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DESCRIPTIVE CATALOGING

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1.0. GENERAL RULES. [Rev.]

Edition or Copy

When a new manifestation of an item reaches the cataloger, the question arises as to whether this is a copy of an earlier manifestation or an edition separate from the earlier manifestation needing its own bibliographic record. Consult the definition of "Edition" in Appendix D. If, according to this definition, two items are known to be two different editions, create separate records for each. Also, consider that a new edition is involved whenever there is an explicit indication of changes (including corrections) of content. In addition, treat an item as a new "edition" whenever anything in the following areas or elements of areas differs from one bibliographic record to another: title and statement of responsibility area, edition area, the extent statement of the physical description area, and series area. (For an exception relating to CIP items, see below.) Whenever the question relates to the publication, distribution, etc., area or to ISBNs, consider that the item is a copy if the only variation is one or more of the following:

- 1) a difference in the printing or copyright date;
- 2) a minor variation in an entity's name. There are relatively few examples of this phenomenon, which arises when a publisher uses multiple forms concurrently. For example, "Duckworth" and "G. Duckworth" and "St. Martin's" and "St. Martin's Press" have been used at the same time by these publishers. A genuine name change, even if minor, should not be considered as a variation;
- 3) the addition, deletion, or change of an ISBN;
- 4) a difference in binding.

For variations in the publication, distribution, etc., area not covered by the preceding statements, consider that the item is a new edition. Noteworthy examples for the publication, distribution, etc., area are variation involving different places or entities transcribed or any difference in an entity's name that is suggestive of either a name change or a difference entity. Examples of the latter case are the many instances of a sequence of names used, with one used for some time and another at some point replacing the first. For example, "Harper & Brothers" becomes "Harper & Row"; "Doubleday, Doran" becomes "Doubleday."

N.B. Rare books in general follow the same policy, with exceptions as necessary.

CIP Items

If a CIP publisher issues both a hardbound and a softbound version of the same item, add the following criterion to those listed above when determining if they should be treated as editions or as copies: if they differ in edition statement or series, treat them as copies rather than editions.

Initial Articles

Transcribe initial articles as found: in the title and statement of responsibility area (see LCRI 21.30J for the guidelines on setting the non-filing indicator in relation to the title proper on MARC records), edition area, series area, and note area. For the publication, distribution, etc., area, do not transcribe any articles (cf. 1.4D2 concerning shortening the name of the publisher, distributor, etc).

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.

Interpretation

1) *Omission of hierarchy.* 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

2) *Omission of personal names.* When a personal name appears in a statement of publishing because of legal requirements of the country (e.g., India), omit this personal name.

source: Printed and Published by S.D. Puranik for
the National Institute of Bank Management
transcription: National Institute of Bank
Management

3) *Retention of term of incorporation, etc.* 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.

1.4F2. [Rev.]

Printing Dates

If a publication date is transcribed, e.g., from the prescribed source of information, and the item also contains a later date that represents the date the item was first manufactured, use the date of manufacture as the basis for inferring the true publication date (an

item cannot be published until after it is manufactured). Such inferences must be bracketed, even when the inferred year of publication turns out to be the same as the stated date of manufacture. In all cases, introduce the resulting corrected date of publication with "i.e.," the whole enclosed by square brackets.

title page: 1986
verso of title page: printed 1987
bibliographic record: 1986 [i.e. 1987]

Dates of manufacture are normally indicated by explicit statements. In the case of GPO imprints, dates of printing are indicated implicitly by location:

1) dates found in numerical identifiers on signatures in U.S. Congressional documents (e.g., 70-7780-81-2, meaning printed in 1981, at the foot of p. 13 of a document) should be routinely taken as dates of printing.

title page: 1980
signature number: 70-7780-81-2
bibliographic record: 1980 [i.e. 1981]

2) dates found in GPO colophons should be routinely taken as dates of printing.

title page: 1986
colophon: 1987
bibliographic record: 1986 [i.e. 1987]

For the recording of printing dates additional to publication dates when correction is not involved—see LCRI 1.4G4.

Multiple Dates

If the date on the item appears as a multiple date, give it as found. Follow it with the actual or approximate date as a correction within brackets.

1978/79 [i.e. 1979]
1978/1979 [i.e. 1978?]
1978/9 [i.e. 1978 or 1979]

2.2. EDITION AREA. [Rev.]

Context

Multipart sets may include volumes showing different edition statements. This LCRI addresses

- 1) the number of bibliographic records needed (separate records for each edition or a single record that accommodates all editions);
- 2) the method used to handle the various edition statements when the single record technique is chosen.

It does not address questions relating to analysis of multipart sets.

Separate Bibliographic Records

Generally create a separate bibliographic record for each group of volumes that bears the same edition statement.

One Bibliographic Record

Exceptionally, create instead one bibliographic record for the volumes albeit they bear different edition statements whenever

- 1) the publisher supplies such volumes at the same time
- or 2) there is explicit evidence that one or more of the volumes is continuously revised (typical of some legal publications)
- or 3) the specific case clearly warrants such treatment.

One Bibliographic Record-Edition Area

- 1) Transcribe in the edition area the edition statement of the first (or earliest) volume.
- 2) If the individual items are being analyzed, include the edition statement of each in its bibliographic record; do not make a note for the various edition statements on the record for the whole set.
- 3) If the individual volumes are not being analyzed, specify in a note the various edition statements on the bibliographic record for the set. In complex situations, make only a general note.

Vol. 3: 2nd ed.
Includes various editions of some vols.
Kept up to date by replacement editions

- 4) A set originally covered by one record for all volumes may eventually come to include more than one edition of more than one or more volumes. This may then cause a variance either with the edition area of the record or with a specific note for edition statements made under the immediately preceding instructions. When this occurs, replace the specific note as necessary and use also instead the same general note:

Includes various editions of some vols.

21.30J. Titles. [Rev.]

Data Comprising Title Added Entries and Method of Tracing Them

In MARC records title added entries for titles are derived from the title field (tag 245) on the basis of an indicator (value 1 meaning "title traced the same"). The data constituting such a derived title added entry are those of the #a subfield of the title field.¹ In non-MARC records title added entries are made on the basis of explicit instructions from the cataloger. In most cases the derived title added entry will represent the title proper. ("Title." on printed products and as used by LC catalogers. For items without a collective title, the derived title added entry represents an arbitrarily determined title access.) Indicate the tracing of any other titles by explicitly giving the title to be traced in a 740 field ("Title:" on printed products and as used by LC catalogers). In both MARC and non-MARC records the extent of the title proper is, for the most part, indicated by the first mark of prescribed punctuation. When this is not the case for MARC records, i.e., for some reason the #a subfield of the 245 field does not equate to the added entry desired, then the 740 field technique must be used ("Title:" on printed products).

For titles containing a designation of a part (#n subfield) or a part (#p subfield) or both, the derived title added entry also contains the data from these subfields as well.

Below are situations in which the first mark of prescribed punctuation does not necessarily indicate the end of the title proper.² For MARC record, a derived title added entry can be made in all cases.

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

trace as: Title.

2) *Items without a collective title.* If the item lacks a collective title and the title and statement of responsibility area contains more than one title (1.1G2), trace separate title added entries for each of the titles listed if there are only two or three; if there are more, trace a title added entry only for the first title. Note: The "title proper" for an item without a collective title is defined as all the data recorded up to the first recorded parallel title, the first recorded other title information, or the first recorded statement of responsibility, whichever comes first. If there is no parallel title, other title information, or statement of responsibility, all the data recorded in the title and statement of responsibility area are treated as the "title proper" of the item. Therefore, it is necessary to trace the first title explicitly by the 740 field technique ("Title:" on printed products) whenever the first title is not followed by a parallel title, other title information, or a statement of responsibility. In other cases, the first title is generally traced by the indicator technique ("Title." on printed products). (The second and third titles listed must be traced by the 740 field technique.)

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

trace title A as: Title.

trace title B as: Title: Title B

Title A =#Parallel title A / statement of responsibility. Title B = Parallel title B / statement of responsibility. —

trace title A as: Title.

trace parallel title A as: Title: Parallel title

trace title B as: Title: Title B

trace parallel title B as: Title: Parallel title B

Title A /=statement of responsibility. Title B / statement of responsibility. —

trace title A as: Title.

trace title B as: Title: Title B

Title A =#Parallel title A ; Title B = Parallel title B / statement of responsibility. —

trace title A as: Title.

trace parallel title A as: Title: Parallel title A

trace title B as: Title: Title B

trace parallel title B as: Title: Parallel title B

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

trace title A as: Title.

trace title B as: Title: Title B

²In the examples, the delimiter (#) indicates the end of the #a, #n, or #p subfields in the MARC record. It is supplied by the inputter, not the descriptive cataloger.

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

trace title A as: Title: Title A

trace title B as: Title: Title B

Title A. Title B. —

trace title A as: Title: Title A

trace title B as: Title: Title B

Title A ; Title B ; Title C /*statement of responsibility. —

trace title A as: Title: Title A

trace title B as: Title: Title B

trace title C as: Title: Title C

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

trace title A as: Title: Title A

trace title B as: Title: Title B

trace title C as: Title: Title C

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

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

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

Guideline for Making Title Added Entries

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

Note: For initial articles, see *Initial Articles* below.

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

2) *Abbreviations.* When an abbreviation occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, make an additional title added entry substituting the corresponding spelled-out form of the abbreviation if it is thought that some catalog users might reasonably expect that the form was spelled out in the source.

title proper: Messrs. Ives of Bridgeport ...

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

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

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

but *title proper:* M'Liss and Louie ...
title a.e.s: I. Title
(Spelled out form of abbreviation unknown)

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

title proper: Paul Jenkins, anatomy of a cloud
title a.e.s: I. Title. II. Title: Anatomy of a cloud

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

title proper: Lilith, ou, La mère obscure ...
title a.e.s: I. Title. II. Title: Lilith. III. Title: Mère obscure

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

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

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

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

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

title a.e.s: I. Title. II. Title: Doonsbury

7) *Corrected titles* (cf. 1.0D)

a) *Titles corrected by "[i.e. ...]" and "[sic]."* If the title proper has been corrected by the "[i.e. ...]" or "[sic]" technique, make two added entries, one for the title proper as it is recorded (indicator 1 in 245 field or traced as "Title.") and another for the title in its corrected form.

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

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

b) *Titles corrected by bracketing missing letters.* If the title proper has been corrected by supplying in brackets a missing letter or letters, make two added entries, one for the title with the brackets and the supplied letter or letters (indicator 1 in 245 field or traced as "Title.") and another for the title as it appears on the item.

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

8) *Letters and initialisms (including acronyms).* When a series of letters or an initialism occurs as one of the first five words filed on in a title proper or other title for which a title added entry is made, apply the following:

a) *With spacing or separating punctuation.*³ If the transcription shows spacing or separating punctuation, make an additional title added entry in the form without any spacing or separating punctuation if it is thought that some catalog user might expect that the letters would be given in that form in the source.

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

title proper: The A-B-C-D of successful college writing ...
title a.e.s: I. Title. II. Title: ABCD of successful college writing

title proper: A i u e o ...
title a.e.s: I. Title. II. Title: Aiueo

b) *Without spacing or separating punctuation.* If the transcription does not show spacing or separating punctuation, normally do not make an added entry with spacing or separating punctuation.

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

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

³Separating punctuation in LC's system includes the hyphen (-), period (.), and slash (/).

For other languages, follow the preferred style of the language.

101 = one hundred one; use also one hundred and one⁴
425 = four hundred twenty-five, *not* four hundred and
twenty-five
1001 = one thousand one; use also one thousand and one⁵
1226 = one thousand two hundred twenty-six, *not* twelve
hundred twenty-six or twelve hundred and twenty-six
2500 = twenty-five hundred, *not* two thousand five
hundred

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

title proper: 1 and 2 Thessalonians ...
title a.e.s: I. Title. II. Title: First and
Second Thessalonians

title proper: 1a Mostra Toscana/scultura ...
title a.e.s: I. Title. II. Title: Prima Mostra
Toscana/scultura

title proper: 3 point 2 and what goes with it ...
title a.e.s: I. Title. II. Title: 3.2 and what
goes with it. III. Title: Three point two and
what goes with it

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

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

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

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

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

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

title proper: 2½ minute talk treasury ...
title a.e.: I. Title

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

title proper: 003¼ ...
title a.e.: I. Title

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

⁴An exceptional form provided because of its frequent use.

⁵An exceptional form provided because of its frequent use.

title proper: The 5"/38 gun ...
title a.e.: I. Title

b) *Dates*

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

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

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

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

(2) *Other dates.* If dates other than those

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

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

title proper: Le XVIIe & XVIIIe siècles ...
title a.e.s: I. Title. II. Title: 17e et 18e siècles. III. Title: Dix-septième et dix-huitième siècles

title proper: Australian painting, XIX and XX centuries ...
title a.e.s: I. Title. II. Title: Australian painting, nineteenth and twentieth centuries

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

title proper: Arabskie dokumenty IX-XX vv. : Katalog ...
title a.e.s: I. Title. II. Title: Arabskie dokumenty 9-go-20-go vv. III. Title: Arabskie dokumenty devfatogo-dvadtsatogo vv.

c) *Roman numerals (excluding dates).* Make an added entry

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

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

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

title proper: XXV s"ezd KPSS i problemy ideologicheskoy bor'by ...
title a.e.s: I. Title. II. Title: 25-i s"ezd KPSS i problemy ideologicheskoy bor'by v stranakh Azii i Afriki. III. Title: Dvadsat' p'faty s"ezd KPSS i problemy ideologicheskoy bor'by v stranakh Azii i Afriki

but title proper: Neotropical Microlepitoptera XIX ...
title a.e.s: I. Title. II. Title: Neotropical Microlepitoptera 19
(No added entry from spelled-out form)

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

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

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

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

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

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

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

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

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

title proper: Poe[try] : a simple introduction to experimental poetry ...

note: On t.p. "[try]" appears as an illustration of a tree

title a.e.s: I. Title: Poe. II. Title: Poetry. III. Title: Simple introduction to experimental poetry

but title proper: Tables of the error function and its derivative, [reproduction of equations for the functions] ...

title a.e.: I. Title.

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

uniform title: [Midsummer night's dream]

title proper: Shakespeare's A midsummer night's dream

title a.e.s: I. Title. II. Title: Midsummer night's dream

12) *Title same/similar to heading*

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

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

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

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

title proper: Actfive and other poems ...

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

Limitation on Additional Added Entries for the Same Title

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

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

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

Initial Articles

In explicit tracings of title added entries ("Title: ..."), drop initial articles, except

1) when the title begins with an article that appears as part of a personal, geographic, or corporate name and is retained in such a name according to LCRI 22.4, LCRI 23.2, or LCRI 24.5 and

2) when the title begins with an article in a situation in which meaning and cataloger's judgment require its retention, e.g., such titles as

"The" as an introductory element of generic nouns
"El Cid" in literary criticism of the 20th century

Apply the same guideline when setting the non-filing indicator for the title proper in MARC records.

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 1) the assumption that certain series are of relatively little importance in providing routine access to library materials and 2) 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 noncommercial publisher);

d) those published by small or "alternative" presses, i.e., small printing/publishing firms that, although 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) those in which the items are related to each other only by common physical characteristics;

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

c) those 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) those 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) those unnumbered subseries of a numbered main series that add nothing of subject matter to the main series title (e.g., *Bibliotheca del viaggio* ; 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) that fall into 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 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; 440 field) or not (called "traced differently" or traced explicitly; 490 field with first indicator of 1).

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 the numbering, if any, 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 (*N.B.* When setting the non-filing indicator for an article at the beginning of the series area in MARC records, follow the guideline stated for the title proper—see LCRI 21.30J); 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 or absence of quotation marks around one or more words in the title;

3) the presence of an ISSN;

4) 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 in the series added entry:

1) *Record for the item is closed or being opened*

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 the 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 in 2)a) above. When the record is closed, apply the provisions given in 1) above.

Examples

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

21.31B1. Laws governing one jurisdiction. [Rev.]

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.)

For laws enacted by a jurisdiction other than the jurisdiction⁶ governed by them, the rule provides for an added entry under the heading for the enacting jurisdiction, with a uniform title added as appropriate under 25.15. Because this method provides for the needed access point only when the main entry heading is the jurisdiction governed by the laws but not when such laws are given as added or subject entries, the Library of Congress uniformly makes an enacting jurisdiction/uniform title reference in an authority record for the governing jurisdiction/uniform title instead of the added entry called for by the rule.

21.33A. [New]

Constitutions, Charters, and Other Fundamental Laws

If a constitution, charter, or other fundamental law of a jurisdiction is enacted by a jurisdiction other than the one governed by it, the rule provides for an added entry under the heading for the jurisdiction enacting it, with a uniform title added as appropriate under 25.15. Because this method provides for the needed access point only when the main entry heading is the jurisdiction for which the constitution, etc., was enacted but not when such a constitution, etc., is given as an added or subject entry, the Library of Congress uniformly makes an enacting jurisdiction/uniform title reference in an authority record for the governing jurisdiction/uniform title instead of the added entry called for by the rule.

⁶For post-1706 laws governing Scotland only, Scotland is here deemed to be a jurisdiction.

21.35A1. [New]

International Treaties, etc.

In cataloging a treaty or other formal agreement between two or three national governments, the rule provides for an added entry/added entries under the heading(s) for the jurisdiction(s) not chosen as the main entry heading, with a uniform title added as appropriate under 25.16B1. Because this method provides for the needed access point(s) only when the main entry heading is for the treaty, etc., but not when such a treaty, etc., is given as an added or subject entry, the Library of Congress uniformly makes a jurisdiction(s)/uniform title reference (for the jurisdiction(s) not chosen as the main entry heading) in an authority record for the jurisdiction/uniform title (for the jurisdiction chosen as the main entry heading) instead of the added entry called for by the rule.

21.35B. Agreements contracted by international intergovernmental bodies. [New]

In cataloging an agreement between an international intergovernmental body and one or two other international intergovernmental bodies or national governments, the rule provides for an added entry/added entries under the heading(s) for the body (bodies) or national government(s) not chosen as the main entry heading, with a uniform title added as appropriate under 25.16B1. Because this method provides for the needed access point(s) only when the main entry heading is for the agreement, but not when such an agreement is given as an added or subject entry, the Library of Congress uniformly makes a body (bodies) or national government(s)/uniform title reference in an authority record for the body or national government/uniform title (for the body or national government chosen as the main entry heading) instead of the added entry (entries) called for by the rule.

21.35C. Agreements contracted by the Holy See. [New]

In cataloging a concordat or other formal agreement between the Holy See and a national government or other political jurisdiction, the rule provides for an added entry under the heading for the participant not chosen as the main entry heading, with a uniform title added as appropriate under 25.16B1. Because this method provides for the needed access point only when the main entry heading is for the agreement, but not when such an agreement is given as an added or subject entry, the Library of Congress uniformly makes a name/uniform title reference in an authority record for the name/uniform title of the participant chosen as the main entry heading instead of the added entry called for by the rule.

22.1B. [Rev.]

Form of Name

1) *Surname alone-single author.* For a person known primarily as an author, if the chief source of information shows this person as the single author and shows his/her surname without other names, search briefly to see if there are other publications that are his/her works. If the search is successful, use the form found most frequently. Otherwise, use the surname without other names as the heading. Change the heading if subsequently received items show other names with the surname in the chief source of information. *N.B.* See LCRI 22.5C4 for a different treatment of authors writing in Portuguese.

2) *Surname alone-multiple authors.* For persons known primarily as authors, if the chief source of information shows more than one

person as author and shows each surname without other names, add the forenames provided they can be found in the item being cataloged. Otherwise, follow the preceding instructions for single authors represented by surnames alone.

3) *Phrase or other appellation.* For persons (either authors or others) 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 him/her by scholars later.

4) *Abbreviated name.* 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)

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

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

Form of Name and Sources

1) *Authors*

a) The rule does not limit the consideration of chief source of information to publications issued during the person's lifetime; this is deliberate: consider also posthumous publications.

b) For authors before 1801, when chief sources of information show one form of name and another form is used in modern reference sources in the person's language, prefer the latter.

c) For purposes of the distinction between persons known as authors and others, treat music composers as authors and determine the name from the form found in the chief sources of information in publications of the printed music. If no form in these chief sources of information 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 there, use the form found in the chief sources of information.

2) *Others*

a) Treat persons involved in the graphic aspects of cartographic materials (cartographers, engravers, etc.) as working in a nonverbal context and so as non-authors.

b) For artists, etc., and for people who appear primarily as subjects rather than as authors, note that the "reference sources" mentioned in footnote 1 must be issued in the person's language or in the language of his/her country of residence or activity.

c) When using reference sources for some persons who are found both in the usual reference tools (encyclopedias, etc.) and in other sources such as works about the person, two different forms may be seen, each consistently appearing in one of the two types of sources. In that case, use judgment and pick the form that is most likely to be the one sought by library users.

d) If the only reference source is the item being cataloged, generally 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, generally use the real name. When a less full form or a nickname is clearly the one by which the person is best known, however, use this less full form or the nickname in the heading.

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. With forename initials, include periods unless the authors predominant usage makes it clear that the author omits them.

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 a part of a 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-
Coستا, Torres
Valmer, capitaine
Morrison, 1776-1815
Mason, Mrs.

a period;

Tissot.
Corpeleijn, W. F. Th.
Junager, Sv.-Aa.

a period and one space;

Enschedé, Ch. J.

a period, a comma, and one space.

Jones, Th., 1910-
Calles Ll., Alfonso
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.

22.2C. Pseudonyms. [New]

Preliminary note. These guidelines replace LCRI 22.2C; apply them also instead of the current AACR 2 22.2C. They are based on rule revision approved by the Joint Steering Committee for Revision of AACR.

Revised Rule

The revised rule says that if a person is a contemporary and uses more than one name, including at least one pseudonym, establish as many headings as names. For non-contemporaries, the revised rule says the same, provided the cataloger can identify what is called "different bibliographic identities" (see below); otherwise, non-contemporaries have one heading/person. For authors using more than one name in different editions of the same work, the revision simply repeats the

current 22.2C4. The revision does not include any definition of "contemporary," nor does it elucidate "bibliographic identities"; it also does not address the complexities of the cross reference structure.

Multiple Headings-Contemporaries

1) Note that all living authors are contemporaries. Consider also as contemporary any author who dies within the 20th century and whose literary activity is primarily within this century. In case of doubt, do not consider the person a contemporary.

2) Note that the following instructions for multiple headings override 22.2B whenever there is both a name change involving the real name and also the use of one or more pseudonyms: multiple headings also for earlier and later real names.

3) If the works appear under more than one name (as known from publications or reference sources) and these names include at least one pseudonym, create multiple headings, one for each name, including the possibly unused real name.

4) If different names appear in different editions of the same work, choose for all editions of the same work the name that predominates in the editions of the same work. If, however, a change in the person's bibliographic identification from an older name to a newer name that seems to be stable has taken place, choose that name for all editions. In case of doubt on any point, choose the name used latest for all editions.

Multiple Headings-Others

If the works appear under more than one name, including at least one pseudonym, consider whether the different works show different bibliographic identities for the author because the works can be divided into clearly differentiated types (e.g., one name for boys' sport stories and another name for works on nuclear physics). If a clear differentiation based on this criterion is possible, create a different heading for each name. In case of doubt, do not consider that there are such separate bibliographic identities for the author and instead create a single heading for him/her (see the guideline at the end).

Multiple Headings-"Basic" Headings

If according to these guidelines, two headings only are created for the author, do not attempt to choose a "basic" heading (see the next section on references for the directive to connect the two headings with simple "see also" references). When more than two headings are created, however, identify one of the headings as the "basic" heading for purposes of simplifying the cross reference structure when necessary and for supplying the subject cataloger with a heading to be used as the subject of biographical or critical works. (The Subject Cataloging Division also uses the single heading as the basis for cuttering.) Choose the "basic" heading according to the following instructions:

1) If multiple headings for the author have already been created, look for evidence of a single heading used in pre-AACR 2 cataloging if that heading is readily available on existing name authority record(s). Use the AACR 2 form for the pre-AACR 2 heading as the "basic" heading.

2) If multiple headings for the author are now being created for the first time, use the existing single heading as the "basic" heading.

3) If multiple headings for the author already exist because there was no earlier indication that the multiple headings represented

one person, use the predominant form as the "basic" heading.

Multiple Headings-References

1) If only two headings are created for an author, connect the names with simple *see also* references (cf. 26.2C1).

2) If more than two headings are created for an author, choose a "basic" heading according to the above guidelines. On the authority record for this heading, trace cataloger-generated *see also* references from all other headings used, justifying the references in 670 citations, according to normal practice. Provide a 663 cataloger-generated reference field listing all the other names established with the following text:

For works of this author entered under other names, search also under [list names]

On each of the other authority records created for the author, trace a cataloger-generated *see also* reference from the "basic" heading, justifying that reference in a 670 citation, according to normal practice. (Other names may be mentioned in the 670 if it is convenient to do so.) Provide a 663 cataloger-generated reference field with the following text:

Works by this author are entered under the name used in the item. For a listing of other names used by this author, search also under [basic heading]

When the author uses another new name, create a new name authority record for that name and also add it to the reference structure and 663 listing on the authority record for the "basic" heading. (Do not add information about it to the authority records for other names used by the author.)

Example

Basic heading

- 100 field: Harris, John, 1916-
670 field: His Corporal Cotton's little war, 1979:
t.p. (John Harris)
670 field: LC data base, 1-18-84 (hdg.: Harris,
John, 1916- ; usage: Mark Hebden; Max Hennessy;
John Harris)
670 field: Contemp. au., v. 93-96 (Harris, John,
1916- ; pseuds.: Mark Hebden, Max Hennessy)
500 field: Hennessy, Max, 1916-
(#w, position 4=c)
Hebden, Mark, 1916-
(#w, position 4=c)
663 field: For works of this author entered under
other names, search also under Hebden, Mark,
1916- , Hennessy, Max, 1916-

Other headings

- 100 field: Hebden, Mark, 1916-
670 field: His Pel under pressure, 1983, c1980:
t.p. (Mark Hebden)
670 field: LC data base, 1-18-84 (hdg.: Harris,
John, 1916- ; usage: Mark Hebden; Max Hennessy;
John Harris)
670 field: Contemp. au., v. 93-96 (Harris, John,
1916- ; pseud.: Mark Hebden, Max Hennessy)
500 field: Harris, John, 1916-
(#w, position 4=c)
663 field: Works by this author are entered under
the name used in the item. For a listing of
other names used by this author, search also
under Harris, John, 1916-
- 100 field: Hennessy, Max, 1916-
670 field: His Back to battle, 1980: t.p. (Max
Hennessy)
670 field: LC data base, 1-18-84 (hdg.: Harris,
John, 1916- ; usage: Mark Hebden; Max Hennessy;
John Harris)
670 field: Contemp. au., v. 93-96 (Harris, John,
1916- ; pseud.: Mark Hebden, Max Hennessy)
500 field: Harris, John, 1916-
(#w, position 4=c)
663 field: Works by this author are entered under
the name used in the item. For a listing of
other names used by this author, search also
under Harris, John, 1916-

Single Heading

If the preceding guidelines do not result in multiple headings for an author, because

- 1) the author uses only a single name, which is a pseudonym;
- or 2) the author is not a contemporary and does not have separate bibliographic identities;

choose one name as the basis for a single heading. If a choice is necessary, choose the name under which the person has come to be identified in later editions of his or her works, in critical works, or in other references sources (in that order of preference). Make simple see references from other names.

22.4. General rule. [New]

Initial Articles

If the language is not Arabic, Hebrew, Yiddish, or Urdu, retain initial articles at the beginning of the entry element.

When an Arabic, Hebrew, Yiddish, or Urdu name is being established in systematic romanization, delete the initial article that would otherwise be the entry element. (Do not delete other articles in the name, e.g., an article that precedes the forename in a surname-comma-forename heading.)

When an Arabic, Hebrew, Yiddish, or Urdu name is being established in "found" romanization, also delete the initial article unless the expression of the name in the chief source capitalizes the initial article. In the latter case, retain the article as the entry element (regardless of whether or not a hyphen appears connecting the article

with the name following). If the typography of the chief source is ambiguous, as when the name is presented in all capital letters, look for other statements of the name in the item and follow predominant usage.

22.11D. [New]

Scope

Headings referred to in the rule apply only to persons whose names are unknown (cf. 21.5C), not to persons whose names are known (cf. 21.4A).

Initial Articles

Omit all initial articles, regardless of grammar.

CHAPTER 23: GEOGRAPHIC NAMES

[Background. Because of dissatisfaction registered both in North America and in the British Isles, chapter 23 has been revised in order to treat all cities and towns in the British Isles as those in Northern Ireland are currently treated, i.e., qualified with "England," "Scotland," "Wales," "Northern Ireland," and "Ireland." This is in contrast with the current practice mandated by the existing AACR 2 text of qualifying English, Welsh, and Irish cities and towns with the name of the county and Scottish ones with the name of the region.

Current situation. Because of the import of this revision, the authoring bodies of the rules agreed that it should be implemented as soon as possible before the republication of AACR 2. In the meantime and through other channels, revisions have been made to the MARC authorities format defining a new value in #w to allow the separate coding of earlier headings (other than pre-AACR 2 headings). This new value will be used to refer from the former AACR 2 headings to the revised headings in the case of the British places, e.g.,

Edinburgh (Lothian)
search under
Edinburgh (Scotland)

This will assist library users looking in large files to move quickly from the abandoned form to the new one, and it will also be helpful in some automated systems that can globally update bibliographic records on the basis of such a cross reference. The Library has completed the software development necessary for its automated system to accept the new value.

Notable changes in the revision of chapter 23. The changes that should be noted are

- 1) The change to the qualifiers for British places described above.
- 2) The options formerly in this chapter have been deleted. The Library of Congress choices under the previous options have now become the rule, except that headings for islands located near the controlling country will now be qualified by the name of the country. (Headings for other islands will remain unqualified.)
- 3) There is no longer a special rule for places on islands or for parts of cities. These categories of headings are covered by rule 23.4F2. The headings for places in cities already established will not be affected by this aspect of the revision. Places on islands, however, will be qualified by the name of the country if the heading

for the island is qualified by the name of the country. If the island is not qualified by the name of the country, the place will continue to be qualified by the name of the island.

Implementation. Implementation started as soon as descriptive catalogers had copies of the revised Library of Congress Rule Interpretations below. Adjustments are being made to existing headings, as necessary. For places on islands, the adjustments are being made as the headings are used. For changes in headings for places in the British Isles, see the next paragraph.

Headings for places in the British Isles. The Library has received about 650 printouts from the British Library for geographic headings they have had to change. These printouts will serve as the basis for a special clean-up project that began simultaneous with implementation of the revised chapter 23. Catalogers working in the project search for and correct AACR 2 authority and bibliographic records in which these headings have been used, according to the following principles:

1) The new British Library heading will be accepted without further searching in reference sources, unless there is already a conflict in the LC files with another place of the same name in the same jurisdiction. A 670 source found citation will be added to the authority record to indicate the origin of the heading: BL hdg. (.....). If a conflict arises later, the heading may be changed to add an additional qualifier.

2) All AACR 2 iterations of the heading will be changed, including headings where the place is used as a qualifier or in a reference to another heading.

Because the project will take some time to complete, the following list of commonly used headings showing the current and new forms is provided. Catalogers should use the new form in current cataloging, although the name authority record may not yet have been changed; it will be handled by project staff as soon as possible. Any heading not on the list is to be established or changed individually by the cataloger needing to use the heading.

Current heading	Revised heading
Aberdeen (Grampian)	Aberdeen (Scotland)
Avon	Avon (England)
Bath (Avon)	Bath (England)
Bedfordshire	Bedfordshire (England)
Berkshire	Berkshire (England)
Birmingham (West Midlands, England)	Birmingham (England)
Brighton (East Sussex)	Brighton (England)
Bristol (Avon)	Bristol (England)
Buckinghamshire	Buckinghamshire (England)
Cambridge (Cambridgeshire)	Cambridge (England)
Cambridgeshire	Cambridgeshire (England)
Cardiff (South Glamorgan)	Cardiff (Wales)
Cheshire	Cheshire (England)
Chichester (West Sussex)	Chichester (England)
Clare	Clare (Ireland)
Clwyd	Clwyd (Wales)
Cork (Cork)	Cork (Ireland)
Derby (Derbyshire)	Derby (England)
Derbyshire	Derbyshire (England)
Devon	Devon (England)
Dorset	Dorset (England)
Dublin (Dublin)	Dublin (Ireland)
Durham (Durham)	Durham (England)
East Sussex	East Sussex (England)

Edinburgh (Lothian)	Edinburgh (Scotland)
Essex	Essex (England)
Glasgow (Strathclyde)	Glasgow (Scotland)
Gloucestershire	Gloucestershire (England)
Grampian	Grampian (Scotland)
Greater Manchester	Greater Manchester (England)
Gwent	Gwent (Wales)
Gwynedd	Gwynedd (Wales)
Hampshire	Hampshire (England)
Hertfordshire	Hertfordshire (England)
Humberside	Humberside (England)
Kent	Kent (England)
Lancashire	Lancashire (England)
Leicester (Leicestershire)	Leicester (England)
Leicestershire	Leicestershire (England)
Liverpool (Merseyside)	Liverpool (England)
London (England)	London (England)
Lothian	Lothian (Scotland)
Manchester (Greater Manchester)	Manchester (England)
Norfolk	Norfolk (England)
Northamptonshire	Northamptonshire (England)
Norwich (Norfolk)	Norwich (England)
Nottinghamshire	Nottinghamshire (England)
Oxford (Oxfordshire)	Oxford (England)
Oxfordshire	Oxfordshire (England)
Powys	Powys (Wales)
Reading (Berkshire)	Reading (England)
Salisbury (Wiltshire)	Salisbury (England)
Somerset	Somerset (England)
South Glamorgan	South Glamorgan (Wales)
Southampton (Hampshire)	Southampton (England)
Staffordshire	Staffordshire (England)
Stratford-upon-Avon (Warwickshire)	Stratford-upon-Avon (England)
Strathclyde	Strathclyde (Scotland)
Suffolk	Suffolk (England)
Surrey	Surrey (England)
Swansea (West Glamorgan)	Swansea (Wales)
Tyne and Wear	Tyne and Wear (England)
Warwickshire	Warwickshire (England)
West Sussex	West Sussex (England)
York (North Yorkshire)	York (England)]

23.1. INTRODUCTORY NOTE. [New]

AACR 2 (Revised) Text

[N.B. This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.1. INTRODUCTORY NOTE

23.1A. The names of geographic entities (referred to throughout this chapter as "places") are used to distinguish between corporate bodies with the same name (see 24.4C); as additions to other corporate names (e.g., conference names, see 24.7B4); and, commonly, as the name of governments (see 24.3E) and communities that are not governments.

Interpretation

1) *Military installations.* Treat military installations as local places. This means adding as a qualifier the country, state, province, etc., that would have been added to a city or town in the same place. Apply this even if the installation is located outside the

country that controls it, i.e., add the heading for the larger place in which it is located in all cases. Make references from the name as a subheading of the country that controls it and as a subheading of the military branch to which it belongs. (Military installations that are treated as local places include forts, bases, camps, airfields, arsenals, and Coast Guard stations but not shipyards.)

March Air Force Base (Calif.)

- x March Field (Calif.)
- x United States. March Air Force Base
- x United States. Air Force. March Air Force Base

Yokosuka Naval Base (Japan)

- x United States. Yokosuka Naval Base
- x United States. Navy. Yokosuka Naval Base

2) *Airports.* Establish the heading for an airport according to the provisions for establishing a city or town. Disregard the fact that the airport may be located within a city or town, i.e., do not treat the airport as a place within a city. If the airport and the city with which it is associated are in different larger jurisdictions, add the jurisdiction in which the airport is located.

San Francisco International Airport (Calif.)

- Logan International Airport (Mass.)
- Jan Smuts Airport (South Africa)
- Greater Cincinnati International Airport (Ky.)

23.2. GENERAL RULES. [New]

AACR 2 (Revised) Text

[*N.B.* This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.2. GENERAL RULES

23.2A. English form

23.2A1. Use the English form of the name of a place if there is one in general use. Determine this from gazetteers and other reference sources published in English-speaking countries. In case of doubt, use the vernacular form (see 23.2B).

Austria
not Österreich

Copenhagen
not København

Florence
not Firenze

Ghent
not Gent
not Gand

Sweden
not Sverige

If the English form of the name of a place is the English name of the government that has jurisdiction over the place, use that form.

Union of Soviet Socialist Republics
not Sofūz Sovetskikh Sotsialisticheskikh Respublik
not Russia

23.2B. Vernacular form

23.2B1. Use the form in the official language of the country if there is no English form in general use.

Buenos Aires
Gorlovka
Tallinn
Livorno
not Leghorn
(English form no longer in general use)

If the country has more than one official language, use the form most commonly found in English-language sources.

Louvain
not Leuven

Helsinki
not Helsingfors

Interpretation

1) Sources. Apply the following for current place names:

a) For names in the United States, base the heading on the form found in a recent edition of the *Rand McNally Commercial Atlas and Marketing Guide*.

b) For names in Great Britain, Australia, and New Zealand, base the heading on the form found in a recently published gazetteer.

c) For names in Canada, use the heading provided by the National Library of Canada. Accept the NLC form, even if it differs from LC policy in such matters as abbreviations, fullness, qualifiers, etc.

d) For other names, base the heading either on the form found in the work being cataloged together with a consideration of the form found in a recently published gazetteer or on the form provided by the U.S. Board on Geographic Names (BGN), as necessary. This means that BGN may be consulted routinely or not, as efficiency, etc., in the particular case warrants. It also means that all problems not resolved by the work in hand and a recently published gazetteer *must* be referred to BGN.

2) *English or vernacular forms.* If BGN approves both a vernacular and an English form (called a conventional name in BGN terminology), use the English form.

For the following names, use the English form even though BGN approves only a vernacular form:

Amoy
Anhui Province
Bavaria
Bosnia and Hercegovina
Bruges
Canton
Carinthia
Chekiang Province

Crete
Croatia
Dairen
East Flanders
Fukien Province
Ghent
Harbin
Heilungkiang Province
Hesse
Hokkaido
Honan Province
Hopeh Province
Hunan Province
Hupeh Province
Inner Mongolia
Istanbul
Jaffa
Kalgan
Kansu Province
Kiangsi Province
Kiangsu Province
Kirin
Kwangsi Chuang Autonomous Region
Kwangtung Province
Kweichow Province
Kyoto
Liaoning Province
Louvain
Lower Austria
Lower Saxony
Macedonia (Republic)
Malacca
Mantua
Mexico City
Montenegro
Ningsia Hui Autonomous Region
North Brabant
North Holland
North Rhine-Westphalia
Nuremburg
Osaka
Padua
Peking
Piraeus
Port Arthur
Rabat
Rhineland-Palatinate
Saint Gall
Serbia
Seville
Shanghai
Shansi Province
Shantung Province
Shensi Province
Sian
Sicily
Sinkiang Province
Sinkiang Uighur Autonomous Region
Slovenia
South Holland
Styria
Swatow
Syracuse
Szechwan Province
Tehran [instead of Teheran]
Tibet
Tientsin

Tsinan
Tsinghai Province
Tsingtao
Tsitsihar
Turin
Upper Austria
Urunchi
West Flanders
Yunnan Province
Zurich

Note: If a foreign name is established in an English form, use the same form if the name is used by more than one jurisdictional level or is used as part of another name, whenever the same name occurs at the beginning of the name.

Kyoto (Japan)
Kyoto (Japan : Prefecture)
not Kyōto-fu (Japan)

Cologne (Germany)
Cologne-Deutz (Cologne, Germany)
not Köln-Deutz (Cologne, Germany)

but Garching bei München (Germany)
not Garching bei Munich (Germany)

3) *Modifications of the name*

a) *Initial articles.* Drop initial articles from the beginning of the entry element of geographic names in Arabic, Urdu, Hebrew, and Yiddish. Retain initial articles in other non-English geographic names when retention is supported by current gazetteers in the country's language. ("Non-English" is meant to include names in French, Spanish, etc., when these are used in the United States (e.g., Los Angeles) or other English-speaking countries.) Drop all other initial articles (e.g., drop "The" from "The Dalles").

b) *Gazetteers.* If the name is based on the form found in a recently published gazetteer, generally use in the heading the form found on the item being cataloged rather than a shortened form or unabbreviated form found in a gazetteer, unless 23.5A is applicable. However, for "Saint" or "St." and "Mount" or "Mt.," always use the spelled out form regardless of the item being cataloged or other evidence.

in source: Montgomery County
gazetteer: Montgomery
heading: Montgomery County (Md.)

in source: St. Joseph
gazetteer: Saint Joseph
heading: Saint Joseph (Mo.)

c) *U.S. Board on Geographic Names.* If BGN approves a romanized form that conflicts with LC's policy for the romanization of that language, use the LC form of romanization in the heading. If the BGN response indicates both a brief and a long form of the place name, generally select the long form as the heading, unless 23.5A is applicable.

BGN: Borno [brief] State
heading: Borno State (Nigeria)

BGN: Coast [brief] Province
heading: Coast Province (Kenya)

BGN: Sulzbach [brief] am Neckar
heading: Sulzbach am Neckar (Germany)

BGN: Vailly [brief]-sur-Sauldre
heading: Vailly-sur-Sauldre (France)

BGN: Kōra [brief]-chō
heading: Kōra-chō (Japan)

Note that in the case of conflicts 23.4F1 mandates a preference for long forms found in sources (including BGN "variants"), rather than adding "an appropriate narrower geographical qualification" within parentheses after the conflicting name.

BGN: Münster
sources: Münster in Westfalen
heading: Münster in Westfalen (Germany)
not Münster (North Rhine-Westphalia, Germany)

but BGN: Sundern
sources: Sundern (Sauerland)
heading: Sundern (Hochsauerlandkreis, Germany)

d) *Districts of India.* In order to have consistent headings for the districts of India, establish all of them with the word "District" (or its equivalent in non-English) omitted. If the resulting heading conflicts, as in the case of the city's bearing the same name, add "District" as an element of the parenthetical qualifier (24.6).

e) *U.S. Townships.* For U.S. townships (called "towns" in New England and some other states), do not include "township" (or "town") as part of the name used in the heading. If the name of such an entity conflicts with the name of another place in the same state, apply 23.4F1 if the conflict is with the name of another township or 24.6B if the other place is not a township.

4) *Special decisions*

a) *China.* For all the governments that have controlled the mainland of China, use "China" for all periods except 1931-1945. For the government headquartered in Nanking, 1931-1937, and in Chungking, 1937-1945, use "China." For the government headquartered in Jui-chin, 1931-1937, use "China (Soviet Republic, 1931-1937)." For the government headquartered in Peking, 1937-1940, use "China (Provisional government, 1937-1940)." For the governments headquartered in Nanking, 1938-1945, use "China (Reformed government, 1938-1940)" for 1938-1940, and use "China (National government, 1940-1945)" for 1940-1945. For the post-1948 government on Taiwan, use "China (Republic : 1949-)". For the province of Taiwan, use "Taiwan."

b) *Germany.* For the Federal Republic of Germany, use "Germany (West)." For the German Democratic Republic, use "Germany (East)."

c) *Great Britain.* For the United Kingdom, use "Great Britain."

d) *Korea.* For the Democratic People's Republic of Korea, use "Korea (North)." For the Republic of Korea, use "Korea (South)."

e) *London.* In dealing with London, use the following headings:

(1) Use "Corporation of London" for items from the entity bearing this name that has administrative control over the 677-acre City of London.

(2) Use "Greater London Council" for items from the former entity bearing this name that had administrative control over the 32 London boroughs that made up "Greater London" (excluding the City of London). (The entity ceased April 1, 1986.)

(3) Use "London (England)" as the qualifier added to corporate headings (even though the body concerned is located in a borough or in the city of London) or as the entry element for cross references from place.

f) *Soviet Union*. For the Union of Soviet Socialist Republics, use "Soviet Union." For the constituent republics of the Soviet Union, use the following headings:

Armenian S.S.R.
Azerbaijan S.S.R.
Byelorussian S.S.R.
Estonia
Georgian S.S.R.
Kazakh S.S.R.
Kirghiz S.S.R.
Latvia
Lithuania
Moldavian S.S.R.
Russian S.F.S.R.
Tajik S.S.R.
Turkmen S.S.R.
Ukraine
Uzbek S.S.R.

g) *Washington, D.C.* For Washington, D.C., use "District of Columbia" as the heading for the government of this name. Use "Washington (D.C.)" only as a location qualifier or as the entry element for cross references from place.

23.3. CHANGES OF NAME. [New]

AACR 2 (Revised) Text

[*N.B.* This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.3. CHANGES OF NAME

23.3A. If the name of a place changes, use as many of the names as are required by:

1) the rules on government names (24.3E)

e.g., use *Nyasaland* or *Malawi*, as appropriate

or 2) the rules on additions to corporate names (24.4C6) and conference names (24.7B4)

e.g., use *Léopoldville* or *Kinshasa*, as appropriate

or 3) other relevant rules in chapter 24.

23.4A. Punctuation. [New]

AACR 2 (Revised) Text

[*N.B.* This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.4. ADDITIONS TO PLACE NAMES

23.4A. Punctuation

23.4A1. Make all additions to place names used as entry elements (see 24.3E) in parentheses.

Budapest (*Hungary*)

If the place name is being used as an addition, precede the name of a larger place by a comma.

Magyar Nemzeti Galéria (*Budapest, Hungary*)⁷

23.4B. General rule. [Rev.]

AACR 2 (Revised) Text

[N.B. This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.4B. General rule

23.4B1. Add to the name of a place (other than a country or a state, etc., listed in 23.4C1 or 23.4D1) the name of a larger place as instructed in 23.4C-23.4F. For additional instructions on distinguishing between place names used as the headings for governments, see 24.6. For instructions on abbreviating some place names used as additions, see Appendix B.14.

Interpretation

1) *Islands and island groups.* Add to the name of an island or island group that is a jurisdiction the name of its larger jurisdiction only when the island or island group is located near the larger jurisdiction and is commonly associated with it. Otherwise, do not add the name of the larger jurisdiction. In case of doubt, do not add the larger jurisdiction.

Crete (Greece)

Sicily (Italy)

Svalbard (Norway)

but Greenland

not Greenland (Denmark)

Madeira Islands

not Madeira Islands (Portugal)

Réunion

not Réunion (France)

For places on islands, see LCRI 23.4F2.

2) *Choice of larger place.* When adding the name of a larger place as a qualifier, use the heading for the current name of the larger place. If the smaller place existed when the larger place had an earlier name, and the name in the item pertains to the earlier

⁷This example and the one above are included solely to show the punctuation patterns. For the construction of the heading, see the later rules in this chapter and those in chapter 24.

period, make a reference from the form that shows the earlier name of the larger place if the qualifier is appropriate for the smaller place.

Kinshasa (Zaire)
x Kinshasa (Congo)

Charles Town (W. Va.)
x Charles Town (Va.)

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

Tananarive (Malagasy Republic)
not Tananarive (Madagascar)

3) *Form of larger place.* If the heading for the larger place being added to the smaller place is established according to the provisions of 24.6, do not include in the qualifier the additions prescribed in 24.6.

Albany (N.Y.)
not Albany (N.Y. (State))

Seoul (Korea)
not Seoul (Korea (South))

Exception: For Berlin as a government, use "Berlin (Germany)" before 1949. After 1948, use "Berlin (Germany : East)" or "Berlin (Germany : West)," as appropriate. However, use "(Berlin, Germany)" as the qualifier in all cases when Berlin is being added to a corporate name heading (24.4C), unless the corporate names conflict.

23.4C. Places in Australia, Canada, Malaysia, United States, U.S.S.R., or Yugoslavia. [New]

AACR 2 (Revised) Text

[*N.B.* This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.4C. Places in Australia, Canada, Malaysia, United States, U.S.S.R., or Yugoslavia

23.4C1. States, etc. Do not make any addition to the name of a state, province, territory, etc., of Australia, Canada, Malaysia, the United States, the U.S.S.R., or Yugoslavia.

23.4C2. Other places. If the place is in a state, province, territory, etc., of one of the countries listed above, add the name of the state, etc., in which it is located.

Darwin (*N.T.*)

Jasper (*Alta.*)

George Town (*Penang*)

Cook County (*Ill.*)

Alexandria (*Va.*)

Washington (*D.C.*)

Kiev (*Ukraine*)

Split (Croatia)

Interpretation-Special Cross References for Malaysian Geographic Names

When a geographic name within Malaysia is qualified by the name of one of the states, routinely refer from the same name qualified by "(Malaysia)."

Kuching (Sarawak)
x Kuching (Malaysia)

Make the same type of reference for the states themselves.

Sarawak
x Sarawak (Malaysia)

23.4D. Places in the British Isles. [New]

AACR 2 (Revised) Text

[N.B. This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.4D. Places in the British Isles

23.4D1. Do not make any addition to the names of the following parts of the British Isles: England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, the Channel Islands.

23.4D2. If a place is located in England, the Republic of Ireland, Northern Ireland, Scotland, Wales, the Isle of Man, or the Channel Islands, add *England, Ireland, Northern Ireland, Scotland, Wales, Isle of Man, or Channel Islands*, as appropriate.

Dorset (England)

Pinner (England)

Clare (Ireland)

Waterville (Ireland)

Bangor (Northern Ireland)

Strathclyde (Scotland)

Melrose (Scotland)

Powys (Wales)

Bangor (Wales)

Ramsey (Isle of Man)

Jersey (Channel Islands)

Interpretation-Existing Headings

When changing the qualifier on a heading that was coded for AACR 2 before April 1988, trace a see reference from the previous AACR 2 form. Code the reference "e," to indicate that it was an earlier established form of heading. Retain a reference from the pre-AACR 2 form if there is one.

Aberdeen (Scotland)
x Aberdeen (Grampian)
(#w, position 3=e)
x Aberdeen, Scot.
(#w, position 3=a, #w, position 4=a)

23.4E. Other places. [Rev.]

AACR 2 (Revised) Text

[N.B. This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.4E. Other places

23.4E1. Add to the names of places not covered by 23.4C-23.4D the name of the country in which the place is located.

Formosa (*Argentina*)

Luanda (*Angola*)

Lucca (*Italy*)

Madras (*India*)

Monrovia (*Liberia*)

Næsby (*Denmark*)

Paris (*France*)

Toledo (*Spain*)

Interpretation

1) *Israel, Jordan, Syria.* Do not add the name of the country to places that prior to 1967 were in Jordan or Syria and that are currently within the administered territories of Israel.

For Jerusalem, use "Jerusalem."

2) *South Africa.* Add the qualifier "(South Africa)" to the headings for the South African homelands and to jurisdictions within the homelands. Apply this both to the homelands that South Africa has converted to sovereign nations (e.g., Bophuthatswana) and to those that are currently called self-governing territories within South Africa (e.g., Gazankulu).

23.4F1. Further additions. [New]

AACR 2 (Revised) Text

[N.B. This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.4F. Further additions

23.4F1. Distinguishing between other identical place names. If the addition of a larger place as instructed in 23.4C-23.4E is insufficient to distinguish between two or more places with the same name, include a word or phrase commonly used to distinguish them.

Villaviciosa de Asturias (Spain)

Villaviciosa de Córdoba (Spain)

If there is no such word or phrase, give an appropriate narrower geographical qualification before the name of the larger place.

Friedberg (Bavaria, Germany)

Friedberg (Hesse, Germany)

Tarbert (Strathclyde, Scotland)

Tarbert (Western Isles, Scotland)

Basildon (Essex, England)

Basildon (Berkshire, England)

Saint Anthony (Hennepin County, Minn.)

Saint Anthony (Stearns County, Minn.)

Interpretation

1) *Conflicts.* Apply either 23.4F1 or 24.6B (depending on the situation) to resolve conflicts in headings for places (geographic names and names of governments) not already resolved by the additions called for by 23.4C-23.4E. Conflict in place names is not restricted to those already established or being established in the catalog (the file against which the searching and cataloging is being done). Instead, if there is no existing conflict in the catalog, search gazetteers, etc., to determine if two or more places within the same jurisdiction have the same name or if two or more places with the same name would bear the same qualifier for the larger place.

2) *U.S. townships.* If a name of a U.S. township (called "towns" in New England and some other states) conflicts with the name of another township within the same state, add the heading for the county to each name.

Spring (Berks County, Pa.)
Spring (Centre County, Pa.)

If the name of a U.S. township conflicts with the name of a place that is not a township, and both are within the same state, apply 24.6B.

3) *Hawaii.* If local places in Hawaii conflict, add to each name the heading for the island on which the place is located rather than the heading for the county.

23.4F2. Identifying places. [New]

AACR 2 (Revised) Text

[N.B. This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.4F2. Identifying places. If considered necessary to identify the place (as in the case of a community within a city), give the name of an appropriate smaller place before the name of the larger place specified as an addition by the preceding rules.

Hyde Park (Chicago, Ill.)
Chelsea (London, England)
Everton (Liverpool, England)
St. Peter Port (Guernsey, Channel Islands)
Hataitai (Wellington, N.Z.)
Palermo (Sicily, Italy)
Swansea (Toronto, Ont.)
11^e Arrondissement (Paris, France)
Minato-ku (Tokyo, Japan)

Interpretation

1) Places on islands

a) *Places on islands in Australia, Canada, Malaysia, United States, U.S.S.R., Yugoslavia, or the British Isles.* For places on islands covered by 23.4C or 23.4D, add the qualifier called for by 23.4C2 or 23.4D2.

Avalon (Calif.)

Beumaris (Wales)

b) *Places on other islands.* For places on islands not covered by 23.4C or 23.4D, add the established form for the name of the island or island group if the heading for the island does not contain the name of the country as qualifier. (Headings for islands or island groups that are jurisdictions (cf. LCRI 23.4B) reside in the automated name authority file; headings for those that are not jurisdictions reside in the automated subject authority file.) If, however, the heading for the island is qualified by the name of the country, add only the name of the country to the place on the island.

Naujat (Greenland)
not Naujat (Denmark)

Funchal (Madeira Islands)
not Funchal (Portugal)

Grand Fond (Réunion)
not Grand Fond (France)

but Herakleion (Greece)
not Herakleion (Crete, Greece)

Marsala (Italy)
not Marsala (Sicily, Italy)

Longyearbyen (Norway)
not Longyearbyen (Svalbard, Norway)

2) *Places in cities.* For named parts of cities, add the established form for the name of the city. (Use the heading reflecting its current status for the entire period of the place's existence (including any earlier independent existence it may have had), provided the name remains constant.) Make a reference from the name of the part as a subheading of the name of the city.

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)

23.5. PLACE NAMES INCLUDING OR REQUIRING A TERM INDICATING A TYPE OF JURISDICTION. [New]

AACR 2 (Revised) Text

[N.B. This text includes the substance of the 1988 revision, although not necessarily its final wording.]

23.5. PLACE NAMES INCLUDING OR REQUIRING A TERM INDICATING A TYPE OF JURISDICTION

23.5A. If the first part of a place name is a term indicating a type of jurisdiction and the place is commonly listed under another element of its name in lists published in the language of the country in which it is located, omit the term indicating the type of jurisdiction.

Kerry (Ireland)
not County Kerry (Ireland)

Ostholstein (Germany)
not Kreis Ostholstein (Germany)

In all other cases, include the term indicating the type of jurisdiction.

Mexico City (Mexico)

Città di Castello (Italy)

Ciudad Juárez (Mexico)

District of Columbia

Distrito Federal (Brazil)

23.5B. If a place name does not include a term indicating a type of jurisdiction and such a term is required to distinguish that place from another of the same name, follow the instructions in 24.6.

24.5A. Initial articles. [New]

In corporate names drop initial articles, unless the article is |

the first element of a personal or geographic name retained under LCRI 22.4 or LCRI 23.2.

Le Corbusier Sketchbook Publication Committee

24.10B. [Rev.]

Choice of Qualifier

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.

Place Qualifier

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 place in which it is located, use judgment in determining whether the addition of the name of the place makes the location clear. For example, make the addition if the place is not well known or there is more than one place of the same name and the one being cataloged is not the best known. In case of doubt, do not make the addition.)

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

Bethel Baptist Church (Washington County, Ky.)

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

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

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

Kölner Dom
x Cologne (Germany). Kölner Dom

S. Stefano di Bologna (Monastery)
x Bologna (Italy). S. Stefano (Monastery)

Note: Headings already codes 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.

Multiple Qualifiers

If the name needs the addition of both a general designation and the name of the place, add the general designation first.

Santo Domingo (Monastery : Pamplona, Spain)
x Pamplona (Spain). Santo Domingo (Monastery)

Churches, Chapels, etc., of Larger Institutions

If a church, chapel, etc., is a subordinate unit of a larger institution and is entered directly under its own name (24.12), generally add the name of the larger institution as a qualifier. Make

a reference from the name as a subheading of the larger institution. Also make a reference from the place if the body is located in a city or town.

Chapel of the Good Shepherd (General Theological Seminary)
x General Theological Seminary (New York, N.Y.).
Chapel of the Good Shepherd
x New York (N.Y.). Chapel of the Good Shepherd

24.13, TYPE 2. [Rev.]

Test a name against this type only if it contains "a word that normally implies administrative subordination."

For names of corporate bodies whose official language is English, French, or Spanish, the Library will attempt a higher degree of uniformity by making a list of words used within these entities that normally imply administrative subordination. In addition to "committee" and "commission" (cf. the rule), other type 2 words for these languages are

English

administration
administrative ... (e.g., administrative office)
advisory ... (e.g., advisory panel)
agency
authority
board
bureau
... group (e.g., work group)
office
panel
secretariat
service
task force
working party

French

administration
agence
bureau
cabinet
comité
commissariat
commission
délégation
direction
groupe de ...
inspection
mission
office
secrétariat
service

Spanish

administración
agencia
asesoría
comisaría
comisión
comité
coordinación

delegación
diputación
dirección
directoria
fiscalía
gabinete
gerencia
grupo de ...
jefatura
junta
negociado
oficina
secretaría
secretariado
servicio
superintendencia

For bodies with names in English, French, or Spanish, only names containing one or more of the words listed above are to be treated according to type 2.

For the type's second criterion, "providing the name of the higher body is required for the identification of the subordinate body," use judgment.

24.18, TYPE 2. [Rev.]

Test a name against this type only if it contains "a word that normally implies administrative subordination." Whether or not a word has such an implication depends on whether it is used commonly in a particular jurisdiction as part of the names of government subdivisions. Use judgment; if in doubt, consider that the word does not have such an implication.

For names of government bodies whose official language is English, French, or Spanish, the Library will attempt a higher degree of uniformity by making a list of words used within these entities that normally imply administrative subordination. In addition to "committee" and "commission" (cf. the rule), other type 2 words for these languages are

English

administration
administrative ... (e.g., administrative office)
advisory ... (e.g., advisory panel)
agency
authority
board
bureau
... group (e.g., work group)
office
panel
secretariat
service
task force
working party

French

administration
agence
bureau
cabinet
comité
commissariat

commission
délégation
direction
groupe de ...
inspection
mission
office
secrétariat
service

Spanish

administración
agencia
asesoría
comisaría
comisión
comité
coordinación
delegación
diputación
dirección
directoria
fiscalía
gabinete
gerencia
grupo de ...
jefatura
junta
negociado
oficina
secretaría
secretariado
servicio
superintendencia

For bodies with names in English, French, or Spanish, only names containing one or more of the words listed above are to be treated according to type 2.

If the name passes the test described above, then evaluate it in terms of the second criterion in type 2: "providing the name of the government is required for the identification of the agency." Apply this criterion in the following way: If the name of the government is stated explicitly or implied in the wording of the name, enter it independently; in all other cases, enter it subordinately. (Note: In applying the single criterion of "name of government ... stated explicitly or implied," note the following special decision: "England," "Scotland," and "Wales" imply "Great Britain.") Apply this interpretation to the name of agencies at any level of government. (If variant forms in the body's usage create doubt about whether the name includes the name of the government (as defined above), do not consider the name of the government as part of the name of the body.)

If according to type 2 and this interpretation the body is entered under its own name, add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. 24.4C).

If a body is entered subordinately according to this rule, make a direct reference from the name of the subordinate body only if its name appears without the name of its parent body on the chief source of one of its own publications. Add the name of the government as a qualifier to the reference. Note: If a name authority record for a heading established before January 1, 1981, contains such a direct reference, accept it as valid without examining the situation (although a qualifier may need to be added to it).

25.3A. [Rev.]

Orthographic Reform

For items published in countries where orthographic reform has taken place (e.g., Indonesia/Malaysia, the Netherlands, Soviet Union), record the data appearing in the area preceding the physical description area and in the series area exactly as found in the source of information with regard to orthography.

For monographs, on the bibliographic record for any edition of a work whose title proper contains a word in the old orthography, provide a uniform title reflecting the new orthography, although no edition with the reformed orthography has been received.

For serials, apply 21.2A and 21.2C.

Initial Articles

Drop initial articles, except 1) when the title begins with an article that appears as part of a personal, geographic, or corporate name and is retained in such a name according to LCRI 22.4, LCRI 23.2, or LCRI 24.5A and 2) when the title begins with an article in a situation in which meaning and cataloger's judgment require its retention (e.g., such titles as "'The' as an introductory element of generic substantives" or "'El Cid' in literary criticism of the 20th century").

25.4A. General rule. [Rev.]

Initial Articles

Drop initial articles, except 1) when the title begins with an article that appears as part of a personal, geographic, or corporate name and is retained in such a name according to LCRI 22.4, LCRI 23.2, or LCRI 24.5A and 2) when the title begins with an article in a situation in which meaning and cataloger's judgment require its retention (e.g., such titles as "'The' as an introductory element of generic substantives" or "'El Cid' in literary criticism of the 20th century").

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* 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 they are 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), 1824-1897
400 Bodin, L. E. (Louis Eugène), 1824-1897
400 Bodin, Louis Eugène, 1824-1897

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 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 Gent (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 Opelug-museum
(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.

Combined References

When reference is made to two or more different headings from the same form, trace individual references rather than listing on one combined reference all headings referred to through the cataloger-generated reference technique. Use a cataloger-generated reference only when a special explanatory referral legend is needed, e.g., for pseudonymous authors (cf. LCRI 22.2C).

Typographic Style

Generally, LC typographic style will not change.

Initial Articles

Treat references just as headings with respect to deletion/retention of initial articles. See LCRI 22.4 for personal names, LCRI 23.2 for geographic names, LCRI 24.5A for corporate names, and LCRI 25.3A and LCRI 25.4A for uniform titles.

INITIAL ARTICLES

Initial articles are normally deleted from certain access points; when this is true, they are deleted whether in the nominative case or in some case other than the nominative. It is necessary to recognize initial articles, distinguishing them as necessary from other words that happen to be spelled the same as articles (cf. the English, Portuguese, etc., article "a" and the French, Italian, etc., preposition "à" or "a"; or languages that use the same form both for an indefinite article (comparable to English "a") and the number "one.") Such words when not serving as initial articles are retained. Also retained are plural indefinite terms that have the meaning though not the form of plural articles (English "some," French "des," Italian "qualche," etc.) Below is a list of initial articles. For the details of this policy as applied to bibliographic description and access points, see the following LCRIs:

LCRI 1.0, for bibliographic description
LCRI 21.30J, for titles traced explicitly
LCRI 21.30L, for series tracings
LCRI 22.4, for personal names
LCRI 22.11D, for phrases representing persons

LCRI 23.2, for geographic names
 LCRI 24.5A, for corporate names
 LCRI 25.3A and RI 25.4A, for uniform titles
 LCRI 26.0, for cross references

List of Initial Articles

a	English, Gallegan, Hungarian, Portuguese, Romanian, Scots, Yiddish
a'	Gaelic
al	Romanian
al-	Arabic, Baluchi, Brahui, Panjabi (Perso-Arabic script), Persian, Turkish, Urdu (N.B. "al-" is meant to cover all the spellings in romanization, e.g., "as" in "as-sijill")
am	Gaelic
an	English, Gaelic, Irish, Scots, Yiddish
an t-	Gaelic, Irish
ane	Scots
ang	Tagalog
ang mga	Tagalog
as	Gallegan, Portuguese
az	Hungarian
bat	Basque
bir	Turkish
d'	English
da	Shetland English
das	German
de	Danish, Dutch, English, Friesian, Norwegian, Swedish
dei	Norwegian
dem	German
den	Danish, German, Norwegian, Swedish
der	German, Yiddish
des	German
det	Danish, Norwegian, Swedish
di	Yiddish
die	Afrikaans, German, Yiddish
dos	Yiddish
e	Norwegian
'e	Friesian
een	Dutch
eene	Dutch
egy	Hungarian
ei	Norwegian
ein	German, Norwegian
eine	German
einem	German
einen	German
einer	German
eines	German
eit	Norwegian
el	Catalan, Spanish
el-	Arabic
els	Catalan
en	Catalan, Danish, Norwegian, Swedish
et	Danish, Norwegian
ett	Swedish
eyn	Yiddish
eyne	Yiddish
gl'	Italian
gli	Italian

ha-	Hebrew
hai	Classical Greek, Greek
he	Hawaiian
hē	Classical Greek, Greek
he-	Hebrew
heis	Greek
hen	Greek
hena	Greek
henas	Greek
het	Dutch
hin	Icelandic
hina	Icelandic
hinar	Icelandic
hinir	Icelandic
hinn	Icelandic
hinna	Icelandic
hinnar	Icelandic
hinni	Icelandic
hins	Icelandic
himu	Icelandic
hinum	Icelandic
hi	Icelandic
ho	Classical Greek, Greek
ho-	Hebrew
hoi	Classical Greek, Greek
i	Italian
ih'	Provençal
il	Italian, Provençal/Langue d'oc
il-	Maltese
in	Friesian
it	Friesian
ka	Hawaiian
kay	Tagalog
ke	Hawaiian
l'	Catalan, French, Italian, Provençal/Langue d'oc
l-	Maltese
la	Catalan, Esperanto, French, Italian, Provençal/Langue d'oc, Spanish
las	Provençal/Langue d'oc, Spanish
le	French, Italian, Provençal/Langue d'oc
les	Catalan, French, Provençal/Langue d'oc
lh	Provençal/Langue d'oc
lhi	Provençal/Langue d'oc
li	Provençal/Langue d'oc
lis	Provençal/Langue d'oc
lo	Italian, Provençal/Langue d'oc, Spanish
los	Provençal/Langue d'oc, Spanish
lou	Provençal/Langue d'oc
lu	Provençal/Langue d'oc
mga	Tagalog
mga	Tagalog
mia	Greek
'n	Afrikaans, Dutch, Friesian
na	Gaelic, Hawaiian, Irish
na h-	Gaelic, Irish
nang	Tagalog
ni	Tagalog
nina	Tagalog
'o	Neapolitan
o	Gallegan, Hawaiian, Portuguese, Romanian
os	Portuguese

'r	Icelandic
's	German
sa	Tagalog
sa mga	Tagalog
si	Tagalog
siná	Tagalog
't	Dutch, Friesian
ta	Classical Greek, Greek
tais	Classical Greek
tas	Classical Greek
tē	Classical Greek
tēn	Classical Greek, Greek
tēs	Classical Greek, Greek
the	English
to	Classical Greek, Greek
tō	Classical Greek
tois	Classical Greek
ton	Classical Greek, Greek
tōn	Classical Greek, Greek
tou	Classical Greek, Greek
um	Portuguese
uma	Portuguese
umas	Portuguese
un	Catalan, French, Italian, Provençal/Langue d'oc, Romanian, Spanish
un'	Italian
una	Catalan, Italian, Provençal/Langue d'oc, Spanish
unas	Spanish
une	French
unei	Romanian
unes	Catalan
unha	Gallegan
uno	Italian, Provençal/Langue d'oc
unos	Spanish
uns	Portuguese, Provençal/Langue d'oc
unui	Romanian
us	Provençal/Langue d'oc
y	Welsh
ye	English
yr	Welsh

NAME AUTHORITY WORK IN CATALOG MANAGEMENT AND PUBLICATION DIVISION

Overview

The Catalog Management and Publication Division prepares and modifies name authority records (NARs) as a byproduct of its editing of bibliographic reports submitted by participating libraries for addition to the *National Union Catalog* (NUC) database.

Staff of the division create preliminary, provisional, and fully established name authority records for headings being used as main or added entries in the NUC database. (They do not create authority records for names used as subjects or for topical subject headings. They also do not routinely create series authority records.) Since they do their authority work online, most authority records are created and completed in one day.

The headings are constructed according to AACR 2 and LC policy. However, the staff do not normally search reference tools beyond those in the division's reference collection, do not telephone authors or publishers, and do not follow the procedures for verification of

headings with the U.S. Board on Geographic Names, the National Library of Canada (NLC), or the Library's foreign language sections). They do check the NLC microfiche for some name authority headings. If research and/or verification still needs to be done, the name authority record is coded as provisional (008/33=c). This value is assigned regardless of presence or absence of usage in LC bibliographic records.⁸

If the heading needed is based solely on a contributed record and research/verification is unnecessary, the name authority record is coded as preliminary (008/33=d).⁸

If the heading created is based on usage in LC bibliographic records in addition to usage in the contributed record and research/verification is unnecessary, the name authority record is coded as fully established (008/33=a).

New authority records can be identified as records created by the Catalog Management and Publication Division by the first 670 citation. The division cites the library report by giving the NUC control number and the bibliographic citation for the item.

670=anuc85-70017: Lower and middle Pennsylvania stratigraphy ... 1982=b(hdg. on AAP rept.: Sutherland, Patrick Kennedy, 1925- ; usage: Patrick K. Sutherland)

The division also codes headings in existing authority records for AACR 2. An NUC 670 citation may or may not be added to a record being coded; if no new information would be added to the record, no citation is added.

The division also modifies existing authority records (to add a reference, to add information, etc.). An NUC 670 citation is added to the record to support the modification.

Use of Name Authority Records

When a heading on a name authority record created/coded by Catalog Management and Publication Division staff, apply the following guidelines:

1) *Heading.* Accept the heading in a fully established record in the same way as a heading on any other existing authority record would be accepted (i.e., accept it unless there is an obvious error evident). For a provisional record, do the necessary research/verification, add usage if lacking, and modify the heading, if appropriate. For a preliminary record, add usage and modify the heading, if appropriate.

Do not change a personal name heading to add parenthetical forename(s) or date(s) except to resolve a conflict (cf. LCRI 22.16A; LCRI 22.18).

Do not change a personal name heading to reflect different fullness based on usage of the item being cataloged unless the change is to a form found in 80% of the author's works (cf. LCRI 22.3A). Instead, add a 670 field to record the usage and add a reference, if appropriate (cf. LCRI 26.2).

Do not change a corporate name heading to add/delete/change a parenthetical qualifier except to correct an incorrect qualifier or to resolve a conflict. If it can be determined that the corporate name usage was taken from the imprint of the bibliographic record where standard abbreviations are often used, reconsider the heading and base

⁸Before April 1988, some records were coded as fully established although the necessary research and/or verification had not been done.

the heading on the item being cataloged.

2) *670/675 fields.* Retain the NUC 670 citation. If the citation represents the item being cataloged and that item has information not already recorded in the 670 field, add the source and that information to the NUC 670 citation.

670=anuc85-70017: Lower and middle Pennsylvania stratigraphy ... 1982#b(hdg. on AAP rept.: Sutherland, Patrick Kennedy, 1925- ; usage: Patrick K. Sutherland) book t.p. (Dr. Patrick K. Sutherland, Dept. of Geology, Villanova University) p. 10 (member of the Society of Jesus)

Add appropriate 670 and/or 675 fields to record usage, results of verification of the heading, search of reference sources, etc.

Delete 670 field citations on an undifferentiated personal name authority record when the information can be found to establish a unique heading for one or more of the persons represented on the undifferentiated record.

3) *References.* Follow the general policy of adding/correcting references required by the rules or LCRIs. Also, add any references that result from verification of headings or search of reference sources. Do not delete references that were appropriate under earlier guidelines.

4) *Other actions related to NAR.* If the record is coded "provisional," change the value from "c" to "a" in 008/33. If the record is coded "preliminary," change the value from "d" to "a" in 008/33.

If the NUC staff have noted in a 667 field a problem in the NUC report (e.g., suspected typographical error, unusual usage in the report), resolve the problem if possible and delete that 667 field.

If NUC staff have included a 667 field indicating that verification routines were not followed (e.g., "NLC not consulted"), delete that 667 field when verification has been completed.

CANADIAN HEADINGS

LC/NLC Cooperative Agreement

Through a cooperative agreement between the Library of Congress and the National Library of Canada (NLC), all headings for Canadian corporate bodies used in current LC cataloging must be approved by NLC. In addition, LC will accept the NLC form for some personal names used in cataloging materials with Canadian imprints.

NLC Authority File

NLC supplies LC with microfiche copies of its current name authority file, *Canadiana Authorities*. The microfiche gives the NLC approved form of the heading and is the source for headings needed by LC.

When searching the NLC microfiche under initials, note that initials followed by periods but no spaces are filed as words; periods are not regarded as spaces. For example, B.C. Hydro files after Bazzini.

Headings for corporate names are taken from the microfiche edition of the NLC authority file. If the needed heading is not found there,

NLC establishes it for LC's use and supplies LC with a copy of the record as found on the NLC DOBIS system.

Headings for personal names are taken preferably from Canadian CIP data printed in the book. Use the microfiche edition of the NLC authority file when the Canadian CIP data is not clear, seems likely to have been updated, etc., or when there is no Canadian CIP data available. NLC does not establish the personal name headings for LC's use.

All headings found established in the microfiche edition of the NLC authority file, or in current Canadian CIP data, are in AACR 2 form. (The microfiche edition no longer designates the headings explicitly as "AACR 2.")

Searching/Verification

1) *Corporate Names.* The NLC form must be verified and used for all new Canadian corporate names and for all Canadian corporate names not yet coded for AACR 2 or coded for AACR 2 but lacking NLC verification.

Use judgment about considering meetings held in Canada as "Canadian." For example, if an international conference happens to meet in Canada, it is not necessary to verify its heading according to these instructions.

Search the microfiche for the NLC form. If the heading is not found there, request verification from NLC.

Lists of headings to be verified are sent by mail to NLC, and replies are forwarded to catalogers. (If no reply is received within six weeks, initiate a second request.)

Exception: When verification is needed for a CIP item or a NACO heading, telephone the request to NLC.

2) *Personal Names.* The NLC form is used for personal name headings on bibliographic records for items with Canadian imprints (i.e., the name of a Canadian city appears as the primary (first) place of publication) in the following cases:

a) The heading is being newly established in LC or

b) The heading has been established in LC but the AACR 2 form has not yet been assigned and the current LC form is not the AACR 2 form that would be assigned based on information in the LC data base (i.e., accept the NLC form instead of formulating an LC form).

(Note that the NLC authority file may be consulted as a reference source even for names that do not meet the above criteria.)

Look for the NLC form of heading in the Canadian CIP entry in the book, or, if there is no Canadian CIP, search the microfiche of the NLC name authority file. Cite these sources in the 670 field. If the NLC form is not found in these two sources, establish the name according to usual LC practice. Do not refer the name to NLC for special verification (as is done for corporate headings). Cite NLC and the date of the search in the 675 field.

If the form would conflict with another heading, do not use it. Instead, establish the name according to usual LC practice and record the NLC form in a 670 field citation. Explain the discrepancy by making the following note in the 667 field:

NLC form conflicts with another LC heading

N.B. 1) If the existing LC heading matches the NLC heading except that the NLC heading includes a date, accept the existing LC heading as the AACR 2 form, i.e., do not change the heading. (Dates added to personal name headings are additions to the heading and are not considered when comparing forms.)

2) When establishing a new heading and LC has date information but there is no conflict, do not include the date whenever the NLC form does not show this addition.

Annotation of Authority Records

For all new authority records, give the usual citations for the item being cataloged and (if appropriate) LC data base citations in the 670 field.

For corporate names, annotate the authority record by citing NLC as a 670 field. Do not search or cite other reference sources. Include the date of the NLC response to a request for verification. When the verification is obtained from the microfiche of the NLC authority file, use the date on the microfiche. Follow NLC by a parenthetical citation explicitly giving the NLC approved form, as follows:

NLC 9/24/86 (Family Service Association of Metropolitan Toronto)

For personal names, cite the Canadian CIP entry as part of the citation of the item being cataloged.

His Social inequality, c1984: t.p. (Edward G. Grabb) Can CIP (Grabb, Edward G.)

If there is no CIP entry, cite the NLC microfiche according to the above conventions for corporate names.

References

Trace "see" references given by NLC unless incompatible with other LC entries; trace "see also" references given by NLC according to normal LC guidelines (cf. LCRI 26.3B-C). Justification of these references is not necessary. Additional references may be given if required, justified according to normal practice.

For personal names, formulate the references according to LC style, e.g., include dates if used in the heading.

When evaluating references on existing authority records for corporate names, it will be necessary to check the heading on the NLC microfiche even if the name a authority record contains a citation for the NLC form. If the heading is not found on the microfiche, request NLC verification. (Note that authority records for all corporate name headings used as part of the heading or in cross references must indicate an NLC verification.)

Canadian Corporate Headings-General

If the NLC form differs from LC/AACR 2 practice for capitalization or punctuation, follow NLC.

If a corporate name in French contains the diphthong "oe," which appears in the NLC form as separate letters rather than as a ligature, use the NLC form in the heading.

LC practice is to establish Canadian corporate names in English whenever possible, the exception being Québec whose corporate names LC establishes in French.

NLC practice is to establish all corporate headings in both English and French whenever possible—meaning that the two forms appear on works they were cataloging. This means that for many headings, there are separate and complete entries, one for the English form and the other for the French form. There are also some headings that are a combination of French and English. In these cases, search the NLC fiche for the English forms and use them in establishing the LC heading.

Université coopérative internationale. Session
d'automne (6th : 1983 : University of Ottawa)

The English form for the university is established on the NLC fiche; thus at LC, the heading becomes:

International Co-operative University. Session
d'automne
(This heading will be marked "Provisional" until
the English form for "Session d'automne" becomes
available)

N.B. 1) When making connections between earlier and later corporate names, NLC uses simple "see also" references rather than the references with special texts. (If information is available, code the references earlier/later, according to LC practice.)

2) NLC establishes ongoing conferences with qualifiers for each individual conference, while LC follows 24.7B4 and establishes one heading without the qualifiers. (Do not use these qualifiers in the LC name authority heading.)

3) If NLC indicates that the name is not a corporate body (e.g., a plan, a project), but it falls under group 1 of the list of headings for certain entities (see *Cataloging Service Bulletin*, no. 25, p. 2 ff.), establish the heading according to usual LC practice. Record the NLC decision in the 670 field.

Canadian Corporate Headings—Québec

In 1974 the government of Québec established French as the sole official language of the province. As a result, LC's English headings for Québec government bodies are obsolete for the period that begins with the change of official language. For publications issued through the end of 1974, an English heading is proper. For publications issued after 1974, use a French heading.

NLC verifies two headings for bodies that existed before and after the 1974/75 dividing line: an English one (through 1974) and a French one (after 1974).

For headings for non-government bodies in Québec, also accept NLC's verification in French (even, for example, if the work being cataloged is in English). There are some purely English-language private bodies in Québec, and NLC verifies these in English. For those verified in French that cross the language policy dividing line, apply the provisions given above for government bodies.

If the French form is chosen as the appropriate LC heading and it includes a qualifying term that has been given in French, change the qualifying term to the English term given in the NLC English equivalent heading. (In such cases the LC heading will be a "combination" of the French and English NLC headings.)

N.B. The system of counties no longer exists in Québec; the term *Comté* has been replaced by the new division *Municipalité régionale de comté*.

NLC has sent us the following information regarding the forms of names for married women:

"In Canada some of the provinces have new laws that allow women to choose their surname at the time of their marriage. Their legal name can be their maiden name, their husband's name, or a compound name structured in either order. We have discovered that authors seem to be inconsistent in how they present their names, making it difficult to assume that a woman has 'changed' her name as might have been assumed before the new laws came into effect."

For the time being, NLC prefers to leave the names as established on NLC fiche, until it can decide on a way to deal with this difficulty.

NACO Participants

NACO participants may have the NLC verification done by LC. Complete the name authority worksheet as usual, but the heading and reference fields may be left blank.

NLC Heading Changes

When the National Library of Canada changes an existing heading, notification of the change is sent to LC. Changes to authority and bibliographic records (including minimal level records) are made in the LC data base.

"2A" CATALOGING

1) *General.* "2A" cataloging is a designation used to indicate the cataloging given to unnumbered (or, rarely, partially numbered) multipart sets of certain types of materials judged primarily of significance as groups and for which the individual items are not considered significant enough in and of themselves to warrant cataloging separately. Although the set is usually "made up" in that the individual items *lack a numerical designation* to link them together, the items in the set are usually closely related by subject and there are other strong bibliographic indicia to link them together, such as title (or parts of title), emanating body, publisher, or format. The term "2A" derives from a designation of types of cataloging established by the Library of Congress in 1947. Material was designated 2A to minimize cataloging and binding costs. The material is assigned LC classification and subject headings and, when bound, is shelved in the general collections. 2A cataloging should not be confused with the cataloging of numbered multipart sets when titles of individual issues are dependent upon the main title, analyzable multipart works that LC judges do not warrant analysis, or collection level cataloging for which the individual items have no bibliographic relationship other than subject. In essence, 2A cataloging is for *made-up* multipart sets that are classified as collections and that are not analyzed. If a set receiving 2A cataloging is analyzable, do not make a series authority record except in the rare instance when some of its component parts are analyzed.

Material in a series that is classified as a collection is generally excluded from consideration here.

2) *Choice of main entry heading.* Choice of entry is based on chapter 21, taking into account all the items available (as in any other multipart item cataloging).

3) *Description.* Rules 1.0H and 1.1B7 are the bases for the

description of 2A cataloging. Choose as the title proper the title that is common to each item. If there is no common title, supply it according to 1.1B7.

If the title proper of each item includes information other than a date or numbering that differs from item to item, replace this data, if appropriate, with a more general description that is suitable to all items in the set. Do not omit data and represent them with ellipsis.

Title on an item: Guide to historical resources in Hamilton County, New York repositories

Title proper for set: Guide to historical resources in [name of county], New York repositories
not Guide to historical resources in ... New York repositories

Title on an item: Starting and operating a business in Kentucky

Title proper for set: Starting and operating a business in [name of state]
not Starting and operating a business in ...

4) *Physical description area.* The items involved are not numbered or are not numbered in a conventional sense. Thus numbering should be assigned to bound material based on some other logical sequence such as alphabetical special titles or chronological years included in special titles. Unless a term prescribed in 2.5B18 is better suited, use the designation "v." for the physical description. Record holdings in the normal manner except when the material remains temporarily unbound (see below). *Note that according to the exception specified in LCRI 1.5 ("for ephemeral and 'made up' sets lacking a collective title, base the volume and illustration statements on LC's copy and binding"), the extent of volumes refers to volumes as bound or to be bound in LC, not individual pieces within the set.*

Consider a set with imprint dates before the current three years as complete and "close" the entry (see 5 below).

If the material is incomplete but current and the material is unbound, do not list the holdings in the extent portion of the physical description area (see 5b and 5c below).

5) *Contents note for sets considered complete/Temporary listing of items within a set considered incomplete.* It is of utmost importance for the user of the material to know what is contained in a particular set. Therefore, unless the set contains 100 or more items, contents are always listed on "2A" records. When the set is considered to be complete (see below), a regular contents note is given. When the set is considered to be incomplete (see below), the holdings are temporarily listed in the form indicated in that subsection. An exception is made for current material of sets containing, or that will contain, 100 or more items. For these the Library's holdings are temporarily listed in the shelflist only (see 5c below).

Arrange material according to a pattern most suitable to the set being cataloged, the most frequent patterns of arrangement being alphabetical or chronological, or a combination of the two. Other factors, however, may influence the arrangement, such as when parts of a set are received for addition after earlier parts have already been assigned volume numbering but the volumes now received "disturb" the arrangement of contents already listed.

For the purpose of listing the contents/holdings, 2A material can

be said to fall into three major categories:

a) set is complete, or is incomplete but all items within the set have been published before the current three years;

b) set is incomplete but current ("current" here is defined as at least one item in the set having an imprint date that is within the current three years) and set, when complete, will contain less than 100 items;

c) set is incomplete but current (see 2) above) and, when complete, will contain 100 or more items.

Depending on the category under which a set falls, apply the following:

a) *Set is complete, or is incomplete but items within the set have been published before the current three years*

(1) *All volumes are bound.* A regular contents note is given for these. Assign volume numbering and list contents according to general provisions. When feasible, list contents in a telescoped form (e.g., for a volume that contains items for each state from Alabama through Colorado, give the contents as "[1] Alabama-Colorado," not "[1] Alabama. Alaska. Arizona. Arkansas. California. Colorado," or in an informal note (generally when the set is complete in one physical volume). Should additional items be received at a later date and additions need to be made to the contents note, *do not rearrange* the order of the contents already given—although this would result in a better or more logical arrangement—since the material has been bound and volume numbering already assigned. Instead, add, individually or by grouping, the new volume(s), even if this necessitates a listing in greater detail than that accorded to the items already noted.

Information about published volumes that are not in LC may be available. When this occurs, volume numbering for the items not in LC may be "preassigned" when listing the contents.

[1] Côte-d'or - [3] Saône-et-Loire - [4] Yonne.
(Of the four-volume set the volume for Nièvre is
lacking in LC)

(2) *All or some of the volumes are unbound.*

(a) Decide how the material is to be bound; group it accordingly; mark items as necessary; give instructions to the binder;

(b) complete the physical extent area;

(c) add contents of items (see section 1a above);

(d) give instructions to the shelflist, if necessary.

b) *Set is incomplete but current*

(1) *All volumes received are bound.* Follow procedures of a1 above.

(2) *Material is unbound.* If the items within this category are unbound at the time of cataloging, they will remain unbound and will be located in a special custodial unit until the set is either complete or is otherwise retrieved from the special custody, arranged for binding, and the set "closed." *Because the material will remain temporarily unbound, listing the holdings in the extent portion of the physical description area and in a regular contents note (with*

assignment of volume numbering) is not suitable at this stage. Instead, give a temporary indication of LC holdings for such incomplete sets in a general note. Give an introductory phrase stating how the holdings are to be listed (e.g., "Holdings listed alphabetically by name of county and date") followed by an explicit statement of the titles of the individual items themselves. List the items as succinctly as possible; if a particular title is in more than one volume or piece, indicate this in parentheses following the title, (e.g., Havana (3 items)).

When at a later date other items are added, insert them in their appropriate alphabetic, etc., place in the listing of the holdings, not at the end of the items already listed.

When at a later date the set is complete or closed because no further volumes are expected to be added, the material is arranged as needed, prepared for binding, volume numbering assigned, and the "holdings" note substituted by a regular contents note.

c) *Set is incomplete but current and will contain 100 or more items.* For sets in this category, listing of items is not practicable (e.g., of a set comprising items for each of the 350 communities in Massachusetts the cataloger has 150 scattered items). In such cases proceed as follows: Do not indicate holdings in the extent portion of the physical description area and do not give a holdings note. Instead 1) give a note regarding general arrangement of the material within the set (e.g., In LC the items within the set are arranged alphabetically by community); 2) give an additional (local) note: LC holdings, until complete, listed in shelflist only. When the set is closed, the unbound issues are retrieved, the entry closed, and the contents note added.)

ROMANIZATION-BELORUSSIAN

In the romanization table for Belorussian published in *Cataloging Service*, bulletin 118 (Summer 1976), the roman equivalent of one Belorussian letter erroneously lacks a ligature. Below are the correct equivalencies.

ж * žh žh

SUBJECT CATALOGING

SUBJECT HEADINGS OF CURRENT INTEREST

Weekly Lists 5-18, 1988

Acquaintance rape (May Subd Geog)
Computer war games (May Subd Geog)
Concession bargaining (May Subd Geog)
Designated hitters (Baseball) (May Subd Geog)
Distributed data bases (May Subd Geog)
Drug traffic (May Subd Geog)
End-user computing (May Subd Geog)
Exercise therapy for the aged (May Subd Geog)
Fair trial (May Subd Geog)
Free agents (Sports) (May Subd Geog)
Greenways (May Subd Geog)
Haunted houses (May Subd Geog)
Integrated software (May Subd Geog)
Joint products (May Subd Geog)
Kwanzaa (May Subd Geog)
Libraries and the homeless (May Subd Geog)
Linebackers (Football) (May Subd Geog)

Military-industrial complex (*May Subd Geog*)
 Palimony (*May Subd Geog*)
 Penny stocks (*May Subd Geog*)
 Pet cleanup (*May Subd Geog*)
 Quick and easy cookery (*May Subd Geog*)
 Rural renewal (*May Subd Geog*)
 School closings (*May Subd Geog*)
 Selective conscientious objection (*May Subd Geog*)
 Self-talk (*May Subd Geog*)
 Sentinel health events (*May Subd Geog*)
 Single fathers (*May Subd Geog*)
 Single mothers (*May Subd Geog*)
 Software protection
 Soup kitchens (*May Subd Geog*)

REVISED LC SUBJECT HEADINGS

The list below comprises headings that were changed or cancelled on weekly lists 4-17, 1988.

<i>Cancelled heading</i>	<i>Replacement heading</i>
Adriamycin	Doxorubicin
Afro-Americans in the radio industry	Afro-Americans in radio broadcasting
Alfalfa breeding	Alfalfa—Breeding
Americans—Employment—Foreign countries—Law and legislation	Americans—Employment—Foreign countries (<i>An existing heading</i>) Americans—Legal status, laws, etc.—Foreign countries (<i>Individual subject authority record not made</i>)
Anthrax, Symptomatic	Blackleg in cattle (<i>May Subd Geog</i>) Blackleg in sheep (<i>May Subd Geog</i>)
Apple, Frozen	Frozen apples (<i>May Subd Geog</i>)
Arachidic acid—Analog	Arachidic acid—Derivatives
Attorneys-general (<i>and subdivisions</i>)	Attorneys general (<i>May Subd Geog</i>) (<i>and subdivision</i>)
Authors, Spanish—16th century Authors, Spanish—17th century	Authors, Spanish—Classical period, 1500-1700
Avro Anson (Training planes)	Avro Anson (Training plane)
Bakossi (Bantu people)	Kossi (African people)
Bank float	Check float (<i>May Subd Geog</i>)
Bandsmen	Band musicians (<i>May Subd Geog</i>)
Baseball managers	Baseball—Managers
Basicranium (<i>and subdivision</i>)	Skull base (<i>and subdivision</i>)

Beagle Expedition, 1831-1836	Beagle Expedition (1831-1836) (A name heading)
Benedictines	Benedictines (An identical name heading)
Berings's Expedition, 1st, 1725-1730	Kamchatskafa ekspedit'siia (A name heading)
Berries, Frozen	Frozen berries (May Subd Geog)
Biko, Stephen, 1946-1977, in motion pictures	Biko, Steve, 1946-1977, in motion pictures
Bile-ducts (and subdivisions)	Bile ducts (and subdivisions)
Black Muslims—Doctrinal and controversial works	Black Muslims—Controversial literature Black Muslims—Doctrines
Blind, Physical education for the	Physical education for the blind (May Subd Geog)
Blue Ridge Parkway (Va. and N.C.)	Blue Ridge Parkway (N.C. and Va.)
Bridges—Design Bridge construction	Bridges—Design and construction
Brothers Hospitallers of St. John of God	Brothers Hospitallers of St. John of God (An identical name heading)
Brothers of Charity	Brothers of Charity (An identical name heading)
Business education—Teacher training	Business teachers—Training of (May Subd Geog)
Cacao breeding	Cacao—Breeding
Cage-birds (and subdivision)	Cage birds (May Subd Geog) (and subdivision)
Captain America (Comic strip)	Captain America (Comic strip) (An identical name heading)
Carbon dioxide transport (Physiology)	Carbon dioxide—Physiological transport
Choral societies, German	Choral societies—Germany
Christianity and democracy	Democracy—Religious aspects—Christianity
Church and refugee problems	Church work with refugees (May Subd Geog) (An existing heading)
Cidaroida	Cidaroida (May Subd Geog)
Cidaroida, Fossil	Cidaroida, Fossil (May Subd Geog)
Civilization, Modern—20th century—English influences	Civilization, Modern—English influences

Clear-cutting	Clearcutting (May Subd Geog)
Clerks Regular of Somaschi	Clerks Regular of Somaschi (An identical name heading)
Columbia (Space shuttle)	Columbia (Spacecraft) (A name heading)
Commercial agents, American, [French, etc.]	Commercial agents—[place] (Individual subject authority records not made)
Cookery (Entrées)	Entrées (Cookery) (May Subd Geog)
Corn, Frozen	Frozen corn (May Subd Geog)
Court-houses (and subdivisions)	Courthouses (May Subd Geog) (and subdivisions)
Coxsackie virus	Coxsackieviruses (May Subd Geog)
Cranberries, Frozen	Frozen cranberries (May Subd Geog)
Criminal justice personnel, Training of	Criminal justice personnel— Training of (May Subd Geog)
Cut-over lands	Cutover lands (May Subd Geog)
Dac-Easy Accounting (Computer program)	Dac-Easy Accounting (Computer program) (An identical name heading)
Dac-Easy Payroll (Computer program)	Dac-Easy Payroll (Computer program) (An identical name heading)
Daribi	Daribi (Papua New Guinea people)
Daughters of Mary, Help of Christians	Daughters of Mary, Help of Christians (An identical name heading)
Debility	Asthenia (An existing heading)
Delfin (Training planes)	Delfin (Training plane)
Design, Decorative—India	Decoration and ornament—India (An existing heading)
Digestive organs—Amphibians, [Birds, Fishes, etc.]	[individual animal]—Digestive organs (Individual subject authority records not made)
Dinoflagellata Pyrrhophyta	Dinoflagellates (May Subd Geog)
Dinoflagellata, Fossil	Dinoflagellates, Fossil (May Subd Geog)
Discophora (Coelenterata)	Scyphozoa (May Subd Geog) (An existing heading)

Dominican Sisters	Dominican Sisters (An identical name heading)
Dumping (Commercial policy)	Dumping (International policy) (May Subd Geog)
Durango and Silverton Narrow Gauge Railroad	Durango & Silverton Narrow Gauge Railroad (A name heading)
Dwarf mistletoe	Arceuthobium (May Subd Geog)
Economic assistance, Russian	Economic assistance, Soviet (May Subd Geog)
Education in the Talmud	Education in rabbinical literature
Electric engineering—Museums and collections	Electric engineering—Museums
Electric shock therapy	Electroconvulsive therapy (May Subd Geog)
Electron microscope	Electron microscopes (May Subd Geog)
Electron microscope, High voltage	High voltage electron microscopes (May Subd Geog)
Electron microscope, Transmission	Transmission electron microscopes (May Subd Geog)
Émigrés	France—History—Revolution, 1789-1799—Refugees
Endermic medication	Transdermal medication (May Subd Geog)
English language—Teacher training	English teachers—Training of (May Subd Geog)
ESTC Project	ESTC (Project) (A name heading)
Exocycloida	Sand dollars (May Subd Geog)
Feces—Incontinence	Fecal incontinence (May Subd Geog)
Filaroid-	Filarial worms (May Subd Geog)
Fish, Frozen	Frozen fish (May Subd Geog)
Fox's H-function	H functions
France—History—Revolution, 1789-1799—Religious history (and subdivision)	France—History—Revolution, 1789-1799—Religious aspects (and subdivision)
Freud, Sigmund, 1856-1939—Humor, satire, etc.	Freud, Sigmund, 1856-1939—Humor
Fruit, Frozen	Frozen fruit (May Subd Geog)

Generative organs—Amphibians, [Birds, Insects, etc.]	[<i>individual animal</i>]-Generative organs (<i>Individual subject authority records not made</i>)
Geology, Stratigraphic—Algonkian	Geology, Stratigraphic— Proterozoic
Geology, Stratigraphic—Neocene	Geology, Stratigraphic—Neogene
Geology, Stratigraphic— Pre-cambrian	Geology, Stratigraphic— Precambrian
Geology, Stratigraphic—Recent	Geology, Stratigraphic—Holocene
Gilbertines	Gilbertines (<i>An identical name heading</i>)
Grīhyasūtras	Grīhyasūtras
Guitar and percussion music, Arranged	Percussion and guitar music, Arranged
Gurungs	Gurung (Nepalese people)
Hardanger-fiddle music	Hardanger fiddle music
Hemenway Southwestern Archaeological Expedition, 1886-1894	Southwestern Archaeological Expedition (1886-1894) (<i>A name heading</i>)
Hemorrhagic septicemia of cattle	Hemorrhagic septicemia in cattle (<i>May Subd Geog</i>)
Herbicide antidotes (Plant protection)	Herbicide safeners (<i>May Subd Geog</i>)
History, Comic, satirical, etc.	World history—Humor
Honduras—History—1933-	Honduras—History—1933-1982 Honduras—History—1982-
Huasteca (Mexico)	Huasteca Region (Mexico)
Hunting—Museums and collection Hunting museums	Hunting—Museums
Ilokanos	Ilokanos (Philippine people)
Indians—Civilization	Indians (<i>An existing heading</i>)
Insurance, Savings-bank life	Insurance, Savings bank life (<i>May Subd Geog</i>)
Iskra (Training planes)	Iskra (Training plane)
JN-4D (Training planes)	JN-4D (Training plane)
Jack-pine (<i>and subdivision</i>)	Jack pine (<i>May Subd Geog</i>) (<i>and subdivision</i>)
Jack-pine budworm	Jack pine budworm (<i>May Subd Geog</i>)
Javelin (Computer program)	Javelin (Computer program) (<i>An identical name heading</i>)

Jean Lafitte National Historical Park and Preserve (La.)	Jean Lafitte National Historical Park and Preserve (La.) (An identical name heading)
Jerusalem—Walls	Walls—Jerusalem
Jute breeding	Jute—Breeding
Karpatskiĭ zapovednik (Ukraine)	Karpats'kyĭ zapovidnyk (Ukraine)
Khasa (Indic people)	Khas (South Asian people)
Khasis (and subdivisions)	Khasi (Indic people) (and subdivisions)
Knights of Malta	Knights of Malta (An identical name heading)
Ku-Klux Klan	Ku-Klux Klan (1866-1869) (A name heading)
Ku Klux Klan (1915-)	Ku Klux Klan (1915-) (An identical name heading)
Left Bank (Paris, France)	Rive gauche (Paris, France)
Lisu (Tibeto-Burman tribe)	Lisu (Southeast Asian people) (May Subd Geog)
Magister (Training planes)	Magister (Training plane)
Marist Brothers	Marist Brothers (An identical name heading)
Mathematics—Teacher training	Mathematics teachers—Training of (May Subd Geog)
Mbandieru (Bantu people)	Mbandieru (African people)
Medusae	Jellyfishes (May Subd Geog)
Medusae, Fossil	Jellyfishes, Fossil (May Subd Geog)
METAFONT (Computer system)	METAFONT (Computer program) (A name heading)
Microsoft Business BASIC Compiler (Computer program)	Microsoft Business BASIC Compiler (Computer program) (An identical name heading)
Microsoft Works (Computer program)	Microsoft Works (Computer program) (An identical name heading)
Millionairesses	Women millionaires (May Subd Geog)
Millepedes (and subdivision)	Millepedes (May Subd Geog) (and subdivision)
Minas	Mina (Indic people) (May Subd Geog)

Missionary Sisters of the Sacred Heart	Missionary Sisters of the Sacred Heart (An identical name heading)
Mistletoe	Mistletoes (May Subd Geog)
Mocking-birds	Mockingbirds (May Subd Geog)
Mucosal diseases of cattle	Mucosal diseases in cattle (May Subd Geog)
Music—Teacher training	Music teachers—Training of (May Subd Geog)
Mythology, Meithei	Mythology, Meithei
National Antarctic Expedition, 1901-1904	British National Antarctic Expedition (1901-1904) (A name heading)
Neanderthal race	Neanderthals
Nepalese in Assam, [etc.]	Nepalese (May Subd Geog) (Individual subject authority records not made)
Nonjurors, English Catholic	Catholic nonjurors—England
Nonjurors, French Catholic	Catholic nonjurors—France
Nonsense literature, English, [etc.]	Nonsense literature, English (May Subd Geog)
Oil-palm (and subdivision)	Oil palm (May Subd Geog) (and subdivision)
Operation Identification (Burglary protection)	Operation identification (Burglary protection) (May Subd Geog)
Oxygen transport (Physiology)	Oxygen—Physiological transport
Paleobotany—Neocene	Paleobotany—Neogene
Paleobotany—Pre-Cambrian	Paleobotany—Precambrian
Paleobotany—Recent	Paleobotany—Holocene
Paleontology—Neocene	Paleontology—Neogene
Paleontology—Pre-Cambrian	Paleontology—Precambrian
Paleontology—Recent	Paleontology—Holocene
Palm-oil	Palm oil (May Subd Geog)
Palm-oil industry (and subdivision)	Palm oil industry (May Subd Geog) (and subdivision)
Pan American Union	Pan American Union (An identical name heading)
Pandora in literature	Pandora (Greek mythology) in literature

Parc national des Pyrénées occidentales (France)	Parc national des Pyrénées occidentales (France) (An identical name heading)
Pea breeding	Peas—Breeding
Peanut breeding	Peanuts—Breeding
Peas, Frozen	Frozen peas (May Subd Geog)
Photography, Journalistic	Photojournalism (May Subd Geog)
Physical education and training— Teacher training	Physical education teachers— Training of (May Subd Geog)
Piano trios—Parts—Collections	Piano trios—Parts (An existing heading)
Plant-breeding (and subdivisions)	Plant breeding (May Subd Geog) (and subdivisions)
Pleuropneumonia of cattle	Contagious bovine pleuropneumonia (May Subd Geog)
Poll-tax (and subdivision)	Poll tax (May Subd Geog) (and subdivision)
Poll-tax (Islamic law)	Poll tax (Islamic law) (May Subd Geog)
Pont-Aven school	Pont-Aven school of art
Postal savings-banks (and subdivision)	Postal savings banks (May Subd Geog) (and subdivision)
Potatoes, Frozen	Frozen potatoes (May Subd Geog)
Progressive Party (Founded 1912)	Progressive Party (1912) (A name heading)
Progressive Party (Founded 1948)	Progressive Party (U.S. : 1948) (A name heading)
Provost (Training planes)	Provost (Training plane)
Put and call transactions (and subdivisions)	Options (Finance) (May Subd Geog) (and subdivisions)
Rabbit breeding	Rabbits—Breeding
Rabbits as pets	Rabbits (May Subd Geog) (An existing heading)
Radio industry and trade	Radio broadcasting (May Subd Geog) Radio supplies industry (May Subd Geog) (Existing headings)
Radio industry and trade— Equipment and supplies (and subdivision)	Radio supplies industry (May Subd Geog) (An existing heading) (and subdivision)

Radio industry and trade—Law and legislation	Radio supplies industry—Law and legislation (<i>May Subd Geog</i>)
Radio industry and trade—Quality control	Radio supplies industry—Quality control
Richardson Mountains (N.W.T.)	Richardson Mountains (Yukon and N.W.T.)
Ring-necked pheasants	Ring-necked pheasant (<i>May Subd Geog</i>)
Rocky Mountain National Park (Colo.)	Rocky Mountain National Park (Colo.) (<i>An identical name heading</i>)
Rottinese language	Roti language
Royal Botanic Gardens, Kew	Royal Botanic Gardens, Kew (<i>An identical name heading</i>)
Samaritans. Liturgy and ritual	Samaritan sects—Liturgy (<i>Individual subject authority record not made</i>)
Savings-banks (<i>and subdivisions</i>)	Savings banks (<i>May Subd Geog</i>) (<i>and subdivisions</i>)
Scab disease in cattle	Scabies in cattle (<i>May Subd Geog</i>)
Scanning electron microscope	Scanning electron microscopes (<i>May Subd Geog</i>)
School savings-banks	School savings banks (<i>May Subd Geog</i>)
Sea-urchins (<i>and subdivisions</i>)	Sea urchins (<i>May Subd Geog</i>) (<i>and subdivisions</i>)
Sea-urchins, Fossil	Sea urchins, Fossil
Selection (Plant-breeding)	Selection (Plant breeding)
Selection indexes (Plant-breeding)	Selection indexes (Plant breeding)
Self-worship (Hinduism)	Self-worship—Hinduism
Shakespeare, William, 1564-1616— Humor, satire, etc.	Shakespeare, William, 1564-1616— Humor
Shimabara Uprising, 1637-1638, in art	Shimabara Uprising, 1637-1638— Art and the uprising
Somnambulism	Sleepwalking (<i>May Subd Geog</i>)
Stemware, American, [etc.]	Stemware—[<i>place</i>] (<i>Individual subject authority records not made</i>)
SuperCalc 4 (Computer program)	SuperCalc 4 (Computer program) (<i>An identical name heading</i>)
Symphony (Computer program)	Symphony (Computer program) (<i>An identical name heading</i>)

T-6 (Training planes)	T-6 (Training plane)
T2J (Training planes)	T2J (Training plane)
Taglar Cave Site (Azerbaijan S.S.R.)	Taglar Cave (Azerbaijan S.S.R.)
Tariff on palm-oil	Tariff on palm oil (<i>May Subd Geog</i>)
Teacher-participation in personnel service	Teacher participation in personnel service (<i>May Subd Geog</i>)
Technical assistance, Russian	Technical assistance, Soviet (<i>May Subd Geog</i>)
Theater—Museums and collections	Theater—Museums
Three-day sickness of cattle	Three-day sickness in cattle (<i>May Subd Geog</i>)
Tiger Moth (Training planes)	Tiger Moth (Training plane)
Tinguanes	Tinguian (Philippine people)
Tomato breeding	Tomatoes—Breeding
Tower-clocks	Tower clocks (<i>May Subd Geog</i>)
Tulip breeding	Tulips—Breeding
Ultrasonic cardiography (<i>and subdivision</i>)	Echocardiography (<i>May Subd Geog</i>) (<i>and subdivision</i>)
United States—History—Anecdotes, facetiae, satire, etc.	United States—History—Anecdotes
United States—History—Anecdotes, facetiae, satire, etc.—Juvenile literature	United States—History—Juvenile humor
United States—History, Comic, satirical, etc.	United States—History—Humor
United States. Army. Field Artillery	United States. Army. Field Artillery (<i>An identical name heading</i>)
Urine—Incontinence (<i>and subdivision</i>)	Urinary incontinence (<i>May Subd Geog</i>) (<i>and subdivision</i>)
Vaccinium myrtillus	Bilberry (<i>May Subd Geog</i>)
Valentina (Comic strip)	Valentina (Comic strip) (<i>An identical name heading</i>)
Vatican City—Buildings	Buildings—Vatican City
Vatican City—Churches	Churches—Vatican City
Vatican City—Plazas	Plazas—Vatican City
Vegetables, Frozen	Frozen vegetables (<i>May Subd Geog</i>)

Voyages and travels—1951-	Voyages and travels—1951-1980
	Voyages and travels—1981-
Water-birds	Water birds (<i>May Subd Geog</i>)
Weirich family	Wyrich family
Widow's share	Spouse's share (<i>May Subd Geog</i>)
Wire-tapping	Wiretapping (<i>May Subd Geog</i>)
Wirraway (Training planes)	Wirraway (Training plane)
Wolf-hunting	Wolf hunting (<i>May Subd Geog</i>)
Women, Poor	Poor women (<i>May Subd Geog</i>)
Women palm-oil industry workers	Women palm oil industry workers (<i>May Subd Geog</i>)
Worora tribe	Worora (Australian people)
Yāithim Konu (Meithei mythology)	Yāithim Konu (Meithei mythology)
Yanadis	Yanadi (Indic people) (<i>May Subd Geog</i>)
Yatsuga Mountain (Japan)	Yatsu Mountains (Japan)
Yellowstone National Park	Yellowstone National Park (<i>An identical name heading</i>)

Headings of the type Missions to [individual ethnic group] have been changed to headings of the type [individual ethnic group]—Missions (May Subd Geog). This change has been made for the following groups:

Afro-Americans	Iranian Americans
Ahoms (Indic people)	Iranians
Akans (African people)	Iraqw (African people)
Armenians	Italians
Asians	Jalé (Papuan people)
Australian aborigines	Japanese
Bachama (African people)	Japanese Americans
Bakongo (African people)	Kachin (Asian people)
Bamangwato	Kagoro (African people)
Bantus	Kaguru (African people)
Batak	Kamwe (African people)
Bayaka (African people)	Kandhs
Bemba (African people)	Karens
Blacks	Karo-Batak
Bororo (African people)	Kgatla (African people)
Buriats	Khasi (Indic people)
Chinese	Khoikhoi (African people)
Dani (New Guinea people)	Kikuyu (African people)
Dyaks	Kpelle (African people)
Filipino Americans	Lalungs (Indic people)
Fingos	Lambas
French-Canadians	Lisu (Southeast Asian people)
Garó (Indic people)	Lozi (African people)
Germans	Lunda, Southern (African people)
Gypsies	Maoris
Hakkas	Maroons
Hispanic Americans	Masai (African people)
Igbo (African people)	Mashona
	Mbata (African people)

Mexican Americans
 Mongo (African people)
 Murngin (Australian people)
 Ngoni (African people)
 Oraons
 Oromo (African people)
 Pygmies
 Santals (Indic people)
 Sawi (Indonesian people)

Tboli (Philippine people)
 Uhunduni (Indonesian people)
 Wape (Papua New Guinea people)
 Worora (Australian people)
 Xhosa (African people)
 Yi (Chinese people)
 Yorubas
 Zulus

The subdivision —Anecdotes, facetiae, satire, etc., has been cancelled and replaced with —Anecdotes and —Humor under the following headings:

Art	Japan—History—Restoration, 1853-1870
Authors, English	
Authorship	Japan—History—Tokugawa period, 1600-1868
Baseball	
Bible	Japan—History—Meiji period, 1868-1912
Catholic Church	
China—History—Chou dynasty, 1122-221 B.C.	Japan—History—1945-
China—History—Warring States, 403-221 B.C.	Jews
China—History—Ch' in dynasty, 221-207 B.C.	Korea—History—1864-1910
China—History—Han dynasty, 202 B.C.-220 A.D.	Law
China—History—Three kingdoms, 220-265	Library science
China—History—Sung dynasty, 960-1279	Literature
Church of England	Medicine
English literature	Mexico—History—1821-1861
Europe—History—1945-	Mexico—History—1910-1946
Fishing	Moon
France—History—Third Republic, 1870-1940	Music
Hospitals	Northern Ireland—History— 1969-
Hunting	Outer space
India—History—20th century	Rabbis
Indians of North America	Science
Japan—History—To 645	Soccer
Japan—History—1185-1868	United Nations
Japan—History—1333-1600	United States—Civilization
Japan—History—Period of civil wars, 1480-1603	United States—Description and travel
	United States—Social life and customs—20th century
	United States. Army
	United States. Navy
	Universities and colleges

THE SUBDIVISION —COLLECTED WORKS DISCONTINUED

In 1986, in an effort to eliminate form subdivisions that had been inconsistently applied and were felt to be only minimally useful in subject retrieval, the Subject Cataloging Division discontinued assigning the subdivisions —Addresses, essays, lectures and —Yearbooks (cf. *Cataloging Service Bulletin*, no. 32, and no. 33). Continuing this effort to simplify subject cataloging, the division has now discontinued assigning the subdivision —Collected works. No form subdivision will be assigned to works that had formerly been assigned this subdivision. As with the other discontinued subdivisions, no systematic effort will be made to delete —Collected works 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 —Collected works.

References to the subdivision will be deleted from the subject authority file, although this will not be reflected in *Library of Congress Subject Headings* until the 12th edition is published in 1989. The instruction sheet H 1425 in the *Subject Cataloging Manual: Subject Headings* will be revised, and references to the subdivision and examples of its use appearing in other instruction sheets will be removed for the next edition of the manual.

In some classes of the Library of Congress classification schedules, there are specific numbers and captions for collected works, usually phrased as *Collected works (nonserial)*. There is no present intention to delete these captions or otherwise change classification practice.

ESTABLISHING SUBJECT HEADINGS FOR THE LIBRARY OF CONGRESS

The Library of Congress realized long ago that it was unable to catalog all items and to establish all headings needed by libraries in the United States. As a result, the NACO operations and more recently the National Coordinated Cataloging Program were initiated. Now that Library of Congress subject headings can be input and updated online and tape distribution of subject authorities with updates has begun, the Library is experimenting with cooperative projects to establish subject headings similar to the projects to establish name headings.

The National Library of Australia, Harvard University Library, and several individuals on the ALA RTSD CCS Subject Analysis Committee have recently submitted proposals to establish new headings for LCSH on an experimental basis. The success of these experiments has demonstrated that it is feasible for other persons to create subject headings for inclusion in LCSH.

Persons wishing to submit headings for LCSH should write to Mary K.D. Pietris, Chief, Subject Cataloging Division, Library of Congress, Washington, D.C. 20540, for an instruction sheet and blank subject authority worksheets. Participants are expected to follow all instructions and procedures in the *Subject Cataloging Manual: Subject Headings* and to propose headings that will fit into the LC structure.

Since the Library is staffed to establish headings needed only in its own cataloging, it welcomes the cooperative efforts of others in order to build a subject authority file that will be useful to other libraries receiving materials not acquired by LC or cataloging items at a depth not practiced by the Library of Congress. In particular the Library of Congress invites the participation of those persons who recently signed petitions recommending needed subject headings for new topics.

ASSIGNING SUBJECT HEADINGS AT TWO HIERARCHICAL LEVELS

In the mid-1970s the Library of Congress began a practice of assigning two levels of subject headings to certain types of materials, in order to aid the catalog user in locating them. This has been done only in selected subject areas and represents an exception to standard subject cataloging practice rather than the rule. (For a description and criticism of this practice, consult the article by Patrick Wilson, "The end of specificity" in *Library Resources and Technical Services*, v. 23, no. 2, Spring 1979, p. 116-122.) The Library is considering eliminating these extra headings in an effort to simplify cataloging and because their usefulness to catalog users has been questioned.

Changes are being considered in the following instruction sheets in the *Subject Cataloging Manual: Subject Headings*:

1) H 1330, *Biography*. For individual biographies, discontinue adding headings representing the class of persons. Continue to assign a heading for the name of the biographe and topical headings representing the subject matter of the work being cataloged. This change would not apply to collective biography.

2) H 1225, *Archaeological works*. Discontinue assigning the heading for a country name (or state of the United States, province of Canada, etc.) with the subdivision ~~-Antiquities~~ in addition to a more specific place name with the subdivision ~~-Antiquities~~.

3) H 1627, *Folklore*. Discontinue assigning the heading ~~Folklore-~~[place] if more specific topics are discussed and the work is not a general work on folklore of a particular place.

4) H 1152, *Indians of North America*. Discontinue assigning headings for *Indians of North America* [or other broad area]-[topic] if a heading for a specific Indian tribe with the same topical subdivision is assigned; extend this policy to all topics involving Indians.

Consideration is also being given to discontinuing assigning headings for phyla (for invertebrates) and class (for vertebrates and arthropoda) when a heading for a more specific taxon is assigned. (This practice is described in *Cataloging Service*, bulletin 122 (Summer 1977).) In the past, only headings at the higher levels were divided geographically, and headings were assigned at both levels in order to bring out place. Now that biological headings may be divided at any level, such doubling is no longer necessary.

We welcome your reactions to these proposals. We would like to simplify cataloging without depriving users of easy access to information. We are interested in your views about these specific proposals and about the general principle that a broad heading should not be assigned if it is at a higher hierarchical level than the heading reflecting the actual topic of a book. We would also like to know how these proposed changes might affect users of your library by asking that technical service staff solicit the reactions of public service staff. Send comments to Mary K.D. Pietris, Chief, Subject Cataloging Division, Library of Congress, Washington, D.C. 20540.

QUESTIONNAIRE ON REVISED LC SUBJECT HEADINGS

Since no. 32 (Spring 1986), *Cataloging Service Bulletin* has contained a complete list of cancelled or changed LC subject headings together with their replacement headings or explanations of cancellations. The list has grown from half a page in the first issue in which it appeared to sixteen pages in no. 40. The questionnaire on the next page is intended to elicit information about your use of the list in order to determine whether it is desirable to continue publishing it in its present form, to publish it in a shortened form, or to discontinue it.

REVISED LC SUBJECT HEADINGS

In each category below, select the answer(s) that most closely represent(s) your use of the list of revised LC subject headings or your opinions.

- 1) When an issue of CSB is received, (check only one)
- a) we incorporate all changes into our authority file and catalog.
 - b) we incorporate important changes into our authority file and catalog.
 - c) we review the list to alert us to significant changes.
 - d) we do not consult the list.
- 2) The list could be shortened by
- a) omitting information that a heading may be subdivided geographically.
 - b) categorizing changes rather than listing every specific example, e.g., reporting that "Moving-pictures" has been changed to "Motion pictures" in all headings.
 - c) reporting only a selected list of important changes.
 - d) none of the above.
- 3) We have (check all that apply)
- a) at least one copy of the *Approved Weekly Lists* for cataloger use.
 - b) at least one copy of *Library of Congress Subject Headings: Cumulative Microform Edition* for cataloger use.
 - c) access to LC online subject authority records.
- 4) Shortening the list would seriously affect our work.
- a) Yes
 - b) No
- 5) Other comments about the list (use verso if needed).

Name _____

Title _____

Library _____

Address _____

Send responses to Mary K.D. Pietris, Chief, Subject Cataloging Division, Library of Congress, Washington, D.C. 20540.

SHELFLISTING

G 140, DATES

In response to numerous inquiries over the years and in recognition of the problem that present practices have caused for libraries, a change has been made in the choice of dates for shelflisting printings. In the *Subject Cataloging Manual: Shelflisting*, two changes should be made to G 140, p. 1. In the examples under no. 1, change the following

From	To
1969 (1973 printing); use 1973	1969 (1973 printing); use 1969
1980 printing, c1957; use 1980	1980 printing, c1957; use 1957

This change allows the use of a more stable date than the previous practice and should require fewer changes to call numbers in LC records. The change was implemented in April 1988.

NATIONAL UNION CATALOG

MASTER MICROFORMS IN THE NUC

The information below describes several cataloging conventions that have been developed for the treatment of microforms in the Library of Congress and the *National Union Catalog* and relates principally to reports of microform masters that formerly appeared as brief records in the *National Register of Microform Masters*. Since 1982 these reports have been added as full bibliographic records to the automated NUC file and have appeared in the microfiche NUC.

1) For all microform masters reports, one bibliographic record describes both the master and its service copy.

2) Separate bibliographic records are created if the same work has been filmed by different micropublishers or if the item is available in different microform formats.

3) The NUC record contains two 007 fields—one that describes technical details of the service copy and a second that describes the technical details of the master. It also contains a 500 note that identifies the holder of the master, e.g., Master microform held by: [NUC symbol]. This note follows all notes pertaining to the original published work and immediately precedes the 533 note, which describes the service copy.

Further information on reporting microform masters or on reporting records in machine-readable form can be obtained by writing the Catalog Management and Publication Division, Library of Congress, Washington, D.C. 20540.

PUBLICATIONS

CUMULATIVE LIBRARY OF CONGRESS RULE INTERPRETATIONS

To help catalogers more efficiently apply the *Anglo-American Cataloguing Rules*, second edition (AACR 2), according to Library of Congress practice, a cumulative edition of *Library of Congress Rule Interpretations* (LCRI) is now available. As with the LCRI in this bulletin, the cumulative LCRI also include rule revisions. Prepared

under the direction of Robert M. Hiatt, assistant to the director for cataloging, and Ben R. Tucker, chief of the Office for Descriptive Cataloging Policy, the basic text of this loose-leaf publication contains all LCRI valid as of December 1987. This basic text, which will be supplemented with three quarterly updates during 1988, is available for \$80.

LCRI comes with a three-ring loose-leaf binder with dividers with printed tabs keyed to AACR 2 chapters. Each rule interpretation is clearly numbered and paged for ease in inserting the quarterly updates. Each quarterly update, in addition to containing new or revised statements to be interleaved with existing ones, also contains highlights of each new or revised interpretation. Update no. 1 will contain the LCRI that appeared in *Cataloging Service Bulletin*, no. 40, and update no. 2 those that appear in this bulletin.

The cumulative LCRI, first edition, and the 1988 updates can be ordered from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

CONSER EDITING GUIDE

Update no. 2 to the *CONSER Editing Guide*, containing details about the structure and membership of the CONSER Program and procedures that members follow in the creation and modification of MARC serials records, has recently been published and derives from the November 1986 CONSER management retreat. Update no. 2 is available for \$10. Also available are the base text with three-ring binder (\$30) and update no. 1 (\$15). All may be ordered from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

LIBRARY OF CONGRESS SUBJECT HEADINGS, 11TH EDITION

The eleventh edition of *Library of Congress Subject Headings* (LCSH) was published in June. Prepared by the Library's Subject Cataloging Division, LCSH has a new look, both inside and out, and with this edition, the "red book" will be published yearly. This edition is in three volumes and has a revised display format and cover design. The *see* in references has been replaced by *use*; *x* by *used for*; *sa* by *NT* (narrower term) or *RT* (related term), as appropriate; and *xx* by *BT* (broader term) or *RT*, as appropriate. In addition the qualifier (*Indirect*) has been replaced with the more understandable (*May Subd Geog*)-may subdivide geographically.

Most material contained in *Library of Congress Subject Headings: A Guide to Subdivision Practice* has been incorporated into this edition in the form of scope notes and general references or into *Subject Cataloging Manual: Subject Headings*.

The eleventh edition contains all new and revised subject headings through September 1987 (weekly list 8736) and is available from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100 (\$150).

USMARC PRODUCTS

Four of seven publications dealing with USMARC format documentation have been reviewed, revised, and restructured by the Network Development and MARC Standards Office, and are now available. The three remaining publications will all be available by the end of the year. The goal in revising the documentation has been to make it easier to use and handle. All publications are issued in matching three-ring binders.

For ease of use, information pertaining to national level bibliographic or authority records has been added, editorial input conventions such as punctuation have been added, and LC practices have

been carefully separated from the general USMARC format guidelines. LC practices will be available separately but integrated with the USMARC documentation. For ease of handling, all publications will be in the portrait rather than landscape format.

The publications currently available are

1) *USMARC Format for Authority Data*. This publication provides for the content and content designation (tags, indicators, subfield codes, and fixed fields) of records containing name, subject, and/or series authority information. It is organized on a field-by-field basis with each field separately paged for ease of updating. It supersedes *Authorities: A MARC Format* and *National Level Authority Record* and is available for \$35.

2) *USMARC Code List for Languages*. This publication lists languages and their associated three-character alphabetic codes used in USMARC bibliographic records and consists of both a name sequence and a code sequence. It supersedes *MARC Formats for Bibliographic Data*, Appendix II.C, and is available for \$20.

3) *USMARC Specifications for Record Structure, Character Sets, Tapes*. This publication provides technical information on the structure of USMARC bibliographic records, the character sets used in those records, and the magnetic tape formats in which those records are distributed. It is intended for personnel involved in the design and maintenance of the systems for communicating and processing USMARC records (\$15).

4) *USMARC Format for Bibliographic Data*. This publication defines the content designation and conventions used in converting bibliographic records to machine-readable form. It is intended both for those who create and maintain the records as well as those who design and maintain the systems in which the records reside. This two-volume loose-leaf publication is organized as is the authorities format and supersedes *MARC Formats for Bibliographic Data* and *National Level Bibliographic Record* for books, maps, music, films, and serials. It is available for \$85.

All publications may be ordered from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

NETWORK PLANNING PAPER

Intellectual Property Rights in an Electronic Age (ISBN 0-8444-0592-2, 66 p.) is the title of number 16 in the series *Network Planning Paper*. It contains the proceedings of the April 22-24, 1987, meeting of the Library of Congress Network Advisory Committee. The objectives of the meeting were to 1) increase awareness of the ways in which new information and communications technologies are challenging the intellectual property system; 2) identify particular problems and opportunities for library and information networking; 3) encourage planning for the future; and 4) develop action items by advisory committee member organizations. The discussion centered around the 1984 report *Intellectual Property Rights in the Age of Electronics and Information*, prepared by the Office of Technology Assessment (OTA), U.S. Congress.

The main part of the publication consists of five papers presented at the meeting, namely, "The OTA Report on Intellectual Property Rights," by D. Linda Garcia, OTA; "The End of Copyright," by Robert J. Kost, OTA; "The New Technologies," by Ralph Oman, Register of Copyrights; "Current Bibliographic Database Ownership Issues," by W. David Laird; and "ACS Chemical Journals Online: Is It Being Downloaded, Do We Care?" by John A. Hearty and Barbara F. Polansky, American Chemical Society. It may be ordered from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541,

MUSIC SUBJECT HEADINGS

Music Subject Headings, compiled from *Library of Congress Subject Headings* by Perry Bratcher and Jennifer Smith (ca. 400 p., ISBN 0-936996-31-5) is available from Soldier Creek Press, Postal Drawer U, Lake Crystal, Minn. 56055 (\$50). The publication contains all music subject headings found in LCSH, 10th edition, and the weekly lists through December 1987.