cardiologia (3 ; 1960 ; Roma)

World Peace Congress (1 ; 1949 ; Paris, Praha)

Ausstellung Erich Heckel (1966 ; München etc.)

30. When a series of conferences with the same name is used as a uniform heading, the qualifiers may be omitted.

31. When the name of the periodic meetings of a corporate body is not sufficient to identify it without the name of the parent body, record the name of the periodic meeting as a subheading of the name of the parent body.

Fédération internationale de documentation. Conférence (18; 1951; Roma)
Sociologforeningen (Danmark). Årskongres
Verein Deutscher Eisenhüttenleute. Tagung (42; 1970; Essen)

Научно-исследовательский институт клинической и экспериментальной медицины (Баку). Научная сессия (1976)

Religious Bodies

[In recording the name of religious bodies as uniform headings, follow the general recommendations for corporate bodies except as specified in 32-37.]

32.1. Record the name of the Catholic Church in a uniform heading in the Latin form.

Ecclesia Catholica

[Three members were in favor, two were against, and two abstained, but having decided on the recommendation, the form Ecclesia Catholica was recommended by the whole group.]

32.2. In the uniform heading for the Catholic Church, do not distinguish between the religious and diplomatic roles of the church.

Ecclesia Catholica. Sacra Congregatio de Propaganda Fide
Ecclesia Catholica. Apostolica Nunciatura (France)

33. Record regional units of religious bodies as subheadings of the name of the religious bodies.

Ecclesia Catholica. Episcopat français
United Methodist Church (U.S.). Northern Illinois Conference
Ecclesia Catholica. Patriarcato (Venezia)
Church of England. Diocese of Ripon
Evangelische Kirche in Hessen und Nassau.
Visitationsbezirk Rheinhessen

[Three members supported this position; two supported recording under geographic name; one supported recording directly under its name; and one abstained.]

34. Record local units of religious bodies and churches under their own names.

Cathédrale Notre-Dame de l'Assomption (Rodez)
Monastery of the Visitation (Walmer)
Masjid Negara (Kuala Lumpur)
Tenafly Presbyterian Church
Paroisse de Saint-Côme-en-Vairais (Sarthe)
English River Congregation of the Church of the Brethren

Church of the Risen Christ (Singapore)
Kölner Dom
Evangelische Pfarrgemeinde Innere Städe (Linz)

35. Record subordinate units of religious bodies under their own names or as subheadings of the religious bodies following the general rules for subordinate bodies of territorial authorities (see 23-27).

Ecclesia Catholica. Sacra Rota Romana
Evangelische Kirche der Union. Ökumenisch-Missionarisches Amt
Det danske Baptistamfund. Salmebogsudvalget
Eglise réformée de France. Conseil national
Evangelische Akademie (Tutzing)
Society of the Sacred Mission (Adelaide)

[Three members voted to follow the rules for territorial authorities; two preferred the general rules for corporate bodies; and two abstained.]

36. Record the names of councils, synods, ecumenical meetings, and all other ecclesiastical councils according to the recommendations for conferences (see 2.2 and 28-31).

Concilium Vaticanum (2 ; 1962-1965)
Deutscher Evangelischer Kirchentag (12 ; 1965 ; Köln)
Eglise réformée de France. Synode national (52 ; 1959 ; Paris)
Gerija Methodist Malaysia-Singapura. Aum Betaun
Bepupok Bagi Iban Sarawak
Baptistsamfundet. Synode (1976 ; Tølløse)
Lambeth Conference (1968)
not Church of England. Lambeth Conference (1968)

37.1. Record the names of religious orders and societies under their own names.

Franziskanerinnen von der Heiligen Jungfrau
Maria von den Engeln
Benedictins de la congrégation de France
Community of Sisters of the Love of God
Society of Friends
Zgromadzenie Służebnic Najświętszej Maryi Panny

37.2. For the purposes of international exchange, use the official name when possible.

Ordo Fratrum Minorum
Congrégation de Cluny
Societas Jesu
Tertius Ordo Regularis S. Francisci

37.3. Record the names of subordinate bodies of religious orders and societies according to the general rules for subordinate bodies (see 18-22).

Societas Jesu. Congregatio Generalis
Ordo Sancti Benedicti. Congregação Brasileira
Theologische Hochschule der Pallottiner (Vallendar)

CLASSIFICATION

Class P: Subclasses PN, PR, PS, PZ

This second edition of subclasses PN, PR, PX, PX has been published. This edition is a cumulative edition rather than a revised edition. Additions and changes that have been made since the first edition have been incorporated into the basic schedule, terminology has been updated, notes and references have been arranged to conform to current practice, and many parenthesized numbers have been deleted. Rapid preparation of this edition was possible through the utilization of a text processor.

Two features of this edition should be particularly noted. First, this edition contains no index entries for personal names. The practice of indexing literary authors was discontinued in 1967, because the index would be a replication of the schedules. Second, this edition was prepared from the official schedules in the Subject Cataloging Division. The supplementary pages in the 1964 reissue contained author cutters which had never been incorporated into the official schedules. Those who have found the index entries and listing of additional cutters helpful should retain the earlier edition for reference purposes.

Audiovisual Materials

Although not used within the Library of Congress for shelving, LC classification and Dewey decimal classification numbers have been provided on LC cataloging records for items cataloged by chapter 12, "Audiovisual Media and Special Instructional Materials." The Library would like to reassess the usefulness of these numbers to the library community. Please send your comments by February 1, 1979, to Lucia J. Rather, Director for Cataloging, Processing Services, Library of Congress, Washington, D.C. 20540.

Case 11-1000000-00, 11-101-10

This second edition of the book is a revised and enlarged edition of the first edition. It contains the same material as the first edition, but with many changes and additions. The book is now published in two volumes, one for the first edition and one for the second edition. The second edition is published in two volumes, one for the first edition and one for the second edition. The book is now published in two volumes, one for the first edition and one for the second edition. The book is now published in two volumes, one for the first edition and one for the second edition.

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Additional material

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