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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 Any LCRI previously published but not listed below is no longer applicable and has been cancelled. Lines in the margins (|) of revised interpretations indicate where changes have occurred.

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21.2A. CHANGES IN TITLES PROPER. DEFINITION. [Rev.]

Title Changes of Serials (Including Numbered Monographic Series) and Unnumbered Monographic Series

Preliminary note: Both 21.2A and LCRI 21.2A are to be applied to unnumbered as well as numbered monographic series.

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

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

Hyphenated words vs. unhyphenated words

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

Numbers or dates vs. spelled-out forms

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

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

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

In applying category b), do not consider the title proper to have changed if words that link the title to the chronologic or numeric designation (e.g., "for the year ending June 30" or "for the fiscal year") are added, changed, or dropped. Such words may be ignored even when they come within the first five words of the title; however, when this is the case, consider making an added entry for the variant form.

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

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

21.30J. TITLES.

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Introduction

1) *Added entries for titles in the context of a machine-readable catalog*. The guidelines for providing added entries, including those for titles, are embodied in the cataloging rules (AACR2), the LCRIs, and any administrative decisions made locally by a particular library. These guidelines reflect the conditions under which the bibliographic infrastructure formally calls for "added" access. In a unit-card environment, such access required preparation and filing of an additional unit card for each "added" access (as well, of course, as added access that was "derived," e.g., from the title).

Within the machine-readable environment, the MARC format content designation conventions support the formal guidelines mentioned above. What is different about the machine-readable environment, however, is that "access" becomes a function of the particular system used in support of the machine-readable catalog, and that in turn reflects the decisions of the system designers. There is, then, embedded within a machine-readable bibliographic record, not only the access called for by AACR2, as reflected in the content designation, but also the access designed into the system. For example, AACR2 may suggest no title added entry is needed in a specific situation. The mechanism used in this case is indicator position 1 of the 245 field containing the value "0" (No title added entry). However, a particular system may have been designed to index all 245 fields in all cases. Thus title access is provided in spite of the setting of the indicator value otherwise. Nevertheless, the guidelines in this LCRI on title added entries reflect and amplify those called for in AACR2 only; they do not take into account the kinds of access that any one system may (or may not) provide.

2) *Controlled/uncontrolled*. Added entries may be "controlled" or "uncontrolled." "Controlled" means that the data constituting the added entry are in the form that has been determined to be used in formally referring to an entity according to AACR2 and LCRIs. It is the "established" or "catalog-entry" form for the "name" of an entity, including a work. When it is determined that an entity is primarily responsible for the creation/emanation of a work, the controlled form for an entry for the work is a name/title combination. Otherwise, it is the title itself in the form that is determined to be used in the catalog ("uniform title heading"). Controlled added entries for works are stated in MARC in fields 700, 710-711 (name/title combinations) and 730 (uniform title heading).

The found form of a title, a form appearing on an item and limited to the title itself, divorced from any entity that may be primarily responsible for the work, is an

"uncontrolled" form. It has not gone through the formal process of being established (catalog-entry form undetermined, although in some cases the controlled and uncontrolled forms might turn out to be one and the same). The focus of this LCRI is on providing added entries for titles in an uncontrolled form ("title added entry"). The LCRI states the various guidelines relating to title added entries. It begins with a description of the data constituting them and the mechanics of stating them in a machine-readable bibliographic record. These aspects are described first so that the examples used in subsequent sections of the LCRI will be understandable. Next is the basic guideline for title added entries for titles proper followed by guidelines related to permutations of titles proper. A section on items without collective title is followed by one on the guidelines related to other titles borne by an item. The LCRI concludes with sections on two special issues.

Data Constituting Title Added Entries/Means of Carrying Them in MARC Record

There are three ways to accommodate title added entries in the MARC record:

1) deriving a title added entry from the title—245 field (Title statement);

2) deriving a title added entry from a varying form of a title that is explicitly recorded in a field defined for that purpose—246 field (Varying form of title);

3) recording a title added entry for a related/analytical title in a field defined for that purpose—740 field (Added entry — uncontrolled related/analytical title).

Prior to February 1995, all title added entries in records for monographs not derived from the 245 field were recorded in a 740 field (then named Added entry — variant title).

1) *Title added entry derived from 245 field.* A title added entry is derived from the 245 title field on the basis of indicator position 1 (use value "1" (Title added entry)). The data constituting such a derived added entry are those of the ‡a (Title), ‡n (Number of part/section of a work), and ‡p (Name of a part/section of a work) subfields as appropriate. In most cases a derived added entry equates to the title proper. Except for alternative titles and parts/designations of parts, the extent of a derived added entry is governed by the first mark of prescribed punctuation in the 245 field. When the added entry desired does not equate to the ‡a, ‡n, or ‡p subfields of the 245 field as appropriate, it is necessary to use the 246 field for the added entry.

Retain initial articles and record an appropriate value in the non-filing indicator (indicator position 2). Use value "0" when an article is to be filed on as follows:

a) 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 AACR2 rule 24.5A;

b) 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

Include in the added entry for a title proper alternative titles and parts or designations of parts (and see also the subsection 7) *Portion of title proper* below under the separate section **"Guidelines for Making Title Added Entries for Permutations Related to Titles Proper"**).

For items without a collective title, the added entry derived from field 245 equates to the title of the first work; see below the separate section **"Items Without Collective Title."**

2) *Title added entry derived from 246 field.* The implementation in February 1995 of changes related to format integration introduced a major change in the mechanism used for providing title added entries for varying forms of titles in machine-readable bibliographic records for monographs. Whereas previously all title added entries for varying forms of title had been recorded in a 740 field (with statements about such titles recorded in 500 note fields), the 246 field now carries most varying forms of title (for an exception, see below subsection 2) *Title access to independent titles* under the section

"Items Without Collective Title"). Title added entries can be derived from this field based on the value in indicator position 1. Values in this indicator position provide for various combinations of data, including information that was previously conveyed in multiple fields (500/740).

Indicator position 1 (Note controller/title added entry) contains values that make it possible to generate notes/derive title added entries as follows:

Ind. 1	*Condition the value indicates*
0	Generate a note but not a title added entry
1	Generate a note and also a title added entry
2	Do not generate a note or a title added entry
3	Do not generate a note but do generate a title added entry

Indicator position 2 (Type of title) contains values that make it possible to generate display constants describing the type of title data recorded in the 246 field as follows:

Ind. 2	*Condition*	*Display constant the value indicates*
ƀ	No information provided (*LC practice:* The LC MUMS system represents the ƀ in this indicator position as a hyphen)	[no display constant]
0	Portion of title	[no display constant]
1	Parallel title	[no display constant]
2	Distinctive title (*LC practice:* Do not use this value for monographs)	[Distinctive title]
3	Other title (*LC practice:* Do not use this value for monographs)	[Other title]
4	Cover title	[Cover title]
5	Added title page title	[Added title page title]
6	Caption title	[Caption title]
7	Running title	[Running title]
8	Spine title	[Spine title]

If the source of the varying title recorded in a 246 field is not one of those represented by values 4-8, the source may be explicitly recorded in an ǂi subfield that precedes the title data:

```
246 1ƀ ǂi Source as supplied by cataloger: ǂa Varying
          form of title
```

Note the following input conventions used with the 246 field:

a) position the 246 field(s) following the 245 field;
b) do not end the field with a mark of punctuation unless it is part of the data (e.g., an abbreviation);
c) do not record an initial article unless the intent is to file on it;
d) add a colon at the end of the cataloger-supplied text recorded in an ǂi subfield;
e) *LC practice:* use three blank spaces for incomplete volume designation;
f) *LC practice for input order:*

Input first

those 246 fields relating to the 245 field as identified by second indicator values 0, 1, and ƀ, generally in that order, which reflects found form followed by any alternate form

followed by any others in the order judged best.

3) *Title added entry recorded in 740 field.* As the result of format integration, the 740 field was redefined to be limited to added entry access for the uncontrolled form of two kinds of titles:

a) uncontrolled analytical added entries for titles of independent works contained within the item;

b) uncontrolled added entries for titles of related works external to the item.
(*LC practice:* do not apply except in some of the cataloging of collections of special materials; use 700-730 controlled form according to AACR2)

Do not record an initial article unless the intent is to file on it. End the field with a mark of punctuation.

Note that the redefined 740 uncontrolled "analytical" added entry does not replace the 700-730 controlled analytical added entry (name/title or title) for the independent work called for by AACR2.

Basic Guideline for Making Title Added Entries for Titles Proper

Follow the provision of the rule to:

Make an added entry under the title proper of every item entered under a personal heading, a corporate heading, or a uniform title unless

a) the title proper is essentially the same as the main entry heading or a reference to that heading

(*LC practice:* make the added entry even if the heading or a reference to that heading represents a personal or corporate name)

or b) the title proper has been composed by the cataloger
(*LC practice:* do not make the added entry except in some of the cataloging of collections of special materials)

or c) in a catalogue in which name-title and subject entries are interfiled, the title proper is identical to a subject heading assigned to the work or a direct reference to that subject heading

(*LC practice:* make the added entry)

or d) a conventionalized uniform title has been used as the uniform title for a musical work (see 25.25-25.35).

LC/CONSER practice: Do not make a title added entry for a serial title consisting of no more than the English words "Annual report."

Guidelines for Making Title Added Entries for Permutations Related to Titles Proper

1) *General*. The guidelines in the following subsections represent an attempt to standardize, to a certain extent, practice in giving additional title added entries. They address title added entries for alternate forms (e.g., spelled-out form of an abbreviation, a number as a word) as well as other issues such as the treatment of alternative titles, corrected titles, items with collective titles. They are not meant to be an exhaustive treatment. Apply cataloger's judgment to situations not addressed here. When in doubt, be liberal in making additional title added entries. Note, however, when a single title exhibits several of the above conditions, it is not necessary to make all the possible added entries; instead, limit the additional added entries to those judged to be most useful.

```
245 10 ‡a XX centuries & Mt. St. Helens ...
246 3ϕ ‡a 20 centuries and Mount Saint Helens
246 3ϕ ‡a Twenty centuries and Mount Saint Helens
```

2) *Alternate forms*

a) *Abbreviations*. When an abbreviation occurs as one of the first five words filed on in a title proper, make a 246-derived 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.

```
245 10 ‡a Messrs. Ives of Bridgeport ...
246 3ϕ ‡a Messieurs Ives of Bridgeport

245 10 ‡a Mt. St. Helens ...
246 3ϕ ‡a Mount Saint Helens ...
```

```
245 10 ‡a St. Louis blues ...
246 3ø ‡a Saint Louis blues ...
```

but

```
245 10 ‡a M'Liss and Louie ...
(Spelled out form of abbreviation unknown)
```

b) *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, make a 246-derived title added entry substituting the word "and" in the language of the title.

```
245 10 ‡a A & B roads & motorways atlas of Great
       Britain ...
246 3ø ‡a A and B roads and motorways atlas of
       Great Britain
```

c) *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, apply the following:

1) *With separating punctuation*.[1] If the transcription shows separating punctuation, make a 246-derived title added entry in the form without any separating punctuation if it is thought that some catalog users might expect that the letters would be recorded in that form in the source.

```
245 10 ‡a A.-G. Chemie ...
246 3ø ‡a AG Chemie

245 14 ‡a The A-B-C-D of successful college writing
       ...
246 3ø ‡a ABCD of successful college writing
```

2) *Without spacing or separating punctuation*. If the transcription does not show spacing or separating punctuation, normally do not make a 246-derived title added entry with spacing or separating punctuation.

d) *Numbers*. When a number occurs as one of the first five words filed on in a title proper, make a 246-derived title added entry as follows:

(1) *Arabic numbers (excluding dates)*. Make a 246-derived title 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 one
(*An exceptional form provided because of its frequent use.*)
425 = four hundred twenty-five, *not* four hundred and twenty-five
1001 = one thousand one; use also one thousand and one
(*An exceptional form provided because of its frequent use.*)
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

```
245 14 ‡a The 1-2-3 guide to libraries ...
246 3ø ‡a One-two-three guide to libraries

245 10 ‡a 1 and 2 Thessalonians ...
246 3ø ‡a First and Second Thessalonians

245 10 ‡a 1a Mostra Toscana/scultura ...
246 3ø ‡a Prima Mostra Toscana/scultura
```

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

```
245 10 ‡a 3 point 2 and what goes with it ...
246 3ϕ ‡a 3.2 and what goes with it
246 3ϕ ‡a Three point two and what goes with it

245 14 ‡a The 3.2 beer law ...
246 3ϕ ‡a Three-point-two beer law

245 10 ‡a 3:10 to Yuma ...
246 3ϕ ‡a Three ten to Yuma

245 10 ‡a 27 wagons full of cotton ...
246 3ϕ ‡a Twenty-seven wagons full of cotton
```

but

```
245 10 ‡a A4D desert speed run ...

245 10 ‡a 1/3 of an inch of French bread ...

245 10 ‡a 1/10th fours of 48 hours ...

245 10 ‡a 2° minute talk treasury ...

245 10 ‡a .300 Vickers machine gun mechanism made
    easy ...

245 10 ‡a 003° ...

245 10 ‡a 3.1416 and all that ...

245 14 ‡a The 5"/38 gun ...
```

(2) *Dates*

(a) *Dates representing a single year or span of years*. Do not make a 246-derived title added entry substituting the corresponding spelled-out form for dates written in arabic numerals representing a single year or a span of years. (*Exceptionally*, make such a 246-derived title added entry when it is the custom in a particular language, e.g., Chinese, to expect access through the written-out form of a date.) If, however, such dates are written in roman numerals, make a 246-derived title added entry substituting arabic numerals for the roman numerals.

```
245 10 ‡a 1915 : ‡b revue de guerre en deux actes ...

245 10 ‡a 1945-1975 Italia ...
```

(b) *Other dates*. If dates other than those representing a single year or a span of years are written in roman numerals, make a 246-derived title added entry substituting arabic numerals for the roman numerals. Make a 246-derived title 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.

```
245 14 ‡a The XXth century citizen's atlas of the
    world ...
246 3ϕ ‡a 20th century citizen's atlas of the
    world
246 3ϕ ‡a Twentieth century citizen's atlas of the
    world

245 13 ‡a Le XVIIe & XVIIIe siècles ...
246 3ϕ ‡a 17. et 18. siècles
246 3ϕ ‡a Dix-septième et dix-huitième siècles
```

```
245 10 ‡a Australian painting, XIX and XX
    centuries ...
246 3ϕ ‡a Australian painting, 19th and 20th
    centuries
246 3ϕ ‡a Australian painting, nineteenth and
    twentieth centuries

245 10 ‡a XX. századi művészet ...
246 3ϕ ‡a 20. századi művészet
246 3ϕ ‡a Huszadik századi művészet

245 10 ‡a Arabskie dokumenty IX-XX vv. : ‡b
    Katalog ...
246 3ϕ ‡a Arabskie dokumenty 9.-20. vv.
245 3ϕ ‡a Arabskie dokumenty devi͡atogo-dvadt͡satogo
    vv.
```

(3) *Roman numerals (excluding dates).* Make a 246-derived title added entry substituting arabic numerals for the roman numerals. Make an additional 246-derived title 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.

```
245 10 ‡a World War II small arms ...
246 3ϕ ‡a World War 2 small arms
246 3ϕ ‡a World War Two small arms

245 10 ‡a Title XX comprehensive annual services
    plan ...
246 3ϕ ‡a Title 20 comprehensive annual services
    plan
246 3ϕ ‡a Title twenty comprehensive annual
    services plan

245 10 ‡a XXV s'ezd KPSS i problemy
    ideologicheskoĭ bor'by ...
246 3ϕ ‡a 25. s'ezd KPSS i problemy
    ideologicheskoĭ bor'by v stranakh Azii i
    Afriki
246 3ϕ ‡a Dvadt͡sat' pi͡atyĭ s'ezd KPSS i problemy
    ideologicheskoĭ bor'by v stranakh Azii i
    Afriki
```

but

```
245 10 ‡a Neotropical Microlepitoptera XIX ...
246 3ϕ ‡a Neotropical Microlepitoptera 19
   (No derived added entry from spelled-out form)
```

(4) *Spelled-out form.* Make a 246-derived title 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 was the form in the source.

```
245 14 ‡a The road of a thousand wonders ...
246 3ϕ ‡a Road of 1000 wonders

245 12 ‡a A thousand and one facts about Soviet
    Estonia ...
246 3ϕ ‡a 1001 facts about Soviet Estonia

245 10 ‡a Eighty blocks from Tiffany's ...
246 3ϕ ‡a 80 blocks from Tiffany's
```

but

```
245 10 ‡a Two years before the mast ...
```

e) *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, make a 246-derived title 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 recorded in that form in the source.

```
245 10 ‡a Transforming #1 ...
246 3ø ‡a Transforming number one

245 10 ‡a 100% cooperation with the United States
...
246 3ø ‡a One hundred percent cooperation with the
       United States

245 14 ‡a The $2 window on Wall Street ...
246 3ø ‡a Two dollar window on Wall Street

245 10 ‡a Poe[try] : ‡b a simple introduction ...
246 3ø ‡a Poe
246 30 ‡a Simple introduction to experimental
       poetry
500 øø ‡a On t.p. "[try]" appears as an
       illustration of a tree.
```

but

```
245 10 ‡a Tables of the error function and its
       derivative, [reproduction of equations
       for the functions] ...
```

f) *Other*. If a title proper contains data within the first five words filed on for which there could be an alternate form that would be filed differently, make a 246-derived 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.

```
245 10 ‡a Actfive and other poems ...
246 3ø ‡a Act five and other poems
```

3) *Alternative titles*. See the subsection 7) *Portion of title proper* below.

4) *Corrected titles proper* (cf. 1.0F1). (For corrected titles other than titles proper, see subsection *10)* under **"Guidelines for Making Title Added Entries for Other Titles Borne by an Item"** below.) In encountering titles proper that contain an incorrect form of some kind, insure that there is title access through both the incorrect and the corrected forms.

a) *Titles corrected by "[i.e. ...]" and "[sic]."* *LC practice:* In LC's system data in brackets preceded by "i.e." and the word "[sic]" enclosed in brackets are ignored in filing arrangements and are omitted from title search (compression) keys. Therefore, when either the "[i.e. ..." or "[sic]" technique is used, make two title added entries, a 245-derived one for the title proper and a 246-derived one for the title in its correct[ed] form.

```
245 14 ‡a The Paul Anthony Buck [i.e. Brick]
       lectures ...
246 3ø ‡a Paul Anthony Brick lectures

245 14 ‡a The wolrd [sic] of television ...
246 3ø ‡a World of television
```

b) *Titles corrected by bracketing missing letters*. *LC practice:* If the title proper has been corrected by supplying in brackets a missing letter or letters, make two title added entries, a 245-derived one for the title proper containing the letter or letters supplied in brackets and a 246-derived one for the title as it appears in the source.

```
245 10 ‡a One day's d[u]ty ...
246 3ø ‡a One day's dty
```

5) *Items with a collective title*. *LC practice:* If an item containing more than one work has a collective title, make a 245-derived title added entry only for the collective title.

6) *Items without a collective title*. See below the separate section **"Items Without Collective Title."**

7) *Portion of title proper*

a) *Alternative title*. For titles proper that contain an "alternative title," insure title access as follows:

1) to the complete title proper (245-derived title added entry);

2) to the first part of the title proper up to the word "or" or its equivalent in another language (246-derived title added entry);

3) to the part following the word "or" or its equivalent in another language (246-derived title added entry).

```
100 1⊬ ‡a Hoffmann, Heinrich, ‡d 1809-1894.
240 10 ‡a Struwwelpeter. ‡l English
245 10 ‡a Slovenly Peter, or, Cheerful stories and
       funny pictures for good little folks.
246 30 ‡a Slovenly Peter
246 30 ‡a Cheerful stories and funny pictures for
       good little folks
```

b) *Part or designation of part*. If the title proper contains a part or a designation of a part or both, make a 246-derived title added entry (usually for the part) when it is judged intelligible enough to be a likely candidate for access.

```
245 04 ‡a The sophisticated traveler. ‡p Winter,
       love it or leave it / ‡c edited by A.M.
       Rosenthal ...
246 30 ‡a Winter, love it or leave it
```

c) *Partial title*. Make a 246-derived title added entry for a portion of a title proper when it is judged that some users would consider the portion as the title proper.

```
100 1⊬ ‡a Byrne, Robert, ‡d 1928-
245 14 ‡a The New York times book of great chess
       victories and defeats / ‡c Robert Byrne.
246 30 ‡a Book of great chess victories and defeats
246 30 ‡a Great chess victories and defeats
```

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.

```
245 10 ‡a Paul Jenkins, anatomy of a cloud ...
246 30 ‡a Anatomy of a cloud
```

d) *Statement of responsibility*. When a title proper begins with a separable statement of responsibility, make a 246-derived title added entry for the title without the initial statement of responsibility. Note that this applies regardless of whether a uniform title has been assigned the work or not, since the function of providing access through a varying form of title is separate and distinct from the function of collocation provided through a uniform title.

```
100 1⊬ ‡a Shakespeare, William, ‡d 1564-1616.
240 10 ‡a Midsummer night's dream
245 10 ‡a Shakespeare's A midsummer night's dream ...
246 30 ‡a Midsummer night's dream
```

8) *Uniform title*. *LC practice:* 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. subsection 7) d) immediately above).

Items Without Collective Title

1) *Change in AACR2/content designation*. For items without a collective title, *Amendments 1993* to the *Anglo-American Cataloguing Rules* changed the placement of the general material designation ("GMD"), which in turn changed the manner of providing title access in such cases. The GMD now follows the first title transcribed instead of the last. That change stimulated a change in

the content designation for items without a collective title: the second title immediately adjacent to the first is now treated as "remainder of title" (subfield ‡b). This change, effective 1994, applies in all cases even when a GMD is not being assigned to the item.

With GMD

pre-1994 policy

```
245 10 ‡a Title A ; Title B ; Title C ‡h [GMD] /
    ‡c statement of responsibility
```

1994- policy

```
245 10 ‡a Title A ‡h [GMD] ;  ‡b Title B ; Title C
    / ‡c statement of responsibility
```

Without GMD

pre-1994 policy

```
245 10 ‡a Title A ; Title B / ‡c statement of
    responsibility
```

1994- policy

```
245 10 ‡a Title A ; ‡b Title B / ‡c statement of
    responsibility
```

This change in content designation meant some changes in the existing policy on providing access to the titles being recorded in the title and statement of responsibility area, since the titles immediately following the first are no longer included in the same subfield as the first (subfield ‡a). Subfield ‡a now ends before any other data element that follows the first title (the GMD, the second title, the first parallel title, the first other title information, the first statement of responsibility).

2) *Title access to independent titles*. Make a title added entry for each title being recorded if there are two or three titles. Usually make a 245-derived title added entry for the first. The second and third titles must be provided for explicitly by using the redefined 740 field (Added entry — Uncontrolled related/analytical title) and recording value "2" in the second indicator position (Analytical entry). (Cf. the examples in 3) *Title access to 245 title string* immediately below). If there are four or more titles being recorded, make a 245-derived title added entry only for the first.

NOTE: record in a 246 field varying forms of an independent title occurring in a 245 ‡a subfield; record in a 740 field varying forms of an independent title occurring elsewhere (cf. the second example in subsection 3) *Title access to 245 title string* below).

3) *Title access to 245 title string*. *LC practice:* Make a title added entry for the complement of titles immediately adjacent to one another appearing at the beginning of the title and statement of responsibility area and treated as a unit. Provide this added entry explicitly by using a 246 3⧷ field and recording the titles without the GMD but with the prescribed punctuation used in the title and statement of responsibility area. This added entry makes the data available in the same form as they were prior to the change in the GMD position and insures that there is no loss to those systems that heretofore may have made use of the data in this form for some kind of access.

```
100 1⧷ ‡a Berkeley, George, ‡d 1685-1753.
240 10 ‡a Treatise concerning the principles of
    human knowledge
245 10 ‡a Principles of human knowledge ; ‡b and,
    Three dialogues / ‡c edited with
    introduction by Howard Robinson.
246 3⧷ ‡a Principles of human knowledge ; and,
    Three dialogues
700 12 ‡a Berkeley, George, ‡d 1685-1753. ‡t Three
    dialogues.
740 02 ‡a Three dialogues.
```

```
100 0ƀ ǂa Bede, ǂc the Venerable, Saint, ǂd 673-
    735.
240 10 ǂa Selections. ǂl English. ǂf 1994
245 14 ǂa The ecclesiastical history of the
    English people ; ǂb The greater
    chronicle ; Bede's letter to Egbert / ǂc
    Bede ; edited by ...
246 3ƀ ǂa Ecclesiastical history of the English
    people ; The greater chronicle ; Bede's
    letter to Egbert
740 02 ǂa Greater chronicle.
740 02 ǂa Bede's letter to Egbert.
740 02 ǂa Letter to Egbert.
```

4) *Models illustrating title access*. The following models illustrate the various conditions of title access that may occur for items without a collective title. These models are **LIMITED** to showing the various patterns that may occur. They do **NOT** include any controlled forms of added entries, e.g., controlled analytic added entries, that might also be appropriate.

```
245 10 ǂa Title A ǂh [GMD] ; ǂb Title B / ǂc
    statement of responsibility.
246 3ƀ ǂa Title A ; Title B
740 02 ǂa Title B.

245 10 ǂa Title A ; ǂb Title B / ǂc statement of
    responsibility.
246 3ƀ ǂa Title A ; Title B
740 02 ǂa Title B.

245 10 ǂa Title A ǂh [GMD]. ǂb Title B.
246 3ƀ ǂa Title A. Title B
740 02 ǂa Title B.

245 10 ǂa Title A. ǂb Title B.
246 3ƀ ǂa Title A. Title B
740 02 ǂa Title B.

245 10 ǂa Title A ǂh [GMD] ; ǂb Title B ; Title C
    / ǂc statement of responsibility.
246 3ƀ ǂa Title A ; Title B ; Title C
740 02 ǂa Title B.
740 02 ǂa Title C.

245 10 ǂa Title A ; ǂb Title B ; Title C / ǂc
    statement of responsibility.
246 3ƀ ǂa Title A ; Title B ; Title C
740 02 ǂa Title B.
740 02 ǂa Title C.

245 10 ǂa Title A ǂh [GMD]. ǂb Title B : other
    title information. Title C.
246 3ƀ ǂa Title A. Title B
740 02 ǂa Title B.
740 02 ǂa Title C.

245 10 ǂa Title A. ǂb Title B : other title
    information. Title C.
246 3ƀ ǂa Title A. Title B
740 02 ǂa Title B.
740 02 ǂa Title C.

245 10 ǂa Title A ǂh [GMD] / ǂc statement of
    responsibility. Title B / statement of
    responsibility.
740 02 ǂa Title B.
```

```
245 10 ‡a Title A / ‡c statement of
    responsibility. Title B / statement of
    responsibility.
740 02 ‡a Title B.

245 10 ‡a Title A ‡h [GMD] : ‡b other title
    information / ‡c statement of
    responsibility. Title B : other title
    information / statement of
    responsibility.
740 02 ‡a Title B.

245 10 ‡a Title A : ‡b other title information /
    ‡c statement of responsibility. Title B
    : other title information / statement of
    responsibility.
740 02 ‡a Title B.

245 10 ‡a Title A ‡h [GMD] = ‡b Parallel title A /
    statement of responsibility. Title B =
    Parallel title B / statement of
    responsibility.
246 31 ‡a Parallel title A
740 02 ‡a Title B.
740 02 ‡a Parallel title B.

245 10 ‡a Title A = ‡b Parallel title A / ‡c
    statement of responsibility. Title B =
    Parallel title B / statement of
    responsibility.
246 31 ‡a Parallel title A
740 02 ‡a Title B.
740 02 ‡a Parallel title B.

245 10 ‡a Title A ‡h [GMD] = ‡b Parallel title A ;
    Title B = Parallel title B / ‡c
    statement of responsibility.
246 31 ‡a Parallel title A
740 02 ‡a Title B.
740 02 ‡a Parallel title B.

245 10 ‡a Title A = ‡b Parallel title A ; Title B
    = Parallel title B / ‡c statement of
    responsibility.
246 31 ‡a Parallel title A
740 02 ‡a Title B.
740 02 ‡a Parallel title B.

245 10 ‡a Title A ‡h [GMD] : ‡b other title
    information ; Title B : other title
    information / ‡c statement of
    responsibility.
740 02 ‡a Title B.

245 10 ‡a Title A : ‡b other title information ;
    Title B : other title information / ‡c
    statement of responsibility.
740 02 ‡a Title B.
```

Guidelines for Making Title Added Entries for Other Titles Borne by an Item

1) *246 indicators*. For ease of reference, the values of the indicator positions of the 246 field are repeated here. For more complete information, see above the subsection 2) *Title added entry derived from 246 field* under the section **"Data Constituting Title Added Entries/Means of Carrying Them in the MARC Record."**

Ind. 1	*Condition the value indicates*
0	Generate a note but not a title added entry
1	Generate a note and also a title added entry
2	Do not generate a note or a title added entry
3	Do not generate a note but do generate a title added entry

Ind. 2	*Condition*	*Display constant the value indicates*
ƀ	No information provided	[no display constant]
	(*LC practice:* The LC MUMS system represents the ƀ in this indicator position as a hyphen)	
0	Portion of title	[no display constant]
1	Parallel title	[no display constant]
2	Distinctive title	[Distinctive title]
	(*LC practice:* Do not use this value for monographs)	
3	Other title	[Other title]
	(*LC practice:* Do not use this value for monographs)	
4	Cover title	[Cover title]
5	Added title page title	[Added title page title]
6	Caption title	[Caption title]
7	Running title	[Running title]
8	Spine title	[Spine title]

If the source of the varying title recorded in a 246 field is not one of those represented by values 4-8, the source may be explicitly recorded in an ǂi subfield that precedes the title data:

```
246 1ƀ ǂi Source as supplied by cataloger: ǂa Varying
      form of title
```

2) *Scope*. The guidelines in the following subsections represent an attempt to standardize, to a certain extent, practice in giving additional title added entries. They address varying forms of title other than those related to the title proper. They are not meant to be an exhaustive treatment. Apply cataloger's judgment to situations not addressed here. When a single title exhibits several conditions, limit the additional title added entries to those judged to be most useful.

a) *General guideline*. Make 246-derived title 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). *LC practice:* Be more restrictive about caption titles, half titles, running titles, and other title information. Generally, make added entries for these only if one of the following is true:

1) the work was also published under the title;

2) the work is cited in reference sources under the title;

3) 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.

b) *Source vs. type*. In the 246 field, the categories for types of titles expressed by the second indicator are not mutually exclusive. *LC practice:* In general, for titles from sources other than 245, for monographs, prefer to give the source using either one of the following second indicator values for source

4	Cover title
5	Added title page title
6	Caption title
7	Running title
8	Spine title

or subfield ǂi

```
245 10 ǂa Title of work ...
246 1ƀ ǂi Title from colophon: ǂa Varying form of
    title
```

```
245 10 ‡a Title of work ...
246 1ø ‡i Title on container: ‡a Parallel title on
    container
```

instead of stating the "nature" of the title itself, e.g:,

1 Parallel title
2 Distinctive title
3 Other title

Thus, for a title from a source other than 245 that is also a particular kind of title, e.g., a parallel title, prefer its source over the fact that it is a parallel title:

```
245 10 ‡a Title of work ...
246 14 ‡a Parallel title from cover
```

This does not preclude, however, also stating the "nature" of the title in subfield ‡i when judged appropriate:

```
245 10 ‡a Title of work ...
246 0ø ‡i Subtitle on jacket: ‡a Varying form of
    title that is subtitle on jacket
```

3) *Alternate forms*. *LC practice:* With respect to making 246-derived title added entries for alternate forms (cf. subsection 2) *Alternate forms* under "**Guidelines for Making Title Added Entries for Permutations Related to Titles Proper**" above), use judgment on a case-by-case basis. If in doubt, do not make a 246-derived title added entry for a "variant of a variant."

4) *Accompanying material*. Treat the title of an accompanying item as an independent title of a work contained within the item. Provide a title added entry using field 740 with indicator values 02. In general, provide title access through varying forms of the title of an accompanying item in those cases judged to provide useful access, using the 740 02 field also as the means of stating any varying forms of independent titles.

```
245 00 ‡a OSHA plan writer ‡h [computer file] ...
300 øø ‡a 1 computer disk ; ‡c 5 1/4 in. + ‡e 1
    manual (1 v.) ...
500 øø ‡a Title on manual: Dr. Young's OSHA plan
    writer.
740 02 ‡a Dr. Young's OSHA plan writer.
```

5) *Added title page title*

```
100 1ø ‡a Abbott, R.
245 14 ‡a The supply of liner shipping to Canada /
    ‡by R. Abbott, Z. Mockus, N. Farinaccio.
246 15 ‡a Offre de transport maritime de ligne
    régulière au Canada
```

6) *At head of title*. When title data appear at head of title, use a 246 field.

```
110 1ø ‡a Colorado. ‡b Office of State Auditor.
245 10 ‡a Highway users tax fund performance
    audit.
246 1ø ‡i At head of title: ‡a Report of the State
    Auditor
```

When data other than title data appear at head of title that are to be combined with the title proper in an added entry, record the "at head of title" data in a 500 note, and provide the title added entry through a 246 3ø field:

```
110 2ƀ ‡a Rand McNally and Company.
245 10 ‡a Chicago & vicinity 6 county StreetFinder
    / ‡c Rand McNally ...
246 3ƀ ‡a Chicago and vicinity six county
    StreetFinder
246 3ƀ ‡a Rand McNally, Chicago Tribune, Chicago &
    vicinity 6 county StreetFinder
500 ƀƀ ‡a At head of cover title: Rand McNally,
    Chicago Tribune.
```

7) *Binder's title*. If a binder's title varies significantly from the title proper (cf. 21.2A1), record the title in 246 1ƀ.

```
100 1ƀ ‡a Shaver, John I.
245 10 ‡a Mixed Commission on British and American
    Claims, John I. Shaver vs. United States,
    no. 51 : ‡b brief for claim.
246 1ƀ ‡i Binder's title: ‡a Shaver vs. United States
```

LC practice: If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), record only the note and not the added entry. In such a case, make the note a copy-specific one (LCRI 1.7B20), e.g., 590 "LC copy has binder's title: ..." In case of doubt, do not assume that the item was bound only for LC.

8) *Caption title*

```
100 1ƀ ‡a Ettling, E. ‡q (Emile)
245 10 ‡a Suite de valses sur l'opéra L'Africaine de
    Meyerbeer / ‡c E. Ettling.
246 16 ‡a Africaine
```

9) *Colophon title*

```
100 1ƀ ‡a Melit'auri, K.
245 10 ‡a Varžia ...
246 1ƀ ‡i Title in colophon: ‡a Vardzia

100 1ƀ ‡a Teng, Hsiao-p'ing, ‡d 1904-
240 10 ‡a Selections. ‡f 1983
245 10 ‡a Teng Hsiao-p'ing wen hsüan, 1975-1982 nien
    ...
246 1ƀ ‡i Colophon title also in pinyin: ‡a Deng
    Xiaoping wenxuan
```

10) *Corrected titles other than title proper*. (For corrected titles proper see subsection 4) *Corrected titles proper* (cf. 1.0F1) above under "**Guidelines for Making Title Added Entries for Permutations Related to Titles Proper**.") In encountering titles other than title proper that contain an incorrect form of some kind, use judgment to determine when to give access to incorrect and/or corrected forms.

a) *Titles corrected by "[i.e. ...]" and "[sic]."* *LC practice:* In LC's system data in brackets preceded by "i.e." and the word "[sic]" enclosed in brackets are ignored in filing arrangements and are omitted from title search (compression) keys. Therefore, bear this in mind when providing title access in cases in which either the "[i.e. ...]" or "[sic]" technique is used.

```
245 10 ‡a Etude cartografique [sic] de la structure
       économique et démografique [sic] de
       l'Europe occidentale = ‡b Kleiner Atlas der
       oekonomischen und demografischen Struktur
       von West Europa = Cartografic [sic] study
       on the economic and demografic [sic]
       structure of western Europe.
246 31 ‡a Kleiner Atlas der oekonomischen und
       demografischen Struktur von West Europa
246 31 ‡a Cartografic [sic] study on the economic and
       demografic [sic] structure of  western
       Europe
246 3ϕ ‡a Etude cartographique de la structure
       économique et démographique de l'Europe
       occidentale
246 3ϕ ‡a Cartographic study on the economic and
       demographic structure of western Europe
```

b) *Titles corrected by bracketing missing letters. LC practice:* If the varying title has been corrected by supplying in brackets a missing letter or letters, make two 246-derived title added entries, one for the form containing the letter or letters supplied in brackets and one for the form as it appears in the source.

```
245 10 ‡a Title of work ...
246 14 ‡a Varying ti[t]le on cover corrected in
       square brackets
246 3ϕ ‡a Incorrect form of varying tile

245 10 ‡a Title of work ...
246 1ϕ ‡i Source of varying title: ‡a Varying
       ti[t]le corrected in square brackets
246 3ϕ ‡a Incorrect form of varying tile
```

11) *Cover title*

```
111 2ϕ ‡a SPWD-NABARD Seminar on Economics of
       Wastelands Development ‡d (1984 : ‡c Suraj
       Kund, India)
245 10 ‡a SPWD-NABARD Seminar on Economics of
       Wastelands Development : ‡b proceedings of
       the seminar held at Suraj Kund on March
       8th, 9th, 10th 1984 / ‡c sponsored by
       National Bank for Agriculture and Rural
       Development ; editor, Kamal Sharma.
246 14 ‡a Economics of wastelands development
```

12) *Distinctive title. LC practice:* Do not use for monographs.

13) *Half title*

```
111 2ϕ ‡a Bruckner-Symposion : ‡n (8th : ‡d 1986 :
       ‡c Linz, Austria)
245 10 ‡a Bruckner Symposion ...
246 1ϕ ‡i Half title: ‡a Bruckner-Symposion Linz 1986
```

14) *No title added entry derived from varying form of title data recorded.* There may be occasions when the information in a varying form of title is judged useful in aiding identification or showing the nature/scope of a work, but an added entry is judged not to be needed.

```
245 03 ‡a La fabbrica eterna / ‡c [coordinamento del
       Convegno e del volume, Ernesto Brivio].
246 0ϕ ‡i Subtitle on jacket: ‡a Cultura, logica
       strutturale, conservazione delle cattedrali
       gotiche
```

15) *Other title.* This category is available as a general kind of source not otherwise specified by another value in the second indicator position of 246. *LC practice:* Do not use for monographs; use subfield ‡i to state the specific location.

```
245 00 ‡a Ammunition.
246 13 ‡a UAW ammunition
(The publication is a serial)
```

16) *Other title information from 245*

```
111 2ϕ ‡a Bruckner-Symposion : ‡n (8th : ‡d 1986 :
    ‡c Linz, Austria)
245 10 ‡a Bruckner Symposion : ‡b Bruckner, Liszt,
    Mahler und die Moderne, im Rahmen des
    Internationalen Brucknerfestes Linz 1986,
    17.-21. September 1986 : Bericht ...
246 30 ‡a Bruckner, Liszt, Mahler und die Moderne
```

17) *Parallel titles.* If a title in another language appears prominently on the publication, make a 246-derived title added entry for it. (It does not matter if the source is an added title page or if there is text in the language of the title.)

In the 246 field, the categories for types of titles expressed by the second indicator are not mutually exclusive. *LC practice:* In general, for titles from sources other than 245, prefer, for monographs, to give the source (using either one of the second indicator values for source exclusive of values "2-3") or subfield ‡i instead of stating the "nature" of the title itself. Thus for a title from a source other than 245 that is also a parallel title, prefer its source over the fact that it is a parallel title.

a) *Parallel title from 245*

```
100 1ϕ ‡a Mossolow, N.
245 14 ‡a Die Geschichte von Namutoni =b Die
    Verhaal van Namutoni = The history of
    Namutoni / ‡c N. Mossolow.
246 31 ‡a Verhaal van Namutoni
246 31 ‡a History of Namutoni
```

b) *Parallel title from other than 245.* Insure that the source is always stated.

(1) *Indicate source by indicator*

```
100 1ϕ ‡a Abbott, R.
245 14 ‡a The supply of liner shipping to Canada /
    ‡c by R. Abbott, Z. Mockus, N.
    Farinaccio.
246 15 ‡a Offre de transport maritime de ligne
    régulière au Canada
```

(2) *Indicate source by ‡i subfield*

```
100 1ϕ ‡a Brander Jonsson, Hedvig, ‡d 1949-
245 10 ‡a Bild och fromhetsliv i 1800-talets
    Sverige / ‡c Hedvig Brander Jonsson.
246 1ϕ ‡i Parallel title on p. [4] of cover: ‡a
    Picture and piety in 19th century Sweden
```

18) *Running title*

```
100 0ϕ ‡a Gregory, ‡c of Nyssa, Saint, ‡d ca. 335-
    ca. 394.
240 10 ‡a Commentarius in Canticum canticorum
245 10 ‡a Gregorii Nysseni In Canticum canticorum
    ...
246 17 ‡a Commentarius in Canticum canticorum

245 00 ‡a Bangladesh Education Extension Centre
    bulletin.
246 17 ‡a B.E.E.C. bulletin
```

19) *Spine title*

```
100 1ƀ ǂa Parmentier, Henri.
245 10 ǂa On vacation / ǂc [illustrations by Henri
    Parmentier].
246 18 ǂa Animal pals on vacation
```

20) *Vols. [no.]-<[no.] > have title*:

```
245 00 ǂa Reactions and processes ...
246 1ƀ ǂi Pt. H has title: ǂa Chemometrics in
    environmental chemistry

100 1ƀ ǂa Wood, Neil S.
245 10 ǂa Evolution of the pedal car and other
    riding toys, with prices ...
246 1ƀ ǂi Vols. 2-<4  > have title: ǂa Evolution
    of the pedal car, with price guide
```

21) *Other source*

```
245 00 ǂa Recent developments in real property law
    practice, 1984/1985 ǂh [sound
    recording].
246 1ƀ ǂi Title on container: ǂa Recent
    developments in real property law
    practice (spring 1985)
```

Title Changes Related to Monographs

1) *Subsequent editions. LC practice:* When the title or choice of entry, or both, changes between editions cataloged separately (LCRI 1.7A4), state the fact of the change in a 500 note and link the two editions by means of a 700-730 controlled related work added entry for the heading for the previous edition in the record for the edition being cataloged.

```
100 1ƀ ǂa Surname, Forename.
245 10 ǂa Title of current edition ...
500 ƀƀ ǂa Earlier edition published under title:
    Title of earlier edition.
700 1ƀ ǂa Surname, Forename. ǂt Title of earlier
    edition.
```

2) *Subsequent updates to publications that are looseleaf for updating. LC practice:* LC's practice with respect to looseleaf materials is stated in *Cataloging rules for the description of looseleaf publications* : with special emphasis on legal materials / by Adele Hallam. -- 2nd ed. -- Washington, D.C. : Office for Descriptive Cataloging Policy, 1989.

When the title on the replacement title page differs from earlier title(s) (rule 1B10 of the publication cited above), record the latest title in 245; state in a 500 note the previous title(s). Use 246 3ƀ for the added entries.

```
245 10 ǂa Securities fraud & commodities fraud ...
246 3ƀ ǂa Securities law, fraud--SEC rule 10b-5
246 3ƀ ǂa Securities fraud and commodities fraud
500 ƀƀ ǂa Title history: Securities law, fraud--
    SEC rule 10b-5 (1967-Oct.? 1979);
    Securities fraud and commodities fraud
    (1979-Dec. 1986).

245 10 ǂa Canada corporations law reporter ...
246 3ƀ ǂa Dominion companies law reporter
500 ƀƀ ǂa Title history: Dominion companies law
    reporter (1949?-1976).
```

Analysis by Notes (Component Parts of Publications, Including Those That Are Looseleaf for Updating)

LC practice: Section 11 of the *Cataloging Rules for the Description of Looseleaf Publications* cited in the subsection immediately above describes a variety of conditions and alternatives for treating component parts of publications, including those that are looseleaf for updating. Often, analysis by notes is the technique used. This may result in statements about the various component parts of publications, including those of looseleaf services, with reference to individual titles of these components. In general, such titles are treated as independent titles, and, since the material they represent is treated as part of the whole, the statements of particular situations are often a combination of 500 notes and title access provided through 740 02 fields. Some representative examples follow:

```
100 1ƀ ǂa Wright, Benjamin, ǂd 1957-
245 14 ǂa The law of electronic commerce : ǂb EDI,
    FAX, and E-mail : technology, proof, and
    liability / ǂc Benjamin Wright.
500 ƀƀ ǂa "Special release: Chapter 21, Electronic
    health care information : recordkeeping
    and privacy aspects" (ix, 61 p.) issued
    in 1993.
740 02 ǂa Electronic health care information.

110 1ƀ ǂa Colorado.
240 10 ǂa Laws, etc. (Compiled statutes : 1988-  )
245 10 ǂa West's Colorado revised statutes
    annotated : ǂb under arrangement of the
    Colorado revised statutes.
246 30 ǂa Colorado revised statutes annotated
500 ƀƀ ǂa Kept up to date by revised volumes,
    interim annotation service, and West's
    Colorado legislative service.
740 02 ǂa West's Colorado revised statutes
    annotated. ǂp Interim annotation
    service.
740 02 ǂa West's Colorado legislative service.

245 00 ǂa Multistate sales tax guide.
246 3ƀ ǂa All-state sales tax reporter
500 ƀƀ ǂa Title history: All-state sales tax
    reporter (1952-1992).
500 ƀƀ ǂa Forms now issued in separate unnumbered
    volume (pbk. format): Sales and use tax
    forms in current use.
740 02 ǂa Multistate sales tax guide. ǂp Sales and
    use tax forms in current use.
740 02 ǂa Sales and use tax forms in current use.
```

The above examples are intended to give the flavor of the treatment of these materials. They in no way cover the many different kinds of situations that need to be treated, especially among law materials.

24.1. GENERAL RULE. [Rev.]

Ambiguous Entities

Treat the ambiguous entities listed below as general corporate bodies and establish them under the provisions of chapter 24, AACR2, tagging them as X10.

Airplanes, Named
Airports
Almshouses
Aquariums, Public
Arboretums
Artificial satellites
Bars

Biological stations
Boards of trade (Chambers of commerce)
Botanical gardens
Cemeteries
Chambers of commerce
Concentration camps
Concert halls
Country clubs
Crematories
Dance halls
Ecological stations
Factories
Funeral homes, mortuaries
Halfway houses
Herbariums
Hotels
Markets
Morgues
Motels
Night clubs
Nursing homes
Old age homes
Opera houses
Orphanages
Planetariums
Plans (Programs)
Poorhouses
Port authorities
Projects
Railroads
Research stations
Restaurants
Sanitariums
School districts
Service stations
Ships
Shipyards
Space vehicles
Stores, Retail
Studies (Research projects)
Tribes (as legal entities only)
Undertakers
Zoological gardens

Punctuation

Add a comma to a series of words appearing in an English-language name except before an ampersand. *Exceptions*:

1) For British headings, follow the punctuation in the publication, which normally will not include a comma before the conjunction in the series of words, e.g.,

```
110 1ƀ ‡a Great Britain. ‡b Ministry of Agriculture,
                Fisheries and Food
not   110 1ƀ ‡a Great Britain. ‡b Ministry of Agriculture,
                Fisheries, and Food
```

2) For Canadian headings, follow the punctuation provided by the National Library of Canada.

Note: Headings originally established before January 1981 that are in accord with current policy except for punctuating words in series were coded "AACR2" before September 1982. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings other than those from the National Library of Canada or British or Irish headings coded after August 1982 will be in accord with AACR2 and current LC policy.)

If the form of name selected as the heading includes quotation marks around an element or elements of the name, retain them (cf. example in rule 24.7B4). Use American-style double quotation marks in the heading, instead of other forms of quotation marks.

If the form of name selected as the heading consists of or contains initials, regularize the spacing and put one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

source: F&H Denby
heading: `110 2ƀ ǂa F & H Denby`

source: U. S. D. A. Symposium ...
heading: `111 2ƀ ǂa U.S.D.A. Symposium ...`

source: B B C Symphony ...
heading: `110 2ƀ ǂa BBC Symphony ...`

Precede or follow initials consisting of two or more letters with a space, e.g., "Gauley Bridge (W. Va.)," "Ph. D. Associates."

If the form of name selected as the heading includes a place name at the end and the place is enclosed within parentheses or is preceded by a comma-space, retain in the heading the punctuation as found.

If the form of name selected as the heading includes a Greek letter or a letter or symbol used to indicate a trademark, a patent, copyright, etc., follow the guidelines in LCRI 1.0E.

If the form of name selected as the heading includes an abbreviation, retain in the heading the abbreviation as found.

source: Dirección de la Energía//Div. Estadística//Secc. Información
heading: `110 1ƀ ǂa Buenos Aires (Argentina : Province). ǂb Dirección de la Energía. ǂb Div. Estadística. ǂb Secc. Información`

When the name of a body consists of both a numerical or alphabetical designation and words indicating the body's function, include both in the heading for the body. Separate the two parts with a dash (two hyphens).

source: Abteilung V - Vermessungswesen
heading: `110 2ƀ ǂa [Parent body]. ǂb Abteilung V—Vermessungswesen`

source: Social and Economic Sciences (Section K)
heading: `110 2ƀ ǂa [Parent body]. ǂb Social and Economic Sciences—Section K`

source: Sub-task Force I, Gas Dissolved in Water
heading: `110 2ƀ ǂa [Parent body]. ǂb Sub-task Force I—Gas Dissolved in Water`

If the form of name selected as the heading includes a dash or a hyphen that sets off a data element (usually a place name), regularize the punctuation by using a dash (two hyphens) without spacing on either side.

source: University of Nebraska—Lincoln
heading: `110 2ƀ ǂa University of Nebraska—Lincoln`

source: Centro abruzzese di ricerche storiche - Teramo
heading: `110 2ƀ ǂa Centro abruzzese di ricerche storiche—Teramo`

Canadian Headings

If the National Library of Canada (NLC) form differs from LC/AACR2 form for capitalization,

diacritics, or punctuation, follow NLC.

If a corporate name in French includes the diphthong œ, which appears in the NLC form as separate letters, use the NLC form in the heading.

Although NLC practice is to establish corporate names in both English and French as appropriate, LC practice is to use English whenever possible. *Exception*: Generally establish Québec corporate names in French.

If the NLC French-language heading is used and that heading has a qualifying term in French, change the term to the English term used in the NLC English-language equivalent heading.

NLC: CHAU-TV (Station de télévision : Carleton, Québec)
NLC equivalent: CHAU-TV (Television station : Carleton, Quebec)
heading: `110 2ø ‡a CHAU-TV (Television station : Carleton, Québec)`

If an NLC corporate heading contains a geographic qualifier, use the LC-established form of the geographic name as the qualifier.

NLC: Douglas Hospital (Verdun, Quebec)
heading: `110 2ø ‡a Douglas Hospital (Verdun, Québec)`

"AACR2 Compatible" Headings

1) *General*. All headings newly coded after August 1982 will be in accord with AACR2 and current policy and will be designated "AACR2" (with two exceptions). A heading already coded "AACR2 compatible" will continue to be used in its existing form in post-August 1982 cataloging. The two situations in which a newly coded heading will be coded "AACR2 compatible" are

a) The heading is for a body that is entered subordinately to another body whose heading has already been coded "AACR2 compatible."

b) The heading is for a uniform title entered under a name heading that has already been coded "AACR2 compatible."

Before September 1982, headings were coded "AACR2 compatible" if they had been established before 1981 and fell into one or more of the categories listed below. Also coded "AACR2 compatible" were headings established after 1980 for bodies that were entered subordinately to bodies whose headings had already been coded "AACR2 compatible" and headings for uniform titles entered under name headings that had already been coded "AACR2 compatible."

2) *Categories coded "AACR2 compatible."* The categories of headings that were coded "AACR2 compatible" were as follows:

a) *Quotation marks*. The existing heading lacked quotation marks even though the body's predominant usage showed quotation marks around one or more elements.

compatible heading: `110 2ø ‡a Istituto tecnico C. Gemmellaro di Catani`
(*AACR2 form*: Istituto tecnico "C. Gemmellaro" di Catani)

b) *Acronyms*. The existing heading contained an acronym in lower-cased letters after an initial capital letter even though the body's predominant usage showed the acronym all in capital letters.

compatible heading: `110 2ø ‡a Amacom`
(*AACR2 form*: AMACOM (Organization))

Note: If the body was famous, the heading was re-established in its AACR2 form.

c) *Terms of incorporation*

(1) The existing heading contained a term of incorporation that did not agree

with AACR2 capitalization.

compatible heading: 110 2ƀ ‡a Art Nouveau, inc.
(*AACR2 form*: Art Nouveau, Inc.)

(2) The existing heading contained a term of incorporation that would not be retained under AACR2.

compatible heading: 110 2ƀ ‡a Press Association, ltd.
(*AACR2 form*: Press Association)

compatible heading: 110 2ƀ ‡a Schweizerisches Ost-Institut, A.G.
(*AACR2 form*: Schweizerisches Ost-Institut)

(3) The existing heading lacked a term of incorporation that would be included under AACR2.

compatible heading: 110 2ƀ ‡a Daumier Prints
(*AACR2 form*: Daumier Prints Inc.)

d) *Hierarchy*. The existing heading for a Chinese, Japanese, or Korean corporate body contained more hierarchy than AACR2 would permit.

compatible heading: 110 1ƀ ‡a Japan. ‡b Hōmushō. ‡b Keijikyoku
(*AACR2 form*: Japan. Keijikyoku)

Airports

Before August 1996, airports were established as geographic names under the provisions of chapter 23 AACR2, tagged X51. After July 1996, establish airports under the provisions of chapter 24, AACR2, tagged X10. If the name of the airport does not include the name of the place it serves, add the appropriate local place name qualifier. Do not make a reference through the local place in which the airport is located.

LC practice: Headings for airports existing in the name authority and bibliographic databases will be revised as a project by the Cataloging Policy and Support Office (CPSO), but revise existing headings needed in current cataloging as encountered.

110 2ƀ ‡a Dallas-Fort Worth International Airport
110 2ƀ ‡a Heathrow Airport (London, England)
110 2ƀ ‡a Shin Tōkyō Kokusai Kūkō
110 2ƀ ‡a Davis Airport (Luzerne County, Pa.)
110 2ƀ ‡a Davis Airport (Montgomery County, Md.)

Cemeteries

Before August 1996 cemeteries were established either as name or subject headings, tagged X51. After July 1996 establish all cemeteries as name headings, tagged X10.

LC practice: Headings for cemeteries existing in the subject authority file will be converted to name headings as a project by CPSO. CPSO will also revise existing name authority and bibliographic records as a project, but revise existing headings needed in current cataloging as encountered.

Establish cemeteries according to the provisions of chapter 24, AACR2. Qualify the name of the cemetery with the name of the local geographic place in which it is located, i.e., city, county, etc., even if the cemetery is national, state, provincial, etc., in character. (Revise existing headings that do not reflect this policy when such headings are needed in current cataloging.) Do not make a reference through the place in which the cemetery is located.

110 2ƀ ‡a National Memorial Cemetery of the Pacific (Honolulu, Hawaii)
110 2ƀ ‡a Cimetière de Champeaux (Montmorency, France)
110 2ƀ ‡a McMillan Cemetery (Marshall County, Okla.)

```
110 2ƀ ǂa Cmentarz Ewangelicko-Augsburski w Warszawie
          (Warsaw, Poland)
110 2ƀ ǂa Necrópolis Cristóbal Colón (Havana, Cuba)
```

Concentration Camps

Before August 1996, concentration camps were established either as name or subject headings, tagged X51. After July 1996, establish all concentration camps as name headings, tagged X10.

Establish concentration camps according to the provisions of chapter 24, AACR2. (Revise existing headings and associated bibliographic records that do not reflect this policy when such headings are needed in current cataloging. Do not retain the post-1980, pre-August 1996 heading as a reference, unless it is a valid AACR2 reference.) Do not make a reference through the local place in which the concentration camp is located.

LC practice: Convert headings for concentration camps existing in the subject authority file to name headings as needed. In converting subject authority records to name authority records, copy the subject authority record into the name authority file. Add the control number of the subject authority record as a 010ǂz; revise the form of heading and the tagging; evaluate existing references (revise or delete), add additional references as appropriate, delete any 550 fields[2]; retain any 670 field(s) as is (including "Work cat." preceding the citation), add a 670 field that justifies the heading chosen (item being cataloged or LC database citation); and change FFD 8 to value n, code FFD 12 as appropriate, and add the cataloger's code in FFD 25. Submit a proposal to delete the record from the subject authority file to the Subject Headings Editorial Team, Cataloging Policy and Support Office in accordance with procedures in *Subject Cataloging Manual: Subject Headings* H193, section 11, and H193.5. (*NACO libraries*: Submit the proposal to Cooperative Cataloging Team, Regional and Cooperative Cataloging Division.)

```
110 2ƀ ǂa Auschwitz (Concentration camp)
410 2ƀ ǂa KL Auschwitz
410 2ƀ ǂa Konzentrationslager Auschwitz

110 2ƀ ǂa Konsentrasiekamp te Bethulie
410 2ƀ ǂa Bethulie (Concentration camp)

110 2ƀ ǂa Nēsos Gyaros
410 2ƀ ǂa Gioura (Concentration camp)
```

Plans, Programs, and Projects

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that headings for entities with these words in their names need the addition of a qualifier that conveys the idea of a corporate body (cf. 24.4B).

24.7. CONFERENCES, CONGRESSES, MEETINGS, ETC. [Rev.]

Ambiguous Entities

Treat the ambiguous entities listed below under the general principles for conference names, and establish them under the provisions of 24.7, AACR2, tagging them as X11.

Athletic contests
Competitions
Contests
Expeditions, Military
Expeditions, Scientific
Games (Events)
Parades
Public celebrations, pageants, anniversaries
Races (Contests)
Sporting events

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[2]Note that the order of fields when copying a subject authority record differs from the traditional order of fields for name authority records. Do not reorder the fields.

Events[3]

Before August 1996, events were established either as name or subject headings, tagged X11 or X50 respectively. After July 1996, establish all events[1] as name headings, tagged X11. Although AACR2 does not provide specifically for these types of headings, follow the general principles of 24.7, AACR2. Do not retain the pre-August 1996 heading as a reference, unless it is a valid AACR2 reference. Note that a qualifier of the type specified by 24.4B may be necessary when the name does not convey the idea of an event, e.g., Rose Bowl (Football game), but Miss America Pageant.

LC practice: Convert headings for events existing in the subject authority file to name headings as needed. In converting subject authority records to name authority records, copy the subject authority record into the name authority file. Add the control number of the subject authority record as a 010‡z; revise the form of heading and the tagging; delete any 053 field; evaluate existing references (revise or delete), add additional references as appropriate, delete any 550 fields[4]; retain any 670 field(s) as is (including "Work cat." preceding the citation), add a 670 field that justifies the heading chosen (item being cataloged or LC database citation); and change FFD 8 to value n, code FFD 12 as appropriate, and add the cataloger's code in FFD 25. Submit a proposal to delete the record from the subject authority file to the Subject Headings Editorial Team, Cataloging Policy and Support Office in accordance with procedures in *Subject Cataloging Manual: Subject Headings* H193, section 11, and H193.5. (*NACO libraries*: Submit the proposal to Cooperative Cataloging Team, Regional and Cooperative Cataloging Division.)

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111 2ƀ ‡a Rose Bowl (Football game)
411 2ƀ ‡a Rose Bowl Game

111 2ƀ ‡a Tournament of Roses
411 2ƀ ‡a Rose Bowl Parade
411 2ƀ ‡a Rose Parade
411 2ƀ ‡a Tournament of Roses Parade
411 2ƀ ‡a Pasadena Tournament of Roses

111 2ƀ ‡a Miss America Pageant

111 2ƀ ‡a World Cup (Soccer game)
411 2ƀ ‡a Coupe de monde (Soccer)
411 2ƀ ‡a Copa del Mundo de Fútbol
411 2ƀ ‡a Fussballweltmeisterschaft

111 2ƀ ‡a Tour de France (Race)

111 2ƀ ‡a International Henryk Wieniawski Violin
          Competition
411 2ƀ ‡a Henryk Wieniawski Violin
          Competition, International
411 2ƀ ‡a Międzynarodowy Konkurs Skrzypcowy imienia
          Henryka Wieniawskiego

111 2ƀ ‡a World Jamboree of Boy Scouts
411 2ƀ ‡a Jamboree of Boy Scouts, World

111 2ƀ ‡a Iditarod (Race)
411 2ƀ ‡a Iditarod Sled Dog Race
411 2ƀ ‡a Iditarod Trail (Race)

111 2ƀ ‡a Daytona 500 (Race)
411 2ƀ ‡a Daytona Five Hundred (Race)
411 2ƀ ‡a Daytona International Speedway Race
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[3]Defined here as an activity that is formally convened, directed toward a common goal, capable of being reconvened, and has a formal name, location, date, and duration that can be determined in advance of the date.

[4]Note that the order of fields when copying a subject authority record differs from the traditional order of fields for name authority records. Do not reorder the fields.

Selection Decision ("Do Not Acquire")

[The below originally appeared in *Cataloging Service Bulletin*, no. 57, p. 3-4.]

1) *General*. The Library of Congress generally does not add to its collections certain categories of publications even though it provides CIP cataloging for them. This selection decision is made based on the guidelines listed below.

2) *Guidelines for Indicating "Do Not Acquire" (Pre-Publication Stage)*. In the course of preparing CIP cataloging, add a local field note containing the phrase "Do not acquire" to the record for the following categories of materials:

a) reprints of American imprints originally published within the last ten years, when the original edition or an earlier reprint is already in the collections.

b) paperback editions of hardback books, when the hardback is already in the collections; if, however, the paperback should be retained because the hardback original was published more than ten years ago (cf. 1 above), do not apply this exclusion; (*N.B.*: university press paperbacks often contain corrections and revisions made by the author after the appearance of the hardback original; the paperback is therefore a revised edition rather than just a reissue of the hardback and should be considered for retention);

c) large-type editions of works whether or not the regular-type edition is already in the collections;

d) textbooks at the secondary school level, with the exception of those for American history;

e) translations from English into any other language, unless LC does not have the original English edition.

If, at the time of CIP upgrade, there are any problems or doubts about how the above guidelines have been applied to a particular item, seek clarification from the appropriate selection official according to team/division practice.

SUBJECT CATALOGING

[TOPIC] IN ART; THE SUBDIVISION —IN ART

As part of its efforts to reduce the number of free-floating phrase headings, the Library of Congress is removing the phrase **...in art** from the category of free-floating usage. LC has begun creating subject authority records for headings of the type **[topic] in art** used on existing bibliographic records in the LC MARC database and will establish new headings as needed. Establishing these headings will provide explicit authority records for systems that rely on machine validation and will make it easier for libraries performing copy cataloging to validate these headings.

A new free-floating subdivision **—In art** has been authorized for use after names of corporate bodies and places, e.g., **Florence (Italy)—In art**. This new practice means that subject headings for the treatment of places or corporate bodies in art will retain the same tag as the basic subject headings for those entities. This practice is similar to the treatment of such entities as themes in literature where the free-floating subdivision **—In literature** is used.

CONSTITUTIONAL MATERIALS

In concurrence with recommendations of a task force of the American Association of Law Libraries, the Library of Congress has changed its subject cataloging practices for texts of, and works about, constitutions of political jurisdictions. The subdivisions **—Constitution**, **—Constitutional history**, and **—Constitutional law** have all been discontinued under names of places. The headings **Constitutions**, **Constitutional history**, and **Constitutional law** may now be further divided geographically.

Texts of constitutions are now assigned the heading **Constitutions—[*place*]**. Works about constitutions and constitutional law are assigned the headings **Constitutional law—[*place*]** and/or **Constitutional history—[*place*]**, as appropriate. In addition, works about a specific constitution may be assigned the appropriate name-title heading designating the constitution, e.g., **United States. Constitution**.

The relevant subject authority records have been revised to reflect these changes in practice. Further details will be available in H 1465, *Constitutions*, a new instruction sheet for the *Subject Cataloging Manual: Subject Headings*, which will be published in 1997 Update Number 1 to the manual, scheduled for distribution in the spring of 1997.

MUSIC FORM/GENRE HEADINGS IN LCSH

Earlier this year, LC began a project to write new memoranda and revise old ones concerning music for the new edition of the *Subject Cataloging Manual: Subject Headings* (SCM:SH) published in October 1996. While working on this project, LC discovered inconsistencies in the general see-also references and notes under the music headings in LCSH. Instructions for using the names of musical instruments and ensembles for medium of performance in headings were found to be inadequate, both in LCSH and the SCM:SH, particularly under headings for vocal music and when terms for instruments and ensembles are used as accompaniment of instrumental or vocal mediums.

First, under headings for the music of specific instruments and ensembles, 360 fields (general see-also references) have been revised to a standard generic form, omitting the names of specific headings and categories of headings.

Flute music
(see also) headings for forms and types of music that include flute or flutes and headings with medium of performance that include flute or flutes

Band music
(see also) headings for forms and types of music that include band and headings with medium of performance that include band

Second, under headings for the music of ensembles, one instrument to a part, instructions for the use of the name of the ensemble as an accompaniment have been clarified.

Brass ensembles
When used for an accompanying ensemble in headings with medium of performance, the term brass ensemble stands for two or more instruments

The new forms of the general see-also references and notes authorize the use of the terms as accompaniment for vocal mediums, which was not the case before. In addition, the references and notes will appear only if the usage described is present in LCSH or in LC's online catalog. In some cases, when no usage was found, older forms of the references and notes, which were often made automatically, have been cancelled. In the future, if usage appears in the online catalog, the fields will be added to the subject authority records. Other notes have been revised for clarity and 053 fields (LC classification numbers) have been adjusted as necessary.

A portion of the revisions was not processed through the weekly lists. Changes in 360 fields under headings for the music of specific instruments, A through **Cheng music**, have appeared on the weekly list. The rest were processed outside the weekly list processing stream. Headings where 360 fields were either added or cancelled are on weekly lists. Headings for all types of ensembles are on weekly lists, except for seven headings for instrumental choirs, e.g., **Clarinet choir music**. These changes are reported below.

150 Clarinet choir music
053 M1200-M1268
360 SA Concertos ([Solo instrument(s)] with clarinet choir); [Solo instrument(s)] with clarinet choir; Suites, Variations, Waltzes, *and similar headings with specification of instruments which include the specification* Clarinet choir CANCEL
360 SA *headings for forms and types of music that include clarinet choir and headings with medium of performance that include clarinet choir*

150 Flute choir music
360 SA Concertos ([Solo instrument(s)] with flute choir); [Solo instrument(s)] with flute choir; Suites, Variations, Waltzes, *and similar headings with specification of instruments which include the specification* Flute choir CANCEL
360 SA *headings for forms and types of music that include flute choir and headings with medium of performance that include flute choir*

150 Horn choir music
550 BT Band music CANCEL
550 BT Brass band music
360 SA Concertos ([Solo instrument(s) with horn choir); [Solo instrument(s)] with horn choir; Suites, Variations, Waltzes, *and similar headings with specification of instruments which include the specification* Horn choir CANCEL
360 SA *headings for forms and types of music that include horn choir and headings with medium of performance that include horn choir*

150 Recorder choir music
053 M1200-M1268
360 SA Concertos ([Solo instrument(s) with recorder choir); [Solo instrument(s)] with recorder choir; Suites, Variations, Waltzes, *and similar headings with specification of instruments which include the specification* Recorder choir CANCEL
360 SA *headings for forms and types of music that include recorder choir and headings with medium of performance that include recorder choir*

150 Saxophone choir music
360 SA Concertos ([Solo instrument(s) with saxophone choir); [Solo instrument(s)] with saxophone choir; Suites, Variations, Waltzes, *and similar headings with specification of instruments which include the specification* Saxophone choir CANCEL
360 SA *headings for forms and types of music that include saxophone choir and headings with medium of performance that include saxophone choir*

150 Trombone choir music
360 SA Concertos ([Solo instrument(s) with trombone choir); [Solo instrument(s)] with trombone choir; Suites, Variations, Waltzes, *and similar headings with specification of instruments which include the specification* Trombone choir CANCEL
360 SA *headings for forms and types of music that include trombone choir and headings with medium of performance that include trombone choir*

150 Trumpet choir music
360 SA Concertos ([Solo instrument(s) with trumpet choir); [Solo instrument(s)] with trumpet choir; Suites, Variations, Waltzes, *and similar headings with specification of instruments which include the specification* Trumpet choir CANCEL
360 SA *headings for forms and types of music that include trumpet choir and headings with medium of performance that include trumpet choir*

LC is also cancelling all specific see-also references that are covered by the general see-also references. Those references not associated with proposals on weekly lists are being cancelled outside the list. All references associated with the **Concertos** headings, including related-term see-also references, which have been invalid for some time because

the relationship between the headings should be broader term/narrower term (BT/NT) instead of related term (RT), have been cancelled. Cancellations of specific references traced under headings for other musical forms with medium of performance will follow. The records for the headings themselves will remain in LCSH even though new headings with references are no longer being established.

The new edition of the *Subject Cataloging Manual: Subject Headings* includes a new general cover memorandum on music headings (H 1916.3), a new memorandum on the subdivision **—Songs and music** (H 2075), and extensive revisions of H 250, *Music Heading Authority Records*, and H 1917.5, with the new title *Music Form/Genre Headings: Medium of Performance*, which has been expanded to give instructions on how the headings are constructed and how terms for instrumental and vocal mediums are used in the headings.

SUBDIVISION SIMPLIFICATION PROGRESS

Since the Subject Subdivisions Conference took place at Airlie House, Virginia, in May 1991, progress continues to be made in simplifying subdivisions in the Library of Congress Subject Heading system. On Weekly Lists 96-27 to 96-42, changes were made in the following areas:

Recommendation #1. Toward achieving the recommended standard order of **[topic]—[place]—[chronology]—[form]** where it can be applied in LC subject heading strings, new topical subdivisions for which geographic orientation is possible are now established with the designation *(May Subd Geog)*. On a case-by-case basis, subdivisions not previously divided by place are being authorized for geographic subdivision. Thirty-four subdivisions not previously divided by place, including seventeen free-floating subdivisions listed below, were authorized for geographic subdivision during this period.

Recommendation #6. During the third quarter of 1996, progress in simplifying subdivisions was made in the following areas:

1) *Cancellation of subdivisions that represent the same or similar concepts in different forms.*

Three subdivisions that had been established under the previous subject heading **Man** in forms that are now considered obsolete according to H 1675 of the *Subject Cataloging Manual: Subject Headings* were cancelled: **—Influence of climate**, **—Influence of environment**, and **—Influence on nature**. The first two were replaced by revised subdivisions under the new heading **Human beings**: **—Effect of climate on** and **—Effect of environment on**; the latter was replaced by a new subdivision **—Effect of human beings on** established under the heading **Nature**. A similar heading with a subdivision in obsolete form, **Moon—Influence on man**, was replaced by a new subdivision **—Effect of the moon on** established under the heading **Human beings**.

The subdivision **—Rates and tables**, which had been established under the general heading **Insurance** as well as twelve headings for specific types of insurance, such as **Industrial life insurance** and **Insurance, Health**, was cancelled and replaced in part by use of the standard free-floating subdivision **—Rates**. In addition, a new general heading **Insurance premiums** was established along with a new subdivision **—Premiums** under types of insurance. The standard free-floating form subdivision **—Tables** may be used under any of those topics where appropriate. The subdivision **—Rates and tables** was also cancelled under the heading **Licenses** and replaced by the standard subdivision **—Fees** with the free-floating form subdivision **—Tables** to be applied when needed.

2) *Subdivisions no longer needed.*

The subdivision **—Modernized versions** is no longer free-floating under earlier periods established under headings for literatures and genres. The subdivision will be established where it is needed.

CHANGED OR CANCELLED FREE-FLOATING SUBDIVISIONS
WL96-27 - WL96-42

Subdivision	List in SCM	Change or replacement
—Air content	H 1158	ADD: *(May Subd Geog)*
—Carcasses	H 1147	ADD: *(May Subd Geog)*
—Conformation	H 1147	ADD: *(May Subd Geog)*
—Derivatives	H 1149	ADD: *(May Subd Geog)*
—Eggs—Incubation	H 1147	ADD: *(May Subd Geog)*
—Evolution	H 1147	ADD: *(May Subd Geog)*
	H 1149	ADD: *(May Subd Geog)*
	H 1164	ADD: *(May Subd Geog)*
	H 1180	ADD: *(May Subd Geog)*
—Fees	H 1100	ADD: *(May Subd Geog)*
—Foreign bodies	H 1164	ADD: *(May Subd Geog)*
—Helium content	H 1158	ADD: *(May Subd Geog)*
—Middle English, 1100-1500—Modernized versions	H 1156	No longer free-floating under literatures; establish where needed
—Old English, ca. 450-1100-Modernized versions	H 1156	No longer free-floating under literatures; establish where needed
—Oxygen content	H 1158	ADD: *(May Subd Geog)*
—Psychic aspects	H 1147	ADD: *(May Subd Geog)*
	H 1180	ADD: *(May Subd Geog)*
—Rates	H 1095	ADD: *(May Subd Geog)*
—Sampling	H 1149	ADD: *(May Subd Geog)*
	H 1158	ADD: *(May Subd Geog)*
	H 1180	ADD: *(May Subd Geog)*
—Sensory evaluation	H 1180	ADD: *(May Subd Geog)*
—Sexing	H 1147	ADD: *(May Subd Geog)*
—Traction	H 1164	ADD: *(May Subd Geog)*
	H 1195	ADD: *(May Subd Geog)*
—Tritium content	H 1158	ADD: *(May Subd Geog)*

SUBJECT HEADINGS OF CURRENT INTEREST

Weekly Lists 31-44, 1996

Antiquities, Prehistoric *(May Subd Geog)*
Antitrust investigations *(May Subd Geog)*
Applied ecology *(May Subd Geog)*
Brownfields *(May Subd Geog)*
Canadian provinces
Catholic fiction *(May Subd Geog)*
Child migrant agricultural laborers *(May Subd Geog)*
Computer technical support *(May Subd Geog)*
Construction on contaminated sites *(May Subd Geog)*
Deadheads (Music fans) *(May Subd Geog)*
Deep frying *(May Subd Geog)*
Eco-labeling *(May Subd Geog)*
Electronic commerce *(May Subd Geog)*
Entertainment events *(May Subd Geog)*
Estate sales *(May Subd Geog)*
Female nude in art
Fetus--Effect of tobacco on *(May Subd Geog)*
Fiber optic cables *(May Subd Geog)*
Fragmented landscapes *(May Subd Geog)*
French toast *(May Subd Geog)*
FTP sites *(May Subd Geog)*

Funny bone
Gopher sites *(May Subd Geog)*
Hantavirus infections *(May Subd Geog)*
Highway-railroad grade crossings *(May Subd Geog)*
Homophobia in higher education *(May Subd Geog)*
Humanitarian assistance *(May Subd Geog)*
Inclusive education *(May Subd Geog)*
Independent filmmakers *(May Subd Geog)*
Information resources *(May Subd Geog)*
Internet consultants *(May Subd Geog)*
Internet service providers *(May Subd Geog)*
Latin lovers in motion pictures *(May Subd Geog)*
Mail fraud *(May Subd Geog)*
Motion picture errors *(May Subd Geog)*
Murder victims' families *(May Subd Geog)*
Mutts (Dogs) *(May Subd Geog)*
News audiences *(May Subd Geog)*
Passover food *(May Subd Geog)*
Patent infringement *(May Subd Geog)*
Pull toys *(May Subd Geog)*
Quests (Expeditions) *(May Subd Geog)*
Sautéing *(May Subd Geog)*
Software support *(May Subd Geog)*
Stunt kites *(May Subd Geog)*
Trainspotting *(May Subd Geog)*
Transcontinental flights *(May Subd Geog)*
Truffle culture *(May Subd Geog)*
U.S. states
Urban pollution *(May Subd Geog)*
Video genres *(May Subd Geog)*
Video games and children *(May Subd Geog)*
Web publishing *(May Subd Geog)*
Web sites *(May Subd Geog)*

REVISED LC SUBJECT HEADINGS

The list below comprises headings that were changed or cancelled on weekly lists 27-42, 1996.

Cancelled Heading	*Replacement Heading*	*May Subd Geog*
Analgesidae	Analgidae	YES
Antelope Range (Nev.)	Antelope Range (Eureka Country and Nye County, Nev.)	NO
Apgard family	Apgar family	NO
Asclepias curassavica	Bloodflower	YES
Asclepias syriaca	Common milkweed	YES
Avogadro's hypothesis	Avogadro's law	NO
Bagheli dialect	Bagheli language	YES
Bagpipe and drum music	Pipe band music	NO
Basiliscus	Basilisks (Reptiles)	YES
Battistero di Parma	Baptisteries—Italy—Parma	
Bezoar	Bezoars	YES
Bora-Bora (Society Islands)	Bora-Bora (French Polynesia)	NO
Broad River (S.C.)	Broad River (Jasper County and Beaufort County, S.C.)	NO
Broad River Estuary (S.C.)	Broad River (Jasper County and Beaufort County, S.C.)	NO
Broom-corn	Broomcorn	YES
Brown-headed chickadee	Boreal chickadee	YES
Bugle and drum corps	Drum and bugle corps	YES
Bugle and drum music	Drum and bugle corps music	NO
Ch'eng family	Cheng family	NO

Cistothorus platensis	Sedge wren	YES
Citrus aurantium	Sour orange	YES
Citrus fruits—By-products	Citrus fruit industry—By-products	NO
Citrus fruits—Diseases and pests	Citrus—Diseases and pests	YES
Citrus fruits—Irrigation	Citrus—Irrigation	YES
Citrus fruits—Rootstocks	Citrus—Rootstocks	YES
Citrus fruits—Varieties	Citrus—Varieties	YES
Citrus fruits—Water requirements	Citrus—Water requirements	YES
Classification, Bibliographic	Bliss Bibliographic classification	NO
Color of man	Human skin color	YES
Color-printing	Color printing	YES
Concertos (Tar)	Concertos (Tar (Lute))	NO
Concertos (Tar)—Solo with piano	Concertos (Tar (Lute))—Solo with piano	NO
Cork-tree	Cork oak	YES
Corythophanes	Helmeted iguanas	YES
Craun family	Krohn family	NO
Crotaphytus	Collared lizards	YES
Cymatiidae	Ranellidae	YES
Cysts	Cysts (Pathology)	YES
Cysts—Surgery	Cysts (Pathology)—Surgery	YES
Damask roses	Damask rose	YES
Dart River (England)	Dart, River (England)	NO
Drum—Studies and exercises (Rock)	Drum set—Studies and exercises (Rock)	NO
Duhayshah (Refugee camp)	Duhayshah (West Bank : Refugee camp)	NO
Ethics, Baganda	Ethics, Ganda	YES
Fife and drum music	Fife and drum corps music	NO
Folk literature, Lapp	Folk literature, Sami	YES
Folk songs, Lapp	Folk songs, Sami	YES
Fossil man	Fossil hominids	YES
Fossil man—Craniology	Fossil hominids—Craniology	YES
Fossil man—Alberta	Fossil hominids—Alberta	
Fossil man—Asia	Fossil hominids—Asia	
Fossil man—China	Fossil hominids—China	
Fossil man—Germany	Fossil hominids—Germany	
Fossil man—Greece	Fossil hominids—Greece	
Fossil man—Indonesia	Fossil hominids—Indonesia	
Fossil man—South Africa	Fossil hominids—South Africa	
Fossil man—Zambia	Fossil hominids—Zambia	
France—Politics and government—1981-	France—Politics and government—1981-1995	NO
France—Politics and government—1981-	France—Politics and government—1995-	NO
Fujitashinden Site (Sendai-shi, Japan)	Fujitashinden Site (Sendai-shi, Miyagi-ken, Japan)	NO
Gambusia affinis	Western mosquitofish	YES
Glass, Optical	Optical glass	YES
Gravina Island (Alaska)	Gravina Island (Ketchikan Gateway, Alaska)	NO
Groups, Formal	Formal groups	NO
Guitar and drum music	Percussion and guitar music	NO
Holocaust, Jewish (1939-1945)—Errors, inventions, etc.	Holocaust denial	YES
Holocaust, Jewish (1939-1945)—Errors, inventions, etc.	Holocaust denial literature	NO
Hominidae	Hominids	YES
Human figure in literature	Body, Human, in literature	NO
Humans in art	Human beings in art	NO
Hymns, Lapp	Hymns, Sami	YES
Inari Lapp dialect	Inari Sami dialect	YES
Industrial life insurance—Rates and tables	Industrial life insurance—Premiums	YES
Industrial life insurance—Rates and tables	Industrial life insurance—Rates	YES
Insurance—Rates and tables	Insurance—Rates	YES
Insurance—Rates and tables	Insurance premiums	YES
Insurance, Accident—Rates and tables	Insurance, Accident—Premiums	YES
Insurance, Accident—Rates and tables	Insurance, Accident—Rates	YES

Insurance, Assessment—Rates and tables	Insurance, Assessment—Premiums	YES
Insurance, Assessment—Rates and tables	Insurance, Assessment—Rates	YES
Insurance, Automobile—Rates and tables	Insurance, Automobile—Premiums	YES
Insurance, Automobile—Rates and tables	Insurance, Automobile—Rates	YES
Insurance, Casualty—Rates and tables	Insurance, Casualty—Premiums	YES
Insurance, Casualty—Rates and tables	Insurance, Casualty—Rates	YES
Insurance, Credit—Rates and tables	Insurance, Credit—Premiums	YES
Insurance, Credit—Rates and tables	Insurance, Credit—Rates	YES
Insurance, Employers' liability—Rates and tables	Insurance, Employers' liability—Premiums	YES
Insurance, Employers' liability—Rates and tables	Insurance, Employers' liability—Rates	YES
Insurance, Fire—Rates and tables	Insurance, Fire—Premiums	YES
Insurance, Fire—Rates and tables	Insurance, Fire—Rates	YES
Insurance, Health—Rates and tables	Insurance, Health—Preumiums	YES
Insurance, Health—Rates and tables	Insurance, Health—Rates	YES
Insurance, Liability—Rates and tables	Insurance, Liability—Premiums	YES
Insurance, Liability—Rates and tables	Insurance, Liability—Rates	YES
Insurance, Life—Rates and tables	Insurance, Life—Premiums	YES
Insurance, Life—Rates and tables	Insurance, Life—Rates	YES
Insurance, Life—Rates and tables	Insurance, Life—Tables	NO
Insurance, Property—Rates and tables	Insurance, Property—Premiums	YES
Insurance, Property—Rates and tables	Insurance, Property—Rates	YES
Islands—Wallis and Fatuna Islands	Islands—Wallis and Futuna Islands	
Italy—Politics and government—1945-	Italy—Politics and government—1945-1976	NO
Italy—Politics and government—1945-	Italy—Politics and government—1976-1994	NO
Italy—Politics and government—1945-	Italy—Politics and government—1994-	NO
Italy—Politics and government—1945- —Posters	Italy—Politics and government—1945-1976—Posters	NO
Italy—Politics and government—1976-	Italy—Politics and government—1976-1994	NO
Italy—Politics and government—1976-	Italy—Politics and government—1994-	NO
Keyboards	Keyboards (Music)	YES
Kildin Lapp dialect	Kildin Sami dialect	YES
Kokborok language	Kok Borok language	YES
Lapp drama	Sami drama	YES
Lapp language	Sami language	YES
Lapp language—Etymology	Sami language—Etymology	NO
Lapp literature	Sami literature	YES
Lapp poetry	Sami poetry	YES
Lawyers—Austria—Fees	Lawyers—Fees—Austria	
Leiocephalus	Curlytail lizards	YES
Lemur	Lemur (Genus)	YES
Li River (China)	Tso River (China)	NO
Li River Valley (China)	Tso River Valley (China)	NO
Libraries—Mechanical aids	Library fittings and supplies	YES
Licenses—Rates and tables	Licenses—Fees	YES
Lime fruit	Limes	YES
Lime tree	Limes	YES
Linden	Lindens	YES
Lyre-birds	Lyrebirds	YES
Male nude	Male nude in art	NO

Man	Human beings	YES
Man—Age determination	Human beings—Age determination	NO
Man—Animal nature	Human beings—Animal nature	NO
Man—Attitude and movement	Human beings—Attitude and movement	NO
Man—Constitution	Human beings—Constitution	NO
Man—Influence of climate	Human beings—Effect of climate on	YES
Man—Influence of environment	Human beings—Effect of environment on	YES
Man—Influence on nature	Nature—Effect of human beings on	YES
Man—Migrations	Human beings—Migrations	NO
Man—Origin	Human beings—Origin	NO
Man, Prehistoric	Prehistoric peoples	YES
Man, Prehistoric—Food	Prehistoric peoples—Food	YES
Man, Prehistoric—Population	Prehistoric peoples—Population	NO
Man, Prehistoric—America	Prehistoric peoples—America	
Man, Prehistoric—Europe, Northern	Prehistoric peoples—Europe, Northern	
Man, Prehistoric—Philippines	Prehistoric peoples—Philippines	
Man, Prehistoric—Spain	Prehistoric peoples—Spain	
Man, Prehistoric, in art	Prehistoric peoples in art	NO
Man, Primitive	Primitive societies	YES
Man, Primitive—Diseases	Medical anthropology	YES
Man, Primitive—Food	Primitive societies—Food	YES
Man, Primitive, in literature	Primitive societies in literature	NO
Man in literature	Human beings in literature	NO
Man of the Year selections	Time's Man of the Year selections	NO
Man-machine systems	Human-machine systems	YES
Man-machine systems—Manual control	Human-machine systems—Manual control	NO
Man-made fibers industry	Synthetic fibers industry	YES
Man-made fibers industry—Safety measures	Synthetic fibers industry—Safety measures	NO
Manet, Edouard, 1832-1883. Execution of the emperor Maximilien	Manet, Edouard, 1832-1883. Execution of the emperor Maximilian	NO
Men as collectors	Men collectors	YES
Milkweed	Milkweeds	YES
Millet	Millets	YES
Millet as feed	Millets as feed	YES
Moon—Influence on man	Human beings—Effect of the moon on	YES
Motor sledges	Autosleds	YES
Nault family	Naud family	NO
Nyungar dialects	Nyunga dialects	YES
Oceanography—Chesapeake Bay	Oceanography—Chesapeake Bay (Md. and Va.)	
Octets (Clarinets (2), flute, drums, percussion, viola, violoncello, double bass)	Octets (Clarinets (2), flute, percussion, viola, violoncello, double bass)	NO
Organs, Culture of	Organ culture	YES
Orochon dialect	Oroqen language	YES
Oronsay Island (Scotland)	Oronsay (Strathclyde, Scotland)	NO
Philosphy, Baganda	Philosophy, Ganda	NO
Plica (Lizard)	Plica (Reptiles)	YES
Portale della Vergine (Battistero di Parma)	Portale della Vergine (Parma, Italy)	NO
Quartets (Cornets (3), drum)	Quartets (Cornets (3), percussion)	NO
Quartets (Piano, guitar, drums (2), double bass)	Quartets (Piano, guitar, percussion, double bass)	NO
Quests in literature	Quests (Expeditions) in literature	NO
Rogue River (Or.)	Rogue River (Klamath County-Curry County, Or.)	NO
Rogue River Valley (Or.)	Rogue River Valley (Klamath County-Curry County, Or.)	NO
Rogue River Watershed (Or.)	Rogue River Watershed (Klamath County-Curry County, Or.)	NO
Roman walls	Walls, Roman	YES
Roman walls—Scotland	Walls, Roman—Scotland	
Rugosa roses	Rugosa rose	YES

Sájva (The Lapp word)	Sájva (The Sami word)	NO
Sanka (Social class)	Sanka (Japanese people)	YES
Sarotherodon mossambicus	Mozambique tilapia	YES
Saturn (Planet)—Influence on man	Human beings—Effect of Saturn on	YES
Schloss Schwerin (Schwerin, Schwerin, Germany)	Schloss Schwerin (Schwerin, Mecklenburg-Vorpommern, Germany)	NO
Signs and symbols in architecture	Symbolism in architecture	YES
Sleighs and sledges	Sleds	YES
Sleighs and sledges	Sleighs	YES
Society, Primitive	Primitive societies	YES
Society, Primitive, in literature	Primitive societies in literature	NO
Society Islands	Society Islands (French Polynesia)	NO
Songs with tar	Songs with tar (Lute)	NO
Sonnets, Langue d'oc	Sonnets, Occitan	YES
Southern Epera language	Epena Saija language	YES
Southern Lapp dialect	Southern Sami dialect	YES
Sugar plants	Sugar crops	YES
Suites (Clarinets (2), flute, drums, percussion, viola, violoncello, double bass)	Suites (Clarinets (2), flute, percussion, viola, violoncello, double bass)	NO
Suites (Piano (4 hands), cymbals, drum, tambourine, triangle)	Suites (Piano (4 hands), percussion)	NO
Tar and piano music, Arranged	Tar (Lute) and piano music, Arranged	NO
Tar and zarb music	Tar (Lute) and zarb music	NO
Tetranychidae	Spider mites	YES
Tibbu (Arrican people)	Teda (African people)	YES
Tipura language	Kok Borok language	YES
Tipura literature	Kok Borok literature	YES
Tipura poetry	Kok Borok poetry	YES
Toda language	Toda language (India)	YES
Towada-Hachimantai National Park (Japan)	Towada-Hachimantai Kokuritsu Kōen (Japan)	NO
Trios (Piano, trumpet, drum)	Trios (Piano, trumpet, percussion)	NO
Trios (Piano, trumpet, drum), Arranged	Trios (Piano, trumpet, percussion), Arranged	NO
Tropidurus	Lava lizards	YES
Trumpet and drum music	Trumpet and snare drum music	NO
Trumpet and drum with band	Trumpet and snare drum with band	NO
Trumpet and drum with band—Solos Solos with piano	Trumpet and snare drum with band—Solos with piano	NO
Tylenchidae	Stunt nematodes	YES
Uno family	Unno family	NO
Uta	Side-blotched lizards	YES
Vietnam—History—Coup d'état, 1960	Vietnam (Republic)—History—Coup d'état, 1960	NO
Vietnam—History—Coup d'état, 1963	Vietnam (Republic)—History—Coup d'état, 1963	NO
Wages—Man-made fibers industry	Wages—Synthetic fibers industry	YES
White Clay Creek (Del. and Pa.)	White Clay Creek (Pa. and Del.)	NO
Women, Deaf	Deaf women	YES
World Wide Web servers	Web servers	YES
Zarandului Mountains (Romania)	Zarand Mountains (Romania)	NO

SUBJECT HEADINGS REPLACED BY NAME HEADINGS

Cancelled Subject Heading	*Replacement Name Heading*
Cheyenne Frontier Days, Cheyenne, Wyo.	Cheyenne Frontier Days
Crossroads Africa	Operation Crossroads Africa

LANGUAGE CODES

Beginning with this issue, LC will begin to provide information about changes to the *USMARC Code List for Languages*. The changes below have been made to language names and codes from January-October 1996.

From	*To*
Balese [ssa]	Lese [ssa]
Banen [nic]	Tunen [bnt]
Boma [nic]	Boma (Zaire) [bnt]
Carpatho-Ruthenian [ukr]	Carpatho-Rusyn [ukr]
Langue d'oc [lan]	Occitan [lan]
Lapp [lap]	Sami [lap]
Ngemba (Cameroon) [nic]	Ngyemboon [bai]
Orochon [tut]	Oroqen [tut]
Popoluca (Vera Cruz) [cai]	Sierra Popoluca [cai]
Sanvi [nic]	Sanwi [nic]
Southern Epera [sai]	Epena Saija [sai]
Tipura [sit]	Kok Borok [sit]
Toda [dra]	Toda (India) [dra]

CURRENT CLASSIFICATION NUMBER/SHELF NUMBER

There are certain special situations in the Library of Congress in which it is desirable to provide a current classification number for a work although it continues to be shelved under a different number. Some examples are

1) the Library has used a local shelf number but there is now a classification number available; for example, incunables at LC are given a local numbering developed especially for them but it is now desirable to supply a classification number for some of them (e.g., Germanic law; Roman law);

2) the Library has changed the classification applicable to a body of material and will begin to use the new classification but lacks the resources to reclassify/relabel all existing material shelved under the old classification (e.g., the future change from JX to JZ and KZ);

3) the Library has changed the classification applicable to a body of material but will continue to apply the obsolete classification to a particular collection in order, in the absence of resources to reclassify it, to continue to house it as an integral entity (e.g., the American Almanac Collection in the Rare Book and Special Collections Division).

The Cataloging Policy and Support Office (CPSO) has recently confirmed use of multiple 050 (Library of Congress Call Number) fields when it is desirable to provide access through the current classification number to an item shelved under a different number. Under this technique, a first 050 field contains a current classification number with indicator 1 set to "1" (not in LC under this number). A second 050 field contains the number under which the item is shelved with indicator 1 set to "0" (in LC under this number). For an example, see record 71-240610.

There is precedence for this technique in

1) LC records for books that have been replaced by microfilm (the first 050 in the record contains the call number of the original with indicator 1 set to "1"; the second 050 contains the microfilm shelf number with indicator 1 set to "0");

2) LC records for sound recordings in which a first 050 contains a classification number and a second 050 contains a shelf number.

The romanization tables below have been approved by the Library of Congress and the ALA/ALCTS/CCS/Committee on Cataloging: Asian and African Materials.

Azerbaijani

Letters of the Alphabet

Initial	Medial	Final	Alone	Romanization
ا	ـا	ـا	ا	(see Vowels and Digraphs)
ب	ـبـ	ـب	ب	b
پ	ـپـ	ـپ	پ	p
ت	ـتـ	ـت	ت	t
ث	ـثـ	ـث	ث	s̱
ج	ـجـ	ـج	ج	c
چ	ـچـ	ـچ	چ	ç
ح	ـحـ	ـح	ح	ḥ
خ	ـخـ	ـخ	خ	x
د	ـد	ـد	د	d
ذ	ـذ	ـذ	ذ	ẕ
ر	ـر	ـر	ر	r
ز	ـز	ـز	ز	z
ژ	ـژ	ـژ	ژ	j
س	ـسـ	ـس	س	s
ش	ـشـ	ـش	ش	ş
ص	ـصـ	ـص	ص	ṣ
ض	ـضـ	ـض	ض	ẓ
ط	ـطـ	ـط	ط	ṭ
ظ	ـظـ	ـظ	ظ	ẓ
ع	ـعـ	ـع	ع	ʿ (ayn)
غ	ـغـ	ـغ	غ	ğ
ف	ـفـ	ـف	ف	f
ق	ـقـ	ـق	ق	q
ک	ـکـ	ـک	ک	k
گ	ـگـ	ـگ	گ	g
ل	ـلـ	ـل	ل	l
م	ـمـ	ـم	م	m
ن	ـنـ	ـن	ن	n
و	ـو	ـو	و	v
ه	ـهـ	ـه	ه	h
ی	ـیـ	ـی	ی	y

Vowels and Digraphs	Value	Examples	
a	ـَ	barakat	بركت
i	ـِ	sāḥil	ساحل
ı	ـِ	bādımcān	بادمجان
u	ـُ	qudrat	قدرت
ū	ـُو	būğā	بوغا
ā	آ ، ا	ārām	آرام
e	ـِا	enlī	اثنلی
ī	ـِی	dalīl	دلیل
ı	ـِی	qārānlıq	قارانلیق
ī	ـِای	īş	ایش
ı	ـِای	ışıq	ایشیق
o	ـُاُو	on	اُون
ū	ـُاو	ūn	اون
ö	ـُاؤ	ön	اؤن
ü	ـُاو	üzüm	اُوزوم
ey	ـَیْ	eyvān	ایوان
aw	ـَو	Awḥadī	اوحدی
a	ـَا	avval	اوّل
i	ـِا	istiqlāl	استقلال

Notes to the Tables

1. As seen in the examples above, vowel harmony, which is found in Modern Turkish, applies to Azerbaijani as well.

2. The letter ی in final position may represent the long vowel romanized *á*, in addition to the vowels romanized *ī* and ı. This occurs in Arabic names, such as:
   Muṣṭafá
   al-Muṣanná

3. Vowel points are used sparingly in Azerbaijani publications. For romanization, they must be supplied from a dictionary.

RULES OF APPLICATION

Letters Which May Be Romanized in Different Ways Depending on Their Context

1. ء (hamzah)

   (a) When initial, ء is not represented in romanization.
   üzdah — اُوزده

(b) When medial or final in words of Perso-Arabic origin, ء is romanized as ' (alif), except when it accompanies the phonetic sound *e* (as in *men*), in which case it is romanized by *e*.

	mas'alah	مسئله
but	gecah	گئجه
	neçah	نئچه

2. ̃ (*maddah*)

(a) Initial آ is romanized *ā*.

ādām	آدام

(b) Medial آ, when it represents the phonetic combination *'ā*, is so romanized.

Ḥeydar'ābād	حیدرآباد

3. ̃ (*shaddah* or *tashdīd*) is represented by doubling the letter or digraph concerned.

sāqqāl	ساقّال

Note the exceptional case where ̃ is written over و and ی to represent the combination of long vowel plus consonants.

madanīyat	مدنیّت

4. *Tanvīn* (written ً, ٍ, ٌ, اً), which occurs chiefly in Arabic words, is romanized *un, in, an*, and *an*, respectively.

5. The consonant letter ة at the end of Arabic words in the genetive construction (*iẓāfah*) is romanized by *t*.

takmilat al-axbār	تکملة الاخبار

Grammatical Structure as It Affects Romanization

6. *Iẓāfah*. When two Persian words are used in an Azerbaijani context in a relationship known as *iẓāfah*, the first word (the *muẓāf*) is followed by an additional letter or syllable in romanization. This is added according to the following rules:

(a) When the *muẓāf* bears no special mark of *iẓāfah*, it is followed by *-i*.

Sāzmān-i tabliğāti-Islāmī	سازمان تبلیغات اسلامی

(b) When the *muẓāf* is marked by the addition of ء, it is followed by *-'i*.

Nābiğah-'i dahr	نابغهٔ دهر

(c) When the *muẓāf* is marked by the addition of ی, it is followed by *-yi*.

daryā-yi nūr	دریای نور

(d) *Iẓāfah* is represented in romanization of personal names only when implied in the Persian script.

Mucīr-i Beylaqānī	مجير بيلقانى
Maktabī-i Şīrāzī	مكتبى شيرازى

Affixes and Compounds

7. Affixes.

(a) When the affix and the word with with it is connected grammatically are written separately in Azerbaijani, the two are separated in romanization by a single prime (′).

gecah′lar	گنجه لر
ʻālim′lar	عالم لر
Nacaf′zādah	نجف زاده
Vahābzādah′nīn	وهابزادهنين
Yāzıçı′Īdī	يازيچي ايدى
O ādāmlār′īdīlār	او آداملاريد يلار
ḥayaṭdah′kī	حيطدهكي

(b) The Arabic article *al* is separated by a hyphen, in romanization, from the word to which it is prefixed.

maqbarat al-şuʻarā	مقبرة الشعرا
ʻAbd al-Karīm	عبد الكريم

8. Compounds. When the elements of a compound (except a compound personal name) are written separately in Azerbaijani, they are separated in romanization by a single prime (′).

	Islām′şinās	اسلام شناس
but	Naqd ʻAlī	نقد على
	ʻAvaẓ ʻAlī	عوضعلى

Orthography of Azerbaijani in Romanization

9. Capitalization.

(a) Rules for the capitalization of English are followed, except that the Arabic article *al* is lower cased in all positions.

(b) Diacritics are used with both upper and lower case letters in romanization.

10. Foreign words. Foreign words in an Azerbaijani context, including Persian and Arabic words, are romanized according to the rules for Azerbaijani. For short vowels not indicated in the script, the Azerbaijani vowels nearest the original pronunciation of the word are supplied in romanization.

safīnat al-nacāt	سفينة النجات
Şāhanşāhī	شاهنشاهى
kāpītālāsyon	كاپيتالاسيون

SPECIAL CHARACTERS AND CHARACTER MODIFIERS IN ROMANIZATION

Special Characters	*Name*	*USMARC hexadecimal code*
′	soft sign (prime)	A7
ʾ	alif	AE
ʿ	ayn	B0
ı	Turkish i (lower case)	B8

Character Modifiers	*Name*	*USMARC hexadecimal code*
◌́	acute	E2
◌̃	tilda	E4
◌̄	macron	E5
◌̆	breve	E6
◌̇	dot above	E7
◌̈	umlaut (diearesis)	E8
◌̧	cedilla	F0
◌̣	dot below	F2
◌̤	double dot below	F3
◌̲	underscore	F6

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1. Principal consonants[1]

		(h)a[2]			pa
		na			ḍa
		ca			dha
		ra			ja
		ka			ya
		da			ña
		ta			ma
		sa			ga
		wa			ba
		la			ṭa
					nga

2. Other consonant forms[3]

		na (ṇa)		ʻa
		ca (cha)		ha
		ta (tha)		kha
		sa (śa)		fa
		sa (ṣa)		za
		pa (pha)		gha
		ga (gha)		
		ba (bha)		

3. Vowels and other agglutinating signs[4]

	[5]	a				ya, ia[6]
[7]		ā				r[8]
		e				ra
		ai				rĕ
		ĕ				
		ŏ				rŏ
		i				lĕ
		ī				lŏ
		o				h
		au				ng
		u[9]				ng
		ū				

4. Numerals

	1		2		3		4		5
	6		7		8		9		0

Notes

1. Each consonant has two forms, the regular and the appended, shown on the left and right respectively in the romanization table. The vowel *a* is implicit after all consonants and consonant clusters and should be supplied in transliteration, unless:
   (a) another vowel is indicated by the appropriate sign; or
   (b) the absence of any vowel is indicated by the use of an *adeg-adeg* sign ( ). (Also known as the *tengenen* sign; *paten* in Javanese.)

2. This character often serves as a neutral seat for a vowel, in which case the *h* is not transcribed. Generally speaking, *ha* in word-initial or vowel-medial position in a root word, is transcribed without the *h*. Root word-final *ha* followed by suffixal vowels, on the other hand, is always written with *h*. When questions arise as to whether the *h* should be represented, consult a standard dictionary of Balinese in Latin script.

3. "Other consonant forms" refers to *aksara wayah* ("on the left") and *aksara rekan* ("on the right"). The *aksara rekan*, which are most frequently encountered in texts originating from north Bali and Lombok, are used to indicate phonemes alien to Balinese, particularly words of Arabic or Dutch origin. When used in purely Balinese words, the *aksara wayah* are similar to capital letters and have an honorific effect which is not preserved in standard romanization. In words of Sanskrit origin, or in writing Sanskrit, Old Javanese, or Old Balinese text, the same characters represent aspiriated or other consonants and should be romanized with the alternative equivalents provided in parentheses.

4. Vowels are almost always indicated by one of a class of agglutinating signs (*pangangge-suara*) added above, below, before, or after the consonant or consonant cluster which they affect. Other signs are used to indicate the various forms of the semi-vowels *r*, *l*, and *y*, as well as the consonants *h* and *ng*, when they occur in certain positions within a syllable. Free standing vowels (shown to the right in romanization table) are most commonly found in initial syllables only. No difference between vowels indicated by free standing characters and those represented by agglutinating signs is preserved in romanization.

5. Sometimes this character, the *a-kara*, is used as a neutral seat that, when marked with the appropriate sign, can also be transliterated as *i*, *u*, etc. Thus is romanized *i*, and so forth.

6. This character, the *nania*, is used in consonant clusters within words. Consonant clusters between words formed when the second word begins with *y* use the ordinary appended form of *ya*. In romanization these two forms are not distinguished. In some words (for example: *siap*), the *nania* is transcribed as *ia* instead of *ya*. Familiarity with the orthographical conventions is necessary to assure proper romanization of such words.

7. This mark, the *ledung*, forms optional ligatures with all letters except *ba*, *nga*, *ja*, and *nya*, slightly changing their morphology. For example, may also be written .

8. This character, the *surung-i*, takes the special form following the *suku-i*. Thus is romanized *rhi*.

9. This character, the *suku-u*, takes the form with certain consonants and semi-vowels. Thus , is romanized *hru* and is romanized *nyu*.

SPECIAL CHARACTERS AND CHARACTER MODIFIERS IN ROMANIZATION

Special character	*Name*	*USMARC hexadecimal code*
	ayn	B0

Character modifiers	*Name*	*USMARC hexadecimal code*
́	acute	E2
̃	tilde	E4
̄	macron	E5
̆	breve	E6
̈	dieresis (umlaut)	E8
̣	dot below	F2

1. Principal consonants[1]

		(h)a[2]			pa
		na			dha
		ca			ja
		ra			ya
		ka			nya[3]
		da			ma
		ta			ga
		sa			ba
		wa			tha
		la			nga

2. Other consonant forms[4]

					nya	(jña)
	na	(ṇa)			ga	(gha)
	ca	(cha)			ba	(bha)
	ra				ha	
	ka	(kha)			kha	
	ta	(tha)			fa	
	sa	(śa)			za	
	sa	(ṣa)			gha	
	pa	(pha)			'a	

3. Vowels and other agglutinating signs[5]

Vowels						Other	
		[6]		[7]	a		h
					e		r
					ĕ		ra
					i		rĕ
					[8]		lĕ
					u		ya[9]
							ng

4. Numerals

	1		2		3		4		5
	6		7		8		9		0

Notes

1. Each consonant has two forms, the regular and the appended, shown on the left and right respectively in the romanization table. The vowel *a* is implicit after all consonants and consonant clusters and should be supplied in transliteration, unless:
   (a) another vowel is indicated by the appropriate sign; or
   (b) the absence of any vowel is indicated by the use of a *paten* or *pangkon* sign ( ).

2. This character often serves as a neutral seat for a vowel, in which case the *h* is not transcribed. Generally speaking, *ha* in word-initial or vowel-medial position in a root word, is romanized without the *h*. Root word-final *ha* followed by suffixal vowels, on the other hand, is always romanized with *h*. When questions arise as to whether the *h* should be represented, consult a standard dictionary of Javanese in Latin script, especially Pigeaud, Poerwodarminto, or Horne.

3. The letter nya before the letters ja and ca should be romanized as *n* not *ny*, as in the words *panca*, *prenjak*, and so forth.

4. "Other consonant forms" refers to *aksara murda* ("on the left") and *aksara rekan* ("on the right"). The former are similar to capital letters and have an honorific effect which is not preserved in standard romanization. The *aksara rekan* are used to indicate phonemes alien to Javanese, particularly in words or Arabic and Dutch origin. Nonce forms or idiosyncratic usages may also be encountered. These are best romanized in accordance with the spelling of the foreign word intended. In words of Old Javanese origin, the same characters represent aspirated or other consonants and should be romanized with the alternative equivalents provided in parentheses.

5. Vowels are almost always indicated by one of a class of agglutinating signs (*sandangan*) added above, below, before, or after the consonant or consonant cluster which they affect. Other signs are used to indicate the semi-vowels *r*, *l*, and *y*, as well as the consonants *h* and *ng*, when they occur in certain positions within a syllable. Free standing vowels (shown to the right in romanization table) are rare, usually occurring in the initial position in words of foreign origin. No difference between vowels indicated by free standing characters and those represented by agglutinating signs is preserved in romanization.

6. The various *dirga* marks, which in Old Javanese represented long vowels, are used as colometric devices in New Javanese. They are not represented by macrons in romanization.

7. Sometimes this character, the *a-kara*, is used as a neutral seat that, when marked with the appropriate sign, can also be transliterated as *i*, *u*, etc. Thus ꦄ is romanized *i*, and so forth.

8. Penultimate *o* in an open syllable, when the final syllable is also open, is romanized as *a*, as in the words *panca*, *angka*, *rangga* and so forth.

9. This character, the *ya-pengkal*, is used in consonant clusters within words. Consonant clusters between words formed when the second word begins with *y* use the ordinary appended form of *ya*. In romanization these two forms are not distinguished.

SPECIAL CHARACTERS AND CHARACTER MODIFIERS IN ROMANIZATION

Special character	*Name*	*USMARC hexadecimal code*
ʼ	apostrophe	27

Character modifiers	*Name*	*USMARC hexadecimal code*
◌́	acute	E2
◌̃	tilde	E4
◌̆	breve	E6
◌̣	dot below	F2

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Malay (in Jawi-Arabic Script)

Letters of the Alphabet

Initial	Medial	Final	Alone	Romanization
ا	ـا	ـا	ا	omit (see Note 1)
ب	ـبـ	ـب	ب	b
ت	ـتـ	ـت	ت	t
ث	ـثـ	ـث	ث	*th, s (see Notes 2)
ج	ـجـ	ـج	ج	j
ح	ـحـ	ـح	ح	c
خ	ـخـ	ـخ	خ	kh
د	ـد	ـد	د	d
ذ	ـذ	ـذ	ذ	*dh, z (see Notes 2 and 3)
ر	ـر	ـر	ر	r
ز	ـز	ـز	ز	z (see Note 3)
س	ـسـ	ـس	س	s
ش	ـشـ	ـش	ش	sy (see Note 3)
ص	ـصـ	ـص	ص	*ṣ, s (see Notes 2 and 3)
ض	ـضـ	ـض	ض	*ḍ, d (see Notes 2 and 3)
ط	ـطـ	ـط	ط	*ṭ, t (see Notes 2 and 3)
ظ	ـظـ	ـظ	ظ	*ẓ, l, z (see Notes 3 and 4)
ع	ـعـ	ـع	ع	(omit; see Note 3)
غ	ـغـ	ـغ	غ	gh (see Note 3)
ڠ	ـڠـ	ـڠ	ڠ	ng
ف	ـفـ	ـف	ف	*f, p (see Note 3 and 5)
ق	ـقـ	ـق	ق	*q, k (see Note 2)
ڤ	ـڤـ	ـڤ	ڤ	p
ک	ـکـ	ـک	ک	k
ڬ	ـڬـ	ـڬ	ڬ	g
ل	ـلـ	ـل	ل	l
م	ـمـ	ـم	م	m
ن	ـنـ	ـن	ن	n
ڽ	ـڽـ	ـڽ	ڽ	ny
ه	ـهـ	ـه ، ـة	ه ، ة	h
و	ـو	ـو	و	w, u, o, au (see Note 6)
ي	ـيـ	ـي	ي	y, i, e, ai (see Note 7)

Vowels and Diphthongs

ا	◌َ	a
و	◌ُ	u
ي	◌ِ	i
-	~	ĕ
ي	◌َيْ	e, ai
و	◌َوْ	o, au

Notes

1. For the use of *alif* see rules 3-5.
2. Letters in the romanization column marked with an asterisk (*) represent the romanized value of the equivalent Jawi letter when it occurs in Arabic words (not Arabic loan words). The letter not designated with an asterisk represents the proper romanization value for the letter when it occurs in Malay words. The boundary between words that are Arabic loans and those that are foreign Arabic terms used in Malay context is not always easy to draw. Common usage for the types of literature in which such words appear should always be followed.
3. Jawi letters typically found only in Arabic and Arabic loan words.
4. Some words of Arabic origin with the letter ظ have come into the language with the equivalent *l* (e.g., *lahir*); others with the equivalent *z* (e.g., *zalim*).
5. The letter ف is often used as a shorthand way of writing ڤ. When this is clearly the case, the letter ف should be romanized as *p*.
6. On و (*wau*), see rules 6 and 8b.
7. On ي (*yad*), see rules 7 and 8b.

RULES OF APPLICATION

1. Jawi orthography is far from standard, particularly in handwritten documents. Nevertheless, for the purposes of cataloging, it is essential to standardize the romanized form of every lexeme. Two widely accepted standards for writing Malay in the Latin script exist, the Indonesian and the Malaysian. In this table, the Indonesian standard, referred to as *Ejaan Bahasa Indonesia yang Disempurnakan* has been employed.

2. Arabic words (not Arabic loan words) appearing in a Malay text are analogous to French words and expressions in a Russian novel or Latin phrases in a Catholic theology text, and their distinctness should be preserved by transliterating them in accordance with the rules goberning

the romanization of the relevant language, Arabic or Malay. Malay words of Arabic origin whose orthography is the same as the Arabic might therefore be romanized differently at different points in the same text. Thus the word قدوس will be romanized *kudus* when it appears as a Malay word, but *qudūs* when it is used as an Arabic term or in an Arabic phrase.

3. ا (*alif*), و (*wau*), and } (*yad*) are used to support ء (*hamzah*); when so used these letters are not represented in romanization. See rule 8b.

4. At the beginning of a word, alif represents an initial vowel or diphthong and is romanized accordingly as *a, e, i, u, o* (او), *au*, (او), *e*, (ـــايـ), or *ai* (ـــايـ). Following a consonant, alif represents the vowel romanized as *a*.

5. The optional *alif gantung* (for example, in the word (for example, in the word تبلغ), when used, does not change the romanized form of the word.

6. The letter و (*wau*) is used: (a) to represent the consonant romanized as *w*; (b) to represent the vowels and diphthong romanized as *u*, *o*, and *au*; and (c) to support ء (*hamzah*) (see rule 8b).

7. The letter ي (*yad*) is used: (a) to represent the consonant romanized as *y*; (b) to represent the vowels and diphthong romanized as *i*, *e* and *ai*; and (c) to support ء (*hamzah*) (see rule 8b).

8. 9 (*hamzah*)

   (a) In Arabic words, and most Arabic loans where it is found, hamzah is romanized according to the rules for Arabic (including use of the non-alphabetic mark ' (*alif*).

   (b) Hamzah used to separate contiguous vowels, supported by ا, or و or ي, is not represented in romanization (for example, *lain* لائن, *laut* لاؤت, *permintaan* ڤرمنتاءن).

   (c) Hamzah replacing initial alif in vowel-initial words to which the prefix *ke-* or *se-* has been appended is represented by the vowel value that it elided (*keenam* كنيم, *seindah* سندهء, *seorang* سئورغ).

   (d) A hamzah used after the reduplicating numeral *2* in vowel-final roots followed by the suffixes *-an* or *-i* is not represented in romanization.

   (e) The occasional use of hamzah to represent a word-final glottal stop (for example, تيداء) is romanized as *k*.

9. Words doubled with the number *2* should be written out in full (for example: *mata-mata* مات٢). When the root word ends in a consonant such that an appended *-an* or *-i* suffix must reduplicate the final consonant, the doubled consonant is not represented in the romanization (for example: *rumput-rumputan* رمڤت٢تن).

10. In cases where the postpositive *itu* or prepositive *yang* are joined to the preceding or following word, they should be romanized as separate words.

11. *Alif maqsūrah, waṣlah, maddah, shaddah,* and *tanwīn* are not commonly used in Jawi script except in Arabic words or phrases. If they do not appear as adornment on Malay words, they are not represented in the romanization. *Ta marbutah,* romanized as *t,* is not properly a Jawi script character either, but sometimes it may be found in Malay texts.

SPECIAL CHARACTERS AND CHARACTER MODIFIERS IN ROMANIZATION

Special Characters	*Name*	*USMARC hexadecimal code*
	alif (hamzah)	AE

Character Modifiers	*Name*	*USMARC hexadecimal code*
̆	breve	E6
̣	dot below	F2