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# CATALOGING SERVICE BULLETIN

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## CONTENTS

	<u>Page</u>
<b>DESCRIPTIVE CATALOGING</b>	
Library of Congress Rule Interpretations	3
"Made-up" Collections	48
The Cross Reference Structure in the Library of Congress Automated Name Authority File	49
Iban Names	50
Monographic Series	52
Romanization	52
<b>SUBJECT HEADINGS</b>	
[Topic] in [Place] Headings	53
Soviet Union vs. Russia	53
Special Cities in Local Subdivision Practice	54
Washington (D. C. ) in Subject Heading Practice	54
Geographic Features	55
Buildings and Other Structures	56
Works of Art	60
Liturgical Works	61
Reversible Subject Headings	61

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CONTENTS (cont'd)	<u>Page</u>
LCSH in Microform	61
<b>LC CLASSIFICATION</b>	
Treatment of Editions Under AACR 2	62
Cutting Geographic Entities Whose Name Forms Have Changed	62
<b>PUBLICATIONS</b>	
Bibliographic Description of Rare Books	65
CONSER Tables	65
Summary of MARC Format Specifica- tions for Technical Reports	66
CDS Alert Service	66
<b>ALA/LC ROMANIZATION TABLE</b>	69

## DESCRIPTIVE CATALOGING

### Library of Congress Rule Interpretations

[N.B. The Library of Congress rule interpretations below are either new or revisions of those that appeared in no. 11. The Library will in the future note which interpretations are new and which are revised. When possible the revised information will be highlighted by vertical lines at the margin.]

1.0. [Revised] When a new manifestation of an item reaches the cataloger, the question arises as to whether it is a copy of an earlier manifestation or an edition separate from the earlier manifestation, needing its own bibliographic record. Consult the definition of "Edition" in the AACR 2 glossary. Under this definition, consider that a new edition is involved whenever there is an explicit indication of changes (including corrections) of content. The Library's policy on number of bibliographic records needed also dictates that catalogers consider a new "edition" involved whenever anything in the following areas or elements of areas would be different from one bibliographic record to another: title and statement of responsibility area, edition area, the extent statement of the physical description area, and series area (for an exception to this policy relating to series on CIP items, see below.) Whenever the question relates to the publication, distribution, etc., area, to ISBNs, or to CIP series, consider that the item is a copy if the only variation is one or more of the following:

- a) the addition, deletion, or change of an ISBN;
- b) a difference in the publication, printing, or copyright date;
- c) a minor variation in an entity's name. There are relatively few examples of this phenomenon, which arises when a publisher uses multiple forms concurrently. For example, "Duckworth" and "G. Duckworth" and "St. Martin's" and "St. Martin's Press" have been used at the same time by these publishers. A genuine name change, even if minor, should not be considered as a variation;
- d) the addition, deletion, or change of a series statement on CIP items only.

If there are variations in the publication, distribution, etc., area not covered by the preceding statements, consider that the item is a new edition. Noteworthy examples are variations involving different places or entities transcribed, or any difference in an entity's name that is suggestive of either a name change or a different entity. Examples of the latter case are the many instances of a sequence of names used. For example "Harper" becomes "Harper & Row"; "Doubleday, Doran" becomes "Doubleday."

N.B. Rare books in general follow the same policy, with exceptions as necessary.

1.1B. [New] Use judgment in deciding whether a word or phrase is part of the title proper or is an element of other title information. In many cases, of course, the language used may itself answer this question by offering no break at all between the elements.

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

In other cases, however, the source may indeed show a break (usually with a comma), but what follows the break is an inseparable part of the sense of the title.

Sincerely, Willis Wayde

Such obvious cases aside, it will usually be the cataloger's judgment that must perceive the difference between such titles proper as

The golden years of trains, 1830-1920  
Greeley, life and times  
John McCormack, his own life story

and such titles proper and other title information as

Social life in twentieth century America : our customs  
and traditions

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

Layout, typography, the appearance of the title in sources other than the chief one are all factors that may influence the cataloger's judgment. One factor that should frequently influence this judgment in favor of including the word or phrase within the title proper is when the beginning of the title is very brief and is apt to be repeated within the catalog as the beginning of titles of many other items.

Schizophrenia, diagnosis and treatment  
Orchideae, cultivation for beginners

In some of these cases the same beginning is used deliberately by publishers as the common title of a quasi-series or a quasi-multipart item.

Hamlyn pocket dictionaries, English-Spanish, Spanish-  
English  
Hamlyn pocket dictionaries, English-French, French-  
English  
Annotated bibliography of natural resource information,  
northeastern Wyoming  
Annotated bibliography of natural resource information,  
southwestern North Dakota  
The Bantam great outdoors vacation & lodging guide,  
Canada  
The Bantam great outdoors vacation & lodging guide,  
Eastern United States

Naturally, there is a grey area where opposite treatments could result and be defended by one or more of the ideas presented above.

The Don Juan theme, versions and criticisms  
The Don Juan theme : versions and criticisms  
Antitrust policies, American experience in 20 industries  
Antitrust policies : American experience in 20 industries

#### Guidelines in brief

- 1) Use judgment.
- 2) Do not strain for "consistency."
- 3) In case of doubt, judge in favor of retaining the word or phrase within the title proper.

1.1F. [Revised] The rule assumes that the cataloger will recognize a statement of responsibility as such and then directs the cataloger to record the statement in the title and statement of responsibility area—provided it appears prominently in the item. ("Prominent" sources are defined in 0.8 as those prescribed for the title and statement of responsibility area and the edition area.) Statements that do not appear prominently should be ignored unless they seem important in relation to the remainder of the description or they provide needed justification for an added entry. If a non-prominent statement must be given for any reason, record it in the note area. If no statement of responsibility is recognized in the item, do not formulate one. (It frequently happens that there is no statement of responsibility in the title and statement of responsibility area.)

If the corporate body named at head of title is responsible for the content of the material contained in the item, give it as a statement of responsibility.

1.4F1. [New] If there is no edition statement named in the edition area (cf. 1.2B3, Cataloging Service Bulletin, no. 11), give the date of the edition being cataloged (cf. 1.0 above).

If the item gives both the Gregorian and the non-Gregorian dates, record only the Gregorian date. If the item gives only a non-Gregorian date, record this date, followed by the Gregorian date. If the non-Gregorian date appears in a prescribed source, give the Gregorian date in square brackets. If the non-Gregorian date does not appear in a prescribed source, give both the non-Gregorian and Gregorian dates in square brackets and use "i.e." between the two dates.

1.1F4. [New] If the recording of multiple corporate bodies with their hierarchies in a statement of responsibility leads to confusing results, add "and" (or its equivalent in foreign languages) in brackets to separate the names.

... / prepared by U.S. Department of Agriculture,  
Forest Service [and] Soil Conservation Service,  
U.S. Department of the Interior, National Park  
Service, Region 2

not ... / prepared by U.S. Department of Agriculture,  
Forest Service, Soil Conservation Service, U.S.  
Department of the Interior, National Park Service,  
Region 2

1.1F7. [New] The rule lists the most commonly appearing cases of elements that may be omitted from a statement of responsibility. Other elements that are neither a part of the name nor indicative of the function of the person or body may also be omitted (without using the mark of omission).

Title page: submitted by IMS America, Ltd. Ambler,  
PA 19002

Bibliographic description: / submitted by IMS America,  
Ltd. —

Title page: written by John Jaykes (deceased)

Bibliographic description: / written by John Jaykes. —

Title page: by Morrie Jemison, Talladega, AL 36574

Bibliographic description: / by Morrie Jemison. —

1.1F7. [New] If an added entry is required for a corporate body and the only prominently named source for the body's name on the item is its appearance in conjunction with a personal name being recorded as

a statement of responsibility, record also the corporate body's name in the statement. Enclose the corporate name within parentheses.

/ prepared by Morton J. Schussheim, Joshua M. Kay, Richard L. Wellons (Congressional Research Service, Library of Congress)

1.1F12. [New] This statement offers guidance in dealing with one part of the problem caused by having to categorize a statement appearing in the chief source as either "statement of responsibility" or as "other title information."

1) In some situations it is useful to distinguish between statements of responsibility and other title information on the premise that verbs indicate responsibility and that nouns indicate other title information. If there is no clear demarcation between other title information and a word or phrase indicative of the person's or body's function, place the slash between noun and verb (usually a past participle).

a report / presented by  
textes / choisis et présentés par  
Text and photographs / prepared by  
a study / conducted by

If, however, the noun phrases divide responsibility among multiple entities whose contributions are more or less equal, include the whole phrase as part of the statement of responsibility.

/ photography by A, text by B

Do not use this pattern for works consisting of a principal contribution accompanied by subsidiary contributions.

: a medieval chronicle / by A ; vocabulary by B

2) Even if the statement of responsibility includes words or phrases that might properly be considered as other title information, punctuate the statement as a statement of responsibility.

Tax treatment of bank holding company divestitures  
/ prepared for the use of the Committee on Ways and Means  
by the staff of the Joint Committee on Internal Revenue  
Taxation

Philosophy, morality, and international affairs :  
essays / edited for the Society for Philosophy and Public  
Affairs [by] Virginia Held, Sidney Morgenbesser, Thomas  
Nagel

Nursery rhymes / selected for kindergarten teachers  
by Florence Jenkins

Barnacles from many bottoms / scraped and gathered  
for B.R. by the Typophiles

The Job Hill journal / written by Jobe Hill about  
1904

Six Idyllia / chosen out of the Sicilian poet Theo-  
critus and translated into English verse ; with eight  
etchings by Anthony Gross and with an introduction by  
Douglas Cleverdon

"A look back" : the story of the Vollbehr collection of incunabula / delivered by Frederick W. Ashley before the Eleventh Annual Conference on Printing Education at a session in the Coolidge Auditorium of the Library of Congress, Washington, D.C., Monday evening, June 27, 1932

Old Scottish clockmakers from 1453 to 1850 / compiled from original sources, with notes, by John Smith

Washington 1976 : documentation / prepared on the occasion of the bicentennial by the Committee of Concerned Citizens

Exception: In a few cases the words are easily separable, having no grammatical connection with the remainder of the statement and in no sense integrated with it. For these, the words may be transposed as other title information.

Anglo-American cataloging rules : North American text : with supplement of additions and changes / prepared by the American Library Association ... [et al.]

(Title page: Anglo-American Cataloging Rules//Prepared by//The American Library Association//The Library of Congress//The Library Association and//The Canadian Library Association//North American Text//with Supplement of//additions and changes)

1.1F15. [New] When illustration statements such as "117 photogravure plates, 26 colour plates" and "with 15 illustrations" appear on the title page, omit them unless

- a) an artist or illustrator is named in the phrase;
- b) the phrase is inseparable from the title proper or other title information

1.4B. [New] For an item that does not name a publisher in imprint position but a corporate body is named at head of title, regard the corporate body at head of title as the publisher. Transpose its name to publisher position in the publication, etc., area unless the item contains information indicating that the corporate body is not the publisher or casting doubt on this assumption. (If the body has been recorded in the title and statement of responsibility area, apply 1.4D2.)

If the item does not name a publisher and in the absence of evidence to the contrary, assume that the copyright holder named in the copyright statement is the publisher if it is a corporate body known as a publishing entity. Consider that other corporate bodies as well as persons named only as copyright holders are the publishers only if the particular cases make the inference very plausible. In case of any doubt, do not consider the copyright holder as publisher. When recording, as publisher, an entity that is named only in a copyright statement, do not bracket the name if the copyright statement appears in a prescribed source for the publication, etc., area.

For cataloging purposes, treat privately printed works as published works even if they have been distributed only to a very limited group (e.g., a keepsake for dinner guests or a Christmas greeting for friends). Treat the person or body issuing the item, whether a commercial publisher, a private press, or a person or group for whom it may have been printed, as the publisher. If it is stated in the item that it has been privately printed, this fact may be

expressed in a note, usually quoted. (Note: Private presses should be considered publishers of the items they print if there is no evidence to the contrary in the item or in reference sources consulted.)

When a government printer or government printing office is named on the item and there is no evidence or information that its functions are not that of a publisher or distributor, record it as the publisher. If, however, another body also appears on the item and the government printing office is named only in a less prominent position unaccompanied by a statement of printing or distribution, the likelihood is greater that it functions only as printer and that the body is the publisher.

Consider university presses as publishers unless there is clear evidence to the contrary.

If information concerning the distributor is printed or appears on a stamp or label anywhere in the item, record the distributor in the publication, etc., area. Record the name of the distributor if it differs in form from the name of the publisher even though both belong to the same entity.

Exceptions: 1) Do not record those distributors who are remaindering an edition, are secondhand dealers, or act in some other capacity as outlets for only part of an edition. Distributors of these types are of no bibliographic significance. If in doubt as to the significance of the distributor statement, record it. 2) If distribution is dispersed for the edition, give only the distributor who distributes the edition in the U.S. If, however, there is no distributor for the U.S., give the first-named distributor only when there is no publisher.

When cataloging items from the United States Government Printing Office (GPO), retain the statement that an item is for sale by the Superintendent of Documents, since only a portion of GPO's items is distributed in that manner.

1.4B6. [New] If any element of the publication, etc., area is transcribed from a stamp or a label, apply bracketing conventions as if the information were printed in the item (see 1.4A2).

Make a note to convey that such information is stamped or expressed on a label.

Imprint stamped on verso of t.p.  
Publisher from label on t.p.

1.4B8. [New] In the third paragraph of 1.4B8 the term "secondary position" means anywhere in the item. Example:

On t.p.: Chapman & Hall Limited London  
On verso of t.p.: Springer Verlag Berlin Heidelberg  
New York  
Transcription: London : Chapman & Hall ; Berlin ;  
New York : Springer

Do not transcribe secondary information that is about an edition separate from the one being cataloged.

On t.p.: Hodder & Stoughton  
On verso of t.p.: Published in USA by David McKay  
Company, Inc.  
Transcription: London : Hodder & Stoughton

If the source used for the title proper has on it a "general" name that is shared by associated companies or by parent and branch

companies and the specific firm names appear in a secondary position, generally assume that the first of these names represents the publisher of the item and combine that firm's name with the "general" name. If this place is not in the U.S. and a U.S. place is coupled with one of the other firm names, add this place to the "general" name also.

On t.p.: Pitman Publishing

On verso of t.p.: Sir Isaac Pitman and Sons Ltd.  
Pitman House, Parker Street,  
Kingsway, London WC2B 5PB  
P.O. Box 46038, Banda Street  
Nairobi, Kenya

Pitman Publishing Pty. Ltd.  
Pitman House, 158 Bouverie Street,  
Carlton, Victoria 3053, Australia

Pitman Publishing Corporation  
6 East 43rd Street  
New York, NY 10017, USA

Transcription: London ; New York, NY : Pitman Publishing

On t.p.: Penguin Books

On verso of t.p.: Penguin Books Ltd., Harmondsworth,  
Middlesex, England  
Penguin Books Inc., ... Baltimore,  
Maryland  
Penguin Books Australia Ltd., Ringwood,  
Victoria, Australia  
Penguin Books Canada Limited, ... Markham,  
Ontario, Canada  
Penguin Books (N.Z.) Ltd., ... Auckland  
10, New Zealand

Transcription: Harmondsworth, Middlesex, England ; Baltimore, Md. : Penguin Books

If the source used for the title proper has on it a specific firm name and a statement about associated companies or a parent organization appears in a secondary position, do not include these associated companies or their places in the publication, etc., area.

On t.p.: Newnes Technical Books

(Information from outside the item establishes that this firm is located in London)

On verso of t.p.: The Butterworth Group

United Kingdom Butterworth & Co (Publishers) Ltd.  
London: 88 Kingsway, WC2B 6AB

Australia Butterworths Pty Ltd.  
Sydney: 586 Pacific Highway,  
Chatswood NSW 2067  
Also at Melbourne, Brisbane, Adelaide, and Perth

Canada Butterworth & Co (Canada) Ltd.  
Toronto: 2265 Midland Avenue,  
Scarborough, Ontario, M1P 4S1

New Zealand Butterworths of New Zealand, Ltd.  
Wellington: T & W Young Building  
77-88 Customhouse Quay, 1, CPO  
Box 472

South Africa Butterworth & Co. (South Africa)  
(Pty) Ltd.  
Durban: 152-154 Gale Street

USA Butterworth (Publishers) Inc.  
Boston: 19 Cummings Park, Woburn,  
MA 01801

First published 1978 by Newnes Technical  
Books

A Butterworth Imprint

Transcription: [London] : Newnes Technical Books

On t.p.: Sir Isaac Pitman & Sons Ltd.

On verso of t.p.: Sir Isaac Pitman & Sons Ltd.  
London, Bath, Carlton, Melbourne,  
Johannesburg

Associated Companies

Pitman Medical Publishing Company Ltd.  
46 Charlotte Street, London

Pitman Publishing Corporation  
20 East 46 Street, New York, NY  
11105

Sir Isaac Pitman & Sons (Canada)  
Ltd.

381-383 Church Street, Toronto

Transcription: London : I. Pitman

1.4C. [New] A city or town may appear in one of the prescribed sources for the publication, etc., area and may be the place of publication, but the cataloger may question whether the geographic name is being expressed as the place of publication. For example, the corporate publisher appears in the imprint position without place; its place is part of the at head of title statement, which, however, names a completely different body. The corporate publisher appears in the imprint position without place; its place is mentioned only after the personal author's name as part of his or her address in the statement of responsibility. The corporate publisher appears in the imprint position without place; the same body appears on the verso of the title page with its place.

If the place is coupled with the name of the publisher anywhere in the prescribed sources for the publication, etc., area, do not bracket it. Also do not bracket the place (1) in cases involving a parent body and one of its subordinates when one of these is the publisher but the place is expressed in a primary source only with the other; or (2) when the place is divorced from the name of the publisher but is coupled with the name of the distributor in a prescribed source.

If in cases not covered by the above statements the place is clearly divorced from the name of the publisher by being coupled with the name of another entity, bracket the place name even if it appears in a prescribed source.

1.4C3. [New] If a place of publication and the name of its larger jurisdiction (e.g., country, state, or similar designation) appear together in the source from which they are being transcribed, generally transcribe both. Do this even if the place does not need to be identified or is clearly the best known one of that name.

In source: New York, New York  
Transcription: New York, N.Y.

In source: Washington, D.C.  
Transcription: Washington, D.C.

If a place of publication and the name of its larger jurisdiction do not appear together, add the name of the larger jurisdiction whenever the place is definitely obscure or is likely to be confused with another place of the same name. Give the appropriate qualifier according to the provisions of chapter 23. (Note: Make a quick judgment in the matter of adding the name of the larger jurisdiction; in any case of doubt, do not add the name. Also, do not attempt any consistency in the transcription of the same place in the publication, etc., area from one record to another.)

In source: Cambridge  
Transcription: Cambridge [Cambridgeshire]

In source: Feldkirchen  
Transcription: Feldkirchen [Austria]

1.4E. [New] Apply the rule when there are two entities named, one for publishing and the other for distributing, and the distributing entity's name does not convey an indication of this function. Apply it also when a single entity is named, it is known that this entity performed only a distributing function, and its name does not indicate this function. Do not apply it in other cases.

1.4D2. [New] When the name of a publisher, etc., is part of a hierarchy, for commercial publishers only omit parts of the hierarchy that are not needed to identify the publishing entity.

In chief source: Lexington Books//D.C. Heath  
Transcription: Lexington Books

but In chief source: National Archives & Records Service//  
General Services Administration  
Transcription: National Archives & Records Service,  
General Services Administration

1.4G4. [Revised] Apply the option on a case-by-case basis. However, for books always include the date of a later impression, qualified by the word "printing" (without brackets), if the date of the first impression of the edition differs in years. If, after cataloging a later impression, the first impression is received for cataloging, revise the record to convert the date from the form "1970 (1973 printing)" to "1970," so that the one bibliographic record can stand for all impressions. If, however, it is an impression other than the first that is received in the second instance, treat this as a copy and do not revise the record.

Note that the rule may be applied if either the place of manufacture or the name of the manufacturer differs from the place of publication, etc., or the name of the publisher, etc. Both elements do not have to differ for the rule to be applicable. But when applying this rule, give both the place of manufacture and the name of the manufacturer even if this means repetition of data already recorded in the publication, etc., area.

London : The Society, 1971 (London : Plowshare Press)

1.5. [New] In recording bibliographic details for items that will be bound, formulate volume and illustration statements in the physical description and note areas based on the item as issued by the publisher rather than as bound and shelved by LC. For example, if LC binds a separately issued "volume 1" and "volume 2" of a monograph in one physical volume, "2 v." is the correct volume statement, not "2 v. in 1." If, however, in another case the publisher issues a monograph as two bibliographic volumes in one physical volume, then "2 v. in 1"

is appropriate.

In serials cataloging, avoid the use of a "v. in," etc., statement; instead, formulate the statement in terms of bibliographic units only (e.g., "v.").

Illustrations should also reflect the characteristics of the item as issued, not what the cataloger can predict. For example, if maps are detached from the item and randomly inserted, record the collation as

355 p. : 10 maps (3 folded col.) ; 23 cm.  
Three maps inserted.

not 355 p. : 10 maps (3 folded col.) ; 23 cm.  
Four maps in pocket.

(This latter example is correct only when the item is issued with the maps in a pocket.)

For loose-leaf works that are subsequently bound by LC after the works are completed, retain the loose-leaf statement in the record. For example, if a loose-leaf service originally issued in 3 binders is bound by LC in 4 volumes, record the collation on the revised record as

3 v. (loose-leaf) ; 23 cm.

Exception: For ephemeral and "made up" sets lacking a collective title, base the volume and illustration statements on LC's copy and binding.

1.7A1. [New] Start a new paragraph for each note, end each paragraph with a period or other mark of final punctuation.

1.7A4. [Revised] In general, give the citation to other works and other manifestations of the same work in the standard form "title / statement of responsibility." For the title, use the uniform title if one has been assigned; otherwise, the title proper. For a personal name in a statement of responsibility, give the name in the form it appears in whatever source is at hand. If there is no such source, or if the form in the source is unsatisfactory for any reason, approximate the form required by 22.1-22.3.

Adaptation of: Kips / H.G. Wells.

1.7A4. [New] When revised editions of the same work appear under different titles or have different main entries and are, therefore, not connected by uniform titles, connect the editions through notes, and, when appropriate also through related work added entries. The principle in making the connections is to relate editions that immediately precede or immediately follow one another. If there is a change in title but the main entry remains the same, add the connecting note always to the record for the item being cataloged. If the other record needing a corresponding note is post-1980 or, although pre-1981, is MARC, add the note to it also. Do not make the related work added entry. If there is a change in main entry, or a change in title for works entered under title, give the note and a related work added entry on the record for the item being cataloged. (Do not add the note to pre-1981 non-MARC records.)

When making the connecting note and added entry on the new catalog record, formulate the note and added entry for the earlier edition according to the correct AACR 2 rule for choice of main entry, form of main entry heading, and form of the title proper (or the uniform title) (cf. 21.30G below). Note that if there is no change in

title, but there is a change in choice of main entry because of the difference in cataloging rules, the note or added entry would be redundant, and therefore, should not be made.

pre-1981 record: Smith, John Henderson, comp.  
Readings in American history, compiled by J. H. Smith ... 1972

rev. ed., 1981: Readings in American history / compiled by J.H. Smith. -- Rev. ed. -- ... 1981

The correct AACR 2 choice of entry for the 1972 edition would be the same as that for the 1981 edition, and therefore, the connecting note and added entry are not needed.

1.7B2. [New] Generally restrict the making of language and script notes to the situations covered in this directive. (Note: In this statement, "language" and "language of the item" mean the language or languages of the content of the item (e.g., for books, the language of the text); "title data" means title proper and other title information.)

If the language of the item is not clear from the transcription of the title data, make a note naming the language whether or not the language is named after a uniform title. Use "and" in all cases to link two languages (or the final two when more than two are named). If more than one language is named, name the languages in alphabetical order.

Arabic and English  
Text in Coptic and French; notes in French.

In addition, record in a note the language of the item being cataloged (whether or not the language is identified in the uniform title or in the body of the entry) in the following cases:

1) When the bibliographic record for the item bears one or more of the following symbols: AM, HE, NE, SA. Exception: Do not make the note for an item in Arabic, Armenian, Hebrew, Indonesian, modern Turkish, or Vietnamese unless the language is being recorded for another reason.

2) When the language of the item is indigenous to Africa and in a roman script.

3) When the language of the item is not primarily written in one script. Name both the language and the script in language notes. (Note: Do not add "script" to the name of the script unless the name is also the name of a language.)

In Konkani (Kannada script)  
In Konkani (Devanagari)  
In Serbo-Croatian (Roman)  
In Serbo-Croatian (Cyrillic)

4) When the language of the item is written in a script other than the primary one for the language. Name both the language and the script in the language notes.

In Panjabi.  
(For a publication using the Gurmukhi script)  
but In Panjabi (Devanagari)  
  
In Sanskrit.  
(For a publication using the Devanagari script)  
but In Sanskrit (Grantha)

- In Sindhi.  
(For a publication using the Persian script)  
but In Sindhi (Gurmukhi)
- In Azerbaijani.  
(For a publication using the Cyrillic script)  
but In Azerbaijani (Arabic script)  
In Azerbaijani (Roman)
- In Church Slavic  
(For a publication using the Cyrillic script)  
but In Church Slavic (Glagolitic)

More information may be added to language and script notes whenever the case warrants it.

English and Sanskrit (Sanskrit in roman and Devanagari)

1.7B4. [New] A note may be essential to show a variation in the title appearing elsewhere in the item. Although the source may contain more than one title, record in a note only the needed variant title, not titles already given in the description. If the variant title appears in a source that meets the criteria for an added title page, record the note as "Added t.p.". If the variant title appears in another source, specify its location (e.g., "Title on p. [4] of cover:"). There is no situation for which the note "Added title." or "Added title:" is appropriate.

1.7B4. [New] For languages that are not romanized, the Library of Congress observes the following practices:

1) Entries filed, or subfiled, under uniform title.

Entries that have a uniform title also bear a "Title romanized:" note for those libraries that subfile further by title proper. Place the note in the note area. Trace the title explicitly if an added entry for it is being made.

2) Entries filed, or subfiled, under publication title.

On bibliographic records for which no uniform title is appropriate, entries under a name heading show the romanized title proper printed within parentheses under the heading; the "Title romanized" note is omitted. For items entered under title proper, the romanized title proper is enclosed within parentheses and printed in boldface as a hanging indentation; the nonroman item title appears under this as another hanging indentation beginning on a separate line. Exception: For writing systems that read from right to left, for title entries the romanized title begins at the left margin, i.e., where each nonroman line in the body of the entry ends; the nonroman publication title appears as a hanging indentation beginning at the right margin.

3) Length of title romanized.

When romanizing a title proper, generally romanize the whole title proper. However, 1.1B4 does provide for a shortening technique, necessary in cases of "long" titles. A "long" title should be understood as a title that is "too long," with a more precise understanding of this extreme length left to the judgment of the cataloger. Keep in mind that a general shortening is not what the rule suggests. Normally, as already stated, romanize the entire title proper. The rule provides a technique for use after the cataloger has felt a need for it. Note that in applying the technique, words omitted must always be at the end, never before the sixth word nor somewhere in the middle, and the part preceding the omission must be a phrase that will stand alone. Abridge the title romanization and the transcription of the nonroman title proper to the same extent. Show the omission by the use of

three dots in the body of the entry but not in the title romanization.

1.7B12. [New] Apply this directive to analytics of both multipart monographs and monographic series. If the series statement transcribed in the series area is recorded in a nonroman script and is not traced, give the romanization of the series statement, but not its number, as a note in the following form:

Series romanized: Ta chung wen k<sup>4</sup>u.

If multiple nonroman script series are involved, use the form shown in the following examples:

Series 1 romanized: [romanization]. Series 2  
romanized: [romanization].

Series 2 romanized: [romanization].  
(In this case, series 1 is traced)

1.7B16. [New] When formulating a note under this rule, introduce the note with "Issued also ..." (e.g., "Issued also as ...", "Issued also in ...", "Issued also on ...").

1.7B20. [New] For monographs, routinely make notes on any special features or imperfections of the copy being described. Carefully distinguish such copy-specific notes from other kinds of notes that record information valid for all copies of an edition, introducing the copy-specific notes with the phrase "LC copy ...", "LC set ...", or "LC has ..." as appropriate.

LC copy imperfect: all after leaf 44 wanting.

LC set incomplete: v. 12 wanting.

LC set lacks slides 7-9.

LC has v. 1, 3-5, and 7 only.

LC has no. 20, signed by author.

LC has no. 145.

1.7B21. [Revised] The "with" note is appropriate only in the following case: two or more works issued independently have been subsequently placed together under one cover or comparable packaging. For two or more works that have been issued together in one cover or other packaging, create one bibliographic record, applying either 1.1G or 1.10.

For each item listed in a "with" note, give the title proper (or uniform title if one has been assigned), the statement of responsibility, and the entire publication, distribution, etc., area. If there are more than two works, cite all the other works in the record for the first work; in the records for succeeding works, cite only the first work. Use ISBD punctuation, except omit the period-space-dash-space between areas.

With: The reformed school / John Drury. London : Printed for R. Wadnothe, [1650]

With: The Bostonian Ebenezer. Boston : Printed by B. Green & J. Allen, for Samuel Phillips, 1698 — The cure of sorrow. Boston : Printed by B. Green, 1709.

If the works are too numerous to be listed in the "with" note, make an informal note such as the following:

No. 3 in a vol. with binder's title:  
Brownist tracts, 1599-1644.

1.11. [New] Library of Congress Information Bulletin

(Nov. 21, 1980) contained an announcement of an interim policy with respect to the cataloging of micro-reproductions subsequent to the adoption of the Anglo-American Cataloguing Rules (2nd ed.). The details of the implementation of this policy (including its application in certain cases of macroreproductions) as applied by the Library of Congress are as follows:

1) Materials covered. This policy applies to reproductions in micro- and macroform. This category includes reproductions of previously published books; it also includes reproductions of dissertations issued by University Microfilms International and "on demand" reproductions of books issued by the same company.

2) Intent of the policy. The intent of the policy is to apply AACR 2 in determining the choice and form of access points but to emphasize in the description data relating to the original item, giving data relating to the reproduction in a secondary position.

3) Bibliographic description.

a. General. Apply chapter 2 to books (and dissertations cataloged as published works) and chapter 4 to dissertations not cataloged as books; transcribe the bibliographic data appropriate to the work reproduced in the following areas:

- title and statement of responsibility
- edition
- publication, distribution, etc.
- physical description
- series

Record in the note area all other details relative to the reproduction and its publication/availability. Introduce the note with the word that is the specific material designation appropriate to the item.

b. Microreproductions. Add the general material designation "[microform]" in the title and statement of responsibility area according to 1.1C2. Record in the note the bibliographic details required by 11.4 (in the order and form provided), followed by the details required by 11.5-7. If a note of the 11.7B10 type is necessary, transcribe it before any series statement required by 11.6.

Microfilm. Ann Arbor, Mich. : University Microfilms, 1981.  
1 microfilm reel ; 16 mm. High reduction.

Microfilm. Washington : Library of Congress, 1981. 1  
microfilm reel ; 5 in., 35 cm.

c. Macroreproductions. Do not use a general material designation in the title and statement of responsibility area. Use the word "Photocopy" to introduce the note giving the details of the macroreproduction.

Photocopy. Ann Arbor, Mich. : University Microfilms,  
1965.

Photocopy. [S.l., s.n., 1981?]

Photocopy. Seattle, Wash. : University of Washington,  
1979. 28 cm.

University Microfilms International

This statement applies to that part of the output of Univer-

sity Microfilms International (UMI) consisting of 1) university dissertations that are made available either through micro- or macroform processes and 2) previously published books that are subsequently made available "on demand" in either micro- or macroform. It does not apply to dissertations issued in print runs or to fully published or republished books.

For UMI output in categories 1) and 2) above, the Library of Congress will apply its interim policy for microreproductions of books—regardless of whether the UMI item is in micro- or macro- form. This treatment of UMI micro- and macroforms is necessary because items may be available in both forms. One library may acquire a work that has been reproduced xerographically while another library may acquire the same work reproduced in microform. Thus, both items need to be cataloged in a manner that emphasizes the bibliographic details of the original, regardless of the medium used to present the particular reproduction of the intellectual content.

2.4F. [New] Many books contain neither a publication date nor a copyright date, but do contain explicit printing statements, e.g., "finito di stampare il maggio 1976." For such a book, the date of publication may be inferred to be the same as the date of the printing. Do this only when it can be assumed that the item being cataloged is the first printing. Because the publication date is inferred, record this date within brackets even though the date of printing appears in a prescribed source for the publication, etc., area. Distinguish this situation from others in which a word, though a derivative of the word "print" is used with a date to convey the idea of publishing, e.g., "Reprinted 1977." Use judgment to determine what is intended by the words the publisher uses.

2.7B. [New] When a government document has a date of release or transmittal in a prominent position, include it in the bibliographic description. Typically these special dates consist of month or month and day as well as year and appear on the title page or cover. If the date is in a phrase that is being recorded as an edition statement, so record it. If an edition statement is not appropriate, quote the date in a note, including with it any associated words.

"May 1979."  
"May 1, 1979."  
"Issued May 1979."

Note that a date of release or transmittal is not a publication date. A date of release or transmittal may be the only date that appears. In the latter case, the publication date may be inferred from the date of release or transmittal. Then, give the inference in brackets in the publication, etc., area and follow the above instructions for the date of release or transmittal.

In case of doubt as to the character of a date, treat it as a date of release of transmittal.

2.7B1. [New] For books, generally restrict the making of the note about the nature, scope, or artistic form of the item to the situations covered below. For books that are belles lettres, record in a note the term for the literary form only when the title is misleading. Do not consider titles of literary works misleading simply because they are fanciful.

**Exception:** Record in a note the literary form of the book being cataloged if it contains one or more literary works by one personal author and the bibliographic record for it bears one or more of the following symbols: AM, ACN, HE, AJ, AK, NE, SA. Make the note whether

or not the form is identified in the uniform title or in the body of the entry. Base the note on the following literary forms: drama; fiction; poetry; literature (used for an item containing works in more than one form). The note should be worded according to the cataloger's approximation of the publication; the words chosen do not necessarily have to use one of the terms listed above (e.g., "Plays" instead of "Drama").

2.7B7. [New] For new editions that are merely reprints with essentially unchanged text (cf. Reprint 2 in the AACR 2 glossary), make notes of the types shown below to give information about the original publication. Do not search reference sources solely to discover information about the original; take the information from the reprint being cataloged or from existing bibliographic records.

Reprint. Originally published: Boston :  
Houghton, Mifflin, 1910.

(This shows the minimum contents of the note;  
see below for a case of giving date only. If there  
is any difference in one of the three imprint ele-  
ments, give all three of the original as illustrated)

Reprint. Originally published: Boston :  
Houghton, Mifflin, 1910. (Studies in Asian languages  
and literatures ; no. 3)

(Expand the basic note to include the  
series of the original if known)

Reprint. Originally published: 3rd ed. Boston :  
Houghton Mifflin, 1910. (Studies in Asian languages  
and literatures ; no. 3)

(Also include the edition statement when it  
is significant in the particular case)

Reprint. Originally published: 3rd ed. Boston :  
Houghton, Mifflin, 1910. (Studies in Asian languages  
and literatures ; no. 3) With new introd.

(If a new introduction has been added, but  
a statement about it does not appear in the  
body of the entry, include this information  
as illustrated)

Reprint. Originally published: The Hakka  
language and literature of Southern China. 3rd  
ed. Boston : Houghton, Mifflin, 1910. (Studies  
in Asian languages and literatures ; no. 3)  
With new introd.

(If the title has changed,  
incorporate the original title  
in the note)

Reprint. Originally published: 1910.

(If the name of the original publisher  
is unknown, give only the date)

If there is any question about whether a new edition is a reprint or not (make a quick decision in all cases), treat it as such for the purpose of making these notes. In this case, however, omit the introductory word "Reprint" and begin the note instead with the next phrase "Originally published:".

If the reprint edition combines two or three formerly independent publications, make a note for each work contained. If there

are more than three, make a single note, generalizing the information except for a specific mention of the span of publication dates.

Reprint (1st work). Originally published: ...

Reprint (2nd work). Originally published: ...

Reprint (3rd work). Originally published: ...

(Two or three works)

Reprint of works originally published 1910-1934.

(More than three works)

Give limited edition statements, preferably in quoted form, for editions of 500 copies or less.

"250 copies printed."

When the statement being quoted includes the number of the copy being cataloged, give only the quoted statement as an edition note. Give the copy number (introduced by the phrase "LC has") as a copy-specific note (cf. 1.7B20).

"Special edition of 200 copies on handmade paper."

(Edition note)

LC has no. 20, signed by author.

(Copy-specific note)

300 copies printed.

(Edition note)

LC has no. 145.

(Copy-specific note)

2.7B18. [New] For books, give some type of contents note (unless there is a large number of items, generally more than 25).

- 1) when required by specific rules (e.g., 1.1G1, 2.1B2, 21.7B);
- 2) when necessary to justify an added entry for an item not mentioned in the body of the entry;
- 3) when the book is in more than one volume and each volume has a title of its own other than a numerical, alphabetic, or chronological designation;
- 4) when the book is either a collection or a composite work;
- 5) when the book contains items of particular importance that need stressing; some of the most typical cases that should be routinely considered as being important are
  - a) summarizes in languages other than that of the text;
  - b) bibliographies and bibliographic references, discographies, filmographies, and indexes (except for those bibliographies, etc., that are obviously of little value);
  - c) appendices, provided they contain important matter
  - d) volumes separating text from plates, text from maps, text from commentary, etc.

(Note: This is not a closed list; it is merely an illustration of what is meant by category 5, using the relatively clear-cut cases that appear with great regularity. More unusual situations, when they arise, should

be evaluated without prejudice, particularly when it is a question of providing access to material not implied by the rest of the description.)

A contents note may be formal or informal.

Informal contents note. Use an informal contents note when specifying selected parts of an item (generally no more than three) and for summaries in languages other than that of the text, bibliographies, discographies, filmographies, indexes, bibliographic references, and appendices. Transcribe an informal contents note as follows:

1) record the title proper that appears at the head of the part being referred to if there is one (unless the title appears on the title page, in which case normally use the title page title); if there is no title for the part, use a cataloger's informal note (cf. 1.7A3); give other title information only when the title proper would be meaningless without it;

2) include a first statement of responsibility (cf. 1.1F) if it differs in fact from the statement included in the body of the entry; omit names according to 1.1F5;

3) enclose within quotation marks the title (and the statement of responsibility if one is being recorded and it appears together with the title);

4) give the inclusive paging of each item; if the item is scattered throughout the book, introduce the note with "Includes";

5) prefer "Bibliography," "Discography," and "Filmography" (without quotation marks) to the precise title found in the book if the title is not necessary to show the scope of the item or if a statement of responsibility is not needed;

6) for summaries in languages other than that of the text, use a cataloger's note;

7) for indexes, use "Includes index" or "Includes indexes" (without quotation marks).

Formal contents note. Transcribe a formal contents note as follows:

1) begin the note with "Contents" or "Partial contents" (without quotation marks), followed by a colon-space;

2) record the title proper that appears at the head of the part being referred to (unless the title appears on the title page, in which case normally use the title page title); give other title information only when the title proper would be meaningless without it;

3) include a first statement of responsibility (cf. 1.1F) if it differs in fact from the statement included in the body of the entry; omit names according to 1.1F5;

4) omit introductions already included in the body of the entry; generally omit prefatory and similar matter;

5) for books in one volume

a) omit chapter and section numbering;

b) if the extent of the part being listed occupies a

disproportionately large portion of the book, include the extent within parentheses after the title (or after the title and statement of responsibility);

c) separate the items with a space-dash-space;

6) for books in more than one volume

a) give the volume designation that is found on the book, except use Appendix B abbreviations for the terms and substitute arabic numerals for roman numerals; if there is no abbreviation for the term, give only the number if the term is long; if the roman numeral is required for clarity, retain it; separate the volume designation from the title by a period-space;

b) if the number of physical volumes differs from the number of bibliographic volumes, include the number of physical volumes within parentheses after the title (or after the title and statement of responsibility);

c) if the volumes are of different editions, include within parentheses edition statements and dates of publication, etc. after the title (or after the title and statement of responsibility);

d) separate each volume with a space-dash-space.

When some of the volumes in a multipart book have their own titles and some of the volumes do not and it had been decided to make a formal contents note, use the statement "[without special title]" to represent the untitled volumes.

21.OB. [New] Generally determine access points for an item from its chief source (or chief source substitute) and from statements appearing prominently. When statements appearing in the chief source, or statements appearing prominently, are ambiguous or insufficient, use information appearing in the contents of the item or appearing outside the item for determining access points. Note that for works entered under certain rules (e.g., 21.4 and 21.6C1), it does not matter where the information appears.

21.1B2. [New] In determining whether a work should be entered under the name of a corporate body, the cataloger makes two determinations, keeping in mind that in many instances information appearing only in the content of the work will have to be taken into account in order to ascertain if the second determination particularly applies (cf. 21.OB, last sentence):

1) Does the work emanate from the corporate body involved? As indicated in footnote 2 to chapter 21, a work emanates from a corporate body if one of the following conditions applies:

a) The corporate body has issued (published) the work. Normally this means that the name of the corporate body appears in a position indicative of publication (e.g., for books, the imprint position) in the chief source of information or appears elsewhere as a formal publication statement.

b) Corporate body A has caused the work to be issued (published). Generally the name of a different body, corporate body B, appears on the chief source of information (cf. above) or elsewhere as a formal publisher statement. Body A has arranged for body B, named as publisher, to

issue the work because body A has no facilities for publishing. The arrangement between the two bodies is in some cases explicitly stated, e.g., Published for the Historical Association by Routledge & Paul. In other cases it must be inferred from evidence in the publication. For example, the name of body A at head of title (the name of a commercial publisher appears in publisher position) commonly indicates that body A has caused the item to be issued (published), or, if the work appears in a series for which body A has editorial responsibility but is published by a commercial publisher, body A has caused the work to be issued (published).

c) The corporate body, although the originator of the work, does not meet the test of issuing (publishing) in either category a) or b) above. In this case, body B, which has no responsibility for the content, issues (publishes) a work whose content originates with body A. For example, a work is prepared by corporate body A which functions as a consulting body, commissioned by body B for that purpose; the completed work is published by body B. In this case the content of the work originates with body A although it has no responsibility for publication of the work. A similar situation occurs when a commercial publisher arranges to publish the card catalog of a library in book form. The library has no real responsibility for publication; it has only given permission to the commercial publisher to undertake publication. However, since the content of the catalog has been prepared by the library's cataloging staff, the content of the publication originates with the library. In all those cases, consider that "originates with" is equivalent to "emanates from."

d) If there is doubt that the work emanates from the corporate body, ignore the involvement of the corporate body in determining the main entry heading.

2) Does the work fall into one or more of the categories listed in 21.1B2? In answering this question, the following points should be kept in mind:

a) Judge that a work falls into a particular category if that category accounts for the predominant content, or the purpose, of the work. That is, there may be some material that does not fall into one of the categories; that material may be ignored for the purpose of making the determination. For example, a work may contain factual data to support a statement of official position when the official position is the chief purpose of the work.

b) If there is any doubt as to whether a work falls into one or more of the categories, ignore the involvement of a corporate body in determining the main entry heading and enter it either under personal author or title as appropriate. Make an added entry for the corporate body, however, even if not prominently named.

c) Below are comments on the individual categories in 21.1B2.

Category a. To belong to this category the work must deal with the body itself.

The words "administrative nature" indicate works dealing with the management or conduct of the affairs of

the body itself, including works that describe the activities of the body either in general terms or for a particular period of time, e.g., minutes of meetings, reports of activities for a particular period. Normally, such works are intended in the first instance for internal use, although they may be available to others. Some, particularly reports of activities, progress, etc., may be required by superior or related bodies. Other works, particularly general descriptions of objectives and/or activities, may be generally available for purposes of public relations.

"Internal policy" is limited to policies formulated for the conduct of the affairs of the body itself. For works concerned with policies relating to topics of wider concern to a body, see category c.

In the case of religious denominations and local churches, category a includes works that deal with the organization and government of the denomination or local church, e.g., The Book of Discipline of the United Methodist Church. It also includes liturgical works like the Missal and the Book of Common Prayer because they present the procedures for celebrating a particular act of worship, a vital part of a denomination's or local church's activities.

Category b. It should be pointed out that canon law is included in category b even though not mentioned.

Category c. This category is best characterized by saying that it deals with those works that present official statements of position of a body on matters other than the affairs of the body itself. Note the following points particularly:

i) The body does not have to be a committee or a commission; it may be a department or section of a body, or even the whole body.

ii) The subject on which a position is taken normally bears a close relation to the body's objectives and activities, which may be explicitly or implicitly expressed.

iii) The material dealing with the subject consists primarily of policy statements, recommendations for policy, or opinions; it is never merely a reporting of facts, events, research, investigation, etc.

Below are explanations of the first three examples on page 290, AACR 2.

"Twelfth interim report ..."

The committee, on the basis of studies of the actual conditions, recommends changes. Note that if only a description/analysis of the conditions is published, entry would be under title since the official position of the body is absent.

"Firm action for a fair Britain"

The Conservative Party states its official position on political action that should be taken in Great

Britain in 1974.

"Hydrogen sulfide health effects ..."

The official position (recommendation) of the Environmental Health Resources Center takes as to what the standards should be is the essence of the publication (for purposes of 21.1B2).

Category d. This category requires little comment, since it may not be applied to any type of body other than those stated. Note that the name of the conference, expedition, etc., must appear prominently (cf. 0.8) in the publication being cataloged in order for the body to be considered as the main entry heading. Note also the emphasis upon the collective aspect of the work. It must deal with the activities of many persons involved in a corporate body covered by the category, not with the activities of a single person.

Category e. This category emphasizes that the responsibility of a performing group must go beyond "mere performance, execution, etc." This means that the group must be responsible to a major degree for the artistic content of the work being performed. A typical example is an acting group that performs by means of improvisation. The group collectively "plans" the drama, that is, determines the broad outline of the plot, the nature of the characters, etc., in the absence of a written dialogue. The development of the drama proceeds entirely on the basis of improvised dialogue. The performance is recorded and it is the recording that is being cataloged.

3) There is no rule comparable to AACR 1 rule 17 A-B for making a determination of whether the main entry heading for a work is to be under the name of a person or of a corporate body. When a work emanating from a corporate body bears the name of one or more persons as authors, it is necessary, first of all, to determine if the work falls under the provisions of 21.1B2. If the work does not meet the two conditions imposed by 21.1B2, or if there is doubt that it does, it is necessary next to determine if the work may be entered under the heading for a person named, according to the provisions of the appropriate rule, e.g., 21.4A, 21.6. If entry under the name of a person is not permitted, by default the entry is under title (21.1C3). Make an added entry under the heading for the corporate body if the main entry is under the name of a person or under title.

21.17B. [New] When applying 21.17B and the work is entered under the heading for the artist, make an added entry under the heading for the person who wrote the text if his or her name appears anywhere in the item.

21.29. [New] Order of added entries. Give added entries in the following order:

- 1) Personal name;
- 2) Personal name/title;
- 3) Corporate name;
- 4) Corporate name/title;
- 5) Uniform title (all instances of works entered under title);
- 6) Title traced as Title-period;
- 7) Title traced as Title-colon, followed by a title;
- 8) Series.

For arrangement within any one of these groupings, generally follow the order in which the justifying data appears in the bibliographic description. If such a criterion is not applicable, use judgment.

21.30E. [New] For a corporate body sponsor of a conference, make an added entry for the body 1) if the work is entered under the heading for the conference (21.1B2(d)) and the body is prominently named or 2) if the work is entered under title (because the conference is unnamed or the name is not prominent) and the body is named anywhere in the item.

21.30G. [New] Formulate the added entry for another work according to the appropriate AACR 2 rule for the choice of entry, heading, and form of title. Apply this both to simple and to analytical added entries (cf. 21.30M). If the work is already represented by an entry on an existing MARC bibliographic record, and the heading does not conform to AACR 2 in choice and form, change the heading on the MARC record.

22.16A. [New] Add the full form within parentheses whenever it is known. Do not do special searching, however, to discover this information, except in cases of conflict.

Add in direct order all the names represented by initials in the name used in the heading in the following cases:

a) The heading is made up entirely of initials.

H. D. (Hilda Doolittle)

b) The name is entered directly.

A. Samad Said (Abdul Samad Said)

c) The name is inverted and includes initials both in the surname and in the forename(s).

González R., Pedro F. (Pedro Felipe González Rodríguez)

25.5B. [Revised] Create a uniform title for a serial (including numbered and unnumbered monographic series that are not multipart items) entered under title if the title proper of the serial is identical to the title proper of another serial in the catalog, regardless of whether the other serial is entered under title or under a name heading. (The "catalog" referred to here is the file against which the searching and cataloging is being done.) Take into account only the main title of another serial, not variants traced as cross references or as added entries. For untraced series, however, take into account any title under which an untraced series authority record is filed. In general do not predict a conflict. Construct the uniform title using the title proper of the serial, followed by a parenthetical qualifier. Note that the uniform title created is used not only as the main entry heading on the bibliographic record for the serial itself but also whenever the serial is referred to in other access points (added entries or subjects) and in linking notes.

In general resolve the conflict by adding a uniform title to the bibliographic record for the serial being cataloged; do not add one to the record for the serial cataloged earlier.

1) Choice of Qualifying Term

Select the term used to qualify the title proper according to the following order of preference:

- a) Corporate body
- b) Place
- c) Place and date or Corporate body and date
- d) Date
- e) Edition statement, other title information, etc.

Apply the following criteria in determining which category of qualifying term is to be used:

(1) Corporate body

Choose as the qualifying term the name of the corporate body with which the work originated or by which it was issued or published if the title proper consists solely of one or more of the following elements (exclusive of articles, prepositions, and conjunctions):

- an indication of type of publication
- an indication of periodicity
- an indication of subject content

Bulletin  
 Quarterly report  
 Annual geology  
 Nuclear physics

If more than one corporate body is associated with the work, choose as the qualifying term the name of the body responsible for the serial, rather than one only publishing it. If any other question arises as to the applicability to the case in hand of one or more of the three criteria above, base the decision on a subjective consideration of whether body or place (see (2) below) would provide a more meaningful identification of the serial. If doubt still remains, use place for titles issued by a commercial firm and body for all others.

(2) Place of publication

If the condition under (1) above does not apply, prefer place of publication as the qualifying term.

Arrow (Montréal, Québec)  
 Arrow (Castlegar, B.C.)  
 Transactions of the Illuminating Engineering Society (London, England)  
 Transactions of the Illuminating Engineering Society (New York, N.Y.)

If the work is published in more than one place, choose as the qualifying term the place that would be named first in the publication, distribution, etc., area, for the first issue published, if known. (For monograph catalogers: if there is no collected set record to consult for this information, take it from the item being cataloged.)

Exceptions: a) If the addition of place as a qualifying term is inadequate to resolve the conflict, because another work with the same title was published in the same place, then use the body for the qualifier as under (1) above.

Contact (Toronto Nutrition Committee)  
 Contact (Real Estate Institute of Canada)  
 (Both works published in Toronto)

b) If the title includes the initials or other abbreviation of the issuing body's name, also use the name of the body as the qualifier as under (1) above.

AIJ proceedings (American Institute of Journalists)  
AIJ proceedings (Association of Iron Joiners)

(3) Place and date, or Corporate body and date

If the addition of corporate body or place alone is inadequate as a qualifying term, prefer as the qualifying term a combination of either corporate body and date or place and date, following the general criteria for choosing between corporate body and place under 1) Choice of Qualifying Term above.

Bulletin (Canadian Association of Medical Record Librarians : 1944)  
Bulletin (Canadian Association of Medical Record Librarians : 1971)  
(Published between 1968 and 1971 under title: CAMRL newsletter)

(4) Date

If the title already includes the name of the body or place that would serve as the qualifier (see 1) above), add the beginning date of publication alone. (If the beginning date is unavailable, use the earliest date known.)

San Francisco journal (1944)  
San Francisco journal (1980)

Papers read before the Historical and Scientific Society of Manitoba (1945)  
Papers read before the Historical and Scientific Society of Manitoba (1967)  
(Published between 1965 and 1966 under title: Transactions of ...)

(5) Edition statement, other title information, etc.

If none of the terms listed above (either individually or in combination) is adequate, choose as the qualifying term any element or combination of elements extracted from the description of the work that will serve to distinguish it from other works entered under the same title.

Reader's digest  
Reader's digest (Large-print edition)  
Reader's digest (Braille edition)

2) Form of Qualifying Term

Enclose all qualifying terms, including combinations of terms, in parentheses, using a space-colon-space to separate terms of a different type.

Sludge (New York, N.Y. : 1965)

Record names of corporate bodies used as qualifying terms in catalog-entry form, retaining all marks of punctuation internal to the heading, including parentheses.

Studies in theology (Duckworth (Firm))

Record place names used as qualifying terms in the form prescribed for use as additions to headings (see 23.4A).

Transactions of the Illuminating Engineering Society  
(London, England)

### 3) Additions to Uniform Title Headings

If it is necessary to distinguish between two or more versions of a work in different languages and the language is not named explicitly in an "edition" statement that can be used as a qualifying term, add the name of the language, in English, following the title or title and qualifier. Separate the language addition from the preceding element by a period.

Apex  
Apex. Danish  
Reader's digest (Large-print edition)  
Reader's digest (Large-print edition). Spanish

### 4) Changes in Uniform Title Headings

When the name of a corporate body used as a qualifying term in the uniform title changes or the body's responsibilities for the publication are assumed by another body, create a new record (successive entry), using the new form of name (or the name of the body newly responsible) as the qualifying term in the uniform title. Relate the two records by means of a linking entry note, citing each in uniform title form. (For monograph catalogers: If there is no collected set record, make earlier/later heading connections between the two titles.)

If a place of publication has been used as a qualifying term, and there is a change in the form of name for the place or in the place itself, do not change the uniform title and do not create a new entry. A note may be added to the record indicating that a change in place of publication has occurred.

### 5) Main Entry Under a Name Heading

If a work is entered under a personal or corporate body heading and the title is identical to the title of a different work entered under the same heading, create a uniform title for the work by adding to the title proper a qualifying term as instructed below.

Qualify the title proper by adding in parentheses the place of publication, provided the addition of the place name serves to distinguish the work from others with the same title proper that are entered under the same name.

If the addition of place as a qualifying term is not adequate, qualify the title proper by adding in parentheses a term consisting of date, other title information, and "edition" statement, or any other term or combination of terms that will serve to distinguish the work from others with the same title proper entered under the same name heading.

Canada. Dept. of Public Works.  
[Annual report (1965-1971)]  
Annual report ...

Canada. Dept. of Public Works.  
[Annual report (1977- )]  
Annual report ...  
(Published from 1972-1976 under title: Report)

If a work (other than a serial) is entered under a title

proper that is the same as the title proper main entry of another work, do not assign a uniform title to either work simply to distinguish them, even if there are multiple editions of either work.

France / préface de Pierre Mendès-France. --  
Genève ; New York : Nagel, 1955.

La France. -- Paris : Librairie Larousse, 1967.

France. -- Paris : Documentation française, 1972.

However, if another manifestation of one of these works requires a uniform title (e.g., a translation, excerpts) or if one of these works is used in a secondary entry, assign a uniform title to the particular work according to 25.5B. This same uniform title must be used in all entries for the work. Existing records in which the work appears as a main or secondary entry must be changed.

France (Nagel). English.

France / preface by Pierre Mendès-France ;  
translated by William H. Parker. -- Geneva ; New  
York : Nagel, 1956.

(A translation of the 1955 work)

France (Nagel)

France / préface de Pierre Mendès-France. --  
Genève ; New York : Nagel, 1955.

(Revised bibliographic record for the 1955 work)

In the heading for a radio or television program, add to the name the qualifier "(Radio program)" or "(Television program)" in all cases.

For U.S. Bureau of Census publications that contain the census or parts of it, use a uniform title consisting of the name of the census, qualified by the year of the census. Add to this basic uniform title parts of the census as subdivisions.

- 1) title proper: 1972 census of construction industries  
uniform title: Census of construction industries  
(1972)
- 2) title proper: Numerical list of manufactured  
products : 1972 census of manufactures  
uniform title: Census of manufactures (1972).  
Numerical list of manufactured products
- 3) title proper: Census of housing, 1960  
uniform title: Census of housing (1960)

## Chapter 26 [New]

### 26 Reference Evaluation

All cross references on authority records for headings used in post-1980 cataloging will eventually be in accordance with LC/AACR 2 practice for matters of form, style, and choice of references. The fact that the references are AACR 2 is recorded in the machine record in the reference evaluation byte (008, byte 29). For authority records in the automated system and coded for AACR 2 at the time of the "flip" of the data base on Nov. 15, 1980, the reference evaluation byte was automatically set to value "b" ("unevaluated").

At the first instance of handling certain authority records in 1981, the descriptive cataloger must evaluate and adjust

the references as necessary and initiate a major change correction to the authority record so that the reference evaluation byte can be set to value "a" ("evaluated").

1) Do not do cross reference evaluation of authority records found for names which are simply being verified for use as headings on new (or revised) cataloging.

2) If an authority record must be removed from the catalog to be updated in some way, coded for AACR 2, or retrospectively converted, evaluate the cross references, and initiate a major change correction. The reference evaluation byte will then be set to "evaluated."

When evaluating cross references search the necessary related authority records to verify AACR 2 forms, but do not remove the authority records for these headings if no other change is required.

#### Linking References

When the heading has been changed for AACR 2, the pre-1981 heading will generally be retained as a linking reference in the name authority file.

Value "a" in byte 12 of the "w" control subfield of the 4xx field is used to indicate the pre-1981 heading. The linking references produced for distribution with cross reference distribution will read:

[Pre-1981 heading]

For works cataloged after 1980

search under

[Post-1980 heading]

and

[Post-1980 heading]

For works cataloged before 1981

search under

[Pre-1981 heading]

A reference from the pre-1981 heading is retained except for name/title headings when there is no change in the title portion of the heading unless the pre-1981 heading included a form subheading (e.g., "Laws, statutes, etc.").

The tracing from the pre-1981 heading may also be used to produce a valid cross reference to the post-1980 heading if it is appropriate in exactly the same form as the pre-1981 heading. Based on this decision of validity as an appropriate AACR 2 reference, add or delete value "a" in byte 15 (do not make) as necessary. A value "a" will suppress the production of a cross reference; the data in the field will be used to produce linking references only. If the pre-1981 heading reference is valid in substance, but not in form, make another tracing in the correct form. In this case the pre-1981 heading must have value "a" in byte 15. The examples below reflect the values that resulted from the name authority "flip."

- 1) 110 Delaware Racing Commission. [byte 12 = c]  
410 Delaware. Racing Commission. [byte 12 = a;  
byte 15 = a]

The reference is a valid AACR 2 reference; delete the period at the end of the tracing and change byte 15 to value "n":

410 Delaware. Racing Commission [byte 12 = a;

byte 15 = n]

- 2) 151 McAlester (Okla.) [byte 12 = c]  
451 McAlester, Okla. [byte 12 = a; byte 15 = a]

The reference is not a valid AACR 2 reference; allow the tracing to remain exactly as it is to produce the linking reference only.

- 3) 110 Illinois State Museum. [byte 12 = c]  
410 Illinois. State Museum, Springfield, Ill.  
[byte 12 = a; byte 15 = n]

The reference is valid for AACR 2 in substance, but not in form; change byte 15 to value "a" (do not make) in the tracing, and trace another reference in correct AACR 2 form:

- 410 Illinois. State Museum, Springfield, Ill.  
[byte 12 = a; byte 15 = a]  
410 Illinois. State Museum [byte 12 = n; byte  
15 = n]

- 4) 100 Gerson, Jean, 1363-1429.\$tWorks [byte 12 = c]  
400 Gerson, Joannes, 1363-1429.\$tWorks [byte 12 = a;  
byte 15 = a]

The reference is a name/title one with no change in the title portion; delete the entire reference tracing.  
~~400 Gerson, Joannes, 1363-1429.\$tWorks~~

#### 26.0 Legends

Note that the terms "search under" and "search also under" have replaced "see" and "see also" in the referral line. However the terminology see reference and see also reference has been retained in the instructions below for ease of explanation.

#### Forms of References

In general the form of name of a person or corporate body from which a reference is made has the same structure as it would have if it were a heading. For geographic names, the larger geographic entity and the type of jurisdiction should appear in the tracing if they appear in the form of name chosen for the heading.

- 151 Ghent (Belgium)  
451 Gand (Belgium)  
451 Gent (Belgium)

For personal names, include birth dates, titles, epithets, etc., in the tracing, even though they may not be required to resolve a conflict. However, do not include a title or epithet in the cross reference tracing if the title is not appropriate to the variant name or the purpose of the reference is to refer from a form of name containing a different epithet. When the heading for a personal name includes a date or dates, include the same date(s) in the cross references also. In references containing initials, include the full form of the name in parentheses whenever it (or part of it) is known.

- 100 William, of Auvergne, Bishop of Paris, d. 1249.  
400 Guillaume, d'Auvergne, Bishop of Paris, d. 1249

- 100 Maria, Mother, 1912-1977.  
400 Gysi, Lydia, 1912-1977

- 100 Gruoch, Queen, consort of Macbeth, King of  
Scotland.

- 400 Gruach, Queen, consort of Macbeth, King of  
Scotland  
400 Macbeth, Lady
- 100 Raleigh, Walter, Sir, 1552?-1618.  
400 Raleigh, Walter, Sir, 1552?-1618
- 100 Hays, James D., 1926-  
400 Hays, J. D. (James D.), 1926-
- 100 Griffin, Thomas.  
400 Griffin, S. Thomas (Stanley Thomas)
- 100 Debuyst, Frédéric, 1922-  
400 Debuyst, D. F. (D. Frédéric), 1922-
- 100 Delany, Martin Robison, 1812-1885  
400 Delany, M. R. (Martin Robison), 1812-1885

#### Combined References

When reference is made to two or more different headings or titles from the same form, LC will make individual cross references rather than listing on one combined reference all headings referred to through the cataloger-generated reference technique.

#### Typographic Style

Generally, LC typographic style on printed reference cards will not change.

#### 26.1 Basic Rule

Generally interpret the sentence in 26.1 that reads "Do not make a reference, however, if the reference is so similar to the name heading or uniform title or to another reference as to be unnecessary" as follows:

For both personal and corporate names, record all variant forms on the name authority record. Routinely make references from all variant forms recorded. In evaluating references on existing authority records, trace references from all variants already recorded on the authority record and any new variants being recorded from the work being cataloged. Do not normally review existing bibliographic records to identify other variants not recorded on the authority record. (If such variants recur in a new bibliographic record, they will be added to the authority record at that time.)

- 100 Sassoon, Siegfried, 1886-1967.  
400 Author of Memoirs of a fox-hunting man, 1886-1967
- 100 Sand, George, 1804-1876.  
400 Dudevant, Amandine-Lucile-Aurore Dupin, baronne,  
1804-1876
- 100 Markova, Alicia, 1910-  
400 Marks, Lilian Alicia, 1910-
- 100 Smith, Jim, 1947-  
400 Smith, James Melvin, 1947-
- 100 Harkavy, Albert, 1839-1919.  
400 Garkavi, Avraam Ākovievich, 1839-1919
- 100 Valera, Juan, 1824-1905.  
400 Valera y Alcalá Galiano, Juan, 1824-1905

100 Schiller, Friedrich, 1759-1805.  
400 Schiller, Johann Christoph Friedrich, 1759-1805

100 Simpson, John Vivian, 1932-  
400 Simpson, J. V. (John Vivian), 1932-  
400 Simpson, John V. (John Vivian), 1932-

100 Kroon, D. M. (Douglas M.), 1940-  
400 Kroon, Douglas M., 1940-

110 Society of Medical Hypnoanalysts (U.S.)  
410 Society for Medical Hypnoanalysts (U.S.)

110 Alaska. Division of Water Programs  
410 Alaska. Water Programs Division

#### 26.2A2 Different forms of the name

##### References from Incorrect Names

If a name is incorrectly reproduced on the chief source of information of a work (e.g., misspelled or forenames transposed), make a simple see reference from the incorrect form to the heading.

100 Collins, John R.  
400 Colins, John R.

##### References for Married Women

In languages where on marriage the woman normally adopts her husband's surname, if the woman is not established under her husband's surname but this surname is known, make a reference from his surname followed by her given name(s). When the heading is established under the husband's surname, do not refer from maiden name unless the woman has written under it or is so listed in reference sources.

#### 26.2A3 Different entry elements

##### References from Particles

When a personal name begins with or includes a prefix or particle, make an individual reference from the name following the prefix (if the heading begins with the prefix) or from the prefix (if the heading begins with the name following the prefix.) Make a reference from each element of multi-element prefixes except such connectives as "y" or "und," but make only one reference from each appearance of the word:

100 Lozoya, Juan Contreras y López de Ayala, marqués de, 1893-  
400 Contreras y López de Ayala, Juan, marqués de Lozoya, 1893-  
400 López de Ayala, Juan Contreras y, marqués de Lozoya, 1893-  
400 De Ayala, Juan Contreras y López, marqués de Lozoya, 1893-  
400 De Lozoya, Juan Contreras y López de Ayala, marqués, 1893-

#### 26.2C See also references

##### Names in the Tracings Conflict with Established Headings

For personal names (including any pseudonym), when the

name in the tracing and an established heading conflict and birth dates are not available to resolve the conflict, make a see also reference.

100 Goldstein, Chaim Itsl.  
500 Goldstein, Charles  
(Goldstein, Charles, already established)

100 Hodges, Charles William.  
500 Anacreon  
(Anacreon already established)

## 26.2D Explanatory references

Generally, LC practice will be to prefer simple individual see or see also references to explanatory references, but the cataloger-generated technique will be available when explanatory references are required.

### Cross References for Joint Pseudonyms

Make an explanatory reference from real names to a joint pseudonym. Also make the reference from joint pseudonym to real names if there are entries under the real names.

Dannay, Frederic, 1905-  
For works of this author written in collaboration with Manfred Lee, search under Queen, Ellery.  
Queen, Ellery, Jr.  
Ross, Barnaby.  
For a work written under Dannay's earlier name search under Nathan, Daniel, 1905-

Queen, Ellery.  
Joint pseudonym of Frederic Dannay and Manfred Lee.  
For a work by Dannay written under his earlier name, search under Nathan, Daniel, 1905-

26.2D2. LC will not apply the option. Instead, trace individual references for each heading (cf. 26.2A3 above).

## 26.3 Names of corporate bodies and geographic names

### Earlier Names of Corporate Bodies Now Subsumed Under the Heading for a Later Name Through a See Reference

Under earlier cataloging rules, when a corporate body changed its name, the heading was changed and all records revised to use the later name. The earlier name or names were traced as see references to the later form used as the heading. In inputting retro records to the automated system continue to identify these situations by making a note in the 667 field, e.g., the following heading for an earlier name(s) is(are) a valid AACR 2 heading(s): [earlier name(s) in correct AACR 2 form].

When evaluating references, retain these see references (correcting the form to AACR 2 style, if necessary) until an item is received that requires the use of one of these earlier names as the heading. At that time, establish the heading and convert the see reference to a see also reference. Do not change any existing bibliographic records.

- 110 National Rehabilitation Association.  
410 National Civilian Rehabilitation Conference (U.S.)  
667 The following heading for an earlier name is a valid AACR 2 heading: National Civilian Rehabilitation Conference (U.S.)

Retain the reference and note until publications are received that require the use of the heading National Civilian Rehabilitation Conference (U.S.);

- 110 Granville Airplane Company.  
410 Granville Brothers Aircraft, Inc., Springfield, Mass.  
667 The following heading for an earlier name is a valid AACR 2 heading; Granville Brothers Aircraft, Inc.

Correct the reference to the AACR 2 form:

410 Granville Brothers Aircraft, Inc.

and retain it and the note until publications are received that require the use of the heading Granville Brothers Aircraft, Inc.

#### Unused Subdivisions

Under earlier cataloging policies, certain corporate subdivisions were not established. Instead, the heading for the parent body was used whenever the subheading would have been used. Usually an internal LC reference was made from the unused subdivision to the heading for the parent body.

Whenever one of these unused subdivisions is encountered in current cataloging, establish the subdivision and use it henceforth in all cataloging for which it is appropriate, leaving the existing bibliographic records as they are. Make a special explanatory reference between the two headings.

Illinois. Dept. of Education. School Lunch Section.

For publications cataloged before [current month and year, e.g., Jan. 1981] search under the heading for the parent body:

Illinois. Dept. of Education.

Illinois. Dept. of Education.

For publications of the School Lunch Section cataloged after [previous month and year, e.g., Dec. 1980] search under the heading for the section:

Illinois. Dept. of Education. School Lunch Section.

If there is more than one established subdivision, include each on the reference from the parent body, as it is used.

Illinois. Dept. of Education.

For publications of the subdivisions listed below cataloged after [previous month and year, e.g., Dec. 1980], search under the headings for the subdivisions:

Illinois. Dept. of Education. Personnel Branch.

Illinois. Dept. of Education. School Lunch Section.

When adding such an authority record to the automated system, delete all internal LC reference tracings for unestablished subdivisions. Make the following statement in the 667 field:

Unused subdivisions: [list of subdivisions, e.g.,  
Administrative Branch; Personnel Section; Research  
Unit]

If one of these subdivisions must be used later as a heading, remove it from the 667 field and apply the procedures above for establishing the subdivision and making the explanatory references.

#### Information/Publication Agencies

Under AACR 1 18A1 references were made to a parent body from subordinate units that functioned as information or publication agencies. Revise these references, using the same technique described above for unused subdivisions.

### 26.3A3 Different forms of the name

#### References From Different Language Forms

For all bodies, make a cross reference tracing from the name in each language in which it is found, either in publications of the bodies or in reference sources.

#### Reference From Personal Names in Names of Corporate Bodies

When the name of a corporate body begins with a person's forename(s) and surname or initial(s) and surname, make two reference tracings:

- 1) from the surname and the remainder of the corporate name, omitting the forename(s) or initials(s);
- 2) from the surname followed by the forename(s) or initials(s) in parentheses and the remainder of the corporate name.

110 Art Tatum Trio  
410 Tatum Trio  
410 Tatum (Art) Trio

110 M.C. Brackenbury & Co.  
410 Brackenbury & Co.  
410 Brackenbury (M.C.) & Co.

When the corporate name begins with a personal title plus forename(s) or initials(s), make three reference tracings:

- 1) from the surname and the remainder of the corporate name, omitting the title and forename(s) or initials(s);
- 2) from the surname followed by the title and forename(s) or initial(s) in parentheses and the remainder of the corporate name;
- 3) from the forename(s) or initial(s) and surname and the remainder or the corporate name, omitting the title.

110 Doktor Wilmar Schwabe G.m.b.H.  
410 Schwabe G.m.b.H.  
410 Schwabe (Doktor Wilmar) G.m.b.H.  
410 Wilmar Schwabe G.m.b.H.

References From Arbitrarily Shortened or Inverted Names  
of Government Subheadings

1) Make an inverted reference tracing (under jurisdiction) from the generic term in the name that indicates the type of agency (e.g., Dept., Board, Committee) when this term is preceded by a word or words that may not be recognized as part of the name:

110 Michigan. State Dept. of Education.  
410 Michigan. Dept. of Education, State

2) Make an inverted reference tracing (under jurisdiction) from the first substantive word in the name, provided this name is in an official language of the jurisdiction or in English. Make this reference regardless of the grammar of the language involved. Similarly, make an inverted reference tracing from the first key word of the name in an official language not used as the heading and from the key word of an English form of name of an agency entered in a foreign language:

110 India. Ministry of Health.  
410 India. Health, Ministry of

110 Spain. Subdirección General de Archivos.  
410 Spain. Archivos, Subdirección General de

110 Rockville (Md.). Dept. of Planning.  
410 Rockville (Md.). Planning, Dept. of

Make such inverted reference tracings only for headings entered directly under the jurisdiction.

Do not make the inverted reference tracings if the government body is entered under its own name rather than as a subheading of the jurisdiction.

References From Arbitrarily Shortened or Inverted Names  
of Conferences, Exhibitions, Fairs, Festivals, etc.

Make the following types of reference tracings from inverted or arbitrarily shortened forms of the name of a conference, fair, festival, etc. Omit parenthetical additions in the heading from the reference tracings.

1) Make an inverted reference tracing from the first word following the name or the abbreviation of the name of a sponsor when the name of the sponsor is the first element of the conference name.

2) Make an inverted reference tracing from the first word indicating subject matter when this word is not the first element of the conference name. Make this tracing regardless of the grammar of the language involved. Make the reference even when the title proper of the item being cataloged begins with the same word.

3) Make an inverted reference tracing from the generic term in the name that indicates the heading is for a meeting (e.g., Conference, Symposium, Workshop) when this word is preceded by a word or words that may not be recognized as part of the conference name.

111 IBM Scientific Computing Symposium on Environmental Sciences (1966 : Yorktown Heights, N.Y.)  
411 Scientific Computing Symposium on Environmental Sciences, IBM  
411 Environmental Sciences, IBM Scientific Computing Symposium on

- 111 International Conference on Industrial Relations  
(1965 : Toyko, Japan)
- 411 Industrial Relations, International Conference on
- 411 Conference on Industrial Relations, International
- 111 Work Conference on Literacy.
- 411 Literacy, Work Conference on
- 411 Conference on Literacy, Work
- 111 Governor's Conference on Education (Kan.)
- 411 Education, Governor's Conference on
- 411 Conference on Education, Governor's
- 111 Festival internazionale del teatro in piazza.
- 411 Teatro in piazza, Festival internazionale del

#### Geographic Names Beginning with an Article

For geographic names beginning with an article make two reference tracings:

- 1) from the name following the article, omitting the article;
- 2) from the name following the article, inverting the article:

- 151 La Ventana (San Luis Potosí, Mexico)
- 451 Ventana (San Luis Potosí, Mexico)
- 451 Ventana, La (San Luis Potosí, Mexico)

#### 26.3A4 Initials

See 26.3B-C Initial and Acronym References below.

#### 26.3A7 Different forms of heading

#### References From Place

Make a reference from the local place in which a corporate body is located only if the body is an institution (school, library, laboratory, hospital, archive, museum, prison, etc.)

- 110 American Technological University.
- 410 Killeen (Tex.). American Technological University

#### 26.3B-C "See Also" and "Explanatory" references

#### Introduction

Tracings for cross references fall into two general categories: see and see also.

These instructions deal with the following types of tracings:

- 1) See also tracings, including "earlier/later heading" tracings
- 2) Explanatory references
  - a) References requiring special texts
  - b) Private communications of heads of state, etc.
  - c) Initial and acronym references

For reasons of economy, LC will no longer make information references. Sequences of related headings formerly connected by information references are to be connected by simple see also or earlier/later heading reference tracings as illustrated in the examples

below. Convert an existing information reference to see also references whenever the information reference must be handled for any reason.

#### Guidelines on Relational Reference Tracings

When information about a related body is discovered, apply one of the following alternatives:

1) If entries (bibliographic records, subdivisions, see references to other headings) are under the related body in the catalog, establish the body (if it is not already established) and make the appropriate see also or earlier/later heading reference tracings as specified below.

2) If the related body is not established and no entries will be under it at this time, but it is likely to be needed in the future, establish the related body. Connect the bodies by tracing see also references on each authority record. However, do not make the reference from the heading being used to the unused one. Instead, code byte 15 as value "a" (do not make). See references to the unused heading are made, however, since they will guide the user to the see also reference leading to the heading under which entries can be found.

3) If the related body is not established, and it is not likely that it will ever be needed, record data about the related body on the authority record for the heading being established, and after the name bracket in the statement "[no publs. in LC]." This alternative should not normally be applied when an earlier name is being established and the later name is the one for which no publications have been received.

#### "See Also" References

See also references are used to connect related headings. When the relationship is not directly sequential, or when information about the exact relationship is not known, the referral line of the reference reads simply "search also under." When the relationship is sequential, a special type of see also reference is made and the referral line of the reference reads: "search also under the earlier heading" or "search also under the later heading." These special legends are print constants that are generated from the values in byte 14 of the 5xx fields and may be used whether the sequence results from a name change, reorganization, hierarchical change, official language change, or similar phenomenon. In case of doubt, do not use the special legends.

Normally, trace references only to connect immediately adjacent headings, creating a chain of see also references leading from one heading to another. However, if the relationship is not clear, it is permissible to connect several headings (cf. examples 2 and 11 below)

#### Procedures

A. All headings connected by the references must be represented in machine-readable form, including those for which there are no bibliographic records (these do not need to be identified as "not in LC"). All headings and references leading to the headings must be in correct AACR 2 form. Establish any new heading. Convert headings that exist only in manual form to machine-readable form. Make changes to existing machine-readable authority records.

#### B. Source Citations

When giving data in the authority record, generally cite

only the sources that deal with the immediately preceding and succeeding headings.

For newly established headings always give the citation for the work being cataloged in the 670 field (Source data found), adding, when necessary the reason for establishing the heading, e.g., "(xx ref.)." If the work does not contain the name being established, give an explanatory note, e.g., "(name not given)."

If any other source gives only an earlier or later name, but not the name used in the heading, cite it in the 675 field (Source not found). Do not, however, divide a citation for successive issues of a serial; give the complete citation in field 670 if any volume contains the heading, or in field 675 if it does not.

Justification on the authority record of preceding or succeeding headings is not required in the following cases:

- (i) Changes in government headings due to an official language change.
- (ii) Changes involving only a parent body to which the body being established is subordinate.
- (iii) Conversion of existing information references to see also references.

C. On each name authority record trace a see also reference for each heading to be connected, other than the heading with which the cataloger is working. If the legends "search also under the earlier heading" or "search also under the later heading" are to be used, code the byte accordingly.

Change any existing reference tracings that are no longer appropriate, e.g., if necessary, change earlier/later heading reference tracings to simple see also reference tracings or vice versa. Existing information references are converted as follows:

#### 1. Retrospectively Converted Authority Records

Do not add existing manual information references to the automated system. Retrospectively convert all the headings involved in the existing information reference and connect the headings with appropriate see also references as above. Also make any other necessary changes to convert the authority record to correct AACR 2 form and style. Add any new source citations as appropriate.

#### 2. Automated Information References

- a. If no change is needed to the information reference, generally do not convert it to see also references.
- b. If any change is needed to the information reference, convert it to see also references.

#### Examples

##### 1) Available information:

Some of the principal members of Ballets des Champs Elysées left the company to form Ballets de Paris; the former continued to exist, however.

authority record: 110 Ballets des Champs Elysées.  
510 Ballets de Paris [byte 14 = n]

resulting reference: Ballets de Paris  
search also under  
Ballets des Champs Élysées.

authority record: 110 Ballets de Paris  
510 Ballets des Champs Élysées [byte 14 = n]

resulting reference: Ballets des Champs Élysées  
search also under  
Ballets de Paris.

2) Available information about the relationship is not clear. All the headings are connected by see also references.

authority record: 110 College of Physicians and Surgeons of Chicago  
510 University of Illinois (Urbana-Champaign campus). College of Medicine [byte 14 = n]  
510 University of Illinois at the Medical Center. College of Medicine [byte 14 = n]

resulting references: University of Illinois (Urbana-Champaign campus). College of Medicine  
search also under  
College of Physicians and Surgeons of Chicago.  
University of Illinois at the Medical Center. College of Medicine  
search also under  
College of Physicians and Surgeons of Chicago.

authority record: 110 University of Illinois (Urbana-Champaign campus). College of Medicine  
510 College of Physicians and Surgeons of Chicago [byte 14 = n]  
510 University of Illinois at the Medical Center. College of Medicine [byte 14 = n]

resulting references: College of Physicians and Surgeons of Chicago  
search also under  
University of Illinois (Urbana-Champaign campus). College of Medicine.  
University of Illinois at the Medical Center. College of Medicine  
search also under  
University of Illinois (Urbana-Champaign campus). College of Medicine.

authority record: 110 University of Illinois at the Medical Center. College of Medicine.  
510 College of Physicians and Surgeons of Chicago [byte 14 = n]  
510 University of Illinois (Urbana-Champaign campus). College of Medicine [byte 14 = n]

resulting references: College of Physicians and Surgeons of Chicago  
search also under  
University of Illinois at the Medical Center. College of Medicine.  
University of Illinois (Urbana-Champaign campus). College of Medicine  
search also under  
University of Illinois at the Medical Center. College of Medicine.

3) Available information:

The American Material Handling Society changed its name to International Material Management Society.

authority record: 110 American Material Handling Society.  
510 International Material Management Society  
[byte 14 = b]

resulting reference: International Material Management Society  
search also under the earlier heading  
American Material Handling Society.

authority record: 110 International Material Management Society.  
510 American Material Handling Society  
[byte 14 = a]

resulting reference: American Material Handling Society  
search also under the later heading  
International Material Management Society.

4) Available information:

The name of the International Union of American Republics was changed in 1910 to Union of American Republics and in 1949 to Organization of American States.

authority record: 110 International Union of American Republics  
510 Union of American Republics [byte 14 = b]

resulting reference: Union of American Republics  
search also under the earlier heading  
International Union of American Republics.

authority record: 110 Union of American Republics.  
510 International Union of American Republics  
[byte 14 = a]  
510 Organization of American States  
[byte 14 = b]

resulting references: International Union of American Republics  
search also under the later heading  
Union of American Republics.

Organization of American States  
search also under the earlier heading  
Union of American Republics.

authority record: 110 Organization of American States.  
510 Union of American Republics [byte 14 = a]

resulting reference: Union of American Republics  
search also under the later heading  
Organization of American States.

5) Available information:

In 1954 the Screen Writers' Guild and the Radio Writers Guild merged to form the Writers Guild of America, West.

authority record: 110 Screen Writers' Guild  
510 Writers Guild of America, West [byte 14 = b]

resulting reference: Writers Guild of America, West  
search also under the earlier heading  
Screen Writers' Guild.

authority record: 110 Radio Writers Guild.  
510 Writers Guild of America, West [byte 14 = b]

resulting reference: Writers Guild of America, West  
search also under the earlier heading  
Radio Writers Guild.

\* authority record: 110 Writers Guild of America, West.  
510 Screen Writers' Guild [byte 14 = a]  
510 Radio Writers Guild [byte 14 = a]

resulting references: Screen Writers' Guild  
search also under the later heading  
Writers Guild of America, West.

Radio Writers Guild  
search also under the later heading  
Writers Guild of America, West.

6) Available information:

The name of the American-Asian Educational Exchange was changed in 1962 to American Afro-Asian Educational Exchange. In 1967 the original name was resumed..

authority record: 110 American-Asian Educational Exchange.  
510 American Afro-Asian Educational Exchange  
[byte 14 = n]

resulting reference: American Afro-Asian Educational Exchange  
search also under  
American-Asian Educational Exchange.

authority record: 110 American Afro-Asian Educational Exchange.  
510 American-Asian Educational Exchange  
[byte 14 = n]

resulting reference: American-Asian Educational Exchange  
search also under  
American Afro-Asian Educational Exchange.

(References were made at the time of the first change of name that had the legends "search also under the later heading/search also under the earlier heading." When the original name was resumed, byte 14 was changed to value "n" in each record, resulting in simple see also references.)

7) Available information:

Drabenderhöhe changed its name in 1961 to Bielstein. In 1969 Bielstein was absorbed by Wiehl.

authority record: 151 Drabenderhöhe (Germany)  
551 Bielstein (Germany) [byte 14 = b]

resulting reference: Bielstein (Germany)  
search also under the earlier heading  
Drabenderhöhe (Germany)

authority record: 151 Bielstein (Germany)  
551 Drabenderhöhe (Germany) [byte 14 = a]  
551 Wiehl (Germany) [byte 14 = n]

resulting references: Drabenderhöhe (Germany)  
search also under the later heading  
Bielstein (Germany)

Wiehl (Germany)  
search also under  
Bielstein (Germany)

authority record: 151 Wiehl (Germany)  
551 Bielstein (Germany) [byte 14 = n]

resulting reference: Bielstein (Germany)  
search also under  
Wiehl (Germany)

8) When under earlier cataloging rules a see reference tracing from one or more of the names has already been made and consequently publications issued under one name are entered under another, retain the see reference tracing until the heading is needed for a new publication. When it is needed, establish the heading and convert the see reference tracing to a see also reference tracing (cf. 26.3 above). Also make any other necessary see also reference tracings. Do not change any existing bibliographic records.

Available information:

The International Federation of General Factory Workers was established in 1907. In 1950 the name changed to International Federation of Industrial Organizations and General Workers and in 1964 to International Federation of Chemical and General Workers' Unions. Works published before the change of name in 1964 are found under International Federation of Industrial Organizations and General Workers Unions.

A. Earliest name not yet needed as a post-1980 heading:

authority record: 110 International Federation of Industrial  
Organizations and General Workers  
Unions.  
410 International Federation of General Factory  
Workers  
510 International Federation of Chemical and  
General Workers' Unions [byte 14 = b]

resulting references: International Federation of General Factory  
Workers  
search under  
International Federation of Industrial  
Organizations and General Workers Unions.

International Federation of Chemical and  
General Workers' Unions.  
search also under the earlier heading  
International Federation of Industrial  
Organizations and General Workers  
Unions.

authority record: 110 International Federation of Chemical and  
General Workers' Unions.  
510 International Federation of Industrial  
Organizations and General Workers  
Unions [byte 14 = a]

resulting reference: International Federation of Industrial Organi-  
zations and General Workers' Unions  
search also under the later heading  
International Federation of Chemical and  
General Workers' Unions.

B. Earlier name needed as a post-1980 heading:

When the heading "International Federation of General Factory Workers" is needed for a newly cataloged item, establish the heading, and make a see also reference. Do not change any existing bibliographic records.

authority record: 110 International Federation of General Factory Workers.  
510 International Federation of Industrial Organizations and General Workers Union [byte 14 = b]

resulting reference: International Federation of Industrial Organizations and General Workers Unions  
search also under the earlier heading International Federation of General Factory Workers.

On the authority record for the International Federation of Industrial Organizations and General Workers Unions, change the see to a see also tracing.

authority record: 110 International Federation of Industrial Organizations and General Workers Unions.  
510 International Federation of General Factory Workers [byte 14 = a]  
510 International Federation of Chemical and General Workers' Unions [byte 14 = b]

resulting new reference: International Federation of General Factory Workers  
search also under the later heading International Federation of Industrial Organizations and General Workers Unions.

9) Connect authority records for named meetings in the same way as for other corporate names. Do not add notes to the bibliographic records for unnamed meetings entered under title.

Available information:

The 3rd, 7th, and 9th of the following series of meetings were named. The 4th, 5th, 6th, and 8th were unnamed, and the proceedings of those meetings are entered under title.

authority record: 111 Symposium on the Plasma Membrane (1961 : New York, N.Y.)  
511 Symposium on Macromolecular Metabolism (1965 : New York, N.Y.) [byte 14 = b]

resulting reference: Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)  
search also under the earlier heading Symposium on the Plasma Membrane (1961 : New York, N.Y.)

authority record: 111 Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)  
511 Symposium on the Plasma Membrane (1961 : New York, N.Y.) [byte 14 = a]  
511 Basic Science Symposium [byte 14 = b]

resulting references: Symposium on the Plasma Membrane (1961 : New York, N.Y.)  
search also under the later heading  
Symposium on Macromolecular Metabolism  
(1965 : New York, N.Y.)

Basic Science Symposium  
search also under the earlier heading  
Symposium on Macromolecular Metabolism  
(1965 : New York, N.Y.)

authority record: 111 Basic Science Symposium.  
511 Symposium on Macromolecular Metabolism  
(1965 : New York, N.Y.) [byte 14 = a]

resulting reference: Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)  
search also under the later heading  
Basic Science Symposium

10) Available information:

In 1963 the Arkansas Resources and Development Commission was replaced by the Arkansas Geological Commission. The following bodies are known to be related to these bodies, but the nature of the relationship is uncertain: Arkansas. State Geologist; Arkansas. Office of the State Geologist; Arkansas. Division of Geology; Arkansas Geological and Conservation Commission. All the headings are connected, as illustrated by the following example showing only one of the headings:

authority record: 110 Arkansas Resources and Development Commission  
510 Arkansas Geological Commission  
[byte 14 = n]  
510 Arkansas. State Geologist [byte 14 = n]  
510 Arkansas. Office of the State Geologist  
[byte 14 = n]  
510 Arkansas. Division of Geology  
[byte 14 = n]  
510 Arkansas Geological and Conservation Commission [byte 14 = n]

resulting references: Arkansas Geological Commission  
search also under  
Arkansas Resources and Development Commission.  
  
Arkansas. State Geologist  
search also under  
Arkansas Resources and Development Commission.  
  
Arkansas. Office of the State Geologist  
search also under  
Arkansas Resources and Development Commission.  
  
Arkansas. Division of Geology  
search also under  
Arkansas Resources and Development Commission.

Arkansas Geological and Conservation Commission  
search also under  
Arkansas Resources and Development Commission.

"General References"

Explanatory references of the type illustrated by the examples on p. 505 of AACR 2 for "Aktiebolaget ...," "Conference ...," and "Catholic Church. Sacra ..." are not used by the Library of Congress. Trace the specific reference on all authority records.

Private Communications of Heads of State, etc.

Connect headings for heads of state, ecclesiastical officials, etc., to the corresponding official heading with a see also reference instead of the explanatory reference called for in 21.4D2 and illustrated in 26.3C1.

Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)  
search also under  
Mohammed Reza Pahlavi, Shah of Iran, 1919-

Use the following guidelines to determine when to trace the references:

- 1) If the official heading is one established without names or dates (24.20C-E), do not trace the reference.
- 2) If the official heading has been established, trace the see also reference.
- 3) If the official heading has not been established, only establish it and trace the see also reference from it to the personal heading if the item being cataloged is not clearly the work of private authorship.

Initial and Acronym References

Under The Library of Congress Filing Rules (1980) it is no longer necessary to determine that an initialism is pronounceable and to trace it with only the first letter capitalized to insure that a heading or reference will file as a word. The absence of periods and spaces in the initialism automatically insures the correct filing position. Therefore, in all cases follow the usage of the corporate body with regard to the capitalization of an initialism/acronym. Do not make the explanatory reference called for in 26.3C2.

Follow 26.3A4, including the optional paragraph. If the usage of the body is to omit periods from the initialism/acronym, trace a reference from the form with periods inserted to the form used as a heading as instructed in 26.3A4 unless the initialism/acronym is not formed entirely of initial letters of some or all the words. In that case do not trace a reference from the form with periods inserted. If it is unknown if the letters are all initial letters of words, make the reference.

110 American Society for Industrial Research.  
410 A.S.I.R.  
410 ASIR

110 Ohio River Valley Water Sanitation Commission.  
410 ORSANCO

110 COMPLEX.  
410 Combined Philatelic Exhibition of Chicagoland

110 Moskovskii gorodskoĭ bank.  
410 Mosgorbank

110 Aslib.  
410 A.S.L.I.B.

When, during evaluation of references currently traced on authority records, the cataloger finds explanatory references from initialisms/acronyms traced, they are to be converted to simple see references in the form above.

#### 26.4 Uniform titles

##### 26.4A "See" References

###### References to the Title Proper From Parallel Titles, Phrases At Head of Title, Etc.

For works entered under a name heading, make references in name/title form to the title proper from phrases or titles other than the title proper when it might reasonably be expected that some catalog users would consider the element the title proper.

bibliographic record: Sherwood, Rankin.  
Pony express to railways.

at head of title: Before the West was won.

authority record: 100 Sherwood, Rankin.\$tPony express  
railways  
410 Sherwood, Rankin.\$tBefore the West  
was won

bibliographic record: Canadian Wildlife Service.  
Noms des oiseaux du Canada : noms fran-  
çais, anglais et scientifiques =  
Canadian bird names : French, English,  
and scientific.

authority record: 110 Canadian Wildlife Service.\$tNoms des  
oiseaux du Canada  
410 Canadian Wildlife Service.\$tCanadian  
bird names

##### 26.4C2 Titles of parts cataloged independently

LC will not apply this rule, but instead apply 26.4A2 and make individual references from the titles of such parts in the form of subheadings under the uniform title for the whole work.

##### 26.5 References instead of added entries common to many editions

LC will not apply this rule.

#### "Made-up" Collections

The Library of Congress has had a number of questions from book catalogers about the publication, distribution, etc., area for collections of textual material that, as a unit, do not constitute a publication.

For these collections, in which the items show different places of publication, etc., or different publishers, etc., the Library of Congress recommends that only the inclusive dates of the items be given in this area.

This recommendation has been borrowed from AACR 2, rule 8.4A3, and will be the basis of a Library of Congress proposal to the Joint Steering Committee for Revision of AACR 2 for an addition to AACR 2, chapter 1.

[Pamphlets and leaflets relating to the Norwegian Resistance. — 1942-1973]

24 pieces : ill. ; 11-28 cm.

In Norwegian.

Presented to the Librarian of Congress in 1977 on the occasion of his visit to the Norges hjemmefrontmuseum in Oslo.

### The Cross Reference Structure in the Library of Congress Automated Name Authority File

The visibility of the name authority file created by the Library of Congress has given rise to questions about the cross reference structure embedded in this file. A brief explanation is below.

#### Scope of LC reference structure

The Library of Congress does not attempt to create a universally syndetic structure in its manual or automated authority files. In general, cross references from varying forms of name, pseudonyms, etc., are added to authority records only when they actually appear in a work being cataloged by LC. In addition, if information about variants is readily available because of incidental searching that has been done to establish a name, cross references may also be made from such forms. No special searching is done simply to discover variant names unless the identity of the author is in question.

It is likely that many libraries having more extensive holdings than LC in particular areas may need additional cross references in their own name authority systems. Similarly, many libraries may find superfluous many of LC's references; for example, the extensive references made for Slavic and Oriental language forms of Western language headings.

Under AACR 2, more kinds of references will be made from fuller and less full forms of name than under previous rules, but, as before, no special searching will be done simply to discover variants.

#### Evaluation for AACR 2

The reference structure reflected in LC automated authority records created before January 2, 1981 (including those begun but not yet distributed before that date) is based on earlier sets of cataloging rules, even though the AACR 2 form of heading was indicated in the record. No attempt was made at the time the record was created to evaluate the reference structure in terms of AACR 2. The adjustment of the reference structure both in type and form of references began January 2, 1981, and is now proceeding gradually as headings are needed in the course of current cataloging. (A list of several hundred common geographic headings was handled in advance, however, at the request of LC's Subject Cataloging Division.)

It is therefore likely that many older headings in the automated name authority file may not have their reference structure evaluated for suitability under AACR 2 for some time.

### Scope of LC's retrospective conversion of name authorities

Because of the great amount of time LC catalogers spend doing authority work (approximately 50-75% of their working hours), it was felt necessary to place certain limits on the extent of retrospective conversion of authority records. Until 1981, when a cataloger converted a heading to machine-readable form, only certain categories of related headings were converted at the same time, e.g., earlier or later headings for corporate bodies. Those related headings that were not converted to machine-readable form at the same time may sometimes appear in the automated file as "blind" cross references.

Beginning January 2, 1981, however, all related headings carried as see also references in an authority record being converted will also be converted at the same time. This should reduce the percentage of blind cross references appearing in future records.

In short, LC makes no claims for the consistency of the reference structure present in authority records that have not been handled by a cataloger after January 2, 1981. For records created or handled after that date, it is the goal to have those references present in AACR 2 form, but no attempt will be made to create a universal reference structure accommodating all possible variant forms. Institutions using LC authority records will usually have to review the reference structure for its applicability to their own files. If an institution finds obvious omissions or errors in LC authority records that are not accounted for by the explanations given above, it may address suggested additions or corrections to LC directly; as time permits, modifications will be initiated to the records.

Plans are now being developed by LC and the Council on Library Resources in cooperation with the bibliographic networks for a nationwide authority system which will eventually allow for additions and corrections to be initiated by institutions other than the Library of Congress. This system may ultimately provide a way to make the syndetic structure in LC-generated authority records universally applicable.

### Iban Names

Below is an explanation of Iban names and a Library of Congress policy statement in relation to them for the benefit of librarians whose collections include material from the Ibans. The explanation is based on a paper delivered at an AACR 2 seminar held in Singapore, December 8-10, 1980 (see Library of Congress Information Bulletin, February 20, 1981). The paper was prepared by Shellatay Devadson (head, National Bibliography Unit, Perpustakaan Negara Malaysia) and Norpishah Mohd Noor (head, Cataloguing Division, Perpustakaan Negara Malaysia).

The Library of Congress policy given below will be generalized as a rule addition proposal to the Joint Steering Committee for Revision of AACR, covering not only Iban names, but also the other appropriate ethnic groups (e.g., Kedazans) currently excluded from rule 22.27A.

"Iban names" is the common way of referring to the names borne by an ethnic group of Malaysia called Sea Dayaks or Ibans. (There are Land Dayaks also, but "Iban" refers only to the Sea Dayaks.) Most Ibans live in Sarawak and Sabah, with the greatest concentration in Sarawak (particularly the Simanggang, Saribas, Betong, Lubok Antu, Saratok, and Lingga areas). They are the fourth largest ethnic group in Malaysia, and in Sarawak alone they form 31% of the population.

The traditional Iban name consists of a given name, the filial indicator "anak" meaning "child of" (sometimes abbreviated to "ak") and the father's given name. In this traditional form there is no surname. There may be a title present, however, preceding the person's name, the father's, or both. Most Iban names conform to the traditional pattern and when they include "anak," they are readily distinguishable from Malay names because of the filial indicator (bin/binte is the Malay filial indicator). In recent times many Ibans have adopted Christianity, which in exceptional cases means that the person has also adopted a surname according to Western practice. The adoption of a surname, however, is still relatively rare and the cataloger should consequently assume in the absence of explicit evidence that there is no surname. Somewhat more often, the Christian Ibans have adopted Anglo-Saxon forenames. Finally, any of the Ibans, whether Christian or not, may use an initial for one or more of their names. In this respect, another difference from Malay names is that, leaving the occasional abbreviation of "anak" to "ak" aside, only a single letter is used to shorten a name, never the multi-letter abbreviations (e.g., Mohd. as used in Malay names).

Apply 22.27 to Iban names as written except for the final sentence of 22.27D, which should be treated as if it read "Omit titles<sup>1</sup> appearing in the father's name unless consistently used by the person."

Francis Umpang Kanowith, Penghalu  
Uju ak Blaki, Lemambang  
A. L. Bunggan  
B. Entika Inin  
Benedict Sandin  
Jepet Achoi  
Lawrence Sanoun Ijau

but Kedit, Peter M.  
(Surname: Kedit)

Nichol, Linda  
(Surname: Nichol)

---

<sup>1</sup>Iban titles

a. Titles of Honour:

Tuai Serang  
Guai Kayau  
Kepala Manok Sabong  
Manok Sabong  
Kepala Pugu Menoa  
Tuai Menoa  
Orang Kaya  
Orang Kaya Pemanca  
Orang Kaya Panglima  
Orang Kaya Temenggong  
Patinggi  
Temenggong  
Radin  
Pateh

b. Titles of office:

Penghulu Dalam  
Pengaruh  
Penghulu  
Mandal  
Tuai rumah

## Monographic Series

Series authority records (SARs). All series authority records will for the present continue to be prepared manually. Each series must be reconsidered with the implementation of AACR 2 as to choice of entry and form of heading. In addition, any series already in the Library's collection needs to be re-evaluated as to whether or not the series should now be traced. (Note that with abandonment of superimposition nearly all series will be traced after 1980.)

Series tracings on analytics in the MARC database will be changed to the AACR 2 form. However, records will not be revised to trace previously untraced series.

## Romanization

### 1. Dictionaries

In romanizing Arabic, Persian, and Hebrew, the Library of Congress has found it necessary to consult dictionaries as an appendage to the romanization tables, primarily for the purpose of supplying vowels. The principal dictionaries consulted are:

#### Arabic

H.S. al-Farūqī's al-Mu'jam al-qānūnī, 'Arabī-Inklizī

H. Wehr's A dictionary of modern written Arabic.

Majma' al-Lughah al-'Arabīyah's al-Mu'jam al-wasīṭ. al-Munjid's Fī al-lughah wa-al-adab wa-al-'ulūm.

#### Hebrew

A. Even-Shoshan's ha-Milon he-ḥadash.

#### Persian

M. Mu'in's Farhang-i Fārsī-i mutavassit.

### 2. Burmese

A revised Burmese romanization table can be found at the end of this bulletin and has been approved by the Library of Congress and the American Library Association's Committee on Cataloging: Asian and African Materials.

1 (cont'd)

#### c. Religious titles:

Kepala Lemambang  
Saut Lemambang  
Lemambang  
Manang Bali  
Manang Mansau  
Manang Mengeris

## SUBJECT HEADINGS

### [Topic] in [Place] Headings

Most subject headings that can be limited geographically make use of local subdivisions, e.g., Auctions (Indirect). An older means of providing for place still exists in LCSH in connection with certain headings; namely, the "in" place type of heading, e.g.,

Slavery in Africa [Brazil, Jamaica, etc.]  
Church and state in Italy, [Mexico, Spain, etc.]  
French language in Canada, [Haiti, etc.]  
Catholic Church in Boston, [Canada, Chile, etc.]  
Belgians in Brazil, [Canada, Louisiana, etc.]  
Jews in Africa, [Germany, Poland, etc.]  
American students in Europe, [France, Norway, etc.]

This older practice was discontinued beginning 1981 in favor of local subdivision.

Therefore, all obsolete provisions of this type will be cancelled in LCSH as new materials are cataloged. To be cancelled are the multiple headings themselves (as above), as well as most individual headings printed in connection with them, e.g., Church and state in Great Britain. The cancelled items will be replaced simply with the basic heading coded (Indirect). In a few instances particular headings of the type [topic]—[local subdivision] may be reinstated as printed headings in LCSH. For example, Slavery—United States probably will be retained as a printed heading because of the special references and subdivisions involved. It must be understood, however, that most individually printed headings involving specific localities are adequately covered by the (Indirect) provision, and therefore, will be removed from LCSH.

Headings for a nationality should not be used with local subdivision for works which discuss the people of a country actually residing within that country. The use of such headings with local subdivision should be reserved for works that discuss nationalities outside their own countries. That is, for works that discuss the British in Great Britain, use headings of the type Great Britain—Social life and customs, etc.; British—Great Britain or British—England would be improper usage.

### Soviet Union vs. Russia

The Subject Cataloging Division has received inquiries regarding the status of the heading Russia in subject cataloging practice since AACR 2 requires the use of the heading Soviet Union.

Following the rule that only the latest form of any geographic name may be used for subject cataloging purposes (see Cataloging Service, bulletin 88, p. 9; LCSH, 9th edition, p. xi) the heading Russia is no longer usable by subject catalogers. It has been replaced in all instances by Soviet Union. LCSH will be eventually updated accordingly, with each occurrence of the former heading Russia being replaced by the heading Soviet Union. A see reference from Russia to Soviet Union will be provided.

If it is necessary to designate a particular historical period, such as a period of czarist Russia, it is accomplished by the use of period subdivisions, e.g., Soviet Union—History—1689-1800.

The heading Russia may still be used to a limited extent in the classification schedules (see "Cuttering Geographic Entities Whose Name Forms Have Changed" below.) Where alphabetical arrangements

must be preserved (such as a list of Cutters) and Russia is already printed in such an arrangement, the use of Russia will be retained. However, the caption line in the schedule will be modified eventually, as in the following example:

PN  
5271-5280 Russia. Soviet Union  
[...]  
Soviet Union, see PN5271+

The use of the adjective Russian referring either to the Russian language or the Soviet Union will be retained.

Russian literature  
Russian imprints  
Art, Russian  
Jews, Russian  
Artificial satellites, Russian  
Russian Americans

There was some question as to the value of continuing to use Russian if the country name is now Soviet Union. Normally, the adjectival form is based on the name of a country, e.g., Italy vs. Italian. However, it was decided that the more convenient form for cataloging purposes is indeed Russian, so the Subject Cataloging Division will continue to use this form. Citizens of the Soviet Union will still be designated by the heading Russians.

The following names will be used by subject catalogers to designate the individual republics of the Soviet Union:

Armenian S.S.R.	Lithuania
Azerbaijan S.S.R.	Moldavian S.S.R.
Byelorussian S.S.R.	Russian S.F.S.R.
Estonia	Tadzhik S.S.R.
Georgian S.S.R.	Turkmen S.S.R.
Kazakh S.S.R.	Ukraine
Kirghiz S.S.R.	Uzbek S.S.R.
Latvia	

### Special Cities in Local Subdivision Practice

The Subject Cataloging Division has received inquiries regarding local subdivision practice with the implementation of AACR 2 as it applies to the four special cities (see LCSH, 9th edition, p. xi). It must be emphasized that the means of providing for local subdivisions is not affected by the form of the name.

The four cities (Berlin, Jerusalem, New York, and Washington) are still assigned directly when used as local subdivisions under a topic.

Education—Berlin (Germany)  
Minorities—New York (N.Y.)  
Children—Employment—Washington (D.C.)  
Technical publishing—Jerusalem

### Washington (D. C.) in Subject Heading Practice

To resolve the problem relative to the two names for this one jurisdiction, the city name and the district name, the use of District of Columbia was discontinued in favor of Washington (D.C.) for subject heading purposes beginning in 1981. The following procedures should therefore be followed:

1) Use only the name Washington (D.C.) for works on the city or district. Assign only this heading whether the works are of a legal, administrative, or simply descriptive nature.

2) In local subdivision practice, always use Washington (D.C.) directly, never indirectly.

3) Use the heading Washington metropolitan area for the metropolitan area heading for the city.

### Geographic Features

The following are guidelines for establishing names of individual geographic features as subject headings. They are limited to procedures for the selection of the name form itself. For procedures for the qualification of such headings see Cataloging Service Bulletin, no. 11, p. 87-91.

#### Entities Under Consideration

All the various physical features existing on land or at sea, including (a representative listing)

Basins	Gorges	Plains
Bays	Gulfs	Plateaus
Canyons	Islands	Rivers
Capes	Lagoons	Seas
Caves	Lakes	Sounds
Creeks	Moors	Steppes
Deserts	Mountains	Straits
Falls	Ocean currents	
Fjords	Peninsulas	

#### Procedures

1) Use the Board on Geographic Name's decision for the feature as a basis for the selection of the various elements of the name. Make see references from alternative name forms.

2) If the feature's name as supplied by the BGN is in English with the generic term first, invert the heading so that the substantive portion of the name is the initial element. Indicate the inversion by means of a comma. Make a see reference from the direct form of the name.

Forth, Firth of (Scotland)  
x Firth of Forth (Scotland)

Erie, Lake  
x Lake Erie

Saint-Malo, Gulf of (France)  
x Gulf of Saint-Malo (France)

Abbot, Mount (Calif.)  
x Mount Abbot (Calif.)

3) If the entity is in a non-English speaking country, if possible, translate the generic term into English, at the same time rearranging the elements of the name so that the substantive portion is in initial position. Do not treat names for which the generic term is translated as inverted headings; use no comma between the elements. Make a see reference from the vernacular form of the name.

<u>Vernacular</u>	<u>Heading</u>
Fiume Rubicone	Rubicone River (Italy) x Fiume Rubicone (Italy)
Massif du Chablais	Chablais Mountains (France) x Massif du Chablais (France)

Retain the vernacular form if the generic term is an integral part of the name and cannot be separated from the substantive portion. Make a see reference from an English form of the name, if possible.

Okstindsjøen (Norway)  
Vogelsberg (Germany)

4) Do not use abbreviations in the formulation of the name. This instruction, of course, does not pertain to information in the qualifier where abbreviations are regularly used.

Saint Lawrence Island (Alaska)  
not St. Lawrence Island (Alaska)

Make a reference from the abbreviated form.

5) Do not use initial articles in headings for geographic names located in non-English speaking countries. Retain initial articles for non-English names in English speaking countries, however. Make see references from alternative forms in each case.

<u>Name of Entity</u>	<u>Heading</u>
El Misti	Misti (Peru : Volcano) x El Misti (Peru : Volcano)
El Capitan	El Capitan (Calif. : Peak) x Capitan (Calif. : Peak)

#### Model

[substantive name] [generic term] ([geographic qualifier])  
x [alternate name(s)] ([geographic qualifier])  
xx [type of feature]—[country or 1st order division]

Rubicone River (Italy)  
x Fiume Rubicone (Italy)  
Rubicon River (Italy)  
xx Rivers—Italy

### Buildings and Other Structures

The following are guidelines effective January 1981 for establishing and assigning names of buildings and other structures as subject headings for AACR 2 cataloging. The following types of entities are covered by these provisions:

Bridges (in cities)  
Buildings (castles, houses, churches, hotels, etc.)  
Building details (windows, doors, domes, rooms, etc.)  
Forts  
Gates

For the qualification of names of large engineering constructions outside cities, see Cataloging Service Bulletin, no. 11, p. 87-91.

#### Form of Entry and References:

1) General: Enter the heading for a particular building

or structure directly under its own name and qualify it by the name of the geographic entity in which the structure is located. Enter structures in cities directly under their names rather than under the name of the city. For building details, see below.

#### Model

[name of structure in vernacular] ([geographic qualifier])  
  x [alternate name(s)] ([geographic qualifier])  
  xx [type of structure]—[country, or 1st order division]

Establish names of buildings from the classical period in English rather than the vernacular; make see references from vernacular forms. If the name of the structure in the vernacular has a generic term rather than the substantive portion of the name in the first position, make a see reference from the name inverted in such a way as to bring the substantive portion into initial position, translating the generic term into English, if possible.

Castillo de Benavente (Spain)

x Benavente Castle (Spain)

Add standard xx references as appropriate (see LCSH, 8th edition, p. ix-xii; since the publication of the eighth edition these have been revised to some extent):

Bridges: xx [type of bridge]—[1st order division]  
          [river or body of water]—Bridges

Dwellings: xx [name of owner]—Homes  
            Architecture, Domestic—[country, or  
            1st order div.]

2) Geographic qualifier. For a structure located wholly within a single jurisdiction, construct the geographic qualifier by placing the name of the jurisdiction in a single set of parentheses after the name of the structure. For a structure in two jurisdictions, use the names of the two jurisdictions separated by the word and; add the names alphabetically unless the structure is located principally in one of the jurisdictions, in which case add the name of that jurisdiction first. For a structure in more than two jurisdictions, omit the geographic qualifier. Use only the latest form of the name when designating a jurisdiction in the qualifier. The form of name used in the qualifier is the form as established according to AACR 2 with the following exceptions:

- (a) names to be abbreviated in a qualifier (see AACR 2, Appendix B list of authorized abbreviations)
- (b) qualifications such as (Province), (State), (East), etc., are omitted
- (c) in cases of conflict, designate the kind of entity involved by adding in the qualifier the generic term in English, e.g., (France : Castle)
- (d) if the jurisdictional name used in the qualifier is itself qualified, the resulting combination of elements is placed in a single set of parentheses with elements separated by commas, e.g., (Chicago, Ill.)

a) Structure outside a city: Use the name of the country in which the structure is located as the geographic qualifier, except for the countries listed below.

<u>Country</u>	<u>Qualifier</u>
Australia	state name
Canada	province name
Great Britain	
England	county name
Northern Ireland	Northern Ireland
Scotland	region or island area name
Wales	county name
Ireland	county name
Malaysia	state name
Soviet Union	republic name
United States	state name
Yugoslavia	republic name

When designating the counties, regions, or island areas of England, Scotland, or Wales as geographic qualifiers, use the names and corresponding boundaries in existence after the reorganization of local governments and authorities in 1974 and 1975. If the name of the county, region, or island area is composed entirely of a phrase indicating orientation, add also England or Scotland to the qualifier.

b) Structure in a city: Use the name of the city in which the structure is located as the geographic qualifier, except for London, England. For London, see below.

<u>London Section</u>	<u>Qualifier</u>
The City of London	London, England
Inner boroughs	borough name (as established)
Outer boroughs	populated place or county name (as established) which had jurisdiction over the area prior to 1964

3) Building details: Enter named building details that form a part of the basic fabric of a building as subdivisions under the name of the building. Examples of this type of detail are windows, doors, portals, domes, rooms, chapels.

#### Model

[name of structure] ([geographic qualifier])—  
[name of detail]

x [name of detail], [name of structure] ([geographic qualifier])  
[alternative name(s)], [name of structure]  
([geographic qualifier])

xx [type of detail]—[country]

#### Assignment of Headings

Assign the following headings to a work about an individual structure:

- 1) [name of structure] ([geographic qualifier])
- 2) [name of architect, designer, or engineer]. Assign the name of the person responsible for the design

of the structure if it is known or can be readily determined.

- 3) [name of city]—[building type]. Assign if the structure is a building located in a city and the appropriate subdivision exists.
- 4) any special feature or topic appropriate to the work being cataloged

The order of the headings assigned to a particular work will depend on the emphasis in the work being cataloged. The headings will not necessarily be assigned in the order given above.

#### Examples

A reference of the type [city]—[building] see also [name of structure] is not listed in the reference tracings in the examples below, although this reference was uniformly made in the past. Beginning 1981 the bibliographic record itself, if the work's content is about an individual structure in a city, is to be assigned (among other headings) a heading of the type [city]—[building type] (see above). Therefore, the corresponding reference will no longer be made.

Richmond Bridge (Richmond, Surrey)

xx Bridges—England

Thames River (England)—Bridges

Ponte Vecchio (Pavia, Italy)

x Vecchio Bridge (Pavia, Italy)

xx Bridges—Italy

Bridges, Arched—Italy

Ticino River—Bridges

2040 Union Street (San Francisco, Calif.)

x Twenty Forty Union Street (San Francisco, Calif.)

Two Thousand Forty Union Street (San Francisco, Calif.)

xx Architecture, Domestic—California

A. Paul Weber-Haus (Ratzeburg, Germany)

x Andreas Paul Weber-Haus (Ratzeburg, Germany)

Weber House (Ratzeburg, Germany)

xx Architecture, Domestic—Germany (West)

Dwellings—Germany (West)

Weber, Andreas Paul, 1893- —Homes

Pheasantry (Kensington and Chelsea, London, England)

xx Architecture, Domestic—England

Dwellings—England

Executive Mansion (Albany, N.Y.)

x Governor's Mansion (Albany, N.Y.)

xx Architecture, Domestic—New York (State)

Dwellings—New York (State)

Mansion House (London, England)

xx Architecture, Domestic—England

Dwellings—England

Castillo de Benavente (Spain)

x Benavente Castle (Spain)

Mota Castle (Spain)

xx Castles—Spain

- Schloss Halbturn (Vienna, Austria)
  - x Halbturn Castle (Vienna, Austria)
  - xx Castles—Austria
- Rochester Castle (Rochester, Kent)
  - xx Castles—England
- Neidstein (Germany : Castle)
  - xx Castles—Germany (West)
- House of the Tuscan Colonnade (Herculaneum, Italy)
  - x Casa del colonnato tuscano (Herculaneum, Italy)
  - Tuscan Colonnade House (Herculaneum, Italy)
  - xx Architecture, Domestic—Italy
  - Dwellings—Italy
  - Italy—Antiquities, Roman
- Circus of Flaminius (Rome, Italy)
  - x Flaminius Circus (Rome, Italy)
  - xx Circus—Italy
  - Italy—Antiquities, Roman
- Sint-Niklaaskerk (Ghent, Belgium)—Zuidportaal
  - xx Doorways—Belgium
  - Doorways, Gothic—Belgium
- Duomo (Parma, Italy)—Cupola
  - xx Domes—Italy
- St. John's Episcopal Church (Beverly Farms, Mass.)—
 West Window
  - xx Windows—Massachusetts
- Fort Victoria (Alta.)
  - x Pakan (Alta.)
  - Victoria, Fort (Alta.)
  - xx Fortification—Alberta
- El Morro (San Juan, P.R.)
  - x Morro Fort (San Juan, P.R.)
  - xx Fortification—Puerto Rico
- Ishtar Gate (Babylon, Iraq)
  - xx Gates—Iraq

## Works of Art

It has been tentatively decided after much deliberation and input from interested parties to retain the Subject Cataloging Division's existing format for individual works of art,

[artist. name of work]

or, if the artist is unknown,

[name of work] ([art from])

The distinction between "movable art" and "permanently located art" has been abandoned. Headings for all works of art will be formulated in accordance with the above models except monuments, buildings, plazas, streets, and similar entities. Headings for these latter types of works will be governed by the buildings and other structures model (see above) or in certain instances, such as roads, the model for large engineering constructions (see Cataloging Service

### Liturgical Works

AACR 2 does not provide form headings for liturgical works, e.g., Catholic Church. Liturgy and ritual. Therefore, the Subject Cataloging Division will introduce the use of subject headings to bring together in one file the liturgical works of a denomination.

In its review of the problem, the division has not completely decided on how best to proceed. This is merely to state that resolution of the various problems involving the changes seems to be near and will probably appear in the next issue of Cataloging Service Bulletin. The form of the basic heading to be introduced has been decided, that is,

[religion or denomination]—Liturgy

This type of heading will be used for discussions of the formal worship or religious observance of a religion or denomination. It replaces headings of the type

[religion or denomination]. Liturgy and ritual

[religion or denomination]—Rituals

Liturgics—[religion or denomination]

### Reversible Subject Headings

The Library of Congress policy of applying special "reversible subject headings" to maps, atlases, globes, and relief models classed in G1000 - G9999 has been discontinued, cancelling the announcement in Cataloging Service, bulletin 124, Winter 1978.

This policy which provided for the assignment of an additional, unofficial subject heading in the form [Place]—[Topic] for each regular LC subject heading in the form [Topic]--[Place] as a means of improving subject access to specific geographic locations, has been superseded within LC by the implementation of "component word" automated on-line search capabilities that provide uniform, comprehensive access to all area and topical elements of a given subject heading entry from a single form of the heading. In addition LC personnel have developed alternative methodologies for structured, "semi-permutative" rotation of area and topical elements of subject headings in automated cataloging systems that could be used to produce card catalogs and COM displays more efficiently and effectively than the "reversible subject headings" system.

### LCSH in Microform

In Cataloging Service Bulletin, no. 10, Fall 1980, p. 32, readers were asked to write to the Subject Cataloging Division with their opinions about changing LCSH in microfiche to 48x reduction and about eliminating transactions (CANCEL, CHANGE, and the asterisks) from future editions of the microform products.

Of 14 replies received, those who commented on the 48x reduction were in favor of the change. The opinion of those who commented on the value of the transactions were evenly divided, half describing the usefulness and necessity of continuing to carry the transactions and the other half describing the uselessness and complications of the same transactions for their situations.

Response to these issues was so small that the Library will take no action in the foreseeable future to request any reprogramming to make any changes in this microform product, but instead, await future developments. The Library is grateful to those who wrote on this issue. Those who wish to reply as a result of this report should reread the original article and submit their comments to the address given there.

## LC CLASSIFICATION

### Treatment of Editions Under AACR 2

The Subject Cataloging Division's policy for the treatment of editions is stated in Cataloging Service, bulletin 112, p. 14-15. Essentially this policy is that the various editions of a work are to receive the same class number, book number, and subject headings, as long as the contents of the editions do not vary significantly from the original. Moreover, if changes are made in the subject cataloging of a current edition, the subject cataloger is required to initiate a revised reprint to the records of any earlier edition published within the last three years to correct these records correspondingly (see Cataloging Service, bulletin 113, p. 6). AACR 2 changes have made an impact on these stated policies and the resulting changes are described here.

Any new edition of a work cataloged after 1980 will be assigned the appropriate class number without regard to where the edition cataloged before 1981 was classed. No records of earlier editions cataloged before 1981 will be changed to bring editions together on the shelves. The subject tracings, however, will still be matched, if different subject headings are assigned to the AACR 2 edition. If corrections are necessary, they will be reflected in the MARC data bases. In shelflisting operations the author Cutter will be assigned strictly on the basis of the main entry heading. Thus, if the new edition has a different main entry heading from the edition cataloged before 1981, or if the form of the original heading has changed significantly because of AACR 2 (even though the class number remains unchanged), a new author Cutter will be assigned, and the two editions will not stand together on the shelves. If, however, the choice of entry cataloged after 1980 is the same as that of the edition cataloged before 1981, the form of the heading has not varied significantly because of AACR 2, and the class number remains the same, the original Cutter will still be assigned to the later edition.

This does not apply, however, to editions, old and new, that are cataloged solely in accordance with AACR 2. When a current edition is cataloged according to AACR 2 and there already exists an earlier edition cataloged according to the same rules, an effort will be made, as in the past, to use the same class number, book number (even if the choice of main entry changes) and the same set of subject tracings. If changes are made in the subject cataloging at the time the new edition is being processed, the cataloging of the earlier edition will be correspondingly corrected by reprinting, as long as the three year limitation indicated above is not exceeded.

### Cuttering Geographic Entities Whose Name Forms Have Changed

The guidelines below are effective January 1981, for Cuttering works about particular geographic entities, if the form of the name has changed because of AACR 2 or other reasons. It pertains particularly to Cuttering names where captions of the following type in the classification schedules are involved: By region or country, A-Z; By city, A-Z; By provinces, regions, etc., A-Z.

### Guiding Principle

If possible, use an existing Cutter for works on a geographic entity in a single class number, although the current form of the name varies to some extent from the form of the name used for works shelved before AACR 2. Therefore, for Cutters printed in the classification schedules, retain the use of these Cutters for works on the particular entities, in spite of any change in the entities' forms of name because of AACR 2. Also, assign the same Cutter as long as the name for the entity remains the same or essentially the same and only the qualifier (if one has been assigned) varies. On the other hand, if the current heading and the previous heading vary significantly (that is, the filing elements result in very different Cutters) and the Cutter is not printed in the schedule, assign a new Cutter for the current heading.

### Procedures for Printed Cutters

Use the old Cutter, even though it was originally formulated on the basis of the earlier form of name. A see reference eventually will be provided in the schedule from the new name form to the printed form, if the entry element changed significantly. Differences in qualification, punctuation, etc., are not regarded as significant.

### Procedures for Unprinted Cutters

1) Filing Elements Vary Significantly. If the filing element of the earlier heading is significantly different from the filing element of the current heading, assign a Cutter based on the current heading.

<u>Current Heading</u>	<u>Earlier Heading</u>
Soviet Union	Russia

2) Filing Elements Are Similar But Not Identical. Use the same Cutter for the new name that was applied to the old if the heading proper varies only slightly and the variation causes essentially no difference in the filing position.

<u>Current Heading</u>	<u>Earlier Heading</u>
Argentina	Argentine Republic
Armenian S.S.R.	Armenia
Georgian S.S.R.	Georgia (Transcaucasia)
Germany (East)	Germany, East
Greece	Greece, Modern
Hong Kong	Hongkong
Russian S.F.S.R.	Russian Republic
El Salvador	Salvador [Cutter both .Sxxx by administrative policy]
West (U.S.)	The West [Cutter both .Wxxx]

3) Commas vs. Parentheses. If the only difference between the earlier and the current form of the name is that the qualifier is now in parentheses rather than set off by a comma, use the same Cutter for both entities.

<u>Current Heading</u>	<u>Earlier Heading</u>
Victoria (B.C.)	Victoria, B.C.
Guadalajara (Mexico)	Guadalajara, Mexico
Adams County (Ill.)	Adams Co., Ill.

4) Name the Same, but Qualifiers Vary. Use the same Cutter for both headings if the only difference is that the qualifiers vary.

Examples below indicate some of the kinds of variations that may occur.

a) Abbreviations vs. Full Form

<u>Current Heading</u>	<u>Earlier Heading</u>
Dartmoor (England)	Dartmoor, Eng.
Vogelsberg (Germany)	Vogelsberg, Ger.
Belfast region (Northern Ireland)	Belfast region, Ire.

b) Qualifier vs. No Qualifier

Paris (France)	Paris
London (England)	London
Victoria	Victoria, Australia
Boston (Lincolnshire)	Boston, Eng. (Lincolnshire)

c) Rearrangement of Elements

Pelican Lake (Otter Tail County, Minn.)	Pelican Lake, Minn. (Otter Tail Co.)
Bayreuth (Germany : Landkreis)	Bayreuth, Ger. (Landkreis)

d) City Designation Omitted or Made Part of Name. The qualifier (City) is no longer used. If a distinction must be made between a city and a larger jurisdiction with the same name, only the latter is qualified with the type of jurisdiction.

Rome (Italy)	Rome (City)
Mexico City (Mexico)	Mexico (City)
New York (N.Y.)	New York (City)

e) Name of Jurisdiction in Qualifier Changed

Santa Fe (Argentina : Province)	Santa Fe, Argentine Republic (Province)
San Vicente (El Salvador)	San Vicente, Salvador
Volgodansk (R.S.F.S.R.)	Volgodansk, Russia

f) Jurisdiction in Qualifier Made More Specific. This occurs in the case of place names of Australia, Great Britain, and Ireland and place names of the Soviet Union and Yugoslavia established before 1967.

Newcastle (N.S.W.)	Newcastle, Australia
Birmingham (West Midlands, England)	Birmingham, Eng.
Bangor (Gwynedd)	Bangor, Wales
Killarney (Kerry)	Killarney, Ire.
Peterhead (Grampian)	Peterhead, Scot.
Peć (Serbia)	Peć, Yugoslavia

## PUBLICATIONS

### Bibliographic Description of Rare Books

Bibliographic Description of Rare Books : Rules Formulated Under AACR 2 and ISBD(A) for the Descriptive Cataloging of Rare Books and Other Special Printed Materials is a new set of rules and rule interpretations for rare book cataloging at the Library of Congress. Issued by the Library's Office for Descriptive Cataloging Policy, these rules will be used for all cataloging and recataloging of pre-1801 printed books, pamphlets, and single sheet publications beginning January 2, 1981.

These rules combine and elaborate pertinent sections from chapters 1 and 2 of AACR 2, as well as provisions from the final draft of ISBD(A): International Standard Bibliographic Description for Older Monographic Publications (Antiquarian). The rules address only bibliographic description; the Library will use AACR 2 proper in formulating all other parts of the catalog record.

The compilation represents the first comprehensive attempt to adapt the conventions of International Standard Bibliographic Description to the needs of rare book cataloging within the framework of the Anglo-American Cataloguing Rules.

Although the Library will use these rules only for the cataloging of pre-1801 imprints, the rules are also appropriate for publications that are printed by methods continuing the traditions of hand-printed books or for any special printed materials requiring a detailed level of description.

The price is \$7.50. Copies may be obtained from the Cataloging Distribution Service, Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541.

### CONSER Tables

CONSER Tables 1981 is a loose-leaf publication designed as a brief reference tool for use by CONSER participants. The document is a tabular listing of all the data elements currently being used in CONSER, i.e., those elements defined for serials as listed in the MARC Formats for Bibliographic Data and its October 1980 update as well as any local elements that are used within or in association with CONSER. In addition, data elements that were declared invalid by serial addenda 12-14 are also listed.

Included in the tables is the Minimum Data Element Set (MDES) code (i.e., elements identified as mandatory if applicable or required if available or optional), locked field code information (i.e., codes identifying those fields that are locked and those that can be changed or added to), and information on variable fields indicating whether the field and subfield code(s) may be repeated. The tables also indicate those data elements that are used only for local purposes by the Library of Congress ("LC local use"), the National Library of Canada ("NLC local use") and OCLC, Inc. ("OCLC local use").

The CONSER Tables 1981 is \$11.00 for single copies and \$6.60 for 25 or more to the same address. Copies may be obtained from the Cataloging Distribution Service, Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541.

## Summary of MARC Format Specifications for Technical Reports

Summary of MARC Format Specifications for Technical Reports describes the MARC content designators for technical reports. These specifications are an extension of Books: A MARC Format (5th ed., 1972, and Addenda 1-20) which was recently subsumed in MARC Formats for Bibliographic Data (1980). It also includes changes to MARC formats that have been approved but not yet added to the format documents through August 1980. Additional data elements have been added at both the field and subfield levels, but the MARC books data elements form the basis. While many data elements identified for books may never be required for technical reports, they remain defined and available to assure consistency.

This document is being issued as a preliminary edition to allow users in the field to input bibliographic records for technical reports together with those for general monographic literature. It is expected that the technical report data elements will be merged with those for other types of materials in MARC Formats for Bibliographic Data after more experience is gained in the use of the new elements. However, although these data elements will be included in MARC Formats for Bibliographic Data, the Library of Congress does not anticipate using these elements in the machine-readable cataloging records it distributes since it does not catalog technical reports.

This document describes the data elements in summary form, i.e., by listing the indicators and subfield codes, with descriptions of the elements given only for those that are unique to technical reports. Also, examples are usually provided only for elements that are unique to technical reports.

The data elements that make this document unique from the books format are largely to accommodate differences in item identification and problems introduced by the nonconventional availability of reports. These specifications are for creating records for individual reports, not for report series. Records for report series should follow the specifications of the MARC serials format.

Summary of MARC Format Specifications for Technical Reports is priced at \$5.00. Copies can be obtained by writing the Cataloging Distribution Service, Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541.

### CDS Alert Service

CDS Alert Service is a new bibliographic notification service offered by the Library of Congress. Replacing the Proofsheets Service, the CDS Alert Service automatically issues, on a weekly schedule, subject selections of current bibliographic records. The notices are in the form of laser printed 3" x 5" cards.

The CDS Alert Service enables the subscriber to order notices for any combination of over 1,800 subject categories identified in the CDS Alert Directory and/or any combination of the 22 broad subject categories corresponding to the LC classification schedules.

The subject classifications selected are entered into the CDS database. Then, weekly, this profile is matched against newly verified MARC records. Records matching the subject profile are captured, printed, and shipped directly to the subscriber's library; CDS Alert Service notices are distributed at the same time MARC subscribers are sent their tapes.

To insure timeliness further, only bibliographic records for monographs that have an imprint date of the current or previous

year (i.e., 1980 or 1981) are selected. Serials are also selected according to these criteria except serial records that carry no publication date are also included.

Subscribers can qualify their profiles further by requesting  
1) English language records only, 2) non-English records only, or  
3) both English and non-English records.

Subscribers can also choose to receive non-MARC records for the same 22 broad subject classifications on a monthly basis. Non-MARC records consist of records in Arabic, Hebrew, Persian, and Yiddish. Non-MARC records also include M classification records for sound recordings, music scores, libretti, and sheet music.

For further information contact Customer Services Section, Cataloging Distribution Service, Library of Congress, Building 159, Navy Yard Annex, Washington, D.C. 20541.

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## BURMESE ROMANIZATION

### Notes

1. Some symbols of the Burmese script are attached above, below, or beside a consonant. Where such symbols are listed below, a plus sign is used to represent the consonant.

2. Absence of vowel symbol in the script is represented by -a in the romanization, with the following exceptions:

(a) when a different vowel is indicated by its appropriate symbol (see 2. Vowels, below);

(b) when the absence of any vowel is indicated by the symbol † (see 5. Final symbols, below).

### 1. Consonants

က	ka	န	ṭa	ပ	pa
ခ	kha	ဌ	ṭha	ဖ	pha
ဂ	ga	ဋ	ḍa	ဗ	ba
ဃ	gha	ဍ	ḍha	တ	bha
င	ṅa	ဏ	ṇa	မ	ma
စ	ca	တ	ta	ယ	ya
ဆ	cha	ထ	tha	ရ	ra
ဇ	ja	ဒ	da	လ	la
ဈ	jha	ဓ	dha	ဝ	va
ည	ñña	န	na	ဆ	sa
ဉ	ña			ဟ	ha
				ဋ	ḷa
				ဆ	'a

2. Vowels

၁	၂	-ā	၁	-e	၂	i
၃		-i	၄	-ai	၅	ī
၆		-ī	၇	-o	၈	u
၉	၁၀	-u	၁၁	-o'	၁၂	ū
၁၃	၁၄	-ū	၁၅	-ui	၁၆	e
					၁၇	o
					၁၈	o'

3. Medials

၁	-y	၂	-r	၃	-v	၄	-h
---	----	---	----	---	----	---	----

Medials are written in the order: y or r - v - h; e.g.,

၁ myha ၂ krva ၃ lvha ၄ mrvhañ"

4. Conjunct consonants

Romanize an upper consonant before a lower one:

၁ takkasuil' ၂ tiracchān' ၃ kambhā

Note that the following consonants have modified forms when conjunct:

၁	ñ-	၂	-ñjh	၃	-ḍḍh	၄	-ṇḍ
၅	-jjh	၆	-tṭh	၇	-ṇṭh	၈	-ss

5. Final symbols

၁	-'	၂	-ṃ
---	----	---	----

6. Tone marks

၁	-'	၂	-"
---	----	---	----

Examples:

၁ pui' ၂ pui"

7. Punctuation

၁	,	၂	.
---	---	---	---

8. Numerals

၁	1	၂	4	၃	7	၄	0
၅	2	၆	5	၇	8		
၈	3	၉	6	၁၀	9		

9. Abbreviations

၏ e\* ရှိ r\* ခွဲ n\* ငှ လ\*

10. Word division

Burmese words: leave a space after each syllable.

Loanwords: use the same division as in the original language. Apply the same practice also to loanwords with modified forms in Burmese.

ကော်မီတီ	ko'mīṭī	English
ဥပုသ်	upus'	modified Pali
ပန်းကန်	pan''kan'	Mon
ကော်ပြန်	ko'pran'	Chinese

11. Capitalization

Capitalize as for English.

For personal names composed of Burmese elements, or of elements treated as Burmese, capitalize the initial letter of each syllable.

မောင်မောင်စိုးတင့်	Moñ' Moñ' Cui'' Tai''
စောစိုင့်မောင်	Co Cuiñ' Moñ'
ချန်ချီချီ	Khyan' Rī Cin'

Note the following names with non-Burmese elements:

ကဲနက်ဘဝိန်	Kainak' Bha Cin'
မြသီတာ	Mra Sītā
ပဒေသရာဇာ	Padesarājā

12. Examples

မဟာသမိုင်းတော်ကြီးညွန့်ပေါင်း  
 Mahā samuiñ'' to' krī'' ṅñ'van'' poñ''  
 ယောဒာတွင်းဝန်ဦးဖိုးလှိုင်  
 Yo 'A tvañ'' van' Ū'' Phui'' Lhuiñ'  
 ဒုဠ္ဏဂါမဏီမင်းကြီးဝတ္ထု  
 Duṭṭhagāmaṇi mañ'' krī'' vatthu

10. Summary

The following table shows the results of the analysis of variance for the data presented in Table 1. The results are given in terms of the F-ratios and the corresponding probabilities.

Source of Variation	Sum of Squares	D.F.	F-Ratio	Probability
Between Groups	12.5	2	1.25	0.30
Within Groups	18.0	18	0.125	0.90
Total	30.5	20		

11. Conclusions

The results of the analysis of variance indicate that there is no significant difference between the groups. The F-ratios are all less than the critical values for the 5% level of significance.

The results of the analysis of variance are given in Table 2.

The results of the analysis of variance are given in Table 3.

The results of the analysis of variance are given in Table 4.

The results of the analysis of variance are given in Table 5.

The results of the analysis of variance are given in Table 6.

The results of the analysis of variance are given in Table 7.

The results of the analysis of variance are given in Table 8.

12. References

1. [Reference 1]

2. [Reference 2]

3. [Reference 3]

4. [Reference 4]

5. [Reference 5]

6. [Reference 6]