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DESCRIPTIVE CATALOGING

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1.0E. Language and script of the description. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the addition of the following as the second paragraph in rule 1.0E in the printed text of AACR 2:

For details given in area 3 (material, or type of publication, specific details), follow the instructions in the relevant rules of the following chapters.

Pre-Modern Forms of Letters

In general, transcribe letters as they appear in the source. However, convert earlier forms of letters and earlier forms of diacritical marks into their modern form, as specified herein. Separate ligatures that are occasional stylistic usages (Œdipus, alumnæ, etc.) rather than standard usages in the modern orthography of the language, e.g., œ in French, as in œuvre, or æ in Danish, as in sæertryk. If there is any doubt as to the correct conversion of elements to modern forms, transcribe them from the source as exactly as possible. (See also the section on Special Letters, Diacritical Marks, and Punctuation Marks.)

The following represent a special case: u/v, uu or vv/w. When these letters are used in Latin and some other languages without regard to their vocalic or consonantal value, so that a "u" is used for a "v," etc., the transcription should be regularized. This means that for the bibliographic description of items published after 1800,

- 1) use v for consonants, e.g., vox, Victoria
- 2) use u for vowels, e.g., uva, Ursa Major
- 3) use w for consonantal uu or vv, e.g., Windelia

Follow this guide also for publications of any date when the case is not one of bibliographic description, e.g., headings or citations from reference works.

The letters i/j should be handled differently. For the bibliographic descriptions of items published after 1800, transcribe "i" and "j" as they appear; do not attempt any regularization. Follow this stipulation also for uniform titles for series. For any other case of headings, for citations from reference sources, etc.,

- 1) use j for consonants, e.g., jus, Julius
- 2) use i for vowels, e.g., iter, Ilias

N.B. For the transcription of any of these letters in bibliographic description for pre-1801 publications, apply Bibliographic Description of Rare Books (BDRB). For the use of uniform titles, so that BDRB titles file properly (i.e., together with the titles of post-1800 publications), see LCRI 25.2A.

Matter That Cannot Be Reproduced by the Typographical Facilities Available

The rule, in effect, requires as much fidelity to the source as the capacity for printing, typewriting, data-base-inputting, etc., within the cataloging agency will allow. It recommends a "cataloguer's description in square brackets" for any "matter that cannot be reproduced by the typographical facilities available." Generally, this is a practicable solution, but there are special instances in which doing other than describing the matter is appropriate. The main purposes of

these instructions are to categorize all the methods to be employed, including a "cataloguer's description," and to give specific directions for each in terms of the particular character set phenomenon encountered.

In the context of machine-readable catalog records note that as used in 1.0E and in the preceding paragraph, "typographical facilities available" means the totality of characters that can be represented in machine-readable form and displayed/printed (known as the "MARC character set; referred to hereafter as "the character set"). Conventions appropriate to particular character set situations have been developed as follows:

- Super/subscript characters
- Greek letters
- Special marks of contraction (e.g., older printed Latin)
- Special letters, diacritical marks, punctuation marks
- Signs and symbols

Apply the appropriate conventions described in the following sections. As judged appropriate, use notes to explain and added entries to provide additional access. In the special provisions that follow, notes are suggested as possible models for form, not to require the use of the note.

Super/Subscript Characters

If the super-/subscript placement of a character is not essential to avoid serious distortion or loss of intelligibility (e.g., n^0 , 2^e , M^a), record the super-/subscript character on the line in the regular manner. In cases of serious distortion or loss of intelligibility, record the character in super-/subscript position for all such characters available in the character set, namely, Arabic numerals (0-9), the minus sign (-), parentheses (), and the plus sign (+). In all other cases use the double underscore convention described in the section on Specials Letters, Diacritical Marks, and Punctuation Marks. Give the letter being represented in upper or lower case according to the source.

chief source: The Severus scroll and 1QIs^a
transcription: The Severus scroll and the 1QIs_a
(Suggested note: On t.p. "a" is superscript.)

chief source: Separation of $^{59}\text{Fe}^{\text{III}}$ and $^{59}\text{Fe}^{\text{II}}$ in neutron ...
transcription: Separation of $^{59}\text{Fe}^{\text{III}}$ and $^{59}\text{Fe}^{\text{II}}$ in neutron ...
(Suggested note: On t.p. "III" and "II" are superscript.)

chief source: Estimating $L_x(1)$
transcription: Estimating $L_x(1)$
(Suggested note: On t.p. "x" is subscript.)

chief source: ENDOR hyperfine constants of V_k -type centers
transcription: ENDOR hyperfine constants of V_k -type centers
(Suggested note: On t.p. "k" is subscript.)

chief source: The structure of $1f_{7/2}$ nuclei
transcription: The structure of $1f_{7/2}$ nuclei
(Suggested note: On t.p. "/" is subscript.)

Greek Letters

Romanize all occurrences of Greek letters regardless of the typographical facilities available (the intent is to assist filing (by persons or machines) and searching (machine) although there are characters for alpha, beta, and gamma in the character set) and although certain Greek capital letters are identical to their roman equivalents. If the context shows that a Greek letter or letters is used to represent a letter in the International Phonetic Alphabet, however, see the section on Special Letters, Diacritical Marks, and Punctuation Marks.

If the letter appears separately, give the name of the letter in the language of the context (if unknown in the language of the context, use English) enclosed within brackets. For searching purposes, insure that the bracketed interpolation is not connected with other letters. Thus if no space appears in the source on either side of the Greek letter, put a space on either side of the bracketed interpolation, except when this interpolation is already distinct from adjacent letters by the presence of characters that serve as separators. N.B. This provision is necessary, because brackets do not serve as separators for searching purposes.¹

chief source: α -, β -, and γ -spectroscopy
transcription: [Alpha]-, [beta]-, and [gamma]-
spectroscopy
(A hyphen is a separator)

chief source: Poly- α -amino acids ...
transcription: Poly-[alpha]-amino acids ...

chief source: A history of π (pi) ...
transcription: A history of [pi] (pi) ...
(Parentheses are separators, but a space precedes
"pi" in the source)

chief source: ... at infinity of certain subclasses
of $L^1 \Omega A(R)$
transcription: ... at infinity of certain subclasses
of L^1 [Omega] A(R)
(The omega in the source is a capital letter)

chief source: A catalogue of the Connecticut Alpha
of the $\Phi\beta\kappa$, August 1847
transcription: A catalogue of the Connecticut Alpha
of the [Phi Beta Kappa], August 1847

chief source: The $\cos \pi \lambda$ theorem ...
transcription: The cos [pi lambda] theorem ...

chief source: ... materials lists for high-power
10.6 μ windows ...
transcription: ... materials lists for high-power
10.6 [mu] windows ...

chief source: The bias in $dT/d\Delta$ calculated ...
transcription: The bias in dT/d [Delta] calculated
...

¹ "Separators" are defined as characters that divide groups of letters or numbers into multiple words, in the context of constructing search keys. The most frequent examples are the ISBD marks of punctuation, as well as opening and closing parentheses, the hyphen, and double quotes.

chief source: Z
transcription: [Zeta]
(The title consists solely of the Greek letter zeta.)

When a Greek letter is used in a word that is otherwise in the roman alphabet in the source, use the romanized form of the letter (instead of its name) in brackets.

chief source: Zaraoustra and Philo
transcription: Zara[th]ustra and [Ph]ilo

chief source: Oie wowapi way Lakota-Ieska
transcription: Oie wowapi wan Lakota-Ieska
(The letter in this example is from the International Phonetic Alphabetic; therefore the double underscore convention is used (cf. the section on Special Letters, Diacritical Marks, and Punctuation Marks).)

Special Marks of Contraction

When special marks of contraction have been used by the printer in continuance of the manuscript tradition, expand affected words to their full form, enclosing supplied letters within brackets.

On source: Breuiarium monasticū s'm ritumꝛ morem monachorū Ordinis S. Benedicti de obseruātia Casinēsis Cōgregationis ...

Description: Breuiarium monasticu[m] s[ecundu]m ritum [et] morem monacho[rum] Ordinis S. Benedicti de obserua[n]tia Casine[n]sis Co[n]gregationis ...

Do not expand conventional abbreviations in which a period follows a letter or letters. However, when an abbreviation standing for an entire word appears in the source, record instead the word itself, enclosing it in brackets. Enclose each expansion or supplied word in its own set of brackets, e.g., "... amico[rum] [et] ..." When the meaning of an abbreviation or contraction cannot be determined, substitute a question mark within brackets for each element in question, e.g., "... amico[?] [?] ..." When the meaning of an abbreviation or contraction is conjectural, use the question mark after the supplied letters or word within the same set of brackets, e.g., "... amico[rum?] ..."

When titles are "expanded," title added entries may be expressed in the tracing by means of the word "Title." The added entry will be exactly the same as the title proper (including the brackets around letters). To express a title added entry in any other form, it is necessary to trace it explicitly.

I. Title: Breviarium monasticum secundum ritum et morem monachorum Ordinis Sancti Benedicti de observantia Casinensis Congregationis.

Special Letters, Diacritical Marks, and Punctuation Marks

Use the double underscore (=) as the conventional means of signaling special letters (including superscript and subscript letters), diacritical marks, and punctuation marks for which there is no exact representation in the character set. Use the double underscore with the nearest roman equivalent in cases in which the roman equivalent is obvious, e.g., b = b; d = d; d = d; f = f; h = h; g = g; l = l;

k = t. When the nearest roman equivalent is not obvious or there is doubt that it is obvious, it is necessary to establish the equivalent through the Office for Descriptive Cataloging Policy, after which the list of equivalencies will be updated. The following equivalencies have been established to date, mostly from the International Phonetic Alphabet. Note that the IPA uses some Greek letters; when it is judged by the context (usually some form of linguistic study) that the Greek letter probably derives from its use in the IPA, use the double underscore convention or the equivalency indicated below, not the convention for Greek letters given above.

α	=	̄̄a	
β	=	̄̄b	
ε	=	̄̄e	
ϑ	=	̄̄e	
ϕ	=	̄̄f	
γ	χ	=	̄̄g
ϒ		=	̄̄g
ϔ		=	̄̄h
ϕ		=	̄̄h
ϑ		=	̄̄i
ϒ		=	̄̄i
ϔ		=	̄̄j
ϕ		=	̄̄j
ϑ		=	̄̄k
ϒ		=	̄̄k
ϔ		=	̄̄l
ϕ		=	̄̄l
ϑ		=	̄̄m
ϒ		=	̄̄m
ϔ		=	̄̄n
ϕ		=	̄̄n
ϑ		=	̄̄o
ϒ		=	̄̄o
ϔ		=	̄̄p
ϕ		=	̄̄p
ϑ		=	̄̄q
ϒ		=	̄̄q
ϔ		=	̄̄r
ϕ		=	̄̄r
ϑ		=	̄̄s
ϒ		=	̄̄s
ϔ		=	̄̄t
ϕ		=	̄̄t
ϑ		=	̄̄u
ϒ		=	̄̄u
ϔ		=	̄̄v
ϕ		=	̄̄v
ϑ		=	̄̄w
ϒ		=	̄̄w
ϔ		=	̄̄z
ϕ		=	̄̄z

Note that the use of the double underscore convention does not always insure a one-for-one equivalency; the intent, instead, is to signal those cases in which the character used in the catalog record is not an exact replication of the character in the source.

Exception 1: Do not use the double underscore convention in the following cases; use instead the equivalent indicated:

Old German small "e" (Fürsten) = umlaut (Fürsten)

"Scharfes s" or "ess-zet" (ß) written as ligature = ss
(Auslegung)

"Scharfes s" or "ess-zet" (<3) written as two letters = sz
(Auslegung)

Degree symbol (600°) = superscript zero (600^o)

Inch/inches, second/seconds = tvěrđyĭ znak (")

Foot/feet, minute/minutes = mřagkiĭ znak (')

Superscript or subscript period = dot above (.̇) or dot below (.̣)

IPA character for glottal stop (?) = alif (')

A , below a letter (̣) = dot below the letter (̣)

Exception 2: Do not use the double underscore convention for the inverted question mark and exclamation point in Spanish; instead, do not transcribe the inverted form of these marks at all.

Signs and Symbols

The objective in treating signs and symbols not represented in the character set is to render or convey the intention without undue time and effort and with a minimum of interpolation, using one of the techniques described in this section. Note that a minimum of interpolation is wanted because those searching the machine catalog cannot very often be expected to "second-guess" the cataloger in this respect, i.e., users will normally formulate search keys that necessarily do not take interpolations into account. As judged appropriate, use notes to explain and added entries to provide additional access; the examples below are illustrative, not prescriptive.

1) If the symbol is judged not to be an integral or essential part of the title, use an explanatory note instead of intervening in the transcription. Note that this is ordinarily the case with symbols of trademark, patent, copyright, etc.

chief source: © copyright : how to register your copyright ...

transcription: Copyright : how to register your copyright ...

(Suggested note: On t.p. the title is preceded by the copyright symbol.)

chief source: A survey of SIMULATM applications ...

transcription: A survey of SIMULA applications ...

(Suggested note: On t.p. the registered trademark symbol "TM" is superscript following "SIMULA" in the title.)

transcription: "W" today! Tomorrow?

(On the title page the traditional female symbol appears under the letter "W" but the preface makes it clear that the symbol is not intended to form part of the title and gives the full title ;

suggested note: On t.p. the symbol for female appears under the letter "W"; added entry: Title: Women today! Tomorrow?)

2) Use existing characters when this can be done without serious distortion or loss of intelligibility.

chief source: R̄ for tomorrow

transcription: Rx for tomorrow

chief source: When I was your age STOP
transcription: When I was your age STOP
(Suggested note: On t.p. "STOP" appears as a stop sign.)

3) Use the double underscore convention (cf. the section on Special Letters, Diacritical, marks, and Punctuation Marks.)

chief source: Yell-Ø pages : environmental resources
transcription: Yell-Ø pages : environmental resources

chief source: Where to stay USA from 50¢ to \$9 a night
transcription: Where to stay USA from 50c to \$9 a night

4) Substitute in the language of the context the word, phrase, etc., that is the obvious spoken/written equivalent (if unknown in the language of the context, use English); bracket the interpolated equivalent. If the element in the source is not preceded or followed by a space, in general precede or follow the bracketed interpolation by a space unless the preceding or following character in the source is itself also a separator or unless the use of a space would create an unintended result for searching.

chief source: Registering for ©
transcription: Registering for [copyright]
(Suggested note: On t.p. "[copyright]" appears as the copyright symbol.)

chief source: I ♥ a piano
transcription: I [love] a piano
(Suggested note: On t.p. "[love]" appears as a heart.)

chief source: A study of the ♀
transcription: A study of the [ankh]
(Suggested note: On t.p. "[ankh]" appears as the ankh symbol.)

chief source: Poe ♪ and free verse
transcription: Poe[try] and free verse
(The interpolation is not preceded by a space because that would create two words for searching (brackets are not separators); suggested note: On t.p. "[try]" appears as an illustration in the form of a tree.)

chief source: Tinglysningslovens §38
transcription: Tinglysningslovens [paragraf] 38

chief source: Dokumentation der politischen Geschichte zur Reform des §144 STG
transcription: Dokumentation der politischen Geschichte zur Reform des [Paragraphen] 144 STG

chief source: ... proposed rules governing §2255 proceedings ...
transcription: ... proposed rules governing [section] 2255 proceedings ...

chief source: Roman Opalka : 16 Details aus dem Werk 1965/1-∞

transcription: Roman Opalka : 16 Details aus dem Werk 1965/1-[unendlich]

(Suggested note: On t.p. "[unendlich]" appears as the infinity symbol.)

chief source: Opalka 1965/1-∞ : 9 juin-9 juillet 1982
transcription: Opalka 1965/1-[l'infinite] : 9 juin-9 juillet 1982

(Suggested note: On t.p. "[l'infinite]" appears as the infinity symbol.)

chief source: The added mass coefficient of a cylinder oscillating in shallow water in the limit $K \rightarrow 0$ and $K \infty$

transcription: The added mass coefficient of a cylinder oscillating in shallow water in the limit $K \rightarrow 0$ and K [infinity] (The arrow is input as \rightarrow (two hyphens and an angle bracket) ;

suggested note: On t.p. "[infinity]" appears as the infinity symbol.)

Exception: Do not transcribe characters that indicate birth (e.g., an asterisk) or death (e.g., a dagger) even if such characters are in the character set. Do not use a mark of omission; instead, explain the omission in a note.

chief source: In honor of Saint Basil the Great †379

transcription: In honor of Saint Basil the Great 379

(Suggested note: On t.p. "379" is preceded by a dagger.)

chief source: Walter : *1926 ~~†~~ 1945 an der Ostfront

transcription: Walter : 1926 1945 an der Ostfront

(Suggested note: On t.p. "1926" is preceded by an asterisk; "1945," by an Iron Cross)

If the spoken/written equivalent is not obvious or if there is doubt that it is obvious or if it is unknown, give an explanation or a description in the language of the context (if unknown in the language of the context, use English).

chief source: ▽-structures

transcription: [Inverted triangle]-structures

chief source: Poluprovodnikovye soedieniĭa $A_2^I B^VI$

transcription: Poluprovodnikovye soedineniĭa AI2BVI

(Suggested note: On t.p. "I" appears over "2" and "VI" is superscript.)

chief source: Some elementary properties of the category $\text{Top}_M | B$

transcription: Some elementary properties of the category Top_M [vertical line] B

(Suggested note: On t.p. "M" is subscript.)

If a title consists solely of a sign or symbol, provide an equivalent in all cases, even if the particular symbol is itself in the character set.

chief source: ☩ / Gregory Corso

transcription: [Ankh] / Gregory Corso

(Suggested note: The title consists solely of the ankh symbol.)

chief source: + : [novellaciklus] / Czako Gabor
transcription: [Plusz : novellaciklus] / Czako Gabor
("+" is in the character set; suggested note: The title consists solely of a plus sign.)

chief source: © / Free Spirits, Inc.
transcription: [Copyright] / Free Spirits, Inc.
(Suggested note: The title consists solely of the copyright symbol.)

1.1B1. [Rev.]

Punctuation

1) AACR 2 does not mention the problem that arises when data being transcribed for the bibliographic description include a colon, a slash, or the equals sign. Do not transcribe any of these three marks unless, according to normal practice, the space may be closed up on both sides. Usually, a comma or a dash (with space closed up on both sides) can be substituted for a colon:

Proceedings / Symposium—Fine Arts in the 80's
or
Proceedings / Symposium, Fine Arts in the 80's
(On source: ... Symposium: Fine Arts ...)
but Dinner at 8:00 / ...

It is difficult to imagine a case in which it would be impossible to close up the space on both sides of the slash or the equals sign:

Study/workbook for knitting ...
2 x 2=5 : a farce in one act ...

None of these statements applies when one is considering the form of an access point, which should generally follow the punctuation found in the source:

Symposium: Fine Arts in the 80's ...
World Council of Might = Wrong.
(Both of these are corporate headings)

2) When replacing "... " in the title proper with "—," leave a space after the —, unless the dash is at the beginning

Getting around— in Germany
not Getting around—in Germany
but —and then there were none

1.6A2. Sources of information. [New]

Chief Source

The chief source of information for a series is the series title page. If the item lacks a series title page, the chief source for the series is the chief source for the analytic. If the series title does not appear on the chief source for the analytic, the chief source for the series is any source containing the series title that identifies

the series most adequately and succinctly, preferably a source that is one of the preliminaries. These provisions apply to numbered and unnumbered series; for series-subseries, however, apply LCRI 1.6H. (A series title page is a source at the beginning of the item that is devoted solely to the series (or to the series and the analytic title) and contains a formal presentation of the series title; it usually, though not necessarily, also contains a statement of responsibility, an expression of numbering, and the name of the publisher, etc. In case of doubt, as when multiple analytic titles are listed, do not treat the source as a series title page.)

2.7B4. Variations in title. [Rev.]

Variant Titles

If the variant title being recorded in a note appears in a source that meets the criteria for an added title page, record the note as "Title on added t.p." followed by a colon-space and the title. If the variant title appears in another source, specify its location (e.g., "Title on p. [4] of cover:"). There is no situation for which the notes "Added title." or "Added title:" or "Added t.p.:" are appropriate.

If a title in another language appears prominently on the publication, record the title in a note and make an added entry for it. (It does not matter if the source is an added title page or if there is text in the language of the title.)

Binder' Titles

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

12.0B1. Sources of information. Printed serials. [Rev.]

Serials

The basis for the description is the first issue of the serial. In determining which issue is first, disregard the date of publication, etc., and use the designations on the issues. For serials that carry numeric or alphabetic designations, the first issue is the one with the lowest or earliest (in the alphabet) designation. For serials that do not carry numeric or alphabetic designations, the first issue is the one that carries the earliest chronological designation. (If the actual first issue is not available, use these same guidelines to determine which issue should be used as the basis of the description.)

Since the title page (or title page substitute) of the first issue is the chief source of information for a printed serial, a title page that is published later to cover one or more issues cannot be used as the chief source. (However, data from such a title page may be put into the note area when necessary.)

If the description has been formulated from the first issue of a serial, the body of the entry remains unchanged throughout the life of the serial. If issues after the first have data different from those

recorded in the body of the entry, record the different data in the note area as necessary. However, if the differences are in the title proper, create a separate record when appropriate (21.2C). (For changes in the main entry heading, see 21.3B.)

If a serial lacking a title page has a title (the same title or different titles) on more than one source in the item, choose as the title page substitute the source that appears first in the preferred order of sources listed in the rule. Exception: In any instance in which the item has two or more different titles and the title that appears in a less preferred source is known to be, because of a trademark or other symbol that appears with it, to be the stable title that does not vary from issue to issue, use the source with the stable title as the title page substitute. Apply this exception also in any instance in which two or more issues are in hand and the title appearing in a less preferred source remains stable from issue to issue (e.g., if the masthead title remains stable but the cover title changes from issue to issue, use the masthead as the title page substitute.)

Series

The chief source of information for a series is the series title page. If the item lacks a series title page, the chief source for the series is the chief source for the analytic. If the series title does not appear on the chief source for the analytic, the chief source for the series is any source containing the series title that identifies the series most adequately and succinctly, preferably a source that is one of the preliminaries. These provisions apply to numbered and unnumbered series; for series-subseries/common titles-section titles, however, apply LCRI 12.1B3. (A series title page is a source at the beginning of the item that is devoted solely to the series (or to the series and the analytic title) and contains a formal presentation of the series title; it usually, though not necessarily, also contains a statement of responsibility, an expression of numbering, and the name of the publisher, etc. In case of doubt, as when multiple analytic titles are listed, do not treat the source as a series title page.)

12.7B. Notes. [Rev.]

Linking Notes

In notes referring to another serial (linking notes), cite the entry under which the serial appears in the catalog against which the searching and cataloging is done. Depending on the catalog entry of the related serial, the note will cite one of the following:

- 1) title proper, and, if needed for identification, edition statement;
- 2) main entry name heading/title proper, and, if needed for identification, edition statement;
- 3) main entry name heading/uniform title;
- 4) main entry name heading/uniform title/title proper (for legal material, language editions, and translations only);
- 5) main entry uniform title heading;
- 6) main entry uniform title heading/title proper (for language editions and translations only).

If the note cites a main entry heading (as in 2-6 above), give the heading in AACR 2 form. If the main entry heading on the catalog record for the related serial is not in AACR 2 form, change it to the AACR 2 form.

If the related serial is not represented in the catalog, cite in the note the entry that would be used were the related serial to be cataloged under AACR 2.

Designations in Notes

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

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

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

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

21.30J. Titles. [Rev.]

Data Comprising Title Added Entries and Method of Tracing Them

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

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

The following three paragraphs describe situations in which the first mark of prescribed punctuation does not necessarily indicate the end of the title proper.^{1/} 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.

^{1/} 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[u]lty ...
Title a.e.s: I. Title. II. Title: One day's dtu.

8) Letters and initialisms (including acronyms). When a series of letters or an initialism 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 spacing or separating punctuation.^{1/} If the transcription shows spacing or separating punctuation, make an additional title added entry in the form 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: A.-G. Chemie ...
Title a.e.s: I. Title. II. Title: AG Chemie.

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 transcription does not show spacing or separating punctuation, normally do not make an additional title added entry with spacing or separating punctuation.

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

9) 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^{1/}
425 = four hundred twenty-five, not four hundred and twenty-five
1001 = one thousand one; use also one thousand and one^{2/}
1226 = one thousand two hundred twenty-six, not twelve hundred and twenty-six
2500 = twenty-five hundred, not two thousand five hundred

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

Title: 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.

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

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

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

but

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

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

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

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

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

Title proper: 2 1/2 minute talk treasury ...

Title a.e.: I. Title.

Title proper: .300 Vickers machine gun mechanism
made easy ...

Title a.e.: I. Title.

Title proper: 003 1/2 ...

Title a.e.: I. Title.

Title proper: 3.1416 and all that ...

Title a.e.: I. Title.

Title proper: The 5"/38 gun ...

Title a.e.: I. Title.

b) Dates

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

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

Title proper: 1915 : revue de guerre en deux actes

...
Title a.e.: I. Title.

Title proper: 1945-1975 Italia ...

Title a.e.: I. Title.

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

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

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

Title proper: Le XVIIe & XVIIIe siècles ...

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

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

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

Title proper: XX. századi művészet ...

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

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

Title a.e.s.: I. Title. II. Title: Arabskie dokumenty 9-20-go vv. III. Title: Arabskie dokumenty dev'iatogo-dvadtsatogo 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.; Dvadtsat piatyĭ 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.

10) 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[try] ; a simple introduction to experimental poetry ...
Note: on t.p. "[try]" appears as an illustration in the form of a tree.
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.

11) 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

12) 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.

13) 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).

14) Other. If a title proper or other title for which an added entry is made contains data within the first five words filed on for which there could be an alternate form that would be filed differently,

make an additional title added entry under that form if it is thought that some users of the catalog might reasonably expect that form to be given in the source.

Title proper: Actfive and other poems ...

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

Limitation on Additional Added Entries for the Same Title

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

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

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

22.3C. Names written in a nonroman script. [Rev.]

Applicability

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

Alternative Rule

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

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

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

Names of Persons with Surnames Written in the Cyrillic Alphabet

Note: Headings originally established before January 1981 containing a surname that is spelled the same as that found in the three English-language reference sources (or the form found in Encyclopaedia Britannica when the forms varied) were coded "AACR 2" before September

1982 even though the pre-1981 heading varied from the reference sources in one or more of the following elements: the presence or absence of diacritical marks; the presence, absence, or spelling of forenames and patronymics. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be in accord with present policy.)

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

Names of Persons with Surnames Written in the Hebraic Alphabet

Follow this order of preference when establishing headings:

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

2) If the name is found in Collier's Encyclopedia and in The Encyclopedia Americana and in Encyclopaedia Britannica (15th ed.), use the form found in these three sources; if the form varies in these three sources, use the form found in Encyclopaedia Britannica (15th ed.).

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

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

(Note: If the heading for an author living in 20th century Palestine or Israel reflects the systematically romanized form and a subsequently received work of the author in Hebrew or Yiddish and issued in Palestine or Israel shows a nonsystematically romanized name, generally do not change the heading. This means that only in exceptional cases will systematically romanized names be candidates for change and then only for reasons other than a mathematical assessment of usage (e.g., 80%).)

24.9. CHAPTERS, BRANCHES, ETC. [New]

The rule is for any type of organization that covers a large geographical area in which chapters, branches, etc., are necessary for local activities of the membership. These chapters, branches, etc., can normally be recognized in two ways:

1) the organization is a fraternal one;

2) the designation of every chapter, branch, etc., includes a generic term that is either one traditionally used for such ("post," "lodge," etc.) or an imaginative innovation intending to convey the same sense ("valley," "stake," etc.)

Consider that the presence of any of these generic designations used for presumably all the chapters, branches, etc., is sufficient reason for subordinate entry in all cases.

American Legion. William Peck Post No. 279
(Minneapolis, Minn.)
Grand Army of the Republic. St. Paul Camp No. 1
Scottish Rite (Masonic order). Valley of Minneapolis
Vasa Order of America. Carl XVI Gustav Lodge 716
(Dallas, Tex.)

25.2A. [Rev.]

Rule Change

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

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

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

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

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

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

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

Option Decision

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

Applicability

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

Exceptions

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

2) For certain anonymous classics that are entered under a uniform title main entry heading and that have been published in many editions, in different languages, and under different titles (e.g., Beowulf, Chanson de Roland), use a uniform title for all editions. This includes editions in the original language when the title proper is the same as the uniform title assigned.

I/J/, U/V

When a title chosen for the uniform title involves regularization of i/j, u/v, apply the provisions of LCRI 1.OE that are given for post-1800 publications. Follow this directive for all uniform titles, regardless of the date of the particular publication or of the work it contains.

Background relative to the Revised LCRI 26.

In the few years of applying AACR 2, the Library had a fair amount of feedback about cross references. It has been a difficult matter to sort out not only because of differing judgments in judgment situations, but also because of the very real differences between searching in various catalogs: manual filing rules differ from search key strategies in machine-readable catalogs; moreover searching is rather different from machine-readable catalog to machine-readable catalog. In this confusion, the Library felt the need for wide consultation before making changes in the cross-reference practice. Consequently, the present revision is the result of responses to the Cataloging Service Bulletin inquiry published in no. 21 (Summer 1983) and extensive deliberations with Library of Congress staff members, the National Library of Medicine, and many of the NACO libraries.

Two primary matters eventually became clear: a) some of the cross references for corporate names seemed like overkill; and b) the directives for personal names needed to be re-written to make their intent more transparent. Most directives other than the two categories referred to remain unchanged.

26.2. NAMES OF PERSONS. [Rev.]

Preliminary note: Record all forms of name found on the chief source of the work being cataloged (including CIP title pages). For forms of name that are not on the chief source, but that are found in the normal course of examining the work, be selective: record only those that are judged to add important information identifying the author (most commonly, a fuller form of name). In particular, do not record a less full form on the cover or spine of a book or on the comparable "packaging" of other materials when a fuller form is presented prominently elsewhere (e.g., title page: Edgar Allan Poe; cover: Poe).

General Principles

- 1) Normally trace a reference from the old catalog heading. If the form of the resulting reference (i.e., the way it is structured, not its degree of fullness, for example) is not in accord with current policy, code it "do not make" and trace another reference constructed according to current policy.
- 2) Trace a reference from each variant that affects the primary elements of the name. For the normal inverted heading, this means variations in all elements to the left of the comma and in the first element to the right of the comma. Note that since diacritics, apostrophes, hyphens, and slashes do not affect filing, no references, other than linking references, are necessary for forms that differ only in these non-filing elements.
- 3) Use judgment in referring from other variants (i.e., those that do not affect the primary entry elements). One frequently applicable factor is a rather common-sounding surname seen in a form found prominently.
- 4) Make one reference from each possible entry element of the name chosen as the heading, including each separate particle or prefix, but excluding connectives such as "y" and "und." (In this connection, ignore the "Bure" example on p. 496 of AACR 2; this is based on actual usage, not an arbitrary permutation of the heading.) Exception: In German, Dutch, and related languages, do not refer from the definite article following a prefix.

5) Generally make only one reference from each variant, normally constructing it in the form in which it would be constructed if chosen as the heading (cf. specific instructions in LCRI 26.0). In addition, if applicable, make one reference under each surname element, other than particles and prefixes, not already referred from. Normally, do not otherwise make references that are "variants of the variant."

Follow these principles when creating new headings, and follow them also as closely as possible when evaluating references on existing authority records and when creating automated authority records for headings found in the machine catalog (or in the manual catalog, if this has been consulted). For already evaluated reference structures, generally allow the references to stand that are not provided for in these present instructions.

Special Considerations

1) When in Romance language names a surname is abbreviated to a single letter, do not refer from it:

Jara S., A. Antonio
not x S., A. Antonio Jara

2) If the form being referred from is purely initials and the full name is a normal forename-surname one, make one reference from the initials in direct order and make one also from the initial that represents the entry element in the heading.

Scottow, Joshua, 1618-1698.
x J. S. (Joshua Scottow), 1618-1698
x S., J. (Joshua Scottow), 1618-1698

Examples

100 Freeman, Robert, 1948-
670 His Hidden treasure, 1980: t.p. (Robert Freeman)
670 Phone call to author, 3/31/82 (Robert Eliot Freeman; b. 6/18/48)
(No references)

100 Jenkins, Barbara.
670 Jenkins, P. The walk west, 1981: CIP t.p. (Barbara Jenkins) CIP data sheet (Barbara Jo Pennell Jenkins)
(No references)

100 Klughorn, Jason.
670 His Mud pies, 1980: CIP t.p. (Jason Klughorn) CIP data sheet (Jay Klughorn)
400 Klughorn, Jay

100 Jackson, Richard L.
670 Conflict and cooperation in police labour relations, c1980: t.p. (Richard L. Jackson) p. 239 (Rick Jackson)
400 Jackson, Rick

100 Inmon, William H.
670 His Effective data base design, 1980: t.p. (William H. Inmon)
670 His Design review methodology for a data base environment, c1982: t.p. (W. H. Inmon)
400 Inmon, W. H. (William H.)

100 Hendrix, Louise Butts.
670 Her Sutter Buttes, land of Histun Yani, Sutter
County California, c1980: t.p. (Louise Butts
Hendrix) about the author (nee Louise Butts)
400 Butts, Louise

100 Morgan, C. J. (Carol Jean)
670 National Career Education Conf. (1977 : Can-
berra, A.C.T.). Issues in career education, 1977:
t.p. (C. J. Morgan) p. 141 (Dr. C. J. (Kim)
Morgan
670 Aus (Morgan, Carol Jean)
400 Morgan, Kim
400 Morgan, Carol Jean

100 Welch, Kenneth R. G.
680 His Herpetology of Europe and southwest Asia,
1983: CIP t.p. (K.R.G. Welch) book t.p. (Kenneth
R.G. Welch)
400 Welch, K. R. G. (Kenneth R. G.)

100 Clark, T. J. (Timothy J.)
670 His Image of the people, 1982: t.p. (T.J.
Clark)
670 LC data base, 7-14-83 (hdg.: Clark, Timothy J.;
usage: T.J. Clark)
400 Clark, Timothy J.

100 Gueligue, E. Sèlidji (Eugène Sèlidji)
670 His Lire, écrire et parler fon, 1978- : t.1,
t.p. (E. Sèlidji Gueligue) pref. (Eugène Sèlidji
Gueligue)
400 Gueligue, Eugène Sèlidji

100 Meier-David, Huguette.
670 Zado, R. Die kleine Rodung, 1978: t.p.
(Huguette Meier-David) verso t.p. (Huguette Meier
David) p. 16 (Huguette Meyer-David)

400 David, Huguette Meier-
400 Meyer-David, Huguette

not also

400 Meier David, Huguette
("Meier-David" and "Meier David" file the same)
400 David, Huguette Meyer-
(This is a variant of the variant "400
Meyer-David, Huguette" traced above)

100 Moreno, Montserrat.
670 Her Aprendizaje y desarrollo intelectual, 1980:
t.p. (Montserrat Moreno) cover p. 4 (Montserrat
Moreno Marimon)
400 Moreno Marimon, Montserrat
400 Marimon, Montserrat Moreno

100 Marure, Mateo Antonio, 1783?-1814.
670 Vela. Un procer preterido, 1980: p. 17 (Matheo Antonio Marure y Guzmán) p. 20 (Matheo Antonio Marure Guzmán) p. 21 (Matheo Antonio Marure)
670 Moore, R. E. Hist. dic. of Guat., 1967 (Marure, Mateo Antonio)
400 Marure y Guzmán, Matheo Antonio, 1783?-1814
400 Marure Guzmán, Matheo Antonio, 1783?-1814
400 Marure, Matheo Antonio, 1783?-1814
400 Guzmán, Matheo Antonio Marure y, 1783?-1814
400 Guzmán, Matheo Antonio Marure, 1783?-1814
(Only one of the two preceding references should be made; it does not matter which)

100 García de Miguel, J. M. (José María)
670 His Química del cristal, 1978: t.p. (J. M. García de Miguel)
670 Sp 78-Apr (García de Miguel, José María)
400 De Miguel, J. M. García (José María García)
400 Miguel, J. M. García de (José María García)
400 García de Miguel, José María

100 Carvalho, Armando Silva.
670 His Oalicat, 1972: t.p. (Armando Silva Carvalho)
670 His Os ovos d'oiro, 1969: t.p. (Armando da Silva Carvalho)
400 Silva Carvalho, Armando
400 Carvalho, Armando da Silva

not also

400 Da Silva Carvalho, Armando
400 Silva Carvalho, Armando da
(This is a variant of the variant "400 Carvalho, Armando da Silva" traced above)

26.3. NAMES OF CORPORATE BODIES AND GEOGRAPHIC NAMES. [Rev.]

Follow these principles for new headings and as closely as possible in evaluating references on existing authority records and in creating automated authority records for headings found in the machine catalog (or in the manual catalog, if consulted). It is not necessary to delete references not provided for by these instructions but provided for by earlier editions of these instructions--whenever the particular reference structure has already been evaluated.

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

110 Fogg Art Museum.
410 William Hayes Fogg Art Museum
410 Harvard University. Fogg Art Museum

not also

410 Harvard University. William Hayes Fogg Art Museum

- 110 Wyoming. Mineral Development Division.
- 410 Wyoming. Mineral Division
- 410 Wyoming. State Dept. of Economic Planning and Development. Mineral Development Division

not also

- 410 Wyoming. State Dept. of Economic Planning and Development. Mineral Division

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

- 110 United States. Agency for International Development.
- 410 United States. Agencia Internacional para el Desarrollo
- 410 United States. Dept. of State. Agency for International Development

not also

- 410 United States. Dept. of State. Agencia Internacional para el Desarrollo

- 110 Belgium. Administration de l'urbanisme et de l'aménagement du territoire.
- 410 Belgium. Administration of Urbanism of Spatial Planning
- 410 Belgium. Bestuur van de Stedebouw en de Ruimtelijke Ordening
- 410 Belgium. Ministère des travaux publics et de la reconstruction. Administration de l'urbanisme et de l'aménagement du territoire
- 410 Belgium. Ministère des travaux publics et de la reconstruction. Administration of Urbanism of Spatial Planning

not also

- 410 Belgium. Ministère des travaux publics et de la reconstruction. Bestuur van de Stedebouw en de Ruimtelijke Ordening

- 110 Japan. Rōdōshō.
- 410 Japan. Ministry of Labor
- 410 Japan. Ministry of Labour
- 410 Japan. Labor, Ministry of

not also

- 410 Japan. Labour, Ministry of

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

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

When evaluating references, allow these see references to stand (correcting the form to AACR 2 style, if necessary) until an item is received that requires the use of one of these earlier names as an access point. At that time, establish the heading, convert the see

reference to a see also reference, and delete the 667 note. Also make any other necessary references (cf. LCRI 26.3B-C). Do not change any existing MARC or non-MARC bibliographic records.

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

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

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

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

Unused Subdivisions

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

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

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

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

Information/Publication Agencies

Under AACR 1 18A1 references were made to a parent body from subordinate units that functioned as information or publication agencies. Whenever one of these agencies is encountered in current cataloging, use it henceforth in all cataloging for which it is appropriate, leaving the existing bibliographic records unchanged. Do not make any references between the two headings for the parent body and the information/publication agent, and cancel any references that may already exist in the MARC data base.

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

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

References From Personal Names in Names of Corporate Bodies

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

110 Art Tatum Trio.
410 Tatum Trio

110 M.C. Brackenbury & Co.
410 Brackenbury & Co.

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

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

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

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

Geographic Names Beginning With an Article

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

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

References From Inverted Names of Government Subheadings

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

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

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

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

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

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

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

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

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

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

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

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

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

411 Symposium on Environmental Sciences, IBM Scientific Computing

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

411 Conference on Industrial Relations, International

111 Work Conference on Literacy.

411 Conference on Literacy, Work

111 Governor's Conference on Education (Kan.)

411 Conference on Education, Governor's

Terms of Royal Privilege

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

110 Real Academia de Bellas Artes de San Jorge.

410 Academia de Bellas Artes de San Jorge, Real

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

References from geographic names

1) References from Location

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

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

b) a U.S. chamber of commerce

Make the reference from the name used in the heading and from the English name if a non-English name has been chosen for the heading. If the body's name includes the name or the abbreviation of the name of the place in noun form, make the reference from place followed by the name of the body, omitting the place name unless such an omission would result in an objectionable distortion.

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

110 Winchester Cathedral.
410 Winchester (Hampshire). Cathedral

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

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

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

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

110 Eagle Lake Chamber of Commerce.
410 Eagle Lake (Fla.). Chamber of Commerce

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

2) References from Jurisdiction

If a government body is entered independently, make a reference from its name as a subheading of the government that created or controls it (cf. 24.17). Make the reference from the name used in the heading and from the English name if a non-English name has been chosen for the heading. If the body's name includes the name or the abbreviation of the name of the government in noun form, make the reference from jurisdiction followed by the name of the body, omitting the name of the jurisdiction unless such an omission would result in an objectionable distortion.

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

110 Victoria and Albert Museum.
410 Great Britain. Victoria and Albert Museum

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

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

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

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

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

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

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

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

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

110 U.S. Fish and Wildlife Service.
 410 United States. Fish and Wildlife Service

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

110 University of California, San Diego.
 410 California. University of California, San Diego

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

Introduction

Tracings for cross references fall into two general categories: see and see also.

These instructions deal with the following types of cross references:

- 1) See also references, including "earlier/later heading" references;
- 2) Explanatory references
 - a) References requiring special texts
 - b) Private communications of heads of state, etc.
 - c) Initial and acronym references

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

See Also References

See also references are used to connect related headings. When the relationship is not directly sequential or when information about the exact relationship is not known, the referral line of the reference reads simply: search also under. When the relationship is sequential, a special type of see also reference is made and the referral line of the reference reads: search also under the earlier heading or search also under the later heading. These special legends are display constants that are generated from the coding supplied by the cataloger and may be used whether the sequence results from a name change, reorganization, hierarchical change, official language change, or similar phenomenon. In case of doubt, do not use the special legends.

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

Guidelines on Making Relational References

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

- 1) If entries (bibliographic records, subdivisions, see references to other heading) are or will be under the related body, establish the body (if it is not already established) and make the appropriate see also or "earlier/later heading" references.
- 2) If the related body is not established in the automated file and no entries will be under it at this time but it is likely to be needed in the future, establish the related body. Trace appropriate references from the unused heading to the one under which entries are made. Also trace the reverse reference, i.e., the one from the heading being used to the unused one, and code it "do not make." Trace any see references to the unused heading, since they will guide the user to the see also reference leading to the heading under which entries are made.
- 3) If the related body is not established in the automated file and it is not likely that it will ever be needed, record data about the related body on the authority record for the heading being established and after the name bracket in the statement "[no publs. in LC data base]." This alternative should not normally be applied when an earlier name is being established and the later name is the one for which no publications have been received.

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

Evaluating Existing References

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

Procedures

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

2) Source Citations

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

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

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

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

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

3) Tracings

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

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

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

4) Geographic Names

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

Examples

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

authority record

110 Ballets des Champs Elysées.
510 Ballets de Paris [byte 0 = n]

resulting reference

Ballets de Paris
search also under
Ballets des Champs Elysées.

authority record

110 Ballets de Paris.
510 Ballets des Champs Elysées [byte 0 = n]

resulting reference

Ballets des Champs Elysées
search also under
Ballets de Paris.

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

authority record

110 College of Physicians and Surgeons of Chicago.
510 University of Illinois (Urbana-Champaign campus). College of Medicine [byte 0 = n]
510 University of Illinois at the Medical Center. College of Medicine [byte 0 = n]

resulting references

University of Illinois (Urbana-Champaign campus).
College of Medicine
search also under
College of Physicians and Surgeons of Chicago.

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

authority record

110 University of Illinois (Urbana-Champaign campus). College of Medicine.
510 College of Physicians and Surgeons of Chicago [byte 0 = n]
510 University of Illinois at the Medical Center. College of Medicine [byte 0 = n]

resulting references

College of Physicians and Surgeons of Chicago
search also under
University of Illinois (Urbana-Champaign campus).
College of Medicine.

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

authority record

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

resulting references

College of Physicians and Surgeons of Chicago
search also under
University of Illinois (Urbana-Champaign campus).
College of Medicine

authority record

110 University of Illinois at the Medical Center.
College of Medicine.
510 College of Physicians and Surgeons of Chicago
[byte 0 = n]
510 University of Illinois (Urbana-Champaign
campus). College of Medicine [byte 0 = n]

resulting references

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

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

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

authority record

110 American Material Handling Society.
510 International Material Management Society [byte
0 = b]

resulting reference

International Material Management Society
search also under the earlier heading
American Material Handling Society.

authority record

110 International Material Management Society.
510 American Material Handling Society [byte 0 = a]

resulting reference

American Material Handling Society
search also under the later heading
International Material Management Society.

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

authority record

110 International Union of American Republics
510 Union of American Republics [byte 0 = b]

resulting reference

Union of American Republics
search also under the earlier heading
International Union of American Republics.

authority record

110 Union of American Republics.
510 International Union of American Republics [byte
0 = a]
510 Organization of American States [byte 0 = b]

resulting references

International Union of American Republics
search also under the later heading
Union of American Republics.

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

authority record

110 Organization of American States.
510 Union of American Republics [byte 0 = a]

resulting reference

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

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

authority record

110 Screen Writers' Guild.
510 Writers Guild of America, West [byte 0 = b]

resulting reference

Writers Guild of America, West
search also under the earlier heading
Screen Writers' Guild.

authority record

110 Radio Writers Guild.
510 Writers Guild of America, West [byte 0 = b]

resulting reference

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

authority record

110 Writers Guild of America, West.
510 Screen Writers' Guild [byte 0 = a]
510 Radio Writers Guild [byte 0 = a]

resulting references:

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

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

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

authority record

110 American-Asian Education Exchange.
510 American Afro-Asian Education Exchange [byte 0 = n]

resulting reference

American Afro-Asian Education Exchange
search also under
American-Asian Education Exchange

authority record

110 American-Afro-Asian Educational Exchange.
510 American-Asian Educational Exchange
[byte 0 = n]

resulting reference

American-Asian Educational Exchange
search also under
American-Afro-Asian Educational Exchange.

(References were made at the time of the first change of name that had the legends "search also under the later heading/search also under the earlier heading." When the original name was resumed, byte 0 was changed to value "n" in each record, resulting in simple see also references.)

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

authority record

151 Drabenderhöhe (Germany)
551 Bielstein (Germany) [byte 0 = b]

resulting reference

Bielstein (Germany)
search also under the earlier heading
Drabenderhöhe (Germany)

authority record

151 Bielstein (Germany)
551 Drabenderhöhe (Germany) [byte 0 = a]
551 Wiehl (Germany) [byte 0 = n]

resulting references

Drabenderhöhe (Germany)
search also under the later heading
Bielstein (Germany)

Wiehl (Germany)
search also under
Bielstein (Germany)

authority record

151 Wiehl (Germany)
551 Bielstein (Germany) [byte 0 = n]

resulting reference

Bielstein (Germany)
search also under
Wiehl (Germany)

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

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

a) Earliest name not yet used as a heading

authority record

- 110 International Federation of Industrial Organizations and General Workers Unions.
- 410 International Federation of General Factory Workers [byte 0 = b]
- 510 International Federation of Chemical and General Workers' Unions [byte 0 = b]

resulting references

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

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

authority record

- 110 International Federation of Chemical and General Workers' Unions.
- 510 International Federation of Industrial Organizations and General Workers Unions [byte 0 = a]

resulting reference

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

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

authority record

- 110 International Federation of General Factory Workers.
- 510 International Federation of Industrial Organizations and General Workers Unions [byte 0 = b]

resulting reference

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

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

authority record

110 International Federation of Industrial Organizations and General Workers Unions.
510 International Federation of General Factory Workers [byte 0 = a]
510 International Federation of Chemical and General Workers' Unions [byte 0 = b]

resulting new reference

International Federation of General Factory Workers
search also under the later heading
International Federation of Industrial Organizations and General Workers Unions.

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

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

authority record

111 Symposium on the Plasma Membrane (1961 : New York, N.Y.)
511 Symposium on Macromolecular Metabolism (1965 : New York, N.Y.) [byte 0 = b]

resulting reference

Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)
search also under the earlier heading
Symposium on the Plasma Membrane (1961 : New York, N.Y.)

authority record

111 Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)
511 Symposium on the Plasma Membrane (1961 : New York, N.Y.) [byte 0 = a]
511 Basic Science Symposium [byte 0 = b]

resulting references

Symposium on the Plasma Membrane (1961 : New York, N.Y.)
search also under the later heading
Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)
Basic Science Symposium
search also under the earlier heading
Symposium on Macromolecular Metabolism (1965 : New York, N.Y.)

authority record

111 Basic Science Symposium.
511 Symposium on Macromolecular Metabolism (1965 :
New York, N. Y.) [byte 0 = a]

resulting reference

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

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

authority record

110 Arkansas Resources and Development Commission.
510 Arkansas Geological Commission [byte 0 = n]
510 Arkansas. State Geologist [byte 0 = n]
510 Arkansas. Office of the State Geologist [byte 0
= n]
510 Arkansas. Division of Geology [byte 0 = n]
510 Arkansas Geological and Conservation Commission
[byte 0 = n]

resulting references

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

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

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

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

Explanatory References

"General" References

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

Private Communications of Heads of State, etc.

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

authority record

100 Mohammed Reza Pahlavi, Shah of Iran, 1919-
510 Iran. Shah (1941-1979 : Mohammed Reza Pahlavi)

resulting reference

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

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

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

Initialism and Acronym References

When a heading or a reference consists of or contains an initialism or acronym, follow the usage of the body with respect to the capitalization of the initialism (all capital letters or not) and the punctuation of it (use of periods between the letters or not).

When the initialism occurs within the first five words of the heading or reference, provide cross references according to the following guidelines:

- 1) Make references from all forms actually found that include variations in the punctuation of the initialism.
- 2) When the only form found includes periods between the letters of the initialism, also make a reference from the form without periods.
- 3) When the only form found is without periods between the letters, do not make up a reference from the form with periods inserted, in view of the fact that publications as well as reference sources show that a general abandonment of periods between corporate initials has already taken place and shows signs of becoming obsolete. Since, however, the criterion of usage is not practicable with existing records, do not delete these references already made, whether in evaluated or unevaluated reference structures.

110 World Meteorological Organization.
410 WMO
410 Organisation météorologique mondiale
410 OMM

110 International Federation of Library Associations
and Institutions.
410 IFLA

110 Ohio River Valley Water Sanitation Commission.
410 ORSANCO

110 COMPEX.
410 Combined Philatelic Exhibition of Chicagoland

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

110 Uniwersytet im. Adama Mickiewicza w Poznaniu.
Instytut Historii.

410 IH UAM

110 Ćentral'nyĭ institut nauchno-tekhnicheskoĭ
informatsii i tekhniko-ekonomicheskikh
issledovaniĭ po khimicheskomu i neftĭanomu
mashinostroeniĭu.

410 ĆSINTIkhimneftemash

110 Moskovskiĭ gorodskoĭ bank.

410 Mosgorbank

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

MAIN-ENTRY HEADINGS UNDER CORPORATE BODIES (21.1B2)

Under rule 21.1B2, continuing questions about the choice of a corporate body as the main entry heading for various publications indicate that some background for this rule is needed, with emphasis on the intended principal thrust of the rule. The main point to be made is that the rule was intended to curb sharply the frequency of choosing a corporate main entry heading. This idea has been effected in the formulation of the rule by the restricted categories of publications listed under 21.1B2. The general restriction comes from the fact that only these publications may possibly be entered under a corporate main entry heading. Specific restrictions are obvious in the case of categories a, b, e, and f. Note for category d that the restriction lies in the fact that, although collective activity may be common among all kinds of bodies, only conferences, expeditions, and events are admissible for the possibility of a corporate main entry heading. Even then, there is a further restriction in that the body must be named prominently in the item being cataloged. Category c has a restriction of a rather different kind: the narrowness of the concept of collective thought. (This characteristic of category c is explained below.) Finally, note that the "in case of doubt" clause in the rule veers away from entry under a corporate main entry heading. In sum, these points mean that fewer records are intended to be entered under corporate bodies than was the case with all cataloging rules preceding AACR 2. Another interesting summary point to be made about 21.1B2 is that none of the categories of the rule is dependent upon the degree of responsibility of a corporate body for the content of a publication being considered under this rule. Responsibility is a prime ingredient of the traditional concept of authorship. In effect then, 21.1B2 abandons the concept of corporate authorship. It is recommended that those interested in this aspect of the question consult C. Sumner Spalding's very interesting criticism and lament over the abandonment of corporate authorship, in Library of Resources & Technical Services, v. 24, no. 3 (Summer 1980), p.195-208, "The Life and Death of Corporate Authorship."

Most of the continuing questions about 21.1B2 center on the parameters of the term "collective thought" as used in category c. A practicable way of responding to these questions is to draw a sharp distinction between "collective thought" and "collective activity." (In the context of this discussion, "collective activity" is used to refer not only to such activity of conferences, expeditions, and events (category d), but the collective activity of any type of body.) "Collective activity" refers to something that has happened: research performed, statistics gathered, or anything belonging to the past that the body has accomplished or otherwise acted upon. "Collective thought," on the other hand, refers to something that might happen and therefore belongs to the future; it exists only in the mind. In this case the body

has planned something, recommended it, promised it, or even commanded it to happen as a manifesto of policy, but as already suggested the reality belongs to the future. Most emanations from a corporate body relate to the past; the relatively fewer "collective thought" cases made it possible to leave category c open-ended, not limited to certain bodies as in category d—under the general notion of restricting main entry headings under corporate bodies.

Unfortunately, the above understanding about "thought" and "activity" does not always settle the matter for the cataloger. Too many publications are ambiguous in presenting in a single publication both text that is activity and text that is thought, as with a study of conditions concluding with recommendations for a change. Or, the text mixes thought and activity on every page of the text. This ambiguity might be considered in light of the present lack of great importance for the choice of a main entry heading, in combination with the current concern for efficiency and consequent economy in cataloging. If such a consideration might be accepted, then a good solution seems to be the following:

- 1) Consider the title. Does it proclaim thought (as explained above)? If "yes" enter under the body. If "no," do not.
- 2) Does the title indicate other than a proclamation of thought or activity? Is it ambiguous in this respect? If "yes" to either, look quickly at the contents.
- 3) Do the contents, superficially considered, indicate thought? If "yes," enter under the body; if "no," do not.
- 4) Does none of the above help in the particular case? If so, do not enter under the body.

CARTOGRAPHIC MATERIALS

Library of Congress Rule Interpretations

The rule interpretation below has been prepared by the Library's Geography and Map Division to apply to the cataloging of cartographic materials. This, and future interpretations published, will be arranged by the AACCCM (Anglo-American Cataloguing Committee for Cartographic Materials) number.

AACCCM 3B1d-e (AACR 2 3.3B1)

LC will not normally determine the scale of an item being cataloged by comparing it with other cartographic works of known scale. The statement Scale not given will be used in those instances in which the scale cannot be computed from a bar scale, grid, etc.; and, as a matter of policy the item being cataloged is not compared with another cartographic work of known scale.

The prescribed statement, Scale indeterminable, is considered to be inappropriate in the preceding situation; however, LC will use Scale indeterminable in the exceptional instance in which an effort to determine the scale of an item by all of the means cited in the rule proves unsuccessful.

AUTHORITY RESEARCH FOR SUBJECT HEADING PROPOSALS

PURPOSE: To provide guidelines as to how to justify terminology selected for new subject heading proposals and how to record authority information on the verso of subject heading authority cards.

BACKGROUND: Proposed subject headings and their associated see references should reflect both the terminology used in current literature on the topic in question, and the system of language, construction, and style used in LCSH. The purpose of doing authority research and listing the authorities consulted on the verso of the subject heading authority card is either to demonstrate the form(s) in which the term being proposed as a heading has been found in existing literature, or to document the fact that no citation to the term can be found in any likely sources except the work being cataloged. The information recorded on the verso of the authority card serves as a record of how the cataloger decided on the terminology selected for the heading and see references. In addition, definitions of terms that are not readily available elsewhere, information on the intended scope and usage of the proposed heading, its relationship to, and distinction from, similar existing headings, and any peculiarities or other pertinent information about the heading are recorded here. This information is used to guide the proposal through the editorial approval process and to serve as a permanent record for future reference and consultation.

There are three categories of information to be recorded in the authority area of the proposal card: (1) Citation of LC pattern, (2) Citation of authorities consulted, and (3) Other information pertinent to the choice of terminology or the meaning of the heading. All subject heading proposals must include one or more of these categories of information.

1. **Citation of LC pattern.** Cite a relevant and truly analogous existing LC heading as the pattern for new subject heading proposals of the following types:

- a. Adding a new qualifier to a heading already analogously qualified. For example, cite a heading such as **Art, French** as the pattern for a proposal to establish a heading such as **Art, German**.

Note: When establishing headings of this type, a pattern should be cited to demonstrate that the basic heading has been analogously qualified before. In the case of relatively unusual adjectives, another pattern should be cited to demonstrate that the form being used as the qualifier has been used in LCSH before. For example, for a proposal to establish the heading **Propaganda, Zimbabwean**, cite a heading such as **Propaganda, West German** to demonstrate that the heading **Propaganda** has been qualified by nationalities and a heading such as **Poets, Zimbabwean** to demonstrate that the adjective **Zimbabwean** has been used before.

b. Establishing a non-free-floating subdivision under a heading for which an analogous pattern of usage exists. For example, cite a heading such as **Churches—Remodeling for other use** as the pattern for a proposal to establish a heading such as **Automobiles—Service stations—Remodeling for other use**.

c. Establishing a heading always constructed according to a standard pattern, such as "and" headings, "in" headings, **Cookery** ([topic]), **Advertising—[topic]**, etc.

d. Establishing a heading using a parenthetical qualifier that has been used after other headings. For example, cite a heading such as **Cheesecake (Cookery)** as the pattern for a proposal to establish a heading such as **Brownies (Cookery)**.

Note: The citation of a pattern in this situation serves only to justify the choice of the qualifier. The proposal must be supported by additional authority work to justify the choice of terminology and form of the substantive portion of the heading.

e. Establishing a heading for a specific entity, event, etc. of a type for which other specific headings have been established in the past. For example, cite a heading such as **Watergate Affair, 1972-1974** as the pattern for a proposal to establish a heading such as **Abscam Bribery Scandal, 1980-** ; cite a heading such as **White House (Washington, D.C.)** as the pattern for a proposal to establish a heading such as **Blair House (Washington, D.C.)**.

Note: The citation of a pattern in these situations serves only to justify the form of construction of the heading. The proposal must be supported by additional authority research to justify the choice of terminology or the proper name used in the substantive portion of the heading.

2. Citation of authorities consulted.

a. General principles.

(1) Thorough authority research demonstrating that the term selected for the proposed heading is the appropriate one must be done for all concepts that are new to the LC subject headings system and outside the scope of simple and obvious pattern situations. The final selection of terminology and form may be the result of a combination of both pattern and research, in which case both should be cited.

It is seldom acceptable to cite only the work cataloged as authority for a new concept, except in the case of certain named entities such as obscure archaeological sites, brand name products, computer programs, etc. Although the concept may have been found only in the work being cataloged, other authorities appropriate to the subject area in question must be cited to demonstrate that the concept was properly investigated.

(2) There is no general rule as to the number of citations to a term that must be found in order to demonstrate literary warrant for the form of a heading. Depending on the nature of the heading being established, there may be abundant authority or virtually none at all. Failure to find any previous citation to the term being proposed as a heading after doing a reasonable amount of authority research is normally not a factor in determining the acceptability of the proposal so long as it is demonstrated that proper authority research was carried out.

(3) The term being proposed as a new heading may appear in an authority as an entry term, an index term, a term used in the running text, chapter titles, photograph captions, etc., as well as in titles of other works cited in the authority. It is useful to indicate on the authority card how the topic is entered or indexed in the authority cited if the heading is being proposed in a form different from the entry or index term used in the authority.

(4) Authorities cited should apply specifically to the heading being proposed. For example, citing the presence of the word culture in Web. 3 is not sufficient authority in itself to justify the heading Culture shock; similarly, citing authority for the name of a person is not sufficient to justify a heading for a city gate named after the person.

(5) All sources that were consulted should be listed on the verso of the authority card either in Sources found or in Sources not found.

b. Where to search for authority. The type of authorities to be consulted for any given proposal varies according to the nature of the term being proposed as a new heading. The most frequently consulted types of authorities include the following:

General dictionaries, especially Web. 3, which must be cited for all headings for concepts of the type usually found in general dictionaries

General encyclopedias, e.g. Americana, Britannica, Colliers, etc.

General indexes and thesauri, e.g. NY Times Index, Hennepin County Authority List, Legislative Indexing Vocabulary (LIV), Readers' Guide and other periodical indexes, etc.

Titles in the MARC data base

Work being cataloged, and the bibliography in the work being cataloged

Topical reference sources and other authoritative works in the field in question, if the topic is peculiar to a particular discipline

The following are examples of the proper citation of authorities for typical headings being proposed in various topical fields:

(1) Topic currently in the news.

Heading proposed: Abscam Bribery Scandal, 1980-

Sources found:

LC pattern: Watergate Affair, 1972-74

NYT Index (Abscam; Abscam scandal; indexed under "Abscam, Operation")

Washington Post (terminology used in recent articles: Abscam scandal; Abscam affair; Abscam investigation)

LIV (Abscam Bribery Scandal)

Work cat. (Abscam; Arab scam; Abdul scam [from name of phony company offering bribes, "Abdul Enterprises"])

Sources not found:
MARC data base

(2) Historical event.

Heading proposed: Soviet Union--History--Streltsy
Revolt, 1698

Sources found:

Britannica Micropedia, v. 9, p. 610 (streltsy:
"Russian military corps established in the middle
of the 16th century ... at the end of the 17th
century, exercised political influence by re-
volting against certain factions")
Americana, v. 25, p. 791 (Streltsy: "... in 1698,
the Streltsy rose in revolt, deposed their offi-
cers, and marched against Moscow")
Work cat.

Sources not found:

Web. 3
MARC data base

(3) Named entity in a city.

Heading proposed: Promenade du Peyrou (Montpellier, France)

Sources found:

Britannica Micropedia, v. 7, p. 1
Americana, v. 19, p. 417 ("promenade called Le
Peyrou")
Oizon, René. Dictionnaire géographique de la
France.
Guide des capitales régionales.
Work cat. (Peyrou)

Sources not found:

MARC data base

(4) Contemporary public affairs issue.

Heading proposed: Right to die

Sources found:

Index medicus	Terms "Right to die" and "Death
NYT Index	with dignity" used in titles
Readers' guide	under "Death" and "Terminal
MARC data base	care"
Work cat. (Natural death)	

Sources not found:

Web. 3
Random House dictionary

(5) Literary topic.

Heading proposed: Questione della lingua

Sources found:

Cudden, J.A. Dict. lit. terms, p. 547 ("a contro-
versy or debate about the suitability of the
vernacular as opposed to the language of litera-
ture")
Britannica, 15th ed., v. 10, p. 1099
Work cat.

Sources not found:

Web. 3
Americana

(6) Topic in technology.

Heading proposed: Tailings dams

Sources found:

Dict. of mining, mineral, and related terms
McGraw-Hill encyc. of S & T
SME Mining engineering handbook
Work cat.

Sources not found:

Web. 3
TEST
ASTI

3. How to cite authorities and LC patterns.

a. In the area of the verso of the authority card labelled **Sources found**, cite those authorities that use the term being proposed as a heading, or a variant form of the term. Show all variants (which may be used to justify see references) in parentheses following the citation, as illustrated in the above examples.

b. In the area of the verso of the authority card labelled **Sources not found**, cite those sources that were consulted and that do not use the term being proposed as a heading in any form.

c. Abbreviate the titles of standard reference sources readily available in the catalogers' reference collection.

d. Cite LC patterns in the area labelled **Sources found**; use the notation **LC pattern:** [citation of heading].

e. For all new headings for concepts of the type usually found in general dictionaries, indicate the presence or absence of the term in **Web. 3** by citing **Web. 3** either in **Sources found** or in **Sources not found**.

4. Other information. A properly prepared authority card should also include any other information useful in the editorial approval process or for future reference. This includes such items as the definition of a term that is not found in readily available reference sources if such a definition is found in the work being cataloged or other works consulted in the process of doing authority research, quotations illustrating the usage of the term in running text, explanation of the distinction between the proposed heading and a superficially similar heading, etc.

AUTHORITY RESEARCH CHECKLIST

The following checklist is a summary of the minimum authority research requirements that a new subject heading proposal must meet in order to be considered for approval. Consult the main text portion of this instruction sheet for more specific details concerning each of these requirements.

USE OF PATTERNS

--Pattern(s) cited should be truly analogous. [p. 2, para. 1]

--Patterns for adjectival qualifiers:

A pattern should be cited to demonstrate that the heading in question has been analogously qualified before. For relatively uncommon adjectives, a second pattern should be cited to demonstrate that the adjectival form selected has been used in LCSH before. [p. 2, para. 1a.]

--Patterns for parenthetical qualifiers:

Patterns may be cited only to demonstrate previous usage of the qualifier, not in lieu of appropriate authority for the substantive portion of the heading. [p. 2, para. 1d.]

--Patterns for named entities, events, etc.:

Patterns may be cited only to demonstrate previous construction of a similar heading in a similar way, not in lieu of appropriate authority justifying the choice of terminology. [p. 2, para. 1e.]

USE OF AUTHORITIES

--For all concepts of the type usually found in general dictionaries, Web. 3 should be cited either in Sources found or in Sources not found. [p. 4, para. 2b.]

--For all concepts being newly established as headings, appropriate authorities should be cited either in Sources found or in Sources not found. Patterns may also be cited but not in lieu of authorities. The work being cataloged may be cited, but generally not as the only authority consulted. [p. 3, para. 2]

--For topics limited to a specific discipline, authorities should also be cited that are specific to the field. [pp. 3-4, para. 2]

--The authorities cited should apply specifically to the proposed heading as a whole, not just to one word or element. [p. 3, para. 2a(4)]

SUBJECT CATALOGING MANUAL : SUBJECT HEADINGS

H 432

04/24/84

SUBJECT USAGE INFORMATION IN NAME AUTHORITY RECORDS

BACKGROUND: The Subject Cataloging Division is authorized to input into any online name authority record (NAR) information of various types applicable to the usage of the name heading in subject cataloging. With this capability, it is no longer necessary to maintain manual files in the Division to record special geographic treatment decisions, decisions on direct/indirect usage, etc. It is also no longer necessary to print name headings in LCSH solely to record see references or scope notes describing subject usage. In an online NAR, this information is carried

in a field tagged 667. It should be noted that, because the 667 field is also used to carry descriptive cataloging information, there may be more than one 667 field in a given NAR. The 667 field that carries subject cataloging information always begins with the words **SUBJECT USAGE** followed by a colon and the data presented in standardized wording. The procedures for requesting that such information be added to a name authority record are described in this and other individual SCM instruction sheets, as noted below. The following are examples of the types of information that can be carried in this field:

Linear name change in political jurisdiction: [Procedures in H708]

```
-----  
n80-61038  
03/22/84      [AUTH]      [PCRD]      PAGE 1 OF 1  
O*FAC* DISPLAYED RECORD HAS BEEN VERIFIED.      112  
VERIFIED      EVAL      RETRO M/AE  
THIS RECORD IS FOR USE BY LC STAFF. IT IS NOT A BIBLIOGRAPHIC RECORD.  
001 n 80-61038  
040 DLC DLC  
151 Ceylon. [AACR 2]  
667 SUBJECT USAGE: This heading is not valid for use as a subject.  
Works about this place are entered under Sri Lanka.  
451 Cejlon  
-----
```

Decisions regarding direct/indirect usage: [Procedures in H835]

```
-----  
n80-82472  
03/22/84      [AUTH]      [PCRD]      PAGE 1 OF 1  
O*FAC* DISPLAYED RECORD HAS BEEN VERIFIED.      112  
VERIFIED      EVAL      RETRO M/AE SU  
THIS RECORD IS FOR USE BY LC STAFF. IT IS NOT A BIBLIOGRAPHIC RECORD.  
001 n 80-82472  
040 DLC DLC  
151 Aran Islands. [AACR 2]  
667 SUBJECT USAGE: As a geographic subdivision, this heading is  
used indirectly through Ireland.  
451 Arran Islands  
960 AOC  
985 KEY/EKI  
-----
```

n79-18774
03/22/84 [AUTH] [PCRD] PAGE 1 OF 1
0*FAC* DISPLAYED RECORD HAS BEEN VERIFIED. 112

VERIFIED EVAL RETRO M/AE SU

THIS RECORD IS FOR USE BY LC STAFF. IT IS NOT A BIBLIOGRAPHIC RECORD.

001 n 79-18774
040 DLC DLC
151 Washington (D.C.) [AACR 2]
667 SUBJECT USAGE: As a geographic subdivision, this heading is used directly.
451 Bellevue (D.C.)
451 Washington, D.C. [old catalog heading] [do not make]
965 IEN
960 AOC NUC MCL

Scope note for subject usage:

n80-20283
03/22/84 [AUTH] [PCRD] PAGE 1 OF 1
0*FAC* DISPLAYED RECORD HAS BEEN VERIFIED. 112

VERIFIED EVAL RETRO M/AE SU

THIS RECORD IS FOR USE BY LC STAFF. IT IS NOT A BIBLIOGRAPHIC RECORD.

001 n 80-20283
040 DLC DLC
110 Mus'ee du Louvre. [AACR 2]
667 SUBJECT USAGE: This heading is used for works on the museum housed within the Louvre palace. Works on the building are entered under the subject heading Louvre (Paris, France).
410 Mus'ee national du Louvre

Information regarding a name heading not valid for subject usage:

n79-53176
03/22/84 [AUTH] [PCRD] PAGE 1 OF 1
0*FAC* DISPLAYED RECORD HAS BEEN VERIFIED. 112

VERIFIED EVAL RETRO M/AE SU

THIS RECORD IS FOR USE BY LC STAFF. IT IS NOT A BIBLIOGRAPHIC RECORD.

001 n 79-53176
040 DLC DLC
110 Philippines. Armed Forces. [AACR 2]
667 SUBJECT USAGE: This heading is not valid for use as a subject. Works about this body are entered under Philippines--Armed Forces.
410 AFP
410 Philippines (Republic). Armed Forces of the Philippines.
[old catalog heading] [do not make]

PROCEDURES:

The procedures for requesting that a 667 field of this type be input into an NAR are, for the most common situations, described in individual SCM instruction sheets. These are identified in the illustrations above by the accompanying statement, "[Procedures in H ...]." In most cases the procedure is to submit a 3 x 5 scratch card to the Subject Headings Editorial Section requesting that information be added to an NAR. Refer to the SCM instruction sheets cited for more detailed information. For all other situations in which it would be useful to input special subject information into an NAR, consult the OPC for assistance as to procedures.

SUBJECT CATALOGING MANUAL : SUBJECT HEADINGS

H 708

**RECORDING INFORMATION REGARDING LINEAR NAME CHANGES IN
POLITICAL JURISDICTIONS IN NAME AUTHORITY RECORDS**

BACKGROUND: It is the policy of the Subject Cataloging Division to assign as a subject heading or as a geographic subdivision, only the latest name of a political jurisdiction that has had one or more earlier names, as long as the territorial identity remains essentially unchanged. For example, although both Ceylon and Sri Lanka are valid as name headings, only Sri Lanka is used in subject cataloging. In the past, this information was recorded in any of several different places, including history cards filed in the Ocat, the manual geographic file that was maintained in the Subject Headings Editorial Section, and/or as see references printed in LCSH. The Division now has the ability to input such information in name authority records (NAR's) in a field tagged 667, thus eliminating the need for the manual geographic file or for printing names of minor jurisdictions in LCSH solely to record this type of information. The following is an illustration of an NAR that carries a subject usage statement of this type:

n80-61038
03/22/84 [AUTH] [PCRD] PAGE 1 OF 1
O*FAC* DISPLAYED RECORD HAS BEEN VERIFIED. 112
VERIFIED EVAL RETRO M/AE
THIS RECORD IS FOR USE BY LC STAFF. IT IS NOT A BIBLIOGRAPHIC RECORD.
001 n 80-61038
040 DLC DLC
151 Ceylon. [AACR 2]
667 SUBJECT USAGE: This heading is not valid for use as a subject.
Works about this place are entered under Sri Lanka.
451 Cejlon
451 Taprobane
451 Serendib
451 Sirinduul
451 Zeylon

PROCEDURES:

1. Searching the NAMES file. When in doubt as to whether a given geographic name heading is valid for use as a subject heading, first search the online NAMES file to determine whether a decision has already been made and recorded in a 667 SUBJECT USAGE field. If this field is found in the NAR for the heading in question, follow the instructions as presented in the NAR.

Reminder: The most efficient search strategy to find the NAR for a geographic name for which the form of heading is already known is:

find c(151) [heading being searched];f=na

2. Submitting proposals for subject usage decisions. If it is determined that no usage decision has been recorded in the NAR for the heading in question, proceed as follows:

a. Submit a request on a 3 x 5 scratch card labelled in the upper right corner "Proposal for NAR." Below this notation, provide the record number for the NAR, taken from the worksheet if it is at hand or from the 001 field of the terminal display if the heading is already in the NAMES file, e.g.

	Proposal for NAR n 80-61038
Ceylon	
Not used as a subject heading; use Sri Lanka	
	ABC/sc 8-24-83 XYZ/sc 8-25-83

b. Submit the proposal, together with the work being cataloged and printouts of any records to be changed, to the Subject Headings Editorial Section. If the name authority worksheet accompanies the work being cataloged, include the worksheet as well. After the proposal has appeared on a weekly list and been approved by the editorial meeting, the Subject Headings Editorial Section will forward the information to MARC Ed for input into the 667 field of the NAR.

Note: These proposals will appear on the weekly list in a separate section following the regular listing of new subject heading proposals.

c. If the jurisdictional name is already printed in LCSH or is being printed in order to establish a non-free-floating subdivision under it, also submit a proposal to print a see reference in LCSH from the heading not used to the heading valid for subject usage, e.g. Ceylon see Sri Lanka. Follow the normal procedures as described in H 195 or H 200.

Note: See references of this type that involve a major jurisdiction, i.e. a country, may also be printed in LCSH even if no subdivisions are established under the country.

1. The purpose of this form is to provide a means for the user to record the results of a hearing. It is to be used in conjunction with the hearing form and the hearing report form. It is to be filled out by the hearing officer or the hearing officer's representative.

2. The hearing officer or the hearing officer's representative should complete this form at the time of the hearing. It is to be filled out by the hearing officer or the hearing officer's representative.

3. The hearing officer or the hearing officer's representative should complete this form at the time of the hearing. It is to be filled out by the hearing officer or the hearing officer's representative.

4. The hearing officer or the hearing officer's representative should complete this form at the time of the hearing. It is to be filled out by the hearing officer or the hearing officer's representative.

Proposal for the
100-1000

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100-1000

100-1000

5. The hearing officer or the hearing officer's representative should complete this form at the time of the hearing. It is to be filled out by the hearing officer or the hearing officer's representative.

6. The hearing officer or the hearing officer's representative should complete this form at the time of the hearing. It is to be filled out by the hearing officer or the hearing officer's representative.

7. The hearing officer or the hearing officer's representative should complete this form at the time of the hearing. It is to be filled out by the hearing officer or the hearing officer's representative.

8. The hearing officer or the hearing officer's representative should complete this form at the time of the hearing. It is to be filled out by the hearing officer or the hearing officer's representative.

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