

ISSN 0160-8029

LIBRARY OF CONGRESS/WASHINGTON

CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

Number 14, Fall 1981
Editor: Robert M. Hiatt

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Editorial address: Office of the Director for Cataloging, Processing Services,
Library of Congress, Washington, D.C. 20540

Subscription address: Subscriber Accounts, Cataloging Distribution Service,
Library of Congress, Washington, D.C. 20541

Subscription price: \$10.00 per year.

Library of Congress Catalog Card Number 78-51400

ISSN 0160-8029 *Key title:* Cataloging service bulletin

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GENERAL

Correspondence Addressed to the Library of Congress

Below is a revision of the list of LC officers to whom to direct inquiries that appeared in Cataloging Service Bulletin, no. 9. All addresses are now Library of Congress, Washington, D.C. 20540.

Policy matters relating to cataloging

Lucia J. Rather
Director for Cataloging

MARC tagging and inputting

Michael H. Shelley
Chief, MARC Editorial Division

Descriptive cataloging (serials and monographs)

Ben R. Tucker
Chief, Office for Descriptive Cataloging Policy

MARC tagging and inputting (Serials)

Dorothy J. Glasby
Assistant Chief
Serial Record Division

Subject headings and LC classification

Mary K. D. Pietris
Chief, Subject Cataloging Division

MARC Communications Format

Margaret M. Patterson
Communications Format Specialist
Automation Planning and Liaison Office

Decimal Classification

John P. Conaromi
Chief, Decimal Classification Division

National Serials Data Program

Questions on descriptive or subject cataloging should be addressed to the officers mentioned above. Other questions relating to the program may be addressed to:

Music materials and music sound recordings (descriptive and subject cataloging)

Fred M. Bindman
Head, Music Section
Special Materials Cataloging Division

Linda K. Bartley
Head, National Serials Data Program Section
Serial Record Division

Cataloging in Publication Program

Questions on descriptive or subject cataloging should be addressed to the officers mentioned above. Other questions relating to the program may be addressed to:

Susan H. Vita
Chief, Cataloging in Publication Division

Distribution of LC cataloging records (printed cards and MARC tapes) and LC technical publications

David G. Remington
Chief, Cataloging Distribution Service

DESCRIPTIVE CATALOGING

Library of Congress Rule Interpretations (LCRI)

[Vertical lines denote additional or revised material]

1.0C. [Rev.]. Spacing conventions following periods are given below. These conventions have been established to achieve the following:

- 1) Standardize the spacing conventions following periods in all parts of the catalog record.
- 2) Make the application of the conventions consistent, whether the catalog record being prepared is MARC or non-MARC, for those preparing catalog copy and for others who must process it, e.g., in printing final copy or in converting copy to machine-readable form. Note, however, that in some instances spacing on printed products derived from MARC records is modified by output programs, so that the spacing in the machine record may not reflect what is actually output.
- 3) Provide a comprehensive statement, applicable to access points as well as to bibliographic description.

Apply the following conventions in lieu of any other explicit or implicit instructions in the rules (e.g., 1.1G2) regarding spacing after periods:

- 1) Access points (including series statements traced the same but excluding those traced differently and those not traced). Leave two spaces after a period serving to separate distinct units of access points, including those for uniform titles. Apply, as appropriate, the conventions for initials, etc., applicable to the particular type of heading.

United States. Congress. House.

Bible. English. Douai.

(Acta Universitatis Stockholmiensis. Stockholm economic studies. Pamphlet series ; 4) [traced the same]

(Journal of biological science. Supplement ; no. 4) [traced the same]

but

(Department of State publication ; 8499. East Asian and Pacific series ; 173) [traced differently]

(Biblioteca de arte hispánico ; 8. Artes aplicadas ; 1) [traced differently]

- 2) Other parts of the catalog record:

- a) Elements that are not initials, etc. Leave only one space after a period. If a personal name consists of separate letters, record the letters without internal spaces, regardless of how they are presented in the source of information.

chief source: X Y Z

(Letters representing a personal name)

transcription: / XYZ

- b) Initials, etc. Record initials, initialisms, and acronyms without internal spaces, regardless of how they are presented in the source of information. Apply this provision also whether these elements are presented with or without periods.

Pel batesimo di S.A.R. Ludovico ...
KL Ianuarius habet dies xxxi
Monasterij B.M.V. campilioru[m]
J.J. Rousseau
New York : W.W. Morrow, 1980

In some cases personal name initials may be presented in a source without periods. When they are known to be initials, insert a period after each letter. In case of doubt, do not insert periods.

chief source: by T S Eliot
transcription: / by T.S. Eliot

but

chief source: Dr. X goes to the movies
transcription: Dr. X goes to the movies

Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials.

Ph. D.
Ad bibliothecam PP. Franciscan. in Anger
Mr. J.P. Morgan
Paratium camukamum / Ma. Pa. Periyacmit Turan
Charleston, W. Va. : [s.n.], 1980
/ by Wm. A. Brown

If two or more distinct initialisms (or sets of initials), acronyms, or abbreviations appear in juxtaposition, separate each from the other with a space.

M. J.P. Rabaut
(i.e., Monsieur J.P. Rabaut)

par R.F. s. d. C. Paris ...
(i.e., par Roland Fréart, sieur de Chambray ...)

1.OE. [New]. In general, transcribe letters as they appear in the source. However, convert earlier forms of letters and earlier forms of diacritical marks into their modern forms. Separate ligatures unless modern usage dictates otherwise. If items published after 1820 show peculiar forms of letters (e.g., "v" for "u" or "i" for "j"), regularize these letters according to modern usage. If there is any doubt as to the correct conversion of elements to modern forms, transcribe them from the source as exactly as possible.

1.1B. [Rev.] 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 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.

If the chief source bears both a collective title and the titles of individual works, give the collective title as the title proper and give the titles of the individual works in a contents note (cf. LCRI 2.7B18).

1.1F4. [Rev.] 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 [and]
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

1.4B. [New]. If an unpublished collection consisting of published items is cataloged as a unit (e.g., a group of pamphlets or other minor material assembled by the library or by a previous owner), give in the publication, etc., area only the inclusive dates of publication, etc., of the items in the collection. (Apply this also to unpublished collections containing a mixture of published and unpublished items, e.g., a container holding published pamphlets, newspaper clippings, letters and other manuscripts, military medals, and passports.) If all the items in the collection are from the same publisher, distributor, etc., give the place and name in a note.

[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.

1.4F6. [Rev.] If the edition being cataloged (LCRI 1.0) lacks a date of publication, etc., apply the following:

1) If the item contains only a copyright date and the copyright date is within three years of the probable date of publication, etc., give the copyright date.

verso of t.p.: Copyright © 1980
preface: June 1980
publication, etc., area: c1980.

2) If the item contains only a copyright date and the copyright date is four or more years before the probable date of publication, etc., give the probable date of publication, etc. (1.4F7). Add the copyright date (1.4F5).

t.p.: Revised Edition
verso of t.p.: Copyright © 1961
preface: June 1980
publication, etc., area: [1980?], c1961.

3) If the item contains a copyright date and a date of manufacture (and the year is the same for both), apply the following:

a) If the year is within three years of the probable date of publication, etc., give only the copyright date. Do not add the date of manufacture.

verso of t.p.: Copyright © 1980 // 1980 Printing
publication, etc., area: c1980.

b) If the year is four or more years earlier than the probable date of publication, etc., give the probable date of publication, etc. (1.4F7). Add the copyright date (1.4F5). Do not add the date purporting to be the date of manufacture.

t.p.: Revised Edition
verso of t.p.: © 1957 // Sixth Printing 1957
preface: June 1980
publication, etc., area: [1980?], c1957.

4) If the item contains a copyright date and a date of manufacture and the years differ, apply the following:

a) Give the date of manufacture in brackets as an inferred date of publication, etc., if it can be assumed that the date of manufacture and the date of the edition are identical; for books this means that the item is assumed to be the first printing of the edition. Add the copyright date (1.4F5).

verso of t.p.: Copyright © 1979 // First Printing 1980
publication, etc., area: [1980], c1979.

b) If the date of manufacture and the probable date of the edition cannot be assumed to be identical (or if there is doubt that they are), give the copyright date if it is within three years of the probable date of publication, etc. Add the date of manufacture (1.4G4).

verso of t.p.: Copyright ©1978 // Sixth Printing 1980
preface: June 1978
publication, etc., area: c1978 (1980 printing)

c) If the date of manufacture and the probable date of the edition cannot be assumed to be identical (or if there is doubt that they are) and the copyright date is four or more years earlier than the probable date of publication, etc., give the date of manufacture. Add the copyright date (1.4F5).

t.p.: Revised Edition
verso of t.p.: © 1957 // 15th Impression 1980
preface: June 1978
publication, etc., area: 1980 printing, c1957.

5) If the item contains only a date of manufacture, apply the following in the order listed:

a) Give the date of manufacture in brackets as an inferred date of publication, etc., if it can be assumed that the date of manufacture and the date of the edition are identical; for books this means that the item is assumed to be the first printing of the edition.

verso of t.p.: First Printing 1980
publication, etc., area: [1980]

b) Give the date of manufacture.

verso of t.p.: 15th Impression 1980
publication, etc., area: 1980 printing.

Materials other than printed books rarely show a date that could be called a "date of manufacture." In the rare cases in which such items do bear such a date, it is unlikely that it will be recognized as such unless it is accompanied by a word or phrase indicative of manufacture. Whenever possible, the cataloger's designation to indicate that the date is one of manufacture should be derived from this accompanying word or phrase. If there is no word or phrase, the cataloger should use his or her imagination and knowledge to fit the particular item. If this fails also, there's the very general word "manufacture" found in rule 1.4F6 itself, e.g., "1967 manufacture."

1.4G. [New]. If a bracketed date of publication, etc., is followed by a bracketed place of manufacture, disregard 1.0C and put a closing bracket after the date and an opening bracket before the place.

Paris : Plans-guides Blay, [1979] ([Paris] :
Imprimerie de Montligeon)

not

Paris : Plans-guides Blay, [1979 (Paris) :
Imprimerie de Montligeon)

1.6. [New]. Series Statements and Series Tracings

Although a series statement may include a parallel title (1.6C), other title information (1.6D), or a statement of responsibility (1.6F), the heading for the series will contain only a title proper, or a uniform title heading or a name heading/title proper or a name heading/uniform title.

Series statement: (English linguistics, 1500-1800 : a collection of facsimile reprints ; no. 16)

Series authority record: English linguistics, 1500-1800.

Series tracing: Series: English linguistics, 1500-1800 ; no. 16.

Series statement: (Sport : bulletin of the Physical Education and Sports Department of the International Union of Students ; v. 10)

Series authority record: Sport (International Union of Students. Physical Education and Sports Dept.)

Series tracing: Series: Sport (International Union of Students. Physical Education and Sports Dept.) ; v. 10.

Series statement: (Policy series / CES ; 1)

Series authority record: Policy series (Centre for Environmental Studies (London, England))

Series tracing: Series: Policy series (Centre for Environmental Studies (London, England)) ; 1.

Series statement: (Monograph / University Extension, UCLA, Department of Continuing Education in Health Sciences, UCLA School of Medicine and UCLA School of Public Health)

Series authority record: Monograph (University of California, Los Angeles. Dept. of Continuing Education in Health Sciences)

Series tracing: Series: Monograph (University of California, Los Angeles. Dept. of Continuing Education in Health Sciences)

Series statement: (Papers and documents of the I.C.I. Series C, Bibliographies ; no. 3 = Travaux et documents de l'I.C.I. Série C, Bibliographies ; no 3)

Series authority record: Papers and documents of the I.C.I. Series C, Bibliographies.

Series tracing: Series: Papers and documents of the I.C.I. Series C, Bibliographies ; no. 3.

Series statement: (Occasional symposium / British Grassland Society ; no. 8)

Series authority record: Occasional symposium. [no conflict]

Series tracing: Series: Occasional symposium ; no. 8.

Series statement: (Gesammelte Werke / Edgar Allan Poe ; 1. Bd.)

Series authority record: Poe, Edgar Allan, 1809-1849. Works. German. 1922. Rosl.

Series tracing: Series: Poe, Edgar Allan, 1809-1849. Works. German. 1922. Rosl ; 1. Bd.

Series Titles Consisting Solely of a Corporate Body Name

Treat a statement consisting solely of the name of a corporate body and a number as a series statement. Give the corporate name as the title proper. If the series is entered under title, assign a uniform title that consists of the title qualified by the term "(Series)" even if there is no conflict.

In source: Centre de recherches d'histoire ancienne // volume 36

Series statement: (Centre de recherches d'histoire ancienne ; v. 36)

Series authority record: Centre de recherches d'histoire ancienne
(Series)

Series tracing: Series: Centre de recherches d'histoire ancienne
(Series) ; v. 36.

However, if such a corporate body is a commercial publisher, either give the statement as a quoted note if the corporate body is not recorded in the publication, etc., area, or give the number alone if the corporate body is recorded in the publication, etc., area. If the body is not a commercial publisher and the corporate name appears with the number solely as initials, give the statement as a quoted note if the heading for the body is established in its full form; if the heading for the body is established with the initials, treat the statement as a series.

Numbers or Letters Not Associated With a Series Title

Do not treat as a series statement a number that cannot be associated with a series title. Give it as a quoted note instead on a bibliographic record for a monograph, but ignore it on a bibliographic record for a serial.

Do not treat as a series statement a combination of numbers and letters (or letters alone) that cannot be associated with a series title if there is evidence that the combination is assigned either to every item the entity issues for internal control purposes or to certain groups of items for identification. Give such a combination as a quoted note on a bibliographic record for a monograph, but ignore the combination on a bibliographic record for a serial. In any case of doubt, reject the combination as a series statement.

"DOE/EIA-0031/2."

"UC-13."

"CRN 780206-00050."

"SP-MN."

Phrases That Are Not Considered Series Titles

For books, distinguish between phrases that are true series and those that are not with the latter sometimes ignored and sometimes given as a quoted note. Base the distinction and the consequent action primarily on judgment. If there is no clear judgment that can be made, however, apply the following guidelines:

a) If the phrase is essentially a statement (or a restatement) of the name of the body from which the item emanated, reject it as a series. Give the phrase as a note if the name of the emanating body is not given in the publication, etc., area. (Ignore the phrase if the name of the emanating body is given in the publication, etc., area.)

in source: An American Astronautical Society Publication

publication, etc., area: San Diego, Calif. : Published for the American Astronautical Society for Univelt,
c1980.

action: Reject the phrase as a series; do not give it as a quoted note.

in source: An Evangelical Theological Society Publication
publication, etc., area: Grand Rapids : Zondervan, c1980.
action: Reject the phrase as a series; give it as a quoted note.
note: "An Evangelical Theological Society publication."

b) If the phrase includes a sub-imprint name or the name of a subsidiary, a division, etc., of a publishing firm and is presumed to appear on all items from this arm of the firm, reject it as a series, but quote it as a note if the name is not given in the publication, etc., area.

in source: A Spectrum Book
publication, etc., area: Englewood Cliffs, N.J. : Prentice-Hall, c1980.
note: "A Spectrum book."

c) If the phrase includes the name of an in-house editor or the name or designation of some other official of the firm, reject it as a series, but quote it as a note.

"A Helen and Curt Wolff book."

1.6H. [Rev.]. These guidelines deal with the series area and related series tracings. Therefore, they apply whenever an item meets these conditions: 1) the item has an analyzable title (cf. 1.3.2); 2) the item also bears at least two titles that it shares with other items; the cataloger judges that the titles are related, one being a larger (usually more comprehensive in scope) title than the others; the other title(s) is (are) then a component of the larger one, i.e., subseries. (See below for separate, unrelated series that appear on an item.)

Note the following aspects: 1) if there is doubt whether one of the group titles is a subseries or a second series, treat it as a second series; this means that each series is recorded in its own series statement (cf. 1.6J1) and each series is established as a separate entity; 2) if one title is a multipart item and the other is a serial, treat each as a separate series; 3) treat such phrases as "new series," "second series," "series 77" as part of the series numbering and not as a subseries if the phrase indicates a new designation system (cf. 12.3G); however, if the series is unnumbered, generally treat such a phrase as a subseries; 4) treat an item with numbering following a designation such as "supplement to [title of serial]" as a separate series; do not treat an unnumbered supplement as a series, but give the statement as a quoted note if it is not recorded in the title and statement of responsibility area and make an added entry for the serial itself on the bibliographic record for the analyzable title (cf. 21.28B); 5) the term "series" applies to both serials and multipart monographs.

The following instructions are based on rules 12.1B3-12.1B5. Do not apply rule 25.6. For a title to be treated as a subseries, both the main series and the subseries must appear in the same source in one of the preliminaries; proximity in the same source is not a factor.

1) If the main series is unnumbered: a) record both the main series and the subseries in the same series statement (cf. 1.6H); b) establish only one entry for the series; include in the series entry both the main series and the subseries.

series statement: (Acta Universitatis Stockholmiensis. Stockholm economic studies ; new ser., 7)

series authority record: Acta Universitatis Stockholmiensis.
Stockholm economic studies.

(Do not establish "Acta Universitatis Stockholmiensis" separately).

series tracing: Series.

series statement: (Études et documents tchadiens. Série B ; 2)
series authority record: Études et documents tchadiens. Série B.
(Do not establish "Études et documents tchadiens" separately)
series tracing: Series.

series statement: (Progress in nuclear energy. Series V, Metallurgy and fuels ; v. 4)
series authority record: Progress in nuclear energy. Series V, Metallurgy and fuels.
(Do not establish "Progress in nuclear energy" separately)
series tracing: Series.

If the main series appears on a later publication without any sub-series, at that point establish the main series separately and trace it separately for this and any other item showing only the main series. However, if later items show both the main series and a subseries, use in the tracing only the form in which the subseries is already established.

2) If the main series has its own numbering system, a) record both the main series and the subseries in the same series statement (cf. 1.6H) and b) establish the main series on one authority record and establish the subseries on another.

series statement: (Biblioteca de arte hispánico ; 8. Artes aplicadas ; 1)
series authority records: 1) Biblioteca de arte hispánico.
2) Biblioteca de arte hispánico. Artes aplicadas.
series tracings: II. Series: Biblioteca de arte hispánico ; 8.
III. Series: Biblioteca de arte hispánico. Artes aplicadas ; 1.

series statement: (Department of State publication ; 8499. East Asian and Pacific series ; 173)
series authority records: 1) Department of State publication. [Cf. 21.1B3; "for background only; not intended to be a formal statement of United States policy."] 2) Department of State publication. East Asian and Pacific series.
series tracings: II. Series: Department of State publication ; 8499. III. Series: Department of State publication. East Asian and Pacific series ; 173.

3) If a hierarchy of main and multiple subseries is involved, and only some are numbered, treat the numbered ones under 2) above and the unnumbered ones under 1).

4) If the main series and the subseries appear in different sources on the item, a) record each series in its own series statement (cf. 12.1B5) and b) establish the main series on one authority record and establish the subseries on another.

Note that if the main series and the subseries do not appear together in the same source in one of the preliminaries, each series is recorded in its own series statement and each is established separately.

series statements: (Bulletin / Engineering Experiment Station, West Virginia University ; 111) (West Virginia University bulletin ; ser. 74, no. 11-13)
series authority records: 1) Bulletin (West Virginia University. Engineering Experiment Station) 2) West Virginia University bulletin.
series tracings: II. Series: Bulletin (West Virginia University. Engineering Experiment Station) ; 111. III. Series: West Virginia University bulletin ; ser. 74, no. 11-13.

1.7A4. [Rev.]. Notes Citing Other Editions and Works

When a revised edition (other than a revised translation, cf. 25.2B) of a work is being cataloged and

- a) it has a different title from that of the previous edition, or
- b) it has a different choice of entry from that of the previous edition (for reasons other than the change to AACR 2), e.g., 21.12B,

link the new edition with the immediately preceding edition ^{1/} by using AACR 2 style for connecting notes on both AACR 2 and non-AACR 2 records.

1) Title change only. If the title has changed since the previous edition but the choice of entry remains the same, connect the two editions with reciprocal notes. However, if the earlier edition is a pre-1981 non-MARC record, do not add a note to it. The following pattern is suggested for the reciprocal notes:

for the new edition: Rev. [enl., updated, etc.] ed. of:
[Title proper. Edition statement. Date].

for the previous edition: Rev. [enl., updated, etc.] ed.
published as: [Title proper. Edition statement. Date].

Do not include the place or name of the publisher in such notes unless needed for identification (e.g., to distinguish between two versions published in the same year).

Rev. ed. of: 33 1/3 & 45 extended play record album price guide. 1st ed. c1977.

Rev. ed. published as: Record albums, 1948-1978. 2nd ed. c1978.

Rev. ed. of: Spanish for hospital personnel. [1974]

Rev. ed. published as: Spanish, practical communication for health professionals. 1981.

Note that the wording of the introductory phrase may vary depending on the situation and the presentation of the information in the text.

2) Choice of entry change. If the choice of entry has changed since the previous edition, connect the two editions with reciprocal notes. If, however, the earlier edition is a pre-1981 non-MARC record, do not add a note to it. In all cases make a related work added entry in the record for the later edition to link it to the earlier edition; do not make an added entry in the record for the earlier edition. Always make the added entry in the record for the later edition according to the correct AACR 2 choice of entry and form of heading, as well as form of title proper or uniform title.

Use the form of reciprocal notes suggested under 1) above, whether the title changes or remains the same, and add the first statement of responsibility.

^{1/}

If the immediately preceding edition is not in IC's collections, make the connection to the most recent edition in the collection. If no previous edition is in IC, use any information available in the item being cataloged to construct a note or added entry, but do not ordinarily do further research to establish details about the earlier edition.

Rev. ed. of: Guide to reference books / Constance M. Winchell. 8th ed. 1967.

Rev. ed. published as: Guide to reference books / compiled by Eugene P. Sheehy, with the assistance of Rita G. Keckeissen and Eileen McIlvaine. 9th ed. 1976.

Note that if the new edition has a different choice of entry solely because of the change in cataloging rules (i.e., the earlier edition, if recataloged, would also have the same choice of entry), do not make a note or an added entry in the record for the new edition.

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.

In the above examples, 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.

1.7B4. [Rev.]. 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.

If a binder's title varies significantly from the title proper of the item (cf. 21.2A), record it in a note and make an added entry for it. If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), give only the note and not the added entry. In such a case, make the note a copy-specific one (LCRI 1.7B20), e.g., "LC copy has binder's title: ... " In case of doubt, do not assume that the item was bound only for LC.

1.7B6. [Rev.]. In general, when recording a name in a statement of responsibility in a note, 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 (for personal names) or 24.1-24.3 (for corporate names).

Do not routinely record in a note the name of the person or body chosen as the main entry heading if the name does not appear in the body of the entry or the note area for another reason.

2.4F. Cancel. Incorporated in 1.4F6 revised.

2.12-2.18. [New]. Do not apply these rules. For any book published before 1801, use Bibliographic Description of Rare Books (Washington: Library of Congress, 1981). For books published after 1800, apply 2.0-2.11.

5.1B2. [Rev.]. Rule 5.1B2 says that a statement of key, etc., is part of the title proper whenever the title otherwise consists only of a generic term. Rule 5.1D1 shows as an example such a title proper repeated completely in parallel titles. Too often, however, the repetition is incomplete, as in the following example:

Sonate

für Violine und Klavier in h
for Violin and Piano in B

Adopt the following solution: when the title proper begins with a generic term that appears once, while the succeeding elements of key, etc., appear in multiple languages, end the title proper after the first statement of key, etc., and punctuate each of the other statements of key, etc., as elements of other title information (cf. 1.1E5):

Sonate für Violine und Klavier in h : for violin
and piano in B

Then consider a somewhat more complicated example of the same problem such as the following:

Concerto
D-Dur/D Major/Ré Majeur

für Horn und Orchester
for Horn and Orchestra
pour Cor et Orchestre

Adopt the following solution: when the source shows that succeeding statements of key, etc., are broken up rather than showing all the statements in any one language together, transcribe the statements so that all elements in one language are together. Treat the first group of elements in one language as part of the title proper and punctuate each one after the first as an element of other title information. (Note that this means ignoring the implications of 1.1B5 for such a case.) The above case would then be transcribed as

Concerto, D-Dur, für Horn und Orchester :
D major, for horn and orchestra : ré majeur,
pour cor et orchestre

Further problems arise when data that are other title information or statements of responsibility are only partially repeated from language to language. For such a problem with a statement of responsibility, rule 1.1F11 provides a solution in the second paragraph ("If it is not practicable...") by saying to give the statement that matches the language of the title proper and to omit the other statement(s).

... [Czech title proper]
Revidoval—Revidiert von Antonín Myslík

... / revidoval Antonín Myslík

There is no comparable "If it is not practicable ..." provision in the rule for other title information, yet the same difficulty of transcription arises with partial repetition of other title information. Nonetheless apply the same idea to other title information.

Sonata a velocità pazzesca
per cembalo for

The transcription would be

Sonata a velocita pazzesca : per cembalo

If no real match in languages is possible, then give the first of the other title information with the statement of responsibility if possible.

Chief source

Gregor Joseph Werner

Concerto per la camera à 4

für for
Violoncello & Piano

Herausgegeben und bearbeitet von Edited and arranged by

Richard Moder

Transcription

Concerto per la camera à 4 : für
Violoncello & Piano / Gregor Joseph
Werner ; herausgegeben und bearbeitet
von Richard Moder

Apply rule 5.1B2 as if the word "opus" (both occurrences) had been deleted, making the rule applicable to any type of numbering. Transcribe a serial number as part of the title proper.

Antiphony II : variations on a theme of Cavafy
not Antiphony : II : variations on a theme of Cavafy

5.5B3. [New]. When there is only one part, include its pagination. (Disregard the second example under 5.5D1.)

1 score (20 p.) + 1 part (3 p.)

When parts are issued in two or more "volumes," include the number of volumes.

1 score (2 v.) + 1 part (2 v.)
1 score (3 v.) + 2 parts (3 v.)
4 parts (6 v.)

5.7B19. [New]. In applying this rule, be governed by the following definitions:

Plate number. A serial number assigned to a publication by a music publisher, usually printed at the bottom of each page and sometimes appearing also on the title page. If an additional number, corresponding to the total number of pages or plates, follows the plate number (often after a dash), do not consider it part of the plate number.

Publisher's number. A number similar to a plate number but not appearing on each page of the publication. It may appear on the title page, the cover, and/or the first page of music.

Transcribe a publisher's number (including a number preceded by a designation such as "Edition Breitkopf" or "Wilhelm Hansen edition") even if a plate number is also transcribed. Transcribe the statement as it appears, even if this means giving again a publisher's name already

transcribed in the publication, distribution, etc., area.

Publisher's no.: Edition Peters Nr. 8444.

When transcribing two or more distinct numbers, give each in a separate note. (Follow the rule as written for the transcription of numbers for an item in multiple volumes.) Transcribe publisher's numbers before a plate number.

N.B. For the publisher's number dealt with here, music catalogers (when cataloging music) follow this directive rather than 1) the second sentence of the first paragraph of rule 5.7B19 or 2) the paragraphs captioned "Numbers or letters not associated with a series title" in ICRI 1.6.

6.7B19. [Rev.]. When applying rule 6.7B19 to include the label name and number in a note, make this note the first one.

Transcribe spaces and hyphens in publisher's numbers on sound recordings as they appear. Separate the first and last numbers of a sequence by a dash.

Angel: S 37781
RCA Red Seal: ARL1-3715
Deutsche Harmonia Mundi: 1 C 065-99 615.
Euphonic: EES-101—EES-102.

When the item bears both a set number and numbers for the individual items (e.g., discs), give only the set number unless it does not appear on the individual items; in that case give the set number first, followed by the numbers of the individual items in parentheses.

Philips: 6769 042 (9500 718—9500 719)

Give matrix numbers only if they are the only numbers shown on the item. Follow each matrix number by the word matrix in parentheses.

Melodiã: C10 06767 (matrix)—C10 06768 (matrix)

12.1B2. [Rev.]. When a title in full and an initialism representing the words of the title appear in the chief source, select the initialism as the title proper only when it is the sole form presented in all locations other than the chief source.

12.1B6. [New]. If a date or numbering occurs at the end of the title proper, do not transcribe it as part of the title proper. However, use ellipses to show this omission in the following two cases only:

- 1) there is a linking word between the designation and the preceding part of the title proper;

source: Sport in 1981
transcription: Sport in . . .

- 2) case endings of one or more words in the chronological designation link these words with antecedents within the preceding part of the title proper.

source: Taqrîr al-sanawî li-sanat 1980
transcription: Taqrîr al-sanawî li-sanat ...

12.7B. [New]. In notes referring to another serial (linking notes),

use the title or heading--title under which the serial would be entered according to AACR 2. Do this even when the other serial is represented in the catalog by a pre-AACR 2 entry or is not represented in the catalog at all.

Note: If the serial referred to is represented by a pre-AACR 2 MARC serial record, the MARC serial record will be changed to the AACR 2 choice of entry and form of heading and a linking note, if appropriate, will be added. If the serial referred to is represented by a pre-AACR 2 non-MARC record no additions or changes will be made on that record.

21.1B1. [New]. When applying footnote 1 in determining whether or not a conference has a name, cases arise that exhibit conflicting evidence insofar as two of the criteria in the definition of a corporate body are concerned: capitalization and the definite article. When the phrase is in a language that normally capitalizes each word of a name, even in running text, consider a capitalized phrase a name even if it is preceded by an indefinite article. (This statement does not apply to other languages.)

Named: In July of 1977 a Conference on Management Techniques in Libraries was held ...

Unnamed: Late last year the Retail Manufacturers Association of the Greater Houston area sponsored the national conference on losses by theft at the ...

Another important point to bear in mind when deciding whether a phrase is a name is that the phrase must include a word that connotes a meeting (e.g., "symposium," "conference," "workshop," "congress," "colloquium") (Note: Some notable sequential conferences that lack such a term are nevertheless considered to be named, e.g., Damstädter Gespräch.)

Unnamed: A symposium titled "Coal Geology and the Future," sponsored by ...

Unnamed: Mão de Obra Volante na Agricultura. Reunião nacional, 01 e 02 de dez. de 1977 ...

In general, consider named ad hoc events of the types listed at the top of p. 285 to be corporate bodies. However, for art exhibitions, treat as corporate bodies only those that recur under the same name (e.g., Biennale di Venezia, Documenta).

21.1B2. [Rev.]. 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. 21.0B, 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, assume that the corporate body is involved with the work.

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 of

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 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) 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 main entry heading is the name of the corporate body according to 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 main 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.

Add the following as a sixth category of works that can be entered under a heading for a corporate body:

f) cartographic materials emanating from a corporate body other than a body that is responsible solely for the publication and distribution of the material

Use judgment in deciding whether the body is the producer of the work, i.e., take into account such factors as the nature of the body and its cartographic output as well as any special information about the cartography of the particular work.

21.1B2a. [Rev.]. Apply 21.1B2a to the catalog an exhibition of the works of two or more artists if it meets these conditions:

- 1) it presents itself as a catalog;
- 2) it emanates from a corporate body;
- 3) all the works listed are held by the corporate body from which the catalog emanates;
- 4) the wording of the chief source explicitly links the catalog to the corporate body that owns the works listed.

Henry Moore to Gilbert & George : modern British art from the Tate Gallery : Palais des beaux-arts, Brussels, 28 September-17 November 1973. — London : Tate Gallery Publications Dept.

Apply 21.1B2a to a catalog of the works of two or more artists that is not related to an exhibition if it meets both these conditions:

- 1) it emanates from a corporate body;
- 2) all the works listed are held by the corporate body from which the catalog emanates.

Catalogue of the Italian paintings before 1800 / by Peter Tomory. — Sarasota, Fla. : John & Mabel Ringling Museum of Art

The presence of reproductions of the artists' works or reproductions and text about the artists or the artists' works is not a factor in choosing the main entry heading for either type of catalog.

If 21.1B2a cannot be applied, enter the catalog under the heading for the person who wrote the catalog or under title, as appropriate.

For the catalog (exhibition or other) of the works of a single artist, apply LCRI 21.17B.

21.1B3. [New]. If the proceedings of a named conference are not entered under the conference because the name does not appear prominently (21.1B2d), make an added entry for the conference if named anywhere in the item.

21.17B. [Revision of 21.17 and 21.17B]. If a catalog of the works of a single artist also contains reproductions of the artist's works or reproductions and texts about the artist or the artist's works, enter it under the heading for the person who wrote the catalog if he or she is represented as the author of the catalog in the chief source of information. Otherwise, enter the catalog under the heading for the artist. ("Catalog" includes those that are related to exhibitions of the artist's works and those that represent the works of an artist held by one corporate body.)

If a catalog of a single artist's works does not contain repro-

ductions of his or her works, apply the following in the order listed:

- 1) if the catalog emanates from the corporate body that holds all the works listed, enter it under the heading for the body;
- 2) if the person or persons who wrote the catalog is known, enter it according to 21.4A or 21.6;
- 3) if neither 1) or 2) is applicable, enter the catalog under its title.

If a work is entered under the heading for the artist, according to the above, make an added entry under the heading for the person who wrote the text if his or her name appears anywhere in the item.

21.30F. [New]. When considering added entries for institution(s) in which an exhibition is held, make an added entry under the heading for each institution if there are three or less, or under the first if there are four or more.

21.30G. [Rev.]. Formulate the added entry for another work according to the appropriate AACR 2 rule for the choice of entry, form of heading, and form of the title proper (or the uniform title). Apply this both to simple and to analytical added entries (cf. 21.30M).

If the work is already represented by a main or secondary entry heading on a pre-1981 MARC bibliographic record and the main entry does not conform to AACR 2 in choice of entry, update the main entry on the MARC bibliographic record. If the only difference is the form of a name or uniform title heading used in the main entry and the pre-1981 form of heading will be changed to its post-1980 form through the forthcoming programmatic update of the file (LCRI 26), do not update the MARC bibliographic record.

Do not update any pre-1981 non-MARC bibliographic records.

Note that an unnumbered supplement or "special number" to a serial is not treated as a series (cf. LCRI 1.6H) even if it appears in a formal series-like statement. Instead, mention it in a note (if not already recorded in the body of the entry) and make an added entry for the serial itself on the bibliographic record for the analyzable title.

If the supplement or special number relates to the serial as a whole, formulate an added entry consisting of the name of the serial followed by two spaces and either "Supplement" or "Special number" in English.

Balliol College record. Supplement.

If a supplement relates to a particular number of a serial, formulate an added entry consisting of the name of the serial, the number (preceded by two spaces), and the qualifier "(Supplement)."

Actualités-Service. No 306 (Supplement)
Bulletin (Association française pour l'étude du quaternaire).
No 50 (Supplement)
Mondo. N. 33 (Supplement)
Regione Trentino-Alto Adige. N. 8, 1976 (Supplement)

If the supplement is to a title for which a series authority record exists, give the numbering in the form specified on the series authority record. This will insure that the added entry for the supplement to a particular number will file in proper relation to any series added entry for that number.

Actualités-Service ; no 306.
Actualités-Service. No 306 (Supplement)

If the supplement relating to a particular number of a serial is itself numbered (in relation to the number of the serial, not the whole serial), formulate the added entry as described above but include the number in the qualification.

Actualités-Service. No 306 (Supplement 1)
Actualités-Service. No 306 (Supplement 2)

21.30L. [Rev]. Preliminary note. The following rule interpretation includes guidelines for tracing most, but not all, series. Once the results of applying these guidelines are apparent, librarians should feel free to send comments on the traced/not traced dichotomy herein prescribed.

Series Numeration

Apply the optional provision for adding the numeric, etc., designation of the series, if present in the item, in the series added entry. Give it in the form established on the series authority record.

Series Tracing Guidelines

Rule 21.30L calls for making an added entry under the heading for a series if it provides a useful collocation. Although "useful collocation" is not itself defined, the rule describes three categories of series for which added entries are not considered useful. The intent of this rule, however, was not to require added entries for all types of series other than these three categories, but rather to allow individual institutions to define "useful collocation" in ways appropriate to their collections and users.

Following closely the most recent policy under AACR 1, the Library of Congress will continue to restrict to some degree the categories of monographic series for which added entries are made. This decision is based on a) the assumption that certain series are of relatively little importance in providing routine access to library materials, and b) the objection of a number of users of LC cataloging products to producing a great quantity of expensive and little-used series added entry cards for their already overburdened card catalogs.

Guidelines

1) Trace all series in the following categories:

a) those published before the 20th century, including contemporary reprints of the same, without regard to the type of publisher;

b) those entered under a personal author (note that this means ignoring the third category listed at the top of p. 325 of AACR 2)—whether these are monographic series or multipart items, without regard to the type of publisher;

c) those published by any corporate body that is not a commercial publisher. (For this purpose, treat a university press as a noncommercial publisher);

d) those published by small or "alternative" presses, i.e., small printing/publishing firms that, though commercial, are devoted to special causes or to branches of literature, usually without a mass

audience.

2) Do not trace series in the following categories:

a) series in which the items are related to each other only by common physical characteristics;

b) series in which the numbering suggests that the parts have been numbered primarily for stock control or to benefit from lower postage rates;

c) series published by a commercial publisher in which the title indicates primarily a literary genre, with or without the name of the publisher. (If, however, the title includes words that significantly narrow the focus of the literary genre or that indicate that the series is intended for a specialized audience (e.g., children), it is not primarily indicative of literary genre and should be traced);

d) series published by a commercial publisher in which the title conveys little or no information about the content, genre, audience, or purpose of the works in the series.

3) Also Trace series

a) that fall into both categories 1 and 2 above;

b) in special cases in which the cataloger feels that a useful collocation would be served by creating added entries for the series despite the lack of informative words in the series title;

c) in any case of doubt.

If a series established after January 1, 1981, clearly violates the intentions of these guidelines, change the series authority record to reflect these provisions and correct any bibliographic records in the MARC database in which the series has been handled under the earlier decision.

Form of Series Added Entry Tracing

If the first series in the series area of the record is to be given an added entry and the series statement and numbering/designation are in exactly the same form as the established series heading and form of numbering/designation, trace the series with the word "Series" followed by a period. If the presence of an initial article or an ISSN is the only difference between the series statement, etc., and the established heading, the word "Series" and a period may still be used for the tracing.

If there is any difference between the series statement, etc., and the established form of the series other than the two mentioned above, trace the series explicitly, using the word "Series" followed by a colon and the established heading and numeration, if any.

If more than one series is to be given an added entry, always trace explicitly series subsequently to the first even if the series statements are in the same form as the heading for the series.

If a series statement for a traced series contains two or more numbers (or the potential for two or more numbers in situations involving open entries), proceed as below with respect to the numbering used in the series added entry.

1) Record for item is closed or is being closed

a) Two or more consecutive numbers. If the series statement contains two or more numbers representing consecutive items in the series, record the numbering in the tracing in the same form as in the series statement.

b) Two or more non-consecutive numbers. If the series statement contains two or more numbers representing items in the series that are not consecutive, record in the tracing only the first number, followed by "etc." (without quotation marks or brackets).

2) Record for item is open

a) First number is permanent. If the first number is a permanent one, record in the tracing that number followed by "etc." (without quotation marks or brackets) whether subsequent numbers will be consecutive or not. When the record is closed, apply the provisions in 1) above.

b) First number is not permanent. If the first number is not a permanent one, record the numbering in the tracing in the same form as in the series statement. When the first number becomes available, apply the provisions in 2)a) above. When the record is closed, apply the provisions in 1) above.

3) Examples

<u>Series statement</u>	<u>Series added entry</u>
(Series ; 13-)	Series ; 13, etc. (<u>until record closed</u>)
(Series ; 13, <18>)	Series ; 13, etc. (<u>until record closed</u>)
(Series ; -5)	Series ; -5. (<u>until first number becomes available or record is closed</u>)
(Series ; 13-<15>)	Series ; 13, etc. (<u>until record closed</u>)
(Series ; <18>)	Series ; <18> (<u>until first number becomes available or record is closed</u>)
(Series ; <3>-5)	Series ; <3>-5. (<u>until first number becomes available or record is closed</u>)

21.38. [New]. If a theological creed, confession, etc., is accepted by two or more denominational bodies, and the edition of the creed, etc., being cataloged is not associated with one particular denomination, apply the following:

- 1) enter the edition under the heading for the particular corporate body that is known to be originally responsible for the creed, etc.;
- 2) enter the edition under the title of the creed, etc., if 1) is not applicable.

If such a creed, etc., is needed in a secondary entry (other than an analytical added entry), apply the following:

- 1) use a heading consisting of both
 - a) the heading for the particular corporate body known to be responsible originally for the creed, etc.;
 - b) the title of the creed, etc.
- 2) use the title of the creed, etc., alone if 1) is not applicable.

22.1B. [Rev.]

Spacing and Punctuation Conventions in Personal Name Headings in Access Points in Name Authority and Bibliographic Records

1) Initials/letters

a) Name portion of heading

Periods. If the name of a person consists of or contains initials, insert a period after an initial if it is certain that the letter is an initial. In case of doubt, do not insert a period.

Eliot, T. S.
H. D.

If the name consists of separate letters that are presumed not to be initials, omit or include periods according to the predominant usage of the person.

X Y Z

Spaces. If the name contains two or more forenames represented by initials, consists entirely of initials, or consists entirely of separate letters that are not initials, leave a single space between the initials/letters in all cases.

Eliot, T. S.
H. D.
X Y Z

b) "Additions" to name heading

Periods. Omit or include periods according to the predominant usage of the person (or their appearance in reference sources, if appropriate).

Spaces. Do not leave spaces between single initials/letters.

Brown, G. B., F.I.P.S.

Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials/letters.

Brown, G. B., Ph. D.

2) Names with portions abbreviated or missing. If the personal name is abbreviated (two or more letters present as opposed to a single letter used as an initial) or if a forename is missing from a name entered under surname, do not leave open space after the abbreviation or missing forename. Instead, insert, as appropriate,

a comma and one space;

Matos, Sá, 1943-	
<u>not</u> Matos,	Sá, 1943-
Costa, Torres.	
<u>not</u> Costa,	Torres.
Valmer, capitaine.	
<u>not</u> Valmer,	capitaine.
Morrison, 1776-1815.	
<u>not</u> Morrison,	1776-1815.
Mason, Mrs.	
<u>not</u> Mason,	Mrs.

a period;

Tissot.	
<u>not</u> Tissot,	
Corpeleijn, W. F. Th.	
<u>not</u> Corpeleijn, W. F. Th	
Junager, Sv.-Aa.	
<u>not</u> Junager, Sv	-Aa

a period and one space;

Enschedé, Ch. J.	
<u>not</u> Enschedé, Ch	J
Walle-Lissnijder, Edm. van de.	
<u>not</u> Walle-Lissnijder, Edm	van de.

a period, a comma, and one space;

Jones, Th., 1910-	
<u>not</u> Jones, Th	1910-
Calles Ll., Alfonso.	
<u>not</u> Calles Ll	, Alfonso
Dahlan Aman, Mohd., Haji.	
<u>not</u> Dahlan Aman, Mohd	, Haji.

3) Names entered under part following a prefix. If a name heading consisting entirely of one or more surnames also contains a separately written prefix and the name is to be entered under the part following the prefix, separate the prefix from the entry element or elements with a comma-space.

form used: van de Walle-Lissnijder
heading: Walle-Lissnijder, van de.

If a word or phrase is associated with such a name, place the word or phrase after the prefix, preceded by a comma-space.

form used: Doctor de Winter
heading: Winter, de, Doctor

4) Names entered under last element of a multiple element surname. When a name heading lacking any forename(s) is entered under the last element of a multiple element surname and a reference is traced from the surname in direct order, do not add a comma after the tracing.

Rosa, Ferreira da.
 x Ferreira da Rosa

Reference generated from tracing:

Ferreira da Rosa
search under
Rosa, Ferreira da.

5) Bibliographic description. Note that the spacing and punctuation conventions applied to personal names used in access points differ from those used in the descriptive portion of a bibliographic record; for the latter, see LCRI 1.0C.

Rule Application

In determining the name by which a person is commonly known "from the chief sources of information of works by that person issued in his or her language," include works issued both during and after the person's lifetime.

When the only works in the person's language are very early works, e.g., 15th-16th century, and the form of name appearing in them differs from the form used in modern reference sources in the person's language, prefer the latter.

Treat a music composer as an author and determine the name from the form found in the chief source for the published music. If no form in the published music is in the composer's language, determine the name from reference sources of the composer's country of residence or activity. If the name is not listed in these reference sources, use the name found in the published music.

When a person known primarily as an author is being established as a main or added entry heading and the chief source shows the name without forenames or forename initials, search briefly to see if there are other publications that could be called his or her works. If the search is successful, use the form that appears most frequently in the person's works. Otherwise, create the AACR 2 form for the person under surname without other names as it appears in the item being cataloged. Consider this form to be provisional. Change the heading if subsequently received items show another form used more frequently.

For nonwriters (sculptors, painters, illustrators, and people who appear only as subjects), consider works "by" or about the person within the scope of "reference sources," as mentioned in footnote 1. Note that these sources must be issued in the person's language or in the language of his/her country of residence or activity.

"Conventional reference sources" is used here to refer to encyclopedias and such tools, while "other reference sources" is used to refer to any type of source other than conventional reference sources (these other sources are typically works by and about the person). The reason for making this distinction is that the next problem dealt with arises from having encountered a number of cases in which one form of name is consistently shown in the conventional reference sources, while another form as consistently appears in other reference sources. In such cases prefer the more truly "sought" form according to the cataloger's knowledge of the person and the cataloger's judgment of the sources in the particular case.

If the person being established is not an author or not known primarily as an author and the only source for the person's name is the item being cataloged, use the fullest form found anywhere in the item.

Treat persons involved in the graphic aspects of cartographic materials as nonwriters (e.g., cartographers, engravers).

For persons known by only a phrase or other appellation that does not contain a real name (cf. 22.11), use the form found in English-language reference sources if the phrase, etc., was not used by the person but was assigned to the person by scholars later.

When a forename or surname is represented by an abbreviation, rather than by an initial, use in the heading the name for which the abbreviation stands provided there is no question as to what the name is or how it is spelled. If this condition is not met, search the Catalogers' Reference Collection (but not beyond) to determine the full form of such an abbreviation.

Brownridge, William
not Brownridge, Wm. (William)

Fernández-Rivera García, Manuela
not Fdez.-Rivera García, Manuela

22.2A. [Rev.]. If a person's name shows a nickname in quotation marks or within parentheses as a part of other forename(s), omit the nickname in formulating the heading.

name used: Martin (Bud) Schulman
heading: Schulman, Martin

If a married woman's name shows her own forename(s) in parentheses as part of her married name, omit the parenthesized elements in formulating the heading.

name used: Mrs. John A. (Edna I.) Spies
heading: Spies, John A., Mrs.

If an author simultaneously uses different forms of his/her real name for different types of works, apply 22.2A or 22.3A, not 22.2C. Note that under both 22.2A and 22.3A, the first choice is the name appearing most often in the author's works.

22.2C3. [New]. Restrict the application of 22.2C3 to situations in which the author has written at least two works under each name and the number of main entries under each name would be approximately the same. Otherwise, apply 22.2C2.

22.3A. [Rev.]. The rule provides the following priorities to be applied when choosing from among several forms:

- 1) the form most commonly found;
- 2) the latest form;
- 3) the fullest form.

When applying 22.3A, consider the form found in 80% of the author's works (counting forms appearing in both main and added entries) to be the most commonly found form. (The form found in the chief source of a person's thesis is taken into account when choosing the form to be used in the heading.)

When calculating the 80%, do it quickly and use common sense.
This means

1) count the forms if there are no more than approximately 15 records;

or

2) if there are more than approximately 15, browse through the file, looking for an obvious case of

predominance. If nothing is obvious, sample the file (every 3rd, 5th, 10th, etc. record, depending on the size of the file).

Note that the second choice given in 22.3A, the latest form, must be ignored when the heading is for living people. When there is no commonly found form (as defined above), apply the third choice, the fullest form. (When determining the fullest form for a person who uses both forename initials and forenames, make no distinction between initials and forenames, e.g., "B.E.F. Pagen" is fuller than "Bernard Edward Pagen.") [Note: Equating the predominant form or the commonly found form with the form found in 80% of the person's works applies only to 22.3A; no such formula has been assigned to "predominant form" or "commonly found form" in the other rules.]

Exceptions: 1) If an established heading is already indicated as being AACR 2 and subsequently received items show forms in the chief source that vary in fullness, change the established heading to the form found in 80% of the author's works if it differs from the form used in the heading. 2) If an established heading is already indicated as being AACR 2 compatible because it varies in fullness from the AACR 2 form, generally do not reconsider the heading.

If the name of an author appears in two or more forms in one work, apply the following:

1) If the name appears in two or more sources, once in the chief source and one or more times in other sources, choose the form appearing in the chief source.

title page: T.B. Smith
verso of title page: T. Basil Smith III
heading: Smith, T. B. (T. Basil)

2) If the name does not appear in the chief source but does appear once in another prominent source and one or more times in other sources, choose the form appearing in the prominent source.

verso of title page: R.J. Gottschall
page 239: Robert J. Gottschall
heading: Gottschall, R. J. (Robert J.)

3) In all situations not covered by 1) or 2) above, choose the fullest form of name.

verso of title page: Victoria Galofre Neuto
page 1 of cover: Victoria Galofre
heading: Galofre Neuto, Victoria

Special Provisions for Headings Established before January 1981 for Persons Entered under Surname but Which Have No AACR 2 Coding

1) Famous people. This provision deals with headings for persons who, according to the cataloger's judgment, are famous. In case of doubt, consider a person famous. Consider the heading established before January 1981 a non-AACR 2 one if it includes a forename or forename initial that should not be present under AACR 2. ("Forename" includes any name element that is transcribed in the forename position, e.g., a maiden name, a patronymic.)

established heading: Smith, Harry Allen, 1907-1976
AACR 2 form: Smith, H. Allen (Harry Allen), 1907-1976

established heading: Mozart, Johann Chrysostom Wolfgang Amadeus,
1756-1791

AACR 2 form: Mozart, Wolfgang Amadeus, 1756-1791

established heading: Anthony, Susan Brownell, 1820-1906

AACR 2 form: Anthony, Susan B. (Susan Brownell), 1820-1906

established heading: Durocher, Leo Ernest, 1906-

AACR 2 form: Durocher, Leo, 1906-

2) Any person whose heading is being or has been used in cataloging a U.S. imprint. If the only form found or the form found predominantly (i.e., in 80% of the author's works) or the fullest form when there is no predominant form, includes a first forename initial but the heading established before January 1981 includes the first forename, consider such a heading a non-AACR 2 one. (U.S. imprint is defined as being an American place transcribed anywhere in the publication, distribution, etc., area on a bibliographic record.)

established heading: Varda, Mireille Regine

AACR 2 form: Varda, M. Regine (Mireille Regine)

If the only form found or the form found predominantly (i.e., in 80% of the author's works) or the fullest form when there is no predominant form includes a full first forename but the heading established before January 1981 includes only the first forename initial, consider such a heading a non-AACR 2 one.

established heading: Walga, G. Raymond

AACR 2 form: Walga, George Raymond

If the variation from AACR 2 is a matter of fullness not covered by these two situations, apply 3) below.

3) All others. For questions of fullness of forenames involving people other than those covered by paragraphs 1) and 2), treat the heading as an AACR 2 one a) if the heading reflects the only form found or the form found in 80% of the author's works or b) if the heading reflects the fullest form of name found in the author's works when no single form is found in 80% of the works. If the heading is either more or less full than the forms covered by a) or b), treat it as AACR 2 compatible.

established heading: Drangoole, P. H.

AACR 2 form: Drangoole, Philip H. (Philip Henry)

(Consider the established heading AACR 2 compatible)

established heading: Abrahamson, Max William

AACR 2 form: Abrahamson, Max W. (Max William)

(Consider the established heading AACR 2 compatible)

established heading: Capet, Marcel

AACR 2 form: Capet, Marcel F.

(Consider the established heading AACR 2 compatible)

established heading: Hyatt, J. B.

(no other information known)

AACR 2 form: Hyatt, J. B.

(Consider the established heading AACR 2)

Note that in this category there is no possibility of a "non-AACR 2" decision; every case will be either AACR 2 or AACR 2 compatible.

If, however, the question of fullness of name involves surnames used as the entry element, do not consider any heading established before

January 1981 as AACR 2 compatible if it does not show the proper degree of fullness.

established heading: Alvar López, Manuel

AACR 2 form: Alvar, Manuel

(Consider the established heading non-AACR 2)

22.3C. [Rev.]. Persons who bear names derived from a nonroman script but who write in a roman-alphabet language should not be treated under this rule. The decision that the person is writing in a roman-alphabet language is based on the first item cataloged, i.e., the fact that the text of this item was originally written in a roman-alphabet language. (If it becomes evident later that most of the person's works were written in a nonroman script, apply the provisions of this rule interpretation.)

Apply the alternative rule found in footnote 4 to rule 22.3C2.

If a person entered under either a given name or a surname is likely to appear in general English-language reference sources, search Collier's Encyclopedia, The Encyclopedia Americana, and Encyclopaedia Britannica (15th ed.). If the name is found in all three sources in a single form, use the form found. If the name is found in all three sources but the form varies, use the form found in Encyclopaedia Britannica (15th ed.). If the name is not found in all three sources, use the systematically romanized form of the name in the heading. Exception: For famous persons entered under given name but not found in all three general English-language encyclopedias because of specialized fame, consult major specialized encyclopedias (e.g., New Catholic Encyclopedia, The Oxford Classical Dictionary) to determine if there is a well-established English language form of the name.

For persons of too recent fame to be included in the three general English-language encyclopedias named above (e.g., new authors, dancers, persons recently famous as political figures, Soviet dissidents, chess players, etc.), consult the yearbooks of the encyclopedias and the indexes of such newspapers as The New York Times and The Washington Post to determine if there is a well-established English language form of the name.

If an application of AACR 2 to a heading established before January 1981 would mean a change from a nonsystematic to the ALA/LC systematic romanization, however, do not make the change whenever the heading is in accord with LC policy on establishing new nonroman script names under AACR 1. Consider such headings as AACR 2 compatible. This means that headings encountered in a form contrary to AACR 1 policy are considered non-AACR 2.

Names of Surnamed Persons Written in the Cyrillic Alphabet

Headings Established before January 1981

1) If the existing authority record for the person's name shows the surname spelled the same as that found in the three English-language encyclopedias listed above (e.g., Glinka), retain the existing heading and consider it AACR 2. (Note that automatically considering the heading AACR 2 in this way means disregarding both the spelling and the presence or absence of forenames and patronymics.) If the only difference between the two forms is the presence of diacritical marks (or characters romanized as diacritical marks) in the established heading, consider them spelled the same (e.g., Gogol)

2) If the person's name is established with the surname spelled differently from that found in the three general English-language encyclopedias listed above, use the form (surname, forename(s), and patronymic) found in Encyclopaedia Britannica (15th ed.) as the heading.

Names of Surnamed Persons Written in the Hebraic Alphabet

Headings Established after December 1980

Follow this order of preference when establishing new headings:

1) If the name is found in a romanized form on a Hebrew or Yiddish item issued in Palestine or Israel and the author lives in 20th century Palestine or Israel, use this form.

2) If the name is found in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.), and the form does not vary, use the form found; if the name is found in all three sources but the form varies, use the form found in Encyclopaedia Britannica (15th ed.).

3) If the name is found in Encyclopaedia Judaica, use this form.

4) Otherwise, use the systematically romanized form of the name.

Headings Established before January 1981

1) Heading established in a systematically romanized form. If the form agrees exactly with all the provisions of AACR 2, accept the heading as AACR 2. Otherwise, consider the existing heading non-AACR 2.

2) Headings established in a nonsystematically romanized form.

Follow this order of preference when determining the AACR 2 form:

1) If the form agrees with the predominant romanized form found on a Hebrew or Yiddish item issued in Palestine or Israel and the author lives in 20th century Palestine or Israel, accept the heading as AACR 2.

2) If the form agrees with the form found in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.) (or agrees with the form found in Encyclopaedia Britannica (15th ed.) if the form in these three sources varies), accept the heading as AACR 2.

3) If the form agrees with the form found in Encyclopaedia Judaica, accept the heading as AACR 2.

4) If the form agrees with rule 44B1 of AACR (1967) as applied at the Library of Congress, accept the heading as AACR 2 compatible.

5) Otherwise, consider the existing heading non-AACR 2.

22.8A. [New]. If the name chosen for the heading is based on a form found in non-English sources (cf. 22.3B, 22.3C1) and the name found in these sources includes "words and phrases denoting place of origin, domicile, occupation, or other characteristic that are commonly associated with the name," use in the heading the forms for these words and phrases that are found in the sources used.

source: Shemu'el Duber mi-Barisov
heading: Shemu'el Duber, mi-Barisov
not Shemu'el Duber, of Barisov

If words and phrases denoting place, occupation, etc., appear only in complex statements that contain other elements, generally do not treat them as being "commonly associated" with the name. However, if the exclusion of such words and phrases results in a heading that con-

flicts, they may be added to the heading as a parenthetical qualifier (22.19A). (If added, use English forms whenever possible.)

22.10. [Rev.] If a person uses only a full forename or forenames and an initial as a surname, enter under the initial.

name used: Mike Q.
heading: Q., Mike.

Note that for names consisting entirely of initials or entirely of separate letters that are presumed not to be initials, a single space is left between the initials/letters in all cases (cf. LCRI 22.1B).

H. D.
D. S., Master
i. e., Master
X Y Z

For purposes of filing and machine searching in IC, initials/letters separated by a space, a period, or a combination of a period-space are treated as a series of words; letters not separated by a period or a space or a combination of a period-space are treated as a single word. Therefore, for names consisting entirely of initials or entirely of separate letters, make, in addition to other references, a reference from the form without periods or spaces.

H. D.
x HD

i. e., Master
x ie, Master

X Y Z
x XYZ

For references in a form other than without periods, use periods or not, depending upon whether they are used in the heading.

H. D.
x D., H.

X Y Z
x Z, X Y

22.16A. [Rev.]. For names that conflict, see 22.18-22.20.

Apply the optional provision. This means adding within parentheses the full form of an initial used in the heading when it is known.

Do not do special searching, however, to discover this information if there is no conflict.

name used: F. A. Flam
(His first name, Floyd, is known)
heading: Flam, F. A. (Floyd A.)

name used: Sister M. Alicia, S.C.N.
("M." is known to stand for "Mary")
heading: M. Alicia (Mary Alicia), Sister, S.C.N.

name used: H. D.
("H. D." is known to stand for "Hilda Doolittle")
heading: H. D. (Hilda Doolittle)

name used: A. Samad Said
("A." is known to stand for "Abdul")
heading: A. Samad Said (Abdul Samad Said)

name used: Pedro F. González R.
(His full name, Pedro Felipe González Rodríguez, is known)
heading: González R., Pedro F. (Pedro Felipe González Rodríguez)

Extend the option to names established under 25.15A that consist of a surname and a term of address, etc., by adding the forenames after the term of address, etc. (Apply this even if there is no conflict.)

name used: Cardinal Lavigerie
(His forenames, Charles Martial Allemand, are known)
heading: Lavigerie, cardinal (Charles Martial Allemand)

name used: M. Petit
(His forenames, Jean-Philippe, are known)
heading: Petit, M. (Jean-Philippe)

Note: If a heading established before January 1981 is AACR 2 except for the absence of forenames that appear as information in sources cited on the authority record, do not consider the absence of such forenames in the heading a reason for considering the heading as either AACR 2 compatible or non-AACR 2. Instead, if no other factor is involved, consider it an AACR 2 heading.

established heading: Eddison, C. D.
(Information within the authority record: Carlton Daniel Eddison)
AACR 2 form if he were a new author: Eddison, C. D. (Carlton Daniel)
(Consider the established heading AACR 2)

22.17C. [Rev.]. For bishops, etc., who are also saints (22.13), apply the following:

- 1) add only "Saint" if there is no other saint with this name;
- 2) add both "Saint" and "Bishop," etc., if there is more than one saint with this name.

Note: If a heading established before January 1981 is AACR 2 except that the abbreviations "Bp." or "Abp." need to be expanded, consider the established heading AACR 2 compatible.

established heading: Ruricius I, Bp. of Limoges
AACR 2 form: Ruricius I, Bishop of Limoges
(Consider the established heading AACR 2 compatible)

22.18. [Rev.]. Apply the optional provision. This means adding a date whenever it is known. Do not do special searching, however, if there is no conflict. (Do not change an established heading just to add a date discovered later; if the heading must be revised later, add the date.)

For persons living in the twentieth century, the date should be a relatively precise one. Specifically, add the date to headings for these persons only if it falls into any of the following categories: 1) the person is still living and the year of birth is known ("1900- "); 2) the person is no longer living and the years of birth and death are known ("1900-1981"); 3) the person is no longer living and only the year of birth is known ("b. 1900"); 4) the person is no longer living and

only the year of death is known ("d. 1981"). (Note: If a date in one of these categories is available only in a non-Gregorian year, add the Gregorian year to the heading only if the Gregorian year is certain.)

For pre-twentieth century persons, less precise dates may be used. Consult the examples under 22.18 for a guide. Note one detail about the use of "fl." dates: normally a span of years is used; use a single year after "fl." only if the date is found in this form in a reference source (cf. 22.1B, footnote 1).

Note 1: If a heading established before January 1981 is AACR 2 except for the absence of birth or death dates that appear as information in sources cited on the authority record, do not consider the absence of such dates as a reason for considering the heading as AACR 2 compatible; instead, if no other factor is involved, consider it an AACR 2 heading.

Note 2: If a heading established before January 1981 is AACR 2 except that the qualification "ca." needs repositioning in a statement of dates, consider the established heading AACR 2 compatible.

established heading: Pann, Anton, 1797 (ca.)-1854

AACR 2 form: Pann, Anton, ca. 1797-1854

(Consider the established heading AACR 2 compatible)

Note 3: If a heading established before January 1981 is AACR 2 except that twentieth century dates in the form "fl. [date]" have been used, consider the established heading AACR 2 compatible.

established heading: Nelson, David, fl. 1967-

AACR 2 form: Nelson, David

(Consider the established heading AACR 2 compatible)

If the birth date becomes available, however, revise the heading to substitute this for the "fl." date.

22.18-22.20. [Rev.]. If a personal name heading conflicts with another heading, resolve the conflict as follows:

1) Add to the heading being established

- a) the full form of a name represented by an initial in the form chosen for the heading if the full form is available in the item being cataloged (22.16)

established heading: Jackson, A.

new author: A. Jackson

(New author's full name, Arnold Elrod Jackson, is available)

heading for the new author: Jackson, A. (Arnold)

- b) the date (22.18); do not search beyond the Catalogers' Reference Collection to determine the date.

established heading: Brue, James E.

new author: James E. Brue

(New author's birth date, 1942, is available)

heading for the new author: Brue, James E., 1942-

Note: 1) If both the full form represented by an initial and a date are available, add both. 2) Do not add "fl." dates to headings for persons living in the twentieth century even if the name conflicts. 3) Add a single "fl." date to headings for pre-twentieth century persons only if the date is found in a reference source.

- c) a term of address, etc., that appears with the name in a pro-

minent source (cf. 0.8) in items by the person or with the name in headings in reference sources (22.19B)

Note: If either the full form of a name represented in the heading by an initial or a date becomes available later (or both become available), do not change the existing heading just to replace the term of address, etc.

- d) a forename or surname or the initials of a forename or surname not represented by an initial in the form of name chosen for the heading.

established heading: Clapper, John
new author: John Clapper
(New author's full name, John Samuel Clapper, is available)
heading for the new author: Clapper, John (John Samuel)

established heading: Gelfund, David
new author: David Gelfund
(New author's full name, David A. Gelfund, is available)
heading for new author: Gelfund, David (David A.)

established heading: Smith, Elizabeth
new author: Elizabeth Smith
(New author's full name, Ann Elizabeth Smith, is available)
heading for the new author: Smith, Elizabeth (Ann Elizabeth)

established heading: Oliver, Joan
new author: Joan Oliver
(New author's full name, Joan Oliver i Puigdomènech, is available)
heading for the new author: Oliver, Joan (Oliver i Puigdomènech)

established heading: Jones, Mrs.
new author: Mrs. Jones
(New author's forenames, Ella Gertrude, are available)
heading for the new author: Jones, Mrs. (Ella Gertrude)

Note: If the full form of a name represented in the heading by an initial, or a date, or a 22.19B term of address, etc., becomes available later, do not change the existing heading just to replace the unused forename or unused surname.

- e) a full forename when the forename chosen for the heading is a nickname.

established heading: Jorgen, Dick
new author: Dick Jorgen
(New author's full name, Richard Clark Jorgen, is available)
heading for the new author: Jorgen, Dick (Richard Clark)

Note: If the full form of name represented in the heading by an initial, or a date, or a term of address, etc., becomes available later, do not change the existing heading just to replace the unused full forename.

- 2) Change an established heading according to the order of preference given in 1) above.

Note: Apply this to all established headings, including those for which there are no MARC entries.

- 3) Apply 22.20.

Note: If the full form of a name represented by an initial in the heading, or a date, or a term of address, etc., becomes

available later for one of these names, establish this name separately. (Do not establish one of these names separately if only an unused forename(s), unused forename initial(s), or unused surname becomes available later.)

22.20. [Rev.]. Note: If a heading established before January 1981 covers more than one name and the names are a mixture of AACR 2 and AACR 2 compatible forms, consider the established heading as AACR 2. If the names are all AACR 2 compatible consider the established heading AACR 2 compatible. If any name is non-AACR 2, establish it separately in its AACR 2 form.

22.26C2. [New]. The names that come under the provisions of the rule are as follows:

Adi, Budi (Boedi), Joko (Djoko), Karta, Kusuma (Koesoema), Mangku (Mangkoe), Noto, Prawira, Pura (Poera), Sastra, Sri, Surya (Soerya, Surja, Suria), and Tri.

22.27A. [New]. Change the second sentence of the rule to read

The rule also applies to names from other ethnic groups native to Malaysia such as Ibans, Kedazans, etc. Names from ethnic groups of non-Malay origin, e.g., Indians, Chinese, borne by persons living in these countries are excluded.

22.27B. [New]. Add the following Iban examples to the rule:

Luat anak Jabu
x Jabu, Luat anak

A. L. Bunggan
x Bunggan, A. L.

William Duncan
(Full name: William Duncan anak Ngadan)
x Duncan, William
x William Duncan anak Ngadan
x Ngadan, William Duncan anak

but Nichol, Linda
(Surname: Nichol)
x Linda Nichol

22.27C. [New]. Add to footnote 21 the following Iban filial indicator:

anak (a., ak or ak.)—child of

22.27D. [New]. Disregard the provision to omit titles appearing in the father's name. Revise the last example in the rule as follows:

Iskandar bin Raja Muhammad Zahid, Raja
x Raja Iskandar bin Raja Muhammad Zahid
x Zahid, Raja Iskandar bin Raja Muhammad

In applying the rule, note the following Iban titles:

1) Titles of honor

Tuai Serang
Gual Kayau
Kepala Manok Sabong
Manok Sabong
Kepala Rugu Menoa
Tuai Menoa
Orang Kaya
Orang Kaya Pemanca
Orang Kaya Panglima
Orang Kaya Temenggong
Patinggi
Temenggong
Radin
Pateh

2) Titles of office

Penghulu Dalam
Pengarah
Penghulu
Mandal
Tuai rumah

3) Religious titles

Kepala Lemambang
Saut Lemambang
Lemambang
Manang Bali
Manang Mansau
Manang Mengeris

23.2A. [Rev.]. Apply the current policy for current place names.

- 1) For names in the United States, base the heading on the form found in a recent edition of the Rand McNally Commercial Atlas and Marketing Guide.
- 2) For names in Great Britain, Australia, and New Zealand, base the heading on the form found in a recently published gazetteer.

Note: For the two categories above, generally use in the heading the form found on the item being cataloged rather than a shortened form or unabbreviated form found in a gazetteer, unless 23.5A is applicable. However, for "Saint" or "St." and "Mount" or "Mt.," always use the spelled out form regardless of the item being cataloged or other evidence.

in source: Montgomery County
gazetteer: Montgomery
heading: Montgomery County (Md.)

in source: St. Joseph
gazetteer: Saint Joseph
heading: Saint Joseph (Mo.)

For U.S. townships that are not local places, do not include "township" as part of the name used in the heading. (In some states these nonlocal townships are called towns.) If the name of such an entity conflicts with the name of another place in the same state, apply 23.4J if the conflict is with the name of another nonlocal township or 24.6B if the other place is not a nonlocal township.

- 3) For names in Canada, use the heading provided by the National Library of Canada. Accept the NLC form, even if it differs from LC policy in such matters as "Saint," fullness, qualifiers, etc.

- 4) For other names, base the heading on the form provided by the U.S. Board on Geographic Names (BGN). If BGN approves a romanized form that conflicts with IC's policy for the romanization of that language, use the LC form of romanization in the heading. If the BGN response indicates a brief form of the place name, generally select the long form as the heading unless 23.5A is applicable.

BGN: Borno [brief] State BGN: Sulzbach [brief] am Neckar
heading: Borno State (Nigeria) heading: Sulzbach am Neckar (Germany)

BGN: Coast [brief] Province BGN: Vailly [brief]-sur-Sauldre
heading: Coast Province (Kenya) heading: Vailly-sur-Sauldre (France)

BGN: Kōra [brief]-chō
heading: Kōra-chō (Japan)

If BGN approves both a vernacular and an English form (called a conventional name in BGN terminology), use the English form.

For the following names, use the English form even though BGN approves only a vernacular form:

Amoy	Mantua
Anhui Province	Mexico City
Bavaria	Montenegro
Bosnia and Hercegovina	Ningsia Hui Autonomous Region
Bruges	North Brabant
Canton	North Holland
Carinthia	North Rhine-Westphalia
Chekiang Province	Nuremberg
Crete	Osaka
Croatia	Padua
Dairen	Peking
East Flanders	Piraeus
Fukien Province	Port Arthur
Ghent	Rhineland-Palatinate
Harbin	Saint Gall
Heilungkiang Province	Serbia
Hesse	Seville
Hokkaido	Shanghai
Honan Province	Shansi Province
Hopeh Province	Shantung Province
Hunan Province	Shensi Province
Hupei Province	Sian
Inner Mongolia	Sicily
Istanbul	Sinkiang Province
Jaffa	Slovenia
Kalgan	South Holland
Kansu Province	Styria
Kiangsi Province	Swatow
Kiangsu Province	Syracuse
Kirin	Szechwan Province
Kwangsi Chuang Autonomous Region	Tehran [instead of Teheran]
Kwangtung Province	Tibet
Kweichow Province	Tientsin
Kyoto	Tsinan
Liaoning Province	Tsinghai Province
Louvain	Tsingtao
Lower Austria	Tsitsihar
Lower Saxony	Turin
Macedonia (Republic)	Upper Austria
Malacca	West Flanders
	Yunnan Province
	Zurich

Note: If a foreign name is established in an English form, use the same form whenever the name is used by more than one jurisdictional level or is used as part of another name.

Kyoto (Japan)
Kyoto (Japan : Prefecture)
not Kyōto-fu (Japan)

Cologne (Germany)
Cologne-Deutz (Cologne, Germany)
not Köln-Deutz (Cologne, Germany)

Do not follow the example "Union of Soviet Socialist Republics." BGN approves both "Union of Soviet Socialist Republics" and "Soviet Union." Use the short form "Soviet Union."

For the constituent republics of the Soviet Union, use the following headings:

Armenian S.S.R.	Lithuania
Azerbaijan S.S.R.	Moldavian S.S.R.
Byelorussian S.S.R.	Russian S.F.S.R.
Estonia	Tajik 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	

For the United Kingdom, continue to use "Great Britain."

For the Federal Republic of Germany, use "Germany (West)."
For the German Democratic Republic, use "Germany (East)."

For the Democratic People's Republic of Korea, use "Korea (North)."
For the Republic of Korea, use "Korea (South)."

For Washington, D.C., use "District of Columbia" as the heading for the government of this name, with "Washington (D.C.)" used only as a location qualifier or as the entry element for cross references from place.

In dealing with London, use the heading

1) "Corporation of London" for items from the entity bearing this name that has administrative control over the 677-acre City of London.

2) "Greater London Council" for items from the entity bearing this name that has administrative control over the 32 London boroughs which make up "Greater London" (excluding the City of London).

3) "London (England)" as the qualifier added to corporate headings (even though the body concerned is located in a borough or in the city of London) or as the entry element for cross references from place.

For all the governments that have controlled the mainland of China, use "China" for all periods except 1937-1945. For the government headquartered in Chungking, 1937-1945, use "China." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, for 1938-1940 use "China (Reformed government, 1938-1940)" and for 1940-1945 use "China (National government, 1940-1945)." For the post-1948 government on Taiwan, use "China (Republic : 1949-)". For the province of Taiwan, use "Taiwan."

For Jerusalem, use "Jerusalem."

Treat military installations (forts, bases, camps, airfields, etc.) as local places. This means adding as a qualifier the country, state, province, etc., that would have been added to a city or town in the same place. Apply this even if the installation is located outside the country which controls it, i.e., add the heading for the larger place in which it is located in all cases.

23.4F. [Rev.]. Note that many local places on islands should be qualified with the name of the island or island group.

If the island or island group is a jurisdiction, use as the qualifier the heading that is established according to LCRI 23.4B. If the island or island group is not a jurisdiction, use as the qualifier the heading established by the Subject Cataloging Division.

For local places in Hawaii, always use as the qualifier the heading for the name of the state rather than the heading for the name of the island on which the place is located. (For conflicts, however, see LCRI 23.4J.)

23.4J. [Rev.] Conflicts

Apply either 23.4J or 24.6B (depending on the situation) to resolve conflicts in headings for places (geographic names and names of governments) not already resolved by the additions called for by LCRI 23.4B. Conflict in place names is not restricted to those already established or being established in the catalog. Instead, if there is no existing conflict in the catalog, search gazetteers, etc., to determine if two or more places within the same jurisdiction have the same name or if two or more places with the same name would bear the same qualifier for the larger place.

Townships

If a name of a U.S. township (called "towns" in New England and some other states) conflicts with the name of another township within the same state, add the heading for the county to each name.

Spring (Berks County, Pa.)

Spring (Centre County, Pa.)

If the name of a U.S. township conflicts with the name of a place that is not a township, and both are within the same state, apply 24.6B.

Hawaii

If local places in Hawaii conflict, add to each name the heading for the island on which the place is located rather than the heading for the county. (Headings for the islands of Hawaii are established by the Subject Cataloging Division.)

24.1. [Rev.]. Continue the current policy of adding a comma to a series of words appearing in an English-language name except before an ampersand.

Note: If a heading established before January 1981 does not punctuate words in a series according to present policy, still consider the heading AACR 2.

If the form of name selected as the heading includes quotation

marks around an element or elements of the name, retain them (cf. example in rule 24.7B4). Use American-style double quotation marks in the heading.

If the form of name selected as the heading consists of or contains initials, regularize the spacing and put one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

form in source: F&H Denby
form in heading: F & H Denby

form in source: U. S. D. A. Symposium ...
form in heading: U.S.D.A. Symposium ...

form in source: B B C Symphony ...
form in heading: BBC Symphony ...

Precede or follow initials consisting of two or more letters with a space, e.g., "Gauley Bridge (W. Va.)," "Ph. D. Associates."

If the form of name selected as the heading includes a place name at the end and the place is enclosed within parentheses or is preceded by a comma-space, retain in the heading the punctuation as found.

If the form of name selected as the heading includes a Greek letter or a letter or symbol used to indicate a trademark, a patent, copyright, etc., bracket an equivalency, explanation, etc., as appropriate.

If the form of name selected as the heading includes an abbreviation, retain in the heading the abbreviation as found.

form in source: Dirección de la Energía/Div.
Estadística//Secc. Información
form in heading: Buenos Aires (Argentina : Province).
Dirección de la Energía. Div.
Estadística. Secc. Información

Note: If the heading was established before January 1981 and the body's name appears in the heading without quotation marks although the body's predominant usage shows quotation marks around one or more elements, consider the heading AACR 2 compatible.

established heading: Istituto tecnico C. Gemellaro
di Catani
AACR 2 form: Istituto tecnico "C. Gemellaro" di Catani
(Consider the established heading AACR 2 compatible)

When the name of a body consists of both a numerical or alphabetic designation and words indicating the body's function, include both in the heading for the body. Separate the two parts with a dash.

source: Abteilung V - Vermessungswesen
heading: [parent body]. Abteilung V—Vermessungswesen

source: Social and Economic Sciences (Section K)
heading: [parent body]. Social and Economic Sciences—
Section K

source: Sub-task Force I, Gas Dissolved in Water
heading: [parent body]. Sub-task Force I—Gas Dissolved in
Water

24.4B. [Rev.]. Generally do not add a general designation qualifier to a corporate name containing two or more surnames (without forenames or without forename initials). For performing duets do not add a general designation qualifier if the name contains two surnames (with or without forenames or forename initials) or if the name contains two forenames.

When establishing a heading for a ship, add a general designation in English if the name alone does not convey the idea of a corporate body. If there is any question at all as to whether there is an appropriate general term, take the term from the item being cataloged. If there is more than one ship with the same name, add a term as specific as necessary to resolve the conflict.

Ulua (Ship)

(Unique name; qualifier added to clarify the meaning of the heading)

Franklin (Aircraft carrier)

Franklin (Steamship)

(Two ships of the same name but each of a different type)

Lexington (Aircraft carrier : CV6)

Lexington (Aircraft carrier : CVA(N) 65)

(Two aircraft carriers with the same name)

Note: If a heading established before January 1981 includes a parenthesized term added to show that the heading represents a corporate body, consider the heading AACR 2 even if the presence of such a term is contrary to current thinking.

established heading: Chefs' Rights Alliance (Society)

AACR 2 form: Chefs' Rights Alliance

(Consider the established heading AACR 2)

Also consider the heading established before January 1981 AACR 2 if such a term is absent but is considered necessary according to current thinking (as above).

established heading: BFA Educational Media

AACR 2 form: BFA Educational Media (Firm)

(Consider the established heading AACR 2)

In dealing with performing groups, apply the following:

1) If the name contains a word that specifically designates a performing group or a corporate body in general (e.g., Band, Consort, Society) or contains a collective or plural noun (e.g., Ramblers, Boys, Hot Seven), do not add a designation to the name.

2) If the name is extremely vague, consisting primarily of single, common words (e.g., Circle, Who, Jets) or the name has the appearance of a personal name (e.g., Jethro Tull), add a designation to the name.

3) If the name falls between the above two categories (e.g., Led Zeppelin, Jefferson Airplane, Road Apple, L.A. Contempo), add a designation to the name.

If there is doubt whether a designation should be added, add it.

Use the designation "(Musical group)" unless special circumstances (such as a conflict) require a more specific term.

24.4C8. [Rev.]. When adding the name of an institution to a corporate name, give the name of the institution in the form and language on which the heading for the institution is based (not necessarily the catalog-entry form for the institution). Nevertheless, if the combination of corporate name plus qualifier actually conflicts in the file being searched against, then give the qualifier in catalog-entry form.

Newman Club (Southern State College)
not Newman Club (Southern State College (Springfield, S.D.))

Newman Club (St. Joseph's College (Brooklyn, New York, N.Y.))
Newman Club (St. Joseph's College (Philadelphia, Pa.))

24.6. [Rev.]. When a sovereign nation and another place of the same name that is not a sovereign nation exist at the same time, do not qualify the name of the sovereign nation.

When a succession of jurisdictions would be entered under the same name, use one heading for all, no matter what differences there are between the jurisdictions.

North Carolina	Hawaii
<u>not</u> North Carolina (Colony)	<u>not</u> Hawaii (Kingdom)
North Carolina (State)	Hawaii (Republic)
	Hawaii (State)
Texas	India
<u>not</u> Texas (Republic)	<u>not</u> India (Dominion)
Texas (State)	India (Republic)

However, when the geographical qualifier added to a name to reflect its current status is not appropriate for the earlier entity, use two headings, and qualify each.

Brabant (Belgium)	Tuscany (Italy)
Brabant (Duchy)	Tuscany (Grand Duchy)
<u>not</u> Brabant (Belgium)	<u>not</u> Tuscany (Italy)

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island that is a jurisdiction conflicts with the name of a place within the same larger jurisdiction, add the type of government as a qualifier to the larger geographic entity.

Malacca (Malacca)	Durham (Durham)
Malacca (State)	Durham (County)
<u>not</u> Malacca	<u>not</u> Durham
New York (N.Y.)	
New York (State)	
<u>not</u> New York	

When the name of a state, province, or territory in Australia, Canada, or the United States; of a British county, region, or islands area; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island conflicts with the name of a place in another jurisdiction, qualify the latter only.

Alberta (Va.)	Victoria (Tex.)
Alberta	Victoria
<u>not</u> Alberta (Province)	<u>not</u> Victoria (State)

Corsica (S.D.)
Corsica
not Corsica (Dept.)

Dorset (Vt.)
Dorset
not Dorset (County)

Virginia (Minn.)
Virginia
not Virginia (State)

Exception: Use "Washington (State)" as the heading for the State of Washington.

If the name of a U.S. township (called "towns" in New England and some other states) conflicts, apply the following:

1) If the conflict is with the name of a local place within the same state, add

a) the name of the state to the local place;

b) the name of the state and "Township" (or "Town") to the name of the township.

Passaic (N.J.)
Passaic (N.J. : Township)

2) If the conflict is with both the name of a local place and the name of another township, all of which are within the same state, add

a) the name of the state to the local place;

b) the name of the county, the name of the state, and "Township" (or "Town") to the names of the townships.

Berlin (Wis.)
Berlin (Green Lake County, Wis. : Town)
Berlin (Marathon County, Wis. : Town)

3) If the conflict is only with the name of another township within the same state, apply 23.4J.

24.13. [Revision of 24.13, type 4] If a body is entered subordinately according to types 2, 3, or 4, make a direct reference from the name of the subordinate body only if its name appears without the name of its parent body on the chief source of one of its own publications. When making the reference, generally qualify the name with the name of the parent body (in the form and language on which the heading for the parent body is based, not necessarily its catalog-entry form).

Note: If a name authority record for a heading established before January 1981 contains such a direct reference, accept it as valid without examining the evidence (although a qualifier may have to be added to it).

24.17. [Rev.]. Treat the United Nations as a government body when determining the heading for its subordinate and related bodies.

When cataloging items that emanate from a body within one of the countries of the Soviet bloc and one or more government agencies appears at head of title only as a "stamp of approval," do not refer through the names of the government agencies when establishing the emanator body. Do make a reference through the heading for the government itself (the country, republic, district, etc.).

Distinguish such cases, however, from other cases, which do occur even in the Soviet bloc in which the government agency named has a hierarchical relationship. References through the agency or agencies must be made in these cases.

24.18, type 4. [New]. Restrict the application of type 4 to major executive agencies of national governments.

24.21B. [Rev.]. Ignore the heading for the U.S. House of Representatives shown in one of the examples in rule 24.21B. Continue to establish new subdivisions under the existing heading.

United States. Congress. House.
(Consider the heading AACR 2)

When a subordinate unit is entered as a subheading of a particular chamber of a legislature, generally do not make a reference from the unit as a direct subheading of the legislature.

Enter a body that presents itself as a subordinate unit of a legislature (or as a subordinate unit of a particular chamber) as a subheading of the legislature (or of the particular chamber) even if the body's membership does not consist solely of members of the legislature or of its staff.

24.21C. [Rev.]. Continue present policy and apply the treatment of legislative subcommittees of the U.S. Congress also to legislative subcommittees of certain U.S. states.

Apply 24.21C also to other types of bodies subordinate to legislative committees and subcommittees, e.g., task forces, panels.

United States. Congress. House. Committee
on Ways and Means. Subcommittee on Trade.
United States - Japan Trade Task Force.

California. Legislature. Assembly.
Subcommittee on Housing Production.
Housing Advisory Panel.

Make a reference from the name of the subcommittee as a direct subheading of the chamber to which the parent committee belongs if the name of the subcommittee is unique within the legislature.

United States. Congress. Senate. Committee on
Foreign Relations. Subcommittee on Canadian Affairs.
x United States. Congress. Senate. Subcommittee
on Canadian Affairs

24.24A. [Rev.]. For forms for component branches, command districts, and military units of military services, define "component branch, command district, or military unit" as an agency which constitutes

- 1) A unit subject to combat service or an administrative unit over such units.

commands
corps
fleets
general staffs
military districts

regiments or divisions of infantry, etc.

- 2) A unit that serves as a direct support unit to category 1.

corps of engineers
legal units, e.g., judge advocate general
material command
medical corps
military police
transport services

This means treating the following types of bodies under general rules:

research agencies, e.g., laboratories, research centers,
institutes, experiment stations, museums
schools, e.g., service academies, Air University
musical groups, e.g., military bands, choirs, etc.
armories, arsenals
base hospitals, other hospitals

Treat forts, bases, camps, airfields, etc., as jurisdictions
(see LCRI 23.2A).

25.5B. [Rev.].

Serials/Series

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, 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.) Serials catalogers are permitted to take into account any other serial of the same title of which they know, whether or not it is in the catalog (e.g., it might be found in a reference work being searched by the serials cataloger for some other reason). Take into account only the main title of another serial, not variants traced as cross references or as added entries. For untraced series created before 1981, however, take into account any title under which an untraced series authority record is filed. In general do not predict a conflict. (For an exception to the conflict policy, see 6. Title Consisting of Corporate Name Alone below.) 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 also to the record for the serial cataloged earlier.

Note: When a serial reappears as a reprint, as a microform copy or reissue, as a braille edition, etc., do not use a uniform title to distinguish one of these secondary manifestations from the original. If the original itself has a uniform title, use the same uniform title for the other manifestation. (If the original has no uniform title, do not use one for the other manifestation when the only reason for doing so would be to distinguish the original from the other manifestation.)

1) Choice of Qualifying Term

The terms most commonly used to qualify the title proper

are the following:

- 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:

a) 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, use place for unanalyzed serials. For analyzed serials, use place for those issued by a commercial publisher and corporate body for those not issued by a commercial publisher.

b) 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, in this order of preference, (a) the place that would be named first in the publication, distribution, etc., area for the first issue published; (b) the place named first on earliest issue for which a place is known; or (c) the place named first on the earliest issue in hand. (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 name of 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 under (1) above.

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

c) 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)

d) Date

If the title already includes the name of the body or place that would serve as the qualifier (see (1) and (2) 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...)

e) 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.

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

The Library of Congress does not distinguish between the original and its manifestations. To others who wish to make the differentiation, the Library recommends that a term such as "Reprint" be added as a subdivision (outside the parenthetical qualifier).

Art (Philadelphia, Pa.). Reprint (1970)
Art (Philadelphia, Pa.). Reprint (1977)

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 references 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 heading.

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, an "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)]
Annual report ...

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

6) Title Consisting of Corporate Name Alone

If the title of a series entered under title consists solely of the name of a corporate body, always create a uniform title that consists of the title qualified by the term "(Series)" even if there is no conflict. Apply this to all series, including those that are multipart items.

Centre de recherches d'histoire ancienne (Series)
Oxford Historical Society (Series)

Monographs That Conflict

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 subject or added entry, assign a uniform title to the particular work according to the provisions for adding a qualifier to a serial title. (If the tracing represents a monograph, which is entered under title and has the same title proper as another work entered under title, assign a uniform title to the work even if there is no bibliographic record for it in the catalog.) 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. Note: Do not assign a uniform title if the conflicting work is being used only in an analytical added entry.

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)

Radio and Television Programs

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

U.S. Census Publications

For U.S. Bureau of the 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)

Comics

If a comic strip, single panel cartoon, etc., is entered under its title, establish a uniform title for the work that consists of its title, followed by an appropriate parenthetical qualifier (e.g., "Batman (Comic strip)").

Motion Pictures

If a motion picture is entered under title and a heading is needed for the item as a secondary entry, add the qualifier "(Motion picture)" to the title whenever the title is the same as a subject heading appearing in Library of Congress Subject Headings (latest edition) or the title has been used as the title of another work. (It does not matter if the other work is entered under title or under a name heading.) This same uniform title must be used in all entries for the work. (Existing records in which the motion picture is used as a main or secondary entry must be changed.) Note: Do not add a qualifier if the motion picture is used only in an analytical added entry.

new work: Copland, Aaron, 1900-
The red pony ...
(Music for the motion picture of the same title)

existing works: 1) Steinbeck, John, 1902-1968.
The red pony ...
(A book)

2) The Red pony [motion picture] ...

added entry on the new work: I. Red pony (Motion picture)

revised record for the motion picture: Red pony (Motion picture)
The red pony [motion picture] ...

25.14. [New]. Apply 25.14 only when establishing a uniform title for a work written in the 15th century that exists solely in pre-1501 editions and no one title predominates. Otherwise, apply 25.4A.

25.27B. [Rev.]. Footnote 9 lists three categories of titles that are to be treated as "titles consisting solely of the name of one type of composition": 1) titles that consist of a name of a form; 2) titles that consist of a name of a genre; 3) titles that consist of a generic term frequently used by different composers. The third category (and the third category only) should be evaluated with the final sentence of the footnote in mind also. This will be particularly true when the common term is accompanied by some modifier other than a medium or a numeral. One should consider that all modifiers other than a medium or a numeral make the phrase a distinctive title—no matter how common sounding it is. For example "Piece" is a generic term frequently used by different composers, but "Concert piece," "Little piece," etc., are considered distinctive titles.

When a French work for solo voice and keyboard stringed instrument has the title Mélodie or Mélobies, do not translate the title

into English, since the cognate words in English and other languages do not have the specific meaning of the French word. Consider the medium of performance to be implied by the title and do not include it in the uniform title (25.29A2(a)).

When a French work for solo voice without accompaniment or with accompaniment other than a keyboard stringed instrument alone has the title *Mélodie* or *Méodies*, do not translate the title into English. Include the medium or accompaniment or a statement of the absence of accompaniment (25.29H3).

When the word *Melody* or *Melodies* or its cognate in another language (including French) is the title of any other work, consider it the name of a type of composition. Use the English form in the uniform title and include the medium of performance (25.29A1).

Consider commonly used liturgical titles such as *Requiem*, *Te Deum*, *Salve Regina*, and *Dixit Dominus* to be generic terms. If a plural form is required, form one if possible by adding the letter *s* to the last word of the title; if this is not convenient, consider the plural to be the same as the singular. Apply 25.29A2(a) and do not normally include a statement of medium of performance.

When cataloging the first occurrence of a work of a particular type by a composer

1) If the composer is deceased, search reference sources to determine whether the composer wrote more than one work of the type, and use the singular or plural form in the uniform title according to the information found.

2) If the composer is living, use the singular form in the uniform title unless the work being cataloged bears a serial number (including 1); in that case use the plural form on the assumption that the composer has written or intends to write more works of the type.

When cataloging the second occurrence of a work of a particular type by a composer, if the singular form has been used in the uniform title for the first work of the type, revise that uniform title to use the plural form.

Note that the medium of performance is not a criterion in the application of this provision of the rule; if a composer wrote one piano sonata and one violin sonata, he or she wrote two sonatas and the plural form must be used.

25.29E. [Rev.]. In the list of terms for groups of instruments, use "plucked instruments" instead of "plectral instruments."

Use the phrase "instrumental ensemble" as a statement of medium that is added to a title in a uniform title only if the medium is a group of diverse instruments not already provided for by other terms in the list.

25.30. [New]. For sketchbooks containing sketches for various compositions or miscellaneous sketches, add "Sketches" in parentheses to the appropriate collective uniform title formulated under 25.35 or 25.36.

[Selections (Sketches)]

[Instrumental music. Selections (Sketches)]

[Piano music. Selections (Sketches)]

[Sonatas, piano. Selections (Sketches)]

[Symphonies, no. 7-9 (Sketches)]

25.36B. [New]. For collections of music by a single composer for various motion pictures, use the uniform title "Motion-picture music" or "Motion-picture music. Selections" (without a statement of medium) instead of such uniform titles as "Orchestra music. Selections."

Appendix B.9. [New]. Use also in headings the abbreviation "Dept." for the English word "Department." Consider these headings AACR 2.

Add the following:

<u>Term</u>	<u>Abbreviation</u>
bilangan	bil.
nombor	no.
nomor	no.

Appendix D: Collection. [New]. If one main entry heading would be appropriate: three or more independent works or parts of works published together. If more than one main entry heading would be appropriate: two or more independent works published together and not written for the same occasion or for the publication in hand.

Appendix D: Running title. [New]. The title, or abbreviated title, repeated at the head or foot of each page or leaf.

Library of Congress Policy for Cataloging of Microreproductions

The Library of Congress Information Bulletin (Nov. 21, 1980) included an announcement of an interim Library of Congress policy for the cataloging of microreproductions, pending a final resolution of questions that arose from a consideration of the application of AACR 2 to such materials. The ALA/RTSD/CCS Committee on Cataloging: Description and Access sponsored extensive discussions of the questions raised and finally in June 1981 at its meeting in San Francisco voted to favor the thrust of the Library's interim policy as an alternative to provision 0.24 in AACR 2. When the Joint Steering Committee for Revision of AACR 2 considered the same issue on July 2, 1981, at its meeting in San Francisco, the committee decided not to take action at this time in relation to rule revision that would incorporate an alternative for microreproductions—particularly since the issues had not been as thoroughly discussed in the other countries represented as in the United States.

The statement, below is the final Library of Congress policy for the cataloging of microreproductions. The policy will be applied and recommended by the Library as "rule interpretation" rather than rule revision.

1) Materials covered. This policy applies to reproductions in micro- and macroform of previously existing materials. Specifically

the policy applies to micro- and macroreproductions ^{1/} of

books, pamphlets, and printed sheets
cartographic materials
manuscripts
music
graphic materials in macroform
serials

It applies to reproductions of dissertations issued by University Microfilms International and "on demand" reproductions of books by the same company.

It is the intent of this policy to apply AACR 2 in determining the choice and form of access points but to emphasize in the bibliographic description data relating to the original item, giving data relating to the reproduction in a secondary position. As a result, rule 1.11 and chapter 11 of AACR 2 will not be applied to these materials except to provide directions for the formulation of the note describing the micro- or macroform characteristics of the reproduction. (Items that are microreproductions of material prepared or assembled specifically for bringing out an original edition in microform will be cataloged as instructed in chapter 11 of AACR 2.)

2) Bibliographic description

a) General. Apply chapter 2 to books (including dissertations cataloged as books), pamphlets, and sheets; chapter 3 to cartographic materials; chapter 4 to manuscripts (including dissertations not cataloged as books); chapter 5 to music; relevant portions of chapter 8 to graphic materials in macroform; and chapter 12 to serials. Transcribe the bibliographic data appropriate to the work being reproduced in the following areas:

title and statement of responsibility
edition
material (or type of publication) specific
 details for cartographic materials and serials
publication, distribution, etc.
physical description
series

Record in the note area all details relating 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 area the bibliographic details relating to the reproduction required by 11.4, in the order and form provided by this rule, 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.

1/

For the purpose of this statement the term "macroreproduction" refers only to macroreproductions produced "on demand."

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. 20 cm.

Photocopy. [S.l., s.n., 1981?]. 23 cm.

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

University Microfilms International

This statement applies to that part of the output of University Microfilms International (UMI) consisting of 1) regular university dissertations that are made available through either micro- or macroform (xerography) 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 books issued as regular ^{2/} publications or republications.

For UMI output in categories 1) and 2) above, the Library of Congress will apply the policy stated above whether the UMI item is in micro- or macroform. 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 contained therein.

Korean Romanization

Library of Congress details on word division for the romanization of Korean appear at the end of this issue.

SUBJECT HEADINGS

Assigning Subject Headings to Folklore Materials

Below are guidelines for assigning subject headings to works that consist of or discuss folklore materials. Similar to the provisions for ethnic music (Cataloging Service Bulletin, no. 13, p. 76-79), these guidelines stress a complex of headings rather than a single heading assigned to each work of folklore. A number of different topics have been identified as having retrieval value for such works, and each should be brought out separately, if possible. They are 1) the ethnic, national, or occupational group that originated the folklore, 2) the special theme of the folklore, and 3) the folkloric emphasis or genre.

Conflict of Systems. An array of headings are to be assigned to works of folklore that class mainly in GR or GT. It should be recognized, however, that certain subdisciplines of folklore have been provided with their own special set of headings that may be in conflict with the headings indicated here. Where there is a conflict of systems, the provisions of the special field should prevail. For example, folk music, which classes normally in M, has been provided with its own set as cited

^{2/}

By "regular" is meant full publication, not just availability "on demand."

above. For works of this type, use the special folk music guidelines. Also, certain genres of folk literature that class in P, such as folk poetry, should be given standard literary treatment that again may be in conflict with the provisions given here. This explains, therefore, why certain genre headings provided in these instructions are accorded special treatment as literary form headings (e.g., Folk literature), although the standard folklore headings are not (e.g., Tales). The nature of a heading does not change, however, just because it is "borrowed" from one system for use in another. Tales, for example, if used for a literary work classing in P is not modified by language in the normal manner of literary form headings.

Assignment of Headings

1) General Rule. Assign, as appropriate, a combination of the following headings to works of folklore:

- [ethnic, national, or occupational group]—local subdivision]—Folklore
- [theme]—Folklore
- [heading(s) for specific folklore genres, with local subdivision]
- Folklore—[local subdivision]
- [locality]—Social life and customs
- [other topics, as applicable]

Note: The subdivision Folklore is free-floating.

2) Special Provisions

a) Collections. Always assign to a collection of folkloric texts, if possible, the first three categories of headings listed above. Assign other headings, as appropriate, to the work.

b) Works that discuss folklore. To such works assign headings for the first three categories of headings above, if a specific genre is involved. Subdivide the genre heading by History and criticism or by more specific subdivisions such as Classification; Themes, motives; etc., if appropriate. If a specific genre is not involved, assign instead of the third category, the fourth and fifth categories of headings. In such cases the subdivision History and criticism is not used.

Explanation of the Categories of Headings

1) Ethnic, national, or occupational group

a) If possible, always assign headings of the type [ethnic, national or occupational group]—[local subdivision, if appropriate]—Folklore

- Afro-Americans—Louisiana—Folklore
- Italians—Austria—Folklore
- Jews—Folklore
- Chimney-sweeps—Netherlands—Folklore
- Mbere (African people)—Folklore
- Cree Indians—Folklore

b) Do not assign headings of this type for individual nationalities within their own country. The use of Folklore or headings for individual genres with local subdivision is sufficient. For example, for the folklore of Italy, use Folklore—Italy, not Italians—Folklore.

c) For Indian groups, assign two headings, one designating the individual tribe, if any, and the other the major group to which the tribe belongs.

Cree Indians—Folklore
Indians of North America—Canada—Folklore

d) If the item discusses the folklore of an occupational group within a single ethnic group, assign headings that designate both the ethnic group and the occupational group.

Weavers—Morocco—Folklore
Berbers—Folklore

e) Designate the influence exerted on the folklore of an ethnic group by another group by means of headings of the type [ethnic group]—Folklore—[...] influences.

Finno-Ugrians—Folklore—Slavic influences

2) Special Themes in Folklore. If the item has a special theme, designate the theme by means of the free-floating subdivision Folklore.

Stars—Folklore
Lizards—Louisiana—Folklore

This use of the subdivision Folklore under topics should not be confused with the use of Legends under topics. The latter subdivision is used under a few religious topics, e.g., Grail—Legends, but only in connection with published Medieval romances and legends (see Cataloging Service, bulletin 83, p. 12). In all other instances the subdivision Folklore should be used for both folkloric texts or for criticism.

3) Headings for Specific Folklore Genres. The following is a list of typical folklore genre headings, grouped according to category:

<u>Folklore (General)</u>	<u>Musical</u>	<u>Literary</u>
Fairy tales	Ballads	Fables
Legends	Folk music	Folk-drama
Tales	Folk songs	Folk literature
		Folk poetry
		Nursery rhymes
		Proverbs
		Riddles

a) To a collection of folkloric texts in one genre, assign the appropriate genre heading subdivided by local subdivision, if appropriate. For works of criticism, subdivide the genre heading or the genre heading with local subdivision by the subdivision History and criticism, e.g., Tales—Arizona—History and criticism.

b) Special Treatment. Qualify the literary genre headings category by language or nationality in accordance with normal literary form heading practice. Also, for translations, subdivide these literary genre headings by the appropriate translation subdivisions, e.g., —Translations into English; —Translations from German. Do not qualify the headings of the folklore (general) category by language or nationality. For the special rules for qualifying musical genre headings and use of the subdivision Texts, see Cataloging Service Bulletin, no. 13, p. 76-78. Do not use translation subdivisions under headings listed under either the folklore (general) or musical categories. A few guidelines for assigning particular genre headings are given below.

c) Fairy tales. Assign this heading to collections of traditional narratives that typically deal with supernatural beings (e.g., fairies, ogres, dragons) or supernatural events and that are often created for the amusement of children. It is sometimes difficult, however, to distinguish between Tales, which represents the blanket term for traditional narratives, and Fairy tales. If in doubt, prefer Tales.

d) Folk literature. Assign this heading to collections containing two or more folklore genres.

e) Legends. Assign this heading to collections of traditional narratives generally regarded by their tellers as true. They may include narratives that are religious (such as those associated with the lives of saints or martyrs, religious objects or beings), supernatural (e.g., vampires, werewolves, or ghosts), individuals (e.g., national figures or heroes), specific places (such as those emphasizing place name origins or folk histories).

To works of legends associated with historical persons known to have existed, assign a heading in the form [name of person]—Legends, e.g., Crockett, Davy, 1786-1836—Legends.

For works concerning legendary figures, use headings in the form [name of person] (Legendary character), e.g., Pecos Bill (Legendary character).

To Medieval legends involving religious objects, assign the subdivision Legends, e.g., Grail—Legends.

Qualify the heading Legends by the names of religions to designate the legends of these individual bodies, e.g., Legends, Jewish; Legends, Christian; Legends, Buddhist.

Subdivide the heading Legends or the form subdivision Legends by the subdivision History and criticism for works that discuss the genre.

f) Tales. Assign this heading to collections of traditional narratives that are for the most part fictitious and are told primarily for entertainment, e.g., Tales—Nebraska. For works that are collections of a single tale type, assign a heading in the form [tale name] (Tale), e.g., Dragon slayer (Tale). For works that discuss the type, subdivide by History and criticism.

4) Folklore. Assign this heading, with local subdivision if appropriate, to works that discuss folklore in general or folklore as a discipline. Do not assign the heading to a work that deals only with one or more folklore genres (i.e., a work that has been assigned a heading for a specific genre with subdivision History and criticism or the heading Folk literature with the subdivision History and criticism). Do not subdivide the heading by History and criticism. Whenever the heading is subdivided by place, assign also a heading of the type [locality]—Social life and customs.

For national groups in countries other than their own, assign two headings for folklore to bring out the folklore of the place of origin and the current location.

Germans—Romania—Folklore
Folklore—Romania
Folklore—Germany

5) Assign other headings as needed.

Folklore, Applied	Literature and folklore
Folk medicine	Psychoanalysis and folklore
Folk dentistry	Folklore and history
Oral tradition	Folklore and education
	Story-telling

[etc.]

Examples

The titles in each of the following examples are fictitious and are provided only to demonstrate a principle of subject assignment. The subject tracings are listed in the order of the categories given above. The problem of classification is not being considered; therefore, in an actual situation the tracings may need to be altered in accordance with Cataloging Service Bulletin, no. 1, p. 15.

A Classification of American Folk Tales

1. Tales—United States—Classification.

Folklore of Tunisian Potters

1. Potters—Tunisia—Folklore
2. Folklore—Tunisia.
3. Tunisia—Social life and customs.

Legends Collected Among the Preliterate Peoples of Nigeria

1. Legends—Nigeria.

Scottish Tales and Legends

1. Tales—Scotland.
2. Legends—Scotland.

Mexican American Folk Medicine Traditions from Texas

1. Mexican Americans—Texas—Folklore.
2. Folk medicine—Texas.
3. Folklore—Texas.
4. Texas—Social life and customs.

Analysis of Legends Told by Italians in Austria

1. Italians—Austria—Folklore.
2. Legends—Italy—History and criticism.
3. Legends—Austria—History and criticism.

Bachama Stories and Storytelling

1. Bachama (African people)—Folklore.
2. Tales—Nigeria.
3. Story-telling—Nigeria.

Folklore and Legends of the Jews in the Ukraine

1. Jews—Ukraine—Folklore.
2. Folklore—Ukraine.
3. Legends, Jewish—Ukraine.
4. Ukraine—Social life and customs.

A Collection of Navajo Coyote Tales Translated into English

1. Navaho Indians—Folklore.
2. Indians of North America—Arizona—Folklore.
3. Coyotes—Folklore.
4. Tales—Arizona.

An Analysis of Navajo Coyote Tales

1. Navajo Indians—Folklore.
2. Indians of North America—Arizona—Folklore.
3. Coyotes—Folklore.
4. Tales—Arizona—History and criticism.

About Afro-American Tales in Gullah Found on St. Simon's Island, Ga.

1. Afro-Americans—Georgia—Saint Simon's Island—Folklore.
2. Tales—Georgia—Saint Simon's Island—History and criticism.
3. Gullah dialect

Folklore of the Berber Weavers of Morocco

1. Berbers—Folklore.
2. Weavers—Morocco—Folklore.
3. Folklore—Morocco.
4. Morocco—Social life and customs.

Iban Tales, Legends, Proverbs Collected in Sarawak

1. Ibans (Bornean people)—Folklore.
2. Folk literature, Iban—Malaysia—Sarawak

A Collection of Tales, Songs, and Poems Obtained Among the Berbers of Morocco and Translated into English

1. Berbers—Folklore.
2. Folk literature, Berber—Morocco—Translations into English.
3. Folk literature, English—Translations from Berber languages.

The Folklore of Garlic Among Italian Americans in Massachusetts

1. Italian Americans—Massachusetts—Folklore.
2. Garlic—Massachusetts—Folklore.
3. Folklore—Massachusetts.
4. Massachusetts—Social life and customs.

Implementation

With the implementation of these new provisions hundreds of headings currently listed in LCSH will be cancelled, involving

[topic] (in religion, folk-lore, etc.)
Folk-lore of [topic]
[lore headings of the type Plant lore]
[type of animal]—Legends and stories

For folklore, all the above headings are being replaced by headings of the type [topic]—Folklore, the subdivision Folklore being a free-floating subdivision.

In addition, the heading Folk-lore is being replaced by Folklore and the heading Animals, Legends and stories of is being replaced by Animals—Folklore.

The cleanup operations are being handled as a special project and should soon be completed. This means that all the changes will appear together in a forthcoming issue of a LCSH Supplement.

Some of the replacement headings announced above are narrower in scope than the corresponding headings being cancelled. For example, all headings of the type [topic] (in religion, folk-lore, etc.) include, in addition to the folklore aspect, a religious aspect. The religious aspect will be covered by several new subdivisions to be announced in a later issue of Cataloging Service Bulletin. The subdivision Legends and stories will be replaced by the existing subdivisions Fiction, Biography, and Anecdotes, a new usage which will also be explained at a later date.

Inquisition

1) Descriptive cataloging

The word Inquisition is not the name of a corporate body. Therefore, under AACR 2 IC will cease to use the term as a main or added entry heading. The appropriate heading prescribed by AACR 2 will be used in all cataloging undertaken after December 31, 1980, e.g., the name of the defendant for a trial or the name of an inquisitional tribunal.

2) Subject cataloging

The Subject Cataloging Division has established Inquisition (Indirect) as a topical subject heading.

Procedures

a) Assign the subject heading Inquisition divided by place, if appropriate, to works dealing with any aspect of the Inquisition.

b) Do not use the subdivision History or establish period subdivisions under this subject.

c) Assign additional headings appropriate to the item being cataloged, such as the name of a defendant in a trial or other topical subject headings.

The Subdivisions "Relations" and "Military relations"

Procedures

1) Discontinue using the following two sets of obsolete subdivisions:

- Relations (general) with ...
- Relations (general) with foreign countries

- Relations (military) with ...
- Relations (military) with foreign countries

Use instead the following free-floating subdivisions as appropriate:

- Relations (Indirect)

Use under names of regions, countries, cities, etc., for general relations between one region or jurisdiction and another.

—Military relations (Indirect)

Use under names of regions, countries, cities, etc., for military relations between one region or jurisdiction and another.

2) Do not use the subdivisions to bring out relations between regions or jurisdictions in a single country.

3) Subdivide these subdivisions by region or country to designate relations with a specific region or country. If the region or country is so subdivided, make an additional subject entry with the two geographic names in reversed positions.

1. United States—Relations—China.
2. China—Relations—United States.

4) Use the subdivisions Relations and Military relations without further subdivision for the relations of a region or jurisdiction with three or more regions or jurisdictions. Do not use the obsolete expression ... with foreign countries.

Economic Community Countries

As indicated on p. xvii of the 1979 Supplement to LCSH, most of the headings of the type [corporate name] countries were cancelled in 1979 and replaced by two headings: 1) the corresponding name heading and 2) the name of the area covered. For example, Acuerdo de Cartagena countries was replaced by the AACR 1 heading Acuerdo de Cartagena and Andes region. These headings were cancelled as a single project, and any heading that was not then cancelled was to remain intact in LCSH as a valid heading.

The Subject Cataloging Division has been asked to identify which headings were cancelled and which were retained. The following headings were cancelled:

Acuerdo de Cartagena countries
Asian and Pacific Council countries
Asociación Latinoamericana de Libre Comercio countries
Caribbean Free Trade Associations countries
Council of Europe countries
Mercado Común Centroamericana countries
Organization for Economic Cooperation and Development countries

Although it was decided not to continue the practice of establishing headings of this type, the following two headings were retained because of their frequency of use:

European Economic Community countries
European Free Trade Association countries

There are no plans to cancel these two remaining headings.

LC CLASSIFICATION

Subarrangement of a Literary Author's Works in Class P

Below are guidelines for the subarrangement of works by an individual author once the form of the author's name and the corresponding class number or Cutter have been determined (for the latter, see Cataloging Service Bulletin, no. 3, p. 16-18; no. 11, p. 101).

Background

The various tables of Class P that are used in connection with individual literary authors normally provide for the arrangement of the author's works by special categories, e.g., Collected works, Selections, Translations, Separate works. For example, Table IXa, the most commonly used table for the arrangement of the works of a literary author, provides the following breakdown (latest revisions are included):

	Collected works
.x	By date
.xA11-13	By editor, if known
.xA15	Collected fiction. By date
.xA16	Collected essays. By date
.xA17	Collected poems. By date
.xA19	Collected plays. By date
	Translations (Collected)
.xA199	Modern versions in the same language. By date
.xA2-29	English. By translator, if given, or date
.xA3-39	French. By translator, if given, or date
.xA4-49	German. By translator, if given, or date
.xA5-59	Other. By language
.xA6	Selected works. Selections. By date
.xA61-2458	Separate works. By title
	Biography and criticism
.xZ459	Dictionaries, indexes, etc. By date
.xZ46-479	Autobiography, journals, memoirs. By title
.xZ48	Letters (Collections). By date
.xZ481-499	Letters to and from particular individuals. By correspondent (alphabetically)
.xZ5-999	General works

When classing an individual work, it is necessary to decide 1) what specific literary author table to use in connection with the author (although in the past many literary author numbers of Class P did not indicate what table was applicable, the Subject Cataloging Division is now taking steps to make annotations in all subclasses; 2) what category of the table is appropriate for the item being cataloged.

Table Revisions

A number of the individual literary author tables have undergone slight modifications over the years, including Table IXa. If the table to be applied has been issued in several versions, always use the most current one. Do not attempt to retain earlier provisions even if it is discovered upon inspection of shelvest records that the works of an author were mainly shelvested when an earlier version of the table was valid. These instructions may at times result in some slight separation of editions.

Collective Titles

AACR 2 Rules 25.8+ provide for collective uniform titles for the arrangement of a work. Since these provisions were not designed to correspond exactly to the captions of the classification tables, make no attempt to reconcile the differences. Use the titles only as guides when deciding to what category of the table a particular work belongs. For example, 1) the collective title Selections may correspond either to Selections or Selected works of the tables (separate numbers may be provided for each); 2) some works assigned the collective title Selections may class with Separate works (see below).

The Categories of the Tables

1) General Principles. Class under the collections numbers, including Collected works, Selected works, Translations, collections of

the works of an author that were previously published or never published in the author's lifetime. Use the Separate works numbers for individual works or for collections of works, including poems, stories, etc., that are being published for the first time while the author is still living (earlier appearances in journals or periodicals are not counted).

2) Collected works. Class under this caption works that are issued as the complete works of an author. For example, class here the collected works of the novelist and playwright W. Somerset Maugham. When the table provides two numbers under this caption, one for date and one for editor, prefer editor, if known (readily ascertainable from the item being cataloged); otherwise, use the number for date. Class here also the collected works of an author whose achievement has been solely in one genre. For example, class the collected poems of the poet Keats here and not under the caption Collected poems.

3) Collected fiction, Collected essays, etc. Class under these captions the collected works in one genre of an author whose literary achievement has been in two or more genres. For example, class here the complete collected plays of Maugham, a novelist and playwright. However, class under Collected works the complete poems of the poet Keats.

4) Selected works. Some tables provide separately for this category. If so, class here a published collection that contains at least two or more complete works of an author but that does not contain the author's complete works.

5) Selections. In tables where Selected works are also separately provided, treat this caption as if it read Quotations, extracts, etc. (some tables even make use of this caption, e.g., Table III of PN, PR, PS, PZ). Under such captions, class collections consisting of isolated excerpts, quotations, etc., from the author's various works. For the most part, none of the selected items represent complete works. If the table does not provide both categories separately, but only provides Selections, class under the caption both categories of works, i.e., both Selected works and Selections. The caption in Table IXa has been expanded to read Selected works. Selections.

6) Translations. Under this caption class all translations of collections whether they are collected works, selected works, selections, collected plays, poems, etc., unless separate provisions appear elsewhere for various genres, etc. Class translations of separate works with the Separate works caption. If a collection has been classed with Separate works for reasons given above, class also the translation with Separate works.

Examples

Hilst, Hilda.

[Poems]

Poesia (1959-1979) ... 1980.

(The complete poems of the author who has written in various genres. Class with Collected poems of Table IXa)

Garcia Lorca, Federico, 1898-1936.

[Poems. English and Spanish. Selections]

Lament for the death of a bullfighter and other poems in the original Spanish... with English translation ... 1937.

(Class this selection of poems with translations into English, A2-29 of Table IXa)

Simenon, Georges, 1903-

[Selections. English. 1980]

The White Horse Inn and other novels ... 1980 ... — Translated from the French. — Contents: The White Horse Inn — The grandmother — The country doctor.

(A selection translated into English; class with translations into English, A2-29 of Table IXa)

Corneille, Pierre, 1606-1684.

[Selections. English. 1980]

Polyeuctus ; The liar ; Nicomedes ... 1980.

(A translation of three plays; class with special translation number under Corneille in the schedule, .E5, English)

MacLeish, Archibald, 1892-

[Poems. Selections]

Active and other poems ... 1950 ... — Contents :

Active — Geography of this time — Definition of the frontiers — Voyage west — ...

(Assuming that this collection contains no original poems, class with Selections of Table IXa)

Bontempelli, Massimo, 1878-1960.

[Selections. 1978]

Opere scelte ... 1978.

(Class this collection with Selections of Table IXa)

Graves, Robert, 1895-

[Poems. Selections]

Poems, 1953 ... 1953.

(Assuming this collection contains only new poems, class with the Separate works number)

Sillitoe, Alan.

[Short stories. Selections]

The second chance and other stories ... 1981.

(Assuming this collection contains only new stories, class with the Separate works number)

Blackburn, Paul.

[Poems. Selections]

Against the silences ... 1980.

(Assuming this collection contains only new poems, class with the Separate works number)

Supplementary Works

A supplementary work is a separately issued work that in some way continues or complements a previously issued work. Supplements, appendices, indexes, addenda, continuations of texts without volume numbering, etc., are all considered supplementary works. In the past supplementary works, which were "dashed on" to the catalog record of the original work, were automatically assigned the same call number, so that the two works stood together on the shelves. Since supplementary works are now being cataloged separately, however, the subject cataloger is responsible for identifying a supplementary work as such and classifying it accordingly.

Procedures

1) Formulate the call number of a supplementary work by adding "Suppl." to the call number of the original work. Do not use double Cutters, as was often done in the past.

HD9211	HD28	RM300
.C55W55	.Y555	.F3
1980	vol.55	1966a
Suppl.	Suppl.	Suppl.3

If a work supplements a particular numbered volume of a series, provide the volume number as part of the complete call number.

Follow this practice even when application of the corporate body rule caused a specific date and work letter to be added to the call number of the original work (see Cataloging Service, bulletin 110, p. 6-8). Use the date and work letter of the original work.

If supplementary works to a particular work are issued successively, formulate a unique call number by adding numbers to the designation "Suppl.," e.g., Suppl.2, Suppl.3, Suppl.4.

2) No Call Number Available. For varying reasons the Library may not as yet have classified the original work at the time its supplement is being cataloged. The original work may belong to a category of materials that are to remain unclassified, or the Library did not acquire the original work. When this is the case, formulate a call number for the original work and add the designation Suppl. to it.

3) Subject Headings

a) Assign the same headings to supplementary works that were assigned to the original. Assign additional headings, as appropriate, to bring out any topics peculiar to the supplement.

b) Indexes. Indexes represent a special kind of supplementary work. Assign as the first subject heading the name/title of the original work with subdivision Indexes. Assign as additional headings the same headings assigned to the original work with subdivision Indexes.

Individual Biography Table

This table originally appeared in Cataloging Service, bulletin 107, p. 5-6; several minor modifications have recently been introduced. In using the table the instruction By date always refers to the imprint date of the item cataloged.

This table for the subarrangement of biography is applied throughout the IC classification system where a class number is provided explicitly for individual biography.

RE	Ophthalmology
1	Periodicals. Societies. Serials [...]
	Biography
31	Collective
36	Individual, A-Z

Apply the table to class numbers of the RE36 type. Exceptions to the application of the table are made where special provisions for subarrangement have been incorporated into a schedule itself and also where special biographical tables have been provided for use in Class D, Class N (the artist table) and Class P (various author tables).

.x	Cutter for the biographee
.xA2	Collected works. By date
.xA25	Selected works. Selections. By date Including quotations
.xA3-39	Autobiography, diaries, etc. By title
.xA4	Letters. By date
.xA5	Speeches, essays, and lectures. By date
.xA6-Z	Biography and criticism

PUBLICATIONS

National Level Bibliographic Record-- Films

The final version of the National Level Bibliographic Record-- Films was recently completed by the Library. This publication defines the specific elements that should be included in records for films that might be shared with other organizations or contributed to a nationwide data base. Emphasis is on the choice of elements to be included in a record rather than on content designation. Since in certain instances it is difficult to separate content and content designation in machine-readable records, this publication is based on the MARC films format.

The price for this loose-leaf format publication is \$20.00, which includes the basic edition and the first update. Subsequent semiannual updates are projected; however, the price has not yet been established. All orders and inquiries should be directed to Subscriber Accounts Unit, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20540.

KOREAN WORD DIVISION

The Library of Congress applies the McCune-Reischauer system in romanizing Korean, as stated in Cataloging Service, bulletin 119 (Fall 1976). For word division, the statement says that provisionally the Japanese rules are to be followed. The Library of Congress has gradually developed details of a more specifically Korean policy for word division. A synthesis of these heretofore unpublished details is below.

Basic Principles

- 1) Each word, including particles, is separated from another word.
- 2) A compound word is considered a combination of binary words. (A binary word is a compound consisting of two Chinese characters or two syllables of Han^gul.)
- 3) A compound word is divided into binary components according to euphony.

Han^gul nal

norae ūi nalgae wi e

Han^guk munhak chŏnjip

한글날

노래의날개위에

韓國文學全集

Specific Rules

- 1) Write a particle (ㅏ) as a word separate from the word stem, except as noted in a-c below.

na nŭn nae kil e

noin kwa pada

ch^owŏn ūi kkum ūl kŭdae ege

나는내길에

老人과바다

草原의꿈을그대에게

- a) Add a particle as a suffix to a verb stem, adverb, or a simple inflection of the verb stem or adverb.

sarang pannŭn anae

chago mŏktŏni

kanan ūl iginŭn pŏp

사랑받는아내

자고먹더니

가난을이기는法

- b) Write two coordinated particles together as a word, unless one of them is a binary.

na mando anida

Han^guk kojŏn eŭi ch^odae

iltŭng ege nŭn sorŭl sang ūro

hangmun urosŏ ŭi sahak

나만도아니다

韓國古典에의招待

一等에게는소를상으로

學門으로서의史學

c) Add a single contracted form as a suffix to the word stem.

<u>ejön</u> en mich'ö mollassöyo	에전엔미처몰랐어요
chigüm ün <u>nugun</u> 'ga wasö	지금은누군가와서
<u>ödis</u> ö muöt i toeyö mannari	어디서무엇이되어만나리

2) Write a simple inflected verb, adjective, or adverb as a separate word or as a suffix joined to a word, according to the sense of the element(s) involved.

mondong i t'ül ttae	먼동이틀때
pam e <u>ssün</u> insaengnon	밤에쓴人生論
choguk ül <u>chick</u> 'in yongsa	조국을지킨용사
nugurül <u>wihay</u> ö chong ün ullina	누구를위하여鍾은울리나
simni to mot kasö palpyöng <u>nanda</u>	十里도못가서발병난다

a) Separate an auxiliary verb, adjective, or adverb, and its inflection, from the word stem.

mok marün cha nün cham <u>tülgo</u>	목마른자는잠들고
t'a <u>orün</u> ün pyöl	타오르는별
irhö <u>pörin</u> kaül	잃어버린가을

b) Separate the auxiliary 하다 hada, the copula 이다 ida, and inflections of the same from the word stem, provided that they maintain the binary form.

sin ün ch'angjoja <u>ida</u>	神은創造者이다
sarang <u>iran</u> ün pyöng	사랑이라는病

c) Separate a gerund form from the word stem.

p'urün pyöl ün sara <u>issötta</u>	푸른별은사라있었다
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3) Write an imperfect noun as a separate word, except as noted in a)-b) a)-b)

moran kkot p'il <u>muryöp</u>	牡丹꽃필무렵
ssirüm ün tano <u>ppun</u> anirao	씨름은단오뿐아니라오

a) Write a single-syllable, imperfect noun as a word joined to an attributive adjective or to a simple inflected verb.

<u>halsu</u> ömnün saramdül	할수없는사람들
sinsa sungnyö <u>yöröbun</u>	紳士淑女여러분
nugurül wihan <u>kösin</u> 'ga	누구를위한것인가

- b) Write a single-syllable, attributive adjective or prefix as joined to a personal pronoun or imperfect noun.

kunyŏ wa kŭi

그녀와그이

igŏt i chinsang ida

이것이眞相이다

- 4) Write a derived word formed by the addition of a single character modifier, affix, or substantive as a single word.

Han^guk kwa Han^gugin

韓國과韓國人

puongsan p^gyŏngka

不動産評價

taedosi ūi inyŏm kwa Han^guk

大都市의理念과韓國

Hanbando ūi p^gyŏnghwa wa anbo

韓半島의平和와安保

- a) In a Sino-Korean phrase, write a simple inflection of the auxiliary 하다 hada and the copula 이다 ida joined to the word stem.

kodokhal ttae i sayŏn ūl

孤獨할때이사연을

yŏngwŏnhan saengmyŏng

永遠한生命

- b) In a Sino-Korean compound, write a single character modifier, affix, or substantive as a separate word.

Han^guk mal

韓國말

ilgop myŏng ūi sasū

일곱名의사수

- c) Write an attributive adjective or a pre-formative character separately from the word it modifies.

sin hŏnpŏp

新憲法

chŏ hanŭl edo sŭlp^gŭm i

저한을에도슬픔이

Han^guk sinhak nonmun ch^gong saegin

韓國神學論文總索引

kŭndaesa ūi chae chomyŏng

近代史의再照明

...kwanhan il yŏn^gu

관한一연구

- d) Write two coordinated characters, affixes, or substantives together as an integral part of the word.

such^gurip chŏlch^ga

輸出入節次

kungnaeoe sajŏng

國內外事情

Han^guk sŏhwaga inbo

韓國書畫家印譜

ch^gongsoryŏn ege tŭrinŭn Hanŏl

청소년에게드리는한얼

tokkwajŏm kwich^gik kwan^ggyepŏp

獨寡占規則關係法

e) Write a single-character suffix together with the word stem.

kongsangch'ük ūi chujang

共產側의主張

arūmdaun tongmuldūl

아름다운동부들

f) Add the binary 主義 chuui (used chiefly as a formative element) to its modifier as a suffix. If the modifier is a word of foreign origin, add chuui after a hyphen.

minjujuūi

民主主義

Marūk'ūsū-chuūi wa Kidokkyo

마르그스主義와基督教

5) Write any binary component of a compound as a single word, when possible.

t'oji kaeryang chohap

土地改良組合

a) Write a single-character substantive as part of the preceding binary element of a compound. Write a single-character substantive or an additional modifier together as part of the binary element.

kukse kibonpōp

國稅基本法

chijōng t'onggye chosap'yo

指定統計調查表

Han'guk chōnt'ong mokcho kōmulto

韓國傳統木造建物圖

kyeryang kyōngjehakchōk yōn'gu

計量經濟學的研究

ippōmnonbyōl yōn'gu

立法論別研究

b) If two single-character substantives appear in succession, write the second one as a separate word.

kukse kibonpōp non

國稅基本法論

chijōng t'onggye chosap'yo chip

指定統計調查表集

hyōndae chakka samsipsamin chip

現代作家 33人集

Chungguk kojōn Hansiin sōn

中國古典漢詩人選

c) Write a single-character noun as a separate word.

hyōn haengjōng ha e che kisul

現行政下叫諸技術

Moktan'gang haeng yōlch'a

牡丹江行列車

Han'guk Chunggong kan ūi kyoyōk

韓國中共間의交易

6) Personal names

a) Write a family name consisting of two characters as a single word. Hyphenate a given name in two characters or a courtesy name (in place of given name), and capitalize only the first syllable.

Ch'oe Ch'i-wŏn	崔致遠
Yi Ch'un-wŏn	李春園
Kim So-wŏl	金素月
Nangung Kak	南宮珏
Sŏnu Chong-wŏn	鮮于宗源

b) Write a pseudonym or other assumed name as one word.

Kim <u>Sakkat</u>	김삿갓
Ch'ungmugong	忠武公

c) Write a Buddhist priestly or posthumous name as one word.

Iryŏn	一然
Sŏk Myŏngjŏng	釋明正

d) Write a reign title, temple name, or title of nobility as one word without a hyphen.

T'aejo	太祖
Yi <u>Sejong</u>	李世宗
<u>Kwangaet'o</u> Wang	廣開土王
<u>Hyegyŏnggung</u> Hong Ssi	惠慶宮洪氏
Chang <u>Hŭibin</u>	張禧嬪

7) Corporate names, geographic names, names in publication titles, etc.

a) Treat a corporate name also as a binary compound. Write separately as binary elements general terms such as '學會, 學科, 教會, etc.

Hyphenate a generic term suffixed to a word of foreign origin.

Han'guksa <u>Hakhoe</u> (Society of Korean History)	韓國史學會
Han'guk <u>Sahakhoe</u> (World History Society of Korea)	韓國史學會
Nasŏng Hanin <u>Changno Kyohoe</u>	라성한인장로교회
Kungmun <u>Hakkwa</u>	國文學科
Nodong Kijun <u>Chosaguk</u>	勞動基準調查局
Han'guk Hyumŏnisŭt'ŭ-hoe	韓國휴머니스트-會

- b) Write a proper name, term of address, or publication title separately from its modifier and also separately from the word it modifies.

Wŏllam Yi Sang-jae <u>Ong</u>	月南李商在翁
nanjung ilgi <u>ch'o</u>	亂中日記抄
Hŭngsŏn <u>Kun</u>	興宣君
Kwibong <u>chip</u>	龜峯集
Wŏnye Hakkwa <u>chi</u>	園芸學科誌

- c) Hyphenate a generic term used as part of the name of a jurisdiction, and indicate phonetic changes.

Kangwŏn- <u>do</u>	江原道
Taegu- <u>si</u>	大邱市
Kahoe- <u>dong</u>	嘉會洞

- d) Write a generic term for a type of topographic feature, architectural construction, or a corporate entity used as a part of a proper name joined to that name.

Hallasan	漢拏山
Naktonggang	洛東江
Tongnimmun	獨立門
Tonga Ilbosa	東亞日報社

- e) Treat a generic term for a topographical feature or a jurisdiction also as a binary element when combined with another word.

T'aebaek <u>sanmaek</u>	太白山脈
Anju <u>Kunminhoe</u>	安州郡民會
Wŏnju <u>kunji</u>	原州郡誌
Sŏjangdae Manwŏl <u>Sanjŏng</u>	西壯台滿月山頂

8) Abbreviated forms

- a) Write an abbreviated or contracted proper name, Korean or foreign, as a single word.

onŭl ŭi <u>Pukhan</u>	오늘의北韓
<u>Chŏn'gyŏngnyŏn</u>	全經聯
<u>Chunggongkwŏn</u> ŭi changnae	中共團의將來

- b) Hyphenate abbreviated forms combined coordinately. Do not indicate phonetical changes. Write a single-character substantive as part of the final element in that combination.

ch'oesin Pul-Han sajŏn
 Sŏul Chung-Kodŭng Hakkyo
 sinyŏk Sin-Kuyak chŏnsŏ

最新佛韓辭典
 서울中等學校
 新訳新旧約全書

9) Numerals

- a) Write a spelled-out cardinal number as one word. In a number over 100, separate by hyphens without phonetic changes each unit of ten (sip), hundred (paek), thousand (ch'on), etc. Join a generic term to the preceding element.

ilch'ŏn-kubaek-yuksipp'allyŏn
 1968-yŏn

一千九百六十八年
 1968年

- b) Treat a contracted form of a cardinal number or calendar year, in Chinese or Arabic, as one word, and substitute a hyphen for a central point (•) within the numeral.

Tan'gi sach'ŏn-ibaek-kusipsanyŏndo yesan 檀紀四二九四年度予算
 Tan gi 4294-yŏndo yesan 檀紀4294年度予算
yuksibinyŏn saŏp kyehoek 62年事業計劃
62-yŏn saŏp kyehoek 62年事業計劃
 tosi ch'ilsibil 都市71
 tosi 71 都市71

- c) In cases of certain contracted numerals that have been firmly established through common usage, prefer that form.

sa-ilgu haksæng ũigŏ 4.19 學生義挙
o-illyuk kunsæ hyŏngmyŏng 5.16 軍事革命
samil undong 三・一運動

d) Treat the ordinal prefix 第 che and other cardinal number affixes also as part of a binary element or part of a compound.

<u>che</u> samch'a Yuen Ch'onghoe	第 3 次 유엔總會
<u>che</u> 3-ch'a Yuen Ch'onghoe	第 3 次 유엔總會
<u>chesa</u> ch'awŏn ũi segye	第四次元의世界
<u>che-4</u> ch'awŏn ũi segye	第四次元의世界
<u>sebontchae</u> sanai	세번째사나이
som <u>han'gŭn</u>	송한근
namu <u>han kuru</u>	나무한구루

e) Retain an Arabic numeral or substitute it for a vernacular character numeral. Hyphenate a numeral or suffix without indication of phonetical change.

Namyang ũmang <u>20-yŏnsa</u>	南陽漁網 20年史
Namyang ũmang <u>isimnyŏnsa</u>	南陽漁網 20年史
Chaembu. Ijaeguk. Ijae che <u>1-kwa</u>	財務部理財局理財第 1 課
Kungnip Pangmulgwan kojŏk chosa ; che <u>3-ch'aek</u>	國立博物館古蹟調查第 3 冊