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GENERAL

CORRESPONDENCE ADDRESSED TO THE LIBRARY OF CONGRESS

Below is a revision of the list of LC officers to whom to direct inquiries that appeared in *Cataloging Service Bulletin*, no. 34. All addresses are Library of Congress, Washington, D.C. 20540, unless otherwise noted.

Policy matters relating to cataloging

Lucia J. Rather
Director for Cataloging

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Ben R. Tucker
Chief, Office for
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Policy

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Mary K.D. Pietris
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Decimal classification

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

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Head, Customer Services
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NATIONAL COORDINATED CATALOGING PROGRAM (NCCP)

General

1) *Nature of program.* The National Coordinated Cataloging Program, hereafter referred to as NCCP, is a program in which participating research libraries work cooperatively with the Library of Congress to increase the pool of bibliographic and authority records available to the library community. The specific objectives of the program are

- a) to increase the timeliness of cataloging copy;
- b) to extend cataloging coverage;
- c) to reduce duplication of effort;
- d) to produce cataloging of a "national level quality."

The records contributed through the program will reside in the LC machine catalog, and they will be distributed through the MARC Distribution Service as well as, where appropriate, through the Linked Systems Project (LSP). Participants perform needed authority work (creation of new records; maintenance of existing ones) associated with the records they contribute. Records that are contributed are based on the language and subject expertise of the cataloging staff at each institution; initially, contributed records are for current receipts of monographs in Western European languages and in English.

2) *Participating libraries.* The participating libraries and their NUC symbols are

CU = University of California, Berkeley
CtY = Yale University
ICU = University of Chicago
IU = University of Illinois at Urbana-Champaign
InU = Indiana University, Bloomington
MH = Harvard University
MiU = University of Michigan
TxU = University of Texas at Austin

3) *Purpose of this document.* This document is intended for the use of both NCCP and LC staff. It states the NCCP-related conventions to be applied to identify NCCP contributed records, the eligibility of existing records for NCCP upgrade, and the conventions to be applied by LC staff upon receipt of an item represented by a catalog record either created or upgraded by an NCCP participant. In general, the information describes in full the eligibility of records for upgrade. This information relates primarily to actions by NCCP staff. It is of use to the library community at large primarily for its information. It describes the actions to be taken by LC staff in adding volumes to LC that are represented by NCCP-related records.

5) *Abbreviations.* The following abbreviations are used:

Ø = blank in machine record
CAL = Cataloging library (represented in the machine record by its NUC symbol)
DDC = Dewey Decimal Classification number
MLC = Minimal level cataloging
TRL = Transcribing (inputting) library (represented in the machine record by its NUC symbol)
UPL = Upgrading library (represented in the machine record by its NUC symbol)
[mmdyyy] = date in the form of two digits for month, day, year

1) *Descriptive cataloging*

a) *General.* Follow AACR 2, *Library of Congress Rule Interpretations*, and the LC internal procedural manual in creating both catalog and authority records. Perform searching to prevent duplication and to discover all relevant information as directed in the above documentation. Perform complete name and series authority work as needed for each catalog record. Provide for any maintenance to bibliographic records.

b) *Multipart items.* In cataloging multipart items, follow the conventions of the relevant documentation. For items already represented in the catalog, contributions must reflect existing treatments. For newly cataloged items, contributions must reflect treatments formulated according to the directions of the relevant documentation. Base the catalog record on the volume(s) in hand and give temporary data within angle brackets. At the time any volumes are added to LC's collections, the record will be adjusted to reflect LC holdings in all aspects.

1) *Collected set record (non-AACR 2 access points).* In preparing an analytic for a set classified as a collection, follow standard procedures for putting the access points of the collected set record into AACR 2 form if that has not yet been done.

2) *Collected set record not in current machine catalog.* In preparing an analytic for a set classified as a collection but the collected set record is not yet represented in the master books file, the collected set record is input as provided for under internal LC procedures.

2) *Subject cataloging*

a) *General.* In general, all NCCP participants except the University of Illinois at Urbana-Champaign (IU) assign an LC call number, although there may be individual instances in which this is not done. In such cases the record simply does not contain a call number. Should the item be received in LC, LC assigns a call number at that time. All participants assign subject headings; procedures for subject cataloging practice followed by NCCP participants are stated in the *Subject Cataloging Manual: Subject Headings*.

b) *Trailing "x" in call number.* When participants assign a call number, they include a lower case "x" (called a "trailing x") at the end of the Cutter number or at the end of the second Cutter when a double Cutter is assigned or after the class number in those few cases in which a call number is assigned without a Cutter number. Assignment of a trailing x will be discontinued when it becomes possible through a second indicator position in the call number field (050) to indicate that the call number was assigned by an agency other than LC.

3) *Decimal classification.* The University of Illinois at Urbana-Champaign assigns a DDC number (082 field).

Series Treatment Decisions

1) *General.* For items already represented in the catalog, contributions must reflect existing treatments. For newly cataloged items, contributions must reflect treatments formulated according to the directions of the relevant documentation. A series authority record may contain no more than two institutions' treatment decisions, namely, those for LC plus those for one other institution. When more than one set is given, give the set relating to LC first.

2) *Actions by NCCP participants*

a) *No series authority record.* If there is no series authority record, create one. Indicate the source of the record by an 040 field according to normal conventions. Add LC treatment decisions; optionally, add those of your own institution.

b) *Series authority record but no treatment decisions.* Add LC treatment decisions; do not add those of your own institution.

c) *Series authority record with one set of treatment decisions.* If an LC set is present, take no action. If there are no LC decisions present, add them as the first set; do not add any for your own institution, since that would exceed the two-institution limit.

3) *Actions by LC staff.* In using series authority records created by NCCP participants, follow the LC treatment decisions assigned by the participant.

Candidates for Upgrade

Records that are represented in the LC online system that are candidates for NCCP upgrade are

1) Records for items that have either been ordered or requested on exchange but that have not yet been physically received in LC.

2) Records for items that have either been ordered or requested on exchange and that have now been physically received in LC but the record is still in an acquisition state.

3) Records for items in descriptive cataloging units other than atlases; rare materials; and Chinese, Japanese, Korean, Hebrew, and Yiddish items.

4) Records that have received minimal level cataloging.

Excluded Records

There are several kinds of records on the files searched that are ineligible for upgrade.

1) CIP records.

2) CJK records (records for items in Chinese, Japanese, Korean input through RLIN but also represented in the in process file).

3) Collection level records.

4) HY records (records for items in Hebrew and Yiddish input through RLIN but that are also represented in the in process file).

5) Records in process being prepared or upgraded by other participants.

Record Identification

The data elements listed below aid in identifying a distributed record created or upgraded by an NCCP participant.

1) 050. Call number assigned by participant (in most cases) except IU.

a) indicator 1 = 1 (not in LC).

b) indicator 2 = 4 (assigned by agency other than LC); a value in indicator 2 will be assigned when it is implemented in the LC input/update system.

2) 050 (second). LC minimal level shelf number. Used when an NCCP participant upgrades an existing LC minimal level record.

3) 051

a) REQUESTED FROM DEALER, REQUESTED ON EXCHANGE, BOOK NOT YET IN LC, [YYMMDD] BOOK NOT YET IN LC. Used when an NCCP participant has upgraded a record for an LC item on order or requested on exchange.

b) LC COPY IN PROCESS. Used when an NCCP participant has upgraded a record for an LC item in process.

4) 082. DDC number assigned by IU.

5) 040

a) #a#CAL#c#TRL. Used when an NCCP participant inputs a new record.

b) #a#DLC/UPL#c#UPL. Used when an NCCP participant upgrades an in process record input by LC staff.

c) #a#DLC#c#DLC#d#UPL. Used when an NCCP participant upgrades an existing LC minimal level record.

6) Leader/17 (encoding level). 0 (full level). Used on all records, including those originally done as MLC by LC.

7) 008/39 (cataloging source). Value "c" (co-op. cat.).

NCCP-Related Records in LC Processing Stream (NCCP Adapts)

1) *General*. All NCCP-related records (authority and bibliographic) are used by LC to facilitate the processing of its own acquisitions. Items received in LC that are represented by an NCCP-related record (NCCP input; NCCP upgrade of LC record) are processed through a processing stream called "NCCP adapt." Since participants perform authority work (name and subject) and usually assign a call number from the LC classification schedules, items processed through the NCCP adapt stream usually bypass descriptive catalogers (except for multipart items) and subject catalogers (except for assigning an LC call number when one was not assigned or resolving problems related to one that was assigned). In general, the NCCP adapt stream entails the

a) insuring the call number fits the LC shelflist (adjusting the Cutter as needed) or assigning a call number to items without one;

b) assigning a decimal classification number as appropriate;

c) executing all the updates to the record, which are normally adding revision data in #c of the 010 field; changing indicator 1 in the 050 field to 0; deleting the 051 field (in process legend); adding the 082 field if appropriate; and adding a #d subfield to 040 containing "DLC."

2) *Multipart items*. Multipart items are referred to descriptive catalogers to revise the record to reflect LC holdings only before the above general procedures are performed.

DESCRIPTIVE CATALOGING

LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

Cumulative index of LCRI that have appeared in issues of *Cataloging Service Bulletin*.

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24.18, Type 4	14	48
24.18, Type 5	28	19

24.18, Type 10	18	76
24.19	18	76
24.20B	13	42
24.20E	11	44
24.21B	18	78
24.21C	16	48
24.21D	16	48
24.23	17	25
24.24A	24	21
24.26	11	44
24.27C	13	43
24.27C3	13	43
25.1	22	33
25.2	24	23
25.2A	27	31
25.3A	41	54
25.3B	13 (2)	44
25.4A	41	54
25.5B	39	13
25.5C	39	13
25.5D	40	35
25.5E	11	49
25.6A	11	49
25.6A2	13	44
25.7	11	50
25.8	22	34
25.8-25.11	36	33
25.9	22	35
25.10	30	20
25.13	28	19
25.14	14	54
25.15A1	36	34
25.15A2	11	52
25.18A	23	45
25.19	11	52
25.23A	11	52
25.27B	40	36
25.29A2	33	47
25.29A3	33	47
25.29C	33	47
25.29D	20	33
25.29D4	25	77
25.29E	18	80
25.29G	37	17
25.29H3	33	48
25.29J	33	48
25.30	14	55
25.31A1	11	53
25.32A1	33	48
25.32A2	33	50
25.32B1	33	50
25.32C	33	51
25.35	13	48
25.35-25.36	34	41
25.36	20	34
25.36A	33	51
25.36B	40	37
25.36C	20	35
26	37	18
26.0	41	54
26.2	37	23
26.2B2	15	30
26.2B4	15	30
26.2C	28	20
26.2D	30	22

26.2D2	30	22
26.3	32	53
26.3A3	27	38
26.3A4	12	38
26.3A6	21	45
26.3A7	36	38
26.3B-C	27	41
26.4A	12	48
26.4A3	33	51
26.4C2	12	48
26.5	12	48
A.2A	16	50
A.4A	31	35
A.7A	18	85
A.15A	21	58
A.20	24	23
A.25	39	21
A.31	17	28
A.33	40	37
A.34	17	28
A.45A	25	78
A.45B	25	78
A.53	26	18
A.54	26	19
B.4	13	72
B.9	32	57
B.14	13	72
B.15	25	78
C.0	18	87
C.4C	20	35
C.6	13	72
C.7B	33	52
D, "Braille"	33	52
D, "Close score"	25	79
D, "Collection"	14	56
D, "Colophon"	13	72
D, "Condensed score"	25	79
D, "Edition"	33	52
D, "Musical presentation statement"	25	79
D, "Personal author"	25	80
D, "Piano [violin, etc.] conductor part"	33	52
D, "Plate number"	33	52
D, "Preliminaries"	16	51
D, "Publisher's number"	33	53
D, "Running title"	18	88
D, "Text (large print)"	33	53
D, "Text (tactile)"	33	53
D, "Uniform title"	18	88

International Standard Book Number

General

Each valid ISBN recorded in the bibliographic record together with any qualification and associated terms of availability constitutes a single incidence of the ISBN area. (For invalid ISBNs, see below.)

The examples shown reflect the "modified" conventions to be used in creating MARC catalog records. Catalogers creating non-MARC records should follow the guidelines below insofar as selection, order, transcription, and qualification are concerned, but use the output conventions described in Appendix II for prescribed punctuation and paragraphing.

In these guidelines the term *edition, etc.*, refers to a bibliographic unit distinguishable with reference to its text, publisher/distributor, binding/format, volume/set. The term *item* in these guidelines may be understood to refer to the item being cataloged and/or to the source(s) upon which the description is based.

Because of the nature of publishing, it is impossible to anticipate all possible situations that might occur with respect to ISBNs. For situations not covered here, the cataloger should use judgment to construct statements that are clear and unambiguous.

Selection of ISBNs for Inclusion in the Catalog Record

The provisions below deal with the selection of ISBNs for inclusion in the catalog record. Record ISBNs found in an item only as specified in these guidelines.

1) *Single ISBN given in the item.* If an item carries a single ISBN, record that number in the ISBN area. Normally, this number will correspond to the first entity named in the publication, distribution, etc., area of the catalog record. If the ISBN relates to an entity that is not the first named in the publisher element or to an entity that is not recorded, qualify the ISBN with the name of the entity to which it relates. (Apply this provision also to reprints when the only ISBN available is that of the original edition.)

If a publisher has offices in more than one country and this is reflected in the place of publication element, qualify the ISBN by the name of the appropriate country if the ISBN does not relate to the first named place in the place of publication element.

If it is not known to which country the ISBN relates, do not qualify it.

Cambridge [England] ; New York : Cambridge
University Press

ISBN x-xxxx-xxxx-x

If the number in the item is that of a country different from that of the publisher (cf. Appendix I: Group Identifier), for instance, a Spanish ISBN in a book published in the U.S., include the number and qualify it with the name of the associated publisher/distributor if this can be determined, otherwise by the name of the country, if known.

2) *More than one ISBN given in the item.* Record one or more ISBNs in the catalog record according to the guidelines below.

a) *More than one publisher or distributor*

(1) *Imprints other than U.S.* Record the ISBN(s) for the first named entity in the publication, distribution, etc., area. If there is no ISBN for that entity, record the ISBN(s) for any other single entity named in the publication, distribution, etc., area or on the item, and qualify by the name of the corresponding entity.

(2) *U.S. imprints.* Record the ISBN(s) for the first named entity in the publication, distribution, etc., area. If there is no ISBN for that entity, record the ISBN(s) for any other single entity named in the publication, distribution, etc., area or on the item, and qualify by the name of the corresponding entity.

In addition, always record the ISBN(s) for the distributor if given in the item.

(3) *Mixture of U.S. and foreign imprints.* If a U.S. and a foreign entity are involved in the publication/distribution of an item, record the ISBN(s) associated with the U.S. publisher or distributor (or both if present). If, in such cases, the U.S. entity is not the first named in the publication, distribution, etc., area of the record, qualify the ISBN(s) by the name of the U.S. entity.

b) *Publisher with offices in the U.S. and a foreign country.* If a publisher having offices or distributing publications both in the U.S. and in a foreign country gives a U.S. ISBN in an item as well as a foreign ISBN, record only the U.S. number. If the first place of publication recorded in the publication, distribution, etc., area is not in the U.S., qualify the ISBN with "U.S."

Berlin ; New York : Springer Verlag

ISBN x-xxxx-xxxx-x (U.S.)

c) *ISBN for more than one edition available.* In general, record only the ISBN(s) for the edition being cataloged, except as indicated elsewhere in these guidelines. In special cases, an ISBN for another edition may be recorded if the cataloger judges it to be very useful and if no separate record for the other edition will be created. (Apply this provision to "editions" that are published more or less simultaneously.) Qualify the additional ISBN as appropriate.

ISBN x-xxxx-xxxx-x

ISBN x-xxxx-xxxx-x (International ed.)

d) *More than one type of binding/format.* If the item includes ISBNs relating to types of binding/format different from that of the item being cataloged, record the ISBN relating to the binding of the item being cataloged and then all numbers relating to other bindings, etc.

If, however, it is known that separate records will be made for the different bindings or formats, do not include them in the record.

e) *More than one marketing technique.* Do not include an ISBN that relates solely to a marketing or packaging technique (e.g., "ten-copy pre-pack") unless this is the only ISBN available.

f) *Multipart items.* Publications in more than one part may bear an ISBN for the entire multipart item, ISBNs for the individual parts, or both. Because catalog records may be created for the entire set and/or for individual parts, depending upon the treatment decision, ISBNs should be recorded as appropriate for the unit being cataloged as follows:

(1) *Record for an individual part.* If the part bears ISBNs for the individual part and for the set, record both in the record for the part if no collected set record will be created. (Give the ISBN for the part first.) If a collected set record will be created, give only the ISBN for the part.

If the individual part bears only a number associated with the entire multipart item, give this number in the record for the part.

(2) *Record for the collected set.* In a record for the collected set, give the ISBN associated with the entire set. If the multipart item is complete in two parts and there will be no analytical records for the parts, record also the numbers for the individual parts in the collected set record. Give the ISBN for the set first.

If for items in three or more parts there is no number associated with the entire set, record the ISBN associated with the first part of the set or, if that is not available, the ISBN for the earliest part of the set available. Add the number of the part as a qualifier in all such cases.

g) *ISBNs for accompanying material.* Record the ISBN(s) for any item accompanying the main work if the item will be described in the accompanying material element of the physical description area or the note area of the record and no separate record is to be made for the accompanying item(s).

For CIP items at the galley stage, do not include an ISBN for accompanying material if the material is known to be of a kind that LC will not acquire.

h) *More than one ISBN assigned to the same edition, etc.* If multiple ISBNs are present in an item and it cannot be determined that they relate to different editions, publishers, bindings/formats, etc., record all numbers found. (This may occur, for example, when there is one ISBN inside a book and a different one on the dust jacket.) If all such numbers are internally valid, record each in a separate ISBN area. (For instructions concerning invalid ISBNs, see below.) A number not found printed in the item itself is qualified with the name of the place from which it was taken.

ISBN x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (jacket)

Order of Multiple ISBNs in the Record

When more than one ISBN is to be included in the record according to the guidelines above, always record first the ISBN of the edition, etc., being cataloged. In addition, apply the guidelines below, when appropriate, in the order given.

1) *Multiple publishers/distributors.* Record first the ISBN(s) relating to the publisher of the item being cataloged. Record ISBNs relating to other publishers or to the distributor in the order of the corresponding entities as they are recorded in the publication, distribution, etc., area of the record (if they are present there).

New York : Grove Press : Distributed by Random House

ISBN x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (Random House)

2) *More than one binding/format.* Within each set of the ISBNs relating to a single publisher, record first the ISBN reflecting the format/binding of the item being cataloged. (Thus, if the item being cataloged is hardbound, then the number for the hardbound edition will

come first in each set of ISBNs in the record.) After the ISBN for the format/binding being cataloged, the preferred order is: hardbound, softbound, library binding, any other.

ISBN x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (pbk.)
ISBN x-xxxx-xxxx-x (Random House)
ISBN x-xxxx-xxxx-x (Random House : pbk.)

3) *Multipart items.* Within a set of ISBNs relating to a single publisher and/or single format/binding, record first the ISBN for the collected set (if appropriate--cf. above), then the ISBNs for individual parts in the order indicated by the sequencing designation used on the items.

ISBN x-xxxx-xxxx-x (set)
ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
ISBN x-xxxx-xxxx-x (Random House : set)
ISBN x-xxxx-xxxx-x (Random House : v. 1)
ISBN x-xxxx-xxxx-x (Random House : v. 2)

4) *Accompanying material.* Record any ISBN(s) for accompanying material after all numbers relating to the main work. However, if it is clear that the accompanying material relates only to one publisher, binding/format, part, etc., it may be given after the number or series of numbers to which it best relates.

ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
ISBN x-xxxx-xxxx-x (supplement)

5) *Multiple valid numbers relating to the same edition, etc.* When more than one valid number relating to the same edition, etc., is being recorded (cf. above), give the numbers in the appropriate order with regard to their publisher, etc., binding, sequencing designation, relation to accompanying material, etc. Give first the number(s) appearing inside the item being cataloged. Give numbers appearing on jackets, data sheets, afterward. (For determining the order of invalid ISBNs, see below.)

ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
ISBN x-xxxx-xxxx-x (v. 2 : jacket)

6) *Complex situations.* The following pattern illustrates the preferred order of numbers in a complex situation, namely grouping them by entity and within entity by format, volume number, accompanying material related to a particular volume, and accompanying material related to the work as a whole.

ISBN x-xxxx-xxxx-x (v. 1)
ISBN x-xxxx-xxxx-x (workbook : v. 1)
ISBN x-xxxx-xxxx-x (v. 2)
ISBN x-xxxx-xxxx-x (v. 2 : jacket)
ISBN x-xxxx-xxxx-x (workbook : v. 2)
ISBN x-xxxx-xxxx-x (pbk. : v. 1)
ISBN x-xxxx-xxxx-x (pbk. : v. 2)
ISBN x-xxxx-xxxx-x (Random House : v. 1)
ISBN x-xxxx-xxxx-x (Random House : v. 2)
ISBN x-xxxx-xxxx-x (Random House : pbk. : v. 1)
ISBN x-xxxx-xxxx-x (Random House : pbk. : v. 2)
ISBN x-xxxx-xxxx-x (supplement)

Transcription of ISBNs

1) *MARC records.* Transcribe a valid ISBN as it appears in the

source (i.e., with or without division of the ISBN into parts). However, if spaces are used to separate the parts in the source, replace them with hyphens when transcribing the number. For CIP items at the galley stage, always supply the correct hyphenation, if not already present, according to the instructions for non-MARC records below. (ISBNs in hyphenated form are part of the CIP data sent to publishers by the Cataloging in Publication Division.)

a) *Ten-digit numbers.* Transcribe a ten-digit number as it appears in the source.

b) *Nine-digit number.* If an ISBN appears in the source with nine digits and it relates to one of the countries whose group identifier is zero (cf. Appendix I), add a zero as the first digit if a zero appears to have been omitted. If a nine-digit number does not relate to the zero group of countries or does not appear to be lacking an initial zero, apply the conventions for invalid numbers set forth below.

c) *Other numbers of digits.* If an ISBN appears in the source with fewer than nine digits or more than ten digits, apply the instructions for invalid numbers below.

2) *Non-MARC records.* Transcribe ISBNs in non-MARC records as follows:

a) *Ten-digit numbers*

(1) *First digit is 0-6.* If the ISBN given in the item is hyphenated, transcribe it as it appears. If it is not hyphenated or is hyphenated incorrectly, insert hyphens as follows:

If the first digit is 0, 2-6 and the second and third digits

are: *insert a hyphen after:*

00-19 1st, 3rd, 9th digits

20-69 1st, 4th, 9th digits

70-84 1st, 5th, 9th digits

85-89 1st, 6th, 9th digits

90-94 1st, 7th, 9th digits

95-99 1st, 8th, 9th digits

If the first digit is 1 and the second through fifth digits

are: *insert a hyphen after:*

5500-8697 1st, 6th, 9th digits

8698-9989 1st, 7th, 9th digits

9990-9999 1st, 8th, 9th digits

(2) *First digit is 7-9.* If the first digit is 7-9, transcribe the number as it appears in the item either as a block of digits or with the parts separated by hyphens. (The hyphenation formula is not available for these numbers.)

b) *Nine-digit numbers.* If the ISBN has only nine digits and the number relates to one of the countries whose group identifier is zero (cf. Appendix I), add a zero as the first digit of the number (if it has been omitted) and apply the above hyphenation formula. If the number does not relate to the zero group of countries or does not appear to be lacking an initial zero, omit the ISBN from the record.

c) *Other numbers of digits.* If an ISBN has fewer than nine or more than ten digits, omit it from the record as specified in the

instructions for invalid numbers below.

Conventions for Invalid Numbers

1) MARC records

a) *Identifying invalid ISBNs.* The automated system automatically checks ISBNs for their internal validity at the time the records are initially input, added, or corrected. The legend "ISBN (invalid)" is generated when applicable.

A manually operated routine exists for checking the internal validity of ISBNs. This routine should be used by catalogers:

(1) if more than one ISBN seems to have been assigned to the same edition, etc. (cf. above) and not all the numbers appear on the record. In such cases the cataloger should check the validity of any number added to the record and apply the appropriate procedures below for valid or invalid numbers.

(2) if an ISBN in a CIP at the galley stage seems incorrect. In such cases the cataloger may check to see if it is invalid. If the ISBN proves to be invalid (or it is obviously invalid because it has more than ten or fewer than nine digits or because it has a letter other than "X" as the tenth character), do not record the invalid ISBN in the record. Instead, attempt to get a valid number from the publisher.

If a valid number can be gotten from the publisher, use that number in the CIP record. (If the invalid number is nonetheless included in the published item by the publisher, it will be included in the full MARC record.)

(3) Catalogers are asked not to use the ISBN check technique routinely to check ISBNs, however.

b) *Recording invalid ISBNs.* If the only ISBN in the record is invalid, it is recorded preceded by the words "ISBN (invalid)." In such cases the invalid number together with any qualification and terms of availability constitute a single incidence of the ISBN area.

ISBN (invalid) x-xxxx-xxxx-x (pbk.)

If both a valid and one or more invalid ISBNs relating to precisely the same edition, etc., are recorded (cf. above), the valid and associated invalid ISBNs, along with any qualifications and terms of availability together constitute a single incidence of the ISBN area. In such cases the valid form of the number and any qualification of it appears first followed by a space, the words "ISBN (invalid)," the invalid number, and any qualification of it.

ISBN x-xxxx-xxxx-x (pbk.) ISBN (invalid)
x-xxxx-xxxx-x

If more than one ISBN is invalid, record them all in the same 020 field if they appear to apply to the same edition, etc., or in different 020 fields if they appear to apply to different editions, etc.

If valid and invalid numbers relating to different editions, etc., are recorded, they constitute multiple incidences of the ISBN area and are recorded in the order specified for all ISBNs (cf. above)

ISBN (invalid) x-xxxx-xxxx-x
ISBN x-xxxx-xxxx-x (pbk.)
ISBN x-xxxx-xxxx-x (lib. bdg.)

c) *Qualifying invalid ISBNs.* If an invalid ISBN relates to the same edition, etc., as a valid ISBN (hence is carried in the same area), apply any qualification to the valid ISBN only. However, always qualify an invalid ISBN by location if it appears outside the item being cataloged. If the invalid ISBN is the only ISBN in the record or the only ISBN relating to a particular edition, etc., apply any qualification to the invalid ISBN. Follow the guidelines set forth below for choice of qualifying term.

ISBN (invalid) x-xxxx-xxxx-x (pbk.)

If both a valid and invalid number relate to the same edition, etc., apply any qualification to the valid number except the location of an invalid number when that number appears outside the item being cataloged.

ISBN x-xxxx-xxxx-x (v. 1) ISBN (invalid)
x-xxxx-xxxx-x (jacket)

2) *Non-MARC records.* If a number is known to be invalid (e.g., because it has fewer than ten digits or because it has a letter other than "X" as the tenth character), omit the ISBN from the record.

Qualification of ISBNs

In general qualify an ISBN when the relationship between the number given and the edition, etc., cataloged would not be clear to a user of the catalog record. A qualification follows the ISBN to which it relates, separated from it by one space and enclosed within one set of parentheses.

When it is necessary to include more than one kind of information within a qualifying statement, separate each element by a space-colon-space.

ISBN x-xxxx-xxxx-x (N.Y. University : pbk. : v. 1)
ISBN x-xxxx-xxxx-x (pbk. : lg. print)

In cases of multiple qualifying elements, record them as appropriate in the following order:

Accompanying material
Country associated with ISBN
Publisher/distributor
Series/phrase
(CIP only)
Binding/format
Set/volume number
Source in item of ISBN
Permanent paper

1) *Qualification by name of country.* Qualify an ISBN by the name of a country in certain cases of publishers with offices in more than one country when it would not be clear from the publication, distribution, etc., area to which country the ISBN relates. Use standard abbreviations whenever feasible.

2) *Qualification by publisher/distributor.* Qualify an ISBN by the name of the publisher/distributor as follows:

a) If the first (or only) ISBN recorded corresponds to the first (or only) entity named in the publication, distribution, etc., area, no qualification by entity is necessary.

b) Qualify the ISBNs for all publishers/distributors except those for the first entity named in the publication, distribution, etc., area.

c) If the first ISBN or the first in a series of ISBNs relating to the same publisher/distributor has been qualified by entity, qualify all subsequent numbers by entity whether or not they relate to the same entity.

ISBN x-xxxx-xxxx-x (N.Y. University : v. 1)

ISBN x-xxxx-xxxx-x (N.Y. University : v. 2)

3) *Qualification by series/phrase (CIP only)*. For CIPs at the galley stage (only), when ISBNs for both a hardbound and a paperback (or softbound) edition are being included in the same record, if the paperback, etc., edition contains a series statement or a phrase such as "A Dolphin book" that is not applicable to the hardbound edition, qualify the ISBN for the paperback, etc., by the series/phrase.

ISBN x-xxxx-xxxx-x : \$14.95

ISBN x-xxxx-xxxx-x (Aurora series : pbk.) : \$7.95

ISBN x-xxxx-xxxx-x : \$17.95

ISBN x-xxxx-xxxx-x (A Dolphin book : pbk.) : \$5.95

Do not give the series in the series area of the record; do not include series numbering in the qualification; do not trace the series, even if it is established as one that is traced (cf. LCRI 1.0).

4) *Qualification by binding/format*. Qualify an ISBN by a statement of binding/format as follows:

a) *General*. If the edition being cataloged is regular hardbound, do not qualify the ISBN relating to that edition.

If the edition being cataloged is other than regular hardbound and the ISBN for the regular hardbound edition is also recorded, qualify it with the term "(hard)." For CIPs at the galley stage, assume the edition being cataloged is hardbound unless there is explicit evidence to the contrary.

When more than one set of ISBNs is to be recorded, all numbers relating to regular hardbound editions must follow a consistent pattern of qualification: if the item being cataloged is regular hardbound, no ISBN for the regular hardbound edition in the same record will need qualification; if the item being cataloged is other than regular hardbound, all ISBNs in that record relating to the regular hardbound edition will require qualification.

ISBN x-xxxx-xxxx-x

ISBN x-xxxx-xxxx-x (pbk.)

ISBN x-xxxx-xxxx-x (Abrams)

ISBN x-xxxx-xxxx-x (Abrams : pbk.)

(The item being cataloged is hardbound)

ISBN x-xxxx-xxxx-x (pbk.)

ISBN x-xxxx-xxxx-x (hard)

ISBN x-xxxx-xxxx-x (Abrams : pbk.)

ISBN x-xxxx-xxxx-x (Abrams : hard)

(The item being cataloged is a paperback)

b) *Paperbacks and types of binding other than regular hardbound*. If there is only one ISBN recorded, do not qualify paperbacks with "(pbk.)." Otherwise, qualify with "(pbk.)." For all other non-regular hardbound types of binding, qualify ISBNs for type of binding.

c) *Multiple numbers relating to the same binding/format*. If more than one ISBN relates to the same binding/format (e.g., ISBNs for a multipart item), repeat the binding/format qualification for as many

numbers as is appropriate.

ISBN x-xxxx-xxxx-x (pbk. : v. 1)

ISBN x-xxxx-xxxx-x (pbk. : v. 2)

d) *Terminology used in the qualification.* To the extent practicable, attempt to use standard terms. Translate foreign-language terms into English if there is an adequate equivalent.

Commonly occurring types of binding, along with definitions and abbreviations, are given below. For purposes of these guidelines a "cover" is defined as any covering material that is of a greater thickness or durability than the paper upon which the text, etc., is reproduced. Books with rigid pages as well as a rigid outer covering (e.g., cardboard children's books) are considered to have a cover whether or not the outer covering is thicker than the pages.

(1) *Hardbound/hardcover.* Use the qualification "hard" to identify ISBNs relating to an edition with rigid covers of any kind, except for a loose-leaf binder. (Note that when the item being cataloged itself is hardbound, no qualification is required; cf. above.) Publishers may on occasion describe hardbound items as bound in "boards," or "caseboard." The phrase "trade edition" generally refers to the regular hardbound edition, although it may also refer to a so-called trade paperback edition.

(2) *Library binding.* Use the qualification "lib. bdg." to identify ISBNs relating to a hardbound item made especially durable, ordinarily by using stronger materials, by reinforcing the back with a heavy "super," or by other means. Library binding may be identified either by examining the item itself or by a statement on the CIP publisher's data sheet or by both as follows:

(a) *Publisher's data sheet.* Use the term "lib. bdg." if the publisher's data sheet states that an item will have a library binding. In addition, some publishers use other terms for which the qualification "lib. bdg." should be substituted, as follows:

Harper & Row	Harpercrest
Holt, Rinehart, and Winston	A Holt reinforced ed.
Lippincott (children's books)	reinforced binding
McGraw Hill	library edition
Random House	Gibralter edition
Random House (children's books)	library edition
Time-Life Books	LSB
	(library style binding)

(b) *Book.* Use the term "lib. bdg." if an examination of the book suggests that it is bound in a library binding and the book so states. Some other terms used to indicate library binding are:

guaranteed binding
library edition
prebound
reinforced

(3) *Loose-leaf.* Use the qualification "loose-leaf" to identify ISBNs relating to a publication issued in a ring binder (or similar device) that allows pages to be inserted or removed. (Note that in this context "loose-leaf" relates solely to binding/format and does not imply that the item will be updated by the publisher.)

(4) *Paperback.* Use the qualification "pbk." to identify ISBNs relating to an item issued in pliable paper covers, whether or not the spine is actually glued and covered. A publication with a (permanent) "spiral binding" may also be qualified by "pbk." if

the covers are paper or pliable cardboard. Publishers may on occasion refer to a paperback binding as a "perfect" binding.

(5) *Softbound/softcover.* Use the qualification "soft" to identify ISBNs relating to an item having pliable covers of leather, plastic, or another flexible material (other than paper or pliable cardboard). Publishers may on occasion refer to such bindings as "flexicover."

(6) *Unbound.* Use the qualification "unb." to identify ISBNs relating to an item that has no cover and is either fastened at the spine or is fastened only with a staple or other nonpermanent device (e.g., a detachable "term paper" spine or folder). Do not describe CIPs at the galley stage as "unb."; instead, use the term(s) appropriate to the anticipated published item.

(7) *Other formats.* The following is a list of commonly occurring formats together with the recommended qualifying term:

deluxe	(deluxe)
large paper	(lg. paper)
large print	(lg. print)
limited edition	(lim. ed.)
microfiche	(microfiche)

If any other term is found on the item/data sheet, translate it into a standard equivalent if possible. Otherwise, use the term as it appears.

Broschur	= (Broschur)
LPE (limited paperback edition)	= (lim. pbk. ed.)
preback (multiple copies that are specially marketed) (cf. above)	= [ISBN is not recorded]

5) *Qualifications for multipart items.* Qualify all ISBNs relating to multipart items. Use the word "(set)" for numbers relating to the set as a whole. Use specific volume numbers for ISBNs relating to individual parts. Use the form "(v. 1)," preceding the number by a space; use the sequencing designation given on the item (for nonroman scripts, use either English terms or a romanization) in the language of the item, abbreviating when possible.

(pt. 1, v. 1)
(Module A-3)
(Bd. I)
(v. A)

6) *Qualifications for accompanying material.* Qualify all ISBNs relating to accompanying material. Use as a qualification the same term employed to describe the accompanying item in the accompanying material statement or the note area. If necessary, abridge the description to one or two words.

(supplement)
(answer book)
(atlas)

7) *Qualifications for permanent paper.* Give as the last element of the qualification of the appropriate ISBN the term "alk. paper" (alkaline paper) as an indication of "permanent" paper when this information is available from an explicit statement either on a CIP data sheet or galley or in the item itself and applies to the entire printing. Evidence of permanent paper may occur in various forms

(e.g., as a logo incorporating the word "alkaline" or as a statement such as or similar to "The paper used in this publication meets the minimum standards for permanent paper for library materials ..."). Other terms used may be "acid free paper," "acid controlled paper," or "alkaline paper."

If there is no ISBN, do not indicate information regarding permanent paper. For multipart items qualify for alkaline paper on the basis of specific evidence for each volume. The examples below illustrate the placement of the qualification for alkaline paper.

ISBN x-xxxx-xxxx-x (alk. paper)

ISBN x-xxxx-xxxx-x (v. 1)

ISBN x-xxxx-xxxx-x (v. 2 : alk. paper)

ISBN (invalid) x-xxxx-xxxx-x (alk. paper)

ISBN (invalid) x-xxxx-xxxx-x (pbk. : alk. paper)

ISBN x-xxxx-xxxx-x (v. 1 : alk. paper) ISBN (invalid)
x-xxxx-xxxx-x (jacket)

ISBN x-xxxx-xxxx-x (N.Y. University : pbk. : v. 1 :
alk. paper)

Correcting/Adding ISBNs in Existing Records

Validation of ISBNs by program as part of the inputting process is intended to prevent errors in transcribing numbers. However, when an error in transcription of a number has occurred in a verified MARC record and the correct number is available, correct the number. This is considered a major change to the record.

An error in qualification of an ISBN should also be corrected but as a minor change.

Appendix I: International Standard Numbering System

1) *Existing standard numbering system.* The International Standard Book Number (ISBN) system developed from the book numbering system introduced in the United Kingdom in 1967. The principles and procedures for international standard book numbering are now embodied in the International Organization for Standardization's Recommendation 2108. The purpose of the ISBN is to identify one title or edition of a title from one specific publisher by number for processing and inventory control. The ISBN is carried in the MARC record and has become an additional access point in the catalog record in many computer-based systems, including the system at the Library of Congress.

Each ISBN consists of ten digits and is divided into four parts as follows:

a) *Group identifier.* This identifies the national, geographic, or other similar grouping of publishers. The group identifier varies in length according to likely output of items in a group; the larger the output, the smaller the group identifier. Group identifiers are allocated by the International ISBN Agency in Berlin; to date the following have been allocated:

0, 1 Australia, Canada, New Zealand, South
Africa, United Kingdom, United States,
Zimbabwe (formerly Rhodesia)

- 2 Belgium (French speaking), Canada
(French speaking), France, Switzerland
(French speaking)
- 3 Austria, Federal Republic of Germany,
Switzerland (German speaking)
- 4 Japan
- 7 China
- 82 Norway
- 83 Poland
- 84 Spain and other selected Hispanic
countries
- 85 Brazil
- 87 Denmark
- 88 Italy
- 90 Belgium (Dutch speaking), Netherlands
- 91 Sweden
- 92 International organizations, UNESCO
- 951 Finland
- 962 Hong Kong
- 963 Hungary
- 965 Israel
- 968 Mexico
- 977 Egypt
- 978 Nigeria
- 99 Surinam

b) *Publisher identifier.* This identifies a particular publisher within a group. The length of this part varies; the larger a publisher's output, the shorter the publisher's identifier. Publisher identifiers are allocated by group or national ISBN agencies.

c) *Title identifier.* This identifies a particular title or edition of a title published by a particular publisher. The length of this part depends upon the length of the publisher identifier. Title identifiers are usually assigned by the publisher.

d) *Check digit.* This is always the last digit of the number; it consists of a single digit, 0-9, or the capital letter X, which represents the number 10. The check digit is derived from a calculation on the other nine digits and is used in computer systems to validate numbers as a means of checking against errors in transcription.

1) *Previous numbering system.* Prior to the adoption of the existing system, Standard Book Numbers (SBN) consisted of nine digits. The only difference between ISBNs and SBNs is that the latter do not contain a group identifier. SBNs were used only in the United Kingdom and the United States. With the inception of the ISBN system, all nine-digit numbers present in the LC MARC database were transformed into ISBNs by the addition of an initial zero to each number by means of computer program.

Appendix II: Output Conventions for the ISBN Area

For MARC records, the final formulation of the ISBN area for printing is performed by the photocomposition software. For non-MARC records, the cataloger formulates the area in the form in which it is finally to be printed.

1) Hyphenation of ISBNs

a) *MARC records.* ISBNs are carried in machine records as a block of numbers without separations. On final printed products derived from LC MARC records and in several of the display formats in the LC online system, the parts of a valid ISBN are normally indicated

by hyphens inserted on output according to the hyphenation formula given above. These conventions are also applied to invalid numbers consisting of ten digits. Invalid numbers consisting of fewer or more than ten digits are printed as blocks without separations.

Currently, the hyphenation formula for ISBNs with group identifiers beginning 7-9 is not available. Therefore, such numbers are printed and displayed as a block of digits without separations.

b) *Non-MARC records.* Non-MARC records also reflect the hyphenation formula given above.

Currently, the hyphenation formula for ISBNs with group identifiers beginning 7-9 is not available. Therefore, such numbers are printed as a block of digits without separations; if, however, the parts are indicated in the item, they may be given with hyphens on the catalog record.

2) *Prescribed punctuation, paragraphing, etc.*

a) *Output conventions.* Output conventions are used in preparing copy for non-MARC records; they are also reflected in the final printed products derived from MARC records.

Each valid ISBN is preceded by the letters "ISBN"-space. Invalid ISBNs are preceded by "ISBN (invalid)"-space. (Note that invalid ISBNs are not recorded in non-MARC records; cf. above.) Each incidence of the ISBN area subsequent to the first is preceded by a period-space-dash-space. (Prior to January 2, 1981, each incidence of the ISBN area subsequent to the first was preceded by a period and two spaces.)

All incidences of the area are formatted into a single paragraph following the note area of the record, except for rare cases in which the ISBN area follows all notes except the dashed-on note(s).

ISBN x-xxxx-xxxx-x (set). - ISBN x-xxxx-xxxx-x
(v. 1) : \$nn.nn. - ISBN (invalid) x-xxxx-xxxx-x
(v. 2) : \$nn.nn

ISBN x-xxxx-xxxx-x (pbk.) ISBN (invalid)
x-xxxx-xxxx-x : \$nn.nn. - ISBN x-xxxx-xxxx-x
(loose-leaf) : \$nn.nn

\$nn.nn (v. 1). - \$nn.nn (v. 2)

Note that the photocomposition program for cards inserts the period-space-dash-space separating each ISBN area. For this reason, ISBN fields in MARC records formulated according to the present specifications do not end in periods. In cases of older records some of these fields may end in a period but this will not affect the printed form because this condition has been anticipated in the output program. The period-space-dash-space separating the areas is never carried in the machine record.

2.7B1. Edition and history. [Rev.]

Reprint Editions

This interpretation is for new editions that are merely photographic reprints by a different publisher; generally, it does not apply to belles lettres or to reissues of classics. For items within scope, make notes of the types shown below to give information about the original publication. Take the information from the reprint being cataloged. If the reprint being cataloged lacks the information about the original, give simply "Reprint" in a note. *Exception:* If an existing bibliographic record for the original needs to be examined

for another reason, then more complete information about the original is given in the note. Do not search solely to discover information about the original publication. When recording information about the original, always give the date of the original edition even if it is the same as the copyright date recorded in the publication, distribution, etc., area. For non-Gregorian dates, give only Gregorian equivalents in the note. However, if the non-Gregorian date cannot be converted to a single Gregorian date, give both non-Gregorian and Gregorian dates.

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

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

Reprint. Originally published: Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3)

(Expand the basic note to include the series of the original in a series statement if the original series statement has been reproduced)

Reprint. Originally published: Boston : Massachusetts Historical Society, 1923.

Originally published in series: Collections of the Massachusetts Historical Society
(However, if the original series statement has not been reproduced but information about the series is available elsewhere in the reprint, include that information as illustrated)

Reprint. Originally published: 3rd ed. Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literatures ; no. 3)

(Also include the edition statement when it is significant in the particular case)

Reprint, with new introd. Originally published: 3rd ed. Boston : Houghton, Mifflin, 1910. (Studies in Asian languages and literature ; no. 3)

(If a new introduction has been added but a statement about it does not appear in the body of the entry, include this information as illustrated)

Reprint, with new introd. Originally published: The Hakka language and literature of Southern China. 3rd ed. Boston : Houghton, Mifflin, 1910.

(Studies in Asian languages and literatures ; no. 3)
(If the title has changed, incorporate it in the note also)

Reprint. Originally published: 1910

(If the name of the original publisher is unknown, give only the date)

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

If the reprint edition combines two or three formerly independent publications, make a note for each work contained. If there are more

than three, make a single note, generalizing the information; however, specifically mention the span of publication dates.

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

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

The purpose of this note is 1) to date the writing of the text approximately and 2) to give a more bibliographically significant imprint than that shown in the publication, distribution, etc., area. Thus, an earlier imprint that is itself a reprint is of no significance and should be ignored. Situations will arise, however, when the cataloger after excluding any earlier reprints will not feel comfortable in using the phrase "Originally published"; e.g., there may be a still earlier imprint that was not discovered (and no special searching may be done). In these situations use "Previously published" rather than "Originally published."

CIP Cataloging

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

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

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

Limited Editions

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

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

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

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

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

Photoreproduction

"Photoreproduction" is a generic term that is no longer used, since the inception of AACR 2, to indicate a particular kind of

reproduction. If a macroreproduction is one that is "on demand," i.e., the result of the reproduction process comprises only a single copy, the applicable term is "photocopy"; use the guidelines in LCRI 11.0A to catalog such an item. If a macroreproduction process comprises copies that represent an edition, use a general statement in a note to indicate the fact of reproduction, as appropriate, but do not use the term "photoreproduction."

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

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

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

First Issue

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

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

If the description has been formulated from the first issue of a serial, the body of the entry remains unchanged throughout the life of the serial. If issues after the first have data different from those recorded in the body of the entry, record the different data in the note area as necessary. However, if the differences are in the title proper, create a separate record when appropriate (21.2C). (For changes in the main entry heading, see 21.3B.)

Title Page Substitute

If a serial lacking a title page has a title (the same title or different titles) on more than one source in the item, choose as the title page substitute the source that appears first in the preferred order of sources listed in the rule. Specify the part used as a title page substitute in a note (cf. 12.7B3). Use the *entire page* from which the title was taken as the title page substitute, not just the caption area, masthead area, etc. Do not enclose in brackets any data found anywhere on that page. *Exception:* In any instance in which the item has two or more different titles and the title that appears in a less preferred source is known (because of a trademark or other symbol that appears with it) to be the stable title that does not vary from issue to issue, use the source with the stable title as the title page substitute. Apply this exception also in any instance in which two or more issues are in hand and the title appearing in a less preferred source remains stable from issue to issue (e.g., if the masthead title remains stable but the cover title changes from issue to issue, use the masthead as the title page substitute).

Series

The chief source of information for a series is the series title page. If the item lacks a series title page, the chief source for the

series is the chief source for the analytic. If the series title does not appear on the chief source for the analytic, the chief source for the series is (in this order of preference) the cover, caption, masthead, editorial pages, colophon, other pages. These provisions apply to numbered and unnumbered series; for series-subseries, however, apply LCRI 12.1B3. (A series title page is a source at the beginning of the item that is devoted solely to the series (or to the series and the analytic title) and contains a formal presentation of the series title; it usually, although not necessarily, also contains a statement of responsibility, an expression of numbering, and the name of the publisher, etc. In case of doubt, do not treat the source as a series title page. However, do not reject the source as a series title page solely on the basis that the page includes a listing of analytic titles in addition to a statement of responsibility, etc.)

Reprints of Serials

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

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

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

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

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

12.5B2. [New]

Applicability

Understand the term "parts" in the rule to mean bibliographic units as opposed to physical units.

Examples

362 field: 1980-1984

300 field: 4 v.

310 field: Annual

515 field: Each edition issued in 2 vols.

515 field: Vol. for 1981 not published

362 field: Vol. 1, no. 1 (Jan. 1986)-v. 2, no. 3
(Mar. 1987)

300 field: 2 v.

362 field: No. 1-22

300 field: 22 v.

362 field: No. 1-12

300 field: 12 v.

515 field: No. 8/9 issued in combined form

362 field: Vol. 1-v. 142
300 field: 140 v.
515 field: Vols. 89 and 92 not published

12.7B7c). [Rev.]

Do not apply the optional provision of the rule.

12.7B9. Publication, distribution, etc. [Rev.]

Date of Publication

If the date of publication of the first issue (cf. 12.4F1) is later than the publication date of a subsequent issue, give the earliest date of publication in a note.

Vol. 2 published in 1967
(First issue, designated "Volume 1," published in 1969)

Vols. for 1970-1979 published 1969-1979
(First issue, designated "1957-1969," published in 1980)

Place of Publication

Note specifically any important change in the place of publication. Important changes are those that

- 1) involve a change in country or region
- or 2) involve a change in the place when the place has been used as a qualifier for the uniform title and/or key title.

Other specific changes may be noted at the discretion of the cataloger.

12.7B22. Item described. [Rev.]

In the "Description based on" note give the numeric and/or chronological designation of the issue cited in the form that it would be given if the issue were the first issue of the serial and the numeric and/or chronological designation were being recorded in area 3. However, if there is more than one numeric designation, give only the one that would have appeared first in area 3. Do not use brackets in this note to indicate either that the designation was supplied or that it came from other than a prescribed source for area 3.

If the issues of the serial do not carry chronological designations, give the date of publication following the numeric designation.

Description based on: Vol. 19, published in 1986

21.2C. Serials. [Rev.]

Fluctuating Titles of Serials

If a serial has two or more titles that are used on different issues according to a regular pattern or if the language of the title varies according to the language of the text of an issue of a serial, choose as the title proper the title given on the earliest issue and give the other title(s) in a note worded to explain the title

fluctuation.

title proper: SPUR report
note: Issues devoted to a single topic have title:
SPUR report; issues devoted to current events
have title: SPUR news

title proper: [Title in English]
note: Issues in German have title: [Title in
German]; issues in French have title: [Title in
French]

Use the same technique in other cases in which a serial title fluctuates. However, in other cases usually confine it to situations in which 1) it seems clear that the publisher did not intend to change the title or 2) most issues of a serial carry one title, but a few randomly spaced issues have another.

title proper: Report
note: Some issues have title: Research report

Always make an added entry for the variant title.

Changes in Order of Serial Title

Do not consider a title proper (as selected from the earliest issue) to have changed when

1) later issues of the serial give titles in more than one language (or script) in a different order from the earliest issue

or 2) later issues have a parallel title that did not appear on the earliest issue.

unless there is evidence in the publication (e.g., a statement by the publisher) that the publisher intentionally changed the title.

21.3B. Serials. [Rev.]

Rule Change

The Joint Steering Committee for Revision of AACR has approved the following replacement for subsection 1) in rule 21.3B in the printed text of AACR 2:

1) if the name of a corporate body under which a serial is entered changes

Changes in the Uniform Title Heading

The printed text of AACR 2 lists two conditions in rule 21.3B for making a new entry for a serial. Add the following as a third condition:

or 3) if the main entry for a serial is under a uniform title heading and that uniform title heading changes because

a) the corporate body used as a qualifier changes (see also LCRI 25.5B)

Bulletin (National Association of Certified Public Accountants)
Bulletin (American Association of Certified Public Accountants)

b) the title of a serial used as the uniform title heading

on an entry for a translation changes

uniform title: Inzhenernyi zhurnal. Mekhanika
tverdogo tela. English
title proper: Mechanics of solids

uniform title: Izvestiia. Mekhanika tverdogo tela.
English
title proper: Mechanics of solids

22.25B. Modern names. [New]

Choosing the Entry Element for North Indian Names

The guidelines below apply to North Indian names, for whom the last sentence of rule 22.25B says "if there is no surname, enter under the last name." Apply these guidelines in the order in which they are presented.

1) Consider that the last element is a surname and enter under it if initial(s) and/or title(s) precede the last element. Take into account forms found anywhere in the publication.

Kumar, Anil
(t.p.: Anil Kumar; spine: A. Kumar)
Gopal, Ram
(t.p.: Ram Gopal; preface signed: R. Gopal)
Rahman, Shamsur
(t.p.: Shamsur Rahman; cover: S. Rahman)
George, J. (John)
(t.p.: J. George; t.p. verso: John George)
Rani, Gita
(t.p.: Gita Rani; spine: G. Rani)
Devi, Yamuna
(t.p.: Yamuna Devi; preface signed: Y. Devi)
Haq, Abdul
(t.p.: Abdul Haq; in preface: Dr. Haq)

2) If the preceding guideline is not applicable, and no other information is available, consider that a surname is absent and enter the name directly when the last element of a woman's name is one of the following:

Amma	Bano, Bānū	Jahan	Rani
Ammal	Begam, Begum	Khatoon, Khātūn	Bala
Ara	Bibi	Kumari	
Bai	Debi, Devi	Mahal	

3) If the preceding guidelines are not applicable, consider that the last element is a surname and enter under it in the following cases:

a) An author who writes in English (or primarily in English).

b) A non-author appearing in connection with publications in English (or primarily in English).

4) For cases not covered by the preceding guidelines, use cataloger's judgment and expertise in determining the entry element.

5) Retain and continue to use established headings, unless these guidelines call for a clearly different heading. Even then, normally wait until a pattern is seen as substantiating the change.

When separable elements of a modern name are found written together in the nonroman script, identify the separable elements (names or titles) and search for a source giving them written separately. Record this searching in the 670/675 fields of name authority records, as usual. If the search is not successful and there is certainty about the separate elements, supply these in a bracketed "i.e." statement, following the citation of the name as found in the 670 field.

heading: Miśrā, Madanā

670 field: His ... : t.p. (Paṇḍitamadanamiśrā
[i.e., Madana Miśrā])

675 field: New cat. cat.; Emeneau

If considered necessary, make a fuller explanation in the 667 field, e.g., Paṇḍita is a title; Miśrā is a surname.

N.B. 22.25B3, for religious titles, should also be followed when applicable.

24.8B. Additions. [New]

Date and Place Qualifiers

Treat qualifiers of names established under this rule just as qualifiers of names established under 24.7B.

1) Although the year is integrated within the name of the exhibition, etc., and, therefore, is retained, nevertheless repeat the year as a qualifier (cf. LCRI 24.7B).

Interflow '80 Exhibition (1980 : Harrogate,
England)

2) If location is integrated within the name of the exhibition, etc., do not repeat it as a qualifier (cf. 24.7B4).

Vancouver Arts of the Book Exhibition (1986)

PUNCTUATION CONVENTIONS FOR HEADINGS (1XX) FIELDS AND REFERENCE TRACINGS (4XX, 5XX FIELDS) IN NAME AUTHORITY RECORDS

Changes in the punctuation practices in name authority records were described in *Cataloging Service Bulletin*, no. 38 (Fall 1987) with implementation scheduled for January 4, 1988. However, communications from other institutions questioning these changes put the matter in abeyance until such time as the Library of Congress could consult with other institutions. This has now been completed, and the Library has proceeded with implementation which took place on September 1, 1988. However, periods at the end of headings on existing authority records may not be deleted when those records are revised for reasons other than the 1XX field.

NAME AUTHORITY RECORDS - NEW

What follows is an update to the condensation of the Library of Congress's procedural documents dealing with name authority records. It partially replaces the information originally published in *Cataloging Service Bulletin*, no. 24 (Spring 1984). That original article included the Library's policies on series authority records as well; an update to that information will appear in a later issue of this bulletin.

Introduction

In cataloging a work, questions arise as to what main entry heading should be chosen, what additional headings should be provided, what form these headings should take, and also what cross references are necessary to lead to the chosen forms. Answers to these questions can be found by consulting the *Anglo-American Cataloguing Rules* and related *Library of Congress Rule Interpretations*. These instructions concentrate on how to transform the answers into name authority records.

When the correct form for a name heading has been determined, a permanent record of it is made in the form of a machine-readable record. A name authority record has the following basic contents: 1) the form of name chosen for use in headings, 2) the sources for this form and for variant forms, and 3) the cross references leading to the heading from variant forms or from related headings. Additional information may be recorded in fixed fields and in cataloger's notes areas. Control data and content designation are also included for proper identification and manipulation of the machine-readable data.

In addition to internal LC use, the name authority file is available for online searching to several libraries participating in the National Coordinated Cataloging Operations program (NACO) and is available online through the Linked Systems Project (LSP). The file is also available on a subscription basis in machine-readable form (weekly) and in a microfiche edition (quarterly).

Scope of the name authority file

In these instructions a heading established by the descriptive cataloger is called a "name authority" or "authority," and the aggregate of the heading and other data is called a "name authority record" or "authority record." Qualifying "authority" with "name" is necessary in some contexts because of the existence of LC's subject authority records (authorities created by subject catalogers for use in subject cataloging) and series authority records.

Generally a name authority record is made for any personal or corporate name heading that may be used as a main or added entry heading, whether it is actually first used as (or as part of) a main entry heading, a secondary entry (including subject), or in certain cross references ("see also," "hierarchy" references, etc.). These headings include personal, corporate, and geographic names. Name authority records are not made for personal names when the only clue to the person's identity is a predominantly nonalphabetic or nonnumeric device or for entities that may be used only as subject added entries, e.g., topical subject headings, fictional characters, animals.

For titles or name/titles, an authority record is required when one or more of the conditions listed below applies. Apply these criteria to each element of the full heading (main title, language, part, etc.), and make a separate authority record for each element that meets the criteria. Note that this means that authority records are not automatically created for each element of a uniform title heading.

Make an authority record for a title or name/title only if

1) a reference must be traced on that authority record

or 2) special research done to establish that heading must be recorded (N.B.: the LC manual catalog is to be treated as a reference source)

or 3) the heading is needed for a related work added or subject entry, and no bibliographic record for the item exists in the LC database.

Create a new name authority record for every name heading used for which there is no machine-readable authority record. This includes headings for which manual authority records exist in the manual catalog.

General Workflow

1) *Manual.* Descriptive catalogers record headings and data relevant to these headings on worksheets which have carbon tear-offs. After review by a senior cataloger, the carbon tear-off (or flimsy) is removed from the worksheet and forwarded to MARC Editorial Division (MARC Ed) staff for input of a temporary early notice record. The full worksheet is reviewed in the cataloging section, and, in some cases (according to individual instructions) also in the Office for Descriptive Cataloging Policy (Desc Pol). After final review, the full worksheet is forwarded to the MARC Editorial Division. Some records are handled by MARC Ed staff, who upgrade the early notice record to a full one by adding the remaining information. Others are forwarded to an outside contractor where the entire record is completely reinput from the full worksheet; the early notice record is then "bumped" by the full record when the latter is added to the database.

2) *Online.* Records contributed through LSP are created online by the participant and transmitted to the authority file through intersite transfer from the participant's bibliographic utility.

Various other NACO participants and some cataloging units within LC create name authority records online directly within the LC online system.

Records created online are subject to review by MARC Ed for accuracy of content designation.

Early Notice Records

1) *General*

a) *Manual.* Early notice records contain the control number, the cataloging source field (040), the name heading, and the first source citation through the imprint date. In addition, the encoding level (leader/17) and status of authority record (full, memo, provisional, preliminary) (008/33) are set.

The encoding level is set to 0. Values in fixed fields other than 008/33 will also be present, but this information should not be relied upon, since these values are "default" or automatic values set by program.

Missing from the early notice records are all cross references, information taken from the source data found citation, and any other information about sources, found or not found. 667 field data will also not be available at this stage. All missing pieces of data will appear, of course, on the upgraded full record. Although the records are incomplete, the headings themselves should be considered valid and available for use.

Early notice records are distributed through LSP. They are not included in the machine-readable tape or microfiche versions of the authority file.

If a change is made to a *heading* during the review process, a change is initiated to the early notice record also; similarly, when appropriate, early notice records are deleted. Other types of changes to early notice records are normally not made.

b) *Online.* Cataloging units creating authority records online have varying policies with regard to early notice records. Some

units do not create them or create them only under special circumstances. Others input full records but set the encoding level to o (early notice) until the record has been fully reviewed for cataloging accuracy; they are distributed through LSP.

Control Numbers (001 field)

Control numbers assigned by LC to name authority records begin with the alphabetic prefix "n." (Subject authority records begin with "sh.") Control numbers assigned by participants in LSP begin with the following alphabetic prefixes:

records contributed through RLG = nr
records contributed through OCLC = no
records contributed through WLN = nw

For records created online at LC, the control number is assigned by the online system. For records prepared on a worksheet, the control number is preprinted on each worksheet/carbon combination. No record is kept of unused numbers.

Routing to Subject Cataloging (Personal Authors of Belles Lettres)

If a personal author (other than an undifferentiated name) being established is used as the main entry heading on a work of the imagination (belles lettres) other than a work of fiction for children, the Subject Cataloging Division or a NACO library may add a classification number to the name authority record.

Cataloging Source (040 field)

The 040 field contains the NUC symbol for each institution that provided the authority data, input the record into machine-readable form, or modified an existing authority record. This field appears in all MARC authority records.

Fixed Field Codes (008 field)

1) *Direct/indirect geographic subdivision code (008/06)*. This fixed field is used by the Subject Cataloging Division to indicate whether a heading is subdivided geographically or not.

2) *Cataloging rules code (008/10)*. Code "c" if the heading agrees completely with AACR 2.

Code "d" if the heading is compatible with AACR 2.

3) *Undifferentiated personal name (008/32)*. Code "b" if the heading is for a personal name and is to be used for more than one person according to AA2 22.20.

4) *Status of authority heading code (008/33)*. This byte is used to indicate the status of the authority record. The most common status is "fully established heading," which is represented by value "a." This is a default value which is automatically generated unless the cataloger specifies that a different value be used. Therefore, if the status of the authority record is "memorandum," "provisional," or "preliminary," this is indicated as described below.

a) *Memorandum*. If an authority record was established for use as an entry on a bibliographic record but not actually used for the record and the record contains information worth retaining, the authority record is identified as "memorandum," which is represented by value "b." If the heading is later used on a bibliographic record, "memorandum" is changed to "fully established" (value "a") or "provisional" (value "c").

b) *Provisional*. If a heading cannot be satisfactorily established according to rule because of inadequate information about the person, corporate body, or uniform title the heading represents, the heading is identified as "provisional," which is represented by value "c." If the needed information later becomes available, "provisional" is changed to "fully established" (value "a").

Name authority records created by the Catalog Management and Publication Division for headings represented on *National Union Catalog* records are also coded as provisional records when the needed research or verification (U.S. Board on Geographic Names, National Library of Canada, or by foreign language sections) has not been done.

c) *Preliminary*. If a name is established in connection with the cataloging of an item that is not available at the time the heading is established and there are no LC bibliographic records (automated or manual) that shows usage of the name, the heading is identified as "preliminary," which is represented by value "d."

"Preliminary" will be used on some authority records prepared for the NUC and on some authority records prepared through cooperative retrospective projects, e.g., the University of Chicago retrospective cataloging project. "Preliminary" will also be used on authority records prepared by Cornell University in their retrospective conversion project for non-current serial titles in the humanities when cataloging is done without the item; the form of citation on these records will be: #aNIC files#b([data]).

Preliminary records are as complete as possible and conform to usual LC conventions. The item for which the record was prepared will be given in a source data found citation beginning with the control number of the record.

#aLCCN 23-8766: Main entry. Title, date#b(hdg:___)

If the heading is later used in cataloging with an item available, "preliminary" is changed to "fully established" (value "a") or "provisional" (value "c").

5) *Reference evaluation code (008/29)*. If any cross references are traced, value "a" is coded to indicate that the references are in agreement with AACR 2. (This is done even if the only references are coded "do not make.")

6) *Cataloging source code (008/39)*. When an NUC symbol for a cooperating library has been given in the 040 field, a value also appears in the 008/39.

If the NUC symbol in the 040 is DNAL (National Agricultural Library), value "a" is used.

If the NUC symbol in the 040 is DNLM (National Library of Medicine), value "b" is used.

If any other NUC symbol is given in the 040, value "c" is used.

Variable Fields

1) *Personal name headings*

a) *Surname (10010 and 10020 fields)*. Set indicator value "1" or "2" when the heading is for a person and the entry element is a surname or a name treated as a surname (i.e., the name is entered in inverted form). It does not matter whether the name is a real name or a pseudonym.

Chiang, Kai-shek
Other, A. N.
Torres, Costa
(forenames unknown; entry element is last element
of multiple element surname)

When there are no forenames, decide whether the name is a surname.

Benjamin
(judged to be a surname)
Smith
(judged to be a surname)
Valmer, capitaine
(judged to be a surname)

If there is uncertainty or doubt that a name is a surname, treat it as a forename.

b) *Forename (10000 fields)*. Set indicator value "0" when the heading is for a person and the entry element is a name other than a surname or a name treated as a surname (i.e., the name is entered in direct order). It does not matter whether the name is a real name or a pseudonym.

Horace
Hildegarde
Brother Bones
Nataprawira, Raden
Anselm, Brother, F.S.C.
Quintilian

2) *Corporate name headings (110 field)*. Code as 110 a heading that is for a corporate body other than a geographic name or a meeting entered directly. This category is also applicable if a corporate heading is followed by a manuscript designation, or a jurisdictional name is followed by a subheading or uniform title.

Scotia (Ship)
A.K. Smiley Public Library
British Library. Manuscript. Arundel 384
Great Britain. Education Act (1944)
United States. Congress. Senate. Committee on
Foreign Relations
Human Factors Society (U.S.). Meeting (1979 :
Boston, Mass.)

3) *Geographic name headings (151 field)*. Code as 151 a heading that is for a geographic name. Treat as geographic the name of a place or political jurisdiction that appears alone, i.e., is not followed by a subheading or uniform title. (These latter are considered "corporate.") See *Cataloging Service Bulletin*, no. 38, p. 2-10, for other types of bodies to be treated as geographic names.

Adams County (Ohio)
Buenos Aires (Argentina : Province)
Confederate States of America
Fort Lesley J. McNair (Washington, D.C.)

4) *Meeting headings (111 field)*. Code as 111 a heading that is for a meeting. Treat expositions, exhibitions, festivals, athletic contests, expeditions, etc., as meetings. (However, constitutional conventions entered under jurisdiction and meetings entered as subheadings of corporate headings are treated as "corporate names," not "meetings.")

Louisiana Cancer Conference
Olympic Games (21st : 1976 : Montréal, Québec).
Organizing Committee
Grinnell Expedition (2nd : 1853-1855)

5) *Uniform title headings (130 field)*. Code as 130 a heading that is for a uniform title not entered under a name heading.

Dead Sea scrolls
Ah! vous dirai-je, maman (Melody)
Talmud. Hagigah.
Chanson de Roland
Dial annual
Rage

When the authority record is for a uniform title entered under a name heading, the categorization should relate to the name heading, not to the uniform title.

6) *Source data found (670 field)*

a) *Scope*

(1) This field, and the next one for sources in which the name searched was not located, are not necessarily to be used as a complete record of the cataloger's searching. The name authority record does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body. It serves instead as a record of only those facts that contribute to an identification of the heading, and in addition, it serves to document facts about the relationships of names or headings. The cataloger frequently will search in a great number of reference tools and other sources. However, be selective in recording this extensive searching on the permanent authority record. Only those sources that are deemed significant in the particular case should be preserved in the permanent record. One may perceive this significance only after having looked in a great many works. In the end, however, do not mechanically record the searching. *Be selective according to judgment of the particular case.*

(2) The "Source data found" field is for any source that contains the name in the heading or in cross references from variant forms (including the pre-AACR 2 LC heading). If the source cites only an earlier or later name (which may be traced as a cross reference) but not the name used in the heading, cite it in the "Source data not found" field instead. *Example:* In establishing the later name of a corporate body, cite in the "Source data found" field a source that gives the later name or that gives both the earlier and later names. If the source gives only the earlier name cite that source in the "Source data not found" field. Do not, however, divide a citation for successive issues of a serial with the same title: give the complete citation in the "Source data found" field if any volume contains the heading, or in the "Source data not found" box if it does not. (Citations for successive numbers of a monographic series may be divided or kept together.)

If it is questionable whether the name or title in the source refers to the heading or not, include the source in the "Source data not found" field. Always cite the work for which the heading, cross reference, etc., is being established in the "Source data found" field, even if it does not contain the name or title being established, with an explanatory note in parentheses (e.g., "(name not given)."

His Letters from Havana, 1821 (name not given)
Trellis y Govin, C.M. Bib. cubana siglo XIX, 1911-
15 (Roberto James)

(3) Normally, names shown in cross reference tracings must be justified by information cited from the sources. However, justification is not required in the following cases:

(a) References justified by rules or rule interpretations only, usually because the reference is simply derived from inverting, shortening, etc., the heading.

(b) References made on the basis of the cataloger's awareness of different romanizations or orthographies (a statement such as "may be searched under ..." is unnecessary in the permanent record).

(c) Name/title cross references derived from the work being cataloged, from other works cataloged under the same name, or from information in standard reference sources. (This is for normal situations. If there is a special need for justification of these references, this is permissible). *Exception:* When preparing an authority record for the text of a law (25.15A2) or a subject compilation of laws (25.15A1), if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location.

Its Worker's compensation law ... 1980: t.p.
(Worker's compensation law of the state of North Carolina) citation title, p. 49 (The North Carolina Workers' Compensation Act)

(d) References made on the basis of information from the National Library of Canada.

(e) References to earlier/later headings of corporate bodies in the following cases:

changes due to national orthographic reform;
changes in government headings due to an official language change;
changes involving only a parent body to which the body being established is subordinate.

(f) References made on the basis of information from the British Library as part of the Eighteenth Century Short Title Catalogue project.

b) *Order.* The first source cited should be the work for which the heading is being established whenever there is one. Other sources cited may be listed in any order.

c) *Citation of source*

(1) The most common elements of (and punctuation for) a bibliographic source citation include

Main entry heading. Title, imprint date or holdings:
first location of data cited (data) other location (data)

Warren, J.R. King County and its queen city,
Seattle, 1981: t.p. (Mary-Thadía D'Hondt) jkt.
(b. 1947)

(2) *Instructions for formulating these elements*

(a) *Main entry heading.* If the main entry for a work cited is the heading being established, represent personal authors by "His" or "Her." If it is uncertain which pronoun applies, "Author's" may be used. Represent all others by "Its." The pronoun refers to the *entire* heading, including any uniform title given with

the heading. To cite bodies entered subordinately under a parent body appearing as heading, represent all elements of the hierarchy shown in the heading by "Its." Use the "Its" technique also for citations of headings for sequential conferences that do not include the number, place, and date.

110 field: International Conference on Materials
for Coal Conversion and Utilization

670 field: Its (1st : 1977 : National Bureau of
Standards). First International Conference on
Materials ... 1977

100 field: Lu, Yu, 1125-1210. Huai Ch'eng-tu shih

670 field: His Sung Lu Yu Huai Ch'eng-tu shih 1977

110 field: Jewish Community Center of Greater
Baltimore

670 field: Its College Services Dept. Catalog,
1977

130 field: Niebelungenlied. English

670 field: Its Song of the Nibelungs, 1962

but

110 field: United States. Food and Drug
Administration. Office of Planning and
Evaluation. Planning Staff

670 field: U.S. Food and Drug Administration.
Program Information and Analysis Group. FDA
quarterly activities report, 4th qtr. 1975,
surrogate
(not Its Program Information and Analysis Group.
FDA quarterly ...)

If the work is entered under some other main entry heading, give the heading abbreviated as much as possible within the limits of intelligibility. Omit birth/death dates, titles, etc., and use initials for forenames of authors entered under surname. Normally, abbreviate corporate bodies by shortening words, not by omitting them.

Musgrave, G. The story of tribes, 1952 ...

ALA. Res. & Tech. Serv. Div. Special report, 1972

...

LC. GR&B. Bibliography on Africa, 1962 ...

Citizens Against Nuc. Arms. Memorandum ... 1970

...

(b) *Title.* For the titles of items cited (including the item being cataloged) shorten long titles according to the most sensible method (three-dotting, abbreviating words, etc.). If a title is not "too long" give it in full or abbreviate it as just described. When abbreviating, insure that the resulting title is intelligible.

For works entered under a personal author or corporate heading, in the citation of the title omit catalogers' bracketed additions or uniform titles. If three dots have been used, give no other punctuation between the title and imprint date. If three dots have not been used, give a comma to separate title and imprint, unless the title ends with an exclamation point or question mark.

(c) *Series.* For issuing bodies of series, cite both the title (and uniform title, if appropriate) of the series (with any series number) and the title of the analytic.

110 field: Academy for Educational Development
670 field: Studies in the future of higher
education ; report no. 3. Mayhew, L.B. Long
range planning for higher education, 1969

110 field: Library of Congress. Manuscript
Division

670 field: Its Registers of papers in the
Manuscript Division of the Library of Congress ;
no. 57. Its The LaFollette family collection,
1981

110 field: University of Mysore. Dept. of Post-
graduate Studies and Research in Journalism.

670 field: Special lecture series (University of
Mysore. Dept. of Post-graduate Studies and
Research in Journalism). Special lecture series ;
1979-80. Sapru, S. Transnational new agencies,
1980

(d) *Imprint dates or numeric/chronologic designation.* Give the imprint dates or numeric/chronologic designation as it might appear on the bibliographic record for the item, except do not use brackets even if the bibliographic record would show the imprint date or designation bracketed. If the bibliographic record has both Gregorian and non-Gregorian dates, always give the Gregorian date in the authority record. The non-Gregorian date may also be given. If the bibliographic record will have multiple dates in the imprint, record those dates. If the dates are given in the bibliographic record after the name of different bodies, omit the names of the bodies.

Imprint: Washington : NASA, 1974: Distributed by
National Audiovisual Center, 1981.

670 field: Apollo to the moon [VR] 1974,
distributed 1981 ...

Imprint: New York : Phoenix Films, 1981, c1975.

670 field: Bicycle safety [MP] 1981, c1975 ...

The numeric/chronological designation statement is usually limited to the designation date of whatever piece is being cited. When there is no designation date, cite the piece by the numeric designation plus imprint date enclosed in parentheses. Do not translate designation statements, but give nonroman statements in romanized form. Capitalize the first word or abbreviation used with the numeric designation. Indicate a "surrogate" used in lieu of an available item, following the designation statement.

The Verdict, Feb. 1975

not The Verdict, vol. 2, no. 1 (Feb. 1975)

Studies in Confederate history, No. 1 (1966),
surrogate

not Studies in Confederate history, 1966,
surrogate

Its Boletín ... jul. 1976

not Its Boletín ... Año 16, no. 7 (jul. 1976)

Sel'skoe khoz'fáistvo Tadzhikistana, iful' 1965

not Sel'skoe khoz'fáistvo Tadzhikistana, g. 19
(iful' 1965)

Cahiers d'histoire locale de Leers, 1984, no. 2

not Cahiers d'histoire locale de Leers, 1984, No.
2

d) *Reason for establishing heading.* It is no longer necessary to give the reason for establishing the heading.

e) *Location of data cited.* In the source being cited first (usually the item being cataloged), give chief source information first if the name or title being established appears there. Show the exact location (e.g., t.p., jkt., label, map recto) of a name that is being established in the source being cited. If the heading is being established from information from a CIP at the galley stage, preface the *first* location given in the source data found with the word "CIP."

CIP t.p.
CIP pref.

For multipart items, include the volume number(s) of the item being cataloged. Generally, use "etc." to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). Use "copr." rather than © since the copyright symbol is not in the MARC character set. (Authority records for uniform titles contain locations only for sources containing information the cataloger considers necessary to preserve in the permanent record.)

f) *Punctuation, spacing.* N.B.: The guidelines that follow are to be considered as indicative of a definite preference but not a directive that would result in "right"/"wrong" actions.

The imprint date or edition statement of the source is followed by a colon if the next element is the first unit of location (e.g., "... 1983: t.p."). It is followed by no punctuation if the next element is in parentheses. Do not use brackets around numbers for unnumbered pages, volumes, etc. Information after a location is cited within parentheses. Use a single space and no punctuation to separate the various units of location followed by data. *Exception:* Use a semicolon to separate information cited from different issues of a serial.

g) *Abbreviating words in titles or in data cited after sources.* Unless the provision for giving names in full (see (i) below) applies, abbreviate words liberally whenever the context makes the meaning clear. The AACR 2 appendixes and the GPO and University of Chicago Press manuals may be used for guidance. None of these lists is prescriptive, however, and catalogers may devise other abbreviations appropriate to the context.

As a special matter, use the following abbreviations for general material designations (within brackets).

filmstrip - [FS]
motion picture - [MP]
slide - [SL]
sound recording - [SR]
transparency - [TR]
videorecording - [VR]
kit - [KI]
microform - [MI]
computer file - [CF]

Do not use any mark of punctuation between a title and a general material designation.

h) *Data cited after a source.* The statements below cover citations of the name as used in the heading or in cross reference tracings and any other information given in addition to name citations.

(1) *General.* When the name in the heading or in cross references appears in a source cited (including the item being cataloged), it must be given in full, as it appears in the source, without abbreviation by the cataloger, regardless of how identical the consequent citation of the name is with the name in the heading, in cross reference tracings, or in citations from other sources. As an optional exception, if the title contains the only expression of the name on the chief source, the parenthetical statement of the title page form may be omitted provided no ambiguity results and no significant information is lost. Cite information taken from other locations as usual. Note that when the exception is applied, the provisions for shortening the title must not be applied to that portion of the title that is the name being established.

110 field: Methodist Episcopal Church of Prescott,
Arizona

670 field: Whiteside, D.M. Records of the
Methodist Episcopal Church of Prescott, Arizona,
1890-1910, c1984

110 field: Zambia. Public Accounts Committee

670 field: Its Report of the Committee on Public
Accounts, 22nd Jan. 1981: p. 1, etc. (Public
Accounts Committee)

Do not use such substitutes for a name as "French form." However, it is not necessary to repeat information appearing in the same form in different locations in the same source. If the name cited is not in the nominative case, do not amplify the citation to "explain" this, although ellipses may be used to show that surrounding words have been omitted. Do not use ellipses in other situations.

All data must be given in romanized form since nonroman scripts and characters cannot be added to the current automated authority file. It will normally be understood that any romanization transcribed is the cataloger's romanization. When transcribing romanization found in the source, add after it the bracketed phrase "[in rom.]."

In such languages as Arabic and Hebrew, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in transcribing data for the bibliographic description and the headings, including the 670 field of name authority records. A few publications in these languages occasionally do include the vowels, so that a vocalized text is copied, rather than being made up by the cataloger. To distinguish these cases from the more normal ones in which vowels are not present in the source, add in brackets the abbreviation "voc." or "part voc.," as appropriate, after the transcription of data in the 670 field of name authority records.

Data other than names should be given in as brief a form as possible, yet should be easily comprehensible within the context. Information that will be available later should not routinely be copied from the item being cataloged or from reference sources. Do not give confidential information in the source data found area. Except for names and titles, generally translate data in foreign languages into English, paraphrasing or summarizing where possible. In exceptional cases when a direct quotation is essential, retain the vernacular (romanized when appropriate).

In constructing the source data found citation, note that except where otherwise specifically instructed

(a) abbreviations are allowed, not required: exactly how one abbreviates is a matter of judgment as long as the meaning is clear;

(b) capitalization of phrases that are not obvious proper names is not important; use judgment;

(c) internal punctuation of a string of information given with a name citation is not important; use judgment.

(2) *Personal names.* Cite birth and death dates explicitly whenever they appear in sources. Do not abbreviate or translate distinguishing terms, e.g., titles of address or office that appear with personal names in conjunction with the name in statements of responsibility or reference sources and that potentially could be used as a part of the heading or in a reference. Cite a person's residence or employment as briefly as possible. Cite other distinguishing data only if identification is a problem, or is likely to become one. The fact that a source lists an author's works may be noted, but only in rare instances should titles of more than one other work of an author be given.

(3) *Corporate names.* In establishing corporate headings, when elements of hierarchy not included in the heading appear in a source, include in the data cited all the hierarchy required to justify needed cross references, but do not include elements irrelevant to the particular heading being established.

110 field: Instituto Nacional de Electrificación (Guatemala). Unidad de Estudios Financieros

670 field: Its Informe estadístico ... 1974: cover (INDE; in imprint: Departamento de Planeamiento, Unidad de Estudios Financieros)

410 field: Instituto Nacional de Electrificación (Guatemala). Departamento de Planeamiento. Unidad de Estudios Financieros

110 field: Instituto Nacional de Electrificación (Guatemala). Departamento de Planeamiento

670 field: Instituto Nacional de Electrificación (Guatemala). Unidad de Estudios Financieros.

Informe estadístico ... 1974: cover (INDE; Departamento de Planeamiento)

110 field: Instituto Nacional de Electrificación (Guatemala)

670 field: Its Unidad de Estudios Financieros.

Informe estadístico ... 1974: cover (INDE) cover p. 4 (seal: INDE, Instituto Nacional de Electrificación, Guatemala)

(4) *Dates.* Give dates succinctly; there is no requirement as to which method of succinctness is to be followed. Transcribe a non-Gregorian or old style/new style date as it appears, except that Western-style Arabic numerals are substituted for Oriental numerals, and nonroman script words are romanized.

b. March 14, 1678/1679

i) *Special types of citations*

(1) *LC catalogs.* When appropriate searching shows that a heading was previously used (although no automated authority record exists), normally indicate this by a source data found citation showing the source followed by the data found. Most often, this will be the LC database; in a few cases the LC manual authority card or information in the manual catalog, or a combination of these sources, may be cited. In each case, follow the normal guidelines for both explicitness and avoidance of redundancy of data.

Note that data cited may be used, as appropriate, in constructing the heading and as justification for tracing cross references, including a linking reference from the pre-AACR 2 LC heading, according to normal criteria (cf. LCRI 26).

Exact forms for the source citations are not prescribed; however, information must be clearly presented and intelligible to all users of the authority file. Avoid purely local terms. The most commonly occurring citations are illustrated below. If these are not appropriate, use judgment to devise others as needed.

(a) *LC database.* In this context, the LC database is defined as records in the master files: books, serials, visual materials, maps, music, and names. The in process file is excluded from this list because it is a file made up of records of extremely varying degrees of accuracy and completeness. The retrospective file is also excluded in part because the records may not reflect the latest official version. Both the in process and the retrospective files may be consulted as reference sources, if needed.

Follow a citation of the database by the date of the search. In parentheses, prefaced by the label "hdg.:" (or, if appropriate, "MLC hdg.:") give the heading (or headings) found, even if it is the same as the current heading.

When the heading on records in the database matches the usage on the item being cataloged, as a general guideline (subject to special problems or specific AACR 2 or LCRI provisions), consider the existing heading AACR 2 and do not examine the bibliographic records for usage or variant forms. The source data found citation will then be a simple citation of the heading used on bibliographic records.

100 field: Rivière, Pierre, 1815-1840
670 field: His I, Pierre Rivière, having
slaughtered my mother, my sister, and my brother,
1982: CIP t.p. (Pierre Rivière)
670 field: LC database, 5-11-82 (hdg.: Rivière,
Pierre, 1815-1840)

When the heading found on bibliographic records does not match the usage on the item being cataloged, examine the bibliographic records and consider usages in determining the AACR 2 heading. In the source data found citation, record the heading and also any forms found, including usage identical to the heading. Use a semicolon to separate the heading from the other forms, and preface the other forms with an appropriate label, e.g., "usage:" "variants:."

"Usage" is defined as a literal transcription of a name as it appears in a publication, most commonly as transcribed in a bibliographic record in a statement of responsibility. Literal transcriptions may occur elsewhere in a record, however, e.g., as part of the title proper, in an at head of title note, in a quoted note. When considering whether a transcription is a literal one, it is necessary to exercise caution to insure that the transcription has not been altered in some way by the cataloging conventions used at the time the transcription was made, e.g., by abbreviation (as in series statements), by omission (as in a quoted note), by truncation (as in a series title).

"Variants" may be used for iterations of the name that do not conform to the above definition of usage.

Do not normally cite specific bibliographic records or the exact location of the variations found.

- 110 field: Sociedade Brasileira para o Progresso da Ciencia
 670 field: Ciencia e cultura (São Paulo). Ciencia e cultura, Apr. 1979: t.p. (Sociedade Brasileira para o Progresso da Ciencia)
 670 field: LC database, 8/24/82 (hdg.: Sociedade Brasileira pelo Progresso da Ciencia; usage: Sociedade Brasileira para o Progresso da Ciencia, SBPC)
- 100 field: Crépeau, Paul-André
 670 field: His Les codes civils, 1982: t.p. (Paul-A. Crépeau, o.c., c.r. de la Société royale du Canada; Wainwright Professor of Civil Law)
 670 field: LC database, 11/29/82 (hdg.: Crépeau, Paul André; usage: Paul-André Crépeau)
- 100 field: Holmes, Frederick F., 1932-
 670 field: His Aging and cancer, 1983: CIP t.p. (F. Holmes)
 670 field: LC database, 6-14-83 (hdg.: Holmes, Frederick F., 1932- ; usage: Frederick F. Holmes; F. Holmes)

(b) *Minimal level cataloging records and less than fully authenticated serial records.* Minimal level cataloging (MLC) records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo) appear in the master files, but authority work has not necessarily been done for headings used only in these records. It may be necessary to reconsider the formulation of the heading. Therefore, for purposes of preparing the authority record, ignore MLC or less than fully authenticated serial records unless the heading or bibliographic transcription provides important information not found in full bibliographic records. For example, a heading in an MLC record might provide a birth date not given elsewhere or a less than fully authenticated serial record might show usage not otherwise available. In such cases, use the information as appropriate but document its source explicitly in the source data found citation (e.g., "MLC hdg.:"; "Less than fully authenticated serial usage:").

N.B.

((1)) Headings in MLC and less than fully authenticated serial records are subject to correction. If the heading is to be changed, initiate individual change requests for the bibliographic records. Do not trace a linking reference for a heading found only in an MLC or less than fully authenticated serial record.

((2)) In constructing the actual AACR 2 heading, statements of responsibility found in MLC or less than fully authenticated serial records should be taken into account, but headings on these records do not have equal status with headings found on full records. For example, if there is a full bibliographic record without a birth date in the heading and an MLC record with one, the AACR 2 heading will not include the date (cf. LCRI 22.18); however, if there is no existing full bibliographic record and an MLC record with one, the date can be used in the new heading.

- 100 field: Kapor, Momo
 670 field: Sentimentalno vaspitanje, 1983: t.p. (Momo Kapor)
 670 field: LC database, 5-18-84 (hdg.: Kapor, Momo; MLC hdg.: Kapor, Momo, 1937-)

(c) *LC manual authority card.* In rare cases, it will be necessary to consult the LC manual catalog - the manual

authority card, non-MARC bibliographic records, or both. When formulating the source data found citation use an appropriate term, e.g., "LC manual auth. cd." or "LC manual cat." (when there is no authority card, or when both the authority card and bibliographic records have been considered). Summarize and record data found without identifying the original source of the information, using the same general conventions as in citing the LC database.

670 field: LC manual auth. cd. (hdg.: Anderson, James Edward, 1926- ; usage: James E. Anderson, J.E. Anderson; M.D., prof., McMaster Univ.)
not LC manual auth. cd. (VanStone, J. An archaeological collection, 1962: t.p. (J.E. Anderson); Grant, J.C.B. Grant's Atlas of anatomy, c1978: t.p. (James E. Anderson, M.D., prof., McMaster Univ.); Ltr. from author 12/12/63 (James Edward Anderson, b. 1926))

(d) *Multiple LC citations.* When it is necessary to cite more than one LC catalog, treat this as a single source, avoiding unnecessary repetition of data.

670 field: LC database, 5/13/82 (hdg.: Evans, Paul) LC manual auth. cd. (b. 1935)

(e) *New Delhi Office.* Headings on authority records prepared in the LC New Delhi Office are based primarily on information found in the item being cataloged, the microfiche edition of the LC name authority file, the office's card files of LC records, and LC records found in the NUC. If a heading is found in one of the card files, a source data found citation is constructed according to general guidelines given above for citing the LC database but using the following captions to indicate the source of the data:

New Delhi MARC file
New Delhi non-MARC file
New Delhi manual auth. cd.

100 field: Sahil Ahmad, 1938-
670 field: Fani Badayuni, 1983: t.p. (Sahil Ahmad)
670 field: New Delhi MARC file, 2-21-84 (hdg.: Sahil Manikpuri; usage: Sahil Ahmad) New Delhi manual auth. cd. (hdg.: Sahil Manikpuri, 1938-)

(f) *Special archival files.* Archival divisions may cite information in their special files.

M/B/RS Collections Authority file (_____)

(2) *NACO*

(a) *Citing LC MARC records in other databases.* NACO participants not online to LC may use and cite information from LC created and input records and LC level records in any file being cataloged against. Construct the source data found citation according to the criteria given above for citing the LC files.

670 field: LC in OCLC, [date] ([data])
670 field: LC in WLN, [date] ([data])
670 field: LC in RLIN, [date] ([data])

(b) *Citing other records.* In retrospective cataloging projects and in other situations NACO libraries may be consulting a greater number of bibliographic records for a personal author than are found in LC MARC. When such situations arise with pre-20th century authors (in case of doubt, consider the person pre-20th century) and present a truer picture of the author's usage than can be

seen in LC MARC, the NACO library may consider records other than LC MARC when formulating new AACR 2 headings. (Frequently the different forms of name result from different degrees of fullness of name, which can only rarely be used as a basis for *changing* headings.) When appropriate, the same dispensation may be used for pre-20th century corporate bodies.

The 670 citations begin with a designation of the files in which these other bibliographic records were found, which may be either in-house files of the library or such files as represented in the NUC pre-56 or another published catalog. The remainder of the citation parallels LC database citations and may include any or all of the same elements as appropriate: the heading on the records (hdg.); any literal transcriptions of the name as they appear in publications (usage); iterations of the name that may not be literal (variants). These citations are given as necessary to justify the heading and/or cross references.

670 field: MWA/NAIP files (hdg.: _____; usage: _____; variants: _____)

670 field: InU/19th cent. drama files (usage: _____; variants: _____; _____)
(Note that the presence of other information on the record may make it unnecessary to include a citation of the heading)

670 field: ESTC-NA files

670 field: CST files

670 field: NUC pre-56

As illustrated, the citation to the files may be either general (with the library symbol only) or specific (with the addition, after a slash, of a special files designation).

(c) *Eighteenth Century Short Title Catalogue project.* Authority records for names established by the British Library in connection with the *Eighteenth Century Short Title Catalogue* project are being submitted to the authority file by the ESTC North America staff. Since these headings are being provided by a national library, the headings may not be changed without special permission. The ESTC records can be recognized by the following elements:

((1)) #a of the 040 field will contain either "UK/ESTC-NA" or "UK/LU-ECT";

((2)) a 670 field will begin with either "ESTC-NA files" or "LU-ECT/ESTC/NA files." The first 670 citation is supplied by project staff and might not represent the publication that caused the heading to be established. Thus, the parenthetical statement of the title page form may not include all elements in the heading or may reflect a variant form;

((3)) references might not be justified by information cited in 670 fields;

((4)) there will be a note in a 667 field: Data provided by ESTC/BL.

(d) *NLM/CIP project.* Special procedures have also been arranged with the National Library of Medicine, since NLM is cataloging medical titles in the CIP Program. Headings and usage in the NLM bibliographic and authority files are taken into account in preparing new AACR 2 headings and also in certain instances when LC has already formulated an AACR 2 heading, but the NLM files would support a different heading. For headings used by NLM, the NLM heading has

precedence over the LC heading when

((1)) the LC heading has not yet been coded for AACR 2, and the NLM heading has already been established as AACR 2;

((2)) the LC heading has been coded as "AACR 2-compatible" (008/10=d), and NLM has established the heading as "pure" AACR 2;

((3)) both libraries have headings already coded as "pure" AACR 2 and NLM has a greater number of bibliographic records in support of its heading than LC has in support of its heading. (If the number is equal, the better heading is chosen, basing the decision primarily on judgment.) NLM will provide source data found citations similar to those illustrated above for the special NACO participants.

NLM files, 3-28-84 (hdg.:____; usage:____)

NLM/LC files, 3-28-84 (hdg.:____; usage:____)

(3) *Reference works.* Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated.

NUC pre-56 (Solberg, Carl Knutson, 1872-)

The statements below concentrate on the author's name and the item's title. It is assumed that in the case of multiple editions and wherever else necessary, citations would also include imprint dates, edition number, or dates of coverage (e.g., annuals such as *Who's Who in America*). In citing main entry heading and title

(a) follow *Cataloging Service Bulletin*, no. 22, p. 45-46, in citing the abbreviations for certain national bibliographies;

(b) a very small number of famous sources are commonly referred to by initials (e.g., "DNB" for the *Dictionary of National Biography*; use these initials in citations;

(c) for well-known works, if adequate, cite the author's surname alone without citing the title (e.g., "Besterman" for Theodore Besterman's *A World Bibliography of Bibliographies*) or, if the work is better known under title, give the title alone, abbreviating if appropriate (e.g., "Harvard dict. of music" for Willi Apel's *Harvard Dictionary of Music*);

(d) for somewhat less well-known works, add a brief indication of the title after the surname (e.g., "Sharp. Hdbk. of pseud." for Harold S. Sharp's *Handbook of Pseudonyms and Personal Nicknames*);

(e) for works entered under title, or distinctive title entered under corporate headings, cite a brief form of the title alone (e.g., "Hdbk. Eur. org." for the Council of Europe Information Dept.'s *Handbook of European Organizations*);

(f) some of the statements above provide for a "brief" form of the title. This may be achieved by omitting some words, thereby using a "telegraphic" but intelligible style, as well as by abbreviating other words.

Compreh. diss. index

Biog. dir. US exec. branch, 1774-1971

Biog. reg. U. Oxford to 1500

Columbia U. oral hist. coll.

Guide mss. Eleutherian Mills Hist. Lib.
Contemp. poets Eng. lang.
WW sci. Europe
Banker's alm./yrbk.

(4) *Telephone calls.* Cite telephone calls using the same guidelines for brevity, the same requirements for full, explicit data in some cases, etc., as applied elsewhere. The form in which "telephone call" or similar phrase appears does not have to be standardized. However, the example below offers one suggested form.

670 field: Phone call to H. Jones, 3/28/77 (Harry Jones is real name of Lionel James)

In recording telephone calls to U.S. security agencies (e.g., CIA, DIA), do not give the name of the person contacted. Instead, give the name of the agency, and, if possible, the title of the person contacted.

670 field: Phone call to the librarian, CIA,
1/2/81 ([data])

(5) *Citing BGN as a source.* For geographic names established on the basis of a postal reply from the U.S. Board on Geographic Names, convey the brief form by adding within brackets immediately after the noted brief form the statement "[brief]." Do this even if the long form is chosen for the heading. For example, transcribe the BGN statement "Coast Province" as "Coast [brief] Province," although the heading will be "Coast Province (Kenya)." If the brief form is not the initial element, so that some ambiguity would arise, convey this as follows: Provincia di Varese [Varese=brief]. Retain the phrases "conventional," "vernacular," etc., as expressed in reply. Copy the word "variants" to introduce the variant names provided. When telephoning BGN, it may be necessary to ask for a differentiation between conventional and vernacular forms, or to inquire if there are variant or earlier names, if a brief form is permitted, etc. If any of this information is elicited, record it explicitly but briefly. Include coordinates, and give the date of the request.

j) *Examples of source data found citations*

His Criminal statistics, 1972: t.p. (Eugene Doleschal) p. v (dir., National Council on Crime and Delinquency Information Center, Hackensack, N.J.)

Bajana, 1978?: t.p. (Suresa Tripura) data from India (Suresh Mohan Tripura; b. 1950)

East Amwell Bicentenn. Committee. Report ... 1975: t.p. (East Amwell) p. 7, etc. (Amwell Township estab. 1708; split 1846 into East Amwell Township and West Amwell Township)

His A history of Iowa, 1965?: t.p. (Samuel S. Gribble) p. 105 b. 7/7/1861; d. 8/23/1943)

His Grunts, 1976: v. 1-3, t.p. (Charles R. Anderson) v. 2, p. 316, etc. (Ex-Marine; b. Elgin, Ill.; teaches English in Japan)

Its 2,000 abstracts on ... 1975- : v. 2, t.p. (Cassava Information Center, Centro Internacional de Agricultura Tropical) frwd., etc. (Cassava Information Center est. at CIAT; Cali, Columbia)

A New image of man ... 1977- pt. 1 p. 1 (International Research Institute for Man-Centered Environmental Sciences and Medicine; non-profit corp.)

Data from CINE for A Great place [MP] 1977:
 (General Telephone Company of Michigan)
 Heat treatment '76, 1976: t.p. (International
 Federation for the Heat Treatment of Materials)
 List of res. works in the agric. sci., 1972: t.p.
 (R. Fuller)
 Its Relatorio ... 1971: t.p. (Republica Federativa
 do Brasil, Conselho Nacional da Industria
 Siderugica, CONSIDER) p. 5 (functions include
 advising govt. on policy); 1972: t.p. (Republica
 Federativa do Brasil, Ministerio da Industria
 e do Comercio, Conselho Nacional da Industria
 Siderugica)
 Police administration statistics, 1972: t.p.
 (Statistics Canada, Judicial Division); 1973/74:
 t.p. (Statistics Canada, Justice Statistics
 Division) verso of t.p. (Division de la
 statistique judiciaire)
 His Black personalities of the Revolutionary War
 period [SR] c1976: label (James D. Pendleton)
 His Colour generation and control in glass, 1977:
 CIP t.p. (C. Ray Bamford) data sheet (b. 8/2/34)
 Titanium, 2nd quarter 1976, surrogate: caption t.p.
 (U.S. Department of the Interior, Bureau of
 Mines, Division of Nonferrous Metals)
 OCLC 1570203: Friend (Honolulu, Hawaii). The
 friend, (Sept. 1933: Hawaiian Evangelical
 Association; May/June 1954: Hawaiian Evangelical
 Association of the Congregational Christian
 Churches)
 Pharmaceutical trends, Jan. 1978: p. 2 (St. Louis
 College of Pharmacy); OCLC #2786487 (St. Louis
 College of Pharmacy; earlier name: St. Louis
 College of Pharmacy and Allied Sciences)
 Statistical presentation (Michigan. Dept. of
 Correction). Statistical presentation, 1980:
 t.p. (Michigan Department of Correction)
 Prime time phonics. Vowels I [CF] c1987: CIP title
 screen (Minnesota Educational Computing
 Corporation) data sheet (MECC)

7) *Source data not found (675 field)*. Cite here sources in which no information was found (except for the item being cataloged). Include questionable sources (for example, when the name found may refer to a different person), and add an explanation if necessary.

675 field: Amer. men/women sci., 1976 (Anderson,
 Donald Arthur, 1918- [may be a different person])

Include also sources that cite only an earlier or later name which may be traced as a cross reference. Cite all sources in this field in one continuous paragraph, separating them with semicolons

Enc. ital.; Bergamo tel. dir., 1976

For all other matters, follow the provisions given above for the source data found field. Note in particular that multiple citations of works in which no information was found are often unnecessary, especially if a problem has been resolved.

8) *Undifferentiated personal names*. If under AA2 22.20 one heading is used for more than one person, prepare one record combining all persons of the same name. List the first item cataloged and source data found pertaining to each person in separate groups, captioning each group with an informal descriptive term for that person consisting of the title of the first work cataloged and the person's relationship to it. Code 008/32 as value "b." The descriptive term is

placed within brackets. However, do not separate in this manner the sources not found. The order of the groups does not matter. Include such bracketed captions for three or fewer persons. When there are more than three persons with the same name, give sources for only three and add a 667 note.

Record covers additional persons

(Adjust existing authority records when another person of the same name is encountered.)

Note that when dates or distinguishing terms become available for any author represented on an existing undifferentiated personal name authority record, the name and the sources relating to him/her must be removed, and the name established separately.

- 100 field: Stewart, John
670 field: [Editor of The Best of Tracks]
670 field: The Best of Tracks, 1975: cover (John Stewart, editor)
670 field: [Author of Early maps and surveyors of the city of Washington]
670 field: His Early maps and surveyors of the city of Washington, 1899: t.p. (John Stewart)
670 field: [Author of Of no fixed abode]
670 field: His Of no fixed abode, 1975: t.p. (John Stewart) jkt. (lecturer in soc. admin., Univ. of Lancaster)
675 field: WW Aus, 1975; Allibone; Lanman, C. Biog. annals of civil govt. of U.S., 1876; Hough; Drake; W was W in Amer., 1607-1968; Academic WW, 1973-74; Commonwealth univ. yrbk, 1974; WW, 1970, 75.
667 field: Record covers additional persons

9) 667 field. Place here any designation or information that is not cited from a source that needs to be preserved in the record and that would be useful not only within LC but also to other cataloging agencies, i.e., "Not same as _____"; "Cannot identify with _____"; "Reinvestigate before using again"; "Change heading if name _____ continues to be used"; "For works issued before/after [date]" (to be used for official language changes); etc. Give each independent statement as a separate field.

10) Classification number (053 field). This field is used to provide a classification number for authors of belles lettres.

11) Cross reference tracings (4XX and 5XX fields)

a) A cross reference tracing consists of the name from which a user is directed to the heading. All cross reference tracings are allotted to either a see (variant form) or a see also (related form) category, for each of which there is a separate field. If the reference leads from a name, phrase, etc., that is not to be used as an established heading, place it in the 4XX fields. If it leads from an established heading, place it in the 5XX fields.

Each cross reference tracing must be in a separate field. Do not use a period at the end of the cross reference tracing unless the last word is an abbreviation or initial.

In the LC automated name authority system, cross reference tracings fall into three basic types for the purpose of producing the actual cross references.

(1) References that refer directly from a heading to a single other heading using the referral legend "search under" (see

references) or "search also under" (see also references). These references are automatically generated from the tracing as it appears in the record.

(2) References that refer directly from a heading to a single other heading using one of the standardized legends listed below. These are automatically generated from the tracing as it appears in the record and the legend (display constant) is produced from the value indicated in the #w control subfield.

search also under the earlier heading:
search also under the later heading:
for works in the old catalog, search under:

(Other standard legends for acronyms, information references, and musical compositions were previously used and still appear in records until the #w control subfield values are removed from the reference tracings. This is normally done during the reference evaluation process.

(3) *References that require a specialized referral legend other than those listed above ("cataloger-generated references").* These references must be traced in the 4XX or 5XX fields as appropriate. However, because the actual references themselves are not derived from the tracings, the references must be created specially. Cataloger-generated references may refer to a single heading or to multiple headings. The values "b" in byte 3 (position 4) of the #w control subfield of a 4XX tracing indicates that a separate reference record exists. Value "c" in a 5XX field indicates that a separate referral statement appears as a 663 field in the record.

There are certain types of references that are not appropriate in a purely AACR 2 catalog (some linking references from the pre-AACR 2 heading) or that are "blind," i.e., leading to an established corporate heading under which there are no bibliographic records. These references are flagged by the value "a" (do not make) in byte 3 (position 4) of the #w control subfield of the reference.

b) *Control data for references (#w control subfield)*

(1) *See References (4XX fields).* N.B.: Use as many of the codes below as appropriate.

(a) When a reference is to be identified as a linking reference from the pre-AACR 2 LC heading, code value "a" in byte 2 (position 3) of the #w control subfield. (When the reference is not a valid AACR 2 reference, indicate this also by coding for "do not make" in byte 3 (position 4) of the #w control subfield.)

(b) When it is known that a reference is exactly the same as a formerly established form of heading used for the same entity in the national authority file (other than the form used immediately prior to the adoption of AACR 2 which is covered by value "a" above), code value "e" in byte 2 (position 3) of the #w control subfield. (N.B.: This will not often occur in new authority records.)

(c) When a reference is to be coded as "do not make," code value "a" in byte 3 (position 4) of the #w control subfield.

(d) When a reference is to be a cataloger-generated one, code value "b" in the #w control subfield.

(2) *See also references (5XX fields).* N.B.: Use as many of the codes below as appropriate.

(a) When a reference is to have the standard explanatory text for earlier or later headings, code value "a" (earlier name) or "b" (later name) in byte 0 (position 1) of the #w control subfield.

(b) When the reference is to be coded as "do not make," code value "a" in byte 3 (position 4) of the #w control subfield.

(c) When a reference is to be a cataloger-generated one, code value "c" in byte 3 (position 4) of the #w control subfield.

c) *Cataloger-generated references (664 and 663 fields)*. Use for those explanatory references whose referral statements cannot be produced automatically by coding the tracing.

Cataloger-generated *see* and *see also* references are handled differently: a cataloger-generated *see* reference (664 field) exists as a separate, individual record with its own control number; the text of a cataloger-generated *see also* reference is carried as a 663 field within the authority record referred from.

(1) *See cataloger-generated reference (664 field)*

(a) *040 field*. See above.

(b) *1XX field*. In this field is the heading referred from, i.e., the tracing for the variant name that appears on the authority record and the one for which byte 3 (position 4) has had value "b" coded.

(c) *Statement (664 field)*. In this field is the text of the reference, including the legend and the complete heading to which the record refers.

(2) *See also cataloger-generated reference (663 field)*. In this field is the text of the reference, including the legend and the complete heading referred to. Note that the text of the legend must reflect the *see also* condition by incorporating of the phrase *search also under*.

NAME AUTHORITY RECORDS - ADDITIONS AND CHANGES

Introduction

Almost as common as the need for a new authority record is the need to alter a record already in the file. New information may be received in various ways, such as new cataloging or investigation in response to a query, and can be significant enough to add to the permanent authority record.

A special need for revision of name authority records has arisen with the adoption of AACR 2. All headings used after 1980 must be in correct AACR 2 or AACR 2-compatible form. Although much work was done in advance of the adoption of AACR 2, it was possible neither to code all headings on the file nor to evaluate cross references. Consequently, in addition to the normal reasons for making additions or changes to authority records, catalogers are also responsible for making adjustments to headings and references to bring them into AACR 2 form.

General Workflow

1) *Manual operations*. Changes to authority records are initiated by a two-step process.

a) To serve as a temporary record of the change in process, a brief "change in process" notation or message is input to the record. The message appears as the first 667 field and is deleted when the actual change is made. At the same time, value "b" (Record is being updated) is input to 008/31. The record is then distributed through the Linked Systems Project (LSP). Change message records are not otherwise distributed.

b) In the meantime the cataloger prepares the specific changes to the name authority record. The changes are reviewed at various stages before the record is finally updated to reflect the changes.

2) *Online operations.* LSP participants change records online and transmit the revised record to the authority file through the link with the participant's bibliographic utility. Various other NACO participants and some cataloging units within LC also change records directly online thereby eliminating the message stage.

General Guidelines for When to Add or Change Information

1) *Adding information.* Normally a new reference or a change in heading must be justified by the addition of new information to the authority record. References added by the British Library to an existing authority record are not justified other than by the addition of a 667 field: "Reference(s) added by ESTC/BL." An exception is also made for AACR 2 related changes, as specified below.

Many other types of data can be added to the authority record when judged by the cataloger to be useful for proper identification, e.g., a newly discovered birth or death date.

Before adding information, always make certain that it is really significant and not already present in the authority record in some form.

2) *Changing information.* When it is discovered that information on the authority record is incorrect, judge as to whether the error is serious enough to require the correction. *Note that all errors in headings and cross references must be corrected.* Other types of inaccuracies may not require changing the authority record. The guidelines below apply to verification of CIP cataloging when the published book reflects changes from the CIP bibliographic information, but they may also be helpful in making this decision with other material.

a) Change the authority record when the published work shows a change in the form of the name of a person or corporate body.

b) Do not routinely change the authority record

(1) because there is a change in the imprint date of the work for which the heading was established;

(2) because there is a change in the choice of main entry of the item for which the heading was established;

(3) because there is a change in the relationship of the heading to the item for which it was established, e.g., change from main to added entry heading or vice versa;

(4) because there is a change in the title proper of the item for which the heading was established.

However, when the authority record must be changed for some other reason, make the above changes as well, if appropriate.

When considering a change to the heading of a record with the legends UK/ESTC-NA or UK/LU-ECT in the #a subfield of the 040, special permission is needed since these headings are provided by the British Library.

3) AACR 2 related changes

a) Code uncoded headings for AACR 2 at the first instance of use. Change the heading, if necessary (converting the old heading into a linking reference if appropriate under LCRI 26), and evaluate the references. It is not necessary to justify these changes by source citations.

b) When the authority record has been coded for AACR 2, but the references have not been evaluated, it is not necessary to change the record solely to evaluate the references. (Individual cataloging units make their own policies with regard to this.) If, however, it is necessary to change the record for another reason, then also evaluate the references.

c) Authority records for headings that were acceptable under earlier cataloging rules but for which there is no AACR 2 equivalent, e.g., "Inquisition," are adjusted with respect to the rules designation and the reference evaluation bytes and annotated with the following statement in a 667 field: NOT A VALID AACR 2 HEADING; NO VALID EQUIVALENT UNDER AACR 2; DO NOT USE FOR ITEMS CATALOGED AFTER DECEMBER 1980.

Messages

To serve as a temporary record of all changes in process, a message is added to the record in a 667 field to indicate that a change is in process.

1) *General.* To keep messages short, various change conditions are represented by "message constants," i.e., brief terms describing a particular change in a succinct manner. Where possible, message constants assume certain conditions. For example, the message "Chg hdg to: _____" assumes evaluation of references and coding for AACR 2 without these conditions being explicitly stated; thus the message contains one message constant, not three. The data elements comprising a change message are the data describing the change(s), the cataloger's code, and the date.

2) *Message constants to reflect change conditions.* Use one of the message constants below, choosing the one that describes the most important change to be made.

Message constant	Use to indicate
AA2	Full process of coding for AACR 2 and evaluating references (if any); no heading change involved; no need to include also "EVAL"
EVAL	Process of evaluating references (including additions, deletions, adjustments to agree with current practice; no heading change involved; assumes that the heading is already AACR 2

Chg hóg to: _____

If the record is already coded for AACR 2, assume from this message that the references will be evaluated and AACR 2 bibliographic records, if any, corrected; if not already coded AACR 2, assume that references will be evaluated, heading put into AACR 2 form, and coding and correction of any bibliographic records done

Add/Del/Chg ref[s]

References relating to a heading that has already been evaluated are being changed, deleted, or added; it is not necessary to specify the reference involved or the change to be made

Add/Del/Chg info

Miscellaneous; includes source data found; heading is not being changed

Add date

Del Not in LC

Heading is now being used on a record for an item in LC's collections

Add/Del/Chg
[provisional;
preliminary; memo;
non-unique, etc.]

The status of the record is being changed as indicated

Being cancelled;
covered by [control
number of valid
record]. LSP
participants use:
P r o p o s e d
cancellation

Record will be deleted

To be cancelled;
covered by [control
number of valid
record

Early notice record to be deleted when possible

To investigate

Heading is being investigated and is not to be used until investigation is completed and heading is changed or the message changed or deleted

Substitute NAR
initiated

A substitute name authority record is being prepared for a heading represented by an early notice record that has been on the file longer than six months

In very exceptional cases when a message constant cannot convey the information desired, a brief natural language statement can be included either as the complete message itself or as part of the message. To reduce keying, use abbreviations of commonly used terms when inputting the message.

Fixed Fields

Fixed field values for descriptive cataloging rules code (008/10), reference evaluation code (008/29), undifferentiated personal name code (008/32), and level of establishment code (008/33) are analyzed to make certain that they reflect the revised authority record.

Variable Fields

1) *Source Data Found (670 field) and Source Data Not Found (675 field)*. In citing new information apply the principles given in Name Authority Records - Creating with regard to form of citation, punctuation, explicit nature of data cited, division between Source data found and Source data not found, etc.

Note that it is normally not necessary to change the order of the sources cited; new sources will simply be listed after the sources already given. Do not routinely delete sources already cited when the addition of new information makes the earlier sources irrelevant; e.g., do not delete sources previously searched to resolve a conflict when adding a new source that contains the necessary information.

For undifferentiated personal names, delete information pertaining to all but the first three and also provide a 667 field note.

Record covers additional persons

2) *667 field*. This field now serves two purposes.

a) *Permanent data*. Use the 667 field to record useful information about the heading that is not already recorded in source data found/not found citations. Use it also as specifically instructed in LCRI's, e.g., to record the pre-AACR 2 form of heading when a linking reference is not appropriate (cf. LCRI 26).

b) *Temporary data*. The 667 field will also be used to record temporary messages about changes that are in the process of being made to the authority record.

It is essential to check the 667 fields of an authority record to insure that no change is in process that affects use of the heading.

3) *Epitome (678 field)*. This field is no longer used. In the past, the field was used to record biographic, historic, or other information about the heading taken from the LC manual authority card. Do not add to or change this field. Do not delete it unless the information in it is obviously inaccurate or misleading.

4) *Cross reference tracings (4XX and 5XX fields)*. Routinely delete all subject-to-name *see also* references when changing a record for some other reason. (These references are no longer made, and since existing references have not been maintained, they may not be in accord with current subject cataloging policy.)

5) *Cataloger-generated references (664 and 663 fields)*. The cataloger-generated reference technique remains available to make references requiring special explanatory texts. However, cataloger-generated references will no longer be used simply to combine multiple headings in the refer-to line. Instead, individual references will be made from each heading. Existing cataloger-generated references that are no longer valid under this new definition are deleted from the database. This is done as part of the reference evaluation process.

6) *Information references (cf. LCRI 26.3B-C) (665 field)*. LC no longer make information references. Sequences of related headings formerly connected by information references are connected by simple

see also references or earlier/later heading references. Delete an existing information reference and adjust see also references whenever the information reference must be changed for any reason. See LCRI 26.3B-C for guidelines for tracing the see also references. If no change is needed to the information reference, do not convert it to see also references.

Changes to Early Notice Records and Record Being Updated Records

It is normally not possible to make changes to incomplete records, to records that are being updated, or to early notice records.

To serve as a "pending file," each cataloging division maintains "hold files" to which are submitted notices that a cataloger wishes to make changes when the records are available for change.

If there has been no action on a record for six months or more, and the originating cataloger does not still have the record, action is taken to complete, delete, or change the record as appropriate.

Deletion of Authority Records and Cataloger-Generated References

1) *General.* Most commonly, an authority record is deleted because it is a duplicate, i.e., it represents the same person, body, or title represented by another authority record. In such cases, the control number of the full deleted record is input to the #z subfield of the 010 field in the valid record to serve as a record of the deletion, and, in the future, to provide a reference from the deleted record to the valid record. With duplicates it is common that the information on the two records will differ, and it is necessary to compare them carefully in order to decide which to retain and which to delete. Significant data (e.g., references, source citations) appearing only on the record to be deleted must be transferred to the record to be retained.

2) *Deletion of a full record that is not being updated.* Add a message stating "Being cancelled; covered by [control number of valid record]."

3) *Deletion of an in process full record or a full record that is being updated.* Records that are either in process or being updated cannot be deleted until they are complete. The divisional "hold files" are used to keep track of the pending deletion.

4) *Deletion of an early notice record.* Add a message stating "To be cancelled; covered by [control number of valid record]." The divisional "hold files" are used to keep track of the pending deletion.

Because LC contracts to have some of its authority records input without reference to what exists on the file, a newly input full record may bump the early notice record with the deletion message and be distributed. When the records in a division's "hold file" are searched, the record is deleted.

5) *Deletion of a cataloger-generated see reference (664 field).* Add a message stating "Being cancelled." (N.B.: It is not necessary to update all unevaluated authority records on which the reference is traced, only the ones with which the cataloger is directly involved.)

6) *Deletion of a cataloger-generated see also reference (663 field).* Add a message stating "Del Ref" to the authority record(s) containing the text of the see also cataloger-generated reference(s).

ROMANIZATION

Belorussian

The correction to the romanization table for Belorussian that appeared in *Cataloging Service Bulletin*, no. 41, had an error for the romanization of the capital letter. The correct romanization appears below.

Ж ж Ż ż

Kurdish

A new table for the romanization of Kurdish (Perso-Arabic script) appears at the end of this bulletin.

FAR EASTERN BODIES CREATED SOLELY TO EDIT OR PUBLISH AN ITEM

In the early days of AACR 2 the Library of Congress decided not to establish a corporate name heading for a body created to prepare a particular publication in Chinese, Japanese, or Korean when the first word in the name of the body was the same as the first word of the title proper (cf. *Cataloging Service Bulletin*, no. 18, p. 89).

Recently, this decision was discussed both within the Library of Congress and at the 1988 meeting of the Committee on East Asian Materials. The majority opinion was that the Library should change its policy. Effective in May, the Library began to make added entries for such bodies if they are named prominently (AA2 21.30E).

MINIMAL LEVEL CATALOGING - MONOGRAPHS - BASIC PROCEDURES

Introduction

This article is a revision of the article that appeared in *Cataloging Service Bulletin*, no. 36 and states, in general terms, the basic procedures for MLC for monographs in book form. No attempt is made to cover systematically the special procedures applicable to microforms, maps, music, pamphlets, or serials. The article assumes the ability to apply properly the appropriate content designation conventions.

Preparing an MLC Record

1) *General*. MLC records generally reflect AACR 2. MLC catalogers provide added entries and include the data elements specified below.

2) *Headings*. The headings used in an MLC record must be consistent with the heading structure of the machine catalog. This is accomplished as follows:

a) *Choice of entry*. Catalogers determine the choice of entry according to chapter 21 of AACR 2.

b) *Form of heading*. MLC records are integrated into the machine catalog without creating conflicts or discrepancies. This is accomplished by insuring that headings in MLC records are consistent with headings used in the machine catalog to the extent that the former are represented by an existing authority record or are used in another catalog record. In general, authority work is not done except as noted below. When it is done, however, it is done as for full cataloging.

(1) *Name headings - exclusive of uniform title headings (130) and uniform titles (240)*. Catalogers search the automated

name authority file. If an authority record is found, that form is used whether AACR 2 or not. If an authority record is not found, a form found in a bibliographic record in the machine catalog is used. If more than one form is found, the heading from a record is selected in this order of preference: a full AACR 2 record; a completed in-process record; a full pre-AACR 2 record; another MLC record. If no form is found, a heading is formulated according to AACR 2 and based on information from the item being cataloged or discovered in the course of normal bibliographic searching. If the form on the item being cataloged conflicts with a form already established or used as an access point in the machine catalog, an attempt is made to resolve the conflict by making additions to the MLC heading in accordance with the appropriate cataloging rules and LCRIs (e.g., 22.18, 22.19, 24.4C, etc.), using information available in the item itself or discovered in the course of normal bibliographic searching. If the conflict cannot be resolved in this manner, full authority work is done to resolve the conflict.

When the heading used differs so significantly from the form on the item being cataloged as to be unfindable without a cross reference, authority work is done to trace the reference.

(2) *Name headings - uniform title headings (130) and uniform titles (240)*. Uniform title headings or uniform titles are used in the same manner as for full cataloging. Any authority work needed is done in the same manner as for full cataloging. For uniform titles (240), this includes any authority work needed for the name used as main entry heading (1XX).

(3) *Series/multipart items*. Catalogers search the automated name authority file.

If there is a series/multipart item authority record, the classification practice (if classified as a collection, the item is out of scope for MLC), the tracing practice, and, if traced, the form of numbering are followed. For series/multipart items classified separately, if the series is untraced, the series statement is tagged 4900; if the series is traced the same as the form in the series statement, the series statement is tagged 440; if the series is traced differently, the series statement is tagged 4901, and a series added entry in the established form is given in an 8XX field.

If there is no series/multipart item authority record, catalogers search to see if the series/multipart item is represented in the machine catalog in bibliographic records. If so, the practice exemplified in those records is followed: classification is inferred from the call number; tracing practice from tracings (8XX tags) or from series statements (4900 = untraced; 400, 410, 411, 440 = traced the same; 4901 = traced differently); form of numbering from that used in tracings (if inconsistent practice is exemplified, the form from the earliest created record in the catalog is used). If a series/subseries is involved but there is no SAR, all the conventions observed (pattern, punctuation, etc.) are followed even if the formulation is pre-AACR 2.

If the series is not represented in bibliographic records in the machine catalog, the series is treated as an untraced one and the series statement is tagged 4900.

3) *Data elements*. Each record should contain the data elements listed below as applicable. MLC records prepared before these specifications were put into final form may exhibit variations from the list.

a) *Fixed fields*

Encoding level (value "7" in leader byte 17)
Language code (008 byte 35-37)

Intellectual level (value "j" in 008 byte 22 if intended for children through age 16)
Type of date code (008 byte 06)
Date of publication - Date 1 (008 byte 07-10)
Date of publication - Date 2 (008 byte 11-14) as applicable
Form of reproduction code - Microforms (008 byte 23)
Country of publication code (008 byte 15-17)
[Do not use values "o" or "r" (008 byte 38) for nonroman items]

b) *Variable fields*

Library of Congress control number (001)
MLC shelf number/LC call number (050)
Copy statement as appropriate (051)
Main entry heading (if other than title) (1XX)
Uniform title (240)
Title and statement of responsibility area (245)
Edition area (250)
Mathematical data area when the item is an atlas (255)
Coded mathematical data when the item is an atlas (034)
Publication, distribution, etc. area (260)
Physical description area (300)
Series area (including ISSN) (4XX)
Notes (normally, notes are made only to record bibliographic history (e.g., the title of earlier editions or the original title of translations) as it is available from the item being cataloged; to justify added entries; to provide a summary (LC New Delhi and Jakarta Offices only); or to provide a language note (LCRI 1.7B2; New Delhi and Jakarta Offices only). Exceptionally if judged necessary for the particular item being cataloged, other types of general notes may be made (5XX). Records for items that are microforms contain a reproduction note (533). Records that represent pre-1801 books in French may contain notes referring to published descriptions)
ISBN and price (for the current three years) (020)
Added entry/entries as appropriate (7XX)
Series added entry/entries as appropriate (8XX)
Physical description fixed field - microforms (007)

Guidelines for Assigning Added Entries

The term "7XX" used in this section is understood to mean added entries that are explicitly tagged with one of the tags in the 7XX group of tags.

1) *Works entered under main entry heading (1XX)*. One 7XX added entry may be assigned provided that failure to do so would seriously impair access to the item.

100 10 Farré, Marie-Raymond
245 14 Les mille et une barbes ...
740 01 1001 barbes.

2) *Works entered under title (245)*. An added entry is assigned as follows:

a) *Rule 21.1B2, etc.* If the work emanates from a corporate body but title entry is chosen because the work is not one of the categories covered by 21.1B2, an added entry is made for one of the following in the order of preference listed:

(1) corporate body named explicitly in the title and statement of responsibility area as having responsibility for the content of the work, whether or not this is the body that issued the work;

- (2) corporate body from which the work emanated.

Survey of conditions / prepared by the Institute of
A. [Published by the Department of B]
Added entry under the heading for the Institute of
A

General study of the situation
(Emanates from C Society)
Added entry under the heading for the C Society

If the proceedings of a named conference are not entered under the conference because the name does not appear prominently (21.1B2d), an added entry is made under the heading for the conference if named anywhere in the item.

b) *Rule 21.5.* If title entry is chosen because personal author is unknown or corporate body is unnamed, etc., an added entry is made for one of the following in the order of preference listed:

(1) the first person named in the statement of responsibility;

(2) the first corporate body named in the title and statement of responsibility area;

(3) the body from which the work emanated (as defined by 21.1B2).

Proceedings of an unnamed conference / edited by
Adams ; organized by the Association of D
Added entry under the heading for Adams

Symposium held in Washington in 1984 / sponsored by
the E Commission
Added entry under the heading for the E Commission

- c) *Rule 21.6C2.* The provisions of the rule are followed.

d) *Rule 21.7.* If title entry is chosen because the work is one of the categories listed in 21.7A, an added entry is made under the first-named editor, compiler, contributor, etc., in the statement of responsibility.

Essays / by Burton, Carter, and Davis ; edited by
Evans
Added entry under the heading for Burton

Collection of poems / compiled by Fletcher and
Gregory
Added entry under the heading for Fletcher

e) *Special rules.* If entry under title is chosen because one of the special rules for legal or religious publications applies (e.g., 21.31C, 21.34C, 21.37A), an added entry is made for the person or body specified by the rule being applied. If the rule calls for more than one added entry, the added entry called for first in the rule is made.

f) *Additional added entries.* After having first applied the above guidelines, additional 7XX added entries may be assigned provided that 1) failure to assign such added entries would seriously impair access to the item and 2) the total number of 7XX added entries is no more than two.

Guidelines for Assigning MLC Shelf Numbers

The MLC shelf number comprises three components, each separated by a space. The first component consists of the letters MLC (minimal level cataloging), a letter representing size, assigned as follows:

- S = small (22 cm. or less)
- M = medium (23-30 cm.)
- L = large (31-37 cm.)
- F = folio (over 37 cm.)

and, as applicable, a letter representing a custodial assignment, assigned as follows:

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

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

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

The third component consists of a one-letter LC classification assignment (enclosed within parentheses) indicating the broad classification of the item: (P) Use the guidelines in Appendix 2 to assign this classification letter.

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

Guidelines Related to Scope

1) *Multipart items.* Multipart items classified as a collection are out of scope. (This exclusion applies to unanalyzable multipart items whether complete or incomplete.) If a multipart item is first selected for MLC, that is prima facie evidence that the item is classified separately (no SAR is made). All subsequent volumes of that multipart item selected for MLC are ipso facto classified separately. If, however, a volume is subsequently selected for full cataloging, the decision still remains classified separately but at this point an SAR is made (the fact that some volumes are processed as MLC is not explicitly stated on the SAR). Under these circumstances, some of the volumes of the multipart item are processed as MLC with MLC shelf numbers and some are processed as full cataloging with regular call numbers.

2) *Pre-1801 items.* Except for materials especially designated by the Rare Book and Special Collections Division, items published prior to 1801 are out of scope.

3) *Serials.* Items that are serials (including monographic series classified as a collection and the individual titles in such series) are out of scope for processing as MLC under the guidelines of this article. Note, however, that there is an MLC program for serials (excluding monographic series) that was the topic of an article in *Cataloging Service Bulletin*, no. 38, p. 52-58.

4) *Supplements, etc.* Items that are supplements or other kinds of materials best classified with a main work are out of scope.

Guidelines Related to the Bound Pamphlet Project

The regular LC call number assigned to the collection in which the pamphlet is located is used in the MLC record.

Guidelines Related to CJK MLC

1) *General.* Although the RLIN system is used to input MLC records for items in Chinese, Japanese, and Korean, the same guidelines for full records are used in providing data in the vernacular.

2) *Fixed fields.* When MLC records are input into the books master file at LC, default values are assigned by the input/update system to the fixed fields. These values remain except for the values explicitly defined to be assigned for MLC records. When MLC records are input through the RLIN system, fill characters are assigned to certain fixed field positions. LC cannot yet handle fill characters in bibliographic records; therefore, correct values are assigned to the fixed fields explicitly to be assigned for MLC records and default values are assigned to the other fixed fields.

The value "r" is not used in the modified record fixed field (008 byte 38).

3) *Deriving for MLC.* When an LC staff member doing minimal level cataloging discovers a non-LC record in RLIN, the derive procedure is used to create a CJK MLC record.

If a source record for a one-volume item contains a contents note, it is retained whether in roman, vernacular, or both. In addition to making any changes to the bibliographic data, the subject headings are deleted, if any, after the record has been derived. Any added entries are used that are appropriate under the MLC guidelines; any series added entries are used that are appropriate; other added entries are deleted.

4) *039 field.* An 039 field (level of bibliographic control and coding detail) is not supplied.

Guidelines Related to MLC Originating in the LC New Delhi and Jakarta Field Offices

In general, the guidelines stated in this article are followed. In addition, a language note (LCRI 1.7B2), a summary note (520), and an internal control number in the 025 field are supplied. Value "o" is not used in the modified record fixed field (008 byte 38) for items in a nonroman script.

For series/multipart items, the microfiche edition of the name authority file is searched in the field office and the treatment noted is followed. Series are subsequently searched at LC to insure that the treatment of the series is in synchronization with the up-to-date online authority record if one has been made.

Appendix 1: Guidelines for Updating/Adapting

Updating a Complete MLC Record

The guidelines below are for making corrections to bibliographic records in machine-readable form, including MLC records.

Conventions have been established for revision data to keep track of the specific iteration of a record. Revision data are carried in the #c subfield of the 010 field and consist of three or four characters: a lower case "r" followed by two digits (year of last major change) and a number indicating the incremental number of major changes made to the record (if greater than one).

Supply revision data if the correction to an existing verified record is a major one (if the change is a minor one, no revision data are given). A major change constitutes any change (including adding or deleting) to tags, indicators, subfield codes, or data in the following fields and subfields:

001
020 #a or #z
028 #a
050 #a or #b
051 #a, #b, or #c
082
1XX
240
245 #a
260 #c¹
300 #a¹
4XX except 490
6XX
7XX
8XX

Leader/18 (when the value is changed to a)

If a correction is made to any of the fields listed above, add the revision symbol (lower case r plus the current year) in a #c subfield of the 010 field. If the revision symbol is already present, change the year segment to the current year and add a fourth character to indicate the number of times the record has been revised. For example, if a revision symbol of "r822" exists in the record being corrected, change it to "r883"; if the revision symbol is "r85," change it to "r882"; if no revision symbol is present, simply input "r88."

Make all other changes without concern for revision data.

Adapting an Existing Record for an Item Initially Assigned to MLC

If, in the course of searching an item designated to receive MLC, an already existing full record created by a participant in the National Coordinated Cataloging Program (NCCP) is discovered, do not catalog the item as MLC. Instead, treat the item as an "NCCP adapt" and follow the procedures of NCCP (using the existing full record, incorporate the item into LC's collections).

Appendix 2: Guidelines for Assigning Single Class Letters from the Library of Congress Classification System

The following list shows the kinds of materials included in each class letter. For books that do not seem to fit clearly, judgment is used and the decision is based on the emphasis of the book. For

¹Do not supply revision data if the change to these fields is only for the addition of a volume(s) to an open collation or a change to or the addition of an angle-bracketed date in the imprint; however, supply revision data if, at the same time of adding one or more volumes, one of the other candidate elements is changed or if the record is being opened or closed.

example, a book on the economics of automobiles is classed in H, but one on automobile repair in T. Children's books are classed as follows: if nonfiction, they are classed with the subject; if fiction, they are classed in P.

A: General Works. The material classed in A is of the most general nature and includes encyclopedias (general), dictionaries and general reference works, indexes (general), museums (general), newspapers, yearbooks, almanacs.

B: Philosophy; Psychology; Religion. Also includes logic; parapsychology; occult sciences; aesthetics; ethics; individual religions, denominations, and sects.

C: Auxiliary Sciences of History. Includes archaeology, numismatics, heraldry, genealogy. Class archeology of specific areas in D, E, or F.

D: History: General and Old World (Europe, Africa, Asia). Also includes histories of World Wars I and II and of individual countries; gypsies.

E: History: America. Includes Indians; elements in the population of the United States; the U.S. Revolution, Civil War, etc.

F: History: America. Includes works on the individual states of the United States and the histories of Canada, Mexico, and Latin America.

G: Geography, Anthropology, Recreation. Includes cartography, oceanography, human ecology, anthropology, folklore, manners and customs, sports, dancing. Class geography of individual countries in D, E, or F.

H: Social Sciences. Includes statistics; economics; transportation and communication; commerce; finance; sociology; family, sex; criminology; charities, socialism; communism; anarchism.

J: Political Science. Also includes political conditions in individual countries, presidents' messages, constitutional history, colonies, emigration and immigration, diplomacy.

K: Law

L: Education. Includes theory and practice of education, individual institutions, college and school magazines and papers, textbooks covering several subjects.

M: Music

N: Fine Arts. Includes architecture; sculpture; print media; antiques; interior decoration; works dealing with two or more of the fine arts media, i.e., literature, performing arts, and the visual arts. Class photography in T.

P: Language and Literature. Includes literature, language and linguistics, communication/mass media.

Q: Science. Includes mathematics, astronomy, physics, chemistry, geology, biology, botany, zoology, human anatomy, physiology, microbiology.

R: Medicine. Also includes public health, dentistry, pharmacy and materia medica.

S: Agriculture. Also includes forestry, animal culture, fisheries, fishing and hunting sports.

T: Technology. Includes engineering; sanitary engineering; highway and railroad engineering; building construction; aeronautics; chemical technology; photography; manufactures; arts and crafts; home economics; cookery; hotels, restaurants, taverns.

U: Military Science. Class wars with the country in D, E, or F.

V: Naval Science. Class wars with the country in D, E, or F.

Z: Bibliography, Library Science. Includes history of books, writing, all bibliographies.

GUIDELINES FOR TAGGING GEOGRAPHIC NAMES

This deals with the tagging rationale of geographic names in the name authority file. This rationale is governed by the fact that a geographic name that is also a political jurisdiction is seen differently from the point of view of descriptive and subject cataloging. In subject cataloging practice the name of a geographic entity that also happens to be a jurisdiction exemplifies the geographic aspects of the entity when used as a subject - not the governmental aspect. For example, when "Ohio" is used as a subject heading, it exemplifies the geographic area - not the political jurisdiction or government. Thus the same character string, "Ohio," embodies two different aspects simultaneously: that of a jurisdiction and a government from which it is possible for publications to emanate and that of a geographic entity embracing natural features, etc.

The tagging structure developed for bibliographic and authority records reflects the fact that the same character string simultaneously embodies two different approaches in cataloging. When a name is embodying the geographic aspects of the subject approach, it is tagged using the X51 series of tags to reflect that approach. When a name is embodying the aspects of a jurisdiction (the potential producer of publications) of the descriptive cataloging approach, the name is tagged in the X10 series of tags, even when being used as a subject. In order to accommodate these two approaches, the Library of Congress decided to use the 151 tag for the heading in authority records (both name and subject) because in the subject authority system there are also headings for geographic names for natural features, areas, regions, etc., that do not embody any of the aspects of a jurisdiction. Thus we can say that the X51 series of tags is used for all geographic names whether jurisdictions or not. The result of this approach, however, is that the same character string, e.g., "Ohio," is tagged differently both in authority and bibliographic records depending upon the particular aspect of the name that is being represented. Although this is somewhat complex, one rough rule is to consider whether the name is used in an aspect that relates to the issuing of publications or being associated with publications (descriptive cataloging). If so, then the X10 series of tags is used. If the name is being used in an aspect that does not relate to publications, then the geographic aspect in the X51 series of tags is used. The table below shows the various headings that can occur in authority and bibliographic records, references that can occur in authority records, and the tags to be used for them.

In the table the word "Jurisdiction" also includes the concept of "Places in cities" (AACR 2 23.4G), which, for practical reasons of content designation, are treated in the same manner as jurisdictions.

	Auth. record	Bibl. record (main entry)	Bibl. record (added entry)	Bibl. record (subject heading)
Jurisdiction alone	151	110	710	651
Jurisdiction + place in city (references only)	451			
Jurisdiction alone + title	110	110	710	610
Jurisdiction alone + subj. subdivision	151			651
Jurisdiction + corp. subhdg.	110	110	710	610
Jurisdiction + corp. subhdg. + title	110	110	710	610
Jurisdiction + corp. subhdg. + subj. subdivision	110			610
Geographic heading alone (not a jurisdiction)	151			651
Geographic heading (not a jurisdiction) + subj. subdiv.	151			651

SUBJECT CATALOGING

SUBJECT HEADINGS OF CURRENT INTEREST

Weekly Lists 19-31, 1988

Acyclovir
Anti-Americanism (May Subd Geog)
Campus-based child care (May Subd Geog)
Catastrophic illness (May Subd Geog)
Chemical spills (May Subd Geog)
Colorization of motion pictures (May Subd Geog)
Compulsive shopping (May Subd Geog)
Direct-mail fund raising (May Subd Geog)
Environmentalists (May Subd Geog)
Feminist theology (May Subd Geog)
Hero worship (May Subd Geog)
Home gyms (May Subd Geog)
Home schooling (May Subd Geog)
Insurance, Catastrophic health (May Subd Geog)
Interactive television (May Subd Geog)
Jet skiing (May Subd Geog)
Just-in-time systems (May Subd Geog)
Lesbian teachers (May Subd Geog)
Make-ahead cookery
Medically uninsured persons (May Subd Geog)
Natural language processing (Computer science)
Neon lighting (May Subd Geog)
Older child adoption (May Subd Geog)
Pay-for-knowledge systems (May Subd Geog)
Peer pressure (May Subd Geog)
Rednecks (May Subd Geog)
Retirees (May Subd Geog)
Service dogs (May Subd Geog)
Sexual animosity (May Subd Geog)
Stand-up comedy (May Subd Geog)
Stretching exercises (May Subd Geog)
Stun guns (May Subd Geog)
Tackiness
Television interactive toys (May Subd Geog)
White supremacy movements (May Subd Geog)
Wine adulteration
Yogurt cheese (May Subd Geog)

REVISED LC SUBJECT HEADINGS

Beginning with this issue, subject headings that have been deleted from the subject authority file and replaced by identical name headings will no longer be included in this list. This information is still available in the *Approved Weekly Lists*, which are now arranged alphabetically for easier consultation. The list below comprises headings that were changed or cancelled on weekly lists 18-30, 1988.

<i>Cancelled heading</i>	<i>Replacement heading</i>
Aggressiveness in children	Aggressiveness (Psychology) in children (May Subd Geog)
Althorp (Northamptonshire)	Althorp (England)
Ancoats (Manchester, Greater Manchester)	Ancoats (Manchester, England)
Anthropologists, Women	Women anthropologists (May Subd Geog)

Antony House (Cornwall)	Antony House (England)
Art, Bahima (African people)	Art, Hima (African people) (<i>May Subd Geog</i>)
Art, Yoruba	Art, Yoruba (African people) (<i>May Subd Geog</i>)
Arthritics (<i>and subdivision</i>)	Arthritis—Patients (<i>May Subd Geog</i>) (<i>and subdivision</i>)
Ashcan School	Ashcan school of art
Assemblies of God, General Council	Assemblies of God. General Council (<i>A name heading</i>)
Augustine Volcano (Augustine Island, Alaska)	Augustine Volcano (Alaska)
Austrian literature	German literature—Austrian authors (<i>An existing heading</i>)
Austrian poetry (German)	German poetry—Austrian authors (<i>An existing heading</i>)
Authors, Bermuda	Authors, Bermudian (<i>May Subd Geog</i>)
Authors, English—Wives	Authors' wives—Great Britain
Bacteriophage (<i>and subdivisions</i>)	Bacteriophages (<i>May Subd Geog</i>) (<i>and subdivisions</i>)
Badminton Horse Trials	Badminton Horse Trials, Great Badminton, England
Bahima (African people)	Hima (African people)
Bakongo (African people) (<i>and subdivisions</i>)	Kongo (African people) (<i>and subdivisions</i>)
Balmoral Castle (Grampian)	Balmoral Castle (Scotland)
Bamburgh Castle (Northumberland)	Bamburgh Castle (England)
Bantus (<i>and subdivisions</i>)	Bantu-speaking peoples (<i>May Subd Geog</i>) (<i>and subdivisions</i>)
Banyoro	Banyoro (African people)
Bapedi tribe	Pedi (African people) (<i>An existing heading</i>)
Basophil leucocytes	Basophils
Beadwork, Yoruba	Beadwork, Yoruba (African people) (<i>May Subd Geog</i>)
Belgrave Crescent Gardens (Edinburgh, Lothian)	Belgrave Crescent Gardens (Edinburgh, Scotland)
Bettongia	Bettongs (<i>May Subd Geog</i>)

Bettongia pencillata	Bettongia penicillata (<i>May Subd Geog</i>)
Bhuiyas	Bharia (Indic people)
Bible—Quotations, maxims, etc.	Bible—Quotations
Blarney Castle (Blarney, Cork)	Blarney Castle (Blarney, Ireland)
Blarney Castle (Blarney, Cork)— Blarney Stone	Blarney Stone (Blarney Castle, Blarney, Ireland)
Bodnant (Gwynedd)	Bodnant (Wales)
Bodnant Garden (Gwynedd)	Bodnant Garden (Wales)
Bonnettstown Hall (Kilkenny)	Bonnettstown Hall (Ireland)
Brazilian honeybee	Africanized honeybee (<i>May Subd Geog</i>)
Bridle	Bridles (<i>May Subd Geog</i>)
Bristol Castle (Bristol, Avon)	Bristol Castle (Bristol, England)
Building materials, Effect of temperature on	Building materials—Effect of temperature on
Cabra (Dublin, Dublin)	Cabra (Dublin, Ireland)
Calculi, Urinary	Urinary organs—Calculi (<i>May Subd Geog</i>)
Cambridgeshire (<i>and subdivisions</i>)	Cambridgeshire (England) (<i>and subdivisions</i>)
Captree State Parkway (Long Island, N.Y.)	Captree State Parkway (N.Y.)
Cardiff Arms Park (Cardiff, South Glamorgan)	Cardiff Arms Park (Cardiff, Wales)
Cardiovascular disease nursing	Cardiovascular system—Diseases— Nursing (<i>May Subd Geog</i>)
Carnsore Nuclear Power Station (Wexford)	Carnsore Nuclear Power Station (Ireland)
Catalan orations	Speeches, addresses, etc., Catalan (<i>May Subd Geog</i>)
Cement, Effect of temperature on	Cement—Effect of temperature on
Chan Chan (Peru)	Chan Chan Site (Peru)
Charities—Societies, etc.	Charities (<i>May Subd Geog</i>) (<i>An existing heading</i>)
Chatsworth (Derbyshire)	Chatsworth (England)
Chile—History—Insurrection of 1851	Chile—History—Insurrection, 1851
Chile—History—Insurrection of 1859	Chile—History—Insurrection, 1859

Chinese orations	Speeches, addresses, etc., Chinese (<i>May Subd Geog</i>)
Cinematography, Submarine	Underwater cinematography
Claypotts Castle (Tayside)	Claypotts Castle (Scotland)
Colombia—History—1946-	Colombia—History—1946-1974
	Colombia—History—1974-
Concrete, Effect of temperature on	Concrete—Effect of temperature on
Connetquot Brook (Long Island, N.Y.)	Connetquot Brook (N.Y.)
Cookery (Appetizers)	Appetizers (<i>May Subd Geog</i>)
Coomb's test	Coombs' test (<i>May Subd Geog</i>)
Cottesbrooke Hall (Northamptonshire)	Cottesbrooke Hall (England)
Credit guides (<i>and subdivision</i>)	Credit ratings (<i>May Subd Geog</i>) (<i>and subdivisions</i>)
Croton Aqueduct	Croton Aqueduct (N.Y.)
Cuban orations	Speeches, addresses, etc., Cuban (<i>May Subd Geog</i>)
Curb-bit	Bits (Bridles) (<i>May Subd Geog</i>)
Deer culture	Deer farming (<i>May Subd Geog</i>)
Disasters in motion pictures	Disaster films—History and criticism
Dyaks (<i>and subdivision</i>)	Dyak (Indonesian people) (<i>and subdivision</i>)
East Lambrook Garden (Somerset)	East Lambrook Garden (England)
East Lambrook Manor (Somerset)	East Lambrook Manor (England)
Ecuador—Politics and government—1944-	Ecuador—Politics and government—1944-1984
	Ecuador—Politics and government—1984-
Edinburgh Castle (Edinburgh, Lothian)	Edinburgh Castle (Edinburgh, Scotland)
Ekonda (Bantu people)	Ekonda (African people)
Electronic marketing	Telemarketing (<i>May Subd Geog</i>) (<i>An existing heading</i>)
Embu (Bantu people)	Embu (African people)
Encyclopedias and dictionaries, Cuban	Encyclopedias and dictionaries, Spanish (<i>An existing heading</i>)
English literature—Malawi authors	Malawi literature (English) (<i>May Subd Geog</i>)

Eosinophiles	Eosinophils
Exercise for pets	Pets—Exercise
Exposition internationale (1937 : Paris, France)—Pavillon de l'Espagne	Pavillon de l'Espagne (Exposition internationale, Paris, France, 1937)
Federal Party	Federal Party (U.S) (A name heading)
Fishes, Anadromous	Anadromous fishes (May Subd Geog)
Forceps, Obstetric	Obstetrical forceps (May Subd Geog)
French literature—Libyan authors	Libyan literature (French) (May Subd Geog)
French literature—North Vietnamese authors	Vietnamese literature (French) (May Subd Geog)
French poetry—East Cameroon authors	Cameroon poetry (French) (May Subd Geog)
Glenfinnan Estate (Highland Region, Scotland)	Glenfinnan Estate (Scotland)
Goddesses, Yoruba	Goddesses, Yoruba (African people)
Gods, Yoruba	Gods, Yoruba (African people) (May Subd Geog)
Gonds	Gond (Indic people)
Gorbals (Glasgow, Strathclyde)	Gorbals (Glasgow, Scotland)
Gorhambury House (Hertfordshire)	Gorhambury House (England)
Grand Theatre (Swansea, West Glamorgan)	Grand Theatre (Swansea, Wales)
Gravetye Manor (West Sussex)	Gravetye Manor (England)
Gravetye Manor Gardens (West Sussex)	Gravetye Manor Gardens (England)
Guildhall (Swansea, West Glamorgan)	Guildhall (Swansea, Wales)
Ham House (Surrey)	Ham House (England)
Hamptons (Long Island, N.Y.)	Hamptons (N.Y.)
Hatfield House (Hertfordshire)	Hatfield House (England)
Hazen, Lake (Ellesmere Island, N.W.T.)	Hazen, Lake (N.W.T.)
High Ercall Manor (Shropshire)	High Ercall Manor (England)
Himba (Bantu people) (and subdivisions)	Himba (African people) (and subdivisions)

Houghton Hall (Norfolk)	Houghton Hall (England)
Indian elephant	Asiatic elephant (<i>May Subd Geog</i>)
Indonesia—Description and travel—1945-	Indonesia—Description and travel—1945-1980
	Indonesia—Description and travel—1981-
Information storage and retrieval systems—Soybean as food	Information storage and retrieval systems—Soyfoods
Ion exchange resins, Effect of temperature on	Ion exchange resins—Effect of temperature on
Isachsen Peninsula (Ellef Ringnes Island, N.W.T.)	Isachsen Peninsula (N.W.T.)
Kedleston Hall (Derbyshire)	Kedleston Hall (England)
Kenuz dialect	Dongola-Kenuz dialect
Kerebe (Bantu people)	Kerebe (African people)
Kimbu (Bantu people)	Kimbu (African people)
Kirati (Tribe)	Kiranti (Asian people)
Koalas	Koala (<i>May Subd Geog</i>)
Lacock Abbey (Wiltshire)	Lacock Abbey (England)
Law, Mashona	Law, Shona (African people)
Law, Yoruba	Law, Yoruba (African people)
Lebanon—History—Israeli intervention, 1982-	Lebanon—History—Israeli intervention, 1982-1984
Leinster House (Dublin, Dublin)	Leinster House (Dublin, Ireland)
Linguistics—Data processing	Computational linguistics (<i>May Subd Geog</i>)
Lipidosis	Lipidoses (<i>May Subd Geog</i>)
Locks, Wooden	Wooden locks
Locomotion, Disordered	Gait disorders (<i>May Subd Geog</i>)
Lupus erythematosus, Systemic	Systemic lupus erythematosus (<i>May Subd Geog</i>)
Madresfield Court (Hereford and Worcester)	Madresfield Court (England)
Magneto-optics	Magneto-optics (<i>May Subd Geog</i>)
Malay literature—To 1500	Malay literature—To 1900
Malay literature—1500-1800	
Mamabolo (Bantu people)	Mamabolo (African people)

Manchester (Greater Manchester) (and subdivision)	Manchester (England) (and subdivision)
Manhasset Neck (Long Island, N.Y.)	Manhasset Neck (N.Y.)
Mashona (and subdivisions)	Shona (African people) (and subdivisions)
Mbala (Bantu people)	Mbala (African people)
Mbosi (Bantu people)	Mbosi (African people)
Meadow flora	Meadow plants (<i>May Subd Geog</i>)
Memory in the aged	Memory in old age (<i>May Subd Geog</i>)
Metals, Effect of temperature on	Metals—Effect of temperature on
Métayer system	Sharecropping (<i>May Subd Geog</i>)
Minangkabau orations	Speeches, addresses, etc., Minangkabau (<i>May Subd Geog</i>)
Miraflores, Peru (Lima), Battle of, 1881	Miraflores (Lima, Peru), Battle of, 1881
Mnong (Indochinese tribe)	Mnong (Vietnamese people)
Mono language	Mono-Alu language (<i>May Subd Geog</i>)
Monte Albán (Mexico)	Monte Albán Site (Mexico)
Moor Park (Surrey)	Moor Park (England)
MS OS/2 (Computer operating system)	OS/2 (Computer operating system)
Muria	Muria (Indic people)
Muwisa (Wŏrha-ri, Sŏngjŏn-myŏn, Korea)	Muwisa (Wŏrha-ri, Chŏlla-namdo, Korea)
Muwisa (Wŏrha-ri, Sŏngjŏn-myŏn, Korea)—Kungnakchon	Kungnakchon (Muwisa, Wŏrha-ri, Chŏlla-namdo, Korea)
Mwila (Bantu people)	Mwila (African people)
Mylne's Court (Edinburgh, Lothian)	Mylne's Court (Edinburgh, Scotland)
Names, Dagari (African people)	Names, Dagari (<i>May Subd Geog</i>)
Napeague Dunes (Long Island, N.Y.)	Napeague Dunes (N.Y.)
Nelson River (Banks Island, N.W.T.)	Nelson River (N.W.T.)
Ngangela (Bantu people)	Ngangela (African people)
OPS5 (Computer system)	OPS5 (Computer program language)
Oraons (and subdivision)	Oraon (Indic people) (and subdivision)

Pacific Rim National Park (Vancouver Island, B.C.)	Pacific Rim National Park (B.C.)
Palaungs	Palaungs (Burmese people)
Paleontology—Collectors and collecting	Paleontology—Collection and preservation
Penshurst Place (Kent)	Penshurst Place (England)
Personality, Disorders of	Personality disorders (<i>May Subd Geog</i>)
Peterloo Massacre, Manchester, Greater Manchester, 1819	Peterloo Massacre, Manchester, England, 1819
Phibsborough (Dublin, Dublin)	Phibsborough (Dublin, Ireland)
Philosophy, Yoruba	Philosophy, Yoruba (African people)
Photography, Submarine	Underwater photography
Pilgrims' Hall (Essex)	Pilgrims' Hall (England)
Pimlico (Dublin, Dublin)	Pimlico (Dublin, Ireland)
Poliomyelitis nursing	Poliomyelitis—Nursing (<i>May Subd Geog</i>)
Presbyterian Church in the U.S.— Parliamentary practice	Presbyterian Church in the U.S.— Government
Providence and government of God (Judaism)	Providence and government of God—Judaism
Purgatives	Laxatives (<i>May Subd Geog</i>)
Queen's Royal Theatre (Dublin, Dublin)	Queen's Royal Theatre (Dublin, Ireland)
Quodlibet (Music)	Quodlibets (Music)
Quotations, Talmudic	Talmud—Quotations
Renishaw Gardens (South Yorkshire)	Renishaw Gardens (England)
Rio de Janeiro (Brazil)— Description—1951-	Rio de Janeiro (Brazil)— Description—1951-1980 Rio de Janeiro (Brazil)— Description—1981-
Rocks—Collectors and collecting	Rocks—Collection and preservation (<i>May Subd Geog</i>)
Royal Crescent (Bath, Avon)	Royal Crescent (Bath, England)
Royal Mile (Edinburgh, Lothian)	Royal Mile (Edinburgh, Scotland)
Sacred places (Canon law)	Sacred space (Canon law)

Saint Cecilia's Hall (Edinburgh, Lothian)	Saint Cecilia's Hall (Edinburgh, Scotland)
San Juan Island National Historical Park (San Juan Island, Wash.)	San Juan Island National Historical Park (Wash.)
Sand-dunes (and subdivisions)	Sand dunes (<i>May Subd Geog</i>) (and subdivisions)
Science and ethics	Science—Moral and ethical aspects
Scriblerus Club (Group of writers)	Scriblerus Club (<i>A name heading</i>)
Sculpture, Bakongo (African people)	Sculpture, Kongo (African people)
Sculpture, Mashona	Sculpture, Shona (African people) (<i>May Subd Geog</i>)
Sculpture, Yoruba	Sculpture, Yoruba (African people) (<i>May Subd Geog</i>)
Severn Bridge (Gloucestershire : Railroad bridge)	Severn Bridge (England : Railroad bridge)
Share-cropping	Sharecropping (<i>May Subd Geog</i>)
Sheringham Hall (Norfolk)	Sheringham Hall (England)
Shimogō Site (Japan)	Shimogō Site (Tamamura-machi, Japan)
Shinnecock Hills (Long Island, N.Y.)	Shinnecock Hills (N.Y.)
Shore-lines (and subdivisions)	Shorelines (<i>May Subd Geog</i>) (and subdivisions)
Silicon diodes, Effect of temperature on	Silicon diodes—Effect of temperature on
Skibo (Highland Region, Scotland)	Skibo (Scotland)
Solemn league and covenant	Solemn League and Covenant (1643) (<i>A name heading</i>)
Songs, Anglo-Saxon	Songs, English (Old) (<i>May Subd Geog</i>)
Soybean as food	Soyfoods (<i>May Subd Geog</i>)
Soybean milk	Soymilk
Soybean milk industry	Soymilk industry (<i>May Subd Geog</i>)
Spanish American orations	Speeches, addresses, etc., Spanish American
Speech, Disorders of	Speech disorders (<i>May Subd Geog</i>)
Stakes Hill Lodge (Hampshire)	Stakes Hill Lodge (England)

Stansted (West Sussex)	Stansted (England)
Steel, Galvanized, Effect of temperature on	Steel, Galvanized—Effect of temperature on
Storm, Cape (Ellesmere Island, N.W.T.)	Storm, Cape (N.W.T.)
Stourhead (Wilstead)	Stourhead (England)
Stowe (Buckinghamshire)	Stowe (England)
Stowe Gardens (Buckinghamshire)	Stowe Gardens (England)
Sun glasses	Sunglasses (<i>May Subd Geog</i>)
SuperCalc 3 (Computer program)	SuperCalc3 (Computer program) (<i>A name heading</i>)
Swansea Castle (Swansea, West Glamorgan)	Swansea Castle (Swansea, Wales)
Sweden—History—Insurrection of 1743	Sweden—History—Insurrection, 1743
Tamba pottery	Tamba pottery (<i>May Subd Geog</i>)
Tamba Region (Japan)	Tamba Region (Japan)
Temple of Sulis Minerva (Bath, Avon)	Temple of Sulis Minerva (Bath, England)
Theatre Royal (Bath, Avon)	Theatre Royal (Bath, England)
Thuja plicata	Western redcedar (<i>May Subd Geog</i>)
Tooro (Bantu people)	Tooro (African people)
Toxteth (Liverpool, Merseyside)	Toxteth (Liverpool, England)
Umma-More (Westmeath)	Umma-More (Ireland)
University of Oxford Gardens (Oxford, Oxfordshire)	University of Oxford Gardens (Oxford, England)
Vatican Palace (Vatican City)—Sistine Chapel	Sistine Chapel (Vatican Palace, Vatican City)
Vizslas	Vizsla
Voyages around the world—1951-	Voyages around the world—1951-1980
	Voyages around the world—1981-
Wallington Hall (Northumberland)	Wallington Hall (England)
Wampar (New Guinea people)	Wampar (Papua New Guinea people)
Wapangwa (Bantu people)	Wapangwa (African people)
War games—Computer programs	Computer war games—Computer programs
Wechsler adult intelligence scale	Wechsler Adult Intelligence Scale
West Town (Bristol, Avon)	West Town (Bristol, England)

Wester Hailes (Edinburgh, Lothian)	Wester Hailes (Edinburgh, Scotland)
Weston Hall (Hereford and Worcester)	Weston Hall (England)
Whittington Estate (Lancashire)	Whittington Estate (England)
Whooping cranes	Whooping crane (<i>May Subd Geog</i>)
Wilton House (Wiltshire)	Wilton House (England)
Wilton House Garden (Wiltshire)	Wilton House Garden (England)
Winfield family	Wingfield family
Women, Bahima	Women, Hima (African people)
Women, Yoruba	Women, Yoruba (African people)
Women in television plays	Women in television (<i>May Subd Geog</i>) (<i>An existing heading</i>)
Wood Quay Site (Dublin, Dublin)	Wood Quay Site (Dublin, Ireland)
Yoruba children	Yoruba (African people)—Children (<i>May Subd Geog</i>)
Yorubas (<i>and subdivisions</i>)	Yoruba (African people) (<i>and subdivisions</i>)
Zezura (Bantu people)	Zezura (African people)
Zigula (Bantu people)	Zigula (African people)

The subdivision —Collected works has been cancelled under the following headings:

Bibliography	Gerontology
Catholic Church	Science
English literature—History and criticism	Shakespeare, William, 1564-1616
Entomology	Soil science
	Theology (<i>and subdivisions</i>)

The subdivision —Credit guides has been cancelled and replaced by —Credit ratings under the following headings:

Construction industry	Hardware stores
Florists	Jewelry trade
Food industry and trade	Lumber trade
Hardware industry	Music trade

The subdivision —Directories—Telephone has been cancelled and replaced by —Telephone directories under the following headings:

Harvard University
United States. Congress
Universities and colleges

The subdivision —Reservations has been cancelled and replaced by —Reservation systems under the following headings:

Airlines
Hotels, taverns, etc.
Railroads

PUBLICATIONS

HEBRAICA CATALOGING

Hebraica Cataloging, originally prepared as a training manual for new cataloging staff of Hebraica materials at the Library of Congress, makes the Library's descriptive cataloging policy for Hebraica available to others. It provides a concise guide for romanizing and cataloging Hebraica. It supplements the *Anglo-American Cataloguing Rules*, second edition, and the *Library of Congress Rule Interpretations*.

The manual is available for \$15 from Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

LC CLASSIFICATION BROADSIDE

Posters containing a listing of the subject classes and subclasses of the *Library of Congress Classification* are available from the Library. Prepared by the Subject Cataloging Division in response to requests of librarians and library users throughout the United States, the broadside reflects the expansion of the classification system over the past two decades.

Printed in black and white on two 11" x 17" flexible panels, the *LC Classification Broadside* may be placed near catalogs or shelves to aid users in the meanings of LC classification numbers for easier browsing or retrieval. The two posters are available for \$15 from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

USMARC FORMAT FOR AUTHORITY DATA

Update no. 1 to *USMARC Format for Authority Data* contains changes to the format that were considered and approved at the ALA Midwinter Meeting of the MARBI Committee. In addition to changes in the format, the update contains the "LC Guidelines for Authority Data," which give information on usage pertaining to authority records created at the Library of Congress and to authority records contributed to the Library by participants in the National Coordinated Cataloging Operations (NACO) through the Linked Systems Project (LSP).

USMARC Format for Authority Data was issued in June 1987 is available for \$35. Update no. 1 is available for \$20. Both are available from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

CONSER EDITING GUIDE, UPDATE 3

In the two years since its publication, the *CONSER Editing Guide*, has been acclaimed as an invaluable tool for all serials catalogers, as well as the most complete source of information on the CONSER Program. Reviewers who struggled to use the older *MARC Serials Editing Guide*, Second CONSER Edition, for cataloging AACR 2 records have described the editing guide as "a most welcome arrival" and an "act of deliverance". Update 3, which is dated December 1987, is the latest addition to the guide.

Update 3 contains a new chapter, "A3 The CONSER Record" that provides important new definitions of the CONSER record and the CONSER database and explains the creation, input, and distribution of CONSER records. The update also provides the latest information on who's who in CONSER, membership requirements, and the availability of CONSER products.

For the online serial cataloger, there are new instructions added for uniform titles, headings, linking entry fields, and series. Appendix J "Use of Subject Heading Subdivisions Appropriate to Serials" has been expanded to include all subdivisions commonly used for serials. Catalogers who work with some of the lesser-known types of serials will be particularly interested in Appendices L-N, which provide listings of the data elements routinely used in various types of serial records.

Appendix L has been renamed "Special Types of Cataloging" and includes LC minimal level cataloging records, newspapers (as cataloged in the United States Newspaper Program), NSDP prepublication records, NST records, and regular-print reprints. Appendix M covers the cataloging of original and reproduction microforms. Appendix N provides the interim method of cataloging "Special Physical Formats" (i.e., computer files, sound recordings, and video recordings) prior to USMARC format integration.

The complete *CONSER Editing Guide* consists of the base text and binder and is available for \$30. Update 1 (December 1986) is available for \$15, update 2 (July 1987) for \$10, and update 3 (December 1987) for \$20. All are available from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

MOVING IMAGE MATERIALS: GENRE TERMS

Moving Image Materials: Genre Terms is the first national standard for adding moving image genre and form terms to catalog records. Developed by the National Moving Image Database Standards Committee of the National Center for Film and Video Preservation under the auspices of the Library's Motion Picture, Broadcasting, and Recorded Sound Division, this thesaurus can be used by catalogers to provide genre and form access to their film and video collections.

Moving Image Materials: Genre Terms is used in conjunction with *Library of Congress Subject Headings* to provide the specialized subject access that is particularly important to users of these materials. It is available for \$20 from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

EXPERT SYSTEMS

Expert Systems: Concepts and Applications is the first paper in a new series entitled *Advances in Library Information Technology*. Expert systems are computer programs that use artificial intelligence programming techniques, knowledge, and inference to address problems faced by people in their working environment. The technology is being investigated by Processing Services in the hope of using it in library technical processing activities.

To that end, Charles Fenly, head, Preliminary Cataloging Section, Descriptive Cataloging Division, and Howard Harris, RMG Consultants, Inc., a library automation consulting firm, collaborated on two documents describing the technology and the kinds of operations within Processing Services that might be candidates for its use. Mr. Fenly consolidated the papers for *Expert Systems: Concepts and Application*.

The publication leads the reader through an explanation of the field of artificial intelligence under which expert system technology falls. Expert systems are defined for the reader and their characteristics and benefits enumerated. Practical uses of expert systems are presented along with a brief review of their place in librarianship. It describes how the main components of expert systems function and shows their development process, including an explanation

of expert system building tools.

Concluding with a report of the investigation done to determine possible candidates for expert systems within Processing Services, the paper describes methods of selecting processing tasks and a delineation of three promising applications: a shelflisting assistant, a series consultant, and a subject cataloging consultant. Drawing on a wide range of sources, these three programs would make documentation and previously undocumented expert knowledge readily available to librarians for formulating correct cataloging data.

Expert Systems: Concepts and Applications is not meant to be a definitive analysis of expert systems or artificial intelligence. It does give the reader insight into the rapidly accelerating technology of this computer applications field and how this technology might benefit the technical librarian profession. It is available for \$15 from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

LIBRARY PRODUCES CD-ROM PRODUCTS

CDMARC Subjects, the Library of Congress's complete subject authority file, is the first compact disc-read only memory (CD-ROM) product available from the Library. A close cousin of the audio compact disc, CD-ROM and associated laser technologies from the new generation of mass storage devices make it possible for LC to distribute large databases more economically than before. Tape requires the use of costly mainframe or minicomputer equipment. In contrast, CD-ROM requires only a commercially available reader hooked to a standard IBM (or compatible) personal computer. With only a small investment in computer hardware, large and small libraries can now access huge information resources conveniently and easily.

CDMARC Subjects and the two additional products being developed - *CDMARC Names*, LC's complete name authority file on CD-ROM, and *CDMARC Bibliographic*, LC's complete MARC databases on disc - are the latest innovation in the CDS product line. They join the popular bibliographic products in traditional media, such as magnetic tape, paper, microfiche, and catalog cards.

Developed jointly by the Library of Congress and Online Computer Systems of Germantown, Md., *CDMARC Subjects* offers the user new and exciting ways to access Library of Congress subject headings. The CD-ROM format offers advantages both to professionals familiar with *Library of Congress Subject Headings* (LCSH) and library users approaching subject headings for the first time.

For the new user, *CDMARC Subjects* offers an intellectual gateway to what may appear to be a confusing array of terms and qualifiers. For the experienced cataloger or reference librarian, it makes it easy to maneuver intelligently through layers of interrelated subject terms.

There is a choice of two record display options: a "red book" image, which mimics an entry from LCSH, 11th ed., or MARC-tagged record display. Brief or full records in either the 'red book' or the tagged-record format. In addition standard USMARC communication records can be saved on a PC, or records can be sent through to a host computer for other applications.

CDMARC Subjects operates on the IBM (or compatible) family of personal computers with a minimum of 640K RAM. It requires use of a version of DOS 3.1 or higher. Any currently available CD-ROM drive can be used. It also offers the option to support printing and to display the full, extended ALA character set. The extended ALA character set is used to display special characters used in some European languages and to romanize nonroman script languages. A user

can support the display of these special characters by installing a Hercules Plus or Hercules Incolor graphics card. The extended character set can be printed on the Hewlett Packard Laserjet family of printers. If a user does not need to support these special characters, no specialized graphics card or printer is required.

Development of the CDMARC product line began in 1986 when CDS awarded a development contract to Online Computer Systems under terms of an eighteen-month "Disc Distribution Pilot Project." With the release of the first of the three compact disc products, CDS and Online are making significant headway in developing the remaining two.

CDMARC Subjects is available on subscription for \$300 (U.S.) or \$370 (international). This 1988 subscription price includes three fully cumulated issuances of the subject authority file on compact disc, full search and retrieval software, and an easy-to-use reference manual. It is available from the Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541, (202) 287-6100.

CDMARC Names, a database containing around 2.5 million authority records, is far too big to fit onto a single disc and, therefore, will appear on three discs. The user will have the option of installing the product to run either on a single- or a three-drive workstation. It is scheduled for availability later this fall.

CDMARC Bibliographic will be the largest and most ambitious of the three compact disc products. The MARC files of the Library include nearly 4 million records for books, serials, maps, visual materials, and music. Requiring about seven CD-ROM discs, *CDMARC Bibliographic*, will be designed to work on either single- or multiple-drive workstations. A prototype version of the product will be produced this fall, and full-scale testing is expected to be underway early this winter.

CDMARC Bibliographic will provide a wide range of access points and a number of indexes through which to browse. The Cataloging Distribution Service is still working on the final product design, but anyone with thoughts or suggestions on how access to such a product is welcome to contact the division.

Using the SEARCH feature of *CDMARC Bibliographic*, it will be possible to search any one of the following indexes or combination of any of them using full boolean logic: record control number, Library of Congress classification number, standard numbers (e.g., ISBN, ISSN), keywords, name headings, and subject headings. CDS also expects to provide search qualifiers that will make it possible to further define a search by type of material (i.e. book, serial, map, etc.), language, country of publication, personal or corporate name, or date.

In BROWSE, access to five separate indexes: author, title, subject (including names as subjects), keywords, and Library of Congress classification numbers is expected.

To stay in touch with compact disc developments in CDS, individuals may ask to be included on a special CD-ROM mailing list.

INDEX TO CATALOGING SERVICE BULLETIN

The *Cataloging Service Bulletin Index* for numbers 1-40 (Summer 1978-Spring 1988), compiled by Nancy B. Olson, is now available. This 127-page index may be ordered for \$20 from Soldier Creek Press, PO Drawer U, Lake Crystal, Minn. 56055. Standing orders are accepted for this annual cumulative index.

ROMANIZATION

Kurdish (Perso-Arabic Script)

Consonants

ء	ˁ	ص	s
ب	b	ع	c
پ	p	غ	gh
ت	t	ف	f
ج	j	ق	v
چ	ch	ق	q
ح	h	ک	k
خ	kh	گ	g
د	d	ل	l
ر	r	م	m
ز	z	ن	n
ژ	zh	و	w
س	s	ه	h
ش	sh	ی	y

Vowels

ه	a	وو	ū
ا	ā	-	i
و	ū	ی	ī

Rules of Application

1) When ζ represents the *icafah*, romanize it as -i following a consonant and as -y following a vowel. Attach this romanization to that of the preceding word.

2) Romanize the conjunction و as wa.

3) Romanize the particles بـ and لـ as ba- and as la-. Attach this romanization to that of the following word.

4) Romanize the *zhēr* (unwritten vowel) as i.

5) Use the single prime ('):

a) to separate two letters representing two distinct consonantal sounds, when the combination might otherwise be read as a digraph;

b) to mark the use of a letter in its final form when it occurs in the middle of a word.

6) For the romanization of Kurdish dialectical variants bearing diacritics (e.g., ج), use the romanization of the letter without the diacritic.

7) Romanize foreign words occurring in a Kurdish context and written in Kurdish letters according to the present tables and rules.