

ISSN 0160-8029

LIBRARY OF CONGRESS/WASHINGTON

CATALOGING SERVICE BULLETIN

PROCESSING SERVICES

Number 29, Summer 1985

Editor: Robert M. Hiatt

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<i>Editorial address:</i> Office of the Director for Cataloging, Processing Services, Library of Congress, Washington, D.C. 20540	
<i>Subscription address:</i> Subscriber Accounts, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541	

Library of Congress Catalog Card Number 78-51400
ISSN 0160-8029 Key title: Cataloging service bulletin

DESCRIPTIVE CATALOGING

LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

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1.2B1. [Rev.]

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

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

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

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

Large print editions present a special case. The difference between this edition and the edition in regular type is obvious. Moreover, it is important to public librarians and others who particularly need these editions in their collections to emphasize the distinction between regular type and large type in a prominent part of the bibliographic record. With this in mind, accept any statement as the basis for an edition statement designating large type. This means that if the book or CIP galley/data sheet says something like "... published in large print ...," an edition statement should be extracted and used in the edition area enclosed within brackets: . -- [Large print]. -- If there is no such basis for either a formal or an extracted edition statement and yet it is obvious that one has an edition in large print (different in that respect from the edition in regular type), apply LCRI 1.2B4. Finally, if for any of these situations an edition statement is transcribed, do not make also a note conveying the large-print nature of the text.

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

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

Standard Abbreviations

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

1.2B4. [Rev.]

Do not apply this optional rule to any case of merely supposed differences in issues that might make them different editions. If differences are manifest, however, apply the option in two cases: 1) the catalog records would show exactly the same information in the areas beginning with the title and statement of responsibility area and ending with the series area; 2) the edition being cataloged is a large print edition.

1.5E1. [Rev.]

- 1) Usually make a separate entry for material that either is not issued at the same time as the main work or shows an important difference in titles or statements of responsibility from those appearing in the main work.
- 2) Do not apply multilevel description to any item.
- 3) Generally record in a note material of the following types:
 - a) The item is clearly of little bibliographic importance.
 - b) Although the item might be eligible for method 4, it is best described by a less general terminology than that used under method 4.
 - c) The item is best mentioned in a note because the title on the item is more a description than a true title.
- 4) Generally record material at the end of the physical description when the item satisfies all the following conditions:
 - a) It is issued at the same time and by the same publisher as the main work and essentially is of use only in conjunction with the main work.
 - b) It is by the same author as the main work, or makes no mention of an author, or, if it is by a different author, the nature of the work makes unnecessary any note or added entry for this different author.
 - c) The title is a general term (e.g., "teacher's manual") or is otherwise dependent on the title of the main work or lacks a title (e.g., "plates"). (When recording material at the end of the physical description, always use a generic term in English.)

Catalog separately all supplements, etc., to serials, except for indexes that may be noted (according to 12.7B7 and 12.7B17) or supplements, etc., that may be noted informally according to method c. Ex-ception: Describe in a note supplements that are usable only in conjunction with the main work.

Apply the optional provision of the rule on a case-by-case basis.

1.7B2. [Rev.]. Generally restrict the making of language and script notes to the situations covered in this directive. (Note: In this statement, "language" and "language of the item" mean the language or languages of the content of the item (e.g., for books the language of the text); "title data" means title proper and other title information.)

If the language of the item is not clear from the transcription of the title data, make a note naming the language whether or not the language is named after a uniform title. Use "and" in all cases to link two languages (or the final two when more than two are named). If more than one language is named, give the predominant language first if readily apparent; name the other languages in alphabetical order. If a predominant language is not apparent, name the languages in alphabetical order. For the form of the name of the language, follow Library of Congress Subject Headings. (Exception: Use "Greek" for classical Greek and modern Greek; if the item includes text in both, use "Classical Greek" and "Modern Greek" in the note.) For some "dialects" that cannot

be established as subject headings, a specific language will be used in the note area only. (See LCRI 25.5D for the use of language names in uniform titles.)

Articles chiefly in French; one article each in English and Italian.

Arabic and English.

Text in Coptic and French; notes in French.

In addition, record in a note the language of the item being cataloged (whether or not the language is identified in the uniform title or in the body of the entry) in the following cases:

1) When the bibliographic record for the item bears one or more of the following symbols below the LC card number; AM, HE, NE, SA. Exception: Do not make the note for an item in Arabic, Armenian, Hebrew, Indonesian, modern Turkish, or Vietnamese unless the language is being recorded for another reason.

2) When the language of the item is indigenous to Africa and is in a roman script.

3) When the language of the item is not primarily written in one script. Name both the language and the script in language notes. (Note: Do not add "script" to the name of a script unless the name is also the name of a language.)

In Konkani (Kannada script)

In Konkani (Devanagari)

In Serbo-Croatian (roman)

In Serbo-Croatian (Cyrillic)

4) When the language of the item is written in a script other than the primary one for the language. Name both the language and the script in the language notes.

In Panjabi.

(For a publication using the Gurmukhi script)

but In Panjabi (Devanagari)

In Sanskrit.

(For a publication using the Devanagari script)

but In Sanskrit (Grantha)

In Sindhi.

(For a publication using the Persian script)

but In Sindhi (Gurmukhi)

In Azerbaijani

(For a publication using the Cyrillic script)

but In Azerbaijani (Arabic script)

In Azerbaijani (roman)

In Church Slavic.

(For a publication using the Cyrillic script)

but In Church Slavic (Glagolitic)

5) More information may be added to language and script notes whenever the case warrants it.

English and Sanskrit (Sanskrit in roman and Devanagari)

Monograph vs. Serial Treatment of Publications

Note the definition of "serial" in the glossary. The following guidelines are intended to help in applying this definition, particularly when questions arise as to the publisher's intention. The statements also include the aspects of Library of Congress policies that specifically reject some items from serial treatment. Excluded from consideration are monographic series, although the guidelines may be applicable to the analytics thereof.

1) Initial serial treatment. Catalog as a serial in the first instance an item with a title typical of the categories listed below, even though it does not carry a statement of intent—provided it carries a numeric or chronological designation (cf. 12.3). (Note that a date of publication or a copyright date is not to be regarded as a chronological designation.)

a) Items with titles that imply continuing publication.

"Advances in ..."
"Developments in ..."
"Progress in ..."

b) Items with titles that include a frequency statement, (up to and including "quinquennial"), except those listed in 3 and 4 below.

c) Items with contents of the following types

U.S. and European college catalogs
court reports (unless they are transfer volumes of a loose-leaf publication)
session laws

d) Items for which it is known that a continuing subscription order can be placed with the publisher (except for conference, exhibition, and loose-leaf publications (cf. 4 below)).

e) Items that bear an ISSN (except for conference, exhibition, and loose-leaf publications) unless the ISSN applies only to a series within which the work is published.

2) Retrospective serial treatment. If 1 above does not apply, decide on serial treatment for the following types of items after evidence has appeared (according to information in the item, in bibliographies, or in the catalogs against which the item is being cataloged) that: a) other issues have been published with identical titles (with identical or closely related other title information), b) the person(s) or body or bodies responsible for its issuance have remained the same, and c) five items have been issued within a 15-year period.

almanacs
anthologies
bibliographies
catalogs (for college catalogs see A above)
"desk copy" editions of court rules, etc.
directories
guidebooks
handbooks
indexes

items of personal authorship^{1/}
manuals
travel guides
"who's who"-type publications

3) Treatment as monographs

Reject from serial treatment items in the following categories, even if they are issued with a statement of frequency.

a) Items that lack a numeric or chronological designation (cf. 12.3). Do not consider the date of publication or the copyright date to constitute a chronological designation. A publication in this category may become a bona fide serial if at a later time it acquires such a designation (cf. 12.3D). EXCEPTION. Continue to make additions to existing serial entries on which the date of publication or the copyright date was used as the chronological designation according to earlier cataloging policies. (It is, therefore, prudent always to check whether a serial entry for such an item already exists.)

b) Items of the following types:

dictionaries
encyclopedias
hearings
publications of five-year plans and of other similar programs
general law codes; revised statutes
general administrative law codes
items issued for the duration of a single occurrence
(e.g., a daily bulletin issued for the duration of a meeting)

Generally treat geographic atlases as monographs.

4) Special Problems

a) Conference and Exhibition Publications. Although items of this class often give evidence that the event is held repeatedly (e.g., the name of the event includes numbering or frequency as part of its name or title), there is much unpredictability as to the stability of the name of a conference or exhibit or of the title under which its publications are issued. In addition, if cataloged as a serial, much of the necessary and desired detail in access points is lost, or the record will need to be updated frequently and ad infinitum to be of maximum use. International meetings especially tend to be published in different countries and thus, even if the language of the title page remains the same, the sponsoring bodies, editors, and the availability of the publication tend to vary from meeting to meeting.

Do not accept the presence of an ISSN or information as to continuing subscription orders as a guarantee of consistency. Scrutinize such an item with the above-mentioned problems in mind and catalog/recatalog it as a serial only if both of the following conditions are met:

1) the name of the meeting or exhibition remains constant and this constancy is documentable for five consecutive issues within no wider than a 15-year period (by evidence in the item(s), in LC catalogs, or from bibliographies).

^{1/} If conditions a and c are met, catalog or recatalog as a serial a work of personal authorship not to be entered under the heading for a person (cf. LCRI 21.1A2) that emanates from a corporate body but for which the personal authorship varies from issue to issue.

2)) the title remains constant and in the same language, and this constancy is documentable for five consecutive issues within no wider than a 15-year period (by evidence in the item(s) in hand, in LC catalogs, or from bibliographies).

b) Loose-leaf

1)) Do not catalog as a serial a publication that is loose-leaf for updating, nor any of its updates, revisions and supplements, although the latter are frequently issued in packages carrying a numeric or chronological designation suggestive of serial publication.

2)) Generally do not catalog as a serial loose-leaf material of permanent value (e.g., court decisions) that constitutes a section of a loose-leaf publication and that at the end of the year or from time to time is transferred from the loose-leaf binder to a permanent binder or is sent by the publisher to the subscriber in a permanent volume that contains the material previously received in loose-leaf format. (Access to the special section and the transfer volumes is provided by a title added entry/entries on the catalog record for the loose-leaf.)

3)) Catalog as a serial a loose-leaf publication that is issued periodically and does not contain individual pages to be interfiled with existing text but instead consists of numbered or dated issues for which there is no provision for revision of earlier issues and which are to be filed chronologically in binders.

4)) Catalog as a serial a loose-leaf publication that is issued periodically (usually annually) with a basic volume covering a particular period plus individual pages to be interfiled into the basic volume (as 1979 plus pages to be interfiled; 1980 plus pages to be interfiled, etc.)

12.7B7k. Supplements. [New]

Serial Supplements to Other Serials

If a serial is a supplement to another serial, mention the title of the supplement in a note on the bibliographic record for the related serial. In addition, make an added entry for the supplement whenever its title is distinctive.

supplement title: Who's who in consulting. A periodic supplement
related serial: Who's who in consulting. —
note on related serial: Supplement issued between editions.

supplement title: New York law review. Occasional supplement
related serial: New York law review. —
note on related serial: Supplements accompany some issues.

supplement title: Running notes
supplement title: Running newsletter
related serial: Walking, jogging, or running for health. —
note on related serial: Has supplement: Running notes, 1972-1980; Running newsletter, 1981-
added entry on related serial: Running notes.
added entry on related serial: Running newsletter.

supplement title : Current changes in health plans,
vol. 1, no. 1, March 1984
(Quarterly updates to the annual Health plans)
related serial: Health plans. —
note on related serial: Has supplement: Current
changes in health plans.
added entry on related serial: Current changes in
health plans.

Exception: If a numbered serial is a supplement to another serial but does not update the other serial, create a separate bibliographic record for the supplement. Make a linking note to the related serial. In addition, make an added entry for the related serial unless the supplement has a common title that is identical to the title proper of the related serial. On the bibliographic record for the related serial, make a linking note to the supplement. (For purposes of applying this exception, note that a numbered supplement carries its own designation, which is distinct and independent from that used by the related work.)

supplement title: Brand new ... supplement to the
Worldwide register of adult education. —
linking note: Supplement to: Worldwide register of
adult education.
added entry: Worldwide register of adult
education.
linking note on related serial: Has supplement:
Brand new ... supplement to the Worldwide register
of adult education.

supplement title: Données statistiques pour la
Haute-Normandie. —
first linking note: Supplement to: Statistiques
pour l'économie normande, 1979
second linking note: Supplement to: Aval, <1982- >
added entry: Statistiques pour l'économie normande.
added entry: Aval.
linking note on first related serial: Has
supplement: Données statistiques pour la
Haute-Normandie.
linking note on second related serial: Has supple-
ment: Données statistiques pour la Haute-Normandie.

supplement title: Journal of cellular bio-
chemistry. Supplement. —
linking note: Supplement to: Journal of cellular
biochemistry.
(Do not make an added entry for the related serial)
linking note on related serial: Has supplement:
Journal of cellular biochemistry. Supplement.

22.2C. Pseudonyms. [New]. The following special instructions apply to contemporary authors of fiction who use multiple names that include at least one pseudonym:

- 1) If the author is covered by a heading coded "AACR 2," generally use that heading without re-evaluation under rule 22.2C. If the heading is not so coded, establish as separate headings each of the names used.
- 2) If the author is not covered by any existing heading and if subsequent to establishing a heading for the first work different names are used on other works, apply 22.2C3 and establish as separate headings each of the names used.

23.4B. General rule. [Rev.]

When adding the name of a larger place as a qualifier, use the heading for the current name of the larger place. If the smaller place existed when the larger place had an earlier name and the name in the item pertains to the earlier period, make a reference from the form that shows the earlier name of the larger place if the qualifier is appropriate for the smaller place. (Do not make such a reference for places in the British Isles.)

Kinshasa (Zaire)
x Kinshas (Congo)

If the smaller place has changed its name or has ceased to exist, use as a qualifier the name the larger place had during the period in which the name of the smaller place is applicable.

Tananarive (Malagasy Republic)
not Tananarive (Madagascar)

Option Decisions

The Library of Congress applies both options.

The first option specifies adding to the name of a place one of the qualifiers called for by rules 23.4C-23.4J even if the name does not conflict.

The second option specifies not adding the name of the country to the name of a place containing one of the qualifiers called for by rules 23.4C-23.4J.

The application of these options results in the following:

1) Do not add the name of the country to

a) the name of a state, province, or territory of Australia, Canada, or the United States

New South Wales
Saskatchewan
Pennsylvania

b) the name of a county, region, or islands area in England, Scotland, Wales, or the Republic of Ireland (unless the name indicates orientation; cf. LCRI 23.4D1)

Humberside
Strathclyde

c) the name of a constituent state of Malaysia, the Soviet Union, or Yugoslavia

Kelantan
Kirghiz S.S.R.
Slovenia

d) the name of an island that is a jurisdiction.

Réunion

2) Do not add the name of the country to the name of a place within one of the jurisdictions listed in 1 above; instead, add the qualifier called for by rules 23.4C, 23.4D2-23.4F.

Sydney (N.S.W.)
Regina (Sask.)
Bucks County (Pa.)
Hull (Humberside)
Lanark (Strathclyde)
Kota Bahru (Kelantan)
Frunze (Kirghiz S.S.R.)
Entre-Deux (Réunion)

3) Add "Northern Ireland" the the name of a place in Northern Ireland.

Tyrone (Northern Ireland)

4) Add the name of the country to the name of a place not covered by 1, 2, or 3 above.

Bangkok (Thailand)
Masindi (Uganda)
Port Said (Egypt)
Quito (Ecuador)
Tokyo (Japan)
Trondheim (Norway)
Seine-et-Oise (France)
Uttar Pradesh (India)

23.4D1. Counties, etc. [New]. For the names of counties, regions, and islands areas in the British Isles, apply the following:

1) Do not add the name of the country to the name of a county, region, or islands area in England, Scotland, Wales, or the Republic of Ireland (unless covered by 2 below).

Dorset
Strathclyde
Powys
Clare

2) Add "England" or "Scotland" to the name of a county in England or a region or islands area in Scotland if the name is composed entirely of a phrase indicating orientation.

West Midlands (England)
Western Isles (Scotland)

3) Add "Northern Ireland" to the name of a county in Northern Ireland.

Tyrone (Northern Ireland)

23.4D2. Other places (other than places in cities, see 23.4G). [Rev.]. Cancel; covered by LCRI 23.4D1.

24.6. Governments. Additions. [Rev.]. When a sovereign nation and another place of the same name that is not a sovereign nation exist at the same time, do not qualify the name of the sovereign nation.

When a succession of jurisdictions would be entered under the same name, use one heading for all, no matter what differences there are between the jurisdictions.

North Carolina
not North Carolina (Colony)
North Carolina (State)

Texas
not Texas (Republic)
Texas (State)

Hawaii
not Hawaii (Kingdom)
Hawaii (Republic)
Hawaii (State)

India
not India (Dominion)
India (Republic)

However, when the geographical qualifier added to a name to reflect its current status is not appropriate for the earlier entity, use two headings, and qualify each.

Brabant (Belgium)
Brabant (Duchy)
not Brabant (Belgium)

Tuscany (Italy)
Tuscany (Grand Duchy)
not Tuscany (Italy)

Venice (Italy)
Venice (Republic)
not Venice (Italy)

Aragon (Spain)
Aragon (Kingdom)
not Aragon (Spain)

When the name of a state, province, or territory in Australia, Canada, or the United States; of a county, region, or islands area in England, Scotland, Wales, or the Republic of Ireland; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island that is a jurisdiction conflicts with the name of a place within the same larger jurisdiction, add the type of government as a qualifier to the larger geographic entity.

Malacca (Malacca)
Malacca (State)
not Malacca

Durham (Durham)
Durham (County)
not Durham

New York (N.Y.)
New York (State)
not New York

When the name of a state, province, or territory in Australia, Canada, or the United States; of a county, region, or islands area in England, Scotland, Wales, or the Republic of Ireland; of a constituent state of Malaysia, the U.S.S.R., or Yugoslavia; or of an island conflicts with the name of a place in another jurisdiction, qualify the latter only.

Alberta (Va.)
Alberta
not Alberta (Province)

Corsica (S.D.)
Corsica
not Corsica (Dept.)

Victoria (Tex.)
Victoria
not Victoria (State)

Dorset (Vt.)
Dorset
not Dorset (County)

Virginia (Minn.)
Virginia
not Virginia (State)

Exception: Use "Washington (State)" as the heading for the State of Washington.

If the name of a U.S. township (called "towns" in New England and some other states) conflicts, apply the following:

1) If the conflict is with the name of a local place within the same state, add

a) the name of the state to the local place;

b) the name of the state and "Township" (or "Town") to the name of the township.

Passaic (N.J.)
Passaic (N.J. : Township)

2) If the conflict is with both the name of a local place and the name of another township, all of which are within the same state, add

a) the name of the state to the local place;

b) the name of the county, the name of the state, and "Township" (or "Town") to the names of the townships.

Berlin (Wis.)
Berlin (Green Lake County, Wis. : Town)
Berlin (Marathon County, Wis. : Town)

3) If the conflict is only with the name of another township within the same state, apply 23.4J.

Add a qualifier to the heading for a jurisdiction that does not conflict with the heading for another jurisdiction in the following cases:

1) When the heading for the jurisdiction is the same as the name of a geographic area, but the territory governed by the jurisdiction varies significantly from the geographic area.

West Indies (Federation)

(The heading for Federation of the West Indies, which consisted only of some of the British possessions in the Caribbean; West Indies is a subject heading that covers all the islands in the Caribbean)

Pacific Islands (Trust Territory)

(The heading for Trust Territory of the Pacific Islands which consists of the Caroline, Marshall, and Marina Islands; without the qualifier the heading could mean the subject heading for all the islands of the Pacific Ocean)

2) When the heading for the jurisdiction is the same as the name of a geographic area but the name of the jurisdiction has ceased.

New Guinea (Territory)

(The heading for Territory of New Guinea, which ceased in 1942; New Guinea is a subject heading for the island which contains the current jurisdictions Papua New Guinea and Propinsi Irian Jaya)

24.13, type 5. [Rev.]

Applicability

Understand the term "includes" in the rule to apply to any linguistic relationship between the name of the body and its parent (higher or related) body, not just to those shown in the examples under type 5.

Understand "entire name" to be the name that was selected for use in the heading for the parent body (higher or related body), not necessarily the catalog-entry form of the parent body's heading. For example, disregard cataloger's additions to the parent body's name or the fact that the parent body may be entered subordinately. Note, however, that if the heading for the parent body includes a term indicating incorporation, etc. (24.5C1), the form with the term must also appear in the name of the subordinate body for type 5 to be applicable.

name of subordinate body: Friends of Wells Cathedral
heading for parent body: Wells Cathedral
heading for subordinate body: Wells Cathedral.
Friends.

name of subordinate body: Northwestern University
School of Law
heading for parent body: Northwestern University
(Evanston, Ill.)
heading for subordinate body: Northwestern University (Evanston, Ill.). School of Law

name of subordinate body: Osteuropa-Institut an der
Freien Universität Berlin
heading for parent body: Freie Universität Berlin
heading for subordinate body: Freie Universität
Berlin. Osteuropa-Institut

but name of subordinate body: Hoechst Chemical Society
heading for parent body: Hoechst A.G.
heading for subordinate body: Hoechst Chemical Society
not Hoechst A.G. Chemical Society

name of subordinate body: Cambridge University Library
heading for parent body: University of Cambridge
heading for subordinate body: Cambridge University Library
not University of Cambridge. Library

Exceptions: Treat as falling under type 5 a name that fits one of the following categories:

a) the subordinate body's name contains the entire name of a directly entered U.S. government body except that one body uses "United States" and the other body uses "U.S.";

b) the subordinate body's name contains the entire name of its parent body except that the form for the parent body in the subordinate body's name is in another language.

name of subordinate body: South Carolina Advisory Committee to the U.S. Commission on Civil Rights
heading for parent body: United States Commission on Civil Rights
heading for subordinate body: United States Commission on Civil Rights, South Carolina Advisory Committee

name of subordinate body: International Medical Commission of the Princess Takamatsu Cancer Research Fund
heading for parent body: Takamatsu no Miya Hi Gan Kenkyū Kikin.
heading for subordinate body: Takamatsu no Miya Hi Gan Kenkyū Kikin. International Medical Commission.

References

Routinely make a reference from the entire name of a body entered under type 5. Note, however, if the name also fits 24.13, type 1, a reference from the entire name is unnecessary.

American Legion. Auxiliary
x American Legion Auxiliary

Auburn University. Agricultural Experiment Station
x Agricultural Experiment Station of Auburn University

Exclusions from Type 5

Type 5 is not applicable to a name that falls into one of the following categories:

1) the name of the subordinate body is made up of the higher body's name plus a designation for the subordinate body that does not by itself convey the idea of a corporate body;

name: Camden Friends of the Earth
heading: Camden Friends of the Earth
not Friends of the Earth. Camden

name: Women of the Minnesota Conference of the United Church of Christ
heading: Women of the Minnesota Conference of the United Church of Christ
not United Church of Christ. Minnesota. Conference. Women.

name: Ladies of the Grand Army of the Republic
heading: Ladies of the Grand Army of the Republic
not Grand Army of the Republic. Ladies

name: St. John's Episcopal Church
heading: St. John's Episcopal Church (Knoxville, Tenn.)
not Episcopal Church. St. John's (Knoxville, Tenn.)

N.B. This category of exclusions does not apply to the subordinate designation "Friends," as in "Friends of the [name of library or museum]," because this designation has been so commonly used and consequently can be considered "corporate" in connotation.

2) the name of a U.S. state university institution that contains the name of the statewide system;

name: University of Nebraska Medical Center
heading: University of Nebraska Medical Center.
not University of Nebraska (Central Administration). Medical Center

Named Meetings

If a named meeting (cf. LCRI 21.1B1) contains the entire name of a corporate body (as defined above), enter the meeting subordinately to the heading for the body if the name contains, in addition to the name of the body, no more than a generic term for the meeting or no more than a generic term plus one or more of the following elements: the venue of the meeting; number, date, or other sequencing element.

name: Annual Conference of the American Academy of Advertising
heading: American Academy of Advertising. Conference (22nd : 1980 : University of Missouri--Columbia)

name: First Constitutional Convention of the Congress of Industrial Organizations
heading: Congress of Industrial Organizations (U.S.). Constitutional Convention (1st : 1938 : Pittsburgh, Pa.)

name: 5th Annual Conference of the Nigerian Political Science Association
heading: Nigerian Political Science Association. Conference (5th : 1978 : University of Ife)

name: Human Factors Society 1979 Annual Meeting
heading: Human Factors Society (U.S.). Meeting
(1979 : Boston, Mass.)

In all other cases, enter the named meeting directly under its own name.

name: Miami University Conference on Sentence Combining and the Teaching of Writing
heading: Miami University Conference on Sentence Combining and the Teaching of Writing (1978)
not Miami University. Conference on Sentence Combining and the Teaching of Writing (1978)

name: Unesco International Chemistry Conference
heading: Unesco International Chemistry Conference
(1978 : Perth, W.A.)
not Unesco. International Chemistry Conference
(1978 : Perth, W.A.)

HISTORICAL NOTE ON DESCRIPTIVE CATALOGING IN THE LIBRARY OF CONGRESS

Highlights from the past

The earliest history of cataloging in the Library of Congress is obscure, although as early as 1867 there were formal "Rules for Catalogueing [sic] in Congressional library." The first Catalogue Division was created in 1897 by an act of Congress which reorganized the Library. The division was responsible not only for descriptive and subject cataloging but also for related activities such as printing and distribution of catalog cards and the maintenance of the card catalogs within the Library, as well as some aspects of other activities such as acquisitions and serials check-in. The printing and distribution of catalog cards were transferred to the new Card Division in 1913, and the classification section of the Catalogue Division became a separate division in 1917, taking responsibility for classification and shelving. In 1940 a Library-wide reorganization resulted in the creation of the Processing Department; in that reorganization the Catalogue Division became the Descriptive Cataloging Division, the Catalog Preparation and Maintenance Division was formed, and in January 1941 the new Subject Cataloging Division assumed responsibility for classification and assignment of subject headings.

Since 1941, there have been numerous changes in the scope of activities called descriptive cataloging. The editing of cooperative cataloging copy, which had been done since 1934 in the Cooperative Cataloging and Classification Service, was assigned to the Descriptive and Subject Cataloging Divisions from 1941 to about 1969, when cooperative cataloging was discontinued. In 1977, a new cooperative cataloging venture, the Name Authority Co-op, began as a joint project of the Library of Congress and the Government Printing Office Library to create a common name authority data base. Since that time, other libraries have joined the project, and four are now submitting bibliographic records as well as name and series authority records. Other changes in descriptive cataloging responsibilities include the following: the transfer of music cataloging to the Descriptive Cataloging Division in 1941, with the responsibility for subject cataloging and classification for music materials added in 1957; and assignment of responsibility for descriptive cataloging of copyrighted books to the Catalog Division of the Copyright Office from 1946 to 1957. In 1971 the Cataloging in Publication (CIP) Project, a cooperative program of the Library of Congress and a number of publishers, realized the idea of printing in a book cataloging data for that book. (This idea had been first tried in the Cataloging in Source experiment in 1958.) Yet another cooperative cataloging project began in October 1984, when the National Library of

Medicine began providing CIP data for medical books. The development of machine-readable cataloging (MARC) in the period 1966-68 has substantially affected the cataloging process, and procedures are still being changed to make fuller use of the computer. An interesting marginal note here is the fact that when the conversion of catalog records to machine-readable form was first implemented on a production basis in the spring of 1968, descriptive catalogers were asked to supply tags and indicators for certain access points. This procedure was subsequently discontinued on the grounds that it was too time consuming and detracted from catalogers' productivity. Today, the MARC Editorial Division is entirely responsible for the content designation side of the modern LC catalog record.

Since the mid-1960's some changes in the organization of descriptive cataloging have resulted in new divisions. The Shared Cataloging Division was formally constituted July 1, 1966, but had been operating as a program on a tentative basis since March of that year. It was created to implement provisions of Title IIC of the Higher Education Act of 1965, which established the National Program for Acquisitions and Cataloging (NPAC) and appropriated funds to the Library of Congress for the purpose of 1) acquiring currently published foreign material of research value and 2) providing prompt cataloging and printing of cards which could be used by other U.S. libraries acquiring the same material. The creation of Shared Cataloging Division moved "British" English and the major European languages from Descriptive Cataloging Division to the new division. The Descriptive Cataloging Division formed in 1940 had included a position eventually called Principal Cataloger. As the scope of the Library's activities in descriptive cataloging widened and became ever more complex, staff was gradually added to assist the Principal Cataloger. Finally in 1979 this official, then called Principal Descriptive Cataloger, and his staff were separated from the Descriptive Cataloging Division to become the new Office for Descriptive Cataloging Policy. In 1981 the Special Materials Cataloging Division was created, and at that point the cataloging of audiovisual materials, reports describing manuscript collections, music, and rare books was moved from the Descriptive Cataloging Division to this new division.

In June 1968 the responsibility for descriptive cataloging of serials was transferred from the Descriptive Cataloging Division to the Serial Record Division. The first MARC records for serials were distributed in 1974. In 1975 the Library joined the CONSER (CONversion of SERIALs) Project, an effort designed to create a cooperative MARC serials data base using the facilities of OCLC. Since 1977, therefore, the Serial Record Division has been inputting, updating, and claiming records online to OCLC and, consequently, the description of a serial has been based on all known information about the serial rather than being based on information limited to the issues of the serial actually held by the Library. Serial catalogers themselves began working directly online with the OCLC system in September 1984. CONSER records, whether or not the serials they represent are in the Library's collections, are part of the Library's MARC data base.

The Geography and Map Division, a Research Services division, must also be mentioned here. This division, with responsibility for custody of the Library's rich collection of cartographic material, had long made an attempt at bibliographic control of elements of the collections, although atlases had been descriptively cataloged by Processing Services. In 1967 responsibility for the cataloging of all monographic atlases received outside the NPAC program passed to the Geography and Map Division, and this division continued to provide subject cataloging for serial and NPAC atlases. Systematic cataloging (including both descriptive and subject work) of all currently acquired maps was instituted in 1968. All the Geography and Map Division's cataloging is part of the Library's MARC data base. Research Services also catalogs a significant number of microforms (in the Microform Processing Unit and the Preservation Microfilming Office); records prepared also form part

of the Library's MARC data base. Serial and Government Publications Division, another Research Services Division, in 1974 began cataloging the newspapers in the Library's collections, starting with U.S. imprints. In 1983 this cataloging effort by the Newspaper Section catalogers became part of the United States Newspaper Program, a program funded by the National Endowment for the Humanities to locate, catalog, and preserve all newspapers published in the United States and its territories. The records are input to OCLC as CONSER records and those of the Library and other participating institutions become part of the Library's MARC data base.

Other Research Services divisions that do some descriptive cataloging or some processing that is analogous to descriptive cataloging include the Manuscript Division; Motion Picture, Broadcasting, and Recorded Sound Division; Music Division; Prints and Photographs Division; and Rare Book and Special Collections Division. Thus far this Research Services cataloging has not been included in the Library's MARC data base.

Finally an historical note on the rules for descriptive cataloging is necessary. The earliest known rules are those from 1867 mentioned above. Various rules were applied in the last decades of the 19th century, including Cutter's rules and an ALA code. In 1900 an effort began to produce a new set of rules: preliminary editions appeared in 1902 and 1904, compiled by an ALA committee (with LC's Hanson as chair). A committee of the (British) Library Association was associated with this effort in the end. The final edition, entitled Catalog Rules, Author and Title Entries, was published in 1908 and adopted at that time by the Library of Congress. During the long period 1908-1941 no new rules were published, but the Library printed various rule-like statements and other stipulations about descriptive cataloging on 3x5 cards, which, however, never advanced to the point of constituting a unified code. In 1941, the preliminary American second edition of A.L.A. Catalog Rules, Author and Title Entries was issued by the American Library Association, which in 1949 published the A.L.A. Cataloging Rules for Author and Title Entries, second edition. Meanwhile in 1948 the Library had formulated its own rules for bibliographic description (as distinct from the remainder of descriptive cataloging relating to authority control and the assignment of access points). In the 1950's the Library supplemented these rules with comparable, special rules for films, sound recordings, etc.

In 1967 the Library adopted the first edition of the Anglo-American Cataloging Rules and in 1981 the second edition of the same (published under the title Anglo-American Cataloging Rules). In 1974 Chapter 6 of the rules was revised as an interim measure to incorporate stipulations of the International Standard Bibliographic Description for the punctuation and order of data elements making up bibliographic description.

Possibly the most significant of the events mentioned above was the final separation of descriptive cataloging from subject cataloging in 1940. This separation has required the formulation of directives and instructions for many special procedures over the years, which though "local" in a very real sense (no other cataloging operation is exactly like that of the Library of Congress) have become an integral feature of the Library's national policy for descriptive cataloging. The separation has also had a profound effect on the character of a cataloging position at the Library of Congress: normally a Library of Congress cataloger is either a descriptive cataloger or a subject cataloger. There are exceptions of course: music and map catalogers do both descriptive and subject cataloging; manuscript catalogers do subject heading work as a feature of indexing; and audiovisual catalogers assign Decimal Classification numbers.

The Present

As suggested by the preceding narrative, the **Descriptive Cataloging Division** created in 1940 is the precursor for most of the present operation called "descriptive cataloging." Its present cataloging sections are

Six English language sections: The single English Language Section was divided in January 1973 to form three sections. The Germanic Languages Section, which had lost most of its responsibility for Germanic languages cataloging by 1970, became English Language Section 4 in 1977. The four resulting English sections were reorganized into six sections in 1979.

The other sections are

Chinese-Korean Languages Section: The section originated in 1957 when the Far Eastern Languages Section was created. The original section included Japanese, the major responsibility for which was transferred to the Shared Cataloging Division in 1968. (The remainder of the responsibility for Japanese was transferred in 1977.)

Two Romance languages sections: One was created in 1966 from a unit in the former Foreign Languages Section. This was divided into two sections in 1981.

South Asian Languages Section: The section was constituted in 1962 with the transfer of staff from the former Foreign Languages Section--in response to the acquisitions/cataloging program supported by Public Law 480, which focused on India and Pakistan.

For the preparation of preliminary records and for minimal-level cataloging, there is also a Preliminary Cataloging Section (established in 1940).

In addition, there is the Name Authority Cooperative (NACO), which was established in 1977 to handle name authority records submitted by cooperating libraries. Today, NACO also handles bibliographic records from some of these libraries.

The Foreign Languages Section of the Descriptive Cataloging Division, mentioned above, originally included units for Romance, Germanic, Far Eastern, South Asian, and miscellaneous languages (including Hebrew and Arabic). These units later became individual sections, as noted earlier. The Miscellaneous Languages Section, established in 1967, was dissolved in 1982, and its responsibilities divided among other sections of the Descriptive Cataloging and Shared Cataloging Divisions.

The four original cataloging sections of the **Shared Cataloging Division**, established in 1966, were English, French, German, and Dutch-Scandinavian. These sections took over from the Descriptive Cataloging Division the responsibility for publications of NPAC countries.

The other sections are

Italian-Spanish Section: The section was established in 1968 as the Italian and Spanish-Portuguese Sections, which were merged in 1969.

Japanese Section: The section was established in 1968 when the major part of the responsibility of Japanese was transferred from the Far Eastern Languages Section of Descriptive Cataloging Division to Shared Cataloging Division.

Slavic Section: The section was established in 1967. It took over responsibility for all Slavic-language materials when the Slavic Section of Descriptive Cataloging Division was dissolved in 1976.

For the preparation of preliminary records and for minimal-level cataloging, there is also a Preparatory Cataloging Section (established in 1982).

The present sections of the Special Materials Cataloging Division are

Audiovisual Section: The section was created in 1964 within the Descriptive Cataloging Division to catalog audiovisual materials (motion pictures, filmstrips, slides, etc.), primarily from data sheets supplied by producers and distributors.

Manuscripts Section: The section was created in 1959 within the Descriptive Cataloging Division to create the cataloging and indexing data that would be the contents of the new publication National Union Catalog of Manuscript Collections.

Music Section: The section was created in 1957 within the Descriptive Cataloging Division to provide descriptive and subject cataloging and shelving for printed and manuscript music, music sound recordings, librettos, and books on music and musicians. (Descriptive cataloging of books on music and musicians that are in scope for Shared Cataloging Division is now done by that division).

In addition to these three sections, the Special Materials Cataloging Division includes four rare book catalogers and a preliminary cataloger, who provide the descriptive cataloging of a selection of the monographic materials assigned to the Rare Book and Special Collections Division of Research Services.

The one cataloging section of the Serial Record Division split into two sections in 1976: the English Language Serials Cataloging Section and the Foreign Language Serials Cataloging Section. Although their names indicate their chief areas of responsibility, the English Section does catalog some serials in other languages and the Foreign Section catalogs some serials in English.

Other sections in the division that authenticate, create, and/or modify CONSER records are the CONSER Minimal Level Cataloging Section, the Editing and Input Section, the National Serials Data Program Section, and the New Serial Titles Section.

SOME DETAILS OF BIBLIOGRAPHIC DESCRIPTION ON CJK RECORDS

For libraries consulting or using in some way the Library of Congress bibliographic records for Chinese, Japanese, and Korean materials, the following policy decisions may be of interest:

1) Use the Latin abbreviations "et al.," "s.l.," and "s.n.," instead of equivalencies in Chinese, Japanese or Korean.

2) Do not apply AACR 2 rule 1.4D4.

As an additional point, note that RLIN is developing the capability to display hyphenation within ISBN numbers transcribed on CJK records. Until this capability is developed, hyphens will not appear within ISBNs seen on Library of Congress printed cards for CJK records.

SUBJECT CATALOGING

SUBJECT HEADINGS OF CURRENT INTEREST

A listing of subject headings representing popular trends or concepts appeared regularly in Cataloging Service Bulletin from Winter 1982 to Summer 1984 before it was discontinued. In response to requests from subscribers, it is now being reinstated as a regular feature.

The list is not intended to be exhaustive. The intent is to alert readers to topics of current interest that have recently been established as Library of Congress subject headings. Readers should be aware, however, that scope notes may be present in the supplements to LCSH and in LCSH Weekly Lists, and that these headings should be assigned with caution if the exact meaning of them is not clear. The headings, together with their full reference structures and scope notes will appear in the quarterly supplement to LCSH indicated, as well as in the Weekly Lists. Subscriptions to the supplements and to the Weekly Lists are available from:

Customer Services Section
Cataloging Distribution Service
Library of Congress
Washington, D.C. 20541

First quarter, 1985

Accessory apartments (Indirect)
Adult child abuse victims (Indirect)
All terrain bicycles (Indirect)
Animal attacks (Indirect)
Asset management accounts (Indirect)
Bear attacks (Indirect)
Birthparents (Indirect) [formerly Biological parents]
Buy national policy (Indirect)
Clinical trials (Indirect)
Compulsive gambling (Indirect)
Computer software (Indirect)
Crowding out (Economics) (Indirect)
Dalkon Shield (Intrauterine contraceptive)
Dial-a-message telephone calls (Indirect)
Disinformation (Indirect)
Divorce settlements (Indirect)
Drinking age (Indirect)
Equal rights amendments (Indirect)
First strike (Nuclear strategy)
Frozen human embryos (Indirect)
Housing, Single family—Conversion to accessory apartments
Human comfort
Inclusionary housing programs (Indirect)
Information resources management (Indirect)
Interstate banking (Indirect)
Item veto (Indirect)
Leisure industry (Indirect)
Lesbian nuns (Indirect)
Leveraged buyouts (Indirect)
Management buyouts (Indirect)

Marriage settlements (Indirect)
Multilevel marketing (Indirect)
Music videos (Indirect)
Outdoor sculpture (Indirect)
Postpartum depression (Indirect)
Public sculpture (Indirect)
Risk perception (Indirect)
Rock videos (Indirect)
Strategic planning (Indirect)
Tay-Sachs disease (Indirect)
Telecommuting (Indirect)
Teletext systems (Indirect)
Videotex systems (Indirect)
Workaholics (Indirect)

03/28/85

DIARIES

BACKGROUND: Diaries are registers or records of personal experiences, observations, thoughts, or feelings, kept daily or at frequent intervals. They are usually written as an aid to memory or reflection and are customarily intended for private rather than public use. As such, they constitute a form of autobiographical material covered by the general principles of H 1330, Biography. The procedures below describe the specific treatment of works consisting of true personal diaries. This instruction sheet is not intended to cover memoirs, reminiscences, or personal narratives of events that are not in diary entry form and contemporaneous with the events described. It is also not intended to be applied to official logs of activities.

PROCEDURES:

1. Complex of headings. Assign the following complex of headings to individual diaries or collections of diaries:

[name of diarist(s)]—Diaries
[class of persons, or ethnic group]—Diaries
[special topics discussed in the diary or diaries]

2. Individual diarists. Assign as subject headings the name or names of the individual writers of the diaries, up to a maximum of three. Subdivide the name(s) by the free-floating subdivision —Diaries. If there are more than three diarists, do not designate any individual writer.

3. [class of persons, or ethnic group]—Diaries. In accordance with H1330, assign headings of the type [class of persons, or ethnic group]—Diaries if the writer(s) of the diary or diaries can be identified with a particular subject area or discipline or a particular ethnic group. Examples:

Afro-Americans—Diaries
Dramatists, German—20th century—Diaries
Episcopal Church—Clergy—Diaries
Painters—Great Britain—Diaries
Women plantation owners—Southern States—Diaries

However, if only a single diarist is involved, avoid assigning both a class of persons heading and an ethnic group heading to the same work. In such cases prefer the class of persons heading to the ethnic group heading.

4. Special topics. If the diary covers any special topic not sufficiently covered by headings of the type [class of persons]—Diaries or [ethnic group]—Diaries, assign additional headings to bring out such topics.

No special biographical form subdivision is normally necessary under topical headings of this type. However, when assigning topical headings to a diary containing biographical information, follow the provisions of H 1330 to bring out the special biographical aspects of the work. In this regard, it may be necessary

in the complex of headings being assigned to bring out place or particular wars or events. As indicated in H 1330, these topics are designated by the following types of headings:

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

Since the diary or diaries of any individual person may or may not be regarded as historical source material, depending upon the viewpoint of the reader, do not add the subdivision —Sources or —History—Sources to the additional headings assigned to bring out special topics.

5. Diaries as a literary genre. Headings of the type American diaries; English diaries; Japanese diaries; etc. are literary genre headings. Assign such headings only to collections of diaries by more than one writer that are classed as literary works.

If the collection is not limited to an individual body of literature, assign the heading Diaries.

EXAMPLES:

Title: Tagebücher, 1918-1921.

1. Mann, Thomas, 1875-1955—Diaries.
2. Novelists, German—20th century—Diaries.

Title: The country diary of an Edwardian lady, 1906 : a facsimile reproduction of a naturalist's diary.

1. Natural history—England—Warwickshire.
2. Country life—England—Warwickshire.
3. Holden, Edith, 1871-1920—Diaries.
4. Naturalists—England—Diaries.
5. Illustrators—England—Diaries.

Title: War diaries : November 1939 - March 1940.

1. Sartre, Jean Paul, 1905- —Diaries.
2. Authors, French--20th century—Diaries.
3. World War, 1939-1945—Personal narratives, French.
4. World War, 1939-1945—France.

Title: American diaries of World War II.

1. World War, 1939-1945--Personal narratives, American.
2. United States--Armed Forces--Diaries.

Title: God's galloping girl : the Peace River diaries of Monica Storrs, 1929-1931.

1. Storrs, Monica, 1888-1967—Diaries.
2. Frontier and pioneer life—Peace River Region (B.C. and Alta.)
3. Anglicans—Peace River Region (B.C. and Alta.)—Diaries.
4. Pioneers—Peace River Region (B.C. and Alta.)—Diaries.
5. Peace River Region (B.C. and Alta.)—Biography.

Title: "I--" : an anthology of diarists.

1. English diaries.

INDEX TO CATALOGING SERVICE BULLETINS SUBJECT HEADING INFORMATION

An index to articles about LC subject headings that have appeared in the Cataloging Service Bulletin, no. 1-25, and its predecessor Cataloging Service, bulletins 1-125, has been prepared by Dave Hamilton, Northern Illinois University Libraries. The index also includes the entries in the Subject Cataloging Manual : Subject Headings that have

the same information as those entries in the bulletins. The thirteen-page index is available for a self-addressed, stamped, manila envelope (\$0.66 postage; 9x12 in. envelope) from Dave Hamilton, Cataloging Department, Founders Memorial Library, Northern Illinois University, DeKalb, IL 60115-2868.

LIBRARY OF CONGRESS SUBJECT HEADINGS IN MICROFORM

Beginning with the March 1984 issue of Library of Congress Subject Headings in microfiche, several changes have been made. The header has been redesigned to emphasize the first heading on the fiche; the last heading is not given. As previously announced, the reduction ratio has been changed from 24x to 48x. This change in size was made to correspond with the reduction ratio used for the microform edition of Name Authorities, so that libraries using both fiches need only have one size of lens. As a result of the change, more information is contained on one fiche, halving the total number of fiche required. The page format has been retained. It is expected that a change will be made to the column format as now used in Name Authorities in another year or so.

LC CLASSIFICATION

CUTTER NUMBERS USED FOR INDIVIDUAL REGIONS AND COUNTRIES

The table below lists countries and geographic regions with suggested cutter numbers to aid in the establishment of new entries in the LC shelflist. This table is used only when the classification schedule caption reads either "By country, A-Z" or "By region or country, A-Z."

This table is only a guide. Whenever a country or region has already been established in either the shelflist or the classification schedule, that number is used and the cutting of all new entries is adjusted accordingly.

The names printed in this table represent the latest forms of name. Cross references from earlier forms of name are given as needed.

There are four types of names to be found in this table.

1) Countries

A country is defined as a sovereign nation. For any area that falls totally within a country's current boundaries, the cutter for that country is used. An area formerly a part of another country is cuttered for the country to which it currently belongs even if the work is concerned only with an historical period when the area was part of another country.

When classing a work on one of the political divisions of Australia, Canada, Great Britain, Malaysia, the Soviet Union, the United States, or Yugoslavia, in a number captioned "By country, A-Z" or "By region or country, A-Z," the cutter for the parent country is used. For example, ".U6" (United States) is used for a work on Maryland.

2) Regions

In a number that is captioned "By region or country, A-Z," a region is defined as a geographic area that is either larger than a country or that crosses national boundaries.

Africa, North-----A355
(encompasses many countries)
Yukon River Valley-----Y8+
(in both Canada and U.S.)

If the class pertains only to one region or continent (e.g., "Regions or countries of Africa, A-Z"), for a region whose name consists of the larger region or continent followed by a qualifier, the cutter is based on the term used as the qualifier.

Africa, North-----N7

The cutter is also based on the term used as the qualifier when the region is within a country if the class means that country.

For "Brazil, local A-Z":

Brazil, North-----N6
Brazil, Central West----C4

If the class covers an area larger than the country, e.g., "South America, by region or country, A-Z," the cutter is based on the country name.

Brazil, North-----B6
Brazil, Central West----B6

3) Historical countries or entities

Countries or entities that no longer exist and whose territories are not encompassed by a current country are also listed in this table.

Islamic Empire-----I742
Armenia-----A75

4) Islands

If an island or island group is near the country to which it belongs, it is treated as part of that country.

Jutland-----see Denmark

If the island or group of islands is isolated from the parent country, it is cuttered under its own name.

Puerto Rico-----P9
Falkland Islands-----F3

Abyssinia see Ethiopia
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Germany (East)		G35
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SUBCLASSES KJV-KJW: FRENCH LAW

The development of the classification for French law has been completed. In May 1985 the Subject Cataloging Division began assigning the newly-developed class numbers to materials being cataloged relating to French law. The classification schedule is now being indexed, after which it will be submitted for printing to the Government Printing Office. Publication is anticipated in the winter of 1985-86.

KJV-KJW is expected to be the last law classification scheme developed uniquely for a specific country. Other schedules will be developed using tables of general applications.

For the assistance of catalogers receiving new records with the new class numbers, the following brief outline may be of interest:

KJV 1+	General
245+	History of French law
334+	Private law. Private international law
441+	Civil law
2185	Commercial law. Intellectual property
3371+	Social legislation
3721+	Courts. Procedure
4050+	Public law. Constitutional law and history. Administration law. Including public safety and health, environment, education, etc.
5541+	Economic law. Regulation of industry, trade, and commerce. Including transportation and communication
6426+	Public finance
7180+	Emergency legislation. National defense
7962+	Criminal law and procedure
KJW 1-9600	Regions, provinces, departments, cities, etc.

PUBLICATIONS

CLASS L: EDUCATION, 4TH EDITION

The classification schedule of education, like other classes, was developed on the basis of the Library of Congress collection. The first edition was published in 1910; a second edition was issued in 1928 and incorporated additions and changes that had been made in the intervening years. The third edition appeared in 1951, incorporating changes made through 1949. In 1966, a reissue of the third edition was prepared with supplementary pages that include changes made through 1965.

This fourth edition represents an unrevised cumulation of the changes since 1965 merged into the text of the previous edition. Some of the terminology and the arrangement of notes and references have been revised to conform to current practice; many parenthesized numbers have been deleted. The captions for individual schools, colleges, and universities remain as they appeared in previous editions, with no attempt made to find or use the AACR 2 forms of name. Many captions that can be recognized as obsolete have been reproduced as they appeared in earlier editions to enable this volume to be produced quickly and with a minimum of effort.

Editorial changes were made and the index was prepared by Lawrence Buzard, editor of classification schedules, Subject Cataloging Division.

Library of Congress Class L: Education, 4th edition, is priced at \$12.85. Orders and inquiries should be directed to the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541.

MARC FORMATS FOR BIBLIOGRAPHIC DATA

Update no. 10, 1983. This update constitutes the four updates to the MARC Formats for Bibliographic Data 1980 (MFBD) that would normally have appeared for 1983. Because of the large number of fields that have been modified for this update (approximately 90%), the complete MFBD document is being reissued to make updating of documentation easier. This update supersedes the base document and previous updates numbers 1 through 9, and includes the following items:

- 1) Content designation for the archival and manuscripts content format, which supersedes the manuscript format.
- 2) Content designation to accommodate two-dimensional materials in the films format, now renamed Visual Materials to reflect more accurately its scope.
- 3) Content designation for field 066 (Character Sets Present) and field 88/0 (Alternate Graphic Representation) that enables nonroman characters to be carried in a USMARC record.
- 4) Appendix II (Record Structure) has been completely rewritten with all references to a 6-bit character set removed and the specifications for using alternate graphic characters set included.
- 5) Appendix IV (History) has been thoroughly reviewed and the status columns verified.
- 6) The asterisks have been removed for several data elements that the Library of Congress will not be adding to records but which may be distributed by LC because of cooperative programs, e.g., 060 (National Library of Medicine Call Number).

Update No. 11, 1985. Update no. 11 to MARC Formats for Bibliographic Data (MFBD) is also now available. Among other additions and changes, update no. 11 contains 73 new language codes. The new codes are largely for African and Southeast Asian languages. The addition of the new codes to the "List of Languages and Language Codes" (Appendix II. C) brings that list into conformity with that proposed by a National Information Standards Organization (NISO Z39) subcommittee. The specifications for magnetic tapes (Appendix III. A) have also been revised to reflect minor changes to the tape labels that appear on LC distribution tapes.

This update is the first update to be issued since the complete MFBD was reissued in update no. 10. Updates 10 and 11 now comprise the complete MFBD.

With update no. 11, the updates to the MFBD are no longer available by subscription. Update no. 11 is priced separately at \$10. Update no. 10 is priced at \$75 and should be ordered separately. Questions and comments regarding the sale and distribution of MFBD should be addressed to Customer Services Section, Cataloging Distribution Services, Library of Congress, Washington, D.C. 20541.

SELECT MARC: RETROSPECTIVE CONVERSION

To aid in converting manual catalogs into machine-readable form, the Cataloging Distribution Service announces a new service, Select MARC: Retrospective Conversion. The Library of Congress has distributed machine-readable bibliographic records on magnetic tape through the Cataloging Distribution Service (CDS) since 1968. CDS has also provided customers with selective records from these data bases on a limited basis since 1979. With the development of Select MARC: Retrospective Conversion, CDS is able to make records from the MARC Distribution Service (MDS) data bases more readily available to a wider range of library customers who are engaged in retrospective conversion projects.

Select MARC: Retrospective Conversion service provides a cost-effective source for LC MARC records as the first step in a conversion plan. It has access to over 2.3 million bibliographic records distributed through the MARC Distribution Service and available in five different MARC formats: Books, Serials, Visual Materials, Maps, and Music. Records can be selected by specifying the Library of Congress Card Numbers (LCCNs), International Standard Book Numbers (ISBNs), or International Standard Serial Numbers (ISSNs) of the records desired. These requests can be submitted to the Cataloging Distribution Service on nine-track magnetic tapes, 5 1/4" floppy disks, or other hard copy (e.g., photocopies for shelflist cards). LCCN's may be submitted on 3"x5" Select MARC Order Forms.

The records format at either 1600 or 6250 cpi. The LCCN's of records not found are returned to the customer on tape and therefore can be submitted to other vendors to receive machine-readable cataloging records not available from the Library of Congress. In addition to the tapes, printed reports are provided of LCCN's for records found and those not found.

The cost for the Select MARC: Retrospective Conversion service is

Base Fee Per Order-----	\$300.00/order
Charge Per Record Selected:	
Tape Input-----	\$0.01/record
Floppy Disk Input-----	\$0.02/record
Select MARC Order Form Input-----	\$0.03/record
Other Hard Copy Input-----	\$0.08/record

For further information and complete technical specifications please contact Customers Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6171.

MARC DISTRIBUTION SERVICE--SUBJECT AUTHORITIES

The Cataloging Distribution Service is currently developing a subscription service to MARC Distribution Service--Subject Authorities. Although both name/series and subject authorities are accommodated in the same USMARC authorities format, subject authorities will be distributed separately in the service now being developed. When subject authorities distribution begins, a cumulated master file of approximately 137,000 subject authority records in the USMARC authorities format will be distributed. This base file will contain all machine-readable subject authority records available at the time the distribution service goes into production. The regular weekly distribution service will consist of current authority work completed by the Subject Cataloging Division. New, changed, and deleted records will be distributed as full records according to the usual pattern for other CDS distribution services.

The LC control numbers of records in the new cumulative master file will be different from those previously distributed. However, unlike previous versions of the master subjects file, a control number will now be permanently assigned to each record and will conform to the standard LC control number practice. These control numbers will each carry the prefix "sh#". Records in the new cumulated file will not use any superseded numbers from previously distributed cumulations in the 001 or 010 field.

Under current policy, authority records are created only for those heading and heading-subdivision combinations that are to be printed in Library of Congress Subject Headings. Records are not created for every unique heading-subdivision combination assigned to a bibliographic record. Categories that currently are not printed and for which no MARC subject authority records are created are: (1) names of persons, unless used as a pattern or example or unless a subdivision must be printed; (2) names of corporate bodies and jurisdictions, unless used as a pattern or example or unless a subdivision must be printed; (3) headings incorporating freefloating subdivisions, unless needed for use as a reference to another heading or followed by a nonfreefloating subdivision; (4) phrase headings created by incorporating freefloating terms (e.g., ... Region, ... Valley, ... in art, ... in literature).

For categories 1 and 2 above, name authority records are created and distributed through MARC Distribution Service--Name Authorities. Authority records will be created for some categories of headings not printed in the past (e.g., systematic names in botany and zoology), when they are needed for new cataloging. Many headings were made incorrect by the adoption of AACR 2 (e.g., geographic names). Most of these incorrect headings have been removed from the file. Authority records for replacement headings in correct form are created only when the headings are needed for new cataloging.

The file will not contain records for subdivisions. The USMARC authorities format does not allow encoding of records for subdivisions alone. No LC policy has been developed for any possible future implementation of subdivision records. Records for non-LC authority systems (e.g., MESH, NAL, NLC) will not be included. The Library of Congress will not maintain authority records for LC juvenile headings as part of its internal automated authority system. Printed lists of these headings will be available, however. The headings will continue to be used in bibliographic records in the annotated card program.

Deleted subject authority records (Record Status "d") will contain field 682, "Deleted Heading Information", when additional information is deemed necessary to explain the reasons for the cancellation. Record status values of "s" and "x" will not be implemented. Coding in the 4xx and 5xx control \$w byte 0 for "related" and "broader" terms for authority records in the master file will be done based on the reference structure at the time of LC's internal file conversion. However, the coding of some "broader" and "related" term references may require reconsideration on a case-by-case basis. "Narrower" term references will not be carried in LC subject authority records. No Dewey decimal classification numbers are yet included in the authority records. No source data information is present in existing authority records. However, newly created records will carry source data.

MARC Distribution Service—Subject Authorities tapes will be shipped weekly on 9-track tapes at 1600 cpi. The cumulated master file will be available at either 1600 or 6250 cpi. A test tape will be available with a small file of representative records in the USMARC authorities format. Authorities: A MARC Format and Update No. 1 will be included with the test tape and subscription service.

The exact availability dates and costs of these products have not yet been established. This information will be published as soon as it is available.

Questions and comments regarding the sale and distribution of MARC Distribution Service—Subject Authorities should be directed to: Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 2876171. Questions about subject cataloging policy should be directed to: Chief, Subject Cataloging Division, Library of Congress, Washington, D.C. 20540.

MARC DISTRIBUTION SERVICE—VISUAL MATERIALS

The implementation of the Library of Congress's online visual materials system has been delayed until Fall 1985. Therefore, the interruption in service for visual materials announced in Cataloging Service Bulletin no. 28 for Spring 1985 will actually occur in the fall.

INDEX TO CATALOGING SERVICE BULLETIN

The Cataloging Service Bulletin Index for numbers 1-28, Summer 1978 - Spring 1985, by Nancy B. Olson (Professor, Mankato State University), is now available. The cumulative annual index, which now contains 3899 entries, may be ordered from Mrs. Olson at Box 863, Lake Crystal, Minn. 56055. The price is \$10.00.

JAPANESE ROMANIZATION

Cataloging Service Bulletin, no. 20 (Spring 1983), carried the romanization system followed by the Library of Congress for Japanese. Below are some additional provisions that may be added under the sections indicated.

4. Punctuation

A.

For such a center point appearing between numbers, however, see 5.5 Numerals.

5.4 Proper names

A.

Exceptions

(5) Hyphenate an auxiliary to a proper name, which results in a double consonant.

Kyashī-tte yonde キャシーってよんで

5.5 Numerals

C. Transcribe a center point between numbers as a period, with no space following it. If, however, the number is spelled out in romanization as a word, then the center point is not represented by a roman value (cf. LCRI Appendix C.4C), e.g., Niniroku Jiken ニ・二六事件

8.15 zengo : sensō to watakushitachi 8・15前後：戦争と私たち

3.14 futō hanketsu 三・一四不当判決

20.5-seiki no ongaku 20・5世紀の音楽

D. Hyphenate numbers joined to modify a common substantive.

3-4-jigen 3・4次元

Shōwa 58-59-nendo 昭和五八・五九年度

County of ... State of Texas

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1
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3
4