LIBRARY OF CONGRESS/WASHINGTON

CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

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GENERAL

JACKPHY/MARC

On June 8, implementation of the Library's JACKPHY/MARC program began with the first group of JACKPHY (Japanese, Arabic, Chinese, Korean, Persian and Yiddish) language monographs being cataloged under new guidelines. These guidelines allow Processing Services to create, in addition to the traditional mixed vernacular and romanized Library of Congress printed card, a romanized full MARC record, thereby making machine-readable cataloging available for all monographs processed by the Library.

Specifics of the few changes made in cataloging procedures to support the program will be forthcoming in revised Library of Congress Rule Interpretations.

Romanized cataloging will be available either through the MARC Distribution Service or through the NUC-COM catalog (National Union Catalog, Books microfiche). The familiar vernacular cataloging will be available only in printed card format. For specific ordering information please contact Customer Services Section, Cataloging Distribution Service, Washington, D.C. 20541.

PERFORMANCE STANDARDS

The Library of Congress is in the process of reviewing its quality standards for professional descriptive catalogers and is interested in obtaining information about similar standards that may have been used in other cataloging departments. Specifically, has any library had experience with numerical quality standards that attempt to measure objectively a cataloger's performance in terms of quality of the cataloging product. Any library with experience in this area is urged to contact.

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> Director for Cataloging
> Processing Services
> Library of Congress
> Washington, D.C. 20540

Any information on details and procedures of such a system (positive or negative), comments on the functioning of quality standards, effect on staff morale, etc., would be appreciated.

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1.6. Series Area. [Rev.]

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

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

series statement: (Sport : bulletin of the Physical
Education and Sports Department of the Inter-
national Union of Students ; v. 10)
series authority record: Sport (International Union
of Students. Physical Education and Sports Dept.)
series tracing: Series: Sport (International Union
of Students. Physical Education and Sports Dept.)
; v. 10.

series statement: (Policy series / CES ; 1)
series authority record: Policy series (Centre for
Environmental Studies (London, England))
series tracing: Series: Policy series (Centre for
Environmental Studies (London, England)) ; 1.

series statement: (Monograph / University Exten-
sion, UCLA, Department of Continuing Education in
Health Sciences, UCLA School of Medicine and UCLA
School of Public Health)
series authority record: Monograph (University of
California, Los Angeles. Dept. of Continuing
Education in Health Sciences)
series tracing: Series: Monograph (University of
California, Los Angeles. Dept. of Continuing Edu-
cation in Health Sciences)

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

series statement: (Occasional symposium / British
Grassland Society ; no. 8)
series authority record: Occasional symposium. [no
conflict]
series tracing: Series: Occasional symposium ; no.
8.

series statement: (Gesammelte Werke / Edgar Allan
Poe ; 1. Bd.),
series authority record: Poe, Edgar Allan,
1809-1849. Works. German. 1922. Rösl.
series tracing: Series: Poe, Edgar Allan,
1809-1849. Works. German. 1922. Rösl ; 1. Bd.

Series Titles Consisting Solely of a Corporate Body Name

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

> in source: Centre de recherches d'histoire ancienne // volume 36
> series statement: (Centre de recherches d'histoire ancienne ; v. 36)
> series authority record: Centre de recherches d'histoire ancienne (Series)
> series tracing: Series: Centre de recherches d'histoire ancienne (Series) ; v. 36.

> in source: HAZ 6
> series statement: (HAZ (Series)
> series authority record: HAZ (Series)
> series tracing: HAZ (Series) ; 6.

However, if such a corporate body is a commercial publisher, either give the statement as a quoted note if the corporate body is not recorded in the publication, etc., area, or give the number alone if the corporate body is recorded in the publication, etc., area.

Numbers or Letters Not Associated With A Series Title

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

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

> "DOE/EIA-0031/2."
> "UC-13."
> "CRN 780206-00050."
> "SP-MN."

Phrases That Are Not Considered Series Titles

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

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

> in source: An American Astronautical Society Publi-
> cation
> publication, etc., area: San Diego, Calif. :
> Published for the American Astronautical Society
> for Univelt, c1980.
>
> action: Reject the phrase as a series; do not give
> it as a quoted note.
>
> in source: An Evangelical Theological Society
> Publication
> publication, etc., area: Grand Rapids : Zondervan,
> c1980.
> action: Reject the phrase as a series; give it as a
> quoted note.
> note: "An Evangelical Theological Society publi-
> cation."

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

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

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

> "A Helen and Curt Wolff book."

Series Statement Appears Only on Jacket

If a series authority record exists in the automated file, proceed under the general guidelines for already established series. Transcribe the series statement in brackets (cf. 1.6A2). In addition, record in a note the source of the series statement. Apply the tracing practice stated in the authority record.

If no series authority record exists (it is new to the Library or it appears as a series on bibliographic records for analytics but there is no series authority record for it in the automated file), reject the jacket as the source for a series. Do not transcribe the statement in a series statement; do not prepare a series authority record for it. Instead, give the statement as a note (e.g., "Models in aggressive journalism, 5"--Jacket.). Judge whether an access point is appropriate based on the same criteria used for series (cf. LCRI 21.30L); if judged appropriate, use a title added entry ("Title: ...") instead of a series added entry. Take no action with respect to existing bibliographic records until such time as the series appears on the item itself.

Series Statement Appears Only in a Bibliography

When the sole basis of a series statement is a bibliography (the series is not stated anywhere in the item itself) proceed in the same manner as that stated above for series appearing only on jackets. Do not undertake a special search of bibliographies for the sole purpose of discovering such series statements.

Series Statement Appears on a Label or is Stamped on the Item

Treat a series appearing on a label or stamped on the item in the same manner as if it were printed. In addition, give in a note the fact that the series appears only on a label or is stamped on the item.

Series statement from label on t.p.

Series statement stamped on cover.

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.)

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 tile, 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. 1.0F)

a) <u>Titles corrected by "[i.e. ...]" or "[sic]."</u> If the non-
roman title being romanized has been corrected in the nonroman trans-
cription 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
1"[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) <u>Titles corrected by bracketing missing letters</u>. 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
parenthese according to 2) above.)

2.7B4. Variations in title. [Rev.]

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. (<u>Exception</u>: Add the note if the body of the entry is
in Hebrew script and the title on the title page verso is in English;
include in the note a statement of responsibility appearing on the verso
if it represents a twentieth-century Israeli or Palestinian author
writing in a Hebrew script.) If the verso is an added title page or if
there is text in the language of the title, record the title in a note
and make an added entry for it.

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 mutliple copies
that were bound subsequent to publication as part of a cooperative ac-
quisitions 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.

2.7B7. Edition and history. [Rev.]

Reprint Editions

This interpretation is for new editions that are merely photo-graphic 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. Take the information from the reprint being cataloged. If the reprint being cataloged lacks the information about the original, give simply "Reprint" in a note. Exception: If an existing bibliographic record for the original needs to be examined for an ther reason, then more complete information about the original is given in the note. Do not search solely to discover information about the original publication. When recording information about the original, 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 show 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 readily available)

> 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 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"—T.p. verso
>   Limited edition of 250 copies.
>   not Two hundred 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)

12.7B1. Frequency. [New]. Always make a note on the known frequency of a serial even if the frequency is apparent from the rest of the description.

12.7B17. Indexes. [New]. Do not account for an index to a single volume or single year on the bibliographic record for the serial being indexed unless the index is issued separately and is not intended to be bound with the volume it indexes. When indicating the presence of an index in a note, do not use the note "Includes index." Instead, specify volumes or parts of the serial that are indexed as well as the place where the index may be found or the information that the index is published separately. Exception: If an index is represented by its own bibliographic record (cf. 21.28B), do not note this index on the bibliographic record for the serial being indexed.

13.2. ANALYTICS OF MONOGRAPHS SERIES AND MULTIPART MONOGRAPHS. [New]

Series

When a publication in a monographic series that is analyzed in full lacks a title other than that of the comprehensive title or has a title that is dependent upon the comprehensive title, prepare a separate bibliographic record for that, regardless of whether the part is numbered or not. Apply the following when preparing the record:

1) transcribe the comprehensive title as the common title of the analytic;
2) if there is numbering only, transcribe the numbering as the section title; if there is numbering and also a dependent title, transcribe the numbering as enumeration (cf. 12.1B4) and the dependent title as the section title; if there is a dependent title but no numbering, transcribe the dependent title as the section title;
3) do not formulate a series statement for the analytic record; instead, provide an additional access point in the form of an explicitly traced series added entry.

Studies in gypsy lore. Volume 25. — Berlin : ...

I. Series: Studies in gypsy lore ; v. 25

Studies in 19th century French literature. Volume 57, Paris / edited ...

I. Series: Studies in 19th century French literature ; v. 57.

not

Studies in 19th century French literature. Paris / edited ...
200 p. ; 25 cm. — (Studies in 19th century French literature ; v. 57)

I. Series.

        Paris / . ...
            200 p. : 25 cm. — (Studies in 19th century
        French literature ; v. 57) ...

            I. Series.

Multivolume Monographs

    1) _Classified separately._ When a part of a multipart monograph
that is classified separately lacks a title other than that of the com-
prehensive title or has a title that is dependent upon the comprehensive
title, prepare a separate bibliographic record for that part, regardless
of whether the part is numbered or not. Apply the following when pre-
paring the record:

        a) Transcribe the comprehensive title as the common title of
the analytic;
        b) if there is numbering only, transcribe the numbering as
the section title; if there is numbering and also a dependent title,
transcribe the numbering as enumeration or alphabetic designation and
the dependent title as the section title; if there is a dependent title
but no numbering, transcribe the section the dependent title as the section title;
        c) do not formulate a series statement for the analytic
record; instead, provide an additional access point in the form of an
explicitly traced series added entry.

            Recent trends in elementary education. Volume 1,
                Introduction. — ...

                I. Series: Recent trends in elementary education
            ; v. 1 .

        not

            Recent trends in elementary education. Intro-
                duction. — 201 p. ; 25 cm. — (Recent trends
                in elementary education ; v. 1) ...

                I. Series.

    1)) _Mixture of independent and dependent titles_. If a
multipart monograph consists of parts whose individual titles are a
mixture, i.e., some are independent of the comprehensive title and some
are dependent upon it, prepare a series authority record and use of
regular series statement in the records of the analytics with
independent titles.

            The Art of sewing.   [an unnumbered multipart item]
            Art of sewing.   [series authority record]
            Basic tailoring.   [title of analytic]

            Basic tailoring / ...
                203 p. ; 26 cm. — (The Art of sewing) ...

                I. Series.

For the analytics with _dependent_ titles, use the technique described in
1) above, i.e., do not use a series statement on the record for the
analytic.

The sporting scene. [title of analytic]

    Art of sewing. Sporting scene.
    The art of sewing. The sporting scene / ...
        203 p. ; 26 cm.

    I. Series: Art of sewing.

        2)) <u>All titles dependent titles; unnumbered</u>. If all the
titles of the parts are dependent upon the comprehensive title and the
multipart monograph is unnumbered, for the analytics transcribe the
comprehensive title as the common title and the title of the part as a
section title. Do not prepare a series authority record.

        Bates, James D.
          Minnesota legal forms. Probate / ...

        Roer, Kathleen M.
          Minnesota legal forms. Residential real estate /
          ...

      <u>not</u>

        Minnesota legal forms [series authority record for a
           multipart monograph] with the following
             analytics:

        Bates, James D.
          Probate / ...

        Roer, Kathleen M.
          Residential real estate / ...

    2) <u>Classified as a collection</u>. If classified as a collection,
generally do not prepare a bibliographic record for a part that lacks a
title other than that of the comprehensive title or has a dependent
title.

        a)) <u>Part lacks its own title</u>. If a contents note is being or
has been made, use the statement "[without special title]" (cf. LCRI
2.7B18).

        b)) <u>Part has dependent title</u>. If a contents note is being or
has been made, list the title in it.

21.28B. **General rule.** **[Rev.]**

<u>Excerpts from Serials</u>

    If the item is a collection of excerpts from a serial, generally
make a related work added entry for the serial only if the serial is
mentioned in the chief source of information <u>and</u> all the items in the
collection would not be entered under the same heading. If two or more
serials are mentioned, make an added entry only for the latest if the
titles represent a succession of changes (cf. 21.2C, 21.3B). If the
titles represent different serials, make added entries for each if there
are no more than three. If four or more different serials are men-
tioned, generally do not make an added entry for any of them.

<u>Indexes</u>

On the bibliographic record for a separately cataloged index to a particular work, do not make a related work added entry for the work being indexed. Instead, access to the work being indexed will be provided through a subject heading that consists of the heading for the work followed by the subdivision " —Indexes."

<u>Indexes to Serials</u>

Generally indicate the presence of an index to a serial on the bibliographic record for the serial being indexed (cf. 12.7B17). If, however, the index is published separately <u>and</u> is not issued by the entity responsible for the serial being indexed, create a separate bibliographic record (monograph or serial, as appropriate) for the index. Create a separate record also whenever the index covers two or more different serials. (A serial with one or more title or main entry changes (cf. 21.2C, 21.3B) is regarded as one serial.)

21.30J. Titles. [Rev.]

<u>Data Comprising Title Added Entries and Method of Tracing Them</u>

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) <u>Alternative titles</u>. Include alternative titles in the added entry for the title proper.

<div align="center"><u>Trace as</u>: "Title."</div>

----

[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.

2) <u>Items without a collective title</u>. If the item lacks a col-
lective title and the title and statement of responsibility area con-
tains more than one title (1.1G2), trace separate title added entries
for each of the titles listed if there are only two or three; if there
are more, trace a title added entry only for the first title. <u>Note</u>: The
"title proper" for an item without a collective title is defined as all
the data recorded up to the first recorded parallel title, the first
recorded other title information, or the first recorded statement of
responsibility, whichever comes first. If there is no parallel title
other title information, or statement of responsibility, all the data
recorded in the title and statement of responsibility area are treated
as the "title proper" of the item. Therefore, it is necessary to trace
the first title explicitly by the "Title:" technique whenever the first
title is not followed by a parallel title, other title information, or a
statement of responsibility. In other cases, the first title is gen-
erally traced by the "Title." technique. (The second and third titles
listed must be traced by the "Title:" technique.)

Title A :‡other title information / statement of
  responsibility. Title B : other title information
  / statement of responsibility. —
  <u>Trace title A as</u>: Title.
  <u>Trace title B as</u>: Title: Title B.

Title A =‡Parallel title A / statement of responsi-
  bility. Title B = Parallel title B / state
  ment of responsibility. —
  <u>Trace title A as</u>: Title.
  <u>Trace parallel title A as</u>: Title: Parallel title
  A. <u>Trace title B as</u>: Title: Title B.
  <u>Trace parallel title B as</u>: Title: Parallel title
    B.

Title A /‡statement of responsibility.
  Title B / statement of responsibility. —
  <u>Trace title A as</u>: Title.
  <u>Trace title B as</u>: Title: Title B.

Title A =‡Parallel title A ; Title B = Parallel
  title B / statement of responsibility. —
  <u>Trace title A as</u>: Title.
  <u>Trace parallel title A as</u>: Title: Parallel title
    A.
  <u>Trace title B as</u>: Title: Title B.
  <u>Trace Parallel title B as</u>: Title: Parallel title
    B.

Title A :‡other title information ; Title B : other
  title information / statement of responsibility.
  —
  <u>Trace title A as</u>: Title.
  <u>Trace title B as</u>: Title: Title B.

Title A ; Title B /‡statement of responsibility. —
  <u>Trace title A as</u>: Title: Title A.
  <u>Trace title B as</u>: Title: Title B.

Title A. Title B. —
  <u>Trace title A as</u>: Title: Title A.
  <u>Trace title B as</u>: Title: Title B.

Title A ; Title B ; Title C /‡statement or
  responsibility. —
  <u>Trace title A as</u>: Title: Title A.
  <u>Trace title B as</u>: Title: Title B.
  <u>Trace title C as</u>: Title: Title C.

```
            Title A. Title B :‡other title information. Title C.
            ___

            Trace title A as: Title: Title A.
            Trace title B as: Title: Title B.
            Trace title C as: Title: Title C.
```

   3) <u>Titles proper containing parts or designations of parts</u>. 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 responsi-
               bility ...

            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.

<u>Note</u>: 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) <u>General</u>. 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 pro-
minence 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) <u>Abbreviations</u>. 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 ab-
               breviation unknown]
```

3) <u>Alternative titles</u>. 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) <u>Ampersand</u>. 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.

> <u>Title proper</u>: A & B roads & motorways atlas of
>   Great Britain ...
> <u>Title a.e.s</u>: I. Title. II. Title: A and B roads
>   and motorways atlas of Great Britain.

5) <u>Items with a collective title</u>. If an item containing more than one work or contribution has a collective title, make a title added entry only for the collective title.

6) <u>Comics</u>. 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) <u>Corrected titles (cf. 1.0F)</u>

  a) <u>Titles corrected by "[i.e. ...]" and "[sic]."</u> 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.

> <u>Title proper</u>: The Paul Anthony Buck [i.e. Brick]
>   lectures ...
> <u>Title a.e.s</u>: 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) <u>Titles corrected by bracketing missing letters</u>. 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.

> <u>Title proper</u>: One day's d[u]ty ...
> <u>Title a.e.s</u>: I. Title. II. Title: One day's dty.

8) <u>Initialisms (including acronyms)</u>. 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) <u>With separating punctuation</u>.[1]/ If the initialism has been transcribed with internal separating punctuation, make an additional title added entry in the form without any punctuation.

<u>Title proper</u>: A.-G. Chemie ...
<u>Title a.e.s</u>: I. Title. II. Title: AG Chemie.

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

<u>Title proper</u>: ADLIB ...
<u>Title a.e.s</u>: I. Title. II. Title: A.D.L.I.B.

9) <u>Letters</u>. 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) <u>With spacing or separating punctuation</u>. 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.

<u>Title proper</u>: The A-B-C-D of successful college writing ...
<u>Title a.e.s</u>: I. Title. II. Title: ABCD of successful college writing.

<u>Title proper</u>: A i u e o ...
<u>Title a.e.s</u>: I. Title. II. Title: Aiueo.

b) <u>Without spacing or separating punctuation</u>. 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.

<u>Title proper</u>: Abc of ocean liners ...
<u>Title a.e.s</u>: I. Title. II. Title: A b c of ocean liners.

10) <u>Numbers</u>. 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:

a) <u>Arabic numbers (excluding dates)</u>. 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 <u>A Manual of Style</u> University of Chicago Press. For other languages, follow the preferred style of the language.

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

101 = one hundred one; use also one hundred and one[1]/
425 = four hundred twenty-five, <u>not</u> four hundred and twenty-five
1001 = one thousand one; use also one thousand and one[2]/
1226 = one thousand two hundred twenty-six, <u>not</u> twelve hundred and twenty-six
2500 = twenty-five hundred, <u>not</u> two thousand five hundred

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

<u>Title proper</u>: 1a Mostra Toscena/scultura ...
<u>Title a.e.s</u>: I. Title. II. Title: Prima Mostra Toscena/scultura.

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

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

<u>Title proper</u>: 3:10 to Yuma ...
<u>Title a.e.s</u>: I. Title. II. Title: Three ten to Yuma.

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

<u>but</u>

<u>Title proper</u>: A4D desert speed run ...
<u>Title a.e.</u>: I. Title.

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

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

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

<u>Title proper</u>: .300 Vickers machine gun mechanism made easy ...
<u>Title a.e.</u>: I. Title.

<u>Title proper</u>: 003 1/2 ...
<u>Title a.e.</u>: I. Title.

<u>Title proper</u>: 3.1416 and all that ...
<u>Title a.e.</u>: I. Title.

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

----

[1]/   An exceptional form provided because of its frequent use.

[2]/   An exceptional form provided because of its frequent use.

b) Dates

1)) <u>Dates representing a single year or span of years</u>.
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.

<u>Title proper</u>: 1915 : revue de guerre en deux actes
...
<u>Title a.e.</u>: I. Title.

<u>Title proper</u>: 1945-1975 Italia ...
<u>Title a.e.</u>: I. Title.

2)) <u>Other dates</u>. 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.

<u>Title proper</u>: The XXth century citizen's atlas of
the world ...
<u>Title a.e.s</u>: I. Title. II. Title: 20th century
citizen's atlas of the world. III. Title:
Twentieth century citizen's atlas of the world.

<u>Title proper</u>: Le XVIIe & XVIIIe siècles ...
<u>Title a.e.s</u>: I. Title. II. Title: 17e et 18e
siècles. III. Title: Dix-septième et
dix-huitième siècles.

<u>Title proper</u>: Australian painting, XIX and XX
century ...
<u>Title a.e.s</u>: I. Title. II. Title: Australian
painting, 19th and 20th centuries.
III. Title: Australian painting, nineteenth and
twentieth centuries.

<u>Title proper</u>: XX. századi művészet ...
<u>Title a.e.s</u>: I. Title. II. Title: 20. századi
művészet. III. Title: Huszadik századi művészet.

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

c) <u>Roman numerals (excluding dates)</u>. Make an added entry sub-
stituting 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.

<u>Title proper</u>: World War II small arms ...
<u>Title a.e.s</u>: 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 compre-
hensive 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 ideologi-
cheskoĭ bor′by ...
(A title main entry)
Title a.e.s: I. Title: 25-yĭ s″ezd KPSS i problemy
ideologicheskoĭ 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 sub-
stituting 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 per-
cent 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.

22.15A. [Rev.]. If the person uses only his or her surname or only a term of address, etc., and a surname, establish the surname without fore-name(s) as the heading. (However, see 22.6 for persons of nobility who do not use a forename and are entered under the title of nobility.)

> name used: D'Ambrosio
>   (His forenames, Joseph J., are known)
> heading: **D'Ambrosio**

See LCRI 22.5D for guidelines for the treatment of prefixes/parti-cles (articles and prepositions) in such headings and associated cross references.

24.2B. [New]. If the name of a corporate body appearing in the chief source according to 24.4B would require the addition of a qualifier and a variant form appearing elsewhere in the same item would not require such a qualifier, nevertheless use in the heading the form found in the chief source.

> title page: Aurora
> verso of t.p.: Aurora, Inc.
> heading: **Aurora (Firm)**

Note that if one of the varying forms is in a copyright statement, it has second-class status in all situations, whether or not it or the competing form is on the chief source. This is because a form in the copyright statement, if it differs, is almost certainly an official form, the <u>last</u> choice under 24.2D.

24.3G. **Local churches, etc.** [New]

Ecclesiastical Parishes

If an ecclesiastical parish consists of a single church, do not establish a heading for the parish. Instead, use the heading for the church. Treat the name of the parish as a variant form of the name of the church.

> **Christ Church (Fitchburg, Mass.)**
>   x Parish of Christ Church (Fitchburg, Mass.)

If an ecclesiastical parish consists of two or more churches and/or chapels, apply the following:

1)   If the parish and one of the churches have a name in common, use the heading for the church (as in the first paragraph above).

2)   If the name of the parish is different from the name of any of the churches, establish a separate heading for the parish. Treat the heading for the parish according to the rules for local churches (e.g., 24.3G, 24.10).

> **Henrico Parish**

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)**

Date

Although the year is integrated within the name of the conference and, therefore, has not been omitted from the name, nevertheless the year must be repeated if the name is followed by one or more additions.

> **Datafair '75 (1975 : London, England)**
> **Congress Handikapp '81 (1981 : Goteborg, Sweden)**

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 or More 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.

If the item contains the proceedings, etc., of three or more
meetings, enter the item under the heading for the conference without
any additions.

25.1. USE OF UNIFORM TITLES. [New]

Updating Uniform Titles Entered Under Name Headings

When assigning a uniform title to a newly cataloged item, search
the data base to verify that this particular uniform title has been
formulated in accord with current policy on existing MARC bibliographic
records. Initiate a change request for a bibliographic record that does
not reflect current policy on uniform titles if the record falls into
one of the categories listed below. (Note: Although a uniform title
may not need to be assigned to the item being cataloged (cf. LCRI
25.2A), other editions of the item already in the file may show a uni-
form title; these existing uniform titles may need to be changed if they
fall into one of the categories listed below.)

1) If the uniform title pertaining to the item being cataloged is
for a single work, change the existing bibliographic records that
pertain to the "basic" uniform title, i.e., without language, part, or
other subdivisions. If the uniform title pertaining to the item being
cataloged contains a subdivision of the basic uniform title, change the
bibliographic records that pertain to the same subdivision. (Existing
bibliographic records for other subdivisions will be changed when these
subdivisions are needed in new cataloging.)

2) If the uniform title pertaining to the item being cataloged is
for the collective uniform title "Works" or "Selections" plus any of its
subdivisions (e.g., date, language), change all the existing biblio-
graphic records to reflect current policy on these two collective uni-
form titles (LCRI 25.8-25.9).

3) If the item being cataloged pertains to a collection of three
or more works in one particular form, change all the existing biblio-
graphic records pertaining to collections in this particular form to
reflect current policy on works in a single form (LCRI 25.10).

4) Make changes to uniform titles that appear in all access
points except series, i.e., main entries, added entries, and subject
entries.

5) Make even "small" corrections to bring the uniform titles into
agreement with current practice, e.g., delete initial articles, change
the connective between multiple languages from "and" to "&."

6) When changing or adding a uniform title to an existing biblio-
graphic record, give the name heading portion in its correct AACR 2 form
even if a linking reference from the pre-AACR 2 form is traced on the
name authority record for the name heading. It is not necessary, how-
ever, to update other name headings on the pre-AACR 2 bibliographic
records to AACR 2 form.

7) Change existing uniform title name authority records to re-
flect the revised bibliographic records. Adjust or delete invalid re-
ferences but add only references that pertain to the item being cata-
loged. Create a name authority record for a uniform title only for the
item being cataloged and only if one is needed according to current
practice. On these name authority records, trace a linking reference if
one is appropriate according to LCRI 26. (Do not create a name autho-
rity record solely to trace a linking reference.)

26. REFERENCE. [Rev.]

Reference Evaluation

All cross references on authority records in the automated name
authority file must eventually be in accordance with LC/AACR 2 practice
for matters of form, style, and choice of references. Although much
work was done prior to the adoption of AACR 2 to identify the correct
AACR 2 heading, it was not possible to do this in advance for refer-
ences. Near the end of 1980, a new fixed field (008, byte 29) was added
to the authority format to indicate explicitly the status of the refer-
ences with regard to the heading. The values in this field are

> a = references have been evaluated
> b = references have not been evaluated
> n = there are no references in the record

For records in the automated file <u>and</u> coded for AACR 2 at the time
of the flip of the name authority file on November 15, 1980, the value
"b" was automatically added to all records with cross references and
"n" to all records without references. Records on the file but not
coded for AACR 2 at the time of the flip and records created before 1981
but added to the data base after November 15, 1980, have no value in the
fixed field.

When making any change to an authority record on which the refer-
ences have not been evaluated, the descriptive cataloger must evaluate
and adjust the references for AACR 2 and LC practice. This must be done
even if no actual changes are made to the reference tracings. If there
are no references on the record, it is not necessary to initiate a
revision to the record to add "n" in fixed field 12.

In evaluating references, search the necessary related authority
records to verify the AACR 2 forms. If the <u>headings</u> on the related
records are already in correct AACR 2 form (and so coded), it is not
necessary to evaluate the references on these records unless some other
change to the record is needed.

Linking References

1) <u>Functions of Linking References</u>. Linking references may serve
in one or more of three different capacities: 1) as actual connections
between different pre-1981 and post-1980 headings used; 2) as valid
across references leading to the form chosen as the post-1980 heading;
and 3) as mechanisms for updating headings in pre-AACR 2 bibliographic
records to the AACR 2 form.

a) <u>Connections between pre-1981 and post-1980 headings</u>. When
the heading has been changed for AACR 2, the pre-1981 heading will gen-
erally be retained as a liking reference in the name authority file.
Value "a" in byte 12 of the "w" control subfield of the 4xx field is
used to indicate the pre-1981 heading. The linking references produced
for distribution with cross reference distribution read:

> [Pre-1981 heading]
>   For works cataloged after 1980 search under
> [Post-1980 heading]

and

> [Post-1980 heading]
>   For works cataloged before 1981 search under
> [old catalog heading]

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

> 110 Delaware Racing Commission. [byte 12 = c]
> 410 Delaware. Racing Commission. [byte 12 = a; byte
>   15 = a]

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

> 410 Delaware. Racing Commission [byte 12 = a; byte
>   15 = n]
>
> 151 McAlester (Okla.) [byte 12 = c]
> 410 McAlester, Okla. [byte 12 = a; byte 15 = a]

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

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

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

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

c) Mechanism for Updating Headings. The tracing from the
pre-1981 heading can also serve as a mechanism for updating headings on
pre-1981 MARC bibliographic records to the AACR 2 form, when there is a
one-to-one correspondence between an authority record and corresponding
iterations of the heading on bibliographic records. The key for effect-
ing this update will be the linking reference from the old catalog
heading that is traced on the authority record.

2) Guidelines for When to Trace Linking References

a) General. Trace a linking reference from the LC pre-AACR 2
heading whenever the reference tracing would serve to update MARC bibli-
ographic records during the bibliographic flip or would serve as a
connection between the pre-1981 and post-1980 headings.   Do not trace
the linking reference when there is no exact one-to-one correlation
between the AACR 2 heading[s] and the pre-AACR 2 heading[s] (see Ex-
ceptions below). Note that only one linking reference can be traced;
when multiple linking references appear to be needed, the linking refer-
ence technique is probably not appropriate.

b) New Name Authority Records. Trace a linking reference from
a pre-AACR 2 heading found on bibliographic records in the BOOKS/M,
Serials, Films, Maps, or Music files when it differs from the AACR 2
heading. In the rare cases when the manual authority card is examined,

also trace a linking reference from the pre-AACR 2 heading even if there are no LC MARC records. Code the reference for "do not make" when it is not appropriate in the AACR 2 context.

NACO participants should trace linking references only from pre-AACR 2 headings found in LC MARC records; do not trace linking references from headings found in LC non-MARC bibliographic records or from headings in MARC records that were not created and input by LC.

c) _Existing Automated Authority Records_. When the linking reference is already traced, retain it unless one of the exceptions below is applicable. Do not routinely examine the file to see if there are MARC bibliographic records. Add or delete coding for "do not make," as appropriate.

When coding an uncoded authority record for AACR 2, convert the pre-AACR 2 heading into a linking reference when it differs from the AACR 2 heading (unless one of the exceptions below is applicable). Code the reference for "do not make" if it is not appropriate in the current catalog.

When changing the heading on an authority record that has already been coded as AACR 2 or AACR 2 compatible, convert the existing heading into a linking reference only if the heading has been used on pre-AACR 2 LC MARC bibliographic records.

d) _Exceptions_. The linking reference technique may not be used when there is no one-to-one correlation between the AACR 2 heading[s] and the pre-AACR 2 heading[s]. The linking reference would be ambiguous or inaccurate, and the pre-AACR 2 bibliographic records might not be updated correctly in the bib flip.

When the linking reference is not used, supply information about the old catalog heading in the 667 field of the authority record, and initiate updates to MARC bibliographic records.

e) _Examples_

1)) _Multiple pre-AACR 2 forms being combined into a single AACR 2 heading_.

> pre-AACR 2 headings: Hawaiian Islands; Hawaii
>   (Ter.); Hawaii
> AACR 2 heading for all: Hawaii

Retain only the one authority record for "Hawaii"; do not trace any linking references. In the 667 field add the information: Includes the old catalog headings: Hawaiian Islands and Hawaii (Ter.).

2)) _Single pre-AACR 2 form being divided into multiple_ _AACR 2 headings_ (e.g., 22.2C3).

> pre-AACR 2 heading: Linington, Elizabeth
> AACR 2 headings: Linington, Elizabeth; Shannon,
>   Dell, 1921-; Egan, Lesley, 1921-; O'Neill, Egan,
>   1921-; Blaisdell, Anne, 1921-

Prepare authority records for all headings, connecting them with ex- planatory see also references; do not trace linking references. In the 667 field on the authority records for Shannon, Egan, O'Neill, and Blaisdell, make the note: Old catalog heading: Linington, Elizabeth.

Examine the bibliographic file under Linington and initiate changes to the headings on those records written under the names Shannon, Egan, O'Neill, or Blaisdell.

(Note that if the linking references were traced, all MARC records with the heading for Linington would be changed to the heading on the first authority record processed during the update of the data base.)

3)) <u>No exact one-to-one relationship, although only two headings may be involved</u>.

<u>AACR 1 form</u>: National Research Council of Canada
<u>AACR 2 forms</u>: National Research Council of Canada (for pre-1972 imprints only); National Research Council Canada (for 1972- imprints)

Retain the authority record for "National Research Council of Canada" and create one for "National Research Council Canada," coding both as AACR 2. Trace <u>see also</u> references between the headings, but do not trace a linking reference. In the 667 field of the authority record for National Research Council of Canada add the information: For pre-1972 imprints only. On the authority record for National Research Council Canada add in the 667 field the information: For 1972- imprints; old catalog heading: National Research Council of Canada. Examine the bibliographic file under National Research Council of Canada and initiate changes to the headings on those records with 1972- imprints.

(Note that if the linking reference were traced, <u>all</u> MARC records using the heading "National Research Council of Canada" would be updated, not just those with 1972- imprints.)

3) <u>Uniform Titles</u>. To generate the linking references between the catalogs also trace the reference from the pre-AACR 2 catalog heading, except in the following cases:

a) For name/title headings when there is no change in the title portion of the heading, do not retain the reference from the pre-AACR 2 heading unless it included a form subheading (e.g., Laws, statutes, etc.).

100 Schillebeeckx, Edward, 1914-$tGerechtigheid en liefde.$lEnglish
400 Schillebeeckx, Edward Cornelis Florentius Alfons, 1914- $tGerechtigheid en liefde.$l English [byte 12 = a; byte 15 = a]

The reference is a name/title one with no change in the title portion; do not retain the reference tracing.

110 Argentina.$tLey no. 17.237
410 Argentine Republic.$kLaws, statutes, etc.$t Ley no. 17.237 [byte 12 = a; byte 15 =a]

The reference is a name/title one with no change in the title portion; however, the old catalog heading included a form subheading. Retain the linking reference.

b) When the <u>choice</u> of entry for a uniform title heading differs between AACR 2 and the old catalog entry, do not retain the reference from the old catalog heading, since there is to be no update of the pre-1981 bibliographic records for <u>choice</u> of entry.

130 History of the American aircraft industry.$l Japanese.
400 Simonson, Gene Roger, 1927- comp.$t History of the American aircraft industry. $lJapanese [byte 12 = a; byte 15 = a]

The choice of entry differs for AACR 2; delete the entire reference tracing.

c)) Collective uniform titles when there is no one-to-one relationship between the AACR 2 and pre-AACR 2 headings.

```
100 Goethe, Johann Wolfgang von, 1749-1832.$t
    Selections.$f1980
400 Goethe, Johann Wolfgang van, 1749-1832.$t
    Selected works [byte 12 = a; byte 15 = a]
```

Delete the entire reference tracing.

26.0. INTRODUCTORY NOTES. [Rev.]

Scope

In general, apply the guidelines in LCRI 26 when formulating the reference structure for new authority records and in evaluating references on existing authority records.

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 AACR 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 Bodin, Eugène, 1824-1897.
400 Bodin, E. (Eugène), 1824-1898
400 Bodin, L.E. (Louis Eugène), 1824-1898
400 Bodin, Louis Eugène, 1824-1898)

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 (Cesar 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) <u>Titles/Epithets</u>. 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  Kîustin, Adolf, markiz de, 1790-1857

            100  Aufsess, Hans Max, Freiherr von und zu.
            400  Aufsess, H. M. (Hans Max), Freiherr von und zu
```

      d) <u>Compatible headings</u>. Normally construct the reference to "match" the AACR 2 compatible element in the heading. <u>Exception</u>: 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 <u>formats</u> of references (full reference structure is not necessarily shown).

```
            100  Scottow, Joshua, 1618-1698.
            400  J. S. (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.), 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) <u>Qualifiers</u>. 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. <u>Exception</u>: 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) <u>Terms of Incorporation</u>. 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.
```

3) <u>Combined References</u>. 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.

Since cataloger-generated references are separaate records in the
authority data base, existing ones that are not longer valid are deleted
in the automated file and the individual references produced. Valid
cataloger-generated references are updated as necessary for AACR 2, as
part of the reference evaluation process.

4) _Typographic Style_. Generally, LC typographic style will not
change.

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). _Excep-
tion_: Do not trace references from forms that differ only in dia-
critics, 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 construct-
ing 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 ap-
plicable, 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 for new headings and also as closely as
possible in evaluating references on existing authority records and in
creating authority records for headings found in the LC data base. Do
not, however, examine bibliographic records or publications to determine
whether a variant appeared prominently; if this cannot be easily deter-
mined from the data available, 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 rel-
      ations, 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 : Can-
      berra, 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 (Huguett 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. (Mon    tserrat Moreno) cover p. 4 (Montser-
      rat 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)
                    400  García de Miguel, José María


                    100  Carvalho, Armando Silva.
                    670  His Oalicat, 1972: t.p. (Armando Silvia
                         Carvalho)
                    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
```

26.2C. "See also" references. [Rev.]

<u>Names in the Refer From Line of a Cross Reference and in Established
Headings the Same</u>

   For personal names (including any pseudonym), when the entire form
in the first line of a reference and the entire form in an established
heading are the same, attempt to resolve the conflict by additions to
the name in the reference (cf. LCRI 22.18). If there are no data
available to resolve the conflict, make a <u>see also</u> reference. This
applies whether the cross reference is already in the file or is the
result of the item being cataloged.

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

                    100 Hodges, Charles William.
                    500 Anacreon
                       (Anacreon already established)
            but
                    100 Erhard, Werner.
                    400 Rosenberg, Jack
                       (Rosenberg, Jack, 1932- already established)
```

<u>26.3</u>. NAMES OF CORPORATE BODIES AND GEOGRAPHIC NAMES. [Rev.]

   Follow these principles for new headings and as closely as possible
in evaluating references on existing authority records and in creating
authority records for headings found in the LC data base.

   Generally trace references from variant forms of entry that apply
to the name chosen for the heading. For variant forms of a name, gen-
erally trace only one reference from each variant, normally constructing
it in the form it would be constructed if chosen as the heading. If
however, the name chosen for the heading is not in English and the name
occurs in an English form, also trace references from the variant forms
of entry that apply to the English form. (If, in such a case, there are
multiple English forms, choose only one of the English forms to use in
tracing references from the different forms of entry.)

```
         110 Fogg Art Museum.
         410 William Hayes Fogg Art Museum
         410 Harvard University.  Fogg Art Museum
    not also
         410 Harvard University.  William Hayes Fogg Art Museum


         110 Wyoming.  Mineral Development Division.
         410 Wyoming.  Mineral Division
         410 Wyoming.  State Dept. of Economic Planning and
             Development.  Mineral Development Division
    not also
         410 Wyoming.  State Dept. of Economic Planning and
             Development.  Mineral Division


         110 Museum für Indische Kunst (Germany)
         410 Museum of Indian Art (Germany)
         410 Staatliche Museen Preussischer Kulturbesitz.
             Museum für Indische Kunst
         410 Staatliche Museen Preussischer Kulturbesitz.
             Museum of Indian Art


         110 United States.  Agency for International Dev-
             elopment.
         410 United States.  Agencia Internacional para el
             Desarrollo
         410 United States.  Dept. of State.  Agency for
             International Development
    not also
         410 United States.  Dept. of State.  Agencia Inter-
             nacional para el Desarrollo


         110 Belgium.  Administration de l'urbanisme et de
             l'aménagement du territoire.
         410 Belgium.  Administration of Urbanism of Spatial
             Planning
         410 Belgium.  Bestuur van de Stedebouw en de
             Ruimtelijke Ordening
         410 Belgium.  Ministère des travaux publics et de la
             reconstruction.  Administration de l'urbanisme et
             de l'aménagement du territoire
         410 Belgium.  Ministère des travaux publics et de la
             reconstruction.  Administration of Urbanism of
             Spatial Planning
    not also
         410 Belgium.  Ministère des travaux publics et de la
             reconstruction.  Bestuur van de Stedebouw en de
             Ruimtelijke Ordening


         110 Japan.  Rōdōshō.
         410 Japan.  Ministry of Labor
         410 Japan.  Ministry of Labour
         410 Japan.  Labor, Ministry of
    not also
         410 Japan.  Labour, Ministry of
```

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

Under earlier cataloging policies, when a corporate body changed
its name, the heading was changed and all records revised to use the
newer name. The earlier name or names were traced as see references to
the later form used as the heading. In retrospectively converted records
these situations were identified by a note in the 667 field, e.g., The
following heading for an earlier name is a valid AACR 2 heading:
[earlier name or names, in correct AACR 2 form].

When evaluating references, allow these _see_ references to stand (correcting the form to AACR 2 style, if necessary) until an item is received that requires the use of one of these earlier names as an access point. At that time, establish the heading, convert the see reference to a _see also_ reference, and delete the 667 note. Also make any other necessary references (cf. LCRI 26.3B-C). Do not change any existing MARC or non-MARC bibliographic records.

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

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

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

Correct the reference to the AACR 2 form (Granville Brothers Aircraft, Inc.) and retain it and the note until publications are received that would require the use of the heading Granville Brothers Aircraft, Inc.

Unused Subdivisions

Under earlier cataloging policies, certain corporate subdivisions were not established. Instead, the heading for the parent body was used whenever the subheading would have been used. Usually an internal LC reference was made from the unused subdivision to the heading for the parent body. In earlier periods of this practice the unused subdivisions were only listed on the manual authority card for the parent body, or were given in a form explanatory reference.

In the automated system, these unused subdivisions are identified by the following statement in the 667 field:

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

Whenever one of these unused subdivisions is to be used in current cataloging, establish the subdivision and use it henceforth in all cataloging for which it is appropriate, leaving the existing bibliographic records as they are. Do not make any references between the two headings for the parent and the subdivision, and cancel any references that may already exist in the MARC data base. Delete the name of the subdivision from the 667 field of the authority record for the parent body.

Information/Publication Agencies

Under AACR 1 18A1 references were made to a parent body from subordinate units that functioned as information or publication agencies. Whenever one of these agencies is encountered in current cataloging, use it henceforth in all cataloging for which it is appropriate, leaving the existing bibliographic records unchanged. Do not

make any references between the two headings for the parent body and the information/publication agent, and cancel any references that may already exist in the MARC data base.

If the information/publication agency has been established separately, apply these instructions both when the information/publication agency is needed for immediate use as a heading and when it is not (e.g., it is encountered in handling the authority record for the parent body). If, however, the information/publication agency has only been traced as an unused subdivision reference on the manual authority record for the parent body, handle it according to the instructions above for "Unused Subdivisions."

26.3A3. Different forms of the name. [Rev.]

References From Personal Names in Names of Corporate Bodies

When the name of a corporate body begins with a person's forename(s) and surname or initial(s) and surname, make a reference from the surname and the remainder of the corporate name, omitting the forename(s) or initial(s).

> 410 Art Tatum Trio.
> 410 Tatum Trio

> 410 M.C. Brackenbury & Co.
> 410 Brackenbury & Co.

When the corporate name begins with a person's title plus forename(s) or initial(s), make two references:

1) from the surname and the remainder of the corporate name, omitting the title and forename(s) or initial(s);

2) from the forename(s) or initial(s) and surname and the remainder or the corporate name, omitting the title.

> 110 Doktor Wilmar Schwabe G.m.b.H.
> 410 Schwabe G.m.b.H.
> 410 Wilmar Schwabe G.m.b.H.

Geographic Names Beginning With an Article

For geographic names beginning with an article make a reference from the name following the article, omitting the article;

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

References From Inverted Names of Government Subheadings

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

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

2) Make an inverted reference (under jurisdiction) from the first key word in the name and from the key word of an English form of name of an agency entered in a foreign language (regardless of the grammar of the language involved).

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

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

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

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

Do not make the inverted references if the government body is
entered under its own name rather than as a subheading of the juris-
diction.

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

Make the types of references below from inverted forms of the name
of a conference, fair, festival, etc. Omit parenthetical additions in
the heading from the references.

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

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

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

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

                    111 International Conference on Industrial Relations
                        (1965 : Tokyo, Japan)
                    411 Industrial Relations, International Conference on
                    411 Conference on Industrial Relations,
                        International

                    111 Work Conference on Literacy.
                    411 Literacy, Work Conference on
                    411 Conference on Literacy, Work

                    111 Governor's Conference on Education (Kan.)
                    411 Education, Governor's Conference on
                    411 Conference on Education, Governor's

                    111 Festival internazionale del teatro in piazza.
                    411 Teatro in piazza, Festival internazionale del

Terms of Royal Privilege

For names beginning with a term of royal privilege, make an inverted reference from the part of the name following the term of royal privilege.

```
110 Real Academia de Bellas Artes de San Jorge.
410 Academia de Bellas Artes de San Jorge, Real
```

26.3A6. Abbreviations. [New]. Apply 26.3A6 as follows: If the name used in the heading contains an ampersand or other symbol representing the word "and" (e.g., the plus sign (+)), make a reference from the name using the word "and" or its equivalent in the language of the heading whenever the symbol occurs within the first five words of the heading. Make a reference from the full form of other abbreviations only if the abbreviation 1) occurs within the first five words of the heading; 2) is not listed in Appendix B.9; and 3) does not represent a proper name.

```
110 Donahue & Associates.
410 Donahue and Associates

110 Breitkopf & Härtel.
410 Breitkopf und Härtel

110 St. Paul's Cathedral (London, England)
410 Saint Paul's Cathedral (London, England)

110 St. Annen-Museum
410 Sankt Annen-Museum

110 R. Galleria degli Uffizi.
410 Regia Galleria degli Uffizi
```

26.3A7. Different forms of heading. [Rev.]

1) References from Location

Make a reference from the place in which the following bodies are located:

a) a local religious institution (i.e., a church, cathedral, etc.; cf. 24.3G, 24.10)

b) a U.S. chamber of commerce

Make the reference from the name used in the heading and from the English name if a non-English name has been chosen for the heading. (However, if the body's name contains the name of the place, see below.)

```
410 All Saints' Church (Banstead, Surrey)
410 Banstead (Surrey).  All Saints' Church

110 Duomo di Verona.
410 Verona (Italy).  Duomo

110 Chamber of Commerce of Northwest Connecticut.
410 Torrington (Conn.).  Chamber of Commerce of
    Northwest Connecticut

110 Eglise de la Madeleine (Paris, France)
410 Church of the Madeleine (Paris, France)
410 Paris (France).  Eglise de la Madeleine
410 Paris (France).  Church of the Madeleine
```

2) References from Jurisdiction

If a government body is entered independently, make a reference from its name as a subheading of the government that created or controls it (cf. 24.17). Make the reference from the name used in the heading and from the English name if a non-English name has been chosen for the heading. (However, if the body's name begins with the noun form of the name of the government, see below.)

> 110 National Institutes of Health (U.S.)
> 410 United States. National Institutes of Health

> 110 Victoria and Albert Museum.
> 410 Great Brtain. Victoria and Albert Museum

> 110 Universität Heidelberg.
> 410 Baden-Württemberg (Germany). Universität Heidelberg

> 110 Natural History Museum of Los Angeles County
> 410 Los Angeles County (Calif.). Natural History Museum

> 110 Walters Art Gallery.
> 410 Baltimore (Md.). Walters Art Gallery

> 110 Roosevelt Junior High School (Eugene, Or.)
> 410 Eugene (Or.). Roosevelt Junior High School

> 110 Centre d'étude de la population et de la famille (Belgium)
> 410 Population and Family Study Centre (Belgium)
> 410 Centrum voor Bevolkungs- en Gezinsstudien (Belgium)
> 410 Belgium. Centre d'étude de la population et de la famille
> 410 Belgium. Population and Family Study Centre

3) Bodies Containing Geographic Names

If the heading for a local religious institution (i.e., a church, cathedral, etc.) or a U.S. chamber of commerce or a directly entered government body begins with the noun form of a geographic name (including associated terms like "greater," "area," "metropolitan") and a reference from a place or a government with the same name is required by either of the two provisions above, make the following references:

a) from the geographic name followed by the entire name of the body;

b) from the geographic name followed by the name of the body omitting the geographic name.

> 110 Warrenton United Methodist Church.
> 410 Warrenton (Va.). Warrenton United Methodist Church
> 410 Warrenton (Va.). United Methodist Church

> 110 Winchester Cathedral.
> 410 Winchester (Hampshire). Winchester Cathedral
> 410 Winchester (Hampshire). Cathedral

```
                    110 Eagle Lake Chamber of Commerce.
                    410 Eagle Lake (Fla.).  Eagle Lake Chamber of Com-
                        merce
                    410 Eagle Lake (Fla.).  Chamber of Commerce

                    110 Greater Golden Area Chamber of Commerce.
                    410 Golden (Colo.).  Greater Golden Area Chamber of
                        Commerce
                    410 Golden (Colo.).  Chamber of Commerce

                    110 Muleshoe Junior High School.
                    410 Muleshoe (Tex.).  Muleshoe Junior High School
                    410 Muleshoe (Tex.).  Junior High School

                    110 Baltimore Redevelopment Corporation.
                    410 Baltimore (Md.).  Baltimore Redevelopment
                        Corporation
                    410 Baltimore (Md.).  Redevelopment Corporation

                    110 Wyandotte County Museum.
                    410 Wyandotte County (Kan.).  Wyandotte County
                        Museum
                    410 Wyandotte County (Kan.).  Museum

                    110 Indiana University, Bloomington.
                    410 Indiana.  Indiana University, Bloomington
                    410 Indiana.  University, Bloomington

                    110 United States Employment Service.
                    410 United States.  United States Employment Service
                    410 United States.  Employment Service
```

26.3B–C. See also references; **Explanatory references.** [Rev.]

Introduction

    Tracings for cross references fall into two general categories: <u>see</u>
and <u>see also</u>.

    These instructions deal with the following types of cross refer-
ences:

    1) <u>See also</u> references, including "earlier/later heading" refer-
ences;

    2) Explanatory references
        a)   References requiring special texts
        b)   Private communications of heads of state, etc.
        c)   Initial and acronym references

For reasons of economy, LC will no longer make information references.
Sequences of related headings formerly connected by information
references are to be connected by simple <u>see also</u> references or
earlier/later heading references as illustrated in the examples below.
Convert an existing information reference to <u>see also</u> references when-
ever the information reference must be handled for any reason.

See Also References

    <u>See also</u> references are used to connect related headings. When the
relationship is not directly sequential or when information about the
exact relationship is not known, the referral line of the reference
reads simply: <u>search also under</u>. When the relationship is sequential, a
special type of <u>see also</u> reference is made and the referral line of the

reference reads: <u>search also under the earlier heading</u> or <u>search also</u> <u>under the later heading</u>. These special legends are display constants that are generated from the coding supplied by the cataloger and may be used whether the sequence results from a name change, reorganization, hierarchical change, official language change, or similar phenomenon. In case of doubt, do not use the special legends.

Normally, make references only to connect immediately adjacent headings, creating a chain of <u>see also</u> references leading from one heading to another. However, if the relationship is not clear, it is permissible to connect several headings (cf. examples 2 and 10 below)

Guidelines on Making Relational References

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

1) If entries (bibliographic records, subdivisions, <u>see</u> references to other heading) are or will be under the related body, establish the body (if it is not already established) and make the appropriate <u>see</u> <u>also</u> or "earlier/later heading" references.

2) If the related body is not established in the automated file and no entries will be under it at this time but it is likely to be needed in the future, establish the related body. Trace appropriate references from the unused heading to the one under which entries are made. Also trace the reverse reference, i.e., the one from the heading being used to the unused one, and code it "do not make." Trace any <u>see</u> references to the unused heading, since they will guide the user to the <u>see also</u> reference leading to the heading under which entries are made.

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

> 110 Stover Manusfacturing & Engine Company.
> 670 Wendel,C.H. Stove Mfg. & Engine ... 1982 (subj.)
>   cover (Stover Manufacturing & Engine Company,
>   Freeport, Ill.) pref. (Stover Manufacturing Com-
>   pany [no publs. in LC data base] formed in 1879;
>   Stover interests combined in 1916 to form single
>   firm known as Stover Manufacturing & Engine
>   Company)

Evaluating Existing References

When evaluating existing <u>see also</u> references on automated authority records, normally retain the reference (adjusting it to current practice and AACR 2) if there is an automated authority record for the heading referred from. If there is no automated authority record, apply the guidelines above in deciding whether to retain or delete the reference. If the reference is retained, an automated authority record must be made for the heading.

Procedures

1) All headings connected by the references must be represented in machine-readable form, including those for which there are no biblio-graphic records. <u>All headings and references leading to the headings</u> <u>must be in correct LC AACR 2 form</u>. Establish any heading not yet in the automated authority file.

2) Source Citations

When giving data in the authority record, generally cite only sources that deal with the immediately preceding and succeeding headings.

Always give the citation for the item being cataloged in a 670 field, adding, when necessary, the reason for establishing the heading, e.g., "(xx -ref.)." If the work does not contain the name being established, give an explanatory note, e.g., "(name not given)." Give other source citations as necessary.

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

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

a) Changes in government headings due to an official language change.
b) Changes involving only a parent body to which the body being established is subordinate.
c) When converting existing information references to see also references do not normally add source citations to justify references between headings already represented on the information reference. (It is assumed that the justification is present in the manual authority records.) Add sources to justify new references.

3) Tracings

On each name authority worksheet trace a see also reference for each heading to be connected, other than the heading for which the authority record is being prepared. If the legends "search also under the earlier heading" or "search also under the later heading" are to be used, code the tracing as appropriate.

Change any existing references that are no longer appropriate; e.g., if necessary, change earlier/later heading references to simple see also references or vice versa. Convert an existing information reference to see also references whenever the information reference must be changed for any reason. If no change is needed to the information reference, do not convert it to see also references. Complete the reference evaluation process for all of the headings involved in the reference.

If any change is needed to the information reference, delete it by completing the reference evaluation process for all the headings involved, converting the information references to see also references according to the new guidelines. Note that this means some tracings will be deleted entirely.

4) Geographic Names

Changes of geographic names are handled in the same way as corporate name changes.

<u>Examples</u>

1) Available information. Some of the principal members of
Ballets des Champs Elysees left the company to form Ballets de Paris;
the former continued to exist, however.

<u>authority record</u>
110 Ballets des Champs Elysées.
510 Ballets de Paris [byte 14 = n]

<u>resulting reference</u>
Ballets de Paris
  search also under
Ballets des Champs Elysées.

<u>authority record</u>
110 Ballets de Paris.
510 Ballets des Champs Elysées [byte = n]

<u>resulting reference</u>
Ballets des Champs Elysées
  search also under
Ballets de Paris.

2)   The available information about the relationship is not clear.
All of the headings are connected by <u>see also</u> references.

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

<u>resulting references</u>
University of Illinois (Urbana-Champaign campus).
    College of Medicine
    search also under
College of Physicians and Surgeons of Chicago.

University of Illinois at the Medical Center.
    College of Medicine
    search also under
College of Physicians and Surgeons of Chicago.

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

<u>resulting references</u>
College of Physicians and Surgeons of Chicago
  search also under
University of Illinois (Urbana-Champaign campus).
    College of Medicine.

University of Illinois at the Medical Center.
    College of Medicine
    search also under
Univeresity of Illinois (Urbana-Champaign campus).
    College of Medicine.

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

<u>resulting references</u>
College of Physicians and Surgeons of Chicago
search also under
University of Illinois (Urbana-Champaign campus).
College of Medicine

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

<u>resulting references</u>
College of Physicians and Surgeons of Chicago
search also under
University of Illinois at the Medical Center.
College of Medicine.

University of Illinois (Urbana-Champaign campus).
College of Medicine
search also under
University of Illinois at the Medical Center.
College of Medicine.

3) <u>Available information</u>: The American Material Handling Society
changed its name to International Material Management Society.

<u>authority record</u>
110 American Material Handling Society.
510 International Material Management Society [byte
14 = b]

<u>resulting reference</u>
International Material Management Society
seach also under the earlier heading
American Material Handling Society.

<u>authority record</u>
110 International Material Management Society.
510 American Material Handling Society [byte 14 = a]

<u>resulting reference</u>
American Material Handling Society
search also under the later heading
International Material Management Society.

4)   <u>Available information</u>: The name of the International Union of
American Republics was changed in 1910 to Union of American Republics
and in 1949 to Organization of American States.

<u>authority record</u>
110 International Union of American Republics
510 Union of American Republics [byte 14 = b]

<u>resulting reference</u>
Union of American Republics
  search also under the earlier heading
International Union of American Republics.

<u>authority record</u>
110 Union of American Republics.
510 International Union of American Republics [byte
  14 = a]
510 Organization of American States [byte 14 = b]

<u>resulting references</u>
International Union of American Republics
  search also under the later heading
Union of American Republics.

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

<u>authority record</u>
110 Organization of American States.
510 Union of American Republics

<u>resulting reference</u>
Union of American Republics
  search also under the later heading
Organization of American States.

5) <u>Available information</u>: In 1954 the Screen Writers' Guild and
the Radio Writers Guild merged to form the Writers Guild of America,
West.

<u>authority record</u>
110 Screen Writers' Guild.
510 Writers Guild of America, West

<u>resulting reference</u>
Writers Guild of America, West
  search also under the earlier heading
Screen Writers' Guild.

<u>authority record</u>
110 Radio Writers Guild.
510 Writers Guild of America, West [byte 14 = b]

<u>resulting reference</u>
Writers Guild of America, West
  search also under the earlier heading
Radio Writers Guild.

<u>authority record</u>
110 Writers Guild of America, West.
510 Screen Writers' Guild [byte 14 = a]
510 Radio Writers Guild [byte 14 = a]

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

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

6) <u>Available information</u>: The name of the American-Asian
Education Exchange was changed in 1962 to American Afro-Asian Education
Exchange; in 1967 the original name was resumed.

<u>authority record</u>
110 American-Asian Education Exchange.
510 American Afro-Asian Education Exchange [byte 14
= n]

<u>resulting reference</u>
American Afro-Asian Education Exchange
  search also under
American-Asian Education Exchange

<u>authority record</u>
110 American-Afro-Asian Educational Exchange.
510 American-Asian Educational Exchange
[byte 14 = n]

<u>resulting reference</u>
American-Asian Educational Exchange
  search also under
American-Afro-Asian Educational Exchange.

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

7) <u>Available information</u>: Drabenderhöhe changed its name in 1961
to Bielstein. In 1969 Bielstein was absorbed by Wiehl.

<u>authority record</u>
151 Drabenderhöhe (Germany)
551 Bielstein (Germany) [byte 14 = b]

<u>resulting reference</u>
Bielstein (Germany)
  search also under the earlier heading
Drabenderhöhe (Germany)

<u>authority record</u>
151 Bielstein (Germany)
551 Drabenderhöhe (Germany) [byte 14 = a]
551 Wiehl (Germany) [byte 14 = n]

<u>resulting references</u>
Drabenderhöhe (Germany)
  search also under the later heading
Bielstein (Germany)

Wiehl (Germany)
  search also under
Bielstein (Germany)

<u>authority record</u>
151 Wiehl (Germany)
551 Bielstein (Germany) [byte 14 = n]

<u>resulting reference</u>
Bielstein (Germany)
  search also under
Wiehl (Germany)

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

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

a) Earliest name not yet used as a heading

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

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

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

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

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

b) Earliest name now needed as a heading. When the heading "International Federation of General Factory Workers" is needed for a newly cataloged publication, establish the heading, and make a see also reference. Do not change any existing bibliographic records.

authority record
110 International Federation of General Factory
Workers.
510 International Federation of Industrial Organi-
zations and General Workers Unions [byte 14 = b]

<u>resulting reference</u>
International Federation of Industrial Organizations
and General Workers Unions
search also under the earlier heading
International Federation of General Factory Workers.

On the authority record for "International Federation of Industrial
Organizations and General Workers Unions," change the <u>see</u> reference to
a <u>see also</u> tracing.

<u>authority record</u>
110 International Federation of Industrial Organi-
zations and General Workers Unions.
510 International Federation of General Factory
Workers [byte 14 = a]
510 International Federation of Chemical and General
Workers' Unions [byte 14 = b]

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

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

<u>Available information</u>: The 3rd, 7th, and 9th of the following
series of meetings were named. The 4th, 5th, 6th, and 8th were unnamed,
and the proceedings of those meetings are entered under title.

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

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

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

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

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

<center>authority record</center>

111 Basic Science Symposium.
511 Symposium on Macromolecular Metabolism (1965 :
    New York, N. Y.)

<center>resulting reference</center>

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

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

<center>authority record</center>

110 Arkansas Resources and Development Commission.
510 Arkansas Geological Commission [byte 14 = n]
510 Arkansas. State Geologist [byte 14 =n]
510 Arkansas. Office of the State Geologist [byte 14
    = n]
510 Arkansas. Division of Geology [byte 14 = 4]
510 Arkansas Geological and Conservation Commission
    [byte 14 = n]

<center>resulting references</center>

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

Arkansas. State Geologist
    search also under
Arkansas Resources and Development Commission.

Arkansas. Office of the State Geologist
    search also under
Arkansas Resources and Development Commission.

Arkansas. Division of Geology
    search also under
Arkansas Resources and Development Commission.

Explanatory References

"General" References

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

Private Communications of Heads of State, etc.

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

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

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

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

     Initial and Acronym References

          When a heading or a reference consists of or contains an
initialism (including acronyms), follow the usage of the body with
respect to the capitalization of the initialism (all capital letters or
not) and the punctuation of it (use of periods between the letters or
not). When the initialism is given in all capital letters, generally
also provide a reference that contains the initialism in the opposite
form of punctuation, i.e., with periods when usage is without them;
without periods when usage is with them. (For purposes of filing and
machine searching, initialisms with periods are treated as a series of
words.) Exception: Do not make the reference containing the initialism
in the opposite form when the initialism does not occur in the first
five words of the heading or reference

                    110 World Meteorological Organization.
                    410 W.M.O.
                    410 WMO
                    410 Organisation météorologique mondiale
                    410 O.M.M.
                    410 OMM

                    110 International Federation of Library Associations
                        and Institutions.
                    410 I.F.L.A.
                    410 IFLA

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

                    110 Ohio River Valley Water Sanitation Commission.
                    410 ORSANCO
                    410 O.R.S.A.N.C.O.

                    110 COMPEX.
                    410 Combined Philatelic Exhibition of Chicagoland
                    410 C.O.M.P.E.X.

                    110 Filmforderungsanstalt (Germany)
                    410 FFA
                    410 F.F.A.

                    111 IMCO Conference on Marine Pollution From Ships
                        (1973 : London, England)
                    410 I.M.C.O. Conference on Marine Pollution From
                        Ships (1973 : London, England)

110 A.G.A. Gas Supply Committee.
                    410 AGA Gas Supply Committee

                    111 International Symposium on SEM in Cell Biology
                        and Medicine (1980 : Kyoto, Japan)
                    411 International Symposium on S.E.M. in Cell
                        Biology and Medicine (1980 : Kyoto, Japan)
                    411 Symposium on SEM in Cell Biology and Medicine,
                        International
                    411 SEM in Cell Biology and Medicine, International
                        Symposium on
                    411 S.E.M. in Cell Biology and Medicine, International
                        Symposium on
                    411 Symposium on S.E.M. in Cell Biology and
                        Medicine, International

                    110 Uniwersytet im. Adama Mickiewicza w Poznaniu.
                        Instytut Historii.
                    410 IH UAM
                    410 I.H. U.A.M.
                    410 Uniwersytet im. Adama Mickiewicza w Poznaniu. IH
       but not
                    410 Uniwersytet im. Adama Mickiewicza w Poznaniu. I.H.
                        (usage is without periods, and the initialism does
                        not occur in the first five words of the heading)

                    110 T͡Sentral'nyi institut nauchno-tekhnicheskoĭ
                        informatsii i tekhniko-ėkonomicheskikh
                        issledovaniĭ po khimicheskomu i neft͡i͡anomu
                        mashinostroenii͡u.
                    410 TSINTIkhimneftemasha
       but not
                    410 TS.I.N.T.I.kh.i.m.n.e.f.t.e.m.a.sh.a.
                        (usage is not all capital letters)

                    110 Moskovskiĭ gorodskoi bank.
                    410 Mosgorbank
       but not
                    410 M.o.s.g.o.r.b.a.n.k.
                        (usage is not all capital letters)

                    110 Aslib.
                        (no reference; usage is not all capital letters)

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

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

     The scope of the term "West" in the printed text of AACR 2 (p. 524)
is repeated below with additional examples. The text given here also
corrects one typographical error in AACR 2: midwestern, not Midwestern.

                West; the Occident; Western world; occidental (ad-
                jective); western Europe (but Western Europe when
                referring to the political division); the West, Far
                West, Middle West, Midwest (U.S.); western, far
                western, midwestern

CRITERIA FOR INCLUDING CATALOG RECORDS IN MARC

Include in MARC all catalog records representing monographic materials, including those for single manuscripts or unpublished works, except the following:

1) Those for "In" analytics
2) Those for items classed in M, ML96 (music mss., originals and facsimiles), and those classed in MT170-950 (instructional materials) that are predominantly music.
3) Those for sound recordings.

Category 2 is defined as catalog records representing items whose characteristics are predominantly those of music in contrast with items that are on musical topics. If in doubt regarding an item classed in MT170-950, treat the item as music.

SUBJECT HEADINGS

SUBJECT HEADINGS OF CURRENT INTEREST

First quarter, 1983

    Abused parents (Indirect)
    Acquired immune deficiency syndrome (Indirect)
    Aerobic dancing (Indirect)
    Appetite depressants (Indirect)
    Appetite stimulants (Indirect)
    Arms race
    Big bang theory
    Computer literacy (Indirect)
    Decorative arts (Indirect)
    Electronic marketing (Indirect)
    Feminist motion pictures (Indirect)
    Gain sharing (Indirect)
    Hazardous waste sites (Indirect)
    Illegitimate children (Indirect)
    Interest (Indirect) [Formerly: Interest and usury]
    Interest rates (Indirect)
    Lebanon--History--Israeli intervention, 1982-
    Leisure counseling (Indirect)
    Off-budget government entities (Indirect)
    Operas, Chinese (Indirect)
    Preppies (Indirect)
    Short-term counseling (Indirect)
    Sunbelt States
    Taxpayer Assistance Program (Indirect)
    Toll-free telephone calls (Indirect)
    Usury (Indirect) [Formerly: Interest and usury]
    Volunteers (Indirect)
    Women heads of state (Indirect)
    Writer's block

Second quarter, 1983

    Appropriate technology (Indirect)
    Goal setting in personnel management   (Indirect)
    Military surveillance (Indirect)
    Plants--Extinction
    Space astronomy
    Stock index futures (Indirect)
    Urban dialects (Indirect)
    Urban poor (Indirect)

DIACRITICS AND SPECIAL CHARACTERS

Definitions. Diacritics are marks placed over, under, or through letters or combinations of letters that indicate differences in pronunciation and meaning between the marked letter and its unmarked counterpart. Common diacritics are the umlaut (e.g., ü), the acute (e.g., ó), the grave (e.g., à), and the macron (e.g., ō). Double diacritics are two diacritics modifying a single letter, e.g., Nguyễn. Special characters occupy a place of their own rather than modifying a letter. Common special characters include the Polish ł, miagkii znak ´, the ayn ʻ, and the alif ʼ. Superscript characters are letters, numbers, or symbols written or printed higher on a line of text; subscript characters are letters, numbers, or symbols written or printed lower on a line of text.

Background. The need for accurate recognition, clarity, and uniform rendition of diacritics and special characters cannot be stressed too strongly, especially since cataloging data in formerly unromanized languages are being romanized and input to MARC.

Placement of Diacritics. In LCSH diacritics and special characters are generally printed in accordance with either the LC romanization tables for a particular language or with a conventional form found in reference sources. Double diacritics and superscript/subscript characters are not used in LCSH.

Procedures

Descriptive name headings used as subject headings. Transcribe from name authority records valid AACR 2 personal, corporate, and jurisdictional names and uniform titles if being used as subject headings with all indicated diacritics and special characters placed in accordance with LC the transcription or romanization practice for a particular language. Note. French, Portuguese, and Spanish name headings are no longer established with accent marks over uppercased letters. The Spanish letter Ñ, however, is transcribed as found since it is a separate letter of the Spanish alphabet, e.g., Ñuble (Chile).

2) Policy for LC headings. Transcribe existing headings and subdivisions in AACR 2 form as they have been established and printed in LCSH, using diacritics and special characters as indicated.

3) Establishing subject headings with or without diacritics. When, as a result of doing authority research, a subject cataloger must choose between a term without diacritics and the otherwise identical term with diacritics, generally prefer the term without diacritics if it is clearly the conventional English form. If there is no conventional English form, prefer the form of the term as found in the Encyclopaedia Britannica or in reference sources of that particular discipline or language, using diacritics to conform to LC's transcription or romanization practices.

4) Diacritic use and LC practice. If it is determined that a heading or reference is to have diacritics, always use diacritics that conform to LC transcription or romanization practices, although reference sources, including the Board of Geographic Names (BGN), indicate different diacritics. Catalogers should use their judgment whether to make see references from forms with variant diacritics that are spelled

differently from the heading. (For forms having variant diacritics but
are spelled the same as the heading, see 5 below.)

> BGN approved: Jabal Ṣaʾid, mountain
> LC heading: Ṣaʾid Mountain (Saudi Arabia)
>   (BGN left hook under S changed to dot under S to
>   conform to the ALA/LC romanization table: refer-
>   ence not made from Ṣaʾid since identically
>   spelled)

> BGN approved: Nísos Andíparos
> LC heading: Antiparos Island (Greece)
>   x Andiparos Island (Greece)
>   Nísos Andíparos (Greece)
>   (Use of accent marks supplied by BGN in second see
>   reference)

> Encyclopaedia Britannica: Chʾing dynasty of China
> LC heading: China--History--Chʿing dynasty,
>   1644-1912
>   (LC use of ayn in Chʿing instead of the apostrophe
>   in Chʾing, or the alif, in Chʾing)

> Encyclopaedia Britannica: Ksatriya
> LC heading: Kshatriyas
>   x Ksatriyas
> (Since the spelling is not identical, see reference
> made from the form based on Sanskrit with dot under
> s to conventional English plural form)

Accent marks over uppercased letters in French, Portuguese,
and Spanish. Follow the provisions above.

> Ile aux Noix (Québec)
>
> not
>
> Île aux Noix (Québec)

5) Diacritics in subject headings and references. Diacrtics and
special characters do not have special filing values in the automated
files. Therefore, do not make see references for a term without dia-
critics and the otherwise identically spelled term with diacritics, even
if the terms do not represent the same word in a particular language.

6) Superscript/Subscript characters. LCSH presently positions
superscript or subscript characters on the same line as the heading.
Transcribe the heading as printed in LCSH.

> C^* algebra (not C^* algebra)
> L1 algebras (not L_1 algebras)
> Lp spaces (not L^p spaces)

7) Greek or Hebrew letters. Always spell out Greek or Hebrew
letters in English when establishing subject headings. Do not use Greek

or Hebrew letters in headings or references, although they appear as such in reference sources.

> Chi Rho symbol
> <u>not</u>
> ꭓP symbol

> Chi-square test
> <u>not</u>
> ꭓ -square test

> Lambda calculus
> <u>not</u>
> λ calculus

> Pi
> <u>not</u>
> π

8) <u>Ampersands</u>. Do not use ampersands either in form or topical subdivisions, (e.g., **—History and criticism**) or to connect the qualifier of a geographic heading, (e.g., **Harding, Lake (Ga. and Ala.)**) In subject headings, always spell out ampersands. Use name headings as established with an ampersand.

9) <u>Common diacritics and special characters in LCSH</u>

a) Acute (´). Do not confuse this diacritic with the mi͡agkiĭ znak (ʹ) or the apostrophe ('), which are special characters.

> Avalokiteśvara (Buddhist deity)
> Cévennes Mountains (France)
> Daśnāmīs
> Mossoró (Race horse)

b) Alif (ʼ). Do not confuse with the ayn (ʻ) or the apostrophe (').

> Saʼid Mountain (Saudi Arabia)

c) Angstrom or circle above letter (°). Do not confuse with the dot above (˙).

> Skovsgård (Denmark)
> Småland (Sweden)
> Lundsgård (Denmark)

d) Apostrophe ('). Do not confuse with the acute (´), the mi͡agkiĭ znak (ʹ), the alif (ʼ), or the ayn (ʻ).

> Coups d'état
> Martin's Hundred Site (Va.)
> San'in Region (Japan)

e) Ayn (ʻ). Do not confuse with the alif (ʼ) or the apostrophe (').

> ʻId al-Ghadīr
> Shīʻah
> China--History--Chʻing dynasty, 1644-1912
> Kuan Pʻu-hsien pʻu sa hsing fa ching

f) Breve (˘). Do not confuse with the haček (ˇ)

Bol'shoĭ prospekt (Leningrad, R.S.F.S.R.)
Tabuwŏn (Korea), Battle of, 1950
Umilenĭĭe T͡Saritsy Nebesoĭ (Icon)

g) Cedilla (¸). Do not confuse with the left hook (ͺ).

Mogi-Guaçu River (Brazil)
Redução Jesuítica de Jesus Maria Site (Brazil)

h) Circle below letter (˳). Do not confuse with the dot below
letter (̣).

K͟s͟att͟r͟ (The Sanskrit word)

i) Circumflex (^)

Château de Ripaille (Thonon-les-Bains, France)
Rodovia Transamazônica (Brazil)
Nkâmi (African people)

j) Dot above letter or superior dot (˙). Do not confuse with
the angstrom or circle above letter (°).

Kórkyra Melaina (Croatia)
Pasvik Ėl'f

k) Dot below letter (̣). Do not confuse with the circle
below letter (˳).

K͟s͟att͟r͟ (The Sanskrit word)
Kuṇḍalini
Hzh (The Hebrew root)

l) Double acute ("). This diacritic appears only in Hunga-
rian. Do not confuse with the tverdyĭ znak ("), a special character
that follows the letter it modifies.

Hungary. Földművelésügyi Minisztérium.

m) Grave (`). Do not confuse with the apostrophe (').

Corbières Mountains (France)
Monge-Ampère equations
Pietà

n) Haček (ˇ). Do not confuse with the breve (˘).

České středohoří (Czechoslovakia)
Pelješac Peninsula (Croatia)
Šumadija (Serbia)

o) Left hook (ͺ). Do not confuse with the cedilla (¸).

Munţii Parângu (Romania)
Oaş Mountains (Romania)

p) Ligature (⁀)

I͡Akutska͡ia A.S.S.R. (R.S.F.S.R.)--History--Revolution of 1905
Iverska͡ia Svi͡ata͡ia i Chudotvorna͡ia Bogomater' (Icon)
Il͡iushin airplanes

q) Macron (‾)

Ādityas (Hindu deities)
Ōsakajō (Osaka, Japan)
Sonārāya (Hindu deity)
Tōkyō Kyūkō Dentetsu

r) Mīagkiī·znak (ʹ). Do not confuse with the apostrophe (')
or the acute (ʹ).

Bolʹshoī prospekt (Leningrad, R.S.F.S.R.)
Obʹ River (R.S.F.S.R.)

s) Polish l (ł). Note that Polish also has a regular l.

Pałac Rady Ministrow (Warsaw, Poland)
Jarosławice, Battle of, 1914

t) Slash o (ø)

Andøya (Norway)
Eigerøy (Norway)
Køge Bay (Denmark)

u) Tilde (~)

Akwẽ-Shavante language
El Niño Current
Peñarryoa, Nuestra Señora de
São Francisco River (Brazil)

v) Turkish i (ı). Note that ı is <u>not</u> dotted. If uppercased,
render as I. Turkish also has a regular i.

w) Umlaut or dieresis (¨). Do not confuse this diacritic
with double acute (˝) of Hungarian, the tverdyī znak (˝), or the
standard quote mark (").

China--History--Yüan dynasty, 1260-1368
Karsöarna (Sweden)
Moësa River (Switzerland)
Östermalm (Stockholm, Sweden)
Ukraïna (The Ukrainian word)

ISLANDS

Background. The treatment of islands in subject cataloging pre-
sents several unique and complex problems, especially with regard to
geographic qualification and indirect subdivision practice. The problem
of the proper form of heading for an individual island or island group
is somewhat lessened by the fact that a very large number of the world's
islands are jurisdictional names and as such are established as corpo-
rate headings. Many islands, however, are by their nature merely geo-
graphic features and as such must be established by subject catalogers.

Purpose. To present the general principles to be followed in
establishing non-jurisdictional islands and island groups and in as-
signing names of islands and island groups in indirect subdivision
practice.

Procedures

1) Establishing subject headings for individual islands or island groups. Note: Always ascertain that the island or island group does not have the status of a political jurisdiction before proceeding to establish it. If in the process of doing research it is discovered that the island or island group is in fact a jurisdiction, it has to be established as a name heading.

a) Follow the standard procedures for establishing geographic names (see Cataloging Service Bulletin, no. 12, p. 55-56).

b) Geographic qualification. Qualify those individual islands or island groups that lie near a land mass and are under its jurisdiction, as well as those individual islands that are part of a jurisdictional island cluster. Use the name of the jurisdiction as the geographic qualifer, following the normal rules for qualification at the country level or at the level of the first order political division for the seven exceptional countries. Qualify islands by names of cities only if the island is a city section or if a city name is needed to resolve a conflict.

> Vancouver Island (B.C.)
> Long Island (N.Y.)
> Elizabeth Islands (Mass.)
> Florida Keys (Fla.)
> Admiralty Islands (Papua New Guinea)
> Tortuga Island (Haiti)
> Mindanao Island (Philippines)
> Ponape Island (Micronesia)
> Atafu Atoll (Tokelau Islands)
> Japen Island (Indonesia)
> Nuku Hiva (Marquesas Islands)
> Ile de la Cité (Paris, France)

When selecting the geographic qualifier, always use the name of the island's controlling jurisdiction rather than the name of the island group of which it is part, provided that it lies near the jurisdiction.

> Key Largo (Fla.)

> not

> Key Largo (Florida Keys, Fla.)

If it is necessary to distinguish the name of an island from another entity (usually a city) with the same name, incorporate the word "Island" or its vernacular equivalent, if appropriate, into the name itself rather than following a colon within the qualifier.

> Mindinao Island (Philippines)

> not

> Mindinao (Philippines : Island)

Do not qualify isolated islands or island groups not associated with a mainland country or those islands that comprise more than one autonomous jurisdiction.

> Bouvet Island
> Antilles, Lesser
> Borneo
> Hispaniola

c) Establish phrase headings of the type **Islands of the [...]** only for major bodies of water. For works that discuss collectively the islands of a smaller body of water, assign the heading **Islands—[place]**, e.g., **Islands—Saint Lawrence River.**

d) <u>References</u>. Provide the following references for islands or
island groups, as appropriate:

>   x [alternate name(s)] ([qualifier])
>   [name in vernacular] ([qualifier])
>   [uninverted form of name] ([qualifier])

<u>Note</u>: For Japanese islands, make <u>see</u> reference from alternate name
forms only of the type **... jima (Japan)** and **... shima (Japan)**

>   xx [name of group] ([qualifier])
>   (<u>Omit this reference if the name of the group is the
>   same as the jurisdiction used in the next reference</u>)
>   Islands—[country, or 1st order division]
>   <u>or</u>
>   Islands of the [...]
>   (<u>if the island does not lie near its controlling juris
>   diction</u>)

Make other appropriate references to bring out the nature of the geographic
feature, e.g., **Coral islands and reefs—[place]**

>   Sitkinak Island (Alaska)
>   <u>xx</u> Islands—Alaska
>
>   One Tree Island (Qld.)
>   <u>xx</u> Coral reefs and islands—Australia
>   Islands—Australia
>
>   Carry Bow Cay (Belize)
>   <u>x</u> Carrie Bow Cay (Belize)
>   <u>xx</u> Islands—Belize
>
>   Melos Island (Greece)
>   <u>x</u> Milo Island (Greece)
>   Nísos Mílos (Greece)
>   <u>xx</u> Islands—Greece
>
>   Sea Island (Ga.)
>   <u>xx</u> Golden Isles (Ga.)
>   Islands—Georgia
>
>   Easter Island
>   <u>x</u> Isla de Pascua
>   Pascua Island
>   Rapa Nui
>   Rapanui
>   <u>xx</u> Islands of the Pacific
>
>   Corregidor Island (Philippines)
>   <u>xx</u> Islands—Philippines
>   (<u>No xx reference has been made from the island
>   group, i.e., xx Philippines, because the island
>   group name is the same as the jurisdiction used in
>   the reference</u>)
>   <u>xx</u> Islands—[place]
>
>   South Georgia Island
>   <u>xx</u> Islands of the Atlantic

2) <u>Islands in indirect subdivision practice</u>

a) <u>Individual islands</u>. Whenever possible, follow the
standard provisions for indirect subdivision described in <u>Cataloging
Service Bulletin</u>, no. 11, p. 92-93, when dividing a topic by the name of
an island, i.e., divide indirectly through the name of the country (or

first order divisions for the four exceptional countries), of which the island is a part; or, if the island is itself an autonomous jurisdiction, assign it directly.

> Agriculture—Italy—Sicily
> Housing—New York (State)—Long Island
> Chinese Americans—Hawaii—Oahu
> Folk medicine—Spain—Ibiza
> Regional planning—Micronesia (Federated
>   states)—Ponape Island
> Contracts—Sri Lanka
> Beaches—Barbados

If, however, an island is located some distance from the jurisdiction that controls it, assign it directly or, if it is part of an island group, indirectly through the group. (The phrase "some distance" should generally be interpreted as referring to the separation of an island from its controlling jurisdiction by so large a mass of land or expanse of water that the island is usually thought of as a separate entity rather than as associated with the country that has jurisdiction over it.)

> Crabs—Easter Island
> Water-supply—Canary Islands—Teneriffe
> Trees—Mascarene Islands—Réunion

If an island comprises more than one autonomous jurisdiction, assign it directly.

> Natural history—Borneo
> Reptiles—Hispaniola

If an individual island is part of an island group but is also located near its controlling jurisdiction, divide it indirectly through the controlling jurisdiction rather than through the island group, e.g.

> Botany—Papua New Guinea—Bougainville Island

   not

> Botany—Solomon Islands—Bougainville Island

For special provisions applying to individual Caribbean islands, see section c below.

   b) Island groups. As a general rule, follow the same provisions for island groups as for individual islands. Assign an island group that is controlled in its entirety by a single jurisdiction indirectly through the controlling jurisdiction or, if the group itself is an autonomous jurisdiction, assign it directly.

> Fur trade—Alaska—Aleutian Islands
> Political parties—Spain—Balearic Islands
> Acculturation—Papua New Guinea—Admiralty Islands
> Law—Philippines
> Prime ministers—Vanuatu
> Labor supply—Kiribati

If the group is located some distance from its controlling jurisdiction, assign it directly.

> Meteorology—Falkland Islands
> Shipwrecks—Bermuda Islands
> Pirates—Society Islands
> Mollusks—Galapagos Islands

If an island group is controlled by more than one jurisdiction or comprises
in itself more than a single autonomous jurisdiction, assign it directly.

> Earthquakes—West Indies
> Legends—Melanesia

c) <u>Islands of the Caribbean</u>. Because most individual Cari-
bbean islands can be associated with several different island groupings
and because most of these islands have achieved independence or are
likely to do so relatively soon, assign all individual Caribbean is-
lands south of the Virgin Islands <u>directly</u> after subjects regardless of
their current political status. Do not divide the individual islands in
this category indirectly through such groups as "West Indies," "Leeward
Islands," "Netherlands Antilles."

> Ethnology—Grenada
>
> <u>not</u>
>
> Ethnology—West Indies—Grenada
>
> Marine algae—Bonaire
>
> <u>not</u>
>
> Marine algae—Netherlands Antilles—Bonaire
>
> Elections—Saint Vincent
>
> <u>not</u>
>
> Elections—Windward Islands—Saint Vincent

Assign all other individual islands in the Caribbean area indirectly
through the appropriate controlling jurisdiction or island group.

> Nautical charts—Bahamas—Eleuthera Island
> Botany—British Virgin Islands—Virgin Gorda Island
> Lawyers—Virgin Islands of the United States—Saint
>   Croix

PERSONAL CORRESPONDENCE

<u>Purpose</u>. To provide guidelines for assigning headings to col-
lections of personal correspondence and explain the use of the sub-
division **Correspondence**. This does not discuss correspondence carried
on by types of organizations or the correspondence of particular or-
ganizations, for which the subdivision **Records and correspondence** is
used.

Procedures

1) <u>Complex of headings</u>. To each work of personal corres-
pondence always assign the following complex of headings in so far as
possible:

> [name of the letter writer(s)]
> {name of the addressee(s)]
> [class of persons, or ethnic group]—Correspondence
> [special topics discussed in the letters]

2) <u>Individual writers</u>. Always bring out by subject the name
or names of the individual writers of the letters, assigning no more
than three names. If there are more than three writers, do not desig-
nate any individual writer. A certain amount of discretion is autho-
rized. If the letters of many writers are contained in the work but the
work, nevertheless, focuses only on the letters of one or several
writers, bring out these persons, if it would be useful to do so.

3) <u>Individual addressees</u>. Bring out by subject the name or names of the individuals who received the correspondence, assigning no more than one or two names. If more persons are involved as recipients, assign no subjects for individual addressees.

4) <u>The free-floating form subdivision Correspondence</u>. Assign headings of the following type if the <u>writer(s)</u>, not addresses, of the collection of letters can be identified with a particular subject area or discipline or a particular ethnic group:

> [class of persons, or ethnic group]—Correspondence

>> Austria--Kings and rules—Correspondence
>> Scientists—Correspondence
>> Mexican American artists—California—
>>   Correspondence
>> Poets, English—20th century—Correspondence
>> Catholic Church—United States—Clergy—
>>   Correspondence
>> Afro-Americans—Correspondence

<u>Note</u>: The article on biography in <u>Cataloging Service</u>, bulletin 119, p. 19, treats the subdivision **Correspondence** as a subdivision designating biographic information in letter form. It may also be used as a form subdivision to indicate that the work consists of letters. Therefore, in contrast to the use of the subdivision **Biography**, assign the subdivision **Correspondence** under headings for a class of persons or ethnic group when possible whether or not the letters contain biographic information. Also assign such headings regardless of the number of writers whose letters are represented in the work. In general, however, avoid assigning both a class of persons heading and an ethnic group heading to the same work if only a single letter writer is represented. (In such cases assign only the class of persons heading, if possible; otherwise assign the ethnic group heading.)

5) <u>Names of literary authors.</u> When assigning the names of individuals in accordance with 2 or 3 above, further subdivide the names of literary authors by the subdivision **Correspondence**. Do not use this subdivision under the name of an individual belonging to any other class of persons. In the latter case the unsubdivided personal name heading is sufficient.

6) <u>Special topics</u>. If the work of correspondence contains any special topic not sufficiently covered by the headings of the type **[class of persons]—Correspondence** or **[ethnic group]—Correspondence**, assign additional headings as required to bring out such topics.

> Italy—Description and travel—1945-1974
> Zinc alloys

As indicated, no special biographic form subdivision is normally necessary under topical headings of this type. However, when assigning topical headings to a work of correspondence containing biographic information, follow the provisions of the biography article cited above to bring out the special biographic aspects of the work. It may be necessary in the complex of the headings being assigned to such a work to bring out place or particular wars or events. These topics are designated by the following special types of headings:

> [place]—Biography
> [name of war or event]—Personal narratives

If the collection of letters constitutes historical source materials, add to the topical headings as appropriate the subdivision **—Sources** or **—History—Sources**.

7) **Letters as a literary genre.** Headings of the type **English let-**
ters, French letters are literary genre headings. Assign such headings
only to collections of personal letters by more than one writer that are
classed as literary works. Assign no personal name headings. If the
collection is not limited to an individual body of literature, assign
the heading **Letters.**

8) **Examples.** <u>Note</u>: All titles given below are fictitious. Subject
tracing numbers provided in each example are listed in the order of the
headings described above and are not necessarily significant for purposes
of classification.

> <u>Title</u>: <u>Letters from John Smith, Metallurgist, to His</u>
> <u>Student, John Doe, Concerning His Research into Zinc</u>
> <u>Alloys</u>.
> 1. Smith, John.
> 2. Doe, John.
> 3. Metallurgists—Maryland—Correspondence.
> 4. Zinc alloys.

> <u>Title</u>: <u>A Treasury of Great Latin Letters</u>.
> 1. Latin letters.

> <u>Title</u>: <u>A Collection of Letters Received from District</u>
> <u>of Columbia Blacks Participating in the Vietnamese</u>
> <u>War</u>.
> 1. Afro-Americans—Washington (D.C.)—Correspondence.
> 2. Afro-Americans—Vietnam—Correspondence.
> 3. Vietnamese Conflict, 1961-1975—Afro-Americans.
> 4. Vietnamese Conflict, 1961-1975—Personal nar-
>   ratives, American.
> 5. Washington (D.C.)—Biography.

> <u>Title</u>: <u>The Exchange of Correspondence Between Irish</u>
> <u>American Author, Mary O'Brien, and Her Publisher, Sam</u>
> <u>Brown, During Her Stay in France in 1925-30</u>.
> 1. O'Brien, Mary—Correspondence.
> 2. Brown, Sam.
> 3. Authors, American—20th century—Correspondence.
> 4. Publishers and publishing—New York (State)
>   —Correspondence.
> 5. France—Description and travel—1919-
> 6. France—Civilization—1901-1945.

> <u>Title</u>: <u>A Glimpse of Colonial Village Life as De-</u>
> <u>scribed in the letters of Mary Jones of</u>
> <u>Jonesville, Mass., to Her Friend Cathy.</u>
> (It is assumed that Mary Jones is identified with
> no occupation or activity and her correspondent
> has not been identified)
> 1. Jones, Mary.
> 2. Jonesville (Mass.)—Biography.
> 3. Massachusetts—Social life and customs—
>   Colonial period, ca. 1600-1775—Sources.

CATALOGS OF LIBRARY MATERIALS

<u>Caution</u>. Tracing numbers used in the text and examples below are not
significant since the actual order of tracings used in an individual case
depends largely upon the class number assigned to the work (see <u>Cataloging</u>
<u>Service Bulletin</u>, no. 1, p. 15).

Background: The same principles described in _Cataloging Service Bulletin_, 20, p. 39-40, for catalogs in general are applied to these special catalogs whenever possible and practicable. Again, the name of the collection or institution, if any, as well as the topic are also designated. The particular headings required are summarized as follows:

> [topic of the works listed]—[form of works listed]--Catalogs
> [name of institution, if any]—Catalogs
> [name of the collection, if any]—Catalogs

Procedures

1) Library catalogs of printed works on a subject

a) _General rule._ Assign when possible the following combination of headings to this type of catalog:

1. [topic of the works listed]—Bibliography—Catalogs.
2. [name of the institution]—Catalogs.
3. [name of the collection, if any]—Catalogs.

1. Medicine—Bibliography—Catalogs.
2. John Smith Medical Library—Catalogs.
3. Doe, John—Library—Catalogs.

Note: The name of a private book collection is normally a personal name with subdivision **Library**.

b) _Periodicals._ If the catalog is limited to periodicals, Tracing 1 is:

1. [topic of the works listed]—Periodicals—Bibliography—Catalogs.

c) _Union catalogs._ If the catalog is a union catalog, tracing 1 is.

1. [topic]—Bibliography—Union lists.

or

1. [topic]—Periodicals—Bibliography—Union lists.

In this case tracings 2 and 3 are not applicable. However, the heading **Catalogs, Union**—[place] is assigned additionally.

2) _General library catalogs of printed works._ Omit tracing 1 of the combination of headings described above, if the catalog is not on a special topic. Assign the second and/or the third tracings as appropriate.

3) _Catalogs of audiovisual materials_

a) _General rule._ Assign to catalogs of audiovisual materials (all forms treated collectively) on a topic the same combination of headings described above, except that tracing 1 is:

```
           1. [topic]—Audio-visual aids—Catalogs.
     or
           1. [topic]—Study and teaching—Audio-visual aids—
              Catalogs.
     or
           1. Audio-visual materials—Catalogs.
              (No topic is involved)
```

        b) _Special forms_. For works that list only one form of aids, e.g., films, assign the free-floating subdivision appropriate for that form.

```
           1. [topic]—Discography.
           1. [topic]—Film catalogs
           1. [topic]—Phonotape catalogs.
           1. [topic]—Video tape catalogs.
```

If there is topic assign the form heading, with subdivisions **Catalogs**, e.g., **Video tapes—Catalogs.**

        c) _Companion headings_. Do not use any of the above sub-divisions under the name of the institution in which the materials are housed or, if in a special collection, under the name of the collection. Use instead the subdivisions **Catalogs.**

```
           1. Engineering—Film catalogs.
           2. Smith Film Library—Catalogs.
           3. John Doe Film Collection—Catalogs.
```

        d) _Microform catalogs_. Use the subdivision **Microform catalogs** under the three types of headings described above for catalogs that list works stored in reduced size such as on microfilm or in microfiche editions. Use the subdivision for any one form, e.g., microfilm, or all types of microforms collectively. When assigning the subdivision under topics (i.e., tracing 1), interpose as a general rule the subdivision **Bibliography** between the topic and the subdivision. Omit the subdivision **Bibliography** if a special form subdivision is already being assigned to the topical heading, e.g., **Manuscripts**; or the topical heading already designates a special form, e.g., **Manuscripts.**

```
           1. Geography, Medieval—Bibliography—Microform
              catalogs.
           2. Smith Library—Microform catalogs.
           3. Doe, John—Library--Microform catalogs.
```

If the work lists special forms of publications or works stored in a particular type of microform, assign a corresponding additional heading with subdivision **Catalogs**, e.g., **Pamphlets in microform—Catalogs; Periodicals on microfiche—Catalogs.**

```
           Title: Early printed books on microfilm in the
                  Smith Library
                  (no special collection involved)
           1. Bibliography—Early printed books—Microform
              catalogs.
           2. Books on microfilm—Catalogs.
           3. Smith Library—Microform catalogs.
```

    4) _Catalogs of manuscripts on a topic_. For catalogs of manuscripts, assign the following combination of headings:

```
           1. [topic]—Manuscripts—Catalogs.
           2. [topic]—History—Sources—Bibliography—Catalogs.
           3. Manuscripts, [language, if pertinent]—[place]—Catalogs.
           4. [name of the institution]—Catalogs.
           5. [name of the collection]—Catalogs.
```

Tracings 1 and 2 above. Omit if the manuscript collection has no topic.

Tracing 2. Assign the heading only if the work consists of a list of manuscript titles that would be useful as historical source materials; otherwise omit it.

Tracing 4. If the institution designated is not a library or archive in its own right and the manuscripts listed represent archival materials, interpose the subdivision **Archives** between the name and the subdivision **Catalogs.**

Tracing 5. If the manuscript collection represents the archives of an individual person, assign as the name of the collection the heading **[name of person]—Archives—Catalogs.**

Title: Catalog of Americana, 1500-1800, in the Manuscript Collection Compiled by John Doe in the Historical Society, Baltimore.
1. United States—History—Manuscripts—Catalogs.
2. United states—History—Sources—Bibliography—Catalogs.
3. Manuscripts, American—Maryland—Baltimore—Catalogs.
4. Historical Society—Archives—Catalogs.
5. Doe, John—Library—Catalogs.

Title: Early Science : a Collection of Manuscripts from the Smith Library : an Index to the Microfilm Collection.
1. Science—Manuscripts—Microform catalogs.
2. Science—History—Sources—Bibliography—Microform catalogs.
3. Manuscripts—Maryland—Baltimore—Microform catalogs.
4. Manuscripts on microfilm—Catalogs.
5. Smith Library—Microform catalogs.

Title: Inventory of the Personal Papers of John Smith, Botanist, of Washington.
1. Botany—Manuscripts—Catalogs.
2. Manuscripts, American—Washington (D.C.)—Catalogs.
3. Botanists—Washington (D.C.)—Correspondence—Catalogs.
4. Smith, John—Archives—Catalogs.

5) Comprehensive library catalogs. For a catalog of a library in which holdings in all forms are listed, assign a combination of the headings above, bringing out the particular forms listed and using collective designations when practicable, e.g., for all types of printed publications use the subdivision **Bibliography**; for Audiovisual materials use the subdivision **Audio-visual aids.**

THE SUBDIVISION SUBURBS AND ENVIRONS

The subdivision **Suburbs and environs** was discontinued in September 1979. It was replaced by the corresponding city region or metropolitan area heading depending upon which more closely described the territory identified in a particular work (see Cataloging Service Bulletin, no. 11, p. 94).

However, interest in the subdivision continued, especially among cartographic specialists. Because of continuing requests, it was reinstated May 1982 as a valid free-floating subdivision usable under

names of cities. It appears again in the list of authorized free-floating subdivisions for cities in the introductory matter to the January-March 1982 quarterly supplement to LCSH.

The subdivision has the same meaning and use as earlier, i.e., to designate the terriority associated with a particular city, including neighboring areas lying outside the city, as well as nearby smaller satellite jurisdications. The territory designated does not include the city itself.

Use the subdivision only under names of cities in headings of the type

[name of city]—Suburbs and environs

Do not use the subdivision under names of cities in topical headings with local subdivision, i.e., [topic]—[country]—[city].

SUBDIVISIONS UNDER HEADINGS FOR WARS

A project to revise the subdivisions used under headings for wars was recently completed. A number of inconsistencies were resolved and some obsolete subdivisions deleted or revised. Below is a list of the subdivisions that were changed. These changes will appear in the April-June 1982 and the January-March 1983 quarterly supplements to LCSH.

Old Subdivision	Replaced by
—Addresses, sermons, etc.	—Addresses, essays, lectures —Sermons
—Afro-American troops	—Participation, Afro-American
—American participation	—Participation, American
—Armenian participation	—Participation, Armenian
—Armistice	—Armistices
—Art	—Art and the [war, revolution, etc.]
—Belgian participation	—Participation, Belgian
—Belgian troops	—Participation, Belgian
—Blockade	—Blockades
—Bulgarian participation	—Participation, Bulgarian
—Campaigns and battles	—Campaigns
—Canadian participation	—Participation, Canadian
—Causes and character	—Causes
—Chemistry	—Chemical warfare
—Chinese participation	—Participation, Chinese
—Confiscations	—Confiscations and contributions
—Congresses, conferences, etc.	—Congresses

—Croatian participation	—Participation, Croatian
—Cuban participation	—Participation, Cuban
—Czech participation	—Participation, Czech
—Diplomacy	[country]—Foreign relations—[period]
—Displaced persons	—Refugees
—Dutch participation	—Participation, Dutch
—Estonian participation	—Participation, Estonian
—Finance, commerce, confiscations, etc.	—Confiscations and contributions —Finance
—Finance, confiscations, etc.	—Confiscations and contributions —Finance
—Finnish participation	—Participation, Finnish
—Food question	—Food supply
—Foreign participation	—Participation, Foreign
—Foreign participation--German, [Italian, Russian, etc.]	—Participation, German, [Italian, etc.]
—Foreign participation--Portuguese	—Participation, Portuguese
—French participation	—Participation, French
—German participation	—Participation, German
—German troops	—Participation, German
—Gift-books	—Giftbooks
—Guerrillas	—Underground movements
—Haitian participation	—Participation, Haitian
—Hospitals, charities, etc.	—Civilian relief —Hospitals —War work
—Humor, caricatures, etc.	—Caricatures and cartoons —Humor
—Hungarian participation	—Participation, Hungarian
—Indian troops	—Participation, Indian
—Influence and results	—Influence
—Influence on literature	—Influence —Literature and the [war, revolution, etc.]
—Irish participation	—Participation, Irish
—Irish troops	—Participation, Irish
—Italian participation	—Participation, Italian

—Japanese participation	—Participation, Japanese
—Jewish participation	—Participation, Jewish
—Jewish troops	—Participation, Jewish
—Juvenile participants	—Participation, Juvenile
—Latvian participation	—Participation, Latvian
—Libraries (in camps, etc.)	—Libraries
—Macedonian participation	—Participation, Macedonian
—Medals, badges, decorations, etc.	[military service]—Medals, badges, decorations, etc.
—Medical and sanitary affairs	—Health aspects —Hospitals —Medical care
—Moral aspects	—Moral and ethical aspects
—Music	—Music and the [war, revolution, etc.] —Songs and music
—Muslims	—Islam
—Personal narratives--British	—Personal narratives, British
—Personal narratives--Confederate side	—Personal narratives, Confederate
—Poetry--Confederate States	—Poetry Confederate States of America—Poetry
—Polish participation	—Participation, Polish
—Prisoners, Exchange of	—Prisoners and prisons
—Regimental histories—American loyalist	—Regimental histories American loyalists
—Registers, lists, etc.	—Registers
—Registers of dead—Confederate side	—Registers of dead Confederate States of America. Army—Registers of dead
—Romanian participation	—Participation, Romanian
—Scotch troops	—Participation, Scottish
—Secret service—Confederate States	—Secret service Secret service—Confederate States of America
—Serbian participation	—Participation, Serbian
—Slovak participation	—Participation, Slovak

—Societies, etc.—Confederate States	—Societies, etc. Confederate States of America— Societies, etc.
—Songs and music—Confederate States	—Songs and music War-songs—Confederate States of America
—Songs and music, American, [English, German, etc.]	—Songs and music Songs, [language] War-songs—[place]
—Spanish participation	—Participation, Spanish
—Supplies	—Equipment and supplies
—Swedish participation	—Participation, Swedish
—Swedish troops	—Participation, Swedish
—Ukrainian participation	—Participation, Ukrainian
—Underground movements--Jews	—Underground movements, Jewish
—War work—Y.M.C.A.	—War work—Young Men's Christian Associations
—War work—Y.W.C.A.	—War work—Young Women's Christian Associations
—Welsh participation	—Participation, Welsh
—Women's work	—Participation, Female —Women
—Yugoslav participation	—Participation, Yugoslav

CHILDREN'S LITERATURE SUBJECT HEADINGS

Below are the headings added to the list of children's literature subject headings from January through June 1983. The entire list appears fully cumulated in each issue of the quarterly supplement of Library of Congress Subject Headings. The reference structure for the headings has not been included but any scope notes have. Some headings appear on the list because they represent references from headings that are no longer being used on material receiving Annotated Card Program cataloging. For example, when doing AC cataloging, "Computers" will be used for the still valid "Electronic digital computers." Full information about subject headings for children's literature and the Annotated Card Program is given in LCSH 9.

Bicyclists
Caculating machines
Cookery—Fish
Cookery—Macaroni
Cosmology
    Here are entered works dealing with the general science or phi-
losophy of the universe Works limited to the physical description of
the universe are entered under the heading Universe.
Computers [used for: Electronic digital computers]
Data processing
Electric power plants
Electric power plans, Underground
Freedom

Horror stories [used for: Horror—Fiction]
Latin language—readers
    Here are entered reading texts in Latin containing material for
instruction and practice in reading that language. Works written in
Latin intended primarily for general information or recreational reading
are entered under Latin language materials.
Latin language materials
    Here are entered works written in Latin intended primarily for
general information or recreational reading. Such works with text also
given in English are further subdivided by the subdivision Bilingual,
i.e. Latin language materials—Bilingual. Reading texts in Latin con-
taining material for instruction and practice in reading that language
are entered under Latin language—Readers.
Latin language materials—Bilingual
Love—Poetry [Used for: Love poetry]
Najaho language—Readers
    Here are entered reading texts in Najaho containing material for
instruction and practice in reading that language. Works written in
Najaho intended primarily for general information or recreational
reading are entered under Najaho language materials.
Najaho language materials
    Here are entered works written in Najaho intended primarily for
general information or recreational reading. Such works with text also
given in English are further subdivided by the subdivision Bilingual,
i.e. Najaho language material—Bilingual. Reading texts in Najaho
containing material for instruction and practice in reading that
language are entered under Najaho language—Readers.
Najaho language materials—Bilingual
Programming (Computers)
Schools—Fiction [used for: School stories]
Stripes
Universe
    Here are entered works limited to the physical description of the
universe. Works dealing with the general science or philosophy of the
universe are entered under the heading Cosmology.

LC CLASSIFICATION

CUTTERING ACCORDING TO "BY REGION OR COUNTRY, A-Z"

Procedures

    1) What to propose. Whenever a single class number in the clas-
sification schedule is to be proposed providing for a Cutter arrangement
for individual regions or countries, the following caption is used:

            By region or country, A-Z

    The earlier form of the caption, By country, A-Z, is no longer
used, unless there is some aspect of the schedule that makes the word
region inappropriate.

    2) By country, A-Z. This older form of the caption still occurs
in many places in the classification system. Unless the schedule has
specific provisions to the contrary, interpret this caption to mean By
region or country, A-Z. Therefore, special proposals are not initiated
 to update existing captions of this type even when Cuttering for parti-
cular regions. The updating of this older form normally should be ac-
complished during the course of major revisions or when the
entire schedule undergoes its periodic revision.

3) <u>By region or country, A-Z.</u> When Cuttering according to such an arrangement, assign a Cutter only for.

—a region larger than a country
—an individual country

Never Cutter for a locality within an individual country unless further subarrangements for locality is explicitly provided in the schedule. This is true even if the subject heading assigned is subdivided by a specific locality, e.g., [topic]—Germany (West)—Bavaria or [topic]—Scotland. Cutter only for the country in each case, i.e., Germany (West) in the first example and Great Britain in the second.

4) <u>Current geographic conditions</u>. For Cuttering purposes, use only place names that correspond to current geographic conditions, regardless of the conditions described or the names considered applicable in a particular work (unless there is provision in the printed schedule to the contrary). For example, if the name of the jurisdiction has changed, use only the latest form of the name for Cuttering purposes. If a locality was formerly located within the territorial boundaries of another country, Cutter only for the country in which it is currently situated even if the work describes conditions applicable to its earlier status (again, unless there is provision to the contrary in the schedule).

5) <u>Cuttering for a region if the name is inverted</u>. Cutter for the heading as it is established unless the class number stands for the larger region, in which case Cutter for the specific region. For example, for **Africa, North** Cutter for Africa, North unless the class number stands for Africa, in which case Cutter for North Africa (i.e., .Nxxx).

6) <u>Cuttering for a country region, if the name is inverted</u>. Cutter for the name of the country itself unless the class number stands for the country, in which case Cutter for the specific locality. For example, for **Brazil, Northeast** Cutter for Brazil unless the class numbers stands for Brazil, in which case Cutter for Northeast Brazil (i.e., .Nxxx).

7) <u>Subarrangement for localities</u>. If it is desirable, because of the nature of the material being classed, to provide for subarrangement for localities, insert the following under the caption <u>By region or country, A-Z:</u>

By region or country, A-Z
Under each country:
    .x General works
    .x2 Local, A-Z

Subarrangements other than the above may be necessary if the schedule customarily uses a different technique for introducing the localities of a country or a more detailed subarrangement for localities is called for.

ABRIDGEMENTS OF INDIVIDUAL WORKS

<u>Background</u>. An abridgement is a reduced form of a work produced by condensation and omission but retaining the general sense and unity of the original. Synonyms are summary, synopsis, epitome, and condensation. Such a work should not be confused with an adaptation, the latter consisting of a rewritten form of a work modified for a purpose or use other than that for which the original work was intended, such as a simplification for juvenile readers or a change in form from fiction to drama.

Purpose. To provide instruction for classifying separately published abridgements, summaries, etc., of individual works. For the classification of collections of abstracts, see Cataloging Service, bulletin 124, p. 26-27.

Procedures

1) Follow the instructions of the schedule when the schedule has explicit provisions for abridgements. For example, see BS418, Epitomes, summaries of the Bible.

2) When the schedule does not have explicit provisions, class all abridgements with the original work. The book number of the abridgement should be based on the book number of the original work and should normally not be independently formulated.

3) Shelflisting Procedures. Assign as the book number the Cutter of the original work expanded by 2 (see Cataloging Service Bulletin, no. 19, p. 26). Exception. The above arrangements are not possible when the conditions described in Cataloging Service, bulletin 110, p. 6-10 are applicable. Therefore, when these conditions apply, ignore the fact that the work is an abridgement and follow bulletin 110. In such situations the abridgement will be separated from the original work.

INDEX TO LANGUAGES AND DIALECTS, SUBCLASSES P-PM

The third edition of the **Index to Languages and Dialects, Subclasses P-PM** has been published and represents a cumulation of the index entries appearing since 1957 and their integration into the second edition.

This edition reflects the continued growth and development in the language schedules, especially in the African and Oriental languages. The index is as current as the schedules are; if an area of the schedule has not yet been revised to show current terminology, the index reflects the terminology used in the schedules.

The third edition is available from the Cataloging Distribution Service for $10.00.

ONLINE COOPERATIVE CATALOGING PROJECTS

In the spring of this year the libraries of Harvard University and the University of Chicago Library joined with the Library of Congress in cooperative cataloging projects that have as one of their goals the enlargement of the MARC data base. Harvard and Chicago have direct access to the Library's computer by terminal, with the capability of inputting and updating bibliographic and authority records.

The impetus for the Chicago project comes from the merger of the university's collections in science and medicine with the John Crerar Library collections. The need for a unified machine-readable catalog was apparent. It was also desirable that the catalog be based on national cataloging standards and under common authority control. In the coming year Chicago will convert approximately 20,000 bibliographic records plus associated authority records to machine-readable form. The records will be selected from Library of Congress non-MARC items and copies made of the Official Catalog entry by a Chicago worker stationed at the Library. These will be sent to Chicago where a special staff will upgrade the form of the access points to AACR 2 and subject

headings to LCSH 9 and input the records to the Library of Congress data base. The project is being funded in part by a grant from the Mellon Foundation.

The Harvard project will concentrate on the original cataloging of monographs, chiefly in English and Western European languages, and should prove particularly advantageous in facilitating conformity with the Library of Congress standards in Harvard's Distributable Union Catalog. Harvard records will, in most respects, be identical with the Library of Congress records, since the Library's inputting and cataloging conventions will be observed, and they will be evaluated and processed in the same manner as Library of Congress records. To distinguish them, they will be flagged as "Not in LC" and the NUC symbol of the Harvard library will appear in the cataloging source field. LC-type call numbers supplied by Harvard will have a "trailing x." All Harvard and Chicago records will be distributed as part of the regular MARC Distribution Service, and the bibliographic records will also be available as printed cards.

PUBLICATIONS

CUMULATIVE LCRI

The Catalog Department of Oberlin College Library has initiated a loose-leaf service cumulating the Library of Congress rule interpretations. Copies may be order from the department (Oberlin, Ohio 44074) for $15.00 for the first copy (basic cumulation and update sheets) and $14.00 for multiple copies. Standing orders are accepted for future updates.

SUBJECT HEADINGS INSTITUTE INDEX

An index to the handout distributed at the Los Angeles Regional Institute on Library of Congress Subject Headings has been prepared by Joan Dible, Stanford University Libraries. The six-page index is available for $1.00 from Administrative Services, Green Library, Stanford University, Stanford, California 94305. It should be noted that the handout for each subject headings institute varies, and therefore, this index may not serve as well as a guide to the handout distributed at other regional institutes.

INDEX TO CATALOGING SERVICE BULLETIN

Joan Dible has also prepared an index to Cataloging Service Bulletin, no. 1-20, that will be available in Fall 1983 from Stanford University's Administrative Services for the estimated price of $10.00.

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RECONSIDERATION OF LIBRARY OF CONGRESS REFERENCE TRACING PRACTICE

As illustrated in the guidelines given in the Library of Congress Rule Interpretations to Chapter 26, the Library of Congress has had a generous policy with regard to the kinds of cross references traced on name authority records. In addition to meeting LC's internal needs, the intention has been to attempt to provide references required in the various types of manual and machine-readable catalogs maintained by users of the LC name authority and cross reference distribution services.

The Library is interested in reconsidering the need for tracing certain types of references; your response as to the usefulness in your library of the references listed below would be of assistance in this reconsideration. (Please refer to pages 38, 43, 45, and 47 in this issue for the complete texts for the Library of Congress Rule Interpretations mentioned below.)

1) <u>LCRI 26.2</u>. References from particles and prefixes in personal names (excluding connectives such as "y" and "und," and in German, Dutch, and related languages from the definite article following a prefix)

>   García de Miguel, J. M. (José María)
>   x Miguel, J. M. García de (José María García)
>   x De Miguel, J. M. García (José María García)

References from particles and prefixes are needed _____

>   not needed _____

Comments_____

2) <u>LCRI 26.3A3</u>. References from inverted names of government subheadings, conferences, exhibitions, fairs, festivals, etc.

>   India. Ministry of Health
>   (a)   x India. Health, Ministry of
>
>   IBM Scientific Computing Symposium on Environmental
>   Sciences (1966 : Yorktown Heights, N.Y.)
>   (b)   x Scientific Computing Symposium on Environmental
>   Sciences, IBM,
>   (c)   x Environmental Sciences, IBM Scientific Computing
>   Symposium on
>   (d)   x Symposium on Environmental Sciences, IBM
>   Scientific Computing

Inverted references are needed _____

>   not needed _____

Some are needed (Please indicate which by the letter preceding the reference tracings _____

Comments _____

3) <u>LCRI 26.3A7</u>. References from geographic names

      a) References from location (made for local religious institutions and U.S. chambers of commerce)

> All Saints' Church (Banstead, Surrey)
>   <u>x</u> Banstead (Surrey). All Saints' Church

> Chamber of Commerce of Northwest Connecticut.
>   <u>x</u> Torrington (Conn.). Chamber of Commerce of
>   Northwest Connecticut

References from location are needed _____

                            not needed _____

Comments _____

      b) For bodies in category a) above and for independently entered government bodies (for which reference through jurisdiction is required by AA 24.17) that <u>begin</u> with the noun form of a geographic name, LC makes references from the geographic name followed by the entire name of the body and from the geographic name followed by the name of the body omitting the geographic name.

>   Warrenton United Methodist Church.
> (a)   <u>x</u> Warrenton (Va.). Warrenton United Methodist
>   Church
> (b)   <u>x</u> Warrenton (Va.). United Methodist Church

>   Indiana University, Bloomington.
> (a)   <u>x</u> Indiana. Indiana University, Bloomington
> (b)   <u>x</u> Indiana. University, Bloomington

Both references through jurisdiction are needed _____

                            not needed _____

One is needed (please indicate which by the letter preceding the
           reference tracing)   _____

Comments _____

    4) <u>LCRI 26.3B-C</u>. Initials and acronym references

>   World Meteorological Organization.
> (a)   <u>x</u> W.M.O.
> (b)   <u>x</u> WMO
>   <u>x</u> Organisation meteorologique mondiale
> (a)   <u>x</u> O.M.M.
> (b)   <u>x</u> OMM

>   Ohio River Valley Water Sanitation Commission.
> (a)   <u>x</u> O.R.S.A.N.C.O.
> (b)   <u>x</u> ORSANCO

International Symposium on SEM in Cell Biology and
                          Medicine (1980 : Kyoto, Japan)
      (c)   x International Symposium on S.E.M.in Cell
                  Biology and Medicine (1980 : Kyoto, Japan)
              x Symposium on SEM in Cell Biology and Medicine,
                  International
      (d)   x Symposium on S.E.M. in Cell Biology and
                  Medicine, International
              x SEM in Cell Biology and Medicine, International
                  Symposium on
      (e)   x S.E.M. in Cell Biology and Medicine,
                  International Symposium on

              Moskovskiĭ gorodskoi bank.
      (f)   x Mosgorbank

              Aslib.
              (no references because the usage is not all
                  capital letters)

References from initialisms/acronyms are needed _____

                                not needed _____

Some are needed (please indicate which by the letter preceding the
                  reference tracings) _____

Comments _____

Additional Comments:

Send to: Name_____
                                Title_____
Lucia J. Rather   Library_____
Director for Cataloging   Address_____
Processing Services
Library of Congress
Washington, D.C. 20540

Deadline for responses: November 1, 1983

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