

**ISSN 0160-8029**

**LIBRARY OF CONGRESS/WASHINGTON**

**CATALOGING  
SERVICE  
BULLETIN**

**LIBRARY SERVICES**

Number 84, Spring 1999

Editor: Robert M. Hiatt

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Library of Congress Catalog Card Number: 78-51400

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

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# DESCRIPTIVE CATALOGING

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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 Any LCRI previously published but not listed below is no longer applicable and has been cancelled.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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1.1C. *OPTIONAL ADDITION*. GENERAL MATERIAL DESIGNATION. [Rev.]

*LC practice.* Apply only the following general material designations (GMDs):

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

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

1.1D2. PARALLEL TITLES. [Rev.]

*LC practice:* Record parallel titles in accord with the provisions for a second-level description, including items issued in the United States.

1.1E5. OTHER TITLE INFORMATION. [Rev.]

**Option Decision**

*LC practice:* Generally apply the optional provision of the rule.

**Single Other Title Information**

If there are two or more titles that are parallel but other title information for only one of them, transcribe the other title information directly after the corresponding title, no matter the actual order in the source.

1.1F11. STATEMENTS OF RESPONSIBILITY. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule.

1.2B5. EDITION STATEMENT. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule.

1.2C4. STATEMENTS OF RESPONSIBILITY RELATING TO THE EDITION. *OPTIONAL ADDITION*. [Rev.]

**Option Decision**

*LC practice.* Do not apply the rule.

1.2C5. STATEMENTS OF RESPONSIBILITY RELATING TO THE EDITION. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule.

1.2E3. STATEMENTS OF RESPONSIBILITY RELATING TO A NAMED REVISION OF AN EDITION. *OPTIONAL ADDITION*. [Rev.]

**Option Decision**

*LC practice.* Do not apply the rule.

1.4D2. NAME OF PUBLISHER, DISTRIBUTOR, ETC. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule.

**Interpretation**

1) *Form of name.* Shorten the name or not, whichever is more efficient and effective in the particular case—according to judgment. Do not, however, attempt to judge how well the name is known internationally.

2) *Retention of hierarchy.* When the name of a non-commercial publisher is part of a hierarchy, generally do not omit parts of the hierarchy. In the case of commercial publications, omit unnecessary elements of the hierarchy or not—according to judgment.

*source:* National Archives & Records Service // General Services Administration

*transcription:* 260 ~~∅∅~~ †a National Archives & Records Service, General Services Administration

*source:* Lexington Books // D.C. Heath

*transcription:* 260 ~~∅∅~~ †a Lexington Books, D.C. Heath  
*or* 260 ~~∅∅~~ †a Lexington Books

3) *Retention of terms of incorporation, etc.* If "Inc.," "Ltd.," etc., appear after a serial title being recorded as a publisher, distributor, etc., retain it. Also, when these elements follow other names, retain them or not—according to judgment.

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

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

*transcription:* 260 ~~∅∅~~ †a National Institute of Bank Management

1.4G4. PLACE OF MANUFACTURE, NAME OF MANUFACTURER, DATE OF MANUFACTURE. *OPTIONAL ADDITION*. [Rev.]

*LC practice.* Apply the option on a case-by-case basis. However, for books always include the date of a later impression, qualified by the word "printing" (without brackets), if the date of the first impression of the edition differs in years. If, after cataloging a later impression, the first impression is received for cataloging, revise the record to convert the date from the form "[date] ([date] printing)" (e.g., 1970 (1973 printing)) to "[date]" (e.g., 1970), so that the one bibliographic record can stand for all impressions. If, however, it is an impression other than the first that is received in the second instance, treat this as a copy and do not revise the record.

1.5A3. PUNCTUATION. [Rev.]

*LC practice.* Apply the optional provision of the rule.

1.5B4. EXTENT OF ITEM (INCLUDING SPECIFIC MATERIAL DESIGNATION). [Rev.]

**Option Decisions**

*LC practice.* Do not apply the first option. Apply the second option on a case-by-case basis. |

1.5D2. DIMENSIONS. [Rev.]

**Option Decision**

*LC practice.* Apply the option on a case-by-case basis. |

1.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL. [Rev.]

The chief source of information for kits is the item itself (including all components) together with the container and any accompanying material.

If the chief source (cf. above) includes more than one title, select as the title proper the one that collectively describes the contents as a whole. If there is more than one such unifying title, choose the one from a unifying piece (e.g., container or manual) that identifies the contents as a whole most adequately and succinctly. |

1.10C2. PHYSICAL DESCRIPTION. [Rev.]

The special provision for the physical description area allows a choice of three methods: Do not select the second method for any case. |

**Option Decision**

*LC practice.* Apply the option on a case-by-case basis. |

1.10D1. MULTILEVEL DESCRIPTION. [Rev.]

**Option Decision**

*LC practice.* Do not apply the option. |

2.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule. |

2.5B21. NUMBER OF VOLUMES AND/OR PAGINATION. *PUBLICATIONS IN MORE THAN ONE VOLUME. OPTIONAL ADDITION.* [Rev.]

*LC practice.* Do not apply the rule. |

3.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule. |

5.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

| *LC practice.* Do not apply the optional provision of the rule.

6.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

| *LC practice.* Do not apply the optional provision of the rule.

7.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

| *LC practice.* Do not apply the optional provision of the rule.

8.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

| *LC practice.* Do not apply the optional provision of the rule.

9.2B6. EDITION STATEMENT. [Rev.]

**Option Decision**

| *LC practice.* Do not apply the optional provision of the rule.

9.5B1. EXTENT OF ITEM (INCLUDING SPECIFIC MATERIAL DESIGNATION). [Rev.]

**Option Decision**

*See LCRI 1.1C. OPTIONAL ADDITION. GENERAL MATERIAL DESIGNATION.*

**Specific Material Designation**

Rule 9.5B1 authorizes the following terms for use in recording the specific material designation for a computer file: computer cartridge, computer cassette, computer disk, and computer reel.

| Effective March 1994, add the term "computer disc" to the list. (The term "disc" reflects the standardized spelling used by the computer industry for optical storage devices. The term "disk" reflects the spelling for magnetic storage devices.)

| Effective April 1999, omit the term "laser" from the extent statement.

| Change the fourth example on page 232 under rule 9.5B1 in the printed text of AACR2 (1988 revision) to "1 computer optical disc." Change the fifth example to "1 computer optical card."

9.7B4. VARIATIONS IN TITLE. [Rev.]

**Option Decision**

| *LC practice.* Do not apply the first option. Apply the second option on a case-by-case basis.

10.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule.

11.2B4. EDITION STATEMENT. [Rev.]

**Option Decision**

*LC practice.* Do not apply the optional provision of the rule.

25.5B CONFLICT RESOLUTION. [Rev.]

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- 4) *Change in qualifier*
- 5) *Unnumbered/numbered titles from the same body*
- 6) *Serial section title or subseries title with initial article*
- 7) *Serial common title or main series title not issued alone or lacking numbering*
- 8) *Serial common title or main series title issued alone or has numbering*
- 9) *Supplement title entered subordinately to main title*

**Serials (Including Numbered Monographic Series)/Unnumbered Monographic Series Entered Under Name Heading**

- 1) *General*
- 2) *Choice of qualifying term*

**Monographs**

- 1) *Single-volume monograph or multipart item not analyzed*
- 2) *Analyzed multipart item entered under title*
- 3) *Analyzed multipart item entered under name heading*

**Series-Like Phrases**

- 1) *Entry under title*
- 2) *Entry under name heading*
- 3) *Conflict with another phrase heading*

**Title/Phrase Heading in Series Authority Record Identical to Personal or Corporate Name**

**Radio and Television Programs**

**U.S. Census Publications**

**Comics**

**Motion Pictures**

**Computer File Monographs**

**Computer File Serials**

**Choreographic Works**

- 1) *Background*

## 2) *Uniform titles for choreographic works*

### **Named Individual Works of Art**

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The first part of this LCRI addresses conflict resolution for serials (including numbered monographic series), for unnumbered series, and for multipart items. See the section "Computer file serials" below for specific guidelines about that category. Also, see the section "Monographs" below for guidelines about the use of qualifiers for single-volume monographs. This part of the LCRI represents *LC/CONSER/NACO practice*.

*Note:* Indicators are not given in the examples when the heading could be used in either an authority or a bibliographic record because the indicators in authority and bibliographic records are not the same for the 130 field. In the serials/series part of the LCRI, the lines in margins are used to indicate changes in policy or new information; margin lines are not used to indicate revised wording.

#### **General**

1) *The "catalog" when testing for conflict.* When searching the catalog to determine if a uniform title is needed for a serial/series or multipart item, define the "catalog" as the file against which the searching and cataloging is being done. In addition, catalogers (including LC overseas offices' catalogers and NACO participants) may take into account *any* serial/series or multipart item with the same title of which they know, whether or not it is in the catalog.

#### 2) *Eligible title fields for conflict*

a) Take into account the title proper of a serial/series/multipart item; such a title proper can be found in the 245, 247, 4XX, 730, 760-787, 8XX fields of bibliographic records and the 1XX field of series authority records (SARS).

b) Do not take into account variant forms of title represented by added entries (246, 740 fields) in bibliographic records or by cross references (4XX fields) in name and series authority records. (*Note:* according to LCRI 26.5A, a qualifier is added to a cross reference in the authority record to break the conflict with a title proper in the same or another record.)

3) Resolve the conflict by using a uniform title heading or name heading/uniform title in the bibliographic or series authority record being created. Do not also add a uniform title heading or a name heading/uniform title to the existing record.

#### *Exceptions*

a) See 5) in the "Serials (Including Numbered Monographic Series) ..." section below for adding "(Unnumbered)" as qualifier.

b) See 1)b) in the "Monographs" section below.

c) See 2) in the "Title/Phrase Heading in Series Authority Record Identical to Personal or Corporate Name" section below.

4) Use the uniform title heading or name heading/uniform title whenever the serial/series or multipart item is referred to in other access points (added or subject entries, subseries headings, etc.) and in linking notes.

5) Do not predict a conflict.

6) *Republications.* When a serial/series/multipart item is republished (as a text, as a microform, as large print, as a braille edition, etc.), do not use a uniform title to distinguish one of these republications from the original. If the original itself has a uniform title, use the same uniform title for the republication. *Note:* computer file serials are not considered to be republications of paper serials; see "Computer file serials" below.

### **Serials (Including Numbered Monographic Series)/Unnumbered Monographic Series Entered Under Title**

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1) *General*. When creating a bibliographic record for a serial or a series authority record for a serial/series, construct a uniform title made up of the title proper plus a parenthetical qualifier for any serial/series entered under title if the title proper is identical to the title proper of another serial/series found in the catalog in a bibliographic record or the title proper in the heading of any series authority record (for series, multipart item, phrase, or serial).

## 2) *Choice of qualifying term*

a) *Title proper is a "generic" title (i.e., it consists solely of an indication of type of publication and/or periodicity, exclusive of articles, prepositions, and conjunctions)*. Use as the qualifier the heading for the body issuing or publishing the serial/series. If more than one corporate body is associated with the work, choose the body responsible for issuing the serial/series, rather than the one only publishing it. If multiple bodies are performing the same function, generally choose the one named first.

- 130 †a Bulletin (American Dairy Products Institute)  
130 †a Bulletin (British Columbia. Dept. of Mines and Petroleum Resources)  
130 †a Bulletin (Université libre de Bruxelles. Service de physique des particules élémentaires)  
  
130 †a Occasional paper (Australia. Bureau of Industry Economics)  
130 †a Occasional paper (King's College (University of London). Dept. of Geography)  
130 †a Occasional paper (Spark M. Matsunaga Institute for Peace)

b) *Other situations*. Use judgment in determining the *most appropriate* qualifier for the serial/series being cataloged. Possible qualifiers are given in the following list; the listing is not prescriptive and is not in priority order. If none of these qualifiers is appropriate, use any word(s) that will serve to distinguish the one serial/series from the other.

- corporate body
- corporate body and date of publication<sup>1</sup>
- date of publication<sup>1</sup>
- descriptive data elements, e.g., edition statement
- place of publication<sup>2</sup>
- place of publication<sup>2</sup> and date of publication<sup>1</sup>

## 3) *Form of qualifying term*

a) *Corporate body*. Use the AACR2 form of the name exactly as given on the name authority record for the corporate body.

- 130 †a Special report (Northern Illinois University. Center for Southeast Asian Studies)  
130 †a Occasional publication (Popular Archaeology (Firm))

b) *Place of publication*. Use the AACR2 form from the name authority record for the place minus any cataloger's addition (cf. AACR2 24.4C1); record the name of the larger place preceded by a comma (cf. AACR2 23.4A1).

- 130 †a African primary texts (Madison, Wis.)  
130 †a Rural development studies (Uppsala, Sweden)

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<sup>1</sup>Choose the date of publication (not date from chronological designation) of the first issue published or the earliest issue in hand, in that order of preference.

<sup>2</sup>If the serial/series is published in more than one place, choose as the qualifying term the place that would be named first in the publication, distribution, etc. area for the first issue published, the earliest issue for which a place is known, or the earliest issue in hand, in that order of preference. If the name of the local place has changed, use in the qualifier the name the place had at the time the first/earliest issue was published.

130 †a New age journal (Brighton, Boston, Mass.)

c) *Multiple qualifiers.* If more than one qualifier is needed, separate the qualifiers with a space-colon-space within one set of parentheses. Exception: if one of the qualifiers is "(Series)," give that qualifier first and enclose each qualifier in its own set of parentheses.

130 †a Bulletin (Canadian Association of University Teachers : 1973)

130 †a Washington gazette (Washington, D.C. : Daily)

130 †a WP (Series) (United States. Bureau of the Census)

#### 4) *Change in qualifier*

##### a) *Body used as qualifier*

i) If the name of the body changes or the body is no longer involved with the serial/series, create a new record for the serial/series.

130 †a Monograph series (American Bar Association. Special Committee on Alternative Means of Dispute Resolution)

130 †a Monograph series (American Bar Association. Special Committee on Dispute Resolution)

ii) If the name of the body changes but one name authority record is used for both forms of name or if the heading on the one name authority record is revised, do not create a new record for the serial/series. Change the form of name in the qualifier, as necessary, to match the heading in the name authority record.

130 †a \_\_\_\_\_ (Instytut belaruskaj kul'tury (Minsk, Byelorussian S.S.R.))

*would be changed to*

130 †a \_\_\_\_\_ (Instytut belaruskaj kul'tury (Minsk, Belarus))

##### b) *Place used as qualifier.*

i) If the serial/series "moves" to another city, do not create a new record. On a series authority record, add a reference from title proper with the new place as qualifier. In a serial bibliographic record, add information about the change in place of publication.

130 †a \_\_\_\_\_ (Chicago, Ill.)

430 †a \_\_\_\_\_ (Boston, Mass.)

ii) If the name of the place changes and a separate name authority record is created for that name, do not create a new record for the serial/series. Do not change the qualifier. In a series authority record, give a reference using the later form as the qualifier.

130 †a \_\_\_\_\_ (Leningrad, R.S.F.S.R.)

430 †a \_\_\_\_\_ (Saint Petersburg, Russia)

*(two name authority records exist)*

iii) if the name for the place changes but one name authority record is used for both forms of name or if the heading on the one name authority record is revised, do not create a new record for the serial/series. Change the form of name in the qualifier, as necessary, to match the heading in the name authority record.

130 †a \_\_\_\_\_ (Kinshasa, Zaire)

*would be changed to:*

130 †a \_\_\_\_\_ (Kinshasa, Congo)

c) *Other qualifiers.* If the information used as qualifier changes in form or fact, do not create a new record. In a series authority record, add a reference from the title proper and the changed qualifier if it would help in identification. In a serial bibliographic record, add information if appropriate.

130 †a \_\_\_\_\_ (Middle Atlantic ed.)  
(current items labelled as "Mid-Atlantic edition")

5) *Unnumbered/numbered titles from the same body.* If one body issues both an unnumbered series and a numbered series/serial with the same title, add the qualifier "(Unnumbered)" to the title for the unnumbered series in all cases of such a conflict. (For example, if the new title is numbered and the existing title is unnumbered, change the existing unnumbered series to add "(Unnumbered)" to the title.) Do not apply this technique when some issues of a series lack numbering.

6) *Serial section title or subseries title with initial article.* If the title of a section of a serial or the title of a subseries begins with an initial article, create a uniform title to delete that initial article. Delete the initial article even if the section or subseries title is preceded by a numeric or alphabetic designation.

*title proper:* American men and women of science. The medical sciences

130 †a American men and women of science. †p Medical sciences

*title proper:* Progress in nuclear energy. Series VIII, The economics of nuclear power

130 †a Progress in nuclear energy. †n Series VIII, †p Economics of nuclear power

7) *Serial common title or main series title not issued alone or lacking numbering.* Do not test such a serial common title or main series title for conflict by itself. Test the entire title proper (the serial common title and its section title or the unnumbered main series and its subseries) for conflict. If the entire title proper conflicts with another title proper, add a qualifier at the end of the title proper.

*title proper:* Bulletin. Series W

search in catalog for entire title = no conflict

130 †a Bulletin. †n Series W

*title proper:* Bulletin. Series A

search in catalog for entire title = a conflict with another "Bulletin. Series A"

130 †a Bulletin. †n Series A ([qualifier])

8) *Serial common title or main series title has been issued alone or has numbering.* First, test the serial common title or the main series title by itself for conflict and add a qualifier if needed at the end of that title. Then, test that title (plus qualifier if needed) and the section or subseries title together for conflict; add a qualifier if needed at the end of the section or subseries title.

*title proper of numbered main series & subseries:* University papers. History series

search in catalog for main series title = a conflict with another "University papers"

130 †a University papers ([qualifier])

search in catalog for main series title plus qualifier and subseries title = no conflict

130 †a University papers ([qualifier]). †p History series

9) *Supplement title entered subordinately to main title.* If the main title is already in the catalog, use its heading (may or may not have a qualifier) in the heading for the supplement. If the main title is not in the catalog, establish its AACR2 form (cf. LCRI 26.5B). Then, test the main title (plus qualifier if needed) and the supplement title together for conflict; add a qualifier if needed at the end of the supplement title.

*title proper of main title with supplement:* Statistical  
bulletin. Supplement  
search in catalog for main title = a conflict with another  
"Statistical bulletin"  
130 ‡a Statistical bulletin ([qualifier])  
  
search in catalog for main title plus qualifier and  
supplement title = no conflict  
130 ‡a Statistical bulletin ([qualifier]). ‡p  
Supplement

## Serials (Including Numbered Monographic Series)/Unnumbered Monographic Series Entered Under Name Heading

1) *General.* When creating a bibliographic record for a serial or a series authority record for a serial/series entered under a name heading, construct a uniform title made up of the title proper plus a parenthetical qualifier to distinguish the serial/series from another with the same title proper entered under the same name heading in a bibliographic record or in the heading of any series authority record (for series, multipart item, phrase, serial).

2) *Choice of qualifying term.* Use judgment in determining the *most appropriate* qualifier for the serial/series being cataloged. Possible qualifiers are given in the following list; the listing is not in priority order. If none of these qualifiers is appropriate, use any word(s) that will serve to distinguish the one serial/series from the other.

- date of publication<sup>3</sup>
- descriptive data elements, e.g., edition statement

110 2‡ ‡a World Food Programme.  
240 10 ‡a Annual report (1993)  
245 00 ‡a Annual report

## Monographs

### 1) *Single-volume monograph or multipart item not analyzed*

a) If a single-volume monograph or a multipart item not analyzed is entered under a title proper that is the same as the title proper main entry of another work, do not assign a uniform title to either work simply to distinguish them, even if there are multiple editions of either work.

245 00 ‡a France / ‡c préface de Pierre Mendès-France  
260 ‡‡ ‡a Genève ; ‡a New York : ‡b Nagel, ‡c 1955

245 00 ‡a France  
260 ‡‡ ‡a Paris : ‡b Librairie Larousse, ‡c 1967

245 00 ‡a France  
260 ‡‡ ‡a Paris : ‡b Documentation française, ‡c 1972

b) If another manifestation of a single-volume monograph or a not-analyzed multipart item requires a uniform title (e.g., a translation, excerpts) or if it is used in a subject or related work added entry, assign a uniform title to the particular work as needed (cf. AACR2 25.5C for translations, AACR2 25.6B3 for excerpts, etc.). Use the uniform title in all entries for the work. Change existing records in which the work appears as a main or secondary entry.

*translation of the 1955 work above*

130 0‡ ‡a France (Geneva, Switzerland). ‡l English  
245 00 ‡a France / ‡c preface by Pierre Mendès-France  
; translated by William H. Parker  
260 ‡‡ ‡a Geneva ; ‡a New York : ‡b Nagel, ‡c 1956

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<sup>3</sup>Choose the date of publication (not date from chronological designation) of the first issue published or the earliest issue in hand, in that order of preference.

*revised bibliographic record for the 1955 work above*

130 0Ø ‡a France (Geneva, Switzerland)  
245 00 ‡a France / ‡c préface de Pierre Mendès-France  
260 ØØ ‡a Genève ; ‡a New York :‡b Nagel, ‡c 1955

2) *Analyzed multipart item entered under title.*

a) Construct a uniform title made up of the title proper plus a parenthetical qualifier for any multipart item entered under title if the title proper is identical to the title proper of another multipart item found in the catalog in a bibliographic record or in the heading of any series authority record (for series, multipart item, phrase, serial).

b) Follow the guidelines for adding a qualifier to a serial/series title (above).

130 ‡a Continents of the world (Chicago, Ill.)

3) *Analyzed multipart item entered under a name heading.*

a) Construct a uniform title made up of the title proper plus a parenthetical qualifier for any multipart item entered under a name heading to distinguish the multipart item from another multipart item with the same title proper entered under the same name heading in the catalog in a bibliographic record or in the heading of any series authority record (for series, multipart item, phrase, serial).

b) Follow the guidelines for adding a qualifier to a serial/series title (above).

100 1Ø ‡a Elias, Norbert. ‡t Über den Prozess der  
Zivilisation. ‡l English (Oxford, England)

### **Series-Like Phrases**

1) *Entry under title.* Construct a uniform title made up of the phrase plus a parenthetical qualifier for any phrase entered under title if the phrase is identical to the title proper of a serial/series found in the catalog in a bibliographic record or the title proper in the heading of a series authority record for a series, multipart item, or serial. Follow the guidelines for adding a qualifier to a serial/series title (above).

130 ‡a Interim reports (Australian National Antarctic  
Research Expeditions)

2) *Entry under name heading.* Construct a uniform title made up of the phrase plus a parenthetical qualifier for any phrase entered under a name heading if the phrase is identical to a title proper of a serial/series entered under the same name heading in a bibliographic record or in the heading of a series authority record for a series, multipart item, or serial. Follow the guidelines for adding a qualifier to a serial/series title (above).

3) *Conflict with another phrase heading.* Do not create a separate series authority record for the second series-like phrase, constructing a uniform title made up of the phrase plus a parenthetical qualifier. Instead, modify the existing series authority record to make it an undifferentiated phrase record.

130 ‡a Yolla Bolly Press book  
130 ‡a Quarto book

### **Title/Phrase Heading in Series Authority Record Identical to Personal or Corporate Name**

1) If the title or phrase is identical to a personal or corporate (including geographic) name, construct a uniform title made up of the title proper or phrase plus the parenthetical qualifier "(Series)." That name may be found on the item being cataloged or in a heading or reference in a name authority record related or not related to the item being cataloged. Apply this technique also to subseries titles entered subordinately.

130 ‡a Centre de recherches d'histoire ancienne  
(Series)  
130 ‡a Oxford Historical Society (Series)  
130 ‡a HAZ (Series)

130 ‡a Facultat de Dret de l'Estudi General de Lleida  
(Series)  
130 ‡a Marco Polo (Series)  
130 ‡a United States (Series)  
130 ‡a DOD (Series)  
130 ‡a Metropolitan Books (Series)  
130 ‡a Posebna izdanja (Crnogorska akademija nauka  
i umjetnosti). ‡p Odjeljenje društvenih nauka  
(Series)

2) If an existing title or phrase heading later conflicts with a name, add the qualifier "(Series)" to the series authority record heading.

### Radio and Television Programs

*LC practice:* Add the qualifier "(Radio program)" or "(Television program)" to the title of a radio or television program whenever the program is needed in a secondary entry and the title is the same as a Library of Congress subject heading or the title has been used as the title of another work. (It does not matter if the other work is entered under title or under a name heading.) This same uniform title for the radio or television program must be used in all entries for the particular work. (Existing records in which the radio or television program has been used as a main or added entry must be adjusted.)

### U.S. Census Publications

For U.S. Bureau of the Census publications that contain the census or parts of it, use a uniform title consisting of the name of the census, qualified by the year of the census. Add to this basic uniform title parts of the census as subdivisions.

*title proper:* 1972 census of construction industries  
*uniform title:* 130 ‡a Census of construction  
industries (1972)

*title proper:* Numerical list of manufactured products: 1972  
census of manufactures  
*uniform title:* 130 ‡a Census of manufactures (1972). ‡p  
Numerical list of manufactured  
products

*title proper:* Census of housing, 1960  
*uniform title:* 130 ‡a Census of housing (1960)

### Comics

If a comic strip, single panel cartoon, etc., is entered under its title, establish a uniform title for the work that consists of its title, followed by an appropriate parenthetical qualifier (e.g., "Batman (Comic strip)").

### Motion Pictures

*LC practice:* If a motion picture is entered under a title proper that is the same as the title proper of another motion picture (or other work), do not assign a uniform title to either to distinguish them, even if there are multiple editions of either work. However, if a motion picture is needed in a secondary entry and the title of the motion picture is the same as a Library of Congress subject heading or the title is the same as the title of another work, add the qualifier "(Motion picture)" to the title of the motion picture. This same uniform title must be used in all entries for the particular work. (Existing records in which the motion picture is used as a main or secondary entry must be adjusted.)

#### *New work*

100 2‡ ‡a Copland, Aaron, ‡d 1900-  
245 14 ‡a The red pony ...  
(*Music for the motion picture of the same title*)

### *Existing works*

100 2Ø †a Steinbeck, John, †d 1902-1968  
245 14 †a The red pony ...  
(A book)  
245 04†a The red pony †h [motion picture] ...

### *Added entry on the new work*

730 0Ø †a Red pony (Motion picture)

### *Revised record for the motion picture*

130 0Ø †a Red pony (Motion picture)  
245 14 †a The red pony †h [motion picture] ...

## **Computer File Monographs**

If a computer file is entered under a title proper that is the same as the title proper of another computer file (or other work), do not assign a uniform title to either work simply to distinguish them, even if there are multiple editions of either work.

If a computer file entered under title is needed in a subject entry or related work added entry and there is another work in the catalog with the same title proper that is also entered under title, add the qualifier "(Computer file)" to the title of the computer file. (This same uniform title must be used in all entries for the particular work, including existing records for the computer file itself.)

### *New work*

245 00 †a Microsoft Excel : †b arrays, functions, and  
macros ...  
(A book entered under title)

### *Existing work*

245 00 †a Microsoft Excel †h [computer file] : †b  
complete spreadsheet ...

### *Subject entry on the new work*

630 00 †a Microsoft Excel (Computer file)

### *Revised record for the computer file*

130 0Ø †a Microsoft Excel (Computer file)  
245 00 †a Microsoft Excel †h [computer file] : †b  
complete spreadsheet ...

If the addition of the qualifier "(Computer file)" does not resolve the conflict, add also the name of the producer (in catalog-entry form).

130 0Ø †a GEM (Computer file : Digital Research  
(Firm))  
130 0Ø †a GEM (Computer file : University of  
Cambridge. Dept. of Applied Economics)

*Note:* 1) Prior to June 1990, a qualifier was added to the title of a computer file whenever the heading was needed in a secondary entry, without regard to conflict. Generally continue to use such headings in main, subject, and added entries on records for items cataloged after June 1990. 2) Name authority records for computer files that were created in accord with policies in effect before June 1990 are routinely retained although they would not necessarily be needed under current policy.

## **Computer File Serials**

Create a uniform title made up of the title proper plus a parenthetical qualifier for any computer serial entered under title if the title proper is identical to the title proper of another serial.

Do not consider a computer file serial to be a secondary manifestation (i.e., a reproduction) of a paper serial. Instead treat the computer file serial as a separate work and add a uniform title to distinguish between identical titles proper.

*Existing paper serial*

245 00 †a Social sciences index

*New computer file serial*

130 0‡ †a Social sciences index (CD-ROM)

245 00 †a Social sciences index †h [computer file]

In choosing a uniform title qualifier, prefer to use terms that describe the physical medium of the serial rather than place or corporate body. Use the most specific term or terms possible to distinguish the serial from others with the same title. Such terms may be taken from an edition statement or other title information.

130 0‡ †a Peterson's financial aid service (IBM version)

245 00 †a Peterson's financial aid service †h [computer file]

130 0‡ †a Peterson's financial aid service (Macintosh version)

245 00 †a Peterson's financial aid service †h [computer file]

*Do not add* a uniform title to a computer file serial when no conflicting title exists.

## **Choreographic Works**

### 1) *Background*

In catalogs dealing with dance material, there is a need both to collocate different versions of the same basic work under the same title and to differentiate between the different versions of the work in a meaningful way. A choreographic dance work, i.e., a dance created by a specific person, will often have a title that is the same as or similar to a musical or literary work that accompanies or is related to it. In addition, many dance works, though known by the same title, have been revised or adapted by different choreographers. The Dance Heritage Coalition, a group of several institutions, including the Library of Congress, has received funding for a project to prepare a catalog of primary research resources in dance history, including manuscript and archival materials, audio and videotape, printed texts and music, and visual collections. The coalition will add authority records to the national authority file for these materials, including newly created authority records and retrospective records from the files of the Dance Collection of the New York Public Library.

AACR2 does not include specific rules for the creation of uniform titles for choreographic works, and in the past LC has treated headings for individual choreographic dance works as subject headings, rather than name headings. However, because they do represent individual creative works and to meet the needs of the dance cataloging community, these headings should now be treated as name headings, and uniform titles for them will be constructed according to the guidelines below recommended by the Dance Heritage Coalition.

### 2) *Uniform titles for choreographic works*

a) *Qualifiers*. When the title of a choreographic dance work is needed as a subject or added entry, construct a uniform title consisting of the title of the work followed by the qualifier "(Choreographic work)." In addition, when the item represents a particular choreographer's version of the work, include the surname of the choreographer as part of the qualifier. Use the form of the surname found in the 100 field of the authority record for the choreographer.



130 †a Romeo and Juliet (Choreographic work)  
*(for a book of photographs from various productions of choreographic works based on Shakespeare's play)*  
 130 †a Romeo and Juliet (Choreographic work :  
 Smuin)  
*(for a series of photographs taken during a dress rehearsal of the first production of Michael Smuin's choreographic adaptation of Shakespeare's play)*

If two or more choreographers share responsibility for the work, give their names in alphabetical order, unless one person is clearly principally responsible for the choreography, in which case that name should be listed first. Connect the names with the word "and."

130 †a Return of the native (Choreographic work  
 : Jones and Zane)  
 130 †a Giselle (Choreographic work : Coralli and  
 Perrot)

As appropriate, also include the following additions to the qualifier:

i) Choreographer's surname, after the original choreographer's surname.

If the choreographic work is derived from another choreographic work, follow the name of the choreographer with a comma, the word "after," and the surname of the original choreographer.

130 †a How long brethren (Choreographic work :  
 Tamiris)  
 130 †a How long brethren (Choreographic work :  
 McIntyre, after Tamiris)  
*(for a notation score for a reconstruction of Helen Tamiris's original work)*

ii) Date of a reconstruction

*Optionally*, if the material being cataloged relates to a reconstruction of a choreographic work that was originally staged at an earlier date, include in the qualifier the date of the reconstruction.

130 †a Afternoon of a faun (Choreographic work :  
 Nijinsky)  
 130 †a Afternoon of a faun (Choreographic work :  
 Markova, after Nijinsky : 1935)

b) *Language of the title*

Use as the uniform title the title in the original language unless the work has become generally known in another language through extensive adaptation, e.g., when the choreographic work has been restaged in a number of different countries. In such cases, use the title found in the following reference work, making references from the title in other languages:

New York Public Library. *Dictionary Catalog of the Dance Collection*. Boston : G.K. Hall, 1974. 10 v. Annual supplement, *Bibliographic Guide to Dance*, 1975-

If the title is not found in the above source, consult the sources below, which are listed in order of precedence.

Beaumont, C.W. *Complete Book of Ballets*  
 Chujoy, A., and Manchester, P.W. *The Dance Encyclopedia*. Rev. ed.  
*Enciclopedia dello spettacolo*  
*The New Grove Dictionary of Music and Musicians*  
 Koegler, H. *The Concise Oxford Dictionary of Ballet*. 2nd ed.  
 McDonagh, D. *The Complete Guide to Modern Dance*

130 †a Cinderella (Choreographic work)  
 430 †a Cendrillon (Choreographic work)  
 430 †a Cenerentola (Choreographic work)

- 130 †a Sylphide (Choreographic work)  
 430 †a Sylph of the Highlands (Choreographic work)

### Named Individual Works of Art

Add in parentheses an appropriate designation or designations (e.g., date, medium, size, owner, *catalogue raisonné* number, alternative title, location, state, color, owner's accession number) to distinguish between identical uniform titles for works entered under the same heading.<sup>4</sup>

- 100 1‡ †a Eyck, Jan van, †d 1390-1440. †t Saint Francis receiving the stigmata (Galleria sabauda)  
 100 1‡ †a Eyck, Jan van, †d 1390-1440. †t Saint Francis receiving the stigmata (Philadelphia Museum of Art)
- 100 1‡ †a Cézanne, Paul, †d 1839-1906. †t Card players (Barnes Foundation)  
 100 1‡ †a Cézanne, Paul, †d 1839-1906. †t Card players (Courtauld Institute Galleries)  
 100 1‡ †a Cézanne, Paul, †d 1839-1906. †t Card players (Metropolitan Museum of Art)  
 100 1‡ †a Cézanne, Paul, †d 1839-1906. †t Card players (Musée d'Orsay)
- 100 1‡ †a Pollock, Jackson, †d 1912-1956. †t Untitled (1936)  
 100 1‡ †a Pollock, Jackson, †d 1912-1956. †t Untitled (1937)  
 (Title of both works is Untitled)
- 100 1‡ †a Picasso, Pablo, †d 1881-1973. †t Frugal repast (1904, 1913 printing : etching)  
 100 1‡ †a Picasso, Pablo, †d 1881-1973. †t Frugal repast (1904, 1913 printing : etching : 2nd state)

### STANDARD CITATION FORMS

Library of Congress staff and the Bibliographic Standards Committee of the ALA/ACRL Rare Books and Manuscript Section collaborated on the revision of *Standard Citation Forms for Published Bibliographies and Catalogs Used In Rare Book Cataloging* (Washington, D.C.: Library of Congress, Cataloging Distribution Service, 1996). Upon publication, the Library's Cataloging Policy and Support Office agreed to assume responsibility for soliciting and evaluating queries, corrections, and revisions to the publication, and to issue the changes in *Cataloging Service Bulletin*.

The following work should be added:

*work:* Cohen, Morris Q. *Bibliography of Early American law*. Buffalo, N.Y.: William S. Hein & Co., 1998.

*citation:* Cohen, M.Q. *Bibl. of early Amer. law*

Please address correspondence regarding *Standard Citation Forms for Published Bibliographies and Catalogs Used In Rare Book Cataloging* to Cataloging Policy and Support Office, Library of Congress, Washington, D.C. 20540-4305; electronic mail: cpso@loc.gov

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<sup>4</sup>While date or owner (usually a museum) will often be the best qualifier, "appropriate" will depend upon the particular work of art, e.g., for a print, the state may be the best qualifier.

## CATALOGING PRIORITIES AND LEVELS OF CATALOGING

### Introduction

These guidelines incorporate changes made to the cataloging priority system in recent years in two stages: the first and most extensive set of changes being made in the late 1980's and early 1990's, the second set being made in 1998.

#### *First Stage Of Changes (1990- )*

##### Sources of review

Utilizing the efforts of a Library-wide committee, the Library in 1990 completed a review of its internal system for assigning priorities to newly acquired monographs, serials, and microforms. This was the first major revision of the scheme since 1981. At the same time it made a major change in its approach to minimal-level cataloging (MLC) by enhancing access through the use of uncontrolled subject words.

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

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

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

##### Emphasis of priorities

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

- 1) the emphasis on English language titles has been eliminated;
- 2) definitions are provided for "major publication," "substantial publication *of topical interest*," and "substantial publication" to guide the selecting/recommending officers in their work.

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

organizes existing literature in a field into coherent bibliographies. In sum, a publication of research value in the humanities, social sciences, law, or natural and physical sciences is one that might be consulted by any current specialist in that field.

#### Premises and assumptions

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

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

#### Figures on throughput

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

#### Nonbook materials

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

#### *Second Stage Of Changes (1998- )*

A Task Group on Cataloging Priorities, appointed in December 1994, was charged with making recommended modifications to the Library's policy regarding priorities in light of the changed cataloging environment. The task group essentially reviewed the "descriptions of cataloging priorities" currently being used and the "levels of cataloging" as they related to priorities (several levels of cataloging had been developed since the first stage changes of the priority system). The task group issued a report in 1995; most of the recommendations were accepted by the Cataloging Management Team (CMT), with some changes, to be implemented with the introduction of core-level cataloging (fall 1998).

With respect to the first aspect of its assignment, the task group recommended that the existing priority system be retained, given the then impending reorganization of the Acquisitions and Support Services Directorate. With the pool of staff members authorized to assign priorities about to expand as the result of that reorganization, the task group thought it prudent to defer substantial changes until there had been some opportunity to observe the application of the system in the new environment.

With respect to levels of cataloging related to priorities, the recommendations of the task group, as modified by the CMT, have now been incorporated into the current guidelines relating to priorities.

#### **Cataloging Priorities for Monographs, Serials, and Microforms**

This section lists the Library's cataloging priorities and also indicates the cataloging modes appropriate to the priorities. Whenever the terms "title(s)" or "material(s)" appear, they denote titles and materials in all languages. Whenever appropriate, serials and microforms are included on the same basis as monographs. The cataloging modes in general use are

## Full-Level Cataloging (sometimes referred to as "LC Original Cataloging")

(A mode in which the cataloging reflects all the conventions specified in the LC documentation with respect both to the content of the record (data elements) and the conventions applicable to transcribing/supplying them.)

## Copy Cataloging

(A mode that uses catalog records prepared by another agency with limited changes made by LC that relate to accuracy, substance, or retrievability, not style. This mode may be either "regular" (i.e., other than core-level) or "core-level" (see next category). The term "full-level equivalent" means copy cataloging, whether originally regular or core level, that has been adjusted to reflect the conventions of full level cataloging.)

## Core-Level Cataloging

(A mode developed under the aegis of the Program for Cooperative Cataloging (PCC) to be used in its cataloging program. Records done in this mode contain a complement of data elements less than that for full level cataloging but more than that for minimal level cataloging. The term "LC core-level" means a core-level bibliographic record created internally that reflects additional characteristics beyond those defined for the basic core-level record and that are provided by LC to meet LC's specific needs. The term "LC core-level equivalent" means a core-level record of external origin adjusted to reflect the conventions of an LC core-level record.)

## Minimal-Level Cataloging (MLC)

(A mode that reflects limitations in the descriptive, subject, and classification aspects and also in the amount of authority work done. "Regular" MLC contains an MLC shelf number and lacks any aspect of controlled subject access. "Enhanced" MLC contains limited subject/classification aspects, at a minimum an LC classification/call number or at least one subject heading derived from *Library of Congress Subject Headings*.)

## Collection-Level Cataloging

(A mode used to control materials that are unrelated bibliographically but that can be gathered together because of some other unifying factor, such as personal author, issuing body, subject, language, or genre.)

## Priority 1

### *Titles covered*

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

Pre- and Post-Publication CIP titles

### *Cataloging mode*

Titles in this priority receive at least LC core-level cataloging. Teams may exercise judgment and apply full-level cataloging in those cases deemed appropriate.

## Priority 2

### *Titles covered*

Titles for reference assignment

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

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

High-need and/or research value titles

## U.S. Congressional publications

Major publications<sup>5</sup> in the humanities, social sciences, law, and the physical, natural, and behavioral sciences, both primary and secondary sources

Substantial publications *of topical interest*<sup>6</sup> (official and nonofficial) in the following categories (in case of foreign publications, preferably those relating to the country of origin as a whole):

All genealogies and compilations of local records of genealogical value

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

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

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

### *Cataloging mode*

Titles for reference assignment receive full-level cataloging or full-level equivalent copy cataloging. Other titles receive at least LC core-level cataloging or copy cataloging at least to the level specified in the *LC Copy Cataloging Manual*. Cataloging teams may apply full-level cataloging as deemed appropriate to materials in this priority.

### Priority 3

#### *Titles covered*

Medium-need and/or research value titles

Substantial publications<sup>7</sup> in the humanities, social sciences, law, and the physical, natural, and behavioral sciences, both primary and secondary sources, not given higher priority

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

Dictionaries (foreign language only)

Substantial<sup>3</sup> travel guides

All U.S. local histories and substantial<sup>3</sup> foreign local histories

U.S. federal documents not given higher priority

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

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

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<sup>5</sup> A major publication is defined as a definitive work, or a presentation of extensive, new material, or a significant revision or reassessment of a subject/field.

<sup>6</sup> A substantial publication *of topical interest* is defined as a publication that refers to contemporary topics, provides current information relevant to contemporary topics, or provides current information on "older" topics (e.g., Dead Sea Scrolls) that are of contemporary import and interest and one that is likely to be used for research purposes by a specialist and does not meet the definition of a "major publication."

<sup>7</sup> A substantial publication is one that is defined as likely to be used for research purposes by a specialist and that does not meet the definition of a "major publication" or the definition of a "substantial publication *of topical interest*."

### *Cataloging mode*

Titles in this priority receive at least LC core-level cataloging.

#### Priority 4

##### *Title covered*

Low-need and/or research value titles

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

Children's books

College-level textbooks

Official publications of foreign countries

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

State and local government publications

The following types of materials are rarely given higher priority:

Anthologies

Applied arts and crafts

Secondary-level textbooks

Popular instructional and devotional publications

Popularizations in all subject fields

Sports and recreation

Unrevised reprints

### *Cataloging mode*

Titles in this priority or that have been in the arrearages for three or more years receive at least minimal-level cataloging but preferably LC core-level cataloging. When cataloging copy is available, the cataloging level depends upon the nature of the copy. It is edited to at least LC core-level, but can be done at a higher level if the data elements are already there or if the level can be raised under the discretion allowed cataloging teams in these priority guidelines. If a full level LC record is available for another edition, it is used as the base and is edited to reflect the edition being cataloged (full). Otherwise, if cataloging copy is available, it is used and edited as described immediately above.

### **Special Guidelines**

#### *Copy Cataloging*

For items represented by LC-created Initial Bibliographic Control (IBC) records, cataloging teams may, at their discretion, import records for copy cataloging, provided that the copy cataloging is done at the equivalent level or higher level appropriate to the priority assigned the item as stated above.

#### *Collection-Level Cataloging*

Collection-level cataloging is a mode that may be applied to special projects or conditions such as lesser-known languages, collections of ephemera chosen for topical collection-level treatment, collections of pamphlets on various topics. Material designated for collection-level cataloging may come from several sources: Selection Officers, divisions of Area Studies Collections and Public Service Collections Directorates, or overseas centers. Catalogers and others who handle books early in the processing stream may also refer material to a Selection Officer if the material

appears to belong to an existing collection or if it appears appropriate for collection level treatment.

#### *Multiple categories with different priorities*

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

#### *Changing a Priority*

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

## SUBJECT CATALOGING

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### IMPLEMENTATION OF SUBFIELD ≠V

Library of Congress catalogers began to code form subdivisions as subfield ≠v in bibliographic records for current cataloging on February 17, 1999. On that date, LC also began using subfield ≠v to identify form subdivisions in new subject authority records and initiated a project to recode form subdivisions in existing subject authority records. Systematic revision of existing bibliographic records will not be undertaken; however, individual records may be revised in conjunction with other work.

Guidelines on form subdivisions and the application of subfield code ≠v in bibliographic records were included in 1998 Update Number 2 to the *Subject Cataloging Manual: Subject Headings*, which was issued in autumn 1998. The guidelines call for coding a subdivision as ≠v when it characterizes what the item being cataloged is and for coding a subdivision as ≠x when it characterizes a form that it is about. To aid in the coding and application of the more than 3,100 free-floating subdivisions of all types in LCSH, LC is creating authority records for subdivisions. The records, which are based on data supplied by Gary Strawn of Northwestern University, contain subdivision data in 18X fields and codes in 073 fields that identify their controlling instruction sheet numbers from the *Subject Cataloging Manual: Subject Headings* (H 1095 - H 1200). All records contain basic usage statements, and some records contain references. Subdivision records are being distributed in the regular weekly subject authority distribution service in batches as they are ready. A document on subdivision authority records with examples is available on the CPSO web site at URL <<http://lcweb.loc.gov/catdir/cpso/subdauth.html>>. Questions on form subdivisions may be sent by electronic mail to the Cataloging Policy and Support Office ([cpsol@loc.gov](mailto:cpsol@loc.gov))

### 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 Headings system. On Weekly Lists 98-44 to 99-02, 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 established with the designation (*May Subd Geog*). On a case-by-case basis, subdivisions not previously divided by place are authorized for geographic subdivision. Eleven subdivisions were authorized for geographic subdivision during this period, including two free-floating subdivisions listed below.

*Recommendation #6.* During the fourth quarter of 1998 and the first two lists of 1999, progress in simplifying subdivisions was made in the following areas:

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

Five nonstandard subdivisions were revised to their corresponding free-floating subdivision forms. The subdivision —**Bibliography—Catalogs, Microfilm** was cancelled under the heading **Music**, while the subdivision —**Microcard catalogs** was cancelled under the headings **German drama, Government publications—United States—Periodicals**, and **Nuclear engineering**. All were replaced with the subdivision —**Bibliography—Microform catalogs**, the free-floating form subdivision combination used under other subjects for catalogs listing works stored in microform editions. The subdivision —**Catalogs of supplies, etc.**, which had been established under the heading **Electric lighting**, was replaced with the standard free-floating combination —**Equipment**



**and supplies—Catalogs.** The subdivision —**Indexing** was revised to —**Indexing and abstracting** under the heading **Municipal government—Records and correspondence**. The subdivision —**Plant lore** was cancelled under the heading **Indians of South America** and replaced with the subdivision —**Ethnobotany**, which is the free-floating subdivision authorized for use under ethnic groups for that topic. The subdivision —**Wage tables** was cancelled under the heading **Railroads** and replaced with the heading **Wages—Railroads—Tables**.

2) *Phrase headings replaced with subdivisions.*

Four headings constructed with subdivisions were replaced by phrase headings. The heading **Slavery—Insurrections, etc.** was changed to **Slave insurrections**. The headings **Railroads—Repair-shops**, **Railroads—Transfer-tables**, and **Railroads—Turn-tables** were cancelled and replaced with the headings **Railroad repair shops**, **Transfer tables (Railroads)**, and **Turntables (Railroads)**.

3) *Subdivisions updated to different forms.*

Two form subdivisions were revised to delete their hyphens: **Railroads—Time-books** and **Shorthand—Phrase-books**.

The following changes to existing free-floating subdivisions took place during the fourth quarter of 1998 and the first two lists of 1999.

#### CHANGED OR CANCELLED FREE-FLOATING SUBDIVISIONS WL98-44-WL99-02

Subdivision	List in SCM	Change or replacement
—Combustion	H 1158	ADD: ( <i>May Subd Geog</i> )
—Motors—Combustion	H 1195	ADD: ( <i>May Subd Geog</i> )
—Study and teaching—Catholic Church	H 1188	—Study and teaching —Baptists, [Catholic Church, etc.]

#### SUBJECT HEADINGS OF CURRENT INTEREST

*Weekly Lists 45-52, 1998 and 1-5, 1999*

Academic libraries—Food and beverage policies (*May Subd Geog*)  
 Automobiles—Collision avoidance systems (*May Subd Geog*)  
 Bedtime (*May Subd Geog*)  
 Biodiesel fuels (*May Subd Geog*)  
 Black metal (Music) (*May Subd Geog*)  
 Cats—Behavior therapy (*May Subd Geog*)  
 Child sexual abuse by teachers (*May Subd Geog*)  
 Christmas shopping (*May Subd Geog*)  
 Cottage gardens (*May Subd Geog*)  
 Cottage gardening (*May Subd Geog*)  
 Dogs—Behavior therapy (*May Subd Geog*)  
 Dow Jones averages  
 Dress codes in the workplace (*May Subd Geog*)  
 Electronic information resource searching (*May Subd Geog*)  
 Electronic dissertations (*May Subd Geog*)  
 Encoded Archival Description (Document type definition)  
 Extreme sports (*May Subd Geog*)  
 Fantastic architecture (*May Subd Geog*)  
 Funk musicians (*May Subd Geog*)  
 Gateways (Computer networks) (*May Subd Geog*)  
 Genetic markers (*May Subd Geog*)  
 Greenhouse gas mitigation (*May Subd Geog*)  
 Homeless families (*May Subd Geog*)  
 Hybridity (Social sciences) (*May Subd Geog*)  
 iMAC (Computer)  
 Independent practice associations (Medical care) (*May Subd Geog*)  
 Inflation-indexed bonds (*May Subd Geog*)  
 Infomediaries (*May Subd Geog*)  
 Internet access for library users (*May Subd Geog*)

Library food and beverage policies (*May Subd Geog*)  
 Live sound recordings (*May Subd Geog*)  
 Personal robotics (*May Subd Geog*)  
 Plucked instruments (*May Subd Geog*)  
 Pueblo roads (*May Subd Geog*)  
 Remnant vegetation (*May Subd Geog*)  
 Reproductive health (*May Subd Geog*)  
 Sacred stones (*May Subd Geog*)  
 Sculpture parks (*May Subd Geog*)  
 Stock cars (Automobiles) (*May Subd Geog*)  
 Swashbuckler films (*May Subd Geog*)  
 Upper class women (*May Subd Geog*)  
 Vehicle bombs (*May Subd Geog*)  
 Women in computer science (*May Subd Geog*)

## REVISED LC SUBJECT HEADINGS

The list below comprises headings that were changed or cancelled on weekly lists 44-52, 1998 and 1-2, 1999.

<i>Cancelled Heading</i>	<i>Replacement Heading</i>	<i>May Subd Geog</i>
Accordion with plectral ensemble	Accordion with plucked instrument ensemble	NO
Adams National Historic Site (Quincy, Mass.)	Adams National Historical Park (Quincy, Mass.)	NO
Anal intercourse	Anal sex	YES
Angelica (Insect)	Gonimbrasia	YES
Angelica tyrrhea	Zigzag emperor moth	YES
Bambarra groundnut	Bambara groundnut	YES
Boxter automobile	Boxster automobile	NO
Buffalo fish	Buffalofishes	YES
Cessna (Airplanes)	Cessna aircraft	NO
Children—Employment	Child labor	YES
Children—Employment—Law and legislation	Child labor—Law and legislation	YES
Chub, European	European chub	YES
Computerized typesetting—Computer programs	Computerized typesetting	YES
Concertos (Accordion with plectral ensemble)	Concertos (Accordion with plucked instrument ensemble)	NO
Concertos (Flute with plectral ensemble)	Concertos (Flute with plucked instrument ensemble)	NO
Concertos (Guitar with plectral ensemble)	Concertos (Guitar with plucked instrument ensemble)	NO
Concertos (Mandolin with plectral ensemble)	Concertos (Mandolin with plucked instrument ensemble)	NO
Concertos (Recorders (2) with plectral ensemble)	Concertos (Recorders (2) with plucked instrument ensemble)	NO
Cottage gardens, American	Cottage gardens—United States	
Cottage gardens, English	Cottage gardens—England	
Defined contribution plans	Defined contribution pension plans	YES
Defined contribution plans—Law and legislation	Defined contribution pension plans—Law and legislation	YES
Electric lighting—Catalogs of supplies, etc.	Electric lighting—Equipment and supplies—Catalogs	NO
Flute and guitar with plectral ensemble	Flute and guitar with plucked instrument ensemble	NO
Flute with plectral ensemble	Flute with plucked instrument ensemble	NO
General Grant National Memorial (New York, N.Y.)	Grant's Tomb National Monument (New York, N.Y.)	NO
German drama—Microcard catalogs	German drama—Bibliography—Microform catalogs	NO
Gold, Nattie (Fictitious character)	Gold, Natalie (Fictitious character)	NO

Government publications—United States—Periodicals—Microcard catalogs	Government publications—United States Periodicals—Bibliography—Microform catalogs	NO
Great Britain—Economic conditions—1945-1993	Great Britain—Economic conditions—1945-1964	NO
Great Britain—Economic conditions—1945-1993	Great Britain—Economic conditions—1964-1979	NO
Great Britain—Economic conditions—1945-1993	Great Britain—Economic conditions—1979-1997	NO
Great Britain—Economic conditions—1993-	Great Britain—Economic conditions—1979-1997	NO
Great Britain—Economic conditions—1993-	Great Britain—Economic conditions—1997-	NO
Great Britain—Economic policy—1945-	Great Britain—Economic policy—1945-1964	NO
Great Britain—Economic policy—1945-	Great Britain—Economic policy—1964-1979	NO
Great Britain—Economic policy—1945-	Great Britain—Economic policy—1979-1997	NO
Great Britain—Economic policy—1945-	Great Britain—Economic policy—1997-	NO
Guitar choir music	Guitar orchestra music	NO
Guitar with plectral ensemble	Guitar with plucked instrument ensemble	NO
Ice-cream freezers	Ice cream freezers	YES
Imbrasia belina	Mopane moth	YES
Indians of South America—Plant lore	Indians of South America—Ethnobotany	YES
Intabulations (Plectral ensemble)	Intabulations (Plucked instrument ensemble)	NO
Iraq—Foreign relations—1979-	Iraq—Foreign relations—1979-1991	NO
Iraq—Foreign relations—1979-	Iraq—Foreign relations—1991-	NO
Iraq—History—Revolt of 1920	Iraq—History—Revolt, 1920	NO
Iraq—Politics and government—1979-	Iraq—Politics and government—1979-1991	NO
Iraq—Politics and government—1979-	Iraq—Politics and government—1991-	NO
Junonia (Insect)	Junonia (Insects)	YES
Kreen-Akrore Indians	Kreen-Akarore Indians	YES
Lindberg family	Lindbergh family	NO
Maca (Plants)	Maca (Plant)	YES
Mandolin with plectral ensemble	Mandolin with plucked instrument ensemble	NO
Measured music	Mensural notation	YES
Minuets (Recorders (2) with plectral ensemble)	Minuets (Recorders (2) with plucked instrument ensemble)	NO
Monologues with music (Plectral ensemble)	Monologues with music (Plucked instrument ensemble)	NO
Monroe Lake (Ind.)	Monroe, Lake (Ind.)	NO
Moon, Charlie (Fictitious character)	Moon, Charlie (Fictitious character : Yarbro)	NO
Mopane	Mopane tree	YES
Mormon Trail	Mormon Pioneer National Historic Trail	NO
Mosquito children	Miskito children	YES
Mosquito Indians	Miskito Indians	YES
Mosquito language	Miskito language	YES
Mugil cephalus	Striped mullet	YES
Municipal government—Records and correspondence—Indexing	Municipal government—Records and correspondence—Abstracting and indexing	YES
Music—Bibliography—Catalogs, Microfilm	Music—Bibliography—Microform catalogs	NO
Nuclear engineering—Microcard catalogs	Nuclear engineering—Bibliography—Microform catalogs	NO
Ocarina with plectral ensemble	Ocarina with plucked instrument ensemble	NO
Oncopeltus fasciatus	Large milkweed bug	YES
Oral intercourse	Oral sex	YES
Palestinian Arab business enterprises	Business enterprises, Palestinian Arab	YES
Plectral ensembles	Plucked instrument ensembles	NO
Plectral ensembles, Arranged	Plucked instrument ensembles, Arranged	NO
Plectral orchestras	Plucked instrument orchestras	NO
Polychridae	Polychrotidae	YES
Quartets (Guitars (4))	Plucked instrument quartets (Guitars (4))	NO
Quartets (Guitars (4)), Arranged	Plucked instrument quartets (Guitars (4)), Arranged	NO
Quartets (Harps (4))	Plucked instrument quartets (Harps (4))	NO

Quintets (Guitars (5))	Plucked instrument quintets (Guitars (5))	NO
Quintets (Harps (5))	Plucked instrument quintets (Harps (5))	NO
Railroads—Repair-shops	Railroad repair shops	YES
Railroads—Repair-shops—Electric equipment	Railroad repair shops—Electric equipment	NO
Railroads—Time-books	Railroads—Time books	NO
Railroads—Transfer-tables	Transfer tables (Railroads)	YES
Railroads—Turn-tables	Turntables (Railroads)	YES
Railroads—Wage tables	Wages—Railroads—Tables	NO
Recorders (2) with plectral ensemble	Recorders (2) with plucked instrument ensemble	NO
Red admiral	Red admiral (Insect)	NO
Semotilus atromaculatus	Creek chub	YES
Shorthand—Phrase-books	Shorthand—Phrase books	NO
Slavery—Insurrections, etc.	Slave insurrections	YES
Slavery—Rome—Insurrections, etc.	Slave insurrections—Rome	
Slavery—United States—Insurrections, etc.	Slave insurrections—United States	
State aid to dance education	Government aid to dance education	YES
State aid to education	Government aid to education	YES
State aid to higher education	Government aid to higher education	YES
State aid to hospitals	Government aid to hospitals	YES
State aid to information services	Government aid to information services	YES
State aid to libraries	Government aid to libraries	YES
State aid to medical education	Government aid to medical education	YES
State aid to music	Government aid to music	YES
State aid to music education	Government aid to music education	YES
State aid to paramedical education	Government aid to paramedical education	YES
State aid to private schools	Government aid to private schools	YES
Suites (Flute and guitar with plectral ensemble)	Suites (Flute and guitar with plucked instrument ensemble)	NO
Suites (Ocarina with plectral ensemble)	Suites (Ocarina with plucked instrument ensemble)	NO
Suites (Plectral ensemble)	Suites (Plucked instrument ensemble)	NO
Symphonies (Plectral ensemble)	Symphonies (Plucked instrument ensemble)	NO
Teatro La Caridad (Santa Clara, Cuba)	Teatro La Caridad (Santa Clara, Villa Clara, Cuba)	NO
Tiple (Plectral instrument)	Tiple (Plucked instrument)	YES
Tournaments	Sports tournaments	YES
Tournaments	Tournaments, Medieval	YES
Tournaments—France	Tournaments, Medieval—France	
Tournaments in literature	Tournaments, Medieval, in literature	NO
Tournaments in art	Tournaments, Medieval, in art	NO
Trios (Guitars (3))	Plucked instrument trios (Guitars (3))	NO
Trios (Harps (3))	Plucked instrument trios (Harps (3))	NO
Ukraine—Politics and government—1917-	Ukraine—Politics and government—1917-1945	NO
Ukraine—Politics and government—1917-	Ukraine—Politics and government—1945-1991	NO
Ukraine—Politics and government—1917-	Ukraine—Politics and government—1991-	NO
Vigilante 8	Vigilante 8 (Game)	NO
Voivodina (Serbia)—History	Vojvodina (Serbia)—History	NO
Voivodina (Serbia)—History—1848-1849	Vojvodina (Serbia)—History—Uprising, 1849	NO
Women—Employment—Biography	Women employees—Biography	NO

#### **SUBJECT HEADINGS REPLACED BY NAME HEADINGS**

<i>Cancelled Subject Heading</i>	<i>Replacement Name Heading</i>
Bellini, Giovanni, d. 1516. Saint Francis in ecstasy	Bellini, Giovanni, d. 1516. St. Francis in ecstasy
Bosch, Hieronymus, d. 1516. Christ carrying the Cross	Bosch, Hieronymus, d. 1516. Carrying of the Cross

Braunschweig (Germany : Concentration camp)	Braunschweig (Concentration camp)
Buren, Daniel. Deux plateaux	Buren, Daniel. Two plateaux
Chagall, Marc, 1887- Message d'Ulysse	Chagall, Marc, 1887- Message of Odysseus
Christo, 1935- Pont-Neuf, wrapped	Christo, 1935- Pont-Neuf wrapped
Conwill, Houston, 1947- Passion of Saint Matthew	Conwill, Houston, 1947- Passion of St. Matthew
Correggio, 1489?-1534. Mystic marriage of Saint Catherine	Correggio, 1489?-1534. Mystic marriage of St. Catherine
Critius, fl. 480-460 B.C. Tyrant-slayers	Critius and Nesiotes. Tyrannicides
Dürer, Albrecht, 1471-1528 Melancolia I	Dürer, Albrecht, 1471-1528 Melencolia I
Eyck, Jan van, 1390-1440. Saint Francis receiving the Stigmata	Eyck, Jan van, 1390-1440. Saint Francis receiving the stigmata (Philadelphia Museum of Art)
Irene Concentration Camp (South Africa)	Irene Concentration Camp
Kaiserwald (Latvia : Concentration camp)	Kaiserwald (Concentration camp)
Kabakov, Il' îa Iosifovich, 1933- Mental institution, or Institute of creative research	Kabakov, Il' îa Iosifovich, 1933- Mental institution
Lotto, Lorenzo, 1480?-1556? Saint Jerome	Lotto, Lorenzo, 1480?-1556? St. Jerome
Michelangelo Buonarroti, 1475-1564. Conversion of Saint Paul	Michelangelo Buonarroti, 1475-1564. Conversion of St. Paul
Michelangelo Buonarroti, 1475-1564. Crucifixion of Saint Peter	Michelangelo Buonarroti, 1475-1564. Crucifixion of St. Peter
Miranda de Ebro (Spain : Concentration camp)	Miranda de Ebro (Concentration camp)
Montreuil-Bellay (Montreuil-Bellay, France : Concentration camp)	Montreuil-Bellay (Concentration camp)
Oflag XIII B (Hammelburg, Germany : Concentration camp)	Oflag XIII B (Concentration camp)
Perla (Córdoba, Argentina : Concentration camp)	Perla (Concentration camp)
Piero, della Francesca, 1416?-1492. Saint Anthony polyptych	Piero, della Francesca, 1416?-1492. St. Anthony polyptych
Rawicz (Leszno, Poland : Concentration camp)	Rawitsch (Concentration camp)
Rubens, Peter Paul, Sir, 1577-1640. History of Decius Mus	Rubens, Peter Paul, Sir, 1577-1640. Decius Mus
Schnabel, Julian, 1951- Conversion of Saint Paolo Malfi	Schnabel, Julian, 1951- Conversion of St. Paolo Malfi
Sepolcro di Alessandro VII (Rome, Italy)	Bernini, Gian Lorenzo, 1598-1680. Sepolcro di Alessandro VII
Silvy, Camille-Léon-Louis, 1834-1910. River scene, France	Silvy, Camille-Léon-Louis, 1834-1910. Vallée de l'Huisne
Tintoretto, 1518-1594. Miracle of Saint Mark	Tintoretto, 1518-1594. Miracle of St. Mark
Tovar y Tovar, Martín, 1827-1902. Constituyente de 1811	Tovar y Tovar, Martín, 1827-1902. Signing of the Independence Act
Trans America Footrace, 1992	Trans America Footrace
Tsan hua shih nü t'u (Scroll)	Chou, Fang, fl. 766-796. Ladies with coiffures
Tura, Cosmè, ca. 1430-1495. Saint George and the dragon	Tura, Cosmè, ca. 1430-1495. St. George and the dragon
Velázquez, Diego, 1599-1660. Topers	Velázquez, Diego, 1599-1660. Borrachos
Verrocchio, Andrea del, 1435?-1488. Christ and Saint Thomas	Verrocchio, Andrea del, 1435?-1488. Christ and St. Thomas
Wang, Chen-p'eng, 13th/14th cent. Po-ya playing the ch'in for his friend	Wang, Chen-p'eng, 13th/14th cent. Baiya playing the qin for his friend
Whistler, James McNeill, 1834-1903. Princess from the land of porcelain	Whistler, James McNeill, 1834-1903. Princesse du pay de la porcelaine
World Solar Challenge, Australia	World Solar Challenge (Australia)

Wronki (Piła, Poland : Concentration camp)      Wronken (Concentration camp)

## MARC

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### LANGUAGE CODES

The following additions and changes have been made to 1996 edition of *USMARC Code List for Languages*:

#### ADDITIONS

Hattic [mis]  
Nafaanra [nic]

#### CHANGES

*from* Mosquito [cai]                      *to* Miskito [cai]