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DESCRIPTIVE CATALOGING

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1.OH. Items with several chief sources of information. [Rev.]

Only the subrule "Single part items" applies to serials. Note that it is the first issue published (not "first issues published") that is the basis for the description (cf. 12.OB1), and this first issue is then a "single part item." (The subrule "Multipart items" is not applicable to serials because the glossary definition of "multipart item" excludes serials.)

More Than One Language

If an item has two or more chief sources in different languages, apply the following:

- 1) If the item contains words (written, spoken, sung) in only one language, or predominantly in one language, use the source in that language.
- 2) If the item contains both a translation and the original words, use the source in the original language unless translation is known to be the purpose of the publication, in which case use the source in the language of the translation.
- 3) If the item is a bilingual dictionary, use the source in the language of the readers for whom the dictionary appears to be intended.
- 4) If the item contains material in two or more languages and is not covered by 1)-3) above, or is an item without words (or chiefly without words), use the source in the official language of the corporate body that issued the item if the body has only one official language, or the source in the official language of the country in which the corporate body that issued the item is located if the body's official language is unknown and the country has only one official language. (Note: "corporate body" includes commercial publishers.)
- 5) If the item is not covered by 1)-4) above, use the source in the language or script that occurs first in the list given in rule 1.OH4)c).

1.1B10. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2:

1.1B10. If the chief source of information 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 (see 1.7B18).

Three notable stories

Note: Contents: Love and peril / the Marquis of Lorne — To be or not to be / Mrs. Alexander — The melancholy hussar / Thomas Hardy

Six Renoir drawings

Note: Contents: La danse à la campagne — Les deux baigneuses — Pierre Renoir — Enfants jouant à la balle — Baigneuse assise — Étude d'une enfant

1.1G2. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved a change in punctuation of the first example in rule 1.1G2 in the printed text of AACR 2. The example should read:

Clock symphony : no. 101 ; Surprise symphony : no. 94
[GMD] / Haydn

Punctuation

The final sentence of this rule specifies that two spaces are to follow a period. Instead, see the rule interpretation for 1.0C and apply that, which means following the period with one space.

Other Title Information

If a single statement of other title information applies to all the titles listed, record it after all the titles if all the titles are by the same person(s) or body (bodies). Precede the statement by a space-colon-space. Otherwise, record it in a note.

source: Party party // Girlfriends // two short novels by // Ronni Sandroff

title ... area: Party party ; Girlfriends : two short novels / by Ronni Sandroff

source: Henry Esmond // Thackeray // Bleak House // Dickens // Two novels

title ... area: Henry Esmond / Thackeray. Bleak House / Dickens

note area: "Two novels."

Statements of Responsibility

If a single subsequent statement of responsibility applies to all the titles listed, record it after the final first statement of responsibility if possible. Precede the subsequent statement by a space-semicolon-space.

History of the elementary school contest in England /
Francis Adams. The struggle for national education / John Morley
; [both] edited, with an introduction, by Asa Briggs

Multiple Sources

If a single part item contains two or more different works and is issued with no single chief source of information, record the titles of the works in the order in which they appear in the item. (If it is not possible to say which work is first, second, etc., transcribe them in English alphabetical order.) Treat the multiple sources as a single chief source.

20 cuentos peruanos ; 50 poemas peruanos /
selección y notas de Víctor Soracei

For materials such as books that normally confine the source for the title and statement of responsibility area to one location within the item, make a note to explain the situation when the paragraph above is applicable (e.g., "No collective t.p. Titles transcribed from individual title pages.").

1.4B5. [Rev.] Multiple Publishers, etc.

When two entities performing the same or different functions are named, record both. If three or more are involved, record the first and subsequently named entity that is the only one located in the U.S. or is the one that is given prominence by typography as the principal publishers, etc. Record also a subsequently named entity whenever an added entry for it needs to be justified.

When recording the names of two or more publishers, distributors, etc., and the names appear together in the item in a single statement that connects them linguistically, generally give them in a single statement rather than separating them with a space-colon-space. However, if the names need to be transcribed after different places, give each entity in a separate publisher statement in the publication, etc., area.

New York : Foremost Americans Pub. Corp. for Bowker

London : National Council for Educational Technology with the Library Association

London : Bodley Head for Mackays

but New York : Garland ; Paris : Fondation Le Corbusier
(source: Garland Publishing, Inc., New York and London, and Fondation Le Corbusier, Paris)

Note that if the entities are located in different places, it does not necessarily mean that the item was published, distributed, etc., in those places. Record as places of publication, etc., only the locations of the entities that are actually publishing, distributing, releasing, etc., the item. However, names of places rejected for giving as places of publication, etc., may be retained in the publisher statement if they appear in conjunction with the names of the entities being recorded there.

Ribera Alta, Bolivia : Publicado por el Instituto Lingüístico de Verano en colaboración con el Ministerio de Educación y Cultura

Toronto ; Buffalo : Published for the Glenbow-Alberta Institute, Calgary, Alta., by University of Toronto Press

Rio de Janeiro : Livraria Editora Cátedra em convênio com o Instituto Nacional do Livro, Ministério da Educação e Cultura, Brasília

London : Published by Mechanical Engineering Publications Ltd. for the Institute of Tribology, Leeds University, and the Institut national des sciences appliquées, Lyon

If the names of two or more entities appear in separate statements on the item, do not routinely give in the publication, etc., area the entities that are not involved with the publication, distribution, etc., of the item. Generally give them in a quoted note instead.

foot of t.p.: George Godwin, London and New York

middle of t.p.: Published in association with the Plastics and Rubber Institute

transcription: London ; New York : Godwin

note area: "Published in association with the Plastics and Rubber Institute."

foot of t.p.: The University of Tennessee Press, Knoxville

middle of t.p.: Published in cooperation with the Tennessee Historical Commission

transcription: Knoxville : University of Tennessee Press

note area: "Published in cooperation with the Tennessee Historical Commission."

foot of t.p.: Publication of the Hawaii Natural History Association

at head of title: Published in cooperation with the National Park Service

transcription: [Honolulu] : Hawaii Natural History Association

note area: "Published in cooperation with the National Park Service."

but

foot of t.p.: Alfred A. Knopf, New York

verso of t.p.: Distributed by Random House, Inc., New York

transcription: New York : Knopf : Distributed by Random House

In the third paragraph of 1.4B8 the term "secondary position" means anywhere in the item.

t.p.: Chapman & Hall Limited London

verso of t.p.: Springer Verlag Berlin Heidelberg New York

transcription: London : Chapman & Hall ; Berlin ; New York : Springer

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

t.p.: Hodder & Stoughton

verso of t.p.: Published in USA by David McKay Company, Inc.

transcription: London : Hodder & Stoughton

If the source used for the title paper has on it a "general" name that is shared by associated companies or by parent and branch companies and the specific firm names appear in a secondary position, generally assume that the first of these names represents the publisher of the item and combine that firm's name with the "general" name. If this place is not in the U.S. and a U.S. place is coupled with one of the other firm names, add this place to the "general" name also.

t.p.: Pitman Publishing

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

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

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

transcription: London : New York, NY : Pitman Publishing

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

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

Associated Companies
Pitman Medical Publishing Company Ltd.
46 Charlotte Street, London
Pitman Publishing Corporation
20 East 46 Street, New York, NY
11105

Sir Isaac Pitman & Sons (Canada)
Ltd.
381-383 Church Street, Toronto

transcription: London ; I. Pitman

Distributors

If information concerning the distributor is printed or appears on a stamp or label anywhere in the item, record the distributor in the publication, etc., area. (Ignore the distributors given only on the dust jacket.) Record the name of the distributor if it differs in form from the name of the publisher even though both belong to the same entity. Exceptions: 1) Do not record those distributors who are remaindering an edition, who are secondhand dealers, or who act in some other capacity as outlets for only part of an edition. Distributors of these types are of no bibliographic significance. If in doubt as to the significance of the distributor statement, record it. 2) If distribution is dispersed for the edition (i.e., it is divided between publisher and distributor(s) or between distributor and distributor, with one distributing in one area and the other distributing in another area), give only the distributor who distributes the edition in the U.S. If, in the case of dispersed distribution, there is no distributor for the U.S., give the first-named distributor only when there is no publisher.

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

Government Printers

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

University Presses

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

Privately Printed Works

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

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

Publisher Not Named

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

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

1.6G. Numbering within series. [Rev.]. Record the series numbering, in the terms given in the item, after the series title to which it relates. If there is no abbreviation for the term, give only the number if the term is long. If the numbering is grammatically integrated with the title proper of the series, record it as it appears in the source. Always record series numbering in the access point in its prescribed position. Note that ordinal numbers are recorded in access points as ordinal numbers; they are not converted to cardinal numbers.

series area: (The Twenty-sixth L. Ray Buckendale lecture)
series authority record: L. Ray Buckendale lecture.
series tracing: Series: L. Ray Buckendale lecture ; 26th.

series area: (31. tom Biblioteki SIB)
series authority record: Biblioteka SIB.
series tracing: Series: Biblioteka SIB ; 31. t.

When formulating a series heading for a series that includes in the title proper a date or numbering that varies from issue to issue, follow 12.1B6.

series area: (Contribution no. 9 of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.)
series authority record: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S.
series tracing: Series: Contribution ... of the Committee on Desert and Arid Zone Research, Southwestern and Rocky Mountain Division, A.A.A.S. ; no. 9.

Series with More Than One System of Designation

Consider a series to have more than one numeric system of designation only if there is a one-to-one relationship between each numeric system and the item itself. Generally, record all separate systems of numeric designations in the series statement,^{1/} separating

^{1/}Omit the additional numbering designation(s) if given in overly complicated or lengthy statement(s) and give the information in a note instead.

each designation with space=equals sign=space. In the series tracing, however, transcribe only one of the systems. (To accomplish this, trace the series explicitly.)

source: Band 6 Nummer 2 3. Jahrgang Nummer 32
series statement: ; Bd. 6, Nr. 2 = Nr. 32
(not: ; Bd. 6, Nr. 2 = 3. Jahrg. = Nr. 32)
tracing: ; Bd. 6, Nr. 2

but

source: neue Folge Band 51 1/ Nummer 237
series statement: ; n. F., Bd. 51, Nr. 237
tracing: ; n. F., Nr. 237

source: neue Folge 52. Heft Der ganzen Reihe
70. Heft
series statement: ; n. F., 52. Heft = der ganzen
Reihe 70. Heft
tracing: n. F., 52. Heft

source: new series 5 (94) 2/
series statement: ; new ser., 5 = 94
tracing: new ser., 5

but

source: vyp. 76 (157) 3/
series statement: ; vyp. 76 (157)
tracing: ; vyp. 76

When an item is further identified by a chronological designation, add this designation in the series statement but omit it in the tracing

source: volume 3 part 2 September 1981
series statement: ; v. 3, pt. 2 (Sept. 1981)
tracing: ; v. 3, pt. 2

Do not construe the date of publication, distribution, etc., as constituting a part of series numbering.

Series Numbering Consisting of Partial Indication of a Year and a Sequential Number Within a Year

If the number consists of a full or partial indication of a year and a sequential number within that year and the year does not appear first, to achieve proper filing order rearrange the number in the series tracing so that the indication of the year appears first, followed by the sequential numbering.

source: 1-1979
series statement: ; 1-1979
tracing: ; 1979-1

but:

source: 79/1
series statement: ; 79/1
tracing: ; 79/1

^{1/}Although a volume is composed of several items, each item within the volume is identified by a consecutive numbering only.

^{2/}That is, new series 5, whole series 94.

^{3/}Numbered also in continuation of the superseded publication.

Note that when the situation exemplified by the first example is applicable, the series will always have to be traced explicitly.

Numbering Combined with One or More Letters

If the number is combined with one or more letters, generally transcribe and trace the letter(s) as part of the numbering unless the letter(s) precede the numbering and the letter(s) vary within the same series. In such cases include the letter(s) in the series statement but omit them from the tracing. If the letter or letters are to be omitted from the tracing, trace the series explicitly.

source: E-041

series statement: ; E-041

tracing: ; 041 (the numbering of this series is preceded variously by the letters B, E, G, GA, etc.)

Parallel Titles and Numbers

If parallel titles are being recorded and the numbering appears in two or more languages, record each number after the title to which it relates. If the number appears only once, record it after the title it linguistically matches or after the last title if it matches all, more than one, or none of the titles.

series statement: (Handbuch der technischen Dokumentation und Bibliographie ; Bd. 10 = Handbook of technical documentation and bibliography ; v. 10)

series authority record: Handbuch der technischen Dokumentation und Bibliographie.

series tracing: Series: Handbuch der technischen Dokumentation und Bibliographie ; Bd. 10.

series statement: (Tutkimuksia, ISSN 0355-2071 ; n:o 56 = Undersökningar = Studies)

series authority record: Tutkimuksia (Finland. Tilastokeskus)

series tracing: Tutkimuksia (Finland. Tilastokeskus) ; n:o 56.

series statement: (Studies presented to the International Commission for the History of Representative and Parliamentary Institutions = Etudes présentées à la Commission internationale pour l'histoire des assemblées d'états ; 39)

series authority record: Etudes présentées à la Commission internationale pour l'histoire des assemblées d'états. [Cf. 12.OB1]

series tracing: Series: Etudes présentées à la Commission internationale pour l'histoire des assemblées d'états ; 39.

1.7A4. Notes citing other editions and works. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the final paragraph under rule 1.7A4 in the printed text of AACR 2:

Notes relating to items reproduced. In describing an item which is a reproduction of another (e.g., a text reproduced in microform; a manuscript reproduced in book form; a set of maps reproduced as slides), give the notes relating to the reproduction and then the notes relating to the original. Combine the notes relating to the original in one note, giving the details in the order of the areas to which they relate.

Form of Citation

In citing a serial in a note on a bibliographic record for a serial, apply LCRI 12.7B. In other situations, when citing another work or another manifestation of the same work, in general give the uniform title for the work if one has been assigned to it. Otherwise, give its title proper.

Translation of: Odyssey
not Translation of: Odysseia

If the work being cited is entered under a name heading that differs from the main entry heading on the work being cataloged and the difference is not apparent from information given in the body of the entry, add the name after the title (uniform title or title proper). Use the name in the form that appears in whatever source is at hand. (For personal names, approximate the form required by 22.1-22.3 if there is no source at hand or if the form in the source at hand is unsatisfactory for any reason.) Separate the name from the title by a space-slash-space.

Adaptation of: Kipps / H.G. Wells.

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

Continues: General catalogue of printed books. Five year supplement, 1966-1970 / British Museum.

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].

^{1/}If the immediately preceding edition is not in LC's collections, make the connection to the most recent edition in the collection. If no previous edition is in LC, 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.

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, make a note on the record for the latter edition to link it to the previous edition. Also, make a related work added entry in the record for the later edition for 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 (cf. LCRI 21.30G).

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

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

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: 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.].

Variant Titles

A note may be essential to show a variation from the chief source 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. (Always include in the note the source of the variant.)

Binders' Titles

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.

Nonroman Records

For languages that are not romanized, the Library of Congress observes the following practices:

1) Entries filed, or subfiled, under uniform title

Entries that have a uniform title also bear a "Title romanized" note that contains a romanization of the title proper. Place the note in the note area. Trace the title explicitly if an added entry for it is being made (cf. 21.30J). (A "title romanized" note is made even if the title proper of the item is identical to the uniform title.)

2) Entries filed, or subfiled, under publication title

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

3) Length of title romanized

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

4) Items without a collective title

If the item lacks a collective title, romanize all the titles to the first recorded other title information or the first recorded statement of responsibility, whichever occurs first (cf. LCRI 21.30J). (These provisions are applicable even if no added entry is being made for the title of the item and without regard to the uniform title that may be assigned to the record.)

5) Corrected titles (cf. 1.OF)

a) Titles corrected by "[i.e. ...]" or "[sic]." If the nonroman title being romanized has been corrected in the nonroman transcription by the "[i.e. ...]" or "[sic]" technique, romanize the title in this form, i.e., romanize the title that appears on the item and include "[i.e. ...]" or "[sic]." (If an added entry is needed, make one added entry for the title romanized with the "[i.e. ...]" or "[sic]" and another added entry for the romanized form of the title as though it had appeared correctly. Trace the titles explicitly except trace as "Title"-period the title containing "[i.e. ...]" or "[sic]" when it appears within parentheses according to 2) above.)

b) Titles corrected by bracketing missing letters. If the nonroman title being romanized has been corrected in the nonroman transcription by supplying in brackets a missing letter or letters, romanize the title in this form, i.e., romanize the title with the brackets and the supplied letter or letters. (If an added entry is needed, make one added entry for the title romanized with the brackets and the supplied letter or letters and another added entry for the romanized form of the title as it appears on the item. Trace the titles explicitly except trace as "Title"-period the title containing the brackets and the supplied letter or letters when it appears within parentheses according to 2) above.)

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

Series romanized: Ta chung wen k'u.

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

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

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

Note: If the statement being romanized begins with an article (definite or indefinite) and is in the nominative case (for inflected languages), omit the article.

1.7B22. Combined notes (see 1.7A4) relating to the original. [New].

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2:

1.7B22. Combined notes (see 1.7A4) relating to the original

Facsim. of: A classification and subject index for cataloguing and arranging the books and pamphlets of a library. Amherst, Mass. : [s.n.], 1876 (Hartford, Conn. : Case, Lockwood & Brainard). 44 p. ; 25 cm.

1.11F. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the first sentence of rule 1.1F in the printed text of AACR 2:

(See Also 1.7A⁴ as revised)

2.1B12. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of rule 2.1B2 in the printed text of AACR 2. (Its provisions are covered by rule 1.1B10.)

2.1F2. [New.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of rule 2.1F12 from the printed text of AACR 2. (Its provisions are covered by rule 1.1F2.)

2.7B4. Variations in title. [New].

If the variant title being recorded in a note appears in a source that meets the criteria for an added title page, record the note as "Title on added t.p." followed by a colon-space and the title. 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 notes "Added title." or "Added title:" or "Added t.p.:" are appropriate.

If a title in another language appears on the verso of the title page, ignore it unless the verso is an added title page or there is text in that language. (Exception: Add the note if the body of the entry is in Hebrew script and the title on the title page verso is in English.) If the verso is an added title page, or if there text in the language of the title, record the title in a note and make an added entry for it.

2.7B7. Edition and history. [Rev.]

Reprint Editions

This interpretation is for new editions that are merely photographic reprints by a different publisher; generally it does not apply to belles lettres or to reissues of classics. For items within scope, make notes of the types shown below to give information about the original publication. Do not search reference sources solely to discover information about the original; take the information from the reprint being cataloged or from existing bibliographic records. In the note, always give the date of the original edition even if it is the same as the copyright date record in the publication, etc., area. For non-Gregorian dates, give only Gregorian equivalents in the note. However, if the Gregorian date cannot be converted to a single Gregorian date, give both non-Gregorian and Gregorian dates.

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

(This shows the minimum contents of the note:
if there is any difference in one of the
three imprint elements, give all three of
the original as illustrated)

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

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

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

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

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

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

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

(If the title has changed, incorporate it in
the note too)

Reprint. Originally published: 1910.

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

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

If the reprint edition combines two or three formerly
independent publications, make a note for each work contained. If there
are more than three, make a single note, generalizing the information;
however, specifically mention the span of publication dates.

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

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

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

(Two or three works)

Reprint of works originally published 1910-1934.

(More than three works)

The purpose of this note is 1) to date the writing of the
text approximately and 2) to give a more bibliographically significant
imprint than that shown in the publication, distribution, etc., area.
Thus an earlier imprint that is itself a reprint of no significance and
should be ignored. Situations will arise, however, when the cataloger,
after excluding any earlier reprints, will not feel comfortable in using
the phrase "Originally published"; e.g., there may be a still earlier

imprint that was not discovered (and no special searching may be done). In these situations, use "Previously published" rather than "Originally published."

CIP Cataloging

When the front matter and data sheet supplied do not make it clear whether a photographic reprint is involved, but one sees it as a reasonable possibility, make the note anyway. Note that regardless of appearances do not consider as "photographic reprints" cases of approximately simultaneous publication as

- 1) the republication is one in paper and the original is a hardback;
- 2) the republication is an American edition of a British edition or vice-versa.

Limited Editions

Give limited edition statements, preferably in quoted form, for editions of 500 copies or less. If the statement cannot be quoted, phrase it so that the number does not come first (to avoid spelling out the number; cf. Appendix C.3).

"250 copies printed"--r.p. verso
Limited edition of 250 copies.
not Two hundred and fifty copies printed.

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

"Special edition of 200 copies on handmade paper"--
Colophon.
(Edition note)
LC has copy no. 20, signed by author.
(Copy-specific note)

Limited edition of 300 copies.
(Edition note)
LC has copy no. 145.
(Copy-specific note)

2.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the third example in rule 2.7B12 in the printed text of AACR 2.

2.7B14. Audience. [Rev]. Give a note naming the intended audience for, or intellectual level of, a work only when the information can be quoted from the publication. (Ignore information given on CIP republication data sheets.)

3.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the first example in rule 3.7B12 in the printed text of AACR 2.

5.1B1. [New]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following substitution for rules 5.1B1 and 5.1B2 in the printed text of AACR 2:

- 5.1B1. Record the title proper as instructed in 1.1B. If a title consists of the name(s) of one or more types of composition and one or more of the following statements--medium of performance, key, date of composition, and/number--record those elements as the title proper.

Rhapsody
Songs & folk music
Violin-Sonaten 1, 2, 3
String quartet 5
Sonate en ré majeur, opus 3, pour violin
Scherzo for two pianos, four hands
Symphony no. 3, A major, opus 56
String quintet no. 1, A major, op. 18
Zwei Praeludien und Fugen für Orgel, op. posth. 7
Musik für Saiteninstrumente, Schlagzeug und Celesta
Două piese pentru Orchestră
Prelude and fugue in A minor
Sinfonia I (1970)
VIII. Symphonie c-Moll

In all other cases, treat statements of medium of performance, key, date of composition, and number as other title information (see 5.1E).

Die Meistersinger von Nürnberg
Sinfonia mazedonia
Little suite
Easter fresco
Georgia moon
Gigi
3 D.H. Lawrence love poems
Hymne à la joie
Charles Aznavour présente ses plus grands succès
The vocal score and libretto of The merry widow
The Beatles song book
1952 electronic tape music

In case of doubt, treat statements of medium of performance, key, date of composition, and number as part of the title proper.

[The following was formerly LCRI 5.1B2]

Serial Numbers

Transcribe as part of the title proper a serial number (whether it appears as arabic or roman numerals or spelled out) which appears in conjunction with the title but without the designation "no." or its equivalent, regardless of the nature of the title.

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

Parallel Data

Rule 5.1B1 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 examples:

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. 1.1E):

Sonate für Violine und Klavier in h : 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 velocità 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

5.1B2. Cancel rule interpretation. Covered by LCRI 5.1B1.

6.1B1. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following substitution for the second sentence of rule 6.1B1 in the printed text of AACR 2:

For data to be included in titles proper for music items, see 5.1B1.

8.7B8. Characteristics of original of art reproduction, poster, postcard, etc. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of rule 8.7B8 in the printed text of AACR 2.

8.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following example to rule 8.7B12 in the printed text of AACR 2:

Series on container:

(Container shows a variant form of the series statement found on the label)

8.7B22 Notes relating to original. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2.

8.7B22. Notes relating to original. Give information of the original of a reproduced art work.

Reproduction of: Femme nue en plein air.
1876. 1 art original : oil, col. : 79 x 64 cm.
In Louvre Museum, Paris.

[Note: There is currently no rule 8.7B21.]

11.OB1. Chief source of information. [Rev.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following as the next to last sentence in rule 11.OB1 in the printed text of AACR 2:

If, however, the title appears in a shortened form on the "header" and appears in a fuller form on the accompanying eye-readable materials or the container, treat the accompanying eye-readable materials or the container as the chief source of information.

11.7B. Notes. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following substitution for rule 11.7B in the printed text of AACR 2:

11.7B. Notes

Make notes as set out in the following subrules and in the order given there.

11.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the first example in rule 11.7B12 in the printed text of AACR 2.

11.7B22. Notes relating to original. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to the printed text of AACR 2:

11.7B22. Notes relating to original. Give information on the original of a microform item.

Sacred music for one, two, three, or four voices [GMD] : from the works of the most esteemed composers, Italian and English / selected, adapted, and arranged by R.J.J. Stevens. -- New York : New York Public Library Photographic Service, 1980.

1 microfilm reel ; 35 cm.

Reproduction of original: London : Printed for the editor, [1798-1807]. 1 score (3 v.) ; 32 cm.

12.3B1. [New]. The numeric and/or alphabetic designation of the first issue of a serial being recorded in this area should be an identifying designation, i.e., one that is unique to the particular issue of the serial. A numeric and/or alphabetic designation that is exactly the same for more than one issue of the serial is not recorded in this area. It may be given in a note (cf. 12.7B8).

12.3C4. [New]. When the number on a serial appears to belong with the date, record the date followed by the number as if both, together, were a single numeric designation.

1982/3-
1981, no. 1-
82-1-

In these cases, record a chronological designation only when one also appears on the publication.

83-2 (Feb. 1983)-

12.7B. Notes. [Rev.] 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 to that record.

When it is known that data in a note do not apply to all issues of a serial, give in the note (usually following the data) the chronological designations of the first and last issues to which they do apply. If the serial does not carry chronological designations by which the issues can be identified, give instead the numeric designations of the first and last issues to which the data apply.

Numeric or chronological designations as given in these notes may be condensed to whatever extent is possible without distorting the clarity of the statement or making it unclear which actual issues carried the data given.

<u>Designations</u>	<u>Condense to</u>
enero 1980-dic. 1981	1980-1981
märts 1980-dets. 1981	märts 1980-1981
Jan. 15, 1981-Feb.10, 1983	1981-Feb. 10, 1983
v. 1, no. 1-v. 3, no. 12	v. 1-3
No. 27-no. 32	no. 27-32
1982, no. 1-1983, no. 12	1982-1983 (<u>not</u> 1982-83)

In any case of doubt as to whether the note will be clear with condensed designations, do not condense the designations.

12.7B12. Series. [New]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the first sentence and the first example in rule 12.7B12 in the printed text of AACR 2.

12.7B22. Item described. [New]. In the "Description based on" note give the numeric and/or chronological designation of the issue cited in the form that is would be given if the piece were the first issue of the serial and the numeric and/or chronological designation were being recorded in area 3. However, if there is more than one numeric designation, give only the one that would have appeared first in area 3. Do not use brackets in this note to indicate either that the designation was supplied or that it came from other than a prescribed source for area 3.

21.0D. Optional Addition. Designation of function. [New].

Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following as the final paragraph in rule 21.0D in printed text of AACR 2:

In specialist or archival cataloguing, when desirable for identification or file arrangement, add designations from standard lists appropriate to the material being cataloged.

Option Decision

Do not apply the option. Exception: "Ill." will be added to the headings for illustrators occurring in added entries on bibliographic records in the Library's annotated cards (AC) series.

21.1B1. Definition. [Rev.]. Conferences

Include in the definition of a conference in footnote 1 any named meeting that is entered directly under its own name and any named meeting that is entered subordinately to a heading for a corporate body.

When determining whether 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 cannot 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: "symposium," "conferences," "workshop," "congress," "colloquium," etc. (Note: Some notable sequential conferences that lack such a term are exceptionally considered to be named, e.g., Darmstädter Gespräch.)

unnamed: A symposium title "Coal Geology and the Future," sponsored by ...

For a meeting of a corporate body, treat the meeting as named if it consists of a generic term or of a generic term plus one or more of the following elements: the venue of the meeting; number, date or other sequencing element; or the name of the holding body (cf. LCRI 24.13, type 5). (Exception: If a name consisting of one or more of these elements is either 1) a meeting of two or more corporate bodies or 2) a meeting of a committee, commission, board, or similar body (e.g., a panel, task force, work group), do not treat it as named.

named: Annual Conference of the American Academy of Advertising

First Constitution Convention of the Congress of Industrial Organizations

5th Annual Conference of the Nigerian Political Science Association

Human Factors Society 1979 Annual Meeting

Annual Meeting // Society of Christian Ethics

42nd Annual Scientific Meeting // Committee on Problems of Drug Dependence, Inc.

unnamed: Sixteenth annual United Kingdom Civil Aviation
Authority/United States Federal Aviation
Administration meeting

Seventh meeting of the Coordinating Committee for the
Regional English Language Centre

In general, consider named ad hoc events of the types listed at the top of page 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. General rule. [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) 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 or 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 21.1B2.

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

The words "administrative nature" indicate works dealing with the management or conduct of the affairs of the body itself, including works that describe the activities of the body either in general terms or for a particular period of time, e.g., minutes of meetings, reports of activities for a particular period.

Normally, such works are intended in the first instances 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 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 factors, events, research, investigations, etc.

Below are explanation 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 (recommendations) 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 17A-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 provision 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.

Rule Change. The Joint Steering Committee for Revision of AACR has approved the addition of category f) to rule 21.1B2 in the printed text of AACR 2 as follows:

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

In interpreting this addition 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.

21.1C. Entry under title. [New]. Add the following case to those listed for entry under title.

or 5) It consists of contributions of more than one kind (textual, graphic, aural, etc.) and the statement of responsibility in the chief source includes a word or phrase denoting the particular contribution of each individual name and such statements of responsibility, by presentation (e.g., typography and position) in the chief source, diminish the importance of the persons named in relation to the title, so that these persons seem to be receiving technical credit only, as opposed to credit for the artistic and intellectual content of the whole item.

Note that this addition does not supersede rule 21.11A, Illustrated texts or rule 21.24, Collaboration between artist and writer. In some cases, it may be necessary to examine the item as well as the chief source to determine the appropriate rule. In this connection note also that the presence of words indicating the particular contribution of each person named is not, in itself, sufficient to justify main entry under title according to this interpretation since some publishers routinely use such words for certain types of publications (e.g., collaborative children's books or French literary works that are illustrated). See the last two examples below.

- 1) title page: Buenos Aires y sus esculturas

Fotografías de Eduardo Frías y Jorge Salationo.
Textos de Eduardo Baliari ...[and 12 others]
(Statement of responsibility appears
near foot of title page in minuscule type)

main entry heading under title

- 2) title frame: Achieving self-mastery
Producer, director, Jake Mangan
Writer, Norman Field
Consultant, Thomas A. Gell
(Motion picture)

main entry heading under title

- 3) title page: Beautiful Colorado country

Concept and design, Robert D. Shangle
Text, Paul M. Lewis
(Work consists chiefly of color photographs by
photographers who are only named at back of book
under "Photo credits")

main entry heading under title

- 4) title page: Highway safety 1981

page following t.p.: Authors, Gerald P. Balcar, Nicholas D.
Nedas, Anita W. Ward; statistics and
research, Ann Carr [and 7 others];
produced by Vision Art Studios;
illustrations by Anthony Di Lorenzo
(Work consists largely of graphs
and charts, with very little
continuous text; statements of
responsibility are so non-prominent
in relation to title that they do
not even appear in the same source
with the title)

main entry heading under

but

- 1) title page: The tiger who lost his stripes
Story by Anthony Paul

Pictures by Michael Foreman
(Children's book: a work of collaboration
between writer and artist)

main entry under the heading for Paul (21.24)

2) title page: Memory Lane

Recit de Patrick Modiano
Dessins de Pierre Le-Tran
(Work by Modiano, which has been illustrated by
Le-Tran)

main entry under the heading for Modiano (21.11A)

21.2A. Definition. [New]. Do not consider the title proper of a serial to have changed if

1) the change occurs beyond the first five words

and

2) the change does not change the meaning of the title or indicate a change in the scope (subject coverage) of the publication

and

3) the change might be easily overlooked by someone considering both (or all) manifestations of the title.

Discursos pronunciados por el Comandante en Jefe Fidel Castro Ruz, Primer Secretario del Partido Comunista Cuba y Primer Ministro del Gobierno Revolucionario, en el trimestre ...

appeared later as

Discursos pronunciados por el Comandante en Jefe Fidel Castro Ruz, Primer Secretario del Comité del Gobierno Revolucionario, en el trimestre ...

In any case of doubt as to whether the change meets all three of the conditions given above, consider that the title proper has changed.

21.4B. Works emanating from a single corporate body. [New].

Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following examples to rule 21.4B in the printed text of AACR ":

Watford : 2 1/2 inch map / Ordnance Survey
Main entry under the heading for the survey

South America / produced by the Cartographic
Division, National Geographic Society
(A map)
Main entry under the heading for the division

Additional Examples

The addition of category f) to rule 21.1B2 also permits works as the following to be entered under the heading for a corporate body:

Maps illustrating development projects,
1973/74- 1975/76 / [drawn and printed by the
Department of Surveys]
(An atlas)
Main entry under the heading for the department

Northern Virginia street map / compiled &
published by Alexandria Drafting Co.
(An atlas)
Main entry under the heading for the company

21.30J. Titles. [Rev.]

Data Comprising Title Added Entries and Method of Tracing Them

In MARC records title added entries for titles are derived from the title field (tag 245) on the basis of an indicator (value 1 meaning "title traced the same"). The data constituting such a derived title added entry are those of the \$a subfield of the title field.^{1/} In non-MARC records, title added entries are made on the basis of explicit instructions from the cataloger. For both types of records, indicate a derived title added entry by recording "Title." in the tracing. In most cases the derived title added entry will represent the title proper (for items without a collective title, the derived title added entry represents an arbitrarily determined title access). Indicate the tracing of any other titles by explicitly giving the title to be traced introduced by "Title:" and a space. In both MARC and non-MARC records the extent of the title proper is, for the most part, indicated by the first mark of prescribed punctuation; therefore, use of the standard convention "Title." is sufficient. When this is not the case for MARC records, i.e., for some reason the \$a subfield of 245 does not equate to the added entry desired, then the "Title:" technique must be used. (For non-MARC records the same guidelines are used.)

The following three paragraphs describe situations in which the first mark of prescribed punctuation does not necessarily indicate the end of the title proper.^{2/} For MARC records, a derived title added entry, traced as "Title.", can be made in all cases.

^{1/} For titles containing a designation of a part (\$n subfield) or a part (\$p subfield) or both, the derived title added entry also contains the data from these subfields as well.

^{2/} In the examples, the delimiter (+) indicates the end of the \$a, \$n, or \$p subfields in the MARC record. It is supplied by the inputter, not the descriptive cataloger.

1) Alternative titles. Include alternative titles in the added entry for the title proper.

trace as: "Title."

2) Items without a collective title. If the item lacks a collective title, the title proper of the item consists of all the data recorded up to the first recorded other title information or the first recorded statement of responsibility, whichever comes first. If there is neither other title information nor a statement of responsibility, all the data recorded in the title and statement of responsibility area are treated as the title proper of the item.

Title :#other title information / statement of responsibility. Title : other title information / statement of responsibility. —

trace as: "Title."

Title /#statement of responsibility. Title / statement of responsibility. —

trace as: "Title."

Title :#other title information ; Title : other title information / statement of responsibility. —

trace as: "Title."

Title. Title. —

trace as: "Title."

Title ; Title ; Title / #statement or responsibility. —

trace as: "Title."

Title ; Title :#other title information ; Title / statement of responsibility. —

trace as: "Title."

3) Titles proper containing parts or designations of parts. If the title proper contains a part or a designation of a part or both, include these in the title proper added entry.

Main title. Title of part /#statement of responsibility
...

Main title. Designation of part, Title of part
/#statement of responsibility ...

Guidelines for Making Title Added Entries

The following guidelines represent an attempt to standardize, to a certain extent, practice in giving additional title added entries; they are not meant to be an exhaustive treatment of the question. Situations not addressed here should be left to the cataloger's judgment. When in doubt, it is best to be liberal in assigning additional title added entries.

Note: if the title being traced explicitly in an added entry begins with an article (definite or indefinite) and is in the nominative case (for inflected languages), omit it.

1) General. Make added entries more or less automatically for cover titles, parallel titles, and added title page titles when they are significantly different from the title proper (cf. 21.2A). Be more restrictive about alternative titles, partial titles, caption titles, half titles, running titles, and other title information; added entries for these are generally made only if one of the following is true: 1) the work was also published under the title; 2) the work is cited in reference sources under the title; or 3) the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the item might think that it is the main title of the publication.

2) Abbreviations. When an abbreviation occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting the corresponding spelled-out form of the abbreviation if it is thought that some catalog users might reasonably expect that the form was spelled out in the source.

Title proper: Messrs. Ives of Bridgeport ...
Title a.e.s: I. Title. II. Title: Messieurs Ives of Bridgeport.

Title proper: Mt. St. Helens ...
Title a.e.s: I. Title. II. Title: Mount Saint Helens.

Title proper: St. Louis blues ...
Title a.e.s: I. Title. II. Title: Saint Louis blues.

but

Title proper: M'Liss and Louie ...
Title a.e.s: I. Title. [spelled-out form of abbreviation unknown]

3) Alternative titles. For MARC records, when a title proper includes an alternative title and the part of the title preceding the word "or" (or its equivalent) consists of three words or less that are filed on, make a title added entry consisting solely of the first part of the title in addition to the added entry for the complete title proper. The purpose of this is to insure that a title search key is formed solely on the first part of the title.

Title proper: Lilith, ou, La mère obscure ...
Title a.e.s: I. Title. II. Title: Lilith.

4) Ampersand. When an ampersand (or other symbol, e.g. +, representing the word "and") occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting the word "and" in the language of the title.

Title proper: A & B roads & motorways atlas of Great Britain

...

Title a.e.s.: I. Title. II. Title: A and B roads and motorways atlas of Great Britain.

5) Items with and without collective title. If an item containing more than one work or contribution has a collective title, make a title added entry only for the collective title. If the item lacks a collective title, make a title added entry for 1) the title proper of the item (as defined in 2) above); 2) the title of each of the works or contributions recorded in the title and statement of responsibility area. (If the title proper of an item without a collective title consists solely of the title of the first work or contribution, do not make the additional title added entry for this entity.)

b) Comics. When cataloging an item that is about or consists of selections from a comic strip, single panel cartoon, etc., make an added entry for the title of the comic strip, etc., if this title does not also begin the title proper for the item being cataloged. If necessary, justify the added entry by a note.

Trudeau, G. B., 1948-
[Doonesbury. Selections]
Stalking the perfect tan ...

I. Title. II. Title: Doonesbury.

7) Corrected titles (cf. 1.0F).

a) Titles corrected by "[i.e. ...]" and "[sic]". If the title proper has been corrected by the "[i.e. ...]" or "[sic]" technique, make two added entries, one for the title as it is recorded (traced as "Title.") and another for the title in its corrected form.

Title proper: The Paul Anthony Buck [i.e. Brick]
lectures ...

Title a.e.s.: I. Title. II. Title: Paul Anthony
Brick lectures.

(Data in brackets preceded by "i.e." and "[sic]" are not filed on in LC, nor are they included in title search keys in the LC retrieval system.)

b) Titles corrected by bracketing missing letters. If the title proper has been corrected by supplying in brackets a missing letter or letters, make two added entries, one for the title with the brackets and the supplied letter or letters (traced as "Title.") and another for the title as it appears on the item.

Title proper: One day's d[ujty] ...

Title a.e.s: I. Title. II. Title: One day's dty.

8) Initialisms (including acronyms). When an initialism that is given in all capital letters occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, apply the following:

a) With separating punctuation.^{1/} If the initialism has been transcribed with internal separating punctuation, make an additional title added entry in the form without any punctuation.

Title proper: A.-G. Chemie ...

Title a.e.s: I. Title. II. Title: AG Chemie.

b) Without separating punctuation. If the initialism has been transcribed without separating punctuation, make an additional title added entry in the form with periods.

Title proper: ADLIB ...

Title a.e.s: I. Title. II. Title: A.D.L.I.B.

9) Letters. When a series of letters that is not an initialism occurs as one of the first five elements filed on in a title proper or other title for which a title added entry is made, apply the following:

a) With spacing or separating punctuation. If the letters have been transcribed with internal spacing or separating punctuation, make an additional title added entry without any spacing or punctuation if it is thought that some catalog users might expect that the letters would be given in that form in the source.

Title proper: The A-B-C-D of successful college writing ...

Title a.e.s: I. Title. II. Title: ABCD of successful college writing.

Title proper: A i u e o ...

Title a.e.s: I. Title. II. Title: Aiueo.

b) Without spacing or separating punctuation. If the letters have been transcribed without spacing or separating punctuation, make an additional title added entry with spaces if it is thought that some catalog users might expect that the letters would be given in that form in the source.

Title proper: Abc of ocean liners ...

Title a.e.s: I. Title. II. Title: A b c of ocean liners.

10) Numbers. When a number occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry as follows:

^{1/} Separating punctuation in LC's system includes the hyphen (-), period (.), and slash (/).

a) Arabic numbers (excluding dates). Make an added entry substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source. In spelling out numbers in English, follow the style indicated in section 8.4 of A Manual of Style, University of Chicago Press. For other languages, follow the preferred style of the language.

101 = one hundred one; use also one hundred and one^{1/}
425 = four hundred twenty-five, not four hundred and twenty-five
1001 = one thousand one; use also one thousand and one^{2/}
1226 = one thousand two hundred twenty-six, not twelve hundred and twenty-six
2500 = twenty five hundred, not two thousand five hundred

Title proper: The 1-2-3 guide to libraries ...
Title a.e.s: I. Title. II. Title: One-two-three guide to libraries.

Title proper: 1a Mostra Toscana/scultura ...
Title a.e.s: I. Title. II. Title: Prima Mostra Toscana/scultura.

Title proper: 3 point 2 and what goes with it ...
Title a.e.s: I. Title. II. Title: 3.2 and what goes with it. III. Title: Three point two and what goes with it.

Title proper: The 3.2 beer law ...
Title a.e.s: I. Title. II. Three-point-two beer law.

Title proper: 3:10 to Yuma ...
Title a.e.s: I. Title. II. Title: Three ten to Yuma.

Title proper: 27 wagons full of cotton ...
Title a.e.s: I. Title. II. Title: Twenty-seven wagons full of cotton.

but

Title proper: A4D desert speed run ...
Title a.e.: I. Title.

Title proper: 1/3 of an inch of French bread ...
Title a.e.: I. Title.

Title proper: 1/10th hours of 48 hours ...
Title a.e.: I. Title.

^{1/} An exceptional form provided because of its frequent use.

^{2/} An exceptional form provided because of its frequent use.

Title proper: 2 1/2 minute talk treasury ...
Title a.e.: I. Title.

Title proper: .300 Vickers machine gun mechanism made
easy ...
Title a.e.: I. Title.

Title proper: 003 1/2 ...
Title a.e.: I. Title.

Title proper: 3.1416 and all that ...
Title a.e.: I. Title.

Title proper: The 5"/38 gun ...
Title a.e.: I. Title.

b) Dates.

1)) Dates representing a single year or span of years.

Do not make an additional added entry substituting the corresponding spelled-out form for dates written in arabic numerals representing a year or a span of years. If, however, such dates are written in roman numerals, make an additional added entry substituting arabic numerals for the roman numerals.

Title proper: 1915 : revue de guerre en deux actes ...
Title a.e.: I. Title.

Title proper: 1945-1975 Italia ...
Title a.e.: I. Title.

2)) Other dates. If dates other than those representing a single year or a span of years are written in roman numerals, make an additional added entry substituting arabic numerals for the roman numerals. Make an additional added entry substituting the corresponding spelled-out form if it is thought that some users of the catalog might reasonably expect that the form was spelled-out in words in the source. Make this judgment regardless of whether the numerals in the source are arabic or roman.

Title proper: The XXth century citizen's atlas of the
world ...

Title a.e.s: I. Title. II. Title: 20th century
citizen's atlas of the world. III.
Title: Twentieth century citizen's
atlas of the world.

Title proper: Le XVIIe & XVIIIe siècles ...

Title a.e.s: I. Title. II. Title: 17e et 18e
siècles. III. Title: Dix-septième et
dix-huitième siècles.

Title proper: Australian painting, XIX and XX century ...

Title a.e.s: I. Title. II. Title: Australian
painting, 19th and 20th centuries.
III. Title: Australian painting,
nineteenth and twentieth centuries.

Title proper: XX. századi művészet ...
Title a.e.s.: I. Title. II. Title: 20. századi művészet. III. Title: Huszadik századi művészet.

Title proper: Arabskie dokumenty IX-XX vv. : Katalog ...
Title a.e.s.: I. Title. II. Title: Arabskie dokumenty 9-20-go vv. [no added entry from spelled-out form]

c) Roman numerals (excluding dates). Make an added entry substituting arabic numerals for the roman numerals. Make an additional added entry substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source.

Title proper: World War II small arms ...
Title a.e.s.: I. Title. II. Title: World War 2 small arms. III. Title: World War Two small arms.

Title proper: Title XX comprehensive annual services plan ...
Title a.e.s.: I. Title. II. Title: Title 20 comprehensive annual services plan. III. Title: Title twenty comprehensive annual services plan.

but

Title proper: Neotropical Microlepidoptera XIX ...
Title a.e.s.: I. Title. II. Title: Neotropical Microlepidoptera 19. [no added entry from spelled-out form]

Title proper: XXV s'ezd KPSS i problemy ideologicheskoi bor'by ...
(A title main entry)
Title a.e.s.: I. Title: 25-yi s'ezd KPSS i problemy ideologicheskoi bor'by v stranakh Azii i Afriki. [no added entry from spelled-out form]

d) Spelled-out form. Make an added entry substituting an arabic numeral for the spelled-out form if it is thought that some users of the catalog might reasonably expect that that was the form in the source.

Title proper: The road of a thousand wonders ...
Title a.e.s.: I. Title. II. Title: Road of 1000 wonders.

Title proper: A thousand and one facts about Soviet Estonia ...
Title a.e.s.: I. Title. II. Title: 1001 facts about Soviet Estonia.

Title proper: Eighty blocks from Tiffany's [motion picture] ...
Title a.e.: I. Title: 80 blocks from Tiffany's.

but

Title proper: Two years before the mast ...
Title a.e.: I. Title.

11) Signs and symbols. When a sign or symbol occurs as one or in one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional added entry substituting the name or a written form for the corresponding sign or symbol if this can be done concisely and if it is thought that some users of the catalog might reasonably expect that the sign/symbol would be given in that form in the source.

Title proper: Transforming #1 ...
Title a.e.s: I. Title. II. Title: Transforming number one.

Title proper: 100% cooperation with the United States ...
Title a.e.s: I. Title. II. Title: One hundred percent cooperation with the United States.

Title proper: The 2\$ window on Wall Street ...
Title a.e.s: I. Title. II. Title: Two dollar window on Wall Street.

Title proper: Poe [illustration of a tree] : a simple introduction to experimental poetry ...
Title a.e.s: I. Title: Poe. II. Title: Poetry. III. Title: Simple introduction to experimental poetry.

but

Title proper: Tables of the error function and its derivative, [reproduction of equations for the functions]
Title a.e.: I. Title.

12) Statement of responsibility. When a title proper begins with a separable statement of responsibility that is omitted from the uniform title (cf. 25.3B), make an additional title added entry for the title without the initial statement of responsibility.

Uniform title: [More beautiful you in 21 days]
Title proper: Eileen Ford's A more beautiful you in 21 days...
Title a.e.s: I. Title. II. Title: More beautiful you in 21 days. III. Title: More beautiful you in twenty one days

13) Title same/similar to heading

a) Same as name heading/name reference. Do not apply the restriction stated in 21.30J1) prohibiting making an added entry for a title proper that is essentially the same as the main entry heading (or essentially the same as a reference leading to the main entry heading) if the heading represents a personal or corporate name.

b) Same as subject heading/subject reference. Do not apply the restriction stated in 21.30J3) prohibiting making an added entry for a title proper that is identical with a subject heading or identical with a direct reference to a subject heading used for the work.

14) Uniform title. Do not make title added entries for uniform titles. There may, however, be instances in which a title added entry is the same as the uniform title (e.g., cf. paragraph 12 above).

15) Other. If a title proper or other title for which an added entry is made contains data within the first five words filed on for which there could be an alternate form that would be filed differently, make an additional title added entry under that form if it is thought that some users of the catalog might reasonably expect that form to be given in the source.

Title proper: Actfive and other poems ...

Title a.e.s: I. Title. II. Title: Act five and other poems.

Limitation on Additional Added Entries for the Same Title

When a single title exemplifies several of the above conditions, it is not necessary to make all the possible added entries; instead, limit the additional title added entries to those judged to be most useful.

Title proper: XX centuries & Mt. St. Helens ...

Title a.e.s: I. Title. II. Title: 20 centuries and Mount Saint Helens. III. Title: Twenty centuries and Mount Saint Helens.

21.30L. Series. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the deletion of the sixth line from the top of page 325 in the printed text of AACR 2.

Option Decision

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 two categories of series for which added entries are not considered useful. The intention of this rule, however, is not to require added entries for all types of series except those explicitly excluded, 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, LC will continue to restrict to some degree the categories of monographic series for which added entries are given. 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 entries for their already overburdened card catalogs. Accordingly the Library will adopt the guidelines set out below.

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 whether these are serials 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) Trace also 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 the present 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 cases of open entries), proceed as follows 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 numbers and they are consecutive. 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 numbers and they are not consecutive. 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 and without 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 and without brackets) whether subsequent numbers will be consecutive or not. When the record is closed, apply the provisions given 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 given above in paragraph 2)a) above. When the record is closed, apply the provisions given 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 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>

22.1. General Rule. [New]. "AACR 2 Compatible" Headings

1) General. All headings newly coded for AACR 2 after August 1982 will be done in accord with AACR 2 and existing LC policy and will be designated "AACR 2" (with one exception). A heading already coded "AACR 2 compatible" will continue to be used in its existing form in post-August 1982 cataloging. A heading for a uniform title coded after August 1982 will be coded "AACR 2 compatible" if it is entered under a name heading that has already been coded "AACR 2 compatible."

Before September 1982, headings were coded "AACR 2 compatible" if they had been established before 1981 and fell into one or more of the categories listed below. (Exceptions to this policy are noted at the end.) Also coded "AACR 2 compatible" were headings for uniform titles established after 1980 that were entered under a name heading that had already been coded "AACR 2 compatible."

2) Categories coded "AACR 2 compatible". The categories of headings that were coded "AACR 2 compatible" were as follows:

a) Hyphens. The existing heading lacked a hyphen between forenames or compound surnames that would be present in the AACR 2 form.

AACR 2 compatible heading: Dautheville, Anne France.
(AACR 2 form: Dautheville, Anne-France)

b) "Pseud." The existing heading contained the term "pseud."

AACR 2 compatible heading: Cecil, Henry, pseud.
(AACR 2 form: Cecil, Henry)

c) Extraneous forename/initial. The existing heading contained a forename or forename initial that would not be present in the AACR 2 form ("forename" includes any name element that is transcribed in the forename position, e.g., a maiden name, a patronymic).

AACR 2 compatible heading: Williams, Gordon Willis.
(AACR 2 form: Williams, Gordon)

d) Forename/initial lacking. The existing heading lacked a forename or forename initial that would be present in the AACR 2 form.

AACR 2 compatible heading: Capet, Marcel.
(AACR 2 form: Capet, Marcel r.)

e) Forename instead of initial. The existing heading contained a forename that would be represented by an initial in the AACR 2 form.

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

f) Initial instead of forename. The existing heading contained a forename initial that would be represented by a forename in the AACR 2 form.

AACR 2 compatible heading: Dromgoole, P.H.
(AACR 2 form: Dromgoole, Philip H. (Philip Henry))

g) Romanization. The existing heading was established in its nonsystematically romanized form according to AACR 1 rules for nonroman names rather than in the systematically romanized form.

AACR 2 compatible heading: Maitra, Arun.
(AACR2 form: Maitra, Aruna)

h) Unused title. The existing heading contained an unused British title of honor ("Sir," "Dame," "Lord," or "Lady").

AACR 2 compatible heading: Bryant, Arthur, Sir.
(AACR 2 form: Bryant, Arthur)

i) "Bp."/"Abp." The existing heading contained the abbreviation "Bp." or "Abp." rather than "Bishop" or "Archbishop."

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

j) "(ca.)." The existing heading contained "(ca.)" after the date.

AACR 2 compatible heading: Pann, Anton, 1797 (ca.)-1854.
(AACR 2 form: Pann, Anton, ca. 1797-1854)

k) "fl." The existing heading contained a twentieth century date in the form "fl. [date]."

AACR 2 compatible heading: Nelson, David, fl. 1967-
(AACR 2 form: Nelson, David)

Note: Such a heading is changed if a birth date becomes available.

1) English term of address, etc. The existing heading contained a term of address, etc., in English rather than in the vernacular form.

AACR 2 compatible heading: Louis Antoine, Father
(AACR 2 form: Louis Antoine, père)

m) Cataloger-supplied place of residence, etc. The existing heading contained an indication of place of residence or field of interest that was supplied by the cataloger to resolve a conflict.

AACR 2 compatible heading: Albrecht, Friedrich, of Leipzig.
(AACR 2 form: Albrecht, Friedrich)

AACR 2 compatible heading: Miller, Jonathan, writer on rapid transit
(AACR 2 form: Miller, Jonathan)

Note: Such a heading is changed if a birth date becomes available.

3) Exceptions to the "AACR 2 compatible" categories listed above were as follows:

a) The existing heading contained the term "pseud." and the person was famous.

b) The existing heading varied from the AACR 2 form in fullness and the person was famous.

c) The existing heading contained a first forename instead of a first forename initial, or the existing heading contained a first forename initial instead of a first forename, and the heading had been used on a bibliographic record containing a U.S. place in the publication, etc., area.

22.1D2. [Rev.] Cancel rule interpretation; covered by LCRI 22.1.

22.2. **Choice Among Different Names.** [Rev.] Apply this rule to authors who have used both a nickname and the real name (e.g., Jim/James, Penny/Penelope). This will mean testing the case first for a predominant name (22.2A) and then if there is none, selecting the latest form as the AACR 2 heading (22.2B). Note that in some cases the nickname form may be functioning as a pseudonym. If there is definite evidence of this fact, consider also 22.2C3 when no one name is predominant. (Note: If an established heading has already been coded for AACR 2, and a subsequently received item shows a different form in the chief source, defer changing the heading until the different form appears in 80% of the author's work.)

22.2C. **Pseudonyms.** [Rev.] Cancel rule interpretation; covered by LCRI 22.1.

22.3A. **Fullness.** [Rev.]

If the forms of an author's name vary in fullness from one work to another in the same language and the AACR 2 form for the heading has not yet been determined, apply the following:

1) If the form found on the item being cataloged agrees with the form used for the heading on existing records in the catalog, accept this form as AACR 2. (The "catalog" referred to here is the file against which the cataloging and searching is being done.)

2) If the form found on the item being cataloged does not agree with the form already in use, choose as the AACR 2 form 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%, (1) do it quickly and (2) 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 length of the file).

When there is no commonly found form (defined above), choose the fullest form as the AACR 2 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.

Headings Already Coded "AACR 2" or "AACR 2 Compatible"

If an established heading is already coded "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.

If an established heading is already coded "AACR 2 compatible" because it varies in fullness from the AACR 2 form, generally do not reconsider the heading.

Variant Forms Within One Item

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 (cf. 0.8) 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

Note: Disregard the form appearing in the copyright statement if the name appears elsewhere in the item.

22.3C. Names written in a nonroman script. [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 of these in a single form, use the form found. If the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.). If the name is not found in all three of these 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 of the 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 recently become 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.

Names of Persons with Surnames Written in the Cyrillic Alphabet

Note: Headings originally established before January 1981 containing a surname that is spelled the same as that found in the three English-language reference sources (or the form found in Encyclopedia Britannica when the forms varied) were coded "AACR 2" before September 1982 even though the pre-1981 heading varied from the reference sources in one or more of the following elements: the presence or absence of diacritical marks; the presence, absence, or spelling of forenames and patronymics. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be done in accord with AACR 2 and existing LC policy.)

existing AACR 2-coded heading: Gogol', Nikolaĭ Vasil'evich, 1809-1852.
(Do not change to: Gogol, Nikolay Vasilyevich, 1809-1852)

Names of Persons with Surnames Written in the Hebraic Alphabet

Follow this order of preference when establishing 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 twentieth century Palestine or Israel, use this form.
- 2) If the name is found in a single form in Collier's Encyclopedia, in The Encyclopedia Americana, and in Encyclopaedia Britannica (15th ed.), use the form found there; if the form varies in these three sources, 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.

(Note: If the heading for an author living in twentieth century Palestine or Israel reflects the systematically romanized form and a subsequently received work of the author in Hebrew or Yiddish and issued in Palestine or Israel show a nonsystematically romanized name, delay changing the heading until 80% of the person's works show the same nonsystematically romanized form.)

22.12B. British Titles of Honour. [New]. For headings covered by the third paragraph of the rule, add the title of honor after the forenames to achieve proper filing in our automated system. Effective September 1, 1982, code these headings "AACR 2." Previously, such headings were coded "AACR 2 compatible." Do not change the existing coding (unless the name authority record needs to be revised for another reason).

Beecham, Thomas, Sir.
Greaves, Rosamund, Lady.

22.15B Terms of Address of Married Women. [New]. To achieve proper filing in the automated system, add the term of address of a married woman after her husband's names. Effective September 1, 1982, code these headings "AACR 2." Previously, such headings were coded "AACR 2 compatible." Do not change the existing coding (unless the name authority record needs to be revised for another reason).

Ward, Humphrey, Mrs.

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

For references, apply the provisions in LCRI 2b.

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: Pra. Jaina
(His first name, Prakāśa, is known)
heading: Jaina, Pra. (Prakāśa)

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. Gonzalez R.
(His full name, Pedro Felipe Gonzalez Rodriguez, is known)
heading: Gonzalez R., Pedro F. (Pedro Felipe Gonzalez Rodriguez)

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

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

Exceptions

1) Do not apply 22.16A to a name in which the letters of the forename initials used in the heading differ from the letters used in the full forename

Reddi, Vai. Si. Vi., 1926-

not Reddi, Vai. Si. Vi. (Emmanuru Cinna Venkata), 1926-

Jaina, Pi.

not Jaina, Pi. (Prakāśa)

Ajgaonkar, G. F.

not Ajgaonkar, G. F. (Gundu Phatu)

2) Do not apply 22.16A to a heading for a married woman that consists of her husband's surname and initial(s).

Renfro, Roy E., Mrs.
 Renfro, Helen Kay

not Renfro, Roy E. (Roy Edward), Mrs.

Note: Do not add the fuller form to an existing heading falling into either of the following categories:

1) The name authority record for it has already been coded "AACR 2" or "AACR 2 compatible."

2) The heading is represented by an access point on an existing bibliographic record and is otherwise in accord with current policy.

established heading: Eddison, C. D.
new information: "C.D." stands for "Carlton Daniel"
(Do not change the heading to: Eddison, C. D. (Carlton Daniel))

established heading: Jáuregui C., Juan Heriberto.
new information: "C." stands for "Cordero"

(Do not change the heading to: Jáuregui C., Juan Heriberto (Jáuregui Cordero))

However, if such a heading must be revised later, add the additional information.

22.17C. Bishops, etc. [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.

22.18. DATES. [Rev.]. Apply the optional provision. This means adding a date whenever it is known.

Note: Do not add the date to an existing heading falling into either of the following categories:

1) The name authority record for it has already been coded "AACR 2" or "AACR 2 compatible."

2) The heading is represented by an access point on an existing bibliographic record and is otherwise in accord with current policy.

However, if such a heading must be revised later, add the date. Do not do special searching, however, if there is no conflict.

For persons living in the twentieth century, the date should be a 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 wanted; use a single year after "fl." only if the date is found in this form in a reference source (cf. 22.1B, footnote 1).

22.18-22.20. ADDITIONS TO DISTINGUISH IDENTICAL NAMES. [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 go beyond making a routine telephone call to a place within the continental U.S. or searching 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 prominent 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 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 22.19B term of address, etc., becomes available later, do not change the existing heading just to replace the unused full forename.

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

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 or unused forename initial or unused surname or unused full forename becomes available later.)

22.19B. Names entered under surname. [Rev.]. Cancel rule interpretation; covered by LCRI 22.1.

22.20. UNDIFFERENTIATED NAMES. [Rev.]. Cancel rule interpretation.

22.26C2. [Rev.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of the names listed in rule 22.26C2 in the printed text of AACR 2 with the following:

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

22.27A. Scope. [Rev.] Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of the second sentence of rule 22.27A in the printed text of AACR 2 with the following:

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. General rule. [Rev.] Rule Change

The Joint Steering Committee for Revision of AACR has approved the following additions to rule 22.27B in the printed text of AACR 2:

- 1) [Add as fourth, fifth, and sixth examples:]

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 Ngadan, William Duncan anak

- 2) [Add as last example:]

Nichol, Linda
(Surname: Nichol)
x Linda Nichol

22.27C. Filial indicators. [Rev.] Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition to footnote 21 of rule 22.27C in the printed text of AACR 2:

anak (a., ak, or ak.)--child of

22.27D. Titles. [Rev.] Rule Change

The Joint Steering Committee for Revision of AACR has approved the following changes to rule 22.27D in the printed text of AACR 2:

- 1) Insert footnote reference "21a" after the word position" in the first sentence of the rule.

name." 2) Delete the sentence "Omit titles appearing in the father's

3) [Revise the third example as follows:]

Iskandar bin Raja Muhammad Zahid, Raja
X Raja Iskandar bin Raja Muhammad Zahid
X Zahid, Raja Iskandar bin Raja Muhammad

4) [Add the following as a footnote:]

21a. Iban titles are:

Titles of Honour

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

Titles of Office

Penghulu Dalam
Pengaruh
Penghulu
Mandal
Tuai rumah

Religious Titles

Kepala Lemambang
Saut Lemambang
Lemambang
Manang Mansau
Manang Mengeris

23.2A. English form. [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 in hand or other evidence.

<u>in source:</u> Montgomery County	<u>in source:</u> St. Joseph
<u>gazetteer:</u> Montgomery	<u>gazetteer:</u> Saint Joseph
<u>heading:</u> Montgomery County (Md.)	<u>heading:</u> Saint Joseph (Mo.)

For U.S. townships (called "towns" in New England and some other states), do not include "township" (or "town") as part of the name used in the heading. 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 township or 24.6B if the other place is not a 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 LC'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.

<u>BGN:</u> Borno [brief] State	<u>BGN:</u> Sulzbach [brief] am Neckar
<u>heading:</u> Borno State (Nigeria)	<u>heading:</u> Sulzbach am Neckar (Germany)

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

<u>BGN:</u> Kōra [brief]-chō
<u>heading:</u> 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
- Anhui Province
- Bavaria
- Bosnia and Hercegovina
- Canton
- Carinthia Province
- Crete
- Croatia
- Dairen
- East Flanders
- Fukien Province
- Ghent
- Harbin
- Heilungkiang Province
- Hesse

Hokkaido
Honan Province
Hopeh Province
Hunan Province
Hupeh Province
Inner Mongolia
Istanbul
Jaffa Kalgan
Kansu Province
Kiangsi Province
Kiangsu Province
Kirin
Kwangsi Chuang Autonomous Region
Kwangtung Province
Kweichow Province
Kyoto
Liaoning Province
Louvain
Lower Austria
Lower Saxony
Macedonia (Republic)
Malacca
Mantua
Mexico City
Montenegro
Ningsia Hui Autonomous Region
North Brabant
North Holland
North Rhine-Westphalia
Nuremberg
Osaka
Padua
Peking
Piraeus
Port Arthur
Rhineland-Palatinate
Saint Gall
Serbia
Seville
Shanghai
Shansi Province
Shantung Province
Shensi Province
Sian
Sicily
Sinkiang Province
Slovenia
South Holland
Styria
Swatow
Syracuse
Szechwan Province
Tehran [instead of Teheran]
Tibet
Tientsin
Tsinan
Tsinghai Province
Tsingtao
Tsitsihar
Turin

Upper Austria
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.
Azerbaijan S.S.R.
Byelorussian S.S.R.
Estonia
Georgian S.S.R.
Kazakh S.S.R.
Kirghiz S.S.R.
Latvia
Lithuania
Moldavian S.S.R.
Russian S.F.S.R.
Tajik S.S.R.
Turkmen S.S.R.
Ukraine
Uzbek S.S.R.

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 that 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 1931-1945. For the government headquartered in Nanking, 1931-1937, and in Chungking, 1937-1945, use "China." For the government headquartered in Jui-chin, 1931-1937, use "China (Soviet Republic, 1931-1937)." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, 1938-1945 use "China (Reformed government, 1938-1940)" for 1938-1940, and use "China (National government, 1940-1945)" for 1940-1945. For the post-1948 government on Taiwan, use "China (Republic : 1949-)." For the province of Taiwan, use "Taiwan."

Treat military installations 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. Make references from the name as a subheading of the country that controls it and as a subheading of the military branch to which it belongs. (Military installations that are treated as local places include forts, bases, camps, airfields, arsenals, and Coast Guard stations but not shipyards.)

March Air Force Base (Calif.)

- United States. March Air Force Base
- United States. Air Force. March Air Force Base

Yokosuka Naval Base (Japan)

- United States. Yokosuka Naval Base
- United States. Navy. Yokosuka Naval Base

23.4H. Other places. [New]. In addition to the names covered by the optional provisions to rule 23.4B (cf. LCRI 23.4B), do not add the name of the country to places that prior to 1967 were in Jordan or Syria and that are currently within the administered territories of Israel.

24.1. Basic Rule. [Rev.].

Punctuation

Add a comma to a series of words appearing in an English-language name except before an ampersand.

Note: Headings originally established before January 1981 that are in accord with current policy except for punctuating words in series were coded "AACR 2" prior to September 1982. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be in accord with AACR 2 and current LC policy.)

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.

When the name of a body consists of both a numerical or alphabetical 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

"AACR 2 Compatible" Headings

1) General. All headings newly coded after August 1982 will be in accord with AACR 2 and current policy and will be designated "AACR 2" (with two exceptions). A heading already coded "AACR 2 compatible" will continue to be used in its existing form in post-August 1982 cataloging. The two situations in which a newly coded heading will be coded "AACR 2 compatible" are

a) the heading is for a body that is entered subordinately to another body whose heading has already been coded "AACR 2 compatible";

b) the heading is for a uniform title entered under a name heading that has already been coded "AACR 2 compatible."

Before September 1982, headings were coded "AACR 2 compatible" if they had been established before 1981 and fell into one or more of the categories listed below. Also coded "AACR 2 compatible" were headings established after 1980 for bodies that were entered subordinately to bodies whose headings had already been coded "AACR 2 compatible" and headings for uniform titles entered under name headings that had already been coded "AACR 2 compatible."

2) Categories coded "AACR 2 compatible". The categories of headings that were coded "AACR 2 compatible" are as follows:

a) Quotation marks. The existing heading lacked quotation marks even though the body's predominant usage showed quotation marks around one or more elements.

AACR 2 compatible heading: Istituto tecnico C. Gemmellaro di Catani.
(AACR 2 form: Istituto tecnico "C. Gemmellaro" di Catani)

b) Acronyms. The existing heading contained an acronym in lower-cased letters after an initial capital letter even though the body's predominant usage showed the acronym all in capital letters.

AACR 2 compatible heading: Amacom
(AACR 2 form: AMACOM (Organization))

Note: If the body were famous, the heading was reestablished in its AACR 2 form.

c) Terms of incorporation

1)) The existing heading contained a term of incorporation that did not agree with AACR 2 capitalization.

AACR 2 compatible heading: Art Nouveau, inc.
(AACR 2 form: Art Nouveau, Inc.)

2)) The existing heading contained a term of incorporation that would not be retained under AACR 2.

AACR 2 compatible heading: Press Association, ltd.
(AACR 2 form: Press Association)

AACR 2 compatible heading: Schweizerisches Ost-Institut, A.G.
(AACR 2 form: Schweizerisches Ost-Institut)

3)) The existing heading lacked a term of incorporation that would be included under AACR 2.

AACR 2 compatible heading: Daumier Prints
(AACR 2 form: Daumier Prints Inc.)

d) Hierarchy. The existing heading for a Chinese, Japanese, or Korean corporate body contained more hierarchy than AACR 2 would permit.

AACR 2 compatible heading: Japan. Hōmusho. Keijikyoku.
(AACR 2 form: Japan. Keijikyoku)

24.2D. [Rev.]. If in a body's publications its full form of name and its initials appear together formally, choose the full form for use in the heading. (Change the heading if later evidence shows a clear pattern of predominant usage that differs from the heading chosen.)

When a corporate name must be established for an item not issued by the corporate body, treat the item being cataloged as a reference source. If the item provides both the body's full form of name and its initials, choose the full form for use in the heading (even if the initials appear prominently and the full form does not).

If variant forms appear formally in chief sources of the body's publications, choose the predominant form. If an initial form (including an acronym) appears predominantly, check the authority file to see if there is a reference or a heading for another body already under the same initials. If there is, this means the initials do not "differentiate" and thus the full form must be adopted as the AACR 2 form.

24.4B. Names not conveying the idea of a corporate body. [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 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: Headings originally established before January 1981 that fell into either of the two categories listed below were coded "AACR 2" prior to September 1982. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be in accord with AACR 2 and current LC policy.)

1) The heading contained a qualifier that is not needed according to current policy.

existing AACR 2-coded heading: Chefs' Rights Alliance (Society)
(Do not change to: Chefs' Rights Alliance)

2) The heading lacked a qualifier that would be needed according to current policy.

existing AACR 2-coded heading: BFA Educational Media.
(Do not change to: BFA Educational Media (Firm))

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.

If the name chosen for the heading for a corporate body is composed of letters written in all capital letters (with or without periods between them), add a qualifier to the name (unless 24.5C is applicable). Do not add such a qualifier when the capitalized form is used in a see reference.

CAST (Group)
X C.A.S.T.

If the name is eligible for another qualifier (as when the name conflicts or when the body is a directly entered government agency that is not an institution), add the qualifier called for in this rule first. Separate the qualifiers by a space-colon-space.

BANAS (Organization : Indonesia)
X B.A.N.A.S.

24.4C. Two or more bodies with the same or similar names. [Rev.]

Conflicts

When two or more bodies have the same name, 24.4C requires the addition of a qualifier to each name. Determine that a conflict exists when the AACR 2 name or heading for one body is the same as the AACR 2 name or heading for another body. "Conflict" is restricted to headings already established or being established in the catalog. It includes headings for earlier names that are covered by see references to later names but excludes names treated as variants; if a variant name used in a reference conflicts with a form used in the heading for another body, apply the provisions for resolving conflicts only to the variant name. Ignore the conflict that is only between names used as variants.

Arlington Development Center (Tex.)
(Independent nongovernment body)
Arlington Development Center (Calif.)
(Government body belonging to Arlington)
Arlington Development Center (Infodata, Inc.)
(Subordinate nongovernment body)
Arlington Development Center (S.D.)
(Government body belonging to South Dakota)

Note that the existing heading that previously was unique but that now conflicts must be reviewed in the light of 24.4C and changed if necessary.

Nonconflicts

Nongovernment bodies

If a nongovernment body is entered under its own name, add a qualifier unless one or more of the following apply:

- 1) In effect, the qualifier is already present.

2) The body is a business firm. If there is any doubt whatsoever as to whether a body is a business firm, consider that it is not so.

3) The body is an international one. If, however, the name comes to conflict, use judgment: founding dates, some geographic qualifier, or something else, as appropriate.

4) The name of the body is a very distinctive one. In many cases distinctiveness characterizes a name because of the presence of proper nouns or adjectives, as when a body is named in honor of a person or named after a place. The assessment of the name, however, primarily remains in terms of repeatability. Thus, for example, a proper noun or adjective may not help at all in making the name unlikely to be repeated, e.g., "Center for Latin American Studies" (this being the name of one higher body's center devoted to the subject) or "Esso Research Centre" (this being the name of one of the several Esso companies' research units, which units are not themselves business firms.)

Note: Nongovernment bodies include directly entered subordinate or related units of directly entered government bodies (cf. 24.17, second sentence).

Government bodies

If a government body other than an institution (see below) is entered under its own name, add a qualifier unless the government's name (or an understandable surrogate of the government's name is already present in the name. The qualifier is required even if the name includes a proper noun or adjective (other than the name or the surrogate of the name of the government).

If, however, the body is an institution (school, library, laboratory, hospital, archive, museum, prison, etc.) do not qualify its name when it is a very distinctive one (cf. 4) above under "Non-government bodies"). If one of these names comes to conflict or the non-conflicting name is not distinctive, add a qualifier.

Headings already coded "AACR 2"

Corporate name headings may be found already coded for AACR 2 that lack a qualifier called for by this LCRI. Continue to use these headings, without adding the qualifier, unless a conflict or some other extreme need arises.

existing AACR 2 coded heading: Bicentennial Committee on Historic Houses.

(Do not change to: Bicentennial Committee on Historic Houses (Morris, Conn.))

Forms of Qualifiers

Geographic names

If a geographic name (place or jurisdiction) is the appropriate qualifier, use its catalog-entry form. Whenever the heading for a place name is qualified by the name of a larger place, retain the qualification when the heading for the smaller place is itself used as a qualifier. For the form of this qualifier and its punctuation see the following example:

name of body needing qualifier: Conference on Astrophysics

heading for qualifier: Chicago (Ill.)

heading: Conference on Astrophysics (1978 : Chicago, Ill.)

For the insertion of the comma between "Chicago" and "Ill.," see rule 23.4A. Note that other qualifications, e.g., "(Province)," "(East)," "(West)," "(North)," "(South)," "(Republic)," are not retained (cf. the second paragraph of rule 24.4C1).

Corporate names

If a corporate name is the appropriate qualifier, use the name in the form and language on which the heading for the body is based (not necessarily its catalog-entry form).

Center for Materials Science (National Measurement
Laboratory)

not Center for Materials Science (National Measurement
Laboratory (U.S.))

Choice of Qualifiers

Independent nongovernment bodies

24.4C provides for various additions to corporate names as qualifiers. This rule emphasizes place names as the appropriate qualifier. Certainly other categories of qualifiers are possible (not especially 24.4C8). Considering solely the issue of qualifying by place name, one notes that even after having made the decision to apply 24.4C2-24.4C5, a decision remains as to which place name should serve as the qualifier. In sum, the direction contained in the rule is to use a local place name unless the body has a non-local character, in which case the direction is to use the name of the country for bodies national in character, the name of the province for bodies provincial in character, etc. This leaves it very much to the cataloger to decide which place name to use, depending on an assessment of the body's character (or activities), based on the cataloger's experience and whatever knowledge or hints are available. There are no rules or rule interpretations for this assessment.

Once the cataloger has assessed the body's character, etc., then there are at least three situations in which catalogers need advice.

1) The cataloger knows precisely the range of activities of the body, but the extent of these activities corresponds to no jurisdiction, district, etc. For example, the body covers four

counties of one of the U.S. states. Then, qualify by the name of the jurisdiction just above those involved, e.g., the state if counties are involved, the nation if states are involved.

2) The cataloger has only certain clues as to the body's character, etc. One obvious clue is the presence of words such as "national," "state," "provincial." Generally choose the qualifier that matches these words, if really in doubt about the body's character. (If it is known that a body called "national" is actually local, this paragraph does not apply.) In other cases, if the clues indicate that the body is either one or the other of two possibilities, e.g., it must be either municipal or county-wide, generally use the broader of the two possible qualifiers, e.g., the county instead of the city.

3) The cataloger has no knowledge or clues as to the body's character, etc., and therefore, the assessment mentioned at the outset results in "I do not know and cannot guess." In this situation, qualify by the local place (cf., in the opening paragraph under "Choice of Qualifiers," the statement about the rule's emphasizing local place name)--unless, for whatever reason, the name of the country seems more appropriate. Use this solution as a genuine last resort, however, not as a substitute for the assessment required.

Subordinate/related nongovernment bodies

If a qualifier is needed for a directly entered subordinate or related unit of a nongovernment body or of a government body entered directly under its own name, add the name of a higher or related body, unless a geographic qualifier (place or jurisdiction) seems more appropriate.

Annenberg School of Communications (University of Pennsylvania)

Annenberg School of Communications (University of Southern California)

National Museum of American History (U.S.)
not National Museum of American History (Smithsonian Institution)

If the immediately higher or related body is entered subordinately, use in the qualifier the name of the next higher body in the hierarchy that is directly entered.

Institut avtomatiki i elektrometrii (Akademiã nauk SSSR)
not Institut avtomatiki i elektrometrii (Sibirskoe otdelenie)
not Institut avtomatiki i elektrometrii (Akademiã nauk SSR. Sibirskoe otdelenie)

Government bodies

If a qualifier is needed for a directly entered government body, add the name of the government. **EXCEPTION:** For the various forest and range experiment stations of the U.S. Forest Service that are independently entered, use the local place as the qualifier if the name is not distinctive.

Conflicts in Qualifiers

Geographic names

If the addition of a nonlocal geographic name (place or jurisdiction) does not resolve the conflict, use the name of the local place instead.

Environmental Research Laboratory (Duluth, Minn.)
Environmental Research Laboratory (Gulf Breeze, Fla.)
(Pre-conflict form: Environmental Research Laboratory
(U.S.))

EXCEPTION: If the name of the government is the appropriate qualifier for two bodies that have the same name, and one body is located in the People's Republic of China and the other is in the Republic of China, or one is located in East Germany and the other is in West Germany, or one is located in North Korea and the other is in South Korea, use as qualifiers

[name] (Germany : East) [name] (Korea : North)
[name] (Germany : West) [name] (Korea : South)

[name] (China)
[name] (China : Republic : 1949-)

If two bodies have the same name and one is located in East Berlin and the other is in West Berlin and the local place qualifier is appropriate to both bodies, use as qualifiers

[name] (Berlin, Germany : East)
[name] (Berlin, Germany : West)

Corporate names

In an exceptional case such as the institutes of branches of the Akademiia nauk SSSR, catalog-entry form for the corporate name may be use in the qualifier.

Institut geologii (Akademiã nauk SSR. Komi filial)
Institut geologii (Akademiã nauk SSSR. Karel'skiĭ
filial)

24.5C1. [Rev.]. If the adjectival term or terms indicating incorporation or state ownership of a commercial enterprise appears initially or medially in the name, it is ipso facto an integral part of the name. If the term appears at the end of the name, treat it as a part of the name only if the term is necessary to show that the name refers to a corporate body.

24.7B. Additions to conferences, etc. [Rev.]

Name Authority Records

On the name authority record for a conference heading, do not add the number, date, or place, to the name when the conference is an ongoing one, even if all the meetings were held in one place (cf. 24.7B4). Apply this both to meetings entered directly under their own names and to meetings entered subordinately to headings for corporate bodies.

Conflicts

If the name of an ongoing conference conflicts, add to the name an appropriate qualifier.

authority record: Governor's Conference on Education (Kan.)

bibliographic record: Governor's Conference on Education (Kan.) (1st : 1954 : Topeka)

authority record: International Symposium on Quality Control (1974-)

bibliographic record: International Symposium on Quality Control (1974-) (1st : 1974 : Geneva, Switzerland)

Location

In deciding between using local place or institution, etc. (24.7B4), when establishing the heading for a named conference, add as the qualifier the local place or institution, etc., that appears with the conference name in the source for the conference name (cf. 21.1B2(d)) as opposed to other locations within the item where the conference name is repeated. If an institution's name appears in the source, transcribe the institution's name as the qualifier, or if a local place name appears, transcribe that. When transcribing an institution, give it in the nominative case in the language in which it is found in the item. (Even if the institution represents a subordinate unit, record its name rather than the name of the higher body alone.) When transcribing a local place, give its catalog-entry form (as modified by 23.4A and 24.4C, second paragraph). If both an institution and a local place appear, prefer to use the name of the institution, etc., generally without the name of the local place unless the name of the institution is a very "weak" one (use judgment in this respect and do not be concerned about a high degree of consistency). Note: Do not use as location the name of a hotel, convention center, or office building unless the conference was held outside a local place.

Two Meetings

If the item being cataloged contains the proceedings, etc., of two meetings of the same conference and main entry under the heading for the conference is appropriate (cf. 21.1B2(d)), enter the item under the heading for the first conference and make an added entry under the heading for the second conference even if the meetings are consecutively numbered.

24.14. See 24.19.

24.17. General Rule. [Rev.].

United Nations

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

National Commissions to Unesco

Establish the names of national Unesco commissions that are agencies of the governments they represent according to 24.17 or 24.18, type 2, not 24.18, type 10.

Soviet Bloc

When cataloging publications that emanate from a body within one of the countries of the Soviet bloc and one or more government agencies appear 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 10. [New]. Do not apply 24.18, type 10 to the names of national Unesco commissions that are agencies of the governments they represent. Instead, apply 24.17 or 24.18, type 2, to these names.

24.19. DIRECT OR INDIRECT SUBHEADING. [Rev.]. The rules emphasize omission of hierarchy but qualify this emphasis as follows:

[Omit hierarchy] unless the name of the subordinate or related body has been, or is likely to be, used by another body entered under the same higher or related body
(Rule 24.14 for bodies entered under a higher body other than a jurisdiction)

[Omit hierarchy] unless the name of the agency has been, or is likely to be, used by another agency entered under the same government (Rule 24.19 for bodies entered under a jurisdiction)

The words "or is likely to be" will carry a varying import to different catalogers. The statement below indicates the particular import of the words that Library of Congress catalogers should heed.

Two types of names do not need explanation, i.e., in these cases all catalogers reading only the rule and no gloss would reach the same conclusions. These types of names are the following:

1) Names of subordinate bodies performing functions common to many higher bodies,^{1/} when the name of the subordinate body (exclusive of any names of higher bodies included in its name) is as common sounding as its function:

Personnel Office
Archives of the Ministry for Rural Development
Research and Development Section Planning Dept.
Procurement and Supply Division

Headings for such subordinate bodies as these obviously could not omit hierarchy.

2) Names of subordinate bodies performing one or more of the major functions that are unique to the particular higher body (within the same corporate structure):

Bureau of Libraries, Museums, and Archaeological Services
(Under the Dept. of Conservation and Cultural Affairs which should be omitted from the heading)

Division of Industry and Engineering
Division of Transport
(Both under the Ministry of Transport, Industry, and Engineering, which should be omitted from the heading)

but not Library
(Also under the same ministry, but belongs in Category A; and the department must be included in the heading)

Division of Fisheries
Division of Forestry
(Both under the Dept. of Conservation, which should be omitted from the heading)

^{1/} This evaluation of the body's functions indicated in two "obvious" categories is based on the names of the bodies involved, not on any special searching.

but not Division of Education and Publicity
(Also under the same department but belongs in Category
A; and the department must be included in the heading)

Names of such subordinate bodies as these obviously could omit hierarchy.

If the name of the body being established does not fit either of the above obvious categories, consider whether or not the name would be appropriate for another subordinate body within the same corporate structure. Common sense will be the best guide, but in some doubtful cases it may be relatively easy to make the decision if an important idea expressed in a word or phrase present in the higher body's name is missing from the name of the body.

United States. Dept. of Housing
and Urban Development. Office
of Environmental Factors and
Public Utilities.

International Union for Conservation of Nature and
Natural Resources. Commission on Edu-
cation. North-West Europe
Committee.

United States. Office of Education.
Office of Librarians and Learning
Resources.

Avoid a very literal approach to this question, however. The name of the body being established may adequately imply the ideas expressed in the higher body's name without actually repeating the words of that name.

Pennsylvania. Bureau of Financial Management.
(Omitted: Office of Administration)

United States. Division of Nuclear
Power Development.
(Omitted: Dept. of Energy)

If still in doubt, retain the higher body in the heading.

United States. Dept. of Health, Education,
and Welfare. Advisory Council on Voca-
tional Education.

24.21B. [Rev.]

Applicability

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 though the body's membership does not consist solely of members of the legislature or of its staff.

Legislative Councils

Establish headings for U.S. state legislative councils according to 24.21B unless there is evidence that a particular council is staffed entirely by other than members of the legislative body. In case of doubt, apply 24.21B.

name: Colorado Legislative Council

| heading: Colorado. General Assembly. Legislative Council.

References

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.

U.S. House of Representatives

Ignore the heading for the U.S. House of Representatives shown in one of the examples in rule 24.21B. Consider "House" as the conventional name (cf. 24.3C) and continue to use: United States. Congress. House.

25.2A. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of the first six lines of rule 25.2A in the printed text of AACR 2 with the following:

25.2A. When the manifestations (other than revised editions) of a work appear under various titles, select one title as the uniform title as instructed in 25.3-25.4.

Use a uniform title for an entry for a particular item if

1) the work has appeared (in other than revised editions) under varying titles proper, and the item being cataloged bears a title proper which differs from the uniform title

or 2) the title proper needs the addition of another element (see 25.5) to organize the file

or 3) the title used as the main or added entry heading for a work needs to be distinguished from the title used as the main or added entry heading for a different work

or 4) the title of the work is obscured by the wording of the title proper (e.g., because of introductory words or statements of responsibility present in the title; see also 25.3B)

Option Decision

Apply the optional provision in rule 25.2A. This means omitting brackets from around uniform titles whenever they are headings (i.e., no main entry heading precedes them). However, do not enclose any uniform title in brackets when used in an added entry.

Applicability

Use a uniform title unless the complete uniform title that would be assigned is exactly the same as the title proper of the item.

Exceptions:

1) Do not use a uniform title when the only difference is the presence of an initial article in the bibliographic title proper.

2) For certain anonymous classics that are entered under a uniform title main entry heading and that have been published in many editions, in different languages, and under different titles (e.g.,

Beowulf, Chanson de Roland), use a uniform title for all editions. This includes editions in the original language when the title proper is the same as the uniform title assigned.

25.5D. [Rev.]

Form of Language

When naming a language in a uniform title, base the name on the form used in the latest edition of Library of Congress Subject Headings or its published supplements. If the language is not listed, the Subject Cataloging Division will establish it. (Use "Greek" for Classical Greek and for Modern Greek; however, if the item includes text in both, use "Classical Greek" and "Modern Greek" in the uniform title.)

Multilingual Works

If a work was originally issued in a single edition in two or more languages, and there is no evidence that one text represents the original and the others translations of this original, do not add the languages after the uniform title when the edition being cataloged is in all of these languages. For example, some documents of international bodies are first issued with the text in all the official languages of the body; also, the laws of some countries with two official languages (e.g., Belgium, South Africa) are originally issued in both official languages. However, if another edition of such a work is issued in only one of the languages, or in additional languages, add the name of the language or "Polyglot" after the uniform title for this edition, leaving the uniform title for the original without a language designation.

If a work was originally issued simultaneously in separate editions in different languages, and there is no evidence that the text in one of the languages is the original, select one of the editions as the original according to 25.3C and treat the others as translations.

25.29E. Groups of instruments. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the replacement of "plectral instruments" with "plucked instruments" in the list of terms for groups of instruments in rule 25.29E in the printed text of AACR 2.

Instrumental Ensemble

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.

25.32B1. [New.]. Rule Change

The Joint Steering Committee for Revision of AACR has approved a punctuation change in the third example in rule 25.32B1 in the printed text of AACR 2. The example now reads as follows:

Schubert, Franz

[Impromptus, piano, D. 899. No. 2]

Deux impromptus, op. 90, nos. 2 et 4 . . .

Added entry under: Schubert, Franz. Impromptus,
piano, D. 899. No. 4

26.0. INTRODUCTORY NOTES. [Rev.]

Legends

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

Forms of References

In general, construct a reference in the same form in which it would be constructed if chosen as the heading. However, because the LC ACR 2 authority file includes headings constructed according to earlier practices, in some cases references must be formulated to "match" the existing heading. Specific instructions are below.

1) Personal names

a) Dates. Include dates in references if they have been included in the heading. If the form of reference conflicts with an established heading, resolve the conflict by using dates in the reference although not used in the heading.

b) Initials. In references containing initials, generally include in parentheses the full form of the name represented by the initial(s) when known. However, if the initial is represented in the heading without the full form being given there, make the reference "match" the heading.

100 Hays, James D., 1926-
400 Hays, J. D. (James D.), 1926-
not 400 Hays, J. D. (James Donald), 1926-

100 Henao Vélez, César G.
400 Vélez, César G. Henao
not 400 Vélez, César G. Henao (César Gabriel Henao)

Do not combine different language forms or romanizations.

100 Arnol'dov, Arnol'd Isaevich.
400 Arnoldow, A. I.
not 400 Arnoldow, A. I. (Arnol'd Isaevich)

c) Titles/Epithets. Include titles and epithets used in the heading in the reference unless, for titles, they are not appropriate to the form in the reference, or, for epithets, the purpose is to refer from a form containing a different epithet. For variant language forms for a person entered under surname, include titles of nobility and terms of honor and address in the form found in the source for the reference. If the source for the reference does not include the title, etc., use in the reference the term used in the heading, although it is in a different language.

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

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

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

- 400 Gruach, Queen, consort of Macbeth, King of Scotland
 400 Macbeth, Lady
- 100 Custine, Astolphe, marquis de, 1790-1857.
 400 Kfustin, Adolf, markiz de, 1790-1857
- 100 Aufsess, Hans Max, Freiherr von und zu.
 400 Aufsess, H. M. (Hans Max), Freiherr von und zu

d) Compatible headings. Normally construct the reference to "match" the AACR 2 compatible element in the heading. Exception: Do not use "pseud." in references.

- 100 Ping-ping, pseud.
 400 Bingbing
- 100 Irenaeus, Saint, Bp. of Lyons.
 400 Irénée, Saint, Bp. of Lyons
- 100 Crespelle, Jean Paul.
 400 Crespelle, J.-P. (Jean Paul)
- 100 Stevens, John D., fl. 1972-
 400 Stevens, J. D. (John D.), fl. 1972-

Additional examples illustrating formats of references (full reference structure is not necessarily shown)

- 100 Scottow, Joshua, 1618-1698.
 400 J. S. (Joshua Scottow), 1618-1698
 400 S., J. (Joshua Scottow), 1618-1698
- 100 Sassoon, Siegfried, 1886-1967.
 400 Author of Memoirs of a fox-hunting man, 1886-1967
 400 Memoirs of a fox-hunting man, Author of, 1886-1967
- 100 Evans-Pritchard, E. E. (Edward Evan)
 400 Pritchard, E. E. Evans- (Edward Evan Evans-)
- 100 Roos, Sjoerd H. de, 1877-
 400 Roos, S. H. de (Sjoerd H. de), 1877-
- 100 Sigaud de la Fond, M. (Joseph Aignan), 1730-1810.
 400 De La Fond, Sigaud, M. (Joseph Aignan), 1730-1810
 400 La Fond, Sigaud de, M. (Joseph Aignan), 1730-1810
 400 Fond, Sigaud de La, M. (Joseph Aignan), 1730-1810

2) Corporate Names

a) Qualifiers. Include qualifiers in the reference if appropriate to the form in the reference even if the qualifier has not been used in the heading because of earlier policies or because it is not appropriate there. Exception: Do not add a qualifier to a reference consisting solely of an initialism.

- 151 Ghent (Belgium)
 451 Gand (Belgium)
- 110 Galleria nazionale d'arte moderna (Italy)
 410 National Gallery of Modern Art (Italy)
- 111 Conférence Europe-Afrique (1979 : Lausanne, Switzerland)
 411 Euro-Afrikanische Konferenz (1979 : Lausanne, Switzerland)
- 110 Evangelisk lutherske frikirke (Norway)

- 410 Evangelical Lutheran Free Church of Norway
- 110 National Cultural History and Open-air Museum.
- 410 Nasionale Kultuurhistoriese en Opelugmuseum (South Africa)
- 110 BANAS (Organization : Indonesia)
- 410 B.A.N.A.S.
- 110 North Carolina Wood Energy Coordinating Group.
- 410 Wood Energy Coordinating Group (N.C.)
- 110 Société des arts de Genève.
- 410 Société pour l'avancement des arts (Geneva, Switzerland)
- 110 BFA Educational Media.
- 410 B.F.A. Educational Media (Firm)

b) Terms of Incorporation. Construct the reference to "match" the heading with regard to the presence, absence, or form of a term of incorporation.

- 110 William Claiborne, inc.
- 410 Claiborne, inc.
- 410 Claiborne (William), inc.

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

4) Typographic Style. Generally, LC typographic style will not change.

26.1. Basic Rule. [Rev.]. Cancel rule interpretation; covered by LCRI 26.0.

26.2. Names of Persons. [New]

General Principles

1) Record in the name authority record and trace a reference from each variant form that occurs in a prominent source or that affects the primary entry elements of the name (e.g., surname elements to the left of the comma and the first element to the right of the comma). Exception: Do not trace references from forms that differ only in diacritics, apostrophes, hyphens, and slashes; their presence or absence does not affect the filing.

Record, but do not generally trace references from, other variants found in works being cataloged, if judged to be important information, e.g., an unused forename. Record all variants found in reference sources cited on the authority record, but generally trace references only from variants that affect the primary entry elements of the name.

2) Make only one reference from each variant, normally constructing it in the form in which it would be constructed if chosen as the heading (cf. specific instructions in LCRI 26.0). In addition, if applicable, make one reference under any surname element (other than a particle or prefix) not already referred from. Do not otherwise make references that are "variants of the variant."

3) Make one reference from each possible entry element of the name chosen as the heading, including each separate particle or prefix, but excluding connectives such as "y" and "und." Exception: In German, Dutch, and related languages, do not refer from the definite article following a prefix.

Follow these principles as closely as possible in evaluating references on existing authority records and in retrospectively converting records. Do not, however, examine bibliographic records or publications to determine whether a variant appeared prominently; if this cannot be easily determined assume that the variant was prominent. Do not reconsider such references traced on authority records that have already been evaluated unless the heading is being changed.

- 100 Freeman, Robert, 1948-
 670 His Hidden treasure, 1980: t.p. (Robert Freeman)
 670 Phone call to author, 3/31/82 (Robert Eliot Freeman; b. 6/18/48)
 (No references)
- 100 Jenkins, Barbara.
 670 Jenkins, P. The walk west, 1981 (a.e.) CIP t.p. (Barbara Jenkins) CIP data sheet (Barbara Jo Pennell Jenkins)
 (No references)
- 100 Jackson, Richard L.
 670 Conflict and cooperation in police labour relations, c1980 (a.e.) t.p. (Richard L. Jackson) p. 239 (Rick Jackson)
 400 Jackson, Rick
- 100 Inmon, William H
 670 His Effective data base design, 1980: t.p. (William H. Inmon)
 670 His Design review methodology for a data base environment, c1982: t.p. (W.H. Inmon)
 400 Inmon, W. H. (William H.)
- 100 Hendrix, Louise Butts.
 670 Her Sutter Buttes, land of Histun Yani, Sutter County California, c1980: t.p. (Louise Butts Hendrix) about the author (nee Louise Butts)
 400 Butts, Louise
- 100 Morgan, C. J. (Carol Jean)
 670 National Career Education Conf. (1977 : Canberra, Qld.). Issues in career education, 1977 (a.e.) t.p. (C.J. Morgan) p. 141 (Dr. C.J. (Kim) Morgan)
 670 Aus (Morgan, Carol Jean)
 400 Morgan, Kim
 400 Morgan, Carol Jean
- 100 Gueligue, E. Sèlidji (Eugène Sèlidji)
 670 His Lire, écrire et parler fon, 1978- : t.1, t.p. (E. Sèlidji Gueligue) pref. (Eugène Sèlidji Gueligue)
 400 Gueligue, Eugène Sèlidji

- 100 Meier-David, Huguette.
 670 Dado, R. Die kleine Rodung, 1978 (a.e.) t.p. (Huguette Meier-David) verso t.p. (Huguette Meier David) p. 16 (Huguette Meyer-David
 400 David, Huguette Meier
 400 Meyer-David, Huguette
not also
 400 Meier David, Huguette
 400 David, Huguette Meyer
- 100 Moreno, Montserrat.
 670 Her Aprenizaje y desarrollo intelectual, 1980: t.p. (Montserrat Moreno) cover p. 4 (Montserrat Moreno Marimon)
 400 Moeno Marimon, Montserrat
 400 Marimon, Montserrat Moreno
- 100 Marure, Mateo Antonio, 1783?-1814.
 670 Vela. Un procer preterido, 1980 (subj.) p. 17 (Matheo Antonio Marure y Guzman) p. 20 (Matheo Antonio Marure Guzman) p. 21 (Matheo Antonio Marure)
 670 Moore, R. E. Hist. dic. of Guat., 1967 (Marure, Mateo Antonio)
 400 Marure y Guzman, Matheo Antonio, 1783?-1814
 400 Marure Guzman, Matheo Antonio, 1783?-1814
 400 Marure, Matheo Antonio, 1783?-1814
 400 Guzman, Matheo Antonio Marure y, 1873?-1814
- 100 García de Miguel, J. M. (José María)
 670 His Quimica del cristal, 1978: t.p. (J. M. García de Miguel)
 670 Sp 78-Apr (García de Miguel, José María)
 400 De Miguel, J. M. García (José María García)
 400 Miguel, J. M. García de (José María García de)
 400 García de Miguel, José María
- 100 Carvalho, Armando Silva.
 670 His Oalicat, 1972: t.p. (Armando Silva Carvalh)
 670 His Os ovos d'oiro, 1969: t.p. (Armando da Silva Carvalho)
 400 Silva Carvalho, Armando
 400 Carvalho, Armando da Silva
not also
 400 Da Silva Carvalho, Armando
 400 Silva Carvalho, Armando da

26.2A2. Different forms of the name. [Rev.]. Cancel rule interpretation; covered by LCRI 26.0 and LCRI 26.2.

26.2A3. Different entry elements. [Rev.]. Cancel rule interpretation; covered by LCRI 26.2.

Appendix A.1. INITIALS AND ACRONYMS. [Rev.]. Cancel rule interpretation; covered by LCRI 24.1.

Appendix A.7A. General Rule. [New]

Serials

If the entity named in the publisher statement is the title of a serial, capitalize it according to the rules for corporate bodies although elsewhere in the record (e.g., in an added entry) it is capitalized according to the rules for titles.

Appendix A.15A. Geographic features, regions, etc. [New]

Zoogeographic Regions

Capitalize the names of the following zoogeographic regions:

Neartic
Neotropical
Oriental
Palearctic

Appendix B.9. GENERAL ABBREVIATIONS. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following additions to Appendix B.9 in the printed text of AACR 2:

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

Department

Use also in headings the abbreviation "Dept." for the English word "Department." Consider these headings AACR 2.

Appendix B.15. ABBREVIATIONS OF THE NAMES OF THE MONTHS. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following changes to Appendix B.15 in the printed text of AACR 2:

1) Change the caption on p. 558 from "Indonesian and Malaysian" to "Indonesian."

2) [Add the following:]

Malaysian

Jan.
Feb.
Mac
Apr.
Mei
Jun
Julai
Og.
Sept.
Okt.
Nov.
Dis.

Appendix C.O. Introductory rule. [Rev.]

Form for Arabic Numerals

Objective. The objective of this rule interpretation is to normalize the method of transcribing numbers used in access points of bibliographic records to achieve consistent results from filing accomplished either by computer or by person (the LC computer filing program reflects U.S. transcription practice only). In the LC computer filing program, commas are discounted but periods and spaces are not. Thus, 1512 and 1512 are treated as the same but 1.152 is treated as a decimal and 1 512 is treated as two distinct numbers separated by a space. Thus consistent treatment with respect to filing depends upon consistent, normalized transcription in certain cases.

1) Access points

For purposes of this rule interpretation, access points are headings, uniform titles, titles proper, series titles, and title added entries.

a) Transcribing numbers given in arabic numerals. Use U.S. practice as described in A Manual of Style, University of Chicago Press, section 8.9 for decimals and section 8.34 for use of the commas.

1)) Decimals. Use of a period instead of a raised dot or a comma.

3.1459, not 3 14159 nor 3,14159

2)) Figures of one thousand or more. Use commas.

32,987 not 32.987 nor 32987

Do not, however, use a comma when the figure is judged to be a literary device, commonly written without the comma or when it is judged the comma would be inappropriate.

1001 decorating ideas ...

Note: Apply these provisions for access points also to any title recorded in a bibliographic record (e.g., in a parallel title, in a variant title note, in a formal contents note).

b) Updating existing records

1)) Authority records

a)) Names. Update any automated name authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

b)) Series. Update any AACR 2 series authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

2)) Bibliographic records

a)) Do not update pre-1981 non-MARC records to reflect this rule interpretation.

b)) MARC records and post 1980 non-MARC records. Update any bibliographic record that contains a number in an access point that does not reflect the practice of this rule interpretation.

2) Other portions of the record

Use U.S. practice as described in A Manual of Style, University of Chicago Press, section 8.9 for decimals and section 8.34 for use of the comma. Note that section 8.34 contains exceptions applicable to page numbers, addresses, etc.

Appendix D. Running title. [Rev.]. The title, or abbreviated title, that is repeated at the head or foot of each page or leaf. [Note: The Joint Steering Committee for Revision of AACR has approved this statement as a replacement for the definition in the printed text of AACR 2.]

Appendix D. Uniform title. [New.]. 1. The particular title by which a work is to be identified for cataloguing purposes. 2. The particular title used to distinguish the heading for a work from the heading for a different work. 3. A conventional collective title used to collocate publications of an author, composer, or corporate body containing several works or extracts, etc., from several works, e.g., complete works, several works in a particular literary or musical form. [Note: The Joint Steering Committee for Revision of AACR has approved this statement as a replacement for the definition in the printed text of AACR 2.]

CUMULATED LCRIS

Scarecrow Press has recently published a cumulated edition of the Library of Congress rule interpretations. Compiled by Sally C. Tseng, this publication incorporates in a single loose-leaf volume all LCRIs published through Cataloging Service Bulletin, no. 16. The cumulation is available from Scarecrow Press for \$16.50 (ISBN 0-8108-1572-9; LC card no. 82-10353).

UNITED NATIONS DOCUMENTS

The essentially "made-up" series created for the various language editions of United Nations documents and classified in JX1977.A2 (48-17736), JX1977.A212 (50-1953), JX1977.A213 (50-13418), and JX 1977.A2128 (54-054753) have been discontinued. All publications cataloged after 1980 will be assigned individual classification numbers according to the works' subject content. The UN classification numbers that formerly appeared as the numbering in the series area are being quoted in notes.

INITIAL ARTICLES IN ARABIC AND HEBREW

To effect a more complete retrievability of name authorities and monographic records in MARC, the Descriptive Cataloging Division, with the cooperation of the Automation Planning and Liaison Office and the MARC Editorial Division, has undertaken a program to remove initial articles in access points in Arabic and Hebrew records. The majority of records being updated were produced before 1980. Since 1981 as a matter of policy (see Cataloging Service Bulletin, no. 6, fall 1979) the articles have been deleted.

FAR EASTERN BODIES CREATED SOLELY TO EDIT OR PUBLISH AN ITEM

Many Far Eastern materials are issued bearing a statement of responsibility or of publication that names a body called by the title of the publication plus a generic term such as the equivalent of "committee." In the past the Library of Congress has been somewhat inconsistent about making access points under the names of these bodies. Henceforth, however, the Library's policy will be to ignore consistently such names as access points.

1951

1. The first part of the report deals with the general situation in the country. It is a very interesting and informative study of the economic and social conditions of the country at the time.