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GENERAL

LC/IU COOPERATIVE SLAVIC BIBLIOGRAPHIC PROJECT

The Library of Congress has invited the University of Illinois at Urbana-Champaign to participate in a cooperative bibliographic project for the contribution of Slavic language records. To increase bibliographic control of current Slavic receipts in the U.S., the university's Slavic and East European Library will submit cataloging records for approximately 1,400 titles issued by seven prominent Soviet publishers during the first year of the project. In return, the Library of Congress has agreed to upgrade the cataloging priority of approximately 2,000 titles it will catalog during the same period.

Bibliographic records contributed by Illinois will include Dewey Decimal Classification numbers in the 082 field. Although it is expected that most of the titles cataloged by Illinois will ultimately be added to LC's collections, there may be some records submitted for titles not yet in LC. In this case the records will contain no 050 field. As these books are received at LC, the call numbers will be added to the records and the records redistributed.

DESCRIPTIVE CATALOGING

LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

Cumulative index of LCRI in issues of Cataloging Service Bulletin

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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

Quotation Marks

When an entire title proper (or parallel title or other title information) is enclosed in quotation marks, generally do not retain them when transcribing the title since their intent usually is to set off data from the surrounding context.

1.6J. More than one series statement. [Rev.]

If some parts or issues of a multipart item or serial are published in one series and other parts or issues are published in another series, precede each series title with an indication of the particular parts or issues to which the series titles apply. (If a series has changed its title (cf. 21.2), treat each title as a separate series.)

10 v. : ill. ; 28 cm. — (v. 1-8: Anthropological monographs ; no. 23-30) (v. 9-10: Art and anthropological monographs ; no. 31-32)

5 v. ; 14 cm. — (v. 1, 3-5: Music bibliographies ; 12, 15, 21-22) (v. 2: Baroque musical studies ; 2)

v. ; 28 cm. — (1969-1979: DHEW publication) (1980- : DHHS publication)

If all the parts or issues appear in one series and some of the parts or issues appear also in another series, precede the second series title with an indication of the particular parts or issues applicable to that title.

3 v. ; 20 cm. — (Testi del Risorgimento ; 4-6) (v. 2: Saggi e documentazioni ; 17)

In the two situations listed above, if any series is classified as a collection, include its call number in the appropriate series statement (unless the same call number applies to all the series given).

5 v. ; 30 cm. — (v. 1-4: Bulletin of the American Museum of Natural History ; v. 135-138) (v. 5: American Museum novitates ; no. 36 (QLL.A36))

If some of the parts or issues of a multipart item or serial appear in a series but other parts or issues do not, precede the series title with an indication of the particular parts or issues that are applicable to the series. If the series is classified as a collection, include its call number in the series statement.

2 v. ; 28 cm. — (v. 1: Dance and dancers to-day ; 13)

v. : ill. ; 26-29 cm. — (1959/60-1979: REA bulletin)

v. ; 26 cm. — (1974- : Alaska local government (JS3.A4A64))

2.7B7. Edition and history. [Rev.]

Reprint Editions

This interpretation is for new editions that are merely photographic reprints by a different publisher; generally it does not apply to belles lettres or to reissues of classics. For items within scope, make notes of the types shown below to give information about the original publication. Take the information from the reprint being cataloged. If the reprint being cataloged lacks the information about the original, give simply "Reprint" in a note. Exception: If an existing bibliographic record for the original needs to be examined for another reason, then more complete information about the original is given in the note. Do not search solely to discover information about the original publication. When recording information about the original, always give the date of the original edition even if it is the same as the copyright date recorded in the publication, etc., area. For non-Gregorian dates, give only Gregorian equivalents in the note. However, if the Gregorian date cannot be converted to a single Gregorian date, give both non-Gregorian and Gregorian dates.

Reprint. Originally published: Boston : Houghton, Mifflin, 1910.

(This shows the minimum contents of the note: if there is any difference in one of the three imprint elements, give all three of the original as illustrated)

Reprint. Originally published: Boston :
Houghton, Mifflin, 1910. (Studies in Asian
languages and literatures ; no. 3)
(Expand the basic note to include the
series of the original in a series statement if
the original series statement has been reproduced)

Reprint. Originally published: Boston :
Massachusetts Historical Society, 1923.
Originally published in series: Collections of the
Massachusetts Historical Society.
(However, if the original series statement hasn't
been reproduced but information about the series
is available elsewhere in the reprint, include
that information as illustrated)

Reprint. Originally published: 3rd ed. Boston :
Houghton, Mifflin, 1910. (Studies in Asian
languages and literatures ; no. 3)
(Also include the edition statement when
it is significant in the particular case)

Reprint. Originally published: 3rd ed. Boston :
Houghton, Mifflin, 1910. (Studies in Asian
languages and literatures ; no. 3) With new
introd.
(If a new introduction has been added, but a
statement about it does not appear in the body of
the entry, include this information as
illustrated)

Reprint. Originally published: The Hakka language
and literature of Southern China. 3rd ed. Boston :
Houghton, Mifflin, 1910. (Studies in Asian
languages and literatures ; no. 3) With new
introd.
(If the title has changed, incorporate it in the
note too)

Reprint. Originally published: 1910.
(If the name of the original publisher is
unknown, give only the date.)

If there is any question about whether a new edition is a reprint or not (make a quick decision in all cases), treat it as such for the purpose of making these notes. In this case, however, omit the introductory word "Reprint" and begin the note instead with the next phrase "Originally published:"

If the reprint edition combines two or three formerly independent publications, make a note for each work contained. If there are more than three, make a single note, generalizing the information; however, specifically mention the span of publication dates.

Reprint (1st work). Originally published: ...
Reprint (2nd work). Originally published: ...
Reprint (3rd work). Originally published: ...
(Two or three works)

Reprint of works originally published 1910-1934.
(More than three works)

The purpose of this note is 1) to date the writing of the text approximately and 2) to give a more bibliographically significant imprint than that shown in the publication, distribution, etc., area. Thus an earlier imprint that is itself a reprint is of no significance and

should be ignored. Situations will arise, however, when the cataloger, after excluding any earlier reprints, will not feel comfortable in using the phrase "Originally published"; e.g., there may be a still earlier imprint that was not discovered (and no special searching may be done). In these situations, use "Previously published" rather than "Originally published."

CIP Cataloging

When the front matter and data sheet supplied do not make it clear whether a photographic reprint is involved, but one sees it as a reasonable possibility, make the note anyway. Note that regardless of appearances do not consider as "photographic reprints" cases of approximately simultaneous publication as

- 1) the republication is one in paper and the original is a hard-back;
- 2) the republication is an American edition of a British edition or vice-versa.

Limited Editions

Give limited statements, preferably in quoted form, for editions of 500 copies or less. If the statement cannot be quoted, phrase it so that the number does not come first (to avoid spelling out the number; cf. Appendix C.3).

"250 copies printed"—T.p. verso
Limited edition of 250 copies.
not Two hundred fifty copies printed.

When the statement of limitation includes the unique number of the copy being cataloged, give only the statement of limitation here. Give the copy number (introduced by the phrase "LC has copy") as a copy-specific note (cf. LCRI 1.7B20).

"Special edition of 200 copies on handmade paper"—
Colophon.
(Edition note)
LC has copy no. 20, signed by author.
(Copy-specific note)

Limited edition of 300 copies.
(Edition note)
LC has copy no. 145.
(Copy-specific note)

7.7B2. Language. [New]

Closed-Captioning for the Hearing Impaired

If the videorecording incorporates closed-captioning for the hearing impaired, make the following note:

Closed-captioned for the hearing impaired.

10.4G2. [New]

Manufacturer's Name and Location

Do not base the application of the rule on the place of manufacture, but only on the name of the manufacturer, as the rule says.

[Knitted pot holder] [GMD] / Cal Dole. — [1985]

not [Knitted pot holder] [GMD] / Cal Dole. —
[Pittsburgh : C. Dole, 1985]

In special cases, a note may be made for the missing information about location.

Constructed in the bayou area of Louisiana.

12.0. GENERAL RULES. [Rev.]

Serials issued in cumulations

Some serials issued in cumulations have a publication pattern whereby the individual issues for a certain period are rearranged, corrected, and perhaps expanded and reissued as a cumulation that may or may not have the same title as the individual issues. The contents of the individual issues and the cumulation are basically the same. However, these cumulations should not be confused with other serials that are publications with different frequencies and entirely different contents although the titles may be the same, e.g., an annual publication that gives the total figures for the year but does not include the monthly figures that appeared in the individual monthly issues. Separate records are generally made for these latter publications unless the numbering system ties them together.

Below are some criteria that can be used to determine when separate records should be made and when they should not be made for such cumulations.

1) Separate records are generally made if

a) the individual issues and the cumulation have the same title but have different designation systems, e.g., the individual issues have volume numbering but the cumulation has only a date designation.

Law book guide. — Vol. 1, no. 1 (Jan. 1973)-
(monthly, except July and Aug.)

Law book guide. — 1973-
(annual)

b) the individual issues and the cumulation have different titles.

Index medicus. — New ser., v. 1, no. 1 (Jan. 1960)-
(monthly)

Cumulated Index medicus. — Vol. 1 (1960)-
(annual)

2) Separate records are generally not made if

a) the individual issues and the cumulation have a continuous numeric designation.

International nursing index. — Vol. 1, no. 1 (Jan. 1966)-
(Quarterly; the first 3 issues called v. 1, no. 1-3; the 4th issue, an annual cumulation, called v. 1, no. 4)

b) the individual issues and the cumulation have the same title and are identified by date designations only.

Library of Congress.
Library of Congress name headings with references.
— Jan./Mar. 1974-
(Quarterly; the first three issues called Jan./Mar. 1974-July/Sept. 1974; the fourth issue, an annual cumulation, called 1974)

3) Whenever in doubt, prefer separate records.

Serials issued in parts

For serials issued in parts, the criteria listed below can be used to determine when separate records are made and when they are not.

1) Separate records are generally made if

a) the individual parts are unnumbered or otherwise undesignated as parts of one publication.

Singapore Airlines.
Annual report. Operating review.

Singapore Airlines.
Annual report. Financial report.
(The operating review and the financial report are two parts that make up the airline's annual report)

b) the individual parts have their own numbering system or date designation.

Chemical abstracts. Chemical substance index. — 101 CS1 (Jan.-June 1984)-

Chemical abstracts. Formula index. — 101 F1 (July-Dec. 1984)-

Journal of polymer science. Part A, General papers. — Vol. 1, no. 1 (Jan. 1963)-

Journal of polymer science. Part B, Polymer letters. — Vol. 1, no. 1 (Jan. 1963)-

c) the parts can be purchased separately.

2) Separate records are generally not made if

a) the individual parts do not have a numbering system or date designation of their own.

U.S. physician reference listing. — 1974-
(Each directory is published in ten volumes and a reference volume and numbered v. 1-11)

Who's who in computers and data processing. — 1971-
(Issued in three volumes: v. 1, Systems analysts and programmers; v. 2, Data processing managers and directors; v. 3, Other computer professionals)

b) the parts have a continuous pagination or enumeration.

Journal of the Indian Institute of Science.
(Issued in 3 sections: Section A = Vol. 59, nos. 1, 3, 5, 7, 9, and 11; Section B = Vol. 59, nos. 2, 6, and 10; Section C = Vol. 59, nos. 4, 8, and 12)

Inorganica chimica acta.
(Issued in 3 sections: Articles and letters = Vol. 96-105; Bioinorganic chemistry articles and letters = Vol. 106-108; F-Block elements articles and letters = Vol. 109-110)

c) the parts cannot be purchased separately.

d) the parts appear to be designed to be used together.

3) Whenever in doubt, prefer separate records.

Reprinted issues of serials

1) Separate records are generally made for reprinted serials if the reprinted issues are published by a publisher not responsible for the original.

2) Separate records are generally not made for reprinted serials if the serial issues are reprinted by the publisher of the original. If these issues carry a different or an additional title, add a note on the record for the original and provide an added entry.

Some issues reprinted with title: Geography research forum.

Some vols. reissued with cover title: Amica news bulletins, (1971-1983)

N.B. When the Library of Congress acquires reprinted issues of a serial title to fill in gaps in its holdings of the original, a separate bibliographic record for the reprinted issue(s) will not be created.

12.0A. Scope. [Rev.]

Monograph vs. Serial Treatment of Publications

For a publication to be considered a serial, it must be issued in successive parts, bear a numeric or chronological designation, and be intended to continue indefinitely. A unique designation must appear

prominently or in a formal statement on each issue since the designation is the means by which serial issues are identified and recorded upon receipt.

Do not consider for serial treatment a publication that carries only a copyright date or date of publication even if it is issued regularly. Such dates do not constitute a numeric or chronological designation. Exception: In the Library of Congress existing serial entries that use the date of publication or copyright date as the chronological designation according to earlier cataloging practices will not be recataloged.

Treat as a serial

chief source: 1978 Report to the Governor
designation: 1978

chief source: Formulary
Nineteenth edition (published
semiannually in Jan. and July)

designation: 19th ed.

Treatment as a monograph

chief source: Cáatlogo colectivo de publicaciones
periódicas ...
verso t.p.: c1968

The guidelines below are intended to help apply the definition of a serial when questions arise as to the publisher's intention. The statement also includes aspects of the Library of Congress policies that specifically reject some items from serial consideration.

Choice of treatment

1) Treat as serials

Generally catalog as a serial an item falling into the categories listed below, although the intention to publish future issues may not be stated in the item.

a) Items with titles that imply continuing publication.

"Advances in [subject]"
"Developments in [subject]"
"Progress in [subject]"

b) Items with a statement of frequency in the title or elsewhere in the publication.

c) Items of the following types:

college catalogs
court reports
session laws

d) Items for which it is known that a continuing subscription order can be placed with the publisher.

e) Generally, items bearing an ISSN. Note, however that ISSNs are assigned to unnumbered publications, looseleaf publications, and other types of publications that would not be cataloged as serials such as some conference and exhibition publications (see below).

f) Items that acquire a designation after the first issue(s), thereby becoming a bona fide serial (see 12.3D).

2) Treatment as monographs

Catalog as a monograph any item not meeting the definition of a serial and items of the following types:

- censuses
- dictionaries
- encyclopedias
- hearings
- publication 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)

Special types of publications

1) Conference and exhibition publications

In these publications bibliographic data may vary from issue to issue. Conformity is not guaranteed by the presence of an ISSN or information as to continuing subscription orders.

a) Treatment as serials. Catalog as a serial a publication of a named conference or exhibition only if both of the following conditions are met:

1)) the name of the meeting or exhibition remains constant and this can be documented by evidence in several issues of the item, in bibliographies, or in the catalogs against which the item is being cataloged.

2)) the title remains constant and this can be documented by evidence in several issues of the item, in bibliographies, or in the catalogs against which the item is being cataloged.

b) Treatment as monographs. Catalog all other conference and exhibition publications as monographs although some of these give evidence that these events are held repeatedly (e.g. the name of the event includes numbering or frequency as part of its name or title)

2) Loose-leaf publications

a) 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.

b) 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.)

c) 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.

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

3) Reprints of Serials

In order to provide necessary access, most reprints of serials will be cataloged as serials except the following which will be cataloged as monographs:

a) a reprint that is of a single issue or a limited number of issues.

b) a collection of bibliographically unrelated serials.

In case of doubt as to whether the item fits the criteria for cataloging as a monograph, catalog it as a serial.

12.OB1. 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, 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 of 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.)

Reproductions of Printed Serials

In order that the description of the reproduction resemble and file with the description of the original, the earliest issue reproduced is used as the chief source for the first three areas of the description. Data for these areas may be taken from any place on the reproduced issue without the use of brackets. If it is known that the description of the original would include data that are not on the reproduced issue, the data may be supplied in brackets.

In area four the place of publication, publisher, and date of the reproduction are recorded, using brackets if the data do not come from a prescribed source on the reproduction.

The physical description area gives the physical description of the reproduction, not of the original.

A series is recorded if the reproduction appears in a series.

A single note (see 12.7B7g) gives important details about the original while other notes give necessary information about the reproduction. Notes giving the source of the title or the issue on which the description is based are not given.

12.1E1. [Rev.]. For any serial that carries both an initialism and a full form of the name as title, routinely give as other title information whichever of these forms is not chosen as the title proper. (Cf. LCRI 12.1B1 for the question of which of these should be selected as the title proper.)

12.6B1. [New]

Serials within a Numbered Series

Record the number of the series in the series statement and include it in the series tracing when

- 1) A single issue of a serial is in a series.

(v. 1: Contributions in seismology ; no. 13)

- 2) A known span of issues of a serial is in a span of consecutive numbers of a series.

(v. 1-4: Smithsonian miscellaneous collections; v. 19-22)

- 3) All issues of the serial in the series carry the same number of the series. If part of the series number is the same on all issues of the serial, record only that part and include that part in the tracing for the series.

(1970-1982: KBL bulletin ; 101-2)
(DHEW publication ; no. (NCES))

12.7B8. Numbering and chronological designation. [New]

Duration of Publication

If the duration of publication is known, it is stated in a note unless it is shown in the numeric and/or alphabetic, chronological, or other designation area or the publication, distribution, etc., area.

Began with issue for Apr. 1970; ceased with issue for Feb. 1982.
Published 1820-1864.
Began in 1972.
Ceased with v. 4, no. 4 (Aug. 1935).

21.30L. Series. [Rev.]

Rule Change

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

Option Decision

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

Series Tracing Guidelines

Rule 21.30L calls for making an added entry under the heading for a series if it provides a useful collocation. Although "useful collocation" is not itself defined, the rule describes two categories of series for which added entries are not considered useful. The intention of this rule, however, is not to require added entries for all types of series

except those explicitly excluded, but rather to allow individual institutions to define "useful collocation" in ways appropriate to their collections and users.

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

Guidelines

1) Trace all series in the following categories:

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

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

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

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

2) Do not trace series in the following categories:

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

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

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

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

e) unnumbered subseries of a numbered main series when the subseries adds nothing of subject matter to the main series titles (e.g., *Bibliotheca del viaggio in Italia* ; 6. Studi)

3) Trace also series

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

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

c) in any case of doubt.

4) If a photographic reprint edition contains the original series statement (cf. LCRI 2.7B7), trace the series if the original would be traced according to the guidelines listed above. Do not trace the series if the original would not be traced according to the same guidelines. (If the photographic reprint edition does not contain the original series statement, do not establish the series.)

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

Form of Series Added Entry Tracing

If a series is to be given an added entry, the series added entry may be derived from the series statement (called "traced the same" or traced implicitly) or not (called "traced differently" or traced explicitly).

When a series added entry is traced the same or implicitly, it is derived from the counterpart series statement and is represented in the tracing by the word "Series" followed by a period. Trace a series implicitly if the series statement and numbering are in exactly the same form as the established series heading and form of numbering, if any. Also trace a series implicitly if the only difference between the series statement, etc., and the established heading is one or more of the following conditions:

- 1) the presence of an initial article; do not apply this condition, however, if the subseries title (including those preceded by a numeric or alphabetic designation) begins with an article;
- 2) the presence of an ISSN;
- 3) the presence of brackets around the entire series statement, etc., or any part of it, including numbering.

When a series added entry is traced differently or explicitly, it is represented in the tracing by the word "Series" followed by a colon and the established heading and form of numbering, if any. Trace a series explicitly if there is any difference between the series statement, etc., and the established form other than the conditions mentioned above. Exception: For nonroman scripts represented by both a nonromanized card and a romanized machine-readable record, trace the series explicitly in all cases of traced series.

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

- 1) Record for item is closed or is being closed;
 - a) Two or more numbers and they are consecutive. If the series statement contains two or more numbers representing consecutive items in the series, record the numbering in the tracing in the same form as in the series statement.
 - b) Two or more numbers and they are not consecutive. If the series statement contains two or more numbers representing items in the series that are not consecutive, record in the tracing only the first number, followed by "etc." (without quotation marks and without brackets).

2) Record for item is open

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

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

3) Examples

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

22.11A. [New]. Apply 22.11A, rather than 22.11B, also to those phrases that contain a forename preceded by a word or words other than a term of address or a title of position or office. For cases involving a term of address, etc., see 22.11B. Refer, as appropriate, from the name in inverted form, from variant forms, and from other names by which the person is known.

Boy George

x George, Boy

Buckskin Bill

x Bill, Buckskin

Calamity Jane

x Jane, Calamity

x Burke, Martha Jane Canary

Buffalo Bill

- Bill, Buffalo
- Cody, William Frederick

Old Bets

- Bets, Old
- Azayamankawan
- Berry Picker

Poor Richard

- Richard, Poor
- (Note that this example is being deliberately removed from 22.11B.)

Change existing headings as they are reused to conform with this directive.

22.11B. [New]. Apply this rule only to phrases in which the word or words preceding the forename is a term of address or a title of position or office. For other phrases with forenames, apply 22.11A. (Disregard the printed example "Richard, Poor," which is being moved to 22.11A.)

24.4C. Two or more bodies with the same or similar names. [Rev.]

Conflicts

When two or more bodies have the same name, 24.4C requires the addition of a qualifier to each name. Determine that a conflict exists when the AACR 2 name or heading for one body is the same as the AACR 2 name or heading for another body. "Conflict" is restricted to headings already established or being established in the catalog. It includes headings for earlier names that are covered by see references to later names but excludes names treated as variants; if a variant name used in a reference conflicts with a form used in the heading for another body, apply the provisions for resolving conflicts only to the variant name. Ignore the conflict that is only between names used as variants.

- Arlington Development Center (Tex.)
(Independent nongovernment body)
- Arlington Development Center (Calif.)
(Government body belonging to Arlington)
- Arlington Development Center (Infodata, Inc.)
(Subordinate nongovernment body)
- Arlington Development Center (S.D.)
(Government body belonging to South Dakota)

Note that the existing heading that previously was unique but that now conflicts must be reviewed in the light of 24.4C and changed if necessary.

Nonconflicts

Nongovernment bodies (including directly entered subordinate or related units of directly entered government bodies)

If a nongovernment body is entered under its own name, generally add a qualifier as noted below.

- 1) Add the name of a city or town as a qualifier to a body's name to locate that body and its activities when these are local in character and the city or town name is appropriate and available. Do so even if the body's name is otherwise distinctive. In case of doubt, add the

qualifier. If the local place name is already present in the name, then add its geographical qualifier as a qualifier to the corporate heading for the local body (cf. 24.4C7).

2) Add an appropriate qualifier (see provisions below for form or choice of qualifier) to a non-local body's name when this name is likely to be used by another body. Use judgment in deciding whether the name is apt to be replicated, noting that no one criterion is universally applicable. Often proper nouns and adjectives keep a name from seeming apt to be replicated, but not always. Cf. "Center for Latin American Studies," or "Esso Research Centre" (the company has several). Also, the length of some names, rather than the presence of proper nouns and adjectives, may be the factor keeping the name from seeming apt to be replicated. Cf. "National Policy Center on Education, Leisure, and Continuing Opportunities for Older Americans." In case of doubt, add the qualifier.

Government bodies

If a government body other than an institution (see below) is entered under its own name, add a qualifier unless the government's name (or an understandable surrogate of the government's name) is already present in the name. The qualifier is required even if the name includes a proper noun or adjective (other than the name or the surrogate of the name of the government).

If, however, the body is an institution (school, library, laboratory, hospital, archive, museum, prison, etc.), follow the preceding instructions for nongovernment bodies.

Headings already coded "AACR 2"

Corporate name headings may be found already coded for AACR 2 that lack a qualifier called for by this LCRI. Continue to use these headings, without adding the qualifier, unless a conflict or some other extreme need arises.

existing AACR 2 coded heading: Bicentennial Committee on Historic Houses.

(Do not change to: Bicentennial Committee on Historic Houses (Morris, Conn.))

Forms of Qualifiers

Geographic names

If a geographic name (place or jurisdiction) is the appropriate qualifier, use its catalog-entry form. Whenever the heading for a place name is qualified by the name of a larger place, retain the qualification when the heading for the smaller place is itself used as a qualifier. For the form of this qualifier and its punctuation see the following example:

name of body needing qualifier: Conference on Astrophysics

heading for qualifier: Chicago (Ill.)

heading: Conference on Astrophysics (1978 : Chicago, Ill.)

For the insertion of the comma between "Chicago" and "Ill.," see rule 23.4A. Note that other qualifications, e.g., "(Province)," "(East)," "(West)," "(North)," "(South)," "(Republic)," are not retained (cf. the second paragraph of rule 24.4C1).

Corporate names

If a corporate name is the appropriate qualifier, use the name in the form and language on which the heading for the body is based (not necessarily its catalog-entry form).

Center for Materials Science (National Measurement Laboratory)

not Center for Materials Science (National Measurement Laboratory (U.S.))

Choice of Qualifiers

Independent nongovernment bodies

24.4C provides for various additions to corporate names as qualifiers. This rule emphasizes place names as the appropriate qualifier. Certainly other categories of qualifiers are possible (note especially 24.4C8). Considering solely the issue of qualifying by place name, one notes that even after having made the decision to apply 24.4C2-24.4C5, a decision remains as to which place name should serve as the qualifier. In sum, the direction contained in the rule is to use a local place name unless the body has a non-local character, in which case the direction is to use the name of the country for bodies national in character, the name of the province for bodies provincial in character, etc. This leaves it very much to the cataloger to decide which place name to use, depending on an assessment of the body's character (or activities), based on the cataloger's experience and whatever knowledge or hints are available. There are no rules or rule interpretations for this assessment.

Once the cataloger has assessed the body's character, etc., then there are at least three situations in which catalogers need advice.

1) The cataloger knows precisely the range of activities of the body, but the extent of these activities corresponds to no jurisdiction, district, etc. For example, the body covers four counties of one of the U.S. states. Then, qualify by the name of the jurisdiction just above those involved, e.g., the state if counties are involved, the nation if states are involved.

2) The cataloger has only certain clues as to the body's character, etc. One obvious clue is the presence of words such as "national," "state," "provincial." Generally choose the qualifier that matches these words, if really in doubt about the body's character. (If it is known that a body called "national" is actually local, this paragraph does not apply.) In other cases, if the clues indicate that the body is either one or the other of two possibilities, e.g., it must be either municipal or county-wide, generally use the broader of the two possible qualifiers, e.g., the county instead of the city.

3) The cataloger has no knowledge or clues as to the body's character, etc., and therefore, the assessment mentioned at the outset results in "I do not know and cannot guess." In this situation, qualify by the local place (cf., in the opening paragraph under "Choice of Qualifiers," the statement about the rule's emphasizing local place name)--unless, for whatever reason, the name of the country seems more appropriate. Use this solution as a genuine last resort, however, not as a substitute for the assessment required.

Subordinate/related nongovernment bodies

If a qualifier is needed for a directly entered subordinate or related unit of a nongovernment body or of a government body entered directly under its own name, add the name of a higher or related body, unless a geographic qualifier (place or jurisdiction) seems more appropriate.

Annenberg School of Communications (University of Pennsylvania)

Annenberg School of Communications (University of Southern California)

National Museum of American History (U.S.)
not National Museum of American History
(Smithsonian Institution)

If the immediately higher or related body is entered subordinately, use in the qualifier the name of the next higher body in the hierarchy that is directly entered.

Institut avtomatiki i èlektrometrii (Akademifã nauk SSSR)
not Institut avtomatiki i èlektrometrii (Sibirskoe otdelenie)
not Institut avtomatiki i èlektrometrii
(Akademifã nauk SSSR. Sibirskoe otdelenie)

Government bodies

If a qualifier is needed for a directly entered government body, add the name of the government. Exception: For the various forest and range experiment stations of the U.S. Forest Service that are independently entered, use the local place as the qualifier if the name is not distinctive.

Conflicts in Qualifiers

Geographic names

If the addition of a nonlocal geographic name (place or jurisdiction) does not resolve the conflict, use the name of the local place instead.

Environmental Research Laboratory (Duluth, Minn.)
Environmental Research Laboratory (Gulf Breeze, Fla.)
(Pre-conflict form: Environmental Research Laboratory (U.S.))

EXCEPTION: If the name of the government is the appropriate qualifier for two bodies that have the same name and one body is located in the People's Republic of China and the other is in the Republic of China or one is located in East Germany and the other is in West Germany or one is located in North Korea and the other is in South Korea, use as qualifiers

[name] (Germany : East)
[name] (Germany : West)
[name] (Korea : North)
[name] (Korea : South)
[name] (China)
[name] (China : Republic : 1949-)

If two bodies have the same name and one is located in East Berlin and the other is in West Berlin and the local place qualifier is appropriate to both bodies, use as qualifiers

[name] (Berlin, Germany : East)

[name] (Berlin, Germany : West)

Corporate names

In an exceptional case such as the institutes of branches of the Akademiâ nauk SSSR, catalog-entry form for the corporate name may be use in the qualifier.

Institut geologii (Akademiâ nauk SSR. Komi filial)
Institut geologii (Akademiâ nauk SSSR. Karel'skiĭ filial)

24.4C3. Local place names. [New]. If a subordinately entered body is qualified by a geographic name and the established heading for the geographic name contains a larger geographic entity (cf. chapter 23), omit from the qualifier the name of the larger entity if the same larger entity occurs elsewhere in the heading.

France. Direction départementale de l'agriculture (Vaucluse)
not France. Direction départementale de l'agriculture (Vaucluse, France)

National Buildings Organisation (India). Rural Housing Wing (Srinagar)
not National Buildings Organisation (India). Rural Housing Wing (Srinagar, India)

24.10B. LOCAL CHURCHES, ETC. [Rev.]. Use any of the rules in 24.4 in choosing the qualifier that is to be added to the name of a local church, etc., not only 24.4C4-24.4C6.

Add to the name of a local church, cathedral, monastery, convent, abbey, temple, mosque, synagogue, etc., the name of the place in which it is located unless the location is clear from the name itself. If the name of the body contains the name of the city or town in which it is located, add the geographic qualifier that is appropriate for the city or town (cf. chapter 23). Always make a reference from the place if the body is located in a city or town.

Eglise Saint-Jean-Baptiste (Bourbourg, France)
x Bourbourg (France). Eglise Saint-Jean-Baptiste

Abtei Reichenau.
(located on Reichenau Island)

Bethel Baptist Church (Washington County, Ky.)

Tenafly Presbyterian Church (N.J.)
x Tenafly (N.J.). Presbyterian Church

Jüdische Reformgemeinde in Berlin (Germany)
x Berlin (Germany). Jüdische Reformgemeinde

Parish Church of Limpsfield (Surrey)
x Limpsfield (Surrey). Parish Church

Köln Dom (Germany)
x Cologne (Germany). Köln Dom

Note: Headings already coded for AACR 2 that lack a qualifier called for by this directive should not be changed unless a conflict or some other extreme need arises.

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

When the name of a subordinate body contains more than one unit in the hierarchy, apply the "entire name" provision in type 5 only to the body immediately above the body being established. Exception: If the application of rule 24.14 results in the omission of the immediately above body from the heading for the subordinate body, do not apply type 5 to the name of the subordinate body in a language other than Chinese,

Japanese, or Korean. For Chinese, Japanese, and Korean bodies, apply type 5 even though 24.14 results in the omission of the body immediately above.

name of subordinate body: Research Council of the
Conover Branch of the Jefferson Academy
heading for first unit: Jefferson Academy of
Science. Conover Branch
heading for subordinate body: Jefferson Academy of
Science. Conover Branch. Research Council

name of subordinate body: Thomas Foundation of the
Conover Branch of the Jefferson Academy of Science
heading for first unit: Jefferson Academy of
Science. Conover Branch
heading for subordinate body: Thomas Foundation of
the Conover Branch of the Jefferson Academy of
Science
not Jefferson Academy of Science. Thomas
Foundation
not Jefferson Academy of Science. Conover
Branch. Thomas Foundation

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 Com-
mission 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

German Universities

The names of German universities appear frequently both in a long form, e.g., Christian-Albrechts-Universität zu Kiel, and in a short form, e.g., Universität Kiel. When considering the headings for associated institutions whose names are connected to the university name by a linking word or phrase, apply type 5, no matter whether the long form or the short form of the university name is used. For example, treat both Institut für Agrarpolitik und Marktlehre der Christian-Albrechts-Universität zu Kiel and Institut für Internationales Recht an

der Universität Kiel as cases of type 5 application, resulting in the following headings:

Universität Kiel. Institut für Agrarpolitik und
Marktlehre.

Universität Kiel. Institut für Internationales
Recht

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 Uni-
versity

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.)

25.5B. [Rev.] Serials/Including Series

General

Create a uniform title made up of title proper plus a parenthetical qualifier for any serial entered under title if the title proper is identical to the title proper of another serial in the catalog, regardless of whether the other serial is entered under title or under a name heading. The "catalog" referred to here is the file against which the searching and cataloging is being done. Serial catalogers are permitted to take into account any other serial of the same title they know of, whether or not it is in the catalog (e.g., it might be found in a reference work being searched by the serial cataloger for some other reason). Take into account only the main title of another serial, not variants traced as cross references or as added entries. In general, apply the following:

1) Do not predict a conflict.

2) Resolve the conflict by adding a uniform title to the bibliographic record for the serial being cataloged; do not add one also to the record for the serial cataloged earlier.

The uniform title created is used not only as the main entry heading on the bibliographic record for the serial itself but also whenever the serial is referred to in other access points (added entries or subjects) and in linking notes.

Choice of Qualifying Term

The terms most commonly used to qualify the title proper are the following:

- 1) Place
- 2) Corporate body
- 3) Place and date or Corporate body and date
- 4) Date
- 5) Edition statement, other title information, etc.

Depending on the situation, use either one term or a combination of terms. The order of the terms listed above is not intended as prescriptive; identify the particular situation and use the appropriate term or terms. For example, different editions of the same work, which bear differentiating edition statements, will ordinarily be distinguished by the use of the last mentioned category of terms above, as the first choice from the point of view of appropriateness. There is a special problem with the choice place vs. body, however, and when one is facing this choice, follow the hierarchy indicated both by the order and the wording of the first two of the provisions below.

Place of publication

Generally use place of publication as the qualifying term.

- Arrow (Montréal, Québec)
- Arrow (Castlegar, B.C.)
- Transactions of the Illuminating Engineering Society
(London, England)
- Transactions of the Illuminating Engineering Society
(New York, N.Y.)
- Light (Brooklyn, New York, N.Y.)
- Light (Toronto, Ont.)

If the work is published in more than one place or if the place of publication has changed, choose as the qualifying term the place that would be named first in the publication, distribution, etc., area for the first issue published, or the earliest issue for which a place is known, or the earliest issue in hand—in that order of preference. (Use caution when taking information from an existing bibliographic record for the serial needing a qualifier if the record was originally created before 1981; it may not necessarily show the earliest place since pre-AACR 2 cataloging codes specified giving the latest place.)

Corporate body

Exceptionally, in the following cases use as the qualifier the heading for the body with which the work originated or by which it was issued or published:

- 1) The title proper consists solely of an indication of type of publication and/or periodicity (exclusive of articles, prepositions, and conjunctions).

Bulletin (Balai Pengolahan Galian (Indonesia))
Bulletin (California. Dept. of Water Resources)
Occasional paper (Australia. Bureau of Agricultural Economics)
Occasional paper (University of the West Indies (Cave Hill, Barbados). Institute of Social and Economic Research)

If more than one corporate body is associated with the work, choose as the qualifying term the name of the body responsible for the serial, rather than the one only publishing it. If multiple bodies are performing the same function in relation to the work, choose the one named first.

2) The addition of place as a qualifying term is inadequate to resolve the conflict, because another work with the same title was published in the same place.

Contact (Toronto Nutrition Committee)
Contact (Real Estate Institute of Canada)
(Both works published in Toronto)

3) The title includes the initials or other abbreviation of the issuing body's name.

AIJ proceedings (American Institute of Journalists)
AIJ proceedings (Association of Iron Joiners)

Other qualifiers

Make the choice from the following possibilities, according to what is most appropriate for the particular situation.

1) Use a combination of either place and date or corporate body and date, whichever would be appropriate according to the preceding statements for place or body alone.

Bulletin (Canadian Association of Medical Record Librarians : 1944)
Bulletin (Canadian Association of Medical Record Librarians : 1971)
(Published between 1969 and 1971 under title: CAMRI newsletter)

Science bulletin (Chicago, Ill.)
Science bulletin (Akron, Ohio : 1921)
Science bulletin (Akron, Ohio : 1980)
(Published between 1923 and 1980 under title: Science and technology bulletin)

2) Use the beginning date of publication alone (or if unavailable, the earliest date known)—as when place or body is already present in the title.

San Francisco journal (1944)
San Francisco journal (1980)

Papers read before the Historical and Scientific Society of Manitoba (1945)
Papers read before the Historical and Scientific Society of Manitoba (1967)
(Published between 1965 and 1966 under title: Transactions of ...)

3) Use any element or combination of elements extracted from the description of the work (e.g., edition statement or other title information) that will serve to distinguish it from other works.

Blue book contractors register (New York—New Jersey—Connecticut edition)
Blue book contractors register (Southern California edition)

Form of Qualifying Term

The form of the qualifier is shown by the examples above. Note that normal practices for qualifiers added to corporate headings apply here also, with a single exception: when a body (as opposed to a geographic name) is used as a qualifier, copy its heading from the name authority record exactly, with no deletions, rearrangements, changes in punctuation, etc.

Special report (Northern Illinois University. Center for Southeast Asian Studies)
Occasional publication (Popular Archaeology (Firm))

Special Situations

Common/section titles

If the title proper of a serial consists of a common title and the title of a section or part (see 12.1B3), create a uniform title to delete the initial article from the title of the section or part if the article (definite or indefinite) is in the nominative case (for inflected languages). Apply this even when the section title is preceded by a numeric or alphabetic designation.

American men and women of science. Medical sciences.
American men and women of science. The medical sciences /

Progress in nuclear energy. Series VIII, Economics of nuclear power
Progress in nuclear energy. Series VIII, The economics of nuclear power /

Otherwise, create a uniform title for the work only if there is another serial with exactly the same common title and title of a section or part, i.e., do not create a uniform title when there is another serial with a title that is the same as the common title but with a different title of a section or part. (Disregard the fact that one or more of the section titles of a particular common title may bear a uniform title but other section titles of the same title do not, or that a particular common title when appearing alone has a uniform title but the same common title appearing with its section titles does not.)

Generally place the qualifier at the end, i.e., following the title of the section or part.

Bulletin. Series A (Corporate Body Z)
Bulletin. Series A (Corporate Body Y)

but

Bulletin. Series W
(Issued by Corporate Body Y but the entire title is unique)

When the main title has its own numbering or has been issued alone without a section title however so that the situation is one of series/subseries, the uniform title for the subseries consists of the uniform title the main series has (or would have) plus the title of the subseries.

Technical report (Minnesota, Division of Waters)
Technical report (Kansas Water Office)
(Has its own numbering)

Technical report (Kansas Water Office). Monograph series.
(made up example)

Biblioteca de ciências sociais (Edições Graal)

Biblioteca de ciências sociais (Zahar Editores)
(Issued both with and without a section title)

Biblioteca de ciências sociais (Zahar Editores).
Economia.

Apply this same practice to cases in which the section title represents a supplement and the main title has (or would have) a uniform title. Copy first the uniform title for the main work and add the title of the supplement to that.

Statistical bulletin (Gaborone, Botswana)
Statistical bulletin (Bamako, Mali)

Statistical bulletin (Bamako, Mali). Supplement.

Main Entry Under a Name Heading

Qualify the title proper by adding in parentheses a term consisting of date, other title information, an "edition" statement, or any other term or combination of terms that will serve to distinguish the work from others with the same title proper entered under the same name heading.

Canada. Dept. of Public Works.
[Annual report (1965)]
Annual report ...

Canada. Dept. of Public Works.
[Annual report (1977)]
Annual report ...
(Published 1972-1976 under title: Report)

Title Consisting of Corporate Name Alone

If the title of a series entered under title consists solely of the name of a corporate body (including corporate name initials), always assign a uniform title that consists of the title qualified by the term "(Series)" even if there is no conflict. (Apply this to all series and to multipart items as well.) Note that it is the name of the body found on the item, not the heading for this corporate name that is transcribed as the title. If the title needs an additional qualifier, add it after "(Series)" and within its own set of parentheses.

Centre de recherches d'histoire ancienne (Series)
Oxford Historical Society (Series)
HAZ (Series)
Editorial Universitaria (Series) (Guatemala,
Guatemala : 1983)

Reprints, microform copies, etc.

When a serial reappears as a reprint, as a microform copy or reissue, as a braille edition, etc., do not use a uniform title to distinguish one of these secondary manifestations from the original. If the original itself has a uniform title, use the same uniform title for the other manifestation.

The preceding represents the Library of Congress policy. To others who wish to make the differentiation not provided here, we recommend that they not use the technique of a uniform title including parenthetical qualifier. Instead, they should use for the secondary manifestation a special uniform title that consists of the title (or uniform title) of the original followed by a period and a subdivision designating the secondary manifestation appropriately.

Art (Philadelphia, Pa.) Reprint (1970)
Art (Philadelphia, Pa.) Reprint (1977)

Rose fanciers at large
Rose fanciers at large. Microform.

Changes in Uniform Title Headings

When the name of a corporate body is used as a qualifying term in the uniform title and the name of that body changes or the body's responsibilities for the publication are assumed by another body, create a new record (successive entry), using the new form of name (or the name of the body newly responsible) as the qualifying term in the uniform title. Relate the two records by means of a linking entry note, citing each in uniform title form. (Also make connecting references between the two titles in the case of monographic series.)

If something other than a corporate body has been used as a qualifying term and there is a change in its form or in fact, do not change the uniform title and do not create a new entry. (A note may be added to the record indicating that a change has occurred; if the work is a series, make a reference from the title followed by the changed qualifier.)

If a title established before September 1983 is qualified by body but under present policy would be qualified by a different qualifier, change the qualifier whenever the existing corporate body qualifier becomes inappropriate (as when the name of the body changes or when the body is no longer responsible for the publication). This means creating one record for the publication (and changing or deleting existing records as appropriate).

Do not otherwise change uniform title headings to bring them in line with these instructions.

Monographs that Conflict

If a monograph is entered under a title proper that is the same as the title proper main entry of another work, do not assign a uniform title to either work simply to distinguish them, even if there are multiple editions of either work.

France / préface de Pierre Mendès-France. —
Genève ; New York : Nagel, 1955.

La France. — Paris : Librairie Larousse, 1967.

France. — Paris : Documentation française, 1972.

However, if another manifestation of one of these works requires a uniform title (e.g., a translation, excerpts) or if one of these works is used in a subject or added entry, assign a uniform title to the particular work according to the provisions for adding a qualifier to a serial title. (If a multipart monograph has been issued in multiple editions and is analyzable, treat each edition as a different work for purposes of assigning a uniform title; generally use the edition statement as the qualifying term.) This same uniform title must be used in all entries for the work. Existing records in which the work appears as a main or secondary entry must be changed. Note: Do not assign a uniform title if the conflicting work is being used only in an analytical added entry.

France (Geneva, Switzerland). English.

France / preface by Pierre Mendès-France ; translated by William H. Parker. — Geneva ; New York : Nagel, 1956.

(A translation of the 1955 work)

France (Geneva, Switzerland)

France / préface de Pierre Mendès-France. — Genève ; New York : Nagel, 1955.

(Revised bibliographic record for the 1955 work)

Main Entry under a Name Heading

If a multipart monograph that is analyzable is entered under a personal or corporate body heading and the title proper or uniform title conflicts with the title proper or uniform title used on an existing bibliographic record entered under the same heading, create or change a uniform title for the multipart monograph by adding to the title proper (or uniform title) a qualifying term according to the provisions for adding a qualifier to a serial title.

Elias, Norbert.

[Über den Prozess der Zivilisation. English (Oxford, Oxfordshire)]

The civilizing process ... Oxford : B. Blackwell

Elias, Norbert.

[Über den Prozess der Zivilisation. English (New York, N.Y.)]

The civilizing process ... New York : Pantheon Books

Radio and Television Programs

In the heading for a radio or television program, add to the name the qualifier "(Radio program)" or "(Television program)" in all cases.

U.S. Census Publications

For U.S. Bureau of the Census publications that contain the census or parts of it, use a uniform title consisting of the name of the census, qualified by the year of the census. Add to this basic uniform title parts of the census as subdivisions.

title proper: 1972 census of construction industries
uniform title: Census of construction industries
(1972)

title proper: Numerical list of manufactured products: 1972 census of manufactures
uniform title: Census of manufactures (1972).
Numerical list of manufactured products

title proper: Census of housing, 1960
uniform title: Census of housing (1960)

Comics

If a comic strip, single panel cartoon, etc., is entered under its title, establish a uniform title for the work that consists of its title, followed by an appropriate parenthetical qualifier (e.g., "Batman (Comic strip)").

Motion Pictures

If a heading for a motion picture is under title and this heading is needed in a secondary entry, add the qualifier "(Motion picture)" to the title whenever the title is the same as a subject heading appearing in Library of Congress Subject Headings (latest edition) or the title has been used as the title of another work. (It does not matter if the other work is entered under title or under a name heading.) This same uniform title must be used in all entries for the work. (Existing records in which the motion picture is used as a main or secondary entry must be changed.) **Note:** Do not add a qualifier if the motion picture is used only in an analytical added entry.

new work

Copland, Aaron, 1900-
The red pony ...
(Music for the motion picture of the same title)

existing works

Steinbeck, John, 1902-1968.
The red pony ...
(A book)

The Red pony [motion picture] ...

added entry on the new work

I. Red pony (Motion picture)

revised record for the motion picture

Red pony (Motion picture)
The red pony [motion picture] ...

26. REFERENCES. [Rev.]

Reference Evaluation

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

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

For records in the automated file and coded for AACR 2 at the time of the flip of the name authority file on November 15, 1980, the value "b" was automatically added to all records with cross references and "n" to all records without references. Records on the file but not coded for AACR 2 at the time of the flip and records created before 1981 but added to the data base after November 15, 1980, have the fixed field value "b" as the result of the master file conversion completed March 22, 1984.

When making any change to an authority record on which the references have not been evaluated, the descriptive cataloger must evaluate and adjust the references for AACR 2 and LC practice. This must be done even if no actual changes are made to the reference tracings.

In evaluating references, search the necessary related authority records to verify the AACR 2 forms. If the headings on the related records are already in correct AACR 2 form (and coded to so indicate this), it is not necessary to evaluate the references on these records unless some other change to the record is needed. Otherwise, apply LCRI 26.3B-C, Evaluating Existing References.

Linking References

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

a) Connections between pre-1981 and post-1980 headings. When the heading has been changed for AACR 2, the pre-1981 heading will generally be retained as a linking reference in the name authority file. Value "a" in byte 2 (position 3) of the "w" control subfield of the 4xx field is used to indicate the pre-1981 heading. The linking references produced for distribution with cross reference distribution read:

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

and

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

b) Valid Cross References. The tracing from the pre-1981 heading may also be used to produce a valid cross reference to the post-1980 heading if it is appropriate in exactly the same form as the pre-1981 heading. Based on this decision of validity as an appropriate AACR 2 reference, add or delete value "a" in byte 3 (position 4) of the w control subfield (do not make) as necessary. A value "a" will suppress the production of a cross reference; the data in the field will be used to produce linking references only. If the pre-1981 heading reference is valid in substance, but not in form, make another tracing in the correct form. In this case the pre-1981 heading must have value "a" in byte 3. The examples below reflect the values that resulted from the name authority "flip."

110 Delaware Racing Commission. [008/10 = c]
410 Delaware. Racing Commission. [#w,byte 2 = a;
byte 3 = a]

The reference is a valid AACR 2 reference; delete the period at the end of the tracing and change byte 3 to value "n":

410 Delaware. Racing Commission [#wbyte 2 = a; byte 3 = n]

151 McAlester (Okla.) [008/10 = c]
410 McAlester, Okla. [#wbyte 2 = a; byte 3 = a]

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

410 Illinois State Museum. [008/10 = c]
410 Illinois. State Museum, Springfield, Ill.
[#wbyte 2 = a; byte 3 = a]

The reference is valid for AACR 2 in substance, but not in form; change byte 3 to value "a" (do not make) in the tracing, and trace another reference in correct AACR 2 form.

410 Illinois. State Museum, Springfield, Ill.
[#wbyte 2 = a; byte 3 = a]
410 Illinois. State Museum [#wbyte 2 = n; byte 3 = n]

c) Mechanism for Updating Headings. The linking reference from the old catalog heading is being used as a mechanism for updating headings on pre-AACR 2 bibliographic records. At LC, it is being done through the "Bib Flip" projects. The second, and final, bib flip for name headings will handle pre-AACR 2 headings traced as linking references on name authority records residing on the data base as full records in September 1985.

Linking references will still be traced on authority records for the benefit of other libraries. However, since June 3, 1985, LC catalogers have been responsible for initiating individual changes to update pre-AACR 2 headings when establishing or coding a heading for AACR 2 and there are bibliographic records in the machine catalog on which the heading appears in pre-AACR 2 form.

2) Guidelines for When to Trace Linking References

a) General. Trace a linking reference from the LC pre-AACR 2 heading whenever the reference tracing would serve to identify exactly the pre-AACR 2 form of heading found in MARC bibliographic records or would serve as a connection between the old and new LC catalogs. Do not trace the linking reference when there is no exact one-to-one correlation between the AACR 2 heading(s) and the pre-AACR 2 heading(s) or when the linking reference normalizes to the same form as the heading (see e) (Exceptions) below). Note that only one linking reference can be traced; when multiple linking references appear to be needed, the linking reference technique is probably not appropriate.

b) Bibliographic Records. When establishing a new name authority record or assigning an AACR 2 heading to an existing name authority record and there are bibliographic records in the machine catalog with the heading in pre-AACR 2 form, initiate individual changes to update the heading to the AACR 2 form. Change only the particular heading being newly established or coded for AACR 2, although this may result in a mixture of AACR 2 and pre-AACR 2 headings on records that were originally cataloged under pre-AACR 2 rules. When working with a name heading, do not change name/title series added entries to update the name portion of the added entry. (The entire series will be updated when the series authority record is prepared.) When the name of a conference is represented by an authority record that omits the number, date, or place qualifier from the heading (cf. LCRI 24.7B) and there are

pre-AACR 2 machine catalog bibliographic records under the heading for the conference that show the qualifiers in pre-AACR 2 form, update the qualifiers to AACR 2 form and order.

c) New Name Authority Records. Trace a linking reference from a pre-AACR 2 heading found on bibliographic records in the BOOKS/M, Serials, Films, Maps, or Music files when it differs from the AACR 2 heading. In the rare cases when the manual authority card is examined, also trace a linking reference from the pre-AACR 2 heading even if there are no LC MARC records. Code the reference for "do not make" when it is not appropriate in the AACR 2 context.

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

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

When coding an uncoded authority record for AACR 2, convert the pre-AACR 2 heading into a linking reference when it differs from the AACR 2 heading (unless one of the exceptions below is applicable). Code the reference for "do not make" if it is not appropriate in the current catalog. Initiate changes to the MARC bibliographic records on which the old heading has been used.

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

e) Exceptions. Do not trace a linking reference when there is no one-to-one correlation between the AACR 2 heading(s) and the pre-AACR 2 heading(s) or when the linking reference normalizes to the same form as the heading.

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

f) Examples

1)) Multiple pre-AACR 2 forms being combined into a single AACR 2 heading.

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

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

2)) Single pre-AACR 2 form being divided into multiple AACR 2 headings (e.g., 22.2C3).

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

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

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

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

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

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

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

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

4)) Conflicting personal name headings, when the conflict is resolved by changing the existing heading.

Heading for new author: Smith, Paul.
(no information is available to resolve the conflict)

Existing heading: Smith Paul.
(The birth date of this author is known and added to the heading to resolve the conflict: Smith, Paul, 1939-)

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

5)) Linking reference would normalize to the same form as the heading (cf. DCM C20).

pre-AACR 2 heading: Pluchart, Jean Jacques.
AACR 2 heading: Pluchart, Jean-Jacques.

Do not trace a linking reference because it would normalize to the same form as the heading. In the 667 field make the note: Old catalog heading: Pluchart, Jean Jacques. Initiate changes to MARC bibliographic records.

3) Special Instructions on Linking References for Uniform Titles

It will be possible to use the bibliographic flip to adjust name/title uniform titles on bibliographic records whenever a single pre-AACR 2 uniform title is replaced by a single AACR 2 uniform title or whenever a pre-AACR 2 uniform title included a form subheading (e.g., laws, statutes, etc.) in the name portion of the uniform title but does not under AACR 2. Therefore, trace or retain a linking reference from the old catalog heading in these two situations.

100 Homer.\$tIliad
400 Homerus.\$tIlias [#wbyte 2 = a; byte 3 = a]

110 Argentina.\$t Ley no. 17.237
410 Argentine Republic.\$kLaws, statutes, etc.\$tLey
no. 17.237 [#wbyte 2 = a; byte 3 = a]

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

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

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

100 Schillebeeckx, Edward, 1914- \$tGerechtigheid en
liefde.\$lEnglish
400 Schillebeeckx, Edward Cornelis Florentius
Alfons, 1914- \$tGerechtigheid en liefde.\$l
English [#wbyte 2 = a; byte 3 = a]

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

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

130 History of the American aircraft industry.\$l
Japanese.
400 Simonson, Gene Roger, 1927- comp.\$t
History of the American aircraft industry.
\$lJapanese [#wbyte 2 = a; byte 3 = a]

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

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

100 Goethe, Johann Wolfgang von, 1749-1832.\$t
Selections.\$f1980
400 Goethe, Johann Wolfgang von, 1749-1832.\$t
Selected works [#wbyte 2 = a; byte 3 = a]

Delete the entire reference tracing.

26.0. INTRODUCTORY NOTES. [Rev.]

Scope

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

Legends

Note that the terms "search under" and "search also under" have replaced "see" and "see also" in the referral line. However, the terminology see reference and see also reference has been retained for ease of explanation.

Normalization

Do not trace a reference that would normalize to the same form as the heading on the same record or to the same form as a heading on another record.

Forms of References

In general, construct a reference in the same form in which it would be constructed if chosen as the heading. However, because the LC AACR 2 authority file includes headings constructed according to earlier practices, in some cases references must be formulated to "match" the existing heading. Specific instructions are below.

1) Personal names

a) Dates. Include dates in references if they have been included in the heading. If the form of reference conflicts with an established heading, resolve the conflict by using dates in the reference although not used in the heading.

b) Initials. In references containing initials, generally include in parentheses the full form of the name represented by the initial(s) when known. However, if the initial is represented in the heading without the full form being given there, make the reference "match" the heading.

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

100 Hays, James D., 1926-
400 Hays, J. D. (James D.), 1926-

not

400 Hays, J. D. (James Donald), 1926-

100 Henao Vélez, César G.
400 Vélez, César G. Henao

not

400 Vélez, César G. Henao (César Gabriel Henao)

Do not combine different language forms or romanizations.

100 Arnol'dov, Arnol'd Isaevich.
400 Arnoldow, A. I.

not

400 Arnoldow, A. I. (Arnol'd Isaevich)

c) Titles/Epithets. Include titles and epithets used in the heading in the reference unless, for titles, they are not appropriate to the form in the reference, or, for epithets, the purpose is to refer from a form containing a different epithet. For variant language forms for a person entered under surname, include titles of nobility and terms of honor and address in the form found in the source for the reference. If the source for the reference does not include the title, etc., use in the reference the term used in the heading, although it is in a different language.

- 100 William, of Auvergne, Bishop of Paris, d. 1249.
- 400 Guillaume, d'Auvergne, Bishop of Paris, d. 1249

- 100 Maria, Mother, 1912-1977.
- 400 Gysi, Lydia, 1912-1977

- 100 Gruoch, Queen, consort of Macbeth, King of Scotland.
- 400 Gruach, Queen, consort of Macbeth, King of Scotland
- 400 Macbeth, Lady

- 100 Custine, Astolphe, marquis de, 1790-1857.
- 400 Kfustin, Adolf, markiz de, 1790-1857

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

d) Compatible headings. Normally construct the reference to "match" the AACR 2 compatible element in the heading. Exception: Do not use "pseud." in references.

- 100 Ping-ping, pseud.
- 400 Bingbing

- 100 Irenaeus, Saint, Bp. of Lyons.
- 400 Irénée, Saint, Bp. of Lyons

- 100 Crespelle, Jean Paul.
- 400 Crespelle, J.-P. (Jean Paul)

- 100 Stevens, John D., fl. 1972-
- 400 Stevens, J. D. (John D.), fl. 1972-

Additional examples illustrating formats of references (full reference structure is not necessarily shown).

- 100 Scottow, Joshua, 1618-1698.
- 400 J. S. (Joshua Scottow), 1618-1698

- 100 Sassoon, Siegfried, 1886-1967.
- 400 Author of Memoirs of a fox-hunting man, 1886-1967
- 400 Memoirs of a fox-hunting man, Author of, 1886-1967

- 100 Evans-Pritchard, E. E. (Edward Evan)
- 400 Pritchard, E. E. Evans- (Edward Evan Evans-)

- 100 Roos, Sjoerd H. de, 1877-
- 400 Roos, S. H. de (Sjoerd H.), 1877-

- 100 Sigaud de La Fond, M. (Joseph Aignan),
1730-1810.
- 400 De La Fond, Sigaud, M. (Joseph Aignan),
1730-1810
- 400 La Fond, Sigaud de, M. (Joseph Aignan),
1730-1810
- 400 Fond, Sigaud de La, M. (Joseph Aignan),
1730-1810

2) Corporate Names

a) Qualifiers. Include qualifiers in the reference if appropriate to the form in the reference even if the qualifier has not been used in the heading because of earlier policies or because it is not appropriate there. Exception: Do not add a qualifier to a reference consisting solely of an initialism.

- 151 Ghent (Belgium)
- 451 Gand (Belgium)

- 110 Galleria nazionale d'arte moderna (Italy)
- 410 National Gallery of Modern Art (Italy)

- 111 Conférence Europe-Afrique (1979 : Lausanne,
Switzerland)
- 411 Euro-Afrikanische Konferenz (1979 :
Lausanne, Switzerland)

- 110 Evangelisk lutherske frikirke (Norway)
- 410 Evangelical Lutheran Free Church of Norway

- 110 National Cultural History and Open-air Museum.
- 410 Nasionale Kultuurhistoriese en Opelugmuseum (South
Africa)

- 110 BANAS (Organization : Indonesia)
- 410 B.A.N.A.S.

- 110 North Carolina Wood Energy Coordinating Group.
- 410 Wood Energy Coordinating Group (N.C.)

- 110 Société des arts de Genève.
- 410 Société pour l'avancement des arts (Geneva,
Switzerland)

- 110 BFA Educational Media.
- 410 B.F.A. Educational Media (Firm)

b) Terms of Incorporation. Construct the reference to "match" the heading with regard to the presence, absence, or form of a term of incorporation.

- 110 William Claiborne, inc.
- 410 Claiborne, inc.

3) Combined References. When reference is made to two or more different headings or titles from the same form, LC will make individual cross references rather than listing on one combined reference all headings referred to through the cataloger-generated reference technique.

Since cataloger-generated references are separate records in the authority data base, existing ones that are no longer valid are deleted from the automated file and the individual references produced. Valid cataloger-generated references are updated as necessary for AACR 2, as part of the reference evaluation process.

4) Typographic Style. Generally, LC typographic style will not change.

26.2. NAMES OF PERSONS. [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. Do not trace a reference that would normalize to the same form as the heading on the same record or to the same form as the heading on another record.

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 (née Louise Butts)
400 Butts, Louise

100 Morgan, C.J. (Carol Jean)
670 National Career Education Conf. (1977 : Canberra, 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. However, do not trace a reference that would normalize to the same form as the heading on the same record or to the same form as a heading on another record. 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 Air-
craft, 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."

26.3A7. 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 (Va.)
410 Warrenton (Va.). United Methodist Church

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

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

110 Duomo di Verona (Italy)
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 (Fla.)
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 Musée des beaux-arts de Troyes (France)
 410 Troyes (France). Musée des beaux-arts

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 (Tex.)
 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

Appendix B.9. GENERAL ABBREVIATIONS. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following additions to Appendix B.9 in the printed text of AACR 2:

<u>Term</u>	<u>Abbreviations</u>
bilangen	bil.
declination	decl. 7
nombor	no.
nomor	no.
phonogram	p
right ascension	ra ¹²

Department

Use also in headings the abbreviation "Dept." for the English word "Department" in the following situations: 1) the word refers to the name of the body represented by the heading rather than the name of another body; 2) the word means a division or section or a larger organization.

name: United States Department of Defense
heading: United States. Dept. of Defense.

name: Task Force on Evaluation of the Department of Defense
heading: United States. Task Force on Evaluation of the Department of Defense.

not United States. Task Force on Evaluation of the Dept. of Defense

name: Emergency Department Nurses Association
heading: Emergency Department Nurses Association (U.S.)

not Emergency Dept. Nurses Associations (U.S.)

Consider headings containing "Dept." as AACR 2 although Appendix B.9 does not authorize the abbreviation for headings.

LSP NORMALIZATION

With the implementation of the Linked Systems Project (LSP), the Western Library Network (WLN), the Research Libraries Group (RLG), and OCLC, Inc., will have in place computer software that compares headings and see references in the authority file to determine if there is duplication. LC also plans to implement this comparison in a future authority control system.

This comparison relies on a process called "normalization." This is a computer edit designed to eliminate all but the essential characters of a heading for the purpose of the comparison. All participants in LSP agreed to the rules for normalization. The process of normalization removes all diacritics and most punctuation and converts all letters to uppercase and all modified letters to their unmodified equivalents. Subfield delimiters (but not subfield codes) are retained in the normalized form. The normalized form of a heading then differs from the authorized catalog form of that heading.

catalog form: Ile-de-Montréal (Québec)
normalized form: ILE DE MONTREAL QUEBEC

Only normalized forms of headings and references are compared in the check for uniqueness. Normalized forms that match are considered duplicate headings or see references in conflict with an authorized heading.

The only mark of punctuation that is retained during normalization is the first comma in subfield #a. This exception means that the following two headings normalize to different forms:

catalog form: Chung, Hui
normalized form: CHUNG, HUI
catalog form: Chung-hui
normalized form: CHUNG HUI

Therefore to conform to the LSP standard, LC will institute some new policies and reiterate some older ones.

1) Headings. Because headings that differ only in diacritics, marks of punctuation (except comma, as stated above), capitalization, or special characters normalize to the same form, they are considered to conflict and must be further distinguished. If personal names cannot be distinguished, create an undifferentiated name authority record. The heading can represent only one form of the name (it does not matter which), but the 670 fields for each author should make it clear what the catalog entry form should be, and that that form, not necessarily the form in the heading, should be used in the entry on the bibliographic records.

100 Ku, Chun.
400 Gu, Zhun
400 Gu, Qun
670 [Editor of Hsia jih ti hui i]
670 Lo, Y. L. Hsia jih ti hui i, 1977: t.p. (Ku Chün)
670 [Joint author of Chung-kuo cheng fu k'uai chi chih tu]
670 P'an, H. L. Chung-kuo cheng fu k'uai chi chih tu, 1941: t.p. (Ku Chun)

Form of entry on bibliographic records for the first author: Ku, Chün.

Form of entry on bibliographic records for the second author: Ku, Chun.

2) See References. Do not trace a see reference that normalizes to the same character string as an existing authorized heading in the authority file, including the heading in the record to which the reference is made. Although this has always been a policy at LC for ordinary references, the policy must now be extended to linking references. If a linking reference and the heading in the same record both normalize to the same form, do not trace a 4xx linking reference. Instead, give the old catalog heading in a 667 field preceded by the phrase: "Old catalog heading:."

100#aNapoleon#I,c#cEmperor of the French,#d1769-1821.
667#a#Old catalog heading: Napoléon I, Emperor of the French, 1769-1821

not 400#wnaa#aNapoléon#bI,#cEmperor of the French,#d1769-1821

130#Archives of toxicology.#pSupplement
667#a#Old catalog heading: Archives of toxicology : Supplement

not 430#wnaa#aArchives of toxicology :#bSupplement

but

151#a#Birmingham (Ala.)
451#wnaa#aBirmingham, Ala.
(This linking reference is permitted because the comma in the #a subfield makes the heading unique)

110#United States Information Agency.
410#United States.#bInformation Agency
(This reference is permitted because the delimiter
is retained in the normalized form and makes the
heading unique)

Apply these guidelines to references on new authority records and to existing authority records when making some other change to the record.

MINIMAL LEVEL CATALOGING--MONOGRAPHS

Introduction

This describes the minimal level cataloging program, hereafter referred to as "MLC," states its position within the context of the bibliographic control system, and provides guidance to catalogers regarding their responsibilities as they relate to MLC records.

MLC was designed as a cost effective means of providing access to 1) items worth retaining in the collections but not worth the expense of full cataloging and 2) a very large number of items in arrearsages that were unavailable to users. Although represented by a less than full catalog record, it was judged that the power of the online retrieval system would, to some extent, be able to compensate.

In 1980 staff at the Library of Congress began inputting MLC records for books into the in process file using the in process input and update system. Limitations in this system regarding the capacity to effect full content designation of the machine record and the inability to supply added entries lead to the decision in 1984 to provide enhanced MLC records by means of direct input into the master books file. This enables full and correct content designation and the inclusion of the following additional data elements to each record: 1) intellectual level code for juvenile material; 2) type of date code; 3) fixed field date 2 (as it relates to publication), if applicable; 4) country of publication code; 5) one added entry when the main entry is under title; and 6) series added entries that differ in form from the series statement.

Attributes of MLC Records

1) Bases for determining components. With the inception of enhanced MLC, the bases for decisions regarding the components of MLC are as follows:

a) The minimum components below which one does not go conform to recommendations made by technical services representatives of the Association of Research Libraries at a meeting on "National Level Bibliographic Record--Books," held January 5-6, 1979, at which specifications for a minimal level record were developed for those agencies intending to contribute such records to a nation-wide data base for use by others.

b) Individual decisions with respect to including additional components are made on a project by project basis. The bases for such decisions are:

1)) if an input system requires a particular value, input a correct one;

2)) if the source being used for input includes information that is readily available and easily input, this can be done;

3) any additional information that is a candidate for inclusion must be supplied by the inputter, i.e., there should be no systematic referral to another unit.

2) Cataloging conventions

a) General. Although some records for books were input prior to the implementation of AACR 2, records input after December 31, 1980, generally reflect AACR 2. If entry is under title, enhanced MLC records contain one added entry for a name associated with the item under which a user might reasonably expect to look. Macroform items in series classified as a collection or that are multipart items are out of scope for MLC. Microform items in series classified as a collection or that are multipart items are in scope for MLC. Series authority records are prepared in all cases for the former but only rarely for the latter (e.g., in cases of complicating circumstances).

b) Headings. As the MLC program developed, procedures were adopted to insure that headings in MLC records are consistent with headings used in the machine catalog to the extent that the former are represented by an existing authority record or are used in another catalog record in the machine catalog. The goal is to integrate MLC records into the catalog without creating conflicts or discrepancies.

1) Name headings. The MLC cataloger searches the name authority file. If a name authority record is found, the form in the record is used whether AACR 2 or not. If a name authority record is not found, the MLC cataloger uses a form found in a full AACR 2 record, a full pre-AACR 2 record, or another MLC record in that order. This form may be a pre-AACR 2 form. If no form is found, the MLC cataloger formulates one according to AACR 2. No authority work is done except in the case of conflicts that cannot be resolved by the item being cataloged. In such cases a descriptive cataloger prepares a name authority record and resolves the conflict in the same manner as for an item that receives full cataloging.

2) Series. The MLC cataloger searches the name authority file. If there is a series authority record, the classification practice, the tracing practice, and, if traced, the form of numbering are followed. If the series is classified as a collection, macroform items are out of scope for MLC. For series classified separately; if the series is untraced, the series statement is tagged 4900, if traced the same as the form in the series statement, the series statement is tagged 440; if traced differently, the series statement is tagged 4901 and a series added entry in established form is given (8XX). If there is no series authority record, the MLC cataloger searches to see if the series is represented in other catalog records. If so, the MLC cataloger follows the practices exemplified in those records, including the conventions applied to series/subseries, which may be pre-AACR 2. If not, the series is treated as an untraced one, and the series statement is tagged 4900. No authority work is done.

Caution. Because of the limitations of the in process system, series statements in MLC records input to that file before the switch to the master books file are all set to 440 and initial articles are not suppressed.

c) Data elements. The following data elements, are candidates for inclusion in an MLC record. MLC records prepared before these specifications were put in final form may exhibit variations from this list.

Variable fields

Main entry heading (if other than title) (1XX)
Title and statement of responsibility area (245)
Edition area (250)
Mathematical data area
Coded mathematical data
Publication, distribution, etc., area (260)
Physical description area (300)
Series area (including ISSN) (4XX)
Notes: Notes relating to earlier editions or

translations may be given if the information appears on the title page, verso of the title page, or in another prominent location in the item being cataloged. Generally MLC records originating from the LC-New Delhi Office contain a full complement of notes, including a summary note. Records for items that are microforms contain a reproduction note. Records that represent pre-1801 books in French may contain notes referring to published descriptions.

ISBN and price (for the current three years) (020)
Added entry heading (if no main entry heading) (7XX)
Series added entry, if appropriate (8XX)
Shelf number/Call number (050)
Copy statement (051)
Level of bibliographic control and coding detail field

(039)

Physical description fixed field if the item is a microform (007)

Fixed fields. When MLC records are input at LC to the master books file, default values are assigned by the input/update system to the fixed fields. These values remain and may or may not be correct for a particular record. MLC catalogers are responsible for values in the following fixed fields:

Encoding level (value "7")
Language code
Intellectual level (value "j") if intended for children through age 16)
Type of date code
Date of publication--date 1
Date of publication--date 2, if applicable
Country of publication code

For map MLC records, values in the full complement of fixed fields are assigned; for records input by the LC-New Delhi Office, values in the full complement of fixed fields are assigned except that value "o" is not assigned to the modified record fixed field in records for items in nonroman scripts input after July 1985.

Categories of MLC Records

1) General. This category comprises MLC records for books in macroform in various languages and nonroman scripts exclusive of Chinese, Japanese, and Korean, including the following:

a) LC-New Delhi Office. These records are prepared and input by staff in the LC-New Delhi Office and are loaded into the master books file. They exemplify the following characteristics: the data elements are fully content designated; the records contain an internal control number in an overseas acquisitions number field (025); the records may contain a full complement of notes, including a summary note. Values are assigned in the full complement of fixed fields except that records for items in nonroman scripts input after July 1985 do not have the value "o" set in the modified record fixed field.

b) Pre-1801 books in French. MLC records have been prepared for a group of items in French published prior to 1801. These records are input directly into the master books file, therefore the data elements are fully content designated.

All the records in this general category contain an MLC shelf number.

2) CJK. This category comprises MLC records for books in Chinese, Japanese, and Korean; they are cataloged and input at LC via the RLIN system and contain both vernacular and roman data. They are currently observable only by means of an RLIN CJK terminal. Eventually these records will be transmitted to LC and loaded into the master books file. When that occurs, only the roman data will be displayed. The data elements present are fully content designated; value "r" is not set in the modified record fixed field. The records in this category contain an MLC shelf number.

3) Maps. The basis for the components of MLC map records is the National Level Bibliographic Record--Maps. The records are prepared and input by staff in the Geography and Map Division into the maps file and exemplify the following characteristics: the data elements are fully content designated; the records contain a regular LC call number followed by a space and the letters "MLC"; limited subject analysis is applied (each record contains at least one subject heading); added entries (except for series) are rarely made (even for items entered under title); values in the full complement of fixed fields are assigned. In contrast with other MLC records, the 039 field contains the values 2 2 3 3 to reflect the different treatment regarding the call number, subject headings, and fixed fields.

4) Microforms

a) Records for microforms are prepared and input into the master books file by staff in the Microform Processing Unit of the Microform Reading Room. Records input prior to March 1985 were input using the in process input and update system and therefore may reflect the limits of that system. The records in this category contain a microform shelf number, a physical description fixed field (007), and a reproduction note.

b) Records for microform replacement copies of brittle books are prepared and input by staff in the Preservation Microfilming Office using the in process input and update system (and therefore subject to the limits of that system). These records contain a microform shelf number, a physical description fixed field (007), and a reproduction note (533). In addition, they contain a note indicating the call number of the macroform item that has now been replaced, a note indicating that the master microform is held by LC, and, as appropriate, a note indicating that a particular type of material (e.g., maps, illustrations) is preserved in a specific LC custodial division. Studies are under way to explore adding microform replacement information to the PREMARC record when one exists instead of creating an additional record for that information.

c) Records for microforms are also prepared and input by staff in the LC-New Delhi Office and are loaded into the master books file. The records generally contain a full complement of notes, including a summary, and the data elements are fully content designated. In addition, the records contain a physical description fixed field (007) and a reproduction note (533). These records contain a microform shelf number. Prior to 1982 the prefixes "SEI" (Indonesia), "SEM" (Malaysia), and "SES" (Singapore) were used in the microform shelf numbers in addition to the other components of those numbers.

d) There is now under way a special Bound Pamphlet Project the object of which is to represent by machine-readable catalog records approximately 30,000 pamphlets relating to American history that form various pamphlet collections housed in the Rare Book and Special Collections Division. It is estimated that approximately 20,000 of these records will be MLC records. They will, however, contain a regular LC call number (the LC call numbers assigned to the pamphlets in these collections) and the 039 field will contain the values 1 2 0 3 1 (the "3" reflects the fact that the call number is a regular one).

How to Recognize an MLC Record

1) Encoding level. The characteristic common to all MLC records is an encoding level of 7.

2) Shelf number/Call number. Generally, the easiest and quickest method of recognizing an MLC record is by means of the shelf number in the 050 field. Items that are in microform, however, contain a microform shelf number regardless of whether the item receives minimal or full cataloging. Although most records for microforms in the machine catalog are MLC records, one can determine exactly the kind of record by checking the level of bibliographic control and coding detail field (LCD/039) (cf. DCM B10.4.4) or the encoding level. This applies also when an MLC record contains a regular LC call number.

a) MLC shelf number. The MLC shelf number comprises three components each separated by a space. The first component consists of the letters MLC (minimal level cataloging), a letter representing size (S = small; M = medium; L = large; F = folio), and, as applicable, a letter representing a custodial assignment as follows:

- A - South Asia Collection, Asian Division
- C - Chinese Collection, Asian Division
- E - Southeast Asia Collection, Asian Division
- H - Hebraic Section, African and Middle Eastern Division
- J - Japanese Section, Asian Division
- K - Korean Collection, Asian Division
- N - Near East Section, African and Middle Eastern Division
- R - Rare Book and Special Collections Division

Note that items housed in the Rare Book and Special Collections Division do not receive an indication of size; instead a blank is used: MLC R.

The second component comprises year of cataloging followed by a slash and a sequential number within each size: 82/146.

The third component consists of a one letter LC classification assignment (enclosed within parentheses) indicating the broad classification of the item: (P). Assignment of a classification letter began after the initial implementation of MLC; therefore, not all MLC numbers contain such a letter.

MLCS 81/114 (P)
MLCF 81/27 (N)
MLCMJ 84/16 (P)
MLC R 85/7 (D)

b) Microform shelf number. The post-1982 microform shelf number contains components as follows. The first component is always the type of microform: Microfiche; Microfilm; Microopaque. As applicable, the next component may be "(o)" indicating "open entry" or "(w)" indicating "special." The next component is always the year of cataloging followed by a slash and a sequential number within each category. The next element may be a one letter LC classification assignment (enclosed within parentheses) indicating the broad classification of the item. Assignment of a classification letter began after the initial imple-

mentation of the new microform shelf number; therefore, not all new microform shelf numbers contain such a letter.

Microfiche 82/12345
Microfiche (o) 82/12345
Microfiche 84/61398 (B)
Microfilm 85/4003 (P)

c) Full call number. MLC records for maps contain a full call number followed by a space and the letters "MLC." MLC records in the Bound Pamphlet Project contain a full call number.

4) Level of bibliographic control and coding detail field (039). Each MLC record has a level of bibliographic control and coding detail field. The values in most MLC records are 1 2 0 0 1; the values in records for maps are 2 2 2 3 3; the values in MLC Bound Pamphlet Project records are 1 2 0 3 1. The values used for full records are 2 3 3 3 3. Consult MARC Formats for Bibliographic Data for an explanation of these values.

MLC Records in the Context of the Machine Catalog

1) General. MLC records are official catalog records; they are candidates for maintenance to the same degree and under the same procedures as that for full records.

2) Authority work. Headings used in MLC records comprise a mixture--forms represented by authority records in the authority file, forms used in full bibliographic records but for which an authority record has not yet been provided, and forms used only in MLC records. When establishing a heading, the degree to which a cataloger takes MLC records into account varies according to the circumstances of the particular situation.

a) Heading used solely in MLC record(s). Reconsider the AACR 2 form of the name; take into account the MLC statement(s) of responsibility. In constructing the heading, use any important information from the MLC heading (e.g., a birth date). Cite the MLC record as the source of any information not appearing elsewhere.

b) Heading used also in full catalog record(s). Reconsider the AACR 2 form of the name; in this reconsideration, take into account the MLC statement(s) of responsibility. If the reconsidered form agrees with the form already used in the full catalog record, retain that form, disregarding any other information that may appear in the MLC heading, e.g., a birth date. If the reconsidered form does not agree with the form used in the full catalog record, incorporate in the reconsidered form any important information appearing in the MLC heading, e.g., a birth date. The point here is to keep to a minimum changes to headings that have already been used in full catalog records.

c) Conflicts. In establishing a name that conflicts with an MLC heading, resolve the conflict as follows:

1) attempt to distinguish the new heading by following the usual practices in this regard;

2) if the new heading cannot be distinguished but in the course of the attempt information is found that makes the MLC heading unique, e.g., a birth date, prepare an authority record for that heading and change any catalog records accordingly;

3) if the conflict for a personal name cannot be broken according to 1) or 2) above, prepare an undifferentiated name authority record.

3) Record/catalog maintenance

a) General. Apply to MLC records the normal maintenance policy; MLC records are official catalog records and are fully maintained if the record contains the data element that is a candidate for change. When a heading (name or series) is being established for AACR 2, MLC records already in the machine catalog must be changed as necessary to bring them into agreement with the heading on the name/series authority record.

b) Series. MLC records input to the in process system and containing a series had the series tagged as series traced the same (440) in all cases. When it comes to the attention of a cataloger that the treatment of a series in an MLC record is inaccurate, it is the cataloger's responsibility to initiate a change to correct it. It may be necessary to change the series from traced to untraced or to change the existing series statement from traced the same to traced differently and to add the correct traced form. In some cases of series/subseries it may also be necessary to make changes incorporating AACR 2 series/subseries conventions if the series/subseries in the MLC record was formulated on the basis of a pre-AACR 2 catalog record. Note also that initial articles in series in records input via the in process system are an integral part of the title, i.e., they are not set off by means of a filing indicator and must, therefore, be incorporated in search keys. When performing series maintenance to MLC records, initiate changes as needed to insure that articles in series traced the same (440) are set off by filing indicators.

c) Collected sets/multipart items (macroform). Macroform items that are also in series classified as a collection or that are multipart items are out of scope for MLC. When such an item in the master books file is discovered to have been cataloged as MLC, remove the item from MLC by deleting the MLC record and preparing a new record for full cataloging.

Note that individual issues of serials cataloged as rare material are cataloged as monographs according to guidelines stated in Cataloging Service Bulletin, no. 26.

Distribution

MLC records are distributed in machine-readable form by the Cataloging Distribution Service through the MARC Distribution Service.

Records for books containing solely roman characters are distributed as a separate MLC distribution service (including less than full JACKPHY records).

A separate CJK distribution service is presently being contemplated; this service will contain all records (full; MLC) that contain data in both roman and vernacular characters.

MLC records for maps are distributed as part of the regular distribution service for map records.

Publication in NUC

MLC records for books are published in the microfiche National Union Catalog (major changes to non-CJK records are republished as corrections; the roman versions of CJK MLC records will be published, and all corrections will be republished).

MLC records for maps are published in the microfiche National Union Catalog. Cartographic Materials (major changes to map records are republished).

A SPECIAL CATEGORY OF MULTIPART ITEMS

The Library of Congress regularly encounters sets of books that have been issued without any type of volume numbering or lettering. These are intended by the publisher to constitute sets as much as the books of a regular multivolume monograph; the publisher has only omitted the volume designations that would more clearly make a set of the volumes. Normal treatment for such unnumbered sets is the preparation of individual bibliographic records, one for each of the volumes. For several decades, however, the Library of Congress has assigned volume numbering for "housekeeping" purposes and has prepared one bibliographic record for the whole set whenever the publication does not warrant the kind of analysis that results from the creation of separate bibliographic records. In such cases of preparing one bibliographic record, it is often necessary to adjust the title found on the individual volumes so that it will apply to the whole set, or indeed to supply a title.

Title on volume: Guide to historical resources in Hamilton County, New York, repositories
(The titles of the other volumes vary only in giving a different county name on each.)

Title proper for the set: Guide to historical resources in [name of county], New York, repositories

Title on volume: Commentary on the first tractate
(The titles of the other volumes are "...the second tractate," "...the third and fourth tractates," etc.; the numbering of the tractates is not the numbering of the volumes)

Title proper for the set: Commentary on the first-[the tenth] tractate

3. Title on volume: [No title given for the set]

Title proper for the set: [Proceedings and recommendations]
(Each volume conveys one or more individual papers from a seminar and shows only the special titles of each, as captions; the seminar's name is found only in text, so that it is not available for use as a title.)

The Library of Congress is more generous in providing contents notes for these sets than for others. Generally, either an informal contents note, e.g., "Includes a volume for each township," or a formal one listing all the volumes no matter how numerous is added to the bibliographic record.

SUBJECT CATALOGING

Subject Headings of Current Interest

Fourth Quarter, 1985

Chain restaurants (Indirect)
Debit cards (Indirect)
Endurance sports (Indirect)
Financial planners (Indirect)
Foster children (Indirect)
Impact fees (Indirect)
Nautilus training (Indirect)
Nurturing behavior (Indirect)
Respite care (Indirect)
Righteous Gentiles in the Holocaust (Indirect)
Sex surrogates (Indirect)
State action (Civil rights) (Indirect)
Superconducting Super Collider
Women in development (Indirect)

First Quarter, 1986

Aged—Long term care (Indirect)
Constitutional torts (Indirect)
Eye contact (Indirect)
Habit breaking (Indirect)
Money laundering (Indirect)
Targeting (Nuclear strategy)
Working mothers (Indirect)

REVISED LC SUBJECT HEADINGS

As announced in Cataloging Service Bulletin, no. 31 (winter 1986), the annual paper supplements to Library of Congress Subject Headings will no longer be issued after the 1985 annual supplement has been published. Instead, fully cumulated annual editions of LCSH will be produced, beginning with the 11th edition in 1987. A selective listing of significant changes in LC subject headings had been a regular feature in the printed supplements to LCSH. A complete listing of changed or cancelled subjects headings, together with their replacement headings or explanations of cancellations, will now appear in this publication under the heading Revised LC Subject Headings. The list in this issue comprises headings that were changed or cancelled on weekly lists 1-5 of 1986.

<u>Cancelled Heading</u>	<u>Replacement Heading</u>
Africa, East—Description and travel— 1951-	Africa, East—Description and travel—1951-1980; Africa, East—Description and travel—1981-
Bissagos	Bijago (African people)
Christmas Island (Pacific Ocean)	Kiritimati (Kiribati)
Church of the Nazarene	[replaced by identical name heading]
Ethnology—Rhodesia	[no replacement heading established]
Fringes (Jewish cultus)	Zizith

Greece—History—Coup d'état, 1967

Painting books
Plymouth Brethren

Pygopodes
Vandersteen, Willy, 1913- . Bessy

Vitamin P
Whalemen's writings
Whalemen's writings, American

Greece—History—Coup
d'état, 1967 (April 21);
Greece—History—Coup
d'état, 1967 (December 13)
Coloring books
[replaced by identical name
heading]
Divers (Birds)
Bessy (Comic strip) [name
heading]
Bioflavonoids
Whalers' writings
Whalers' writings, American

THE SUBDIVISION —ADDRESSES, ESSAYS, LECTURES DISCONTINUED

The Subject Cataloging Division has for many years used the subdivision —Addresses, essays, lectures to distinguish works that consist of collected papers, miscellaneous articles, anthologies of readings, etc., from works that consist of continuous text. The opinion has been expressed that this distinction is not sufficiently useful to warrant continuing to assign this form subdivision. It has therefore been decided to discontinue using the subdivision, effective immediately. Subject catalogers at the Library of Congress have been instructed not to assign —Addresses, essays, lectures nor any other form subdivision to designate this type of material when cataloging new works. No systematic effort will be made to delete the subdivision from existing bibliographic records. If the subject headings on any individual record are being reviewed or updated for other reasons, however, the subdivision will be deleted at that time. Similarly, if a new edition of a work is being cataloged, the records for the earlier editions will be updated to delete —Addresses, essays, lectures.

A project will be undertaken to remove references to the subdivision from the subject authority file. It is expected that this will be completed before the 11th edition of Library of Congress Subject Headings is published in 1987. References to the subdivision and examples of its usage in the Subject Cataloging Manual: Subject Headings will also be removed before a new edition of that publication is issued.

In some classes of the Library of Congress classification schedules, there are specific provisions for this type of material. There is no present intention to delete these captions or otherwise change classification practice.

PUBLICATIONS

LIBRARY OF CONGRESS SUBJECT HEADINGS, 10TH EDITION

The 10th edition of Library of Congress Subject Headings is now available from the Cataloging Distribution Service. This new edition brings together in a single, authoritative source, all subject headings published in the 9th edition and the annual supplements from 1979 through 1984. The 10th edition should be used with the 1985 annual supplement, which contains headings created or revised in 1985.

Library of Congress Subject Headings, 10th ed., is available in two volumes for \$75. Subscriptions to the 1985 annual supplement are available for \$65. The monthly companion publication, Library of Congress Subject Weekly Lists, contains headings newly created or changed in 1986. It is available for \$100 a year. Questions or comments

concerning these publications should be directed to Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20045, (202) 287-6100.

CLASSIFICATION SCHEDULE K, SUBCLASS KJV-KJW

Classification Schedule K, Subclass KJV-KJW, Law of France, has recently been published. It was created in the Subject Cataloging Division by Jolande Goldberg, specialist in law classification, based on a preliminary draft by Jan Wawrzkow.

Because of the decision to facilitate further development of the schedules by creating tables that can be applied to several countries, this schedule is the last one to be developed at the Library of Congress that is unique to a single country.

The classification numbers from this schedule have been applied to new works classified at the Library of Congress since May 1985. No plans to reclassify older materials exist at this time.

Final editing was prepared by Larry Buzard, editor of classification schedules, who also prepared the index.

Classification Schedule K, Subclass KJV-KJW, Law of France, is available from the Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, at \$13.00

MARC CONVERSION MANUAL--SERIES AUTHORITIES

MARC Conversion Manual--Series Authorities has recently been published. This loose-leaf publication contains the MARC content designation conventions and the online procedures necessary to input and update, in machine-readable form, series authority records established by the Library of Congress. These series authority records conform to the Anglo-American Cataloguing Rules (second edition), LCRI Rule Interpretations (LCRIs), and the revised version of Authorities: A MARC Format.

The basic text portion of this publication is arranged by the fields sorted by LC's authorities online system. It includes the following kinds of information for each field: field identification, valid content designators (i.e., tags, indicators, subfield codes), content designator repeatability information, LC implementation status, online editing/validation information, and examples and/or applications of the content designation for each variable field.

The basic text is supplemented by three appendixes: (1) Authorities Online System, (2) Early Notice Records (ENRs/SARs) and (3) Previously Verified Records (PVRs/SARs).

This is the second edition of this publication and it replaces all prior editions and issues. It is priced at \$50.00. A quarterly update service is anticipated.

Technical questions regarding the content of this publication should be addressed to Veronica M. Gillespie, MARC Editorial Division (202) 287-5261. Orders should be addressed to the Customer Services Section, Cataloging Distribution Service, Washington, D.C. 20541, or call (202) 287-6100.

MARC DISTRIBUTION SERVICE--SUBJECT AUTHORITIES

The base file of Library of Congress subject authorities is now available through the MARC Distribution Service--Subject Authorities. There will be a short delay before the distribution of the weekly subject authorities tapes begins, however. The base file contains about 150,000 subject authorities records in the USMARC format. The weekly distribution service will consist of current authority work completed by the Subject Cataloging Division. The MARC Distribution Service--Subject Authorities is available for \$3,700 from the Customer Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

NEW NETWORK PLANNING PAPER

Key Issues in the Networking Field Today: Proceedings of the Library of Congress Network Advisory Committee Meeting, May 6-8, 1985, has been issued as number 12 in the series of Network Planning Papers by the Network Development and MARC Standards Office. This report provides information on the history and state of the art of library networking, the changing roles of the players in both the public and private sectors, the impact of changing technology, and an overview of legal issues.

As the title indicates, the Library of Congress Network Advisory Committee (NAC) focused the May 1985 program session on identifying key issues in the library networking field. The goal of the meeting was to provide assistance to the National Commission on Libraries and Information (NCLIS) in revising its 1975 program document, "Toward a National Program for Library and Information Services: Goals for Action." Predictions are made as to how these technological changes will affect libraries into the next decade. Computer processing coupled with mass storage and dedicated communications networks will alter the way libraries control their stock and provide access to their holdings. Online reference support systems will become pervasive in library reference and public services. Full-text storage and retrieval will grow. Downloading will become commonplace. Further predictions are made as to how these changes will affect the library network structure as it exists today. Utilities, which depend on income priced on the basis of transactions against their central database, will be threatened with loss of income. Aggressive library networks will market access to data base suppliers and producers. Some regional networks will weaken and other prosper and change. Moreover, network technology is confronted with an amalgam of obsolete laws. The efforts to register copyright in machine-readable databases consisting of bibliographic records may result in fewer benefits and less protection than originally envisioned. The key to technological promise is the underlying cooperation and sharing and involves a process of constant redefining of rights and responsibilities. These technological and social changes have signalled the need for a common vision in library networking.

Key Issues in the Networking Field Today: Proceedings of the Library of Congress Network Advisory Committee Meeting, May 6-8, 1985 (ISBN 0-8444-0518-3) (88 p.) can be obtained for \$7.50 a copy from the Customer Services Section, Cataloging Distribution Service, Washington, D.C. 20541. See Cataloging Service Bulletin, no. 31, for other titles in the series.

INDEX TO LIBRARY OF CONGRESS INFORMATION BULLETIN

An index to the 1985 issues of the Library of Congress Information Bulletin has been prepared by and is available from the Library of Congress Professional Association. This key to the bulletin provides access by both name and subject to the principal articles of interest to the library community: automation, cataloging, authority control, copyright, preservation, and reference services.

The index is available for \$10.00. All orders must be prepaid. Orders from outside the United States must be payable in U.S. dollars through a U.S. bank; please add \$3.00 for additional postage.

Orders may be placed with the Library of Congress Professional Association, Library of Congress, Washington, D.C. 20540.

BOOKS IN ENGLISH

Books in English, a bibliography produced by the British Library, is now available to U.S. customers through the Cataloging Distribution Service. Books in English contains cataloging records created by the Library of Congress and the British Library's Bibliographic Services Division for English language titles published throughout the world. It is published bimonthly in fully cumulating issues on 48x microfiche.

Subscriptions for 1986 are available from the Cataloging Distribution Service for \$340. In addition, annual cumulations for 1981-1985 are available for \$170 a year. A ten-year cumulated edition, covering the period 1970-1980, is also available for \$500. Contact Customers Services Section, Cataloging Distribution Service, Library of Congress, Washington, D.C., (202) 287-6100.