

LIBRARY OF CONGRESS/WASHINGTON

# CATALOGING SERVICE BULLETIN

## PROCESSING SERVICES

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Editor: Robert M. Hiatt

### CONTENTS

	<i>Page</i>
<b>DESCRIPTIVE CATALOGING</b>	
Library of Congress Rule Interpretations (LCRI)	2
<b>SPECIAL MATERIALS CATALOGING</b>	
Sound Recordings	86
<b>SUBJECT CATALOGING</b>	
Subject Headings of Current Interest	86
Revised LC Subject Headings	86
<b>DECIMAL CLASSIFICATION</b>	
Edition 20	92
<b>PUBLICATIONS</b>	
USMARC Format for Authority Data Update	92
USMARC Concise Formats	92
Format Integration	93
Geographic Cutters	93
AACR 2-88	94
Music Subject Headings	94
<b>QUESTIONNAIRE</b>	
Name Authority Record vs. Subject Authority Record	95

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# DESCRIPTIVE CATALOGING

## LIBRARY OF CONGRESS RULE INTERPRETATIONS (LCRI)

Cumulative index of LCRI to the *Anglo-American Cataloguing Rules*, second edition, 1988 revision, that have appeared in issues of *Cataloging Service Bulletin*. Any LCRI previously published but not listed below is no longer applicable and has been cancelled.

<i>Rule</i>	<i>Number</i>	<i>Page</i>
1.0	41	11
1.0C	24	8
1.0E	42	21
1.0G	44	9
1.0H	44	9
1.1B1	44	9
1.1C	44	10
1.1D2	11	7
1.1E	44	10
1.1E5	25	17
1.1F1	13	4
1.1F4	14	6
1.1F6	44	11
1.1F7	44	11
1.1F11	34	19
1.1F15	17	6
1.1G1	11	7
1.1G3	44	11
1.2B4	38	29
1.2B5	34	19
1.2C4	34	19
1.2C5	34	20
1.2E3	34	20
1.4A2	44	12
1.4C3	44	12
1.4C6	15	2
1.4C7	15	3
1.4D1	44	12
1.4D2	41	12
1.4D3	11	8
1.4D5	44	13
1.4D6	44	16
1.4D7	44	16
1.4E	12	11
1.4E1	11	9
1.4F1	44	16
1.4F2	41	12
1.4F5	33	26
1.4F6	25	30
1.4F7	25	32
1.4F8	28	12
1.4G	14	9
1.4G4	12	11
1.5A3	8	9
1.5B4	33	27
1.5B5	8	9
1.5D2	33	27
1.5E1	29	10
1.6	40	11
1.6B	23	12
1.6C	31	20
1.6E1	22	16
1.6G	31	20
1.6H	38	29
1.6H4	11	11
1.6J	32	11

1.7A1	44	16
1.7A3	22	16
1.7A4	44	17
1.7B2	44	18
1.7B4	39	11
1.7B20	12	15
1.7B21	38	31
1.8B	42	17
1.8B2	8	9
1.8D	16	22
1.8E1	8	9
1.10	11	12
1.10C2	33	28
1.11C	17	13
2.0B1	11	12
2.1C	8	9
2.2	41	13
2.2B1	44	20
2.2B3	44	20
2.2B4	34	21
2.4G2	12	11
2.5B7	44	21
2.5B8	44	21
2.5B9	44	21
2.5B17	17	14
2.5B19	44	21
2.5B21	44	21
2.5B22	38	32
2.5C1	44	21
2.5C2	44	21
2.7B1	42	30
2.7B4	27	18
2.7B7	42	29
2.7B9	44	21
2.7B13	42	31
2.7B14	18	23
2.7B17	44	22
2.7B18	44	22
2.8C	8	10
2.12-2.18	16	33
3.2B4	34	24
3.3B2	8	10
3.3C2	8	10
3.3D	25	44
3.4D1	8	10
3.5D1	8	10
3.5D3	8	10
3.5D5	8	10
5.1B1	26	10
5.1F1	36	12
5.2B1	33	32
5.2B4	34	24
5.3	34	25
5.4D1	8	10
5.5B2	44	24
5.7B19	33	34
6.1B1	44	25
6.1F1	11	15
6.1G1	11	15
6.2B4	34	26
6.4D1	8	10
6.5B2	33	36
6.5C8	8	11

6.7B6	13	14
6.7B10	13	14
6.7B18	13	14
6.7B19	14	17
6.8	13	15
7.1B1	13	15
7.1B2	8	11
7.1F1	36	12
7.1G1	38	32
7.2B4	34	26
7.4C	13	16
7.4F2	33	37
7.7B2	32	14
7.7B6	22	21
7.7B7	15	6
7.7B9	13	16
7.8	13	15
8.1F1	36	12
8.2B4	34	26
8.4C	13	16
8.4F2	33	37
8.5B1	33	40
8.5B2	33	40
8.7B6	22	21
8.7B7	15	6
8.7B9	13	16
8.7B18	13	17
8.8	13	15
9.2B6	44	25
10.2B4	34	27
10.4G2	32	15
11.0A	14	56
11.2B4	34	27
12.0	32	15
12.0A	44	25
12.0B1	44	28
12.1B3	44	29
12.1B4	44	29
12.1B7	44	31
12.1E1	44	31
12.2B3	8	12
12.3B1	23	19
12.3C1	23	20
12.3C4	23	20
12.3E	23	20
12.3G	26	12
12.5B	44	32
12.5B2	42	33
12.6B1	32	22
12.7B	27	19
12.7B1	21	16
12.7B5	26	12
12.7B6	44	32
12.7B7a)	28	12
12.7B7c)	42	34
12.7B7e)	8	12
12.7B7f)	44	32
12.7B7g)	44	32
12.7B7j)	44	32
12.7B8	32	22
12.7B9	42	34

12.7B17	21	16
12.7B23	44	34
13.3	44	34
13.5	44	36
13.6	11	17
21.OB	12	21
21.OD	18	29
21.1A2	15	8
21.1B1	22	21
21.1B2	25	51
21.1B4	15	9
21.1C	18	34
21.2A	44	36
21.2C	42	34
21.3B	42	35
21.4B	18	36
21.6C1	44	37
21.7B	28	13
21.7C	28	15
21.11B	23	21
21.17B	28	16
21.18B	8	12
21.23	44	37
21.23C	38	36
21.23D	36	18
21.27	8	12
21.28A	8	12
21.28B	25	57
21.29	12	24
21.29D	35	13
21.29G	8	12
21.30E	13	26
21.30F	40	25
21.30G	28	16
21.30H	40	26
21.30J	41	14
21.30L	41	23
21.30M	20	12
21.31B	31	26
21.31B1	41	26
21.31C	31	26
21.32A	34	31
21.33A	41	26
21.35A1	41	27
21.35B	41	27
21.35C	41	27
21.36C1-3	8	13
21.36C5-9	8	13
21.36C8	22	26
21.38	14	26
21.39	23	31
22.1	18	49
22.1B	44	38
22.2	44	41
22.2A	42	32
22.2B	44	42
22.3A	44	44
22.3B1	42	32
22.3C	40	29
22.3D	26	16
22.4	41	33
22.5A	36	20
22.5C2	22	29
22.5C4	11	24

22.5D	23	31
22.5D1	31	28
22.6	39	12
22.8	13	29
22.8A1	44	46
22.8A2	44	46
22.10	38	39
22.11D	44	46
22.12B	18	55
22.13B	11	25
22.14	11	26
22.15A	39	13
22.15B	18	55
22.16C	44	47
22.16D	44	47
22.17	44	47
22.17-22.20	44	48
22.18A	44	50
22.19	40	34
22.22	15	18
22.25B1	44	52
22.26C1c)	44	53
23.1	41	36
23.2	41	37
23.4B	41	43
23.4C	41	44
23.4D	41	45
23.4E	41	46
23.4F1	41	46
23.4F2	41	47
24.1	30	14
24.1B	44	53
24.2	13	34
24.2B	21	28
24.2C	13	34
24.2D	44	53
24.3A	26	17
24.3E	17	19
24.3G	21	28
24.4B	34	39
24.4C	36	21
24.4C3	36	23
24.4C6	15	24
24.4C7	44	54
24.4C8	44	55
24.5C1	34	41
24.6	44	55
24.7B	21	29
24.7B2	8	14
24.8B	42	37
24.9	27	30
24.10B	44	57
24.13	44	58
24.13, TYPE 2	41	51
24.13, TYPE 3	25	68
24.13, TYPE 5	44	58
24.13, TYPE 6	44	58
24.14	18	76
24.15A	38	40
24.15B	16	46
24.17	28	18
24.18	44	62
24.18, TYPE 2	41	52
24.18, TYPE 3	44	63
24.18, TYPE 5	44	63

24.18, TYPE 6	44	63
24.18, TYPE 11	44	64
24.19	18	76
24.20B	13	42
24.20E	11	44
24.21B	44	64
24.21C	16	48
24.21D	16	48
24.23	17	25
24.24A	24	21
24.26	44	64
24.27C	44	65
24.27C3	44	65
25.1	22	33
25.2	24	23
25.2A	27	31
25.3A	44	65
25.3B	44	65
25.5B	39	13
25.5C	44	66
25.5D	44	67
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	44	67
25.14	14	54
25.15A1	36	34
25.15A2	11	52
25.18A	23	45
25.19	11	52
25.23	44	68
25.27A	44	68
25.29A	44	68
25.30B1b)	44	69
25.30B4	44	69
25.30B5	44	70
25.30B7	44	70
25.30C1	44	70
25.30D	44	70
25.32A	44	70
25.32A2	33	50
25.34B-25.34C	44	70
25.34B1	44	71
25.34C2	44	71
26	44	71
26.1	44	76
26.2	37	23
26.2B2	15	30
26.2B3	44	79
26.2B4	15	30
26.2C	28	20
26.2D	44	80
26.2D2	30	22
26.3	32	53
26.3A3	27	38
26.3A4	12	38
26.3A6	21	45
26.3A7	44	80
26.3B-C	27	41
26.4B	44	82
26.4D2	44	82

26.6	44	82
A.2A	16	50
A.7A	18	85
A.15A	21	58
A.20	44	82
A.25	39	21
A.31	17	28
A.33	42	32
A.34	17	28
A.53	26	18
A.54	26	19
B.4	13	72
B.9	32	57
B.14	13	72
C.1	44	83
C.5C	44	84
C.7	44	85
D, "Collection"	14	56
D, "Colophon"	13	72
D, "Preliminaries"	16	51



[Note: The LCRI that appear in this issue are those that have had provisions added or deleted or those that have had their rule numbers changed as a result of the 1988 revision of AACR 2. Other LCRI have been revised to reflect the 1988 revision of the rules, but space limitations prevent their publication in this issue. They will be published in subsequent issues, however. None of the provisions in the unpublished LCRI have been changed. They have been revised either 1) to reflect changed rule numbers when referring to other LCRI or specific pages in AACR 2 (1.0C, 1.6H, 2.7B7, 21.0B, 21.1B1, 21.7B, 21.7C, 21.17B, 21.18B, 21.23C, 21.27, 21.28A, 21.28B, 21.29D, 21.30H, 21.30J, 21.30L, 21.30M, 21.31B, 21.32A, 22.6, 22.10, 22.22, 24.3A, 24.3E, 24.4C, 24.4C3, 24.7B, 24.17, 24.24A, 25.1, 25.5B, 25.6A2, 25.8, 25.8-25.11, 25.9, 25.10, 26.2, 26.2B2, 26.2C, A.33, and B.14); 2) to make minor rearrangements to or clarifications of the LCRI (1.0, 1.4F8, 1.4G4, 2.0B1, 11.0A, 12.3E, 21.1B2, 24.1, 24.21C, and 24.23); 3) to delete the rule change texts (1.0E, 1.1E5, 1.1F11, 1.2B5, 1.2C4, 1.2C5, 1.2E3, 1.4D2, 1.4F5, 1.4F6, 1.4F7, 1.5B4, 1.5D2, 1.10C2, 2.2B4, 3.2B4, 5.1B1, 5.2B1, 5.2B4, 5.3, 5.7B19, 6.2B4, 6.5B2, 7.2B4, 7.4F2, 8.2B4, 8.5B1, 8.5B2, 10.2B4, 11.2B4, 21.0D, 21.1C, 21.3B, 21.4B, 21.23D, 22.3C, 22.5A, 23.1, 23.2, 23.4B, 23.4C, 23.4D, 23.4E, 23.4F1, 23.4F2, 24.13, TYPE 3, 25.2A, 25.32A2, and B.9); or 4) to change the rule caption (21.35A1, 22.5C4, and 22.12B). The remaining LCRI specified in the listing (pages 2-8) above have not been changed.]

#### 1.0G. Accents and other diacritical marks. [Rev.]

In French, Portuguese, and Spanish do not transcribe or add accent marks over letters that are transcribed in their capitalized form. (Note: The Spanish letter N is transcribed as found since it is a separate letter of the Spanish alphabet.) For books published before 1801, retain an accent found in the source being transcribed, but do not add one not present. Apply these guidelines also to headings, as appropriate.

#### 1.0H. Items with several chief sources of information. [Rev.]

When the item is a bilingual dictionary or other work not involving "original language" or translation or it is a work that does not contain words (e.g., some music), select the source in the language or script of the issuing body. This means using the criterion of the issuing body after considering sections i)-ii) of paragraph d), but before considering section iii).

#### 1.1B1. [Rev.]

##### *Punctuation*

1) AACR 2 does not mention the problem that arises when data being transcribed for the bibliographic description include a colon, a slash, or the equals sign. Do not transcribe any of these three marks unless, according to normal practice, the space may be closed up on both sides. Usually, a comma or a dash (with space closed up on both sides) can be substituted for a colon.

Proceedings / Symposium—Fine Arts in the 80's  
or Proceedings / Symposium, Fine Arts in the 80's  
(On source: ... Symposium: Fine Arts ...)

but Dinner at 8:00 / ...

It is difficult to imagine a case in which it would be impossible to close up the space on both sides of the slash or the equals sign.

Study/workbook for knitting ...

2 x 2 = 5 : a farce in one act ...

None of these statements applies when one is considering the form of an access point, which should generally follow the punctuation found in the source.

Symposium: Fine Arts in the 80's ...

World Council of Might = Wrong

(Both of these are corporate headings)

2) When replacing "... " in the title proper with "-", leave a space after the -, unless the dash is at the beginning.

Getting around- in Germany

not Getting around-in Germany

but -and then there were none

1.1C. *Optional addition. General material designation.* [Rev.]

For the material currently cataloged by the Library of Congress, apply only the following general material designations (GMDs):

computer file  
filmstrip  
kit  
microform  
motion picture  
slide  
sound recording  
transparency  
videorecording

Do not apply any of the options that permit specific material designations to be shortened when they are repetitious of GMDs (e.g., 6.5B1).

1.1E. *Other title information.* [Rev.]

If subordinate titles (e.g., appendices or other subsidiary texts) appear before a statement(s) of responsibility, record them as other title information.

They sought a country : Mennonite colonization in Mexico : with an appendix on Mennonite colonization in British Honduras / Harry Leonard Sawatzky

If such subordinate titles appear after a statement(s) of responsibility, record them as subsequent statements of responsibility whether or not they actually name a person or body. If they are very lengthy, record them in a note.

High life below stairs : a farce / by James Townley ; with a variety of German notes explanatory of the idioms ... alluded to by John Christian Huttner

If subordinate titles are given equal prominence with the first work in the item, however, apply 1.1G.

1.1F6. [Rev.]

See LCRI 1.1E. Other title information.

1.1F7. [Rev.]

If an added entry is required for a corporate body and the only prominently named source for the body's name on the item is its appearance in conjunction with a personal name being recorded in a statement of responsibility, apply one of the following methods:

1) Enclose within parentheses the corporate name following the personal name(s) (e.g., "prepared by Morton J. Schussheim, Joshua M. Kay, Richard L. Wellons (Congressional Research Service, Library of Congress)").

2) Give the corporate name in a quoted note (e.g., "Building Economics and Regulatory Technology Division, Center for Building Technology, National Engineering Laboratory, National Bureau of Standards.").

1.1G3. [Rev.] [Formerly 1.1G2]

*Punctuation*

The final sentence of this rule specifies that two spaces are to follow a period. Instead, see LCRI 1.0C and apply that, which means following the period with *one* space.

*Multiple Sources*

If there is no single chief source of information for a single part item and it is not possible to say which work is first, second, etc., transcribe them in English alphabetical order.

For materials such as books that normally confine the source for the title and statement of responsibility area to one location within the item, make a note to explain the situation when there is no single chief source for the single part item (e.g., "No collective t.p.; titles transcribed from individual title pages.").

*Other Title Information*

If a single statement of other title information applies to all titles listed, record it after all the titles if all titles are by the same person(s) or body (bodies). Precede the statement by a space-colon-space. Otherwise, record it in a note.

*chief source:* Party party // Girlfriends // two  
short novels by // Ronni Sandroff  
*transcription:* Party party ; Girlfriends : two  
short novels / by Ronni Sandroff

*chief source:* Henry Esmond // Thackeray // Bleak  
House // Dickens // Two novels  
*transcription:* Henry Esmond / Thackeray. Bleak  
House / Dickens  
*note area:* "Two novels."

*Statements of Responsibility*

If a single *subsequent* statement of responsibility applies to all titles listed, record it after the final *first* statement of responsibility if possible. Precede the subsequent statement by a space-semicolon-space.

History of the elementary school contest in England / Francis Adams. The struggle for national education / John Morley ; [both] edited, with an introduction, by Asa Briggs

1.4A2. Sources of information. [New]

If any element of the publication, distribution, etc., area is transcribed from a prescribed source, do not bracket it even though it is obscurely presented (as in the case of seals, insignia, logos, etc.) or is found on a stamp or label.

Make a note to convey that such information is found on a stamp or label.

Imprint stamped on verso of t.p.  
Publisher from label on t.p.

1.4C3. [Rev.]

If a place of publication and the name of its larger jurisdiction(s) (e.g., country, state, or similar designation) appear together in the source from which they are being transcribed (e.g., title page, cover), transcribe all that appear. Do this even if the place does not need to be identified or is clearly the best known one of that name.

source: New York, New York  
transcription: New York, N.Y.

source: Washington, D.C.  
transcription: Washington, D.C.

source: Taipei, Taiwan, China  
transcription: Taipei, Taiwan, China

If a place of publication and the name of its larger jurisdiction do not appear together, apply the provisions of rule 1.4C3.

1.4D1. [Rev.]

*Government Printers*

When a government printer or government printing office is named on the item and there is no evidence that its function is not that of a publisher or distributor, record it as the publisher. If, however, another body also appears on the item and the government printing office is named only in a less prominent position unaccompanied by a statement of printing or distribution, the likelihood is greater that it functions only as printer and that the body is the publisher.

*Privately Printed Works*

For cataloging purposes, treat privately printed works as published works even if they have been distributed only to a very limited group (e.g., a keepsake for dinner guests or a Christmas greeting for friends). Treat the person or body issuing the item, whether a commercial publisher, a private press, or a person or group for whom it may have been printed, as the publisher. If it is stated in the item that it has been privately printed, this fact may be expressed in a note, usually quoted. (Note: Private presses should be considered publishers of the items they print if there is no evidence to the contrary in the item or in reference sources consulted.)

*Choice of Publishers*

When two publishers are named, record both. If three or more publishers are involved, record the first and a subsequently named publisher that is the only one located in the U.S. or is the one that is given prominence by typography as the principal publisher, etc. Record also a subsequently named publisher whenever an added entry for it needs to be justified. (Distributors are handled under 1.4D6.)

The phrase "subsequently named" means named anywhere in the item. Nevertheless, care must be taken not to record a subsequently named entity that relates to another edition, separate from the one being cataloged.

t.p.: Hodder & Stoughton  
t.p. verso: Published in USA by David McKay  
Company, Inc.  
transcription: London : Hodder & Stoughton

If the source used for the title proper has on it a "general" imprint name that is shared by associated companies or by parent and branch companies and the specific firm names appear in a secondary position, generally assume that the first of these names represents the publisher of the item and combine the firm's name with the "general" imprint name. If this place is not in the U.S. and a U.S. place is coupled with one of the other firm names, add this place to the "general" imprint name also.

t.p.: Pitman Publishing  
t.p. verso:  
Sir Isaac Pitman and Sons Ltd.  
Pitman House, Parker Street,  
Kingsway, London WC2B 5PB  
P.O. Box 46038, Banda Street,  
Nairobi, Kenya

Pitman Publishing Pty. Ltd.  
Pitman House, 138 Bouverie Street,  
Carlton, Victoria 3053, Australia

Pitman Publishing Corporation  
6 East 43rd Street  
New York, NY 10017 USA  
transcription: London ; New York, NY, USA : Pitman

t.p.: Penguin Books  
t.p. verso:  
Penguin Books Ltd., Harmondsworth, Middlesex,  
England  
Penguin Books Inc., ... Baltimore, Maryland  
Penguin Books Australia Ltd., Ringwood,  
Victoria, Australia  
Penguin Books Canada Limited, ... Markham,  
Ontario, Canada  
Penguin Books (N.Z.) Ltd., ... Auckland 10, New  
Zealand  
transcription: Harmondsworth, Middlesex, England ;  
Baltimore, Md. : Penguin Books

If the source used for the title proper has on it a specific firm name and a statement about associated companies or a parent organization appears in a secondary position, do not include these associated companies or their places in the imprint.

t.p.: Newnes Technical Books  
(Information from outside the book establishes  
that this firm is located in London)

t.p. verso:

The Butterworth Group

- United Kingdom Butterworth & Co (Publishers) Ltd.  
London: 88 Kingsway, WC2B 6AB
- Australia Butterworths Pty Ltd.  
Sydney: 586 Pacific Highway,  
Chatswood NSW 2067  
Also at Melbourne, Brisbane, Adelaide  
and Perth
- Canada Butterworth & Co (Canada) Ltd.  
Toronto: 2265 Midland Avenue, Scarborough  
Ontario, M1P 4S1
- New Zealand Butterworths of New Zealand, Ltd.  
Wellington: T & W Young Building  
77-85 Customhouse Quay, 1, CPO Box 472
- South Africa Butterworth & Co (South Africa) (Pty)  
Ltd.  
Durban: 152-154 Gale Street
- USA Butterworth (Publishers) Inc.  
Boston: 19 Cummings Park, Woburn, MA  
01801

First published 1978 by Newnes Technical  
Books

A Butterworth Imprint

transcription: [London] : Newnes Technical Books

t.p.: Sir Isaac Pitman & Sons Ltd.

t.p. verso:

Sir Isaac Pitman & Sons Ltd.  
London, Bath, Carlton, Melbourne,  
Johannesburg

Associated Companies

Pitman Medical Publishing Company Ltd.  
46 Charlotte Street, London

Pitman Publishing Corporation  
20 East 46th Street, New York, NY 11105

Sir Isaac Pitman & Sons (Canada) Ltd.  
381-383 Church Street, Toronto

transcription: London : I. Pitman

### *Recording Multiple Entities*

When recording the names of two or more publishers, distributors, etc., and the names appear together in the item in a single statement that connects them linguistically, generally give them in a single statement rather than separating them with a space-colon-space. However, if the names need to be transcribed after different places, give each entity in a separate publisher statement in the publication, distribution, etc., area.

New York : Foremost Americans Pub. Corp. for Bowker

London : National Council for Educational  
Technology with the Library Association

London : Bodley Head for Mackays

but New York : Garland ; Paris : Fondation Le Corbusier  
(source: Garland Publishing, Inc., New York and  
London, and Fondation Le Corbusier, Paris)

Note that if the entities are located in different places, it does not necessarily mean that the item was published, distributed, etc., in those places. Record as places of publication, etc., only the locations of the entities that are actually publishing, distributing, releasing, etc., the item. However, names of places rejected for recording as places of publication, etc., may be retained in the publisher statement if they appear in conjunction with the names of the entities being recorded here.

Riberalta, Bolivia : Publicado por el Instituto  
Lingüístico de Verano en colaboración con el  
Ministerio de Educación y Cultura

Toronto ; Buffalo : Published for the Glenbow-  
Alberta Institute, Calgary, Alta., by University  
of Toronto Press

Rio de Janeiro : Livraria Editora Cátedra em  
convênio com o Instituto Nacional do Livro,  
Ministerio da Educação e Cultura, Brasília

London : Published by Mechanical Engineering  
Publications Ltd. for the Institute of  
Tribology, Leeds University, and the Institut  
national des sciences appliquées, Lyon

If the names of two or more entities appear in separate statements on the item, do not routinely give in the publication, distribution, etc., area the entities that are not involved with the publication, distribution, etc., of the item. Generally give them in a quoted noted instead.

foot of t.p.: George Godwin, London and New York  
middle of t.p.: Published in association with the  
Plastics and Rubber Institute  
publication, etc., area: London ; New York :  
Godwin  
note area: "Published in association with the  
Plastics and Rubber Institute."

foot of t.p.: The University of Tennessee Press,  
Knoxville  
middle of t.p.: Published in cooperation with the  
Tennessee Historical Commission  
publication, etc., area: Knoxville : University of  
Tennessee Press  
note area: "Published in cooperation with the  
Tennessee Historical Commission."

foot of t.p.: Publication of the Hawaii Natural  
History Association  
at head of title: Published in cooperation with  
the National Park Service  
publication, etc., area: [Honolulu] : Hawaii  
Natural History Association  
note area: "Published in cooperation with the  
National Park Service."

but foot of t.p.: Alfred A. Knopf, New York  
t.p. verso: Distributed by Random House, Inc.,  
New York  
publication, etc., area: New York : Knopf :  
Distributed by Random House

t.p.: Chapman & Hall Limited London  
t.p. verso: Springer Verlag Berlin Heidelberg New  
York  
publication, etc., area: London : Chapman &  
Hall ; Berlin ; New York : Springer

1.4D6. [New]

*Option Decision*

Apply the optional provision of the rule. If information concerning the distributor is printed or appears on a stamp or label anywhere in the item, record the distributor in the publication, distribution, etc., area. (Ignore distributors given only on the dust jacket.) Record the name of the distributor if it differs in form from the name of the publisher even though both belong to the same entity. *Exceptions:* 1) Do not record those distributors that are remaindering an edition, that are secondhand dealers, or that act in some other capacity as outlets for only part of an edition. Distributors of these types are of no bibliographic significance. If in doubt as to the significance of the distributor statement, record it. 2) If distribution is dispersed between publisher and distributor(s) or between distributor and distributor (with one distributing in one area and the other distributing in another area), give only the distributor that distributes the edition in the U.S. If, in case of dispersed distribution, there is no distributor for the U.S., give the first-named distributor only when there is no publisher.

For items from the United States Government Printing Office (GPO), retain the statement that an item is for sale by the Superintendent of Documents since only a portion of GPO's items is distributed in that manner.

1.4D7. [Rev.] [Formerly 1.4D6]

For a language whose final cataloging record is not in romanized form, use "s.n." if there is no equivalent abbreviation in the nonroman script.

1.4F1. [Rev.]

*Non-Gregorian Dates*

If the item gives both the Gregorian and the non-Gregorian dates, record only the Gregorian date.

1.7A1. Punctuation. [Rev.]

Start a new paragraph for each note; end each paragraph with a period or other mark of punctuation. If the mark of final punctuation is a closing bracket or parenthesis, however, add a period.<sup>1</sup>

<sup>1</sup>LC follows the practice stated here. Note that the examples in the LCRI texts, as a matter of style, do not show ending periods for notes.



Continued by: Journal (Chowder Corporation).  
not Continued by: Journal (Chowder Corporation)

**1.7A4. Notes citing other editions and works. [Rev.]**

*Form of Citation*

In citing a serial in a note on a bibliographic record for a serial, apply LCRI 12.7B. In other situations, when citing another work or another manifestation of a work, in general use the title chosen for uniform title for the work if one has been assigned to it. Otherwise, give its title proper.

Translation of: *Odyssey*  
not Translation of: *Odysseia*

If the work being cited is entered under a name heading that differs from the main entry heading on the work being cataloged and the difference is not apparent from information given in the body of the entry, add the name after the title (uniform title or title proper) and a space-slash-space.

Adaptation of: Kipps / H.G. Wells  
Rev. ed. of: Guide to reference books / Constance  
M. Winchell. 8th ed. 1967  
Continues: General catalogue of printed books. Five  
year supplement, 1966-1970 / British Museum

*Note Citing Other Editions and Works*

When a revised edition (other than a revised translation, cf. 25.2B) of a work is being cataloged and

- 1) it has a different title from that of the previous edition or
- 2) it has a different choice of entry from that of the previous edition (for reasons other than the change to AACR 2), e.g., 21.12B, link the new edition with the immediately preceding edition<sup>2</sup> by using AACR 2 style for connecting notes on both AACR 2 and non-AACR 2 records.

1) *Title change only.* If the title has changed since the previous edition but the choice of main entry remains the same, make a note on the record for the later edition to link it to the earlier edition. Also make a related work added entry on the record for the later edition to link it to the earlier edition, unless because of the addition of a uniform title, these two are identical. Add neither the note nor the added entry to the record for the earlier edition. Always make the added entry on the record for the later edition according to the AACR 2 choice of entry and form of heading, as well as the AACR 2 form of the title proper or uniform title (cf. LCRI 21.30G). (Note that the phrase "choice of main entry remains the same" means that both editions, if cataloged according to AACR 2, would have the same choice of main entry.)

---

<sup>2</sup>If the immediately preceding edition is not in the catalog (the file against which the searching and cataloging is being done), make the connection to the most recent edition in the catalog. If no previous edition is in the catalog, use any information available in the item being cataloged to construct a note or added entry, but do not ordinarily do further research to establish details about the earlier edition.

The following pattern is suggested for the note:

Rev. [enl., updated, etc.] ed. of: [Title proper.  
Edition statement. Date]

Do not include the place or name of the publisher in such notes unless needed for identification (e.g., to distinguish between two versions published in the same year).

Rev. ed. of: 33  $\frac{1}{3}$  & 45 extended play record album  
price guide. 1st ed. c1977

Rev. ed. of: Spanish for hospital personnel. 1974

Note that the wording of the introductory phrase may vary depending on the situation and the presentation in the text.

2) *Choice of entry change.* If the choice of entry has changed since the previous edition, make a note on the record for the later edition to link it to the previous edition. Also, make a related work added entry on the record for the later edition to link it to the earlier edition. Do not make either a note or an added entry on the record for the earlier edition. Always make the added entry on the record for the later edition according to the correct AACR 2 choice of entry and form of heading, as well as form of title proper or uniform title (cf. LCRI 21.30G).<sup>3</sup>

Use the form of note suggested under 1) above, when the title changes or remains the same, and add the first statement of responsibility.

Rev. ed. of: Guide to reference books / Constance  
M. Winchell. 8th ed. 1967

Note that if the new edition has a different choice of entry solely because of the change in cataloging rules (i.e., the earlier edition, if recataloged, would also have the same choice of entry), do not make a note or an added entry in the record for the new edition.

pre-1981: Smith, John Henderson, comp.  
Readings in American history, compiled  
by J. H. Smith ... 1972

rev. ed., 1981: Readings in American history /  
compiled by J.H. Smith. - Rev.  
ed. - ... 1981

In the above examples, the correct AACR 2 choice of entry for the 1972 edition would be the same as that for the 1981 edition, and therefore, the connecting note and added entry are not needed.

#### 1.7B2. Language of the item and/or translation or adaptation. [Rev.]

##### *General Application*

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

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<sup>3</sup>For Library of Congress descriptive catalogers only: see also DCM D20.1, for information that needs to be provided to subject catalogers.

If the language of the item is not clear from the transcription of the title data, make a note naming the language whether or not the language is named after a uniform title. Use "and" in all cases to link two languages (or the final two when more than two are named). If more than one language is named, give the predominant language first if readily apparent; name the other languages in alphabetical order. If a predominant language is not apparent, name the languages in alphabetical order.

Articles chiefly in French; one article each  
in English and Italian  
Arabic and English  
Text in Coptic and French; notes in French

### *Special Application*

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

1) the item is in one or more of the following languages: Amharic, Georgian, Ottoman Turkish, Persian, a Hebrew-alphabet language (other than Hebrew), a non-Slavic language of Central Asia written in the Cyrillic alphabet;

2) the item is in a language indigenous to one or more of the following countries: Afghanistan, Bangladesh, Bhutan, Brunei, Burma, Cambodia, India, Indonesia (other than Indonesian), Laos, Malaysia, Nepal, Pakistan, Philippines, Singapore, Sri Lanka, Thailand, and Tibet;

3) the item is in a language indigenous to Africa and is in a roman script;

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

In Konkani (Kannada script)  
In Konkani (Devanagari)

In Serbo-Croatian (roman)  
In Serbo-Croatian (Cyrillic)

In Syriac (Nestorian)  
In Syriac (Estrangelo)  
In Syriac (Jacobite)

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

In Panjabi  
(For a publication using the Gurmukhi script)  
but In Panjabi (Devanagari)

In Sanskrit  
(For a publication using the Devanagari script)  
but In Sanskrit (Grantha)

In Sindhi  
(For a publication using the Persian script)  
but In Sindhi (Gurmukhi)

In Azerbaijani  
(For a publication using the Cyrillic script)  
but In Azerbaijani (Arabic script)  
In Azerbaijani (roman)

In Church Slavic  
(For a publication using the Cyrillic script)  
but In Church Slavic (Glagolitic)  
(For a publication using the Glagolitic script)

Note that more information may be added to language and script notes whenever the case warrants it.

English and Sanskrit (Sanskrit in roman and  
Devanagari)

#### Form of Language

For the form of the name of the language, use the latest edition of the *USMARC Code List for Languages*. Note: For an early form of a modern language that appears in inverted form (e.g., French, Old; English, Middle), use the direct form in the note (e.g., Old French, Middle English). Exception: For some dialects that cannot be established separately, the Subject Cataloging Division supplies a specific language name for use in the note area only.

Greek represents a special case. Use "Greek" to cover all forms of this language. If, however, the item is a translation from one specific Greek form into another Greek form, name the specific form of the translation in the note. If the item contains text in two or more specific forms, name the specific forms in the note. In specifying the form of the Greek, use only one or more of the following terms: Ancient Greek (for all pre-Hellenistic Greek), Hellenistic Greek (for the period 300 B.C.-A.D. 600), Biblical Greek (for the Septuagint and the New Testament), Medieval Greek (for 600-1452), Modern Greek (after 1452).

Ancient Greek text and Modern Greek translation

#### Vocalization in Chief Sources

When a chief source in a nonroman script is vocalized or partially vocalized and this fact is significant, make one of the following notes as appropriate:

Title page vocalized  
Title page partially vocalized

#### 2.2B1. [New]

Below are some examples of different types of edition statements.

1st ed.  
1st U.S. ed.  
2e tirage rev. et corr.  
Repr. Mar. 1933 with corrections  
Large print ed.

#### 2.2B3. *Optional addition.* [New]

Apply the option according to the statements in LCRI 1.2B4. Also, do not make up edition statements from information gleaned from introductions, prefaces, etc. Such information may be quoted in a note if considered important.

2.5B7. [New]

*Unpaged Books*

Except for children's literature and for rare books, do not follow the rule. Instead, record the extent statement as

1 v. (unpaged)

2.5B8. [Rev.]

If the volume has complicated or irregular paging, apply method c) only.

1 v. (various pagings)

2.5B9. [Rev.]

Interpret the phrase "publications that are designed to receive additions" to cover publications for which the additions or replacements are to be *interfiled* within the existing text. For this and other matters relating to loose-leaf publications, see Adele Hallam's *Cataloging Rules for the Description of Looseleaf Publications*, prelim. notes and rule 5B1.

2.5B19. [Rev.]

When a bibliographic volume is later expanded (e.g., a volume originally issued as v. 2 is later expanded into v. 2A, 2B, and 2C), record such expansion as one bibliographic volume in several physical volumes (e.g., <2> v. in <4>).

In recording bibliographic details for books that have been, or will be, bound by someone other than the publisher, formulate volume and illustration statements in the physical description and note areas based on the book as issued by the publisher rather than as bound after publication. For example, if a separately issued "volume 1" and "volume 2" of a monograph is bound by a library in one physical volume, "2 v." is the correct volume statement, not "2 v. in 1."

For ephemeral and "made up" sets lacking a collective title, base the volume and illustration statements on the library's copy and binding.

2.5B21. *Optional addition.* [New]

Do not apply the rule.

2.5C1, 2.5C2. [Rev.]

Describe an illustrated printed monograph as "ill." in all cases unless 2.5C6 is applicable. Disregard illustrated title pages and minor illustrations.

2.7B9. *Publication, distribution, etc.* [Formerly 2.7B]

When a publication has a date of release or transmittal in a prominent position, include it in the bibliographic description. Typically these special dates consist of month or month and day as well as year and appear on the title page or cover. If the date is in a phrase that is being recorded as an edition statement, so record it.

If an edition statement is not appropriate, quote the date in a note, including with it any associated words.

"May 1979"

"May 1, 1979"

"Issued May 1979"

Note that a date of release or transmittal is not a publication date. If the publication lacks a copyright date or a date of manufacture (cf. LCRI 1.4F6), the publication date *may* be inferred from the date of release or transmittal. Then, give the inference in brackets in the publication, distribution, etc., area and follow the above instructions for the date of release or transmittal.

In case of doubt as to the character of the date, treat it as a date of release or transmittal.

#### 2.7B17. Summary. [Rev.]

The Library of Congress overseas offices provide a subject note on records they create for their accessions lists. Those notes created by the New Delhi Office for books are included in Library of Congress bibliographic records. These notes, which are tagged 520 in the machine-readable record, are introduced by "Summary: ..."

#### 2.7B18. Contents. [Rev.]

For books, give some type of contents note of items contained

- 1) when required by specific rules (e.g., 1.1B10, 1.1G1, 21.7B);
- 2) when necessary to justify an added entry for an item not mentioned in the body of the entry;
- 3) when the publication is in two or more volumes and each volume has a title of its own. (*Exception:* Do not add the title to bibliographic records for nonroman scripts that are represented by both nonromanized cards and machine-readable romanized records if the titles are analyzable);
- 4) when the cataloger has created a single bibliographic record that covers a number of ephemeral publications<sup>4</sup>;
- 5) when the publication contains items of particular importance that need stressing; cases that should be routinely considered as being important are
  - a) summaries in languages other than that of the text;
  - b) bibliographies and bibliographic references, discographies, and filmographies (except for any that are obviously of little value);
  - c) appendices, provided they contain important matter;
  - d) volumes separating text from plates, text from maps, text from commentary, etc.;
  - e) errata slips that are not printed as part of the publication.

<sup>4</sup>For Library of Congress descriptive catalogers only: cf. DCM C12.6.

More unusual situations should be evaluated on a case-by-case basis with the aim of providing access to material not implied by the rest of the description.

#### *Informal Contents Note*

Use an informal contents note for any of the following: selected parts of an item (generally no more than three); summaries in languages other than that of the text; bibliographies, discographies, and filmographies; appendices; and errata slips. (If such information is already recorded in the body of the entry, however, do not make a separate note for it.) Give pagination or foliation unless the texts are scattered through the publication.

"Life cycle of the liver fluke": leaves 75-89  
"Types of prayer wheels found in south  
central Tibet, by Mei Lin": p. [310]-[375]  
Tables showing family relationships (Ogden,  
Reese, and Jordan): p. 120-[125]  
Includes biographical sketches of each  
satellite governor

For the types of contents notes shown in the following examples, generally prefer a standardized construct, rather than a quotation from the book:

Discography (or Filmography): p. [310]-[375]  
Summary in French and German  
Errata slip inserted

but "List of films showing her at ages 3-12": p. 75

See *Bibliography Note* below for special information about that type of note.

#### *Formal Contents Note*

Transcribe a formal contents note as follows:

1) Begin the note with "Contents" or "Partial contents" (without quotation marks), followed by a colon-space.

2) Record the title proper that appears in the table of contents, unless another source gives a more authoritative account of the data; however, if the title appears on the title page, normally use the title page title; give other title information only when the title proper would be meaningless without it.

3) Include a first statement of responsibility (cf. 1.1F) if it differs in fact from the statement included in the body of the entry; omit names according to 1.1F5.

4) Omit introductions already included in the body of the entry; generally omit prefatory and similar matter.

5) For publications in one volume

a) omit chapter and section numbering;

b) if the extent of the part being listed occupies a disproportionately large portion of the publication, include the extent within parentheses after the title (or after the title and statement of responsibility); record an unnumbered page or leaf within brackets;

c) separate the items with a space-dash-space.

6) For publications in two or more volumes

a) give the volume designation that is found on the item, except use Appendix B abbreviations for the terms and substitute arabic numerals for roman; if there is no abbreviation for the term, give only the number if the term is long; if the roman numeral is required for clarity, retain it; separate the volume designation from the title by a period-space;

b) if the number of physical volumes differs from the number of bibliographic volumes, include the number of physical volumes within parentheses after the title (or after the title and statement of responsibility);

c) if the volumes are of different editions (cf. LCRI 2.2), include within parentheses edition statements and dates of publication, distribution, etc., after the title (or title and statement of responsibility);

d) separate each volume with a space-dash-space; if the set is incomplete, put the space-dash-space before each title (other than the first) that is being recorded and leave four spaces for the missing volume; if two or more titles are being transcribed for one volume, apply the punctuation conventions from 1.163 such that the titles by the same person, body, etc., are separated by a space-semicolon-space and titles by different persons, bodies, etc., are separated by a period-space.

When some of the volumes in a multipart publication have their own titles and some of the volumes do not and it is decided to make a formal contents note, use the statement "[without special title]" to represent the untitled volumes.

*Bibliography Note*

If a publication contains bibliographical citations in any form, use the following note:

Includes bibliographical references

*Indexes*

Do not make a note for the presence of an index; if, however, the item contains an index to its own contents, indicate this fact by adding the value "x" to the machine-readable record (008/31).<sup>5</sup>

5.5B2. [Rev.] [Formerly 5.5B3]

*Interpretation*

When there is only one part, include its pagination. (Disregard the second example under 5.5D1.)

1 score (20 p.) + 1 part (3 p.)

When parts are listed in two or more "volumes," include the number of volumes.

1 score (2 v.) + 1 part (2 v.)

1 score (3 v.) + 2 parts (3 v.)

4 parts (6 v.)

<sup>5</sup>For Library of Congress descriptive catalogs only: fixed field box 4.



6.1B1. [Rev.]

If the chief source shows the name of an author or the name of a performer before the titles of the individual works and there is doubt whether the publisher, etc., intended the name to be a collective title proper or a statement of responsibility, treat the name as the title proper. *Exception:* If the works listed are musical compositions and the name is that of the composer of the works, treat the name as a statement of responsibility in cases of doubt.

If the chief source being followed is the label of a sound recording and the decision is to treat the name as a title proper but one name appears on the label of one side and another name on the second side, transcribe the two names as individual titles (separated by a period-space).

9.2B6. [Rev.] [Formerly 9.2B5]

*Option Decision*

Do not apply the optional provision of the rule.

12.0A. *Scope.* [Rev.]

*Monograph vs. Serial Treatment of Publications*

1) *Criteria for consideration as a serial*

- a) Issuance in successive parts.
- b) Parts carry unique numeric and/or chronological designation.
- c) Intended to continue indefinitely.

*Note:* The designation must appear prominently or in a formal statement on each issue, since the designation is the means by which serial issues are identified and recorded upon receipt. Do not consider for serial treatment a publication that carries only a copyright date or date of publication even if it is issued regularly and intended to continue indefinitely. Such dates do not constitute a numerical or chronological designation.

*Exception:* In the Library of Congress existing serial entries that use the date of publication or copyright date as the chronological designation according to earlier cataloging practices will not be recataloged.

*Treatment as a serial*

*chief source:* 1978 Report to the Governor  
*designation:* 1978

*chief source:* Formulary  
Nineteenth edition  
(Published semiannually in Jan. and July)  
*designation:* 19th ed.

*Treatment as a monograph*

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

2) *Types of publications to be handled as monographs.* Catalog as a monograph any item not meeting the definition of a serial and items of the following types:

censuses  
dictionaries  
encyclopedias  
hearings  
publications of five-year plans and other similar programs  
items issued for the duration of a single occurrence  
(e.g., a daily bulletin issued for the duration of a non-recurring meeting)

3) *Determining intention to publish indefinitely.* The following guidelines are intended to help apply the definition of a serial when questions arise as to the publisher's intention. Treat publications falling into categories a-g below as serials.

a) Items with titles that imply continuing publication.

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

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

c) Items with a numeric or chronological designation in the title.

d) Items of the following types: college catalogs, court reports, session laws.

e) Items for which it is known that a continuing subscription order can be placed with the publisher. (See also 4c for loose-leaf publications.)

f) Generally, items bearing an ISSN. Under the International Serials Data System, ISSNs can be assigned to unnumbered publications, loose-leaf publications, and other types of publications that would not be cataloged as serials, such as some conference and exhibition publications. (See 4b below).

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

#### 4) *Special types of publications*

a) *Publications that are published in new editions.* If these publications carry acceptable designations (e.g., date or numeric edition designations), base the decision to catalog as serials on the frequency of the new editions. Catalog frequently issued editions (e.g., annual, biennial) as serials; catalog editions that are infrequent (e.g., generally more than five or six years apart) as monographs.

If these publications are supplemented by updates between the editions, base the decision to catalog as a serial on the publishing pattern of the main work.

b) *Conference and exhibition publications.* Catalog as a serial a publication of a named conference or exhibition only if all the following conditions are met:

(1) the publication does not have a distinctive title;

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

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

Once a conference or exhibition publication has been treated as a serial, catalog earlier and later title changes to that publication as serials.

c) *Loose-leaf publications*

(1) Catalog as serials

(a) Publications meeting the definition of serials but issued in loose-leaf form simply to allow issues to be stored in a binder.

This category includes publications whose successive issues consist of parts that may be filed into separate sections of a binder but that do not replace parts already present (e.g., a monthly publication listing recalled products; each monthly issue consists of separately designated sheets to be filed into an annual binder divided into various product categories).

(b) Publications that consist of a basic binder or set of binders that are issued periodically (usually annually or biennially) and carry corresponding designations. Loose-leaf updates are issued between the periodic editions of the basic volume(s) (e.g., a 1979 volume, plus quarterly updates to be interfiled; 1980, plus quarterly updates to be interfiled).

(2) Catalog as monographs

(a) Publications consisting of a loose-leaf binder or finite number of binders to which new or replacement pages are added periodically.

Do not catalog as serials any of the updates, revised pages, or supplements to these publications, even though these updates, etc., are frequently issued in packages containing a numeric or chronological designation suggestive of serial publications. Also do not catalog as serials serial-like sections of such publications even if they carry independent numeric or chronological designations and separate titles such as bulletin, newsletter, report bulletin, etc.

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

d) *Supplements to monographs.* Do not catalog as a serial a supplement to a monograph. An example of such a supplement would be an update to an infrequently revised directory. The supplement would be handled as a note on the monograph. This pattern is also followed by many legal reporting services.

e) *Reprints of serials.* In order that necessary access be provided, most reprints of serials will be cataloged as serials except the following which will be cataloged as monographs:

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

(2) a collection of bibliographically unrelated serials.

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

## 12.OB1. 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. 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 12.1B4.

#### *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 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.

#### 12.1B3. [Rev.] [Formerly 12.1B2]

In any case of doubt as to whether a word, phrase, or other statement is part of the title proper, apply the same guidelines as given in this rule in regard to the inclusion of a corporate body's name (or abbreviation of that name) as part of the title proper.

Generally, do not include as part of the title proper, even when consistently so presented in various locations in the serial, statements that mention an earlier title, title absorbed, etc., even when such statements are grammatically linked to the rest of the title.

#### 12.1B4. [Rev.] [Formerly 12.1B3]

##### *Common Title/Section Title*

In applying rule 12.1B4, consider all presentations of the common title and section title within the item. If any one source within the preliminaries presents both titles, consider 12.1B4 applicable, not 12.1B6, regardless of the proximity of the titles within the same source. Treat the source containing both titles as the chief source of information for the item.

1) *Each title has its own numeric and/or chronologic designation.* When both titles have their own designation, treatment is determined by the presence or absence of additional titles that could be separately cataloged.

a) *No additional title present.* Treat the section title as a serial (12.1B1) and the common title as a series (12.6B).

on item: Mineral economics series no. 1  
Oil development and production in Indiana  
during 1954  
245: Oil development and production in Indiana  
during ...  
4XX: Mineral economics series  
(*Serial title with series*)

b) *Additional title present.* Treat both titles as the title proper of a series (i.e., main series followed by subseries) when there are additional titles that could be cataloged separately.

on item: Educational and cultural diplomacy [date]  
Department of State publication [no.]  
International information and cultural  
series [no.]

245: Educational and cultural diplomacy  
4XX: Department of State publication. International  
information and cultural series  
(*Series and subseries*)

*Note:* If an additional title occurs only on occasional issues, apply 1a above.

2) *Only one designation.* When there is only one designation on the item it may be difficult to determine if the more comprehensive title is a common title or the title of an unnumbered series. To help make this determination, consider the presence of other records in the catalog in which the common title appears, either treated as a series or as part of the title proper.

a) Treat both titles as the title proper if:

(1) the comprehensive title is carried by a group of related serials that are issued by the same publisher in a similar format. Frequently the section title will consist of no more than a geographic designation or subject phrase.

*Common title and section title*

245: Global studies. Latin America.

245: CAS bioTech updates. Pharmaceutical  
applications.

245: Situation and outlook report. Agricultural  
resources.

(2) the section title is dependent on the more comprehensive title (cf. LCRI 25.6A), or the more comprehensive title is essentially general (e.g., "Acts," "Abstracts," "Journal," "Proceedings,") and the second title includes or consists of a subject phrase that indicates a division of the general title.

*Common title and section title*

245: Directory. Plastics-molders.

245: Acta ciencia Indica. Mathematics.

245: Proceedings. Chemical sciences.

b) Treat the more comprehensive title as a series in all other cases or in case of doubt.

*Serial and unnumbered series*

245: Women and the law.  
4XX: From the state capitals

245: Massachusetts facts.  
4XX: Flying the colors

12.1B7. [Rev.] [Formerly 12.1B6]

If a date or numbering occurs at the end of the title proper, do not transcribe it as part of the title proper. However, use the mark of omission to indicate this in the following two cases:

1) there is a linking word between the designation and the preceding part of the title proper.

source: Sport in 1981  
transcription: Sport in ...

2) case endings of one or more words in the chronological designation link these words with antecedents within the preceding part of the title proper.

source: Taqrīr al-sanawī li-sanat 1980  
transcription: Taqrīr al-sanawī li-sanat ...

Omit from a title proper, using a mark of omission, any name or number that can be expected to vary. Since these omissions will not be items that are part of the numeric or chronological designation of the serial, they may be explained in notes if it is considered important to do so.

source: Frommer's Washington, D.C., on \$35 a day  
transcription: Frommer's Washington, D.C., on  
\$ ... a day  
note: Each issue has an amount in the title, e.g.,  
1982 has \$25; 1984 has \$35

source: The annual report of Governor Rhoades  
transcription: The annual report of Governor ...

12.1E1. [Rev.]

*Other Title Information*

Generally, do not give other title information for serials. However, other title information *must* be given in the following circumstances:

1) when it includes a statement of responsibility and the statement is an integral part of the other title information (cf. 1.1E4);

2) when it is the form rejected as the title proper in the full form vs. acronym or initialism question (cf. 12.1E1);

3) when it is supplied to explain the title proper (cf. 1.1E6).

In addition, other title information *may* be given whenever the cataloger determines that this information is useful to the description of the serial.

12.5B. Extent of item (including specific material designation).  
[New]

*Post-Publication Details*

In recording bibliographic details for items that have been, or will be, bound by someone other than the publisher, formulate volume and illustration statements in the physical description and note areas based on the item as issued by the publisher rather than as bound after publication.

In serials cataloging, avoid the use of a "v. in," etc., statement altogether; instead, formulate the statement in terms of bibliographic units only (i.e., "v.").

12.7B6. Statements of responsibility. [New]

*"At head of title" note*

According to 1.1F3, statements of responsibility appearing at head of title are transposed to their proper position. Occasionally, however, a phrase or name that is clearly not a statement of responsibility appears at head of title. Use an "at head of title" note for these and any other indeterminate cases.

12.7B7f). Absorption. [Rev.]

Apply the optional provision of the rule whenever the information is readily available.

12.7B7g). Edition. [Rev.] [Formerly 12.7B7h)]

*Editions*

If a serial has another edition differing in partial content and/or in language, give the title of the other edition on the bibliographic record for the edition being cataloged. If the title of the other edition is not known or is the same as the edition being cataloged, give a general note.

English ed. of: New French books  
Issued also in an English ed.  
Cumulation of the quarterly publication  
(On the record for the annual)  
Issued also in an annual cumulation  
(On the record for the quarterly)  
Summary of the monthly publication  
(On the record for the annual)  
Issued also in an annual summary  
(On the record for the monthly)

12.7B7j). Supplements. [Rev.] [Formerly 12.7B7k)]

*Serial Supplements to Other Serials*

Note serial supplements on the bibliographic records for the related serial even if the supplements are represented by their own bibliographic records (cf. LCRI 21.28B). Also, on those separate bibliographic records created for some serial supplements, give linking notes to the related serials.

(The examples below illustrate the notes as well as the added entries specified in LCRI 21.28B.)



1) *No separate bibliographic record for the supplement*

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

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

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

supplement title: Current changes in health plans  
(Vol. 1, no. 1, March 1984; quarterly updates to  
an annual publication)  
record for related serial: Health plans  
note on that record: Kept up-to-date between  
editions by quarterly supplement with title:  
Current changes in health plans  
added entry on that record: Current changes in  
health plans

2) *Separate bibliographic record for the supplement*

record for supplement: Brand new ... supplement to  
the Worldwide register of adult education  
note on that record: Supplement to: Worldwide  
register of adult education  
added entry on that record: Worldwide register of  
adult education  
record for related serial: Worldwide register of  
adult education  
note on that record: Has supplement: Brand new ...  
supplement to the Worldwide register of adult  
education

record for supplement: Données statistiques pour  
la Haute-Normandie  
notes on that record: Supplement to: Statistiques  
pour l'économie normande, 1979

Supplement to: Aval,  
<1982- >  
added entry on that record: Statistiques pour  
l'économie normande

added entry on that record: Aval  
record for related serial: Statistiques pour  
l'économie normande  
note on that record: Has supplement: Données  
statistiques pour la Haute-Normandie  
record for related serial: Aval  
note on that record: Has supplement: Données  
statistiques pour la Haute-Normandie

*record for supplement:* Journal of cellular  
biochemistry. Supplement  
*note on that record:* Supplement to: Journal of  
cellular biochemistry  
(No added entry for the related serial)  
*record for related serial:* Journal of cellular  
biochemistry  
*note on that record:* Has supplement: Journal of  
cellular biochemistry. Supplement

**12.7B23. Item described.** [Rev.] [Formerly 12.7B22]

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

**13.3. ANALYSIS OF MONOGRAPHIC SERIES AND MULTIPART MONOGRAPHS.**  
[Rev.] [Formerly 13.2]

*Series*

When a publication in a monographic series that is analyzed in full lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a separate bibliographic record for that part, regardless of whether the part is numbered or not. Apply the following when preparing the record.

1) Transcribe the comprehensive title as the common title of the analytic.

2) If there is numbering only, transcribe the numbering as the section title; if there is numbering and also a dependent title, transcribe the numbering as enumeration (cf. 12.1B6) and the dependent title as the section title; if there is a dependent title but no numbering, transcribe the dependent title as the section title.

3) Do not formulate a series statement for the analytic record; instead, provide an additional access point in the form of an explicitly traced series added entry.

**Studies in gypsy lore. Volume 25.** — Berlin : ...  
*added entry:* Series: Studies in gypsy lore ; v. 25

**Studies in 19th century French literature. Volume 57, Paris / edited ...**  
*added entry:* Series: Studies in 19th century French literature ; v. 57

*not* Studies in 19th century French literature.  
Paris / edited ... — 200 p. ; 25 cm. — (Studies in 19th century French literature ; v. 57)  
*not* Paris / edited ... — 200 p. ; 25 cm. —  
(Studies in 19th century French literature; v. 57)

1) *Classified separately.* When a part of a multipart monograph that is classified separately lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a separate bibliographic record for that part, regardless of whether the part is numbered or not. Apply the following when preparing the record:

a) Transcribe the comprehensive title as the common title of the analytic.

b) If there is numbering only, transcribe the numbering as the section title; if there is numbering and also a dependent title, transcribe the numbering as enumeration or alphabetic designation and the dependent title as the section title; if there is a dependent title but no numbering, transcribe the dependent title as the section title.

c) Do not formulate a series statement for the analytic record; instead, provide an additional access point in the form of an explicitly traced series added entry.

Recent trends in elementary education. Volume 1,  
Introduction. — ...  
added entry: Series: Recent trends in elementary  
education ; v. 1

not Recent trends in elementary education.  
Introduction. — 201 p. ; 25 cm. — (Recent  
trends in elementary education ; v. 1)

(1) *Mixture of independent and dependent titles.* If a multipart monograph consists of parts whose individual titles are a mixture, i.e., some are independent of the comprehensive title and some are dependent on it, prepare a series authority record and use a regular series statement in the records of the analytics with *independent* titles.

The Art of sewing  
(An unnumbered multipart item)  
Art of sewing  
(Series authority record)  
Basic tailoring  
(Title of analytic)

Basic tailoring / ...  
203 p. ; 26 cm. — (The Art of sewing)  
added entry: Series

For the analytics with *dependent* titles, use the technique described in 1) above, i.e., do not use a series statement on the record for the analytic.

The Sporting scene  
(Title of analytic)

Art of sewing. Sporting scene  
The art of sewing. The sporting scene / ...  
203 p. ; 26 cm.  
added entry: Series: Art of sewing

(2) *All titles dependent titles: unnumbered.* If all the titles of the parts are dependent on the comprehensive title and the multipart monograph is unnumbered, for the analytics transcribe the comprehensive title as the common title and the title of the part as a section title. Do not prepare a series authority record.

Bates, James D.  
Minnesota legal forms. Probate / ...

Roer, Kathleen M.  
Minnesota legal forms. Residential real estate /

...  
not Minnesota legal forms  
(*Series authority record for a multipart monograph with the following analytics:*)

Bates, James D.  
Probate / ...

Roer, Kathleen M.  
Residential real estate / ...

2) *Classified as a collection.* If classified as a collection, generally do not prepare a bibliographic record for a part that lacks a title other than that of the comprehensive title or has a dependent title.

a) *Part lacks its own title.* If a contents note is being or has been made, use the statement "[without special title]" (cf. LCRI 2.7B18).

b) *Part has dependent title.* If a contents note is being or has been made, list the title in it.

#### 13.5. "IN" ANALYTICS. [Rev.] [Formerly 13.5B]

Do not employ the technique of "In" analytics except in very special cases.

#### 21.2A. Definition. [Rev.]

##### *Title Changes of Serials (Including Numbered Monographic Series)*

In applying category a) of 21.2A1, consider that at least the following are covered in addition to those explicitly mentioned in the "e.g.," statement:

Arabic numeral(s) vs. roman numeral(s)

Hyphenated words vs. unhyphenated words

Initialisms and letters with separating punctuation vs. those without separating punctuation

Numbers or dates vs. spelled-out forms

One spelling vs. another spelling: apply this criterion both in the case of ordinary orthographic variations and in the case of official orthographic changes

One-word compounds vs. two-word compounds, whether hyphenated or not

Signs and symbols (e.g., "&") vs. spelled-out forms

In applying category c), also do not consider the title proper to have changed if the name of the issuing body or an element of its hierarchy at the end of the title changes from one form to another (e.g., from an initialism to the spelled-out form, from a longer form to a shorter form).

Note that if the change is in the name of a body that is part of the title proper and the change requires the creation of a new heading for the body (cf. 24.1C), it is necessary to consider that the title proper has changed. This statement takes precedence over all the preceding statements.

#### *Unnumbered Series*

Any change in the title proper of an unnumbered series is considered a title change requiring a new entry. *Exception:* Do not consider the title of an unnumbered French, Italian, Portuguese, or Spanish series to have changed if the difference is the omission/inclusion of an introductory word such as "Série" or "Collection."

#### 21.6C1. [Rev.]

##### *Reversed Order of Names*

If the title of the later edition is the same as the title of the earlier edition, give in an informal note on the record for the later edition information about the order of names in the earlier edition. (Do not give the title and statement of responsibility for the earlier edition solely to indicate the order of names on the earlier edition.) In addition, on the record for the later edition make a name added entry under the heading for each person or body not given as the main entry heading. (Do not make a name/title added entry for the earlier edition.)

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

Main entry under the heading for Peterson  
Added entry under the heading for Silver

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

Main entry under the heading for Silver

Added entry under the heading for Peterson

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

#### 21.23. SOUND RECORDINGS. [Formerly 21.23A]

##### *Added Entries*

For a sound recording covered by 21.23A or 21.23B, make whatever added entries are prescribed by the rules under which the choice of main entry for the work or works recorded was made (e.g., for a joint author or composer under 21.6C1; for an arranger under 21.18B1; for a librettist under 21.19A1) as well as any others provided for under LCRI 21.29.

##### *chief source:*

L'ELISIR D'AMORE—Highlights

(Donizetti; Romani)

(Music by Donizetti; libretto by Romani, based on  
Le philtre by Eugene Scribe)

main entry under the heading for Donizetti as  
composer (21.23A1, 21.19A1)

added entries under the headings for Romani  
and for Scribe's Le philtre (21.19A1)

## Form of Name

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

2) *Surname alone--multiple authors.* For persons known primarily as authors, if the chief source of information shows more than one person as author and shows each surname without other names, add the forenames provided they can be found in the item being cataloged. Otherwise, follow the preceding instructions for single authors represented by surnames alone.

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

<sup>6</sup>For Library of Congress descriptive catalogers only: Assistance to inputter for certain names.

To insure that inputters and printers can clearly distinguish between a name and any additions to it, apply the conventions below.

1) *Name authority and MARC bibliographic records.* If the entry element of a name is followed directly by a title or other words associated with the name but not part of it, insert a delimiter (#) before the title, etc. (or before the first title, etc., if there is more than one used in the heading), when the name is used

a) in the heading and in references on a name authority record;

b) in the main or added entry (including subject) on a MARC bibliographic record.

Mason, #Mrs.  
 Quatremère de Quincy, #M. (Antoine-Chrysostome),  
 1775-1849  
 ("M." is known to stand for "Monsieur")  
 Winter, #Doctor de  
 La Fayette, #Madame de (Marie-Madeleine Pioche de La  
 Vergne), 1634-1693  
 Seni Pramoj, #M.R.  
 ("M.R." is known to stand for the title "M<sup>o</sup>m  
 Rāṭchawong")

2) *Vernacular printed card.* If such a name is used as a main entry heading on a full MARC romanized JACKPHY record for which a card in the vernacular is also printed, underscore the name portion of the heading with a wavy line on the cataloging copy that will be used for the printed vernacular card, even if this is also the source used to input that record into MARC.

Punyavijaya, #Muni  
 Sangharakshita, #Bhikshu

4) *Abbreviated name.* If the name selected for the heading for a person known primarily as an author contains a name represented by an abbreviation rather than by an initial, use the abbreviated form in the heading. (If the full form of the name for the particular person is available at the time the heading is established, add it within parentheses, cf. 22.18.)

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

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

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

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

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

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

#### *Form of Name and Sources*

##### 1) *Authors*

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

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

c) For purposes of the distinction between persons known as authors and others, treat music composers as authors and determine the name from the form found in the chief sources of information in publications of the printed music. If no form in these chief sources of information is in the composer's language, determine the name from reference sources of the composer's country of residence or activity. If the name is not listed there, use the form found in the chief sources of information.

##### 2) *Others*

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

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

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

likely to be the one sought by library users.

d) If the only reference source is the item being cataloged, generally use the fullest form found anywhere in the item whenever the name varies in fullness. If the item gives both a nickname and a real name, generally use the real name. When a less full form or a nickname is clearly the one by which the person is best known, however, use this less full form or the nickname in the heading.

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

1) *Initials/letters*

a) *Name portion of heading*

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

Eliot, T. S.  
H. D.

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

X Y Z

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

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

b) *"Additions" to name headings*

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

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

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

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

Brown, G. B., Ph. D.

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

a comma and one space;

Matos, Sa, 1943-  
Costa, Torres  
Valmer, #capitaine  
Morrison, 1776-1815  
Mason, #Mrs.



a period;

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

a period and one space;

Enschedé, Ch. J.

a period, a comma, and one space.

Jones, Th., 1910-  
Calles Ll., Alfonso  
Dahlan Aman, Mohd., Haji

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

Rosa, Ferreira da  
x Ferreira da Rosa

Reference generated from tracing:

Ferreira da Rosa  
search under  
Rosa, Ferreira da

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

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

## 22.2. CHOICE AMONG DIFFERENT NAMES. [Rev.]

### *Different Real Names Used Concurrently by Contemporaries*

Apply this interpretation only in retrospect, after information received from publications, etc., has begun to provide the necessary evidence and this evidence is clear.

If a contemporary author who uses different real names concurrently (as opposed to abandoning one real name in favor of another) and this usage at the same time of multiple real names can be ascribed to the fact that the works written under one name are different from works written under other name(s), then treat the case in the same way as pseudonyms and follow LCRI 22.2B for the details of using multiple headings.

heading 1: Knight, Kathryn Lasky  
(Works for adults are written under the name  
Kathryn Lasky Knight)  
heading 2: Lasky, Kathryn  
(Works for children are written at the same time  
under the name Kathryn Lasky)

22.2B3 says that if a person is a contemporary and uses more than one name, including at least one pseudonym, establish as many headings as names. For non-contemporaries, 22.2B2 says the same, provided the cataloger can identify what is called "separate bibliographic identities" (see below); otherwise, non-contemporaries have one heading/person. The following paragraphs provide guidelines for defining "contemporary" and "separate bibliographic identities," and for formulating the necessary cross reference structure.

#### *Multiple Headings-Contemporaries*

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

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

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

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

#### *Multiple Headings-Others*

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

#### *Multiple Headings-"Basic" Headings*

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

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

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

3) If multiple headings for the author already exist because there was no earlier indication that the multiple headings represented one person, use the predominant form as the "basic" heading.

#### *Multiple Headings-References*

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

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

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

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

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

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

#### *Example*

##### *Basic heading*

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

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<sup>1</sup>For Library of Congress descriptive catalogs only: Code the reference as "cataloger-generated."

### Other headings

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

### Single Heading

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

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

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

### 22.3A. Fullness. [Rev.]

#### Headings Being Coded AACR 2

If the forms of an author's name vary in fullness from one work to another in the same language and the AACR 2 form for the heading has not yet been determined, apply the following:

- 1) If the form found on the item being cataloged agrees with the form used for the heading on existing records in the catalog, accept this form as AACR 2. (The "catalog" referred to here is the file against which the cataloging and searching is being done.)

- 2) If the form found on the item being cataloged does not agree with the form already in use as the heading, choose as the AACR 2 form the form found in 80% of the author's works as the most commonly found form (counting forms appearing on bibliographic records in which the heading is used in both main and added entries but considering only

usage found in the bibliographic description (primarily statements of responsibility, not headings appearing as main or added entries). (The form found in the chief source of a person's thesis is taken into account when choosing the form to be used in the heading.)

When calculating the 80%, do it quickly and use common sense. This means

- 1) count the forms if there are no more than approximately 15 records or
- 2) if there are more than approximately 15, browse through the file, looking for an obvious case of predominance. If nothing is obvious, sample the file (every 3rd, 5th, 10th, etc., record, depending on the length of the file).

When there is no commonly found form (defined above), choose the fullest form as the AACR 2 form. (When determining the fullest form for a person who uses both forename initials and forenames, make no distinction between initials and forenames, e.g., "B.E.F. Pagen" is fuller than "Bernard Edward Pagen.")

*Note:* Equating the predominant form or the commonly found form with the form found in 80% of the person's works applies only to 22.3A; no such formula has been assigned to "predominant form" or "commonly found form" in the other rules.

#### *Headings Already Coded "AACR 2" or "AACR 2 Compatible"*

If an established heading is already coded "AACR 2" (including those labeled preliminary<sup>8</sup>—008 byte 33 = d) and subsequently received items show forms in the chief source that vary in fullness, change the established heading to the form found in 80% of the author's works if it differs from the form used in the heading.

If an established heading is already coded "AACR 2 compatible" because it varies in fullness from the AACR 2 form, generally do not reconsider the heading.

#### *Variant Forms Within One Item*

If the name of an author appears in two or more forms in one work, apply the following:

- 1) If the name appears in two or more sources, once in the chief source and one or more times in other sources, choose the form appearing in the chief source.

*title page:* T.B. Smith  
*verso of t.p.:* T. Basil Smith III  
*heading:* Smith, T. B. (T. Basil)

- 2) If the name does not appear in the chief source but does appear once in another prominent source (cf. 0.8) and one or more times in other sources, choose the form appearing in the prominent source.

*verso of t.p.:* R.J. Gottschall  
*page 239:* Robert J. Gottschall  
*heading:* Gottschall, R. J. (Robert J.)

- 3) In all situations not covered by 1) or 2) above, choose the fullest form of name.

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<sup>8</sup>For Library of Congress descriptive catalogers only: cf. DCM Z1.15.5.

verso of t.p.: Victoria Galofre Neuto  
page 1 of cover: Victoria Galofre  
heading: Galofre Neuto, Victoria

Note: Do not choose for the heading a form appearing in the following sources if the name appears prominently elsewhere in the item: 1) the copyright statement; 2) the colophon for items published in the Soviet Union.

**22.8A1.** [Rev.] [Formerly 22.8A]

If the name chosen for the heading is based on a form found in non-English sources (cf. 22.3B, 22.3C1) and the name found in these sources includes "words or phrases denoting place of origin, domicile, occupation, or other characteristic that are commonly associated with the name," use in the heading the forms for these words and phrases that are found in the sources used.

source: Shemu'el Duber mi-Barisov  
heading: **Shemu'el Duber, #mi-Barisov**  
not Shemu'el Duber, of Barisov

If words and phrases denoting place, occupation, etc., appear only in complex statements that contain other elements, generally do not treat them as being "commonly associated" with the name. However, if the exclusion of such words and phrases results in a heading that conflicts, they may be added to the heading as a parenthetical qualifier (22.19A). (If added, use English forms whenever possible.)

Generally, this rule requires a comma between the name and an associated phrase. Note, however, that in a few cases there is a single name that cannot be broken down into the components "name" and "phrase." Do not punctuate these with a comma. (However, make a reference from the form using a comma.) Several examples are furnished by the headings for Carmelites and certain other religious who formerly took a name in religion that combined a forename with the name of a saint, of a dogma, or of some event in the life of Jesus or Mary.

**John of the Cross**  
x John, #of the Cross

**Marie de l'Incarnation**  
x Marie, #de l'Incarnation

**Elisabeth de la Trinité**  
x Elisabeth, #de la Trinité

**Marie de Saint Bernard**  
x Marie, #de Saint Bernard

**22.8A2.** [Rev.] [Formerly 22.8B]

If a person is most commonly known only by given names and the name is entered under an element other than the first, treat the name as a surname when determining which additions are appropriate for inclusion in the heading.

**22.11D.** [Rev.]

*Scope*

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

22.16C. Bishops, etc. [Rev.] [Formerly 22.17C]

*Saints*

For bishops, etc., who are also saints (22.13), apply the following:

- 1) Add only "Saint" if there is no other saint with the same name.
- 2) Add both "Saint" and "Bishop," etc., if there is more than one saint with this name.

22.16D. Other persons of religious vocation. [Rev.] [Formerly 22.17D]

Add a title, term of address, etc., to persons of religious vocation entered under given name, etc., only if the title, term of address, etc., appears with the name in the chief sources of information in items by the person or in reference sources if the person is not an author.

Ignore Japanese titles of priests unless they are fixed as an integrated part of the name.

22.17. DATES. [Rev.] [Formerly 22.18]

*Headings That Do Not Conflict*

Apply the optional provision. This means adding a date whenever it is known.

*Twentieth Century Persons*

For persons living in the twentieth century, the date should be a precise one. Specifically, add the date to headings for these persons only if it falls into any of the following categories:

- 1) The person is still living and the year of birth is known ("1900-").
- 2) The person is no longer living and the years of birth and death are known ("1900-1981").
- 3) The person is no longer living and only the year of birth is known ("b. 1900").
- 4) The person is no longer living and only the date of death is known ("d. 1981").

Note: If a date in one of these categories is available only in a non-Gregorian year, add the Gregorian year to the heading only if the Gregorian year is certain.

*Pre-Twentieth Century Persons*

For pre-twentieth century persons, less precise dates may be used. Consult the examples under 22.17A for guidance. Note one detail about the use of "flourished" dates: "Flourished" dates acceptable for addition to headings for pre-twentieth century persons normally express a span of years of activity. A single year "fl." may be used only in exceptional cases, as when a reference source itself designates the date in this way or there is one publication or other event in the person's life known to be the single or at least primary basis for a single year.

### *Existing Headings Already Coded for AACR 2*

Do not add the date to an existing heading represented by a name authority record that has already been coded "AACR 2" or "AACR 2 compatible" (including in either case those labeled "preliminary"—008 byte 33 = d). However, if such a heading must be revised later, add the date.

### *Existing Headings Being Coded for AACR 2*

Do not add the date to a heading being coded for AACR 2 when the heading is represented by an access point on an existing bibliographic record in the catalog (i.e., the file against which the cataloging and searching is done) and is otherwise in accord with current policy. However, if the person is no longer living and the existing heading contains a date, change the date if it is obsolete in either form or fact. For example, if the existing heading has an open birth date such as "1861- ", either add the death date (if available) or change the open birth date to "b. 1861," or, if the existing heading has an approximate date and the exact date is now available, use the exact date in the AACR 2 heading.

### *Abbreviations B.C. and A.D.*

Use the abbreviation B.C. for dates in the pre-Christian era. Place the abbreviation at the end of a date or span of dates in that era.

Nefertiti, Queen of Egypt, 14th cent. B.C.  
Spartacus, d. 71 B.C.  
Pericles, 499-429 B.C.  
Ajātasatru, King of Magadha, ca. 494-ca. 467 B.C.

Use the abbreviation A.D. only when the dates span both eras.

Augustus, Emperor of Rome, 63 B.C.-14 A.D.  
Ovid, 43 B.C.-17 or 18 A.D.  
Seneca, Lucius Annaeus, ca. 4 B.C.-65 A.D.

If a date is questionable, place the question mark immediately following the date.

Antonius Marcus, 83?-30 B.C.  
Vercingetorix, Chief of the Arverni, d. 45? B.C.

### 22.17-22.20. Additions to Distinguish Identical Names. [Rev.] [Formerly 22.18-22.20]

If a personal name heading conflicts with another heading, resolve the conflict as follows, in this order of preference:

- 1) Add to the heading being established

a) the full form of a name represented by an initial or abbreviation in the form chosen for the heading if the full form is available in the item being cataloged (22.18);

*established heading:* Jackson, A.  
*new author:* A. Jackson  
(New author's full name, Arnold Elrod Jackson, is available)  
*heading for new author:* Jackson, A. (Arnold)

b) the date (22.17) other than a "flourished" or "century" date; do not go beyond making a routine telephone call to a place within the continental U.S. or searching the catalogers' reference



collection to determine the date;

*established heading:* Brue, James E.  
*new author:* James E. Brue  
(*New author's birth date, 1942, is available*)  
*heading for new author:* Brue, James E., 1942-

*Note:* If both the full form represented by an initial and a date are available, add both.

c) a term of address, etc., that appears with the name in a prominent source (cf. 0.8) in items by the person or with the name in headings in reference sources (22.19B). (For pre-20th century authors, see LCRI 22.19);

*established heading:* Brown, George  
*new author:* George Brown  
(*New author's statement of responsibility: by the Rev. George Brown*)  
*heading for new author:* Brown, George, Rev.

*established heading:* Webb, William  
*new author:* William Webb  
(*New author's statement of responsibility: by William Webb of Virginia*)  
*heading for new author:* Webb, William, of Virginia

*Note:* If either the full form of the name represented in the heading by an initial or a date becomes available later (or both become available), do not change the existing heading just to replace the term of address, etc.

d) a forename or surname or the initials of a forename or surname not represented by an initial in the form of name chosen for the heading;

*established heading:* Clapper, John  
*new author:* John Clapper  
(*New author's full name, John Samuel Clapper, is available*)  
*heading for new author:* Clapper, John (John Samuel)

*established heading:* Gelfund, David  
*new author:* David Gelfund  
(*New author's full name, David A. Gelfund, is available*)  
*heading for new author:* Gelfund, David (David A.)

*established heading:* Smith, Elizabeth  
*new author:* Elizabeth Smith  
(*New author's full name, Ann Elizabeth Smith, is available*)  
*heading for new author:* Smith, Elizabeth (Ann Elizabeth)

*established heading:* Oliver, Joan  
*new author:* Joan Oliver  
(*New author's full name, Joan Oliver i Puigdomènech, is available*)  
*heading for new author:* Oliver, Joan (Oliver i Puigdomènech)

*established heading: Jones, Mrs.*

*new author: Mrs. Jones*

*(New author's forenames, Ella Gertrude, are available)*

*heading for new author: Jones, Mrs. (Ella Gertrude)*

Note: If the full form of a name represented in the heading by an initial or a date or a term of address, etc., becomes available later, do not change the existing heading just to replace the unused forename or unused surname.

e) a full forename when the forename chosen for the heading is a nickname;

*established heading: Jorgen, Dick*

*new author: Dick Jorgen*

*(New author's full name, Richard Clark Jorgen, is available)*

*heading for new author: Jorgen, Dick (Richard Clark)*

Note: If the full form of name represented in the heading by an initial or a date or a term of address, etc., becomes available, do not change the existing heading just to replace the unused full forename.

f) a "flourished" date (22.17);

Note: 1) Do not add "flourished" dates to headings for persons living in the twentieth century even if the heading conflicts. 2) "Flourished" dates acceptable for addition to headings normally express a span of years of activity. A single year after "fl." may be used only in exceptional cases, as when a reference source itself designates the date in this way or there is one publication or other event in the person's life known to be the single or at least primary basis for a single year.

g) a century date (22.17).

Note: Do not add a "century" date to persons living in the twentieth century even if the heading conflicts.

2) Change the established heading according to the order of preference given in 1) above.

3) Apply 22.20.

Note: If the full form of a name represented by an initial in the heading or a date or a term of address, etc., becomes available later for one of these names, establish this name separately. (Do not establish one of these names separately if only an unused forename or unused forename initial or unused surname or unused full forename becomes available later.)

**22.16A.** [Rev.] [Formerly 22.16A]

For names that conflict, see 22.17-22.20.

For references, apply the provisions of LCRI 26.

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

When adding the full form, observe the following guidelines:

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

Flam, F. A. (Floyd A.)

Smith, T. B. (T. Basil)

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

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

Jaina, Pra. (Prakāśa)

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

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

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

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

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

M. Alicia (Mary Alicia), \*Sister, S.C.N.

3) For names that are represented in the heading by an abbreviation rather than an initial (cf. LCRI 22.1B), give in the parenthetical addition the full name for the particular person.

Brownridge, Wm. (William)

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

#### Exceptions

1) Do not apply 22.18A to a name in which the letters of the forename initials used in the heading differ from the letters used in the full forename.

Reddi, Vai. Si. Vi., 1926-

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

Jaina, Pi.

not Jaina, Pi. (Prakāśa)

Ajgaonkar, G. F.

not Ajgaonkar, G. F. (Gundu Phatu)

2) Do not apply 22.18A to a heading for a married woman that consists of her husband's surname and initial(s).

Renfro, Roy E., Mrs.

x Renfro, Helen Kay

not Renfro, Roy E. (Roy Edward), Mrs.

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

a) The name authority record for it has already been coded "AACR 2" or "AACR 2 compatible" (including in either case those labeled "preliminary"—008 byte 33 = d).

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

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

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

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

**22.25B1.** [Rev.] [Formerly 22.25B]

*Choosing the Entry Element for North Indian Names*

The guidelines below apply to North Indian names, for whom the last sentence of rule 22.25B1 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.

*Modern Indic Names Written Without Separation*

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: *Miśra, 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.* 22.25B4, for religious titles, should also be followed when applicable.

22.26C1c. [Rev.] [Formerly 22.26C3]

When a heading established under this rule ends in an initial, make the reference called for by rule 22.26C, from the next to last element only when the next to last element is a full name.

Joko Budi S.

x S., Joko Budi

x Budi S., Joko

24.1B. Romanization. [Rev.] [Formerly 24.1A]

Do not apply the alternative rule found in footnote 4 to rule 24.1B. This means always using systematic romanization as the heading for a body with a name written in a nonroman script.

24.2D. [Rev.]

If in a body's publications its full form of name and its initials both appear formally in the same source, choose the full form for use in the heading. (Change the heading if later evidence shows a clear pattern of predominant usage that differs from the heading chosen.)

When a corporate name must be established for an item not issued by the corporate body, treat the item being cataloged as a reference source. If the item provides both the body's full form of name and its initials, choose the full form for use in the heading (even if the

initials appear prominently and the full form does not).

If variant forms appear formally in chief sources of the body's publications, choose the predominant form. If an initial form (including an acronym) appears prominently, check the authority file to see if there is a reference or a heading for another body already under the same initials. If there is, this means the initials do not "differentiate" and thus the full form must be adopted as the AACR 2 form.

**24.4C7. Institutions.** [Rev.] [Formerly 24.4C8]

When adding the name of a higher or related corporate body to a corporate name, give the name of the body in the form and language on which the heading for the body is based (not necessarily the catalog-entry form for the institution). Use in the qualifier the body's current name. However, if a qualifier is added to the name of a body that no longer exists, use in the qualifier the name of the body that was appropriate at the time the body ceased.

- Newman Club (Southern State College)**  
not Newman Club (Southern State College (Springfield, S.D.))
- Center for Materials Science (National Measurement Laboratory)**  
not Center for Materials Science (National Measurement Laboratory (U.S.))  
x National Measurement Laboratory (U.S.). Center for Materials Science

If the combination of corporate name plus qualifier actually conflicts in the file being searched against, then give the qualifier in catalog-entry form.

- Newman Club (St. Joseph's College (Brooklyn, New York, N.Y.))**
- Newman Club (St. Joseph's College (Philadelphia, Pa.))**

If the higher or related body is entered subordinately, use either its parent body or its catalog-entry form.

- Institut avtomatiki i èlektrometrii (Akademifá nauk SSSR)**  
or Institut avtomatiki i èlektrometrii (Akademifá nauk SSSR. Sibirskoe otdelenie)  
x Akademifá nauk SSSR. Sibirskoe otdelenie.  
Institut avtomatiki i èlektrometrii

Change an established heading whenever the existing qualifier becomes inappropriate (as when the name used in the qualifier changes or when the name used in the qualifier is no longer associated with the body being qualified).

- Dokumentations-Leitstelle Afrika (Institut für Afrika-Kunde)**  
x Dokumentations-Leitstelle Afrika (Deutsches Institut für Afrika-Forschung)  
*(The name of the qualifying body changed from Deutsches Institut für Afrika-Forschung to Institut für Afrika-Kunde)*

**24.4C8. Year(s).** [Rev.] [Formerly 24.4C9]

Always use dates as qualifiers to headings for expeditions, even if there is no current conflict. For the form of the qualifier, see rule 24.4C8. Follow 24.7 when the date appears in the name of the expedition.

**24.6. GOVERNMENTS. ADDITIONS.** [Rev.]

When a sovereign nation and another place of the same name that is not a sovereign nation exist at the same time, do not qualify the name of the sovereign nation.

Italy (Tex.)  
Italy

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

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

Texas  
not Texas (Republic) and Texas (State)

Hawaii  
not Hawaii (Kingdom), Hawaii (Republic), and Hawaii (State)

India  
not India (Dominion) and India (Republic)

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

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

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

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

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

When the name of a state, province, or territory of Australia, Canada, or the United States, or the name of a constituent state of Malaysia, the USSR, or Yugoslavia conflicts with the name of a place within the same larger jurisdiction, add the type of government as a qualifier to the larger geographic entity.

Malacca (Malacca)  
Malacca (State)  
not Malacca

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

When the name of a state, province, or territory of Australia, Canada, or the United States, or the name of a constituent state of Malaysia, the USSR, or Yugoslavia conflicts with the name of a place in another jurisdiction, qualify the latter only.

Alberta (Va.)  
Alberta  
not Alberta (Province)

Victoria (Tex.)  
Victoria  
not Victoria (State)

Virginia (Minn.)  
Virginia  
not Virginia (State)

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

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

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

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

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

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

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

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

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

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

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

Add a qualifier to the heading for a jurisdiction that does not conflict with the heading for another jurisdiction when

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

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



**Pacific Islands (Trust Territory)**

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

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

**New Guinea (Territory)**

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

**24.10B. [Rev.]**

*Place Qualifiers*

Add to the name of a local church, cathedral, monastery, convent, abbey, temple, mosque, synagogue, etc., the name of the place in which it is located unless the location is clear from the name itself. (If the name of the body contains the place in which it is located, use judgment in determining whether the addition of the name of the place makes the location clear. For example, make the addition if the place is not well known or there is more than one place of the same name and the one being cataloged is not the best known. In case of doubt, do not make the addition.)

Always make a reference from the place if the body is located in a city or town.

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

**Abtei Reichenau**

**Bethel Baptist Church (Washington County, Ky.)**

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

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

**Parish Church of Limpsfield (Limpsfield, England)**  
x Limpsfield (England). Parish Church

**Kölner Dom**  
x Cologne (Germany). Kölner Dom

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

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

*Multiple Qualifiers*

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

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

*Churches, Chapels, etc., of Larger Institutions*

If a church, chapel, etc., is a subordinate unit of a larger institution and is entered directly under its own name (24.12), generally add the name of the larger institution as a qualifier. Make a reference from the name as a subheading of the larger institution. Also make a reference from the place if the body is located in a city or town.

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

**24.13. SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY. [Rev.]**

When the body being entered subordinately contains the name or part of the name of the higher body as an element of its own name, routinely omit this element whenever the particular higher body's name is retained in the hierarchy shown in the heading.

If a body is entered subordinately according to types 2, 3, or 4, make a direct reference from the name of the subordinate body only if its name appears without the name of its parent body on the chief source of one of its own publications. When making the reference, generally, qualify the name with the name of the parent body (in the form and language on which the heading for the parent body is based, not necessarily its catalog-entry form).

Note: If a name authority record for a heading established before January 1981 contains such a direct reference, accept it as valid without examining the evidence (although a qualifier may have to be added to it).

**24.13, TYPE 5. [Rev.] [Formerly 24.13, TYPE 4]**

Enter a subordinate or related unit of a college or university subordinately if the name of the unit simply indicates a particular field of study, interest, or activity.

Universidad Mayor de San Simón (Cochabamba, Bolivia). Editorial Universitaria  
Universität Wien. Institut für Österreichische Geschichtsforschung  
University of California, Berkeley. University Art Museum  
University of London. Southern African Materials Project  
University of Texas at Austin. Council on Energy Resources

**24.13, TYPE 6. [Rev.] [Formerly 24.13, TYPE 5]**

*Applicability*

Understand the term "includes" in the rule to apply to any linguistic relationship between the name of the body and its parent (higher or related) body, not just to those shown in the examples under type 6.

Understand the phrase "entire name" to be the name that was selected for use in the heading for the parent (higher or related) body, not necessarily the catalog-entry form of the parent body's heading. For example, disregard cataloger's additions to the parent body's name or the fact that the parent body may be entered subordinately. Note, however, that if the heading for the parent body includes a term indicating incorporation, etc. (24.5C1), the form with the term must also appear in the name of the subordinate body for type 6 to be applied.

*name:* Friends of Wells Cathedral  
*heading for parent:* Wells Cathedral  
*heading:* Wells Cathedral. Friends

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

*name:* Osteuropa-Institut an der Freien Universität  
Berlin  
*heading for parent:* Freie Universität Berlin  
*heading:* Freie Universität Berlin. Osteuropa-  
Institut

*but name:* Hoechst Chemical Society  
*heading for parent:* Hoechst A.G.  
*heading:* Hoechst Chemical Society  
*not* Hoechst A.G. Chemical Society

*name:* Cambridge University Library  
*heading for parent:* University of Cambridge  
*heading:* Cambridge University Library  
*not* University of Cambridge. Library

When the name of a subordinate body contains more than one unit in the hierarchy, apply the "entire name" provision in type 6 only to the body immediately above the body being established. *Exception:* If the application of rule 24.14 results in the omission of the immediately higher body from the heading for the subordinate body, do not apply type 6 to the name of the subordinate body in a language other than Chinese, Japanese, or Korean. For Chinese, Japanese, and Korean bodies, apply type 6 although 24.14 results in the omission of the body immediately above.

*name:* Research Council of the Conover Branch of  
the Jefferson Academy  
*heading for 1st unit:* Jefferson Academy of  
Science. Conover Branch  
*heading:* Jefferson Academy of Science. Conover  
Branch. Research Council

*name:* Thomas Foundation of the Conover Branch of  
the Jefferson Academy of Science  
*heading for 1st unit:* Jefferson Academy of  
Science. Conover Branch  
*heading:* Thomas Foundation of the Conover Branch  
of the Jefferson Academy of Science  
*not* Jefferson Academy of Science. Thomas Foundation  
*not* Jefferson Academy of Science. Conover Branch.  
Thomas Foundation

*Exceptions:* Treat as falling into type 6 a name that fits one of the following categories:

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

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

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

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

#### *German Universities*

The names of German universities appear frequently both in a long form, e.g., Christian-Albrechts-Universität zu Kiel, and in a short form, e.g., Universität Kiel. When considering the headings for associated institutions whose names are connected to the university name by a linking word or phrase, apply type 6, no matter whether the long form or the short form of the university name is used. For example, treat both Institut für Agrarpolitik und Marktlehre der Christian-Albrechts-Universität zu Kiel and Institut für Internationales Recht an der Universität Kiel as cases of type 6 application, resulting in the following headings:

Universität Kiel. Institut für Agrarpolitik und  
Marktlehre  
Universität Kiel. Institut für Internationales  
Recht

#### *References*

Routinely make a reference from the entire name of a body entered under type 6. Note, however, if the name also fits 24.13, type 1, a reference from the entire name is unnecessary.

American Legion. Auxiliary  
x American Legion Auxiliary

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

#### *Exclusions from Type 6*

Type 6 is not applicable to a name that falls into one of the following categories:

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

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

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

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

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

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

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

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

#### *Named Meetings*

If a named meeting (cf. LCRI 21.1B1) contains the entire name of a corporate body (as defined above), enter the meeting subordinately to the heading for the body if the name contains, in addition to the name of the body, no more than a generic term for the meeting or not more than a generic term plus one or more of the following elements: the venue of the meeting; number, date, or other sequencing element.

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

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

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

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

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

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

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

**24.18. GOVERNMENT AGENCIES ENTERED SUBORDINATELY. [Rev.]**

When the body being entered subordinately contains the name or part of the name of the higher body as an element of its own name, routinely omit this element whenever the particular higher body's name is retained in the hierarchy shown in the heading.

*name:* Senate Committee on Natural Resources and  
Wildlife [of the California Legislature]  
*heading:* California. Legislature. Senate.  
Committee on Natural Resources and Wildlife

There is no counterpart to rule 24.13, TYPE 6, under 24.18. Therefore, even if the name of a subordinate government agency contains the entire name of its parent body (i.e., the name of the parent body in the form in which the heading of the parent body is based) and the parent body is entered subordinately to the heading for the government, nevertheless, enter the subordinate agency directly under its own name unless the name meets one of the following conditions:

1) The name of the subordinate agency itself fits one of the types under 24.18.

2) The name of its parent body occurs at the beginning of the subordinate agency's name and the first word is a 24.18, TYPE 1, term. (Note: If the name meets this condition, do not omit any hierarchy from the heading for the subordinate agency.)

*name:* Veterans Administration Dental Education  
Center  
(The name does not meet either of the two  
conditions)

*heading:* Veterans Administration Dental Education  
Center (U.S.)

*name:* Senate Committee on Natural Resources and  
Wildlife  
(The name fits 24.18, TYPE 6)

*heading:* California. Legislature. Senate.  
Committee on Natural Resources and Wildlife

*name:* Department of Health and Social Security  
Library  
(The parent body's name occurs at the beginning  
and the first word is a type 1 term)

*heading:* Great Britain. Dept. of Health and Social  
Security. Library

24.18, TYPE 3. [Rev.]

The Library of Congress interprets "a name that is general in nature" in the rule as follows:

1) *National-level bodies.* If the body is at the national-level of government, consider that the name is "general"—and enter it subordinately—if its name lacks distinctive elements of the following types:

proper nouns or adjectives;  
subject words; or  
the term "national," or "state" (meaning "national"), or equivalents in foreign languages.

Research Center  
Library  
Technical Laboratory

Enter the names of all other national-level bodies independently.

Population Research Center  
Nuclear Energy Library  
Technical Laboratory of Oceanographic Research  
National Institutes of Health  
Corporation for Public Broadcasting  
National Gallery  
State Library

*Note:* Prior to 1989, headings for names of national-level bodies consisting solely of a general phrase plus the term "national" or "state" (or their equivalents) were entered subordinately; such headings are revised when they are needed in post-1988 cataloging.

2) *Bodies below the national level.* If the body is below the national level and its name does not fall into any other type under 24.18, enter it under the heading for the government unless either the name of the government is stated explicitly or is implied in the wording of the name or the name contains some other element tending to guarantee uniqueness (usually a proper noun or adjective). (If variant forms in the body's usage make it unclear as to whether the name includes the name of the government (as defined above), do not treat the name of the government as part of the name of the body.) In case of doubt as to whether the name of a body below the national level fits the criterion for subordinate entry, enter it subordinately.

*Qualifiers*

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

24.18, TYPE 5. [Rev.] [Formerly 24.18, TYPE 4]

Restrict the application of type 5 to major executive agencies of national governments.

24.18, TYPE 6. [Rev.] [Formerly 24.18, TYPE 5]

Apply 25.18, TYPE 6, to the names of county, regional, and district councils in England, Scotland, Wales, and Northern Ireland, since the bodies are legislative in character, at least in part, according to the British Library. Apply type 6, also, to the predecessor councils existing before the reorganizations in 1974/1975.

24.18, TYPE 11. [Rev.] [Formerly 24.18, TYPE 10]

Do not apply 24.18, TYPE 11, to the names of national Unesco commissions that are agencies of the governments they represent. Instead, apply 24.17 or 24.18, TYPE 2, to these names.

24.21B. [Rev.]

*Applicability*

When a body presents itself as a subordinate unit of a legislature (or of a chamber) apply the rule without regard for the fact that some or even all the members of the body are non-members of the legislature.

*name:* Colorado Legislative Council  
*heading:* Colorado. General Assembly. Legislative Council

*References*

When a subordinate unit is entered as a subheading of a particular chamber of a legislature, generally do not make a reference from the unit as a direct subheading of the legislature.

*U.S. House of Representatives*

Ignore the heading for the U.S. House of Representatives shown in one of the examples in rule 24.21B. Consider "House" as the conventional name (cf. 24.3C) and use

United States. Congress. House

24.26. DELEGATIONS TO INTERNATIONAL AND INTERGOVERNMENTAL BODIES.  
[Rev.]

The first and second examples showing parenthetical additions to the headings are erroneous. Numbers, dates, and locations that apply not to the delegation but to the international undertaking should be expressed at the end of the heading, punctuated with commas and following only the order of elements as prescribed by 24.3A.

*source:* Gobierno de Ecuador ... Segunda Delegación a la Quinta Conferencia Panamericana de Bellas Artes tenida a Lima 5-10 mayo 1949

*heading:* Ecuador. Segunda Delegación a la Conferencia Panamericana de Bellas Artes, 5th, 1949, Lima, Peru

*source:* Indonesia ... Delegation to the Sixth Conference of the Council of South Asian Ministers of Education ... Manila, 1965

*heading:* Indonesia. Delegation to the Conference of the Council of South Asian Ministers of Education, 6th, 1965, Manila, Philippines

When a serial entry is being prepared, follow the usual practice of omitting number, date, and place when appropriate. In monograph cataloging, normally formulate the heading to include number, date, and place (with a separate name authority record in each case).



**24.27C. Subordinate bodies. [Rev.]**

For dioceses of the Church of England, make a reference from the name of the place named in the heading, if the place name is the same as a local place. Construct the heading in the following form: name of the local place, followed by "Diocese" and "Church of England."

Church of England. Diocese of Ely  
x Ely (England : Diocese : Church of  
England)

**24.27C3. Catholic dioceses, etc. [Rev.]**

If the name of the see itself, as given, would be a heading and this heading would include a larger geographic qualifier, according to 23.4, then add the qualifier within parentheses. Make a reference from the name of the place named in the heading in the following form: name of the local place, followed by the term for the type of body ("Patriarchate," "Diocese," "Province," etc.) and "Catholic Church." In case of doubt, do not qualify the name of the see.

Catholic Church. Archdiocese of Santiago de Cuba  
x Santiago de Cuba (Cuba : Archdiocese :  
Catholic Church)  
Catholic Church. Diocese of Uppsala (Sweden)  
x Uppsala (Sweden : Diocese : Catholic Church)  
Catholic Church. Diocese of Ely (England)  
x Ely (England : Diocese : Catholic  
Church)  
Catholic Church. Ukrainian Catholic Archeparchy of  
Philadelphia (Pa.)  
x Philadelphia (Pa. : Archeparchy : Catholic  
Church)  
Catholic Church. Vicariate Apostolic of Zamora  
(Ecuador)  
x Zamora (Ecuador : Vicariate Apostolic :  
Catholic Church)

**25.3A. [Rev.]**

*Orthographic Reform*

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

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

For serials, apply 21.2A and 21.2C.

**25.3B. [Rev.]**

*Alternative Titles*

Omit alternative titles from uniform titles when basing the uniform title on a title proper that includes an alternative title.

## Statements of Responsibility

If the title proper begins with a statement of responsibility, use judgment in deciding whether or not the statement may be separated. For example, to take two rather obvious cases:

1) For the title proper "Shakespeare's King Lear," "Shakespeare's" can be separated and so the uniform title "King Lear" is used. In general, make a name-title reference from the title proper for a work entered under a personal or corporate heading (cf. 25.2E2).

2) For the title proper "The John Franklin Bardin omnibus," "John Franklin Bardin" is not separable and no uniform title is used.

Between these two obvious extremes, handle more ambiguous cases according to one's best judgment (i.e., use "feeling" and examination of typography and layout of the chief source and other expressions of the title (cover title, running title, etc.)).

## Constitutions

Unless 25.3A applies, routinely accept the word "constitution" (or its equivalent) as the complete uniform title by virtue of 25.3B.

## 25.5C. Language. [Rev.] [Formerly 25.5D]

### Form of Languages

When naming a language in a uniform title, use the name found in the latest edition of *USMARC Code List for Languages*. Note: If the language is an early form of a modern language that appears in inverted form (e.g., French, Old; English, Middle), use the early form in direct order within parentheses following the modern language. (Disregard the example "French (Anglo-Norman)" in the printed text of AACR 2; instead, use "Anglo-Norman.")

Chanson de Roland. French & French (Old French)

Palladius, Rutilius Taurus Aemilianus  
[De re rustica. English (Middle English)]

Greek represents a special case. Use "Greek" to cover all forms of this language. If, however, the item is a translation from one specific Greek form into another Greek form, use in the uniform title the specific form of the translation within parentheses following "Greek." If the item contains text in two specific forms, use the specific forms within parentheses following "Greek." In specifying the form of the Greek, use only one or more of the following terms: Ancient Greek (for all pre-Hellenistic Greek), Hellenistic Greek (for the period 300 B.C.-A.D. 600), Biblical Greek (for the Septuagint and the New Testament), Medieval Greek (for 600-1452), Modern Greek (after 1452).

Plato  
[Republic. Greek (Modern Greek) & Greek (Ancient Greek)]

### Multilingual Works

If a work was originally issued in a single edition in two or more languages and there is no evidence that one text represents the original and the others translations of this original, do not add the languages after the uniform title when the edition being cataloged is in all these languages. For example, some documents of international bodies are first issued with a text in all the official languages of the body; also, the laws of some countries with two official languages

(e.g., Belgium, South Africa) are originally issued in both official languages. However, if another edition of such a work is issued in only one of the languages, or in additional languages, add the name of the language or "Polyglot" after the uniform title for this edition, leaving the uniform title for the original without a language designation.

If a work was originally issued simultaneously in separate editions in different languages and there is no evidence that the text in one of the languages is the original, select one of the editions as the original according to 25.3C and treat the others as translations.

#### *Unpublished Works*

Occasionally an author's work is translated into another language but has not been published in the author's original language. If the translation indicates the original has never been published but gives the *author's* title in the original language, use this title in the uniform title on the translation. In case of doubt as to whether the original title given in the translation is indeed the original title, do not use that title as the uniform title.

#### 25.5D. [Rev.] [Formerly 25.5E]

Do not apply 25.5D to any uniform title.

**Teorema. English**  
Theorem [motion picture] ...

#### 25.13. MANUSCRIPTS AND MANUSCRIPT GROUPS. [Rev.]

##### *Applicability*

1) This rule can be used

a) to formulate a heading for a textual work or a collection of such works when either the work does not have an author or title or the collection does not have a title and rules 1.1B7 and 25.3-25.4 do not help; or,

b) to formulate a heading to represent the manuscript when the item being cataloged warrants such a heading as an added entry (cf. LCRI 21.30H) or as a subject entry (see below).

2) Whenever the rule is being applied, note carefully the hierarchy of choices, especially between the choice of the name of a manuscript and the choice of the repository designation for a manuscript. Generally speaking, the *name* of a manuscript is a designation containing a generic term such as "codex," "stone," or "tablet." Also, generally, accept those designations as the *name* of a manuscript that combine a location name (monastery, town, etc.) with a generic term ordinarily indicative of text (e.g., Lindisfarne Gospels). It is much better to use such a name in preference to the repository designation, which should be the very last choice.

**Codex Brucianus**  
*not* Bodleian Library. Manuscript. Bruce 96

Also, the *name* of a manuscript should not be used as a repository designation.

**Codex Peresianus**  
*not* Bibliothèque nationale (France). Manuscript. Codex Peresianus

### *Physical Aspects*

When a publication is about one or more physical aspects of a manuscript, e.g., its illumination or the style of the hand in which it was written, the Subject Cataloging Division needs a heading separate from the one created for the written work contained in the manuscript. Furnish a heading based on the name of the manuscript (or its designation in a repository).

### *Repository Name*

When a heading for a manuscript or manuscript group contains the name of the repository, use the name of the repository that currently has possession of the manuscript (or the repository that last held the manuscript if it no longer exists). Use the current name of the repository in all cases. Make a reference from the repository given on the item being cataloged if it is not the repository used in the heading.

British Library. Manuscript. Arundel 384  
x British Museum. Manuscript. Arundel 384

For the form of the repository's designation, use the form found on the first item received. For consistency, use this form in subsequently established headings. However, if later items show another form as the predominant one, change the existing headings.

British Library. Manuscript. Additional 39996  
British Library. Manuscript. Additional 43487

Bibliothèque nationale (France). Manuscript.  
Français 95  
Bibliothèque nationale (France). Manuscript.  
Français 3137

### 25.23.

See LCRI 25.19 and 25.23. GENERAL RULE and PARTS OF LITURGICAL WORKS.

### 25.27A. General rule. [Rev.] [Formerly 25.27B]

Footnote 9 lists three categories of titles that are to be treated as "titles consisting solely of the name of one type of composition": 1) Titles that consist of a name of a form; 2) Titles that consist of the name of a genre; 3) Titles that consist of a generic term frequently used by different composers. The third category (and the third category only) should be evaluated with the final sentence of the footnote in mind also. This will be particularly true when the common term is accompanied by some modifier other than a medium or numeral. One should consider that all modifiers other than medium or numeral make the phrase a distinctive title no matter how common sounding it is. For example, "Piece" is a generic term frequently used by different composers, but "Concert piece" and "Little piece" are considered distinctive titles.

### 25.29A. Initial title elements consisting solely of the name of one type of composition. [Rev.] [Formerly 25.27B]

#### *One Work of One Type*

When cataloging the first occurrence of a work of a particular type by a composer, apply the following:

1) If the composer is deceased, search reference sources to determine whether the composer wrote more than one work of the type, and use the singular or plural form in the uniform title according to the information found.

2) If the composer is living, use the singular form in the uniform title unless the work being cataloged bears a serial number (including 1); in that case use the plural form on the assumption that the composer has written or intends to write more works of the type.

When cataloging the second occurrence of a work of a particular type by a composer, if the singular form has been used in the uniform title for the first work of the type, revise the uniform title to use the plural form.

Note that the medium of performance is not a criterion in the application of this provision of the rule; if the composer wrote one piano sonata and one violin sonata, he or she wrote two sonatas and the plural form must be used.

#### *Mélodie/Melody*

When a French work for solo voice and keyboard stringed instrument has the title *Mélodie* or *Méodies*, do not translate the title into English, since the cognate words in English and other languages do not have the specific meaning of the French word. Consider the medium of performance to be implied by the title and do not include it in the uniform title (25.30B1a).

When a French work for solo voice without accompaniment or with accompaniment other than a keyboard stringed instrument alone has the title *Mélodie* or *Méodies*, do not translate the title into English. Include the medium of accompaniment or a statement of the absence of accompaniment (25.30B10).

When the word *Melody* or *Melodies*, or its cognate in another language (including French), is the title of any other work, consider it the name of a type of composition. Use the English form in the uniform title and include the medium of performance (25.30B1).

#### *Liturgical Titles*

Give Latin liturgical titles (e.g., "Gloria," "Salve Regina," "Te Deum") in the singular. *Exception:* Use "Magnificats" and "Requiems" when appropriate. Apply 25.30B1a, and do not normally include a statement of medium of performance.

#### 25.30B1b. [Rev.] [Formerly 25.29A2]

Revise subsection b) to read:

- or b) the work consists of a set of compositions for different media, or is one of a series of compositions with the same title but for different media

#### 25.30B4. Individual instruments. [Rev.] [Formerly 25.29D]

Use the following instrument names: violoncello, English horn, contrabassoon, and timpani.

If the application of 25.30B4 results in the separation of a composer's works between harpsichord or clavichord on the one hand and piano on the other, choose the instrument for which the major portion of the works of a given type was intended and use that instrument name for all works of the type. If the "major" instrument is not apparent,

use "keyboard instrument."

**25.30B5. Groups of instruments.** [Rev.] [Formerly 25.29E]

Use the phrase "instrumental ensemble" as a statement of medium that is added to a title in a uniform title only if the medium is a group of diverse instruments not already provided for by other terms in the list.

**25.30B7. Solo instrument(s) and accompanying ensemble.** [Rev.]  
[Formerly 25.29G]

For an accompanying ensemble that has only one performer to a part, use the word "ensemble" preceded by the appropriate qualifying term (e.g., "string ensemble," "jazz ensemble," "wind ensemble") as a statement of medium that follows the statement for solo instruments in a uniform title.

**25.30C1. General rule.** [Rev.] [Formerly 25.31A1]

When adding a serial number or opus or thematic index number to a title that consists solely of the name(s) of type(s) of composition or to a title that conflicts, generally, use English terms and Arabic numerals. Abbreviate both English and non-English terms in accord with Appendix A and transcribe numbers in accord with Appendix C.

**25.30D. Key.** [New]

Use English terms in stating the key in a uniform title.

**25.32A. One part.** [Rev.] [Formerly 25.32A1]

When selecting the title of a part of a musical work, follow 25.27 and 25.28 but not 25.29.

When the number of a part of a work is used in the uniform title of the part, precede the number by the abbreviation "No." ("No," "Nr.," "N.," etc.) when such an abbreviation, or the corresponding word, appears with the numbers of the parts in the source on which the uniform title is based. Give the abbreviation in the language of the first element of the uniform title.

Brahms, Johannes  
[Ungarische Tänze. Nr. 5]

**25.34B-25.34C. Selections and Works of various types in one broad or specific medium, and works of one type for one specific medium or various media.** [Rev.] [Formerly 25.35-25.36]

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

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

- 1) a collection whose contents consist of all of a composer's works of a particular type or for a particular medium of performance (25.34C2);
- 2) a collection made up of a consecutively numbered group of works (25.34C3);
- 3) collections of pop, folk, ethnic, or jazz music;
- 4) multipart collections that are not yet complete.

25.34B1. [Rev.] [Formerly 25.35]

Do not add a date of publication, etc., to the uniform title "Selections" when this is used for collections of musical works by one composer (unless the uniform title is being used in an analytical added entry (cf. 21.30M)).

Disregard the last sentence of this rule. (Under 25.32B2, the term "Suite" is to be used only for excerpts from a single work.)

25.34C2. [Rev.] [Formerly 25.36B]

For collections of music by a single composer for various motion pictures, use the uniform title "Motion picture music" or "Motion picture music. Selections" (without a statement of medium) instead of such uniform titles as "Orchestra music. Selections."

26. REFERENCES. [Rev.]

*Reference Evaluation*

All cross references on authority records in the automated name authority file must eventually be in accordance with LC/AACR 2 practice in matters of form, style, and choice of references. Although much work was done prior to the adoption of AACR 2 to identify the correct AACR 2 heading, it was not possible to do this in advance for references. Near the end of 1980, a new fixed field (008/29)<sup>9</sup> was added to the authorities format to indicate explicitly the status of the references with regard to the heading. The values in this byte of the fixed field are

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

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

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

<sup>9</sup>For LC descriptive catalogers only: 008/29 = fixed field box 12.

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

#### *Linking References*

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

a) *Connections between pre-1981 and post-1980 headings.* When the heading has been changed for AACR 2, the pre-1981 heading will generally be retained as a linking reference in the name authority file. Value "a" in position 3 of the #w control subfield of the 4xx fields is used to indicate the pre-1981 heading. It is the responsibility of the descriptive cataloger to trace the reference from the pre-1981 heading.

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

110 Delaware Racing Commission  
(008/10 = c)<sup>10</sup>  
410 Delaware. Racing Commission.  
(#w, position 3 = a; position 4 = a)

The reference is a valid AACR 2 reference. Delete the period from the end of the tracing and change position 4 to value "n."

410 Delaware. Racing Commission  
(#w, position 3 = a; position 4 = n)

151 McAlester (Okla.)  
(008/10 = c)<sup>10</sup>  
451 McAlester, Okla.  
(#w, position 3 = a; position 4 = a)

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

110 Illinois State Museum  
(008/10 = c)<sup>10</sup>  
410 Illinois. State Museum, Springfield, Ill.  
(#w, position 3 = a; position 4 = n)

The reference is valid for AACR 2 in substance but not in form; change position 4 to value "a" (do not make) in the tracing and trace another reference in the correct AACR 2 form.

<sup>10</sup>For LC descriptive catalogers only: 008/10 = fixed field box 7.



410 Illinois. State Museum, Springfield, Ill.

(#w, position 3 = a; position 4 = a)

410 Illinois. State Museum

(#w, position 3 = n; position 4 = n)

c) *Mechanism for updating headings.* The linking reference from the old catalog heading was used as a mechanism for updating headings on pre-AACR 2 bibliographic records. At LC, it was done through the "bib flip" projects. Since June 3, 1985, LC catalogers have been responsible for initiating individual changes to update pre-AACR 2 headings when establishing or coding a heading for AACR 2 and there are bibliographic records in the machine file on which the heading appears in its pre-AACR 2 form.

Nevertheless, linking references will still be traced on authority records for the benefit of other libraries.

## 2) *Guidelines for when to trace linking references*

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

b) *Bibliographic records.* When establishing a new name authority record or assigning an AACR 2 heading to an existing name authority record and there are bibliographic records in the machine file with the heading in pre-AACR 2 form, initiate individual changes to update the heading to the AACR 2 form. Change only the particular heading being newly established or coded for AACR 2, although this may result in a mixture of AACR 2 and pre-AACR 2 headings on records that were originally cataloged under pre-AACR 2 rules. When working with a name heading, do not change name/title series added entries to update the name portion of the added entry. (The entire series will be updated when the series authority record is prepared.) When the name of a conference is represented by an authority record that omits the number, date, and place qualifiers from the heading (cf. LCRI 24.7B) and there are pre-AACR 2 MARC bibliographic records under the heading for the conference that show qualifiers in pre-AACR 2 form, update the qualifiers to AACR 2 form and order.<sup>11</sup>

c) *New name authority records.* Trace a linking reference from a pre-AACR 2 heading found on bibliographic records in the master books, serials, films, maps, or music files when it differs from the AACR 2 heading. In rare cases when the manual authority card is examined, also trace a linking reference from the pre-AACR 2 heading even if there are no LC MARC records. Code the reference for "do not make" when it is not appropriate in the AACR 2 context.

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<sup>11</sup>For LC descriptive catalogers only: Follow the procedures in DCM C13 and forward the change requests to MARC Ed Madison or other appropriate section after review. (Do not forward them with the name authority record to MARC Ed Adams or Desc Pol.) *Exception:* When there are more than fifteen bibliographic records to be updated under one heading, fill out LC form 6-66 "Heading has been changed from/to" instead of preparing individual change requests. Include on the form all relevant information needed to update the bibliographic records. Send the form to Desc Pol after section review of the name authority record.

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

Note: It will be necessary to standardize some obsolete pre-AACR 2 heading forms when tracing a linking reference, although the linking reference will be coded "do not make."

pre-AACR 2 heading: Plunket, Hon. Emmeline M[ary],  
1835-

linking reference: Plunket, Emmeline Mary, Hon.,  
1835-

pre-AACR 2 heading: Glocker, Ruby Moser (Clift)

linking reference: Glocker, Ruby Moser Clift

pre-AACR 2 heading: Prince, C[harles] L[eeson],  
1821-1899

linking reference: Prince, Charles Leeson, 1821-  
1899

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

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

When changing the heading on an authority record that has already been coded as AACR 2 or AACR 2 compatible and the former heading is retained as an appropriate see reference, code the reference as an earlier established form of heading by using the value "e" in #w, position 3.<sup>12</sup> Initiate changes to the MARC bibliographic records on which the old heading has been used.

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

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

f) *Examples*

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

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

AACR 2 heading: Hawaii

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

<sup>12</sup>For LC descriptive catalogers only: See DCM Z2.5.5.

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

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

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

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

(3) *Non exact one-to-one relationship, although only two headings may be involved*

*pre-AACR 2 heading:* National Research Council of Canada  
*AACR 2 headings:* National Research Council of Canada (for pre-1972 imprints); National Research Council Canada (for 1972- imprints)

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

(4) *Conflicting personal name headings when the conflict is resolved by changing the existing heading*

*new heading:* Smith, Paul  
(No additional information is available)  
*existing heading:* Smith, Paul  
(The birth date is known and added to the heading to resolve the conflict: Smith, Paul, 1939- )

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

(5) *Linking reference would normalize to the same form as the heading*

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

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

3) *Special instructions on linking references for uniform titles.* For name/title uniform titles, trace or retain a linking reference from the old catalog heading 1) whenever a single pre-AACR 2 uniform title

is replaced by a single AACR 2 uniform title or 2) whenever a pre-AACR uniform title included a form subheading (e.g., laws, statutes, etc.) in the name portion of the uniform title.

100 Homer.#Iliad  
400 Homerus.#Ilias  
(#w, position 3 = a; position 4 = a)

110 Argentina.#Ley no. 17.237  
410 Argentine Republic.#Laws, statutes, etc.#Ley  
no. 17.237  
(#w, position 3 = a; position 4 = a)

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

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

100 Schillebeeckx, Edward,#1914-#Gerechtigheld  
en liefde.#English  
400 Schillebeeckx, Edward Cornelis Florentius  
Alfons,#1914-#Gerechtigheld en liefde.#English  
(#w, position 3 = a; position 4 = a)

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

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

130 History of the American aircraft industry.#  
Japanese  
430 Simonson, Gene Roger,#1927-#comp.#History of  
the American aircraft industry.#Japanese  
(#w, position 3 = a; position 4 = a)

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

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

100 Goethe, Johann Wolfgang von,#1749-1832.#  
Selections.#1980  
400 Goethe, Johann Wolfgang von,#1749-1832.#  
Selected works  
(#w, position 3 = 2; position 4 = a)

Delete the entire reference tracing.

## 26.1. GENERAL RULE. [Rev.] [Formerly 26.0]

### Scope

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

## Legends

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

### Normalization

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

### Forms of References

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

#### 1) *Personal names*

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

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

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

100 Hays, James D., 1926-  
400 Hays, J. D. (James D.), 1926-  
not 400 Hays, J. D. (James Donald), 1926-

100 Henao Vélez, César G.  
400 Vélez, César G. Henao  
not 400 Vélez, César G. Henao (César Gabriel Henao)

Do not combine different language forms or romanizations.

100 Arnol'dov, Arnol'd Isaevich  
400 Arnoldow, A. I.  
not 400 Arnoldow, A. I. (Arnol'd Isaevich)

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

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

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

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

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

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

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

100 Ping-ping, pseud.  
400 Bingbing

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

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

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

Additional examples illustrating *formats* of references (full reference structure not necessarily shown):

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

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

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

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

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

## 2) *Corporate names*

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

151 Ghent (Belgium)  
451 Gent (Belgium)

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

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

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

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

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

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

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

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

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

110 William Claiborne, inc.  
410 Claiborne, inc.

#### *Combined References*

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

#### *Typographic Style*

Generally, LC typographic style will not change.

#### *Initial Articles*

Treat references just as headings with respect to deletion/retention of initial articles.

#### 26.2B3. [New]

When two or more persons have used the same pseudonym and one or more is entered under another name, make references to the names alone, not name-title references.

100 Enriquez, Colin Metcalf  
400 Theophilus

**26.2D. Explanatory references.** [Rev.]

Generally, LC practice will be to prefer simple, individual *see or see also* references to explanatory references, but the cataloger-generated technique is available when explanatory references are required.

*Cross References for Joint Pseudonyms*

Make an explanatory reference from real names to a joint pseudonym. Also, make the reference from joint pseudonym to real names.

**Graves, Robert, 1895-**

For works of this author written in collaboration with Laura (Riding) Jackson, search also under:

**Rich, Barbara**

**Rich, Barbara**

Joint pseudonym of Robert Graves and Laura (Riding) Jackson. For works of these authors written under their own names, search also under:

**Graves, Robert, 1895- , Jackson, Laura (Riding), 1901-**

**26.3A7. Different forms of heading.** [Rev.]

*References from Geographic Names*

1) *References from location.* Make a reference from the place in which the following bodies are located:

a) a local religious institution (i.e., church, cathedral, etc.; cf. 24.3G, 24.10);

b) a U.S. chamber of commerce.

Make the reference from the name in the heading and from the English name if a non-English name has been chosen for the heading. If the body's name includes the name or the abbreviation of the name of the place in noun form, make the reference from the place followed by the name of the body, omitting the place name unless such an omission would result in objectionable distortion.

110 Warrenton United Methodist Church (Warrenton, Va.)

410 Warrenton (Va.). United Methodist Church

110 Winchester Cathedral

410 Winchester (England). Cathedral

110 All Saints' Church (Banstead, England)

410 Banstead (England). All Saints' Church

110 Duomo di Verona

410 Verona (Italy). Duomo

110 Eglise de la Madeleine (Paris, France)

410 Church of the Madeleine (Paris, France)

410 Paris (France). Eglise de la Madeleine

410 Paris (France). Church of the Madeleine



110 Chamber of Commerce of Northwest Connecticut  
410 Torrington (Conn.). Chamber of Commerce of  
Northwest Connecticut

110 Eagle Lake Chamber of Commerce (Eagle Lake,  
Fla.)  
410 Eagle Lake (Fla.). Chamber of Commerce

110 Greater Golden Area Chamber of Commerce  
410 Golden (Colo.). Chamber of Commerce

2) *References from jurisdiction.* If a government body is entered independently, make a reference from its name as a subheading of the government that created or controls it (cf. 24.17). Make the reference from the name used in the heading and from the English name if a non-English name has been chosen for the heading. If the body's name includes the name or the abbreviation of the name of the government in noun form, make the reference from jurisdiction followed by the name of the body, omitting the name of the jurisdiction unless such an omission would result in objectionable distortion.

110 National Institutes of Health (U.S.)  
410 United States. National Institutes of Health

110 Victoria and Albert Museum  
410 Great Britain. Victoria and Albert Museum

110 Universität Heidelberg  
410 Baden-Württemberg (Germany). Universität  
Heidelberg

110 Natural History Museum of Los Angeles County  
410 Los Angeles County (Calif.). Natural History  
Museum

110 Musée des beaux-arts de Troyes  
410 Troyes (France). Musée des beaux-arts

110 Roosevelt Junior High School (Eugene, Or.)  
410 Eugene (Or.). Roosevelt Junior High School

110 Centre d'étude de la population et de la  
famille (Belgium)  
410 Population and Family Study Centre (Belgium)  
410 Centrum voor Bevolkungs- en Gezinsstudien  
(Belgium)  
410 Belgium. Centre d'étude de la population et de  
la famille  
410 Belgium. Population and Family Study Centre

110 Muleshoe Junior High School (Muleshoe, Tex.)  
410 Muleshoe (Tex.). Junior High School

110 Baltimore Redevelopment Corporation  
410 Baltimore (Md.). Redevelopment Corporation

110 Wyandotte County Museum  
410 Wyandotte County (Kan.). Museum

110 United States Employment Service  
410 United States. Employment Service

110 U.S. Fish and Wildlife Service  
410 United States. Fish and Wildlife Service

110 Indiana University, Bloomington  
410 Indiana. University, Bloomington

**26.4B.** See references. [Rev.] [Formerly 26.4A]

*References to the Title Proper from Parallel Titles, Phrases at Head of Title, etc.*

For works entered under a name heading, make references in name-title form to the title proper from phrases or titles other than the title proper when it might reasonably be expected that some catalog users would consider the element the title proper.

*bibliographic record*

Sherwood, Rankin  
Pony express to railways

*at head of title*  
Before the West was won

*authority record*

100 Sherwood, Rankin.#Pony express to railways  
400 Sherwood, Rankin.#Before the West was won

*bibliographic record*

Canadian Wildlife Service  
Noms des oiseaux du Canada : noms français,  
anglais et scientifiques = Canadian bird names :  
French, English, and scientific

*authority record*

110 Canadian Wildlife Service.#Noms des oiseaux du  
Canada  
410 Canadian Wildlife Service.#Canadian bird names

**26.4D2.** Titles of parts of a work cataloged independently. [Rev.]  
[Formerly 26.4C2]

LC will not apply this rule but instead apply 26.4B2 and make individual references from the titles of such parts in the form of subheadings under the uniform title for the whole work.

**26.6.** REFERENCES INSTEAD OF ADDED ENTRIES COMMON TO MANY EDITIONS.  
[Rev.] [Formerly 26.5]

LC will not apply this rule.

**A.20.** NAMES OF DOCUMENTS. [Rev.]

1) For collections of laws, it is sometimes difficult to tell whether the title used in the publication represents a single legislative act or is only a publication title formulated by an editor, publisher, etc. In these cases, consider that a formal or conventional name of a legislative act is not involved (whether or not it actually is) and use routine upper- and lower-casing.

2) For documents such as plans or statements of policy, use routine upper- and lower-casing if there is any doubt about the formality or conventionality of the name.

*Form for Arabic Numerals*

*Objective.* The objective of this rule interpretation is to normalize the method of transcribing numbers used in access points of bibliographic records to achieve consistent results in filing accomplished either by computer or by person (the LC computer filing program reflects U.S. transcription practice only). In the LC computer filing program, commas are discounted but periods and spaces are not. Thus, 1,512 and 1512 are treated the same but 1.512 is treated as a decimal and 1 512 is treated as two distinct numbers separated by a space. Thus, consistent treatment with respect to filing depends on consistent, normalized transcription in certain cases.

1) *Access points.* For purposes of this rule interpretation, access points are headings, uniform titles, titles proper, series titles, and title added entries.

a) *Transcribing numbers given in arabic numerals.* Use U.S. practice as described in *The Chicago Manual of Style*, sections on decimals (8.17) and on the use of the comma (8.64).

(1) *Decimals.* Use of a period instead of a raised dot or a comma.

3.14159  
not 3.14159  
not 3,14159

(2) *Figures of one thousand or more.* Use commas.

32,987  
not 32.987  
not 32987

Do not, however, use a comma when a figure is judged to be a literary device, commonly written without the commas, or when it is judged the comma would be inappropriate.

1001 decorating ideas ...

*Note:* Apply these provisions for access points also to any title recorded in a bibliographic record (e.g., in a parallel title, in a variant title note, in a formal contents note).

b) *Updating existing records*

(1) *Authority records*

(a) *Names.* Update any automated name authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

(b) *Series.* Update any AACR 2 series authority record that contains a number in any heading or reference that does not reflect the practice described in this rule interpretation.

(2) *Bibliographic records*

(a) Do not update pre-1981 non-MARC records to reflect this rule interpretation.

(b) *MARC records and post-1980 non-MARC records.* Update any bibliographic record that contains a number in an access point that does not reflect the practice described in this rule interpretation.

2) *Other portions of the record.* Use U.S. practice as described in *The Chicago Manual of Style*, sections on decimals (8.17) and on the use of the comma (8.64). Note that section 8.64 contains exceptions applicable to page numbers, addresses, etc.

**C.5C.** [Rev.] [Formerly C.4C]

Apply C.5C to Chinese, Japanese, and Korean languages whenever a vernacular numeral represents a typographic variant of an arabic numeral or constitutes a numerical concept symbolized by an arabic number.

1) Consider that C.5C cannot apply to the following terms:

零, 壹, 貳, 參, 肆, 伍, 陸, 柒, 捌, 玖, 拾, 一, 二, 三, 四, 五, 六, 七, 八, 九, 十, 十一, 十二, 二十, 三十, 百, 百一, 百二十, 千, 万, 萬, 億, 廿, 卅, etc.

2) Convert the following to arabic numerals when they represent true numbers; otherwise, romanize them as a word:

0	—	二	五	—	—	—	—	五	—	—
10	11	21	51	0	0	九	八	0	0	0
100	101	1918	5000	10	20					

but

三八婦女節	七七事變	二・二六事件
san pa fu nu chieh	ch'i ch'i shih pien	Niniroku Jiken

Note: For the numerals from one to nine that have no equivalent arabic form, follow 1) above, except those used in dates.

一九八一年七月十二日	1981 nien 7 yueh 12 jih 1981-nen 7-gatsu 12-nichi 1981-yon 7-wōl 12-il
------------	------------------------------------------------------------------------------

Exception: When the date is a principal element of a title proper in Japanese, romanize it in word-form with its particular reading.

八月二日、天まで焼けた Hachigatsu futsuka, ten made yaketa

3) Retain arabic numerals as they appear in corporate names or titles.

20 世紀	20 shih chi 20-seiki 20-segi
1981 年	1981 nien 1981-nen 1981-yōn

If an arabic numeral has a particular reading in Japanese idiomatic usage, however, romanize it in word form.

週休2日制 Shūkyū futsukasei

4a) Apply C.5C to Chinese and Korean ordinal numbers belonging to a sequence.

第一机械工业部	Ti 1 chi chieh kung yeh pu
第二机械工业部	Ti 2 chi chieh kung yeh pu
第一附属医院	Ti 1 fu shu i yüan
第二附属医院	Ti 2 fu shu i yüan
北京市第四建筑工程公司	Pei-ching shin ti 4 chien chu kung ch'eng kung ssu
北京市第五建筑工程公司	Pei-ching shin ti 5 chien chu kung ch'eng kung ssu
北京市第六建筑工程公司	Pei-ching shin ti 6 chien chu kung ch'eng kung ssu

but

台湾第一銀行	T'ai-wan ti i yin hang
第六感	ti liu kan
第三喜	ti san hsi

4b) Apply C.5C to Japanese ordinal numbers used in headings for divisions or sections of corporate bodies or divisions or branches of armed forces. (For ordinal numbers in titles, follow 1)-3) above.)

大蔵省主税局税制第二課	Japan. Okurashō. Shuzeitkyoku. Zeisei Dai 2-ka
陸軍第一師団	Japan. Rikugun. Shidan, Dai 1

but

第一師団レイテ戦記	Daiichi Shidan Reite senki
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#### C.7. ALTERNATIVE DATES. [Rev.] [Formerly C.6]

When giving alternative dates of birth or death in headings for persons, apply the following:

1) If the dates are the last year of one century and the first year of the following century, give the complete date for both (e.g., 1899 or 1900).

2) If the dates are the first and second years of the same century, give the complete date for both (e.g., 1900 or 1901).

3) If the dates are the last year of one decade and the first year of the following decade in the same century, give the complete date for the first and the last two digits of the second date (e.g., 1979 or 80).

4) If the dates are any two years within the second decade of the same century, give the complete date for the first and the last two digits of the second date (e.g., 1914 or 15).

5) If the dates are the first two years of a decade (other than the first two years of the first decade of the century), give the complete date for the first and the last two digits of the second date (e.g., 1970 or 71).

6) If the dates are those not covered by 1)-5) above, give the complete date for the first and the final digit of the second date

## SPECIAL MATERIALS CATALOGING

### Sound Recordings

As of January 1989 the Library of Congress has discontinued preassigning catalog card numbers to sound recordings. This program has been terminated primarily because participation has declined precipitously as recording companies have adopted the compact disc format. Of course, the Library of Congress will continue to catalog sound recordings and make the cataloging data available through the Music MARC Distribution Service and *Music, Books on Music, and Sound Recordings*.

## SUBJECT CATALOGING

### SUBJECT HEADINGS OF CURRENT INTEREST

*Weekly Lists 46-51, 1988 and 1-5, 1989*

AIDS vaccines (May Subd Geog)  
B-2 Bomber  
Biological weapons (May Subd Geog)  
Caregivers (May Subd Geog)  
Chemical weapons (May Subd Geog)  
Chronic fatigue syndrome (May Subd Geog)  
Consumer goods (May Subd Geog)  
Corporate governance (May Subd Geog)  
Dating violence (May Subd Geog)  
Déjà vu (May Subd Geog)  
Drugs and popular music (May Subd Geog)  
Gay youth (May Subd Geog)  
Houses (Astrology)  
Infectious wastes (May Subd Geog)  
Infill housing (May Subd Geog)  
Interethnic dating (May Subd Geog)  
Interracial dating (May Subd Geog)  
Job creation (May Subd Geog)  
Love-hate relationships (May Subd Geog)  
Medical wastes (May Subd Geog)  
Métis  
Monster trucks (May Subd Geog)  
Plastic guns (May Subd Geog)  
Slow wave sleep (May Subd Geog)  
Trail bikes (May Subd Geog)  
Workaholism (May Subd Geog)

### REVISED LC SUBJECT HEADINGS

The list below comprises headings that were changed or cancelled on weekly lists 42-51, 1988.

<i>Cancelled heading</i>	<i>Replacement heading</i>	<i>May Subd Geog</i>
Accawai Indians	Acawai Indians	NO
Accawai language	Acawai language	YES
Adrenalin	Adrenaline	NO
Adrenergic receptors	Adrenaline—Receptors	NO
Altiplano (Bolivia and Peru)	Altiplano	NO
Amplifiers, Push-pull	Push-pull amplifiers	NO
Apple juice, Frozen concentrated	Frozen concentrated apple juice	YES

Arrow-heads	Arrowheads	YES
Art, Batak	Art, Batak (Indonesian people)	YES
Asia, Southeastern—Literatures	Southeast Asian literature	NO
Asparagus, Canned	Canned asparagus	YES
Astor Place Riot, New York, 1849	Astor Place Riot, New York, N.Y., 1849	NO
Atmometer	Atmometers	NO
Avon, River (Gloucestershire-Avon)	Avon, River (Gloucestershire-Avon, England)	NO
Baked products, Frozen	Frozen baked products	YES
Bambute	Mbuti (African people)	YES
Batak	Batak (Indonesian people)	YES
Batak—Marriage customs and rites	Batak (Indonesian people)—Marriage customs and rites	NO
Batak—Missions	Batak (Indonesian people)—Missions	YES
Batak—Rites and ceremonies	Batak (Indonesian people)—Rites and ceremonies	NO
Beans, Canned	Canned beans	YES
Beans, Dried	Dried beans	YES
Beans, Dried—Law and legislation	Dried beans—Law and legislation	YES
Beans, Dried—Storage	Dried beans—Storage	NO
Beef, Canned	Canned beef	YES
Beef, Dried	Dried beef	YES
Berries, Canned	Canned berries	YES
Bloodletting	Phlebotomy	YES
Blueberries, Dried	Dried blueberries	YES
Canning and preserving—Industry and trade	Canned foods industry	YES
Capacitors, Electrolytic	Electrolytic capacitors	NO
Cereal products, Enriched	Enriched cereal products	YES
Chicago (Ill.)—Riot, 1968 (August)	Riots—Illinois—Chicago	
Chickens, Frozen	Frozen chicken	YES
Chimney-sweeps	Chimney sweeps	YES
Chinese hawthorn	Crataegus pinnatifida	YES
Cholinergic receptors	Acetylcholine—Receptors	NO
Christiana (Pa.)—Riot, 1851	Riots—Pennsylvania—Christiana	NO
Clothing, Cold weather	Cold weather clothing	YES
Clothing, Protective	Protective clothing	NO
Clothing, Waterproof	Waterproof clothing	NO
Cocoa farmers	Cacao growers	YES
Coffee, Instant	Instant coffee	YES
Collective labor agreements—Canning industry	Collective labor agreements—Canned foods industry	YES
Confectionery, Sugar-free	Sugar-free confectionery	YES
Confederate States of America—Government publications	Government publications—Confederate States of America	
Conifers—Seed	Conifers—Seeds	NO
Convents and nunneries	Convents	YES
Convents and nunneries, Franciscan	Convents, Franciscan	YES
Cookery (Kiwifruit)	Cookery (Kiwifruit)	NO
Corn, Canned	Canned corn	YES
Crabs, Canned	Canned crab meat	YES
Crabs, Frozen	Frozen crab meat	YES
Crataegus oxyacantha	English hawthorn	YES
Crystal Night, 1938	Germany—History—Kristallnacht, 1938	NO
Cumbria	Cumbria (England)	NO
Cumbria—Social conditions	Cumbria (England)—Social conditions	NO
Cumbria—Social conditions—17th century	Cumbria (England)—Social conditions—17th century	NO
Decoration and ornament, Karo-Batak	Decoration and ornament, Karo-Batak (Indonesian people)	YES

Decorative arts, Batak	Decorative arts, Batak (Indonesian people)	YES
Desserts, Frozen	Frozen desserts	YES
Desserts, Frozen—Law and legislation	Frozen desserts—Law and legislation	YES
Draft Riot, 1863	Draft Riot, New York, N.Y., 1863	NO
Drugs, Frozen	Frozen drugs	YES
Eels, Smoked	Smoked eel	YES
Eggs, Dried	Dried eggs	YES
Eggs, Frozen	Frozen eggs	YES
Electric apparatus and appliances, Explosionproof	Explosionproof electric apparatus and appliances	NO
Electric controllers, Explosionproof	Explosionproof electric controllers	NO
Electric meters, Recording	Recording electric meters	NO
Erythrocytes, Frozen	Frozen erythrocytes	YES
Explanation (Philosophy)	Explanation	NO
Fish, Canned	Canned fish	YES
Fish, Dried	Dried fish	YES
Fish, Fermented	Fermented fish	YES
Fish, Irradiated	Irradiated fish	YES
Fish, Smoked	Smoked fish	YES
Fishery products, Canned	Canned fishery products	YES
Fishery products, Dried	Dried fishery products	YES
Fishery products, Frozen	Frozen fishery products	YES
Food, Artificial	Artificial foods	YES
Food, Canned	Canned foods	YES
Food, Canned—Labeling	Canned foods—Labeling	YES
Food, Canned—Microbiology	Canned foods—Microbiology	NO
Food, Canned—Sterilization	Canned foods—Sterilization	NO
Food, Dietetic	Dietetic foods	YES
Food, Dried	Dried foods	YES
Food, Dried—Microbiology	Dried foods—Microbiology	NO
Food, Dried—Patents	Dried foods—Patents	NO
Food, Enriched	Enriched foods	YES
Food, Fermented	Fermented foods	YES
Food, Freeze-dried	Freeze-dried foods	YES
Food, Fried	Fried food	YES
Food, Frozen	Frozen foods	YES
Food, Irradiated	Irradiated foods	YES
Food, Irradiated—Law and legislation	Irradiated foods—Law and legislation	YES
Food, Junk	Junk food	YES
Food, Natural	Natural foods	YES
Food, Pickled	Pickled foods	YES
Food, Precooked	Precooked foods	YES
Food, Raw	Raw foods	YES
Food, Raw—Therapeutic use	Raw foods—Therapeutic use	NO
Food, Wild	Wild foods	YES
Free trade and protection	Free trade	YES
Free trade and protection	Protectionism	YES
Free trade and protection—Free trade	Free trade	YES
Free trade and protection— Protection	Protectionism	YES
Frozen Pacific salmon	Frozen salmon	YES
Fruit juices, Canned	Canned fruit juices	YES
Fruit juices, Concentrated	Concentrated fruit juices	YES
Fruit juices, Frozen	Frozen fruit juices	YES
Fruit, Canned	Canned fruit	YES
Fruit, Dried	Dried fruit	YES
Fruit, Dried—Patents	Dried fruit—Patents	NO
Grapefruit juice, Canned	Canned grapefruit juice	YES
Grapefruit juice, Dried	Dried grapefruit juice	YES



Great Britain—Colonies— Government publications	Government publications—Great Britain—Colonies	
Greek Theater (Syracuse, Sicily)	Greek Theater (Syracuse, Italy)	NO
Hadrian's Villa (Tivoli, Italy)—Maritime Theater	Maritime Theater (Hadrian's Villa, Tivoli, Italy)	NO
Hadrian's Villa (Tivoli, Italy)—Stadium	Hadrian's Villa (Tivoli, Italy)	NO
Hadrian's Villa (Tivoli, Italy)—Stadium	Stadia—Italy—Tivoli	
Hessle Road (Hull, Humberside)	Hessle Road (Hull, England)	NO
Human T-cell leukemia lymphoma virus	HTLV (Viruses)	YES
Human immunodeficiency virus antibodies	HIV antibodies	YES
Human immunodeficiency viruses	HIV (Viruses)	YES
India—Government publications (State governments)	State government publications— India	
Interferometer	Interferometers	YES
Ivories, American, [Greek, etc.]	Ivories—[place]	
Jaffa Riot, 1921	Jaffa Riot, Tel Aviv, Israel, 1921	NO
Kalinga language	Kalinga languages	YES
Karo-Batak	Karo-Batak (Indonesian people)	YES
Karo-Batak—Missions	Karo-Batak (Indonesian people)—Missions	YES
Khasia pine	Pinus kesiya	YES
Kiwi fruit	Kiwifruit	YES
Kiwi fruit industry	Kiwifruit industry	YES
Kohs block design test	Kohs Block Design Test	NO
Labor classification	Occupations—Classification	NO
Laser interferometer	Laser interferometers	YES
Lavender (Plant)	Lavenders	YES
Lexden Tumulus Site (Colchester, Essex)	Lexden Tumulus Site (Colchester, England)	NO
Libraries, Bible college	Bible college libraries	YES
Libraries, Catholic	Catholic libraries	YES
Libraries, Church	Church libraries	YES
Libraries, Sunday-school	Sunday school libraries	YES
Lobsters, Canned	Canned lobsters	YES
Local government documents	Local government publications	YES
London (England)—Riot, 1833	Clerkenwell Riot, London, England, 1833	NO
Los Angeles (Calif.)—Riot, 1965	Watts Riot, Los Angeles, Calif., 1965	NO
Manchester (England)—Dock Strike, 1951	Dock Strike, Manchester, England, 1951	NO
Meat, Canned	Canned meat	YES
Meat, Dried	Dried meat	YES
Meat, Frozen	Frozen meat	YES
Meat, Precooked	Precooked meat	YES
Meat, Precooked—Flavor and odor	Precooked meat—Flavor and odor	NO
Meat, Smoked	Smoked meat	YES
Milk, Dried	Dried milk	YES
Milk, Fermented	Fermented milk	YES
Milk, Frozen	Frozen milk	YES
Moulsham Street (Chelmsford, Essex)	Moulsham Street (Chelmsford, England)	NO
Municipal documents	Municipal government publications	YES
Mushrooms, Canned	Canned mushrooms	YES
Native labor	Indigenous labor	NO
Non-verbal intelligence tests	Nonverbal intelligence tests	YES
Noradrenalin	Noradrenaline	NO
Opera-glasses	Opera glasses	YES
Orange juice, Canned	Canned orange juice	YES
Orange juice, Frozen concentrated	Frozen concentrated orange juice	YES

Oysters, Canned	Canned oysters	YES
Palermo (Sicily)	Palermo (Italy)	NO
Palermo (Sicily)—History	Palermo (Italy)—History	NO
Palermo (Sicily)—History— Rebellion, 1647	Palermo (Italy)—History— Rebellion, 1647	NO
Paris (France)—Riot, 1968	Riots—France—Paris	
Paris (France)—Riot, 1968— Language (New words, slang, etc.)	Riots—France—Paris	
Paris (France)—Riot, 1968— Language (New words, slang, etc.)	French language—Slang	NO
Paterson's curse	Echium plantagineum	YES
Peach, Canned	Canned peaches	YES
Pear, Canned	Canned pears	YES
Peas, Canned	Canned peas	YES
Peas, Dried	Dried peas	YES
Perinatal mortality	Perinatal death	YES
Philippines—Politics and government—1973-	Philippines—Politics and government—1973-1986	NO
Philippines—Politics and government—1973-	Philippines—Politics and government—1986-	NO
Pholidota, Fossil	Pholidota (Mammals), Fossil	YES
Pineapple, Canned	Canned pineapple	YES
Plum, Canned	Canned plums	YES
Polarization interferometer	Polarization interferometers	YES
Pork, Canned	Canned pork	YES
Poultry, Canned	Canned poultry	YES
Poultry, Frozen	Frozen poultry	YES
Project Apollo in art	Project Apollo (U.S.) in art	NO
Prussia—History—Frederick II, the Great, 1740-1786	Prussia—History—Frederick II, 1740-1786	NO
Purdue non-language adaptability test	Purdue Non-Language Adaptability Test	NO
Raspberries, Canned	Canned raspberries	YES
Reykjavik (Iceland)—Gúttó Riot, 1932	Gutto Riot, Reykjavik, Iceland, 1932	NO
Rice, Canned	Canned rice	YES
Rice, Quick-cooking	Quick-cooking rice	YES
Roman Villa of Casale (Piazza Armerina, Sicily)	Roman Villa of Casale (Piazza Armerina, Italy)	NO
Russian poetry—American authors	Russian-American poetry	YES
Salmon, Canned	Canned salmon	YES
Salt, Iodized	Iodized salt	YES
Sandal Castle (Wakefield, West Yorkshire)	Sandal Castle (Wakefield, England)	NO
Sardines, Canned	Canned sardines	YES
Saurashtra language	Saurashtri dialect	YES
Saurashtra philology	Saurashtri philology	YES
Sauropoda	Saurischia	NO
Schlossgarten (Schwetzingen, Germany)	Schlossgarten Schwetzingen (Schwetzingen, Germany)	NO
Seafood, Irradiated	Irradiated seafood	YES
Semen, Frozen	Frozen semen	NO
Shakespeare, William, 1564- 1616—Museums, relics, etc.	Shakespeare, William, 1564- 1616—Museums	YES
Shakespeare, William, 1564- 1616—Museums, relics, etc.	Shakespeare, William, 1564- 1616—Relics	YES
Sheepen Hill Site (Colchester, Essex)	Sheepen Hill Site (Colchester, England)	NO
Shimabara Uprising, 1637-1638	Japan—History—Shimabara Uprising, 1637-1638	NO
Shimabara Uprising, 1637-1638— Art and the uprising	Japan—History—Shimabara Uprising, 1637-1638—Art and the uprising	NO
Shrimps, Canned	Canned shrimp	YES
Shrimps, Frozen	Frozen shrimp	YES

Shrimps, Irradiated	Irradiated shrimp	YES
Sicily in literature	Sicily (Italy) in literature	NO
Sick—Clothing	Patients—Clothing	NO
Sick—Positioning	Patients—Positioning	NO
Silk, Chinese, [French, etc.]	Silk—[place]	NO
Southsea (Portsmouth, Hampshire)	Southsea (Portsmouth, England)	NO
Soviets	Soviets (Councils)	YES
Spa Fields Riot, 1816	Spa Fields Riot, London, England, 1816	NO
Spout Run Parkway (Arlington, Va.)	Spout Run Parkway (Va.)	NO
Srê language	Srê dialect	NO
Stanford-Ohwaki-Kohs tactile block design intelligence test for the blind	Stanford-Ohwaki-Kohs Tactile Block Design Intelligence Test for the Blind	NO
Strawberries, Canned	Canned strawberries	YES
Sugar, Enriched	Enriched sugar	YES
Sunday-school buildings	Sunday school buildings	YES
Sunday-school conventions	Sunday school conventions	YES
Sunday-school institutes	Sunday school institutes	YES
Sunday-school literature	Sunday school literature	YES
Sunday-school superintendents	Sunday school superintendents	YES
Sunday-school teachers	Sunday school teachers	YES
Sunday-schools	Sunday schools	YES
Sunday-schools—Exercises, recitations, etc.	Sunday schools—Exercises, recitations, etc.	NO
Sunday-schools—Growth	Sunday schools—Growth	NO
Sunday-schools—Hymns	Sunday schools—Hymns	NO
Sunday-schools—Prayers	Sunday schools—Prayers	NO
Sunday-schools—Records	Sunday schools—Records	NO
Sunday-schools—United States	Sunday schools—United States	NO
Sweet potatoes, Canned	Canned sweet potatoes	YES
Tomatoes, Canned	Canned tomatoes	YES
Trophies, Military	Military trophies	YES
Tuna, Canned	Canned tuna	YES
United States—Government publications	Government publications—United States	
United States—Government publications (Counties)	County government publications—United States	
United States—Government publications (Interstate agencies)	Interstate agency publications—United States	
United States—Government publications (Municipal governments)	Municipal government publications—United States	
United States—Government publications (State governments)	State government publications—United States	
United States—Government publications—Periodicals	Government publications—United States—Periodicals	
Usurufa language	Usurufa language	YES
Vegetables, Canned	Canned vegetables	YES
Vegetables, Dried	Dried vegetables	YES
Vegetables, Dried—Patents	Dried vegetables—Patents	NO
Villino Basile (Palermo, Sicily)	Villino Basile (Palermo, Italy)	NO
Whitechapel murders, 1888	Jack the Ripper Murders, London, England, 1888	NO
Wood-duck	Wood duck	YES
Yogurt, Frozen	Frozen yogurt	YES

**SUBJECT HEADINGS REPLACED BY NAME HEADINGS**

*Cancelled Subject Heading*

*Replacement Name Heading*

Brāhmanas

Brahmanas

Donation of Constantine

Constitutum Constantini

Edict of Nantes  
Project Apollo  
Smart (Computer program)  
Stockholm, Treaty of, 1855  
Wakehurst Place (Ardingly, West Sussex)  
  
Young-Turkish Party

France. Edit de Nantes  
Project Apollo (U.S.)  
Smart (Computer programs)  
November Treaty (1855)  
Wakehurst Place Garden  
(England)  
İttihat ve Terakki Cemiyeti

## DECIMAL CLASSIFICATION

### Edition 20

The Decimal Classification Division began to use numbers from the newly published Edition 20 of the *Dewey Decimal Classification* on March 6. Numbers assigned from the new edition, the first since 1979, are identified by "20" in subfield 2 of the 082 field in MARC bibliographic records and by "dc20" on Library of Congress printed cards.

The prime (segmentation) marks in the numbers reflect the latest information that the division has about the forthcoming 12th abridged edition, to be published in 1990. In a few cases these marks may need to be changed after editorial work on the abridgment has been completed.

## PUBLICATIONS

### USMARC Format for Authority Data Update

Update no. 2 to the *USMARC Format for Authority Data* is now available. The update consists primarily of changes to the format resulting from proposals that were considered by the American Library Association RTSD/LITA/RASD Committee on Representation in Machine-Readable Form of Bibliographic Information (MARBI) at its July 1988 meeting. In addition, certain pages have been revised to align names and definitions with the *USMARC Format for Bibliographic Data*.

The Library of Congress will not implement data element changes in its tape services described in Update no. 2 before March 1, 1989, unless special notice is given. Such a special notice would allow a minimum of 90 days from the date of the notice before implementation.

*USMARC Format for Authority Data* was issued in June 1987 (\$35) and Update no. 1 (\$20) in February 1988. Update no. 2 is available for \$20 from the Library of Congress, Customer Services Section, Cataloging Distribution Service, Washington, DC 20541, (202) 707-6100.

### USMARC Concise Formats

*USMARC Concise Formats for Bibliographic, Authority, and Holdings Data* is a new publication that provides a comprehensive overview with brief descriptions for tags, indicators, and subfield codes that may occur in *USMARC Format for Authority Data*, *USMARC Format for Bibliographic Data*, and *USMARC Format for Holdings and Locations*.

Prepared by the Network Development and MARC Standards Office, this publication makes the use of the other format publications easier. Each separately published USMARC format guide provides detailed field descriptions and guidelines for applying the defined content designation (with examples) and identifies the conventions to be used to ensure input consistency.

*USMARC Concise Formats for Bibliographic, Authority, and Holdings Data* provides a short description of each field, each character position of the fixed-length data elements fields, and of the defined indicators in the variable data fields. Descriptions of subfield codes and values are given only when their names may not be sufficiently descriptive.

*USMARC Concise Formats for Bibliographic, Authority, and Holdings Data* is a loose-leaf publication in a three-ring binder. It is priced at \$40 and may be ordered from the Library of Congress, Customer Services Section, Cataloging Distribution Service, Washington, D.C. 20541, (202) 707-6100.

### Format Integration

Format integration has been a recurring topic of discussion concerning the USMARC bibliographic format since the separate documents began appearing in the late 1960s. Although coordination across forms of material, especially of core data elements, has always been a format development principle, the final step of establishing validity of all data elements for all forms required careful consideration. In the mid 1980s the work was finally undertaken. A USMARC format change proposal for format integration was considered by the USMARC advisory group over a two-year period (1986-88). The outcome of those discussions and the format in an integrated form are presented in the newly available *Format Integration and Its Effect on the USMARC Bibliographic Format*.

This publication, prepared by the Network Development and MARC Standards Office, is intended to serve as an interim indication of the integrated format decisions to assist planning. It does not replace the published *USMARC Format for Bibliographic Data* and its updates as the authoritative version of USMARC. A few of the format changes approved with format integration (the deleted fields and subfields) are being published with Update no. 1 (Winter 1988/89) to *USMARC Format for Bibliographic Data*. The remainder of the changes will be published in Update no. 2 (Summer 1989).

Part I of the publication presents an overview of format integration—background, definition, general model, and description of types of changes. Part II lists the integrated format fields, subfields, and values with all changes clearly highlighted.

*Format Integration* is available for \$20 from the Library of Congress, Customer Services Section, Cataloging Distribution Service, Washington, D.C. 20541, (202) 707-6100.

### Geographic Cutters

A greatly expanded second edition of *Geographic Cutters*, prepared by the Geography and Map Division, is now available. This microfiche publication contains Cutters, or alphanumeric codes, covering geographic place names in the United States.

This second edition contains more than 65,000 Cutters arranged in *Library of Congress Classification, Class G: Geography, Maps, Anthropology, Recreation* order with an alphabetic microfiche index that provides easy access to each state and region larger than a state. A loose-leaf index and printed introduction are also new to this edition.

*Geographic Cutters* can help map librarians locate and group maps of an area and create consistent bibliographic records. It can also help librarians identify specific geographic areas and collate place names within a specified area such as a state or region larger than a

state. In addition, using the new publication can speed access to *NUC Cartographic Materials* for those who use it to spot Cutters before looking up a specific map reference.

Cutters provide a means of identifying specific geographic places in addition to creating a hierarchy of place names within a specified area such as a state or region. Included are codes for physical and cultural features and regions, for first order administrative divisions of each state, as well as cities and towns. To provide alphabetical access to the states in these listings, the final frame on each fiche contains an index to the numerical equivalent for each state.

To provide as complete a listing of place names as possible, the Geography and Map Division identified a resource person in each state to help develop and maintain lists of geographic Cutters for that state. The names of the resource persons are listed with their affiliations in the new print introduction.

*Geographic Cutters* may be ordered for \$40 (U.S.) or \$50 (international) from the Library of Congress, Customer Services Section, Cataloging Distribution Service Washington, DC 20541, (202) 707-6100.

#### AACR 2-88

All cataloging rule changes appearing in the 1988 revision of the second edition of the *Anglo-American Cataloguing Rules* are identified in the publication *Changes to the Anglo-American Cataloguing Rules, Second Edition*, compiled by Edward Swanson. These changes include both new and deleted rules and examples as well as changed rules and examples. Changes made to the appendices are also identified.

*Changes to the Anglo-American Cataloguing Rules, Second Edition*, is available for \$15-ISBN 0-936996-35-8; no postage or handling if prepaid-from Soldier Creek Press, PO Drawer U, Lake Crystal, Minn. 56055.

#### Music Subject Headings

*Music Subject Headings*, compiled from *Library of Congress Subject Headings* by Perry Bratcher and Jennifer Smith, is available from Soldier Creek Press. The publication provides music catalogers with a one-volume desk-reference set that can be used on a daily basis in assigning subject headings to scores, sound recordings, and books about music. The introduction contains all LC policy statements from the *Subject Cataloging Manual: Subject Headings* that apply to music headings, as well as simple instructions for the formulation of headings for musical works. The section entitled "Significant Changes and Revisions" should be of use to those planning and implementing retrospective conversion projects that include music records. The subject headings are complete through September 1987.

*Music Subject Headings* can be ordered for \$50-ISBN 0-936996-31-5-from Soldier Creek Press, PO Drawer U, Lake Crystal, Minn. 56055.

## QUESTIONNAIRE

### NAME AUTHORITY RECORD VS. SUBJECT AUTHORITY RECORD

Headings established in the subject authority file normally are used only for subject cataloging purposes. (For information on which headings are appropriate for the subject authority file and which are appropriate for the name authority file, see "Headings for Certain Entities" in *Cataloging Service Bulletin*, no. 43, p. 2 ff.). Occasionally, a heading established in the subject authority file is needed for descriptive cataloging purposes. For example, if the heading used in the added entry for the entity in which an art exhibition was held is for a building rather than a corporate body, its authority record resides in the subject authority file. If a subject heading is needed for descriptive cataloging purposes, current policy is to cancel the heading in the subject authority file and reestablish it in the name authority file. This action results in the loss of subject cross-references, confusion regarding the source citations that reflect subject authority rather than name authority policies, and inconsistent search strategies (e.g., a subject heading not found in the subject authority file is assumed not to be established when in fact it may exist in the name authority file).

The Library of Congress is considering changing its policy to keep headings that are appropriate for the subject authority file in that file even when the headings are used for descriptive cataloging purposes. In such cases, the subject authority record would be adjusted to indicate that the heading is appropriate for use also in a main or added entry (008/14). (Note that headings now appropriate for the name authority file but which still remain in the subject authority file under earlier cataloging policies (e.g., computer programs), will continue to be reestablished in the name authority file when the headings are reused in connection with current cataloging.)

LC wants to assess the impact of the change on other users before making a decision. If you wish to respond, please tear out this page and check the statement that represents your preference.

\_\_\_\_\_ When a particular subject heading is needed for descriptive cataloging purposes, I prefer to keep the heading in the subject authority file.

\_\_\_\_\_ When a particular subject heading is needed for descriptive cataloging purposes, I prefer to transfer the heading from the subject authority file to the name authority file.

Name \_\_\_\_\_

Title \_\_\_\_\_

Library \_\_\_\_\_

Address \_\_\_\_\_

Please send responses to Lucia J. Rather, Director for Cataloging, Processing Services, Library of Congress, Washington, D.C. 20540.

1947

1. The first part of the report deals with the general situation in the country. It is noted that the economy is still in a state of depression and that the government is facing a serious financial crisis. The report also mentions that the population is suffering from a lack of food and clothing.

2. The second part of the report discusses the political situation. It is noted that the government is still in a state of instability and that there is a lack of confidence in the leadership. The report also mentions that there are rumors of a coup d'état.

3. The third part of the report deals with the social situation. It is noted that there is a high level of unemployment and that the social services are inadequate. The report also mentions that there is a growing sense of hopelessness among the population.

4. The fourth part of the report discusses the international situation. It is noted that the country is still isolated and that there is a lack of international support. The report also mentions that the country is facing a serious diplomatic crisis.

5. The fifth part of the report deals with the military situation. It is noted that the military is still in a state of disarray and that there is a lack of discipline. The report also mentions that there are rumors of a military coup.

6. The sixth part of the report discusses the future prospects. It is noted that the country is facing a bleak future and that there is a need for radical change. The report also mentions that the population is looking for a leader who can bring about a new era of prosperity and stability.