

CATALOGING SERVICE BULLETIN

COLLECTIONS SERVICES

Number 51, Winter 1991

Editor: Robert M. Hiatt

CONTENTS

	<i>Page</i>
GENERAL	
German Reunification	2
Cataloging Priorities and Levels of Cataloging	3
Copy Cataloging at the Library of Congress	8
DESCRIPTIVE CATALOGING	
Library of Congress Rule Interpretations (LCRI)	10
LC In Process Records	50
Tigrinya	50
SUBJECT CATALOGING	
Subject Headings of Current Interest	50
Revised LC Subject Headings	51
Subject Headings Replaced by Name Headings	56
SHELFLISTING	
Adjustments to Cutter Numbers	57
EMPLOYMENT AT LC	
Positions to Tackle Arrearages	57
PUBLICATIONS	
Centre for Information Studies	58
ROMANIZATION	
Tigrinya	59

Editorial address: Office of the Director for Cataloging, Collections Services, Library of Congress, Washington, D.C. 20540

Subscription address: Customer Support Unit, Cataloging Distribution Service, Library of Congress, Washington, D.C. 20541

Library of Congress Catalog Card Number: 78-51400

ISSN 0160-8029 *Key title:* Cataloging service bulletin

GENERAL

GERMAN REUNIFICATION

The following states the changes and their implementation dates introduced into LC cataloging practices as a result of the reunification of Germany. The differing nature and requirements of the practices affected, the number of data elements involved, and the need to take into account subscribers of the MARC Distribution Service in some aspects, precluded the implementation of all changes at the same time.

Descriptive Cataloging Practice

1) *Headings.* The heading "Germany" will be used for the government prior to division and for the post-reunification government. The headings "Germany (East)" and "Germany (West)" will be used for those governments during the time of division.

Implementation of heading practice. As a practical matter of application, use of headings for the reunified government is being implemented with records for works with an imprint date of 1991 or later.

Qualification practice. In general, there is no change, since the practice under AACR 2 has been to use "(Germany)" in all cases. With respect to Berlin, "Berlin (Germany)" will be used for the city prior to division and for the post-reunification city. The headings "Berlin (Germany : West)" and "Berlin (Germany : East)" will be used for those cities during the time of division.

20 *Country of publication codes.* The codes "ge" for East Germany and "wb" for West Berlin are being discontinued. Since application of the country of publication codes is based on coding for the jurisdiction in which a particular place is presently located, the code "gw" is henceforth being used for all works published in Germany regardless of date of publication.

Implementation of country of publication code practice. Use of the codes "ge" and "wb" will be discontinued on January 1, 1991.

Subject Cataloging Practice

1) *Subject headings.* The heading "Germany" will be used for the pre- and post-division time periods and for works that embrace Germany as a whole regardless of time period. The headings "Germany (East)" and "Germany (West)" will be used for those countries individually during the time of division. They will also be used for the eastern or western regions of Germany regardless of time period.

Indirect subdivision practice. Places within Germany will be divided indirectly through Germany, not through Germany (East) or Germany (West). This includes Berlin, which will no longer be used directly. Germany (East) and Germany (West) will be used directly and will not be divided indirectly through Germany.

Implementation of heading and subdivision practices. These practices are being implemented on December 3, 1990.

2) *Geographic area codes.* There is only a slight change in practice. As in the past, the code e-gx will continue to be used for Germany as a whole. The code e-ge will continue to be used for the country or region of East Germany as will the code e-gw for the country or region of West Germany. The change in practice resulting from reunification is that all other places within Germany, including places within East or West Germany, will be coded e-gx regardless of time period.

Implementation of geographic area code practice. This practice is being implemented on December 3, 1990.

CATALOGING PRIORITIES AND LEVELS OF CATALOGING

Utilizing the efforts of a Library-wide committee, the Library of Congress has completed a review of its internal system for assigning priorities to newly acquired monographs, serials, and microforms. This is the first major revision of the scheme since 1981. Concurrently, it has made a major change in its approach to minimal-level cataloging (MLC) by enhancing access through the use of uncontrolled subject words.

Both endeavors were outgrowths of an ongoing review of many technical service functions and activities that has taken place during the last several years in Collections Services (and the former Processing Services).

The Library was fortunate to receive valued assistance, including critical review of draft documents, suggestions for changes, and helpful comments on content, from several organizations. The Association of Research Libraries (ARL) distributed copies of the cataloging priorities drafts to its membership for its consideration and response. ARL also helped the Library develop a survey on MLC. Seventy-nine libraries responded to the draft recommendations on cataloging priorities and the MLC survey. In addition, two ARL committees, the Bibliographic Control and the Collection Development Committees, participated in a joint meeting with Library of Congress officials at ARL's 1989 Fall Meeting to review draft documents and provide input. The Technical Services Directors of Large Research Libraries Discussion Group of the Association for Library Collections and Technical Services (ALCTS), American Library Association (ALA), took part in two reporting sessions with Library staff. Several members offered comments and suggestions. The Cataloging Needs of Public Libraries Committee of the Public Library Association (PLA) met with Library officials at the ALA 1990 Midwinter Meeting in Chicago. The committee provided its comments and gave the Library added insight into the needs of public libraries as well.

The Library also received gracious permission and cooperation from three authors to build on their MLC surveys. Michael Gorman conducted a survey in 1984 that involved the technical services directors of large research libraries. His "Report on the Technical Services Directors of Large Research Libraries Survey of Minimal-Level Cataloging," appeared in the December 1984 issue of *Information Technology and Libraries*. Nancy E. Douglas and Shirley Leung conducted a 1983 survey on cataloging policies in ARL libraries as well as ten institutions and bibliographic utilities that participated in the Online Public Access Catalog Research Project sponsored by the Council on Library Resources. Their findings, "Use of the Full MARC Record: Myth and Reality," were published in 1984 in *Academic Libraries: Myth and Realities: Proceedings of the Third National Conference of the Association of College and Research Libraries*. Lastly, a large number of Library of Congress staff, through individual and committee endeavors, and many individuals from outside the Library provided their time and effort in helping to revise the Library's cataloging priorities and levels of cataloging.

The revised set of priorities continues to put primary emphasis on the content of or the need for a particular work, that is, its need and/or research value rather than its source, its language, or the Library's internal procedural or processing requirements. Among the changes from the old scheme are

- 1) the emphasis on English language titles has been eliminated;
- 2) the automatic placement (for the completion of the cataloging) of post-publication CIP titles in Priority 1 is replaced by a decision on each title dependent on its research value and/or need for the publication; and
- 3) definitions are provided for "major publication," "substantial publication of topical interest," and "substantial publication" to guide the selecting/recommending officers in their work.

Research value is one of the basic and underlying concepts of these priorities. It is a broad term, however, and no two individuals will ever evaluate the same material quite the same way. Nevertheless, for the present purpose, the Library defines a publication of research value as one that presents primary documentation otherwise unavailable, interprets a field in the context of current concepts, presents the point of view of prominent or influential practitioners of a discipline, or organizes existing literature in a field into coherent bibliographies. In sum, a publication of research value

in the humanities, social sciences, law, or natural and physical sciences is one that might be consulted by any current specialist in that field.

In examining the revised priority scheme, certain premises and assumptions need to be made. Publications required for photoduplication requests, for examination by Library staff, and for special bibliographic projects such as the *Handbook of Latin American Studies* will continue to be made available within the Library immediately following preliminary control but before final cataloging. If a title needs to be recataloged it will be processed according to the needs of the Library.

The cataloging priority guidelines must meet a great variety of different and often contradictory needs and are, of necessity, a compromise in responding to an exceedingly complex problem. In assigning cataloging priorities 2-4, selecting officials will have to weigh several elements or combinations of elements, e.g., importance to research of the material's contents; seriousness of treatment; currency of information; nature of bibliographic apparatus: footnotes, bibliographies, indexes, etc.; importance of the personal or corporate author; reputation of the publisher; and appraisal of the publication, based on the expertise and professional knowledge of the individuals assigning the priorities. As an example, belles lettres cannot be found under any specific priority. Individuals performing the selection/recommendation function will have to assess an item's need/research value and assign the appropriate priority to the item.

Once the revised priority assignment procedures have been operational for a reasonable time, the Library will periodically provide specific figures on how long items in each priority category take to go through the series of required processing steps. Adjustments will be applied as necessary to insure the adequacy of the system.

It should be noted that separate guidelines will be issued for centrally cataloged nonbook materials (scores, music sound recordings, non-music sound recordings, audiovisual materials, and computer files). The Library's special collections divisions will have responsibility for maintaining their own individual processing and cataloging priority systems for materials that are processed and cataloged within the divisions, such as maps, manuscripts, motion pictures, music, and prints and photographs. The Library believes that the special collections divisions can best service the unique materials processed and cataloged within their own collections and respond to the needs of their users.

The following statement lists the Library's cataloging priorities. Whenever the terms "title(s)" or "material(s)" appear, they denote titles and materials in all languages. Whenever appropriate, serials and microforms are included on the same basis as monographs.

LIBRARY OF CONGRESS CATALOGING PRIORITIES FOR MONOGRAPHS, SERIALS, AND MICROFORMS

PRIORITY 1

Titles requested by Members of Congress or their staffs, by agency heads or higher officers of the Executive Branch, by Supreme Court Justices, or by division chiefs or higher officers of the Library of Congress

Pre-Publication CIP titles (Post-publication CIP titles will be assigned priorities based upon their research value and/or need by the Library)

PRIORITY 2

Titles for reference assignment

First number or volume received of a numbered monographic series, and serials issued annually or less frequently, as well as the first and subsequent volumes of a multipart monograph that are published over a period of time

All titles destined for the Rare Book and Special Collections Division or rare titles destined for other custodial units

High-need and/or research value titles

U.S. Congressional publications

Major publications¹ in the humanities, social sciences, law, and the physical, natural, and behavioral sciences, both primary and secondary sources

Substantial publications of *topical interest*² (official and nonofficial) in the following categories (in case of foreign publications, preferably those relating to the country of origin as a whole):

Genealogies

Dictionaries: English or English-foreign language and foreign language-English

U.S. Federal, State, and local materials, that are primary sources, and their search tools (government and privately printed): search tools include encyclopedias, manuals, guides, digests, indexes, citators, and looseleaf services

Official publications of foreign countries and major subdivisions (states, provinces, capitals, etc.), that are primary sources, and their search tools (government and privately printed)

PRIORITY 3

Medium-need and/or research value titles

Substantial publications³ in the humanities, social sciences, law, and the physical, natural, and behavioral sciences, both primary and secondary sources, not given higher priority

Encyclopedias, almanacs, and other works of general reference not selected for reference assignment or given higher priority

Dictionaries (foreign language only)

Substantial³ travel guides

All U.S. local histories and substantial³ foreign local histories

U.S. Federal documents not given higher priority

U.S. state documents, except primary sources, generally dealing with subjects of national interest

¹ A major publication is defined as a definitive work, or a presentation of extensive, new material, or a significant revision or reassessment of a subject/field.

² A substantial publication of *topical interest* is defined as a publication that refers to contemporary topics, provides current information relevant to contemporary topics, or provides current information on "older" topics (e.g., Dead Sea Scrolls) that are of contemporary import and interest and one that is likely to be used for research purposes by a specialist and does not meet the definition of a "major publication."

³ A substantial publication is one that is defined as likely to be used for research purposes by a specialist and that does not meet the definition of a "major publication" or the definition of a "substantial publication of *topical interest*."

Official publications of foreign countries and their major subdivisions (states, provinces, capitals, etc.), except primary sources, generally dealing with subjects of broad interests

PRIORITY 4⁴

Low-need and/or research value titles

Other materials selected for addition to the collections, *but not given higher priority* (priorities 1-3) including

Children's books

College level textbooks

Official publications of foreign countries

Privately printed works (however, foreign works, especially for developing countries, may, in some cases, require higher priority)

State and local government publications

The following types of materials are rarely given higher priority:

Anthologies

Applied arts and crafts

Secondary level textbooks

Popular instructional and devotional publications

Popularizations in all subject fields

Sports and recreation

Unrevised reprints

If a given publication falls into more than one category with different priorities, the publication will receive the highest priority that is applicable.

For special requests, Priority 1 titles will be hand-carried from one station to the next.

The partially cataloged and partially classified items processed in accordance with former Priority 4 (P-4) cataloging rules (ceased in 1968) will remain in the custody of the Collections Management Division and the other custodial divisions to which they are now assigned for service for reader use within the Library. After service, however, they will be transmitted to the Preservation Office, for labeling, book-plating, and, when necessary, forwarding for binding. They will then be returned to the Priority 4 (P-4) collection. Materials for loan outside the Library will be bound, book-plated, and labeled on a priority basis before lending and will be returned to the Priority 4 (P-4) collection after such use. In cases of demonstrated need and with the approval of the Selection Officer, particular titles may be withdrawn from this collection for regular cataloging at the request of officers who are authorized to assign material to categories having higher priority.

Materials that fall into Priority 4 or that have been in the arrearage for three or more years will receive minimal-level cataloging (MLC).

Selecting officers or other designated officials may, for good and sufficient reason, upgrade or downgrade the priority of a particular title(s) or change the level of cataloging for the title(s).

⁴Priority 4 materials will receive minimal-level cataloging (MLC).

In the area of minimal-level cataloging (MLC), the Library has decided to retain the current MLC descriptive cataloging elements in the MARC format:

1) *Fixed fields*

Encoding level (value "7")
Language code
Intellectual level (value "j" if intended for children through age 16)
Type of date code
Date of publication-Date 1
Date of publication-Date 2
Form of reproduction code-for microforms
Country of publication code
Modified record code [do not use values "o" or "r" for non-roman items]

2) *Variable fields*

Library of Congress control (record/card) number (001)
MLC shelf number/LC call number (050)
Copy statement as appropriate (051)
Main entry heading (if other than title) (1XX)
Uniform title (240)
Title and statement of responsibility area (245)
Edition area (250)
Mathematical data area when the item is an atlas (255)
Coded mathematical data when the item is an atlas (034)
Publication, distribution, etc., area (260)
Physical description area (300)
Series area (including ISSN) (4XX)

Notes. Normally, do not make notes except 1) to record bibliographic history (e.g., the title of earlier editions or the original title of translations) as it is available from the item being cataloged, 2) to justify added entries, 3) to provide a summary (LC New Delhi and Jakarta offices only), 4) to provide a language note (LCRI 1.7B2; New Delhi and Jakarta offices only), or, 5) *exceptionally*, if judged necessary for the particular item being cataloged (5XX)

ISBN and price (for the current three years)(020)
Added entry/entries as appropriate (7XX)
Series added entry/entries as appropriate (8XX)
Physical description fixed field-microforms (007)
Record history field (985) [local Library of Congress field]

The Library has also decided to take a major step to enhance access to MLC records which do not have subject headings assigned. The staff cataloging MLC titles will be tasked with adding "uncontrolled subject words" to the record for all non-English language MLC titles and for those English language titles in which the words in the title field do not reflect the subject content. For non-English language titles, the cataloger will select key words from the title and translate them into English. For both non-English and English language titles, if the title is non-descriptive, e.g., *Power in Germany* (what kind of power-electrical, political, military, economic?), the cataloger will utilize key words from the table of contents, preface, index, or other appropriate source from the item. The key words will be added to the 653 field (the designated field to be used for these types of subject words) in the MARC record. The Library's Information Technology Services has established the 653 field as a fully functioning access point including indexing and display in the Library's automated system.

The Library considered many possibilities for the MLC record. It believes that the "uncontrolled subject words" approach will, for little additional cost, make MLC records more useful, particularly for foreign language titles. In order to keep cataloging elements of the record-basically one person will be handling the titles. MLC will be applied to Priority 4 material and materials that have been in the arrearage for three or more years.

COPY CATALOGING AT THE LIBRARY OF CONGRESS

Within the next few months, the Library of Congress will begin distributing records that it has created based on copy cataloging. LC will be copying other libraries' records to catalog materials in the LC collections.

Copy cataloging is a new thrust by LC in its continuing efforts to reduce its cataloging arrearage and expedite its own cataloging operations. Does it make sense for LC to do copy cataloging? We think it does. If a catalog record for a particular item already exists, LC can use the existing record and need not spend its limited resources duplicating the work of another library.

This new thrust will start with monographs in English, French, and Spanish that have been in the LC arrearage for more than three years and selected items from an uncataloged arrearage of sound recordings. Recent sampling shows that the majority of these books and sound recordings have an existing catalog record on OCLC or RLIN, or, in the case of monographs, on the Library's National Union Catalog file.

The Library is also considering using copy cataloging for maps and possibly other materials, but no beginning date for these other copy cataloging operations is yet established.

Below is the planned workflow for the new copy cataloging operations for monographs and sound recordings.

The first stage will be the searching stage. Each item will be searched on either OCLC or RLIN or on the NUC file. If a matching record is found (it must be the same edition and it must be a full-level cataloging record), a printout is made and inserted in the book or attached to the sound recording. Also, each main and added entry heading, including subject headings, will be searched to determine whether that heading is established in the LC name or subject authority files. Those headings not established or not used in the established form will be flagged on the printout. Finally, any items in a series will be searched by series to determine if any series authority work needs to be done. The results of this searching, and the printout of the matching record, will then be forwarded, with the monograph or sound recording, for copy cataloging.

The second stage is the copy cataloging stage. This is a combination of editing and cataloging. Except for the correction of obvious copy errors, LC plans to accept as much as possible of the catalog record as created by the other library, including its subject headings and, if present, its assignment of an LC classification number. However, all main and added entry name headings will be checked to assure that they follow LC's current cataloging practices. If the choice of main entry is clearly wrong, the main entry will be corrected. If a prescribed added entry is lacking, it will be added. Also, any main or added entry name headings will be corrected as needed to the AACR 2 established forms, and if any of these name headings are not established, the copy cataloger will create the pertinent name authority record and add it to the LC name authority file.

Similarly, name headings used as subjects will be checked and corrected as needed to the established AACR 2 forms, or if a name heading used as subject is not established, the copy cataloger will create the pertinent AACR 2 name authority record.

The name authority records created for copy cataloged materials will be coded as full-level records and will be distributed as part of the weekly distribution of LC name authority records.

In other words, the bulk of the record will be accepted as it was created by the original cataloging library, but the name heading access points will be adjusted, as needed, to bring them into conformity with current LC practice.

Topical subject headings, on the other hand, will be corrected only for form. Subjects in the established form, as found in the LC subject authority file or in *Library of Congress Subject Headings* (LCSH), will be retained; those not in the established form will be corrected as possible to established forms. In some cases, a less specific established subject heading may be substituted for one that is not established. As a last resort, an unestablished topical subject may be set up as a new topical subject heading and added to the LC subject authority file.

Subject headings in copy cataloging records will not be checked for correctness of application. These headings will represent the subject analysis done by the original cataloging library. The copy cataloger will not review the subject assignments to assure that they are done according to current LC subject cataloging policies.

If the copy cataloging item is in a series, the complete range of series checking and series authority work will be completed. As needed, new series will be established, pre-AACR 2 series will be re-established, existing AACR 2 series authority records will be updated, and related bibliographic records on file at LC will be updated as appropriate.

For monographs, if the record being copied includes an LC call number, that number will be used as the call number of the LC record. In this instance, sampling indicates that the LC call number assigned by other libraries is either the same as, or very close to, the number that would be assigned by the Library of Congress in about 95 percent of the cases. However, like the subjects, the classification number will not be routinely checked for correctness of application.

If the record being copied, for monographs, does not include an LC call number, the item will receive a minimal-level cataloging (MLC) shelf number. (Please note that even though some of these records will receive MLC shelf numbers, all the copy cataloging records are being coded as full-level records, i.e., they will have a blank in character position 17 (Encoding level) of the leader.)

An 042 (Authentication Code) field with the legend "lccopycat" will identify these records as LC copy cataloging records. The 040 (Cataloging Source) subfield +a will carry the NUC symbol of the original cataloging library. The 040 subfields +c and +d will carry the symbol "DLC" to show that the record was keyed and updated by the Library of Congress. Further, all the MARC codes and content designation will be checked and corrected as needed to conform with current LC MARC practice.

What if no matching record can be found for one of these books or sound recordings selected for copy cataloging? In this case the copy cataloger will create a minimal-level cataloging record to complete the processing of this item. These MLC records will be exactly like other MLC records currently being issued by the Library of Congress.

Upon completion of the training and the start-up period, the Library expects to process about 30,000 copy cataloging records a year for monographs and about 12,000 for sound recordings.

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.

Rule	Number	Page
1.0	49	10
1.0C	50	12
1.0E	50	13
1.0G	44	9
1.0H	44	9
1.1B1	44	9
1.1C	44	10
1.1D2	50	20
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	48	10
1.1G2	47	11
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	47	11
1.4D3	11	8
1.4D4	47	11
1.4D5	50	20
1.4D6	47	15
1.4D7	44	16
1.4E	12	11
1.4E1	11	9
1.4F1	44	16
1.4F2	41	12
1.4F5	47	15
1.4F6	47	15
1.4F7	47	17
1.4F8	45	12
1.4G	14	9
1.4G4	45	13
1.5A3	8	9
1.5B4	33	27
1.5B5	8	9
1.5D2	33	27
1.5E1	50	23
1.6	51	19
1.6A2	50	24
1.6B	23	12

<i>Rule</i>	<i>Number</i>	<i>Page</i>
1.6C	31	20
1.6E1	22	16
1.6G	50	24
1.6H	45	13
1.6H4	11	11
1.6J	32	11
1.7A1	44	16
1.7A3	46	23
1.7A4	44	17
1.7B2	44	18
1.7B4	39	11
1.7B18	51	28
1.7B20	12	15
1.7B21	38	31
1.8	47	28
1.8B2	8	9
1.8E1	8	9
1.10	11	12
1.10C2	33	28
1.10D1	47	29
1.11C	17	13
2.0B1	45	15
2.1C	47	30
2.2	41	14
2.2B1	44	20
2.2B3	44	20
2.2B4	34	21
2.4D1	47	30
2.4E	47	30
2.4G2	8	9
2.5B7	47	30
2.5B8	44	21
2.5B9	44	21
2.5B10	51	29
2.5B17	17	14
2.5B19	44	21
2.5B21	44	21
2.5B22	38	32
2.5B24	47	30
2.5C2	51	29
2.5C5	47	30
2.7B1	43	30
2.7B4	47	31
2.7B7	45	15
2.7B9	44	21
2.7B13	43	31
2.7B14	18	23
2.7B17	44	22
2.7B18	47	31
2.8C	8	10
2.12-2.18	16	33
3.1C	47	34
3.1G1	47	34
3.1G4	47	34
3.2B3	47	34
3.2B4	34	24
3.3B2	8	10
3.3C2	8	10
3.3D	25	44
3.4D1	8	10
3.4E	47	34
3.4G2	47	34

<i>Rule</i>	<i>Number</i>	<i>Page</i>
3.5B2	47	34
3.5B5	47	34
3.5D1	8	10
3.5D3	8	10
3.5D5	8	10
3.7B4	47	34
4.1C	47	35
4.1F2	47	35
4.2B3	47	35
4.5B2	47	35
4.5B3	47	35
4.7B4	47	35
5.0B2	46	23
5.1B1	26	10
5.1C	47	35
5.1F1	46	23
5.2B1	33	32
5.2B3	47	35
5.2B4	34	25
5.3	34	25
5.4D1	8	10
5.4E	47	35
5.4G2	47	35
5.5B1	47	35
5.5B2	44	24
5.5B3	47	36
5.7B4	47	36
5.7B19	33	34
6.1B1	44	25
6.1C	47	36
6.1F1	11	15
6.1G1	11	15
6.1G4	47	36
6.2B3	47	36
6.2B4	34	26
6.4D1	8	10
6.4E	47	36
6.4G2	47	36
6.5B1	47	36
6.5B2	33	36
6.5C8	8	11
6.7B4	47	36
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
7.1C	47	36
7.1F1	36	12
7.1G1	38	32
7.1G4	47	36
7.2B3	47	37
7.2B4	34	26
7.4C	13	16
7.4D1	47	37
7.4E	47	37
7.4F2	33	37
7.4G2	47	37

<i>Rule</i>	<i>Number</i>	<i>Page</i>
7.5B1	47	37
7.5B2	47	37
7.7B2	32	14
7.7B4	47	37
7.7B6	22	21
7.7B7	15	6
7.7B9	13	16
7.8	13	15
8.1C	47	37
8.1F1	36	12
8.2B3	47	37
8.2B4	34	26
8.4C	13	17
8.4D1	47	37
8.4E	47	37
8.4F2	33	33
8.4G2	47	38
8.5B1	33	40
8.5B2	33	40
8.5B6	47	38
8.5C1g)	47	38
8.7B4	47	38
8.7B6	22	21
8.7B7	15	6
8.7B9	13	16
8.7B18	13	17
8.8	13	15
9.1C	47	38
9.1G1	47	38
9.1G4	47	38
9.2B3	47	38
9.2B6	44	25
9.3B1	47	38
9.4D1	47	38
9.4E	47	39
9.4G2	47	39
9.5B1	47	39
9.5C2	47	39
9.7B4	47	39
10.1C	47	39
10.2B3	47	39
10.2B4	34	27
10.4D1	47	39
10.4E	47	39
10.4G2	32	15
10.4G3	47	39
10.5B1	47	40
10.7B4	47	40
Chapter 11	45	18
11.1C	47	40
11.1G1	47	40
11.1G4	47	40
11.2B3	47	40
11.2B4	34	27
11.4D1	47	40
11.4E	47	40
11.5B1	47	40
11.7B4	47	40

<i>Rule</i>	<i>Number</i>	<i>Page</i>
12.0	32	15
12.0A	50	29
12.0B1	47	41
12.1B3	44	29
12.1B4	48	10
12.1B7	44	31
12.1C	47	42
12.1E1	44	31
12.2B3	8	12
12.3B1	23	19
12.3C1	23	20
12.3C4	50	31
12.3E	45	19
12.3G	26	12
12.4D1	47	42
12.4E	47	42
12.4G2	47	42
12.5B	44	32
12.5B1	50	24
12.5B2	50	24
12.6B1	32	22
12.7A2	50	32
12.7B	46	24
12.7B1	21	16
12.7B4	51	29
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
21.0B	45	19
21.0D	18	29
21.1A2	15	8
21.1B1	46	25
21.1B2	47	42
21.1B3	14	22
21.1B4	15	9
21.1C	18	34
21.2A	50	33
21.2C	50	33
21.3B	50	34
21.4B	18	36
21.6C1	44	37
21.7B	45	25
21.7C	45	26
21.11B	23	21
21.17B	45	27
21.18B	45	28
21.23	44	37
21.23C	45	28
21.23D	36	18
21.27	45	31

<i>Rule</i>	<i>Number</i>	<i>Page</i>
21.28A	45	31
21.28B	47	46
21.29	12	24
21.29D	45	32
21.29G	8	12
21.30E	13	26
21.30F	47	47
21.30G	28	16
21.30H	45	34
21.30J	51	29
21.30L	50	35
21.30M	45	46
21.31B	45	48
21.31B1	41	27
21.31C	31	26
21.32A	45	48
21.33A	41	27
21.35A1	41	28
21.35A2	51	37
21.35B	41	28
21.35C	41	28
21.35E2	46	38
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	43	32
22.2B	47	49
22.3A	46	39
22.3B1	47	52
22.3C	40	29
22.3D	47	53
22.4	41	34
22.5A	36	20
22.5C2	22	29
22.5C4	11	24
22.5D	23	31
22.5D1	31	28
22.6	45	50
22.8	13	29
22.8A1	44	46
22.8A2	44	46
22.8B1	51	37
22.10	45	50
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	49	31
22.17-22.20	44	48
22.18A	44	50
22.19	40	34
22.22	45	51
22.25B1	44	52
22.26C1c)	44	53

<i>Rule</i>	<i>Number</i>	<i>Page</i>
23.1	41	37
23.2	51	38
23.4B	41	44
23.4C	41	45
23.4D	41	46
23.4E	41	47
23.4F1	41	47
23.4F2	47	53
24.1	45	51
24.1B	44	53
24.2	47	54
24.2B	21	28
24.2C	13	34
24.2D	44	53
24.3A	45	54
24.3E	45	54
24.3G	21	28
24.4B	49	32
24.4C	47	55
24.4C3	45	57
24.4C6	15	24
24.4C7	44	54
24.4C8	44	55
24.5C1	34	41
24.6	46	41
24.7B	51	42
24.7B2	8	14
24.8B	42	37
24.9	27	30
24.10B	46	44
24.13	44	58
24.13, TYPE 2	41	52
24.13, TYPE 3	25	67
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	45	58
24.18	44	62
24.18, TYPE 2	41	53
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	45	59
24.21D	16	48
24.23	45	59
24.24A	45	60
24.26	44	64
24.27C	44	65
24.27C3	44	65
25.1	45	61
25.2	24	23
25.2A	27	31
25.3A	44	65
25.3B	44	65
25.5B	50	41

<i>Rule</i>	<i>Number</i>	<i>Page</i>
25.5C	44	66
25.5D	44	67
25.6A	11	49
25.6A2	46	52
25.7	49	34
25.8	45	70
25.8-25.11	46	52
25.9	51	43
25.10	45	73
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	46	53
25.30B5	44	70
25.30B6	46	54
25.30B7	44	70
25.30C1	44	70
25.30D	44	70
25.32A	44	70
25.32A2	33	50
25.34B-25.34C	46	54
25.34B1	44	71
25.34C2	44	71
25.35A1	46	54
26	44	71
26.1	47	57
26.1A	47	60
26.2	45	74
26.2B2	45	77
26.2B3	44	79
26.2B4	15	30
26.2C	51	43
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	49	35
26.4B	51	44
26.4C	51	49
26.4D2	44	82
26.6	44	82
A.2A	16	50
A.7A	18	85
A.15A	18, 21	86, 58
A.20	44	82
A.25	49	46
A.31	17	28
A.33	48	25
A.34	17	28
A.53	26	18
A.54	26	19

<i>Rule</i>	<i>Number</i>	<i>Page</i>
B.4	13	72
B.9	32	57
B.14	51	50
C.1	44	83
C.5C	44	84
C.7	44	85
C.8B	49	46
D, "Collection"	14	56
D, "Colophon"	13	72
D, "Preliminaries"	16	51

Table of Contents

General

- 1) Source of information as the basis for accepting or rejecting an item as a series
 - a) Embedded in text
 - (1) Preliminaries/colophon
 - (2) Prefatory matter or text proper
 - b) Jacket
 - c) Bibliography
 - d) On label or stamped on the item
 - e) Publisher's listing
 - f) Lecture series
 - g) Cataloging data printed in the book
 - h) CIP data sheet at the sheet/galley stage
 - i) Selected issues of a periodical published also in hardcover editions
 - j) Series title combined with the monograph title
- 2) Phrases not considered series
 - a) General
 - b) Letters or numbers not associated with a series title
- 3) One series or several series
 - a) Editions
 - b) Subsequent addition or omission of numbering
 - (1) Single series
 - (2) Multiple series
 - c) Subseries entered indirectly
 - (1) Discontinuance/absence of main series
 - (2) Title change
- 4) Multipart items

Series Statements and Series Tracings

- 1) General
- 2) Series titles consisting solely of a corporate body's name
- 3) Single series statement encompassing several series
 - a) As a single series statement
 - b) As a quoted note
- 4) Single letter or group of letters forming part of the series title proper

Source of Information

- 1) Basis for accepting or rejecting as a series (for reprints, see LCRI 2.7B7 and LCRI 21.30L)

a) Information embedded in text

(1) *Preliminaries/colophon.* Generally, *accept* information embedded within text *in the preliminaries and colophon* as a source for the series. In such cases, however, select the series title proper carefully, insuring that extraneous words that the publisher did not intend to be part of the title proper are excluded.

t.p.: This Real property practice manual is the fourth of the Wake Forest School of Law North // Carolina Practice Manual Series, which will be forthcoming in the major practice areas. This is, // and subsequent practice manual series publications will be, designed to provide quality legal // ...

series statement: (Wake Forest School of Law North Carolina practice manual series ; 4th)

p. preceding t.p.: Concrete city // is the fourteenth volume // in the *Essential poets* series // published by Guernica Editions

series statement: (Essential poets ; 14th v.)

t.p. verso: This book is #9 in the DAMASCUS ROAD continuing series // of modern writing and is published at 6271 Hill Drive, // Wescosville, Route #2, Pennsylvania. Copyright ©1982 // Charles Shahoud Hanna: Editor/Publisher

series statement: (Damascus road ; #9)

t.p.: Volume XIII in the Series ADVANCES IN DISCOURSE PROCESSES

series statement: (Advances in discourse processes ; v. 13)

ser. t.p.: This book is No. 6 in Series II: Modern Scholarly Studies about the Jesuits in English Translations

series statement: (Series II—Modern scholarly studies about Jesuits in English translations ; no. 6)

However, if the extraneous information cannot be readily omitted or its omission would be confusing, transcribe the whole as a quoted note instead. If the series is traced, trace it explicitly.

note: "For subscribers to the Spirit that moves us magazine this book is offered as volume 2, number 2 & 3"

tracing: Series: Spirit that moves us ; v. 2, no. 2-3

note: "A special issue of December magazine, comprising vol. 25, nos. 1-4, 1983"—T.p. verso

tracing: Series: December ; vol. 25

(2) Prefatory matter or text proper

(a) *General principle.* Do not accept information imbedded within prefatory matter or the text proper as a source for the series. Instead, transcribe the information as a quoted note. Follow the quotation by an indication of its source.

Exception: titles already considered to constitute a series and classified as a collection in LC. If such information was previously considered to constitute a series and that series was classified as a collection in LC, continue to transcribe the information as a series statement, without brackets. In addition, record in a general note the source of the series statement.

Series statement from p. xxvii

(b) Series authority records

(i) *Titles already considered to constitute a series and classified as a collection in LC.* If no series authority record exists, prepare one for a series. If a series authority record already exists, make no changes to it reflecting the source of the series title.

(ii) *No full bibliographic records in LC.* Prepare a series authority record identifying the title as a "series-like phrase."

(iii) *Full bibliographic records in LC.* If no series authority record exists, prepare one for a "series-like phrase." If the information was considered a series previous to AACR 2, add an appropriate note to the authority record. Do not delete existing series statements and tracings.

If a series authority record for a series already exists, do not change it to one for a series-like phrase. Instead, add a note: "Series title appears in some items only in prefatory matter or text proper; when this occurs, transcribe the information as a quoted

note on the bibliographic record." Do not delete existing series statements and tracings.

If a series authority record for a series-like phrase already exists and if in later items the information appears in one of the sources appropriate to a bona fide series statement, change the authority record to one for a series and add a note: "Series title appears in some items only in prefatory matter or text proper; when this occurs, transcribe the information as a quoted note on the bibliographic record." Do not add series statements and tracings to existing bibliographic records.

b) *Series statement appears only on the jacket.* If the series has been established or reestablished, i.e., a series authority record exists in the name authority file, proceed under the general guidelines for already established series. Transcribe the series statement in brackets (cf. 1.6A2). In addition, record in a note the source of the series statement. Apply the tracing practice stated in the authority record.

If the series has not yet been established (it is new to the Library) or has not yet been reestablished (it appears as a series on bibliographic records for analytics but there is no series authority record for it in the name authority file), reject the jacket as a source for the series. Do not transcribe the statement in a series statement; do not prepare a series authority record for it. Instead, give the statement as a note.

"Models in aggressive journalism, 5"—Jacket

Judge whether an access point is appropriate based on the same criteria used for series (cf. LCRI 21.30L); if judged appropriate, use a title added entry instead of a series added entry.

Title: Models in aggressive journalism

Take no action with respect to existing bibliographic records until such time as the series appears on the item itself.

c) *Series statement appears only in a bibliography.* Proceed in the same manner as stated above (series appearing only on the jacket). Do not undertake a special search of bibliographies for the sole purpose of discovering such series statements.

d) *Series statement appears on a label or is stamped on the item.* Treat a series appearing on a label or stamped on the item as if it were printed. In addition, on the bibliographic record state in a note the fact that the series appears only on a label or is stamped on the item.

Series statement from label on t.p.
Series statement stamped on cover

e) *Publisher's listing.* Accept a publisher's listing as the source of series information only if the listing is the sole source of series information in the item. In all other cases apply 12.0B1, considering the publisher's listing as the last of the choices.

f) *Lecture series.* The fact that a named lecture series bears an indication that it has been held more than once is not a sufficient reason to treat the name as a title that can be recorded in a series statement. Instead, treat the name as a series only

(1) if it appears on the item as a series title, i.e., it is not extracted from another context (e.g., other title information, prefatory matter) *and*

(2) if it has (or is likely to have) data that remain constant from issue to issue (e.g., the same form of name and numbering, the same issuing body).

In case of doubt, do not treat the name as a series.

If rejected as a series, give the name as associated data that appear with the name in a note if it has not already been recorded in the body of the entry. In either case make a "Title:" added entry for the name (without number or date). In addition, create a series authority record for the name according to the instructions for series-like phrases. Add a 667 field to the record: Give as a quoted note if not already recorded

in the body of the entry.

title ... area: From morality to religion : being the Gifford lecture delivered at the University of St. Andrews, 1938 / ...
added entry: Title: Gifford lecture
authority record: Gifford lecture
("c" in 008/12)

note area: "Stephanos Nirmalendu Ghose lectures on comparative religion, 1972-73"—3rd prelim. p.
added entry: Title: Stephanos Nirmalendu Ghose lectures on comparative religion
authority record: Stephanos Nirmalendu Ghose lectures on comparative religion
("c" in 008/12)

If a named lecture has already been treated as a series under AACR 2, reevaluate the original decision. Continue to treat the statement as a series if the statement actually appears on an item as a series title.

If, however, there is no evidence that the statement ever appeared on an item as a series title, convert the series to a series-like phrase.

If the named lecture shows a variant form of an established series, treat it as a variant only when the variant statement appears on the item as a series title.

If the variant statement does not appear as a series, treat the statement as a series-like phrase; ignore the established series.

If the named lecture is a variant of an established series-like phrase, treat the form on the item being cataloged as a separate series-like phrase.

g) *Series statement appears only in cataloging data printed in the book.* Generally ignore a series statement that is found only in the cataloging data, foreign or domestic, printed in a book. *Exception:* if the series is classified as a collection in LC, transcribe the series, without brackets. In addition, record in a note the source of the series statement.

Series statement from cataloging data on p. 2 of cover

h) *Series statement appears only on CIP data sheet at galley stage*

(1) *Series is new to the library.* Clarify the data with the publisher. If revised copy is received (i.e., a revision of the mock-up title page, preliminaries, etc., is supplied by the publisher), establish the series under regular procedures. If no revised copy is received, establish the series provisionally using either the form given by a telephone call from the publisher (first preference) or the form shown on the data sheet (when the publisher could not be contacted). Transcribe the series statement without brackets.

(2) *Series is already in the Library* (i.e., a series authority record exists or there are analytics in the data base). Transcribe the series statement (without brackets) as given on the CIP data sheet. If the title as given on the CIP data sheet is considered to be a variant form rather than a title change, add reference(s) according to general principles. If a title change is involved, add references or notes accordingly. If no series authority record exists, establish the series on the basis of a record already in the data base rather than on the basis of information on the CIP data sheet.

i) *Selected issues of periodicals published also in hardcover editions.* Several publishers (e.g., Haworth Press, Pergamon Press) publish hardcover editions of selected issues of their (softcover) periodicals.

Do not consider such a hardcover edition to constitute an integral part of the periodical, i.e., do not consider it an analyzable issue of the periodical. Instead, when preparing the bibliographic record for the hardcover edition, add the pertinent

information as a note, not as a series statement. Do not make an added entry for the periodical; do not prepare a series authority record.

j) *Series title combined with the monograph title.* If the series title occurs in combination with the monograph title, separate the former, if possible, from the latter, and transcribe the series in the normal position. If necessary, omit the connecting preposition, explaining the omission in a note.

title page: Committee on Public Undertakings (1981-82)
Seventh Lok Sabha Fiftieth report on Engineering
Projects (India) Ltd. ...

title proper: Engineering Projects (India) Ltd. ...

series statement: (Report / Committee on Public
Undertakings ; 7th Lok Sabha, 50th)

series tracing: India. Parliament. Committee on Public
Undertakings. Report ; 7th Lok Sabha, 50th

2) *Phrases that are not considered series titles*

a) *General.* Distinguish between phrases that are true series and those that are not, with the latter sometimes ignored altogether and sometimes given as a quoted note. Base the distinction and the consequent action primarily on judgment. If there is no clear judgment that can be made, however, apply the following guidelines:

(1) If the phrase is essentially a statement (or a restatement) of the name of the body from which the item emanated, reject it as a series. Give the phrase as a note if the name of the emanating body is not given in the bibliographic record (e.g., in the publication, distribution, etc., area; in a note on the issuing body).

in source: An American Astronautical Society Publication
publication, etc., area: San Diego, Calif. : Published for the
Astronautical Society by Univelt, c1980
(Reject the phrase as a series; do not give as a quoted note)

in source: An Evangelical Theological Society Publication
publication, etc., area: Grand Rapids : Zondervan, c1980
(Reject the phrase as a series; give as a quoted note)
note: "An Evangelical Theological Society publication"

(2) If the phrase includes a sub-imprint name or the name of a subsidiary, a division, etc., of a publishing firm and is presumed to appear on all items from this arm of the firm, reject it as a series but quote it as a note if the name is not given in the publication, distribution, etc., area.

in source: A Spectrum Book
publication, etc., area: Englewood Cliffs, N.J. : Prentice-Hall,
c1980
note: "A Spectrum book"

(3) If the phrase includes the name of an in-house editor or the name or designation of some other official of the firm, etc., reject it as a series, but quote it as a note.

"A Helen and Curt Wolff book"

In cases (1)-(3) above, make a series-like phrase authority record.

If a series-like phrase authority record has been made, generally accept the decision already made unless either additional evidence comes to light that changes the picture or the first decision was clearly in error.

b) *Letters or numbers not associated with a series title.* Do not treat as a series statement a number that cannot be associated with a series title. Give the information as a quoted note instead. (Ignore the number altogether on a bibliographic record for a serial.)

Do not treat as a series statement a combination of letters and numbers (or letters alone) that cannot be associated with a series title if there is evidence that the combination is assigned either to every item the entity issues for control purposes or to certain groups of items for internal control or identification. Give such a combination as a quoted note. (Ignore the combination altogether on a bibliographic record for a serial.) In any case of doubt, reject the combination as a series statement.

"UC-13"
"CRN 780206-00050"
"SP-MN"

If the combination is rejected as a series, prepare a series authority record only if it may be reasonably construed to be a series title.

in source: DOE/EIA-0031/2
authority record: DOE/EIA
note on bibliographic record: "DOE/EIA-0031/2"
note on series-like phrase authority record: Give as a quoted note, including the number, if present, e.g., "DOE/EIA-0031/2"

3) *One series or several series*

a) *Editions*

(1) *Numbered series.* Distinguish between series that are issued in two or more parallel editions, i.e., complete editions in each language (for which separate records and the use of uniform titles (cf. 25.3C) are appropriate⁵) and those that are issued variously in two or more languages but for which no separate editions of the series exist in any language. If no separate editions exist, establish a single heading, basing it on the first item in the series, or if the first item is not in LC's collections, basing it, provisionally, on the earliest item available. If the first item in the series (or the earliest available in lieu of the first) itself is issued in several languages, choose the language of the title proper of the series according to the provisions of 1.0H. In case of doubt, proceed as if a single manifestation exists.

(2) *Unnumbered series.* If the language of the title of the series varies, establish separate headings for each language form and connect the headings by simple see also references.

b) *Subsequent addition or omission of numbering*

(1) *Single series.* Consider that a single series exists if

(a) the series is issued *simultaneously* in both numbered and unnumbered issues;

(b) a series first issued as unnumbered is later assigned numbering retrospectively and the numbering system takes into account previous unnumbered issues (e.g., the first ten issues were published unnumbered; numbering starts with "volume 11").

(2) *Multiple series.* Consider that multiple series exist if

(a) an unnumbered series becomes numbered and the numbering system excludes previous issues;

⁵When an occasional item in a series that is issued in two or more editions is issued in a single "combined" edition only (often *dos-à-dos*) comprising two or more languages, consider it to constitute a part of the edition considered the "original" for purpose of assigning a uniform title to the series. *Exception:* If the "original" edition is classified separately, the "secondary" as a collected set, consider the item part of the series classified as a collection, and trace the series accordingly.

- (b) a numbered series becomes unnumbered.

In case of doubt, consider the series "numbered/unnumbered," i.e., consider that the series is issued simultaneously in numbered and unnumbered issues, and if necessary, make appropriate adjustments when information negating it is received.

c) Subseries entered indirectly

(1) *Discontinuance/absence of main series.* Generally, if the subseries is entered indirectly, i.e., under a main series, and that main series disappears, consider the discontinuance of the main series to constitute a title change. (This practice allows for all series to be handled in the same manner, whether they are numbered or unnumbered, or, more importantly, classified separately or as a collection either in their own right or with the main or second series.) *Exception:* If, however, the presence or absence of the main series fluctuates, enter the subseries directly, and consider the presence of the main series to constitute a variation in title. (*Note:* Follow these instructions also when a series is first an independent one and at a later date becomes an indirectly entered subseries.)

(2) *Title change.* If there is no change in the heading for the main series but a change occurs in the title of the subseries that is entered indirectly, apply the criteria of 21.2 to the whole title proper (main series and subseries).

4) *Multipart items*

AACR 2 defines a multipart item as "a monograph complete, or intended to be complete, in a finite number of separate parts." This definition is not to mean that the number of volumes to be issued has necessarily been predetermined and that this information must be available from the item being cataloged. It means, instead, that the subject matter of the item is by its very nature either limited in scope or there are restrictions as to the time, activity, etc., that make a limitless continuation of the issuance of the series unlikely. (Do not apply the theory that one could write on any subject *ad infinitum*.) A multipart item may be numbered or unnumbered.

In some respects monographic series (serials) and multipart items (monographs) are treated the same; in others, differently. With respect to transcribing series statements and providing tracings, they are treated the same; the terms "series statement" and "series tracing" are equally applicable to both. With respect to changes in title or changes in responsibility (whether person or body) that affect the main entry heading, however, they are treated differently. If a numbered multipart item undergoes a change in title or change in responsibility, rules 21.2A, 21.2B2, and 21.3A2 apply respectively; if a monographic series undergoes such a change, rule 21.2C or 21.3B applies. For this reason it is necessary to differentiate between a monographic series and a multipart item.

Similarly, because other institutions also contribute cataloging records to the LC catalog, closer scrutiny is needed in deciding whether the item being cataloged constitutes a part of a multipart item or that of a serial in order to avoid creating multiple records, i.e., a record for the same item as a whole both in a monograph file and also in the serials file. When making this decision, consider the following:

Take into consideration the subject matter covered by both the collective title and the title of the part being cataloged. For example, if the title of the part within the collective title *Republics of the Soviet Union* is *Lithuania*, one can predict with a considerable degree of certainty that the part being cataloged is that of a multipart item. On the other hand, if the title of the part is *Medieval Tallinn*, the part being cataloged is much more likely to be that of a serial (series). If the collective title is *All about your house*, the individual items entitled *Your kitchen* and *Stretching living space* are no doubt parts of a multipart item and not that of a serial (series). The following types of publications are generally considered multipart items:

publications (issued on the occasion) of a specific event (although they often do not contain material concerning the event itself);

publications of specific censuses, expeditions, excavations, projects, surveys, etc.

When still in doubt ("I don't know and I can't guess"), consider the item to constitute a serial (series).

The following are examples of title of multipart items:

CSIS publication series on the Soviet Union in the 1980s
Diamond jubilee publication
Encyclopaedia of cooking fresh vegetables
Ethnic American voluntary organizations
(*Title of analytic:* Irish American voluntary organizations)
Foreign policy program of the 26th session of the KPSS in action
Statewide food consumption survey, 1977-1979. Report

Series Statements and Series Tracings

1) *General*

Although a series statement may include a parallel title (1.6C), other title information (1.6D), or a statement of responsibility (1.6E), the heading for the series will contain only a title proper or a uniform title heading or a name heading/title proper or a name heading/uniform title.

series statement: (English linguistics, 1500-1800 : a collection of facsimile reprints ; no. 16)

series authority record: English linguistics, 1500-1800

series tracing: Series: English linguistics, 1500-1800 ; no. 16

series statement: (Sport : bulletin of the Physical Education and Sports Department of the International Union of Students ; v. 10)

series authority record: Sport (Budapest, Hungary)

series tracing: Series: Sport (Budapest, Hungary) ; v. 10

series statement: (Monograph / University Extension, UCLA, Department of Continuing Education in Health Sciences, UCLA School of Medicine and UCLA School of Public Health)

series authority record: Monograph (University of California, Los Angeles. Dept. of Continuing Education in Health Sciences)

series tracing: Series: Monograph (University of California, Los Angeles. Dept. of Continuing Education in Health Sciences)

series statement: (Papers and documents of the I.C.I. Series C, Bibliographies ; no. 3 = Travaux et documents de l'I.C.I. Série C, Bibliographies ; no 3)

series authority record: Papers and documents of the I.C.I. Series C, Bibliographies

series tracing: Papers and documents of the I.C.I. Series C, Bibliographies ; no. 3

series statement: (Occasional symposium / British Grassland Society ; no. 8)

series authority record: Occasional symposium

(*No conflict*)

series tracing: Series: Occasional symposium ; no. 8

series statement: (Gesammelte Werke / Edgar Allan Poe ; 1. Bd.)

series authority record: Poe, Edgar Allan, 1809-1849. Works. German. 1922. Rösl

series tracing: Series: Poe, Edgar Allan, 1809-1849. Works. German. 1922. Rösl ; 1. Bd.

2) *Series titles consisting solely of a corporate body name*

Treat as a series statement a statement consisting solely of the name of the corporate body related to the series and a number. Transcribe the corporate name as the title proper. If the series is entered under title, assign a uniform title that consists of the title qualified by the term "(Series)" even if there is no conflict. (Apply these provisions even if the corporate body appears with the number solely as initials.)

in source: Centre de recherches d'histoire ancienne //
volume 36

series statement: (Centre de recherches d'histoire ancienne
; v. 36)

series authority record: Centre de recherches d'histoire
ancienne (Series)

series tracing: Series: Centre de recherches d'histoire
ancienne (Series) ; v. 36

in source: Istituto internazionale Luigi Cherubini. Seconda
serie

series statement: (Istituto internazionale Luigi Cherubini.
Seconda serie)

series authority record: Istituto internazionale Luigi
Cherubini (Series). Seconda serie

series tracing: Series: Istituto internanazionale Luigi
Cherubini (Series). Seconda serie

in source: HAZ 6

series statement: (HAZ ; 6)

series authority record: HAZ (Series)

series tracing: HAZ (Series) ; 6

However, if such a corporate body is a commercial publisher, either give the statement as a quoted note if the corporate body is not recorded in the publication, distribution, etc., area or give the number alone if the corporate body is recorded in the publication, distribution, etc., area.

3) *Single series statement encompassing several series*

Depending on the complexity of presentation in the item and grammatical integration of the wording of the series information encompassing several series, transcribe the information in one of the ways stated below.

a) *As a single series statement.* If information is presented with no or minimal extraneous wording, transcribe it as a single series statement. If the series are traced, trace each explicitly.

in source: Publicación núm. 3 del Centro de Estudios
Bilbilitanos y núm. 750 de la Institución "Fernando el
Católico"

series statement: (Publicación núm. 3 del Centro de Estudios
Bilbilitanos y núm. 750 de la Institución "Fernando el
Católico")

series tracings: Series: Publicación ... del Centro de
Estudios Bilbilitanos ; núm. 3

Series: Publicación ... de la Institución
"Fernando el Católico" ; núm. 750

in source: Zeszyty naukowe Uniwersytetu Jagiellońskiego // DLII // Prace geograficzne, zeszyt 48 // Prac Instytutu Geograficznego UJ, zeszyt 70

series statement: (Zeszyty naukowe Uniwersytetu Jagiellońskiego ; 552. Prace geograficzne, zesz. 48 Prac Instytutu Geograficznego UJ, zesz. 70)

series tracings: Series: Zeszyty naukowe Uniwersytetu Jagiellońskiego ; 552. Series: Zeszyty naukowe Uniwersytetu Jagiellońskiego. Prace Instytutu Geograficznego UJ ; zesz. 70. Series: Zeszyt naukowe Uniwersytetu Jagiellońskiego. Prace Instytutu Geograficznego UJ. Prace geograficzne ; zesz. 48

b) *As a quoted note.* If the information includes extraneous wording grammatically linked or not readily omitted, transcribe it as a quoted note instead. If the series are traced, trace each explicitly.

note: "Ce volume fait également partie de la collection des Publications de la Société savante d'Alsace et des régions de l'Est, Grandes publications tome XXIII, et de la collection des Cahiers de l'Association interuniversitaire de l'Est dont il constitue le no 21"

series tracings: Series: Collection "Grandes publications" ; t. 23. Series: Cahiers de l'Association interuniversitaire de l'Est ; 21

4) *Single letter or group of letters forming part of a series title proper*

When a letter or group of letters is presented in the item in combination with its numbering, it is necessary to determine whether the letter or letters constitutes a part of the title proper or part of the numbering system.

Consider the letter or letters to constitute part of the title proper if, were the letter or letters omitted from the title proper and considered as part of numbering, the resulting title would be identical to other series titles emanating from the same corporate body.

source 1: Report-HTKK-TKO-A41

source 2: Report-HTKK-TKO-B41

series statement 1: (Report-HTKK-TKO-A ; 41)

series statement 2: (Report-HTKK-TKO-B ; 41)

source 1: Monistettuja tutkimuksia A 2

source 2: Monistettuja tutkimuksia B 2

series statement 1: (Monistettuja tutkimuksia. A ; 2)

series statement 2: (Monistettuja tutkimuksia. B ; 2)

If unknown or in doubt, treat the letter or letters as part of the numbering system and apply the provisions of LCRI 1.6G.

1.7B18. Contents. [Rev.]

In a formal contents note, do not capitalize the first recorded volume designation (unless called for by the rules for the language involved). Also, for "volume" and "volumes," use "v."

not Contents: v. 1. Plates – v. 2. Text
Contents: Vol. 1. Plates – v. 2. Text

Contents: pt. 1. The cause of liberty (24 min.) – pt. 2. The impossible war (25 min.)
not Contents: Pt. 1. The cause of liberty (24 min.) – ...

2.5B10. [New]

Give the number of leaves or pages of plates after the paging if the leaves or pages of plates are numbered. If the leaves or pages of plates are unnumbered, give the number only when the plates clearly represent an important feature of the book. Otherwise, generally do not count unnumbered leaves or pages of plates.

N.B. The Library of Congress applies the LCRI as written, which results in a reduction of data given in the bibliographic record. Other libraries may wish in certain, or indeed in all, cases to give the fuller data without this reduction. In this respect bibliographic records must be considered equally valid or "correct," no matter which of the two practices is followed. This policy is especially important in the context of LC's handling records originally created by other libraries when LC is using them in its own cataloging; the fuller data should be left "as is."

2.5C2. [Rev.]

Describe an illustrated printed monograph or serial as "ill." in all cases unless there are maps present or 2.5C6 is applicable.

N.B. The Library of Congress applies the LCRI as written, which results in a reduction of data given in the bibliographic record. Other libraries may wish in certain or indeed in all cases to give the fuller data without this reduction. In this respect bibliographic records must be considered equally valid or "correct," no matter which of the two practices is followed. This policy is especially important in the context of LC's handling records originally created by other libraries when LC is using them in its own cataloging; the fuller data should be left "as is."

12.7B4. Variations in title. [Rev.]

When considered important, make a note about any title by which the serial has come to be known or identified even though this title does not appear anywhere on the serial. Make an added entry for this title.

245 field: Library of Congress information bulletin
246 field: LCIB
500 field: Popularly known as: LCIB

245 field: Chemical and engineering news
246 field: C & E news
246 field: C and E news
500 field: Commonly referred to as: C & E news

Option Decision

Do not apply the optional provision of the rule.

21.30J. Titles. [Rev.]

Data Comprising Title Added Entries and Method of Tracing Them

In MARC records title added entries for titles are derived from the title field (tag 245) on the basis of an indicator (value 1 meaning "title traced the same"). The data constituting such a derived title added entry are those of the \neq a subfield of the title field.⁶ In non-MARC records title added entries are made on the basis of explicit instructions from the cataloger. In most cases the derived title added entry, if made, will represent the title proper. ("Title." on printed products and as used by LC catalogers. For items without a collective title, the derived title added entry represents an arbitrarily determined title access but see paragraph 2) *Items without a collective*

⁶For titles containing a designation of a part (\neq n subfield) or a part (\neq p subfield) or both, the derived title added entry also contains the data from these subfields as well.

title.) Indicate the tracing of any other titles by explicitly giving the title to be traced in a 740 field ("Title:" on printed products and as used by LC catalogers). In both MARC and non-MARC records the extent of the title proper is, for the most part, indicated by the first mark of prescribed punctuation. When this is not the case for MARC records, i.e., for some reason the ≠a subfield of the 245 field does not equate to the added entry desired, then the 740 field technique must be used ("Title:" on printed products).

Below are situations in which the first mark of prescribed punctuation does not necessarily indicate the end of the title proper.⁷

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

trace as: Title.

2) *Items without a collective title.* If the item lacks a collective title and the title and statement of responsibility area contains more than one title (1.1G3), trace separate title added entries for each of the titles listed if there are only two or three; if there are more, trace a title added entry only for the first title. *Note:* The "title proper" for an item without a collective title is defined as all the data recorded up to the first recorded parallel title, the first recorded other title information, or the first recorded statement of responsibility, whichever comes first. If there is no parallel title, other title information, or statement of responsibility, all the data recorded in the title and statement of responsibility area are treated as the "title proper" of the item. Therefore, it is necessary to trace the first title explicitly by the 740 field technique ("Title:" on printed products) whenever the first title is not followed by a parallel title, other title information, or a statement of responsibility. In other cases, the first title is generally traced by the indicator technique ("Title." on printed products). (The second and third titles listed must be traced by the 740 field technique.)

Title A ≠other title information / statement of responsibility. Title B : other title information / statement of responsibility. —
trace title A as: Title.
trace title B as: Title: Title B

Title A =≠Parallel title A / statement of responsibility. Title B = Parallel title B / statement of responsibility. —
trace title A as: Title.
trace parallel title A as: Title: Parallel title
trace title B as: Title: Title B
trace parallel title B as: Title: Parallel title B

Title A /≠statement of responsibility. Title B / statement of responsibility. —
trace title A as: Title.
trace title B as: Title: Title B

Title A =≠Parallel title A ; Title B = Parallel title B / statement of responsibility. —
trace title A as: Title.
trace parallel title A as: Title: Parallel title A
trace title B as: Title: Title B
trace parallel title B as: Title: Parallel title B

Title A ≠other title information ; Title B : other title information / statement of responsibility. —
trace title A as: Title.
trace title B as: Title: Title B

⁷In the examples, the delimiter (≠) indicates the end of the ≠a, ≠n, or ≠p subfields in the MARC record.

Title A ; Title B /≠statement of responsibility. —
trace title A as: Title: Title A
trace title B as: Title: Title B

Title A. Title B. —
trace title A as: Title: Title A
trace title B as: Title: Title B

Title A ; Title B ; Title C /≠statement of responsibility. —
trace title A as: Title: Title A
trace title B as: Title: Title B
trace title C as: Title: Title C

Title A. Title B ≠other title information. Title C. —
trace title A as: Title: Title A
trace title B as: Title: Title B
trace title C as: Title: Title C

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

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

Guideline for Making Title Added Entries

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

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

1) *General.* Make added entries more or less automatically for cover titles, parallel titles, and added title page titles when they are significantly different from the title proper (cf. 21.2A1). Be more restrictive about caption titles, half titles, running titles, and other title information; added entries for these are generally made only if one of the following is true: a) the work was also published under the title; b) the work is cited in reference sources under the title; or c) the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the item might think that it is the main title of the publication. (For added entries made to provide access to portions of the title proper, including alternative titles, see 3) below.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7) *Corrected titles* (cf. 1.0F1)

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

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

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

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

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

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

a) *With separating punctuation.*⁸ If the transcription shows separating punctuation, make an additional title added entry in the form without any separating punctuation if it is thought that some catalog user might expect that the letters would be given in that form in the source.

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

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

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

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

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

101 = one hundred one; use also one hundred and one⁹
425 = four hundred twenty-five, *not* four hundred and twenty-five
1001 = one thousand one; use also one thousand and one¹⁰
1226 = one thousand two hundred twenty-six, *not* twelve hundred twenty-six or twelve hundred and twenty-six
2500 = twenty-five hundred, *not* two thousand five hundred

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

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

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

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

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

⁸Separating punctuation in LC's system includes the hyphen (-), period (.), and slash (/).

⁹An exceptional form provided because of its frequent use.

¹⁰An exceptional form provided because of its frequent use.

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

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

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

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

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

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

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

title proper: 003½ ...
title a.e.: I. Title

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

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

b) Dates

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

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

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

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

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

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

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

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

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

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

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

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

title proper: XXV s'ezd KPSS i problemy ideologičeskoj bor'by ...
title a.e.s.: I. Title. II. Title: 25. s'ezd KPSS i problemy ideologičeskoj bor'by v stranakh Azii i Afriki. III. Title: Dvadctšat' p'jatyj s'ezd KPSS i problemy ideologičeskoj bor'by v stranakh Azii i Afriki

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

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

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

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

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

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

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

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

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

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

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

note: On t.p. "[try]" appears as an illustration of a tree
title a.e.s.: I. Title. II. Title: Poe. III. Title: Simple introduction to experimental poetry

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

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

uniform title: [Midsummer night's dream]

title proper: Shakespeare's A midsummer night's dream
title a.e.s.: I. Title. II. Title: Midsummer night's dream

12) *Title same/similar to heading*

a) *Same as name heading/name reference.* Do not apply the restriction stated in 21.30J1a) prohibiting making an added entry for a title proper that is essentially the same as the main entry heading (or essentially the same as a reference leading to the main entry heading) if the heading represents a personal or corporate name.

b) *Same as subject heading/subject reference.* Do not apply the restriction stated in 21.30J1c) prohibiting making an added entry for a title proper that is identical with a subject heading or identical with a direct reference to a subject heading used for the work.

13) *Uniform title.* Do not make title added entries for uniform titles. There may, however, be instances in which a title added entry is the same as the uniform title (e.g., cf. 11) above).

14) *"Annual report."* Do not make a title added entry for a serial title proper consisting of no more than the English words "Annual report."

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

title proper: Actfive and other poems ...

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

Limitation on Additional Added Entries for the Same Title

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

title proper: XX centuries & Mt. St. Helens ...
title a.e.s: I. Title: 20 centuries and Mount Saint Helens. III. Title: Twenty centuries and Mount Saint Helens

Initial Articles

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

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

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

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

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

21.35A2. Treaties, etc., between four or more governments. [New]

In cataloging a treaty or other formal agreement between four or more governments, the rule provides for added entries (in the form jurisdiction/uniform title) under the signatory governments whenever the signatory is

1) the home government (i.e., the government of the cataloging agency), or

2) another government publishing the text of the treaty, etc., or

3) the government named first in the chief source, although it is neither the home government nor another publishing government of the text.

Because this method provides for the needed access points only when the main entry heading is for the treaty, etc., but not when such a treaty, etc., is given as an added or subject entry, the Library of Congress uniformly makes jurisdiction/uniform title references on authority records (for form see 25.16B1) instead of the added entries called for by the rule. (See also LCRI 26.4B.)

If a treaty, etc., is the product of an international conference, named or unnamed, the Library of Congress uniformly makes a see also reference leading from the conference/ international intergovernmental body to the heading for the treaty, etc., instead of the added entry called for by the rule. (See also LCRI 26.4C.)

22.8B1. [New]

Enter an Icelandic name under the first given name, followed by the other given names (if present), by the patronymic, and by the family name, in direct order. If a phrase naming a place follows the given name(s), patronymic, or family name, treat it as an integral part of the name. Refer from the patronymic and from the family name.

Svava Jakobsdóttir
(Given name: Svava)
(Patronymic: Jakobsdóttir)
x Jakobsdóttir, Svava

Halldór Laxness
(Given name: Halldór)
(Family name: Laxness)
x Laxness, Halldór

Bjarni Benediktsson frá Hofteigi

(Given name: Bjarni)

(Patronymic: Benediktsson)

(Words denoting place: frá Hofteigi)

x Benediktsson frá Hofteigi, Bjarni

23.2. GENERAL RULES. [Rev.]

Sources

Apply the following for current place names:

- 1) For names in the United States, base the heading on the form found in a recent edition of the *Rand McNally Commercial Atlas and Marketing Guide*.
- 2) For names in Great Britain, Australia, and New Zealand, base the heading on the form found in a recently published gazetteer.
- 3) For names in Canada, use the heading provided by the National Library of Canada. Accept the NLC form, even if it differs from LC policy in such matters as abbreviations, fullness, qualifiers, etc.
- 4) For other names, base the heading either on the form found in the work being cataloged together with a consideration of the form found in a recently published gazetteer or on the form provided by the United States Board on Geographic Names (BGN), as necessary. This means that BGN *may* be consulted routinely or not, as efficiency, etc., in the particular case warrants. It also means that all problems not resolved by the work in hand and a recently published gazetteer *must* be referred to BGN.

English or Vernacular Forms

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

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

Amoy
Anhui Province
Bavaria
Bosnia and Hercegovina
Bruges
Canton
Carinthia
Chekiang Province
Crete
Croatia
Dairen
East Flanders
Fukien Province
Ghent
Harbin
Heilungkiang Province
Hesse
Hokkaido
Honan Province
Hopeh Province
Hunan Province
Hupeh Province
Inner Mongolia
Istanbul
Jaffa
Kalgan
Kansu Province

Kiangsi Province
Kiangsu Province
Kirin
Kwangsi Chuang Autonomous Region
Kwangtung Province
Kweichow Province
Kyoto
Liaoning Province
Louvain
Lower Austria
Lower Saxony
Macedonia (Republic)
Malacca
Mantua
Mexico City
Montenegro
Ningsia Hui Autonomous Region
North Brabant
North Holland
North Rhine-Westphalia
Nuremberg
Osaka
Padua
Peking
Piraeus
Port Arthur
Rabat
Rhineland-Palatinate
Saint Gall
Serbia
Seville
Shanghai
Shansi Province
Shantung Province
Shensi Province
Sian
Sicily
Sinkiang Province
Sinkiang Uighur Autonomous Region
Slovenia
South Holland
Styria
Swatow
Syracuse
Szechwan Province
Tehran [instead of Teheran]
Tibet
Tientsin
Tsinan
Tsinghai Province
Tsingtao
Tsitsihar
Turin
Upper Austria
Urumchi
West Flanders
Yunnan Province
Zurich

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

- Kyoto (Japan)**
Kyoto (Japan : Prefecture)
not Kyōto-fu (Japan)
- Cologne (Germany)**
Cologne-Deutz (Cologne, Germany)
not Köln-Deutz (Cologne, Germany)
- Garching bei München (Germany)**
not Garching bei Munich (Germany)

Modifications of the Name

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Special Decisions

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

2) *Germany.* For the Federal Republic of Germany, use "Germany (West)" for 1949-1990 and "Germany" after 1990. For the German Democratic Republic, use "Germany (East)."

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

4) *Korea.* For Korea until September 1945, including the Japanese occupation (1910-1945), use "Korea." For Nam Chosŏn Kwado Chŏngbu (South Korean Interim Government, 1947-1948), the American occupation government (1945-1948), and the republic of Korea, use "Korea (South)." For the Soviet occupation government (1945-1948) and the Democratic People's Republic of Korea, use "Korea (North)."

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

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

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

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

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

Armenian S.S.R.
Azerbaijan S.S.R.
Byelorussian S.S.R.
Estonia
Georgian S.S.R.
Kazakh S.S.R.
Kirghiz S.S.R.
Latvia
Lithuania
Moldavian S.S.R.

Russian S.F.S.R.
Tajik S.S.R.
Turkmen S.S.R.
Ukraine
Uzbek S.S.R.

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

24.7B. Additions. [Rev.]

Name Authority Records

On the name authority record for a conference heading, do not add the number, date, or place to the name when the conference is an ongoing one, even if all the meetings were held in one place (cf. 24.7B4). Apply this both to meetings entered directly under their own names and to meetings entered subordinately to headings for corporate bodies.

Conflicts

If the name of an ongoing conference conflicts, add to the name an appropriate qualifier.

authority record: Governor's Conference on Education
(Kan.)

bibliographic record: Governor's Conference on Education
(Kan.) (1st : 1954 : Topeka, Kan.)

authority record: International Symposium on Quality
Control (1974-)

bibliographic record: International Symposium on Quality
Control (1974-) (1st : 1974 : Geneva, Switzerland)

Date

If the name is followed by one or more additions, a date must always be included in these additions, even if this means repeating a year integrated within the name of the conference.

Datafair '75 (1975 : London, England)
Congress Handikapp '81 (1981 : Göteborg, Sweden)

Location

In deciding between using local place or institution, etc. (24.7B4), when establishing the heading for a named conference, add as the qualifier the local place or institution, etc., that appears with the conference name in the source for the conference name (cf. 21.1B2d) as opposed to other locations within the item where the conference name is repeated. If an institution's name appears in the source, transcribe the institution's name as the qualifier, or if a local place name appears, transcribe that. When transcribing an institution, give it in the nominative case in the language in which it is found in the item. (Even if the institution represents a subordinate unit, record its name rather than the name of the higher body alone.) When transcribing a local place, give its catalog-entry form (as modified by 23.4A1 and 24.4C1, second paragraph). If both an institution and a local place appear, prefer to use the name of the institution, etc., generally without the name of the local place unless the name of the institution is a very "weak" one (use judgment in this respect and do not be concerned about a high degree of consistency). *Note:* Do not use as location the name of a hotel, convention center, or office building unless the conference was held outside a local place.

Two or More Meetings

If the item being cataloged contains the proceedings, etc., of two meetings of the same conference and main entry under the heading for the conference is appropriate (cf. 21.1B2d), enter the item under the heading for the first conference and make an added entry under the heading for the second conference even if the meetings are consecutively numbered.

If the item contains the proceedings, etc., of three or more meetings, enter the item under the heading for the conference without any additions.

25.9. SELECTIONS. [Rev.]

When deciding if an author writes in only one form (25.9) or writes in two or more forms (25.10), assume that the author writes in two or more forms.

Assign the collective uniform title "Selections" to a partial collection of non-musical works in more than one form if the title proper of the collection is indistinctive (cf. LCRI 25.10) or if the works in the collection are translations. Apply these criteria to both single and multipart items.

(Note: For the period 1981-1990, the collective uniform title "Selections" was routinely assigned to partial collections of works in more than one form. On records for multipart items created before 1991, continue to accept the collective uniform title "Selections" although its use may not be in accord with current policy.)

When using the collective uniform title "Selections," make the same additions that are applicable when using the collective uniform title "Works" (LCRI 25.8). (Exception: Do not make these additions when applying 25.34B.)

For partial collections of musical works, apply 25.34B-25.34C. For partial collections of works by a person who has written both musical and literary works, see LCRI 25.10.

26.2C. See also references. [Rev.]

Names in the Refer From Line of a Cross Reference and in Established Headings Are the Same

For personal names (including any pseudonym), when the entire form in the first line of a reference and the entire form in an established heading are the same, attempt to resolve the conflict by additions to the name in the reference (cf. LCRI 22.17-22.20). If there are no data available to resolve the conflict, make a *see also* reference. This applies whether the cross reference is already in the file or is the result of the item being cataloged.

100 Goldstein, Chaim Itsl
500 Goldstein, Charles
(*Goldstein, Charles, already established; no data available to resolve the conflict*)

100 Hodges, Charles William
500 Anacreon
(*Anacreon already established; no data available to resolve the conflict*)

but 100 Erhard, Werner
400 Rosenberg, Jack
(*Rosenberg, Jack, 1932- established; this is not a conflict*)

When the name of a performing group contains the name of one or more of its members, make a *see also* reference from the heading for each person to the heading for the group (but not from the group to the person).

110 Ashbury Stabbins Duo
500 Ashbury, Roy
500 Stabbins, Larry

110 Crosby, Stills & Nash
500 Crosby, David
500 Stills, Stephen
500 Nash, Graham

110 Gary Burton Quartet
500 Burton, Gary

110 Peter, Paul, and Mary
500 Yarrow, Peter
500 Stookey, Paul
500 Travers, Mary

110 Jan and Dean
500 Berry, Jan
500 Torrence, Dean

26.4B. See references. [Rev.]

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

Treaties, Etc.

1) *Form of references.* In general, construct a reference in the same form in which it would be constructed if chosen as the main entry heading.

a) *All treaties, etc.* (except agreements falling under 21.35B1, categories c) and d), and 21.35D)

Refer from:

(1) *Different names or variants of the name*¹¹

130 field: Berne Convention for the Protection of Literary and Artistic Works (1971)

(An agreement between numerous governments)

430 field: International Convention Further Revising the Berne Convention for the Protection of Literary and Artistic Works of September 9, 1886 (1971)

430 field: Convention de Berne pour la protection des oeuvres littéraires et artistiques (1971)

110 field: Germany. Treaties, etc. Soviet Union, 1939 Aug. 23

(An agreement between two governments)

430 field: Molotov-Ribbentrop Pact (1939)

430 field: Pakt Molotova-Ribbentropa (1939)

430 field: Hitler-Stalin Pact (1939)

110 field: France. Treaties, etc. 1718 Apr. 21

(An agreement between the Holy Roman Empire, France, and the United Provinces of Netherlands)

430 field: Convention Between the Emperor, France, and the Netherlands for the Reciprocal Return of Deserters (1718)

(2) *Inverted form.* Refer from the inverted form of the name in English, if a treaty, etc., has become known by the locale where it was signed, etc., or if several related treaties, etc., have become known by the name of a locale. If a treaty, etc., has become known by several names (e.g., Treaty of ...; Peace of ...) generally make only a single inverted reference, choosing the name under which it is established, or, if entered under a signatory, the form under which it is likely best known.

130 field: Treaty of Bucharest (1913)

(An agreement between four governments)

430 field: Bucharest, Treaty of (1913)

110 field: Great Britain. Treaties, etc. United States, 1814 Dec. 24

(An agreement between two governments)

430 field: Ghent, Treaty of (1814)

130 field: Treaty of Utrecht (1713)

(Collective name for several treaties)

430 field: Utrecht, Treaty of (1713)

(3) *AACR 1 form of the heading for a treaty, etc., that was signed during the years 1967-1980 and originally established within that period (linking reference)*¹²

¹¹Distinguish between the name of a treaty, etc., and a bibliographic title, including subtitle, that may include the name of the treaty, etc. (The latter is traced as a title added entry on the bibliographic record.)

¹²No linking reference is made from the heading of a treaty, etc., that was originally established under the ALA rules (as generally no one-to-one relationship exists between an ALA heading and an AACR heading) including those for treaties signed before 1967 but cataloged during the years 1967-1980, which the Library of Congress continued to catalog under the ALA rules (see *Cataloging Service*, bulletin 80 (April 1967)). The reference is not made because

1) Under the ALA rules (ALA 88) single treaties were entered under the party named

In general, follow the provisions of LCRI 26 Linking references 1).

110 field: Pakistan. Treaties, etc. United States, 1972 June 15

410 field: United States. Treaties, etc. Pakistan, June 15, 1972¹³
(#w. position 3 = a; position 4 = a)

130 field: Berne Convention for the Protection of Literary and Artistic Works (1971)

430 field: Berne convention for the protection of literary and artistic works. Revision, 1971
(#w. position 3 = a; position 4 = a)

Note: Additional access by subject heading under ALA rules. Under the ALA rules an additional access point was given for a treaty, etc., that is commonly known by the locale where it was signed, etc. This access was a subject access and was given in the form of the name of the locale, followed by the phrase *Treaty of*, and the year of signing, etc. (This practice was continued in LC until the adoption of AACR 2.) It is therefore necessary to distinguish between a valid inverted reference and that of a subject heading that was assigned in addition. Such a subject heading does not constitute a pre-AACR 2 form of heading and should not be traced as such. Instead give a note: Prior to AACR 2 represented also by the subject heading: ... Cancel such a heading still located in the subject headings file at the time of establishing the heading in the names file.

first in the chief source, with the form subheading "Treaties, etc.," followed by the inclusive dates of administration and the name of the executive incumbent in the year of signing. (For instance, if the Treaty of Portsmouth, signed in 1905, were presented in the publication as a treaty between Japan and Russia, the main entry heading for the bibliographic record would be in the form "Japan. Treaties, etc., 1867-1912 (Mutsuhito)," with an added entry in the form "Russia. Treaties, etc., 1894-1917 (Nicholas II)." If the publication presented the treaty as one between Russia and Japan, the main and added entry headings were reversed.) Therefore, treaties were identified by groups, not individually. A single name authority record was prepared for all treaties of a government signed during a specific period, and all bibliographic records, related or unrelated, of such a period had identical headings, if the publications presented the signatory as the participant named first.

To complicate matters further, for certain governments, such as those of the British dominions, the subheading was followed only by the year of signature.

2) Under ALA rule for multilateral treaties (88B), a treaty that was the product of an international conference was entered under the name of the conference, or if the conference was unnamed, under the body holding the meeting. (A simple see also reference to show the relationship is now made instead. See LCRI 26.4C.)

3) Under the ALA rules for multilateral treaties, a treaty between member countries within an international intergovernmental body was entered under the name of the body. (A simple see also reference is now made instead. (See LCRI 26.4C.)

It is also helpful to remember that under the AACR 1 rules a peace treaty, regardless of the number of signatories, was entered under the name by which it is known (AACR 1, 25A2).

¹³When searching the database for the pre-AACR 2 heading, other editions, etc., it is useful to bear in mind that previous to AACR 2 "Treaties, etc." constituted a subheading, not a uniform title.

110 field: Japan. Treaties, etc. Russia, 1905 Sept. 5
667 field: Prior to AACR 2 represented also by the subject heading: Portsmouth, Treaty of, 1905

Similarly, during the period of application of the ALA rules to treaties, etc., a subject heading was also assigned to a treaty, etc., that is popularly known by the name of the negotiator(s), signer(s), etc. As above, document this information by adding an appropriate note.

110 field: Mexico. Treaties, etc. United States, 1853 Dec. 30

667 field: Prior to AACR 2 represented also by the subject heading: Gadsden treaty, 1853

b) *Treaties, etc. between two or three governments* (21.35A1, 25.16B1). Refer from the name(s) of the government(s) not chosen as the main entry heading, followed by the uniform title *Treaties, etc.*, and the date (year month day).

110 field: Great Britain. Treaties, etc. United States, 1814 Dec. 24

(An agreement between two governments)

410 field: United States. Treaties, etc. Great Britain, 1814 Dec. 24

110 field: France. Treaties, etc. 1718 Apr. 21

(An agreement between three governments)

410 field: Holy Roman Empire. Treaties, etc. 1718 Apr. 21

410 field: United Provinces of the Netherlands. Treaties, etc. 1718 Apr. 21

c) *Treaties, etc. between four or more governments* (21.35A2, 25.16B2). Refer from the name of the government, followed by the uniform title *Treaties, etc.*, and the date (year month day) in the following cases:

(1) home government (i.e., the government of the cataloging agency) if it is a signatory

(2) government publishing the text of the treaty, if it is a signatory

(3) government named first in the chief source of information if it is neither the home government nor the publishing government, but is a signatory.

130 field: Customs Convention on the Temporary Importation of Professional Equipment (1961)
(Ca. fifty signatories)

410 field: United States. Treaties, etc. 1961 June 8
(Signatory + home government + government publishing an edition of the text in the Library's collections)

410 field: Great Britain. Treaties, etc. 1961 June 8
(Signatory + government publishing an edition of the text in the Library's collections)

410 field: Ireland. Treaties, etc. 1961 June 8
(Signatory + government publishing an edition of the text in the Library's collections)

Refer from the original signatories, followed by the uniform title *Treaties, etc.*, and the date (year month day) when the treaty, etc., was originally a bilateral or trilateral one but to which other countries acceded either at the time of signing or at a later date.

130 field: Treaty of Paris (1763)

(Signatories: France, Spain, and Great Britain; acceded to by Portugal at the time of signing)

410 field: France. Treaties, etc. 1763 Feb. 10

410 field: Great Britain. Treaties, etc. 1763 Feb. 10

410 field: Spain. Treaties, etc. 1763 Feb. 10

130 field: Anti-Comintern Pact (1936)
(Signatories: Germany and Japan; subscribed to by Italy in 1937 and by several other countries before and during WWII)

410 field: Germany. Treaties, etc. Japan, 1936 Nov. 25
410 field: Japan. Treaties, etc. Germany, 1936 Nov. 25

d) *Agreements contracted by international intergovernmental bodies* (21.35B)¹⁴. For categories 1) and 2), footnote 4, i.e., for agreements, etc., between parties all of which are empowered to make treaties, etc., follow guidelines in b) and c) above and construct the references accordingly.

110 field: International Development Association. Treaties, etc. Kenya, 1980 Mar. 12

410 field: Kenya. Treaties, etc. International Development Association, 1980 Mar. 12

110 field: United Nations. Treaties, etc. World Intellectual Property Organization, 1975 Jan. 21

410 field: World Intellectual Property Organization. Treaties, etc. United Nations, 1975 Jan. 21

When the uniform title *Treaties, etc.*, is inappropriate (i.e., when one of the signatories is a government below the national level, or is a corporate body other than a national government, or is a corporate body other than an international intergovernmental body (see categories 3) and 4), footnote 4)) make added entries instead of references. Do not add a uniform title.

e) *Other agreements involving jurisdictions, and agreements between a government at any level, other than international intergovernmental bodies, and a non-governmental corporate body.* Make added entries instead of references in these cases. See 21.35D and 21.6C.

f) *Collections of treaties, etc.*¹⁵

(1) *Collections of treaties, etc., contracted between two parties.* For each of the categories a)-e) listed above (covering single treaties, etc.) a separate authority record is made for each treaty, etc., for the purpose of tracing references from the variant forms of the uniform title. However, in the case of collections of treaties, etc., contracted between two parties, a single authority record serves to cover all collections between the two given parties and is made only for the purpose of referring from the party not chosen as the main entry heading, followed by the uniform title *Treaties, etc.*, and the name of the party chosen as the main entry heading. (Each bibliographic title of the collection is traced as a title added entry on the appropriate bibliographic record, not on the name authority record.)

110 field: Great Britain. Treaties, etc. United States

410 field: United States. Treaties, etc. Great Britain

¹⁴An agreement, etc., of an international intergovernmental body can be contracted between the body and

- 1) other international intergovernmental bodies, or
- 2) national governments, or
- 3) jurisdictions other than national governments, or
- 4) other corporate bodies.

¹⁵Excluded from consideration are serials and monographic series. For these the heading is constructed according to LCRI 25.5B. For series the appropriate references are traced on the series authority record.

Australia. Treaties, etc. (Australian treaty series)

(2) *Collections of treaties, etc. contracted between one party and two or more other parties.* Generally, no authority record is necessary. (The bibliographic title of each collection is given as a title added entry on the appropriate bibliographic record.)

26.4C. See also references. [New]

Treaties, Etc.

Conditions under which a heading for a treaty, etc., is connected to another heading (not always to a heading for another treaty, etc.) by a simple see also reference.

1) *From the original treaty, etc., to the revised treaty, etc.* If a treaty, etc., is a revision of an earlier one (see 21.35E2), connect the headings by a see also reference, leading from the original treaty, etc., to the treaty, etc., revised

130 field: Berne Convention for the Protection of Literary and Artistic Works (1971)

530 field: Berne Convention for the Protection of Literary and Artistic Works (1886)

2) *From preliminary/provisional treaty, etc., to the final/definitive treaty, etc.* If a treaty, etc., is preceded by a preliminary or provisional treaty, etc., connect the headings by a see also reference, leading from the preliminary/provisional treaty, etc., to the final/definitive treaty, etc.

130 field: Treaty of Amiens (1802)

(Final treaty; four signatories)

530 field: France. Treaties, etc. Great Britain, 1801 Oct. 1

(Preliminary articles; two signatories)

3) *From collective name of several treaties, etc., to single treaties, etc., within the collection.* If several related treaties, etc. (regardless of the number of signatories), have become known by a collective name (e.g., Treaty of Utrecht, Peace of Westphalia, Panama Canal Treaties) make see also references from the collective name of the collection to the headings of the single treaties in the Library's collections.

110 field: France. Treaties, etc. Prussia (Kingdom), 1713 Apr. 11

530 field: Treaty of Utrecht (1713)

110 field: Great Britain. Treaties, etc. Spain, 1713 July 13

530 field: Treaty of Utrecht (1713)
[etc.]

4) *From heading of a conference to the treaty, etc., if the treaty, etc., is the result of an international conference; or from an international intergovernmental body, if the meeting is unnamed or the treaty, etc. is one between member countries within an international intergovernmental body.* If a treaty, etc., is the result of an international conference, make a see also reference leading from the heading for the conference to the heading for the treaty, etc. If the conference is unnamed, make the see also reference from the body holding the meeting. If the treaty, etc., is one contracted between the member countries within an international intergovernmental body, make the see also reference leading from the body to the treaty, etc.

130 field: Warsaw Convention (1929)

511 field: International Conference on Private Law Affecting Air Questions (2nd : 1929 : Warsaw, Poland)

130 field: Convention on the Unification of Certain Points of Substantive Law on Patents for Invention (1963)

510 field: Council of Europe

B.14. NAMES OF CERTAIN COUNTRIES, STATES, PROVINCES, TERRITORIES, ETC. [Rev.]

Use the abbreviation of state names recommended by the U.S. Postal Service only if they appear in the item along with the place that is being given in the publication, distribution, etc., area. Transcribe the U.S. Postal Service abbreviations as they appear whether in caps, in upper- and lowercase, with or without periods (i.e., Ca., Ca, CA., CA). In all other cases (e.g., when supplying the name of the state or abbreviating it when the full form appears), use the abbreviations for state names given in appendix B.14A.

Virgin Islands

Use the abbreviation "V.I." for "British Virgin Islands" and for "Virgin Islands of the United States."

LC IN PROCESS RECORDS

In January 1990 the Library of Congress began distributing through the "Books All" portion of the MARC Distribution Service records for items in an "in process" state at LC. About 100,000 such records are being distributed each year. The records are identified by value "5" in the encoding level (USMARC Leader/17), the definition of which is

"Partial (preliminary) level. Code 5 indicates a preliminary cataloging level record that is in the process of being created. Such a record is not considered a final record by the creating agency. No assumption can be made as to whether headings in the record reflect established forms, nor whether the record meets the National Level Bibliographic Record minimal level cataloging specifications."

These records are created at the beginning of the processing continuum and exemplify a variety of procedures and processes at LC. Many of them may contain error conditions that will be corrected in the course of the cataloging process at LC. Once that process is completed, the records will be reissued as full records (encoding level value "blank") or minimal level cataloging records (encoding level value "7").

The Library has been asked whether errors in these records should be reported to LC through normal error reporting channels. The answer is no; all such reports are ignored by LC on the assumption that the errors will be corrected in the normal course of cataloging.

TIGRINYA

The romanization table for Tigrinya, one of the major languages of Ethiopia, appears at the end of this bulletin. The table has been approved by the American Library Association and the Library of Congress.

SUBJECT CATALOGING

SUBJECT HEADINGS OF CURRENT INTEREST

Weekly Lists 31-44, 1990

AIDS (Disease) in infants (*May Subd Geog*)
Antifertility vaccines (*May Subd Geog*)
Bloodborne infections (*May Subd Geog*)
Book editors (*May Subd Geog*)
Calf roping (*May Subd Geog*)

Children of older parents (*May Subd Geog*)
 Cleft palate children (*May Subd Geog*)
 Crime stoppers programs (*May Subd Geog*)
 Cross-country running (*May Subd Geog*)
 Do-not-resuscitate orders (*May Subd Geog*)
 Earthquake hazard analysis (*May Subd Geog*)
 Environmental impact charges (*May Subd Geog*)
 Feminist film criticism (*May Subd Geog*)
 Hairweaving (*May Subd Geog*)
 Hotels, taverns, etc.—Pet accommodations
 Human gene mapping (*May Subd Geog*)
 Hypermedia systems (*May Subd Geog*)
 Iraq-Kuwait Crisis, 1990-
 Marine debris (*May Subd Geog*)
 Master teachers (*May Subd Geog*)
 Multiple psychotherapy (*May Subd Geog*)
 Newspaper editors (*May Subd Geog*)
 Older parents (*May Subd Geog*)
 Orienteering (*May Subd Geog*)
 Periodical editors (*May Subd Geog*)
 Prison films (*May Subd Geog*)
 Psychiatric nurses (*May Subd Geog*)
 Psychologically abused women (*May Subd Geog*)
 Red Brigades
 Room service (*May Subd Geog*)
 Savings bonds (*May Subd Geog*)
 Team aerobics (*May Subd Geog*)
 Television news anchors (*May Subd Geog*)
 Tension headache (*May Subd Geog*)
 Temper tantrums (*May Subd Geog*)
 Undercover wildlife agents (*May Subd Geog*)
 Urban geography (*May Subd Geog*)
 Whale watching (*May Subd Geog*)

REVISED LC SUBJECT HEADINGS

The list below comprises headings that were changed or cancelled on weekly lists 27-40, 1990.

<i>Cancelled heading</i>	<i>Replacement heading</i>	<i>May Subd Geog</i>
Acrididae	Grasshoppers	YES
Aerospace industries— Estimates and costs	Aerospace industries—Costs	NO
Aerospace industries— Estimates and costs	Aerospace industries— Estimates	YES
Air bases—Runways	Runways (Aeronautics)	YES
Airports—Runways	Runways (Aeronautics)	YES
Amharas	Amhara (African people)	YES
Ami language	Amis language	YES
Antemoro (Madagascan people)	Taimoro (Malagasy people)	YES
Art, Gothic—Early Gothic	Art, Early Gothic	YES
Art, Gothic—High Gothic	Art, High Gothic	YES
Art, Gothic—High Gothic— Czechoslovakia	Art, High Gothic— Czechoslovakia	
Art, Gothic—Late Gothic	Art, Late Gothic	YES
Art, Renaissance—Early Renaissance	Art, Early Renaissance	YES
Art, Renaissance—High Renaissance	Art, High Renaissance	YES

Atmospheric pressure- Dilurnal variation	Atmospheric pressure-Diurnal variations	NO
Auricular fibrillation	Atrial fibrillation	YES
Austria-Nobility	Nobility-Austria	
Bad Frankenhausen, Ger., Battle of, 1525	Bad Frankenhausen (Germany), Battle of, 1525	NO
Baigas	Baiga (Indic people)	YES
Barisan Mountains (Sumatra, Indonesia)	Barisan Mountains (Indonesia)	NO
Basenjis	Basenji	YES
Battle-ball	Battle ball	YES
Baumgartner, Fritz. New disasters of war	Baumgartner, Fritz, 1929- New disasters of war	NO
Bengkulu River (Sumatra, Indonesia)	Bengkulu River (Indonesia)	NO
Bharata	Bharata (Hindu mythology)	NO
Biological limit values (Industrial toxicology)	Biological exposure indices (Industrial toxicology)	YES
Bodega Bay (Calif.)	Bodega Bay (Calif. : Bay)	NO
Bohemian School of Art	Bohemian school of art	NO
Bouvier des Flandres	Bouvier des Flandres	YES
Bowling on the green	Bowls (Game)	YES
Bowling on the green	Lawn bowls	YES
Brantas River (Java, Indonesia)	Brantas River (Indonesia)	NO
Bridges-Estimates and costs	Bridges-Design and construction-Costs	NO
Bridges-Estimates and costs	Bridges-Design and construction- Estimates	YES
Buffalo Creek (W. Va.)	Buffalo Creek (Logan County, W. Va.)	NO
Bulldogs	Bulldog	YES
Carpets-Estimates and costs	Carpets-Costs	NO
Carpus	Carpus (Animal anatomy)	NO
Chemical evolution	Molecular evolution	NO
Cheriton, Eng., Battle of, 1644	Cheriton (Kent, England), Battle of, 1644	NO
Children, First-born	First-born children	YES
Ciliwung River (Java, Indonesia)	Ciliwung River (Indonesia)	NO
Cisadane River (Java, Indonesia)	Cisadane River (Indonesia)	NO
Civita Castellana, Italy, Battle of, 1798	Civita Castellana (Italy), Battle of, 1798	NO
Clouds-Diurnal variation	Clouds-Diurnal variations	NO
Cochecho River (N.H.)	Cochecho River (N.H.)	NO
Collective bargaining- Disclosure of information	Collective bargaining	YES
Collective bargaining- Disclosure of information	Disclosure of information	YES
Continental Divide Trail	Continental Divide National Scenic Trail	NO
Country life-Gift-books	Country life-Gift books	NO
Couva River (Trinidad)	Couva River (Trinidad and Tobago)	NO
Disclosure of information (Banking law)	Banking law	YES
Disclosure of information (Banking law)	Disclosure of information	YES
Disclosure of information (Insurance law)	Disclosure of information	YES
Disclosure of information (Insurance law)	Insurance law	YES
Disclosure of information (Securities law)	Disclosure of information	YES
Disclosure of information (Securities law)	Securities	YES
Doll-houses	Dollhouses	YES
Doll-houses-United States	Dollhouses-United States	

Drin River, Albania, Battle of, 1448	Drin River (Albania), Battle of, 1448	NO
Drinking water, Bottled	Bottled water	YES
Drinking water, Bottled-Law and legislation	Bottled water-Law and legislation	YES
Eight (Group)	Eight (Group of American artists)	NO
Eipomek River (Irian Jaya, Indonesia)	Eipomek River (Indonesia)	NO
El Bruch, Spain, Battle of, 1808	El Bruch (Spain), Battle of, 1808	NO
Electric lamps, Incandescent	Incandescent lamps	YES
Electric lamps, Incandescent-Filaments	Incandescent lamps-Filaments	NO
Electric welding-Estimates and costs	Electric welding-Costs	NO
Electric welding-Estimates and costs	Electric welding-Estimates	YES
England-Nobility	Nobility-England	
Epping Forest (England)	Epping Forest (England : Forest)	NO
Eräjärvi (Finland)	Eräjärvi (Finland : Lake)	NO
Eskimo language	Eskimo languages	YES
Étapes (France), Mutiny, 1917	Etaples Mutiny, Etaples, France, 1917	NO
Faith and reason (Islam)	Faith and reason-Islam	NO
Faith and reason (Jewish theology)	Faith and reason-Judaism	NO
Fetterman Fight, 1866	Fetterman Fight, Wyo., 1866	NO
Flagellants and flagellation	Flagellants	YES
Flagellants and flagellation	Flagellation	YES
Flooring-Estimates and costs	Flooring-Costs	NO
Flowers-Gift-books	Flowers-Gift books	NO
Foliage plant industry	Foliage plant industry	YES
Folk dancing, Maori	Folk dancing, Maori (New Zealand people)	YES
Folk literature, Igbo (African people)	Folk literature, Igbo	YES
Foma (Bantu people)	Foma (African people)	YES
Fortaleza de San Fernando (Omoa, Honduras)	Fortaleza de San Fernando (Omoa, Cortes, Honduras)	NO
France-Civilization-1901-	France-Civilization-20th century	NO
France-History-Revolution, 1789-1799-Clubs	France-History-Revolution, 1789-1799-Societies, etc.	NO
France-Nobility	Nobility-France	
Freiburg i. B., Battle of, 1644	Freiburg im Breisgau (Germany), Battle of, 1644	NO
French bulldogs	French bulldog	YES
Germany-Nobility	Nobility-Germany	
Gift-books (Annuals, etc.)	Gift books	YES
Glass-harmonica and lute music	Glass harmonica and lute music	NO
Glass-harmonica and piano music	Glass harmonica and piano music	NO
Glass-harmonica music	Glass harmonica music	NO
Golf, Miniature	Miniature golf	YES
Golf-croquet	Golf croquet	YES
Great Britain-Baronetage	Baronetage	YES
Great Britain-Nobility	Nobility-Great Britain	
Great Britain-Peerage	Nobility-Great Britain	
Hai-Bar Reserve (Israel)	Shemurat hai-bar 'Aravah (Israel)	NO
Hesse in art	Hesse (Germany) in art	NO
Hungary-Politics and government-1945-	Hungary-Politics and government-1945-1989	NO

Hungary–Politics and government–1945-	Hungary–Politics and government–1989-	NO
Infrared albedo–Diurnal variation	Infrared albedo–Diurnal variations	NO
Interstate 66 (Va.)	Interstate 66 (Va. and Washington, D.C.)	NO
Ireland–Nobility	Nobility–Ireland	
Ireland–Peerage	Nobility–Ireland	
Italy–Nobility	Nobility–Italy	
Juana River (Java, Indonesia)	Juana River (Indonesia)	NO
Kali Putih River (Java, Indonesia)	Putih River (Java, Indonesia)	NO
Kaniagmiut language	Kaniagmiut dialect	NO
Kerinci Lake (Sumatra, Indonesia)	Kerinci Lake (Indonesia)	NO
Kopagmiut language	Kopagmiut dialect	NO
Kuei-lin, China, Battle of, 1944	Kuei-lin shih (China), Battle of, 1944	NO
Kumasi, Ghana, Battle of, 1874	Kumasi (Ghana), Battle of, 1874	NO
Kurozumi (Sect)	Kurozumikyō (Religious organization)	NO
Kurozumi (Sect)–Sermons	Kurozumikyō (Religious organization)–Sermons	NO
Kwangwa (Bantu people)	Kwangwa (African people)	YES
Lactase	Beta-galactosidase	NO
Libraries, Church–Book lists	Church libraries–Book lists	NO
Literature–Exiled authors	Exiles' writings	NO
Lokele (Bantu people)	Lokele (African people)	YES
Maedi-visna	Maedi-visna disease	YES
Mahakam River (Kalimantan Timur, Indonesia)	Makakam River (Indonesia)	NO
Maler (Hill tribe)	Maler (Indic people)	YES
Maria Forest (Sumbawa, Indonesia)	Maria Forest (Indonesia)	NO
Marriage–Gift-books	Marriage–Gift books	NO
Mauchline, Scqt., Battle of, 1648	Mauchline (Scotland), Battle of, 1648	NO
Mbowamb	Mbowamb (New Guinea people)	YES
Metallurgy–Estimates and costs	Metallurgy–Estimates	YES
Metallurgy–Estimates and costs	Metallurgy–Costs	NO
Metallurgy–Estimates and costs–Computer programs	Metallurgy–Costs–Computer programs	NO
Metallurgy–Estimates and costs–Computer programs	Metallurgy–Estimates–Computer programs	NO
Meteorology–Diurnal variation	Meteorology–Diurnal variations	NO
Moré language	Mooré language	YES
Namibia–Politics and government–1946-	Namibia–Politics and government–1946-1990	NO
Namibia–Politics and government–1946-	Namibia–Politics and government–1990-	NO
Nariva Swamp (Trinidad)	Nariva Swamp (Trinidad and Tobago)	NO
Nernst lamp	Nernst lamps	YES
Netherlands–Nobility	Nobility–Netherlands	
Norwich terriers	Norwich terrier	YES
Odawara, Japan, Battle of, 1590	Odawara-shi (Japan), Battle of, 1590	NO
Olefins	Alkenes	NO
Orientation–Officiating	Orienteering–Officiating	NO
Orinoco River (Venezuela)	Orinoco River (Venezuela and Colombia)	NO
Parents, Aged	Aging parents	YES

Particle accelerators— Estimates and costs	Particle accelerators—Costs	NO
Particle accelerators— Estimates and costs	Particle accelerators— Estimates	YES
Patiayam Mountain (Java, Indonesia)	Patiayam Mountain (Indonesia)	NO
Peerage	Nobility	YES
Peerage—Claims	Peerage claims	NO
Peppermint-oil	Peppermint oil	YES
Pesticides policy	Pesticides—Government policy	YES
Piribebuy, Paraguay, Battle of, 1869	Piribebuy (Paraguay), Battle of, 1869	NO
Plastics—Estimates and costs	Plastics—Costs	NO
Plastics—Estimates and costs	Plastics—Estimates	YES
Podgaytsy, Ukraine, Battle of, 1698	Podgaytsy (Ukraine), Battle of, 1698	NO
Polo, Japanese	Japanese polo	YES
Portugal—Nobility	Nobility—Portugal	
Psychoneuroimmuno- endocrinology	Psychoneuroimmunology	YES
Push-ball	Push ball	YES
Pydna (Greece)	Pydna (Ancient city)	NO
Quin family	Quinn family	NO
Rain and rainfall—Diurnal variation	Rain and rainfall—Diurnal variations	NO
Ratitae	Ratites	YES
Rhynchosporium	Rhynchosporium	YES
Rhynchosporium secalis	Rhynchosporium secalis	YES
Rokan River (Sumatra, Indonesia)	Rokan River (Indonesia)	NO
Roupe family	Roop family	NO
Rukai language	Rukai languages	YES
Sadang River (Celebes, Indonesia)	Sadang River (Indonesia)	NO
Saint-Denis, Que., Battle of, 1827	Saint Denis (Saint-Hyacinthe, Québec), Battle of, 1827	NO
Sakai dialects	Senoic languages	NO
Saline lake ecology	Salt lake ecology	YES
School song-books	School songbooks	YES
School song-books, Afrikaner	School songbooks, Afrikaner	YES
School song-books, Catholic	School songbooks, Catholic	YES
School song-books, French	School songbooks, French	YES
School song-books, Jewish	School songbooks, Jewish	YES
School song-books, Lutheran	School songbooks, Lutheran	YES
School song-books, Portuguese	School songbooks, Portuguese	YES
School song-books, Sudanese	School songbooks, Sundanese	YES
Scientists, Jewish	Jewish scientists	YES
Scotland—Nobility	Nobility—Scotland	
Scotland Bay (Trinidad)	Scotland Bay (Trinidad and Tobago)	NO
Seluma River (Sumatra, Indonesia)	Seluma River (Indonesia)	NO
Serang River (Java, Indonesia)	Serang River (Indonesia)	NO
Sexual addiction	Sex addiction	YES
Sexual masochism	Sadomasochism	YES
Sherdukpens	Sherdukpen (Indic people)	YES
Siak River (Sumatra, Indonesia)	Siak River (Indonesia)	NO
Sicily (Italy)—Nobility	Nobility—Italy—Sicily	
Slavery—United States— Giftbooks	Slavery—United States—Gift books	NO
Song-books	Songbooks	YES

Song-books (Men's voices)	Choruses, Sacred (Men's voices)	NO
Song-books (Men's voices)	Choruses, Secular (Men's voices)	NO
Song-books (Women's voices)	Choruses, Sacred (Women's voices)	NO
Song-books (Women's voices)	Choruses, Secular (Women's voices)	NO
Song-books, Afrikaner	Songbooks, Afrikaner	YES
Song-books, Catholic	Songbooks, Catholic	YES
Song-books, German	Songbooks, German	YES
Soybean flour	Soy flour	NO
Spain-Nobility	Nobility-Spain	
Stool-ball	Stoolball	YES
Sun-spots	Sunspots	NO
Sun-spots-Spectra	Sunspots-Spectra	NO
Tambora, Mount (Sumbawa, Indonesia)	Tambora, Mount (Indonesia)	NO
Tantalum lamp	Tantalum lamps	YES
Temperance-Gift-books	Temperance-Gift books	NO
Tengger Mountains (Java, Indonesia)	Tengger Mountains (Indonesia)	NO
Tennis Court Oath, June 20, 1789	Tennis Court Oath, Versailles, France, 1789	NO
Tololai Forest (Sumbawa, Indonesia)	Tololai Forest (Indonesia)	NO
Tondano Lake (Celebes, Indonesia)	Tondano Lake (Indonesia)	NO
Tungsten lamp	Tungsten lamps	YES
Ugalakmiut language	Ugalakmiut dialect	NO
United States-History-Civil War, 1861-1865-Giftbooks	United States-History-Civil War, 1861-1865-Gift books	NO
United States-Scientific bureaus	Scientific bureaus-United States	
Vimalakirti	Vimalakirti (Buddhist character)	NO
Vimalakirti-Art	Vimalakirti (Buddhist character)-Art	NO
Violin and mridanga music	Mridanga and violin music	NO
Visna-maedi	Maedi-visna virus	YES
War-songs	War songs	YES
Water-polo	Water polo	YES
Water-polo-Rules	Water polo-Rules	NO
Waterworks-Estimates and costs	Waterworks-Costs	NO
Waterworks-Estimates and costs	Waterworks-Estimates	YES
Watugede Sado Dam (Java, Indonesia)	Watugede Sado Dam (Indonesia)	NO
Welding-Estimates and costs	Welding-Costs	NO
Welding-Estimates and costs	Welding-Estimates	YES
Wicket-polo	Wicket polo	YES
World War, 1939-1945-Giftbooks	World War, 1939-1945-Gift books	NO

SUBJECT HEADINGS REPLACED BY NAME HEADINGS

<i>Cancelled Subject Heading</i>	<i>Replacement Name Heading</i>
East Shore and Suburban Railway	East Shore and Suburban Railway Company
FoxPro (Computer program language)	FoxPro (Computer program)

SHEFLISTING

ADJUSTMENTS TO CUTTER NUMBERS

The Library has discontinued making additional changes to the call number field (050) of MARC book records and to its shelflist to adjust either Cutter numbers for subsequent changes in main entry or title or publication dates as originally assigned at the time of CIP Cataloging¹⁶. Adjustments to the bibliographic description for appropriate fields of the MARC records for these elements – main entry, title, and date of publication – will continue to be made to reflect accurately the actual data in the published work in the body of the MARC record.

Similarly, the Library will extend these practices to cover an analogous situation for its correction and modification of existing full MARC book records. That is, when an existing full MARC book record is updated by the Library, the previously assigned Cutter number will not be modified either in the MARC record or in the Library's shelflist. Changes to Cutters also will not be made when name headings have been used as subject headings in the record and the form of the name has been revised. In addition, substantive changes to the first subject heading (6XX) will no longer result in reclassifying the record as long as the classification previously assigned reflects generally the intellectual orientation of the work. The staff is instructed to reclassify only in cases where unacceptable discrepancies would exist if the old classification were to remain unchanged.

Discontinuing revision of previously assigned Cutter numbers and dates in the 050 field will bring increased economies and efficiency to the Library's internal workflow and to the use of staff time. Implementation of these changes offers the Library an opportunity to realize considerable savings in its cataloging and file maintenance routines, while ensuring that the body of cataloging data in the MARC record continues to retain updated bibliographic information. This policy will also better serve users to the extent that fewer materials will be subject to recall simply to change call numbers.

Users of the Library's MARC records for books should understand that there will be cases in which Cutters do not seem accurately to reflect main entry, particularly for cataloging provided originally at the CIP galley stage or for existing full MARC book records, now revised. It is highly likely that such discrepancies are the result of conscious decisions by the cataloging staff. Accordingly, please consider these possibilities before notifying the Library of any discrepancies encountered in Cutters in the 050 field in MARC book records.

EMPLOYMENT AT LC

POSITIONS TO TACKLE ARREARAGES

The United States Congress has set an important priority for the Library of Congress – stopping the growth of and reducing the enormous arrearages of its unprocessed materials. It goes without saying that the benefits of arrearage reduction for these materials afforded the Library of Congress, the national and international

¹⁶ There will be one exception: when the actual date of publication exceeds by more than two years that projected at the time of original CIP cataloging, the Library will adjust the 050 to reflect the later date.

library and information community, and the nation's scholars will be enormous. In October 1990 the Congress provided funds, beginning January 1, 1991, to fill 164 positions to begin tackling the arrearages problem. The Library needs staff with a diverse array of educational backgrounds and skills. The arrearage materials include all forms and formats of information. This is especially true of the special collections area where the largest arrearages are located. The Library needs individuals to work with prints and photographs, manuscripts, motion pictures, recorded sound, music, rare books, etc. Filling these positions, which range from librarians and archivists to curators and technicians, presents a difficult challenge.

Most entry-level librarian positions and other entry-level positions requiring the masters degree are posted at the GS-9 level with an annual salary (as of January 1991) of \$25,717. Such positions are normally part of promotion plans that lead to GS-11 (beginning at \$31,116) and GS-12 (beginning at \$37,294) positions.

These are challenging times at the Library of Congress, ensuring that new staff will enjoy rewarding careers while simultaneously serving the nation, its libraries, and its scholars. The Library has a strong commitment to equal employment opportunity and would appreciate applications from minority applicants. Please telephone Team #1, Human Resources Directorate, at (202) 707-9147 for further information.

PUBLICATIONS

CENTRE FOR INFORMATION STUDIES

Soldier Creek Press has announced that it has been selected as the United States agent for publications of the Centre for Information Studies, Charles Stuart University-Riverina (formerly Riverina-Murray Institute of Higher Education), Australia. Publications of the centre include *Information Sources and Services in Australia*, by J.J. Mills; *Collection Development for Australian Libraries*, by G.E. Gorman and B.R. Howe; *L.I.S.T.: a List of Acronyms and Initialisms in Information Studies*, compiled by J. Richardson and J. Henri; *DDC20 Workbook*, by S.W. Davis; *The School Curriculum: a Collaborative Approach to Learning*, by J. Henri; *The Teacher-Librarian as Manager: a Selection of Case Studies*, by J. Henri and C.L. William; and other titles on librarianship and schools. For further information contact Soldier Creek Press, P.O. Drawer U, Lake Crystal, Minn. 56055, (612) 873-6620.

ROMANIZATION

TIGRINYA

1st Order	2nd Order	3rd Order	4th Order	5th Order	6th Order	7th Order
ሀ ha	ሁ hu	ሂ hi	ሃ hā	ሄ hé	ህ he or h	ሆ ho
ለ la	ሉ lu	ሊ li	ላ lā	ሌ lé	ል le or l	ሎ lo
ሐ ḥa	ሑ ḥu	ሒ ḥi	ሓ ḥā	ሔ ḥé	ሕ ḥe or ḥ	ሖ ḥo
መ ma	ሙ mu	ሚ mi	ማ mā	ሜ mé	ሞ me or m	ሟ mo
ሠ ṣa	ሡ ṣu	ሢ ṣi	ሣ ṣā	ሤ ṣé	ሥ ṣe or ṣ	ሦ ṣo
ረ ra	ሩ ru	ሪ ri	ራ rā	ራ ré	ሮ re or r	ሮ ro
ሰ sa	ሱ su	ሲ si	ሳ sā	ሴ sé	ሶ se or s	ሰ so
ሸ ṣha	ሹ ṣhu	ሺ ṣhi	ሻ ṣhā	ሼ ṣhé	ሽ ṣhe or ṣ	ሿ ṣho
ቀ qa	ቁ qu	ቂ qi	ቃ qā	ቄ qé	ቅ qe or q	ቆ qo
ቐ ḳa	ቑ ḳu	ቒ ḳi	ቃ ḳā	ቄ ḳé	ቅ ḳe or ḳ	ቆ ḳo
በ ba	ቡ bu	ቢ bi	ባ bā	ቤ bé	ብ be or b	ቦ bo
ተ ta	ቲ tu	ቲ ti	ታ tā	ቲ té	ታ te or t	ቲ to
ቸ ča	ቹ ču	ቺ či	ቻ čā	ቼ čé	ች če or č	ቸ čo
ኀ ḥa	ኁ ḥu	ኂ ḥi	ኃ ḥā	ኄ ḥé	ኅ ḥe or ḥ	ኆ ḥo
ነ na	ኑ nu	ኒ ni	ና nā	ኔ né	ኖ ne or n	ኖ no
ኘ ṅa	ኙ ṅu	ኚ ṅi	ኛ ṅā	ኜ ṅé	ኞ ṅe or ṅ	ኟ ṅo
አ 'a	ሁ 'u	ሀ 'i	አ 'ā	ሁ 'é	አ 'e	ሀ 'o
ከ ka	ከ ku	ከ ki	ከ kā	ከ ké	ከ ke or k	ከ ko
ኸ xa	ኸ xu	ኸ xi	ኸ xā	ኸ xé	ኸ xe or x	ኸ xo
ወ wa	ወ wu	ወ wi	ወ wā	ወ wé	ወ we or w	ወ wo
ዐ 'a	ዑ 'u	ዐ 'i	ዐ 'ā	ዐ 'é	ዐ 'e	ዐ 'o
ዘ za	ዘ zu	ዘ zi	ዘ zā	ዘ zé	ዘ ze or z	ዘ zo

1st Order	2nd Order	3rd Order	4th Order	5th Order	6th Order	7th Order
Ṣ } za	Ṣ } zu	Ṣ } zi	Ṣ } zā	Ṣ } zé	Ṣ } ze or z	Ṣ } zo
Ṣ ya	Ṣ yu	Ṣ yi	Ṣ yā	Ṣ yé	Ṣ ye or y	Ṣ yo
Ṣ da	Ṣ du	Ṣ di	Ṣ dā	Ṣ dé	Ṣ de or d	Ṣ do
Ṣ ga	Ṣ gu	Ṣ gi	Ṣ gā	Ṣ gé	Ṣ ge or g	Ṣ go
Ṣ ta	Ṣ tu	Ṣ ti	Ṣ tā	Ṣ té	Ṣ te or t	Ṣ to
Ṣ ca	Ṣ cu	Ṣ ci	Ṣ cā	Ṣ cé	Ṣ ce or c	Ṣ co
Ṣ pa	Ṣ pu	Ṣ pi	Ṣ pā	Ṣ pé	Ṣ pe or p	Ṣ po
Ṣ sa	Ṣ su	Ṣ si	Ṣ sā	Ṣ sé	Ṣ se or s	Ṣ so
Ṣ fa	Ṣ fu	Ṣ fi	Ṣ fā	Ṣ fé	Ṣ fe or f	Ṣ fo
Ṣ va	Ṣ vu	Ṣ vi	Ṣ vā	Ṣ vé	Ṣ ve or v	Ṣ vo

Combinations with w-

1st Order	3rd Order	4th Order	5th Order	6th Order
Ṣ qwa	Ṣ qwi	Ṣ qwā	Ṣ qwé	Ṣ qwe
Ṣ q̄wa	Ṣ q̄wi	Ṣ q̄wā	Ṣ q̄wé	Ṣ q̄we
Ṣ hwa	Ṣ hwi	Ṣ hwā	Ṣ hwé	Ṣ hwe
Ṣ kwa	Ṣ kwi	Ṣ kwā	Ṣ kwé	Ṣ kwe
Ṣ xwa	Ṣ xwi	Ṣ xwā	Ṣ xwé	Ṣ xwe
Ṣ gwa	Ṣ gwi	Ṣ gwā	Ṣ gwé	Ṣ gwe