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GENERAL

CORRESPONDENCE ADDRESSED TO THE LIBRARY OF CONGRESS

Below is a revision of the list of LC officers to whom to direct inquiries that appeared in *Cataloging Service Bulletin*, no. 28. All addresses are Library of Congress, Washington, D.C. 20540, unless otherwise noted.

Policy matters relating to cataloging

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Special Materials Cataloging
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Cataloging-in-Publication Program

Questions on descriptive or subject cataloging should be addressed to the officers mentioned above. Other questions relating to the program may be addressed to

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Publication Division

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Assistant Chief, Serial Record
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MARC Standards Office

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Questions on descriptive or subject cataloging should be addressed to the officers mentioned above. Other questions related to the program may be addressed to

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Program
Serial Record Division

Distribution of LC cataloging records (printed cards and MARC tapes) and LC technical publications

Roberta Stevens
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HEADINGS FOR CERTAIN ENTITIES

Below is a revision of the article that first appeared in *Cataloging Service Bulletin*, no. 25. As with *Library of Congress Rule Interpretations*, the revised information is noted by a vertical line in the margins.

Introduction

1) *Background.* Most headings fall into clearly defined categories and are established either by descriptive catalogers (personal names, corporate bodies, jurisdictions, uniform titles, named meetings, etc.) or by subject catalogers (topical subject headings, named objects such as names of automobiles and geographic features). There are, however, certain named entities that are problematic specifically because of the necessary distinction between corporate bodies on the one hand and non-corporate entities on the other. Confusion arises when this distinction cannot easily be made and results in questions of

a) whether a descriptive cataloger or a subject cataloger has the responsibility for establishing the entity and

b) how the headings should be tagged when they appear in authority or bibliographic records.

In an attempt to eliminate this confusion and to standardize the formulation and tagging of headings for such entities, guidelines have been developed with respect to

the responsibility for establishing the headings;
the conventions to be used in formulating the headings;
the tags to be used for content designation; and
the file (names or subjects) in which the authority records for them will reside.

2) *Integrated authority file.* In early 1986 the subjects authority file became available for online input, update, and searching. Although the subject authority file is currently separate from the name authority file, the intent is to integrate the two files such that there will be but one authority file comprising records for names, series, and subjects. Anticipation of that goal has influenced some of the provisions in these guidelines.

3) *General guidelines*

a) These guidelines relate primarily to the family of problem cases, not to the cases that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept of "corporate body" but are also judged to exemplify the concept of "geographic" and are, therefore, tagged 151. Note that names of "ranches" are in this category and are so tagged. If, however, an obvious corporate body ("obvious" from its name) happens to have a "ranch" name (e.g., "Xavier Ranch Corporation"), it is tagged 110. This is a general point, not limited to ranches.

b) The provision herein refer to "need" or "use" by a descriptive or subject cataloger. For the descriptive cataloger such statements are to be understood as referring to main or added entry headings and cross references traced on name and series authority records; for subject catalogers to subject entry headings and cross references traced on subject authority records.

c) If any change to the heading unrelated to these guidelines is necessary, apply these guidelines in conjunction with the other actions. For example, because of varying past practices, the tagging on existing records may need adjusting to reflect current

policy. Also, a qualifier may need to be added or the type of qualifier may need to be changed. Note that generally this is the only situation in which the tagging on existing records should be changed.

d) *Canada.* Follow normal procedures for verification of main and added entry headings used in descriptive cataloging with the National Library of Canada.

4) *Specific procedures.* Headings have been divided into three groups with special instructions for each. Lists of the three groups of headings are given at the end. The lists are revised as the need arises.

Group 1: Headings always established by descriptive catalogers. The authority record always resides in the name authority file.

1) *Implementation.* Establish the headings according to the usual descriptive cataloging rules and procedures. If a subject cataloger needs a heading in this group, the descriptive cataloger establishes it, and the resulting authority record is added to the name authority file.

2) *Note on name buildings/museums.* If a heading is needed in the category of a named building/museum, judge whether the entity is a museum or not. If it is a museum, treat it as a group 1 heading and establish it accordingly; if it is not a museum, treat it as a group 2 heading and establish it as directed in the guideline for group 2 headings.

3) *Plans, programs, and projects.* Do not consider that headings for entities with these words in their names need the addition of a qualifier that conveys the idea of a corporate body (cf. 24.4B).

4) *Railroads.* Railroads are now treated as only group 1 headings. This means that headings for railroads are established in accordance with general principles for corporate name headings (AACR 2, chapter 24). During the period 1984-1985, railroad headings were established according to the conventions for subject cataloging. Generally, a railroad heading represented by an AACR 2 name authority record should be accepted unless the item being cataloged shows another form and is the railroad's own publication; then, the existing heading needs to be reevaluated. Railroads were at one time represented by two separate headings: one for the company (tagged 110 as a corporate heading) and another for the line (tagged 150 as a topical subject heading). To locate all the existing bibliographic records for a railroad when a name authority record needs to be made for it needs to be created or coded for AACR 2, it is necessary to search for the name both as a corporate body and as a topical subject heading.

Group 2: Headings always established by subject catalogers. The authority records reside in either the subject or name authority file.

1) *Characteristics.* The headings in this group reside in the subject authority file whenever they are established and used only for subject purposes. Those that are tagged 110 or 111 and some tagged 151 are also candidates for descriptive cataloging use as the need arises. These headings then reside in the name authority file whenever they are established by the subject cataloger for use as a descriptive cataloging access point or whenever used as a descriptive cataloging access point after having been established initially for a subject cataloging access point. When these headings are established, they are established according to AACR 2 but also reflect subject cataloging policy, the most noteworthy aspects being the following:

a) the reference structure reflects subject cataloging policy; linking references to old catalog headings are not used except for records residing in the name authority file and if supplied to the subject cataloger at the time the heading is established for

descriptive cataloging use. (At the point group 2 headings go into the name authority file, they must also carry the descriptive cataloging reference structure);

b) most of the headings will contain a local-place qualifier;

c) some of the headings for athletic contests, races, etc. (tagged 111), will contain additions to the heading that are preceded by a comma instead of being enclosed with parentheses;

d) records residing on the name authority file will also contain a 667 field with the annotation "Subj Cat Manual/AACR 2"; this notation is intended to characterize the record and to provide an easy means of indicating that maintenance of the record is the responsibility of the subject catalogers.

2) *Use of these headings by descriptive catalogers*

a) If the heading is not represented in the name authority file, the descriptive cataloger requests the subject cataloger to establish it and supplies an old catalog heading if one exists.

b) If the heading is represented in the name authority file and coded AACR 2, the descriptive cataloger uses that form regardless of whether it conforms to the characteristics described above but barring any change to *the heading* that might be stimulated by the item being cataloged.

c) If the heading is represented in the name authority file but not coded for AACR 2, the descriptive cataloger refers it to the subject cataloger for evaluation.

Group 3: Headings that may be established either by the descriptive or subject cataloger, depending upon who first needs them. The authority may reside in either the name or subject authority file.

1) *Characteristics.* The headings in this group are candidates for descriptive or subject cataloging use as the need arises. Normally, all headings tagged 151 reside in the subject authority file, but if one of these is subsequently needed for descriptive cataloging purposes, it is moved to the name authority file. When these headings are established, they are established according to AACR 2 and the guidelines below. Records prepared by subject catalogers but that reside in the name authority file reflect not only the subject cataloging reference structure but also that of descriptive cataloging. Headings established by descriptive catalogers reflect the guidelines given below.

2) *Implementation by descriptive catalogers*

a) If the heading is not represented in the name authority file, check also the online bibliographic files for a possible use of some form of the heading. Establish the heading, proceeding normally except as follows: If subject entries are found in the online bibliographic files, send the item being cataloged to the subject cataloger. (Any existing subject authority record will be deleted from the subject authority file.) Initiate any necessary corrections to records in the online bibliographic files.

b) If the heading is represented in the name authority file and coded for AACR 2, use that form regardless of whether it conforms to these guidelines but barring any change to *the heading* that might be stimulated by the item being cataloged. If the item being cataloged stimulates a need to change the heading, judge the matter in the light of AACR 2 and these guidelines in all aspects and make changes accordingly; in addition, initiate changes to records in the online

bibliographic files.

c) If the heading is represented in the name authority file but not coded for AACR 2, check also the online bibliographic files. Evaluate the heading in the light of AACR 2 and these guidelines. If the heading that results is exactly like the heading already used, proceed normally with its coding. If the heading is different and there are subject entries under that form, send the item to the subject cataloger requesting that the difference be noted. Initiate changes to records in the online bibliographic files.

3) *Guidelines to be followed by descriptive catalogers in creating headings*

a) *General.* City sections are established according to AACR 2, rule 23.4G. Forts that are military installations are established according to LCRI 23.2A. The other group 3 entities are established according to chapter 24 of AACR 2, although they are tagged as geographic headings (151). Also, the headings for these group 3 entities follow subject cataloging policy for qualifiers, although the heading is first established by a descriptive cataloger.

b) *Qualifiers.* The subject cataloging policy for group 3 entities established according to chapter 24 of AACR 2 requires adding a qualifier to each heading. The qualifier is place or jurisdiction and is added without regard to any redundancy within the established heading.

If the entity is located in a city or town, add the name of the city or town.

**New Brunswick Country Club (New Brunswick, N.J.)
Longfellow National Historical Park (Cambridge,
Mass.)**

If the entity is not located in a city or town, add the name of the appropriate larger jurisdiction: the name of the state, province, or territory for entities in Australia, Canada, and the United States; the name of the county, region, or islands area for entities in England, Scotland, Wales, and the Republic of Ireland; the name of the constituent state for entities in Malaysia, the Soviet Union, and Yugoslavia; the name of the island for entities located on islands. Add the name of the country for entities located elsewhere.

**Scotch Road Cemetery (Québec)
Hawaii Volcanoes National Park (Hawaii)**

If the entity is located in two larger jurisdictions, add both. Link the two names with "and." As a general rule, record the jurisdictions in alphabetical order. However, if the entity is located primarily in one of the two, record that jurisdiction first.

**Great Smoky Mountains National Park (N.C. and
Tenn.)**

If the entity is located in three or more larger jurisdictions, do not add a qualifier.

Yellowstone National Park

c) *Concentration camps.* The heading for a concentration camp should include as part of the qualifier the phrase "concentration camp," unless the name already conveys this meaning (in any language).

_____ ([geographic name] : Concentration
camp)

GROUP 1 HEADINGS: Named entities always established by descriptive catalogers and always residing in the name authority file.

Category	MARC tag	Category	MARC tag
Abbeys	110	Halfway houses	110
Academies	110	Hospitals	110
Airports	151	Hotels	110
Almshouses	110	Jurisdictions, Ancient (Other than cities)	151
Arboretums	151	Laboratories	110
Artificial satellites	110	Libraries	110
Asylums (Charitable institutions)	110	Markets	110
Banks	110	Monasteries	110
Bars	110	Morgues	110
Boards of trade (Chambers of commerce)	110	Motels	110
Botanical gardens	151	Motion pictures	130
Broadcasting stations	110	Museums	110
Cathedrals	110	Night clubs	110
Churches (in use or in ruins)	110	Nursing homes	110
Collective settlements	151	Observatories	110
Colleges	110	Old age homes	110
Communes	151	Opera houses	110
Concert halls	110	Orphanages	110
Conservation districts	151	Plans (Programs)	110
Convents	110	Poorhouses	110
Correctional institutions	110	Port authorities	110
Crematories	110	Prisons	110
Dance halls	110	Projects	110
Denominations, Religious (Individual)	110	Radio programs	130
Dispensaries	110	Railroads	110
Ecclesiastical entities that are also names of places, e.g., Basel (Switzerland : Ecclesi- astical principality	110	Restaurants	110
Educational institutions	110	Sanitariums	110
Embassies	110	Sanitation districts	151
Exhibitions	111	School districts	110
Expeditions, Scientific	111	Schools	110
Experiment stations	110	Service stations	110
Expositions	111	Shows (Eshibitions)	111
Factories	110	Stock exchanges	110
Fairs	111	Stores, Retail	110
Festivals	111	Studies (Research projects)	110
Funeral homes, mortuaries	110	Television programs	130
Galleries	110	Temples (in use; excludes temples in ruins)	110
		Theater companies	110
		Tribes (as legal entities only)	110
		Undertakers	110
		Universities	110
		Zoological gardens	151

GROUP 2 HEADINGS: Named entities always established by subject catalogers and residing in either the name or subject authority file.

Category	MARC tag	Category	MARC tag
Airplanes, Named	110	Manors	110
Apartment houses	110	Mansions	110
Armories	110	Market buildings	110
Artists' groups	150	Mine buildings	110
Athletic contests	111	Mines	151
Auditoriums	110	Monuments (Structures, statues, etc.) ¹	150
Baths, Ancient	150	Music halls	110
Bridges	151	Office buildings	110
Buildings, Private	110	Official residences	110
Buildings occupied by corporate bodies	110	Palaces	110
Bus terminals	150	Parks ¹	151
Camps	151	Playgrounds	151
Canals	151	Plazas (Open spaces, squares, etc.)	151
Capitols	110	Police stations	150
Castles	110	Ports (Physical facilities)	151
Cities, Ancient (pre-1500)	151	Post offices	150
City halls	110	Power plants	110
Civic centers	110	Presidential mansions	110
Clans	100	Public comfort stations	150
Club houses	110	Races (Contests)	111
Coliseums	110	Railway stations	150
Collections, Public or private	110	Ranches	151
Community centers	110	Recreation areas ¹	151
Contests	111	Reservations, Indian	151
Convention centers	110	Reserves (Parks, forests, etc.) ¹	151
Court houses	150	Resorts	110
Custom houses	150	Roads	151
Docks	151	Rooms	150
Dwellings	110	Schools of artists	150
Estates	151	Shopping centers	110
Events	150	Shrines (not Churches)	150
Exhibition buildings	110	Spas	110
Expeditions, Military	150	Sports arenas	110
Families	100	Stadiums	110
Farms	151	Streets	151
Ferry buildings	150	Structures (Nongeographic, e.g., towers)	150
Folk celebrations	111	Temples (in ruins)	110
Fire stations	150	Terminal buildings	150
Forests ¹	151	Theater buildings	110
Games (Contests) ²	111	Tombs	150
Gardens	151	Trails ¹	151
Grain elevators	150	Tribes (Ethnic groups)	150
Gymnasiums	110	Tunnels	151
Highways	151	Villas	110
Historic sites ¹	151	Waterways ¹	151
Immigration stations	150		
Islands, Nonjurisdictional	151		
Land grants	151		

¹Entities of the U.S. National Park Service, Forest Service, and Fish and Wildlife Service fall under Group 3.

²Corporate bodies connected with games (e.g., organizing committees) fall under Group 1.

GROUP 3 HEADINGS: Named entities established by either descriptive or subject catalogers and residing in either the name or subject authority file.

<i>Category</i>	<i>MARC tag</i>	<i>Category</i>	<i>MARC tag</i>
Cemeteries	151	Forts (Military installations)	151
City sections	151	U.S. National Park Service, U.S. Forest Service, and U.S. Fish and Wildlife Service units named after a park, forest, etc.	151
Concentration camps	151		
Country clubs	151		
Fortresses (Structures)	151		

DESCRIPTIVE CATALOGING

LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

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21.23C	25	58
21.23D	25	61
21.28B	33	44
21.29	12, 13	24, 24
21.29D	34	29
21.30	13	24
21.30E	13	26
21.30F	14	23
21.30G	28	16
21.30H	28	17
21.30J	27	20
21.30L	32	22
21.30M	20	12
21.31B	31	26
21.31B1	34	31
21.31C	31	26
21.32A	34	
21.36C8	22	26
21.38	14	26
21.39	23	31
22.1	18	49
22.1A	25	62
22.1B	34	33
22.2	18	52
22.2A	14	30

22.2C	29	15
22.3A	33	45
22.3B1	11	22
22.3C	31	26
22.3D	26	16
22.5A	25	63
22.5C2	22	29
22.5C4	11	24
22.5C8	11	24
22.5D	23	31
22.5D1	31	28
22.5F	25	64
22.6	34	36
22.8	13	29
22.8A	15	17
22.8B	11	25
22.8D	25	64
22.10	25	65
22.11A	32	25
22.11B	32	26
22.11D	11	25
22.12B	18	55
22.13B	11	25
22.14	11	26
22.15A	22	30
22.15B	18	55
22.16A	34	36
22.17A1	25	65
22.17A2	25	66
22.17A4	31	28
22.17A6	25	66
22.17C	25	66
22.17D	11	27
22.18	31	28
22.18-22.20	31	29
22.22	15	18
22.26B	33	46
22.26C2	18	59
22.26C3	33	46
22.26G	33	47
22.27A	18	60
22.27B	18	60
22.27C	18	60
22.27D	18	60
23.2A	30	10
23.4B	29	16
23.4D1	29	17
23.4D3	25	67
23.4F	14	43
23.4G	34	38
23.4H	18	65
23.4J	14	43
24.1	30	14
24.1A	11	34
24.2	13	34
24.2B	21	28
24.2C	13	34
24.2D	18	68
24.3A	26	17
24.3E	17	19
24.3G	21	28
24.4B	34	39
24.4C	32	26
24.4C3	32	30
24.4C6	15	24

24.4C8	16	43
24.4C9	11	37
24.5A	11	37
24.5C1	34	41
24.6	29	18
24.7B	21	29
24.9	27	30
24.10B	32	30
24.12	11	39
24.13	16	45
24.13, Type 2	20	21
24.13, Type 3	25	67
24.13, Type 4	15	26
24.13, Type 5	32	31
24.14	18	76
24.15A	15	28
24.15B	16	46
24.17	28	18
24.18	17	22
24.18, Type 2	20	22
24.18, Type 3	25	68
24.18, Type 4	14	48
24.18, Type 5	28	19
24.18, Type 10	18	76
24.19	18	76
24.20B	13	42
24.20E	11	44
24.21B	18	78
24.21C	16	48
24.21D	16	48
24.23	17	25
24.24A	24	21
24.26	11	44
24.27C	13	43
24.27C3	13	43
25.1	22	33
25.2	24	23
25.2A	27	31
25.3A	13	44
25.3A/25.4A	11	45
25.3B	13 (2)	44
25.4A	11	45
25.5B	32	34
25.5D	30	20
25.5E	11	49
25.6A	11	49
25.6A2	13	44
25.7	11	50
25.8	22	34
25.8-25.11	16	49
25.9	22	35
25.10	30	20
25.13	28	19
25.14	14	54
25.15A1	28	20
25.15A2	11	52
25.18A	23	45
25.19	11	52
25.23A	11	52
25.27B	14	54
25.29A2	33	47
25.29A3	33	47
25.29C	33	47
25.29D	20	33
25.29D4	25	77
25.29E	18	80

25.29G	11	53
25.29H3	33	48
25.29J	33	48
25.30	14	55
25.31A1	11	53
25.32A1	33	48
25.32A2	33	50
25.32B1	33	50
25.32C	33	51
25.35	13	48
25.35-25.36	34	41
25.36	20	34
25.36A	33	51
25.36B	14	56
25.36C	20	35
26	32	41
26.0	32	47
26.2	32	50
26.2B2	15	30
26.2B4	15	30
26.2C	28	20
26.2D	30	22
26.2D2	30	22
26.3	32	53
26.3A3	27	38
26.3A4	12	38
26.3A6	21	45
26.3A7	32	56
26.3B-C	27	41
26.4A	12	48
26.4A3	33	51
26.4C2	12	48
26.5	12	48
A.2A	16	50
A.4A	31	35
A.7A	18	85
A.15A	21	58
A.20	24	23
A.31	17	28
A.34	17	28
A.45A	25	78
A.45B	25	78
A.53	26	18
A.54	26	19
B.4	13	72
B.9	32	57
B.14	13	72
B.15	25	78
C.0	18	87
C.4C	20	35
C.6	13	72
C.7B	33	52
D, "Braille"	33	52
D, "Close score"	25	79
D, "Collection"	14	56
D, "Colophon"	13	72
D, "Condensed score"	25	79
D, "Edition"	33	52
D, "Musical presentation statement"	25	79

D, "Personal author"	25	80
D, "Piano [violin, etc.] conductor part"	33	52
D, "Plate number"	33	52
D, "Preliminaries"	16	51
D, "Publisher's number"	33	53
D, "Running title"	18	88
D, "Text (large print)"	33	53
D, "Text (tactile)"	33	53
D, "Uniform title"	18	88

1.1F11. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the final paragraph in rule 1.1F11 in the printed text of AACR 2:

If there are no parallel titles and if a statement of responsibility appears in more than one language or script, give the statement in the language or script of the title proper. If this criterion does not apply, give the statement that appears first.

Tin statistics [GMD] / International Tin
Council

Optionally, add the statement in the other language(s) or scripts, and precede each parallel title by an equals sign.

Tin statistics [GMD] / International Tin
Council = Conseil international de l'étain =
Consejo Internacional del Estaño

Option Decision

Do not apply the optional provision of the rule.

1.2B5. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following changes in rule 1.2B5 in the printed text of AACR 2:

1) Delete "(but see also 12.2B3)" from the second sentence of the rule.

2) [Add as the final paragraph:]

Optionally, give the parallel statements, each preceded by an equals sign.

Rev. 1980 = Révision 1980
2^e éd. = 2^a ed. = 2. Aufl.
2de herziene en verg. uitg. = 2^e éd., rev. et corr.

Option Decision

Do not apply the optional provision of the rule.

1.2C4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following as a new rule in the printed text of AACR 2:

1.2C4. Optional addition. If an item has both an edition statement and a statement of responsibility relating to the edition in more than one language or script, give each statement of responsibility after the edition statement to which it relates.

2nd ed. / edited by Larry C. Lewis = 2^e éd. /
rédigé par Larry C. Lewis

Option Decision

Do not apply the optional addition.

1.2C5. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following as a new rule in the printed text of AACR 2:

1.2C5. If an item has an edition statement in only one language or script and a statement of responsibility relating to the edition in more than one language or script, give the statement of responsibility in the language and script of the title proper. If this criterion does not apply, give the statement that appears first.

2. opl. / reviderade og udvidet af David Hohnen

Optionally, give the parallel statements of responsibility, after the edition statement, each preceded by an equals sign.

2. opl. / reviderade og udvidet af David Hohnen = revised and enlarged by David Hohnen

Option Decision

Do not apply the optional provision of the rule.

1.2E3. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following as a new rule in the printed text of AACR 2:

1.2E3. *Optional addition.* If an item has a statement of responsibility relating to a subsequent edition statement in more than one language or script, add each statement of responsibility as instructed in 1.2C4 or 1.2C5.

2nd ed., 3rd revision / by N. Schmidt = 2. uppl., 3. utg. / af N. Schmidt

Option Decision

Do not apply the optional addition.

1.4D2. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the final paragraphs in rule 1.4D2 in the printed text of AACR 2:

If the shortest form of the name of the publisher, distributor, etc., is in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the shortest form in the

language or script that appears first.

Optionally, give the shortest form in each language or script. Precede each parallel statement by an equals sign. If the shortest form in the same in all languages or scripts, give it only once.

: Editions du peuple = Commoner's Pub.

: Høst

not : Høst & Sons Forlag = Høst & Son Publisher

Option Decision

Do not apply the optional provision of the rule.

Omissions

When the name of a publisher, distributor, etc., is part of a hierarchy, for commercial publishers only omit parts of the hierarchy that are not needed to identify the publishing entity.

source: National Archives & Records Service
// General Services Administration

transcription: National Archives & Records
Service, General Services Administration

source: Lexington Books // D.C. Heath

transcription: Lexington Books

Terms of Incorporation

If "Inc.," "Ltd.," etc., appear after a serial title being recorded as a publisher, distributor, etc., retain it. Also, retain these elements when they follow foreign words/names that the cataloger is unable to interpret sufficiently.

1.6A2. Sources of information. [Rev.]

Chief Source

The chief source of information for a series is the series title page. If the item lacks a series title page, the chief source for the series is the chief source of the analytic. If the series title does not appear on the chief source for the analytic, the chief source for the series is (in this order of preference) the cover, caption, masthead, editorial pages, colophon, other pages. These provisions apply to numbered and unnumbered series; for series-subseries, however, apply LCRI 1.6H. (A series title page is a source at the beginning of the item that is devoted solely to the series (or to the series and the analytic title) and contains a formal presentation of the series title; it usually, though not necessarily, also contains a statement of responsibility, an expression of numbering, and the name of the publisher, etc. In case of doubt, do not treat the source as a series title page. However, do not reject the source as a series title page solely on the basis that the page includes a listing of analytic titles as well as a statement of responsibility, etc.)

2.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 2.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

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, distribution, etc., area. For non-Gregorian dates, give only Gregorian equivalents in the note. However, if the non-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 has not 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 literature ; 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 also)

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 "photographic reprints" cases of *approximately* simultaneous publication as

1) the re-publication is one in paper and the original is a hardback;

2) the re-publication is an American edition of a British edition or vice-versa.

Limited Editions

Give limited edition 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)

Photoreproduction

"Photoreproduction" is a generic term that is no longer used, since the inception of AACR 2, to indicate a particular kind of reproduction. If a macroreproduction is one that is "on demand," i.e., the result of the reproduction process comprises only a single copy, the applicable term is "photocopy"; use the guidelines in LCRI 11.0A to catalog such an item. If a macroreproduction process comprises copies that represent an edition, use a general statement in a note to indicate the fact of reproduction, as appropriate, but do not use the term "photoreproduction."

Reproduces the text copied by Nakamura Butsuan in 1825. Cf. Explanatory text, p. 4.

Reproduces the original manuscript bearing the title: *Diplomata Pol. & Pruss.*, dated 1758.

3.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last paragraph after the example in rule 3.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

5.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 5.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

5.3. *Optional area.* **MUSICAL PRESENTATION STATEMENT.** [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following replacement for rule 5.3 in the printed text of AACR 2:

5.3. *Optional area.* **MUSICAL PRESENTATION STATEMENT**

5.3A. Preliminary rule

5.3A1. Punctuation

Precede this area by a full stop, space, dash, space.

5.3B. Musical presentation statement

5.3B1. Record a statement found in the chief source of information indicating the physical presentation of the music.

Orchester-Partitur
Score and set of parts
Miniature score
Playing score

If the statement appears in two or more languages or scripts, record the one that is in the language or script of the title proper. If this criterion does not apply, record the one that appears first.

Optionally, record the parallel statements, each preceded by an equals sign.

Partitura = Partition
Játszópartitúra = Playing score

5.3B2. In case of doubt about whether a statement is a musical presentation statement (as, for example, when a statement of responsibility is associated with the statement), do not treat it as one.

... ; full score reconstructed by Julian
Woodruff from the manuscript parts

5.3B3. If a musical presentation statement is an inseparable part of another area and has been recorded as such, do not repeat it.

Options Decisions

- 1) 5.3—Apply the optional area.

2) 5.3B1—Do not apply the optional provision of the rule.

6.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 6.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

7.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 7.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

8.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 8.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

9.2B5. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 9.2B5 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

10.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 10.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

11.2B4. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following addition as the last sentence in rule 11.2B4 in the printed text of AACR 2:

Optionally, give the parallel statements, each preceded by an equals sign.

Option Decision

Do not apply the optional provision of the rule.

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

Serials

The basis for the description is the first issue of the serial. In determining which issue is first, disregard the date of publication, etc., and use the designation 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 with 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 for 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 for the series is (in this order of preference) the cover, caption, masthead, editorial pages, colophon, other pages. These provisions apply to numbered and unnumbered series; for series-subseries, 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, although not necessarily, also contains a statement of responsibility, an expression of numbering, and the name of the publisher, etc. In case of doubt, do not treat the source as a series title page. However, do not reject the source as a series title page solely on the basis that the page includes a listing of analytic titles in addition to a statement of responsibility, etc.)

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 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 sources of the title or the issue on which the description is based are not given.

21.6C1. [New]

Reversed Order of Names

If the responsibility for a work is shared between two or three persons or bodies and the names appear in a different order on a later edition, enter the later edition under the heading for the person or body named first in the later edition if it has been revised or updated. If the later edition has not been revised or updated, enter it under the heading for the person or body named first in the earlier edition. In either case, give in a note on the record for the later edition information about the order of names on the earlier edition.

1st ed.: Decision systems of inventory management and production planning / Rein Peterson, Edward A. Silver. c1979

Main entry under the heading for Peterson

Added entry under the heading for Silver

2nd ed.: Decision systems of inventory management and production planning / Edward A. Silver, Rein Peterson. 2nd ed., c1985

Main entry under the heading for Silver

Added entry under the heading for Peterson

Suggested note: Peterson's name appears first on the earlier edition

21.29D. [Rev.]

Sound Recordings

Make added entries for all performers named on a sound recording (persons or corporate bodies) with the following exceptions:

1) Do not make an added entry for a person who functions entirely or primarily on the item being cataloged as a member of a corporate body represented by a main or added entry. Do not consider a conductor or accompanist to be a member of the body he or she conducts or accompanies. If a person's name appears in conjunction with the name of a group, determine whether the corporate name includes this personal name. If the conclusion is that the corporate name does not include the person's name, do not consider the person a member of the group; if the conclusion is that it does include the person's name, consider the person to be a member of the group.

2) If both the chorus and orchestra of an opera company, opera house, etc., participate in a performance and both are named, along with the name of the parent body, make only a single added entry under the heading for the parent body.

source: Bolshoi Theater Orchestra and Chorus

added entry under the heading for the theater

3) When a featured performer is accompanied by an unnamed group that, if it had a name, would be given an added entry as a corporate body, do not make added entries for the individual members of the group. Do not, however, apply this exception to jazz ensembles, even if one or more of the performers is given greater prominence than the others, i.e., normally make added entries for all the individual performers (except any who are covered by exceptions 4) and 5) below) in such cases.

4) Do not make an added entry for a performer who participates in only a small number of the works in a collection or for a performer whose role is minor (e.g., an announcer on a radio program).

5) Do not make an added entry for a performer who receives main entry heading as principal performer under 21.23C.

6) If there are many performers performing the same function (e.g., singers in an opera, actors in a drama), make added entries only for those who are given the greatest prominence in the chief source of information. If all are given equal prominence, make added entries for those given prominence over the others in other places on the sound recording (e.g., the container, the program booklet) or, if that criterion does not apply, for those performing the most important functions (e.g., singing the principal roles, acting the principal parts).

chief source (labels):

L'ELISIR D'AMORE—Highlights
(Donizetti; Romani)
Spiro Malas, Maria Casula, Joan Sutherland,
Luciano Pavarotti, Dominic Cossa
with the Ambrosian Opera Chorus
and the English Chamber Orchestra
conducted by
Richard Bonyng

container:

Donizetti
L'ELISIR D'AMORE Highlights
JOAN SUTHERLAND, LUCIANO PAVAROTTI
Dominic Cossa, Spiro Malas, Maria Casula
Ambrosian Opera Chorus, English Chamber Orchestra
RICHARD BONYNGE

added entries under the headings for Sutherland, Pavarotti, Bonyng, the chorus, and the orchestra

If a composer is the main entry heading for a musical work and performs his or her own work(s), make an added entry to represent the performing function. If, however, the composer is represented not by the main entry heading but by a name/title added entry heading, then do not make the added entry to represent the performing function.

Audiovisual Materials

In making added entries for audiovisual materials, follow the general rules in 21.29 and apply, in addition to those in 21.30, the following guidelines:

1) Make added entries for all openly named persons or corporate bodies who have contributed to the creation of the item, with the following exceptions:

a) Do not make added entries for persons (producers, directors, writers, etc.) if there is a production company, unit, etc., for which an added entry is made, unless their contributions are significant, e.g., the animator of an animated film, the producer/director of a student film, the director of a theatrical film, the film maker or developer of a graphic item attributed as author on the data sheet and/or prominently named on the accompanying material ("a film by").

In the absence of a production company, unit, etc., make added entries for those persons who are listed as producers, directors, and writers. Make additional added entries for other persons only if their contributions are significant.

b) If a person, film maker, developer of a graphic item, etc., is the main entry heading, do not make added entries for other persons who have contributed to the production, unless the production is known to be the joint responsibility or collaboration of the persons or the contributions are significant.

2) Make added entry headings for all corporate bodies named in the publication, distribution, etc., area.

3) Make added entries for all featured players, performers, and narrators with the following exceptions:

a) If, for a motion picture or videorecording, the main

entry is under the heading for a performing group (in accordance with 21.1B2e)), do not make added entries under the headings for persons performing as members of that group. If a person's name, however, appears in conjunction with and preceding or following the name of the group, do not consider him or her to be a member of the group.

b) If there are many players (actors, actresses, etc.), make added entries under the headings for those that are given prominence in the chief source of information. If that cannot be used as a criterion, make added entries under the headings for each if there are no more than three.

4) Similarly, make added entries under the headings for persons in a production who are interviewers or interviewees, delivering lectures, addresses, etc., or discussing their lives, ideas, work, etc., and who are not chosen as the main entry heading.

21.31B1. Laws governing one jurisdiction. [New]

Enter here also acts passed by the District of Columbia Council but published prior to expiration of the 30-day period of review by the U.S. Congress. (Clue: the "effective date" of the act is cited in general terms only, not by a specific date.)

21.32A. Administrative regulations, etc., promulgated by government agencies. [New]

Scope of the rule

1) The rule is only for the United States and any other country in which administrative regulations, etc., are *not* laws. Britain and Canada are prominent examples of exclusion from 21.32A. 21.32B is the rule for these and other countries in which the regulations, etc., are laws.

2) Note that the rule covers more than regulations. A summary of the major types of U.S. publications that fall under the rule are

a) rules or regulations: statements of general or specific applicability designed to implement or interpret law or policy;

b) licenses: permits, certificates, or other forms of permission;

c) advisory opinions: advice regarding proposed action; the advice is not binding but serves only to convey authoritative interpretations of statutes or regulations;

d) decisions: statements adjudicating controversies that arise from the violation or interpretation of statutes and administrative regulations or rules. Such a function is performed by special boards of review, administrative law judges, hearing examiners, and other officers through administrative decisions.

Definition of "promulgating agency"

A promulgating agency, also referred to as a "regulatory agency," is an administrative body other than a court or legislature to which the power to *make* and issue regulations, etc., has been delegated by statute.

A promulgating agency may or may not be identified in the publication. The only agency identified may be the one responsible solely for disseminating and publishing the regulations. It is important to recognize the special function of "promulgating" and

conversely the simple function of "publishing," since a few publications do not state the name of the promulgating agency.

In these few cases, look for the authorization in the appropriate administrative and statutory codes, etc. If the question is approached by consulting statutory material, the exact wording of such authorization varies ("... shall promulgate and publish ...," "... shall have the power to issue regulations ...," "... shall determine the ... adequate .. service to be furnished, and shall fix the same by its order, rule, or regulation ..."), but the meaning is always clear.

Sources of U.S. administrative regulations

For U.S. federal regulations, etc., consult the *Federal Register*, the *Code of Federal Regulations*, and/or the *U.S. Code*, as appropriate. For state regulations, consult the administrative code of the particular state, etc., or the state's statutes.

Note that these reference sources are compilations of regulations, etc., or statutes actually in force at the date of publication or revision. Any sections that have been amended, superseded, or repealed can be located in earlier volumes or editions. Any sections valid after the date of that revision can be located in later volumes (or in the case of statutory publications, in annual session laws, pocket supplements, or supplementary services). Do *not* simply follow an existing pattern for similar or related publications, because a body's power to promulgate regulations, etc., is not necessarily permanent.

Choice of main entry heading

- 1) Identify the promulgating agency (see Definition of "promulgating agency" above), and enter under it, even if it is only named as publisher but positively identified as the promulgating agency.
- 2) For foreign publications, if a positive identification of the promulgating agency is not possible, enter under title.
- 3) Give in a local note field the source on which the main entry heading is based.

Promulgator stated on p. 2
Promulgator from text of law (Appendix A)

Added entries for laws

If the regulations, etc., derive from a particular law, make an added entry for that law if this information is named in the preliminaries or prefatory matter or the text of the law is appended to the publication itself. (In the latter case, the added entry is an analytical one.)

Examples of notes made when necessary to justify added entries

Derived from the New York State Uniform Fire
Prevention and Building Code Act
Derived from the Child Care Facility Licensing Act,
appended as Appendix B (p. 19-25)

Statement of responsibility in the bibliographic description

If the promulgating agency cannot be named in the statement of responsibility, it is inappropriate to name the issuing or publishing body there since such a body has no responsibility for the content of the publication if it acts only as publisher. (If the issuing agency is not named in the publication, distribution, etc., area, the added entry for the agency required by the rule is justified in the note area

(cf. 21.29F).)

22.1B. [Rev.]

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

1) *Initials/letters*

a) *Name portion of heading*

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

Eliot, T. S.
H. D.

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

X Y Z

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

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

b) *"Additions" to name headings*

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

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

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

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

Brown, G. B., Ph. D.

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

a comma and one space;

Matos, Sá, 1943-	
not Matos,	 Sá, 1943-
Costa, Torres	
not Costa,	 Torres
Valmer, capitaine	
not Valmer,	 capitaine
Morrison, 1776-1815	
not Morrison,	 1776-1815

Mason, Mrs.
not Mason, Mrs.

a period;

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

a period and one space;

Enschedé, Ch. J.
not Enschedé, Ch J

a period, a comma, and one space.

Jones, Th., 1910-
not Jones, Th 1910-
Calles Ll., Alfonso
not Calles Ll , Alfonso
Dahlan Aman, Mohd., Haji
not Dahlan Aman, Mohd , Haji

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

Rosa, Ferreira da
x Ferreira da Rosa

Reference generated from tracing:

Ferreira da Rosa
search under
Rosa, Ferreira da

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

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

Rule Application

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

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

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

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

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

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

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

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

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

If the name selected for the heading for a person known primarily as an author contains a name represented by an abbreviation rather than by an initial, use the abbreviated form in the heading. (If the full form of the name for the particular person is available at the time the heading is established, add it within parentheses.)

name: Wm. Brownridge
heading: **Brownridge, Wm. (William)**
x Brownridge, William

name: Manuel Fdez.-Rivera García
heading: **Fdez.-Rivera García, Manuel (Fernández-Rivera García)**
x Fernández-Rivera García, Manuel

name: Sa. Freeman
heading: **Freeman, Sa. (Samuel)**
x Freeman, Samuel

name: Th. Ziehen
heading: **Ziehen, Th. (Theodor)**
x Ziehen, Theodor

name: Th. de Waal
heading: Waal, Th. de

name: Mohd. Taib Osman
heading: Mohd. Taib Osman

22.6. ENTRY UNDER TITLE OF NOBILITY. [Rev.]

Note that the application of the basic provisions of this rule often results in a form of name for a person of nobility that is not the form most commonly found in the chief sources of information of that person's works. The first and second sentences of the rule apply the basic provisions of 22.1A-B to nobility. Therefore, the Duke of Wellington whose personal name was Arthur Wellesley is entered under the proper name of the title, i.e., "Wellington." The third sentence gives instruction for formulating the name: follow the proper name in the title by the person's personal name in direct order and follow the personal name by the term of rank. Application of this rule to the Duke of Wellington results in the heading "Wellington, Arthur Wellesley, Duke of" despite the fact that "Duke of Wellington" is the form of name by which he is commonly known under the provisions of 22.1A-B.

Apply the directive "excluding unused forenames" as follows: If the person of nobility is known primarily as an author, use in the heading the forenames most commonly found in the chief sources of information of the person's works. If no forenames are found in the chief sources or if the person is not primarily known as an author, consult reference sources. If reference sources vary, use the least number of forenames commonly found.

If the person known primarily as an author is entered under his or her title of nobility and the statement of responsibility on the author's works consists of the person's proper name and title of rank but not also the personal name, make a reference from the proper name and title. (Do not apply the technique specified in LCRI 22.16A of adding other names in parentheses after the title in the reference.)

Byron, George Gordon Byron, Baron, 1788-1824
x Byron, #Lord, 1788-1824

22.16A. [Rev.]

For names that conflict, see 22.18-22.20.

For references, apply the provisions of LCRI 26.

Apply the optional provision. This means adding within parentheses the full form of an initial used in the heading when the full form is known with certainty. (In some cases of doubt, do not add the full form.) Do not search solely to discover this information if there is no conflict.

When adding the full form, observe the following guidelines:

1) If the initial occurs in the forename portion of the surname-forename heading, give in the parenthetical addition not only the full form but also the other forenames that appear in the forename portion of the heading. However, do not include a particle or prefix that appears in the forename portion. Place the parenthetical addition directly after the forename portion and before any other addition (e.g., date, title).

Flam, F. A. (Floyd A.)

Smith, T. B. (T. Basil)

Wright, G. H. von (George Henrik), 1916-

Beruete y Moret, A. de (Aureliano), 1876-1922

Jaina, Pra. (Prakāśa)

("Pra." is the systematically romanized form of a single nonroman initial)

Smith, Arthur D. (Arthur Dwight), 1907-

Bvindi, Francis A. A. L. (Francis A. A. Lovemore), 1955-

2) If the initial occurs in the surname portion of the surname-forename heading, give in the parenthetical addition not only the full form but also the other surnames that appear in the surname portion of the heading. Place the parenthetical addition directly after the forename portion as in 1) above.

Rodríguez H., Guadalupe (Rodríguez Hernández)

3) If an initial occurs in both the forename and the surname portions of a surname-forename heading, give in the parenthetical addition all the names that appear in the heading and in running form. Place the parenthetical addition directly after the forename portion as in 1) above.

González R., Pedro F. (Pedro Felipe González Rodríguez)

4) If the initial occurs in the name entered as a given name, etc., give in the parenthetical addition all the names that appear in the heading. Place the parenthetical addition directly after the given name and before any other addition (e.g., date, title).

A. Samad Said (Abdul Samad Said), 1935-

M. Alicia (Mary Alicia), †Sister, S.C.N.

5) If the heading consists solely of initials (cf. 22.10), give in the parenthetical addition the full form if there is no doubt what the initials stand for.

H. D. (Hilda Doolittle), 1886-1961

Extend the option to the following situations:

1) For names established under 22.15A that consist of a surname and a term of address, etc., give in the parenthetical addition the forenames that belong with the surname. Do not include within the addition a particle or prefix that appears to the right of the comma in the heading. Place the parenthetical addition directly after the term of address, etc.

Petit, †M. (Jean-Philippe)

("M." is known to stand for "monsieur")

La Caille, †abbé de (Nicolas-Louis), 1713-1762

2) For names that are represented in the heading by an abbreviation rather than an initial, give in the parenthetical addition the full name for the particular person.

Brownridge, Wm. (William)

Fdez.-Rivera García, Manuel (Fernández-Rivera
García)

Exceptions

1) Do not apply 22.16A to a name in which the letters of the forename initials used in the heading differ from the letters used in the full forename.

Reddi, Vai. Si. Vi., 1926-
not Reddi, Vai. Si. Vi. (Emmanuru Cinna
Venkata), 1926-

Jaina, Pi.
not Jaina, Pi. (Prakāśa)

Ajgaonkar, G. F.
not Ajgaonkar, G. F. (Gundu Phatu)

2) Do not apply 22.16A to a heading for a married woman that consists of her husband's surname and initial(s).

Renfro, Roy E., Mrs.
x Renfro, Helen Kay
not Renfro, Roy E. (Roy Edward), Mrs.

3) Do not add the fuller form to an existing heading falling into either of the following categories:

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

b) The heading is represented by an access point on an existing bibliographic record in the catalog (i.e., the file against which the cataloging and searching is done) and is otherwise in accord with current policy.

heading: Eddison, C. D.
new information: "C. D." stands for "Carlton
Daniel"
(Do not change the heading to: Eddison, C. D.
(Carlton Daniel))

heading: Jáuregui C., Juan Heriberto
new information: "C." stands for "Cordero"
(Do not change the heading to: Jáuregui
C., Juan Heriberto (Jáuregui Cordero))

However, if such a heading must be revised later, add the fuller form.

23.4G. Places in cities. [Rev.]

Establish named parts of cities according to rule 23.4G even though the part may not have a government of its own. Continue to rely on BGN for the form of the name if BGN approval is applicable to the particular country. Add to the name the qualifier that is appropriate to its current status. Use this one heading for the entire period of the place's existence (including any earlier, independent existence it may have had), provided the name remains constant.

Borgfelde (Hamburg, Germany)
x Hamburg (Germany). Borgfelde

If the place once had an independent existence but changed its name when it was absorbed into the larger place, establish a heading for each name.

Endersbach (Germany)
(For items issued before 1975)
Weinstadt-Endersbach (Weinstadt, Germany)
(For items issued after 1974)
x Weinstadt (Germany). Weinstadt-Endersbach

If the city part is within another city part, add the name of the city, not the name of the part.

Wahn (Cologne, Germany)
x Cologne (Germany). Wahn
not Wahn (Porz, Cologne, Germany)

24.4B. Names not conveying the idea of a corporate body. [Rev.]

Surnames

Generally, do not add a general designation qualifier to a corporate name containing two or more surnames (without forenames or without forename initials).

Morgan and Morgan
not Morgan and Morgan (Firm)
but B. Morgan and D. Morgan (Firm)

Performing Duets

For performing duets, do not add a general designation qualifier if the name contains two surnames (with or without forenames or forename initials) or if the name contains two forenames.

Initialisms and Acronyms

If the name chosen for the heading for a corporate body is composed of letters written in all capital letters (with or without periods between them), add a qualifier to the name (unless 24.5C is applicable). Do not add such a qualifier when the capitalized form is used in a see reference.

CAST (Group)
x C.A.S.T.

Ships

When establishing a heading for a ship, add a general designation in English if the name alone does not convey the idea of a corporate body. If there is any question as to whether there is an appropriate general term, take the term from the item being cataloged. If there is more than one ship with the same name, add a term as specific as necessary to resolve the conflict.

Ulua (Ship)
(Unique heading; qualifier added to clarify the meaning of the heading)

Franklin (Aircraft carrier)
Franklin (Steamship)
(Two ships of the same name but each of a different type)

Lexington (Aircraft carrier : CV6)
Lexington (Aircraft carrier : CVA(N) 65)
(Two aircraft carriers with the same name)

Art Galleries

If the name of an art gallery needs a general designation

qualifier and 24.5C is not applicable, use the term "(Gallery)" as a qualifier rather than a more specific term such as "(Art gallery)." (Do not use "(Gallery)" as a qualifier for an art museum needing a general designation qualifier.) *Note:* Do not change existing AACR 2-coded headings for art galleries solely to conform to this directive.

Consultant Firms

If the name of a consultant firm consists *solely* of subject words and the word "consultants" (or its equivalent in other languages), add a 24.4B-type qualifier to the name (unless 24.5C is applicable). Do not add such a qualifier if the name contains other elements.

Hospital Maintenance Consultants (Firm)

Multiple Qualifiers

If the name is eligible for another qualifier (as when the name conflicts or when the body is a directly entered government agency that is not an institution), add the qualifier called for in this rule first. Separate the qualifiers by a space-colon-space.

**Red Sea (Restaurant : Washington, D.C.)
BANAS (Organization : Indonesia)**

Pre-1981 Headings

Headings originally established before January 1981 that fell into either of the two categories listed below were coded "AACR 2" prior to September 1982. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings coded after August 1982 will be in accord with AACR 2 and current LC policy.)

1) The heading contained a qualifier that is not needed according to current policy.

heading: Chefs' Rights Alliance (Society)
(Do not change to: Chefs' Rights Alliance)

2) The heading lacked a qualifier that would be needed according to current policy.

heading: BFA Educational Media
(Do not change to: BFA Educational Media
(Firm))

Performing Groups

In dealing with performing groups, apply the following:

1) If the name contains a word that specifically designates a performing group or a corporate body in general (e.g., band, consort, society) or contains a collective or plural noun (e.g., Ramblers, Boys, Hot Seven), do not add a designation to the name.

2) If the name is extremely vague, consisting primarily of single, common words (e.g., Circle, Who, Jets) or the name has the appearance of a personal name (e.g., Jethro Tull), add a designation to the name.

3) If the name falls between the above categories (e.g., Led Zeppelin, Jefferson Airplane, Road Apple, L.A. Contempo), add a designation to the name.

4) If there is doubt whether a designation should be added, add it.

Use the designation "(Musical group)" unless special circumstances (such as a conflict) require a more specific term.

24.5C1. [Rev.]

If the adjectival term or terms indicating incorporation or state ownership of a commercial enterprise appears initially or medially in the name, it is *ipso facto* an integral part of the name. (Note that if the term appear initially, it may be inverted when used in the heading if 24.5C2 is also applicable.) If the term appears at the end of the name, treat it as a part of the name only if the term is necessary to show that the name refers to a corporate body.

For additional guidance on when to retain the term indicating incorporation appearing at the end of the name, see LCRI 24.4B.

25.35-25.36. [Rev.]

If a sound recording collection contains three, four, or five musical works entered under a single personal name heading, enter the collection under the collective uniform title appropriate to the whole item. Make name-title analytical added entries for each work in the collection. For excerpts from one work, make a separate analytical added entry for each excerpt unless there are two or more excerpts numbered consecutively (25.6B1) or three or more unnumbered or nonconsecutively numbered excerpts (25.6B3).

Do not apply these provisions to the following sound recording collections:

- 1) a collection whose contents consist of all a composer's works of a particular type or of a particular type for a particular medium of performance (25.36B);
- 2) a collection made up of a consecutively numbered group of works (25.36C);
- 3) collections of pop, folk, ethnic, or jazz music;
- 4) multipart collections that are not yet complete.

SUBJECT CATALOGING

SUBJECT HEADINGS OF CURRENT INTEREST

Weekly Lists 20-32, 1986

Abused lesbians (Indirect)
Buffer states (Indirect)
Cohabitation (Indirect)
Couple-owned business enterprises (Indirect)
Cross-cultural orientation (Indirect)
Dual-career families (Indirect)
Eating disorders (Indirect)
Ensemble theater (Indirect)
Ex-mental patients (Indirect)
Home equity access accounts (Indirect)
Household ecology (Indirect)
Human immunodeficiency viruses (Indirect)
International Women's Decade, 1976-1985 (Indirect)
Nuclear terrorism (Indirect)
Optical disks (Indirect)
Political rehabilitation (Indirect)
Private security services (Indirect)

Safe sex in AIDS prevention (Indirect)
 Smokeless tobacco (Indirect)
 Wearable art (Indirect)

REVISED LC SUBJECT HEADINGS

The list below comprises heading that were changed or cancelled on weekly lists 19-30, 1986.

<i>Cancelled heading</i>	<i>Replacement heading</i>
Agriculture in the Midrash	Agriculture in rabbinical literature
al'Alamayn, Battle of, 1942	El Alamein, Battle of, Egypt, 1942
Anesthesia in veterinary surgery	Veterinary anesthesia (Indirect)
L'Arringatore (Statue)	Arringatore (Statue)
Art, Bhutanese	Art, Bhutan (Indirect)
Art, Chinese—Three kingdoms, six dynasties—Sui dynasty, 220-618	Art, Chinese—Three kingdoms—Sui dynasty, 220-618
al'Awāzim (Arab tribe)	'Awāzim (Arab tribe)
Bajau (Malay people)	Bajau (Southeast Asian people)
Beds and bedsteads	Beds (Indirect)
Beds and bedsteads in literature	Beds in literature
Bulimarexia	Bulimia (Indirect)
Calligraphy, Chinese—History—Three kingdoms, six dynasties—Sui dynasty, 220-618	Calligraphy, Chinese—History—Three kingdoms—Sui dynasty, 220-618
Capuchins	Capuchins (Indirect) (An identical name heading)
Carlisle, Pa. United States Indian School	United States Indian School (Carlisle, Pa.) (A name heading)
Carnegie Foundation for the Advancement of Teaching	Carnegie Foundation for the Advancement of Teaching (An identical name heading)
Charcoal-drawing	Charcoal drawing (Indirect)
Chicago (Ill.)—Haymarket Square Riot, 1886	Haymarket Square Riot, Chicago, Ill., 1886
China—History—May Thirtieth Movement, China, 1925	China—History—May Thirtieth Movement, 1925
Christianity in the Midrash	Christianity in rabbinical literature
Church music—Protestant Episcopal Church in the U.S.A.	Church music—Episcopal Church
College teachers—Work load	College teachers—Workload
Composers, Slovak	Composers—[place] (An existing heading)
Coptic Church	Coptic Church (Indirect) (An identical name heading)
Coptic Church in Jerusalem, [etc.]	Coptic Church—[place]
Corsair II (Jet fighter plane)	Corsair II (Jet attack plane)
Daughters of Charity of Canossa	Daughters of Charity of Canossa (Indirect) (An identical name heading)
dBASE III Plus (Computer program)	dBASE III PLUS (Computer program)
Drainage research	Drainage—Research (Indirect)
Drinking vessels, English, [Scottish, etc.]	Drinking vessels—[place] (An existing heading)

- English language—Conversation and phrase books (for fishermen)
- Enkomi (Ancient city)
- European Payments Union
- European in Africa, [Egypt, etc.]
- Europeans in the United States
- el Faher, Tel, Syria, Battle of, 1967
- GATE
- Ground substance (Anatomy)
- Guatemala—Politics and government—1945-
- High school teachers—Work load
- al-Huwaytāt (Arab tribe)
- International Confederation of Free Trade Unions
- Iowa—Description and travel—1951-
- Isaac (Biblical patriarch) in the Midrash
- Jerusalem in the Midrash
- Job satisfaction—Measurement
- John F. Kennedy International Airport
- Kelp
- al-Khazā'il (Arab people)
- Kings and rulers in the Midrash
- Kwoma tribe
- Landscape painting, Chinese—Three kingdoms, six dynasties—Sui dynasty, 220-618
- Latin Monetary Union
- Lincoln Center for the Performing Arts, New York
- Liptako (Upper Volta)
- Loire Valley (France)
- Marianists
- Materials—Sensory evaluation
- Mennonite Brethren Church of North America
- A midsummer night's dream (Ballet)
- Moro, Aldo, 1916-1978
- Moro, Aldo, 1916-1978—Kidnapping, 1978 (March 16)
- Morris Mini Minor automobile
- al-Mu'attilah
- English language—Conversation and phrase books (for fishers)
- Emkomi Site (Cyprus)
- European Payments Union
(An identical name heading)
- Europeans—[place]
- Europeans—United States
- Faher, Tel (Syria), Battle of, 1967
- GARP Atlantic Tropical Experiment
(A name heading)
- Extracellular matrix
- Guatemala—Politics and government—1945-1985; Guatemala—Politics and government—1985-
- High school teachers—Workload
- Huwaytāt (Arab tribe)
- International Confederation of Free Trade Unions
(An identical name heading)
- Iowa—Description and travel—1951-1980; Iowa—Description and travel—1981-
- Isaac (Biblical patriarch) in rabbinical literature
- Jerusalem in rabbinical literature
- Job satisfaction—Testing
- John F. Kennedy International Airport
(An identical name heading)
- Kelps (Indirect)
- Khazā'il (Arab people)
- Kings and rulers in rabbinical literature
- Kwoma (Papua New Guinea people)
- Landscape painting, Chinese—Three kingdoms—Sui dynasty, 220-618
- Latin Monetary Union
(An identical name heading)
- Lincoln Center for the Performing Arts
(A name heading)
- Liptako (Burkina Faso)
- Loire River Valley (France)
- Marianists (Indirect)
(An identical name heading)
- Sensory evaluation (Indirect)
- Mennonite Brethren Church of North America (Indirect)
(An identical name heading)
- Midsummer night's dream (Ballet)
- Moro, Aldo, 1916-1978
(An identical name heading)
- Moro, Aldo, 1916-1978—Kidnapping, 1978
(Not in the subject authority file since it uses a free-floating subdivision)
- Mini automobiles
- Mu'attilah

- Mural painting and decoration, Chinese—Three kingdoms, six dynasties-Sui dynasty, 220-618
- Nursing schools—Faculty—Work load
- Painting, Chinese—Three kingdoms, six dynasties-Sui dynasty, 220-618
- Palmyra (Ancient city)
- Le Parisien libéré (Firm) Strike, 1975
- Peruvians in Chile, [etc.]
- Photography, Time-lapse
- Psychopharmacological research
- Recollets (Augustinian) in Colombia, [the Philippine Islands, etc.]
- Recollets (Franciscan) in Canada
- Reformed Church in the United States—Doctrinal and controversial works
- Sabbath in the Midrash
- Saws—Trade and manufacture
- Sculpture, Chinese—Three kingdoms, six dynasties-Sui dynasty, 220-618
- Los Siete de la Raza Trial, San Francisco, 1970
- Skiathos (Greece)
- Soviet Union—Politics and government—1953-
- Stalag Luft 3 (Concentration camp), Żagań, Poland
- Sterility in animals
- Students—Academic work load
- Teachers—Work load
- Thebes (Greece : Ancient city)
- Thebes (Greece : Ancient city)—History
- Tish'ah be'Ab
- Trifels (Castle) in art
- The Uglier foot (Tale)
- United Brethren in Christ
- United Methodist Free Churches
- United Penecostal Church
- United States—Officials and employees—Outside employment
- United States—Officials and employees—Transfer of
- Mural painting and decoration, Chinese—Three kingdoms-Sui dynasty, 220-618
- Nursing schools—Faculty—Workload
- Painting, Chinese—Three kingdoms-Sui dynasty, 220-618
- Palmyra (Ancient city)
(An identical name heading)
- Parisien libéré (Firm) Strike, 1975
- Peruvians—[place]
(An existing heading)
- Chronophotography (Indirect)
- Psychopharmacology—Research (Indirect)
- Augustinian Recollets—[place]
(A name heading)
- Recollets (Franciscan)—[place]
- Reformed Church in the United States—Controversial literature; Reformed Church in the United States—Doctrines
- Sabbath in rabbinical literature
- Saw industry (Indirect)
- Sculpture, Chinese—Three kingdoms-Sui dynasty, 220-618
- Siete de la Raza Trial, San Francisco, Calif., 1970
- Skiathos Island (Greece)
- Soviet Union—Politics and government—1953-1982; Soviet Union—Politics and government—1982-
- Stalag Luft 3 (Żagań, Poland : Concentration camp)
- Infertility in animals
(Indirect)
- Students—Academic workload
- Teachers—Workload
- Thebes (Greece)
- Thebes (Greece)—History
- Tish'ah be'Av
- Trifels (Germany) in art
- Uglier foot (Tale)
- United Brethren in Christ
(Indirect)
(An identical name heading)
- United Methodist Free Churches
(Indirect)
(An identical name heading)
- United Penecostal Church
(Indirect)
(An identical name heading)
- United States—Officials and employees—Supplementary employment
- United States—Officials and employees—Transfer

United States. John F. Kennedy Center for the Performing Arts	John F. Kennedy Center for the Performing Arts (U.S.) (A name heading)
Ursulines	Ursulines (Indirect) (An identical name heading)
Ursulines in Canada, [the United States, etc.]	Ursulines--[place]
Venereal disease education	Sexually transmitted diseases —Study and teaching (Indirect)
Venereal diseases	Sexually transmitted diseases (Indirect)
Venereal diseases—Eclectic treatment	Sexually transmitted diseases —Eclectic treatment
Venereal diseases—Homeopathic treatment	Sexually transmitted diseases —Homeopathic treatment
Venereal diseases—Prevention	Sexually transmitted diseases —Prevention
Women in the Talmud	Women in rabbinical literature
Work (Islam)	Work—Religious aspects—Islam
Work (Theology)	Work—Religious aspects— Christianity
World Federation of Trade Unions	World Federation of Trade Unions (An identical name heading)
Yatenga (Upper Volta : Region)	Yatenga (Burkina Faso : Region)
Yucatán (Mexico)	Yucatán (Mexico : State)
Yucatán (Mexico)—History— Caste War, 1847-1855	Yucatán (Mexico : State)— History—Caste War, 1847-1855

SEE REFERENCES FROM CHANGED HEADINGS IN SUBJECT AUTHORITY RECORDS

Before 1985, the Subject Cataloging Division routinely cancelled authority records for certain types of subject headings without creating replacement records having see references from the cancelled forms. The most common reason for doing this was that the new headings incorporated free-floating elements for which authority records would normally not be needed. A brief explanatory note usually appeared under each cancelled heading of this type in the printed supplements to *LCSH* as well as in the microfiche edition of *LCSH*. For example, when the heading **Clergy—Correspondence, reminiscences, etc.** was cancelled in 1983, the cancellation was accompanied by a note reading "This heading has been replaced by the headings **Clergy—Correspondence** and **Clergy—Biography**, headings not printed in *LCSH* because they use freefloating subdivisions." A list of the more important patterns of headings or specific headings that were changed between 1975 and 1980 and that were not replaced by see references appeared in *Cataloging Service Bulletin*, no. 15, Winter 1982.

In 1985, in anticipation of the implementation of the online subject authority system, the division began retaining authority records for most headings that were changed, even if the new form incorporated free-floating elements. In each case, the previously valid form of the heading was transferred to a 4XX field in the same record. At the end of 1985, the entire subject authority data base was converted to the format used in the online system, and each record was assigned a new control number. Since that time, the division has continued to follow, as a general rule, the policy of retaining authority records for changed headings and transferring the previously valid form to a 4XX field. The record for the new heading carries the same control number that had been assigned to the former heading. There are certain situations, however, in which these general principles are not followed.

1) If a heading that has subdivisions under it is changed, the 4XX field with the previous form of the heading is added to the

authority record only for the basic heading, not to the authority record(s) for the heading with subdivision(s). For example, when the headings **Machinery—Trade and manufacture** and **Machinery—Trade and manufacture—Subcontracting** were changed to **Machinery industry** and **Machinery industry—Subcontracting**, the previously valid heading **Machinery—Trade and manufacture** was added as a 4XX field to the authority record for **Machinery industry**, but **Machinery—Trade and manufacture—Subcontracting** was not added as a 4XX field to the record for **Machinery industry—Subcontracting**.

2) If a heading is being changed because it was originally established in a technically erroneous form, a 4XX field with the erroneous form is not added to the record.

3) If a subject authority record duplicates, or is covered by, a record in the name authority file and there are no non-free-floating subdivisions established under the heading, the subject authority record is deleted from the file, and the deleted record is distributed with a 682 field explaining the reason for the cancellation.

4) If a subject heading is replaced by a heading that already has a subject authority record, the authority record for the cancelled heading is deleted from the file and distributed with an explanatory 682 field. The cancelled heading is added in a 4XX field to the existing record for the heading that is replacing it.

5) If a single subject heading is replaced by any of several headings, all of which use free-floating subdivisions, the authority record is deleted from the file and distributed with an explanatory 682 field. For example, the heading **Animals, Legends and stories of** was cancelled in 1984 and replaced by headings such as **Animals—Anecdotes**, **Animals—Biography**, **Animals—Fiction**, etc. In circumstances such as this the previously valid form of the heading is not added as a 4XX field to any other record, and the record for the heading itself is deleted.

6) If a record for a heading with a multiple illustrative qualifier, e.g., **Adventure stories, American, [French, etc.]**, is cancelled because authority records have been created for all the individual headings that had formerly been covered by the record for the heading with the multiple qualifier, the latter record is deleted from the file and distributed with an explanatory 682 field.

7) If a record is revised to close an open date either in the heading itself or in a period subdivision, the previously valid form of the heading is not added as a 4XX field to the record. For example, when the heading **Iowa—Description and travel—1951—** was changed to **Iowa—Description and travel—1951—1980** the previous form of the heading was not added to the record in a 4XX field.

GEOLOGICAL FORMATIONS

The Subject Cataloging Division recently established the heading **Formations (Geology) (Indirect)**. It has also begun to establish specific subject headings for named geological formations in North America. The first of these, **Hawthorne Formation** and **Morrison Formation**, appear on LC subject headings weekly list 24, 1986. Headings of this type, tagged as geographic (151) and qualified according to the standard rules for qualification of geographic subject headings (*Subject Cataloging Manual: Subject Headings*, H 810), are established only as they are needed in current cataloging and are assigned in addition to the headings that would normally be assigned to works of a geological nature.

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