

LIBRARY OF CONGRESS/WASHINGTON

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Editor: Robert M. Hiatt

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**DESCRIPTIVE CATALOGING**

**LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)**

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

1) Standardize the spacing conventions following periods in all parts of the catalog record.

2) Make the application of the conventions consistent, whether the catalog record being prepared is MARC or non-MARC, for those preparing catalog copy and for others who must process it, e.g., in printing final copy or in converting copy to machine-readable form. Note, however, that in some instances spacing on printed products derived from MARC records is modified by output programs, so that the spacing in the machine record may not reflect what is actually output.

3) Provide a comprehensive statement, applicable to access points as well as to bibliographic description.

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

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

United States. Congress. House.  
Bible. English. Douai.  
(Acta Universitatis Stockholmiensis. Stockholm  
economic studies. Pamphlet series ; 4)  
(Traced the same)  
(Journal of biological science. Supplement ; no. 4]  
(Traced the same)

but

(Department of State publication ; 8499. East  
Asian and Pacific series ; 173)  
(Traced differently)  
(Biblioteca de arte hispánico ; 8. Artes aplicadas  
; 1)  
(Traced differently)

2) Other parts of the catalog record

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

chief source: X Y Z  
(Letters representing a personal name)  
transcription: / XYZ

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

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



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

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

but

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

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

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

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

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

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

U.S. G.P.O.  
(i.e., United States Government Printing Office)

As 1.0C indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed. Agreeing with long-standing practice, the physical description area and each note of the note area begins with a new paragraph. Thus, do not use the period-space-dash-space to separate the physical description area from the publication, distribution, etc., area, or to separate the first note of the note area from the physical description or the series areas.

Within the paragraph that precedes the physical description area, separate each area from a succeeding one with a period-space-dash-space, and give this separator in addition to all other ending punctuation<sup>1</sup> except a period. When a period is already present as the ending of the preceding area, omit it in favor of the period-space-dash-space.

Why Me?. — Birmingham, Ala. : Westing Co., 1982.

Westlake's A study of "Singin' in the rain". —  
Bridgeport, Utah : [s.n.], 1983.

. — 1st ed. — New York, N.Y. : Manhattan Co., 1984

. — [1st ed.]. — Chicago, Ill. : Pagner Corp.,  
1984.

The same applies to the separation between the physical description area and the series area within the single paragraph containing them.

<sup>1</sup>/ "ending punctuation" refers to one of the following when it is the very last mark: period, question mark, exclamation point, closing parenthesis or bracket, and double quotation mark.

271 p. ; 21 cm. + 1 atlas (37 p., 19 leaves ; 37 cm.9). — (Research series)

96 p. : ill. ; 18 cm. — (R & D publications)

For the ending of either the paragraph that precedes the physical description area or the paragraph that precedes the first note of the note area, use a period unless a closing parenthesis or bracket is present. In the latter case, let the parenthesis or bracket be the ending punctuation without period following. As an exception, also of long-standing practice, if the publication, distribution, etc., area ends in an "open" date, so that the last mark is a hyphen or some blank space (designated, for monographs, by angle brackets) for an entirely missing date, do not add the period.

For punctuation at the endings of notes, see LCRI 1.7A1.

#### **1.2B1.** [Rev.]

Whenever a publication bears a statement that calls attention to changes from a previous issue, the statement must be a formal one to qualify as an edition statement. (The normal characteristics of a non-formal statement is that it is found in a sentence of text, no matter whether this sentence appears prominently or not.) Non-formal statements may be quoted in a note when considered important.

Formal statements of printing, manufacture, etc., also qualify as edition statements when they contain an indication of change.

2e tirage rev. et corr.  
Repr. Mar. 1933 with corrections  
Repr. from corr. sheets of the 1st ed.

(In such cases, the date of printing, manufacture, etc., is the date of publication for the item being cataloged.)

**N.B. 1)** "First edition" statements must be recorded, as edition statements, although there is no earlier issue from which changes could have been made.

**N.B. 2)** See also LCRI 1.2B4 for special situations in which the cataloger may extrapolate information from the publication and create an edition statement.

#### **Standard Abbreviations**

The rule says to use "standard abbreviations." When creating abbreviations, follow this directive for any element of the edition area except the statement of responsibility (cf. Appendix B.4). Consider as "standard" all abbreviations listed in any section of Appendix B except B.13. This means, for example, that the statement "First United States edition" should be transformed by the cataloger to "1st U.S. ed."

**1.2B3.** [Rev.]. Cancel; covered by LCRI 1.2B1.

**1.4A1. Punctuation.** [New]. Note the direction to precede the date in the publication, distribution, etc., area with a comma-space. This means that no other mark should intervene between the prescribed comma

and the date. (Note also the examples under 1.4F1.) This ISBD provision takes precedence over A Manual of Style, which specifies a comma inside closing quotation marks.

Washington, D.C. : League for "Wacky Dust", 1984.  
not  
Washington, D.C. : League for "Wacky Dust," 1984.

**1.7A1. Punctuation.** [Rev.]. Start a new paragraph for each note; end each paragraph with a period or other mark of final punctuation; if the mark of final punctuation is a closing bracket or parenthesis, however, add a period.

Continued by: Journal (Chowder Corporation).  
not  
Continued by: Journal (Chowder Corporation)

**2.7B17. Summary.** [New]. The Library of Congress overseas offices provide a subject note on records they create for their accessions lists. Those notes created by the New Delhi Office for books are now being included in Library of Congress bibliographic records. These notes which are tagged 520 in the machine-readable record, are introduced by "Summary: ..."

The overseas offices follow these guidelines when creating subject notes:

- 1) Make a concise statement, mentioning only major points of the contents. Phrases, rather than sentences, may be used when clarity and good taste permit.
- 2) Include objective statements only, avoiding any explicit or implicit evaluation of the contents from any point of view. If it is the contents of the work that show a bias, which it is important for the subject note to bring out, word the note carefully so that it is clear the author's bias, not the cataloger's, is the one being related.
- 3) Depending on the particular contents of a work note that it is important to bring out such information as
  - a) coverage of a time period or of a geographic area;
  - b) educational level or slant of the material, e.g., "... for home study ..." or "... college-level instruction ...";
  - c) obvious purpose of the contents;
  - d) genre of the contents, e.g., "handbook," "government report," "guidelines;
  - e) any other major information considered important.

Descriptive catalogers at the Library of Congress have no responsibility for these notes, beyond the correction of specific errors. If the whole note needs recasting, however, the descriptive cataloger should delete it without formulating a replacement.

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

Excerpts from Serials

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

Indexes

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

Indexes to Serials

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

Census Data

If a work containing data take from an official census (e.g., a genealogy) is not treated as an edition of the census, do not make an added entry for the census. (The Subject Cataloging Division will provide the necessary access through one or more subject headings.)

**21.30J. Titles. [Rev.]**

Data Comprising Title Added Entries and Method of Tracing Them

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

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

i.e., for some reason the \$a subfield of 245 does not equate to the added entry desired, then the "Title:" technique must be used. (For non-MARC records the same guidelines are used.)

The following three paragraphs describe situations in which the first mark of prescribed punctuation does not necessarily indicate the end of the title proper.<sup>1/</sup> For MARC records, a derived title added entry, traced as "Title.", can be made in all cases.

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

Trace as: "Title."

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

Title A :#other title information / statement of responsibility. Title B : other title information / statement of responsibility. —  
Trace title A as: Title.  
Trace title B as: Title: Title B.

Title A=#Parallel title A / statement of responsibility. Title B = Parallel title B / statement of responsibility. —  
Trace title A as: Title.  
Trace parallel title A as: Title: Parallel title A. Trace title B as: Title: Title B.  
Trace parallel title B as: Title: Parallel title B.

Title A /#statement of responsibility. Title B / statement of responsibility. —  
Trace title A as: Title.  
Trace title B as: Title: Title B.

Title A=#Parallel title A ; Title B = Parallel title B / statement of responsibility. —  
Trace title A as: Title.  
Trace parallel title A as: Title: Parallel title A.  
Trace title B as: Title: Title B.  
Trace Parallel title B as: Title: Parallel title B.

<sup>1/</sup> In the examples, the delimiter (#) indicates the end of the \$a, \$n, or \$p subfields in the MARC record. It is supplied by the inputter, not the descriptive cataloger.

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

Trace title A as: Title.

Trace title B as: Title: Title B.

Title A ; Title B /#statement of responsibility. —

Trace title A as: Title: Title A.

Trace title B as: Title: Title B.

Title A. Title B. —

Trace title A as: Title: Title A.

Trace title B as: Title: Title B.

Title A ; Title B ; Title C /#statement or responsibility. —

Trace title A as: Title: Title A.

Trace title B as: Title: Title B.

Trace title C as: Title: Title C.

Title A. Title B :#other title information. Title C.

Trace title A as: Title: Title A.

Trace title B as: Title: Title B.

Trace title C as: Title: Title C.

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

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

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

#### Guidelines for Making Title Added Entries

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

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

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

2) Abbreviations. When an abbreviation occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting

the corresponding spelled-out form of the abbreviation if it is thought that some catalog users might reasonably expect that the form was spelled out in the source.

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

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

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

but

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

3) Partial titles (including alternative titles). When a portion of a title is deemed important enough to warrant a special title search, make an added entry for it whenever the general directive above in paragraph 1) calls for it. Also make the added entry when it could be expected according to the context that users would consider the phrase alone as the title proper. This is the case often with artbooks, whose title transcription begins with the artist's name; many users might perceive the name as a statement of responsibility rather than a title.

Title proper: Paul Jenkins, anatomy of a cloud

Title a.e.s.: Title  
Title: Anatomy of a cloud

Make added entries more or less routinely for the part of a title proper that is called "alternative title." Alternative titles present an additional complication in that normally a special title search can be expected also for the first part of the title proper, before the alternative title. To insure that this search is possible, make a special title added entry for this first part whenever it consists of three words or less that are filed on. (The purpose is to insure that a title search key is formed solely on the first part of the title.)

Title proper: Lilith, ou, La mère obscure ...

Title a.e.s.: Title.  
Title: Lilith.  
Title: Mère obscure.

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

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

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

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

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

I. Title. II. Title: Doonesbury.

7) Corrected titles (cf. 1.OF)

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

Title proper: The Paul Anthony Buck [i.e. Brick] lectures ...  
Title a.e.s: I. Title. II. Title: Paul Anthony Brick lectures.

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

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

Title proper: One day's d[uly]ty ...  
Title a.e.s: I. Title. II. Title: One day's dt[ty].

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

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

Title proper: A.-G. Chemie ...  
Title a.e.s: I. Title. II. Title: AG Chemie.

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

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

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

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



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

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

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

Title proper: A i u e o ...

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

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

Title proper: Abc of ocean liners ...

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

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

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

101 = one hundred one; use also one hundred and one<sup>1/</sup>

425 = four hundred twenty-five, not four hundred and twenty-five

1001 = one thousand one; use also one thousand and one<sup>2/</sup>

1226 = one thousand two hundred twenty-six, not twelve hundred and twenty-six

2500 = twenty-five hundred, not two thousand five hundred

Title proper: The 1-2-3 guide to libraries ...

Title a.e.s.: I. Title. II. Title: One-two-three guide to libraries.

Title: 1 and 2 Thessalonians ...

Title a.e.s.: I. Title. II. Title: First and second Thessalonians.

Title proper: 1a Mostra Toscana/scultura ...

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

Title proper: 3 point 2 and what goes with it ...

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

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

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

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

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

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

but

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

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

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

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

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

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

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

Title proper: The 5<sup>#</sup>/38 gun ...  
Title a.e.: I. Title.

b) Dates

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

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

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

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

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

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

Title proper: Le XVIIe & XVIIIe siècles ...

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

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

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

Title proper: XX. századi művészet ...

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

Title proper: Arabskie dokumenty IX-XX vv. : Katalog ...

Title a.e.s: I. Title. II. Title: Arabskie dokumenty 9-20-go vv. III. Title: Arabskie dokumenty dev'iatogo-dvadcatogo vv.

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

Title proper: World War II small arms ...

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

Title proper: Title XX comprehensive annual services plan ...

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

Title proper: XXV s'ezd KPSS i problemy ideologicheskoi bor'by ...

(A title main entry)

Title a.e.s: I. Title: 25-yi s'ezd KPSS i problemy ideologicheskoi bor'by v stranakh Azii i Afriki. II.; Dvadcat piatyi s'ezd KPSS i problemy ideologicheskoi bor'by v stranakh Azii i Afriki.

but

Title proper: Neotropical Microlepidoptera XIX ...

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

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

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

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

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

but

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

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

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

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

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

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

but

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

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

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

13) Title same/similar to heading

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

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

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

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

Title proper: Actfive and other poems ...

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

Limitation on Additional Added Entries for the Same Title

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

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

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

24.24A. Armed forces at the national level. [Rev.]

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

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

commands  
corps  
fleets  
general staffs  
military districts  
regiments or divisions of infantry, etc.

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

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

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

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

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

#### U.S. Civil War Units

When establishing either Union or Confederate fighting units of the U.S. Civil War, consult reference works (e.g., The Union Army (Madison, Wis. : Federal Pub. Co., 1908).

If the unit is one of a numbered sequence, use a uniform designation of the number in the heading for each unit in the sequence. Make the normal cross references required by designations found and also make a reference from a standardized form beginning with the state name as shown below (only this reference is illustrated)

#### Unit units

**United States. Army. Ohio Infantry Regiment, 29th  
(1861-1865)**

(title page: Journal history of the Twenty-ninth Ohio Veteran Volunteers)

x Ohio Infantry, 29th Regiment (1861-1865)

**United States. Army. Ohio Infantry Regiment, 48th  
(1861-1865)**

(title page: History of the Forty-eighth Ohio Vet. Vol. Inf.)

x Ohio Infantry, 48th Regiment (1861-1865)

**United States. Army. Pennsylvania Cavalry Regiment,  
6th (1861-1865)**

(title page: Annals of the Sixth Pennsylvania Cavalry)

x Pennsylvania Cavalry, 6th Regiment (1861-1865)

**United States. Army. Pennsylvania Regiment, 7th  
(1861-1865)**

(title page: The Seventh Pennsylvania Veteran Volunteer Cavalry)

x Pennsylvania Cavalry, 7th Regiment (1861-1865)

**N.B.** Because of the high incidence of conflicts for Union units, a date qualifier (for the duration of the unit) is added routinely. Normally there is no such problem of conflict with Confederate units.

#### Confederate units

**Confederate States of America. Army. Tennessee Infantry  
Regiment, 19th.**

(title page: Old Nineteenth Tennessee Regiment, C.S.A.)

x Tennessee Infantry, 19th Regiment

**Confederate States of America. Army. Alabama Infantry  
Regiment, 1st.**

(title page: History of the First Regiment, Alabama Volunteer Infantry, C.S.A.)

x Alabama Infantry, 1st Regiment

### Numbered U.S. Military Units

If a component branch, command unit, or military unit of a United States military service is numbered, use arabic ordinal numerals in the heading. If the form of numbering found on the item being cataloged differs from the form used in the heading, make a reference from the found form, in the order that matches the heading.

source: Sixth Fleet

heading: **United States. Navy. Fleet, 6th**  
x United States. Navy. Fleet, Sixth

### 25.2. BASIC RULE. [New]

#### Single work or collection

It is necessary to distinguish collections from publications that contain a single main work with lesser works. Normally, rely on the wording of the chief source to make this distinction, as reflected in the following manufactured examples:

Christmas Carol, The Old Curiosity  
Shop and Pickwick Papers  
(A collection)

The mystery of Edwin Drood, with  
completions of the story by various hands  
(An edition of the Dickens  
work, with supplementary texts)

Marine Fisheries Law and Coastal  
Waterways Law  
(A collection)

Commercial Code and supplementary  
legislation  
(An edition of the code, with  
subordinate texts)

**Appendix A.20. NAMES OF DOCUMENTS.** [New]. Capitalize the formal name of a document if the name is in English or is in a nonroman script that follows English capitalization when romanizing. Otherwise, follow the usage of the language.

### **FAMILY NAMES AS ACCESS POINTS**

Although not illustrated in AACR 2, family names may be used as main or added entry headings in one instance: collections of manuscripts (cf. Steven L. Hensen. Archives, Personal Papers, and Manuscripts: a Cataloging manual... Washington, D.C. : Library of Congress, 1983.)

## ROMANIZATION

### New Tables

At the end of this issue are romanization tables for Kasmiri in Perso-Arabic script and Classical Monogolian (vertical script), both of which have been approved by the Library of Congress and the Committee on Cataloging: Asian and African Materials.

### Romanization of Chinese or Korean Names Appearing in Japanese Publications

When romanizing Chinese or Korean names for the statement of responsibility in the romanized part of catalog records, follow the guidelines below together with the ALA/LC romanization scheme for Japanese (see Cataloging Service Bulletin, no. 20):

- 1) Reading given in kana: romanize the reading

book: [Korean reading]

romanized record: Yun, Kŏn-ch'a, 1944-  
Chosen kindai kyōiku no shisō  
undō / Yun Koncha

book: [Japanese Reading]

Romanized record: Kyū, Eikan, 1924-  
Honpōnaru hassō / Kyū Eikan

- 2) Reading not given: Read the name in Japanese and romanize it.

book:

romanized record: Ō, Ikutoku, 1924-  
Taiwan Kaikyō / Ō Ikutoku

book:

romanized record: Kim, Il-sōng, 1912-  
Shakai Shugo Rōdō Seinen Dōmei  
no ninmu / Kin Nissei

- 3) Name both in characters and in romanized form; Read the name in Japanese, and romanize it.

book: © Lee O-Young

romanized record: Ō-nyōng, 1934-  
Haiku de Nihon o yomu / Ri  
Gyonei

book: (Jeon, Kyu-Tae)

romanized record: Chōn, Kyu-t'ae.  
Kōrai zokuyō no kenkyū / Zen  
Keitai



## Policy Details Relative to Burmese and to Ottoman Turkish

The following policies recently decided may be of interest of libraries following LC cataloging:

### Burmese

1) The prescription in 22.17D for the use of English titles should be considered an exceptional practice for persons of religious vocation. This means that for others, e.g., the Burmese under 22.23B—where the rule is silent on this issue—the title should be transcribed in the language in which it is found, i.e., as it is found in association with the name, with the same romanization policy applicable to both.

2) The last two examples under 22.23B should not be followed in respect to the internal inversion of the titles. The bloc of titles should instead be transposed to the end of the name without changing their order. The two examples then, Ludu U Hla and Hanthawaddy U Ba Yin, should appear as

Hla, Ludu U  
Ba Yin, Hanthawaddy U

(N.B. These statements and illustrations are only about the order of the elements with no suggestions as to how the elements should be romanized intended.)

### Ottoman Turkish

When applying 22.22 to pre-20th century Turkish names, note the following:

- 1) Include titles of any character based on their appearance with the name of the person in his/her usage or in reference sources.
- 2) Determine the order of the elements of the name from usage and from reference sources. (Do not attempt to fit these elements into the categories of 22.22.)
- 3) Omit a comma from the internal punctuation of the names and titles.

## NAME AND SERIES AUTHORITY RECORDS

What follows is a condensation of the Library of Congress's procedural document on the preparation of new authority records. It is being published as an aid to those using LC authority records, whether online or through COM. It is hoped that the information conveyed will provide help in understanding the changes reflected in the implementation of the first edition of the authorities format and the policies followed by the Library.

### I. Introduction

In cataloging a work, questions arise as to what main entry heading should be chosen, what additional headings should be provided, what form these headings should take, and also what cross references are necessary to lead to the chosen forms. Answers to these questions can be found by consulting the Anglo-American Cataloguing Rules and related Library of Congress Rule Interpretations, whereas these instructions concentrate on how to transform the answers into an authority record.

When the correct form for a heading has been determined, a permanent record of it is made in the form of a machine-readable record. An authority record has the following basic contents: 1) the form of name chosen for use in headings, 2) the sources for this form and for variant forms, 3) the cross references leading to the heading from variant forms, or from related headings, 4) treatment information for series, 5) form of number in added entries for series, 6) call number for collected series, 7) and place of publication and publisher/issuing body for series. Additional information may be recorded in fixed fields and in cataloger's notes areas. Control data and content designation are also included for proper identification and manipulation of the machine-readable data.

In addition to internal LC use, the name authority file is available for online searching to several libraries participating in the Name Authority Co-op project (NACO) and will be available online through the Linked Systems Project (LSP) when that project begins. The file is also sold in machine-readable form and is used to produce a variety of hard copy products, including 3" x 5" reference cards. A microfiche edition of the authority file is issued quarterly.

## II. Scope of the Name Authority File

In these instructions a heading established by the descriptive cataloger is called a "name (or series) authority" or "authority," and the entire record of the heading and relevant data is called "name (or series) authority record" or "authority record." Qualifying "authority" with "name" or "series" is necessary in some contexts because of differences in these types and the existence of LC's subject authority records (authorities created by subject catalogers for use in subject cataloging).

Generally a name authority record is made for any personal or corporate name heading that may be used as a main or added entry heading, whether it is actually first used as (or as part of) a main entry heading, a secondary entry (including subject), or in certain cross references ("see also," "hierarchy" references, etc.). These headings include personal, corporate, and geographic names. Name authority records are not made for personal names when the only clue to the person's identity is a predominantly nonalphabetic or nonnumeric device, nor for entities that may be used only as subject added entries, e.g., topical subject headings, fictional characters, animals.

For titles or name/titles, an authority record is required when one or more of the conditions listed below applies. Apply these criteria to each element of the full heading (main title, language, part, etc.), and make a separate authority record for each element that meets the criteria. Note that this means that authority records are not automatically created for each element of a uniform title heading.

Make an authority record for a title or name/title only if:

1. a reference must be traced on that authority record; or,
2. special research done to establish that heading must be recorded (N.B.: the LC manual catalog is to be treated as a reference source); or,
3. the heading is needed for a related work added or subject entry, and no bibliographic record for the item exists in the LC data base.

A series authority is made for all monographic series, analyzable or partially analyzable multipart items, occasionally analyzable serials (e.g., some yearbooks), periodicals (if an item is analyzed by exception), and series-like phrases that may be construed by some to constitute a series.

Create an authority record for every heading used for which there is no machine-readable authority record. This includes headings for which manual authority records exist in the manual catalog.

### III. General Workflow

Descriptive catalogers record name headings and data relevant to these headings on worksheets that have carbon tear-offs. After review by a senior cataloger, the carbon tear-off (or flimsy) is removed from the worksheet and forwarded to MARC Editorial Division (MARC Ed) staff for input of a temporary early notice record. The full worksheet is reviewed in the cataloging section, and, in some cases (according to individual instructions) also in the Office for Descriptive Cataloging Policy (Desc Pol). If appropriate, the worksheet is routed from the section to the Subject Cataloging Division (Subj Cat) and then back to Desc Pol. After final review, the full worksheet is forwarded to the MARC Editorial Division. Some records are handled by MARC Ed staff, who upgrade the early notice record to a full one by adding the remaining information. Others are forwarded to an outside contractor where the entire record is completely reinput from the full worksheet; the early notice record is then "bumped" by the full record when the latter is added to the data base.

Descriptive catalogers also record series headings and relevant data to these headings on worksheets but these have no carbon tear-off. After section review, the entire worksheet is forwarded to MARC Ed for input of a temporary early notice record. The entire worksheet is then returned to Desc Pol for review and then returned to MARC Ed where staff upgrade the early notice record to a full record.

### IV. Early Notice Records

Early notice records contain the control number; the heading; the first source citation through the imprint date (names only); and treatment, collected call number, form of numbering in added entries, and place and publisher (series only). In addition, encoding level (leader/17) and status of authority record (full, memo, provisional) (008/33) fixed fields are input.

The encoding level is set to 0. Values in other fixed fields will also be present but these values are "default" or automatic values set by program and have not yet been reviewed by MARC Ed staff.

Missing from the early notice records are all cross references, information taken from the source found citation, and any other information about sources, found or not found. 667 field data will also not be available at this stage. All missing pieces of data will appear, of course, on the upgraded full record.

Although the records are incomplete, the headings themselves should be considered valid.

Early notice records are verified so as to be distributed to participants in the Linked Systems Project (LSP) when that project begins.

If a change is made to a heading during the review process, initiate a change to the early notice record also; similarly, cancel an early notice record when appropriate. Other types of changes to early notice records are normally not made.

### V. Control Numbers (001 field)

The control number is preprinted on each worksheet. No record is kept of unused numbers.

## VI. Routing to Subject Cataloging

If the name heading being established is a society, association, institution, firm, governmental agency (except geographic locations and jurisdictions), radio or TV program, or motion picture, and it is used as a subject on the bibliographic record for the work being cataloged the Subject Cataloging Division may add a subject-to-name "see also" cross reference from the appropriate topical subject. Also, if the personal author being established is used as the main entry heading on a work of the imagination (belles lettres) other than a work of fiction for children, Subj Cat may add a classification number for undifferentiated personal names do not have classification numbers added since the classification number would not be applicable to all the authors.

## VII. Cataloging Source (040 field)

The 040 field contains the NUC symbol for each institution that provided the authority data, input the record into machine-readable form, or modified an existing authority record. This field will now appear in all MARC authority records.

## VIII. Fixed Field Codes (008 field)

A. Cataloging Rules Code (008/10). Code value "c" if the heading agrees completely with AACR 2.

Code value "d" if the heading is compatible with AACR 2.

Note: Series authority records coded "d" are, for the most part, multipart items entered under a personal or corporate name whose name authority record is coded "d," as well as an occasional series with main entry heading under a personal or corporate body coded "d."

B. Undifferentiated Personal Name Code (008/32). Code value "b" if the heading is for more than one personal name according to AA2 22.20.

C. Status of Authority Heading Code (008/33). This byte is used to indicate the status of the authority record. The most common status is "fully established heading," which is represented by value "a" in fixed field 008/33. This is a default value which is automatically generated unless the cataloger specifies that a different value be used. Therefore, if the status of the authority record is "memorandum," "provisional," or "preliminary," indicate this as described below.

1. Memorandum. If an authority record was established for use as an entry on a bibliographic record but not actually used for the record and the record contains information worth retaining, identify the record as a "memorandum" by coding value "b" in 008/33. If the heading is later used on a bibliographic record, "memorandum" must be changed to "fully established" (value "a") or "provisional" (value "c").

2. Provisional. If a heading cannot be satisfactorily established according to rule because of inadequate information about the person, corporate body, or uniform title the heading represents, identify the heading as "provisional" by coding value "c" in 008/33. If the needed information later becomes available, "provisional" must be changed to "fully established" (value "a").

3. Preliminary. Identify a heading as "preliminary" if it is established in connection with the cataloging of an item that is not available at the time the heading is established and there is no LC bibliographic record (automated or manual) that shows usage of the name.

Preliminary will be used on some name authority records prepared by staff of the National Union Catalog and on some authority records prepared through cooperative projects, e.g., the University of Chicago retrospective cataloging project.

Preliminary records are as complete as possible and conform to usual LC conventions. The work for which the record was prepared will be given in a source data found citation beginning with the control number of the record, e.g.,

LCCN 23-8766: Main entry, title, date (hdg:  
\_\_\_\_\_; usage: \_\_\_\_\_; variants:  
\_\_\_\_\_)

If the heading is later used in cataloging with an item in hand, "preliminary" must be changed to "fully established" (value "a") or "provisional" (value "c").

D. Reference Evaluation Code (008/29). If any cross references are traced, code value "a" to indicate that the references are in agreement with AACR 2. (Do this even if the only references are subject-to-name references or references coded "do not make.")

E. Cataloging Source Code (008/39). When an NUC symbol for a cooperating library has been given in the 040 field box, indicate the proper value in 008/39 as follows:

1. If the NUC symbol in the 040 is DNAL (National Agricultural Library), code value "a."

2. If the NUC symbol in the 040 is DNLM (National Library of Medicine), code value "b."

3. If any other NUC symbol is given in the 040, code value "c."

F. Type of Series Code (008/12)

Code value "a" when the type of series that the heading represents is a monographic series.

Code value "b" when the type of series that the heading represents is an analyzable (or partly analyzable) multipart item.

Code value "c" when the type of entry that the heading represents is a series-like phrase that might be considered by some to constitute a series.

Code value "z" when the heading represents a publication for which series-type treatment information is required, but the publication does not fit any of the above defined categories, e.g., a serial of which an occasional issue is considered analyzable.

G. Numbered/Unnumbered Series Code (008/13). This byte contains information relating to whether the series is numbered, is unnumbered, or varies between being numbered and unnumbered.

Code value "a" when the series is numbered.

Code value "b" when the series is unnumbered.

Code value "c" when the series numbering varies between being numbered and unnumbered.

## IX. Variable Fields

A. Personal Name Headings. Set indicator value "1" or "2" when the heading is for a person and the entry element is a surname or a name treated as a surname (i.e., the name is entered in inverted form). It does not matter whether the name is a real name or a pseudonym.

### 1. Surname. (10010 and 10020)

Chiang, Kai-shek.

Other, A. N.

Torres, Costa.

(forenames unknown; entry element is last element of multiple element surname)

When there are no forenames, decide whether the name is a surname.

Benjamin.

(judged to be a surname)

Smith.

(judged to be a surname)

Valmer, #capitaine.

(judged to be a surname)

If there is uncertainty or doubt that a name is a surname, treat it as a forename.

2. Forename (10000). Set indicator value "0" when the heading is for a person and the entry element is a name other than a surname or a name treated as a surname (i.e., the name is entered in direct order). It does not matter whether the name is a real name or a pseudonym.

Hildegarde.

Brother Bones.

Nataprawira, #Raden.

Anselm, #Brother, F.S.C.

B. Corporate Body Heading (110). Code as 110 a heading that is for a corporate body other than a geographic name or a meeting entered directly. This category is also applicable if a corporate heading is followed by a manuscript designation, or a jurisdictional name is followed by a subheading or uniform title.

Scotia (Ship)

A.K. Smiley Public Library.

British Library. Manuscript. Arundel 384.

Great Britain.

Education Act (1944)

United States. Congress. Senate. Committee on

Foreign Relations.

Human Factors Society (U.S.). Meeting (1979 :

Boston, Mass.)

3. Geographic Name Heading (151). Code as 151 a heading that is for a geographic name. Treat as geographic the name of a place or political jurisdiction that appears alone, i.e., is not followed by a subheading or uniform title. (These latter are considered "corporate.")

Adams County (Ohio)

Buenos Aires (Argentina : Province)

Confederate States of America.

Fort Lesley J. McNair (Washington, D.C.)

D. Meeting Headings (111). Code as 111 a heading that is for a meeting. Treat expositions, exhibitions, festivals, athletic contests, expeditions, etc., as meetings. (However, constitutional conventions entered under jurisdiction and meetings entered as subheadings of corporate headings are treated as "corporate," not "meeting.")

Louisiana Cancer Conference  
Olympic Games (21st : 1976 : Montreal, Quebec).  
Organizing Committee.  
Grinnell Expedition (2nd : 1853-1855)

E. Uniform Title Headings (130). Code as 130 a heading that is for a uniform title not entered under a name heading.

Communicationes Instituti Forestalis Fenniae  
Perennial library mystery series  
Science and technology (Chicago, Ill.)  
Dead Sea scrolls  
Ah! vous dirai-je, maman (Melody)  
Talmud. Hagigah.  
Chanson de Roland.  
Dial annual.  
Rage

When the authority record is for a uniform title entered under a name heading, the categorization should relate to the name heading, not to the uniform title,

10010 Calamandrei, Piero, 1889-1956. #Opere  
politiche e letterarie di Piero Calamandrei  
10010 Le Corbusier, 1887-1965. #Le Corbusier  
archive  
11020 European Court of Human Rights. #Publications  
de la Cour européenne des droits de l'homme. Série  
A, Arrêts et décisions  
11120 Gulf Coast History and Humanities  
Conference. #Proceedings of the Gulf Coast  
History and Humanities Conference

F. Source Data Found (670 field)

1. Scope

a. Names

1) This field and the next one for sources in which the name searched was not located, are not necessarily to be used as a complete record of the cataloger's searching. The name authority record does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body. It serves instead as a record of only those facts that contribute to an identification of the heading, and in addition, it serves to document facts about the relation of names or headings. The cataloger frequently will search in a great number of reference tools and other sources. However, be selective in recording this extensive searching on the permanent authority record. Only those sources that are deemed significant in the particular case should be preserved in the permanent record. One may perceive this significance only after having looked in a great many works. In the end, however, do not mechanically record the searching. Be selective according to judgment of the particular case.

2) The "Source data found" field is for any source that contains the name in the heading or in cross references from variant forms (including the pre-AACR 2 LC heading). If the source cites only an earlier or later name (which may be traced as a cross reference) but not the name used in the heading, cite it in the "Source data not found"

field instead. Example: In establishing the later name of a corporate body, cite in the "Sources data found" field a source that gives the later name, or that gives both the earlier and later names. If the source gives only the earlier name cite that source in the "Sources not found" field. Do not, however, divide a citation for successive issues of a serial with the same title: give the complete citation in the "Sources found" field if any volume contains the heading, or in the "Source data not found" field if it does not. (Citations for successive numbers of a monographic series may be divided or kept together.)

If it is questionable whether the name or title in the source refers to the heading or not, include the source in the "Sources not found" field. Always cite the work for which the heading, x-ref., etc., is being established in the "Source data found" field even if it does not contain the name or title being established, with an explanatory note in parentheses (e.g., "(name not given)").

His Letters from Havana, 1821 (name not given)  
Trellis y Govin, C. M. Bib. cubana siglo XIX, 1911-15  
(Roberto James)

3) Normally, names shown in cross reference tracings must be justified by information cited from the sources. However, justification is not required in the following cases:

(a) References justified by rules or rule interpretations only, usually because the reference is simply derived from inverting, shortening, etc., the heading.

(b) References made on the basis of the cataloger's awareness of different romanizations or orthographies (a statement such as "may be searched under ..." is unnecessary in the permanent record).

(c) Name/title cross references derived from the work being cataloged, from other works cataloged under the same name, or from information in standard reference sources. (This is for normal situations. If there is a special need for justification of these references, this is permissible.) Exception: When preparing an authority record for the text of a law (25.15A2) or a subject compilation of laws (25.15A1), if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location.

Its Worker's compensation law ... 1980: t.p.  
(Worker's compensation law of the state of North Carolina) citation title, p. 49 (The North Carolina Workers' Compensation Act)

(d) References made on the basis of information from the National Library of Canada.

(e) References to earlier/later headings of corporate bodies in the following cases:

- 1) changes due to national orthographic reform;
- 2) changes in government headings due to an official language change;
- 3) changes involving only a parent body to which the body being established is subordinate.



## b. Series

This field contains a citation of the primary source (the item being cataloged) on which the form of series used in the heading is based and the exact location within that source where the series data themselves are presented. Do not, however, record the actual series data themselves (the series statement as it appears in the source on which the form of series heading is based). If variant forms appear within the same item, do not record them or their location in the citation, instead, give them as see references.

In citing sources additionally after the series has been established or reestablished, include the citation of the actual series data.

In cases of changes in series titles resulting in a successive entry, the data comprising the citation of the primary source depend upon whether that source also includes information about the earlier/later title (in addition to the form being used in the heading). If they do, prepare a citation for the title used in the heading as described above and in addition give in the same citation the information regarding the earlier/later title. Depending on the situation, give this information 1) in the form found in the source or 2) by rephrasing the information in terms used in AA2 12.7B7, paragraphs b)-f).

## 2. Order

The first source cited should be the work for which the heading is being established whenever there is one. Other sources cited in this field may be listed in any order.

## 3. Citation of Source

a. Names. The most common elements of (and punctuation for) a bibliographic source citation include:

Main entry heading. Title, imprint date or holdings: first location of data cited (data) other location (data)

Warren, J.R. King County and its queen city, Seattle, 1981: t.p. (Mary-Thadia D'Hondt) jkt. (b. 1947)

b. Series. The most common elements of (and punctuation for) a bibliographic source citation include:

Main entry heading. Title, imprint date or numeric/chronological designation: location of series data on which the heading is based

Clark, J.F. Geomagnetic surveys at West Hawk Lake, 1981: cover

When, by exception, a bibliographic record for the item being cited is not to be prepared but the item is being added to the collections (e.g., when preparing a series authority record based on a technical report to be forwarded to the Science and Technology Division, or when citing in item in a document series that is not to be analyzed) add after the citation "[uncataloged in LC]."

## c. Instructions for formulating these elements

1) Main entry heading. If the main entry for a work cited is the heading being established, represent personal authors by "His" or "Her." If it is uncertain which pronoun applies, "Author's" may be used. Represent all others by "Its." The pronoun refers to the

entire heading, including any uniform title given in the heading. To cite bodies entered subordinately under a parent body appearing as heading, represent all elements of the hierarchy shown in the heading by "Its." Use the "Its" technique also in the case of citations of headings for sequential conferences that do not include the number, place, and date.

- 110 International Conference on Materials for Coal Conversion and Utilization.
- 670 Its (1st : 1977 : National Bureau of Standards).  
First National Conference on Materials ... 1977
- 100 Lu, Yu, 1125-1210. #Huai Ch'eng-tu shih
- 670 His Sung Lu Yu Huai Ch'eng-tu shih, 1977
- 110 Jewish Community Center of Greater Baltimore.
- 670 Its College Services Dept. Catalog, 1977
- 130 Nibelungenlied. English.
- 670 Its Song of the Nibelungs, 1962

but

- 110 United States. Food and Drug Administration. Office of Planning and Evaluation. Planning Staff.
- 670 U.S. Food and Drug Administration. Program Information and Analysis Group. FDA quarterly activities report, 4th qtr. 1975, surrogate

(not Its Program Information and Analysis Group. FDA quarterly...)

If the work is entered under some other main entry heading, give the heading abbreviated as much as possible within the limits of intelligibility. Omit birth/death dates, titles, etc., and use initials for forenames of authors entered under surname. Normally, abbreviate corporate bodies by shortening words, not by omitting them.

- Musgrave, G. The story of tribes, 1952 ...
- ALA. Res. & Tech. Serv. Div. Special report, 1972 ...
- LC. GR&B. Bibliography on Africa, 1962 ...
- Citizens Against Nuc. Arms. Memorandum ... 1970 ...

2) Title. For the titles of works cited (including the work being cataloged), generally three-dot after the first few words or abbreviate the words in the title. **Exception:** For personal authors being used as main or added entry headings for works of non-fiction, do not three-dot after the first few words. Give the full title proper, but words may be abbreviated.

For works entered under a personal author or corporate heading, in the citation of the title omit catalogers' bracketed additions or uniform titles. If three dots have been used, give no other punctuation between the title and imprint date. If three dots have not been used, give a comma to separate title and imprint, unless the title ends with an exclamation point or question mark.

3) Series. For issuing bodies of series, cite both the title (and uniform title, if appropriate) of the series (with any series number) and the title of the analytic:

- 110 Academy for Educational Development.
- 670 Studies in the future of higher education ; report no. 3. Mayhew, L.B. Long range planning for higher education, 1969

110 Library of Congress. Manuscript Division.  
670 Its Registers of papers in the Manuscript  
Division of the Library of Congress ; no. 57. Its  
The LaFollette family collection, 1981

110 University of Mysore. Dept. of Post-graduate  
Studies and Research in Journalism.  
670 Special lecture series (University of Mysore.  
Dept. of Post-graduate Studies and Research in  
Journalism). Special lecture series ; 1979-80.  
Sapru, S. Transnational new agencies, 1980

4) Imprint dates, or numeric/chronological designation. Give the imprint dates or numeric/chronological designation as it might appear on the bibliographic record for the work, except do not use brackets even if the bibliographic record would show the imprint date or designation bracketed. If the bibliographic record has both Gregorian and non-Gregorian dates, always give the Gregorian date in the authority record. The non-Gregorian date may also be given. If the bibliographic record will have multiple dates in the imprint, record those dates. If the dates are given in the bibliographic record after the names of different bodies, omit the names of the bodies.

Imprint: Washington : NASA, 1974 : Distributed by  
National Audiovisual Center, 1981.  
use: Apollo to the moon [VR] 1974, distributed 1981 .  
. . .

Imprint: New York : Phoenix Films, 1981, c1975.  
use: Bicycle safety [MP] 1981, c1975 . . .

The numeric/chronological designation statement is usually limited to the designation date of whatever item is being cited. In cases in which there is no designation date, cite the item by the numeric designation plus imprint date enclosed in parentheses. Do not translate designation statements, but give nonroman statements in romanized form. Capitalize the first letter of any word or abbreviation used with the numeric designation.

The Verdict, Feb. 1975  
(not The Verdict, vol. 2, no. 1 (Feb. 1975))

Studies in Confederate history, No. 1 (1966)  
(not Studies in Confederate history, 1966)

Its Boletín ... jul. 1976  
(not Its Boletín ... Año 16, no. 7 (jul. 1976))

Sel'skoe khoz'iaĭstvo Tadzhikistana, ifūl' 1965  
(not Sel'skoe khoz'iaĭstvo Tadzhikistana, g. 19  
(ifūl' 1965)

4. Reason for Establishing Heading. It is no longer necessary to give the reason for establishing the heading.

5. Location of Data Cited. In the work being cited first (usually the work being cataloged), give chief source information first if the name or title being established appears there. Show the exact location (e.g., t.p., jkt., label, map recto, etc.) in the work being cited of a name that is being established. If the heading is being established from information from a CIP at the galley stage, preface the first location given in the source found with the word "CIP

CIP t.p.  
CIP pref.

For multipart items, include the volume number(s) of the work being cataloged. Generally, use "etc." to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). Use "copr." rather than © since the copyright symbol is not in the MARC character set. (Authority records for uniform titles contain locations only for sources containing information the cataloger considers necessary to preserve in the permanent record.)

6. Punctuation, Spacing. The imprint date or edition statement of the source is followed by a colon if the next element is the first unit of location (e.g., "... 1983: t.p."). It is followed by no punctuation if the next element is in parentheses. Do not use brackets around numbers for unnumbered pages, volumes, etc. Information after a location is cited within parentheses. Use a single space and no punctuation to separate the various units of location followed by data. Exception: use a semicolon to separate information cited from different issues of a serial.

7. Abbreviating Words in Titles or in Data Cited After Sources. Unless the provision for giving names in full applies, abbreviate words liberally whenever the context makes the meaning clear. The AACR 2 appendixes, the GPO and University of Chicago Press manuals may be used for guidance. None of these lists is prescriptive, however, and catalogers may devise other abbreviations appropriate to the context.

As a special matter, use the following abbreviations for general material designations (within brackets)

filmstrip [FS]  
motion picture [MP]  
slide [SL]  
sound recording [SR]  
transparency [TR]  
videorecording [VR]  
kit [KI]  
microform [MI]

Do not use any mark of punctuation between a title and a general material designation.

8. Data Cited After a Source. The statements below cover citations of the name as used in the heading or in cross reference tracings and any other information given in addition to name citations.

a. General. When the name that appears in the heading or in cross references appears in a source cited (including the work being cataloged), it must be given in full, as it appears in the source, without abbreviation by the cataloger--regardless of how identical the consequent citation of the name is with the name in the heading, in cross reference tracings, or in citations from other sources. Do not use such substitutes for a name as "French form." However, it is not necessary to repeat information appearing in the same form in different locations in the same source. If the name cited is not in the nominative case, do not amplify the citation to "explain" this, though ellipses may be used to show that surrounding words have been omitted. Do not use ellipses in other situations.

All data must be given in romanized form since non-roman characters cannot be added to the current automated data base. It will normally be understood that any romanization transcribed is the cataloger's romanization. When transcribing romanization found in the source, add after it the bracketed phrase "[in rom.]."

Data other than names should be given in as brief a form as possible, yet should be easily comprehensible within the context. Abbreviate liberally. Information that will be available later should not

routinely be copied from the work being cataloged or from reference sources. Do not give confidential information in the sources found area. Except for names and titles, generally translate data in foreign languages into English, paraphrasing or summarizing where possible. In exceptional cases where a direct quotation is essential, retain the vernacular (romanized, in the case of nonroman scripts).

b. Personal names. Cite birth and death dates explicitly whenever they appear in sources. Do not abbreviate or translate distinguishing terms, e.g., titles of address or office that appear with personal names in conjunction with the name in statements of responsibility or reference sources. Cite a person's residence or employment (in as brief a form as possible). Cite other distinguishing data only if identification is a problem, or is likely to become one. The fact that a source lists an author's works may be noted, but only in rare instances should titles of more than one other work of an author be given.

c. Corporate names. In establishing corporate headings, when elements of hierarchy not included in the heading appear in a source found, include in the data cited all the hierarchy required to justify needed cross references, but do not include elements irrelevant to the particular heading being established.

110 Instituto Nacional de Electrificación  
(Guatemala). Unidad de Estudios Financieros.  
670 Its Informe estadístico ... 1974: cover (INDE; in  
imprint: Departamento de Planeamiento, Unidad de  
Estudios Financieros)  
410 Instituto Nacional de Electrificación  
(Guatemala). Departamento de Planeamiento. Unidad  
de Estudios Financieros

110 Instituto Nacional de Electrificación  
(Guatemala). Departamento de Planeamiento.  
670 Instituto Nacional de Electrificación  
(Guatemala). Unidad de Estudios Financieros.  
Informe estadístico ... 1974: cover (INDE;  
Departamento de Planeamiento)

110 Instituto Nacional de Electrificación  
(Guatemala)  
670 Its Unidad de Estudios Financieros. Informe  
estadístico ... 1974: cover (INDE) cover p. 4  
(seal: INDE, Instituto Nacional de Electrificación,  
Guatemala)

d. Dates. Usually, give month-day-year dates in numbers only, e.g., 1-19-77, or 1/18-25/77. (Give month-day, month-year, and year dates as they appear.) Transcribe a non-Gregorian or old style/new style date as it appears, except that Western-style Arabic numerals are substituted for Oriental numerals, and nonroman script words are romanized.

b. March 14, 1678/1679

## 9. Special Types of Citations

a. LC catalogs. When appropriate searching shows that a heading was previously used, although no automated authority record exists, indicate this by a "source data found" citation showing the source followed by the data found. Most often, this will be the LC data base; in a few cases the LC manual authority card or information in the manual catalog, or a combination of these sources may be cited. In each case, follow the normal guidelines for both explicitness and avoidance of redundancy of data.

Note that data cited may be used, as appropriate, in constructing the heading and as justification for tracing cross references, including a linking reference from the pre-AACR 2 LC heading, according to normal criteria (cf. LCRI 26).

Exact forms for the source citations are not prescribed; however, information must be clearly presented and intelligible to all users of the authority file. Avoid purely local terms. The most commonly occurring citations are illustrated below. If these are not appropriate, use judgment to devise others as needed.

1) LC data base. In this context, the LC data base is defined as records in the books, serials, films, maps, music, or names files. Follow a citation of the data base by the date of the search.

a) Series. Follow a citation of the data base by the date of the search and the citation to the source; in parentheses give the series statement found, even if the same as in the heading.

670 LC data base, 11-28-83 Les Dechets menagers,  
c1980: (Les Cahiers de l'AGTM)

If multiple bibliographic records contain identical data, cite a single source only, generally the earliest.

b) Names. Follow a citation of the data base by the date of the search. In parentheses, preface by the label "hdg.:", give the heading found, even if the same as the current heading.

When the heading on records in the data base matches the usage on the item being cataloged as a general guideline (subject to special problems, or specific AACR 2 or LCRI provisions), consider the existing heading AACR 2 and do not examine the bibliographic records for usage or variant forms. The source found citation will then be a simple citation of the heading used on bibliographic records.

100 Rivière, Pierre, 1815-1840.  
670 His I, Pierre Rivière, having slaughtered my  
mother, my sister, and my brother, 1982: CIP t.p.  
(Pierre Rivière)  
670 LC data base, 5-11-82 (hdg.: Rivière, Pierre,  
1815-1840)

When the heading found on bibliographic records does not match the usage on the item being cataloged, examine the bibliographic records and consider usages in determining the AACR 2 heading. In the source found citation, record the heading and also any forms found, including usage identical to the heading. Use a semicolon to separate the heading from the other forms, and preface the other forms with an appropriate label, e.g., "usage:" "variants:."

"Usage" is defined as a literal transcription of a name as it appears in a publication, most commonly as transcribed in a bibliographic record in a statement of responsibility. Literal transcriptions may occur elsewhere in a record, however, e.g., as part of the title proper, in an at head of title note, in a quoted note. When considering whether a transcription is a literal one, it is necessary to exercise caution to insure that the transcription has not been altered in some way by the cataloging conventions used at the time the transcription was made, e.g., by abbreviation (as in series statements), by omission (as in a quoted note), by truncation (as in a series title).

"Variants" may be used for iterations of the name that do not conform to the above definition of usage.

Do not normally cite specific bibliographic records or the exact location of the variations found.

- 110 Sociedade Brasileira para o Progresso da Ciência.  
670 Ciência e cultura (São Paulo). Ciência e cultura, Apr. 1979: t.p. (Sociedade Brasileira para o Progresso da Ciência)  
670 LC data base, 8/24/82 (hdg.: Sociedade Brasileira pelo Progresso da Ciência; usage: Sociedade Brasileira para o Progresso da Ciência, SBPC)
- 110 Crépeau, Paul-André.  
670 His Les codes civils, 1982: t.p. (Paul-A. Crépeau, o.c., c.r. de la Société royale du Canada; Wainwright Professor of Civil Law)  
670 LC data base, 11/29/82 (hdg.: Crépeau, Paul André; usage: Paul-André Crépeau)
- 100 Holmes, Frederick F., 1932-  
His Aging and cancer, 1983: CIP t.p. (F. Holmes)  
670 LC data base, 6-14-83 (hdg.: Holmes, Frederick F., 1932- ; usage: Frederick F. Holmes; F. Holmes)

2) LC manual authority card. In rare cases, it will be necessary to consult the LC manual catalog--the manual authority card, non-MARC bibliographic records, or both. When formulating the source found citation use an appropriate term, e.g., "LC manual auth. cd." or "LC manual cat." (when there is no authority card, or when both the authority card and bibliographic records have been considered). Summarize and record data found without identifying the original source of the information, using the same general conventions as in citing the LC data base.

LC manual auth. cd. (hdg.: Anderson, James Edward, 1926- ; usage: James E. Anderson, J. E. Anderson; M.D., prof., McMaster Univ.)

not

LC manual auth. cd. (VanStone, J. An archaeological collection, 1962 : t.p. (J.E. Anderson); Grant, J. C. B. Grant's Atlas of anatomy, c1978: t.p. (James E. Anderson, M.D., prof., McMaster Univ.); Ltr. from author 12/12/63 (James Edward Anderson, b. 1926))

3) Multiple LC citations. When it is necessary to cite more than one LC catalog, treat this as a single source, avoiding unnecessary repetition of data.

LC data base, 5/13/82 (hdg.: Evans, Paul) LC manual auth. cd. (b. 1935)

4) New Delhi Office. For authority records prepared in the LC New Delhi office, search the office's file of LC MARC bibliographic records for the heading, and, if the heading is found, make a "source data found" citation beginning: New Delhi MARC file, [date of search]. Construct the rest of the citation according to the guidelines given above for citing the LC data base, including the heading and usage (or variants), as appropriate.

New Delhi MARC file, 11/28/83 (hdg.: \_\_\_\_\_ ;  
usage: \_\_\_\_\_)

b. NACO. NACO participants not online to LC may use and cite information from LC created and input records in any file being cataloged against. Construct the source citation according to the criteria given above for citing the LC files.

LC in OCLC, date (data)  
LC in WLN, date (data)  
LC in RLIN, date (data)

Special procedures have been arranged for those NACO participants that are involved in major retrospective cataloging projects. Since the files these libraries are relying on may contain a more accurate picture of an author's usage, they will be permitted to cite their files and take them into consideration along with the LC data base when formulating new AACR 2 headings. These citations will parallel LC data base citations and may include any or all the same elements as appropriate: the project's previous heading (hdg.); any literal transcriptions of the name as it appears in a publication (usage); iterations of the name that may not be literal (variants). These citations will be given as necessary to justify the heading and/or cross references.

The libraries granted such permission and examples of the citations they will be using are

American Antiquarian Society (MWA):

MWA/NAIP files (hdg.: \_\_\_\_\_; usage: \_\_\_\_\_;  
variants: \_\_\_\_\_).

Indiana University (InU)

InU/3 cent. drama files (hdg.: \_\_\_\_\_; usage:  
\_\_\_\_\_; variant: \_\_\_\_\_).

InU/19th cent. drama files (usage: \_\_\_\_\_;  
variants: \_\_\_\_\_; \_\_\_\_\_)

(Note that the presence of other information on the record may make it unnecessary to include a citation of the heading as previously established by the project)

InU/Wright Amer. fict. (usage: \_\_\_\_\_; \_\_\_\_\_)

Louisiana State University (LU-ECT)

LU-ECT/ESTC/NA files (hdg.: \_\_\_\_\_; usage:  
\_\_\_\_\_; \_\_\_\_\_; variants: \_\_\_\_\_; \_\_\_\_\_;  
\_\_\_\_\_).

University Microfilms International (UnM)

UnM/Wing files (hdg.: \_\_\_\_\_; usage: \_\_\_\_\_;  
variants: \_\_\_\_\_; \_\_\_\_\_).

UnM/Canadiana files (variants: \_\_\_\_\_; \_\_\_\_\_;  
\_\_\_\_\_).

c. Reference works. Cite reference sources as briefly as possible within the requirements of intelligibility already stated. The following statements concentrate on the author's name and the work's title. It is assumed that in the case of multiple editions and whenever else necessary, citations would also include imprint dates, edition number, or dates of coverage (e.g., annuals such as Who's Who in America). In citing main entry heading and title

1) Follow Cataloging Service Bulletin, no 22 (p. 45-46), in citing the abbreviations for certain national bibliographies.

2) A very small number of famous sources are commonly referred to by initials (e.g., "DNB" for the Dictionary of National Biography); use these initials in citations.

3) For well-known works, if adequate cite the author's surname alone without an indication of title (e.g., "Besterman" for Theodore Besterman's A World Bibliography of Bibliographies).



4) For somewhat less well-known works, apply the same practice but add a brief indication of the title after the surname (e.g., "Sharp. Hdbk. of pseudos." for Harold S. Sharp's Handbook of Pseudonyms and Personal Nicknames).

5) For works entered under title, or distinctive titles entered under corporate headings, cite a brief form of the title alone (e.g., "Hdbk. Eur. org." for the Council of Europe Information Dept.'s Handbook of European Organizations).

6) Some of the statements above provide for a "brief" form of the title. This may be achieved by omitting some words, thereby using a "telegraphic" but intelligible style, as well as by abbreviating other words.

Compreh. diss. index  
Biog. dir. US exec. branch, 1774-1971  
Biog. reg. U. Oxford to 1500  
Columbia U. oral hist. coll.  
Guide mss. Eleutherian Mills Hist. Lib.  
Contemp. poets Eng. lang.  
WW sci. Europe  
Banker's alm./yrbk.

d. Telephone calls. Cite telephone calls using the same guidelines for brevity, the same requirements for full, explicit data in some cases, etc., as applied elsewhere. The form in which "telephone call" or similar phrase appears does not have to be standardized. However, the following example offers one suggested form: Phone call to H. Jones, 3/28/77 (Harry Jones is real name of Lionel James). In recording telephone calls to U.S. security agencies (e.g., CIA, DIA), do not give the name of the person contacted. Instead, give the name of the agency, and, if possible, the title of the person contacted, e.g., Phone call to the librarian, CIA, 1/2/81 (...).

e. Citing BGN as a source. For geographic names established on the basis of a postal reply from BGN, convey the underlining of a brief form by adding within brackets immediately after the underlined element the statement "[brief]". Do this even if the long form is chosen for the heading. For example, transcribe the BGN statement "Coast Province" as "Coast [brief] Province," although the heading will be "Coast Province (Kenya)." If the underlined form is not the initial element, so that some ambiguity would arise, convey the underlining in this way: Provincia di Varese [Varese=brief]. Retain the phrases "conventional," "vernacular," etc., when expressed in the "approved" box of the form. Copy the word "variants" to introduce names given in that box. When telephoning BGN, it may be necessary to ask for a differentiation between conventional and vernacular forms, or to inquire if there are variant or earlier names, if a brief form is permitted, etc. If any of this information is elicited, record it explicitly but briefly. Include coordinates, and give the date of the request.

#### 10. Examples of Source Citations

His Criminal statistics, 1972: t.p. (Eugene Doleschal) p. v (dir., National Council on Crime and Delinquency Information Center, Hackensack, N.J.)  
Bajana, 1978?: t.p. (Suresa Tripura) data from India (Suresh Mohan Tripura; b. 1950)  
East Amwell Bicentenn. Committee. Report ... 1975: t.p. (East Amwell) p. 7, etc. (Amwell Township estab. 1708; split 1846 into East Amwell Township and West Amwell Township)  
His A history of Iowa, 1965?: t.p. (Samuel S. Gribble) p. 105 (b. 7/7/1861; d. 8/23/1943)

His Grunts, 1976: v. 1-3, t.p. (Charles R. Anderson)  
 v. 2, p. 316, etc. (Ex-Marine; b. Elgin, Ill.;  
 teaches English in Japan)

Its 2,000 abstracts on ... 1975- : v. 2, t.p.  
 (Cassava Information Center, Centro Internacional  
 de Agricultura Tropical) frwd., etc. (Cassava  
 Information Center est. at CIAT; Cali, Colombia)

A New image of man ... 1977- pt. 1, p. i (Inter-  
 national Research Institute for Man-Centered En-  
 vironmental Sciences and Medicine; non-profit  
 corp.)

Data from CINE for A Great place [MP] 1977:  
 (General Telephone Company of Michigan)

Heat treatment '76, 1976: t.p. (International  
 Federation for the Heat Treatment of Materials)

List of res. works in the agric. sci., 1972: t.p.  
 (R. Fuller)

Its Relatorio ... 1971: t.p. (Republica Federativa do  
 Brasil, Conselho Nacional da Industria Siderugica,  
 CONSIDER) p.5 (functions include advising govt. on  
 policy); 1972: t.p. (Republica Federativa do Brasil,  
 Ministerio da Industria e do Comercio, Conselho  
 Nacional da Industria Siderugica)

Police administration statistics, 1972: t.p.  
 (Statistics Canada, Judicial Division); 1973/74;  
 t.p. (Statistics Canada, Justice Statistics  
 Division) verso of t.p. (Division de la statistique  
 judiciaire)

His Black personalities of the Revolutionary War  
 period [SR] c1976: label (James D. Pendleton)

His Colour generation and control in glass, 1977: CIP  
 t.p. (C. Ray Bamford) data sheet (b. 8/2/34)

Titanium, 2nd quarter 1976, surrogate: caption t.p.  
 (U.S. Department of the Interior, Bureau of Mines,  
 Division of Nonferrous Metals)

Pharmaceutical trends, Jan. 1978: p. 2 (St. Louis  
 College of Pharmacy); OCLC #2786487 (St. Louis  
 College of Pharmacy; earlier name: St. Louis  
 College of Pharmacy and Allied Sciences)

Statistical presentation (Michigan. Dept. of Cor-  
 rection). Statistical presentation, 1980: t.p.  
 (Michigan Department of Correction)

#### G. Source Data Not Found (675 field)

1. Names. Cite here sources in which no information was  
 found (except for the work being cataloged). Include in this box ques-  
 tionable sources (for example, when the name found may refer to a dif-  
 ferent person) and add an explanation if necessary.

Amer. men/women sci., 1976 (Anderson, Donald Arthur,  
 1918- [may be a different person])

Include also sources that cite only an earlier or later name that may be  
 traced as a cross reference. Cite all sources in this box in one con-  
 tinuous paragraph, separating them with semicolons.

Enc. ital.; Bergamo tel. dir., 1976.

For all other matters, follow the provisions given above for the "source  
 data found" field. Note in particular that multiple citations of works  
 in which no information was found are often unnecessary, especially if a  
 problem has been resolved.

2. Series. The information in this field issued to justify an earlier/later heading reference (if a series authority record for the earlier/later title is in the authority file) or to justify a "Continues ..."/"Continued by..." note in a 667 field (if no series authority for the earlier/later title is in the authority file but there are pre-AACR 2 bibliographic records in the machine catalog, or if the information regarding a change in title is ascertained from other sources (e.g., the serials file)).

130 Center monograph series.  
670 Morris, F.L. The Jensen hypothesis, c1971: t.p.  
675 FOLB, E.A. Black vernacular vocabulary, 1973,  
c1972: cover (Afro-American studies monograph series)

130 Afro-American studies monograph series.  
670 Folb, E.A. Black vernacular, 1973, c1972: cover  
675 Morris, F.L. The Jensen hypothesis, c1971: t.p.  
(Center monograph series)

Cite here also sources in which no information was found except for the work being cataloged). Include in this field questionable sources and add an explanation if necessary.

... [may by a different series]

#### H. Undifferentiated Personal Names

If under AA2 22.20 one heading is used for more than one person, prepare one record combining all persons of the same name. List the first work being cataloged and sources found pertaining to each person in separate groups, captioning each group with an informal descriptive term for that person consisting of the title of the first work cataloged, and the person's relationship to it. The descriptive term is placed within brackets. However, do not separate in this manner the sources not found. The order of the groups does not matter. Also code value "b" in fixed field 008/32.

Note that when dates or distinguishing terms become available for any author represented on an existing "undifferentiated personal name" authority record, the author and the sources relating to him/her must be removed from the authority record and established separately.

100 Stewart, John.  
670 [Editor of The Best of Tracks]  
670 The Best of Tracks, 1975: cover (John Stewart, editor)  
670 [Author of Early maps and surveyors of the city of Washington]  
670 His Early maps and surveyors of the city of Washington, 1899: t.p. (John Stewart)  
670 [Author of Of no fixed abode]  
670 His Of no fixed abode, 1975: t.p. (John Stewart) jkt. (lecturer in soc. admin., Univ. of Lancaster)  
670 [Author of Ulster D.V.]  
670 His Ulster D.V., 1972: t.p. (John Stewart) introd. (former missionary; pastor, Woodvale Meth. Church, Belfast)  
670 [Subject of The missionary pioneer]  
670 Mitchell, J. The missionary pioneer, 1827: t.p. (John Stewart)  
675 WW Aus, 1975; Allibone; Lanman, C. Biog. annals of Civil govt. of U.S., 1876; Hough; Drake; W was in Amer., 1607-1968; Academic WW, 1973-74; Commonwealth univ. yrbk, 1974; WW, 1970, 75.

J. Usage or Scope (667 field)

1. Names. Place here any designation or information that is not cited from a source, that needs to be preserved in the record, and that would be useful to agencies outside LC: "Not same as \_\_\_\_\_"; "Cannot identify with \_\_\_\_\_"; "Reinvestigate before using again"; "Change heading if name \_\_\_\_\_ continues to be used"; "For works issued before/after [date]" (to be used for official language changes); etc.

2. Series. This field contains information concerning usage, type, or scope of the series heading being established. Place here any information of permanent value and general interest that needs to be preserved in the record. Give each independent statement as a separate field. The following is a representative but not a finite list of types of notes to be added.

a. "Not same as [title]"

b. "Subtitle: [title of subtitle]" (if the subtitle could be interpreted as the title proper of the series or as a subseries)

c. "Give phrase as a quoted note"

d. "Considered a series before AACR 2" (if the record is now for a series-like phrase)

e. Document. Transcribe "Document" if the series is a document series.

f. Technical report. Transcribe "Technical report" if the series is a technical report series.

g. Information regarding a change in title that occurred after the series was last handled under pre-AACR 2 rules. When a change in title, in uniform title, or in responsibility resulting in a successive entry occurred after a series was last handled under pre-AACR 2 rules, add this information in the 667 field, labelling it in square brackets as the unevaluated form. Give it in the following form as appropriate:

"Continues: Academy of Natural Sciences of Philadelphia. Monographs [unevaluated old catalog entry form]"

"Continued by: [old catalog entry form] [unevaluated old catalog entry form]"

The purpose of this statement is to indicate that a change is involved, to record the pre-AACR 2 earlier or later LC catalog entry form, and to state explicitly that the pre-AACR 2 catalog entry form has not been evaluated in terms of AACR 2.<sup>1/</sup>

Note that if an item with the earlier/later title is being added to the collections, this information must be deleted and appropriate see also references traced instead. The data itself is cited in the "Sources data not found" field.

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1/ Note that before June 1983 this method was not used; instead on the retrospective series authority records ("n42-") this information was indicated in the form of a "do not make" see also reference.

As adjustments to a series authority record with such a tracing need to be made, change the reference tracing field to a 677 field.

h. "Sometimes published as [variant form of title]". This note is added when a clear pattern of fluctuation (a-b-a-b) between two or more forms of title of a numbered series (e.g., Publication, Publications) is already in existence and can be deduced from the bibliographic records in the machine catalog. Note that the first occurrence of such a change does not permit the usage of such a note but should be considered to constitute a title change and the application of AA2 21.2, not 12.7B4.

i. Recording telephone calls to publishers, etc., regarding information other than the heading.

j. "Before AACR 2 subsumed under made-up set for UN documents:"

#### K. Cross References Tracings (4xx and 5xx fields)

A cross reference tracing consists of the name from which a user is directed to the heading.

All cross reference tracings are allotted to either a "see" (variant form) or a "see also" (related form) category, for each of which there are separate fields. If the reference leads from a name, phrase, etc., that is not to be used as an established heading, place it in a 4XX field. If it leads from an established heading, place it in a 5XX field.

Each cross reference tracing must be a separate field. Do not use a period at the end of the cross reference tracing unless the last word is an abbreviation or initial.

In the LC automated authority system, cross reference tracings fall into three basic types for the purpose of producing the actual cross references:

1. References that refer directly from a heading to a single other heading using a sample referral legend (search under or see) or search also under or see also). These references are automatically generated from the tracing as it appears in the record.

2. References that refer directly from a heading to a single other heading using one of the standardized legends below. These are automatically generated from the tracing as it appears in the record and the legend (display constant) is produced from the value indicated in the #w control subfield.

search also under the earlier heading:  
search also under the later heading:  
for works in the old catalog, search under:

(Other standard legends for acronyms, information references, and musical compositions were previously used and still exist until the #w control subfield values producing the legends are removed from the reference tracings. This is normally done during the reference evaluation process.)

3. References that require a specialized referral legend other than those listed above ("cataloger-generated references"). These references must be traced in the 4XX or 5XX fields. However, because the actual see references themselves are not derived from the tracings, the references must be created specially. Cataloger-generated references may refer to a single heading or to multiple headings. The values "b" or "c" in byte 3 (position 4) of the #w control subfield of the tracing is the clue that a separate reference record exists.

There are certain types of references that are not appropriate in a purely AACR 2 catalog (some linking references from the pre-AACR 2 heading) or that are "blind," leading to an established corporate heading under which there are no publications in LC. These references are flagged as "do not make" by value "a" in byte 3 (position 4) of the #w control subfield of the reference.

L. Control Data for References (#w control subfield)

1. See References (4XX fields). N.B. Use as many of the following codes as appropriate.

a. When a reference is to be identified as a linking reference from the pre-AACR 2 LC heading, code value "a" in byte 2 (position 3) of the #w control subfield. (When the reference is not a valid AACR 2 reference, indicate this by also coding value "a" for "do not make" in byte 3 (position 4) of the #w control subfield.)

b. When a reference is to be coded as "do not make," code value "a" within in byte 3 (position 4) of the #w control subfield.

c. When a reference is to be a cataloger-generated one, code value "b" in byte 3 (position 4) of the #w control subfield.

2. See Also References (5XX fields). N.B. Use as many of the following codes as appropriate.

a. When a reference is to have the standard explanatory text for earlier or later headings, code value "a" or "b" in byte 0 (position 1) of the #w control subfield. Use an "a" if the name being referred from is the earlier heading or a "b" if it is the later heading.

M. Classification Practice (646 field)

This field indicates whether the items in a series are classified separately, as a collection, or as a collection with the main or another series.

Code value "s" if the series is classified separately.

Code value "c" if the series is classified as a collection. Deduce that the Library of Congress classification practice is "Classified as a collection" if

1. one of the following applies to the 050 field of the SERIALS file record

a. the field contains an LC call number

b. the field contains "PAR" or "REV PAR";

c. the field contains the word "LAW," followed, in angle brackets, by Law Library shelf number (in the case of legal series for which there is no class K call number to assign)

2. the call numbers on the bibliographic records for the analytic entries show that the series is classified as a collection;

3. the series is a document series new to the Library and the item being is not to be analyzed (in which case the series as a whole also indicates the analysis practice as "In part").

Code value "m" if a) the series is a subseries, numbered or unnumbered, of a separately numbered main series that is classified as a collection; or b) the series or part of it, numbered or unnumbered, is within another series that is classified as a collection.

If "c" or "m" is coded, give the Library of Congress call number in the call number (050) field unless the series authority is being prepared for the first item received of a series.

Do not give any data in the 646 field if the heading is established for a series-like phrase.

Field 646 is repeatable to permit the recording of a) differences in classification practice for different ranges of volumes/dates, b) differences in classification practice for different institutions, and c) differences in classification practice for different copies (or sets) within the same institution. If the data are not permanent, enclose the temporary data in angle brackets.

Note any variations in classification practice; specify such variations in the #d in reverse chronological/numeric order, i.e., the field representing current practice precedes the field for earlier practice. 1/ 2/

If the classification practice applies to all items of the #d series in the machine catalog (no variation), add nothing in if the practice applies to all items with the exception of some items classified as a collection with a second series, add nothing in #d representing current practice and specify the exception(s) in #d representing the exception(s).

Example 1 (illustrates classification of a series of which v. 1-12 are classified as a collection, v. 13- separately)

646#as#dv. 13-#5DLC  
(current practice)  
646#ac#dv. 1-12#5 DLC  
(former practice)

Example 2 (illustrates a series classified separately, except v. 7-8 and 11-23, which are in a second series classified as a collection. If the data are not permanent, enclose the temporary data in angle brackets).

646#as#5DLC  
(current practice)  
646#am#dv. 7-8, 11-23#5DLC  
(former practice)

Example 3 (illustrates a series for which no permanent data can be given in stating variations in classification practice)

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<sup>1</sup> Subfield #d is generally qualified by numeric/chronological designation, or if this is not possible, by "Items cataloged after [date]"/"Items cataloged before [date]." However, in exceptional cases the phrase "Items processed ..." may be appropriate.

<sup>2</sup> When reestablishing a series issued by the United Nations that was previously considered to be a subseries of United Nations document series, indicate the classification practice for the new record as "separate" and qualify the 646 field as follows:

s#ditems cataloged after Dec. 31, 1980  
c#ditems cataloged before Jan. 1, 1981

Then show the pre-AACR 2 classification number in the 050 field.

646#as# d<160>#5DLC  
(current practice)  
646#ac#d1-<158 >#5DLC  
(former practice)

Example 4 (illustrates a series of which numbered items are classified as a collection, unnumbered items separately)

646#ac#dnumbered items#5DLC  
(current practice)  
646#as#dunnumbered items#5DLC  
(current practice)

N. Analysis Practice (644 field)<sup>1/ 2/ 3/</sup>

This field indicates whether all the items in a series are analyzed, some analyzed, or, in exceptional cases, none analyzed.

Code value "f" if the series is analyzed in full.

Code value "p" if the series is analyzed in part.<sup>4/</sup>

Code value "n" if the series is not analyzed.

Do not give any data in the 644 field if the heading is established for a series-like phrase.

Field 644 is repeatable to permit the recording of a) differences in analysis practice for different ranges of volumes/dates or b) differences in analysis practice for different institutions.

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<sup>1</sup> The Library of Congress, with a few exceptions (notably, document series and technical report series) generally analyzes all monographic series. It analyzes all analyzable multipart items. For periodicals, it generally analyzes single issues a) only if the periodical as a whole is not in the Library and b) some periodicals that could be termed to constitute "monographic series with stated frequency." It also analyzes those issues of serials (e.g., yearbooks) that constitute a monographic work.

<sup>2</sup> If the series is already in LC and has always been classified separately and continues being classified separately, no different analysis practice can exist. However, if the series/multipart item, in toto or in part, is classified as a collection, the analysis practice may have varied over the years. For series classified as a collection, do not attempt to record here changes of analysis practice previous to AACR 2 as this information is generally not available. However, for multipart items classified as a collection, do record the pre-AACR 2 analysis practice if this differs from the AACR 2 analysis practice and if this information is easily deduced from the available data.

<sup>3</sup> If at the time of establishing or reestablishing the series authority for a multipart item it is known that not all parts of the item are analyzable, indicate the analysis practice as "in full," and, in addition, specify in subfield #d"analyzable parts." Use this specification only when appropriate, i.e., do not add it "just in case." It can be expected that in many cases this information will be a later addition, i.e., add it when the condition actually occurs.

<sup>4</sup> If the series is a document series, classified as a collection, always code value "p," i.e., a document series classified as a collection is always analyzed in part.



Note any variations in analysis practice decided on after the series authority has been established or reestablished under AACR 2; specify such variations in subfield #d line in reverse chronological/numeric order, i.e., the field representing current practice precedes the field for earlier practice.

If the analysis practice applies to all items of the series in the machine catalog (no variation), add nothing in subfield #d. If the practice applies to all items with the exception of some items analyzed/not analyzed, but state the exception(s) in subfield #b. Begin the statement with the word "except."

Example 1 (illustrates analysis practice of a document series previously "Analyzed in full" that is now being changed to "Analyzed in part")

644#ap#ditems cataloged after March 31,  
1984#5DLC  
(current practice)  
644#af#ditems cataloged before April 1,  
1984#5DLC  
(former practice)

Example 2 (Illustrates analysis practice of a periodical of which, by exception, no. 22 is analyzed)

644#an#bexcept no. 22#5aDLC

#### O. Tracing Practice (645 field)

This field indicates whether the series is used in bibliographic records as a series added entry tracing.

Code value "t" if the series is traced.

Code value "n" if the series is untraced.

Do not give any data in the 645 field if the heading is established for a series-like phrase.

Field 645 is repeatable to permit recording of a) differences in tracing practice for different ranges of volumes/dates or b) differences in tracing practice for different institutions.

Note any variations in tracing practice; specify such variations in subfield #d in reverse chronological/numeric order, i.e., the field representing current practice precedes the field for earlier practice. If the tracing practice applies to all items of the series in the machine catalog (no variation), add nothing in subfield #d.

When reestablishing a series authority, always reevaluate the pre-AACR 2 tracing practice in accordance with rule 21.30L and LCRI 21.30L. If the tracing practice is changed at the time of reestablishing the series, specify the variation in the subfield #d. Note that the date in subfield #d then is that of the application of AACR 2, not the date the item is being cataloged (unless the analysis practice is changed at the time of reestablishing the series authority). Do not change the tracing practice on the already existing pre-AACR 2 bibliographic records except for correction of errors, i.e., do not add series tracings to analytic records of a series that was untraced before AACR 2 but is traced under AACR 2; do not delete series tracings if the series was traced before AACR 2 but is untraced under AACR 2 or is considered to constitute a phrase under AACR 2. Do update the existing tracings to AACR 2 form and choice.

However, if the tracing practice is changed after a series has been established or reestablished under AACR 2, change all AACR 2 bibliographic records to conform to the change, i.e., update the individual records in the machine catalog by adding or deleting the series tracing as appropriate.

645#at#ditems cataloged after Dec. 31,  
1980#5DLC  
(current practice)  
645#an#ditems cataloged before Jan. 1,  
1981#5DLC  
(former practice)

P. Library of Congress Call Number (050 field)

If the series (or some part of it) is classified as a collection, this field contains a Library of Congress call number as follows:

1) a regular call number;

2) the word "LAW," followed, in angle brackets, by Law Library shelf number (in the case of legal series for which there is no class K call number to assign).

The field is repeatable to permit recording different call numbers for different ranges of volumes/dates or institutional-specific decisions. For example, part of the series may be in another series that is classified as a collection under its own call number. The call number may be followed by a copy or set number. If there are different call numbers for different classification practices, record each in a separate field in reverse chronological/numeric order, i.e., the field representing the current practice precedes the field for earlier practice. Specify in subfield #d of each field the condition(s) to which that particular call number applies.

050#aQ11#b.I302#dv. 1-12, copy 1

The example illustrates a series for which the first copy of v. 1-12 was classified as a collection; the second copy of v. 1-12 and all copies of subsequent volumes are classified separately.

If the series is classified as a collection and the call number applies to all the items in a series in the machine catalog, do not record any data in subfield #d.

If the call number for a series classified as a collection contains a custodial assignment, include this information as follows:

1. record custodial assignments within angle brackets except for certain cases pertaining to Rare Book and Special Collections Division.

PL2780.F4 1981b <Orien China>  
U860.A312 Rosenwald Coll

2. in general, do not use periods after the abbreviations in call numbers/custodial assignments except for the following terms:

fol.  
no.  
pt.  
subser.  
Suppl.  
vol.

If the series is a subseries (whether entered subordinatedly or independently, whether numbered or unnumbered) and the main series is classified as a collection include this information as part of the call number.

AS262.T22A25 subser.

Q. Form of Number in Series Added Entry (642 field)

This field is used if the series is traced. It contains the example of the form of series numbering to be used in the series added entries in bibliographic records for individual issues of a series. Numbering consistency is needed so that records for the individual issues can be sequenced properly for display. The form is determined from the item being cataloged (not necessarily the first item of the series) and is then used in tracing all items in the series.

Generally add this information in the form in which it appears in the series statement in the item being cataloged. For example, if the item shows "7," add "7" after the phrase; if it shows "volume 7," add "v. 7," etc. For additional guidance see AA 1.6, LCRI 1.6, and LCRI 1.6G. If variations in the form of numbering (including language variations) occur in subsequently cataloged items, the tracing of the series added entry is to reflect the form of numbering specified on the series authority, not that of a later variation. Note that in such cases the series will always have to be traced explicitly, although the series statement may agree in all other respects.

Do not transcribe as form of numbering issues called "Introductory number," "Anniversary issue," etc.

Note also that if the form of numbering on the bibliographic records already in the machine catalog differs from that in the series authority record, the series tracings on the bibliographic records need to be updated to the form now chosen for the tracing.

Do not give any data in the 642 field if a) the series is unnumbered, b) the series, although numbered, is not traced, or c) the heading established is for a series-like phrase.

The field is repeatable to allow the recording of

1. different forms of series numbering for different numbering systems. (With the exception of "new series" and its equivalents in other languages this phenomenon is infrequent in series numbering and is more likely to be encountered in the cataloging of periodicals when mergers bring about a total change of the numbering system, etc.) Do not confuse a change in numbering system with peculiarities in numbering or with variations within the same numbering system;

2. different series numbering examples for different institutions. This situation is likely to occur when a series carries more than one system of numbering (e.g., numbering within a year as well as whole numbering) and different institutions opt for different systems.

If the form of numbering applies to all the items in a series, no statement in subfield #d is made.

642+av. 8+5DLC

If at the time of reestablishing a series that is to be traced the data base shows that the series is both numbered and unnumbered but the item being cataloged is unnumbered, determine the form of number to be used in the tracing from the records in the data base, and record the

earliest number in the 642 field. Also add in the 670 field the citation of the analytic bibliographic record on which the form of number is based.

R. Numbering Peculiarities (641 field)

This field contains notes regarding irregularities and peculiarities in numbering. It might include such information as double numbering, the existence of preliminary editions not included in the regular series numbering, items not published, numbering that does not begin with volume one, etc. In transcribing the information, do not use a period except in cases of abbreviations. Generally, do not transcribe here information available from a series statement, e.g., do not transcribe combined issues information, form of numbering in another language, etc.

641#aVol. 25 never published#zcall to publisher  
1/22/82

This field is to be used for information pertaining to both traced and untraced series. Do not give any data in the 641 field if the heading established is for a series-like phrase.

S. Date(s) of Publication and Volume Designation (640 field)

This field contains the beginning/ending date(s) of publication and/or the extent of volumes within the series. It is used if

1. the library does not have the first item of the series (whether classified as a collection or separately);
2. the library does not have the last item of a series that has ceased publication and that is classified as a collection;
3. the extent of volumes is known for an ongoing multipart item classified separately or the date of the last volume of a series that has ceased publication is known (whether or not in the library's collections) and the series is classified separately;
4. the series is unnumbered.

Cite this information only if it is available from the item cataloged if reference sources need to be consulted to break a possible or real conflict, or if the information is available, incidentally, from the publisher. Its main purpose is to differentiate series with the same or similar title. Do not use a period except in cases of abbreviations.

640#aVol. 1 pub. in 1956#zv. 7, pref.

640#aComplete in 16 v.#zv. 1, introd.

T. Place : Publisher (643 field)

This field contains the place of publication and publisher of the series.

If the publisher of the series differs from the body responsible for the series, transcribe here the place and publisher only. The fact that another body is responsible for the existence of the series is shown by means of a reference (generally in name/title format). Record the data as it would appear on the bibliographic record for the analytic, except do not apply the provisions of 1.4D4 (i.e., always state the information explicitly even if the name of the publisher, distributor, etc., appears in a recognizable form in the title and statement of responsibility area of the analytic on the basis of which the series authority record is being created; e.g., London : British Sociological

Association, NOT: London : The Association). Also, do not use brackets even if the bibliographic record shows the place and/or the publisher bracketed.

Example 1 (illustrates a single publisher; data applicable to all volumes in the series)

643#aNew York#bRandom House

Example 2 (illustrates multiple places/single publisher; data applicable to all volumes)

643#aLondon#aNew York#bHarcourt Brace

Record multiple places and/or publishers in the same field, as needed, provided each one recorded is appropriate to the series during a particular range of dates/volumes (cf. AA 1.4B8 and LCRI 1.4B8).

This field is repeatable to permit recording differences in either the place or the publisher information for different ranges of volumes/dates. If multiple places and/or publishers obtain for different ranges of volumes/dates, record those applicable to the same range in one field, those applicable to a different range in another field. Record the field representing current information first, i.e., indicate the change(s) in reverse chronological order.

Example 3 (illustrates multiple places of publication/multiple publishers.)

643#aWiesbaden#bKohllammer#d<Bd. 17>  
643#aBonn#bStatistisches Bundesamt#dBd. 1-<10>

Example 4 (illustrates change in publishers (A, B, A))

643#a#Washington, D.C.#bU.S. Dept. of Agriculture,  
Agricultural Marketing Service#d<AMG-89, AMG-22 >  
643#a#Washington, D.C.#bU.S. Dept. of Agriculture,  
Consumer and Marketing Service#d<AMG-59—AMG 71 >

When reestablishing a series, changes in place of publication or publisher occurring before AACR 2 are generally ignored. However, if the cataloger notices that the bibliographic records for some or all the analytic entries in the machine catalog have a different place or publisher, or if that information is incidentally available from the item being cataloged or the publisher, record only the current place and publisher in the 643 field. Indicate that the field is not applicable to all items in the series by using subfield #d.

643#aNew York#bKnopfd#d<v. 19>

#### X. Cataloger-Generated References (664 and 663 fields)

Use these fields for those explanatory references that are not produced automatically by coding the reference tracing.

Cataloger-generated see and see also references are handled differently: a cataloger generated see reference (664) will exist as a separate, individual record with its own control number; the text of a cataloger-generated see also reference will be carried as a 663 field within the authority record referred from.

##### A. "See" Cataloger-Generated Reference (664 field in separate reference record)

1. 040 field. See above.

2. 1XX field. In this field is the heading referred from, i.e., the tracing that appears on the authority record being referred to.

3. Statement (664 field). In this field is the text of the reference, including the legend and the complete heading referred to.

"See Also" Cataloger-Generated Reference (663). In this field is the text of the reference, including the legend and the complete heading referred to. Note that the text of the legend must reflect the "see also" condition, e.g., by incorporation of the phrase "search also under."

#### XI. Photo-Offset Reprints

Note: A reprint manifestation from which the reprint publisher has omitted the original series statement is not to be considered to be in the original series (although the information that the original manifestation was in a series may be ascertainable from the cataloging record of the original). See also LCRI 2.7B7.

Although the machine catalog may indicate that both the original and reprint manifestations are in the collections, reestablish the series representing the manifestation being cataloged only. When the second manifestation is being added, combine the information regarding both manifestations (original/reprint) in a single record.

Fields 641-646, 670. Fields 642-646, 670 must be specifically identified for the reprint manifestation in all cases. If the original is also represented, record the information for the original manifestation first, followed by that for the reprint, as shown below.

#### Fields 642, 644-646.

For fields 642 (this field will not be present in all records) and 644-646 this is accomplished by adding data "photo-offset reprint" in #5 of the appropriate field.

#### Reprint manifestation only is represented

646#as#5DLC photo-offset reprint

#### Both the original and reprint manifestations are represented

1) Data is same for both manifestations — one field

646#as#5DLC#DLC photo-offset reprint

2) Data of manifestations differ — two fields

646#ac#5DLC

(original)

646#as#5DLC photo-offset reprint

(reprint)

If only the reprint manifestation is represented, each of the above fields will occur once in the authority record (field 642 is not present in all records).

Field 642. If a record is created that includes both manifestations, record the form of numbering in the tracing of the original only if both manifestations are identical in form albeit not in the number itself. Then show that the form applies to both manifestations.

642#av. 8#5DLC#5DLC photo-offset reprint

It is unusual for a reprint manifestation to carry a numbering system that differs from the original.<sup>1</sup> If a record is created for which the numbering system of the reprint manifestation varies from that of the original, repeat the 642 field, e.g.

642#ano. 223#5DLC

(original)

642#av. 3, no. 3#5DLC photo-offset reprint

(reprint)

Field 643. In field 643, supply the phrase "photo-offset reprint" in subfield #d.

Reprint manifestation only is represented

643#aNew York, N.Y.#bGarland#dphoto-offset

reprint

Both the original and reprint manifestations are represented

643#aNew York, N.Y.#b Random House

(original)

643#aNew York, N.Y.#bGarland#dphoto-offset reprint

(reprint)

More than one reprint manifestation is represented. If the reprint manifestation is published by different publishers or if several editions of the reprint manifestation exist, include this information.

643#aNew York, N.Y.#bGarland#aNew York,

N.Y.#bDa Capo Pres#dphoto-offset reprint

Field 670. In the 670 field, supply the phrase "Photo-offset reprint/" preceding the citation

Reprint manifestation only is represented

Photo-offset reprint/Eckert, D. Insel Oesel, 1983:

t.p.

Both manifestations are represented

Riders, 1982: cover

Photo-offset reprint/Eckert, D. Insel Oesel,  
1983: t.p.

Field 641. This field will not be present in all records. When it occurs, and if information relating to the reprint manifestation has to be specified, supply the phrase "Photo-offset reprint/" preceding the statement of numbering peculiarity.

Photo-offset reprint/numbering begins with v. 14

<sup>1</sup> If one of the manifestations is numbered and the second unnumbered and the numbered manifestation is traced, in addition to recording the information in 008/13 and a 642 field, add a note in a 667 field regarding the unnumbered manifestation.

## OTTOMAN TURKISH CATALOGING

The Library plans to begin cataloging its collection of more than 1500 publications in Ottoman Turkish (i.e., Turkish written in the Arabic script) in the near future. This collection, which includes many unique items, largely comprises memoirs, legal and religious materials, government documents, serials, and atlases. The cataloging will result in MARC records that are fully romanized in accordance with conversion principles detailed in Cataloging Service Bulletin, no. 5 (Summer, 1979).

## SUBJECT HEADINGS

### SUBJECT HEADINGS OF CURRENT INTEREST

#### Fourth quarter, 1983

Cellular radio  
Computer contracts (Indirect)  
Earthworks (Art) (Indirect)  
Employer-supported day care (Indirect)  
Financial statements, Misleading (Indirect)  
Going public (Securities) (Indirect)  
Mass media and women (Indirect)  
Opportunistic infections (Indirect)  
Parental overprotection (Indirect)  
Presidential candidates (Indirect)  
Public school closings (Indirect)  
Religious broadcasting (Indirect)  
Roasts (Public speaking)  
Star Wars films  
Success in business (Indirect)  
Transcutaneous electrical nerve stimulation (Indirect)

#### First quarter, 1984

Advocacy advertising (Indirect)  
Biotechnology (Indirect)  
Caffeine habit (Indirect)  
Cooperative ministry (Indirect)  
Culture shock (Indirect)  
Direct broadcast satellite television (Indirect)  
Electronic spreadsheets (Indirect)  
Flat-rate income tax (Indirect)  
Lease or buy decisions (Indirect)  
Reverse culture shock (Indirect)  
Underwater childbirth (Indirect)

## CONSTITUTIONS IN SUBJECT HEADING PRACTICE

As a result of the change under AACR 2 from the use of the form subheading Constitution to the use of vernacular uniform titles, changes have recently been introduced in the subject cataloging treatment of the texts of constitutions. The most significant of these changes is the creation of a subdivision —**Constitution** to be used under names of jurisdictions. The following revised scope notes, to be published in the January-March 1983 supplement of LCSH describe the new subject cataloging practices:



#### Constitutions (Indirect)

Here are entered general collections of texts of constitutions. Collections of texts of constitutions of a particular region are entered under this heading with local subdivision. Collections of texts of constitutions or individual constitutions of a particular country, state, province, etc. are entered under the name of the jurisdiction with the subdivision Constitution. Works discussing constitutions or constitutional law in general are entered under Constitutional law.

#### Constitutions, State (Indirect)

Here are entered collections of texts of the constitutions of various states. Texts of the constitution or constitutions of a particular state are entered under the name of the state with the subdivision Constitution. Comparative works discussing the state constitutions or state constitutional law of a particular region, country, etc. are entered under the name of the place with the subdivision Constitutional law, State. Works discussing the constitution or constitutional law of a particular state are entered under the name of the state with the subdivision Constitutional law.

#### Constitutional law

Here are entered works discussing constitutions or constitutional law in general. Works discussing constitutions or constitutional law of particular regions, countries, etc. are entered under the name of the place with the subdivision Constitutional law. General collections of texts of constitutions are entered under Constitutions.

The following revised scope note, to be published in the 1983 annual Supplement to LCSH describes the new subject cataloging practices for constitutional amendments:

#### Constitutional amendments

Here are entered works discussing constitutional amendments and the amending process in general. Works discussing constitutional amendments of a particular country, state, province, etc. are entered under the name of the jurisdiction with the subdivision Constitutional law—Amendments. Comparative works discussing state constitutional amendments of a particular country are entered under the name of the country with the subdivision Constitutional law, State—Amendments.

Collections of texts of constitutional amendments of a particular jurisdiction are entered under the name of the jurisdiction with the subdivision Constitution—Amendments. Texts of particular constitutional amendments are entered under the name of the jurisdiction with the subdivision Constitution—Amendments—1st, [2nd, 3rd, etc.]. Works discussing particular constitutional amendments are entered under the name of the jurisdiction with the subdivision Constitutional law—Amendments—1st, [2nd, 3rd, etc..].

## CORRECTION TO THE 1982 SUPPLEMENT TO LCSH: —MYTHOLOGY

In the Significant Changes section of the introductory matter of the 1982 supplement to LCSH, ~~—Mythology~~ was erroneously designated as free-floating in the paragraph announcing the cancellation of headings of the type [topic] (in religion, folklore, etc.). The subdivision ~~—Mythology~~ is not free-floating, and will be printed in LCSH under all topics for which it is authorized.

## JEWISH QUESTION

The heading "Jewish question" was cancelled from LCSH on February 15, 1984. No replacement heading is proposed. Instead, a see reference will appear in the 1984 supplement as follows:

Jewish question  
see  
Jews—[place], other subdivisions under the heading  
Jews, and related topics

Because the heading "Jewish question" had been assigned to a wide variety of materials, each work will have to be recataloged based on a re-analysis of the subject matter. In most cases, the heading "Jews—[place]" will be a satisfactory replacement.

## PUBLICATIONS

### LC SUBJECT HEADINGS WEEKLY LISTS

LC announces the availability of Library of Congress Subject Headings Weekly Lists. This is a near print publication which lists new, changed, and cancelled subject headings and references. Each monthly issue contains several weekly lists of subject headings and references which have been reviewed and approved by the Subject Cataloging Division of the Library of Congress. These lists will be of considerable interest to subject catalogers and reference librarians as they are the most timely source of information concerning new and changed subject headings and references. They are, however, primarily internal working documents of the Subject Cataloging Division and are made available to subscribers with this explicit understanding.

These lists, it should be noted, are the basis for the headings which appear in both Supplement to Library of Congress Subject Headings and Library of Congress Subject Headings in Microform. However, because changes made to data appearing in the lists do not appear in subsequent lists, there will, on occasion, be discrepancies between the lists and the quarterly supplements and/or microfiche cumulations.

Also for a limited period of time other apparent discrepancies may arise from the fact that the publication of the weekly lists may, for example, relate to headings and references established in 1983 which are not yet available to the public due to the delay in the production of the supplements and microfiche issues.

L.C. Subject Headings Weekly Lists is priced at \$65.00 for the 1984 subscription year. Approximately 50 weekly lists are anticipated. They will generally be grouped sequentially and issued monthly but because of their varying complexity, some lists may appear out of order. Please be

apprised, therefore, that because L. C. Subject Headings Weekly Lists is intended first and foremost to meet the internal needs of the Subject Cataloging Division that neither the order nor number of weekly lists is guaranteed. Subscriptions may be placed with the Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

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KASHMIRI IN PERSO-ARABIC SCRIPT

Vowels

Initial	Medial	Final	Alone	Value
اَ	اَ	اَ	اَ	a
آ	آ	آ	آ	ā
اِ	اِ	اِ	اِ	i
اِي	اِي	اِي	اِي	ī
اُ	اُ	اُ	اُ	u'
اُو	اُو	اُو	اُو	ū'
اَ	اَ	اَ	اَ	u
اُو	اُو	اُو	اُو	ū

Initial	Medial	Final	Alone	Value
اَ	اَـ	اَ	اَ	o
اِ	اِـ	اِ	اِ	ō
اُ	اُـ	اُ	اُ	o
		اُ	اُ	ō
اِیَ	اِیَـ	اِیَ	اِیَ	e
اِیِ	اِیِـ	اِیِ	اِیِ	ē
	اِیِـ	اِیِ	اِیِ	y <sup>1</sup>

<sup>1</sup>This sign palatalizes the preceding consonant and in the medial position is at times followed by another vowel, e.g., "a" ( اَ ) or "e" ( اِیَ ).

آپیار apyar

When the short vowel "e" ( اِیَ ) follows a palatalized consonant, replace it by اِیِ

کیہن khÿen

Consonants

Initial	Medial	Final	Alone	Value
ب	ب	ب	ب	b
پ	پ	پ	پ	p
ت	ت	ت	ت	t
ط	ط	ط	ط	ṭ
ث	ث	ث	ث	s
ج	ج	ج	ج	j
چ	چ	چ	چ	c
ح	ح	ح	ح	h
خ	خ	خ	خ	kh
د	د	د	د	d
ذ	ذ	ذ	ذ	ɖ

Initial	Medial	Final	Alone	Value
ز	ز	ز	ز	z
ر	ر	ر	ر	r
ڑ	ڑ	ڑ	ڑ	r̥
ز	ز	ز	ز	z
ث	ث	ث	ث	ts
س	س	س	س	s
ش	ش	ش	ش	ʃ
ص	ص	ص	ص	ʂ
ض	ض	ض	ض	ʒ
ط	ط	ط	ط	t̪
ظ	ظ	ظ	ظ	ʒ̪
ع	ع	ع	ع	ʕ



Initial	Medial	Final	Alone	Value
غ	غ	غ	غ	gh
ف	ف	ف	ف	f
ق	ق	ق	ق	q
ك	ك	ك	ك or ك	k
گ	گ	گ	گ	g
ل	ل	ل	ل	l
م	م	م	م	m
ن	ن	ن	ن	n
و	و	و	و	v
ه	ه or ه	ه or ه	ه	h
ی	ی	ی	ی	y

**Digraphs representing Kashmiri Aspirates**

**Value**

ᱠᱨ					ph
ᱠᱩ					th
ᱠᱪ					ṭh
ᱠᱫ					ch
ᱠᱬ					kha
ᱠᱭ					tsh

## RULES

A. Some Perso-Arabic letters or signs used in Kashmiri are romanized differently depending on the context. The necessary specific guidelines follow:

1. Romanize the Arabic article **ال** as follows:

(a) When the article is prefixed to a word beginning with a "moon letter" (ا, ب, ج, د, هـ, و, م, ن, ي, ر, ز, س, ش, ص, ض, ط, ظ, ق, ك, ت, ف, غ, ع, ح, خ, د, ذ, ر, ث, ت), romanize it as "al."

القرآن                      al-Qurān

(b) When the article is prefixed to a word beginning with a "sun letter" (ا, ب, ج, د, هـ, و, م, ن, ي, ر, ز, س, ش, ص, ض, ط, ظ, ق, ك, ت, ف, غ, ع, ح, خ, د, ذ, ر, ث, ت), replace the "l" of the normal roman value with a repetition of the letter or digraph that begins the romanization of the word to which the article is prefixed.

النور                      an-nūr

(c) When the article precedes the second noun of a genitive phrase (iḍāfah), follow the preceding directions for sun and moon letters, but substitute the final short vowel of the roman value of the first noun for the "a" of the normal roman value of the article. Romanize such two-word genitive phrases as single words.

محمي الدين                      Maḥīuddin

2. Represent **ʿ** (shaddah or tashdīd) by doubling the roman letter or digraph concerned.

مظفر                      Muẓaffar

3. ^ (jazm or sukūn) indicates the absence of a vowel following the letter over which it is written. It is not represented in romanization.

رونگ                      rōng

4. The vowel sign  $\overset{\sim}{\text{ـ}}$  is often omitted in writing, but supply its roman value "a" in romanization.

B. Foreign words in a Kashmiri context are romanized according to the present table and accompanying rules. This principle covers all languages, including those also written in the Perso-Arabic script (e.g., Persian or Urdu). Following are the specific guidelines, necessarily derived from or related in some way to this principle:

1. Romanize  $\overset{\sim}{\text{ـ}}$  and  $\overset{\sim}{\text{ـ}}$  (or  $\text{ـ}$ ) as "au" and "ai" respectively, when they are pronounced as diphthongs.
2. Romanize as "a"  $\overset{\sim}{\text{ـ}}$  (alif maqṣūrah) used in place of  $\text{ا}$  to represent the long vowel.

عیسی                      'Īsá

موسی                      Mūsá

3. Romanize *tanwin* (written  $\text{ـ}$ ,  $\text{ـ}$ , or  $\text{ـ}$ ) as "un," "in," and "an" respectively, when it occurs in a word or expression borrowed from Arabic. Otherwise do not romanize it.

اندازا                      andāzan

عملا                      'amalan

4. Regardless of pronunciation, romanize  $\text{ن}$  (undotted form of the letter ن) as "n."

جموں Jammūn

جہاں jahān

5. Romanize  $\text{ء}$  (*hamzah*) as " ' " when medial or final.

الشہداء aśśahadā'

آئینہ ā'inah

مؤمن mu'min

6. When  $\text{ء}$  (*hamzah*) represents the connective syllable joining a *muzaf* to what follows, romanize it as "-yi."

ادارہ شہخت Idārah-yi Haft ...

7. *Izafat*

- (a) When the *muzaf* (the first of two words in a grammatical relationship called *izafat*) ends in a consonant, add "i-" to it in romanization.










































تاریخ ہند و سنان Tārīkh-i Hindūstān

- (b) When the *muzaf* ends in a vowel or a silent  $\text{و}$ , add "-yi."

دریای شور daryā-yi sor

ملکہ انگلستان Malīkah-yi Inglīstān

CLASSICAL MONGOLIAN (VERTICAL SCRIPT)

Initial	Medial	Final	Value
			a
			e
			i
			o/u
			ô/û
			n
			ng
			q
			g
			b
			p
			f
			s
			š

Initial	Medial	Final	Value
Ɔ <sup>2</sup>	ᄁ ᄂ <sup>2</sup>	ᄃ <sup>2</sup>	t/d
ᄄ	ᄅ	ᄆ	l
ᄇ	ᄈ	ᄉ	m
ᄊ	ᄋ		c
ᄌ	ᄍ		j
ᄎ	ᄏ	ᄐ	y
ᄑ <sup>2</sup>	ᄒ <sup>2</sup>	ᄓ <sup>2</sup>	k/g
ᄔ	ᄕ		k
ᄖ	ᄗ	ᄘ	r
ᄙ	ᄚ		v
ᄛ	ᄜ	ᄝ	h

<sup>1</sup>Romanize medial and final vowels according to the rules of vocalic harmony.

<sup>2</sup>Romanize the dental and velar stops according to the pronunciation given in standard dictionaries.

CLASSICAL MONGOLIAN (VERTICAL SCRIPT) — TRANSCRIPTION OF  
GALIG LETTERS

Vowels and diphthongs

ᠠ	a	ᠡ	ī
ᠢ	ā	ᠢ	l
ᠣ	i	ᠣ	l
ᠤ	ī	ᠤ	e
ᠥ	u	ᠥ	ai
ᠦ	ū	ᠦ	o
ᠦ	ī	ᠦ	au



Consonants

Gutturals

क	ka
ख	kha
ग	ga
घ	gha
ङ	ṅa

Palatals

च	ca
छ	cha
ज	ja
झ	jha
ञ	ña

Cerebrals

ट	ṭa
ठ	ṭha
ड	ḍa
ड़	ḍha
ण	ṇa

Dentals

त	ta
थ	tha
द	da
ध	dha
न	na

**Labials**

pa  
pha  
ba  
bha  
ma

**Semivowels**

ya  
ra  
la  
va

**Sibilants**

śa  
ṣa  
sa

**Aspirate**

ha

**Anusvara**

ṁ

**Visarga**

ḥ