LIBRARY OF CONGRESS/WASHINGTON

CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

CONTENTS

GENERAL

PRIORITIES OBSERVED AT THE LIBRARY OF CONGRESS IN CATALOGING

In response to the many questions Library of Congress staff members have been asked about the priorities it follows in processing library materials, the current priority is reproduced below.

Priority 1

Materials needed by Members of Congress or their staffs, by agency heads or higher officers of the Executive Branch, by Supreme Court Justices, or by division chiefs or higher officers of the Library of Congress

CIP materials, including both pre- and post-publications items

Priority 2

High-need and/or research value English-language material

Titles for reference assignment (all languages), interlibrary loan (unless scheduled for minimal cataloging)

First number or volume of a new numbered monographic series or multivolume monograph (all languages)

All currently acquired rare materials valued at $500 or more

Data-sheet cataloging for audiovisual materials

Priority 3

High-need and/or research value non-English-language material

Medium-need and/or research value English-language materials

Added volumes and additions and corrections

Priority 4

Medium-need and/or research value non-English-language material

Materials currently purchased for the Rare Book and Special Collections Division as well as selected titles from gift or exchange collections

Priority 5

Low-need and/or research value non-English-language material

In assigning cataloging priorities, especially at the Priority 2 level, the following elements, or combinations of elements, should be weighted:

> Pertinence to research of the subject matter
> Seriousness of treatment
> Currency of information
> Content of the publications as evidenced by the table of contents
> Bibliographic apparatus: footnotes, bibliographies, indexes, etc.
> Importance of the personal or corporate author (when known)
> Reputation of the publisher

Appraisal of the publication, based on the expertise and professional knowledge of the individuals assigning the priorities

These guidelines have to meet a great variety of different and often contradictory needs and are, of necessity, a compromise in responding to an exceedingly complex problem.

<u>High Need/Research Value</u>

U.S. Federal, or foreign central government documents, selected for research value, including all U.S. Congressional publications.
U.S. Federal, state, and local materials (as selected), which are primary sources, and their search tools (government and privately printed), including microform editions, such as official gazettes and U.S. Federal agency decisions that are substituted for inkprint or hard copy; search tools include encyclopedias, digests, indexes, citators, and loose-leaf services (most of which have reference assignment)
Foreign government national and major subdivisions (states, provinces, etc.) legal materials (as selected), which are primary sources, and their search tools (government and privately printed, including microform editions; search tools include manuals, guides, digests, indexes, and citators.
Quality trade publications, unless included in the CIP Program
Substantial publications of learned institutions
Dictionaries: English or English-foreign language and foreign language-English
Music collected editions
Guides to national library collections
Rare materials costing $500 or more, selected for Rare Book and Special Collections Division or custodial units.
Substantial works of current interest in the following categories not selected for reference assignment (in case of foreign publications, preferably those relating to the country of origin as a whole):
Yearbooks
Directories
Gazetteers
Statistical compendia
Indexes/Abstracts
Biographies
Bibliographies
Demographic compendia
Current national budgets, annual reports of ministries, national departments, research centers
Proceedings, papers, etc., of learned conferences, symposia, etc.
Loose-leaf legal publications and periodicals (Class K1-33)
Major works in the humanities, social sciences, and the physical natural, and behavioral sciences.

<u>Medium Need/Research Value</u>

U.S. state documents (except law) selected for research value and generally dealing with subjects of national interest
Publications of foreign regional governmental bodies (except law) selected for research value and generally dealing with subjects of national interest
Substantial publications of national and international organizations
Encylopedias, almanacs, yearbooks, indexes, bibliographies, directories, biographies, and other works of general reference not selected for reference assignment or assigned a higher priority
Scholarly monographic series not given a higher priority
Facsimile editions containing new introductory material
Rare materials costing less than $500; or rare materials selected for cataloging from gift collections or copyright deposit
Dictionaries (foreign language only)

Substantial travel guides

Genealogies

Substantial local histories containing footnotes, bibliographies, and indexes

Substantial works in the humanities, social sciences, and the behavioral, natural, and physical sciences not given a higher priority.

Substantial works in the following categories (in the case of foreign publications preferably those relating to the country of origin as a whole):

International law

Music, including librettos

Guides to major library collections not given higher priority

Children's books selected for their quality

Folklore

Low Need/Research Value

Privately printed works in English (foreign works, especially from developing countries, may in some cases require higher priority)

College level textbooks, unless given a higher priority due to the research value of the subject matter and content

Foreign secondary level textbooks selected for the collections as having particular research value

Local government publications not given a higher priority

Belles lettres not selected for higher priorities

Exhibition catalogs

Anthologies

Popular instructional and devotional publications

Unrevised reprints, if acquired

Facsimile editions not including new materials

Monographs in series not given higher priorities

Children's books not given a higher priority

Sports and recreation

Applied arts and crafts

Local histories not given higher priorities

Popularizations in all subject fields

All other materials selected for addition to the collections but not given higher priorities

BIBLIOGRAPHIC "FLIP"

The Library of Congress has let a contract to change pre-AACR 2 headings in bibliographic book records to the AACR 2 form. After a week's training in searching and correction procedures, work was begun on September 19, 1983.

Approximately 87,5000 name authority records whose 1xx field was established as a result of an exchange or a programmatic "flip" with the old catalog heading form the basis of the contract. The contractor working in the MARC Editorial Division, has been instructed to search the file of books records for instances of old catalog headings. With only a few exceptions each occurrence of a pre-AACR 2 heading will be changed to the current AACR 2 form.

To indicate that such changes have been effected, the contractor will be adding revision data to the 001 field, except CIP's which will carry no revision data.

It is expected that approximately 154,000 bibliographic records will have their headings upgraded to the AACR 2 form in the course of the contract, which is expected to take approximately 18 months to complete.

Under terms of the contract the contractor is expected to work through the 87,500 records in alphabetical order of the 4xx old catalog heading and change 1,600 book records each week at 98% accuracy rate in terms of a) effectively searching the old headings and b) accurately changing individual headings correctly assessed as candidates for change based on guidelines prepared by the Library. All records changed each week will be distributed to subscribers as part of the weekly MARC Distribution Service.

DESCRIPTIVE CATALOGING

LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

Cumulative index of LCRI in issues of <u>Cataloging Service Bulletin</u>

Rule	Number	Page
1.0	13	3
1.0A	11	3
1.0C	14	4
1.0D	13	3
1.0E	14	5
1.0G	16	7
1.0H	18	9
1.1A2	11	5
1.1B	22	12
1.1B1	11	5
1.1B3	15	2
1.1B8	11	6
1.1B10	18	9
1.1C	11	6
1.1D1	11	7
1.1D2	11	7
1.1D4	11	7
1.1E	17	6
1.1E5	11	7
1.1F	12	5
1.1F1	13	4
1.1F4	14	6
1.1F6	17	6
1.1F7	13	6
1.1F11	13	6
1.1F12	12	6
1.1F15	17	6
1.1G1	11	7
1.1G2	18	9
1.2B1	11	7
1.2B3	13	6
1.2B4	13	7
1.4B	14	7
1.4B6	11, 12	8, 8
1.4B8	22	12
1.4C	12	10
1.4C3	12	10
1.4C6	15	2
1.4C7	15	3
1.4D	16	7
1.4D2	12	11
1.4D3	11	8
1.4D4	13	10
1.4D6	13	11
1.4E	12	11
1.4E1	11	9
1.4F1	13	11
1.4F2	13	11
1.4F5	22	15
1.4F6	14	7
1.4F8	15	3
1.4G	14	9
1.4G4	12	11
1.5	17	7
1.5E1	11	9

1.6	21	9
1.6B2	13	11
1.6E1	22	16
1.6G	18	14
1.6H	14	11
1.6H4	11	11
1.6J	13	11
1.7	11	12
1.7A1	12	12
1.7A3	22	16
1.7A4	22	16
1.7B2	17	12
1.7B4	22	18
1.7B6	14	14
1.7B12	22	20
1.7B16	12	15
1.7B20	12	15
1.7B21	22	20
1.7B22	18	20
1.8B	16	9
1.8D	16	22
1.10	11	12
1.11C	17	13
1.11F	18	20
2.0B1	11	12
2.1B2	18	21
2.1F2	18	21
2.2	13	12
2.5B9	20	8
2.5B17	17	14
2.5B19	17	14
2.5C1	15	6
2.5C2	15	6
2.5C6	15	6
2.7B	17	14
2.7B1	12	17
2.7B4	21	13
2.7B5	11	13
2.7B7	21	14
2.7B12	18	23
2.7B13	22	20
2.7B14	18	23
2.7B18	17	14
2.12-2.18	16	33
3.7B12	18	24
5.1B1	18	24
5.2B1	11	4
5.5B3	14	16
5.7B19	14	17
6.1B1	18	26
6.1F1	11	15
6.1G1	11	15
6.5B2	13	14
6.7B6	13	14
6.7B10	13	14
6.7B16	13	15
6.7B19	14	17
6.8	13	15
7.1B1	13	15
7.1F1	13	15
7.4C	13	16
7.4F2	15	6
7.7B4	13	16
7.7B6	22	21
7.7B7	15	6
7.7B9	13	16

21.30E	13	26
21.30F	14	23
21.30G	20	11
21.30H	20	12
21.30J	21	19
21.30L	22	23
21.30M	20	12
21.36C8	22	26
21.38	14	26
22.1	18	49
22.1B	22	26
22.2	18	52
22.2A	14	30
22.2C3	14	30
22.3A	18	52
22.3B1	11	22
22.3C	18	53
22.3D	13	28
22.5A	13	29
22.5C2	22	29
22.5C4	11	24
22.5C8	11	24
22.5D	20	17
22.6	11	24
22.8	13	29
22.8A	15	17
22.8B	11	25
22.10	15	18
22.11D	11	25
22.12	11	25
22.12ff	11	25
22.12B	18	55
22.13B	11	25
22.14	11	26
22.15A	22	30
22.15B	18	55
22.16A	20	19
22.17A	11	26
22.17A6	17	18
22.17A7	17	18
22.17C	18	57
22.17D	11	27
22.18	22	30
22.18-22.20	22	31
22.22	15	18
22.26C2	18	59
22.27A	18	60
22.27B	18	60
22.27C	18	60
22.27D	18	60
23.2A	18	61
23.4B	13	32
23.4D2	11	32
23.4D3	11	32
23.4F	14	43
23.4G	13	33
23.4H	18	65
23.4J	14	43
24.1	18	65
24.1A	11	34
24.2	13	34
24.2B	21	28
24.2C	13	34
24.2D	18	68
24.3A	17	18
24.3E	17	19

24.3G	21	28
24.4B	18	68
24.4C	18	70
24.4C6	15	24
24.4C8	16	43
24.4C9	11	37
24.5A	11	37
24.5C1	18	75
24.6	16	44
24.7B	21	29
24.10B	11	39
24.12	11	39
24.13	16	45
24.13, type 2	20	21
24.13, type 3	15	25
24.13, type 4	15	26
24.13, type 5	17	20
24.14	18	76
24.15A	15	28
24.15B	16	46
24.17	18	76
24.18	17	22
24.18, type 2	20	22
24.18, type 3	15	29
24.18, type 4	14	48
24.18, type 10	18	76
24.19	18	76
24.20B	13	42
24.20E	11	44
24.21B	18	78
24.21C	16	48
24.21D	16	48
24.23	17	25
24.24A	20	24
24.26	11	44
24.27C	13	43
24.27C3	13	43
25.1	22	33
25.2A	18	79
25.3A	13	44
25.3A/25.4A	11	45
25.3B	13 (2)	44
25.4A	11	45
25.5B	20	25
25.5D	18	80
25.5E	11	49
25.6A	11	49
25.6A2	13	44
25.7	11	50
25.8	22	34
25.8-25.11	16	49
25.9	22	35
25.10	22	36
25.13	20	33
25.14	14	54
25.15A1	13	47
25.15A2	11	52
25.19	11	52
25.23A	11	52
25.27B	14	52
25.29D	20	33
25.29E	18	80
25.29G	11	53
25.30	14	55
25.31A1	11	53
25.32	13	48

1.1B. **Title proper.** [Rev.]

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

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

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

> Sincerely, Willis Wayde

Such obvious cases aside, however, it will always be the cataloger's judgment that must distinguish between title proper and other title information, with language, meaning, layout, typography, and appearance of the title in sources other than the chief one all operating as factors to consider.

1.4B8. [Rev.]

Multiple Publishers, etc.

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

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

> New York : Foremost Americans Pub. Corp. for Bowker
>
> London : National Council for Educational Technology with the Library Association
>
> London : Bodley Head for Mackays

but

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

Note that if the entities are located in different places, it does not necessarily mean that the item was published, distributed, etc., in those places. Record as places of publication, etc., only the locations of the entities that are actually publishing, distributing, releasing, etc., the item. However, names of places rejected for giving

as places of publication, etc., may be retained in the publisher state-
ment if they appear in conjunction with the names of the entities being
recorded there.

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

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

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

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

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

> foot of t.p.: George Godwin, London and New York
> middle of t.p.: Published in association with the
> Plastics and Rubber Institute
> transcription: London ; New York : Godwin
> note area: "Published in association with the
> Plastics and Rubber Institute."

> foot of t.p.: The University of Tennessee Press,
> Knoxville
> middle of t.p.: Published in cooperation with the
> Tennessee Historical Commission
> transcription: Knoxville : University of Tennessee
> Press
> note area: "Published in cooperation with the
> Tennessee Historical Commission."

> foot of t.p.: Publication of the Hawaii Natural
> History Association
> at head of title: Published in cooperation with
> the National Park Service
> transcription: [Honolulu] : Hawaii Natural History
> Association
> note area: "Published in cooperation with the
> National Park Service."

but

> foot of t.p.: Alfred A. Knopf, New York
> verso of t.p.: Distributed by Random House, Inc.,
> New York
> transcription: New York : Knopf : Distributed by
> Random House

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

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

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

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

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

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

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

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

        transcription: London : New York, NY, USA : Pitman
                     Publishing

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

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

Distributors

If information concerning the distributor is printed or appears on a stamp or label anywhere in the item, record the distributor in the publication, etc., area. (Ignore the distributors given only on the dust jacket.) Record the name of the distributor if it differs in form from the name of the publisher even though both belong to the same entity. Exceptions: 1) Do not record those distributors who are remaindering an edition, who are secondhand dealers, or who act in some other capacity as outlets for only part of an edition. Distributors of these types are of no bibliographic significance. If in doubt as to the significance of the distributor statement, record it. 2) If distribution is dispersed for the

edition (i.e., it is divided between publisher and distributor(s) or
between distributor and distributor, with one distributing in one area
and the other distributing in another area), give only the distributor
who distributes the edition in the U.S. If, in the case of dispersed
distribution, there is no distributor for the U.S., give the first-named
distributor only when there is no publisher.

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

Government Printers

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

University Presses

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

Privately Printed Works

For cataloging purposes, treat privately printed works as pub-
lished works even if they have been distributed only to a very limited
group (e.g., a keepsake for dinner guests or a Christmas greeting for
friends). Treat the person or body issuing the item, whether a com-
mercial publisher, a private press, or a person or group for whom it
may have been printed, as the publisher. If it is stated in the item
that it has been privately print, this fact may be expressed in a note,
usually quoted. (Note: Private presses should be considered publishers
of the items they print if there is no evidence to the contrary in the
item or in reference sources consulted.)

Publisher Not Named

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

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

1.4F5. [Rev.]. Apply the optional rule whenever the copyright date
of the whole item is different from the date of publication, etc.
Ignore a copyright date that applies to only part of the item (e.g.,
only the prefatory material; some but not all the works in a col-

lection). Nevertheless, for works of mixed responsibility (i.e., situations covered by 21.8), with copyright dates only for the separate contributions (or for only some of the contributions), treat these copyright dates as applying to the whole item for the purpose of applying 1.4F5 and 1.4F6. If the dates vary, consider the latest date to apply to the whole item.

If a copyright date is being recorded, transcribe copyright dates other than a phonogram copyright date preceded by a lowercase "c"; transcribe the phonogram copyright date preceded by a lowercase "p."

1.6E1. [New]. Questions have been raised about how two phrases used in the rule should be judged. Clearly a common sense approach is asked for, not an arbitrary guideline. Titles that have little meaning without the author or emanating body, such as "Report" or "Collected works," need the statement of responsibility for "better identification of the series." The meaning of "conjunction with" is simply close to, rather than far apart, again using common sense rather than an arbitrary guideline.

In case of doubt, omit the statement of responsibility.

1.7A3. **Forms of notes.** [Rev.]

When nonroman data (including quotations) are being recorded in the note area, give them in romanized form in all cases, including those cards that contain nonromanized elements in the body of the entry.

When a note begins with a formal introductory term such as "contents," "credits," or "summary," do not use all caps in any case; instead, use upper and lower case as illustrated in AACR 2.

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

Rule Change

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

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

Form of Citation

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

        Translation of: Odyssey.
    not Translation of: Odysseia.

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

>   Adaptation of: Kipps / H.G. Wells.

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

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

Notes Citing Other Editions and Works

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

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

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

1) Title change only. If the title has changed since the previous edition but the choice of main entry remains the same, make a note on the record for the later edition to link it to the previous edition. Also make a related work added entry on the record for the later edition to link it to the earlier edition. Add neither the note nor the added entry on the record for the earlier edition. Always make the added entry on the record for the later edition according to the AACR 2 choice and form of entry, as well as the AACR 2 form of the title proper or uniform title (cf. LCRI 21.30G). (Note that the phrase "choice of main entry remains the same" means that both editions, if cataloged according to AACR 2, would have the same choice of main entry.)

The following pattern is suggested for the note:

>   Rev. [enl., updated, etc.] ed. of:
>   [Title proper. Edition statement. Date].

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

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

>   Rev. ed. of: Spanish for hospital personnel. 1974.

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

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

2) __Choice of entry change__. If the choice of entry has changed
since the previous edition, make a note on the record for the later
edition to link it to the previous edition. Also, make a related work
added entry in the record for the later edition to link it to the
earlier edition. Do not make either a note or an added entry on the
record for the earlier edition. Always make the added entry in the
record for the later edition according to the correct AACR 2 choice of
entry and form of heading, as well as form of title proper or uniform
title (cf. LCRI 21.30G).

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

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

Note that if the new edition has a different choice of entry solely
because of the change in cataloging rules (i.e., the earlier edition, if
recataloged, would also have the same choice of entry), do __not__ make a
note or an added entry in the record for the new edition.

> __pre-1981__: Smith, John Henderson, comp.
> Readings in American history,
> compiled by J. H. Smith ... 1972

> __rev. ed.. 1981__: Readings in American history /
> compiled by J. H. Smith. — Rev.
> ed. — ... 1981.

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

1.7B4. [Rev.]

Variant Titles

A note may be essential to show a variation from the chief source
title appearing elsewhere in the item. Although the source may contain
more than one title, record in a note only the needed variant title, not
titles already given in the description. (Always include in the note the
source of the variant.)

Nonroman Records

For languages that have bibliographic cards that are not romanized,
the Library of Congress observes the practices detailed below.

1) __Entries filed, or subfiled, under publication title__. On biblio-
graphic cards 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.

2) <u>Entries filed, or subfiled, under uniform title</u>. For the
benefit of other libraries, cards that have a uniform title also bear a
romanization of the title proper within parentheses under the uniform
title. The title is traced explicitly if an added entry for it is being
made (cf. 21.30J). (A romanization of the title proper is made even if
it is identical to the uniform title.)

<u>Note</u>: If the title being romanized begins with an article (definite or
indefinite) and is in the nominative case (for inflected languages),
omit it in all languages.

3) <u>Length of title romanized</u>

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) <u>Items without a collective title</u>

If the item lacks a collective tile, romanize all the titles to the
first recorded parallel title, other title information, or statement of
responsibility, whichever occurs first (cf. LCRI 21.30J). (These pro-
visions 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) <u>Corrected titles (cf. 1.0F)</u>

a) <u>Titles corrected by "[i.e. ...]" or "[sic]."</u> If the non-
roman title being romanized has been corrected in the nonroman tran-
scription 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 trans-
cription 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 sup-
plied letter or letters when it appears within parenthese according to
2) above.)

1.7B12. **Series**. [Rev.]

When an untraced nonroman script series is recorded in a series statement on a nonromanized bibliographic card, do not give a romanization of the series in a note.

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

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

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

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

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

2.7B13. **Dissertations**. [Rev.]

If in cataloging a dissertation or thesis, the academic degree is not equivalent to "doctoral" or "master's," qualify "thesis" by whatever statement is found on the item being cataloged.

> Thesis (licenciado en derecho)—Universidad Nacional
> Autónoma de México, 1945.

In recording the name of the institution in a thesis note, give it in the form found on the item. Add the name of the place in which the body is located if it appears with the name of the institution. Use the well-established English form of the place name if there is one. (In case of doubt about the English form, consult <u>Webster's New Geographical Dictionary</u>.)

> Thesis (Ph. D.)—Yale University, 1974.
> Thesis (doctoral)—Universität zu Köln, 1981.
> Karl Schmidt's thesis (doctoral)—Ludwig-Maxi-
> milians-Universität, Munich, 1965.
> Originally presented as the author's thesis
> (doctoral—Ruprecht-Karl-Universität, Heidelberg,
> 1969) under title:

6.4F1. Cancel; covered by LCRI 1.4F5.

7.7B6. [Rev.]. For audiovisual items, generally list persons (other than producers, directors, and writers) or corporate bodies who have contributed to the artistic and technical production of a work in a credits note (see LCRI 7.1F1).

| Give the following persons or bodies in the order in which they are listed below. Preface each name or group of names with the appropriate term(s) of function.

> photographer(s); camera; cameraman/men; cinematographer
> animator(s)
> artist(s); illustrator(s); graphics
> film editor(s); photo editor(s); editor(s)
> narrator(s); voice(s)
> music
> consultant(s); adviser(s)

| Do not include the following persons or bodies performing these functions:

> assistants or associates
> production supervisors or coordinators
> project or executive editors
> technical advisers or consultants
> audio or sound engineers
> writers of discussion, program, or teacher's guides
> other persons or bodies making only a minor or purely
>   technical contribution

12.1D1. [New]

Additional of Parallel Titles

If the chief source of a later issue contains a parallel title that did not appear on the chief source of the issue on which the description is based and the same title proper appears on the chief source of both issues, add the parallel title in a note.

> _body of entry_: Etudes de littérature comparée.
>   — Juil. 1954–

> _note area_: Other title: Studies of comparative
>   literature, déc. 1979–

(Do not consider the title proper to have changed although the addition of the title in another language or script would affect the choice of title proper if the description were based on the later issue, cf. LCRI 21.2A.)

21.1B1. Definition. [Rev.]

Conferences

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

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

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

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

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

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

Generic-Term Names of Meetings

When a generic-term name of a meeting designates a meeting of a body (as opposed to one merely sponsored by a body), the meeting may be considered as named, whether or not the generic term is strengthened by the name or abbreviation of the body. For example, "annual meeting" in relation to the Human Factors Society is named whether it appears as

> Annual Meeting or
> HFS Annual Meeting or
> Annual Meeting of the Human Factors Society

N.B. If such a meeting is one of two or more bodies, reject its designation as a name.

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

On the other hand, such generic-term designation for sponsored meetings are considered as named only if the name, the abbreviation of the name, or some other distinctive noun or adjective strengthens the generic term.

> Symposium no. 95 = not named
> IAU Symposium no. 95 = named

Record with lower-casing statements on the chief source that give the type of designation rejected as names according to this paragraph.

N.B. Occasionally in this context the body is one of the types that typically does its work in sessions of its members (i.e., committees, commissions, or similar bodies, such as panels, task forces, or working groups). Do not treat designations of the working sessions of these bodies as named, e.g., "Seventh meeting of the Coordinating Committee for the Regional English Language Centre."

If the meeting is named according to these criteria, determine the form of the name according to the appropriate provisions of chapter 24 (e.g., 24.7B; 24.13, type 3; 24.13, type 5).

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

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

1) the change occurs beyond the first five words and

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

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

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

appeared later as

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

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

Changes in Order of Serial Titles

Whenever the title proper of a serial (as selected from the earliest issue) continues to appear on the chief source of later issues, retain it as the title proper. Do not consider that the title proper has changed because later issues of the serial give titles in more than one language or script in a different order from the order on the earliest issue or because later issues have a parallel title that did not appear on the earliest issue.

21.30L. **Series.** [Rev.]

Rule Change

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

Option Decision

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

Series Tracing Guidelines

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

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

Guidelines

1) Trace all series in the following categories:

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

b) those entered under a personal author whether these are serials or multipart items, without regard to the type of publisher;

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

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

2) Do not trace series in the following categories:

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

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

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

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

3) Trace also series

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

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

    c) in any case of doubt.

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

Form of Series Added Entry Tracing

If the series recorded in the series area of the record is to be given an added entry and the series statement and numbering/designation are in exactly the same form as the established series heading and form of numbering/designation, trace the series with the word "Series" followed by a period. Exceptions: 1) If the presence of an initial article or an ISSN is the only difference between the series statement, etc., and the established heading, the word "Series" and a period may still be used for the tracing; note that if the subseries begins with an article, this exception cannot apply. 2) For nonroman scripts represented by both a nonromanized card and a romanized machine-readable record, the series will be traced explicitly on each record in all cases.

If there is any difference between the series statement, etc., and the established form of the series other than the two mentioned in exception 1) above, trace the series explicitly, using the word "Series" followed by a colon and the established heading and numeration, if any.

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

If a series statement for a traced series contains two or more numbers (or the potential for two or more numbers in cases of open entries), proceed as follows with respect to the numbering used in the series added entry:

  1) Record for item is closed or is being closed;

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

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

  2) Record for item is open

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

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

3) _Examples_

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

21.36C8. Records of one party. [New]

Interpret the first sentence to mean "Enter a brief, plea, or other
formal record _or records_ of one party to a case under the heading for
that party."

22.1B. [Rev.]

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

1) _Initials/letters_.

a) Name portion of heading

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

> **Eliot, T. S.**
> **H. D.**

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

                    X Y Z

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

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

  b) "Additions" to name heading.

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

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

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

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

    Brown, G. B., Ph. D.

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

  a comma and one space;

    Matos, Śa, 1943-
     not Matos,   Śa, 1943-
    Costa, Torres.
     not Costa,   Torres.
    Valmer, capitaine.
     not Valmer,   capitaine.
    Morrison, 1776-1815.
     not Morrison,   1776-1815.
    Mason, Mrs.
     not Mason,   Mrs.

  a period;

    Tissot.
     not Tissot,
    Corpeleijn, W. F. Th.
     not Corpeleijn, W. F. Th
    Junager, Sv.-Aa.
     not Junager, Sv -Aa

  a period and one space;

    Enschedé, Ch. J.
     not Enschedé, Ch   J

a period, a comma, and one space;

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

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

> **Rosa, Ferreira da.**
> <u>x</u> Ferreira da Rosa

Reference generated from tracing:

> **Ferreira da Rosa**
> search under
> **Rosa, Ferreira da.**

4) <u>Surnames alone including prefixes/particles</u>. If a name heading consisting entirely of one or more surnames also contains a separately written prefix/particle, see instructions in LCRI 22.5D.

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

<u>Rule Application</u>

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

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

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

[<u>N.B.</u> The following explanation and direction does not apply to authors writing in Portuguese (cf. LCRI 22.5C4).] When a person known primarily as an author is being established as a main or added entry and the chief source shows the name without forenames or forename initials, search briefly to see if there are other publications that could be called his or her works. If the search is successful, use the form that appears most frequently in the person's works. Otherwise, create the AACR 2 form for the person under surname without other names as it appears in the item being cataloged. Note the effect of 22.3A and the LCRI, however: it may be necessary to change the heading if subsequently received items show another form used more frequently.

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

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

If the person being established is not an author or not known primarily as an author and the only source for the person's name is the item being cataloged, use the fullest form found anywhere in the item whenever the name varies in fullness. If the item gives both a nickname and a real name, use the real name.

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

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

If the name selected for the heading for a person known primarily as an author contains a name represented by an abbreviation rather than by an initial, use in the heading the name for which the abbreviation stands provided the abbreviation invariably stands for one unambiguous name or the full form of the name for the particular person is available at the time the heading is established.

> **Brownridge, William**
> not Brownridge, Wm. (William)

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

but

> **Mohd. Taib Osman**

22.5C2   Preferred or established form known. [Rev.]

If a Spanish-language author abbreviates the first of the two surnames (the normal entry element), consider that this is an indication of the person's preference.

> name used: Luis G. de Valdeavellano
> full name: Luis García de Valdeavellano
> AACR 2 form: Valdeavellano, Luis G. de (Luis García)

22.15A. [Rev.]

Applicability

If the person uses only his or her surname or only a term of address, etc., and a surname, establish the surname without forename(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/particles (articles and prepositions) in such headings and associated cross references.

Cross References

Rule 22.15A, covering names consisting only of a surname plus an associated word or phrase, actually includes two quite distinct types of name:

1) Names established because of a regular practice of using only the surname with a term of address in statements of responsibility on the chief source. This was a normal practice in the 18th and early 19th centuries and is an infrequent though not unusual practice today in some languages (e.g., abbe Deidier).

2) "Phrase" headings consisting of a surname and an associated word or phrase. Most such headings are pseudonyms or assumed names (e.g., Dr. Seuss, Miss Read, Grandma Moses).

Generally make a cross reference from the direct form only for names in the second category.

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

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

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

2) The heading is represented by an access point on an existing bibliographic record in the catalog (i.e., the file against which the cataloging and searching is done) and is otherwise in accord with current policy. However, if such a heading must be revised later, add the date. Do not do special searching, however, if there is no conflict.

For persons living in the twentieth century, the date should be a precise one. Specifically, add the date to headings for these persons only if it falls into any of the following categories:

1) the person is still living and the year of birth is known ("1900-")

2) the person is no longer living and the years of birth and death are known ("1900-1981")

3) the person is no longer living and only the year of birth is known ("b. 1900")

4) the person is no longer living and only the year of death is known ("d. 1981").

Note: If a date in one of these categories is available only in a non-Gregorian year, add the Gregorian year to the heading only if the Gregorian year is certain.

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

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

1) Add to the heading being established

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

> established heading: **Jackson, A.**
> new author: A. Jackson
>   (New author's full name, Arnold Elrod Jackson, is available)
> heading for the new author: **Jackson, A. (Arnold)**

   b) the date (22.18); do not go beyond making a routine telephone call to a place within the continental U.S. or searching the Catalogers' Reference Collection to determine the date;

> established heading: **Brue, James E.**
> new author: James E. Brue
>   (New author's birth date, 1942, is available)
> heading for the new author: **Brue, James E., 1942-**

Note: 1) If both the full form represented by an initial and a date are available, add both. 2) Do not add "fl." dates to headings for persons living in the twentieth century even if the name conflicts. 3) Add a single "fl." date to headings for pre-twentieth century persons only if the date is found in a reference source. 4) Add a span of flourishing dates to headings for pre-twentieth century persons even if the dates are inferred from available evidence.

   c) a term of address, etc., that appears with the name in a prominent source (cf. 0.8) in items by the person or with the name in headings in reference sources (22.19B);

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

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

> established heading: **Clapper, John**
> new author: John Clapper
>   (New author's full name, John Samuel Clapper, is
>   available)
> heading for the new author: **Clapper, John (John Samuel)**
>
> established heading: **Gelfund, David**
> new author: David Gelfund
>   (New author's full name, David A. Gelfund, is
>   available)
> heading for new author: **Gelfund, David (David A.)**
>
> established heading: **Smith, Elizabeth**
> new author: Elizabeth Smith
>   (New author's full name, Ann Elizabeth Smith, is
>   available)
> heading for the new author: **Smith, Elizabeth (Ann
> Elizabeth)**
>
> established heading: **Oliver, Joan**
> new author: Joan Oliver
>   (New author's full name, Joan Oliver i
>   Puigdomènech, is available)
> heading for the new author: **Oliver, Joan (Oliver i
> Puigdomènech)**
>
> established heading: **Jones, Mrs.**
> new author: Mrs. Jones
>   (New author's forenames, Ella Gertrude, are avail-
>   able)
> heading for the new author: **Jones, Mrs.** (Ella
> Gertrude)

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

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

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

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

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

3) Apply 22.20.

Note: If the full form of a name represented by an initial in
the heading or a date or a term of address, etc., becomes available later
for one of these names, establish this name separately. (Do not establish

one of these names separately if only an unused forename or unused forename initial or unused surname or unused full forename becomes available later.)

25.1. USE OF UNIFORM TITLES. [New]

Updating Uniform Titles Entered Under Name Headings

Pre-AACR 2 forms of uniform titles on machine catalog bibliographic records will be updated to their AACR 2 forms in the forthcoming bibliographic flip of the data base wherever the pre-AACR 2 uniform title appears as a valid linking reference on a name authority record for the uniform title. (See LCRI 26 for the situations in which a linking reference can be made for a uniform title.) For a pre-AACR 2 uniform title not covered by a linking reference, the update to its AACR 2 form will be done by individual change requests to each pre-AACR 2 bibliographic record on which the uniform title appears.

Therefore, 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 uniform 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 bibliographic records to reflect current policy on these two collective uniform 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 bibliographic 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 bibliographic 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. Do not update other name headings on the same bibliographic record and do not update the name headings being handled on bibliographic records for other works in the data base.

7) Change existing uniform title name authority records to reflect
the revised bibliographic records. Adjust or delete invalid references
but add only references that pertain to the item being cataloged. Create
a name authority record for a uniform title only for the item being cata-
loged 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 authority record solely to
trace a linking reference.)

25.8. **COMPLETE WORKS.** [Rev.]. (Formerly 25.8-25.9 and 25.8)

The collective uniform titles "Works" is used frequently enough to
make it advisable to use additions for the purposes of making these col-
lective titles distinct, of insuring that translations file after edi-
tions in the original language, and of distinguishing between two or more
editions published in the same year. To achieve these objectives, apply
the following when using "Works":

1) When an item is first cataloged, add the date of publication of
the edition at the end of the uniform title. (If a multipart item is
incomplete, give the earliest known date. If an item being added to the
set was published earlier than the date given in the uniform title, do no
change the date in the uniform title until the set is complete.) Give
the date in the form it would have in an analytical added entry (cf. LCRI
21.30M). Add the date in all cases, including translations. When making
a reference from the title proper of the item (25.2D2), add the date at
the end of the title proper in all cases.

If two editions bear the same publication date _and_ it becomes neces-
sary to refer to a particular edition in a secondary entry, add the pub-
lisher's name after the publication date in the most succinct but intel-
ligible form. Make this addition to the uniform title of the edition(s)
needing to be distinguished for secondary entry. Make changes to exist-
ing records as appropriate to insure that all iterations of a particular
title, including those on series authority records, are the same. If
different editions are published in the same year by the same publisher,
add an appropriate qualification to the publisher's name.

The following titles illustrate the application of these guidelines:

```
            [Works.  1902]
            [Works.  1904]
            [Works.  1904.  Lovell]
              (bibliographic record)
            [Works.  1904.  Lovell]
              (series authority record)
            Works.  1904.  Lovell ; v. 1.
            (series added entry)
            Works.  1904.  Lovell ; v.2.
            (series added entry)
            [Works.  1904.  Lovell (Eldorado Ed.)]
              (bibliographic record)
            [Works.  1904.  Lovell (Eldorado Ed.)]
              (series authority record)
            Works.  1904.  Lovell (Eldorado Ed.) ; v. 1
            (series added entry)
            [Works.  1920]
            [Works.  1930]
              (bibliographic record)
            [Works.  1930]
              (series authority record)
            Works.  1930 ; v. 2.
            (series added entry)
            [Works.  1969]
```

```
[Works.  German.  1911]
[Works.  German.  1922]
  (bibliographic record)
[Works.  German.  1922]
  (bibliographic record)
[Works.  German.  1922]
  (series authority record)
 Works. German.  1922 ; Bd. 1.
  (series added entry)
[Works.  German.  1924.  Propylaen]
 . (bibliographic record)
[Works.  German.  1924.  Propylaen]
  (series authority record)
 Works. German.  1924.  Propylaen ; Bd. 1.
  (series added entry)
[Works.  German.  1924.  Rösl]
  (bibliographic record)
[Works.  German.  1924.  Rösl]
  (Series authority record)
[Works. German.  1924.  Rösl ; Bd. 2.
  (series added entry)
[Works.  German.  1966]
[Works.  Portuguese. 1944]
[Works.  Spanish.  1972]
```

Composers and Writers

If a person has written both musical and literary works, apply the following:

1) If the person is primarily a composer, use the uniform title "Works"

   a) for editions containing the complete musical and literary works.

   b) for editions containing the complete musical works.

(For complete collections of the literary works alone, use the uniform title "Literary works." For partial collections of the literary works, see LCRI 25.10.)

2) If the person is primarily a writer, use the uniform title "Works."

   a) for editions containing the complete literary and musical works;

   b) for editions containing the complete literary works.

(For complete collections of the musical works alone, use the uniform title "Musical works." For partial collections of the musical works, see LCRI 25.10.)

25.9. SELECTIONS. [Rev.]

When using the collective uniform title "Selections," make the same additions that are applicable when using the collective uniform title "Works" (LCRI 25.8). (Exception: Do not make these additions when applying 25.35.)

For partial collections of works by an author who writes in only one form, apply the provisions of LCRI 25.10 to determine if a uniform title is needed; if a uniform title is needed, use "Selections."

For partial collections of works by a person who has written both musical and literary works, see LCRI 25.10.

25.10. WORKS IN A SINGLE FORM. [Rev.]. For collections covered by 25.10, use a collective uniform title only in the following situations:

1) the title proper of the collection is indistinctive;
2) the collection lacks a collective title proper (1.1G).

> **Faulkner, William,** 1897-1962.
> [Short stories. Selections]
> Uncollected stories of William Faulkner

> **James, Henry,** 1843-1916.
> [Short stories. Selections]
> The author of Beltgraffio ; Pandora : Georginna's reasons ; The path of duty ; Four meetings

In all other cases of a collection of works in a single form, treat the item as though it were a single work. (This means disregarding the wording of the other title information, parallel title,etc., that indicates that the item is a collection and ignoring the fact that the title proper may be identical to the title of one of the works in the collection.)

> **Squire, John Collinse,** Sir, 1884-1958.
> The birds and other poems

> **Wilde, Oscar,** 1854-1900.
> Birthday of the infanta and other tales

For collections containing works in translation, use the uniform title of the collection in the original language if there is explicit evidence that the translated collection existed in the original and the collection in the original language does not bear a collective uniform title. If the collection of translated works does not exist in the original or if the original collection bears a collective uniform title, use a collective uniform title.

Note: Apply these directives for collections of works in a single form also to partial collections of works by an author who writes in only one form (25.9).

Composers and Writers

If a person has written both musical and literary works, apply the following:

1) If the person is primarily a composer, use the uniform title "Literary works" for editions containing the complete literary works. (For collections containing the complete musical and literary works, apply LCRI 25.8.) For partial collections of the literary works containing one particular form, use one of the uniform titles specified in 25.10. For partial collections of the literary works containing more than one particular form, use the uniform title "Literary works. Selections," not "Selections."

2) If the person is primarily a writer, use the uniform title "Musical works" for editions containing the complete musical works. (For collections containing the complete literary and musical works, apply LCRI 25.8.) For partial collection of the musical works containing various types of compositions in one broad or specific medium or containing one type, use one of the uniform titles specified in 25.36. For partial col-

lections of the musical works containing various types of compositions in various media, use the uniform title "Musical works. Selections," not "Selections."

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 references. 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 references 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 and 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 references 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 headings 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. Otherwise apply LCRI 26.3B-C, Evaluating Existing References.

Linking References

1) Functions of Linking References. 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) Connections between pre-1981 and post-1980 headings. When the heading has been changed for AACR 2, the pre-1981 heading will generally be retained as a linking reference in the name authority file. Value "a" in byte 12 of the "w" control subfield of the 4xx field is used to indicate the pre-1981 heading. The linking references produced for distribution with cross reference distribution 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 substance, but not in form, make another tracing in the correct form. In this case the pre-1981 heading must have value "a" in byte 15. The examples below reflect the values that resulted from the name authority "flip."

```
        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, updates will be performed to the machine-readable bibliographic records. The key for effecting this update will be the linking reference from the old catalog heading that is traced on the authority record. The "old catalog heading" references will be compared with headings in pre-AACR 2 machine catalog records, resulting in the updating of these headings from the "old catalog heading" forms to the AACR 2 form.

Note that the linking reference technique is restricted solely to the situation described in the paragraph above. It cannot be used for changes to AACR 2 bibliographic records or for other changes to pre-AACR 2 machine catalog bibliographic records.

2) <u>Guidelines for When to Trace Linking References</u>

a) <u>General</u>. Trace a linking reference from the LC pre-AACR 2 heading whenever the reference tracing would serve to update MARC bibliographic 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 <u>Exceptions</u> below). Note that only one linking reference can be traced; when multiple linking references appear to be needed, the linking reference technique is probably not appropriate.

b) <u>New Name Authority Records</u>. 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) <u>Existing Automated Authority Records</u>. 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) <u>Exceptions</u>. 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) <u>Examples</u>

1)) <u>Multiple pre-AACR 2 forms being combined into a single AACR 2 heading</u>.

> <u>pre-AACR 2 headings</u>: Hawaiian Islands; Hawaii
> (Ter.); Hawaii
> <u>AACR 2 heading for all</u>: 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)) <u>Single pre-AACR 2 form being divided into multiple</u>
<u>AACR 2 headings</u> (e.g., 22.2C3).

> <u>pre-AACR 2 heading</u>: Linington, Elizabeth
> <u>AACR 2 headings</u>: 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 <u>see also</u> 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</u>
> <u>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 bibli-
ographic 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.)

> 4)) Conflicting personal name headings, when the con-
> flict is resolved by changing the existing heading:

> <u>Heading for new author</u>: **Smith, Paul.**
> (<u>no information is available to resolve the</u>
> <u>conflict</u>)
> <u>Existing heading</u>: **Smith, Paul.**
> (<u>The birth date of this author is known and added</u>
> <u>to the heading to resolve the conflict</u>: <u>Smith,</u>
> <u>Paul, 1939-</u>)

Change the authority record for the existing head. Initiate
changes to bibliographic records to agree with the new form of heading.
Do trace a linking reference or make a note about the old catalog
heading. The change is not caused by a change for AACR 2.

3) <u>Special Instruction on Linking References for Uniform Titles</u>

It will be possible to use the bibliographic flip to adjust name/
title uniform titles on bibliographic records whenever a single pre-AACR
2 uniform title is replaced by a single AACR 2 uniform title or whenever
a pre-AACR 2 uniform title included a form subheading (e.g., laws,

statutes, etc.) in the name portion of the uniform title but does not under AACR 2. Therefore, trace or retain a linking reference from the old catalog heading in these two situations.

> 100 Homer.$tIliad
> 400 Homerus.$tIlias [byte 12 = a; byte 15 = a]

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

In all other cases, initiate changes to uniform titles on machine-readable bibliographic records in accord with LCRI 25.1.

With regard to linking references for uniform titles traced on existing authority records, note the following situations:

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.$1English
> 400 Schillebeeckx, Edward Cornelis Florentius
>   Alfons, 1914- $tGerechtigheid en liefde.$1
>   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.

b) When the choice 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 choice of entry.

> 130 History of the American aircraft industry.$1
>   Japanese.
> 400 Simonson, Gene Roger, 1927- comp.$t
>   History of the American aircraft industry.
> $1Japanese [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 von, 1749-1832.$t
>   Selected works [byte 12 = a; byte 15 = a]

Delete the entire reference tracing.

DELETION OF INITIAL ARTICLES

Cataloging Service Bulletin, no. 6 (Fall 1979), gave a complete description of the Library of Congress policy requiring the deletion of initial articles. This statement is supplementary.

General policy. Definite and indefinite articles are omitted from headings in all languages when the intention is not to file on them. Primary examples of filing on an initial article intentionally—and so

retaining the article—arise with certain personal and geographic name headings. (See specific statements below.) In contrast to headings, articles are never omitted in the bibliographic description that begins with the title proper and ends with the series area.

Note that the articles being referred to in this statement are those that are listed in the latest edition of Library of Congress Filing Rules, p. 56-58. Other articles are retained and filed on, the principal examples absent from the list and so filed on being those that are

1) non-standard forms, e.g., "Ye" for "The" or
2) forms in languages not covered by the list, e.g., "Ang" in Pilipino.

Personal name headings. Primarily, the languages written in the Perso-Arabic and the Hebraic scripts are the ones in which there is commonly no intention to file on the article and commonly thus the article must be deleted. Occasionally, however, the authors in these languages come to our attention first only in a language other than a Perso-Arabic or Hebraic one. In this context, when the heading must be based on the romanization as found, rather than a systematic one, the article if capitalized is retained and filed on and so is not deleted.

Geographic name headings. The initial article is filed on and so retained in languages other than those using the Perso-Arabic and Hebraic scripts. In the latter languages it is routinely omitted.

Corporate name headings. The initial article is omitted in all cases.

Uniform titles. The initial article is omitted in all cases, provided it is in the nominative case (for inflected languages).

CANADIAN HEADINGS

LC/NLC Cooperative Agreement

Through a cooperative agreement between the Library of Congress and the National Library of Canada (NLC), all headings for Canadian corporate bodies used in current LC cataloging must be given in AACR 2 form, as approved by NLC. In addition, LC will accept the NLC form for certain personal names used in cataloging materials with Canadian imprints.

Microfiche of NLC Authority File

NLC supplies LC with a microfiche of its current name authority file, Canadiana Authorities. The microfiche gives the NLC approved form of the heading.

Searching/Verification

1) Corporate Names

The NLC AACR 2 form must be verified and used for all new Canadian corporate names and for all Canadian corporate names not yet coded for AACR 2. (If the NLC form differs from LC/AACR 2 practice for capitalization or punctuation, follow NLC.)

Search the NLC microfiche for the AACR 2 form; if the heading is not found there, request verification from NLC.

Exception: When verification is needed for a CIP item or a NACO heading, the request is telephoned to NLC.

2) Personal Names

The NLC AACR 2 form is used for personal name headings on biblio-
graphic records for items with Canadian imprints (i.e., the name of a
Canadian city appears as the primary (first) place of publication) in
the following cases:

a) The heading is being newly established in LC; or,

b) The heading has been established in LC but the AACR 2 form
has not yet been assigned and the current LC form is not AACR 2 (i.e.,
accept the NLC AACR 2 form instead of formulating an LC form).

(Note that the NLC authority file may be consulted as a reference source
even for names that do not meet the above criteria.)

Look for the NLC AACR 2 form of heading in the Canadian CIP entry
in the book, or, if there is no Canadian CIP, search the microfiche of
the NLC name authority file. Cite these sources in the 670 field. If
the NLC AACR 2 form is not found in these two sources, establish the
name according to usual LC practice and cite NLC in the 675 field. Do
not refer the name to NLC for special verification (as is done for
corporate headings).

If the AACR 2 form would conflict with another heading, do not use
the NLC form. Instead, establish the name according to usual LC prac-
tice and record the NLC form in a 670 field citation. Explain the dis-
crepancy by making the following note in the 667 field:

NLC form conflicts with another LC heading.

Annotation of Authority Records

For corporate names, annotate the authority record by citing
NLC in a 670 field. Include the date of the NLC response to a request
for verification. When the verification is obtained from the microfiche
of the NLC authority file, use the date on the microfiche. Follow NLC
by a parenthetical citation explicitly giving the NLC approved form, as
follows:

NLC 1/19/81 (AACR 2: [verified form of heading])

Until certain policy decisions have been made, NLC may wish to defer
supplying the AACR 2 form. For these cases, establish the heading ac-
cording to LC policy and code the authority record as "provisional."
Record the NLC response on the authority record as follows:

NLC 1/19/81 (AACR 2: not available)

For new authority records, give the work cat. citation as usual,
preceding the NLC citation. Do not search or cite any other reference
sources.

For personal names, cite the Canadian CIP entry as follows:

Can CIP ([CIP heading])

If there is no CIP entry, cite the NLC microfiche according to the above
conventions for corporate names.

References

Trace cross references given by NLC unless incompatible with
other LC entries, but justification of these references is not necessary.
Additional references may be given if required, justified according to
normal practice.

For personal names, formulate the references according to LC style, e.g., include dates if used in the heading.

When evaluating references on existing authority records for corporate names, it will be necessary to check the heading on the NLC microfiche (even if the AACR 2 form of the heading has already been supplied by NLC). If the complete reference structure has been verified by NLC, trace references given by NLC unless incompatible with other LC entries, but justification of these references is not necessary. If the reference structure has not been verified by NLC, trace references according to normal LC/AACR 2 policies and procedures. Note that in either case authority records for all name headings used as part of the heading or in cross references must be verified by NLC for AACR 2, processed for reference evaluation, etc.

Québec

In 1974 the government of Québec established French as the sole official language of the province. As a result, LC's English headings for Québec government bodies are obsolete for the period that begins with the change of official language. For publications issued through the end of 1974, an English heading is proper. For publications issued 1975-   , use a French heading.

NLC verifies two headings for bodies that existed before and after the 1974/75 dividing line: an English one (through 1974) and a French one (1975-   ).

For headings for non-government bodies in Québec, also accept NLC's verification in French (even, for example, if the work being cataloged is in English). There are some purely English-language private bodies in Québec, and NLC verifies these in English. For those verified in French that cross the language policy dividing line, apply the provisions given above for government bodies.

If the French form is chosen as the appropriate LC heading and it includes a qualifying term that has been given in French, change the qualifying term to the English term given in the NLC English equivalent heading. (In such cases the LC heading will be a "combination" of the French and English NLC headings.)

> NLC French heading: Chicoutimi (Québec : Comté)
> NLC English equivalent heading: Chicoutimi (Quebec :
>   County)
> LC heading :Chicoutimi (Québec : County)

BOOKS CALLED "PSALTER," OR COGNATES

The Library of Congress has received a number of queries about the cataloging of "psalters." The specific questions relate primarily to the choice of a main entry heading, there being three main possibilities:

1) entry under Bible as a Biblical text;

2) entry under church as a liturgical text; and

3) entry either under artist or title (as an "anonymous" manuscript)

Books using the word "psalter," or a cognate, in the title proper or other title information, are often reproductions of parts of medieval psalters, being published to present the art of the illustrative matter

contained in the original psalter. According to AACR 2, main entry for these incomplete psalters should be under the artist (21.11B), or under title if the artist is unknown (21.1C).

Since the art work of the typical psalter edition containing primarily the illustrations is usually anonymous, quite often the main entry heading will be under title or uniform title. In this connection, note the utility of the headings provided by 25.13. For example, the title of the book may not be more than a general designation, e.g., Der Psalter : eine Bilderhandschrift. A uniform title, consisting of either the name of the manuscript or the repository designation for it--according to the provisions of 25.13--is recommended for such cases.

In some cases, the content may be primarily textual, rather than illustrative. Here the choice is between texts with a Biblical emphasis and those with a liturgical emphasis. Enter the work under the church as a liturgical text if it contains any obvious liturgical element (as when one or more of the following are added to the psalms: canticles, antiphons, liturgical calendar, etc.); otherwise enter under Bible.

ABBREVIATIONS FOR CERTAIN NATIONAL BIBLIOGRAPHIES

These abbreviations for the titles of national bibliographies may be used as source citations in name authority records and as qualifications to ISBNs.

Under the Shared Cataloging Program, national bibliography numbers were formerly used in the 015 field in bibliographic records to identify the origin of the bibliographic description. (On records prepared from original cataloging within the scope of the program, the abbreviation of the appropriate national bibliography followed by *** served as a country designator.)

COUNTRY	BIBLIOGRAPHY	ABBREVIATION	PREVIOUS CITATION
Australia	Australian National Bibliography	Aus. nat. bibl.	Aus
Austria	Österreichische Bibliographie	Öst. Bibl.	Au
Belgium	Bibliographie de Belgique	Bibl. Bel.	Be
Bulgaria	Bŭlgarski knigopis	Bŭlg. kn.	Bu
Canada	Canadiana	Canadiana	C
Czechoslovakia	České knihy	Čes. kn.	Cz
	Slovenska národná bibliografia	Slo. nár. bibl.	CzS
Denmark	Dansk bogfortegnelse	Dan. bog.	D
Finland	Suomen kirjallisuus	Suom. kirj.	Fi
France	Bibliographie de la France	Bibl. Fr.	F
East Germany	Deutsche Nationalbibliographie	Deut. Natbibl.	GDR, GDNB
West Germany	Deutsche Bibliographie	Deut. Bibl.	GFR, DB
Great Britain	The British National Bibliography	Brit. nat. bibl.	GB
Hungary	Magyar nemzeti bibliográfia	Mag. nem. bibl.	H

Italy	Bibliografia nazionale italiana	Bibl. naz. it.	It, BNI
Japan	Nihon zenkoku shoshi shūkanban	Nihon zenkoku shoshi	Ja
Netherlands	Boekblad	Boekblad	Ne
	Brinkman's cumulatieve catalogus van boeken	Brinkman	Ne
New Zealand	New Zealand National Bibliography	NZ nat. bibl.	NZ
Norway	Norsk bokfortegnelse	Nor. bok.	N
Poland	Przewodnik bibliograficzny	Prz. bibl.	P
Romania	Bibliografia Republicii Socialiste România	Bibl. România	R
South Africa	South African national Bibliography	SA nat. bibl.	SA
Spain	Bibliografia española	Bibl. esp.	Sp
Sweden	Svensk bokförteckning	Sve. bok.	S
Switzerland	Das Schweizer Buch	Schw. Buch	Sw
USSR	Knizhnaîa letopis'	USSR nat. bibl.	USSR
	Vsesoîuznaîa knizhnaîa palata cards		
Yugoslavia	Bibliografija Jugoslavije	Bibl. Jug.	Yu

ARBITRARY REFERENCES FOR NON-ROMAN SCRIPT HEADINGS

This statement is being made to clarify the Library of Congress policy concerning certain arbitrary references for non-roman script names, i.e., those that are traced although they cannot be substantiated in the usual way by means of citations in the 670 fields of name authority records.

When romanizations that vary from the form in a romanized name heading appear in sources, these sources normally become the basis for cross references traced in name authority records. Additional references from other variant romanizations are arbitrarily made from time to time, although there is no source that can be cited for them. These arbitrary variants fall in one of the following categories:

1) The character of the script involved makes more than one spelling possible in systematic romanization. These references are usually limited to the most likely possibilities, rather than accounting for every possibility. For example, in languages for which the cataloger must supply the vowels in romanization, possibilities might include forms for almost every vowel. Instead, the cataloger uses his/her knowledge and experience to select only the most likely form(s).

2) The language of the publication is very likely to be different from the author's mother tongue in which he/she can reasonably be expected to write other works. Ukrainian authors being published in Russian represent a primary example of this phenomenon. To continue with

this example, a reference from the romanization of the name in Ukrainian is needed, although the name may only appear in Russian in the publication.

3) The heading is in Chinese, romanized according to the Wade-Giles system. The Library of Congress routinely provides a cross reference from the pinyin romanization.

HEBREW AND YIDDISH CATALOGING

This is a compilation of a number of details about Library of Congress practices when cataloging Hebrew and Yiddish. These details relate primarily to romanization, including the capitalization of romanized forms. They also cover the special practices needed to cope with the many abbreviations used in the Hebraic script. At the end is a checklist of reference sources Library of Congress catalogers find useful in processing these materials.

The basic romanization table for Hebrew and Yiddish was published in Cataloging Service, bulletin 118 (summer 1976). Some additional details related to the application of the table were published in Cataloging Service Bulletin, no. 16 (spring 1982). A further statement of supplementary details follows:

In romanizing Hebrew, when the alef (א) is silent—without a vowel sign of its own—or when it is used in a word merely to indicate the presence of a vocalized sound (similar to its usage in Yiddish), the diacritical mark (ʼ) is not used.

rosh (not rʼosh)	ראש
rishon (not riʼshon)	ראשון
Afganistan (not Afgʼanistʼan)	אפגאניסטאן

Diacritics that are used to indicate that a vernacular letter or letters represent a sound not produced in Hebrew are transcribed as found in the source.

source	transcribed as
צ׳רלס	Tsʼarls (for Charles)
ואלג׳ר	ve-Algʼir (for Algir)

When romanizing names in Hebrew and a forename is represented by an abbreviated alef (א) or ayin (ע), the letter is romanized according to the vocalization of the name for which it stands.

A. (for Aharon)	=	א. (אהרון)
E. (for Eliʻezer)	=	א. (אליעזר)
ʻA. (for ʻAkiva)	=	ע. (עקיבא)
ʻI. (for ʻIdit)	=	ע. (עדית)

If the forename that the initial represents is unknown and no clues are available as to what its vocalization might be, the letter is transcribed "A" for alef and "ʻA" for ayin.

If a personal name given in a Yiddish source is originally derived from Hebrew, romanize the name according to its Hebrew form rather than its Yiddish pronounication.

משה = Mosheh (not Moyshe)

In constructing romanized Hebrew words, articles and prepositions are separated from the words they modify by a hyphen:

Shelomoh ha-melekh veha-devorah = שלמה המלך והדבורה

melukat mi-kitve u-reshimot = מלוקט מכתבי ורשימות

le-vet-ha-sefer ha-yesodi = לבית-הספר היסודי

Capitalization

In addition to the provisions of AACR 2 Appendices A.1-A.11, the Library of Congress applies A.33 and A.34 when capitalizing romanizations from Hebraic languages. In particular, note that in their vernacular forms, these languages have no system of capitalization and therefore the second sentence of A.34 is especially relevant: capitalize the first word of a title or a sentence, as well as the first word of the name of a corporate body or a subdivision of a corporate body.

be-Artsot ha-berit

Mekhon Tsevi le-moreshet gedole Yiśra'el

Bet lohame ha-geta'ot

Romanizations of proper names are capitalized according to English usage. "Proper names" is interpreted to include the types of names that would be capitalized in English, as outlined in Appendices A.13-A.29 (e.g., personal names and titles: A.13; names of races and peoples: A.14; names of historical events: A.21; names of holidays; A.24). As with corporate names and titles, only the first word of proper names consisting of several words is capitalized. Proper adjectives as well as proper nouns, regardless of where they appear in the name are capitalized. For geographic names, however, all proper elements of the name are capitalized.

Merkaz le-heker Yahadut Tsefon-Afrikah

Universitah ha'Ivrit bi-Yerushalayim

Rav Mosheh Simhah, ha-Kohen

Mitsrim

ha-Kotel ha-ma'maravi

Milhemet ha-'olam ha-sheniyah

ha-Sho'ah

Yom kipur

Kiryat Shemonah

Lohame ha-Geta'ot

Abbreviations

A uniform set of conventions needs to be applied to Hebrew abbreviations because of the increasing importance of precise romanization for machine retrievability of cataloging records. The conventions below are meant to provide guidance for problems raised by Hebrew cataloging and are not intended to address other, broader issues relative to abbreviations used in other languages.

1) Vernacular Abbreviations

Hebrew abbreviations transcribed in the vernacular should be in the same form as found in the source. This includes the retention of any puntuation and diacritic marks peculiar to the source that do not conflict with prescribed AACR 2 punctuation.

source

ספר שו"ת ר' יצחק ב"ר דוד

transcription

ספר שו"ת ר' יצחק ב"ר דוד

2) Romanized Abbreviations

A corresponding simple, universal rule for Hebrew abbreviations transcribed in romanized form escapes formulation. Instead, a balance must be found between the circumstances associated with machine retrievability and the flexibility needed for a logical Hebrew catalog. Therefore, the following principles should be applied with a sense of flexibility needed for individual cases:

a) **General Principle**: transcription. Generally, romanization of Hebrew abbreviations--whether used on bibliographic or name authority records--should be guided by the principle of character-for-character transcription. That is, the romanized form should duplicate the Hebrew, letter-for-letter.

b) **General Principle**: punctuation. This letter for letter transcription should not, however, extend to those marks of punctuation or diacritics found in the vernacular source that indicate the Hebrew abbreviations (such as " or ' marks). These marks should instead be converted to periods, the mark of punctuation used that indicates abbreviations in English. The reason for this conversion is the non-compatibility of quote and apostrophe-like marks that are unpaired in machine searching activities. Below are some examples of these principles.

source	romanized record
ר' (רב)	R.
ח' (חלק)	ḥ.
ק"ק (קהילה קדושה)	ḳ.ḳ.
מס' (מספר)	mis.

Although the above principles should serve as a general guide, there are certain categories of Hebrew abbreviations that should be treated differently, either because letter-for-letter transcription is illogical (such as when the catalog user would be less likely to search letter-for-letter) or because of a need to unify practice for what could otherwise be multiple transcription possibilities.

a) <u>Personal Name Acronyms</u>. These are combinations of letters that are customarily read as pronounceable words, although they are expressed as abbreviations made up of initials of forenames and personal titles. These acronyms should be transcribed as words, with no further indication that the romanization is derived from an abbreviation.

source	romanization
רש״י (רבי שלמה יצחקי)	Rashi
רמב״ם (רבי משה בן מימון)	Rambam
ש״י (שמואל יוסף)	Shai

b) <u>Numerals</u>. Since Hebrew letters also serve as numerals and can be expressed as abbreviations, individual or combinations of letters meant to be numerals should be transcribed as such, without any further indication that the romanization is derived from an abbreviation.

source	romanization
הי״ט	ha-19
ה׳	5
תשמ״ג	743

c) <u>Pronounceable abbreviations</u>. This final category necessarily requires the use of individual judgment. Since certain Hebrew abbreviations are more commonly pronounced as words, these should be transcribed as words rather than as abbreviations.

source	romanization
ז״ל (זכרונו לברכה)	zal
חז״ל (חכמינו זכרונם לברכה)	Ḥazal
תנ״ך (תורה נביאים וכתובים)	Tanakh

The key provision here should be the conventionality of pronouncing the abbreviation, rather than just whether the abbreviation is merely pronounceable. To illustrate this distinction further, it may be pointed out that certain abbreviations that could be pronounced, but almost never are should be transcribed as abbreviations.

source	romanization
ע״ש (על שם)	‘a. sh.
ב״ר (בן רב)	b.R.

Also, abbreviations or single letter representations of words that might colloquially be pronounced but that are generally thought of in terms of the phraseology they represent, should also be transcribed as abbreviations.

source	romanization
שו״ת (שאלות ותשובות)	sh. u-t.
ה׳ (representing the Tetragrammation)	H.
בא״י (בארץ ישראל)	be-E.Y.

The Alcalay <u>Complete Hebrew-English Dictionary</u> has proven useful in distinguishing between pronounceable and unpronounceable abbreviations in many cases. If an abbreviation is vocalized, consider it unpronounceable. The final judgment, however, should rest with the cataloger.

3) <u>Hebraic alphabet abbreviations in AACR 2</u>

3) Hebraic alphabet abbreviations in AACR 2

The abbreviations from AACR 2, Appendix B12, are reproduced below together with the standard romanization as practiced by the Library of Congress for each term and the English-language equivalency for each.

Term	Abbreviation	Romanization	Equivalent
אויסגאבע	אויסג.	oysg.	ed., publication
אויפלאגע	אויפל.	oyfl.	ed., print
און אנדערע	א"א	u.a.	et al.
און ארט	א"א	o.a.	s.l.
און פארלאג	אפ"ג	o. fg.	s.n.
באנד	בד.	bd.	vol.
גליון	גל'	gil.	leaf, sheet, issue
דאס הייסט	ד"ה	d.h.	i.e.
זאת אומרת	ז"א	z.o.	i.e.
חוברת	חוב'	ḥov.	issue pamphlet
חסר מוציא לאור	חמו"ל	ḥ. mo. 1.	s.n.
חסר מקום	ח"מ	ḥ.m.	s.l.
טייל	טל.	tl.	part
טעות דפוס	ט"ד	t.d.	sic, print. error
יארגאנג	יארג.	yarg.	year of publication
מהדורה	מהד'	mahad.	ed.
מספר	מס'	mis.	no.
נומער	נומ.	num.	no.
פארבעסערטע	פארב.	farb.	revised, improved
פארמערטע	פארמ.	farm.	augmented

Note that in Hebrew there is no abbreviation for et al.(ואחרים used to be used). Therefore, when the phrase et al is prescribed, use the Latin abbreviation only.

Hebraica Reference Checklist

Among the number of reference sources available to Hebraica cataloging staff, there are several works that are especially useful for mediating and/or resolving common problems.

Alcalay's The Complete Hebrew-English Dictionary is among the most frequently used reference tools. In addition to its coverage of modern Hebrew words, phrases, and terms, it aids in romanization by indicating whether a shva is mobile or quiescent.

mobile	quiescent
(medaber) = מְדַבֵּר	(midbar) = מִדְבָּר

In addition, it defines common abbreviations and shows when such abbreviations are customarily pronounced as words by providinig vocalization for pronounceable abbreviations. For interpretation of more difficult, less commonly used, and especially rabbinic abbreviations, see Ashkenazi's Otsar roshe tevot.

Even-Shoshan's ha-Milon he-hadash is generally taken to be the final authority in resolving questions of vocalization where ambiguities exist in Alcalay. Other useful features of Even-Shoshan are examples of word usage in literary (frequently scriptural) contexts and the inclusion of extensive lists of vocalized personal names as part of the work's appendix.

A brief and easily understood guide to basic grammatical principles is Livny and Kokhba's A Hebrew Grammar for Schools and Colleges. For more sophisticated problems of grammatical construction, see Barkali's Luah ha-shemot ha-shalem and Luah ha-pe'alim ha-shalem.

Two sources are available for information on the book trade as it relates to Hebraica/Judaica. These sources provide information useful in formulating imprint data. Both Jewish Literary Marketplace and Israel Book Trade Directory supply data on Israeli and other publishers, printers, agents, etc.

Besides the more traditional sources for geographic names such as BGN and the Columbia-Lippincott Gazetteer, Talmi's Kol Erets Yiśra'el gives the vocalized form of Israeli place names.

Finally, it should be noted that the Encyclopedia Judaica is the decisive authority for the forms of uniform titles for sacred, liturgical, and other classical works of Jewish literature. Also the encyclopedia is the authority for forms of personal names for Jewish figures when such personages are not found in conventional secular encyclopedias like the Britannica, Americana, and Collier's.

ROMANIZATION

Romanization Tables in Cataloging Service and Cataloging Service Bulletin

All the ALA/LC romanization tables have been published in Cataloging Service (CS) or Cataloging Service Bulletin (CSB). A complete listing of the languages covered follows, which cites the CS or CSB containing the latest version of each table, together with the location of any addenda, corrections, etc.

Altaic languages, e.g., Azerbaijani
   CSB 19 (Winter 1982)

Amharic
   CS 118 (Summer 1976)

   corrections CSB 9 (Summer 1980), 17 (Summer 1982)

Arabic
   CS 118 (Summer 1976)

   correction CSB 6 (Fall 1979)

   dictionaries CSB 12 (Spring 1981)

Armenian
   CS 121 (Spring 1977)

Assamese
   CS 118 (Summer 1976)

Awadhi   see   Hindi

Belorussian
   CS 118 (Summer 1976)

   correction CS 119 (Fall 1976)

Bengali
   CS 118 (Summer 1976)

Bengali
    CS 118 (Summer 1976)

Bihari see Hindi

Braj see Hindi

Bulgarian
    CS 118 (Summer 1976)

    corrections CS 119 (Fall 1976), CSB 5 (Summer 1979), 8 (Spring, 1980)

Burmese
    CSB 12 (Spring 1981)

Chinese
    CS 118 (Summer 1976)

Church Slavic
    CS 118 (Summer 1976)

    addendum CSB 9 (Summer 1980)

Coptic see Greek

Divehi
    CSB 19 (Winter 1982)

Dogri see Panjabi

Georgian
    CS 119 (Fall 1976)

    correction CS 120 (Winter 1977)

Greek
    CS 118 (Summer 1976)

    corrections 121 (Spring 1977), 122 (Summer 1977)

Gujarati
    CS 118 (Summer 1976)

Hebrew
    CS 118 (Summer 1976)

    dictionary CSB 12 (Spring 1981)

    addenda CSB 16 (Spring 1982)

Hindi
     CS 119 (Fall 1976)

Japanese
     CSB 20 (Spring 1983)

Kannada
     CS 119 (Fall 1976)

Khmer
     CS 120 (Winter 1977)

Korean
     CS 119 (Fall 1976)
     CSB 14 (Fall 1981)

Kurdish see Persian

Lahada see Panjabi

Lao
     CS 119 (Fall 1976)

Lepcha
     CSB 22 (Fall 1983)

Limbu
     CSB 22 (Fall 1983)

Macedonian see Serbian

Maithili see Hindi

Malayalam
     CS 119 (Fall 1976)

Manipuri see Assamese and Bengali (cf. CSB 3 (Winter 1979), p. 8)

Marathi
     CS 119 (Fall 1976)

Moplah
     CSB 19 (Winter 1982)

Non-Slavic languages in the Cyrillic alphabet
     CS 122 (Summer 1977), 123 (Fall 1977), 124 (Winter 1978), 125
     (Spring 1978 CSB 1 (Summer 1978)

Oriya
    CS 119 (Fall 1976)

Ottoman Turkish
    CSB 5 (Summer 1979)

Pahari see Hindi

Pali
    CS 120 (Winter 1977)

Panjabi
    CS 119 (Fall 1976)

Persian
    CS 119 (Fall 1976)

    dictionary CSB 12 (Spring 1981)

    correction CSB 20 (Spring 1983)

Prakrit see Sanskrit

Pushto
    CS 120 (Winter 1977)

Rajasthani see Hindi

Russian
    CS 119 (Fall 1976)

Santali
    CSB 8 (Spring 1980)

Sanskrit
    CS 120 (Winter 1977)

Serbian
    CS 120 (Winter 1977)

Sindhi
    CS 120 (Winter 1977)

Sinhalese
    CS 120 (Winter 1977)

Syriac see Hebrew

Tamil
CS 120 (Winter 1977)

Telugu
CS 120 (Winter 1977)

Thai
CS 120 (Winter 1977)

Tibetan
CS 120 (Winter 1977)

Ukrainian
CS 120 (Winter 1977)

corrections CSB 5 (Summer 1979), 8 (Spring 1980)

Urdu
CS 120 (Winter 1977)

Yiddish see Hebrew

ROMANIZATION TABLES

1) This issue contains two new romanization tables, Lepcha and
Limbu, both languages of the Tibeto-Burman family. They are spoken in
Nepal, Sikkim, and portions of West Bengal. The tables were developed
by Library of Congress staff in New Delhi, with additional work by the
ALA/RTSD/CCS/Committee on Cataloging: Asian and African Materials, and
they have been approved by that committee.

SUBJECT HEADINGS

SUBJECT HEADINGS OF CURRENT INTEREST

Second quarter, 1983

        Advertising and children (Indirect)
        Aged offenders (Indirect)
        Appropriate technology (Indirect)
        Atrium buildings (Indirect)
        Class consciousness (Indirect)
        Computer bulletin boards
        Computer games (Indirect)
        Crisis management (Indirect)
        Developing countries
          (Formerly: Underdeveloped areas)
        Direct marketing (Indirect)
        Electronic publishing (Indirect)
        Goal setting in personnel management (Indirect)
        Gun control (Indirect)
        High technology (Indirect)
        High technology industries (Indirect)
        Incest victims (Indirect)
        Legislative veto (Indirect)
        Military surveillance (Indirect)
        New wave music (Indirect)
        Plants--Extinction
        Robotics (Indirect)
        Robots (Indirect)
        Sexually abused children (Indirect)
        Space astronomy
        Stock index futures (Indirect)
        Urban dialects (Indirect)
        Urban poor (Indirect)
        Word processing
          (Formerly: Word processing (Office practice))
        Word processors

DIVIDING CORPORATE BODY HEADINGS BY PLACE

It is customary to divide by place certain categories of corporate
headings to bring out the actual physical presence of the corporate body
or its individual members in the place indicated by the geographic
subdivision. Although this technique is used most frequently for
religions and religious orders, there are occasionally other headings
for which it is appropriate.

                    Catholic Church—United States
                    Jesuits—France
                    Peace Corps (U.S.)—Ghana

Through 1982, such subdivision of a corporate heading could be
authorized only by printing the name heading in LCSH with the notation
(Indirect). Beginning in 1983, however, it was decided to authorize
indirect subdivions of corporate body headings in the name authority
record for the heading.

Currently, this information is conveyed in a 667 field labelled SUBJECT USAGE using standard wording.

```
001   n 79-41716
110   Catholic Church.
667   SUBJECT USAGE:  When used as a subject, this
      heading may be subdivided indirectly by place.
410   Church of Rome
670   Derrick, C. C.S. Lewis and the Church of Rome,
      c1981: t.p. (Church of Rome)
```

With the implementation of an enhancement to the LC authority system in early 1984, authorization to divide a corporate body by place will be designated by value "i" in byte 6 of the 008 field, and records in which the authorization appeared in the 667 field will be changed accordingly.

Corporate headings already printed in LCSH only to authorize inddirect subdivision are being cancelled from LCSH. The information is being recorded in the corresponding name authority record. Until this has been accomplished, however, the presence of an AACR 2 corporate heading with notation (Indirect) in LCSH may also be construed as authority to divide that heading by place.

DEVELOPING COUNTRIES

The former LC subject heading Underdeveloped areas was cancelled in June 1983 in favor of the heading Developing countries.

It is important to recognize, however, that this cancellation and substitution do not involve a simple one-to-one change. A change in concept and usage are involved as well. The obsolete expression Underdeveloped areas was treated strictly as a concept and in accordance with the usage developed in the late 1960s was subdivided by particular topics, e.g., Underdeveloped areas--Engineering. By 1983, over 400 topical subdivisions had been established under the heading.

Developing countries is treated solely as a geographic entity. Therefore, all previously existing subdivisions under Underdeveloped areas were cancelled and were not reinstated under the new heading. Henceforth, if the topic that is to be used in combination with Developing countries is further subdivided by place, Developing countries will be assigned as a local subdivision.

Engineering--Developing countries

On the other hand, if the topic is regularly brought out as a topical subdivision under particular places, Developing countries will be assigned as the place in subject heading strings of the type Place--Topic, e.g., Developing countries--Commerce.

The heading with scope notes will appear in LCSH as follows:

Developing countries
    Here are entered comprehensive works on those countries
        having relatively low per capita incomes in comparsion
        with North American and Western European countries.
    This heading may be subdivided by those topical sub-
        divisions used under names of regions, countries, etc.,
        e.g., Developing countries--Economic conditions, and
        may be used as a geographic subdivision under those
        topics authorized for local subdivision, e.g., Techn-
        ology--Developing countries.
    sa Technical assistance

sa Technical assistance
       x Emerging nations
          Fourth World
          LDC's
          Least developed countries
          Less developed countries
          Newly industrializing countries
          Third World
          Underdeveloped areas
          Underdeveloped countries
      xx Economic development
          Industrialization
          Technical assistance

OBSOLETE FOLKLORE HEADINGS IN LCSH

Changes in practice concerning the treatment of folklore materials
were announced in Cataloging Service Bulletin, no. 14, p. 58-64. It was
noted there that the corresponding cleanout of LCSH would be handled as
a special project.

The project turned out to be so large that it could not be comp-
leted in one year. Therefore, the various changes involving the ob-
solete heading Folklore and related headings will appear in at least
three annual supplements to LCSH.

The changes involving the main heading itself appear in the 1981
supplement. This includes the change from Folk-lore to Folklore. Con-
version of headings of the type [topic] (in religion, folk-lore, etc.)
appears in the 1982 supplement (mainly the second quarter). An example
of this type of change is Fire (in religion, folk-lore, etc.) which was
replaced by the headings Fire—Folklore; Fire—Mythology; and/or Fire—
Religious aspects, as appropriate. In the 1983 supplement will appear
most of the cancellations of headings of the type Folk-lore, [ethnic
qualifier], as well as similar headings established in univerted form,
e.g., Folk-lore, Cajun and Chinese American folk-lore. The practice is
now to use the subdivision —Folklore under names of ethnic groups,

BIOGRAPHY IN SUBJECT HEADING PRACTICE

This is an updated version of the guidelines that appeared in Cata-
loging Service, bulletin 119, p. 19-22.

Purpose. Unless they are exceedingly general in nature, most bio-
graphical works contain at least two kinds of information: information
regarding the lives of particular persons and information on the subject
areas or disciplines with which these persons were associated. The pur-
pose of these guidelines is to provide guidance in assigning subject
headings to works of collective or individual biography.

Definition. For the purposes of these guidelines biography refers
to the special genre of works consisting of life histories of indivi-
duals, whether written by the individuals themselves or by others.

Individual biography refers to a work devoted solely to the life of
a single individual. Collective biography refers to a work that con-
sists of two or more life histories. A biographical work may tell the
complete life story of an individual (complete biography) or it may
present only certain details of the biographee's life (partial
biography).

Regard any work as true biography if it makes a serious attempt to present _personal_ details of the life of an individual. These details should not represent chance facts in a text on other topics but should be synthesized and intentionally presented as a substantial portion of the work. Although it is not necessary to adhere to the figure strictly, generally a work with less than 20% biographical details should not qualify as true biography in the sense used here. Personal details include early years, education, marriage, personal habits and personality, family life, travels, personal experiences and tragedies, last years and death.

Do not consider a work of partial biography to be a biographical work if, instead of presenting personal details concerning a person's life, it limits itself to such non-personal matters as participation in a profession, dwelling places, art collections, contemporaries, contemporary events.

Subdivisions that designate biography

1) _Introduction_. Various subdivisions are used to designate biography, and these are listed in the table below. Not included in the list, however, are those subdivisions used under names of individual persons, including literary authors.

2) _The Subdivision "Biography"_. Use this subdivision as the basic subdivision for the concept of biography, designating not only individual and collective biography, but also autobiography, personal reminiscences, and personal narratives. Its use under particular categories of headings is provided in the table below. Always use the subdivision under the pertinent class of persons, never the corresponding field or discipline, if a choice is possible. Never further subdivide the subdivision **Biography** by **Dictionaries.**

3) _Subdivisions that designate biography_. Below is a table that indicates the category of headings under which a particular biographical subdivision may be used. All subdivisions are free-floating except as noted.

SUBDIVISIONS THAT DESIGNATE BIOGRAPHY

Subdivisions	Class of persons	Disci- plines	Organi- zations	Ethnic groups	Place	Events wars
Anecdotes						X
Anecdotes, facetiae, satire, etc.	X	X				
Bio-bibliography		X				
Biography	X	X*	X	X	X	X
Biography--Anecdotes, facetiae, satire, etc.				X		
Biography--Portraits				X		
Correspondence	X		X			
Genealogy	X		X	X		
Iconography	X					
Interviews	X	X*		X		

Personal narratives   X

Portraits   X   X   X

*Not free-floating. Each new use under a specific discipline is
established.

Provisions for Local History and Genealogy

Always assign to works of interest to local historians and genealo-
gists an extra place—topic heading, if none of the headings assigned as
a result of normal cataloging denotes the pertinent place in the first
position.

Procedures

1) General principle. To any collective or individual bio-
graphical work, assign in so far as possible a combination of the fol-
lowing types of headings:

> [name or names of persons discussed]
> [class of persons to which the persons discussed
>   belong]——Biography
> [additional biographical headings for organization,
>   ethnic group, place, event, sex]
> [additional specific topics, as appropriate]

Each of the above types is discussed below.

2) Naming the biographee(s). Bring out the names of the person
discussed in the work, as long as no more than three or four names are
designated. If a work of collective biography discusses more than this
number, do not bring out individual names.

3) Class of persons

a) The topic of the biography. For both collective and in-
dividual biography, bring out the subject area or activity with which
the biographees are identified, if any, by also assigning a heading of
the following type:

> [class of person]—[place, if appropriate]—Biography

> Plumbers—Maryland—Biography
> Entertainers—California—Los Angeles—Biography
> Heads of state—Biography
> Mexican American women—Texas—Biography
> Soccer—United States—Referees—Biography

Headings of this type represent the means by which the field or
activity discussed is designated. Therefore, do not assign in addition
the heading for the field or discipline itself. For example, do not
assign **Chemistry** if **Chemists** is assigned. Do not assign headings of
this type to works that are not considered to be biographical.

b) No Class of persons heading available. If for collective
biography the heading representing the special class of person does not
exist as a valid heading and it is impossible to establish it, use the
biographical subdivision under the heading for the corresponding dis-
cipline.

> Art—Biography

In this case, there is no one term encompassing every class of persons found in the field of art, including artists, dealers, collectors, museum personnel. The subdivision **Biography** in this instance is not free-floating. Each new usage is established.

    c) <u>Selecting the appropriate class of persons heading</u>. If possible, select the one comprehensive class of persons heading that encompasses the career or lifelong pursuits of the biographees.

    <u>Multifaceted careers</u>. For persons who specialize in several fields, bring out by separate headings only those careers described in the work.

    If a complete biography is provided, assign two or more headings best capturing the essence of the person(s) as long as the separate fields brought out are quite disparate in nature. Assign extra headings sparingly. Do not attempt to name every activity, only the best known activities, such as what a general encyclopedia would provide as a summary of the life or lives in very brief terms. It should rarely be necessary to assign more than two such headings.

    If the work focuses only on one career, assign only the heading for that career. For example, a work discussing Schweitzer's experiences as a medical missionary would be assigned only a heading for that aspect of his career. Before cataloging a biography of such a person, however, check the bibliographic data base to achieve consistency among the headings assigned to the biographies of particular categories of persons.

    d) <u>More specific biographical subdivision</u>. If appropriate for the item, assign a more specific subdivision instead of the subdivision **Biography** under the class of persons heading (see table above).

> Entertainers—Interviews
> Poets, English—20th century—Correspondence
> Afro-American artists—Portraits

4) <u>Additional biographical headings</u>. In addition to the class of persons heading, also assign to both collective and individual biography additional biographical headings when possible to bring out the organization, ethnic group, place, event, or sex. Headings of this type become more important if no special subject area or discipline can be designated; these headings then become the only means whereby topical aspects of the work can be accessed.

> United States. Navy—Biography
> Afro-Americans—Genealogy
> New York (N.Y.)—Biography—Portraits
> World War, 1914-1918—Anecdotes

    a) <u>Organization</u>. Bring out the organization to which the biographees belong.

> Chemists in the Dept. of Agriculture.
>   1. Chemists—United States—Biography.
>   2. United States. Dept. of Agriculture—Officials
>   and employees—Biography.

    b) <u>Ethnic group</u>. If possible, for collective biography always designate the ethnic group to which the biographees belong. For individual biography in general ignore ethnic group affiliation. However, if the point of the work is the personal identification with an ethnic group, assign the heading for individual biography as well. This means that at least two headings are required: 1) the class of persons and 2) the class of persons qualified by the ethnic group (see example below).

c) <u>Place</u>. For collective biography, as a general rule bring out place by headings of the type **[place]—Biography**, as long as the biographees have local significance. However, if locality is not important, omit the heading. A typical situation when the heading would be omitted is when a class of persons heading assigned to the work is subdivided locally only by the name of a country (i.e., a locality of the country is not brought out). Always assign the heading if a class of persons heading is not assigned.

<u>Black College Teachers in Ohio</u>.

    1. College teachers—Ohio—Biography.
    2. Afro-American college teachers—Ohio—Bio-
      graphy.
    3. Ohio—Biography.

<u>The Lives of Early Abilene, Tex., Cowboys</u>.

    1. Cowboys—Texas—Abilene—Biography.
    2. Frontier and pioneer life—Texas—Abilene.
    3. Abilene (Tex.)—Biography.

<u>Founders of Colonial Virginia</u>.

    1. Virginia—History—Colonial period, ca.
      1600-1775—Biography.
    2. Virginia—Biography.

    <u>Individual biography</u>. If a class of persons heading is also assigned, do not assign the place heading unless it is clear that the person has local significance. On the other hand, always assign the place heading if the class of persons heading is not assigned.

<u>John Smith, Small Town Resident</u>.

    1. Smith, John.
    2. [name of town]—Biography.

<u>Forty Years of Feet in NYC</u>, by John Smith.

    1. Smith, John.
    2. Podiatrists—Biography—New York (N.Y.)

    d) <u>Event or war</u>. Always bring out a specific event or war in which the biographee(s) participated

<u>Lives of Entertainers who Served in World War II</u>.

    1. Entertainers—Biography.
    2. World War, 1939-1945—Biography.

    e) <u>Biography about women</u>. For collective biography, bring out the field in which women have been active by assigning at least two headings: 1) class of persons subdivided by **Biography** and 2) feminine class of persons with subdivision **Biography**.

<u>Lives of America's Famous Lady Wrestlers</u>.

    1. Wrestlers—United States—Biography.
    2. Women wrestlers—United States—Biography.

<u>Famous American Actresses</u>.

    1. Actors—United States—Biography.
    2. Actresses—United States—Biography.

Individual biography. In general ignore sex, assigning headings only for the general class of persons (i.e., the first of the two headings in the above examples). However, if the point of the work is to bring out personal experiences as a woman, assign the feminine class of persons heading as well.

5) Additional specific topics. After assigning headings of the various types described above, other specific topics discussed in the work may still remain undesignated. Bring these out using standard subject headings without special biographical subdivisions.

> Confessions of a Washington Photographer, with new Insights into the Photography of Weddings, by John Smith.
>
> 1. Smith, John.
> 2. Wedding photography.
> 3. Photography—Washington (D.C.)—Biography

6) Partial biography. A work may deal only obliquely with the life of an individual, and there may or may not be personal details concerning the person. Treat the work as a biographical work as long as personal biographical details concerning the individual make up at least 20% of the work, even if a complete life history is not presented. If this requirement is not met, such as when an individual's efforts or contributions in an undertaking are described without personal details, treat the work merely as a topical work. In the latter situation, assign no biographical headings, but in all cases bring out the name of the person discussed.

Biographical treatment

The Personal Life of a General During a War.

> 1. Patton, George S. (George Smith), 1885-1945.
> 2. World War, 1939-1945—Biography.
> 3. Generals—United States—Biography.
> 4. United States. Army—Biography.

A Scientist's Personal Efforts to Develop a New Technology

> 1. Oppenheimer, J. Robert, 1904-1967.
> 2. Atomic bomb—History.
> 3. Physicists—United States—Biography.

A Government Minister's Personal Experiences During a Period.

> 1. Walpole, Robert, Earl of Oxford, 1676-1745.
> 2. Great Britain—Politics and government—1714-1760.
> 3. Prime ministers—Great Britain—Biography.

Nonbiographical treatment

The Campaigns of Patton in World War II.

> 1. World War, 1939-1945—Campaigns—Western.
> 2. Patton, George S. (George Smith), 1885-1945.

History of the Atomic Bomb Under Oppenheimer's Leadership.

> 1. Atomic bomb—History.
> 2. Oppenheimer, J. Robert, 1904-1967.

The British Government During the Walpole Years.

     1. Great Britain—Politics and government—1714-1760.
     2. Walpole, Robert, Earl of Orford, 1676-1745.

    7) General collective biography. Use the heading **Biography** with pertinent time period subdivision for general works for which more specific information pertaining to careers is not provided.

Biography—Middle Ages, 500-1500

For general collective biography in special forms, use the appropriate form headings, e.g., **Anecdotes; Autobiographies; Diaries; Interviews; Letters; Obituaries; Portraits.**

Special Situations Involving Individual Biography

    It is sometimes difficult to decide if the work should be given biographical rather than topical treatment. Additional guidelines for making such decisions in special situations are offered below. A distinctive feature of biographical treatment is the assigning of a biographical heading of the type [class of persons]—**Biography**. Therefore, most of the situations are described in terms of whether or not to add this heading.

    1) Artists. Do not assign the biographical heading to works containing reproductions of an artist's works unless there is substantial information about the artist's personal life (at least 20% of the text). If the text limits itself to a discussion of the artist's works and ability as an artist, omit the heading.

    2) Festschriften. Do not assign the biographical heading in addition to the normal headings for Festschriften unless the Festschrift devotes at least 20% of its text to true biographical details concerning the honoree.

    Discussions about the honoree's contributions to the field do not apply. It is assumed therefore that very few Festschriften will receive the biographical heading.

    3) Founders of religion. Assign as the biographical heading the biographical heading used for the religion in general.

        Christ   use Christian biography
        Mohammed use Muslims—Biography
        Buddha   use Buddhists—Biography

    4) Literary authors. Assign to a biography of a literary author at least two headings: 1) the name of the author subdivided by **Biography** and 2) the biographical heading.

     1. Keats, John, 1795-1821—Biography.
     2. Poets, English—19th century—Biography.

If the work contains not only biographical information, but also criticism of the author's literary efforts, tracing 1 above becomes the name without subdivision and tracing 2 remains the same.

    The names of literary authors may be subdivided by various topical subdivisions. The following subdivisions are typical of critical works without biographical information: **Aesthetics; Criticism and interpretation; Style,** etc. Normally when they are assigned, therefore, no biographical heading is assigned. In the above example, if the work merely criticizes the author's literary efforts without supplying bio-

graphical information, assign as tracing 1 the name of the author with
appropriate subdivision and omit tracing 2. The critical points in this
mixture of biography and criticism are 20% and 80%.

Work with Biography-Criticism Mix

Assign:	Assign:	Assign:
1. [author]—Criticism and interpretation.	1. [author]. 2. [class of authors]—Biography.	1. [author]—Biography. 2. [class of authors]—Biography

| 20% | Increasing % biography | 80% | 100% |

For partial biography or biography in special form, assign the two
required headings specified above with appropriate subdivisions under
each.

> 1. Keats, John, 1795-1821—Relationship with women.
> 2. Poets, English—19th century—Biography.

Typical subdivisions used under names of literary authors that
would possibly be indicative of true biography: **Anecdotes; Biography**
with possible further subdivision; **Chronology; Correspondence; Interviews; Relationship with women.**

Some subdivisions used under names of literary authors may be
fence-straddlers and cannot be used to determine if the work is bio-
graphical or critical. **Homes and haunts** is such a subdivision. It may
be used to describe repeated visits to a place or the structures that
an author once occupied.

5) <u>Pet Owners</u>. Do not assign biographical headings to personal
accounts of life with a particular kind of pet, unless the owner is
professionally involved with the animal (e.g., trainers, horsemen,
keepers, psychologists)

For the normal situation assign two headings: 1) the name of the
owner and 2) the kind of animal subdivided by the subdivision **Biography**
or the subdivision **Anecdotes.**

6) <u>Philosophers</u>. Many works that discuss a philosopher's contri-
bution to a particular field are assigned headings of the type [name of
philosopher]—[discipline]. Do not assign the biographical heading to
such works unless there is substantial information about the philo-
sopher's personal life (at least 20%).

7) <u>Athletes</u>. For biographical works about individual athletes,
bring out the sport in which the biographee is engaged by assigning the
appropriate class of persons heading, e.g., **Football players, Golfers,
Swimmers.**

> 1. King, Billie Jean.
> 2. Tennis players—United States—Biography.

For individual biography, do not designate special class of players
of individual sports. Designate only the players at the sport level,
e.g. **Baseball players**, not **Pitchers (Baseball)**. <u>Note</u>: This policy is
the opposite for collective biography where specific categories of
players are designated when possible and practicable.

8) <u>Statesmen or Rulers</u>. If a work presents personal facts con-
cerning the life of a politician, statesman, or ruler, assign 1) the
personal name, possibly with topical subdivision, if appropriate and
authorized, e.g., **Childhood and youth**, and 2) the biographical heading,

i.e., the class of persons subdivided by **Biography** (or more specific biographical subdivision, if appropriate). The following are examples of tracing 2:

> Statesmen—United States—Biography
> Great Britain—Kings and rulers—Biography
> Presidents—United States—Biography
> Roman emperors—Biography

If, in addition to biographical details, the work also discusses political affairs or events in which the biographee participated during a period of the country's history, assign 3) a heading for this special aspect. Typical headings of this type are:

> [place]—History—[period subdivision]
> [place]—Politics and government—[period sub-
>   division]

For works that describe the times in which a politician, statesman, etc., lived and his relationship to those times, but that contain few biographical details about the person, omit the biographical heading 2) above.

Headings for many historical periods of a country are named after the ruler of the period, e.g., **Great Britain—History—George III, 1760--1820.** Assign to works on the life and times of such a ruler all three headings indicated above. To personal biography of such a ruler, assign 1) and 2) above. To a work on the events of the reign without biographical facts about the ruler, assign only headings of the type indicated by 3) above.

9) <u>Travelers</u>. Do not assign biographical headings to personal accounts of travel, unless the journey described in the work is intimately associated with the career of the traveler (such as for statesmen, animal collectors, musicians who travel), or unless the traveler is a literary author.

> 1. Goethe, Johann Wolfgang von, 1749-1832—Journeys
>   —Italy.
> 2. Italy—Description and travel—1501-1800.
> 3. Authors, German—18th century—Biography.

Although the biographical heading is omitted in most instances, always assign the name of the author as subject for first person accounts of travel.

10) <u>Wives</u>. Biographical or autobiographical accounts of wives who are active in a particular field receive the normal biographical headings in their own right. However, assign the following headings to accounts of wives who have no special career of their own and the work only describes personal experiences in association with a famous man and his career:

> 1. [name of husband]
> 2. [biographical heading for career of husband]
> 3. [name of wife]
> 4. [category of wives]—[place]—Biography.

<u>Note</u>: The type of heading referred to in tracing 4 is headings of the type, **Statesmen's wives; Army wives; Clergymen's wives.**

LC IMPLEMENTS AUTHORITIES: A MARC FORMAT, 1ST EDITION (1981)

The Library of Congress will implement <u>Authorities: A MARC Format</u>, 1st edition (1981) in January 1984. The MARC Distribution Service--Name Authorities will make available a cumulative master file conversion tape of the LC name authority data base at that time. This conversion tape is expected to contain one million name authority records that have been converted to the content designation specifications of the revised format. With the distribution of the cumulative master file conversion tape all changes and delete records will be distributed as full records. Partial records, containing corrected fields only, no longer will be distributed.

Before the distribution of the cumulative master file conversion tape, a test tape will be made available that can be used by other systems in planning and preparing for the implementation of the revised format.

Documentation for the revised format is contained in <u>Authorities:</u> <u>A MARC Format</u>, 1st edition and in Update no. 1, June 1983. Both are available from the Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

With LC's implementation of the revised authorities format, the last variable field in a record will contain both an end-of-field character and an end-of-record character. The fill character will be a valid value where appropriate (LC will not use the fill character in $w). Several significant changes will be made in LC practice:

1) A field 040 (Cataloging Source) will appear in all LC records. This field will contain "$aDLC$cDLC" in records having a "ƀ" (Library of Congress) in field 008/39 (Cataloging Source Code) on the cumulative master file conversion tape.

2) A field 005 (Date and Time of Latest Transaction) will be added to all LC records. In field 005, LC interprets "date and time of latest transaction" as the "date and time of latest distribution action." It should be noted that the "time" in Linked Systems Project (LSP) records will be supplied by LC at the time the records are distributed.

3) In the Linked Systems Project (LSP), LC, the Research Libraries Information Network (RLIN), and the Washington Library Network (WLN) create authority files through inter-system search, retrieval, file synchronization, and the use of computer-to-computer links. LSP participants may input content designation not used by LC. The MARC Distribution Service--Name Authorities will distribute LSP records in mid-1984; therefore, distributed records may contain LSP content designation, although it may not have been used by LC.

Changes in content designation in Update no. 1, (June 1983) to the revised authorities format include:

1) The definitions for Leader 05/Record Status codes "d" and "x" have been reversed in this update. Please note that the new definition of record status code "d" allows the addition of a 682 field in which an explanation for the deletion may be recorded. LC has not distributed record status code "x" in the past and does not plan to do so in name authority records; therefore, this change does not affect existing files.

2) In fixed field 008/39 (Cataloging Source Code), codes "a - National Agricultural Library", "b - National Library of Medicine", and "c - LC cooperative cataloging program" have been restored from the preliminary edition of the format. On the LC cumulative master file conversion tape code "d" was changed to "c" in this character position in Name Authority Cooperative (NACO) project records.

LC TO DISTRIBUTE MINIMAL LEVEL CATALOGING RECORDS

The Library of Congress plans to begin distribution of Minimal Level Cataloging (MLC) records in the Fall of 1983. No subject analysis is done on these records and they receive a shelf sequence number rather than a class number.

The distribution will be handled as a separate service by the Cataloging Distribution Service (CDS) and will not be included on any currently existing distribution. There will be no card production for MLC records but they will be published in the National Union Catalog. It is unlikely that MLC records will be upgraded to full USMARC, but should that happen, the MLC records will be treated as "new" records in the BOOKS service.

As most fixed length data elements in the 008 field are not encoded in MLC records, the USMARC fill character (ASCII X'7C) indicating that no attempt was made to code the element, will be used.

COUNTRY OF PRODUCTION CODES FOR FILMS RECORDS

Beginning October 1, 1983, Library of Congress records for audiovisual materials will show a change in practice in MARC coding for country of production. These codes are contained in field 008, 15-17. This fixed field was originally defined in the films format as "Country of Production"; with the integration of the MARC formats the field was renamed "Country of Publication or Production/Repository Code." It was always the stated intent when coding for films to code for production and not publication/release, etc.

However, when the Anglo-American Cataloging Rules, chapter 12, revised was published in 1976, cataloging records for audiovisual materials included an imprint (field 260) for the first time. Earlier cataloging rules gave production and release information in one statement (field 261 in pre-1976 records). The Library of Congress began in 1976 to supply the country code based on the imprint. This practice has continued under AACR 2. The resulting codes are quite often incorrect. The following example illustrates the problem.

Title and statement of responsibility

> Coming back alive [motion picture] / National Film Board of Canada.

Publication, distribution, etc. area

> Chicago, Ill. : International Film Bureau, 1982

Country of production code based on the publication area

> ilu
> (for Illinois)

The code should have reflected the country of production, Canada. To remedy this problem Library of Congress audiovisual catalogers will begin to supply codes based on the country or countries of the agencies

involved in the production. Generally speaking this means codes will be supplied based on the entities' names in statements of reponsibility. If there are no statements of responsibility, the country of production will be assumed to be that of the agency named in the publication, distribution, etc., area.

CODING SCHEME FOR CERTAIN COUNTRIES

In the films format two-character codes were originally used for all countries. The three-character codes for the United States, Canada, the Soviet Union, and the United Kingdom, denoting state, province, or other subdivision, were not used for films until the implmentation of AACR 2 in 1981. With the coming change in coding practice, the Library of Congress will be following the three-character code scheme, but will not attempt to code at the level of state, province, or other sub-division. The resulting codes for these four countries are: xxu for United States; xxc for Canada; xxr for the Soviet Union, and xxk for the United Kingdom.

Vowels and diphthongs[1]

ꠋ	a[2]	ꠋ3	ū
ꠋ(	ā	ꠋ	e
ꠋꠋ	i	(ꠋ	o
ꠋꠋ	ī	(ꠋ	ŏ
ꠋꠋ	u	ꠋ	ă

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[1]Only the vowel forms that appear at the beginning of a syllable are listed; the forms used for vowels following a consonant exclude ꠋ . No distinction between the two is made in romanization.

<div align="center">

ꠋ(ka

ꠋꠋ   ki

</div>

[2] ꠋ is also used as a glottal stop and ꠋ is added to it in a cluster; it is romanized 'a.

<div align="center">

ꠋꠋ   'ayuk

</div>

Consonants[a]

	Gutturals			Cerebrals	
Ɛ		ka	ֆ		ṭa
U		kha	Uｊ		ṭha
ω		ga	⑥		ḍa
⅄		na	᠊ᡉ		ḍha
	Palatals			**Dentals**	
᠕		ca	⋧		ta
᠊ᠣ		tsa	᠈		tha
ᠵ		cha	✳		da
�		tsha	᠍ᡂ		na
ᡏ		ja			
₦		za			
ᡷ		ña			

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[a]The vowel *a* is implicit after all consonants and consonant clusters and is supplied in romanization, except when another vowel is indicated by its appropriate sign.

Labials			Sibilants	
ꡘ	pa		ꡘ	sa
ꡘ	pha		ꡘ	sa
ꡘ	fa		**Aspirate**	
ꡘ	ba		ꡘ	ha
ꡘ	ma		**Some consonant clusters**	
			ꡘ	kla
Semivowels			ꡘ	gla
ꡘ	ya		ꡘ	pla
ꡘ	ra		ꡘ	fla
ꡘ	la		ꡘ	bla
ꡘ	va		ꡘ	mla
ꡘ	wa		ꡘ	hla

RULES

1. When $\mathcal{E}, \Upsilon, \wp, \mathcal{O}, \mathfrak{I}, \mathcal{Z}, \Upsilon$, and $\mathcal{N}$ are used in the final position (i.e. preceded by a vowel but not followed by one), they assume different shapes and are used as superscripts above the preceding syllables, as

ꡘ	kak
ꡘ	kaṅ
ꡘ	kat
ꡘ	kan

ɛ̊ kap

ɛ̈ kam

ɛ̃ kar

ɛ̈ kal

2. When $\mathcal{E}$ is added to another consonant or consonants in a cluster (i.e., without any vowel intervening), it assumes the shape of $\mathcal{V}$ and is added to the preceding consonant or consonants, as

         ɛʋ kya

         ɜʋ mya

         5ʋ klya

3. When $\mathcal{Y}$ is added to another consonant or consonants in a cluster (i.e., without any vowel intervening), it assumes the shape of $)$ and is added to the preceding consonant or consonants, as

         ɧ kra

         ω gra

Vowels and diphthongs[1]

𑐴	a	𑐴	ai
𑐴	ā	𑐴	o
𑐴	i	𑐴	au
𑐴	u	𑐴	ŏ
𑐴	e	𑐴	ĕ

Consonants[2]

Gutturals		Dentals	
Z	ka	ʒ	ta
ɑ	kha	ꝛ	tha
४	ga	Ƨ	da
Ч	gha	ℰ	dha
ʒ°	ṅa	Z	na

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[1]Only the vowel forms that appear at the beginning of a syllable are listed; the forms used for vowels following a consonant exclude 𑐴. No distinction between the two is made in romanization.

Ž	kā
Ƶ	ki

[2]The vowel *a* is implicit after all consonants and consonant clusters and is supplied in romanization, with the following exceptions:

    (a) when another vowel is indicated by its appropriate sign; and

    (b) when the absence of any vowel is indicated by the subscript sign (_) called sa-i.

Palatals		Labials	
ᄀ	ca	ᠣ	pa
ᄐ	cha	ᠵ	pha
ᄀ	ja	ᠳ	ba
ᄐ	jha	ᠣ	bha
ᄀ	ña	ᄀ	ma

Semivowels		Sibilants	
ᄀ	ya	ᄀ	śa
ᄀ	ra	ᄀ	sa
ᄀ	la	**Aspirate**	
ᄀ	va	ᄀ	ha

RULES

1. _ʔ (mukphreṅ) is used to indicate a slight breathing after a vowel; it is romanized ḥ.

       kaḥyo

       tāḥmā

       piḥrĕ

       muḥlā

2. ⸚ (kemphreṅ) is used to make a vowel slightly longer than usual; it is romanized '.

       yu'mā

       thā'bĕ

3. When Z , $\backsim 3°$, $\backsim 3$, Z , ω , $\mathsf{4}$, $\mathsf{7}$, and M are used in the final position (i.e., preceded by a vowel but not followed by one), they assume different shapes and are used as superscripts or subscripts above or below the preceding syllables, as

Z^{c} kak

$Z°$ kaṅ

$\underset{\mathsf{x}}{Z}$ kat

Z^{ω} kan

Z^{4} kap

Z^{Y} kam

$\underset{\mathsf{\backslash}}{Z}$ kar

Z^{v} kal

4. When $\mathsf{3}$ is added to another consonant or consonants in a cluster (i.e., without any vowel intervening), it assumes the shape of C and is added to the preceding consonant or consonants, as

$Z\mathsf{v}$ kya

5. When $\mathsf{7}$ is added to another consonant or consonants in a cluster (i.e., without any vowel intervening), it assumes the shape of Λ and is added to the preceding consonant or consonants, as

$\underset{\mathsf{A}}{Z}$ kra

6. When $\mathsf{2}$ is added to another consonant or consonants in a cluster (i.e., without any vowel intervening), it assumes the shape of $\mathsf{4}$ and is added to the preceding consonant or consonants, as

$Z\mathsf{4}$ kva