



**ISBD**

**International Standard  
Bibliographic Description**

Consolidated Edition

2011



**CONTENTS**

Introduction .....	vii	
A	General Chapter .....	1
A.1	Scope, purpose and use .....	1
A.2	Treatment of resources .....	3
A.3	Outline of the ISBD and punctuation .....	13
A.4	Sources of information .....	23
A.5	Language and script of the description .....	30
A.6	Abridgements and abbreviations .....	31
A.7	Capitalization .....	33
A.8	Misprints .....	34
A.9	Symbols, etc. ....	37
A.10	Imperfections .....	37
A.11	Examples .....	38
SPECIFICATION OF ELEMENTS .....	39	
0	Content form and media type area .....	39
0.1	Content form .....	41
0.2	Media type .....	47
1	Title and statement of responsibility area .....	51
1.1	Title proper .....	55
1.2	Parallel title .....	73
1.3	Other title information .....	79
1.4	Statement of responsibility .....	91
2	Edition area .....	115
2.1	Edition statement .....	117
2.2	Parallel edition statement .....	125
2.3	Statement of responsibility relating to the edition .....	127
2.4	Additional edition statement .....	129
2.5	Statement of responsibility relating to an additional edition statement .....	131
3	Material or type of resource specific area .....	133
3.1	Mathematical data (Cartographic resources) .....	135
3.2	Music format statement (Notated music) .....	141
3.3	Numbering (Serials) .....	143

4	Publication, production, distribution, etc., area .....	151
4.1	Place of publication, production and/or distribution .....	155
4.2	Name of publisher, producer and/or distributor.....	165
4.3	Date of publication, production and/or distribution .....	177
4.4	Place of printing or manufacture.....	187
4.5	Name of printer or manufacturer.....	191
4.6	Date of printing or manufacture .....	192
5	Material description area.....	193
5.1	Extent.....	195
5.2	Other physical details.....	211
5.3	Dimensions .....	219
5.4	Accompanying material statement.....	227
6	Series and multipart monographic resource area.....	229
6.1	Title proper of a series or multipart monographic resource 232	
6.2	Parallel title of a series or multipart monographic resource 235	
6.3	Other title information of a series or multipart monographic resource .....	237
6.4	Statement of responsibility relating to a series or multipart monographic resource .....	239
6.5	International standard number of a series or multipart monographic resource .....	241
6.6	Numbering within a series or multipart monographic resource .....	242
7	Note area .....	245
7.0	Notes on the content form and media type area and for special types of material .....	247
7.1	Notes on the title and statement of responsibility area....	251
7.2	Notes on the edition area and the bibliographic history of the resource .....	261
7.3	Notes on the material or type of resource specific area ..	271
7.4	Notes on the publication, production, distribution, etc., area 275	
7.5	Notes on the material description area.....	279
7.6	Notes on the series and multipart monographic resources area.....	283
7.7	Notes relating to the contents .....	285
7.8	Notes on the resource identifier and terms of availability area .....	289
7.9	Notes on the issue, part, iteration, etc., that forms the basis of the description.....	291
7.10	Other notes .....	293
7.11	Notes relating to the copy in hand .....	295

8	Resource identifier and terms of availability area .....	297
8.1	Resource Identifier .....	299
8.2	Key title (Continuing resources) .....	303
8.3	Terms of availability .....	305
Appendices	.....	307
Appendix A:	Multilevel description .....	309
Appendix B:	Bi-directional records .....	313
Appendix C:	Bibliography .....	315
Appendix D:	Abbreviations .....	317
Appendix E:	Glossary .....	319
Index	.....	345









## INTRODUCTION

The International Standard Bibliographic Description (ISBD) is intended to serve as a principal standard to promote universal bibliographic control, that is, to make universally and promptly available, in a form that is internationally acceptable, basic bibliographic data for all published resources in all countries. From the beginning, the main goal of the ISBD has been to provide consistency when sharing bibliographic information.

The ISBD is the standard that determines the data elements to be recorded or transcribed in a specific sequence as the basis of the description of the resource being catalogued. In addition, it employs prescribed punctuation as a means of recognizing and displaying data elements and making them understandable independently of the language of the description.

A new Statement of International Cataloguing Principles was published by IFLA in 2009.<sup>1</sup> In these principles, which replace and broaden the Paris Principles<sup>2</sup> of 1961, the fifth section is devoted to bibliographic description where it is stated that “Descriptive data should be based on an internationally agreed standard.”<sup>3</sup> A footnote identifies the ISBD as the standard for the library community, as the statement of principles is intended not only for libraries but also for archives, museums, and other communities.

Although the development of this standard was originally motivated by the automation of bibliographic control as well as by the economic necessity of sharing cataloguing, the ISBD continues to be useful for and applicable to bibliographic descriptions of all kinds of published resources in any type of catalogue, whether manual or machine based. Those agencies using national and multinational cataloguing codes could apply this internationally approved standard conveniently in their catalogues.

Work on the ISBD has been guided by the following objectives and principles:

- The ISBD provides consistent stipulations for description of all types of published resources, to the extent that uniformity is possible, and specific stipulations for specific types of resources as required to describe those resources.

---

<sup>1</sup> *IFLA Cataloguing Principles: the Statement of International Cataloguing Principles (ICP) and its Glossary in 20 Languages*. Ed. by Barbara B. Tillett and Ana Lupe Cristán. (München: K.G. Saur, 2009). Also available at <http://www.ifla.org/en/publications/statement-of-international-cataloguing-principles>

<sup>2</sup> International Conference on Cataloguing Principles. *Report*. (London: International Federation of Library Associations, 1963), 91-96.

<sup>3</sup> *IFLA Cataloguing Principles*, 5.3

- The ISBD provides the stipulations for compatible descriptive cataloguing worldwide in order to aid the international exchange of bibliographic records between national bibliographic agencies and throughout the international library and information community (including producers and publishers).
- The ISBD accommodates different levels of description, including those needed by national bibliographic agencies, national libraries, and other libraries.
- The descriptive elements needed to identify and select a resource must be specified.
- The set of elements of information rather than the display or use of those elements in a specific automated system provides the focus.
- Cost-effective practices must be considered in developing the stipulations.

The organization of provisions in the present text is to give first the general stipulations that apply to all types of resources, then the specific stipulations that add information required for that specific type of resource or are exceptions to a general rule.

In the terminology of the *Functional Requirements for Bibliographic Records* (FRBR),<sup>4</sup> the ISBD is applied to describe manifestations, by means of description of the item in hand as an exemplar of the entire manifestation. In this way, the ISBD applies the Statement of International Cataloguing Principles, which establishes that “A bibliographic description typically should be based on the item as representative of the manifestation”.<sup>5</sup>

In the ISBD, national bibliographic agencies are called upon to prepare definitive descriptions that “contain all the mandatory elements set out in the ISBD insofar as the information is applicable to the resource being described” (see A.1.3). This practice is also recommended for application by libraries that share bibliographic data with each other. Inclusion of a data element is considered *mandatory* in all cases for certain elements, and in other cases is considered *mandatory* if it is necessary for identification of the resource being described or otherwise considered important to users of a bibliography or a catalogue. The stipulations of the ISBD can be complemented by the *IFLA*

---

<sup>4</sup> IFLA Study Group on the Functional Requirements for Bibliographic Records, *Functional Requirements for Bibliographic Records: Final Report* (München: K.G. Saur, 1998). Also available at <http://www.ifla.org/en/publications/functional-requirements-for-bibliographic-records>

<sup>5</sup> *IFLA Cataloguing Principles*, 5.2.

*Guidelines for the Application of the ISBDs to the Description of Component Parts.*<sup>6</sup>

### **ISBD and FRBR relationship**

This edition of the ISBD reflects the effort to bring description of all materials to a common state of conformity with FRBR. This aspect has entailed a close examination of the ISBD data elements to make optional those that are also optional in FRBR. In no case is a data element mandatory in FRBR but optional in the ISBD.

The ISBD Review Group considered that it was essential for IFLA to clarify the relationship between the ISBDs and the FRBR model. In trying to adapt ISBD terminology to the FRBR terms *work*, *expression*, *manifestation* and *item* and to replace terms such as *publication*, the group encountered difficulties, owing in large part to the fact that the terms used in FRBR were defined in the context of an entity-relationship model conceived at a higher level of abstraction than the specifications for the ISBDs. As a paper presented at the Frankfurt IFLA Meeting of Experts on an International Cataloguing Code (IME-ICC) had cautioned, "FRBR terminology should *not* be merely incorporated such as it stands into the ISBDs and cataloguing rules, but these should keep their own specific terminology, and provide accurate definitions showing how each term in this specific terminology is conceptually related to the FRBR terminology".<sup>7</sup> The review group agreed with the advice and decided, in 2003, to avoid using FRBR terminology in the ISBD. Nevertheless, the ISBD Review Group did introduce some changes in wording. One change is the use of the term *resource* rather than *item* or *publication*. This decision was taken in order to avoid confusion, because the use of the term *item* in the former ISBDs is different from the term *item* as used in FRBR.

The review group believed that development of a table to detail the relationship of each of the elements specified in the ISBDs to its corresponding entity-attribute or relationship as defined in the FRBR model would satisfy the need to make clear that the ISBDs and FRBR themselves enjoyed a harmonious relationship. The table of these relationships, based on the ISBDs published at the time, was issued as *Mapping ISBD Elements to FRBR Entity Attributes and*

---

<sup>6</sup> International Federation of Library Associations and Institutions, *Guidelines for the application of the ISBDs to the description of component parts*. (London: IFLA Universal Bibliographic Control and International MARC Programme, 1988). Available online at: <http://www.ifla.org/files/cataloguing/isbd/component-parts.pdf>

<sup>7</sup> Patrick Le Boeuf, "Brave new FRBR world". In *IFLA Cataloguing Principles: Steps towards an International Cataloguing Code: Report from the 1st IFLA Meeting of Experts on an International Cataloguing Code, Frankfurt, 2003*. Available at [http://www.d-nb.de/standardisierung/pdf/papers\\_leboeuf.pdf](http://www.d-nb.de/standardisierung/pdf/papers_leboeuf.pdf)

*Relationships*, approved by the Cataloguing Section's Standing Committee on July 9, 2004.<sup>8</sup>

The ISBD Review Group wants to acknowledge all previous revision work and publications of the ISBDs, as this new version has the intention of respecting the stipulations associated with the individual ISBDs as much as possible, in order to adhere to the objective of providing consistent stipulations for descriptions of all types of resources. The following is a brief summary in recognition of this previous work.<sup>9</sup>

## History

The International Standard Bibliographic Descriptions date back to 1969, when the IFLA Committee on Cataloguing sponsored an International Meeting of Cataloguing Experts. This meeting produced a resolution that proposed the creation of standards to regularize the form and content of bibliographic descriptions. As a result, the Committee on Cataloguing put into motion work that ultimately would provide the means for a considerable increase in the sharing and exchange of bibliographic data. This work resulted in the concept of the International Standard Bibliographic Description (ISBD).

The first of the ISBDs was the International Standard Bibliographic Description for Monographic Publications (ISBD(M)), which appeared in 1971. By 1973, this text had been adopted by a number of national bibliographies and, with translations of the original English text into several other languages, had been taken into account by a number of cataloguing committees in redrafting national and multinational rules for description.<sup>10</sup> Comments from users of the ISBD(M) led to the decision to produce a revised text that was published in 1974 as the "First standard edition". The International Standard Bibliographic Description for Serials (ISBD(S)) was also published in 1974.

In 1975, the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules proposed to the IFLA Committee on Cataloguing that a general international standard bibliographic description suitable for all types of

---

<sup>8</sup> Available at: <http://www.ifla.org/files/cataloguing/isbd/isbd-frbr-mapping.pdf>

<sup>9</sup> For a more detailed introduction to the ISBDs, see: John Byrum, "The Birth and Re-birth of the ISBDs: Process and Procedures for Creating and Revising the International Standard Bibliographic Descriptions", 66th IFLA Council and General Conference, Jerusalem, Israel, 2000. Available at: <http://archive.ifla.org/IV/ifla66/papers/118-164e.htm>

<sup>10</sup> A complete list of the superseded ISBDs is available at: <http://www.ifla.org/en/node/900>

library materials should be developed. The ISBD(G), published in 1977, was the result. The ISBD(M) was then revised to bring it into line with the ISBD(G), and the “First standard edition revised” was published in 1978.

Other ISBDs subsequently appeared for specific types of materials: ISBD(CM) for cartographic materials, ISBD(NBM) for nonbook materials, and a revised ISBD(S) for serials were published in 1977; ISBD(A) for older monographic publications (antiquarian) and ISBD(PM) for printed music were published in 1980.

### **Revision, 1980–2000**

At the IFLA World Congress in Brussels, held in August 1977, the Standing Committee of the IFLA Section on Cataloguing made important new decisions in relation to IFLA’s programme of ISBDs. It was decided that all ISBD texts would be fixed to a life of five years, after which revision would be considered for all texts or for particular texts. As a result, the Standing Committee formed an ISBD Review Committee; it first met in 1981 to make plans for reviewing and revising the ISBDs.

The ISBDs were republished as follows: ISBD(M), ISBD(CM) and ISBD(NBM) in 1987, ISBD(S) in 1988, ISBD(CF) for computer files in 1990, ISBD(A) and ISBD(PM) in 1991, and ISBD(G) in 1992. By the end of the 1980s, the first general review project had been completed. Thereafter, ISBD(CF) became ISBD(ER) for electronic resources, published in 1997.

In 1992, the IFLA Section on Cataloguing with the cooperation of the Section on Classification and Indexing set up a Study Group on the Functional Requirements for Bibliographic Records (FRBR). One immediate consequence of this development was the decision to suspend most revision work on the ISBDs while the FRBR Study Group pursued its charge to “recommend a basic level of functionality and basic data requirements for records created by national bibliographic agencies”. In 1998, the FRBR Study Group published its *Final Report* after its recommendations were approved by the IFLA Section on Cataloguing’s Standing Committee. At that time the ISBD Review Group was reconstituted to resume its traditional work. As expected, the IFLA Section on Cataloguing’s Standing Committee asked the ISBD Review Group to initiate a full-scale review of the ISBDs. The objective of this “second general review project” was to ensure conformity between the provisions of the ISBDs and the data requirements in FRBR for the “basic level national bibliographic record”.

### **Revision, 2000–2006**

In this general revision project, ISBD(S) was revised to ISBD(CR) for serials and other continuing resources, and was published in 2002 following meetings

to harmonize the ISBD(S) with the ISSN guidelines and with the *Anglo-American Cataloguing Rules*, 2nd edition. A revised ISBD(M) was also published in 2002, and a revised ISBD(G) in 2004. ISBD(CM) and ISBD(ER) underwent the worldwide review process and were revised following that process, but were not finished at that time because work was begun on a consolidated ISBD.

### **Preliminary consolidated edition, 2007**

At the Berlin IFLA Conference in 2003, the ISBD Review Group decided to form the Study Group on Future Directions of the ISBDs. This study group decided that consolidation of all ISBDs was feasible. The study group was charged by the review group with the task of preparing a definitive text, resulting in the preliminary consolidated edition.

The ISBD Review Group was trying to solve some of the problems that today's cataloguers face. The consolidated ISBD is intended to serve as a standard for description of all types of published materials up to the present date, and to make it easier to describe resources that share characteristics of more than one format. In addition, it facilitates the work of keeping the ISBD updated and consistent for the future.

All these last revisions as well as the revision process for the ISBD(A) in 2006 were taken into account in the preliminary consolidated edition of the ISBD. The resulting text was established by means of collocating related provisions from each ISBD in a new structure, merging the published versions of texts for different types of materials as the basis on which to work, updating the result with the revised versions of ISBD reached in the last few years, and generalizing wording.

In accordance with the principle that the focus of the ISBD is the elements and not the display and endeavouring to improve interoperability between bibliographic retrieval systems and display formats, the prescribed punctuation was slightly changed in the preliminary consolidated edition in 2007. For example, punctuation is repeated where an area ends with a point and the following area is preceded by prescribed punctuation that begins with a point. Also, if different elements in the same area are supplied, each is enclosed in its own set of square brackets. This will give consistency in other displays that differ from the ISBD display.

Grateful acknowledgement is made to all the study groups involved in the review of specific ISBDs, and to the previous chair of the ISBD Review Group, John D. Byrum, who carried out the majority of revision projects. Special thanks are due to Dorothy McGarry, chair of the Study Group on Future Directions of the ISBDs, for the editorial oversight she contributed in the revisions of several of the ISBDs and in the production of the successive drafts and final version of the preliminary consolidated edition.

## Consolidated edition, 2011

Despite the changes introduced by the revision projects summarized above, the essential structure and data components of the ISBD have proved relatively stable over the years and continue to be widely used in full or part by creators of cataloguing codes and metadata schemas. However, given the changing nature of resources and recent technological developments that have impacted bibliographic access, the ISBD Review Group has decided to focus on maintaining the consolidated edition of the ISBD, which has superseded the individual ISBDs. In maintaining the ISBD, the review group will continue to take into account changes to national and multinational cataloguing codes.

The ISBD Review Group appointed a Material Designations Study Group (MDSG) in 2003 to investigate the general and specific material designations (GMD/SMD) as applied to multiple formats and mixed media. This study group was aware of concerns that had been raised by the Working Group on General Material Designations at the first IFLA Meeting of Experts on an International Cataloguing Code (IME ICC) in 2003 in Frankfurt. As Tom Delsey had noted in a 1998 study of the logical structure of Part I of the *Anglo-American Cataloguing Rules*,<sup>11</sup> the GMD terms reflected a confusing mix of physical format, class of material, form of carrier, and notation (e.g. Braille). Moreover, the location of the GMD immediately following the title proper was seen as interrupting the logical order and sequencing of title information.

By the IFLA 2007 meetings in Durban, the preliminary consolidated edition of the ISBD had been published, and the MDSG had drafted a proposal for a content/carrier component for ISBD Review Group discussion. The draft took into account version 1.0 of the *RDA/ONIX Framework for Resource Categorization*<sup>12</sup> (August 2006), and the subsequent drafts of *RDA: Resource Description & Access*<sup>13</sup> incorporating the RDA/ONIX Framework. These and other documents were instrumental to the work of the study group as it addressed the structure and terminology of an independent ISBD component for content/carrier.

Following further revisions and a period of worldwide review, a new Area 0, called Content Form and Media Type Area, containing the elements content form and media type, was approved in 2009 and published on the IFLA

---

<sup>11</sup> Tom Delsey. *The Logical Structure of the Anglo-American Cataloguing Rules*. 1998-1999. Available at: <http://www.rda-jsc.org/docs.html>

<sup>12</sup> *RDA/ONIX Framework for Resource Categorization*. 2006. Available at: <http://www.rda-jsc.org/working2.html#chair-10>

<sup>13</sup> *RDA: Resource Description & Access*. <http://www.rdatoolkit.org/> ; <http://www.rda-jsc.org/rda.html>

website.<sup>14</sup> It is now included in the ISBD for the first time, and the general material designation has been removed from Area 1.

Some other important changes in the current edition are: the text has been edited to avoid redundancy and achieve more harmonization; the levels of mandatory, optional and conditional elements have been simplified to indicate only when an element is mandatory; the basis of the description, which constitutes the object of the bibliographic description, has been clarified; more attention has been paid to multipart monographic resources; the sources of information have been revised for consistency of terminology and application; more consideration has been given to the requirements of nonroman scripts; stipulations for the description of older monographic resources that did not correspond to the ISBD have been removed; it has been clarified that qualifiers are different from elements; area 5 has been renamed and now allows printed resources to be described consistently with other materials; the name of area 6 has been expanded; and finally, many more definitions have been included in the glossary.

Special thanks are due to John Hostage, editor of the Consolidated ISBD, for his editorial oversight and contributions in the production of the successive drafts and final version of this document. I would also like to acknowledge the many contributions from consulting members of the review group, representatives of national libraries, national library networks and international institutions, as well as those received as a result of the worldwide review process from both institutions and individuals. These contributions have provided many suggestions to help the ISBD Review Group in revision of the ISBD.

Madrid, Spain  
December 2010

Elena Escolano Rodríguez, Chair  
ISBD Review Group

---

<sup>14</sup> *ISBD Area 0: Content Form and Media Type Area*. Available at:  
<http://www.ifla.org/publications/isbd-area-0-content-form-and-media-type-area>



## **A GENERAL CHAPTER**

### **A.1 Scope, purpose and use**

#### **A.1.1 Scope**

The International Standard Bibliographic Description (ISBD) specifies the requirements for the description and identification of published resources that are likely to appear in library collections. It is also concerned with resources for use by the visually impaired (e.g. in eye-readable form or in embossed form) as well as those published for limited distribution or for sale on demand. The ISBD determines the data elements to be recorded or transcribed in a specific sequence as the basis of the description of the resource being catalogued and employs prescribed punctuation as a means of recognizing and displaying data elements and making them understandable independently of the language of the description.

The provisions of the ISBD relate first to bibliographic records produced by national bibliographic agencies and second to bibliographic records produced by other cataloguing agencies.

It is anticipated that national or international committees responsible for preparing codes of cataloguing rules will use the ISBD as the basis for their rules on description of library materials to describe all aspects of each resource, including its content, its carrier, and its mode of issuance.

#### **A.1.2 Purpose**

The primary purpose of the ISBD is to provide the stipulations for compatible descriptive cataloguing worldwide in order to aid the international exchange of bibliographic records between national bibliographic agencies and throughout the international library and information community.

By specifying the elements that compose a bibliographic description and by prescribing the order in which those elements should be presented, and secondarily the punctuation by which they should be separated, the ISBD aims to:

- make records from different sources interchangeable, so that records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country;
- assist in the interpretation of records across language barriers, so that records produced for users of one language can be interpreted by users of other languages;

- assist in the conversion of bibliographic records to electronic form;
- enhance the portability of bibliographic data in the Semantic Web environment and the interoperability of the ISBD with other content standards.

### **A.1.3 Use**

The ISBD provides stipulations to cover the maximum amount of descriptive information that may be required in a range of different bibliographic activities. It therefore includes elements that are essential to one or more of those activities, but not necessarily to all.

A small number of elements of the description, such as a title, are mandatory and must be included in any ISBD description. Other elements, such as an edition statement, are mandatory if the information is available. Elements are designated by the term *Mandatory* or *Mandatory if available* or *Mandatory if applicable* after the heading for the element. In the text, terminology such as *is given* or *are given* is used for these elements, while terminology such as *may be given* is used for elements that are not mandatory.

National bibliographic agencies are called on to accept responsibility for creating the definitive record for each resource issued in their respective countries. It is therefore recommended that descriptions prepared by them contain all the mandatory elements set out in the ISBD insofar as the information is applicable to the resource being described. It is recommended that this practice be followed also by other libraries that share bibliographic data with each other.

The responsibility for creating bibliographic descriptions may extend beyond libraries, for example, to cultural institutions, publishers, independent scholars and various online communities.

The ISBD description forms a part of a complete bibliographic record and is not normally used by itself. The other elements that make up a complete bibliographic record, such as access points and subject information, are not included in the ISBD stipulations. The rules for such elements are normally given in cataloguing codes and other standards.

References from variations of the title proper or other references that may be called for in a national cataloguing code do not form a part of the bibliographic description and are not provided in the ISBD. They may be indispensable, however, in catalogues and bibliographies.

Informational elements relating to a particular collection (location of material, recording of holdings, etc.) are not provided by the ISBD; they are local elements that can be added to the general description.

To describe a resource that exhibits characteristics of different types of materials (e.g. an electronic continuing resource, a digital map that is serially issued), a cataloguer should combine stipulations for the different types of materials that are necessary to describe all aspects of the resource, including its content, its carrier, and its mode of issuance.

## **A.2 Treatment of resources**

### **A.2.1 Object of the bibliographic description**

The ISBD is used to create a description of a set of resources that bear the same characteristics in respect to both intellectual content and physical format, i.e. an edition. An edition may be identified by an edition statement on the resource or by information provided by the publisher. A major difference between two resources in any of the elements indicates that different editions are involved and separate descriptions are required. A change in the identity of the distributor does not constitute a major difference. An ISBD description describes a complete copy of a published resource.

Resources can be published as single-part resources or as multipart resources, as finite or intended to be finite or intended to continue, and they can be issued at one time or at successive times.

A *single-part resource* is a resource that is issued as a single physical unit.

*Multipart resources* are catalogued using either a multilevel description (see Appendix A) or a single-level description of the entire resource. In some cases the parts of a multipart resource can also be described as separate single-part resources.

*Continuing resources* are treated as serials or as integrating resources. Resources issued in successive issues or parts that bear numbering and that bear other characteristics of a serial (e.g. frequency in the title), but whose duration is limited (e.g. the newsletter of an event), are also catalogued using the stipulations for continuing resources. In addition, finite integrating resources (such as a Web site for a political campaign) are catalogued using these stipulations.

#### **For older monographic resources:**

Not only editions, but also issues, impressions and states of older monographic resources may be given separate descriptions. This standard makes no provision for situations where no conclusive evidence as to the intended extent of a resource exists or when an imperfect copy is catalogued without the help of a bibliographic description for the resource. Whenever possible, a description of a complete

copy should be found. Where no complete copy exists, a description may be worked out from imperfect copies if the imperfections are such as to permit this, and imperfections and other peculiar characteristics relating to the copy in hand described in area 7 (see 7.11). In this case, it is understood that the description prepared may not apply to all copies of the same edition, issue or state.

### **A.2.2 Electronic resources**

Electronic resources are treated in the ISBD in two ways depending on whether access is direct or remote. Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g. a disk/disc, cassette, cartridge) must be inserted into a computer or into a peripheral device attached to a computer. Remote access is understood to mean that no physical carrier can be handled; access can only be provided by use of an electronic device connected to a network or by use of resources stored on a server or other storage device. All remote-access electronic resources are considered to be published.

Electronic resources are also increasingly produced in different editions. A new edition occurs when it has been determined that there are significant differences in the intellectual or artistic content of the resource. In these cases, a separate bibliographic record is created. A resource in which the differences are not found to be significant would normally not warrant a separate bibliographic record, although a cataloguing agency may choose to create multiple bibliographic records. Significant differences include additions and deletions; a difference in the programming language; changes to upgrade or improve the efficiency of the resource; modifications in the programming language or operating system that allow the resource to be compatible with other machines and operating systems.

Differences that do not constitute a new edition include: a difference in the size of the physical carrier (e.g. 14 cm vs. 9 cm disk); differences in printer-related file formats (e.g. ASCII vs. PostScript); differences in system-related formats (e.g. PC vs. Macintosh); differences relating to the character code or to blocking or recording densities. The differences may be given in area 7.

### **A.2.3 Resources issued in multiple formats**

If a resource is issued in different types of physical carriers, or in different output media, each different physical carrier or different output medium is described in a separate bibliographic record.

### **A.2.4 Multimedia resources**

For the physical description of multimedia resources, see 5.1.2.

## A.2.5 Reproductions

In describing a facsimile or other photographic, micrographic, or digitized reproduction, bibliographic information pertaining to the reproduction is given in all areas of the description, except area 3 for serials. Information pertaining to the original is given in area 7 (see 7.2.4.2).

## A.2.6 Changes requiring a new description (Continuing resources)

### A.2.6.1 Major changes in title proper of serials

For serials, a new description is required in the case of a major change in the title proper. The following are to be considered major changes:

- a) for languages and scripts that divide text into words, the addition, deletion, change, or reordering of any word within the first five words (the first six words if the title begins with an article) of the title, except as indicated below (see A.2.7);

#### *Examples*

Energy policy and conservation biennial report  
*becomes* Energy policy and conservation report

Металлургия и технология  
*becomes* Metallurgiya i mashinostroeniye

New notes  
*becomes* Upstream journal

La recherche aéronautique  
*becomes* La recherche aérospatiale

Scene  
*becomes* TV 2

IFLANET unplugged  
*becomes* IFLA CD ...

Link magazine  
*becomes* Link journal

- b) an addition, deletion, or change in the title proper that changes the meaning of the title or indicates a different subject matter;

*Examples*

The best bed & breakfasts in the world  
*becomes* The best bed & breakfasts in England,  
 Scotland & Wales

*Editorial comment:* Indicates different subject matter.

*but not*

Report on the high-level radioactive waste activities  
 conducted under MS 1990, 116C.712, subd. 5A  
*becomes* Report on the high-level radioactive waste  
 activities conducted under Minnesota Statutes 116C.712

*Editorial comment:* Insignificant difference after first five words

- c) a corporate body, named anywhere in the title, changes, except as indicated below (see A.2.7.1).

*Examples*

The register of the Kentucky State Historical Society  
*becomes* The register of the Kentucky Historical Society

NFCR Cancer Research Association symposia  
*becomes* Association for International Cancer Research  
 symposia

**A.2.6.2 Other major changes to serials**

For serials, a new description also is required in the following cases, even if the title remains the same:

- a) the title proper is a generic term and the issuing body changes its name or the serial is issued by a different body (however, see A.2.7.1(e) for *minor* changes in a body's name that do not require a new description);

*Example*

Symposium series / Society for Applied Bacteriology  
*becomes* Symposium series / Society for Applied  
 Microbiology

- b) the edition statement changes and indicates a significant change to the scope or coverage of the serial;

*Example*

Transportation directory. — New England edition  
*becomes* Transportation directory. — Eastern edition

- c) the physical medium changes;

*Examples*

New Zealand national bibliography

*Editorial comment:* Published only in paper.

*becomes* New Zealand national bibliography

*Editorial comment:* Published only in microfiche.

MaInTax deluxe

*Editorial comment:* Issued on 3 1/2-in. computer disk.

*becomes* MaInTax deluxe

*Editorial comment:* Issued on CD-ROM.

- d) a hitherto dependent title becomes independent;

*Example*

Fauna Norvegica. Series B, Norwegian journal of entomology

*becomes* Norwegian journal of entomology

- e) a serial is cumulated, and the cumulations bear separate numbering from the uncumulated issues;

*Example*

Reader's guide to periodical literature

*Editorial comment:* Issued in annual and less frequent cumulations with numbering separate from that of the semimonthly, etc., issues.

- f) a serial is formed by the merger of two or more other serials;

*Example*

Archivio di ottalmologia

*and:* Rassegna italiana di ottalmologia

*merge to form:* Archivio e rassegna italiana di ottalmologia

- g) two or more serials are formed from the split of a serial.

*Example*

Geografi i Bergen

*becomes* Geografi i Bergen. Serie A

*and* Geografi i Bergen. Serie B

### **A.2.6.3 Major changes to integrating resources**

For integrating resources, a new description is required in the following cases:

- a) the edition statement changes and indicates a significant change to the scope or coverage of the resource;

*Example*

Manual of forestry management practices. — Canadian edition  
*becomes* Manual of forestry management practices. — North American edition

- b) the physical medium changes;

*Example*

Cuadernos de historia medieval  
*Editorial comment:* Print version  
*becomes* Cuadernos de historia medieval  
*Editorial comment:* Online version

- c) a resource is formed by the merger of two or more other resources;

*Example*

USMARC format for bibliographic data  
*and:* Canadian MARC communication format for bibliographic data  
*merge to form:* MARC 21 format for bibliographic data

- d) two or more resources are formed from the split of a resource.

## **A.2.7 Changes not requiring a new description (Continuing resources)**

### **A.2.7.1 Minor changes in title proper of serials**

For serials, a new description is not required in cases of minor changes in the title proper. In general, if a minor change occurs in the title proper, the later title is given in area 7 (see 7.1.1.4.1). In case of doubt, the change is considered minor. The following are to be considered minor changes:

- a) a change in the representation of a word or words, for example, one spelling vs. another

*Examples*

Statistisk aarvog for kongeriget Norge  
*becomes* Statistisk årbok for kongeriket Norge



Labour history  
*becomes* Labor history

abbreviated word or sign or symbol (e.g. &) vs. spelled-out form

*Examples*

Accommodations and travel services  
*becomes* Accommodations & travel services

Ga. peach statistics  
*becomes* Georgia peach statistics

Oxf. Hist. Soc.  
*becomes* Oxford Historical Society

arabic numeral vs. roman numeral

*Example*

XXe siècle  
*becomes* 20e siècle

number or date vs. spelled-out form

*Examples*

Four wheel fun  
*becomes* 4 wheel fun

XX century  
*becomes* Twentieth century

hyphenated word vs. unhyphenated word

*Example*

Year-book of the ...  
*becomes* Year book of the ...

one-word compound vs. two-word compound, whether hyphenated or not

*Example*

Openhouse  
*becomes* Open house

- b) a change involving an acronym or initialism vs. the full form (see also 1.1.3.3, 1.1.4.1.1);

*Example*

Research in technological adaptation  
*becomes* RITA

- c) a change in the inflexion of a word, for example, from singular to plural form;

*Examples*

Fishery report  
*becomes* Fisheries report

Research studies  
*becomes* Research study

- d) the addition, deletion, or change of articles, prepositions, and conjunctions anywhere in the title;

*Example*

Fiscal survey of the states  
*becomes* The fiscal survey of states

- e) a change involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g. the addition, deletion, or rearrangement of the name of the corporate body or the substitution of a variant form, including an abbreviation);

*Examples*

Rapport de la Société canadienne de l'Eglise catholique  
*becomes* Rapport / Société canadienne de l'Eglise  
 catholique

Views / Goodridge Area Historical Society  
*becomes* Views from the Goodridge Area Historical  
 Society

*becomes* Views from the GAHS

Berichte der Deutschen Gesellschaft für Mathematik und  
 Datenverarbeitung  
*becomes* GMD-Berichte

AAPG continuing education course notes series  
*becomes* American Association of Petroleum Geologists  
 continuing education course notes series

Boletín de la Sociedad Española para la Defensa del  
 Patrimonio Geológico y Minero  
*becomes* Boletín S.E.D.P.G.M.

- f) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title;

*Example*

GBB  
becomes G.B.B.

- g) a change involving the order of titles when the title is given in more than one language on the prescribed source of information, provided that the title chosen as title proper still appears as a parallel title;

*Example*

South African medical journal = Suid Afrikaanse tydskrif  
vir geneeskunde  
becomes Suid Afrikaanse tydskrif vir geneeskunde =  
South African medical journal

- h) the addition, deletion, or change of words anywhere in the title that link the title to the numbering;

*Example*

Tin  
becomes Tin in ...

- i) two or more titles proper are used on different issues of a serial according to a regular pattern;

*Examples*

Weekly labor market report  
*Note:* Last issue each month has title: Monthly labor market report

Minneapolis morning tribune  
*Note:* Sunday issues have title: Minneapolis Sunday tribune

*Editorial comment:* Daily issues and Sunday issues have consecutive numbering.

Annual report / Medical Association of South Africa  
*Note:* Reports for alternate years have title: Jaarverslag / Die Mediese Vereniging van Suid-Afrika

- j) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter;

*Example*

Kartboken for Oslo, Bærum, Lørenskog, Nesodden,  
Oppegård, Ski  
*becomes* Kartboken for Oslo, Bærum, Asker, Lørenskog,  
Nesodden, Oppegård, Ski

- k) the addition or deletion anywhere in the title of words that indicate the type of resource such as *magazine*, *journal*, or *newsletter*, or their equivalent in other languages (but see A.2.6.1 for changes from one such word to another in the first five words of the title).

*Examples*

Fussball-Jahrbuch  
*becomes* Fussball

Handel und Industrie  
*becomes* Revue Handel und Industrie

Minnesota history bulletin  
*becomes* Minnesota history

Trade and industry  
*becomes* Trade and industry review

Colección Ciencias y técnicas  
*becomes* Ciencias y técnicas

Baubetrieb, Bauökonomie, Baurecht  
*becomes* Schriftenreihe Baubetrieb, Bauökonomie,  
Baurecht

Relatórios de pesquisa  
*becomes* Série Relatórios de pesquisa

**A.2.7.2 Minor changes to integrating resources**

Any change in information recorded in the description for the same integrating resource other than those noted in A.2.6.3 does not result in a new description; instead, the description is changed to reflect the new information.

*Example*

Hirnet  
*becomes* Terminál

*Editorial comment:* The only change is in the title proper of the Web site.

### **A.3 Outline of the ISBD and punctuation**

#### **A.3.1 Outline of the ISBD**

The following outline sets out the chief uses of prescribed punctuation. In the outline, the numbers of the areas and the terms “first statement ...”, “subsequent statement ...”, and the like denote the order in which these statements are given in the description and have no other connotation. Elements that are mandatory for any ISBD description are indicated with “M” in the mandatory status column; elements that are mandatory if the information is available or applicable to the resource are indicated with “MA”. Elements that are repeatable are indicated with “R” in the repeatability column. Most elements can be followed by parallel elements in another language or script; not all of them are shown in the outline. For the punctuation of parallel elements, see A.3.2.9.

Area	Prescribed punctuation	Element	Mandatory status	Repeatability
Note: Each area, other than the first in a paragraph, is preceded by a point, space, dash, space (. — )				
0. Content form and media type area				
	0.1	Content form	M	R
	.	Subsequent content form in same media type		R
	+	Subsequent content form in different media type		R
	( )	Content qualification	MA	
	;	Subsequent content qualification		R
	:	Media type	M	
1. Title and statement of responsibility area				
			M	
	1.1	Title proper	MA	
	=	Parallel title		R
	:	Other title information		R
	1.4	Statement of responsibility		
	/	First statement	MA	
	;	Subsequent statement		R
	;	1.1.5 Subsequent title by same author, etc.	MA	R
	.	1.4.5 Subsequent title by different author, etc.	MA	R
	.11.2			
2. Edition area				
	2.1	Edition statement	MA	
	2.3	Statement of responsibility relating to the edition		
	/	First statement	MA	
	;	Subsequent statement		R
	,	2.4 Additional edition statement	MA	R
	2.5	Statement of responsibility following an additional edition statement		
	/	First statement	MA	
	;	Subsequent statement		R

Area	Prescribed punctuation	Element	Mandatory status	Repeatability
3. Material or type of resource specific area				R
	3.1	Mathematical data (Cartographic resources)	MA	R
	3.1.1	Statement of scale	MA	R
	; 3.1.2	Statement of projection		
	( ) 3.1.3	Statement of coordinates and equinox	MA	
	; 3.1.3	Statement of equinox		
	.3			
	3.2	Music format statement (Notated music)	MA	
	3.3	Numbering (Serials)	MA	
		Numeric designation	MA	
	( ) 3.3.3	Chronological designation	MA	
	*			
	= 3.3.6	Alternative numbering system	MA	
	; 3.3.7	New sequence of numbering	MA	
4. Publication, production, distribution, etc., area				
	4.1	Place of publication, production and/or distribution		
		First place	M	
	; 4.1	Subsequent place		R
	: 4.2	Name of publisher, producer and/or distributor	M	R
	, 4.3	Date of publication, production and/or distribution	M	
	( )	Printing or manufacturing information		
	4.4	Place of printing or manufacture		R
	: 4.5	Name of printer or manufacturer		R
	, 4.6	Date of printing or manufacture		

Area	Prescribed punctuation	Element	Mandatory status	Repeatability
5. Material description area				R
	5.1	Extent		
	: 5.2	Other physical details		
	; 5.3	Dimensions Bibliographic format and dimensions (Older monographic resources)		
	+ 5.4	Accompanying material statement		R
6. Series and multipart monographic resource area	( )			R
	6.1	Title proper of a series or multipart monographic resource	MA	
	: 6.3	Other title information of a series or multipart monographic resource		R
	6.4	Statement of responsibility relating to a series or multipart monographic resource		
	/	First statement		
	;	Subsequent statement		R
	, 6.5	International standard number of a series or multipart monographic resource	MA	
	; 6.6	Numbering within a series or multipart monographic resource	MA	
7. Note area			**	R
8. Resource identifier and terms of availability area				R
	8.1	Resource identifier Fingerprint (Older monographic resources)	MA	
	= 8.2	Key title (Continuing resources)	MA	
	: 8.3	Terms of availability		R

\* Chronological designation enclosed in parentheses only when accompanying a numeric designation.

\*\* Only some notes are mandatory if applicable and/or available. See area 7.



The following table lists the elements in the ISBD.

<b>Element</b>	<b>ISBD</b>
Content form	0.1
Content qualification	0.1.1
Media type	0.2
Title	
Title proper	1.1
Common title (of title proper)	1.1.3.7
Dependent title (of title proper)	1.1.3.7
Dependent title designation (of title proper)	1.1.3.7
Title of individual work by same author	1.1.5.2
Title of individual work by different author	1.4.5.11.2
Parallel title	1.2
Common title (of parallel title)	1.2.5.5
Dependent title (of parallel title)	1.2.5.5
Dependent title designation (of parallel title)	1.2.5.5
Other title information	1.3
Parallel other title information	1.3.4.7
Statement of responsibility relating to title	1.4
Parallel statement of responsibility relating to title	1.4.5.10
Edition statement	2.1
Parallel edition statement	2.2
Statement of responsibility relating to edition	2.3
Parallel statement of responsibility relating to edition	2.3.4
Additional edition statement	2.4
Parallel additional edition statement	2.4.4
Statement of responsibility relating to an additional edition statement	2.5
Parallel statement of responsibility relating to an additional edition statement	2.5.2
Statement of scale	3.1.1
Statement of projection	3.1.2
Coordinates	3.1.3.1
Longitude and latitude	3.1.3.2
Right ascension and declination	3.1.3.3
Equinox	3.1.3.4

<b>Element</b>	<b>ISBD</b>
Music format statement	3.2.1
Parallel music format statement	3.2.2
Numeric designation	3.3.2
Chronological designation	3.3.3
Parallel numbering system	3.3.5
Subsequent numbering system	3.3.7
Place of publication, production and/or distribution	4.1
Additions to place of publication	4.1.9
Parallel place of publication, production and/or distribution	4.1.11
Additions to parallel place of publication	
Name of publisher, producer and/or distributor	4.2
Parallel name of publisher, producer and/or distributor	4.2.10
Date of publication, production and/or distribution	4.3
Place of printing or manufacture	4.4
Name of printer or manufacturer	4.5
Date of printing or manufacture	4.6
Specific material designation	5.1.2
Extent	5.1
Pagination	5.1.4
Playing time	5.1.5
Composition of material	5.2.2
Presence of illustrations	5.2.3
Presence of colour	5.2.4
Reduction ratio	5.2.5
Presence or absence of sound	5.2.6
Frame alignment	5.2.7.1
Process or method of reproduction of a still image	5.2.7.2
Playing speed	5.2.7.3
Recording method	5.2.7.4
Groove direction	5.2.7.5
Groove size	5.2.7.6
Number of tape tracks	5.2.7.7
Track configuration	5.2.7.8
Number of sound channels	5.2.7.9
Equalization	5.2.7.10

<b>Element</b>	<b>ISBD</b>
Noise reduction	5.2.7.11
Dimensions	5.3
Bibliographic format (Older monographic resources)	5.3.2
Accompanying material statement	5.4
Title proper of series or multipart monographic resource	6.1
Common title of series or multipart monographic resource	
Dependent title of series or multipart monographic resource	
Dependent title designation	
Parallel title of series or multipart monographic resource	6.2
Parallel common title of series or multipart monographic resource	6.2.2
Parallel dependent title of series or multipart monographic resource	6.2.2
Parallel dependent title designation of series or multipart monographic resource	
Other title information of series or multipart monographic resource	6.3
Parallel other title information of series or multipart monographic resource	6.3.1
Statement of responsibility of series or multipart monographic resource	6.4
Parallel statement of responsibility of series or multipart monographic resource	6.4.1
International standard number of series or multipart monographic resource	6.5
Numbering within series or multipart monographic resource	6.6
Note	7
Note on content form and media type	7.0.1
Note on bibliographic reference	7.0.2
Note on frequency	7.0.3
Note on system requirements	7.0.4
Note on mode of access	7.0.5
Note on title proper	7.1.1
Note on nature, scope, form, purpose or language	7.1.2

<b>Element</b>	<b>ISBD</b>
Note on parallel titles and parallel other title information	7.1.3
Note on statements of responsibility	7.1.4
Note on edition and bibliographic history	7.2
Note on changes to edition	7.2.2
Note on bibliographic history	7.2.3
Note on relationship to other resources	7.2.4
Note on translations	7.2.4.1
Note on reproductions	7.2.4.2
Note on different editions	7.2.4.3
Note on supplements, inserts, etc.	7.2.4.4
Note on supplement to or insert in	7.2.4.5
Note on other relationships	7.2.4.6
Note on relationship between continuing resources	7.2.4.7
Note on material type or resource specific type	7.3
Note on publication, production, distribution, etc.	7.4
Note on material description	7.5
Note on series and multipart monographic resources	7.6
Note on contents	7.7
Note on resource identifier and terms of availability	7.8
Note on binding	7.8.2
Note on basis of description	7.9
Note providing a summary	7.10.2
Note on use/audience	7.10.3
Note on numbers	7.10.4
Note on copy in hand	7.11
Resource identifier	8.1
Standard identifier	8.1.2
Label name and catalogue number	8.1.4
Fingerprint	8.1.5
Qualification to identifier	8.1.3
Key title	8.2
Terms of availability	8.3
Qualification to terms of availability	8.3.2

## A.3.2 Punctuation

**A.3.2.1** Each element of the description is either preceded or enclosed by prescribed punctuation. Prescribed punctuation that precedes an element is omitted when it is the first element of an area. Prescribed punctuation is preceded and followed by a space (a single space on a keyboard or an em space in printing) with the exception of the comma (,) and point (.) which are only followed by a space. The inclusion of other punctuation is at the discretion of the cataloguing agency, as is the spacing before and after such punctuation. Prescribed punctuation is retained even when this results in double punctuation (see A.3.2.7). For the punctuation of scripts written from right to left, see A.3.2.11 and Appendix B.

**A.3.2.2** Parentheses ( ( ) ) and square brackets ( [ ] ) are each to be treated as a single punctuation symbol, and the preceding space comes before the first (opening) parenthesis or square bracket and the following space comes after the second (closing) parenthesis or square bracket (see also A.8 for exceptions). If parentheses or square brackets are preceded or followed by prescribed punctuation that ends or begins with a space, only one space is given. If a closing parenthesis or square bracket is followed by a comma or a point used as prescribed punctuation, or by any punctuation mark found on the resource, no space is used.

### *Example*

. —#[S.l.]#: Publisher  
*not* . —##[S.l.]##: Publisher

*Editorial comment:* The character “#” is used in this example only as a means of showing spacing and does not actually appear in a bibliographic record.

**A.3.2.3** Each area of the description other than the first is preceded by a point, space, dash, space (. — ), unless that area is clearly separated from the preceding area by paragraphing, in which case the point, space, dash, space may be replaced by a point (.) given at the end of the preceding area.

**A.3.2.4** When the first element of an area is not present in a description, the prescribed punctuation of the first element that is present is replaced by a point, space, dash, space (. — ) preceding the area.

**A.3.2.5** When an area is repeated, each repetition is preceded by a point, space, dash, space (. — ), except in the condition described in A.3.2.3.

**A.3.2.6** When an element is repeated, each repetition is preceded by the prescribed punctuation appropriate to the element.

**A.3.2.7** When an element or area ends with a point and the prescribed punctuation for the element or area that follows begins with a point, in order to

take into account punctuation for both abbreviations and prescribed punctuation, both points are given.

*Examples*

. — 3rd ed.. —  
*not* . — 3rd ed. —

And then ... . — 4th ed.  
*not* And then ... — 4th ed.

by J. Smith, Esq.. —  
*not* by J. Smith, Esq. —

National flight / by Air Flight Inc.. Navigation advisor /  
 Interactive Mapping Corporation  
*not* National flight / by Air Flight Inc. Navigation advisor /  
 Interactive Mapping Corporation

**A.3.2.8** Two punctuation symbols can be used in all or most areas:

- a) Square brackets enclose information found outside the prescribed sources of information and interpolations in the description. When successive elements within the same area are obtained from outside the prescribed sources of information, each is enclosed in its own pair of square brackets.

*Examples*

. — [S.l.] : [s.n.]  
*not* . — [S.l. : s.n.]

. — [2nd ed.]. — [S.l.] : [s.n.]  
*not* . — [2nd ed.]. — [S.l. : s.n.]

. — ([Historical instruments at the Victoria and Albert  
 Museum] ; [4])  
*not* . — ([Historical instruments at the Victoria and Albert  
 Museum ; 4])

- b) The mark of omission, i.e. three points ( ... ), indicates the omission of some part of an element. The mark of omission is preceded and followed by a space.

**A.3.2.9** When in an area or an element the same information appears in more than one language or script, the following provisions apply:

When one element is recorded in more than one language or script, the information in each language or script after the first is preceded by a space, equals sign, space (=).

When, in a single area, two or more elements are recorded in more than one language or script, the elements in each language or script are given together

with the appropriate preceding punctuation for each element. The whole group of elements for the first language or script recorded is preceded by punctuation appropriate to the first element and each group after the first is preceded by a space, equals sign, space (=).

When a single statement (e.g. a statement of responsibility) is given partly in one language or script and partly in more than one language or script, the several linguistic forms are transcribed together; equals signs or other punctuation symbols are used as appropriate.

**A.3.2.10** An area or element that does not apply to the resource is not included in the description. The preceding or enclosing prescribed punctuation of such an area or element is also omitted.

**A.3.2.11** When information is given in a nonroman script, prescribed punctuation may be given with the equivalent symbols in that script. Similarly, in a script written from right to left, the point, space, dash, space combination of prescribed punctuation reads from right to left.

*Example*

— סונטינה לכנור ופסנתר (או לחליל ופסנתר) / ירדנה אלותין. —  
תל אביב : מכון למוסיקה ישראלית, 1982.cop.

See Appendix B for the treatment of information given in scripts written both from left to right and and from right to left.

**A.3.3** The complete punctuation pattern for each area is set out at the beginning of the area.

## **A.4 Sources of information**

### **A.4.1 Basis of the description**

For all types of material the whole resource constitutes the basis of the description. In deciding the basis of the description, the bibliographic unit that is going to be described, it is necessary to take into account the following:

**Single-part monographic resources:** the whole resource

**Multipart monographic resources:** a source identifying the entire resource and source of information applying to the whole resource is preferred, but if there is no such source, the first issue or part, or lacking this the earliest available issue or part is selected. For analytic description of the part see single-part monographic resources.

**Serials:** the first issue or part or, lacking this, the earliest available issue or part. For numbered serials, the first issue or part is the one with the lowest

numeric designation or the earliest chronological designation. For unnumbered serials, the first issue or part is the issue or part with the earliest date of publication, production and/or distribution. Generally the first (or earliest) issue or part is preferred over a source associated with the whole resource or with a range of more than one issue or part.

<b>Area</b>	<b>Basis of description</b>
0. Content form and media type	All issues or parts
1. Title and statement of responsibility	First or earliest issue or part
2. Edition	First or earliest issue or part
3. Material or type of resource specific	All issues or parts For Numbering (Serials): First and last issues or parts for each system or sequence
4. Publication, production, distribution, etc.	
Place and publisher, producer, distributor, etc.	First or earliest issue or part
Place and manufacturer	First or earliest issue or part
Date	First and/or last issues or parts
5. Material description	All issues or parts
6. Series and multipart monographic resource	All issues or parts
7. Note	All issues or parts and any other source
8. Resource identifier and terms of availability	All issues or parts and any other source



**Integrating resources:** the current iteration, except for the beginning date of publication.

<b>Area</b>	<b>Basis of description</b>
0. Content form and media type	Current iteration
1. Title and statement of responsibility	Current iteration
2. Edition	Current iteration
3. Material or type of resource specific	All iterations
4. Publication, production, distribution, etc.	
Place and publisher, producer, distributor, etc.	Current iteration
Place and manufacturer	Current iteration
Dates	First and/or last iterations
5. Material description	Current iteration
6. Series and multipart monographic resource	Current iteration
7. Note	All iterations and any other source
8. Resource identifier and terms of availability	All iterations and any other source

#### **A.4.2 Preferred sources of information**

The selection of the preferred source of information varies depending on the type of material, but there are common general criteria:

- comprehensiveness of information for identification: the source that gives the fullest, clearest, and most authoritative information
- proximity of the source to the information: the source that is nearest the content of the resource, such as an internal source, and
- persistence of the source of information: the source that is the most enduring.

If there is more than one source of information that is qualified as the preferred source of information for a resource, the first occurring of those sources is selected, unless one of the following conditions applies:

- If the resource contains preferred sources of information in more than one language or script, the preferred source of information is selected as follows:
  1. the source in the language or script that corresponds to the language or script of the content or the predominant language or script of the content of the resource
  2. the source in the language or script of translation if the translation is known to be the purpose of the resource
  3. the source in the original language or script of the content
  4. the first occurring source.
- If the resource contains preferred sources of information bearing different dates, the source bearing the later or latest date is selected.

#### **A.4.2.1 Printed resources**

##### **A.4.2.1.1 Resources in roman script**

The preferred source of information is the title page, or, for resources lacking a title page, the title-page substitute. A title-page substitute is selected according to the criteria in A.4.2. Sources such as a cover, spine, etc., are not treated as a preferred source of information unless they were issued with the resource.

If information traditionally given on the title page is given on facing pages, with or without repetition, the two pages are treated as the preferred source of information.

Title pages not selected as the preferred source of information or as part of a collective single source of information are considered to constitute other preliminaries.

For resources lacking a preferred source of information applying to the whole resource, see A.4.2.5.

##### **For monographic resources:**

When for a single-part monographic resource there is more than one title page, the one selected is the one specific to the resource being described (e.g. for a monograph in a series, the analytical title page; for a facsimile reproduction, the title page with the reproduction details) (see also 1.1.4.2).

When a multipart monographic resource is catalogued as a whole, the title page common to the parts is used as the preferred source of information.

**For older monographic resources:**

If a title-page substitute cannot be selected according to the criteria in A.4.2, sources are considered in the following order: colophon, half-title, other preliminaries, caption title, docket title, running title, incipit, explicit, opening words of the main text, opening words of the resource. In each description only one page, portion of page, or part of the resource can be designated as a title-page substitute.

**For continuing resources:**

The preferred source of information is the title page or the title-page substitute of the issue or iteration used as the basis of the description (see A.4.1). The title-page substitute for a continuing resource lacking a title page is taken from certain sources in the following order of preference:

1. the analytical title page, cover, caption, masthead, editorial pages, colophon;
2. the other preliminaries and information to be found on the wrappers and top and bottom of text pages (such as running title);
3. the rest of the continuing resource: prefaces, forewords, tables of contents, text, appendices, etc.;
4. reference sources outside the resource and not associated with it (e.g. bibliographies, publishers' lists).

**A.4.2.1.2 Resources in non-roman scripts**

If the colophon in a resource in a non-roman script has full bibliographic details, the colophon is the preferred source of information when one or more of the following conditions is true:

- a) a leaf standing in the position of a title page bears only the title proper in the manner of a half-title page;
- b) a leaf standing in the position of a title page bears the title proper, with or without other bibliographic information, in a calligraphic version (the full bibliographic details in the colophon being given in conventional forms of Chinese characters as used in modern Chinese, Japanese and Korean printing);
- c) a leaf standing in the position of a title page bears only a Western-language version of the title and/or publication details.

#### **A.4.2.2 Cartographic resources and still images**

The preferred source of information for a cartographic resource or a still image is chosen in the following order of preference:

- a) the resource itself;
- b) the container (portfolio, cover, envelope, etc.) or case, the cradle and stand of a globe, etc., issued by the publisher or manufacturer of the resource;
- c) an accompanying text or brochure;
- d) sources outside the resource, such as a catalogue, bibliography, etc.

The preferred source for an atlas is selected according to the criteria for monographs or continuing resources, as appropriate (see A.4.2.1.1).

#### **A.4.2.3 Multimedia and audiovisual resources**

Many multimedia resources, sound recordings, videorecordings, and moving images lack a single source of information for creating a bibliographic description. In describing a resource it may therefore be necessary to select from such disparate sources of information as the content of the resource itself (where the data may be given in a visual or aural form or both), an affixed label, a container or an enclosure or other accompanying textual matter such as a manual.

The preferred sources of information are:

- a) a source that collectively identifies the work or works contained in the resource and is permanently associated with the resource, such as the title frames of a motion picture or the label on a disc
- b) a source that collectively identifies the work or works contained in the resource and accompanies the resource, such as a descriptive insert issued with a disc

Textual sources will normally be preferred to sound sources. However, when textual information is deficient or clearly erroneous and the integral sound source is more adequate, the latter may be preferred.

#### **A.4.2.4 Electronic resources**

The preferred sources of information are:

- a) a source that identifies the resource as a whole and is internal to the resource itself, such as a title screen, main menu, program statements, the header to the file including *Subject:* lines, home page, or encoded information (e.g. TEI header, HTML title)

- b) a source that identifies the resource as a whole and appears on the physical carrier or its labels
- c) a container issued by the publisher, producer, or distributor
- d) documentation or other accompanying material (e.g. a publisher's letter) that identifies the resource

#### **A.4.2.5 Resources without a common source of information**

*Single-part monographic resources.* When there is no preferred source of information applying to the whole resource, but each work contained in it has its own preferred source of information, including resources with versions of the same work in more than one language, the several sources of information may be considered collectively as a single source of information.

*Multipart monographic resources.* When there is no preferred source of information applying to the whole resource, but each part has its own preferred source of information, the preferred source of the first available part is selected.

*Continuing resources.* When the resource contains more than one work, each with its own preferred source of information and numbering, a separate description is made for each. An appropriate explanation is given in area 7 relating the separate descriptions (see 7.2.4.6).

#### **A.4.2.6 Resources without a source of information in the resource**

If no source of information is found in the resource, sources outside the resource, such as a catalogue, bibliography, or review, may be used.

#### **A.4.3 Prescribed sources**

For each area certain sources are designated as *prescribed sources of information* and listed in an order of preference.

If data elements for area 1 are found in different sources (e.g. titles found on title page and cover), the source is selected according to the preferred order of sources (see each area and A.4.2) and the form found there is transcribed. When appropriate, the information is given in the order found in the source selected.

For areas 2, 3, 4, and 6, multiple sources are prescribed, so a combination of sources makes up the prescribed sources. If data elements for these areas are found in different sources, the source is selected according to the preferred order of sources (see each area and A.4.2) and is transcribed in the form found there. When appropriate, the information is given in the order found in the source selected.

Information taken from a source other than prescribed sources for areas 1 to 4 and area 6 is enclosed in square brackets if it is transcribed as part of the area. *Alternatively*, such information may be given in area 7 without square brackets. Information found outside the resource may be given in area 7.

The resource described is that as issued by the publisher, producer, distributor, etc. No part of the resource may be considered as a prescribed source unless it is part of the resource as issued. For example, a cover or spine is used as a prescribed source only if it is clear that the resource was issued in that binding.

**For older monographic resources:**

When information in area 1, 2, 4 or 6 is from a source other than the prescribed sources of information for the area, the source of information is given in area 7. When the resource lacks a title page and an alternative source of information is selected as title-page substitute, the title-page substitute is identified in area 7 (see 7.1.1.1), as is any information in areas 1, 2, 4 and 6 taken from a substitute.

**A.5 Language and script of the description**

Elements in areas 1, 2, 3, 4 and 6 are normally transcribed or recorded from the resource and are, therefore, wherever practicable, in the languages and/or scripts in which they appear there. Interpolations in these areas are enclosed in square brackets and are given in the language and script of the context of that part of the description, except:

- prescribed abbreviations (see A.6) and prescribed interpolations (see A.8, A.9);
- statement of function of distributor (see 4.2.5) and additions to the date of printing (see 4.3.7, 4.6) are given in the language and/or script chosen by the cataloguing agency.

Terms used in areas 5, 7 and 8 are usually not transcribed from the resource and therefore do not require square brackets for interpolations, etc. The terms are given in the language and/or script chosen by the cataloguing agency, except:

- when the original title or a variant title is provided in area 7;
- when quotations are provided in area 7;
- when the key title is provided in area 8.

Certain stipulations in the ISBD specify a particular English term or phrase to be used in a description. Cataloguing agencies may use an equivalent term or phrase in a language chosen by the agency.

An element of the description of a resource appearing in a script other than that chosen by the cataloguing agency may, if necessary, be given in transliteration or transcribed without brackets into the script chosen by the agency. When the script is not in current use or is otherwise not available a suitable alternative script should be used, e.g. Cyrillic (civil) for Cyrillic (Church Slavonic).

**For older monographic resources:**

The spelling of words taken from the resource is preserved, but ligatures and other contemporary forms of letters and diacritics may be transcribed in their current forms when the contemporary form is not available to the cataloguing agency. No account is taken of the differing forms of letters when no orthographic difference is made in current usage. Accents and other diacritic marks not present on the source are not added. For recording of upper and lower case letters, see A.7. Interpolations by the cataloguing agency should follow modern practice as to spelling. For Latin interpolations, see A.6.1.

**A.6 Abridgements and abbreviations**

**A.6.1** Abbreviations found in the source of information used for the description are transcribed as found. In area 1, information is not abbreviated or abridged.

*Exceptionally*, the abridgement of certain elements in the description is permitted, provided the omission takes place at the end or in the middle of the element (e.g. a lengthy title proper or a title proper of a serial that includes a date or number that varies from issue to issue; see 1.1.5.1). In such cases, the omission is indicated by the mark of omission ( ... ).

**For older monographic resources:**

When contractions and abbreviations in continuance of the manuscript tradition of abbreviating words that were long and/or frequently encountered are found, these may be left as they are or may be expanded wherever possible. Any such expansion is enclosed in square brackets or given in area 7.

*Examples*

Boetij viri celeberrimi de [con]solatio[n]e  
 phylosophie liber : cu[m] optimo  
 [com]me[n]to beati Thome

Dialogus beati Gregorij Pape : eiusq[ue]  
 diaconi Petri in quattuor libros diuisus : de  
 vita [et] miraculis patru[m] italicor[um] : [et]  
 de eternitate a[n]imarum

When the meaning of an abbreviation or contraction is conjectural, a question mark is given following the conjectural expansion, e.g. amico[rum?]. When the meaning of an abbreviation or contraction cannot be determined, a question mark is given, enclosed in square brackets, for each indeterminate abbreviation or contraction, e.g. amico[?], [?]s, or the abbreviation or contraction may be left as it is.

**A.6.2** If a single statement of responsibility consisting of the names of several persons or corporate bodies is abridged (see 1.4.5.3), the omission is indicated by the mark of omission and the insertion of the prescribed abbreviation *et al.* (= *et alii*, and others), or for non-roman script records, its equivalent in another script. The inserted phrase is enclosed in square brackets.

**A.6.3** Certain abbreviations are prescribed in specific stipulations (e.g. 4.1.14, 4.2.12).

**A.6.4** In various stipulations, provision is made for the use of “standard abbreviations” (e.g. in the edition statement, see 2.1.2) without specifying the forms of the abbreviations to be followed. These abbreviations are not prescribed, but it is recommended that international or national standards be used (see Appendix C).

The abbreviations used throughout in the examples, other than those prescribed above in A.6.2 and A.6.3, are illustrative and not prescriptive (see also Appendix D). Certain Latin abbreviations are used in order to facilitate the international exchange of bibliographic records and to avoid the need for bibliographic agencies to supply equivalent terms to match the text in every possible language.

**A.6.5** Initials and acronyms are recorded without internal spaces, regardless of how they are presented on the resource.

*Examples*

Pel batesimo di S.A.R. Ludovico ...  
 KL Ianuarius habet dies xxxi



Secundum usum S.R.E.

Prediche del M.R.P.C.M.

Abbreviations consisting of more than a single letter are treated as distinct words, separated with spaces from preceding or following words or initials.

*Examples*

Ph. D.

Mr J.J. Rousseau

When two or more distinct abbreviations, initialisms, etc., appear in juxtaposition, each is separated from the other by a space.

*Examples*

par R.F. s. d. C.

M. J.P. Rabaut

## **A.7 Capitalization**

In general, in those scripts where capitalization is relevant, the first letter of the first word of each area should be a capital; the first letter of the first word of some elements or parts of elements should also be a capital (e.g. parallel title, alternative title, section title). Other capitalization should follow the appropriate usage for the language and script used in the description (see A.5 for the language, script, and form of letters to be used for transcription). When more than one language or script appears in the description, each should be capitalized in accordance with the usage of that language or script even when this produces an inconsistent pattern of capitalization for the description as a whole.

### **For older monographic resources:**

Letters of numerical value in a chronogram in the title or in the publication, production, distribution, etc., area, or in an acrostic in the text of a poem are given in capitals. Interpolations used by the cataloguing agency should follow modern practice.

*Example*

Anno Vt speraMUs, pace CoronanDo [1610]

A final larger capital I in Latin words is a ligature representing ii or ij. It can be expanded (see A.6.1) or it may be left as it is.

Early type founts provided only one letter for upper case I and J and one for U and V. (Lower case i/j and u/v were used interchangeably as well, the differences follow the founts used and graphical conventions rather than spelling conventions, but both letters were extant in most type founts.) The capital letters U and V began to be differentiated in the early 16th century, distinction between I and J, i and j, u and v came later in the 16th century.<sup>15</sup>

Several slightly different transcription conventions for I and J and for U and V are applied in the international cataloguing community. These may range from recording the actual capitalization of the originals to converting V to u in most cases. One consistent conversion method as chosen by the cataloguing agency is to be applied.

For example, if the capitalization of the original is not recorded, alternating I and J, U and V, and VV or UU representing W are transcribed as they appear, that is:

I or J as i or j, final IJ as ij, U and V as u and v, VV as vv.

or, I or J may be converted to i or j, U and V to u or v, and VV to w, according to modern spelling conventions.

If it is not possible to identify a capital letter as one or the other (e.g. I/J or U/V in Gothic type), it should be normalized according to modern orthography in the language of the resource.

#### *Examples*

JOHANNES as Johannes

JSAK as Isak

## **A.8 Misprints**

Inaccuracies or misspelled words are transcribed as they appear on the resource. They may be followed by *sic* enclosed in square brackets that are preceded and followed by a space ( [sic] ) or the correct version may be added, enclosed in square brackets, the correction being preceded by *i.e.* (*id est*, meaning “that is”), or its equivalent in another language and/or script.

---

<sup>15</sup> Consistent use of these types as different letters was not established until well into the 19th century, however. See D.B. Updike, *Printing Types: Their History, Forms and Use*. (Cambridge: Harvard University Press, 1937), p. 22, note.

*Examples*

Chansons créés et interprétés [sic]  
 The world in anger [i.e. danger]  
 Looser [i.e. Loser] takes all  
 The notted [i.e. noted] history of Mother Grim  
 Barcelonette [i.e. Barcelonnette]  
 Golden Vienesé [sic] waltzes  
 compuesto por Luis de Bricñeó [i.e. Briceño]  
 Small busines [sic] encyclopedias  
 An hnmbles [sic] address  
 To my loaing [sic] friend  
 Antiqvtates [i.e. Antiquitates] Alstetenses et Palatinatvs  
 Saxonici

**For older monographic resources:**

When the printer has left a blank space for an initial letter to be inserted by hand, the letter is supplied, enclosed in square brackets, and the interpolation is explained in area 7.

*Example*

[T]he true history of recent events  
*Note:* Initial letter space left blank by printer

Spaces that are intentionally left blank, to give room for dates or names, etc., entered later by hand, are recorded enclosed in square brackets. The term *blank space* or an appropriate equivalent in the language chosen by the cataloguing agency is recorded. Additions by hand in such spaces are recorded in area 7 or given enclosed in square brackets in area 1 with an explanation in area 7.

*Example*

Kungörelse, Angående Någon tilärnad  
 Entreprenade, af tändningen och  
 underhållandet af Stadsens enskilte  
 Lycktor. Gifwen Stockholms Rådhus den  
 [blank space] Junii 176[blank space]  
*Note:* Date "19 Junii 1767" filled in by hand on  
 title page and on the last page of copy x in  
 collection y

or

Kungörelse, Angående Någon tilärnad  
Entreprenade, af tändningen och  
underhållandet af Stadsens enskilde  
Lycktor. Gifwen Stockholms Rådhus den  
[19] Junii 176[7]

*Note:* Dates between brackets filled in by  
hand on copy x in collection y

When copies with a misprint that has been corrected are known and both variants are described in one record, the later variant is used as the basis for description. Information about the misprint is given in area 7.

#### *Examples*

Den sluga och förståndiga gubben, som lærer  
de oförfarna både i städerna och på  
landet, at igenom hwarjehanda hus-curer,  
hela och bota mångfaldiga sjukdomar, så  
wål hos människor som fänad; jämte  
mycket annat, som kan tjena til förmon  
och nytta i åtskilliga hushålls-stycken.

*Note:* Variant state has misprint in title:  
"sjukdo-"/"domar"

. — Stockholm, : gedruckt bey Henr. C.  
Merckell, königl. Buchdr. im Grosz-  
Fürstenthum Finland., Anno 1721.

*Note:* Statement of publication taken from  
colophon. Variant state has misprint in  
colophon: "Stocholm"

Turned letters are transcribed as intended and an explanatory note is given.

#### *Example*

... virtue ...

*Note:* The "r" in "virtue" is turned the wrong  
way

#### **For continuing resources:**

Inaccuracies or misspelled words are not transcribed in the title proper (see 1.1.5.1).

## A.9 Symbols, etc.

A symbol or other matter that cannot be reproduced by the facilities available is replaced by its description or its equivalency in letters or words, as appropriate. The substitution is enclosed in square brackets and an explanatory note is made if it is considered important to users of the catalogue. A copyright symbol that cannot be reproduced may be replaced by a word or abbreviation without square brackets.

### *Examples*

/ by [E.B.C.]

*Note:* Author's initials represented by musical notes

I [love] Paris

*Note:* The word "love" in the title is represented by a heart symbol

Splinters, historical, sacred and profane, partly from off that standard [oak], our blessed constitution

*Note:* The word "oak" is represented by a woodcut of the tree

[3rd ed.]

*Note:* Edition information represented by three stars

, cop. 2009

*Editorial comment:* Date appears as: ©2009.

## A.10 Imperfections

Imperfections in the copy being described may be described in a note (see 7.11).

### **For older monographic resources:**

The ISBD is concerned with the recording of copies of library materials as issued, and makes no provision for situations where no complete copy exists or when an imperfect copy has to be catalogued without the help of a bibliographic record for a complete copy.

In the first case, compilers and users of databases, whether manual or machine-based, should realize that descriptions taking account of alterations during printing, special dedication copies, the presence of cancel leaves, etc., may not apply to all copies of the same edition.

In the second case, a record for a complete copy should first be sought and imperfections and other peculiar characteristics

described in area 7; but when no details of a complete copy can be found, information supplied by the cataloguer from inference in the title and statement of responsibility area is given in square brackets with an explanatory note.

Alternative possibilities are linked by the word *or*. When such information cannot be supplied, lacunae are indicated by the mark of omission with an explanatory note. The extent of an imperfect copy when the complete extent cannot be inferred is given according to the provisions of 5.1.4.1.5.

#### **A.11 Examples**

The examples given throughout this document are illustrative and not prescriptive except when the stipulations specify that the form found in the example or examples is to be followed. Most examples are based on the description of existing resources.

## SPECIFICATION OF ELEMENTS

### 0 CONTENT FORM AND MEDIA TYPE AREA

#### Introductory note

The purpose of the content form and media type area is to indicate at the very beginning of the description both the fundamental form or forms in which the content of a resource is expressed and the type or types of carrier used to convey that content so as to assist catalogue users in identifying and selecting resources appropriate to their needs. The increasing variety and complexity of resource content and types of media, along with a growing diversity of users with particular information needs, require greater specificity in describing content form and media type early in the record. Providing full information about content form and media type will facilitate access for all types of users with specific needs, the exchange of cataloguing records within cooperative networks, and interoperability with other metadata standards in an open access environment.

The content form and media type area comprises two elements, each taken from a closed list: (1) the *content form*, one or more terms reflecting the fundamental form or forms in which the content of a resource is expressed, to which may be added one or more *content qualifications*, specifying the type, sensory nature, dimensionality, and/or presence or absence of motion for the resource being described; and (2) the *media type*, indicating the type or types of carrier used to convey the content of the resource.

#### Contents

- 0.1 Content form
- 0.2 Media type

#### Prescribed punctuation

- A. Content qualification terms are enclosed in parentheses immediately following the content form term ( ( ) ).
- B. When different content qualification terms are applicable to one content form, each subsequent content qualification term is preceded by a space, semicolon, space ( ; ).
- C. The media type term is preceded by a space, colon, space ( : ).
- D. When different content forms are contained in one media type, each content form term after the first is preceded by a point, space ( . ).

**E.** When a resource consists of different media types and contains different content forms, each subsequent content form : media type statement is preceded by a space, plus sign, space ( + ).

*Punctuation patterns*

Content form (content qualification) : media type

Content form (content qualification ; content qualification) :  
media type

Content form. Content form (content qualification) : media  
type

Content form (content qualification). Content form (content  
qualification) : media type

Content form (content qualification) : media type + Content  
form (content qualification) : media type

**Prescribed source**

The resource itself



## 0.1 Content form

### **Mandatory**

Content form categories reflect the fundamental form or forms in which the content of a resource is expressed. One or more terms from the following list, or their equivalents in the language and script chosen by the cataloguing agency, are given. For resources of mixed content where there is no predominant part of the resource (i.e. all parts are equally prominent or important), all terms that are applicable to the resource being described are recorded, in alphabetical order. *Exceptionally*, for resources composed of mixed content where three or more forms are applicable, the term *multiple content forms* may be given.

For resources of mixed content where one part of the resource is predominant and other content is minimal or incidental (e.g. a printed book with more than a few illustrations, but insufficient to be considered predominant; a recorded opera with some spoken words), content forms that are not predominant may be omitted.

### **Content Form Terms**

<b>Content Form Term</b>	<b>Definition and Scope of Term</b>
dataset	content expressed by digitally-encoded data intended to be processed by a computer; examples include numeric data, environmental data, etc., used by applications software to calculate averages, correlations, etc., or to produce models, etc., but not normally displayed in its raw form. Excluded are digitally recorded music [ <i>see music</i> ], language [ <i>see spoken word</i> ], sounds [ <i>see sounds</i> ], computer-reproduced images [ <i>see image</i> ] and text [ <i>see text</i> ]
image	content expressed through line, shape, shading, etc.; an image can be still or moving, in two or three dimensions; examples include art reproductions, maps, raised relief maps, photographs, remote-sensing images, stereographs, motion pictures, and lithographs
movement	content expressed through motion, i.e. the act or process of changing the position of

	an object or person; examples include dance notation, stage actions, or choreography, but exclude moving images, such as motion pictures [ <i>see image</i> ]
multiple content forms	mixed content where three or more forms are applicable
music	content expressed through ordered tones or sounds in succession, in combination, and in temporal relationships to produce a composition; music can be written (notation), performed, or recorded in analogue or digital formats as vocal, instrumental, or mechanical sounds having rhythm, melody, or harmony; examples include written music, such as scores or parts, and recorded music, such as concert performances, opera, and studio recordings
object	content expressed through either naturally occurring entities or human-made or machine-manufactured artefacts; also referred to as three-dimensional structures or realia, examples of artefacts include sculpture, models, games, coins, toys, buildings, equipment, clothing, cultural, and other items; naturally occurring entities include fossils, rocks, insects, biological specimens on slides, etc.; cartographic objects include globes, relief models, and cross-sections intended to be viewed from the side in three-dimensional form, but not raised relief maps [ <i>see image</i> ]
other content form	if none of the other terms listed here applies to the content of the resource being described, this term is given
program	content expressed through digitally-encoded instructions intended to be processed and performed by a computer; examples include operating systems, application software, etc.
sounds	content expressed through sounds made by animals, birds, naturally occurring sources of noise, or such sounds simulated by the human voice or digital (or analogue) media; examples include recordings of bird

	songs, animal calls, and sound effects, but exclude recorded music [ <i>see</i> music], and recorded <i>human</i> speech [ <i>see</i> spoken word]
spoken word	content expressed through the sound of the human voice talking; examples include talking books, radio broadcasts, oral history recordings, and audio recordings of plays, whether recorded in analogue or digital format
text	content expressed through written words, symbols and numbers; examples include books (printed or electronic), correspondence, databases of journals, and microfilmed newspapers



## 0.1.1 Content qualification

### *Mandatory if applicable*

**0.1.1.1** A content form category is expanded by one or more content qualification sub-categories that are applicable to the resource being described. Content qualifications specify the type, presence or absence of motion, dimensionality, and sensory nature for the resource being described.

Terms are taken from the following lists, or their equivalents in the language and script chosen by the cataloguing agency, using as many terms as are appropriate to expand on or further clarify the corresponding content form category. Qualifications are added if different options are possible for a given content form, e.g. text (visual) or text (tactile); image (still ; 2-dimensional) or image (still ; 3-dimensional).

### 0.1.1.2 Specification of Type

cartographic	content representing the whole or part of the Earth or any celestial body at any scale; includes maps, atlases, globes, relief models, etc.
notated	content expressed through a notational system for artistic purposes (e.g. music, dance, staging) intended to be perceived visually
performed	content expressed in an audible or visible form, at a given time, and recorded in a resource; includes recorded performances of music or movement, computer-generated music, etc.

### 0.1.1.3 Specification of Motion

(for use with Content form *image* only)

The content form *image* is qualified to show the perceived presence or absence of movement in the image content of a resource.

moving	image content that is perceived to be in motion, usually by means of a quick succession of images
still	image content that is perceived to be static

#### 0.1.1.4 Specification of Dimensionality

(for use with Content form *image* only)

The content form *image* is qualified to show the number of spatial dimensions in which the image content of a resource is intended to be perceived.

2-dimensional	image content that is intended to be perceived in two dimensions
3-dimensional	image content that is intended to be perceived in three dimensions

#### 0.1.1.5 Sensory Specification

This attribute indicates a human sense through which the content of a resource as published is intended to be perceived.

aural	content that is intended to be perceived through hearing
gustatory	content that is intended to be perceived through taste
olfactory	content that is intended to be perceived through smell
tactile	content that is intended to be perceived through touch
visual	content that is intended to be perceived through sight

## 0.2 Media type

### **Mandatory**

Media type categories record the type or types of carrier used to convey the content of the resource. Categories generally reflect the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to render, view, run, etc., the content of a resource. One or more terms from the following list, or their equivalents in the language and script chosen by the cataloguing agency, are given. For resources of mixed media where there is no predominant part of the resource (i.e. all parts are equally prominent or important), all terms that are applicable to the resource are recorded. *Exceptionally*, for resources composed of mixed media where three or more media types are applicable, the term *multiple media* may be given. For works of mixed media where one part of the resource is predominant and other media types are minimal or incidental, media types that are not predominant may be omitted. If no mediation device is required to use or perceive the resource, the term *unmediated* is recorded.

### Media Type Terms

Media Type Term	Definition and Scope of Term
audio	<i>For audio player-enabled resources</i> media used to store recorded sound, designed for use with a playback device such as a turntable, audiocassette player, CD player, MP3 player, or iPod; includes media used to store digitally encoded as well as analogue sound
electronic	<i>For computer-enabled resources</i> media used to store electronic files, designed for use with a computer; includes media that are accessed remotely through file servers, as well as direct-access media such as computer tapes and disks
microform	<i>For microform reader-enabled resources</i> media used to store reduced-size images, not readable to the human eye, and designed for use with a device such as a microfilm or microfiche reader; includes both transparent and opaque micrographic media

---

microscopic	<i>For microscope-enabled resources</i> media used to store minute objects, designed for use with a device such as a microscope to reveal details invisible to the naked eye
multiple media	<i>For resources composed of mixed media</i> <i>where three or more media types are</i> <i>applicable</i>
other media	if none of the other terms listed here applies to the type of carrier and intermediation device required to convey, use, or perceive the content of the resource being described, this term is given
projected	<i>For projector-enabled resources</i> media used to store moving or still images, designed for use with a projection device such as a motion picture film projector, slide projector, or overhead projector; includes media designed to project both two-dimensional and three-dimensional images
stereographic	<i>For stereograph viewer-enabled resources</i> media used to store pairs of still images, designed for use with a device such as a stereoscope or stereograph viewer to give the effect of three dimensions
unmediated	<i>For media for which no mediation device is</i> <i>necessary</i>
video	<i>For video player-enabled resources</i> media used to store moving or still images, designed for use with a playback device such as a videocassette player or DVD player; includes media used to store digitally encoded as well as analogue images



*Examples*

Dataset : electronic

Dataset (cartographic) : electronic

Image (cartographic ; moving ; 2-dimensional) : video

Image (cartographic ; still ; 2-dimensional ; tactile) :  
unmediated

Image (cartographic ; still ; 2-dimensional ; visual) :  
projected

Image (moving ; 2-dimensional) : projected

Image (moving ; 3-dimensional) : video

Image (still ; 2-dimensional ; tactile) : unmediated

Image (still ; 2-dimensional ; visual). Movement (notated ;  
visual) : unmediated

Image (still ; 2-dimensional ; visual) : projected

Image (still ; 3-dimensional ; visual) : stereographic

Movement (notated ; tactile) : unmediated

Movement (notated ; visual) : unmediated

Multiple content forms : multiple media

Music (notated ; tactile) : unmediated

Music (notated ; visual) : electronic

Music (performed) : audio

Object (cartographic ; tactile) : unmediated

Object (cartographic ; visual) : unmediated

Object (tactile) : unmediated

Program : electronic

Sounds : audio

Spoken word : audio

Text. Image (cartographic) : electronic

Text (tactile) : unmediated

Text (visual) : microform

Text (visual) : unmediated + Text (visual) : microform



## 1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

*Mandatory*

### Introductory note

The title and statement of responsibility area includes the title proper, parallel titles, other title information, and statements of responsibility. The elements are defined in the glossary. More information appears at the beginning of each element of the area.

### Contents

- 1.1 Title proper
- 1.2 Parallel title
- 1.3 Other title information
- 1.4 Statement of responsibility

### Prescribed punctuation

- A.** For punctuation before areas of description, see A.3.2.
- B.** Each parallel title or other parallel statement is preceded by a space, equals sign, space (=).
- C.** Each unit of other title information is preceded by a space, colon, space (:), unless a word or phrase is given on the resource to link a second or subsequent unit with the preceding unit.
- D.** The first statement of responsibility following any title is preceded by a space, diagonal slash, space (/).
- E.** Each subsequent statement of responsibility is preceded by a space, semicolon, space (;), unless the statements are considered to form a single phrase.
- F.** Titles of individual works by different authors, composers, artists, etc., and titles of anonymous works contained in a resource, are separated by a point, space (.).
- G.** Titles of individual works by the same author, composer, artist, etc., contained in a resource are separated by a space, semicolon, space (;).
- H.** If a title is made up of common and dependent titles, each dependent title designation, if any, or each dependent title following the common title is preceded by a point, space (.).
- I.** Each dependent title following a dependent title designation is preceded by a comma, space (,).

**J.** A dependent title designation or dependent title following other title information is preceded by a point, space (.).

*Punctuation patterns*

Title proper

Title proper : other title information

Title proper = Parallel title

Title proper = Parallel title : other title information

Title proper : other title information = Parallel title : parallel  
other title information

Title proper : other title information = parallel other title  
information

Title proper / statement of responsibility

Title proper = Parallel title / statement of responsibility

Title proper = Parallel title = Parallel title / statement of  
responsibility

Title proper : other title information : other title information /  
statement of responsibility

Title proper / statement of responsibility = parallel statement  
of responsibility

Title proper / statement of responsibility = Parallel title /  
parallel statement of responsibility

Title proper / statement of responsibility ; second statement  
of responsibility ; third statement of responsibility

Title / statement of responsibility. Title / statement of  
responsibility

Title ; Title / statement of responsibility

Title : other title information ; Title : other title information /  
statement of responsibility

Title = Parallel title ; Title = Parallel title / statement of  
responsibility

Common title. Dependent title

Common title. Dependent title designation, Dependent title

Common title. Dependent title designation

Common title. Dependent title = Parallel common title.  
Parallel dependent title

Common title. Dependent title / statement of responsibility

Common title : other title information. Dependent title : other title information

Common title. Dependent title : other title information / statement of responsibility = Parallel common title.  
Parallel dependent title : parallel other title information / parallel statement of responsibility

### **Prescribed sources**

Square brackets are placed around information given in area 1 that was found on the resource but not on one of the prescribed sources. Individual stipulations place limitations on the information found on the resource that is given in area 1.

#### **Printed textual and notated music resources:**

Title page or title-page substitute.

#### **All other resources:**

The resource itself, container, documentation, other accompanying material.



## 1.1 Title proper

### *Mandatory if available*

**1.1.1** The title proper is the first element of the area even when it is preceded on the preferred source of information by statements of responsibility, edition statements, series statements, publication/distribution statements, date, price or other matter that is not title proper information.

**1.1.2** A file name of an electronic resource is not treated as the title proper unless it is the only name given internally on the file and externally on the resource, its container, documentation and other accompanying material.

### 1.1.3 Forms of title proper

**1.1.3.1** The title proper can consist solely of a term or terms indicating a type of work or its intellectual or artistic content or of a generic term or terms.

#### *Examples*

Proceedings  
Plays  
Collected works  
Journal  
Textes et documents  
Concerto  
Drawings  
Survey data  
Software  
Graphics  
会议文集

**1.1.3.2** The title proper can consist of the name of a person or corporate body when the preferred source of information bears no title other than that name.

#### *Examples*

Sophocles  
The British Museum  
Kongress geografa Jugoslavije, Rijeka-Pula-Gorica, 3-  
8.X.1949

Museum diluvianum quod possidet Joh. Jacobus  
Scheuchzer

Arthur Sullivan

The Beatles

Michigan Institute on the Teaching of Librarianship

Dian Fossey

International Summer School on Computational and  
Mathematical Linguistics

徐悲鸿

梅原龍三郎

김수근

**1.1.3.3** The title proper can consist of or include an initialism, an acronym, or a logo.

*Examples*

ISBD(M)

IFLA journal

Collection CAP

MM 51

BASIC

P.M.S.

If the expanded form is present on the preferred source of information but not selected as the title proper, it is given as other title information (see 1.3.3) or as a statement of responsibility. If the expanded form is not on the preferred source, it may be given in area 7 (see 7.1.1.3).

**1.1.3.4** An alternative title is part of the title proper. There is no prescribed punctuation before or after the linking word. The punctuation of titles that include an alternative title is at the discretion of the cataloguing agency.

*Examples*

Eric, or, Little by little

"Le tiers des étoiles" ou On ne sait pas quel ange

Don Juan oder Die Liebe zur Geometrie

Un giorno di regno ossia Il finto Stanislao



袖珍神学, 或, 简明基督教词典

ジュリエット物語, あるいは, 悪徳の栄え

아라비안나이트, 일명, 千日夜話

Collegium institutionum juris, sive Controversiae,  
antinomiae et difficultates librorum quatuor institutionum  
juris; ...

*Editorial comment:* Older monographic resource.

**1.1.3.5** The title proper can include numbers or letters.

*Examples*

Analytic theory of continued fractions II

Knox County, Kentucky, marriage book BB & C

Knitting I

Knitting II

International map of the world 1:1 000 000

Royalists and Puritans, 1635–1660

World 1:5 000 000 series 1106

Le 01

37 design and environment projects

L und E

Dossiers CH+6

In Caïi Plinii Secundi Naturalis Historiae I. & II. cap. Libri  
xxx. Commentarius

*Editorial comment:* Older monographic resource.

Evangelischer Gnaden-Strom, das ist: Sechs evangelische  
Historien, begrieffen im 2., 3. und 4. Cap. Johannis. ...

*Editorial comment:* Older monographic resource.

LXX. disputationes theologicæ; ...

*Editorial comment:* Older monographic resource.

中国国界线画法标准样图(1:400万)

900句开口篇

한글 dBASE III plus 1.1H

**For multipart monographic resources:**

If the numeration of a part of a multipart monographic resource is an integral part of the title proper, the numeration

of the last part is given following the numeration of the first, enclosed in square brackets after a hyphen.

*Example*

Prima [-decima] egloga della Bucolica di  
Virgilio

**For notated music resources and sound recordings:**

If the title consists of the type of composition and one or more statements about the key, numbering, date of composition, and medium of performance, the name of the type of composition and the statements of key, numbering, date of composition, and medium of performance are treated as the title proper. (The name of a type of composition is considered to be the name of a form, the name of a genre, or a generic term used frequently by different composers (e.g. capriccio, concerto, intermezzo, Magnificat, mass, movement, muziek, nocturne, requiem, Stück, symphony, suite, Te Deum, trio sonata). Other titles (including those that consist of such terms plus an additional word or words, e.g., chamber concerto, Konzertstück, little suite) are considered to be distinctive. Statements of key, numbering, date of composition, and medium of performance that appear with a distinctive title are treated as other title information.

*Examples*

String quintet no. 1, A major, op. 18

Klavierkonzert Nr. 5, Es-Dur

Sinfonia 1 (1970)

Sonate en ré majeur, opus 3, pour violon

Scherzo for two pianos, four hands

降B大调第一弦乐五重奏, 作品第K174号

**1.1.3.6** When a statement of responsibility, the name of a publisher, or information relating to other descriptive elements (e.g. edition statement) is linguistically an integral part of the title, it is included in the title proper.

*Examples*

Marlowe's plays

Revai Nagy lexicona

Report of the Expert Group on Special Care for Babies  
 Lettres inédites d'Anatole France à Paul Grunebaum-Ballin  
 Pocket volume of selections from the poetical works of  
 Robert Browning  
 The post-humous works of Robert Hooke  
 Cinema-Ed Bureau films for the year  
 University of California publications in classical archaeology  
 Willing's press guide  
 La route Shell  
 Mundy's map of the twin cities Edmonton & Strathcona  
 Charles Aznavour présente ses plus grands succès  
 The Penguin book of Italian madrigals  
 The vocal score and libretto of The merry widow  
 The Esso student's business game  
 Adventure games of Derek Tyne  
 Galaxy Inc.'s guide to spreadsheets  
 Joe Lynn's payroll system  
 Bruce Mitchell on dimensional analysis  
 The compact edition of the Oxford English dictionary  
 朗文常用英文词根词典  
 鲁迅全集

### **For moving images:**

Even when the credits are linguistically connected with the title, credits for performer, director, producer, presenter, etc., that precede or follow the title are not considered as part of the title proper.

#### *Examples*

##### **Star wars**

*Editorial comment:* Title frame reads: Twentieth Century Fox presents Star wars

##### **Thief**

*Editorial comment:* Title frame reads: Thief, with James Caan

### 1.1.3.7 Common title and dependent title

The title proper can consist of a common title and a dependent title, with or without a dependent title designation.

#### *Examples*

Internationale Quartär-Karte von Europa. Blatt 8,  
Magnitogorsk

Crecer como hijos de Dios. Libro del catequista

Nueva enciclopedia Larousse. Suplemento

### 1.1.4 Choice of title proper

#### 1.1.4.1 Resources with one prescribed source of information

**1.1.4.1.1** When two or more titles in the same language and/or script appear on the preferred source of information, the title proper is selected by reference to the typography of titles on the preferred source of information, or, if there is no typographical distinction, the sequence of titles on the preferred source of information. If the typography or sequence does not provide the basis for a clear choice, the most comprehensive title is selected as the title proper.

#### **For older monographic resources:**

The first title appearing on the preferred source of information is selected as the title proper.

#### **For continuing resources:**

When the title appears in full and in the form of an initialism or an acronym, the full form is chosen as the title proper and the initialism or acronym is given as other title information (see 1.3.3.1).

**1.1.4.1.2** When the titles are in different languages or scripts (i.e. parallel titles, see 1.2), the title proper is the title in the language and script of the content of the main part of the resource.

When this criterion cannot be applied, the title proper is selected by reference to the typography of titles on the preferred source of information or, if there is no typographical distinction, the sequence of titles on the preferred source of information.

## **1.1.4.2 Resources with more than one preferred source of information**

**1.1.4.2.1** When a resource has more than one preferred source of information, as in the case of a multilingual or multi-script resource with a preferred source of information in each language or script, the title proper is selected from the preferred source of information that is in the language and script of the content of the main part of the resource.

**1.1.4.2.2** When this criterion cannot be applied (either because the resource has no language or because its content is presented equally in more than one language or script), the title proper is selected:

### **For printed resources or resources having the characteristics of a printed book (including microreproductions):**

from the right hand (recto) of two facing title pages or from the first of two or more title pages on recto pages.

For tête-bêche or back-to-back resources where text and/or preferred sources of information in two different languages or scripts are presented on separate pages with equal status, each at the “front” of the book with respect to one of the covers, the choice of title proper is at the discretion of the cataloguing agency. The title not chosen as title proper is given as a parallel title (see 1.2.3). A note explaining the format may be given in area 7.

### **For older monographic resources:**

from the right hand (recto) of two facing title pages or from the first of two or more title pages on recto pages, unless the first was clearly intended to be cancelled. A letterpress title page is to be preferred to an engraved title page.

### **For cartographic resources, multimedia resources, sound recordings, videorecordings, still and moving images, and electronic resources:**

from the first of two or more sequentially presented sources of information.

#### 1.1.4.3 Resources with two or more works with a collective title

When a resource contains two or more individual works and bears a collective title as well as the titles of the individual works on the prescribed source of information, the collective title is chosen as the title proper. The titles of the individual works may be given in area 7 (see 7.7.2).

##### *Examples*

Three notable stories

*Note:* Contents: Love and peril / the Marquis of Lorne. To be or not to be / Mrs. Alexander. The melancholy hussar / Thomas Hardy

##### **For older monographic resources:**

The title proper can include the titles of the individual works, or the titles of the individual works may be given in area 7, with their omission from the title proper being indicated by the mark of omission.

##### *Examples*

The spinning wheel's garland, containing several excellent new songs ...

*Note:* Contents listed on title page as: I. The good housewife's coat of arms. II. The spinning-wheel's glory. III. The taylor disappointed of his bride. IV. The changeable world.

P. Virgilii Maronis Opera omnia ...

*Note:* Contents listed on title page as: Bucolica, Georgica, Aeneis; Ciris et culex

*or*

P. Virgilii Maronis Opera omnia: Bucolica, Georgica, Aeneis; Ciris et culex; / ...

#### 1.1.4.4 Resources with two or more works without a collective title

If on a resource lacking a collective title, one work is the predominant part of the resource, its title is considered as the title proper and the titles of the other works are given in area 7 (see 7.7.1).

If no one work is the predominant part of the resource, all the titles are given in area 1 (see 1.1.5.2).

#### 1.1.4.5 Resources without any title

When a resource bears no title, a title is devised and recorded in square brackets. The supplied title should be concise, reflecting the area and/or the subject of the resource, in the language and script of the resource, or for a resource having no language, the language and script chosen by the cataloguing agency. A note is added in area 7 to explain that the title was supplied by the cataloguer (see 7.1.1.1).

##### *Examples*

[Phantom jet fighter landing at R.A.F. Leuchars, July 1971]

[Computer and information science technical reports,  
University of Florida]

[Mining claims in parts of Gloucester and Restigouche  
counties, New Brunswick, Canada]

[Coast of Maine from Rockland Harbor to Pemaquid Point]

[Carte de la lune]

[北陵志略]

[日記]

If a resource has displayed text but no title, such as some broadsheets, posters, wallcharts, etc., the displayed text is treated as the title proper (see 1.1.5.4).

#### 1.1.4.6 Resources that are part of, or supplement to, another resource

**1.1.4.6.1** When a section, supplement, part, etc., has a title or a designation insufficient to identify it without the inclusion of the common title, the title proper of the resource consists of a common title and a dependent title designation and/or a dependent title (i.e. a common title, a section designation and/or a section title; the title of the main resource and the non-distinctive title of a supplement or insert; the title of the main series, a subseries designation and/or the non-distinctive title of a subseries; the title of the multipart monographic resource and the non-distinctive title of the part described, etc.). The common title may also be given in area 6.

##### *Examples*

Advanced calculus. Student handbook

Histoire du peuple anglais au XIXe siècle. Épilogue

Ordnance Survey of Great Britain one inch to one mile map.  
Seventh series. Sheet 145, Banbury

Italian secular song, 1606–1636. Florence  
 The German pre-classics. Series A, George Philipp  
 Telemann  
 Mix and match games. Module 1, Letters  
 IEE proceedings. A  
 Acta Universitatis Carolinae. Philologica  
 Geographical abstracts. C, Economic geography  
 Kits for tots. Bimonthly filmstrip additions  
 Art of advocacy. Structured settlements  
 OSHA compliance manual. Application of key OSHA Topics  
 Ports et mouillages des Iles Féroé (Faerøerne). Partie nord  
 采矿设计师手册. 4, 矿山机械卷  
 企业管理基础. 教师手册

**For continuing resources:**

When describing a supplement or an insert with a dependent title, the title of the main continuing resource is also given in area 7 (see 7.2.4.5).

**1.1.4.6.2** When a supplement, insert, part, etc., of a multipart monographic resource can be identified without the inclusion of the common title, the title proper is the individual title of the supplement, insert, part, etc. The common title is given in area 6.

*Examples*

Mining and minerals  
*In area 6:* (The law of South Africa ; vol. 18)

Bathymétrie de la terminaison sud de l'arc insulaire des  
 Nouvelles-Hébrides  
*In area 6:* (Contribution à l'étude géodynamique du Sud-  
 Ouest Pacifique ; H.V. III-1)

Ernani  
*In area 6:* (The works of Giuseppe Verdi. Series I, Operas =  
 Le opere di Giuseppe Verdi. Sezione I, Opere teatrali ;  
 vol. 5)

Art music from the Far East  
*In area 6:* (Musical sources)

U.S. grain sales and shipments  
*In area 6:* (GSR agricultural surveys)



社会科学ジャーナル  
*In area 6:* (国際基督教大学学報 ; 2B)

Aix-en-Provence  
*In area 6:* (Série orange : carte topographique de la France à  
 1:50 000 ; 3244)

#### **For continuing resources:**

When supplements and inserts are described under an independent title, the common title is given in area 7 (see 7.2.4.5).

**1.1.4.6.3** When the common title or title of the main resource is linguistically an integral part of the title of the supplement, part, etc., the title proper consists of the integrated statement of both titles.

#### *Examples*

Supplement to Hain's Repertorium bibliographicum  
 Geological basis for Vegetation of Southwest Africa  
*Editorial comment:* Vegetation of Southwest Africa is the title of the main resource.  
 Superfluous hair, from Mail order madrigals  
 More graphics for Imagine that!  
 Der ander Theil deß Formularij, zum Tractat von  
 Commissarien vnd Commissionen Camerae Imperialis  
 gehörig, in sechs Bücher abgetheilt

### **1.1.5 Transcription**

**1.1.5.1** The title proper is transcribed from the preferred source of information exactly as to wording, but not necessarily as to capitalization or punctuation (see also A.7).

#### *Examples*

Elements of mineralogy  
 A view of Sir Isaac Newton's philosophy  
 Abstract of an Act of Parliament, 27 George 2d, 1754  
 To the inhabitants of London and its environs. Awake! Arise!  
 or be forever fall'n!  
 Varias antiguidades de Portugal  
 By the King, a proclamation for a general fast

Nouvelle carte des pays du Marché commun

La Camargue

Carte de pollution des eaux superficielles de Languedoc-  
Roussillon par les détergents anioniques

A new and exact map of the Dominions of the King of Great  
Britain on ye continent of North America

一般动力学（动力学、振动与控制）最新进展

*Editorial comment:* Title appears as:

一般动力学[振动与控制、动力学]最新进展.

*Exceptionally*, a very lengthy title proper may be abridged in the middle or at the end, if this can be done without changing the meaning of the title, without loss of essential information and without introducing incorrect grammar. In abridging a title proper, none of the first five words (the first six words if the first word is an article) is omitted. Omissions are indicated by the mark of omission.

### For older monographic resources:

Information pertaining to the title and appearing on the preferred source of information before the title by which the work is commonly identified is included without inversion in the title proper in the description even when the typography indicates the subsidiary nature of such information.

#### *Examples*

Quę contineant duodecim ęneidos libri ... P  
Virgilij Maronis

Hereafter foloweth a litel boke called Colyn  
Cloute

Pious invocations, devices, announcements (including epigrams and dedications) are not included unless they constitute the only title or appear to be part of the title proper by typography or sense.

#### *Example*

Haubtschluessel der teutschen vnd  
italiaenischen Sprache

*Editorial comment:* The title is preceded by the invocation A.M.A.D.

**For continuing resources:**

Obvious typographical errors are corrected when transcribing the title proper, and the title as it appears on the preferred source of information of the basis of description of the continuing resource is given in area 7. In case of doubt whether the spelling of a word or words is correct, the spelling is transcribed as found.

*Examples*

Housing starts

*Note:* Title appears on vol. 1, no. 1 as

Housing sarts

*but*

Lakeland libarian [sic]

*Editorial comment:* Title appears as Lakeland lib\*arian.

If the title includes a date, name, number, etc., that varies from issue or part to issue or part, or from iteration to iteration, this date, name, number, etc., is omitted. This omission is indicated by the mark of omission, except when it occurs at the beginning of the title.

*Examples*

Report on the ... Conference on Development  
Objectives and Strategy

La sidérurgie française en ...

IFLA CD ...

*Editorial comment:* On disc label: IFLA CD 2001.

Frommer's Washington, D.C., on \$ ... a day

*Editorial comment:* On the title page: Frommer's  
Washington, D.C., on \$35 a day.

The annual report of Governor ...

*Editorial comment:* On the title page: The annual  
report of Governor Rhodes. The name of the  
governor changes with each specific term of  
office.

Tagungsbericht der Österreichischen  
Gesellschaft für Gefäßschirurgie

*Editorial comment:* On the title page: 2.  
Tagungsbericht der Österreichischen Gesellschaft  
für Gefäßschirurgie.

**For serials:**

If the title proper includes any statement that mentions an earlier title, title absorbed, etc., that may or may not be grammatically linked to the rest of the title, such a statement is not transcribed as part of the title. The mark of omission is not given. Relationships with other resources are given in area 7 (see 7.2.4).

*Examples*

The serpentine muse  
*not* The serpentine muse, incorporating the  
 ASH newsletter

*Note:* Absorbed: The ASH newsletter

International gas report  
*not* International gas report, including World  
 gas report

*Note:* Absorbed: World gas report

**1.1.5.2 Resources without a collective title**

When the resource comprises two or more works without a collective title, the titles of the individual works are given in the order indicated by the typography of titles on the preferred source or sources of information or, if there is no typographical distinction, the sequence of titles on the preferred source or sources of information. Edition statements associated with individual titles are transcribed with the titles. A linking word or phrase between the titles of the works by the same author as given on the preferred source of information is retained. (For works by different authors, see 1.4.5.11.2.)

When the number of individual works is very large, the first three titles may be given, followed by the mark of omission. The complete contents may be given in area 7.

*Examples*

The double-dealer ; Love for love ; The way of the world ;  
 The mourning bride

Flash and filigree ; and, The magic Christian

La petite hutte ; suivi de, Lorsque l'enfant paraît

Romeo and Juliet overture ; and, Capriccio italien

Infancy ; Childhood

Electronic writing ; Functional grammar ; Verbal communication ...

初吻 ; 绿化树 ; 男人的一半是女人

#### **For older monographic resources:**

The titles of the individual works are given in the order indicated by the sequence of titles on the title page. When works additional to those named on the title page appear in the resource, the titles of such works are recorded in area 7.

#### *Examples*

The floures of philosophie ; with The pleasures of poetrie annexed vnto them ...

The serving-man become a queen. Jockey of the green. The lass of Richmond Hill

The humble petition of a beautiful young lady.  
The Rvnd. Dr B=rk---y's answer to the young ladies petition

### **1.1.5.3 Common title and dependent title**

#### **1.1.5.3.1 Dependent titles as part of the title proper**

If a title proper consists of a common title and a dependent title, the first element transcribed is the common title, which is followed by a dependent title designation, or a dependent title, or both. The dependent title is linked directly to its common title. A dependent title appearing on the resource but not on the preferred source of information is given in square brackets.

#### *Examples*

Acta biologica. Protozoa

Études et documents. Série C

Journal of polymer sciences. Part A, General paper

Analele Universităţii Bucureşti. Seria ştiinţe sociale. Estetică

Pubblicazioni dell'Università cattolica del Sacro Cuore.  
Contributi. Serie 3a, Varia

Dansk periodicafortegnelse. Supplement

La lettre du maire. Textes et documents

The Baker Street journal. Christmas annual

Collection Armand Colin. Section de philosophie  
 Studia religiosa Helvetica. Series altera  
 Les sources inédites de l'histoire du Maroc de 1530 à 1845.  
 Première série, Dynastie Saadienne  
 Encyclopedia of archaeology. Part 2, History and  
 discoveries

#### 1.1.5.3.2 Series designation as part of the numbering

For serials, any number or other information relating to a chronological designation is not transcribed as a dependent title but is given in area 3 (see 3.3.7).

##### *Example*

Nuovo archivio veneto  
*In area 3:* Ser. 2, v. 1 (1891)-ser. 2, v. 20 (1900) ; ser. 3, v. 1  
 (1901)-ser. 3, v. 42 (1921)

*Editorial comment:* Title not transcribed as Nuovo archivio veneto. Ser. 2, or Nuovo archivio Veneto. Ser. 3

#### 1.1.5.4 Displayed text without a title

When the resource has a displayed text but no title (as in the case of some broadsheets, some posters, wallcharts, etc.), the text is transcribed either in full or in an abridged form as the title proper.

Omission of complete phrases or sentences is not indicated; abridgement of phrases, sentences, or words is indicated by the mark of omission.

The order of statements in the transcription is determined by reference to the typography and the layout of the statements on the resource. Important parts of the content of the text, such as the names of products or organizations and the names, places and dates of events, are retained.

Additional information on these or any other aspect of the content may be given in area 7.

Punctuation is at the discretion of the cataloguing agency, except that combinations of symbols and spacing that have a special function in ISBD descriptions are to be avoided.

##### *Examples*

Emprunt national 1920 – Souscrivez – Banque de Paris et  
 des Pays-Bas

Tales of wonder, no. 3 – The horror in the telescope, by  
Edmond Hamilton

*Note:* Transcription of text from enlarged reproduction of  
magazine cover

'Comment trouvez-vous ce petit vin-là ...'

*Note:* Caption title abridged

Court cases 1969 ... by counties in southeastern  
Connecticut

I am a jolly huntsman| My voice is shrill and clear

*Note:* The title is taken from the opening lines of the poem

**For older monographic resources:**

Omission or abridgement is indicated by the mark of  
omission. The order of statements in the transcription is  
determined by the sequence of information on the resource.

**1.1.6 Changes in the title proper**

Changes in the title proper may involve making a new description or a note  
(see A.2.6, 7.1.1.4).





## 1.2 Parallel title

**1.2.1** A parallel title consists of a title in another language or script than the title proper and presented as an equivalent of the title proper on the preferred source or sources of information. A title in another language that is linguistically linked to another part of the description is not treated as a parallel title.

A resource may have one or more parallel titles.

A parallel title can take the same various forms as the title proper (see 1.1.3).

**1.2.2** If there are titles in more than one language and/or script on the preferred source of information, each title not chosen as title proper (see 1.1.4.1.2, 1.1.4.2) may be transcribed as a parallel title. Parallel titles are included if they are necessary for identification or otherwise considered important to users of the catalogue.

### *Examples*

Album for the young = Album für die Jugend

Herfra til evigheden = From here to eternity

Beyond horizons = Allende los horizontes

세계를 간다 = Video world tour guide

**1.2.3** For tête-bêche or back-to-back printed textual resources where text and title pages in two different languages or scripts are presented on separate pages with equal status (see 1.1.4.2.2), the title not chosen as title proper is given as a parallel title. The source of the title proper is given in area 7.

**1.2.4** The original title in a language other than that of the title proper appearing on the preferred source of information and not linguistically linked to other descriptive elements (for example, as an alternative title (see 1.1.3.4); as part of other title information (see 1.3.1); as part of a statement of responsibility (see 1.4.3.4); or as part of an edition statement (see area 2)) may be treated as a parallel title.

### *Examples*

Loser wins = Les séquestrés d'Altona

Tétralogie = Der Ring des Nibelungen

Alexandri Aphrodisiensis in Sophisticos Aristotelis elenchos  
commentaria = Αλεξάνδρου Αφροδισίεως άποσημειόσεις  
εις τους σοφιστικους έλέγχους

The original title in a language other than that of the title proper that does not appear on the preferred source of information may be given in area 7 (see 7.2.4.1).

For an original title in the language of the title proper, see 1.3.1.

## 1.2.5 Transcription

**1.2.5.1** If a parallel title is given, it is transcribed exactly as to wording, but not necessarily as to capitalization and punctuation. If a statement of responsibility, a statement of other title information, or a statement relating to the publication, production, distribution, etc., area can be linguistically linked to a parallel title, it is transcribed as part of the parallel title.

### *Examples*

Breathless = À bout de souffle

Pièces de clavecin = The complete harpsichord suites

French colonies in America = Colonies françaises  
d'Amérique

History of the French language = Histoire de la langue  
française

*Exceptionally*, a parallel title may be abridged. Omissions are indicated by the mark of omission. The instructions in 1.1.5.1 are followed with regard to abridging lengthy parallel titles, omitting dates, numbers, etc., and the transcription of obvious typographical errors.

**1.2.5.2** If the preferred source of information bears more than one parallel title, these titles, if given, are transcribed in the order indicated by the typography of statements or, if there is no typographical distinction, by the sequence of statements.

### *Examples*

Majaladda xeerka = Majallat al-qānūn = Law quarterly review

Swiss financial year book = Schweizerisches Finanz-Jahrbuch  
= Annuaire financier suisse = Annuario finanziario svizzero

Le nozze di Figaro = Die Hochzeit des Figaro = The  
marriage of Figaro

Composizioni per liuto = Lute compositions = Lautenstücke

Quattro concerti per l'organo ed altri stromenti = Vier  
Orgelkonzerte = Four organ concertos = Quatre  
concertos pour orgue

Snow White and Red Rose = Blancanieves y Rosaraja =  
Schneewittchen und Rosenroth

#### **For older monographic resources:**

If the preferred source of information bears more than one parallel title, these titles, if given, are transcribed in the order indicated by the sequence of information. Any other information pertaining to the title and statement of responsibility area, between a title proper and a parallel title, or between parallel titles, is transcribed in the order indicated by the sequence of information on the source of information and is preceded by the appropriate prescribed punctuation.

#### *Example*

Joh. Amos Comenii Orbis sensualium pictus  
trilinguis, hoc est Omnium fundament-  
alium in mundo rerum & in vita actionum  
pictura et nomenclatura Latina,  
Germanica & Hungarica : cum titulorum  
juxta atq[ue] vocabulorum indice = Die  
sichtbare Welt in dreyen Sprachen, Das  
ist Aller vornehmsten Welt-Dinge und  
Lebens-Verrichtungen Vorbildung und  
lateinische, deutsche und vngarische  
Benamung : sampt einem Tittel- und  
Wörter-Register = A' Látható világ  
háromféle nyelven, az-az Minden  
derekassab ez világon lévő dolgoknak és  
az életben való cselekedeteknek le-  
ábrázolása és Deák, Német és Magyar  
megnevezése : A' fellyül való írásoknak és  
szóknak laystromával

**1.2.5.3** Parallel titles appearing on sources of information not selected as a preferred source of information may be given in square brackets in area 1 or may be given in area 7. Parallel titles appearing elsewhere on the resource may only be given in area 7.

#### **1.2.5.4 Resources without a collective title**

When the resource comprises two or more works without a collective title (see 1.1.5.2), and when any of the individual works has a parallel title or titles, any parallel title that is given is given following the title to which it applies.

*Examples*

The enticing products of France = Les produits séduisants de la France ; Grape harvesting in Languedoc = La vendange en Languedoc

Du er ikke alene = You are not alone ; Opname = In for treatment

Sur le mariage = Über die Ehe ; Lessing ; Freud et la pensée moderne = Freud in der modernen Geistesgeschichte ; Mon temps = Meine Zeit

De l'autre côté du miroir et de ce que Alice y trouva = Through the looking glass and what Alice found there ; La chasse au Snark = The hunting of the Snark

**For older monographic resources:**

When the resource comprises two or more works without a collective title, and when each or any of the individual works has a parallel title or titles, the parallel titles are given in the order indicated by the sequence of information on the resource.

When there is one preferred source of information applying to the whole resource, the parallel titles are given in the order indicated by the sequence of information. When there is no preferred source of information applying to the whole resource, but works contained in it have their own preferred sources of information that are used collectively as a single source of information, the parallel titles are given in the order indicated by the sequence of information on each preferred source of information.

*Example*

Ταδε ενεστιν εν τωδε τω βιβλιω. Λουκιανου.  
 Φιλοστράτου Είκόνες ; του αύτου  
 Ἡρωικά ; του αύτου Βίοι σοφιστων.  
 Φιλοστράτου Νεωτέρου Είκωνες  
 Καλλιστράτου Εκφάσεις = Qve hoc  
 volumine continentvr. Luciani Opera.  
 Icones Philostrati ; eiusdem Heroica ;  
 eiusdem Uitae sophistarum. Icones  
 Iunioris Philostrati. Descriptiones  
 Callistrati ...

Any other information pertaining to the title and statement of responsibility area that may intervene between a title of a work and its parallel title, or between parallel titles, if given,

is transcribed in the order indicated by the sequence of information on the preferred source of information and is preceded by the appropriate prescribed punctuation.

*Example*

Directio methodica processus iudicarii iuris  
 consuetudinarii inclyti Regni Hungariae /  
 per M. Joannem Kithonich de Koztanicza  
 ... = Rövid igazgatas a' nemes Magyar  
 Orszagnak es hozzá, tartozó Részeknek  
 szokott törvény folyasirol / mellyet deákbol  
 magyar nyelvre fordított Kaszoni Janos

### 1.2.5.5 Parallel common title and dependent title

If the title proper is made up of a common title and a dependent title or titles, any parallel common title and parallel dependent title that is given is transcribed following the common title and dependent title.

*Examples*

Godišen zbornik na Zemjodelsko-šumarskiot fakultet na  
 Univerzitetot vo Skopje. Zemjodelstvo = Annuaire de la  
 Faculté d'agriculture et de sylviculture de l'Université de  
 Skopje. Agriculture

Dansk periodicafortegnelse. Supplement = The Danish  
 national bibliography. Serials. Supplement

中国动物志. 昆虫纲. 第四十六卷, 膜翅目. 茧蜂科(四). 窄径茧  
 蜂亚科 = Fauna sinica. Insecta. Vol. 46, Hymenoptera.  
 Braconidae (IV). Agathidinae

### 1.2.5.6 Changes in the parallel title in continuing resources and multipart monographic resources

#### **For serials and multipart monographic resources:**

If a parallel title is added, omitted, or changed on subsequent issues or parts, a note of such changes is given in area 7 (see 7.1.3) if it is considered important to users of the catalogue.

#### **For integrating resources:**

If a parallel title is added, omitted, or changed on subsequent iterations, the description is changed to reflect the latest iteration and the earlier parallel titles are given in area 7 (see

7.1.3) if they are considered important to users of the catalogue.

### 1.3 Other title information

Other title information consists of a word or phrase, or a group of characters, appearing in conjunction with and subordinate to the title proper, a parallel title or titles of individual works contained in the resource. Other title information can include variant titles appearing on the same source as the title proper.

#### *Examples*

Basse vallée de l'Aude, exploitation des aquifères, risques de pollution : situation en 1972

Edgar Degas : pastels, lavis, gouaches, esquisses

Les plaideurs : comédie

Bilder einer Ausstellung : zehn Stücke für Klavier

Klavierkonzert in A, KV 414 : Ausgabe für Klavier, 2 Violinen, Viola und Violoncello

WWW.hr : Croatian homepage since 1994

Le Louvre : peintures & palais

Léonard de Vinci : géant de la Renaissance

Dynamics of a molecule in a cage : CH<sub>4</sub> in NaA Zeolite

Abbado in Berlin : the first year

Almageste : voyage céleste sur ordinateur

Sibilla Frigia : vidi leccelso idio che fragellare

アジア語楽紀行 : 旅するタイ語

느낌여행 오지체험 : 삼척 내미로 마을

**1.3.1** Variant titles (other than parallel titles) not selected as title proper but found on the same source as the title proper, including the original title in the language of the title proper, are treated as other title information. Variant titles appearing elsewhere on the resource may be given in area 7 (see 7.1.1.2).

#### *Examples*

Die Sage von den Nibelungen : Nibelungenlied

Voyage to Venus : Perelandra

The devils : The possessed

Concerto op. 7,7 : Konzert A-Dur für Streichorchester

Sinfonie Nr. 3 : Eroica

第三交响曲：英雄

*but*

Barbara

*Note:* Sleeve title: Barbara, l'aigle noir

**1.3.2** A statement of other title information can include a statement of responsibility, the name of a publisher, or details relating to other descriptive elements (e.g. an edition statement) when such a statement is linguistically an integral part of the other title information.

Any information appearing as other title information that includes one of the mandatory elements (e.g. a statement of responsibility) is included either as other title information or elsewhere in the description. Additional other title information is included if it is necessary for identification or otherwise considered important to users of the catalogue.

*Examples*

In search of light : the broadcasts of Edward R. Murrow,  
1938–1961

The psychology of second language learning : papers from  
the Second International Conference of Applied  
Linguistics, Cambridge, 8–12 September 1969

Heil Harris! : a novel based on the television series "The  
Avengers"

Le encicliche sociali di Leone XIII e Pio XI : testo latino e  
traduzione italiana della "Rerum novarum" e della  
"Quadragesimo anno" con riferimenti ad altri documenti  
pontifici

The greenwood tree : newsletter of the Somerset and Dorset  
Family History Society

Esquisse géologique de la Thakkola, Népal central :  
missions géologiques du C.N.R.S.

Black holes : Sidney Owen's space games

21世纪的信息资源编目：  
第一届全国文献编目工作研讨会论文集



### 1.3.3 Special cases of other title information

#### 1.3.3.1 Initialisms and acronyms

If a title proper consists of an initialism or an acronym and an expanded form appears on the preferred source of information, the expanded form is treated as other title information.

*Examples*

ISBD(CM) : international standard bibliographic description  
for cartographic materials

SPSS : statistical package for the social sciences

When the expanded form is treated as the title proper (see 1.1.3.3, 1.1.4.1.1), the initialism or the acronym present on the preferred source of information is treated as other title information.

*Example*

Cahiers de l'Institut de linguistique de Louvain : CILL

When the title proper consists of or includes an initialism or an acronym (see also 1.1.3.3), and an expanded form is available from a source other than the preferred source of information, the expanded form is not treated as other title information, but it may be given in area 7 (see 7.1.1.3).

#### 1.3.3.2 Incomplete or ambiguous titles

When the title is incomplete or ambiguous it may be completed by additional information supplied from the content of the resource. This addition, enclosed in square brackets, is treated as other title information.

*Examples*

Kauheat karnevaalit : [opiskelijaliike Tampereen  
Yliopistossa]

I våra hus : [dikter]

Vegetation : [in Botswana]

Département de l'Yonne : [carte routière]

Florida : [tourist map]

Street map of Flagstaff, Arizona : [walking tours]

Société d'études de la province de Cambrai : [bulletin]

### 1.3.4 Transcription

**1.3.4.1** If a statement of other title information is given, it is transcribed following the title to which it applies.

**1.3.4.2** If a statement of other title information is given, it is transcribed exactly as to wording, but not necessarily as to capitalization or punctuation. *Exceptionally*, other title information may be abridged. When abridging other title information, none of the first five words (the first six words if the first word is an article) is omitted. Omissions are indicated by the mark of omission.

#### **For continuing resources:**

For continuing resources other than updating looseleaves, other title information is omitted from the description unless it is considered important to users of the catalogue, or it may be abridged. If omitted from the description, other title information may be given in area 7.

The instructions in 1.1.5.1 are followed with regard to abridging lengthy other title information, omitting dates, numbers, etc., and transcribing obvious typographical errors.

#### **For updating looseleaves:**

Other title information is included if it is necessary for identification or otherwise considered important to users of the catalogue. Other title information consisting solely of words relating to the currency of the contents is not included.

**1.3.4.3** A statement of other title information appearing on the preferred source of information before the title proper may be transcribed following the title proper when this is linguistically or otherwise possible. When this is not possible, the statement may be given in area 7.

#### *Examples*

Tam-Tam : aus dem Repertoire von Nico Palermo  
*Editorial comment:* "Aus dem Repertoire von Nico Palermo" appears at the head of the title page.

#### **For older monographic resources:**

Other title information appearing on the preferred source of information before the title proper is transcribed before the title proper.

**1.3.4.4** When a preferred source of information bears more than one statement constituting other title information, these statements, if given, are transcribed in the order indicated by the typography of statements or, if there is no typographical distinction, the sequence of statements.

*Examples*

Spirit of an age : New Zealand in the seventies : essays in honour of W.B. Sutch

Distribution of principal kinds of soils : orders, suborders and great groups : National Soil Survey classification of 1967

Animal stories : dramatized readings : a recorded anthology

The Hammons family : a study of a West Virginia family's traditions : from the Archive of Folk Song

Offshore oil drilling : data analysis : from Neel Oil Research Council

联邦调查局档案 : FBI : 帝国之中的帝国  
霸权之上的霸权

オールド・ファッション : 普通の会話 : 東京ステーションホテルにて

천국의 계단 : 그리고 다시는 울지 않았다 :  
최인호장편소설

**For older monographic resources:**

If a statement of other title information is given, it is transcribed in the order indicated by the sequence of information on the preferred source of information. This may result in an alternative title or details of appendices or other supplementary matter being given as other title information.

*Example*

A Christian funeral : a brief essay on that case, what should be the behaviour of a Christian at a funeral? : or, some directions how to regulate a funeral by the rules of religion

**1.3.4.5 Resources without a collective title**

**1.3.4.5.1** When a resource has no collective title (see 1.1.5.2), and when there are statements of other title information relating to one or more of the

titles of individual works present, these statements, if given, are transcribed following the titles to which they apply.

*Examples*

Youth : a narrative ; Heart of darkness ; The end of the tether

Le chevalier du guet : chanson folklorique française ; Qui frappe ici? : Louisiane

Leonardo da Vinci : a pictorial biography ; The Medici : power and patronage in Renaissance Florence

Special effects : morphing and warping ; 3-D modeling : generic primitives and other basic tools

Some effects of geographical factors in combat simulations : presentation / Zvonimir Bratun. Model Horus as a training method in Slovenian Armed Forces : presentation ; Model Horus as a training method in Slovenian Army / Dušan Marincic

Meditation : op. 90 ; Klänge der Stille : op. 91

Dixit Dominus : RV594 ; Stabat mater : RV621 ; Gloria in D major : RV588 ...

**For older monographic resources:**

Statements of other title information, if given, are transcribed in the order indicated by the sequence of information on the preferred source of information. This applies even if the other title information relates to more than one work.

*Examples*

Les Akanças : prologue mélo-dramatique, en un acte et en prose ; suivi des Espagnols dans la Floride : pantomime en trois actes et à spectacle

Vortigern : an historical tragedy, in five acts ... ; and Henry the Second : an historical drama

**1.3.4.5.2** A statement on the preferred source of information constituting other title information and relating to more than one work by the same author, composer, etc., if given, is transcribed following the titles of the works to which it applies. For notated music and sound recordings, if the statement would normally be part of the title proper (see 1.1.3.5), it is given as other title

information. Otherwise, for example, if the works by one author, composer, etc., are not consecutive, the statement may be given in area 7.

If the relationship between the statement constituting other title information and the titles of the individual works is not clear, brief explanatory words may be added enclosed in square brackets. *Alternatively*, the statement of other title information may be given in area 7.

*Examples*

Endstation Sehnsucht ; Die Glasmengerie : zwei  
Theaterstücke

Eight variations in G major, K. 24 ; Seven variations in D  
major, K. 25 : for piano

Lied auf dem Dach ; Tafelmusik ; Ausklang : für großes  
Orchester

Pow! ; Zap it : two adventure games

Die grosse Liebe ; Wie sie starben : [beide umfassen]  
Dichter- und Frauen-Porträts

**1.3.4.5.3** A statement on the preferred source of information constituting other title information and relating to all the works in a resource, although they are by different authors, composers, etc., may be given in area 7.

**1.3.4.6 Common title and dependent title**

When the title proper consists of a common and a dependent title (see 1.1.5.3), a statement of other title information relating to the dependent title, if given, is given following the dependent title. Statements of other title information relating to the common title may be given in area 6 or area 7.

*Examples*

Stock selection. Portfolios : money management

Jigsaw puzzles. Children's art : a decade of examples  
*Editorial comment:* Other title information relating to common  
title: A visual survey

Bibliographie de la France. Biblio. 1ère partie, Bibliographie  
officielle : publications reçues par le Service du dépôt  
légal  
*Editorial comment:* Other title information relating to common  
title: Journal officiel du livre français paraissant tous les mercredis

Periodica polytechnica. Transportation engineering  
*Editorial comment:* Other title information relating to common  
title: Contributions to international technical sciences published  
by the Technical University of Budapest

Publications of the Institute. Historical studies. Series III,  
Renaissance Europe : texts and commentaries

**For older monographic resources:**

When the title proper consists of a common title and a dependent title (see 1.1.5.3), individual statements of other title information, if given, are given in the order indicated by the sequence of information on the preferred source of information.

**1.3.4.7 Parallel title and parallel other title information**

**1.3.4.7.1** When a preferred source of information bears one or more parallel titles and other title information in more than one language and/or script, each statement of other title information, if given, follows the title to which it is linguistically related.

Statements of other title information that are not transcribed in area 1 may be given in area 7 (see 7.1.3).

*Examples*

On tour : 10 British jewellers in Germany and Australia = Auf  
Tournee : zehn britische Goldschmiede in Deutschland  
und Australien

12 millions d'immigrés : feuille de lutte des travailleurs  
immigrés en Europe = 12 milhões de imigrados : folha  
de luta dos operários imigrados na Europa

Security : information and administrative management =  
Sécurité : gestion de l'information et gestion  
administrative

Kleine Meditationen : für Streichtrio und Harfe = Short  
meditations : for string trio and harp

Klavier-Quintett : Forellen-Quintett = Piano quintet : trout  
quintet = Quintette avec piano : quintette "La truite"

Apocalypse de Jean : lecture = Apocalyps [sic] of John : a  
reading

Vienna : hotel and tourist guide = Wien : Hotel- und  
Reiseführer

La Birmanie : images du bouddhisme vivant = Burma :  
images of living Buddhism

Les manuscrits datés : premier bilan et perspectives :  
Neuchâtel, 1983 = Die datierten Handschriften : erste  
Bilanz und Perspektiven : Neuenburg, 1983

Mein erster Sor : Sammlung leichter Gitarrensoli = My first  
Sor : selection of easy guitar-solos = Il mio primo Sor :  
raccolta di facili assoli per chitarra

挑战黑客 : 网络安全的最终解决方案 = Hacker proof :  
the ultimate guide to network security

**For older monographic resources:**

Each statement of other title information, if given, follows the order indicated by the sequence of information on the preferred source of information.

*Example*

La Didone abbandonata : dramma per musica  
da recitarsi in St. Pieterburgo nel giorno  
[blank space] febraro 1766. nel Imperial  
teatro per commando di Sua Maestà  
Imperiale Catarina II. / La musica è del  
rinomato signor Baldassara Galuppi,  
direttore della Musica, e Maestro di  
Cappella di Sua Maestà Imperiale, e della  
Ducal Cappella di San Marco in Venezia =  
Didon abandonnée : dramma en musique  
qui doit etre représenté sur le Theatre  
impériale de St. Petersbourg le [blank  
space] fevrier 1766. par ordre de Sa  
Majesté Impériale Catherine II.

**1.3.4.7.2** When a preferred source of information bears one or more parallel titles, but the statement of other title information is in only one language and/or script, the other title information, if given, is given after the last parallel title transcribed.

*Examples*

Brecht heute = Brecht today : Jahrbuch der Internationalen  
Brecht-Gesellschaft

Le rossignol = The nightingale = Die Nachtigall : conte  
lyrique en trois actes

Priče iz davnine = Tales of long ago = Märchen aus  
Urväterzeiten : izbor

Veliki česko-hrvatski rječnik = Česko-chorvatský slovník : za  
praktičnu i školsku upotrebu

Carmina Burana = カルミナ・ブラーナ : cantiones  
profanae

신용춘의 국악세계 = Korean traditional music world of  
Shen Long-chun : 통소 단소 연주곡

**1.3.4.7.3** When a parallel title combines in itself the contents of both the title proper and other title information, the other title information in the language of the title proper, if given, is transcribed following the title proper and before the parallel title

*Examples*

Verbände und Gesellschaften der Wissenschaft : ein  
internationales Verzeichnis = World guide to scientific  
associations

Année 1812 : ouverture = 1812 overture

Romeo i Julija : ljubavna priča = Romeo and Juliet's love  
story

**For older monographic resources:**

The other title information is given in the order indicated by the sequence of information on the preferred source of information.

**1.3.4.7.4** When there is no parallel title, but statements of other title information appear on the preferred source of information in more than one language and/or script, the statement in the language and/or script of the title proper may be given. When this criterion does not apply, the first statement appearing on the preferred source of information may be given. The other statements may also be given.

*Examples*

Jugoslavija : hotel and tourist guide = Hotel- und  
Reiseführer

L'Europe laitière : annuaire international des produits  
laitiers = internationales Jahrbuch der Milchprodukte =  
international directory of dairy products

Nunc dimittis : Graduale für vier Stimmen, zwei Violinen,  
zwei Hörner und Basso continuo = graduale for four  
voices, two violins, two horns and basso continuo

Astérix : calendar = calendrier = Kalender = calendario

**For notated music resources:**

When the title consists of a generic term for type of composition (see 1.1.3.1) and there is no parallel title, and



statements about key, numbering, date of composition, and medium of performance appear on the preferred source of information in more than one language and/or script, the statement in the language and/or script of the generic term is given as part of the title proper, following the term for type of composition. When this criterion does not apply, the first statement appearing on the preferred source of information is given. The other statements may also be given.

*Examples*

Adagio et allegro molto, cor, trombone et  
orchestre = horn, trombone, and orchestra  
= Horn, Posaune und Orchester

Sonate für Violine und Klavier in h = for violin  
and piano in b

**1.3.4.8** A statement of other title information appearing on the resource, but not on the preferred source of information, is given following the title proper or parallel title to which it applies, enclosed in square brackets, if it is necessary for identification or otherwise considered important to users of the catalogue. Otherwise, such a statement may be given in area 7 (see 7.1.3).

*Example*

Civitas : [Monatsschrift des Schweizerischen  
Studentenvereins = revue mensuelle de la Société des  
étudiants suisses = rivista mensile della Società degli  
studenti svizzeri]

**1.3.4.9 Changes in other title information in continuing resources and multipart monographic resources**

**For serials and multipart monographic resources:**

If other title information has been recorded in the title and statement of responsibility area and that information changes on subsequent issues or parts, any variation is specified in area 7 if it is considered important to users of the catalogue. *Alternatively*, a note that the other title information varies may be given, or the change may be ignored.

**For integrating resources:**

If the other title information is recorded in the title and statement of responsibility area and that information changes on later iterations, the description is changed and a note is

made of the change if it is considered important to users of the catalogue (see 7.1.3).

## 1.4 Statement of responsibility

### *Mandatory if available*

A statement of responsibility consists of one or more names, phrases, or groups of characters relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation or realisation of the intellectual or artistic content of a work contained in the resource described.

**1.4.1.** Only statements naming persons and/or bodies with principal responsibility are required. Subsequent statements of responsibility are included if they are necessary for identification or otherwise considered important to users of the catalogue.

A statement of responsibility is not constructed when there is no such statement on the resource.

**1.4.2** A statement of responsibility can relate to such entities as:

- writers, composers, performers, graphic artists, choreographers, arrangers, cartographers, programmers, principal investigators, animators, etc., whose work is embodied in the resource, whether directly (e.g. author of text, editor, compiler, translator, illustrator, engraver, cartographer, composer, arranger, choreographer), or indirectly (e.g. author of the novel on which a film script is based, author of the work on which the software is based, adapters of an already existing work), whether in the same medium as the original or in another;
- collectors of various data, persons responsible for the direction of a performed work; organizations, or individuals or corporate bodies sponsoring the work of any of the above (with intellectual and not merely financial sponsorship), producers of a popular music recording;
- production companies and individuals such as producers, directors, or others having some degree of overall responsibility for a work; individuals who have specific responsibilities when in the context of a particular film, or particular type of film, they have a major creative role (e.g. cinematographers, writers of screenplays or animators of animated films);
- developers and designers, whose work involves the creation of the content of a resource or its realisation (e.g. game designer); entities having specific responsibilities in the context of a particular resource or particular type of resource (e.g. project directors of survey data, video director).

In principle such responsibility is vested not only in individuals or corporate bodies having a significant role in the creation, production or realisation of the

work, but also in those whose role is comparatively minor (e.g. historical consultants) but who are nevertheless named on the preferred source of information. Statements relating to individuals or corporate bodies judged to have a minor role may be given in area 7 (see 7.1.4).

### 1.4.3 Forms of the statement of responsibility

**1.4.3.1** A statement of responsibility can consist of one or more names of persons or corporate bodies, with or without a linking word or short phrase indicative of the role of the person or corporate body (see also 1.4.3.5).

#### *Examples*

- / Institut géographique national
- / réalisé et publié par les Éditions Grafocarte
- / edited by the Daily Express
- / by S. Hutchinson
- / dedicated by ... Grenville Collins
- / presented by ... Lewis Morris
- / John Milton
- / engraved by Jukes
- / levée en 1817 par M. Givry
- / surveyed and drawn by E.M. Woodford
- / reproduced by W.H. Barrell
- / dressée par Ernest Grangez
- / compiled by the Ministry of Housing and Local  
Government
- / 胡昌平著
- / 国家图书馆图书采选编目部编
- / 鈴木玲子著
- / 홍이집 지음

**1.4.3.2** A statement of responsibility can consist of a phrase without a name or designating an unnamed group when such a phrase describes an intellectual contribution or is otherwise significant.

*Examples*

- / by Pär Lagerkvist ; translated from the Swedish
- / Erich Kästner ; für den Gebrauch in dänischen Schulen vereinfacht
- / compiled and edited by the graduating class
- / extracted from a chart drawn in 1785 ; with introductory commentary by the composer
- / by Geoffrey Burgon ; text taken from the Chester mystery plays and mediaeval poems
- / by a group of teachers representative of primary grades
- / Dieter Kendrick ; with spoken commentary by various artists
- / by a team of programmers and teachers
- / Arden Wilson ; with graphics by the author
- / aus dem Englischen ins Teutsche übersetzt
- / 南京市玄武区业余作者集体创作

**1.4.3.3** A statement of responsibility can include a noun or noun phrase as well as a names or names when such a phrase is indicative of the role of the person or corporate body. Other nouns or noun phrases are normally treated as other title information (see 1.3).

*Examples*

- / selection and catalogue by Katherine Michaelson
- / the author John Milton
- / text by the Central Intelligence Agency ; maps by Rand McNally ; fruit symbols designed and drawn by Joseph A.W. Kisingbury ; surveys and sketches by J.B. Armstrong
- / d'après les travaux de M. Alfred Grandidier
- / piano accompaniments and notes by Claire Liddell
- / Text und Musik, John Lennon
- / research and text by Colin Barham
- / development and debugging, Philip Goldman

**1.4.3.4** A statement of responsibility can include details relating to other descriptive elements (e.g. original title, information about the edition of the

work translated) when such details are linguistically an integral part of the statement of responsibility.

*Examples*

- / extracted from the *Pensées* by H.F. Stewart
- / Carson McCullersová ; dramatizace Edward Albee ; z anglického originálu "The ballad of the sad café" přeložili Luba a Rudolf Pellarovi
- / translated from the second edition, authorized August 10, 1908, with an introduction and notes, by Andrew D. Osborn
- / reduced from the original plan of three inches to one mile and planned to a scale of one inch & half to one mile by Isaac Johnson in June 1800
- / selected and translated from *La divina commedia*, by J.G. Roman
- / adapted from *Alice in Wonderland*, by Wilford Hagers
- / traduit en vers latins, sur la troisième édition du texte français, par M l'Abbé Métivier
- / translated & empynted by me William Caxton ...

**1.4.3.5** A statement of responsibility can consist of the names of one or more corporate bodies acting as sponsors of a resource when the corporate bodies are named on the preferred source of information and the relationship between the sponsor and the resource is explicitly stated (or can be expressed by the addition of an appropriate word or short phrase). If the name of a sponsoring body forms an integral part of the publication, production, distribution, etc., statement (e.g. prefaced by a phrase such as *published for ...*), it is included in area 4.

*Examples*

- / presented by West Virginia University ; sponsors, Consolidated Gas Supply Corporation, West Virginia University College of Engineering, West Virginia Section of the American Ceramic Society
- / [sponsored by] Occidental Petroleum Corporation ; made by Sandler Institutional Films, Inc.
- / éditée spécialement par l'Institut géographique national pour le Touring Club de France
- / under the patronage of the Royal Scottish Geographical Society

**1.4.3.6** A statement that is not connected with responsibility for the intellectual or artistic content of the resource is not considered a statement of responsibility.

Statements such as mottoes, dedications, and statements of patronage or prizes (e.g. *Winner of the Tchaikovsky Award, 1971*) may be omitted or given in area 7 (see 7.1.4).

Information such as with *33 maps, with 32 parts, accompanying gramophone record, with accompanying reference manual* may be given in area 5.

For statements connected with such responsibility but present within the other title information, see 1.3.

**1.4.3.7** A statement of responsibility that is linguistically an integral part of other descriptive elements is transcribed as part of that element and is not repeated as a statement of responsibility (see 1.1.3.6, 1.3.2).

When the name of the responsible entity is explicitly repeated on the preferred source of information in a formal statement of responsibility, the name is transcribed as a statement of responsibility.

*Example*

The John Franklin Bardin omnibus / John Franklin Bardin

In addition, if the title proper includes only one part of the name of the issuing body and the other part of the name appears elsewhere on the preferred source of information, the latter is given as a statement of responsibility.

*Example*

Skrifter fra Nordisk institut / Odense universitet

**1.4.3.8** When the function of a corporate body whose name appears on the preferred source of information is not specified and cannot be determined from the resource being described or elsewhere, the name is not given as a statement of responsibility. The name is given instead in area 7 (see 7.1.4).

#### **1.4.4 One or more statements of responsibility**

**1.4.4.1** A single statement of responsibility occurs when the wording on the preferred source of information shows a single statement. More than one person or corporate body may be named in such a statement, as when they are represented as performing the same function or, although performing different functions, their names are linked by a conjunction.

*Examples*

/ edited by N.G.L. Hammond and H.H. Scullard

- / by Donald Elliott and illustrated by Clinton Arrowood
- / compiled and edited by Richard L. Coulton with the assistance of voluntary aid
- / par L. Meyère et J. Hansen
- / developed by Dale Kahn with Laurie Fenster
- / by William Whiston, M.A. sometime professor of the mathematicks in the University of Cambridg. and Humphrey Ditton, master of the new mathematick school in Christs's Hospital, London
  - Editorial comment:* degrees and statements of positions held included for older monographic resources (cf. 1.4.5.5).
- / the first by Leonard Lessius, the second by Lewis Cornaro, a noble Venetian: ...
- / first gathered and compiled in Latine by the right famous clerke Maister Erasmus of Roterodame, and now translated into Englyshe by Nicholas Udall
- / with additions by H.N. Ridley and the Rev. T.S. Lea
- / drawn in 1791 ... from the observations made by Fleurieu in 1769 and by Vincente Tofino in 1788

**1.4.4.2** More than one statement of responsibility occurs when the wording shows multiple statements, as when more than one person or corporate body is represented as performing different functions and the statements are not linked by a conjunction.

*Examples*

- / by Rudolf Steiner ; translated by W.B.
- / with preface by Walter Allen ; editor, James Vinson
- / Centre national coopératif agricole de traitement antiparasitaire ; directeur technique, Marcel Bonnefoi
- / by G. Robertson ; engraved by Morris
- / par N. de Fer ; A. Coquart sculpsit
- / by Michael Praetorius ; arranged for orchestra by N.J. Milner-Gulland
- / von Wolfgang Amadeus Mozart ; Klavierauszug, neu revidiert von Wilhelm Kienzl
- / written by Danny Shapiro ; ported to Motif by Philip Schneider



/ par M. Marmontel, de l'Academie Française ; mit deutschen Noten zum Schulgebrauch und Selbstunterricht herausgegeben

/ 汤显祖著 ; 汪榕培英译 ; 徐朔方笺校

/ チャールズ・パーチ, ジョン・B・プッコ著 ; 長野敬, 川口啓明訳

/ 쿨슨 리들 지음 ; 박영신 옮김

**1.4.4.3** The difference between the first and subsequent statements of responsibility is merely a matter of order. It does not imply that the first statement relates to the principal responsibility for a work.

**1.4.4.4** A statement of responsibility relating to appendices and other supplementary matter, if given, is treated as an additional statement of responsibility following the statement relating to the whole resource or to the main part of the resource, if there is one. If such a statement appears on the resource but not on the preferred source of information, it may be given in area 7 (see 7.1.4).

#### *Examples*

/ with an introduction by Scott Keltie

/ deur Annie Hofmeyr ; en'n geslagregister deur Joh. van der Bijl

/ by C.H.A. Armstrong ; with an appendix on the history and architecture of the fabric by E.R. Arthur

/ attributed to Thomas Cavendish the circumnavigator ; with descriptive text by F.C. Wieder

/ von Johann Christian Bach ; mit Kadenzen versehen von Li Stadelmann

#### **For older monographic resources:**

Details of appendices and other supplementary matter are transcribed in the order indicated by the sequence of information on the preferred source of information. Accordingly, such statements appearing before the statement of responsibility or where there is no separate statement of responsibility are treated as other title information (see 1.3.4.4), and those after a statement of responsibility are treated as subsequent statements of responsibility. When they are taken from elsewhere on the resource, such statements follow those statements of responsibility that relate to the whole resource or the main part of it, or those that relate to

the statement concerned. For titles of other works on a resource without a collective title, see 1.1.5.2.

*Examples*

- / by James Townley ; with a variety of German notes explanatory of the idioms ... alluded to by John Christian Hüttner
- / by the author of The conduct of the allies ; to which are added the said Barrier-Treaty, with the two separate articles ...
- / done into English from the French, with a new original preface upon the same subject, by W.J. ; to which are added, An essay upon Satyr, by Monsieur d'Acier and A treatise upon pastorals, by Monsieur Fontanelle

## **1.4.5 Transcription**

**1.4.5.1** A statement of responsibility is transcribed in the terms in which it appears on the resource.

*Examples*

- / di Leon Battista Alberti Fiorentino ...
- / written by himself
- / Dauide Edguardo Anglo authore
- / by one who is neither a knight, nor a member of the House of Commons
- / by \*\*\*\* ...
- / as surveyed in 1822 for the use of the justices in sessions, by W. Ravenshaw
- / dessiné et gravé par R. Hausermann
- / enregistrements de Roberte Hamayon
- / co-ordinated for the Voice of America by Tristram Coffin
- / Tatsuro Suzuki interviewed by Maya Koizumi
- / Modest Mussorgsky ; in der Instrumentation von Maurice Ravel
- / scriptwriter, Allan S. Mitchell ; consultants, Joan M. Clayton and Simon Randolph
- / Abraham Bosse ; d'après Jean de Saint-Igny

/ developed by TNF Software Arts ; graphics by Larry Blum  
/ principal investigators, T. Sheehan, H. Lovett  
/ researched and compiled by Art Gump  
/ 主办单位, 国家图书馆 ; 主编, 詹福瑞  
/ Honoré de Balzac  
/ Józef Lodowski  
/ Home Office  
/ Universidad de Salamanca  
/ Mozart  
/ British Library Bibliographic Services Division

**For updating looseleaves:**

Statements relating to persons who are editors of updating looseleaves are recorded as statements of responsibility if they are considered important to users of the catalogue.

*Example*

/ compiled and edited by Malcolm Evans and  
Martin Standord

**For sound recordings and moving images:**

Names of individual members of musical or other ensembles, when present on the preferred source of information, may be given in parentheses following the name of the ensemble. *Alternatively*, the names may be given in area 7 or omitted.

*Example*

/ Ravel ; Budapest String Quartet (J.  
Roismann and A. Schneider, violins ; B.  
Kroyt, viola ; M. Schneider, cello)

**For older monographic resources:**

Omissions may be made in lengthy statements, such omissions being indicated by the mark of omission.

*Example*

/ quam ... in florentissima electorali ad Albim universitate, praeside ... M. Augusto Pfeiffero, Lavvenburgo-Saxone, publico eruditorum examini exponit Martinus Bernhardi Gryphisbergâ Pomeranus, ad diem XXXI. Januar. Anno ... MDCLXIII. ...

**1.4.5.2** A statement of responsibility that appears not on the preferred source of information but elsewhere on the resource may be transcribed in area 1 enclosed in square brackets or it may be given in area 7 (see 7.1.4). The source of such a statement of responsibility may be given in area 7. A statement of responsibility taken from outside the resource may be given in area 7 (see 7.1.4) with, if appropriate, the source of such information.

*Examples*

/ [written and planned by Jennifer Vaughan]

*Note:* Author statement taken from title page verso

/ [Canadian Union of General Employees]

/ Johannes Brahms ; [englisches und deutsches Vorwort von Wilhelm Altmann]

/ [par feu M. l'Abbé de Bretteville]

*Note:* Statement of responsibility from the title page of tome 4

/ [紫式部著]

/ [한국어공학사편집부 편]

**For older monographic resources:**

Statements of responsibility taken from outside the resource are given in area 7, with the source of such information.

*Example*

Discours sur la creche de N. Seigneur. ...

*Note:* By Ezechieel Spanheim. Source: Holzmann & Bohatta. Deutsches Anonymenlexikon, Bd. 1, S. 409, Nr. 11863

**1.4.5.3** When the names of several persons or corporate bodies are represented in a single statement of responsibility (see 1.4.4.1), the number of names transcribed is at the discretion of the cataloguing agency. Multiple names transcribed may be separated by commas or connected by linking words, as appropriate. If linking words are supplied, they are enclosed in

square brackets. Omissions are indicated by the mark of omission and *et al.* (*et alii*) or its equivalent in another script, enclosed in square brackets.

*Examples*

- / by D.M. Chizhikov and V.P. Shchastlivyi
- / by Samuel Devend ... [et al.]
- / Dieter Ahlert, Klaus Peter Franz
- / [автори] Б. Конески, Х. Поленаковиќ ... [и др.]
- / National Park Service [and] Soil Conservation Service  
[and] Texas Agricultural Experiment Station
- / Centre d'expansion Bordeaux Sud-Ouest, Institut national  
de la statistique et des études économiques, Institut  
d'économie régionale du Sud-Ouest
- / herausgegeben von der Universität des Saarlandes und  
der Vereinigung der Freunde der Universität des  
Saarlandes
- / herausgegeben von Hans Fromm ... [et al.]
- / sculpsert E.S. Hamersveldt et S. Rogeri
- / Carla Joynes, Lizbeth Beame [for] Deckle & Murphy
- / par Arthur Honegger, Daniel Lesur, Roland Manuel,  
Germaine Tailleferre ... [et al.]
- / prepared by Albert Kreissinger, Ken Merrill [for] Alpha  
Unlimited
- / 李伟 ... [等]著

*Editorial comment:* Character after brackets means "by".

**For older monographic resources:**

Preferably all the names are transcribed.

**1.4.5.4** When the names of persons or bodies appear in a statement of responsibility in a less than full form, e.g. in the form of an acronym, the expanded form may be given in area 7 (see 7.1.4).

**1.4.5.5** Initials indicating membership of societies, academic degrees, etc., and statements of positions held and qualifications following a person's name are transcribed when the initials, etc., are necessary linguistically, or for identification of the person or in establishing a context for the person's activity. In all other cases initials, etc., are not considered part of the statement of responsibility and are omitted.

**1.4.5.6** A statement of responsibility that precedes the title proper on the preferred source of information is transcribed following the title proper and other title information unless it is linguistically linked to such information (see 1.4.3.7). The original position of the statement of responsibility may be stated in area 7.

*Example*

/ Silvio Belli Vicentino

*Note:* Author's name at head of title page

**For older monographic resources:**

The original position of the statement of responsibility is stated in area 7.

**1.4.5.7** A statement of responsibility that includes the name of a corporate body expressed in a hierarchical form is transcribed in the form and order given on the resource.

*Examples*

/ Bibliothèque nationale, Centre bibliographique national

/ Universidad Nacional Autónoma de México, Instituto de Investigaciones Históricas

/ Centre international de dialectologie générale près l'Université catholique de Louvain

/ U.S. Department of Agriculture Forest Service, South-Western Region

/ Air Ministry, Meteorological Office

/ Division of Child Psychiatry, Cambridge Hospital

/ 国立国会図書館書誌部編

/ 국립중앙도서관 자료기획과

**1.4.5.8** When the relationship between a statement of responsibility and a title is not clear, a linking word or short phrase may be added in the language and script of the title page, enclosed in square brackets in area 1, or an explanation concerning the statement of responsibility may be given in area 7.

*Examples*

/ [verse translation by] Robert Lowell

/ [choisis et présentés par] Gilbert Prouteau

/ [collected] by Angus Mackay

/ [gravée par] Ch. Lemas  
 / William Shakespeare ; [read by] Sir John Gielgud  
 / [edited by] John Finlayson  
 or  
 / John Finlayson  
*Note:* Edited by John Finlayson according to ...

**1.4.5.9** If more than one statement of responsibility is given, the order of these statements in the description is that indicated by the typography of the statements on the preferred source of information or, if there is no typographical distinction, their sequence on the preferred source of information without taking into account the extent or degree of responsibility implied by the various statements. When the statements are not taken from the preferred source of information, they should be given in a logical order, if such an order applies, and enclosed in square brackets.

When the preferred source of information is composite in character (as in the case of a multipart or multimedia resource having no unifying principal source), the statements of responsibility are given in a logical order. *Alternatively*, the separate parts of the resource may be described following the multilevel method (see Appendix A).

*Examples*

/ Rudolf Steiner ; [translated by Lady Maitland-Heriot] ;  
 [edited by H. Collison]  
 / Mihajlo Velimirovic ; illustrazioni di Branimir Ganovic ;  
 [traduzione in lingua italiana a cura di Mario Sintich] ;  
 [revisione scientifica a cura di Protogene Veronesi]  
 / by Suzanne Reynolds ; illustrated by the Studio Brambelli,  
 Milan  
 / edited by Michael Harloe ; sponsored by the International  
 Sociological Association Research Committee on the  
 Society of Regional and Urban Development  
 / by Michael Chisholm ; [for the] Social Science Research  
 Council  
 / Hermann Hesse ; translated from the German by Basil  
 Creighton ; [translation] revised by Walter Sorrell  
 / [Worte von] Juan Ramón Jiménez ; [Musik von] Mario  
 Castelnuovo-Tedesco  
 / Jacques Offenbach ; music adapted and arranged by  
 Ronald Hammer ; new book and lyrics by Phil Park

/ design, Roger Teppe ; programmer, Bob Chompsky ;  
graphics, Carol Mayer-Lenz

### **For older monographic resources:**

When there is more than one statement of responsibility, the statements are transcribed in the order indicated by the sequence of the information on the preferred source of information.

#### *Example*

/ by the late ingenious and learned Hollander,  
Lambert Hermanson ten Kate ; translated  
from the original French by James  
Christopher le Blon

When the statements are found in the resource but not on the preferred source of information, they are given in area 1 enclosed in square brackets, in the order indicated by the sequence of statements on the source of information used, or in a logical order, if such an order applies, when more than one other source of information is used. *Alternatively*, the information is given in area 7.

#### *Example*

A summarie and true discourse of Sir Frances  
Drakes VVest Indian voyage / [begun by  
captaine Bigges] ; [finished by his  
Lieutenant Maister Croftes] ; [edited by  
Thomas Cates]

*Note:* Statements of responsibility from  
Cates's preface

or

A summarie and true discourse of Sir Frances  
Drakes VVest Indian voyage

*Note:* "Begun by captaine Bigges ... the same  
being afterwards finished (as I thinke) by  
his lieutenant Maister Croftes, or some  
other, I knowe not well who". Edited by  
Thomas Cates. Statements of  
responsibility quoted from Cates's preface

When a respondent and praeses are given for an academic disputation, both the names and the words indicative of their function are treated as part of a single statement of responsibility (unless linguistically linked to the title proper or to other title information).



*Examples*

Discursus historico-theologicus de annis  
ministerii Christi / quem ... in incluta  
Universitate Altdorfina publico eruditorum  
examine subiiciunt praeses Isaacus  
Laurbecchius SS. theol. dd. & respondens  
Joh. Fridericus Kernius, Schleusinga-  
Hennebergicus. Ad diem 21. Mai. Anno  
o.r. M.DCC

*but*

Consensû Benevolo illustris & gratiosissimi  
Senatûs Medici in florentissima ad Salam  
Academia. Præsides ... Johanne Arnoldo  
Friderici, phil. & med. doct. anatom.  
chirurg. ac botan. p.p. famigeratissimo,  
medico provinciali Saxo-Altenburgico ...  
hanc dissertationem medicam de hydrope  
tympante publicæ artis cultorum  
ventilationi submittit ad diem [blank space]  
Martii, M.DC.LXXII. ... David Richter, Zittâ  
Lusatus. Autor

**For sound recordings and audiovisual resources:**

If there is more than one statement of responsibility, the statements should be arranged so that the different categories of responsibility are given in a logical order. For example, for sound recordings: composers of the music, including persons whose improvisatory roles are deemed part of the creative process; authors of the text; performers in the following order: soloists/actors/readers; chorus; director of the chorus; orchestra; director of the orchestra; director of a dramatic production; producer of a popular music recording.

**1.4.5.10 Parallel title and parallel statement of responsibility**

**1.4.5.10.1** When a preferred source of information bears one or more parallel titles and/or parallel statements of other title information, and also has statements of responsibility in more than one language and/or script, each statement of responsibility, if given, follows the title or other title information to which it is linguistically related.

*Examples*

- National accounts statistics, 1950–1968 / Organisation for Economic Cooperation and Development = Statistique des comptes nationaux, 1950–1968 / Organisation de coopération et de développement
- Carte minéralogique de l'Afrique / Organisation des Nations Unies pour l'éducation, la science et la culture [et] Association des services géologiques africains = Mineral map of Africa / United Nations Educational, Scientific and Cultural Organization [and] Association of African Geological Surveys
- Die Zauberflöte : für zwei Flöten oder Violinen / W.A. Mozart ; nach einer Ausgabe aus dem Jahr 1792 herausgegeben von Gerhard Braun = The magic flute : for two flutes or violins / W.A. Mozart ; from an edition of 1792 edited by Gerhard Braun
- Sowjetische Klaviermusik für die Jugend / herausgegeben von Nikolai Koptschewski = Soviet piano music for young people / edited by Nicolai Kopchevsky = Musique de piano soviétique pour la jeunesse / édité par Nicolas Kopchevski
- Familias norte-americanas : los De Stefano / colaborador de educación, Beryl L. Bailey = American families : the De Stefanos / educational collaborator, Beryl L. Bailey
- Swiss cycling journal : offizielles Organ / Schweiz. Radfahrer-Bund SRB = organe officiel / Fédération cycliste suisse = organe ufficiale / Federazione ciclistica svizzera
- Canadian urban sources : a survey / Canadian Council on Urban and Regional Research = Sources urbaines canadiennes : un aperçu / Conseil canadien de la recherche urbaine
- オーケストラの時の時 / 湯浅譲二 = Time of orchestral time / Joji Yuasa
- 미궁 / 황병기 연주 = The labyrinth / by Byungki Hwang

**For older monographic resources:**

The various titles and statements are transcribed in the order indicated by the sequence of information on the preferred source of information.

*Example*

Anatomia uteri humani gravidi tabulis  
 illustrata / auctore Gulielmo Hunter ...  
 Reginae Charlottae medico extraordinario,  
 in Academia Regali anatomiae  
 professore ... = The anatomy of the  
 human gravid uterus exhibited in figures /  
 by William Hunter ...

**1.4.5.10.2** When it is not possible to give an appropriate statement of responsibility after each title or other title information, the statements of responsibility, if given, are given together following the last parallel title or parallel other title information.

*Examples*

Printing at Gregynog : aspects of a great private press =  
 Argraffu yng Ngregynog : agweddau ar wasg breifat  
 fawr / Michael Hutchins ; translated by David Jenkins = y  
 cyfieithiad gan David Jenkins

8 capriccios : hegedüre, második hegedii kiséretével = für  
 Violine, mit Begleitung der zweiten Violine / Henryk  
 Wieniawski ; átnézte és ujjrenddel allátta = revidiert und  
 mit Fingersatz versehen von Jenő Hubay

**1.4.5.10.3** When a preferred source of information bears one or more parallel titles and/or parallel statements of other title information, but the statement of responsibility is in only one language and/or script, the statement of responsibility is given after the last parallel title or parallel other title information transcribed.

*Examples*

Bibliotecas = Libraries = Bibliothèques / Ernest Malaga

Bieler Jahrbuch = Annales biennoises / Herausgeber,  
 Bibliotheksverein Biel

Carte de tapis végétal de la région méditerranéenne =  
 Vegetation map of the Mediterranean region ... / by P.  
 Lalande ; F.A.O. [and] UNESCO

Mährische Volkspoesie in Liedern = Moravian folk poetry in  
 song = Chant sur des poésies populaires moraves /  
 Léoš Janáček

Svensk kyrkomusik = Schwedische Kirchenmusik =  
 Swedish church music / Vokal- und Instrumental-  
 ensemble der Rundfunkchor ; Leitung, Eric Ericson

Statistique des comptes nationaux, 1969–1985 = National accounts statistics, 1969–1985 / Organisation de coopération et de développement économiques

**For older monographic resources:**

The statement of responsibility is given after the title or statement of other title information with which it is associated.

*Examples*

Nouum Testamentum seu quattuor euangelioru[m] volumina lingua Hungarica donata / Gabriele Pannonio Pesthino interprete = Wij Testamentum magijar nijeluen

Cursus mathematicus, nova, breui, et clara methodo demonstratvs, per notas reales & vniuersales, citra vsum cuiuscunque idiomatis intellectu faciles = Cours mathématique, démontré d'une nouvelle, briefve, et claire methode, par notes reelles & vniuerselles, qui peuuent estre entenduës facilement sans l'vsage d'aucune langue / par Pierre Herigone, mathematicien

Frederici Ruischii ... Thesaurus animalium primus ... = Het eerste cabinet der dieren / van Frederik Ruysch

**1.4.5.10.4** When there is no parallel title, but statements of responsibility appear on the preferred source of information in more than one language and/or script, the statement in the language and/or script of the title proper is given. When this criterion does not apply, the statement indicated by the typography of the statements on the preferred source of information or, if there is no typographical distinction, the sequence on the preferred source of information is followed. The other statements may also be given.

*Examples*

Tin statistics / International Tin Council = Conseil international de l'étain = Consejo Internacional del Estaño

Bibliotheca Celtica : a register of publications relating to Wales and the Celtic peoples and languages / Llyfrgell Genedlaethol Cymru = The National Library of Wales

Bibliographica belgica / Commission belge de bibliographie = Belgische commissie voor bibliografie

Europa cantat VI : Leicester 1976 / au nom de la Fédération européenne des jeunes chorales édité par = im Auftrag der Europäischen Föderation Junger Chöre herausgegeben von = for the European Federation of Young Choirs edited by Willi Gohl

Madame Bovary / réalisateur, Jean Renoir ; d'après le roman de Flaubert = director, Jean Renoir ; after the novel by Flaubert

Directions in tin trade of selected North American countries : statistical survey / International Tin Council = Conseil international de l'étain

#### **For older monographic resources:**

All statements of responsibility are given following the title proper and any other title information.

### **1.4.5.11 Resources without a collective title**

**1.4.5.11.1** If a resource has no collective title (see 1.1.4.4, 1.1.5.2) and all the individual works have the same statement of responsibility, the statement of responsibility is given after all the titles, parallel titles and statements of other title information.

#### *Examples*

Baby doll : the script for the film ; Something unspoken ; Suddenly last summer / Tennessee Williams

Fréjus ; Le Var touristique / Provence Paris publicité

Daily mail motor road map of London and ten miles round ; Motor road map of south-east England / Edward Sandford

Fantaisie-Impromptu op. 66 ; Scherzo op. 31 / Chopin

3. Sinfonie : "Das Lied von der Nacht" : für Tenor Solo, gemischten Chor und Orchester op. 27 = 3rd symphony : "Song of the night" : for tenor solo, mixed chorus and orchestra op. 27 ; 4. Sinfonie-Concertante für Klavier and Orchester op. 60 = 4th symphony-concertante for piano and orchestra op. 60 / Karol Szymanowski

Duo Nr. 1 G-Dur, KV 423, für Violine und Viola ; Duo Nr. 2  
B-Dur, KV 424, für Violine und Viola / Wolfgang  
Amadeus Mozart ; Susanne Lautenbacher, violin ; Ulrich  
Koch, viola

A survey of spending on foreign language teaching ;  
Foreign language teaching resources / principal  
investigator, J.L. Pianko

Le Colonel Chabert ; suivi de Honorine ; et de  
L'interdiction / Balzac

**For older monographic resources:**

The statement of responsibility is given in the order indicated  
by the sequence of information on the preferred source of  
information.

**1.4.5.11.2** If the individual works have different statements of  
responsibility, each statement is given after the title, parallel title or statement  
of other title information to which it applies. A linking word or phrase between  
the titles of the works by different authors as given on the preferred source of  
information is retained. Edition statements associated with individual titles are  
transcribed with the titles. (For works by the same author, see 1.4.5.11.1.)

*Examples*

Teorija kredita : skripta / Milutin Ćirović. Teorija dopunskog  
kredita : skripta / Vjekoslav Meichsner

Crépuscule en montagne / S. Sohet-Boulnois. Carillon  
corse / Georges Lauro

The high school cadets = Kadettenmarsch / Musik, J.P.  
Sousa ; Bearbeitung, Franz Bummerl. Musik im Blut :  
Marsch / Musik und Bearbeitung, Hans Kolditz

Fantasy and fugue for orchestra and organ, op. 10 (1963) /  
Wallingford Riegger ; Polish National Radio Orchestra ;  
Jan Krenz, conductor. Synthesis for orchestra and  
electronic sound (1960) / Otto Luening ; Hessian  
Symphony Orchestra ; David Van Vactor, conductor.  
Nocturne (1958) / Colin McPhee ; Hessian Radio  
Symphony Orchestra ; David Van Vactor, conductor.  
Fantasia for organ (1929) / Otto Luening ; Ralph  
Kneeream, organist

Hybrid imaging : technology and graphic design / April  
Cubbitt. Art and the machine / Fran Chen. Space art /  
Jean-Louis Gero ; illustrator, Judy Randall

中华人民共和国国歌 / 田汉词 ; 聂耳曲. 国际歌 /  
欧仁·鲍迪埃词 ; 比尔·狄盖特曲

The authorship of Wuthering Heights / by Irene Cooper  
Willis. And The structure of Wuthering Heights / by  
C.P.S.

Le Western / textes rassemblés et présentés par Henri Agel,  
nouvelle édition. Évolution et renouveau du western,  
1962–1968 / par Jean A. Gili

An examination of Dr. Burnet's theory of the earth ... / by J.  
Keill, the second edition corrected ... . To the whole is  
annexed A dissertation on the different figures of the  
coelestial bodies, &c ... / by Mons. de Maupertuis

My very first prayer time book / by Mary Fletcher ;  
illustrations by Treyer Evans, revised edition. Now I lay  
me down to sleep / text and pictures by Rex Catto

### **For older monographic resources:**

When the individual works other than supplementary matter are not known to be by the same author, the titles, parallel titles, other title information, and statements of responsibility are recorded in the order indicated by the sequence of information on the preferred source of information.

#### *Examples*

Catonis disticha de Moribus. 2. Dicta insigni  
Septem Sapientum Graeciae. 3. Mimi  
Puliam, sive, Senecae Proverbia, Anglo-  
Latina. Cato item Grammaticae inter-  
pretatus Latinis & vernaculis vocibus pari  
ordine, sed diversis lineis alternatis. ... / A  
Carolo Hoolo, A. M. Privatae Scholae  
Grammaticae Institutore in Purificum  
viciculo apud Londinates.

*Editorial comment:* original punctuation and  
capitalization retained.

La fauconnerie / de F. Ian des Franchières ...  
recueillie des liures de M. Martino,  
Malopin, Michelin & Amé Cassian. Avec,  
Une autre Fauconnerie / de Guillaume  
Tardif ... Plus, La vollerie / de messire  
Artelouche d'Alagona ... D'avantage, un  
recueil de tous les oiseaux de proye,  
seruans a la fauconnerie & vollerie

**1.4.5.11.3** If the individual works have statements of responsibility relating to some but not all titles, each statement is given after the last of the titles to which it applies.

*Examples*

Godly contemplations for the unlearned, 1575 ; A letter of a  
Catholike man beyond the seas, 1610 / Thomas Owen.  
The conviction of noveltie, 1632 / R.B.

Jephte ; Le cinque piaghe di Christo / Antonio Draghi.  
Oratorio di S. Petro piangente / Pietro Andrea Ziani

Rhapsody in blue ; Prelude for piano no. 2 / George  
Gershwin. Symphonic dances from West Side story /  
Leonard Bernstein

Nuclear disarmament ; Politics of peace / principal  
investigator, Thomas Cashdollar. Strategies for  
defense / principal investigator, Damien Toffel

土佐日記 / 紀貫之著 ; 池田弥三郎訳. 蜻蛉日記 /  
藤原道綱母著 ; 室生犀星訳

채근담 / 홍자성 저 ; 조지훈 역. 생활의 발견 / 임어당 저 ;  
박일충 역

**For older monographic resources:**

The statements are transcribed in the form and order given on  
the preferred source of information.

**1.4.5.11.4** If the individual works have their own statements of responsibility and the preferred source of information shows also one or more statements of responsibility applicable to the whole resource, the statement or statements of responsibility applicable to the whole resource are given after all other statements, preceded by a space, semicolon, space. The relationship between the last named statement of responsibility and the preceding transcription should be made clear by the addition of a linking word or short phrase, enclosed in square brackets.

If this addition is linguistically impossible or would result in an awkward or cumbersome statement, the relevant portion of the statement of responsibility and/or the explanation may be given in area 7 (see 7.1.4).

*Examples*

The white devil ; The duchess of Malfi / by J. Webster. The  
atheist's tragedy ; The revenger's tragedy / by Tourneur ;  
[all] edited with an introduction and notes by J.A.  
Symonds



- Could it be magic / Text und Musik von Adrienne Anderson und Barry Manilow. Komm doch mal rüber / Musik, Dieter Zimmermann ; Text, Charley Nissen ; Klavierbearbeitung [beider Kompositionen], Rolf Basel
- Symphony no. 4 in A major, op. 90 : Italian / Mendelssohn. Symphony in C major / Bizet ; [both works performed by] National Philharmonic Orchestra ; Leopold Stokowski
- Spellbinder / Tom Leach. The music director / Bob Dithridge. Word magic / Charles Zipf ; editor [of the three works], Glen Furness

#### **For older monographic resources:**

The statement or statements of responsibility applicable to the whole resource are given in the order indicated by the sequence of the information on the preferred source of information. If the relationship between each person or corporate body and the individual work is not clear, an explanation is given in area 7.

#### *Example*

The natural history of Iceland ... ; to which is added, A meteorological table, with remarks / translated from the Danish original of Mr. N. Horrebow

*Note:* Both works are translated from N. Horrebow

#### **1.4.5.12 Common title and dependent title**

When the title proper consists of a common title and a dependent title (see 1.1.5.3), statements of responsibility relating to the dependent title are given after the title proper. Statements of responsibility relating to the larger work may be given in area 6 with the common title.

#### *Examples*

Plan d'ensemble au 1:2 000 de la région d'Ile-de-France. Bloc 1-77-29, Bonnières-sur-Seine / Ministère de l'environnement et du cadre de vie, Etablissement public régional d'Ile-de-France

Urban and regional references. Supplement / compiled by Canadian Council on Urban and Regional Research

Teaching geology with computer software. North America / Bureau of Education

Bulletin. Supplement  
*Area 6:* (Bulletin / Faculty of Archaeology)

Publications de la Sorbonne. Série Byzantina / Centre de  
recherches d'histoire et de civilisation byzantines

**For older monographic resources:**

Statements of responsibility are given in the form and order given on the preferred source of information. In case of doubt or if the statement of responsibility refers to the title proper as a whole, an explanation or comment may be given in area 7.

**1.4.6 Changes in the statement of responsibility in continuing resources and multipart monographic resources**

**For serials and multipart monographic resources:**

If a person or corporate body recorded in a statement of responsibility is added or deleted on a subsequent issue or part and this change does not require a new description (see A.2.7), the name of the later person or body is given in area 7 or a note is made of the deletion (see 7.1.4.1). If the change is only in the presentation of the name of the person or body, a note is made if it is considered important to users of the catalogue.

**For serials:**

Major changes in the name in the statement of responsibility in conjunction with a generic title require a new description (see A.2.6.2).

**For integrating resources:**

If persons or corporate bodies recorded as a statement of responsibility change in subsequent iterations, the description is changed to reflect the latest iteration and the names of earlier persons or bodies are given in area 7 (see 7.1.4.1).

## 2 EDITION AREA

### Introductory note

The edition area includes the edition statement, parallel edition statements, statements of responsibility relating to the edition, additional edition statements, and statements of responsibility relating to an additional edition statement.

### Contents

- 2.1 Edition statement
- 2.2 Parallel edition statement
- 2.3 Statement of responsibility relating to the edition
- 2.4 Additional edition statement
- 2.5 Statement of responsibility relating to an additional edition statement

### Prescribed punctuation

- A.** For punctuation before areas of description, see A.3.2.
- B.** Each parallel edition statement is preceded by a space, equals sign, space (=).
- C.** The first statement of responsibility relating to the edition or following an additional edition statement is preceded by a space, diagonal slash, space (/).
- D.** Each subsequent statement of responsibility relating to the edition or following an additional edition statement is preceded by a space, semicolon, space (;).
- E.** An additional edition statement following either an edition statement or a statement of responsibility relating to the edition is preceded by a comma, space (,).

#### *Punctuation patterns*

- . — Edition statement
- . — Edition statement = parallel edition statement
- . — Edition statement / statement of responsibility
- . — Edition statement / statement of responsibility ; second statement of responsibility ; third statement of responsibility
- . — Edition statement / statement of responsibility = parallel edition statement / parallel statement of responsibility

- . — Edition statement, additional edition statement
- . — Edition statement / statement of responsibility,  
additional edition statement / statement of responsibility

### **Prescribed sources**

Information taken from a source other than one of the following prescribed sources is given in square brackets if it is recorded in this area. The preferred order of sources is:

#### **For printed textual and notated music resources:**

Title page, first page of music, other preliminaries, cover, colophon, the rest of the resource

#### **For older monographic resources:**

Title page, title-page substitute, colophon

#### **For cartographic resources, multimedia resources, sound recordings, videorecordings, still and moving images, and electronic resources:**

The resource itself, container, accompanying material

## 2.1 Edition statement

***Mandatory if available***

### 2.1.1

An edition statement normally includes either the word *edition* (or its equivalent in another language) or a related term together with a number (*2nd edition*, etc.), or a term indicating difference from other editions (*new edition*, *revised edition*, *standard edition*, *large print edition*, *fourth state*, *May 1970 script*, etc.). A statement that includes the word *edition* or its equivalent is not considered an edition statement when it represents printing information, as is typical in publications of certain countries or in certain languages. An edition statement can also include other phrases that may be linguistically associated, linking the edition to other elements of the description (e.g. original title in a form such as *abridgement of ...*).

When a resource has multiple edition statements relating to parts or pieces of the resource (e.g. an interactive multimedia work), the statement or statements that relate to the resource as a whole are transcribed. When there is no one statement that applies to the resource, the statement or statements may be given in area 7. An edition statement that appears only in the accompanying documentation is not regarded as an edition statement of the resource unless information in the documentation indicates that the statement applies to the resource.

#### *Examples*

- . — 2nd ed.
- . — 1st Carroll & Graf ed.
- . — Revised version
- . — 3e éd.
- . — Ungekürzte Taschenbuchausg.
- . — Version avec commentaires en anglais
- . — 修正版
- . — 제3판

The following types of statements are considered edition statements:

#### **Geographic edition statements**

#### *Examples*

- . — Northern ed.

- . — Overseas ed.
- . — Московский вечерний вып.
- . — 欧州国際版
- . — 서울판

### **Special interest edition statements**

#### *Examples*

- . — Éd. pour le médecin
- . — Managers' ed.
- . — 少年版
- . — 看護学生版
- . — 교사용판

### **Special format or physical presentation statements**

#### *Examples*

- . — Airmail ed.
- . — Braille ed.
- . — Large print ed.
- . — Microform ed.
- . — CD-ROM版
- . — Ausg. mit Supplementen
- . — 축쇄판

### **Language edition statements**

#### *Examples*

- . — English ed.
- . — Éd. française
- . — 中英文对照版
- . — 日本語版
- . — 한국어판

**For older monographic resources:**

A statement such as *newly printed* should be treated as an edition statement when it appears to imply the existence of an earlier edition and to be associated with the title, but as a part of the publication, production, distribution, etc., area when it appears to be associated with that area (see 4.1.8). The edition statement may include information concerning the issue, impression or state being described (see also A.2.1). Statements about unchanged impressions of an edition are given as edition statements or additional edition statements.

*Example*

. — The fifth impression

**For notated music resources:**

When the term *edition* is used in order to indicate the version, the arrangement, etc., of a musical work, the statement is given in area 1 (see 1.3), even when the term *edition* is used on the resource. When the term *edition* is used in order to indicate the form in which a work is presented in the resource (music format), the statement is given in area 3 (see 3.2.1.1), even when the term *edition* is used on the resource. However, a term denoting vocal range (e.g. *Low voice*; *Ausgabe für hohe Stimme*) is treated as an edition statement.

**For multimedia resources, sound recordings, videorecordings, and still and moving images:**

For a recorded performance, a statement that appears on the resource and that indicates the edition or version from which the performance is drawn is not regarded as an edition statement, but may be recorded in area 7.

**For electronic resources:**

Related terms such as *version*, *level*, *release* or *update* can indicate an edition statement; however, these terms are sometimes used to indicate major or minor changes in a resource and therefore may not constitute a reliable guide to indicate a new edition.

### 2.1.2 Transcription

The edition statement is given in the terms in which it appears on the resource. It is enclosed in square brackets if it does not appear on a prescribed source. Standard abbreviations may be used (see A.6.4). Arabic numerals are given in place of other numerals or spelled-out numbers. Explanatory phrases appended to the edition statement are given when considered necessary for identification of the edition.

If the edition statement consists solely or chiefly of symbols or other matter that cannot be reproduced by the facilities available (see A.9), the characters are replaced by words or numbers, as appropriate, enclosed in square brackets. An explanation may be given in area 7 (see 7.2).

#### *Examples*

- . — 4th revised ed.
- . — 1. ed.
- . — 3. Aufl.
- . — Nuova ed.
- . — Sehr veränderte Aufl.
- . — Ungekürzte Ausg.
- . — Deutsche Erstausg.
- . — Neuaufl. der deutschen Originalausg.
- . — 67th ed., complete with street plan
- . — 5a ed., con un copioso índice alfabético de materias
- . — Novissima ed. (7a), interamente riveduta
- . — Ed. 4
- . — 3. erw. Aufl.
- . — Éd. réduite
- . — Ed. 3-GSGS
- . — [Three stars] ed.  
*Editorial comment:* Statement appears as: ★★★ ed. Cataloguing agency unable to reproduce stars.
- . — 2e éd. du recueil noté
- . — Reprint ed.
- . — Hohe Stimme (Originallage)
- . — Ed. special



- . — Version 3.5
- . — 第 3 版
- . — 復刻版
- . — 버전 2.1

**For older monographic resources:**

The exact wording is given when the edition statement is taken from a prescribed source of information. When the edition statement is taken from any other source, standard abbreviations may be used and arabic numerals are substituted for other numerals or spelled out numbers. When the edition statement is not taken from a prescribed source of information, the source of the statement is given in area 7.

*Examples*

- . — The second edition
- . — Newly imprinted and very necessary vnto all youthe

**2.1.3** When no edition statement appears on the resource, although it is known that the resource contains significant changes from previous editions or is a reproduction, a suitable edition statement in the language of the preferred source of information and in accordance with the provisions of 2.1.2 may be supplied, enclosed in square brackets. Edition numbers should not be supplied, unless it is clear that the resource has a place in a sequence of otherwise numbered editions. An explanation is given in area 7. *Alternatively*, the information is only given in area 7.

*Examples*

- . — [New ed.]
- . — [3e éd.]
- . — [Reproduction en fac-similé]
- . — [Rev. ed.]
- . — [With a new appendix]
- . — [Éd. de Grenoble]
- . — [2. Aufl.]
- . — [Apr. 1995 issue]
- . — [Rev. ed., Aug. 1995]

- . — [Version 1.5]
- . — [School ed.]
- . — [增訂稿本]
- . — [영인판]

## 2.1.4 Edition statements not transcribed in the edition area

**2.1.4.1** An edition statement that is an integral part of an element in another area (such as title proper or other title information) and has been treated as part of that element (see 1.1.3.6, 1.3.2) is not repeated in the edition area.

### *Examples*

The compact edition of the Oxford English dictionary  
*not* The Oxford English dictionary. — Compact ed.  
*not* The compact edition of the Oxford English dictionary. —  
 Compact ed.

The compact version of Symphony  
*not* Symphony. — Compact version

### **For continuing resources:**

For serials, statements indicating volume numbering or designation, or chronological coverage (e.g. *1st edition, 1916 edition*) are given in area 3 (see 3.3).

Statements indicating regular revision or frequent updating (e.g. *Revised edition issued every 6 months*) are treated as frequency rather than edition statements and are given in area 7 (see 7.0.3).

**2.1.4.2** An edition statement associated with one or more works in a resource lacking a collective title is not given in the edition area, but in area 1, with conventional punctuation (see 1.1.5.2).

## 2.1.5 Changes in the edition statement

### **For multipart monographic resources:**

If an edition statement is added, dropped, or changed on parts subsequent to the first part, a note on such a change is given in area 7 if it is considered important to users of the catalogue (see 7.2.2).

**For serials:**

If an edition statement is added, dropped, or changed on subsequent issues or parts, a note on such a change is given in area 7 if it is considered important to users of the catalogue (see 7.2.2), unless the addition, deletion, or change is the result of a major change that requires a new description (see A.2.6.2(b)).

**For integrating resources:**

If a major change in edition occurs, a new description is made (see A.2.6.3(a)). If a minor change occurs, the description is changed and a note on the change is given in area 7 if it is considered important to users of the catalogue (see 7.2.2).



## 2.2 Parallel edition statement

A parallel edition statement is an equivalent of the edition statement in another language or script.

When a prescribed source of information bears edition statements in more than one language or script, the statement in the language and script of the title proper is given. When this criterion cannot be applied, the edition statement made prominent by typography or, if there is no typographical distinction, the one appearing first is given. A parallel statement may also be given.

### *Examples*

- . — Canadian ed. = Éd. canadienne
- . — Students' ed. = Éd. pour les étudiants
- . — 2. prerađeno i dopunjeno izd. = 2nd revised and enlarged ed.

### **For older monographic resources:**

When a prescribed source of information bears edition statements in more than one language or script, the statement appearing first is given. A parallel statement may be given, and if given, it is recorded along with any corresponding statement of responsibility or additional edition statement in the order indicated by the sequence of information on the source.

### *Example*

- . — Troisième édition = The third edition



## 2.3 Statement of responsibility relating to the edition

### *Mandatory if available*

**2.3.1** Statements of responsibility relating to the edition can refer to persons or to corporate bodies and can indicate functions such as that of a reviser of a new edition, or can name the person or body responsible for the provision of supplementary matter, of appendices, etc., in a new edition.

#### *Examples*

- . — 5th ed. / by C. Ellis
- . — Facsimile ed. / edited, with an introduction, by John Goode
- . — Rev. version 3.3 / programmer, Kate Maggor
- . — Mis à jour / M. Pillot
- . — Revised version / photographer, William P. Gottlieb
- . — 2. izd. / spremno besedo napisal M. Matičetov
- . — 2nd ed. / with a historical time chart newly devised by M.A. Stuart
- . — 2nd ed. / with a new epilogue by the author
- . — Neuaufl. / herausgegeben und kritisch revidiert von Hans Joachim Moser
- . — 2e éd. / préface de Léon-Arthur Elchinger
- . — 3rd ed. / with supplementary notes and appendices by H.J. Laski
- . — May 1970 script / revised collectively by the Peking Opera Troupe of Peking
- . — 改訂第41版 / 沖中重雄編著
- . — 제7판 / 이은상 편

**2.3.2** Statements of responsibility and details of appendices and other subsidiary matter relating to the edition being described, or to parts of the edition being described, but not to all editions of the work, are given in accordance with the provisions of 1.4, in the edition area when found on a prescribed source of information. When such statements do not appear on a prescribed source of information, they may be given in area 2 in square brackets or may be given in area 7.

*Examples*

- . — Student version / with new graphics by Gerry Herin
- . — English language ed. / with commentary spoken by John Parrinder

**2.3.3** The following information is given in area 1: (a) statements of responsibility that clearly relate to the first edition or to all editions of a work, (b) statements of responsibility that do not clearly relate to only one or only some editions, and (c) details of appendices or other subsidiary matters relating to the edition.

**2.3.4      **Parallel statement of responsibility relating to the edition****

Parallel statements of responsibility relating to the edition may be given.



## 2.4 Additional edition statement

### *Mandatory if available*

**2.4.1** An additional edition statement is given when the resource carries a formal statement identifying it as belonging to an edition or impression within an edition, or to an edition that is equivalent to the first named edition, or when the resource has significant differences in content from other impressions of the larger edition to which it belongs.

#### *Examples*

- . — 3rd ed., reprinted with a new pref.
- . — 2nd ed., revised issue
- . — 2nd ed., rev. version
- . — 3rd ed., [with an appendix]
- . — English ed., 2nd ed.
- . — World's classics ed., new ed. revised, reset and illustrated
- . — 4th ed. / revised by H.G. Le Mesurier and E. McIntosh, reprinted with corrections
- . — 3rd ed., 2nd (corrected) impression
- . — English full ed., 4th international ed.
- . — Vollständige Taschenbuchausg., 1. Aufl.

**2.4.2** Additional edition statements are transcribed in accordance with the provisions of 2.1.2 and 2.1.3.

#### *Examples*

- . — Amtliche Ausg., 17 Aufl.
- . — Abridged ed., 2nd ed.
- . — 5th ed., 2nd impression, with corrections
- . — Nouvelle impression en facsimilé de la 1re éd. de 1751-1780
- . — Interactive ed., 1993 version
- . — 2. ed., con nuova prefazione e aggiunta di tre appendici

**2.4.3** Additional edition statements naming an unchanged impression or reissue may be given.

*Examples*

- . — 4e éd., 3e tirage
- . — 2nd ed., 2nd printing
- . — 2., unveränderter Neudruck der 3., völlig neubearbeiteten Aufl.
- . — Nouvelle éd., revue et augmentée, 70e mille
- . — 3. ed., 4. rist.
- . — Versione italiana, ristampa
- . — 第 2 版, 第 3 次印刷

**2.4.4 Parallel additional edition statement**

Parallel additional edition statements may be given.

## **2.5 Statement of responsibility relating to an additional edition statement**

***Mandatory if available***

**2.5.1** Statements of responsibility relating to an additional edition statement are transcribed in accordance with the provisions of 2.3.

*Examples*

- . — Rev. ed. / with revisions, an introduction, and a chapter on writing, by E.C. White, 2nd ed. / with the assistance of Eleanor Gould Packard
- . — The second edition, reprinted / with a new preface by Dr. Horace Smith
- . — 2nd ed., reissued / with an afterword by the course convener
- . — Version 2.4, corr. / with diagrams by Harry Weeks

### **2.5.2 Parallel statement of responsibility relating to an additional edition statement**

A parallel statement of responsibility relating to an additional edition statement may be given.



### 3 MATERIAL OR TYPE OF RESOURCE SPECIFIC AREA

#### Introductory note

Area 3 contains data that are unique to a particular class of material or type of resource. Where information exists for another type of resource, the information that can be assigned to any other area of description is so assigned.

The language and/or script of the elements within area 3, the order of the elements, and the prescribed punctuation for the area appear in the stipulations for particular types of resources using the area. These are cartographic resources (for mathematical data), notated music resources (for music format statements), and serials (for information relating to numbering).

When a resource is a combination of materials and types of resources for which area 3 is used (e.g. a map serial) or when multiple scales are given, area 3 is repeatable.

When area 3 is repeated, the occurrence of area 3 that is related to the content of the resource (e.g. scale information for a cartographic resource or notated music format statement) is given first; the area 3 for serials (numbering information) is given last.

#### *Examples*

- . — Scale 1:250 000 ; universal transverse Mercator proj. — No. 1 (1970)-
- . — Scores and parts. — No. 1-
- . — Scales differ. — No. 1-

#### Contents

- 3.1 Mathematical data (Cartographic resources)
- 3.2 Music format statement (Notated music)
- 3.3 Numbering (Serials)



### 3.1 Mathematical data (Cartographic resources)

The mathematical data area includes the statement of scale, statement of projection, and the statement of coordinates and equinox for cartographic resources.

#### Contents

- 3 1.1 Statement of scale
- 3.1.2 Statement of projection
- 3.1.3 Statement of coordinates and equinox

#### Prescribed punctuation

- A. For punctuation before areas of description, see A.3.2.
- B. The projection statement is preceded by a space, semicolon, space ( ; ).
- C. The statements of coordinates and equinox are enclosed in one pair of parentheses ( ( ) ).
- D. The statement of equinox is preceded by a space, semicolon, space ( ; ).

#### *Punctuation patterns*

- . — Statement of scale
- . — Statement of scale ; projection statement
- . — Statement of scale ; projection statement (coordinates ; equinox)
- . — Statement of scale (coordinates ; equinox)
- . — Statement of scale ; projection statement (coordinates)
- . — Statement of scale (coordinates). — Statement of scale (coordinates)

#### Prescribed sources

The resource itself, container, accompanying material. Information taken from a source other than one of the prescribed sources is given in square brackets if it is recorded in this area.

#### 3.1.1 Statement of scale

##### ***Mandatory if applicable***

**3.1.1.1** The scale is given as a representative fraction, expressed as a ratio (1: ). There is no space before or after the colon in the ratio. The term

*scale* or its equivalent in another language and/or script may be recorded with the representative fraction.

*Examples*

- . — Scale 1:25 000
- . — Escala 1:100 000
- . — 1:1 000 000
- . — Scale 1:5 000–1:25 000
- . — 縮尺 1:50 000
- . — 축척 1:100 000

**3.1.1.2** When the scale relates only to particular parts of the resource, the part to which it relates is indicated.

*Examples*

- . — Scale 1:3 982 200 at equator
- . — Scale 1:59 304 960 along meridians

**3.1.1.3** A statement of scale is given when known or calculated, even if the scale is included in area 1.

*Example*

- . — 1:500 000
- Title proper:* France au 1:500 000

**3.1.1.4** When the representative fraction is computed from a verbal statement of scale, it is given in square brackets. The verbal expression of the scale may be transcribed following the representative fraction.

*Examples*

- . — [1:7 200]. 1 pouce pour 100 toises
- . — Scale [1:63 360]. 1 inch to 1 mile

**3.1.1.5** When there is no numeric or verbal statement of scale, the representative fraction is derived from a bar scale, a graticule (i.e. from 1° of latitude that on average is 111 kilometres) or grid, or by comparison with a map of known scale, and is enclosed in square brackets with an indication that it is an approximation.



*Examples*

- . — [Ca 1:1 800 000]  
*Editorial comment:* Representative fraction computed from bar scale.
- . — Scale [ca 1:277 740]  
*Editorial comment:* Representative fraction computed from graticule.
- . — 縮尺 [約 1:432 000]
- . — 축척 [약 1:100 000]

**3.1.1.6** When the resource is not drawn or constructed to scale, the phrase *Not drawn to scale* or its equivalent in another language is substituted for a statement of scale.

**3.1.1.7** When the scale of the resource is not given on a prescribed source and the scale has not been determined by the cataloguing agency, the phrase *Scale not given* or its equivalent in another language is substituted for a statement of scale.

**3.1.1.8** When a vertical scale is appropriate, such as on relief models, this scale is recorded following the horizontal scale. The vertical scale is specified as such.

*Examples*

- . — Scale 1:1 744 080. — Vertical scale [ca 1:96 000]
- . — 1:100 000. — Échelle altimétrique 1:100 000
- . — 1:1 744 080. — 垂直縮尺 1:96 000
- . — 축척 1:100 000. — 수직축척 1:100 000

**3.1.1.9** The scale for celestial charts is expressed as an angular scale in millimetres per degree.

*Example*

- . — Scale 88 mm per 1°

**3.1.2 Statement of projection**

**3.1.2.1** The statement of projection may be recorded when present on the resource. When identified from other sources, the statement of projection may be supplied, enclosed in square brackets.

**3.1.2.2** The statement of projection consists of the name of the projection. Associated phrases related to the statement of projection may be

added. Such phrases usually consist of statements pertaining to properties of the projection that are applicable only to the resource described (e.g. as regards meridians and parallels). Standard abbreviations may be used.

*Examples*

- ; proj. conique conforme de Lambert sécante aux parallèles 48° et 77°
- ; proj. conique conforme de Lambert, parallèles d'échelle conservée 45° et 49°
- ; proj. de Mercator transverse universelle, ellipsoïde de Clarke 1880
- ; conic equidistant proj., standard parallels 40° and 21° N
- ; transverse Mercator proj., 10 000 yards India Zone I grid, Everest spheroid
- ; azimuthal equidistant proj. centered on Nicosia, N 35°10', E 33°22'

### 3.1.3 Statement of coordinates and equinox

#### 3.1.3.1 Coordinates

***Mandatory if applicable and available***

The coordinates delimit the greatest extent of the area covered and are recorded when present on the resource, or may be supplied if they are known and considered important to users of the catalogue.

**3.1.3.2** For terrestrial maps, the coordinates are given in the following order:

- westernmost extent (longitude)
- easternmost extent (longitude)
- northernmost extent (latitude)
- southernmost extent (latitude)

Longitude and latitude are expressed in degrees (°), minutes (') and seconds (") of the sexagesimal system (360° circle); longitude is always taken from the Greenwich prime meridian.

The degrees, minutes and seconds of longitudes and latitudes are preceded by the appropriate initials for West (W), East (E), North (N) and South (S) or their equivalents in another language or script. The two sets of longitude and latitude are separated from each other by a diagonal slash not preceded or followed by a space. Each longitude or latitude is separated from its counterpart by a dash, not preceded or followed by a space.

*Examples*

(E 79°–E 86°/N 20°–N 12°)

(E 110°30'–E 120°30'/N 25°15'–N 22°10')

(E 15°00'00"–E 17°30'45"/N 1°30'12"–S 2°30'35")

(W 74°50'–W 74°40'/N 45°5'–N 45°00')

(W 0°2'37"–E 0°0'35"/N 44°5'30"–N 43°45'00")

Maps of other celestial bodies, such as the Earth's moon, may have coordinates recorded as appropriate to the given celestial body's coordinate system.

Coordinates may be recorded as decimal degrees.

*Example*

(W 95.15°–W 74.35°/N 56.85°–N 41.73°)

**3.1.3.3 Right ascension and declination**

For celestial charts, the right ascension of the centre of the chart, or the right ascensions of the western and eastern limits of the area covered by the chart, and the declination of the centre of the chart, or the declinations of the northern and southern limits of the area covered, are given as coordinates.

The right ascension is designated by *RA* or its equivalent in another language, followed by the hours, and, when necessary, minutes and seconds of the twenty-four-hour clock.

The declination is designated by *Decl.* or its equivalent in another language, followed by the degrees (°) and, when necessary, minutes (') and seconds (") of the sexagesimal system (360° circle), using a plus sign (+) for the northern celestial hemisphere and a minus sign (-) for the southern celestial hemisphere.

The right ascensions and declinations are separated from each other by a diagonal slash not preceded or followed by a space. When two right ascensions and two declinations are given, each right ascension or declination is linked to its counterpart by the word *to* or its equivalent in another language.

**3.1.3.4 Equinox**

When coordinates are given, the statement of equinox may also be given. The equinox is expressed as a year preceded by *equinox* or its equivalent in another language. A statement for the epoch is added when it is known to differ from the equinox, and both are separated with a comma; the epoch is designated by *epoch* or its equivalent in another language.

*Examples*

(RA 16 h 30 min to 19 h 30 min/Decl.  $-16^{\circ}$  to  $-49^{\circ}$  ; equinox 1950, epoch 1948)

(RA 16 h/Decl.  $-23^{\circ}$  ; equinox 1950)

(RA 2 h/Decl.  $+30^{\circ}$  ; equinox 1950)

(RA 2 h 00 min to 2 h 30 min/Decl.  $-30^{\circ}$  to  $45^{\circ}$  ; equinox 1950)

(ゾーン $+30^{\circ}$  ; 分点1950)

(존  $+40^{\circ}$  ; 分점 1948)

For charts centred on a pole, the declination limit is indicated.

*Example*

(Centred at South Pole/Decl. limit  $-60^{\circ}$ )

## 3.2 Music format statement (Notated music)

### *Mandatory if available*

Area 3 for notated music resources includes the music format statement and parallel music format statements. The music format statement is a term or phrase representing the physical form of presentation of a notated music resource. Details of the physical units of the resource are given in the material description area (see 5.1).

A music format statement is not given for works for solo instrument or instruments played in succession, works for only one voice, or works for one voice and one accompanying instrument.

### Contents

- 3.2.1 Music format statement
- 3.2.2 Parallel music format statement

### Prescribed punctuation

- A. For punctuation before areas of description, see A.3.2.
- B. Each parallel music format statement is preceded by a space, equals sign, space (=).

### Prescribed sources

The resource itself, with the following preferred order of sources: title page, first page of music, other preliminaries, cover, colophon, the rest of the resource. Information taken from a source other than the resource is given in square brackets if it is recorded in this area.

### 3.2.1 Music format statement

**3.2.1.1** The music format statement is given in the terms in which it appears on the resource. Explanatory phrases added at the end of a music format statement are included if they are considered important to users of the catalogue. Further explanations may be given in area 7 (see 7.3.2).

#### *Examples*

- . — Full score
- . — Orchester-Partitur
- . — Partitur mit untergelegtem Klavierauszug
- . — Score and set of parts

- . — Partition, reproduction du manuscrit de l'auteur
- . — Miniature score
- . — Partitur [und Solostimme]

**3.2.1.2** When no music format statement appears on the resource, a suitable statement may be supplied, enclosed in square brackets, in the language and script of the title proper or in the language and script chosen by the cataloguing agency.

*Example*

- . — [Partition et parties]

**3.2.2 Parallel music format statement**

When a resource bears music format statements in more than one language and/or script, the statement appearing first is given as the music format statement. A parallel statement may be given.

*Example*

- . — Játzópartitúra = Playing score

### 3.3 Numbering (Serials)

#### *Mandatory if available*

The numbering area consists of the numeric designation and/or chronological designation of the first and/or last issue or part of a serial.

The dates given in area 3 may or may not coincide with the dates of publication given in area 4.

If the first and/or last issue or part or a surrogate thereof is not available, any information about the first and/or last issue or part may be given in area 7 (see 7.3.3.2). Area 3 is omitted if both the first and last issues or parts or surrogates thereof are not available. When the description is not based on the first and/or last issue or part, information about the issue or issues or part or parts used is given in area 7 (see 7.9).

Numbering data other than that relating to the first and/or last issue or part may also be given in area 7 (see 7.3.3).

In describing a facsimile reproduction or other photographic reproduction, the numeric designation and/or chronological designation of the original serial are given.

#### Contents

- 3.3.1 Structure of the numbering area
- 3.3.2 Numeric designation
- 3.3.3 Chronological designation
- 3.3.4 Transcription
- 3.3.5 Parallel numbering system
- 3.3.6 Alternative numbering system
- 3.3.7 New sequence of numbering

#### Prescribed punctuation

**A.** For punctuation before areas of description, see A.3.2.

**B.** A hyphen (–) after the number and/or date of the first issue or part of the serial links this numbering to the number and/or date of the last issue or part of the serial, or indicates that the serial is continuing. If only the number and/or date of the last issue or part is given, the number and/or date is preceded by a hyphen (–).

**C.** If there is both a numeric designation and a chronological designation, the date is enclosed in parentheses ( ) after the number unless the number is a division of the date.

**D.** The second and each subsequent system of numbering (alternative numbering or numbering in a different language or different calendar) used in the same issues as the first one is preceded by a space, equals sign, space (=).

**E.** A new sequence of numbering is preceded by a space, semicolon, space (;).

*Punctuation patterns*

- . — Date of the first issue or part–date of the last issue or part
- . — Date of the first issue or part–
- . — Number of the first issue or part–number of the last issue or part
- . — Number of the first issue or part–
- . — Number of the first issue or part (date of the first issue or part)–number of the last issue or part (date of the last issue or part)
- . — Number of the first issue or part (date of the first issue or part)–
- . — –number of the last issue or part (date of the last issue or part)
- . — Number of the first issue or part–number of the last issue or part = other number of the first issue or part–other number of the last issue or part
- . — Number of the first issue or part–number of the last issue or part ; number of the first issue or part using a new sequence of numbering–number of its last issue or part
- . — Number of the first issue or part–number of the last issue or part ; statement of the new sequence, number of its first issue or part–number of its last issue or part

**Prescribed source**

The resource itself. Information taken from a source other than one of the prescribed sources is given in square brackets if it is recorded in this area.

**3.3.1 Structure of the numbering area**

The numbering area consists of the numeric designation and/or the chronological designation of the first issue or part, followed by a hyphen. If the serial is complete, this is followed by the numeric designation and/or the chronological designation of the last issue of part. The chronological



designation is enclosed in parentheses when a numeric designation is also given; otherwise, the chronological designation is given without parentheses.

### 3.3.2 Numeric designation

A numeric designation is given as it appears, except that arabic numerals are given in place of other numerals or spelled-out numbers and multiple levels of numbering are given in a hierarchical order. A numeric designation may include alphabetic or other characters as well as numbers. Words in the designation may be abbreviated.

#### *Examples*

- . — Bd. 1—
- . — Vol. 1, no. 1—
- . — Bd. 1—Bd. 70
- . — 1号 -
- . — 제1호—

### 3.3.3 Chronological designation

A chronological designation is given as it appears. Words in the designation may be abbreviated.

#### *Examples*

- . — 15 Jan. 1970—
- . — Mai 1972—
- . — 1925—
- . — 1916 ed.—
- . — 2e trimestre 1973—
- . — 1980/1981—
- . — 1936—1965

### 3.3.4 Transcription

**3.3.4.1** If the numbering of the issues or parts of a serial consists of both a numeric and a chronological designation, both designations are recorded. The chronological designation is given after the numeric designation, enclosed in parentheses.

#### *Examples*

- . — Vol. 1, no. 1 (Jan. 1971)—

- . — Vol. 1 (1960)–
- . — 1号 (昭和21年1月)–
- . — 제1권 제1호 (1980년 1월)–

**3.3.4.2** If a serial has ceased publication, the numbering of the last issue or part is given following the numbering of the first issue or part.

*Examples*

- . — Vol. 1, no. 1 (Jan. 1971)–vol. 5, no. 12 (Dec. 1975)
- . — 1971, no. 1 (Jan. 1971)–1975, no. 12 (Dec. 1975)
- . — Bd. 5 (1957/63)–Bd. 6 (1964/70)
- . — 1卷1号 (大正8年4月)–36卷2号 (昭和30年2月)
- . — 1호 (1988년 7월)–30호 (1990년 12월)

**3.3.4.3** If the designation includes more than one number, month, year, etc., separated by a hyphen, a slash is used in place of the hyphen to avoid confusion with the hyphen that separates the designations of the first and last issues.

*Examples*

- . — No. 1/2–  
*Editorial comment:* Designation appears on issue as: Number 1–2.
- . — 1999/2000–  
*Editorial comment:* Designation appears on issue as: 1999–2000.
- . — Aug./Sept. 1970–  
*Editorial comment:* Designation appears on issue as: August–September 1970.

**3.3.4.4** Incomplete, inaccurate, or misspelled data are completed or corrected by inserting the missing information or by giving the correct version, enclosed in square brackets.

*Examples*

- . — [19]76–
- . — Vol. 1 ([19]83)–
- . — 1986 [i.e. 1968]–
- . — Vol. 20 [i.e. 21] (1846)–
- . — [19]85, 1–[19]93, 3

**3.3.4.5** If the numbering consists of a number that is a division of the date, the number is generally given after the date.

*Examples*

- . — 1971, no. 1 (Jan. 1971)–
- . — 1967, no. 1–
- . — [19]85, 1–

*Editorial comment:* Numbering appears on issue as 1-85.

**3.3.4.6** Dates not of the Gregorian calendar are recorded as given on the source of information. The equivalent dates of the Gregorian calendar are added in square brackets if they do not appear on the resource.

*Examples*

- . — 1353 [1979]–
- . — No 1 (22 haha 85 E.P. [27 oct. 1957])–
- . — No 1 (3 niv. an 6 [23 déc. 1797])–
- . — No 1 (15 clinamen 77 E.P. [6 avr. 1950])–no 28 (1er absolu 85 E.P. [8 sept. 1957])

**3.3.4.7** If a serial is a continuation of one or more other serials (see A.2.6), the numeric and/or chronological designation given is that of the first issue or part of the new serial.

*Examples*

- . — Bd. 5 (1957/63)–
- . — 6 (1963)–

**3.3.4.8** If a serial has ceased and the number and/or date of the first issue or part is not known, only the number and/or date of the last issue or part is given.

*Example*

- . — –årg. 38, n:r 4 (26. mars 1892)

**3.3.4.9** If a serial has ceased after one issue, the numbering of the issue is given without a hyphen.

*Example*

- . — Vol. 1, pt. 1 (Dec. 1989)

**3.3.4.10** If the first issue or part of a serial is available but lacks any numbering, and subsequent issues or parts define a designation pattern,

numbering is supplied for the first issue or part based on that pattern. If information about designations of subsequent issues or parts is not available, [No. 1]- (or its equivalent in the language of the title proper) or a chronological designation for the first issue or part is given as appropriate.

*Examples*

- . — [Pt. 1]-  
*Editorial comment:* Subsequent issues numbered Part 2, Part 3, etc.
- . — [No. 1]-
- . — [1968]-  
*Editorial comment:* An annual report for which a chronological designation is more appropriate.
- . — [第1号]-
- . — [1호]-

### 3.3.5 Parallel numbering system

If there are designations in more than one language or script on the issue or part, the designation appearing in the language and script of the title proper is given; if this criterion does not apply, the first is given. The parallel designations may also be given.

*Examples*

- . — Vol. 20-  
*or*
- . — Vol. 20- = T. 20- = Bd. 20-
- . — 1976, broj 1 (1 siecenj = 1 jan.)-

### 3.3.6 Alternative numbering system

If the numbering system on the source contains more than one system of numeric designations or contains chronological designations in different calendars, all the designations are given in area 3.

*Examples*

- . — Bd. 1, Nr. 1 (Frühling 1970)- = Nr. 1-
- . — Bd. 1, Nr. 1 (Frühling 1970)-Bd. 6, Nr. 3 (Winter 1975) = Nr. 1-Nr. 24
- . — Vol. 6, no. 2- = Vol. 13, no. 3 (Mar. 1969)-  
*Editorial comment:* Each issue continues the numbering of the two predecessor titles.

- . — No 1 (13 sept. 1797 = 27 fruct. an 7)–
- . — 11卷 1号 (1958)– = 101号 (1958)–
- . — 17권 6호 (1989)– = 130호 (1989)–
- . — No 188 (22 oct. 1796 = 1er brum. an 5)–no 500 (4 sept. 1797 = 18 fruct. an 5)

### 3.3.7 New sequence of numbering

If a serial adopts a new sequence of numbering but a new description is not required, the numbering of the first sequence is given followed by the numbering of the new sequence. Normally, the serial carries a designation, such as *new series*, *second series*, etc., to indicate that a new sequence of numbering, not a new serial, is intended. The designation of the new sequence, if any, is given, followed by a comma and its numbering.

#### *Examples*

- . — Bd. 1 (1962)–Bd. 6 (1967) ; n.F., Bd. 1 (1968)–
- . — Vol. 1, no. 1 (Jan. 1941)–vol. 4, no. 5 (May 1950) ; n.s., vol. 1, no. 1 (June 1950)–vol. 2, no. 12 (May 1952)
- . — Vol. 1, no. 1 (Mar. 1950)–vol. 4, no. 5 (Aug. 1954) ; Dec. 1954–
- . — Vol. 1 (1921)–vol. 19 (1939) ; n.s., vol. 1 (1946)–vol. 30 (1975) ; vol. 50 (1976)–
- . — Vol. 1, no. 1 (Nov. 23, 1936)–vol. 73, no. 25 (Dec. 29, 1972) ; vol. 1, no. 1 (Oct. 1978)–
- . — 31 Mar. 1961–26 Sept. 1969 ; year 1, no. 1 (1 Oct. 1969)–
- . — T. 12, 40/41 (jan./juil. 1962)–t. 27, 103 (déc. 1977) ; nuova serie, 1/2 (sett. 1978)–
- . — 1–v. 101 ; new ser., v. 1–



## 4 PUBLICATION, PRODUCTION, DISTRIBUTION, ETC., AREA

### Introductory note

The publication, production, distribution, etc., area includes the place of publication, production and/or distribution; the name of publisher, producer, and/or distributor; the date of publication, production, and/or distribution; the place of printing or manufacture; the name of printer or manufacturer; and the date of printing or manufacture. The elements are defined in the glossary.

The phrase *publication, production, distribution, etc.* is intended to cover all types of publication, production, distribution, issuing and release activities connected with resources. Area 4 is also used to record data connected with the physical manufacture of the resource, but these are distinguished from the publication, production, distribution, etc., activities, although both may be executed by the same person or body. When a person or body combines the activities of publication, production, distribution, etc., with those of physical manufacture or when it is uncertain whether the person or body is responsible for publication, production, distribution, etc., or for physical manufacture alone, the statement is treated as one relating to publication, production, distribution, etc.

The modern functions of publisher, bookseller, printer and distributor are often undifferentiated in older monographic resources. Unless otherwise indicated, the terms *place of publication, production, and/or distribution* and *name of publisher, producer and/or distributor* are used to refer to the location and name of a publisher, bookseller, printer or distributor.

### Contents

- 4.1 Place of publication, production and/or distribution
- 4.2 Name of publisher, producer and/or distributor
- 4.3 Date of publication, production and/or distribution
- 4.4 Place of printing or manufacture
- 4.5 Name of printer or manufacturer
- 4.6 Date of printing or manufacture

### Prescribed punctuation

- A. For punctuation before areas of description, see A.3.2.
- B. A second or subsequent place is preceded by a space, semicolon, space ( ; ), unless a linking word or phrase is given.
- C. Each name is preceded by a space, colon, space ( : ) unless in the case of second or subsequent publishers, producers, distributors, etc., a linking word or phrase is given.

- D.** Parallel information is preceded by a space, equals sign, space (=).
- E.** The date is preceded by a comma, space (, ).
- F.** A hyphen (-) after the date of publication of the first issue or part or the first iteration of an integrating resource links this date to the date of the last issue or part or the last iteration of the resource, or indicates that the resource is continuing.
- G.** The place of printing or manufacture, name of the printer or manufacturer and date of printing or manufacture (for older monographic resources, when recorded as a statement distinct from the publishing statement) are enclosed in one pair of parentheses ( ( ) ). Within the parentheses the same punctuation is used as in B, C and E.

Elements in this area can be repeated in any pattern that is appropriate to the resource being described.

*Punctuation patterns*

- . — Place of publication or production : name of publisher or producer, date
- . — Place of publication or production : name of publisher or producer ; place of publication or production : name of publisher or producer, date
- . — Place of publication or production ; place of publication or production : name of publisher or producer, date (place of printing or manufacture : name of printer or manufacturer, date)
- . — Place of publication or production : name of publisher or producer, date ; place of distribution : name of distributor, date
- . — Place of publication or production ; place of publication or production : name of publisher or producer, date (place of printing or manufacture ; place of printing or manufacture : name of printer or manufacturer, date)
- . — Place of publication or production = parallel statement of place of publication or production : name of publisher or producer, date
- . — Place of publication or production : name of publisher or producer = parallel statement of place of publication or production : parallel statement of name of publisher or producer, date
- . — Place of distribution : name of distributor, date (place of printing or manufacture : name of printer or manufacturer, date)



- . — Place of publication or production : name of publisher or producer, date (place of printing or manufacture : name of printer or manufacturer)
- . — Place of publication or production : name of publisher or producer : name of publisher or producer, date
- . — Place of distribution : name of distributor, date
- . — Place of publication : name of publisher ; place of production : name of producer, date ; place of distribution : name of distributor, date

### **Prescribed sources**

Information taken from a source other than one of the following prescribed sources is given in square brackets if it is recorded in this area. However, if the different elements of this area are present on different sources of information, it may be necessary to combine these elements from the different sources.

The preferred order of sources is:

#### **For printed textual and notated music resources:**

Title page, first page of music, other preliminaries, cover, colophon, the rest of the resource.

#### **For older monographic resources:**

Title page, title-page substitute, colophon

#### **For cartographic resources, multimedia resources, sound recordings, videorecordings, still and moving images, and electronic resources:**

The resource itself, container, accompanying material.



## 4.1 Place of publication, production and/or distribution

### *Mandatory*

**4.1.1** The place of publication, production and/or distribution is the name of the place associated on the prescribed source of information with the name of the publisher, producer or distributor (see 4.2). If no publisher, producer or distributor is named, it is the place from which the resource was issued or distributed.

#### *Examples*

- . — London
- . — Baltimore
- . — Москва

**4.1.2** If the information appearing on the prescribed source of information is known to be incorrect, a correction may be supplied in square brackets (see A.8) and/or an explanation given in area 7 (see 7.4.1).

#### *Examples*

- . — Dublin  
*Note:* Known to be published in Belfast
- . — Paris [i.e. Leiden]  
*Editorial comment:* Known to have been published in Leiden.
- . — London [i.e. Agen]  
*Note:* Published at Agen
- or*
- . — London  
*Note:* Published at Agen
- . — Tripilo [i.e. Dublin]  
*Note:* The place of publication is fictitious; identified by the Huntington Library as Dublin
- or*
- . — Tripilo  
*Note:* The place of publication is fictitious; identified by the Huntington Library as Dublin
- . — Zippelzerbst gedruckt durch Flachslanden [i.e. Leipzig : Johann Heinrich Ellinger]  
*Note:* The place and publisher are fictitious; publisher identified by the publisher's device (VD17 23:321271P)

**4.1.3** When more than one place is associated with the name of a single publisher, producer or distributor, the place made more prominent by typography or, if there is no typographical distinction, the place name that appears first is given. If there is no typographical distinction and the places do not appear in sequence, the place considered most important to users of the catalogue is given.

**For older monographic resources:**

When there are two or more places of publication, production and/or distribution, and when the second and subsequent places are linguistically separate from the name of the publisher, producer and/or distributor, all are recorded in the order indicated by the sequence in which they appear on the prescribed source.

*Examples*

- . — London ; York
- . — A Lausanne & se trouve à Paris

**4.1.4** A second or subsequent place may be given.

*Examples*

- . — London ; Chicago
- . — Köln ; Paris
- . — København ; Oslo
- . — Barcelona ; Lisbon
- . — Berlin ; Köln ; Frankfurt am Main

**4.1.5** When a second or subsequent place is omitted, the omission may be indicated by *etc.* or its equivalent in another script, enclosed in square brackets (see also 4.2.4).

*Examples*

- . — Wien [etc.]
- . — Москва [и др.]
- . — London ; New York ; Paris [etc.]
- . — Toronto [etc.]

**4.1.6** When the names of more than one publisher or producer are given (see 4.2.3), the place of publication or production for each publisher or

producer is given immediately before the name, unless it is the same as that of the first-named publisher or producer.

*Examples*

- . — New York : Columbia University ; Boston : Computer Research Institute
- . — Paris : Gallimard : Julliard

**4.1.7** When both a publisher or producer and a distributor are given (see 4.2.5), the place of distribution is given if it differs from the place of publication or production.

*Examples*

- . — Washington, D.C. : Smithsonian Institution ; New York : distributed by W.W. Norton
- . — Washington, D.C. : U.S. Bureau of the Census ; Rosslyn, Va. : distributed by DUALabs
- . — Boulder : East European Monographs ; New York : Columbia University Press [distributor]

**4.1.8** The place of publication, production and/or distribution is given in the orthographic form and grammatical case in which it appears on the resource.

*Examples*

- . — V Praze
- . — Frankfurt am Main
- . — Pestini
- . — Torino

**For older monographic resources:**

Prepositions before the name of the place of publication, production and/or distribution are included, as are any accompanying words or phrases associated with the name of the place and not linguistically linked to the name, address or sign of the publisher, printer, etc. Words or phrases that are so linked are transcribed with the name of the publisher, producer and/or distributor (see 4.2.6).

*Examples*

- . — A Lyon

- . — In London
- . — Imprinted at London
- . — Impressum ... Venetiis
- . — Nouvelleme[n]t i[m]primee a Paris
- . — London printed

*Editorial comment:* Publication, production, distribution, etc., statement reads “London printed, in the year 1742”.

When the name of the place of publication, production and/or distribution is taken from within the name of the publisher, producer and/or distributor, it is enclosed in square brackets.

The place or places of publication, production and/or distribution appearing with the name of a publisher, producer and/or distributor are transcribed as part of the name of the publisher, producer and/or distributor and are also given, enclosed in square brackets, as the place or places of publication, production and/or distribution.

#### *Examples*

- . — [London] : sold by T. Richardson in London
- . — [Bresslaw] : bey Caspar Closemann, Buchhändlern in Bresslaw zubefinden
- . — [London] : Philadelphia printed, London reprinted for C. Dilly

When the name of the place appears in the text of both statements it is recorded in both places.

#### *Example*

- . — In Fiorenza : stampato in Fiorenza appresso Lorenzo Torrentino
- Note:* Statement of printing taken from the colophon

When an address or sign of the publisher, printer, etc., is given on the resource, but without the name of the town or district, the name of the town is supplied enclosed in square brackets as the place of publication, production and/or distribution, and the address or sign is included with or as the name of publisher, producer and/or distributor.

*Examples*

- . — [London]  
*Editorial comment:* Publication statement reads:  
J. Pitts, Printer and Toy Warehouse, 6 Great St.  
Andrew Street, 7 Dials.
- . — [Paris]  
*Editorial comment:* Publication statement reads: à  
l'enseigne de l'éléphant (the trade sign of a Paris  
printer).
- . — [London]  
*Editorial comment:* Publication statement reads:  
sold in St. Paul's Churchyard.

When the place of publication, production and/or distribution appears only as part of another area and is recorded there, or is taken or inferred from the name of publisher, producer and/or distributor, or is known only from information outside the prescribed sources of information for this area (including sources outside the resource), it is given enclosed in square brackets and in a standardized form chosen by the cataloguing agency. An explanatory note may be given in area 7.

*Examples*

- . — [Köln]  
*Editorial comment:* Standardized form of name  
chosen by a cataloguing agency in Germany.
- . — [London]  
*Note:* Shown in the Stationers' register as  
entered to a London bookseller
- . — [Bayreuth] : impensis Orphonatrophei  
Baruthini, [1738] ([Bayreuth] : typis  
Friderici Eliae Dietzelii)
- . — [Leipzig] : sumptibus Iohannis Fritzschi,  
bibl. Lips., [1674] ([Weissenfels] : literis  
Iohannis Brühlai, Gymn. Weissenf.  
typogr.)  
*Note:* Cf. VD17 14:052745K
- . — [Venetiis] : Academia Veneta

#### 4.1.9 Additions to the place of publication, production and/or distribution

If it is considered necessary for identification, the name of a larger place such as a country, state, etc., is added to the place of publication, production and/or distribution. It is preceded by a comma if transcribed from a prescribed source of information or enclosed in square brackets if taken from another source.

##### *Examples*

- . — Washington, D.C.
- . — Cambridge, Mass.
- . — Santiago [Chile]
- . — London [Ontario]
- . — Cambridge [England]
- . — London, Ontario
- . — New Haven [Connecticut]
- . — 府中 [東京]
- . — 고성군 [강원도]

If it is considered necessary for identification, the full address of the publisher, producer or distributor is added to the place name. It is enclosed in parentheses if transcribed from a prescribed source of information or in square brackets if transcribed from another source. (See also 4.2.8 for addresses given as part of the identification of the publisher or printer.)

##### *Examples*

- . — London [37 Pond Street, N.W.3]
- . — St-Bruno-de-Montarville, Québec (1985 La Duchesse)
- . — Vancouver (571 Howe Street)
- . — [England] : Glyndebourne Festival Opera, 1977 ; New York (P.O. Box 153, Ansonia Station, New York, N.Y. 10032) : [distributed by] Video Arts International, 1985  
*Editorial comment:* The place where the office of the Glyndebourne Festival Opera is located is not known (see 4.1.12).
- . — Cupertino, CA (10648 Gascoigne Dr., Cupertino 95014)
- . — Paris (66, avenue de Versailles, 75016)

**4.1.10** If it is considered necessary for identification, an alternative or corrected version of the place name is supplied (see A.8), enclosed in square brackets. The abbreviation *i.e.* is used for corrections (see 4.1.2).



*Examples*

- . — Christiania [Oslo]
- . — Lerpwl [Liverpool]
- . — Leningrad [St. Petersburg]
- . — Lodnon [i.e. London]
- . — Florentiæ [Florence]
- . — 江府 [江戸]
- . — 황성 [서울]

**4.1.11 Parallel statement of place of publication**

**4.1.11.1** When the name of the place of publication, production and/or distribution appears on the prescribed source of information in more than one language or script, the name in the language and script of the title proper is given. If this criterion does not apply, the form of name made prominent by typography or, if there is no typographical distinction, the form of name that appears first, is given.

**4.1.11.2** Parallel statements may be given.

*Examples*

- . — Genf = Genève
- . — Bern = Berne
- . — Nueva York = New York

**For older monographic resources:**

The form of name that appears first is given, followed by the other forms of name in the order indicated by the sequence of information on the prescribed source.

**4.1.12** When a place of publication, production and/or distribution does not appear anywhere on the prescribed sources of information, the name of the known city or town is supplied in square brackets. If the city or town is uncertain, or unknown, the name of the probable city or town followed by a question mark may be supplied in square brackets. The name of a larger place such as a country, state, etc., may be added. An explanatory note may be given in area 7.

*Examples*

- . — [Hamburg?]

- . — [Evry]
- . — [Paris]
- . — [Prague?]
- . — [Amsterdam?]
- . — [Fawsley?]
- . — [Portland, Maine?]
- . — [大坂?]
- . — [서울]

**4.1.13** When the name of a city or town cannot be determined, the name of the state, province or country is given, according to the same stipulations as are applicable to the names of cities or towns.

*Examples*

- . — Canada  
*Editorial comment:* Known as place of publication; appears on prescribed source.
- . — [Aragon]  
*Editorial comment:* Known as place of publication; appears outside prescribed source.
- . — [Guatemala?]  
*Editorial comment:* Probable, but uncertain, as place of publication.

**4.1.14** When no place can be determined, the abbreviation *s.l.* (*sine loco*) or its equivalent in another script is supplied, enclosed in square brackets.

*Examples*

- . — [S.l.]
- . — [Б.м.]
- . — [出版地不详]
- . — [出版地不明]
- . — [발행지불명]

**4.1.15 Change of place of publication, production and/or distribution****For older monographic resources:**

If a single bibliographic description is being created for a resource that is either issued in more than one physical part and the place of publication, production and/or distribution of each part changes during the course of publication, or the resource contains individual title pages with places of publication, production and/or distribution that differ from that pertaining to the whole resource, the place of publication, production and/or distribution from the first or earliest part is transcribed and the places of publication, production and/or distribution of the other part or parts are given in area 7. (See also 4.2.13.)

*Example*

. — Stuttgart ; Tübingen

*Note:* Vols. 33-40 have variant place of  
publication statement: Stuttgart ; Augsburg

**For serials and multipart monographic resources:**

If the place of publication, production and/or distribution changes on subsequent issues or parts, the later place is given in area 7 (see 7.4.2) if it is necessary for identification or otherwise considered important to users of the catalogue.

**For integrating resources:**

If the place of publication, production and/or distribution changes on subsequent iterations, the description is changed. The earlier place is given in area 7 (see 7.4.2) if it is necessary for identification or otherwise considered important to users of the catalogue.



## 4.2 Name of publisher, producer and/or distributor

### *Mandatory*

**4.2.1** The name of the publisher, producer and/or distributor corresponds to the person or corporate body that effects the publication, production and/or distribution or release activities for the resource.

A label name appearing in conjunction with the name of a publisher or production company on resources such as sound discs, cassettes, etc., is not transcribed in the publication, production, distribution, etc., area. It may be given in the series area if the label name is considered to be a series title (see area 6), or in the resource identifier and terms of availability area, if the name is accompanied by a catalogue number (see 8.1.4).

### **For older monographic resources:**

This element includes the names of one or more publishers, distributors, booksellers, and (if included on a prescribed source of information for this element) the printers of the resource, together with associated information concerning places of activity and statements of printing and reprinting.

**4.2.2** The name of the publisher or producer is given directly after the place of publication or production associated with it on the prescribed source of information.

### *Examples*

- . — London : Methuen
- . — London : Library Association
- . — Roazhon [Rennes] : Bremañ
- . — Ташкент : Фан
- . — [London] : Eccles Centre for American Studies
- . — 東京 : 丸善
- . — 서울 : 종로서적

**4.2.3** When more than one publisher or producer is named on the prescribed source of information, the name made more prominent by typography or, if there is no typographical distinction, the name that appears first is given. If there is no typographical distinction and the names do not appear in sequence, the name considered most important to users of the catalogue is given.

Second and subsequent names of publishers or producers may be given.

*Examples*

- . — London : The Times ; Edinburgh : John Bartholomew & Son
- . — Paris : Institut géographique national ; Clermont-Ferrand : Éd. Parc des Volcans
- . — Paris : le Centurion : Desclée De Brouwer : Éd. du Cerf
- . — London : National Savings Committee ; Edinburgh : National Savings Committee for Scotland
- . — Waterloo [Ontario] : Leisure Studies Data Inc. ; Chicago : National Opinion Research Center
- . — Paris : Éd. Est-Ouest internationales : Éd. Unesco
- . — Madrid : Debate ; Barcelona : Círculo de Lectores
- . — [México, D.F.] : Alfaomega ; León : Everest
- . — Chicago : University of Chicago Press ; Milano : Ricordi

**For older monographic resources:**

When a resource has more than one publisher, producer, and/or distributor in a single source, generally all the names performing any function are transcribed in the order indicated by the sequence in which they appear. They are separated with prescribed punctuation only when they are not linked by connecting words or phrases.

**4.2.4** When second or subsequent names of publishers or producers are omitted, the omission may be indicated by *etc.* or its equivalent in another script, enclosed in square brackets (see also 4.1.5).

*Examples*

- : Evans [etc.]
- : Payot [etc.]
- : The Times [etc.]
- : Evaporated Milk Association [etc.]
- : American Association of Individual Investors [etc.]

**For older monographic resources:**

If the names are considered too numerous, the statement may be shortened by omitting all or some of the names after the first. In such cases, the mark of omission is used and after it,

a phrase is supplied enclosed in square brackets to convey the extent of the omission. The number of omitted publishers, producers, and/or distributors, etc., is included, and the number of omitted places (if more than one) are included in the supplied phrase (see also 4.2.6). *Alternatively*, the information of what is omitted is given in area 7.

*Examples*

: chez Claude Barbin ... Jean Boudot ...  
George & Louis Josse  
*Editorial comment:* The omissions are of the  
booksellers' addresses.

: printed for F.C. and J. Rivington, Otridge and  
Son, J. Nichols and Co. ... [and 26 others]

*or*

: printed for F.C. and J. Rivington, Otridge and  
Son, J. Nichols and Co. ...

*Note:* 26 other publishers mentioned in the  
imprint

: printed for James, John and Paul Knapton ...  
T. Becket ... T. Davies ... W. Jackson in  
Oxford, and A. Kincaid, and Company, in  
Edinburgh

*Editorial comment:* The omissions are of the  
booksellers' addresses.

: printed and sold by J. Newbery and C.  
Micklewright, also by Mess. Ware, Birt,  
Astley, Austen, Robinson, Dodsley, and  
Needham, in London ... [and 8 others in 8  
places]

*or*

: printed and sold by J. Newbery and C.  
Micklewright, also by Mess. Ware, Birt,  
Astley, Austen, Robinson, Dodsley, and  
Needham, in London ...

*Note:* Eight other publishers and places  
mentioned in the imprint

**4.2.5** Words or phrases indicating the function (other than solely publishing) performed by the person or body are given. If only the distributor is named, this function must be given. When the names of both a publisher or producer and a distributor appear on a prescribed source of information, the name of the distributor may be given. When the name of the distributor appears on any other source, it may be given in area 7 (see 7.4.1).

*Examples*

- : published for the Social Science Research Council by Heinemann
- : printed for the CLA by Morriss Print. Co.
- : Boyars : distributed by Calder and Boyars
- : diffusion A. Lecot
- : to be sold by Jas. Gardner
- : distributor G. Schirmer
- : released by Beaux Arts Co.
- : produced for Bairnsweat
- : presented by Shell Education Service
- : distributed by Harvard University Press
- : privately printed for the Parish Register Section

If the function performed by the distributor is not explicitly stated, a brief word or phrase indicating the nature of the activity may be added, enclosed in square brackets.

*Examples*

- : Vacation Work [distributor]
- : Technical and Scientific Films : Film Producers Guild [distributor]

**4.2.6** The name of a publisher, producer or distributor may be given in a shortened form, provided it can be understood and identified without ambiguity.

*Examples*

- : Bietti  
*Editorial comment:* Publisher's name appears as Casa editrice Bietti.
- : Художественная литература  
*Editorial comment:* Publisher's name appears as Государственное издательство Художественная литература.
- : H.M. Gousha  
*Editorial comment:* Publisher's name appears as The H.M. Gousha Company.



- : M. Eschig  
*Editorial comment:* Publisher's name appears as Editions Max Eschig et Cie.
- : Readex  
*Editorial comment:* Publisher's name appears as Readex Microprint Corporation.
- : Addison-Wesley  
*Editorial comment:* Publisher's name appears as Addison-Wesley Publishing Company.

*but not*

- : The Society  
*Editorial comment:* Publisher's name appears as American Chemical Society.

### **For older monographic resources:**

The names of publishers, printers, distributors, etc., are transcribed in the form in which they appear on the prescribed source of information with necessary preceding words and phrases (see also 4.1.8).

#### *Examples*

- : chez Augustin Courbé
  - : en casa de Guilliemo Roville
  - : na officina de Antonio de Sousa da Sylva
  - : par Ian de Tournes pour Antoine Vincent
  - : à l'enseigne de l'éléphant
  - : de l'imprimerie de Balleu, se trouve chez  
 Marcilly [et chez] les marchands de nouveautés
- Note:* The two distributor statements are bracketed together following "chez"
- : printed for J. Warner
  - : printed for the editor, and sold by him
  - : by the widowe of Jhon Mommart
  - : printed for the executors of the late widow  
 Kelly

Qualifications such as *printer to the King* and addresses may be omitted. However, addresses are given when they aid in identifying, dating or localizing the resource.

*Example*

- . — A Rouen : chez Jean Oursel, rue Ecuyere, vis-à-vis la rue du Petit-Puits, à l'Imprimerie du Levant

Insignificant information in the middle or at the end of the statement of publication, production, distribution, etc., may be omitted. Such omissions are indicated by the mark of omission.

**4.2.7** When the name of the publisher, producer or distributor appears in full in area 1, either the full form may be repeated in area 4, or an abbreviated form may be given there. If a resource is privately printed, the person or body issuing the resource, whether a commercial publisher, a private press, or a person or body for whom the resource was printed, is given as the publisher.

*Examples*

- . — London : H. Mackeson  
*Statement of responsibility:* by Henry Clive Mackeson
- . — [Paris] : CEDOCAR  
*Statement of responsibility:* Centre de documentation de l'armement
- . — Versailles : C.N.R.A.  
*Title proper:* Liste des périodiques reçus au Centre national des recherches agronomiques
- . — Kürten : Stockhausen  
*Statement of responsibility:* Karlheinz Stockhausen
- . — Cleveland : Cleveland Health Museum  
*Statement of responsibility:* Cleveland Health Museum
- . — Québec : O.L.F.  
*Statement of responsibility:* Office de la langue française, Centre de terminologie
- . — Malden, MA : National Chemical Data Board  
*Statement of responsibility:* National Chemical Data Board
- . — [Philadelphia] : Institute for Scientific Information  
*Statement of responsibility:* Institute for Scientific Information
- . — [Seattle?] : G.B. Schrier  
*Statement of responsibility:* by Gary B. Schrier  
*Note:* "Privately printed limited edition"
- . — Bel Air, Md. : Jack L. Shagena  
*Statement of responsibility:* Jack L. Shagena  
*Note:* "Privately printed by the author"

### For older monographic resources:

When the name of the publisher, producer and/or distributor appears only in another area and is recorded there, or is known from information outside the prescribed sources of information for this element (including outside the resource), it is given in the shortest convenient form enclosed in square brackets. When the information is taken from a source other than the title page, this source is recorded in area 7.

#### Examples

- . — [Paris] : [Philippe Pigouchet pour Symon Vostre], [25 avril 1500]  
*Editorial comment:* Pigouchet's device is on the title page. The title reads: Ces presentes heures a lusaige du Mans fure[n]t acheuees lan Mil. cincq ce[n]s le xxv jour dapuril pour Symon Vostre ...
- . — [London] : [Francis Barlow], 1605  
*Editorial comment:* End of title reads: illustrated with ... sculptures by Francis Barlow and are to be sold at his house.

The name of the publisher, producer and/or distributor is neither abridged because it repeats information nor expanded because it omits information relating to an author as publisher.

#### Example

- . — Trykt udi London : af Frys, Couchman og Collier paa Forfatterens egen Bekostning  
*Editorial comment:* Printed by Frys, Couchman and Collier at the author's own cost; author is Ernst Wolff.

### 4.2.8 Incomplete name of publisher or producer

When only the address, sign, or initials of the publisher, producer and/or distributor appears in lieu of the name, the address, sign, or initials are transcribed as the name of publisher, producer, and/or distributor. If the name of the publisher, producer and/or distributor can be identified, this name is supplied enclosed in square brackets by filling in the name after the initials or by adding the name before or after the address or sign, as appropriate. An explanatory note is given in area 7.

*Examples*

- : [Jean-Pierre Costard] Rue Saint-Jean-de-Beauvais, la  
premiere porte cochere au dessus du College  
*Note:* Costard named as publisher in: La France littéraire /  
J.M. Quérard
- : prostant in Coemeterio D. Pauli [apud Abelem Swalle]  
*Note:* Publisher named on title page verso
- : printed and sold [by John Evans] at No. 41, Long-Lane  
*Note:* John Evans active at this address between 1791 and  
1795
- : printed by H[umphrey]. L[ownes]. for George Lathum at  
the Bishops head in Pauls Church-yard  
*Note:* Printer's name according to ESTC S126474

#### **4.2.9 Name of publisher, producer and/or distributor taken from source outside the prescribed sources of information**

When the name of the publisher, producer and/or distributor is known from information outside the prescribed sources of information (including sources outside the resource), it is given in square brackets and in a form appropriate to the date, script and language of the resource. The source of the information is recorded in area 7.

*Example*

- : [Paul Linley and John Flaskett]  
*Note:* Publisher taken from Short Title Catalogue

When the name of the publisher, producer and/or distributor is uncertain or unknown, the name of a probable publisher or producer (or the names of a number of alternative publishers or producers) may be supplied, followed by a question mark and enclosed in square brackets.

*Example*

- : [John Smith?]

**For older monographic resources:**

An explanatory note of the supplied information is given in area 7.

*Example*

: printed for the authors vse [by Nicholas Okes?]

*Note:* Printer conjectured by Short title catalogue (2nd ed.)

**4.2.10 Parallel name of publisher, producer and/or distributor**

**4.2.10.1** When the name of a publisher, producer and/or distributor appears on the prescribed source of information in more than one language or script, the form of name in the language and script of the title proper is given. If this criterion does not apply, the form of name made more prominent by typography or, if there is no typographical distinction, the form of name that appears first is given.

**For older monographic resources:**

The form of name that appears first is given, followed by the other forms of name in the order indicated by the sequence of information on the source.

*Example*

: Wytisstené v Kryssstoffa Baumana, w  
Drazdanech = Gedruckt by Christoph  
Baumann zu Dreßden

**4.2.10.2** Parallel statements may be given.

*Examples*

: Galerie nationale du Canada pour la Corporation des musées nationaux du Canada = National Gallery of Canada for the Corporation of the National Museums of Canada

: Bundeskanzlei = Chancellerie fédérale

. — Kraków : Polskie wydawnictwo muzyczne = Krakau : Polnischer Musikverlag

. — Bruxelles : Parlement européen, Direction générale des études = Brussels : European Parliament, Directorate General for Research

**4.2.11 Printer as substitute for name of publisher, etc.**

The name of the printer or manufacturer is not given as a substitute for the name of an unknown publisher, producer or distributor, except for older monographic resources.

However, when a person or corporate body combines the activities of printing or manufacturing and publication, production or distribution, or when the responsibility is uncertain, a named printer or manufacturer is assumed to be also the publisher or producer.

*Examples*

: Imprimerie nationale

: Institut géographique national

*Editorial comment:* The institute is both a publisher and a manufacturer.

**For older monographic resources:**

When the name and/or address of the printer appears on a prescribed source of information with or without other names of publishers, printers, distributors, etc., it is given as, or as part of, the name of the publisher, printer, distributor, etc.

*Examples*

: printed and are to be sold by Randal Taylor

: printed by J. and H. Hughs ... and sold by T. Payne

: J. Grundy, printer

: printed and sold at 60, Old Street

: tryckt hos Lars Salvius

: printed, and re-printed by E. Waters

: de l'imprimerie de J. Barbou

: typis exscripsit Joachimus Redanus

In some cases the name and/or address of the printer appears on a prescribed source of information without the name, address or sign of the publisher or bookseller. If the latter is known, it is recorded after the name and/or address of the printer following a space, colon, space and enclosed in square brackets.

*Example*

: acheuee de imprimer par maistre Nicole de la Barre : [chez Jean Petit]

*Note:* Statement of printing taken from colophon; the last leaf bears the device of Jean Petit, the bookseller

When the name of the publisher, distributor or bookseller is unknown, but the name of the printer is known from information outside the prescribed sources of information for this area (including sources outside the resource) it is given enclosed in square brackets. The source of the information is recorded in area 7.

*Examples*

- . — [East Molesey] : [Robert Waldegrave]  
*Note:* Statement of publication from Short title catalogue (2nd ed.).
- . — [Genève] : [Cramer]  
*Note:* Statement of publication from Bibliothèque nationale catalogue

#### 4.2.12 Name of publisher unknown

When no name can be given as that of the publisher, producer or distributor, the abbreviation *s.n.* (*sine nomine*) or its equivalent in another script is supplied, enclosed in square brackets.

*Examples*

- : [s.n.]
- : [б.и.]
- : [出版者不详]
- : [出版者不明]
- : [발행처불명]

#### 4.2.13 Change of name of publisher, producer and/or distributor

**For serials and multipart monographic resources:**

If changes occur in the name of the publisher, producer and/or distributor on subsequent issues or parts, the name of the later publisher, producer and/or distributor is given in area 7 (see 7.4.2) if it is necessary for identification or otherwise considered important to users of the catalogue.

**For integrating resources:**

If changes occur in the name of the publisher, producer and/or distributor on subsequent iterations, the description is changed to reflect the latest iteration. The earlier name or names are given in area 7 (see 7.4.2) if they are necessary for identification or otherwise considered important to users of the catalogue.



### 4.3 Date of publication, production and/or distribution

#### *Mandatory*

**4.3.1** The date or dates of publication, production or distribution of the resource are given.

*Examples*

, 1979

, 2003-

*Editorial comment:* Beginning publication date for online version of *Croatica chemica acta*, which includes issues from vol. 69, no. 1 (1996).

**4.3.2** When the same date applies to both publication or production and distribution or to more than one publisher or producer and distributor, it is given after the last name or statement of function.

*Examples*

. — New York : Sterling [etc.] ; London : distributed by Ward Lock, 1977

**4.3.3** If the date of publication or production differs from the date of distribution, each date is given after the appropriate name or statement of function.

*Examples*

. — London : Educational Records, 1973 ; New York : Edcorp [distributor], 1975

. — Seattle, Wash. : Laser Learning Technologies, 1993 ; Hardwick, Vt. : Optical Transfer [distributor], 1995

**4.3.4** Dates of the Gregorian calendar are given in arabic numerals. Dates not of the Gregorian calendar are given as they appear on the resource with the equivalent date of the Gregorian calendar added in square brackets when it can be established.

*Examples*

, 1969

, 5730 [1969 or 1970]

*Editorial comment:* Jewish calendar.

, 1398 [1977 or 1978]

*Editorial comment:* Hijri (Islamic) calendar.

, an IX [1801]  
*Editorial comment:* French Revolutionary calendar.

, 光緒8 [1882]  
*Editorial comment:* Chinese regnal year calendar.

, 단기4289 [1956]  
*Editorial comment:* Korean calendar.

When dates in different calendars appear on a resource, all dates are given, separated by a space, equals sign, space.

*Example*

, an III = 1795

**For older monographic resources:**

Dates of publication, printing, etc., are transcribed as they appear on the resource, including the day and month, if present. Words and phrases that are grammatically linked to the date, such as *anno* and *printed in the year*, are transcribed as part of the date element.

*Examples*

, 7 July 1766

, printed in the year 1742

*Editorial comment:* Imprint reads: London,  
 printed in the year 1742.

If the date forms part of the place or publisher statement, it is recorded with the statement and also given as the date of publication, enclosed in square brackets. When the date does not appear in the publication, production, distribution, etc., area, but has been given in area 1 or area 2, the date is also given as the date of publication, enclosed in square brackets.

*Examples*

, [1744]

*Editorial comment:* Publication statement reads:  
 Printed in the year M.DCC.XLIV. and sold at the  
 pamphlet-shops in London and Westminster.

, [1795?]

*Editorial comment:* Title reads: The circular letter,  
 to the General Baptist churches for the year 1795.  
 By John Marsom, read, approved, and ordered to  
 be printed, by the General Assembly.

Days of the month and the names of months that do not appear in the publication, production, distribution, etc., area but are known as the date of publication are given together with the year in arabic numerals and in the language and script chosen by the cataloguing agency. When the statement of the date of publication is very long, e.g. if it is not given in numerals, it may be formalized. A note is given in area 7, stating the source of the date and including a transcription of the statement, if it is considered important to users of the catalogue.

*Example*

, [18 May 1507]

*Note:* Colophon reads: Anno gratiae  
millesimo quingentesimo septimo die vero  
decimoctavo Maij

or

*Note:* Date from colophon

Capital letters appearing apparently at random on a title page or colophon may represent a chronogram and should therefore be left in capital form and not converted to lowercase. Dates taken from a chronogram are given enclosed in square brackets in arabic numerals. A note may be given in area 7 explaining the source of the date and including a transcription of the chronogram.

*Examples*

, [1788]

*Note:* Date given in a chronogram in the title

*Editorial comment:* Title reads: NoMIIna CLerI  
IVnlorIs HVngarICI eX benIgno faVore Caesareo  
regIo In arCe PosonIensI CoLLoCatI.

, [1694]

*Note:* Date given in a chronogram in the  
publication statement

*Editorial comment:* Publication statement reads:  
Hamburgi Typis Thomæ Rossii. – Anno, quo VIX  
fas SVperI qVæCVnqVe MonetIs proDere nos  
popVLI! ...

Dates given in roman numerals are transcribed as they appear, omitting internal spaces. The Gregorian year is supplied in arabic numerals enclosed in square brackets.

*Example*

, M.DC.III. [1604]

*Editorial comment:* Imprint date reads: M. DC.  
III.

Dates not of the Gregorian calendar, and statements of the day of publication or printing in terms other than those of the calendar month, are given as found on the resource. The equivalent date or dates in modern chronology are supplied enclosed in square brackets.

*Examples*

, die visitationis Beatae Virginis Mariae 1497  
[2 July 1497]

, die natalis Christi 1498 [25 Dec. 1498]

, 1507 on the feast of Saint Luke [18 Oct.  
1507]

Dates of the Christian era based on commencement of the year on both 1 January and another date are given as found, with a slash between the numerals. The date according to the modern calendar may be added, enclosed in square brackets.

*Examples*

, 1690/1

, 1690/1691 [1691]

, 2/13 Sept. 1750

When the year of publication, printing, etc., found on the resource is based on a calendar year that does not begin 1 January and when the resource is known to have been published in the following year according to the present calendar, the later year is added enclosed in square brackets. Julian calendar dates of the month are not amended. An explanatory note is given in area 7.

*Examples*

, id. Mart. 1502 [15 Mar. 1503]

*Note:* Date according to the Julian calendar  
corresponds to 15 March 1503 in the  
Gregorian calendar

, 1641 [1642]

*Note:* Year of publication given according to  
Lady Day dating

**4.3.5** When the date that appears on the resource is known to be incorrect or appears in an alternative form, it is given as it appears and the corrected or alternative form is given enclosed in square brackets.

*Examples*

, 1697 [i.e. 1967]  
 , 1905 [i.e. 1950]-1970  
 , 1963 [i.e. 1971]  
 , 1892 [실은 1982]

**For older monographic resources:**

If a date from the title page has been transcribed as the date of publication and evidence for a later date of publication appears in a source other than the title page, that date is supplied enclosed in square brackets as a correction and an explanatory note is given in area 7 to indicate that the correction is a differing date of publication and not the correction of a typographical error.

*Example*

, 1786 [i.e. 1788]  
*Note:* Dedication and preface both dated 1788

**4.3.6** A copyright date is added to the date of publication, production or distribution if it is different from the date of publication and is considered important to users of the catalogue.

*Examples*

, 1969, cop. 1937  
 , 1972, cop. 1954  
 , 1995, © 1993

**For older monographic resources:**

A privilege or copyright date may be given in area 7 if it is considered important to users of the catalogue.

*Example*

, 1720  
*Note:* Privilege statement on page 4 dated  
 1718

**4.3.7** When there is no date of publication, production or distribution on the resource, the copyright date, legal deposit date, or date of printing or manufacture is given in its place. The type of date is indicated.

*Examples*

- , © 1969
- , 1981 printing
- , 1986 manufacture
- , 1960 printing-  
*Editorial comment:* Current continuing resource.
- , cop. 1970-  
*Editorial comment:* Current continuing resource.
- , 1977 印刷
- , 1987 제작
- , D.L. 2010

**For older monographic resources:**

When there is no date of publication in the resource, the date of granting of a privilege to print, or copyright date, if known, is given in its place enclosed in square brackets. An explanation is given in area 7.

*Example*

- , [1719?]  
*Note:* Privilege to print granted in 1719,  
according to privilege statement on  
page 4

**For sound recordings:**

“P” (phonogram) dates are transcribed with the sound recording copyright symbol (©) if available or with the letter “P” in either upper or lower case.

- , P 1982
- , © 1985-  
*Editorial comment:* Current continuing resource.
- , p 1975

**For multimedia resources and electronic resources:**

When there are multiple copyright dates that apply to various aspects in the production of the resource (e.g. a separate copyright date for the written program, sound production, graphics, and documentation) and there is no date of publication, production or distribution on the resource applying to the resource as a whole, the latest copyright date is given. It does not matter that the date applies only to one aspect of the creation of the resource. (See also 4.3.11.)

*Example*

, cop. 1995

*Editorial comment:* Date is for the written program; other earlier copyright dates are for sound and documentation.

**4.3.8** When no date of publication, production or distribution, copyright date or date of printing or manufacture can be ascertained for the resource, an approximate date of publication, production or distribution is given in square brackets. Unknown digits in the date may be indicated by a symbol chosen by the cataloguing agency. Any evidence supporting the approximate date may be given in area 7.

*Examples*

, [1969?]  
 , [196-?]  
 , [1560?]  
 , [ca 1560]  
 , [not after 21 Aug. 1492]  
 , [between 1711 and 1715]  
 , [1727 or 1760]  
 , [16..]  
 , [1969?]-  
 , [196]-  
 , [ca 1835]-  
 , [1980 혹은 1981]

### For older monographic resources:

When no date of publication or printing appears on the resource, but the date can be determined from internal evidence or from reference works, such a date is given enclosed in square brackets. The source of the date is given in area 7. When no date of publication can be ascertained for the resource, an approximate date of publication, printing, etc., is given enclosed in square brackets. Any internal evidence or evidence from reference works supporting the approximate date is given in area 7.

#### *Examples*

, [1560?]

, [ca 1580]

, [ca 1580?]

, [not before 1479]

, [not after 21 Aug. 1492]

, [1727 or 1728]

, [between 1711 and 1749]

, [between 1711 and 1749?]

, [167-]

, [167-?]

, [16--]

, [16--?]

, [1795?]

*Title proper:* The circular letter, to the  
General Baptist churches for the year  
1795.

**4.3.9** The copyright date or date of printing or manufacture may be given after a supplied or estimated date of publication.

#### *Examples*

, [1988], cop. 1927

, [198-?], cop. 1927



#### **4.3.10 Resources published in multiple issues, parts, iterations, etc.**

##### **4.3.10.1 Beginning date of publication**

The date of publication of the earliest issue, iteration, volume, part or fascicle is given, followed by a hyphen.

*Examples*

, 1969-

, 1965-

*In area 3*: Vol. 5, no. 7 (July 1963)-

*Editorial comment*: Date of publication differs from date of coverage.

##### **4.3.10.2 Ending date of publication**

When describing a completed resource, the dates of publication of the earliest issue, iteration, volume, part or fascicle and the last issue, iteration, volume, part or fascicle are given, separated by a hyphen.

*Examples*

, 1968-1973

, 1513-1524

#### **For updating looseleaves:**

The date of the last update is given if available.

*Example*

, 1990-1995 [last updated 1999]

When the earliest issue, iteration, volume, part or fascicle and the last issue, iteration, volume, part or fascicle of the resource are published in the same year, the date of publication is given once.

*Examples*

, 1962

*In area 3*: Бр. 1 (17 септ. 1962 г.)-бр. 21 (10 окт. 1962 г.)

, 1989

*In area 3*: Vol. 1, pt. 1 (Dec. 1989)

*Note*: No further issues published

#### 4.3.10.3 Uncertain or unknown dates

When the description is being made from issues or parts other than the first and/or last, the date or dates of publication of the first and/or last issue or part are given as instructed at 4.3.8. The source of the date or dates may be given in area 7 (see 7.4.1).

, [1969?]-

, [2004]-

*Editorial comment:* Date inferred from date in area 3.

#### 4.3.10.4 Irregularities

Notes about irregularities in the dates of a resource, such as when the lowest numbered part is not the part with the earliest date of publication, may be given in area 7.

#### 4.3.11 Resources with multiple dates

##### **For older monographic resources:**

When parts of a resource have individual title pages bearing dates that differ from that of the title page for the whole resource, these dates are recorded in area 7. However, if one of these dates is a more accurate reflection of the actual date of publication than the date pertaining to the whole resource, it should be given as a correction as instructed in 4.3.5.

##### **For multimedia resources, sound recordings, videorecordings, still and moving images, and electronic resources:**

When copyright dates are given for each work brought together in a resource such as a sound recording or an electronic resource, these dates are not transcribed in the publication, production, distribution, etc., area. They may be given either in a note on the publication, production, distribution, etc., area (see 7.4), or in a contents note (see 7.7); or the multilevel method of description provided in Appendix A may be utilized.

## 4.4 Place of printing or manufacture

**4.4.1** The place of printing or manufacture is given when it appears on the resource and both the place of publication, production or distribution and the name of the publisher, producer or distributor are unknown.

When the information is taken from outside the resource it is enclosed in square brackets.

### *Examples*

- . — [S.l.] : [s.n.], 1974 (Manchester : Unity Press)
- . — [S.l.] : [s.n.], 1980- (Asnières : Kopp et Lahure)
- . — [S.l.] : [s.n.], 1960 (Paris : impr. Michard)
- . — [S.l.] : [s.n.], 1970 (London : High Fidelity Sound Studios)
- . — [S.l.] : [s.n.], 1996 (Seattle : Landmark Data Systems)
- . — [S.l.] : [s.n.], [1869?] (México : Imp. de Juan Nepomuceno del Vaele [i.e. Valle])
- . — [出版地不明] : [出版者不明], 1963製作 ([東京] : 鹿島研究所出版会)
- . — [발행지불명] : [발행처불명], 1997 (서울 : 대광인쇄소)

### **For older monographic resources:**

The place of printing or manufacture is given in those instances where printer and publisher are grammatically separated or distinct.

The place or places of printing are given when they appear on the resource, but not on a prescribed source of information for the publication, production, distribution, etc., area. This information may be given if it does not appear on the resource, but it is known and considered important to users of the catalogue.

**4.4.2** *Optionally*, if the place of printing or manufacture appears on the resource, it may be given in addition to either one or both of the following: the place of publication, production and/or distribution and the name of the publisher, producer and/or distributor.

*Examples*

- . — Stuttgart ; Zurich : Delphin Verlag, 1973 (Yugoslavia)
- . — London : IFLA Committee on Cataloguing, 1975  
(London : Palantype Organisation)
- . — Leipzig : Breitkopf & Härtel, 1977 (Jugoslawien)
- . — Firenze : Scala, 1969 (Siena : Meini)
- . — Urbana, Ill. : University of Illinois at Urbana-Champaign,  
Laboratory for Advanced Supercomputers, 1995  
(Tokyo : Zishi)
- . — Paris : Ministère de l'Intérieur, 1979 (Bourges : Tardy  
Quercy)
- . — Buenos Aires : Javier Vergara, 2002 (Barcelona :  
Liberdúplex)
- . — London : Chapman and Hall, 1976 (London : Mercury)

**For older monographic resources:**

The place or places of printing are given in the same way as the place or places of publication, production and/or distribution

*Examples*

- . — A Paris : chez Nyon l'aîné, 1781 ([Paris] :  
de l'imprimerie de la veuve Thiboust)

*Note:* Printer named in colophon

- . — Francofurti : prostat apud Ionam Rosarn,  
1616 ([Frankfurt] : [Abraham Scultetus])

*Editorial comment:* Printer not named in the resource.

- . — [Parrhisiis] : venales inveniuntur in vico  
sancti Iacobi apud Leonem Argenteum  
[Johannem Petit], 1508 (Parrhisiis :  
impressae in Bellovisu [apud] Johannem  
Marchant)

*Note:* Petit's name, the place, date and the statement of printing are taken from the colophon

- . — Venundatur Parrhisiis : in vico sancti  
iacobi sub Leone Argenteo, Jehan Petit,  
[ca 1509] ([Paris] : [Jean Marchant])  
*Note:* The last leaf bears the device of the  
printer. Petit's name appears in a device  
on the title page

**4.4.3** When multiple places of printing or manufacture are given, the same punctuation is used as for multiple places of publication, production and/or distribution.



## **4.5 Name of printer or manufacturer**

**4.5.1** The name of the printer or manufacturer is given when it appears on the resource and both the place of publication, production and/or distribution and the name of the publisher, producer and/or distributor are unknown.

When the information is taken from outside the resource it is enclosed in square brackets.

For examples, see 4.4.1.

### **For older monographic resources:**

The name of the printer or manufacturer is given in those instances where printer and publisher are grammatically separated or distinct.

The place or places of printing and the names of the printer or printers are given when they appear on the resource, but not on a prescribed source of information for the publication, production, distribution, etc., area. This information may be given if it does not appear on the resource, but it is known and considered important to users of the catalogue.

**4.5.2** *Optionally*, if the name of the printer or manufacturer appears on the resource, it may be given in addition to either one or both of the following: the place of publication, production and/or distribution and the name of the publisher, producer and/or distributor.

For examples, see 4.4.2.

### **For older monographic resources:**

The name or names of a printer or printers is given in the same way as the name or names of the publisher, printer, etc.

For examples, see 4.4.2.

**4.5.3** When multiple names of printers or manufacturers are given, the same punctuation is used as for multiple names of publishers, producers and/or distributors.

## 4.6 Date of printing or manufacture

**4.6.1** The date of printing or manufacture may be given either as an element following the name of the printer or manufacturer or by itself. In the latter case a word or brief phrase is added to clarify the date.

### *Examples*

- . — London : Arts Council of Great Britain, 1976  
(Twickenham : CTD Printers, 1974)
- . — Harmondsworth : Penguin, 1949 (1968 printing)
- . — Zagreb : Stvarnost, [1977] (Zagreb : Vjesnik, 1976)
- . — Budapest : Akadémiai K., 1977- (Debrecen : Alföldi Ny., 1978- )
- . — Amiens : Association d'étude et de cartographie régionale, 1975 (Amiens : Yvert, 1976)
- , [1980], p 1973 (manufactured 1979)
- , 1786 (1788 reprint)  
*Note:* Date of reprinting given in the preface
- , 1786 ([1788 reprint])  
*Note:* Date of reprinting taken from the publisher's archives
- , cop. 1960 (reprinted 1984)

### **For older monographic resources:**

If the date of reprinting appears on the title page it is recorded as part of the date of publication element (see 4.3.4).

The date of printing is given as a separate element only when it does not appear on the prescribed source of information for the publication, production, distribution, etc., area, and when it differs from that date.

**4.6.2** When the date of printing or manufacture is given in place of an unknown date of publication, production or distribution (see 4.3.7), it is not repeated here.



## 5 MATERIAL DESCRIPTION AREA

### Introductory note

The material description area includes the extent, other physical details, the dimensions, and the accompanying material statement. The elements are defined in the glossary.

The resource is described as it was issued by the publisher. If it is known or believed that the resource has been modified (e.g. bound or trimmed) subsequent to publication, the information given in area 5 is for the resource as published and the information about the modification is treated as relating to the copy in hand and given in area 7 (see 7.11).

### For older monographic resources:

The purpose of the material description is to support identification by recording the bibliographic format, the total number and order of sequences of pages or leaves in a resource, and by recording as far as can be established the number of plates and inserts and accompanying material belonging to a resource. Further, it is intended to provide an unambiguous instrument for reference to specific pages or leaves.

The material description is based on the total number of gatherings and additional leaves in the resource described as it is assumed to have been issued by the publisher.

### Contents

- 5.1 Extent
- 5.2 Other physical details
- 5.3 Dimensions
- 5.4 Accompanying material statement

### Prescribed punctuation

- A. For punctuation before areas of description, see A.3.2.
- B. The statement of other physical details is preceded by a space, colon, space ( : ).
- C. The dimensions statement is preceded by a space, semicolon, space ( ; ).
- D. Each accompanying material statement is preceded by a space, plus sign, space ( + ).

**E.** Extent, other physical details, and dimensions of accompanying material, if given, are enclosed in parentheses ( ( ) ).

*Punctuation patterns*

- . — Specific material designation (extent) ; dimensions
- . — Specific material designation (extent) : other physical details statement ; dimensions + accompanying material statement (extent of accompanying material : other physical details of accompanying material ; dimensions of accompanying material)

**For older monographic resources:**

The format and/or dimensions statement is preceded by a space, semicolon, space ( ; ).

Dimensions following the format are enclosed in parentheses (( )).

**Prescribed source**

The whole resource.

## 5.1 Extent

**5.1.1** The first element of the material description area names and numbers the physical unit or units constituting the resource, adding other measures of extent as appropriate.

### 5.1.2 Specific material designation

The number of physical units constituting a resource is given in arabic numerals with the specific material designation. If the resource is still being issued or the number of units is unknown, the number of physical units is not given. The terms used as specific material designations are not prescribed and may be given in terms appropriate to the resource being described and the language of the description. Terms may be abbreviated.

*Optionally:* for printed texts and certain notated music in one volume, the number of physical units may be omitted. The extent statement then consists of the pagination of the volume (see 5.1.4).

#### *Examples*

- . — 36 slides
- . — 3 stereograph reels
- . — 1 atlas
- . — 2 diagrams
- . — 1 map
- . — 1 globe
- . — 2 scores
- . — 4 parts
- . — 1 folder
- . — 1 broadsheet
- . — vol.
- . — 3 vol.
- . — 2 portfolios
- . — 1 computer disk
- . — 1 CD-ROM
- . — 1 DVD
- . — 1 score (37 p.) + 4 parts on 1 CD-ROM
- . — 2 electronic tape cassettes

- . — 120 no.
- . — 2 drawings
- . — 10 postcards
- . — 3 posters
- . — 1 photograph
- . — 1 microfilm reel

If the number of physical units does not equal the number of bibliographic units, an explanation may be given in area 7, unless the numbering of the physically separate units is given on the second level of a multilevel description (see Appendix A) or in a contents note (see 7.7).

*Examples*

- . — 5 vol.  
*Note:* Volumes numbered 1, 2A, 2B, 2C, 3
- . — 5 vol.  
*Note:* 8 vol. in 5
- . — 6 vol.  
*Note:* The title page of the sixth volume bears the designation "Bde 6-7"

If the specific material designation does not convey an accurate description of the extent of the physical carriers, a compound statement is given.

- . — 3 maps on 1 sheet
- . — 1 map on 2 sheets
- . — 20 maps on 2 CD-ROMs
- . — 1 score in 8 vol.
- . — 1 atlas in 2 vol.

**For multimedia resources, sound recordings, videorecordings, and still and moving images:**

If equipment of a particular technical system or format is required to use a resource, this information may be recorded in parentheses after the specific material designation.

*Examples*

- . — 1 sound cassette (Elcaset)
- . — 1 videocassette (VHS)
- . — 1 videoreel (Ampex 7003)

- . — 1 sound disc (Cook binaural)
- . — 24 slides (3M Talking Slide)

**For updating looseleaves:**

An updating looseleaf is described by adding (*looseleaf*) or an equivalent term in the language chosen by the cataloguing agency to the specific material designation.

*Examples*

- . — vol. (looseleaf)  
*Editorial comment:* Publication still in progress.
- . — 3 vol. (looseleaf)  
*Editorial comment:* Publication complete.

**For multimedia resources:**

For multimedia resources, the components are named and numbered in succession.

*Example*

- . — 3 filmstrips, 1 map, 13 rocks and minerals, 1 wallchart

*Alternatively:*

a) *multimedia resource* may be used as a specific material designation

*Example*

- . — 1 multimedia resource

*or*

b) a separate material description area may be given for each component. This method should be used only when the materials are few in number and a full physical description for each component is considered important to users of the catalogue.

*Example*

- . — 3 filmstrips (96 fr.) : col. ; 35 mm. — 1 map : col. ; 25 x 25 cm, folded to 10 x 18 cm. — 13 rocks and minerals ; in container 14 x 9 x 2 cm. — 1 wallchart : col. ; 48 x 90 cm, folded to 24 x 15 cm

**5.1.3 Subunits**

The number and type of subunits of a resource (i.e. the number of pages, leaves, sheets, frames, pieces, etc.), and/or (where applicable) the playing time (see 5.1.5) are given after the specific material designation and enclosed in parentheses. This statement follows the guidelines in 5.1.4.

*Optionally*, for printed texts and certain notated music resources in one volume, the specific material designation is omitted and the number and type of subunits are given in its place.

*Examples*

- . — 1 folder (6 p.)
- . — 1 portfolio (26 leaves)
- . — 1 flipchart (8 sheets)
- . — 1 filmstrip (44 fr.)
- . — 1 filmstrip (6 double fr.)
- . — 4 filmstrips (220 fr.)
- . — 1 stereograph reel (7 pairs of fr.)
- . — 1 score (329 p.)
- . — 1 vocal score (259 p.)
- . — 1 part (32 p.)  
*Editorial comment:* A separately published part.
- . — 1 miniature score (146 p.)
- . — 1 short score (21 leaves)
- . — 1 choir book (240 p.)
- . — 1 sheet (2 p.)

**For multimedia resources, sound recordings, videorecordings, and still and moving images:**

No distinction is made between numbered and unnumbered sequences of sheets, frames, etc. (i.e. numbers supplied by

the cataloguing agency are given without square brackets). For numbered sequences of sheets, frames, etc., the number on the last numbered sheet, frame, etc., of each numbered sequence is recorded, irrespective of whether this total includes any unnumbered sequences (e.g. title frames, end frames and interspersed non-content frames of a filmstrip).

**For transparencies with overlays:**

For a set of transparencies with overlays, the presence of overlays is indicated but their number may be omitted.

*Examples*

- . — 1 transparency (4 unattached overlays)
- . — 12 transparencies (with overlays)

**For filmstrips:**

For a set of filmstrips, the statement of frame characteristics should be retained where appropriate even though no statement regarding the number of frames is recorded.

*Example*

- . — 3 filmstrips (double fr.)

**For electronic resources:**

The extent of a resource available by remote access may be given if the information is known and considered important to users of the catalogue.

If readily available, the total file size using the appropriate level (bytes, kilobytes, megabytes, etc.) may be given. If given, it is enclosed in parentheses.

*Examples*

- . — 1 website
- . — 1 streaming sound file
- . — 1 streaming video file
- . — 1 online resource
- . — 1 map (5.2 MB) on 1 CD-ROM

- . — 3 maps (600 kilobytes)  
*Editorial comment:* Remote access.

#### 5.1.4 **Pagination**<sup>16</sup>

##### 5.1.4.1 **Resources in one physical unit**

**5.1.4.1.1** If the leaves in a resource are numbered on both sides, the extent of the resource is described in terms of pages. If the leaves are numbered on one side only, the extent of the resource is described in terms of leaves. If the number of pages or leaves gives a false impression of the extent of a resource, this may be explained in area 7 (see 7.5.1).

*Examples*

327 p.

321 leaves

80 p.

*Note:* Versos of pages blank

56 leaves

*Note:* Leaves printed on both sides

**5.1.4.1.2** If a resource consists of numbered columns instead of pages, the extent is given in terms of columns. If there are more than two columns to a page, this fact is stated in area 7.

*Example*

- . — 831 columns

**For older monographic resources:**

The total number of pages or leaves is given, enclosed in square brackets, or may be given in area 7.

*Example*

- . — 840 columns on [420] p.

*or*

- . — 840 columns on [210] leaves

**5.1.4.1.3** The number on the last numbered page, leaf, column, sheet or frame of each numbered sequence is given. Numerals, arabic and roman, are

---

<sup>16</sup> The term “pagination” is used to designate any sequence of pages, leaves, columns, sheets, frames, etc.



recorded as found on the resource. When the pages or leaves are lettered instead of numbered, the first and last letters are given and are preceded by the word or abbreviation indicating pages or leaves.

*Examples*

- . — 328 p.
- . — iv, 328 p.
- . — 16 leaves, 328 p.
- . — 328 p., 52 columns
- . — 32, 328, 40, 16 p.
- . — P. a-h
- . — P. A-H
- . — Leaves A-H
- . — P. A-H, 128 p.

When the resource contains more than one numbered or lettered sequence of different types (e.g. columns and pages) and the second, etc., sequence continues the numbering or lettering of the preceding sequence, the first and last numbers or letters of the second, etc., sequence are given preceded by the word or abbreviation for pages, leaves or columns.

*Example*

- . — 320 columns, p. 321-400

When the numeration in arabic numerals continues that of the roman numerals, the numeration of the whole sequence is given in arabic numerals.

*Example*

- . — 328 p.

*Editorial comment:* 16 pages numbered i-xvi and 312 pages numbered 17-328.

**For older monographic resources:**

If the numeration in arabic numerals continues that of the roman numerals, the numeration of the whole sequence may be given in arabic numerals. *Alternatively*, both the arabic and roman sequences may be given.

*Example*

. — 328 p.

or

. — xvi p., p. 17-328

**5.1.4.1.4** When the number of the last numbered page, leaf, column, sheet, frame, etc., of a sequence is incorrect, it is given as on the resource. The correct number is given, enclosed in square brackets, with an explanatory note if it is considered important to users of the catalogue, or the sequences of pagination may be given exactly to indicate the source of the error.

*Examples*

. — xiv, 823 [i.e. 328] p.

*Note:* P. 328 misnumbered 823

. — xiv, 832 [i.e. 848] p.

*Note:* P. 161-176 are repeated in the numeration

or

. — xiv p., p. 1-176, 161-832

*Editorial comment:* An alternative to the previous example.

. — 1 filmstrip (64 [i.e. 46] fr.)

**5.1.4.1.5** Unnumbered sequences of pages or leaves are given only when they constitute the whole or a substantial part of the resource (but see 5.1.4.1.8 for leaves of plates). If unnumbered sequences constitute the whole or a substantial part of the resource, they are given in the terms used for the numbered sequences as arabic numerals enclosed in square brackets.

*Examples*

. — 329 p.

*Editorial comment:* 8 unnumbered pages and 329 pages numbered 1-329.

. — iv, [100] p.

*Editorial comment:* 4 pages numbered i-iv and 100 unnumbered pages.

If the whole resource is unpaginated or unfoliated, either:

- a) leaves or pages are counted together and the total is given in terms of leaves (if printed on one side) or pages (if printed on both sides) in arabic numerals enclosed in square brackets

*Example*

. — [80] leaves

or

- b) an estimate of the number of leaves or pages is made, and the total is given as an approximate number of leaves (if printed on one side) or pages (if printed on both sides).

*Example*

. — Ca 400 leaves

#### **For older monographic resources:**

Any unnumbered page, leaf or column that forms a part of the resource as issued and is not counted as part of a sequence of pagination is counted according to the terms used otherwise to describe the resource. Both blank and printed pages or leaves are counted. The number of such pages, leaves or columns is given in arabic numerals enclosed in square brackets.

*Examples*

. — [8], 328 p.

*Editorial comment:* 8 unnumbered pages and 328 pages numbered 1-328.

Unnumbered pages at the end of a sequence are given in arabic numerals enclosed in square brackets.

*Examples*

. — 93, [3] p.

. — xv, [1], 160 p.

When any such unnumbered page, leaf or column is found within a numbered sequence, the first and last pages, leaves or columns are given for the surrounding material.

*Example*

. — 1-200, [8], 201-232 p.

Unnumbered pages in the beginning of a sequence are tacitly inferred.

*Examples*

. — 16 p.

*Editorial comment:* 3 unnumbered pages and 13 pages numbered 4-16

- . — 328 p.

*Editorial comment:* 8 unnumbered pages and 320 pages numbered 9-328

Blank leaves are included in the pagination statement and noted within parentheses following the pagination statement when they form part of the gatherings of the resource being described. Only blank leaves that have been seen in extant copies may be included in the statement.

#### *Examples*

- . — iv, [100] p. (p. 99-100 blank)

*Editorial comment:* 4 pages numbered i-iv and 100 unnumbered pages and the last leaf blank.

- . — iv, 96, [4] p. (last two p. blank)

*Editorial comment:* pages numbered i-iv, 1-96 and an unnumbered fold of which the last leaf is blank.

When the complete extent cannot be inferred, the extent of imperfect copies is given by recording the numeration of the pages and/or leaves according to the provisions of 5.1. However, *p.* or *leaves* and a plus sign are used preceding or following the statement of extent (e.g. *200 + p.*; *p. + 41-200*), or, in the case of unpaginated or unfoliated resources, the provisions for such cases are used. In these cases, and when the extent of a complete copy has been inferred, an explanatory note is given.

If the whole resource is unpaginated or unfoliated, a note on the signatures may be given if it is considered important to users of the catalogue.

**5.1.4.1.6** If a resource contains more than three sequences of similarly numbered pages, leaves or columns, or sequences of similarly numbered pages combined with one or more major sequences of unnumbered pages, either:

- a) The sequences are added up and given as a total followed by the words *in various pagings* (or the equivalent in another language).

#### *Example*

- . — 1000 p. in various pagings

*Editorial comment:* not: 48, 53, 99, 100, 200, 410, 90 p.

or

- b) When one of the sequences is clearly the main sequence, the number of that sequence is given with the total number in brackets of the other sequences preceding and/or succeeding as appropriate.

*Example*

. — 400, [98] p.

*Editorial comment:* not: 400, 18, 10, 22, 28, 20 p.

or

- c) The specific material designation and extent of the resource is described as:

*Examples*

. — 1 vol. (various pagings)

. — 1 score (various pagings)

. — 1 portfolio

#### **For older monographic resources:**

If one of the sequences is significantly larger than the others, the extent of that sequence may be given followed by *with various other pagings*.

*Example*

. — 1 vol. (400 p. with various other pagings)

*Editorial comment:* The sequences are: 400, 18, 12, 28 and 20 numbered pages and 18 unnumbered pages.

**5.1.4.1.7** If the pages, leaves, columns, sheets, frames, etc., are numbered as part of a larger sequence, the numbers on the first and last subunit are recorded preceded by the word or abbreviation for the type of subunit.

*Examples*

. — Leaves 81-93

. — P. 713-797

. — 1 filmstrip (fr. 120-143 (double fr.))

If the pages, leaves, columns, sheets, frames, etc., are numbered both internally and as part of a larger sequence, the internal numbering is recorded, and the numbering from the larger sequence is given in area 7 (see 7.5).

*Examples*

- . — 1 filmstrip (24 double fr.)  
*Note:* Frames also numbered 120-143.
- . — 81 p.  
*Note:* Pages also numbered 321-401

**5.1.4.1.8** If a resource contains pages or leaves of plates or other inserts not included in the numbering of the main sequence of pages or leaves, the number of pages or leaves of plates or other inserts is given at the end of the sequences of pagination, whether they are found together or distributed throughout the resource. If the pages or leaves of plates are unnumbered, the number is given in brackets.

*Examples*

- . — 248 p., 24 leaves of plates
- . — x, 32, 74 p., [1] leaf of plates
- . — 248 p., 12 p. of plates
- . — 248 p., 36 leaves of plates, 24 p. of plates
- . — 16 p., 28 p. of maps
- . — 24 p., [16] leaves of genealogical tables
- . — 1 score (246 p., 24 leaves of plates)
- . — 1 score (246 p., 38 leaves of plates, 24 p. of plates)
- . — 1 vocal score (246 p., 12 p. of plates)
- . — 1 atlas ([2] p., [32] leaves of plates)

**5.1.4.2 Resources in more than one physical unit****5.1.4.2.1 Continuous pagination**

If a resource consists of more than one unit of the same physical form (i.e. more than one volume, filmstrip, portfolio, etc.) and the subunits are continuously numbered, the total number of pages, leaves, sheets, etc., is given as in 5.1.3.

*Examples*

- . — 8 vol. (894 p.)
- . — 1 score in 8 vol. (894 p.)

When only the first unit has a separately numbered sequence of preliminary pages, leaves or columns preceding the continuously paginated, foliated or

column numbered main sequence, the pagination, foliation or column numeration of the preliminary and main sequences is given.

*Example*

. — 3 vol. (xx, 804 p.)

*Editorial comment:* Preliminary sequence in vol. 1 only.

When each unit has a sequence of preliminary pages or leaves preceding the continuously paginated or foliated main sequence and separately numbered, these sequences are added up and given as a total enclosed in square brackets.

*Example*

. — 8 vol. ([47], 894 p.)

**For older monographic resources:**

When each unit has a separately numbered sequence of preliminary pages, leaves or columns preceding the continuously paginated, foliated or column numbered main sequence, a complete record of sequences may be given in area 7.

*Example*

. — 3 vol.

*Note:* Pagination of volumes: vol. 1: xx, 200 p.; vol. 2: xx p., p. 201-512; vol. 3: xxi, [1] p., p. 513-896

**5.1.4.2.2 Several paginations**

For resources consisting of more than one physical unit, if the units consist of individually numbered sequences of subunits (pages, leaves, frames, etc.), the numbers of subunits may be given, enclosed in parentheses, in addition to the number of units if they are considered important to users of the catalogue.

*Examples*

. — 3 filmstrips (60, 52, 58 fr.)

. — 2 flipcharts (6, 8 sheets)

. — 12 filmstrips

. — 5 vol. (31, 33, 49, 37, 18 p.)

. — 2 portfolios (12, 18 leaves)

. — 1 score in 5 vol. (31, 33, 49, 37, 18 p.)

- . — 1 vocal score in 2 vol. (x, 210 p.; v, 310 p.)
- . — 3 vol. (vi, 310 p.; vi, 434 p.; viii, 492 p.)
- . — 3 vol. (vi, 310 p., 20 leaves of plates; viii, 432 p., 32 leaves of plates; x, 490 p., 52 leaves of plates)

If it is considered necessary to record the presence of plates, but not the pagination of each volume, these may be given in parentheses.

*Example*

- . — 4 vol. (with 24 leaves of plates)

### 5.1.5 Playing time

**5.1.5.1** The extent of any resource having an inherent durational aspect is recorded in terms of playing time.

*Optionally*, for motion pictures and videorecordings, the physical length of the film may be added to the statement of playing time.

*Example*

- . — 1 film reel (22 min, 577 m)

**5.1.5.2** The playing time recorded is normally that of the whole resource. It is recorded as given on the resource, its container, or accompanying material. When no indication of duration is given, an approximation of the playing time may be recorded. If it is impossible to give either a precise statement of playing time or an approximation, the statement is omitted.

*Examples*

- . — 1 videocassette (U-matic) (ca 60 min)
- . — 1 sound reel (37 min, 18 s)
- . — 1 sound cartridge (90 min)
- . — 1 sound disc (ca 50 min)
- . — 1 film loop (4 min, 20 s)
- . — 1 DVD-Video (114 min)
- . — 1 streaming sound file (14 min)
- . — 1 streaming video file (58 min)

**5.1.5.3** If a resource consists of more than one unit of the same physical form (i.e. more than one disc, cassette, etc.), each of which has its own



statement of playing time, the playing times of the individual units are recorded instead of that of the whole resource.

*Examples*

- . — 3 sound reels (25, 30, 27 min)
- . — 2 sound cassettes (30, 90 min)
- . — 3 sound discs (50, 55, 50 min)

**5.1.5.4** If a resource contains two or more works, the playing times of the individual works, if given on the resource, are recorded in area 7 (see 7.10.1). Such a note may be combined with the contents note (see 7.7). When the playing times of individual works are recorded in area 7, the playing time of the whole resource may be omitted from the material description area.

**5.1.6 Resources issued in fascicles**

If a resource is issued in fascicles intended to be bound into one or more physical units, the number of pages, leaves and/or volumes is given in terms appropriate to its final form, with a note indicating that it was issued in fascicles.



## 5.2 Other physical details

**5.2.1** The second element of the material description area is a statement of other physical characteristics of the resource, such as method of production, colour, material from which the resource is made, etc. Any characteristic implicit in the specific material designation may be omitted; for example, the presence of sound for a sound recording or the presence of illustrations for a visual resource may be omitted.

The specifications constituting other physical details are presented as appropriate in the following order.

### 5.2.2 Composition of material

A word or phrase indicating the material of which the resource is composed may be given.

#### *Examples*

- . — 1 globe : wood
- . — 1 sound reel (27 min) : paper
- . — 1 diorama : various materials
- . — 1 microfilm reel : diazo
- . — 1 film reel (11 min) : nitrate
- . — 1 map : transparency

### 5.2.3 Presence of illustrations

**5.2.3.1** When a resource is illustrated, the abbreviation *ill.* (or its equivalent in another language) may be given after the specific material statement. Minor illustrations may be disregarded.

#### *Example*

- . — 8 vol. : ill.

### 5.2.3.2 Particular types of illustrations

Particular types of illustration (e.g. maps, plans, facsimiles, portraits, music) may be specified after the abbreviation *ill.* (or its equivalent).

#### *Examples*

- : ill., maps
- : ill., facs.

When particular types of illustrations are specified and these are the only illustrations in the resource, the abbreviation *ill.* (or its equivalent) is omitted.

*Examples*

- : maps, plans
- : facsim.

### **5.2.3.3 Number of illustrations**

The number of illustrations, or of a particular type of illustration, may be given.

*Examples*

- : 31 ill.
- : ill., 17 facs.
- : 12 maps

When a resource consists mainly or entirely of illustrations, this may be noted in the illustration statement.

*Examples*

- : all ill.
- : chiefly maps
- : chiefly ill.

## **5.2.4 Presence of colour**

### **5.2.4.1 Texts with illustrations**

When some or all of the illustrations are coloured, this may be noted. If only some of the illustrations are in colour, this information may be given in parentheses.

*Examples*

- : col. ill.
- : ill., 31 col. maps
- : ill. (some col.)
- : 31 maps (some col.)

### 5.2.4.2 Visual resources

The colour characteristics of a visual resource are given as appropriate. The abbreviations *col.* or *b&w* (or their equivalents in another language) are used, or not more than three specific colours are given. A resource having both colour and black and white sequences is so described. Brief explanatory phrases may be inserted in parentheses after the statement. For microscope slides the presence of staining is indicated.

#### *Examples*

- : col.
- : b&w
- : wood, blue and white
- : transparency, col.
- : stained
- : col. with b&w sequences
- : col. and b&w
- : col. (Ektachrome)
- : col. (PAL)

### 5.2.4.3 Electronic resources

If a resource displays in two or more colours or is known to produce two or more colours, the abbreviation *col.*, or its equivalent in another language, is given.

#### *Examples*

- . — 2 electronic tape cassettes : col.
- . — 1 CD-I : col., sd.
- . — 1 CD-ROM : col. and b&w

## 5.2.5 Reduction ratio (Microforms)

**5.2.5.1** An indication of the reduction ratio is given for microforms. Where possible the ratio is expressed numerically.

#### *Examples*

- . — 1 microfilm reel : diazo, 14x
- . — 6 microfiches : silver halide, 150x

**5.2.5.2** The terms *low reduction* (up to 15x), *high reduction* (31x–60x), *very high reduction* (61x–90x) and *ultra-high reduction* (91x and upwards) or their equivalents in another language or script are used in cases where the reduction ratio cannot be specified exactly.

## **5.2.6 Presence or absence of sound**

**5.2.6.1** The abbreviations *sd.* (for *sound*) or *si.* (for *silent*) (or their equivalents in another language) are given as appropriate for materials that include sound as an integral feature and for which the presence of sound is not implicit in the specific material designation.

### *Examples*

- . — 1 film reel (20 min) : b&w, si.
- . — 1 videocassette (U-matic) (30 min) : col., sd.
- . — 1 electronic disk : sd.

**5.2.6.2** Brief explanatory phrases may be inserted in parentheses after the statement *sd.*

### *Example*

- . — 1 videocassette (Beta) (120 min) : col., sd. (Beta HiFi)

**5.2.6.3** *Optionally*, for materials (e.g. slides) that include integral sound only as an exception, the absence of sound may be indicated with *si.*

## **5.2.7 Other technical specifications**

### **5.2.7.1 Frame alignment**

For microfilm reels, microfilm slips, and filmstrips a statement of frame alignment is given.

### *Examples*

- . — 1 microfilm reel : cine mode
- . — 3 microfilm slips : diazo, comic mode
- . — 1 filmstrip (42 double fr.) : comic mode

### **5.2.7.2 Process or method of reproduction**

Any details on the process or method of reproduction of a still image may be given.

*Example*

- . — 1 engraving : drypoint, aquatint

**5.2.7.3 Playing speed**

The playing speed of a resource is given in appropriate terms.

*Examples*

- . — 1 sound disc : 33 1/3 rpm
- . — 1 sound reel (100 min) : 19 cm/s
- . — 2 videodiscs (24 min) : 1500 rpm

**5.2.7.4 Recording method**

The recording method of an analogue sound disc is given if known.

*Example*

- . — 1 sound disc : 78 rpm, acoustic

**5.2.7.5 Groove direction**

The groove direction of an analogue sound disc is given if known.

*Examples*

- . — 1 sound disc : 78 rpm, vertical

**5.2.7.6 Groove size**

The groove size of an analogue sound disc is given if known.

*Examples*

- . — 1 sound disc : 33 1.3 rpm, coarse

**5.2.7.7 Number of tracks**

The number of tape tracks is given.

*Example*

- . — 1 sound reel (100 min) : 19 cm/s, 2 tracks

### 5.2.7.8 Track configuration

The track configuration of a sound reel recorded on four or more tracks is specified.

*Example*

- . — 1 sound reel (90 min) : 19 cm/s, 4 tracks, adjacent

### 5.2.7.9 Number of sound channels

The number of sound channels is given.

*Examples*

- . — 1 sound disc : 33 1/3 rpm, mono
- . — 1 sound reel (50 min) : 38 cm/s, 2 tracks, stereo

### 5.2.7.10 Equalization

The equalization employed may be given if known.

*Examples*

- . — 1 sound reel (45 min) : 19 cm/s, 4 tracks, NAB

### 5.2.7.11 Noise reduction

The noise reduction employed may be given if known.

*Example*

- . — 1 sound cassette (60 min) : Dolby processed



### Table of Technical Specifications and Industry Norms for Sound Recordings

This table indicates which specifications apply to each type of sound recording. Specifications that are applicable are marked A, those that are not applicable are marked N/A. If there is a norm for a specification and type of recording it follows the letter A.

Applicable specifications shown in the table are given in the order in which they appear below. However, if an industry norm is listed in the table, the specification is given only if it differs from that norm.

Specification	Analogue disc		Digital disc	Reel	Cassette	Cartridge
	78 rpm	Other speeds				
Speed	A	A	1.4 m/s	A	A: 4.76 cm/s	A: 9.5 cm/s
Recording method	A: electric	A: electric	N/A	N/A	N/A	N/A
Groove direction	A: lateral	A: lateral	N/A	N/A	N/A	N/A
Groove size	A: coarse	A: micro	N/A	N/A	N/A	N/A
No. of tracks	N/A	N/A	N/A	A	A	A: 8
Track configuration	N/A	N/A	N/A	A: alternate	N/A	N/A
No. of sound channels	A: mono	A	A	A	A	A: stereo
Equalization system	N/A	N/A	N/A	A	A	A: 50µs
Noise reduction system	N/A	N/A	N/A	A	A	A

#### 5.2.8 Resources available in different formats

When the resource is available in alternative formats differing in terms of the other physical details element, the physical details in question are omitted from the material description area and given in area 8 or in area 7 (see 7.5).

##### *Example*

. — 1 microfilm reel : comic mode

*Note:* Available on diazo or silver halide film



## 5.3 Dimensions

The third element of the material description area is a statement of the dimensions of the resource.

The dimensions may consist of one dimension only or (as in the case of a film or folded map) may be more complex.

### 5.3.1 Statement of the dimensions

If the dimensions of the resource are given, they are given in terms of centimetres rounded up to the next whole centimetre. *Exception:* the gauge of a film or width of a tape is given in millimetres (see 5.3.1.1).

*Example*

; 18 cm

*Editorial comment:* the height of the resource is 17.2 centimetres.

#### 5.3.1.1 Choosing the dimensions to measure

**For printed textual and notated music resources:**

The height of the resource, measured parallel to the spine, is given.

**For cartographic resources:**

The dimensions of two-dimensional resources, other than circular resources, are given in the form of *height x width*. The dimensions of three-dimensional resources other than globes and sections of spheres, are given in the form of *height x width x depth*. The dimensions of globes, sections of spheres and circular two-dimensional resources are given in terms of the diameter.

The dimensions given for two-dimensional resources, if not otherwise specified, are the dimensions within the neat line. If there is no neat line, the dimensions given are those of the part of the resource carrying the geographic detail.

*Examples*

; 65 x 40 cm

; 45 x 35 x 2 cm

; 23 cm (diam.)

Additional dimensions such as the dimensions of a map when folded, or the dimensions of individual sheets of a collectively described group, or the individual dimensions of mounted sheets, may be given. When more than one set of measurements is given, the whole material description area should be given in a clear and unambiguous fashion; that is, when it is not clear to which part or parts the dimensions apply, this is specified in the description. (For units of different dimensions see 5.3.1.5.)

*Examples*

- ; on sheets 60 x 40 cm
- ; 9 x 30 cm, on sheet 40 x 60 cm, folded to 21 x 10 cm
- ; on sheets 90 x 50 cm or smaller, folded in cover 25 x 16 cm
- ; double hemisphere, each 6 cm (diam.), on sheet 21 x 15 cm

**For multimedia resources, sound recordings, videorecordings, and still and moving images:**

The dimensions of two-dimensional resources (wallcharts, microfiches, slides, transparencies, pictures, etc.) are given in the form *height x width*. For circular two-dimensional resources (with the exception of sound discs and videodiscs) the diameter is given, followed in parentheses by the abbreviation *diam.* or its equivalent in another language. For oval two-dimensional resources the length of the vertical axis is given, followed in parentheses by *oval* or its equivalent. Dimensions relate to the sheet or other surface, but when there is a significant difference between the dimensions of the sheet and the dimensions of the printed area, the latter may be given in area 7 (see 7.5).

*Examples*

- ; 24 x 48 cm
- ; 5 x 5 cm
- ; 36 cm (diam.)
- ; 9 cm (diam.)

For a folded sheet, two dimensions statements are given.

*Example*

; 48 x 90 cm, folded to 24 x 15 cm

The dimensions of three-dimensional resources (dioramas, etc.) are given in the form *height x width x depth*, or when this is inappropriate, height alone. Very complex dimensions statements may be given in area 7 (see 7.5) or omitted.

*Examples*

. — 1 diorama : various materials, col. ; 9 x 30 x 20 cm

For resources requiring the use of equipment (e.g. discs, cassettes, reels of tape or motion pictures), the principal dimensions given are those of the resource itself, irrespective of the external dimensions of any container such as an album or sleeve (for the treatment of a container for a set of resources, see 5.3.1.3).

*Examples*

- . — 1 sound disc (53 min) : 33 1/3 rpm, stereo ; 30 cm
- . — 1 sound reel (100 min) : 19 cm/s, 4 track, mono ; 13 cm
- . — 1 CD (60 min) : stereo ; 12 cm

For resources whose dimensions are implicit in other parts of the description (e.g. cassettes and cartridges of a standard type), the statement of dimensions may be omitted.

These standard dimensions are:

sound cassette	10 x 6.4 x 1.2 cm
sound cartridge	13.5 x 10 x 2.2 cm
videocassette	18.8 x 10.4 x 2.5 cm

For resources employing film or magnetic tape, the gauge of the film or width of the tape is given. Measurements that are implicit in other parts of the description (e.g. tape width for a standard sound cassette or cartridge) may be omitted.

These standard widths are:

sound reel	6.3 mm
sound cassette	3.8 mm
sound cartridge	6.3 mm

*Examples*

- . — 6 microfilm reels : Kalvar, cine mode ; 35 mm
- . — 1 sound reel (45 min) : 19 cm/s, 2 tracks, mono ; 13 cm, 6 mm tape
- . — 1 film loop (4 min, 10 s) : col. ; Super 8 mm

**For electronic resources:**

The dimensions of the physical carrier itself are given, irrespective of the external dimensions of any container (for the treatment of a container for a set of resources see 5.3.1.3).

The diameter is given for a disk/disc or a tape reel. The length and width of the tape of a reel may be given.

*Examples*

- . — 1 electronic tape reel ; 27 cm
- . — 1 CD-ROM ; 12 cm
- . — 1 electronic tape cassette : col. ; 19 x 9 cm, 7 mm tape

The height of the face of a chip cartridge is given.

*Example*

- . — 1 electronic chip cartridge : col., sd. ; 9 cm

**5.3.1.2 Unusual dimensions****For printed textual and notated music resources:**

When the dimensions or shape of the resource are unusual (e.g. when the width is greater than the height), other dimensions may be given after the height.

*Examples*

- ; 21 x 30 cm
- ; 38 cm, folded to 10 cm

**For sound discs:**

When a sound disc is of a non-standard shape (e.g. when the playing surface has an irregularly shaped surround), the diameter of the playing surface is given in the material description area. A statement regarding the external dimensions of the resource is given in area 7 (see 7.5).

*Example*

- . — 1 sound disc (11 min) : 45 rpm, mono ; 18 cm

*Note:* Disc impressed on rectangular surface, 20 x 20 cm

**5.3.1.3 Resources issued in a container**

For resources issued in a container, with or without accompanying material, the dimensions of the container may be given. *Alternatively*, the phrase *in container* (or its equivalent in another language) may be used, or the statement may be omitted.

When an integral container or mounting is included in the description, two dimensions statements may be given. *Alternatively*, the dimensions of the whole resource, including container or mountings, may be given alone.

*Examples*

- . — 1 diorama : col. ; in glazed case 35 x 60 x 24 cm
- . — 4 electronic tape cassettes : sd., col. ; in container 12 x 36 x 20 cm
- . — 1 laboratory kit (various pieces) ; in container 12 x 36 x 20 cm
- . — 5 sound discs (256 min) : 33 1/3 rpm, stereo ; 30 cm, in container

**5.3.1.5 Physical units of different sizes****For continuing resources and multipart monographic resources:**

If the dimensions of a continuing resource or a multipart monographic resource change, the smaller or smallest size and the larger or largest size, separated by a hyphen, may be given in area 5, or a note that the dimensions of the issues or parts or of the iterations vary may be given in area 7 (see 7.5).

*Example*

; 20-30 cm

**For cartographic resources, multimedia resources, sound recordings, videorecordings, and still and moving images:**

When the resource consists of a set of two-dimensional units and the individual units vary in size, the dimensions of the largest are given followed by *or smaller* (or its equivalent in another language). *Alternatively*, the dimensions of all the units may be given in area 7 (see 7.5).

*Examples*

- . — 6 wallcharts : col. ; 60 x 98 cm or smaller
- . — 1 map on 365 sheets : col. ; sheets 60 x 90 cm or smaller
- . — 1 map on 25 sheets : col. ; sheets 90 x 50 cm or smaller, folded in cover 25 x 16 cm

**5.3.2 Bibliographic format and dimensions (Older monographic resources)**

**5.3.2.1** The bibliographic format of the resource is given in a standard designation as chosen by the cataloguing agency, e.g. 1<sup>o</sup>, 2<sup>o</sup>, 4<sup>o</sup>, 8<sup>o</sup>, 12<sup>o</sup>, etc.

If the gatherings are made up of half sheets or other fractions of sheets, or if the gatherings are composed of more than one sheet, this may be recorded within parentheses following the format or in a collation statement.

*Examples*; 2<sup>o</sup> (6s)

Broadsheets and half sheets may be recorded by the respective term, discarding the format designation, or as 1 leaf and the proper format designation.

*Examples*

1 broadsheet  
or  
1 leaf ; 1<sup>o</sup>  
  
1 half sheet  
or  
1 leaf ; 1/2:o



Dimensions may be given in area 5 if it can be established that the resource being described is in a standardized publisher's binding or in publisher's wrappers. The height of the outer case, measured parallel to the spine, or of the resource when it is not bound, is given in parentheses following the format, rounded up to the next whole centimetre.

*Examples*

; 4° (18 cm, publisher's wrappers)

*Editorial comment:* A publication in quarto in publisher's wrappers that measures 17.2 centimetres.

; 12° (14 cm, publisher's binding)

Otherwise, dimensions are treated as copy specific information and may be given, together with any other relevant evidence, in area 7.

*Example*

. — Copy x in collection y cropped at foot, measures 17.2 centimetres

When the printed lines run parallel to the longer side of the paper, the designation *oblong* may be given in parentheses following the format.

*Examples*

; 4° (oblong)

; 2° (oblong)

**5.3.2.2** When the dimensions or shape of the resource are unusual an explanation may be given in area 7.

**5.3.2.3** When the format cannot be determined, the assumed format followed by a question mark is given in area 5. Dimensions may also be given in area 7 with an explanation.

*Example*

; 48° (?)

*Note:* Gathered in eights, measures 4 x 3 cm, uncut

**5.3.2.4** When in a multivolume monographic resource the volumes are of differing formats, all formats are given in repeated material description areas, if they are considered important to users of the catalogue. If the resource being described is in standardized publisher's binding or in publisher's wrappers, dimensions may be given, but when the resource is entirely in one format, only the least and greatest dimensions are recorded.

The format and/or dimensions of individual parts may be given in area 7, on the “second level” of a multilevel description (see Appendix A) or in a contents note (see 7.7).

*Examples*

. — 4 v. ; 4<sup>o</sup> (18 cm, publisher's binding). — 3 v. ; 8<sup>o</sup> (16 cm, publisher's binding)

*Note:* Vols. 1-4 are 4<sup>o</sup> (18 cm); vols. 5-7 are 8<sup>o</sup> (16 cm)

*Editorial comment:* 7-vol. set with varying dimensions and format.

; 2<sup>o</sup> (33-37 cm, publisher's binding)

## 5.4 Accompanying material statement

The fourth element of the material description area is the accompanying material statement.

The term *accompanying material* denotes any physically separable part of the resource not so far specified in the material description area that is issued (or intended to be issued) at the same time and intended to be used with the resource that is being described.

### 5.4.1 Description of accompanying material

An accompanying material statement may be given either in the terms in which it appears in the resource described, by a word or phrase indicating the nature of the material, or by means of an appropriate specific material designation.

#### *Examples*

- . — 96 p. ; 8° (16 cm, publisher's binding) + 1 price list
- . — 1 map : col. ; 108 x 73 cm, folded to 30 x 21 cm + 1 memoir
- . — 1 globe : col. ; 23 cm (diam.) + 1 gazetteer
- . — 271 p. : ill. ; 21 cm + 1 list of works
- . — 1 filmstrip (43 fr.) : col. and b&w ; 35 mm + teacher's notes
- . — 1 wallchart : col. ; 65 x 97 cm + chart notes
- . — 1 sound disc (55 min) : 33 1/3 rpm, mono ; 30 cm + 1 pamphlet
- . — 2 electronic disks ; 14 cm + 1 pamphlet
- . — 180 p. : ill. ; 23 cm + 1 wallchart + 3 maps
- . — 20 maps on 1 CD-ROM : sd., col. ; 12 cm + 1 sound cassette
- . — vol. : ill. ; 31 cm + weekly price list
- . — 1 score (92 p.) ; 31 cm + 4 parts
- . — 1 score (329 p.) ; 34 cm + 25 parts + 1 libretto

### 5.4.2 Short physical description

A short physical description of the accompanying material may be given after the word or phrase characterizing the material. The material is described according to the provisions of 5.1 to 5.3.

*Examples*

- . — 47 slides : col. ; 5 x 5 cm + 1 sound cassette (25 min : mono)
- . — 1 map on 4 sheets ; sheets 25 x 38 cm + 1 manual (10 p. ; 30 cm)
- . — vol. : ill. ; 28 cm + electronic disks (sd., col. ; 9 cm)
- . — 47 vol. : ill., maps ; 27 cm + 114 microfiches (11 x 15 cm)
- . — 271 p. : ill. ; 21 cm + 3 microfiches (diazó ; 11 x 11 cm)
- . — 2 electronic disks ; 9 cm + 1 user manual (110 p. ; 23 cm)

**5.4.3 Alternative description of accompanying material**

*Alternatively*, accompanying material may be described by

- a) describing it independently (i.e. in a separate description);  
*or*
- b) describing it in a note (see area 7);  
*or*
- c) describing it by the multilevel method of description (see Appendix A).

## 6 SERIES AND MULTIPART MONOGRAPHIC RESOURCE AREA

### Introductory note

The series and multipart monographic resource area includes the title proper of a series or multipart monographic resource, parallel title of a series or multipart monographic resource, other title information of a series or multipart monographic resource, statement of responsibility relating to a series or multipart monographic resource, international standard number of a series or multipart monographic resource, and numbering within a series or multipart monographic resource.

The series area is used when the resource being described belongs to a larger bibliographic resource: series or multipart monographic resource.

Especially important to note is the explanation of the terms *common title* and *dependent title* that states that these terms, as used in the stipulations, cover the following situations: (a) a common title with a section title, (b) a main series with a subseries, and (c) a common title with a dependent title of a multipart monographic resources.

When a resource belongs to more than one larger bibliographic resource, area 6 contains more than one series statement. The order of the statements is determined by the order of preference of the sources for the area; if these are of equal value, the order follows the sequence of information found on the chosen source.

A continuing resource or a multipart monographic resource may be part of a larger series.

### Contents

- 6.1 Title proper of a series or multipart monographic resource
- 6.2 Parallel title of a series or multipart monographic resource
- 6.3 Other title information of a series or multipart monographic resource
- 6.4 Statement of responsibility relating to a series or multipart monographic resource
- 6.5 International standard number of a series or multipart monographic resource
- 6.6 Numbering within a series or multipart monographic resource

### Prescribed punctuation

- A. For punctuation before areas of description, see A.3.2.
- B. Each series statement is enclosed in parentheses ( ( ) ).

- C.** A second and each subsequent series statement is preceded by a space.
- D.** Each parallel title or other parallel statement is preceded by a space, equals sign, space (=).
- E.** Each statement of other title information is preceded by a space, colon, space (:).
- F.** The first statement of responsibility is preceded by a space, diagonal slash, space (/).
- G.** Each subsequent statement of responsibility is preceded by a space, semicolon, space (;), unless the statements are considered to form a single phrase.
- H.** The international standard number is preceded by a comma, space (,).
- I.** Numbering within a series or multipart monographic resource is preceded by a space, semicolon, space (;).
- J.** The section or subseries designation or dependent title following a common title is preceded by a point, space (.).
- K.** The dependent title following a section or subseries designation is preceded by a comma, space (,).

*Punctuation patterns*

- . — (Title proper of first series) (Title proper of second series)
- . — (Title proper of series = Parallel title of series)
- . — (Title proper of series / statement of responsibility relating to series ; numbering within series)
- . — (Title proper of series : other title information of series / statement of responsibility relating to series ; numbering within series)
- . — (Title proper of series, ISSN ; numbering within series)
- . — (Common title. Section, subseries or multipart monographic resource designation, Dependent title)
- . — (Common title. Dependent title = Parallel common title. Parallel dependent title)
- . — (Title proper of series, ISSN ; numbering within series = parallel numbering within series)
- . — (Title proper of series, ISSN ; numbering within series = Parallel title of series ; parallel numbering within series)
- . — (Title of series. Title of subseries ; numbering within subseries)

- . — (Title of series. Title of subseries / statement of responsibility relating to subseries, ISSN of subseries ; numbering within subseries)
- . — (Title proper of multipart monographic resource, ISBN ; numbering within multipart monographic resource)

### **Prescribed sources**

#### **For printed textual and notated music resources:**

Series title page, analytical title page, first page of music, other preliminaries, cover, colophon, the rest of the resource

#### **For older monographic resources:**

Series title page, analytical title page, title-page substitute, colophon

#### **For printed cartographic resources, multimedia resources, sound recordings, videorecordings, still and moving images, and electronic resources:**

The resource itself, container, accompanying material

The preferred source of information is the series title page or the title page for the multipart monographic resource. If there is no such title page, the preferred sources of information for continuing resources and multipart monographic resources given in A.4.2 are used.

Information taken from a source other than one of the prescribed sources is given in square brackets.

## 6.1 Title proper of a series or multipart monographic resource

### *Mandatory if available*

The title proper of a series or multipart monographic resource corresponds to the title proper in the bibliographic description of the larger bibliographic resource if it were described as a serial or multipart monographic resource according to the provisions of area 1. It is transcribed exactly as to wording, but not necessarily as to capitalization and punctuation. Typographical errors are not corrected. If not all parts of a serial or multipart monographic resource are in the same larger bibliographic resource, an indication may be given of which parts of the resource are in each larger bibliographic resource.

#### *Examples*

- . — (Pepys series)
- . — (Great newspapers reprinted)
- . — (Interactive digital computer teaching models)
- . — (Acta Universitatis Carolinae. Philologica)
- . — (Viewmaster science series. 4, Physics)
- . — (Problems and progress in development)  
*Editorial comment:* Subseries with distinctive title; main series: Commonwealth and international library (see 7.6.2)
- . — (Bibliothèque française et romane. Série B, Éditions critiques de textes)  
*Editorial comment:* Subseries with dependent title.
- . — (Archives Blaise Cendrars)  
*Editorial comment:* Subseries with distinctive title; main series: Archives des lettres modernes (see 7.6.2)
- . — (Atlas ethno-linguistique. 2e série, Monographies)
- . — (Plan Guide Blay)
- . — (JRO-Panoramakarte)
- . — (Guides et plans Edicart's)
- . — (L'enseignement moderne du saxophone)
- . — (Neue Musik für Solo-Instrumente)
- . — (Collection Trésors classiques)
- . — (Beatrix Potter jigsaw puzzles)
- . — (Interactive digital computer teaching models)



- . — (Canadian travel surveys)
- . — (The lord of the rings ; part 3)
- . — (Selected works of Rudyard Kipling ; vol. 2)
- . — (Carte géologique de la France à 1:50 000 ; IV-19)
- . — (Collected works of Muzio Clementi ; vol. 2)
- . — (L'arte in diapositive ; no 1)
- . — (Dune ; vol. 4)



## 6.2 Parallel title of a series or multipart monographic resource

**6.2.1** When the title proper of a series or multipart monographic resource appears in more than one language and/or script, the parallel series title or titles may be given. Parallel titles are given if they are necessary for identification or otherwise considered important to users of the catalogue.

### *Examples*

- . — (Modern cinema = Cinéma moderne)
- . — (Статистические проблемы управления = Statistical problems of control)
- . — (Материалы к познанию фауны и флоры СССР = Contributions pro fauna et flora URPS = Contributions à la connaissance de la faune et la flore de l'URSS = Proceedings on the study of the fauna and flora of the USSR)
- . — (International map of the world 1:1 000 000 = Carte internationale du monde au 1:1 000 000)
- . — (Travaux de recherche en science sociale = Research monographs in the social sciences)
- . — (Corpus iuris sueo-gotorum antiqui = Samling af Sweriges gamla lagar)
- . — (現代日本音楽選 = The galaxy of contemporary Japanese music)

**6.2.2** If the title proper is made up of a common title and a dependent title or titles, the parallel common title or titles and the parallel dependent title or titles, if given, are transcribed following the common title and dependent title.

### *Example*

- . — (Sounds of the theatre. Music = Voci del teatro. La musica)



### **6.3 Other title information of a series or multipart monographic resource**

**6.3.1** Other title information or parallel other title information relating to a series or multipart monographic resource is given when it appears on the prescribed source of information and if it is necessary for identification of the larger bibliographic resource or otherwise considered important to users of the catalogue.

*Examples*

- . — (Die Reihe : Delikte, Indizien, Ermittlungen)
- . — (Words : their origin, use, and spelling)
- . — (English linguistics, 1500-1750 : a collection of facsimile reprints)
- . — (Collection I.P.N. : les industries, leurs productions, leurs nuisances)
- . — (Old Ordnance Survey maps : the Godfrey edition)
- . — (Die Gitarre : Stücke europäischer Meister)
- . — (Introduction to technology : medieval to modern times)

**6.3.2** When the title proper consists of a common title and a dependent title, other title information relating to the dependent title, may be given following the dependent title. Other title information relating to the common title is omitted or may be given in area 7.

*Examples*

- . — (Pricing and buying. Module 5, Patterns : automobile prices)
- . — (Enquêtes et recherches statistiques. Canada)  
*Editorial comment* : Other title information relating to common title: Travaux en cours

**6.3.3** An edition statement relating to a series or subseries is given as other title information when necessary for identification of the series. It is given according to the provisions of area 2.

*Examples*

- . — (Sammlung Göschen : 2. Ausg.)
- . — (National atlas : separate sales ed.)
- . — (Computer simulation models : 2nd ed.)



## 6.4 Statement of responsibility relating to a series or multipart monographic resource

**6.4.1** If the title proper of a series or multipart monographic resource is a generic term, the first statement of responsibility is given. In other cases, the first and subsequent statements of responsibility are given if they are necessary for identification of the larger bibliographic resource or otherwise considered important to users of the catalogue. Parallel statements of responsibility may be given.

### *Examples*

- . — (Map supplement / Association of American Geographers)
- . — (Research monographs / Institute of Economic Affairs)
- . — (Sämtliche Werke / Thomas Mann)
- . — (Collected software / American University, English Language Institute)
- . — (Technical report / Forest Engineering Research Institute of Canada = Institut canadien de recherches en génie forestier)
- . — (Miscellaneous report / Geological survey of Canada = Rapport divers / Commission géologique du Canada)
- . — (Dzieła wszystkie = Complete works / Fryderyk Chopin)
- . — (Research reports / Canadian Transport Commission, Research Branch = Commission canadienne des transports, Direction de la recherche)
- . — (交響曲全集 / ベートーヴェン)
- . — (연구총서 / 한국교회연구소)

**6.4.2** When the title proper consists of a common title and a dependent title, the statement or statements of responsibility, if given, are given according to 1.4.5.12.





## 6.5 International standard number of a series or multipart monographic resource

*Mandatory if available*

**6.5.1** An international standard number relating to a series or multipart monographic resource of which a resource is a part is given when it is known, preceded by its customary label.

*Examples*

- . — (Graeco-Roman memoirs, ISSN 0306-9222)
- . — (Transactions of the Royal Society of Edinburgh, ISSN 0080-4568)
- . — (Actualités scientifiques et industrielles, ISSN 0365-6861)
- . — (Elsevier's interactive anatomy, ISSN 0929-2225)
- . — (Manuskripte des Geographischen Instituts der FU Berlin, ISSN 0170-6268)
- . — (Spiritualités vivantes. Série Christianisme, ISSN 0291-9044)
- . — (Historia de España, ISBN 978-84-413-2761-0)

**6.5.2** When the title proper of the series or multipart monographic resource consists of a common title or main series and a dependent title, the international standard number of the common title or main series is omitted in area 6 and may be given in area 7 (see 7.6.1).

*Examples*

- . — (Dunántúli tudományos gyűjtemény. Series historica, ISSN 0475-9923)  
*Note:* ISSN of main series: ISSN 0475-9915
- . — (Classic orators. Europe, ISSN 0082-927X)  
*Note:* ISSN of main series: ISSN 0081-1236
- . — (Der Landkreis. Ausgabe Hessen, ISSN 0340-3246)  
*Note:* ISSN of main series: ISSN 0342-2259

## 6.6 Numbering within a series or multipart monographic resource

**6.6.1** The numbering of the resource within a series or multipart monographic resource is given in the terms in which it appears on the source of information. Standard abbreviations may be used. Arabic numerals are given in place of other numerals or spelled-out numbers. When the numbering of the resource contains both roman and arabic numerals, the numerals are transcribed as they appear.

### *Examples*

- . — (Historic instruments at the Victoria and Albert Museum ; 4)
- . — (Russian titles for the specialist, ISSN 0305-3741 ; no. 78)
- . — (Труды Московского общества испытателей природы ; т. 41)
- . — (Studia islandica ; 13. hefti)
- . — (La bibliothèque bleue entièrement refondue & considérablement augmentée ; no 3)
- . — (Collection des plans anciens de Paris ; 1)
- . — (Plan net ; S75)
- . — (Carte de la Région Ile-de-France ; X-3)
- . — (Eulenburg general music series ; 705)
- . — (Musik alter Meister ; Heft 1)
- . — (Forsytesagaen ; 1)
- . — (A Sunday Times guide to Shakespeare's characters ; 7)
- . — (At-a-flash time line cards ; set 2)
- . — (Beatrix Potter jigsaw puzzles ; no. 1)
- . — (Multimedia learning series ; vol. 2)
- . — (Visit Canada series ; vol. C)
- . — (Computer simulation games ; module 5)
- . — (Liederblätter deutscher Jugend, ISSN 0342-4820 ; Heft 22)
- . — (合唱名曲コレクション ; D 11)
- . — (일론의 땅 시리즈 ; 3탄)

- . — (文科紀要 / 東北大学教養部, ISSN 0495-7210 ; 10集)
- . — (우리문학연구 총서, ISSN 1229-7429 ; 2)

**6.6.2** When the title proper of the larger bibliographic resource consists of a common title and a dependent title or subseries, the numbering of the common title is omitted and the numbering of the dependent title or subseries is given after the dependent title or subseries. The numbering of the common title may be given in area 7.

*Examples*

- . — (Publications of the University of Manchester. Administration series ; no. 1)  
*Note:* Numbering in the main series: 244
- . — (Geological research reports. Map series ; no. 3)  
*Note:* Numbering in the main series: 135
- . — (Das Erbe deutscher Musik. Abteilung Oper und Sologesang ; Bd. 8)  
*Note:* Numbering in the main series: 68
- . — (Arte moderna straniera. Serie C, Disegnatori ; n. 1)  
*Note:* Numbering in the main series: n. 8

**6.6.3 Multipart monographic resource within a series**

When the parts of a multipart monographic resource within a series are numbered within the series, the numbering of the first and last parts is given and connected by a hyphen when the numbering is continuous. In other cases, the numbering of each part is given, separated by commas.

*Examples*

- ; vol. 11-15
- ; vol. 131, 145, 152
- ; 4-7
- ; 2, 6, 13
- ; A-F
- ; vol. 10-13
- ; A, C, M
- ; 2051-2059

**6.6.4** If the numbering appears in more than one language, it is given following the title proper or parallel title in that language, as appropriate.

**6.6.5 Serial within a series**

**6.6.5.1** When all issues or parts of a serial within a series or subseries have the same series number, this number is given in the series statement.

*Example*

. — (Public Health Service publication ; no. 1124)

*Editorial comment:* Each issue of the annual Bibliography on smoking and health has the same series number.

**6.6.5.2** If each issue or part of a serial within a series has different numbering, the numbering is not given in area 6. The numbering may be explained in area 7.

## 7 NOTE AREA

### Introductory note

The note area contains any descriptive information that has not been given in other areas of the description but that is considered to be important to users of bibliographic records. Notes qualify and amplify the description in the other areas and can deal with any aspect of a resource. Notes may also give the bibliographic history of the resource and indicate relationships to other resources.

In making reference to another resource in a note, enough information must be given to identify the resource. This may vary depending on the resource and the context of the note. For continuing resources, the citation may consist of the key title and ISSN. In other cases, it may consist of the title proper along with a statement of responsibility or other bibliographic details.

Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of the ISBD. In addition to notes relating to these areas, there may be notes relating to the description of the resource that do not correspond to any specific ISBD area.

Except where otherwise indicated, notes and their order of presentation are *optional*. Two or more notes may be combined into a single note when considered appropriate by the cataloguing agency.

### Contents

- 7.0 Notes on the content form and media type area and for special types of materials
- 7.1 Notes on the title and statement of responsibility area
- 7.2 Notes on the edition area and the bibliographic history of the resource
- 7.3 Notes on the material or type of resource specific area
- 7.4 Notes on the publication, production, distribution, etc., area
- 7.5 Notes on the material description area
- 7.6 Notes on the series and multipart monographic resource area
- 7.7 Notes on the contents
- 7.8 Notes on the resource identifier and terms of availability area
- 7.9 Notes on the issue, part, iteration, etc., that forms the basis of the description
- 7.10 Other notes
- 7.11 Notes relating to the copy in hand

**Prescribed punctuation**

For punctuation before areas of description, see A.3.2. Each note is separated from the next one by a point, space, dash, space (. — ). When each note is given in a separate paragraph, these punctuation marks are omitted, or replaced by a point at the end of the note.

Within notes it is recommended, where appropriate, that the prescribed punctuation of areas 1-6 be followed; for example, a title is separated from a statement of responsibility by a space, slash, space (/). The areas of description of a resource within a note are separated by a point and a space.

When the key title and ISSN of a serial or ongoing integrating resource are given in the note area, they are connected by a space, equals sign, space (=); when the title proper and the ISSN are given, the ISSN is preceded by a comma, space (,).

**Prescribed source**

Any source

## **7.0 Notes on the content form and media type area and for special types of material**

### **7.0.1 Notes on the content form and media type area**

Notes on the content form and media type area may be given if they are considered important to users of the catalogue.<sup>17</sup>

### **7.0.2 Bibliographic reference note (Older monographic resources)**

A bibliographic reference note is given as the first note. The note contains a citation, given in a standard and abbreviated form, to a description of the resource in a list describing older monographic resources. The note may contain more than one citation.

#### *Examples*

- . — Schramm, A., Bilderschmuck, v. 4, p. 10, 50, and ill.
- . — ESTC S126474

When the information is available, the note should always be given for incunabula, and preferably given in the description of any early printed book.

### **7.0.3 Frequency statement (Continuing resources)**

A note of the frequency of a serial or the frequency of updates to an integrating resource is given when the frequency is not stated in area 1.

#### *Examples*

- . — Bimonthly
- . — Irregular
- . — Monthly (July-August issues combined)
- . — Continuously updated
- . — Four times each term
- . — Triweekly during the academic year
- . — Updated weekly

When the frequency is stated in area 1, it may be repeated in area 7 if it is necessary to convey some additional information.

---

<sup>17</sup> Examples of such notes may be added as experience with the new area is gained.

*Example*

- . — Weekly (10 issues each semester)  
*Title proper:* The Mac weekly

When the frequency of a continuing resource is unknown, a note *Frequency unknown* is given.

Changes in the frequency of a serial or the frequency of updates to an integrating resource may be given in the note.

*Example*

- . — Quarterly as from 1975, no. 1-

**7.0.4 System requirements (Electronic resources)**

A note on system requirements for use of the resource is given as the first note for all direct-access electronic resources when appropriate.

These requirements may include one or more technical specifications, usually given in the following order, and preceded by *System requirements:* (or its equivalent in another language): name, model and/or number of machine or machines; amount of memory; name of the operating system or systems; software requirements (including programming language); peripherals; hardware (internal) modifications; character code. Each requirement, other than the first, is preceded by a semicolon.

When the resource consists of two or more different physical carriers (e.g. a multimedia resource consisting of an electronic disk and a videodisc), a separate system requirements note may be made to highlight distinctive system features associated with each physical carrier. *Alternatively*, the cataloguing agency may choose to make a single system requirements note for both physical carriers.

*Examples*

- . — System requirements: Macintosh; at least 1 MB; System 6.0.5 or later; HyperCard version 1.0 or later; hard disk drive; videodisc player (Pioneer 2200, 4200, 6000A, 6010A, 8000); RS232 cable connector (from Macintosh to videodisc player)

*Editorial comment:* Single system requirements note for different physical carriers (electronic disk and videodisc).



- . — System requirements for electronic disk: Macintosh; at least 1 MB; System 6.0.5 or later; HyperCard version 1.0 or later; hard disk drive; connector cable (from Macintosh to videodisc player)  
*Editorial comment:* Separate system requirements note for different physical carrier.
- . — System requirements: Requires BinHex 4.0 to convert binary file
- . — System requirements: 386SX processor or higher; 2 MB RAM (4 MB recommended); Windows 3.0 or higher; hard disk with 8 MB free space; VGA adapter; col. monitor; mouse
- . — System requirements: UNIX workstation with Mosaic software
- . — System requirements: Philips Interactive compact disc (CD-I) player with monitor
- . — System requirements: No information available
- . — Character code: UTF-8
- . — Character code: Japanese (ISO-2022-JP)

### **7.0.5 Mode of access (Electronic resources)**

A note relating to mode of access is given for all remote-access electronic resources.

Mode of access is given as the first note unless a system requirements note (see 7.0.4) is present. It is preceded by *Mode of access:* (or its equivalent in another language).

#### *Examples*

- . — Mode of access: Lexis system. Requires subscription to Mead Data Central, Inc.
- . — Mode of access: World Wide Web. URL:  
<http://www.un.org>
- . — Mode of access: Mikenet



## 7.1 Notes on the title and statement of responsibility area

### 7.1.1 Notes on the title proper

#### 7.1.1.1 Source of the title proper

When the source of the title proper of a printed resource is other than the title page, the source is given in a note.

*Examples*

- . — Title from cover
- . — Title from caption
- . — Title from publisher's catalogue
- . — Title from A list of maps of America / P.L. Phillips, p. 502
- . — Title supplied by cataloguer

**For multimedia resources, sound recordings, videorecordings, and still and moving images:**

When the source of the title proper is other than a source permanently associated with the resource, the source is given in a note.

*Examples*

- . — Title from container
- . — Title from descriptive insert

**For electronic resources:**

The source of the title proper is given in all cases.

*Examples*

- . — Title from title screen
- . — Title from codebook
- . — Title from disc label
- . — Title from first display of information
- . — Title from TEI header
- . — Title from printout of title screen

- . — Title from subject line of email header
- . — Title from homepage

### 7.1.1.2 Notes giving variant titles

Notes on variant titles are given if they are considered important to users of the catalogue.

#### *Examples*

- . — Title on spine: Oliver!
- . — Title proper romanized: Zolotoj telenok
- . — Title on sleeve: William Shakespeare, 1564–1964
- . — Title in left margin: Ville de Aix-les-Bains, Savoie
- . — Title on cover: Schweinfurt Stadtplan  
*Title proper on map:* Stadt Schweinfurt
- . — Sheets for 1921–1924 have title: Official road map of metropolitan district; 1930–1941: Greater metropolitan district; 1950–1963, Official road map New York and vicinity  
*Editorial comment:* Most recent sheets have title: New York City and vicinity.
- . — Title on codebook: New Democratic Party of Ontario, 1967
- . — Title on container: Interactive cells
- . — Title on added title page: To the English gentry
- . — File name: DUB.1
- . — Title on second title screen: Personal finances and other applications
- . — Title on disc label: Journal of the U.S. House of Representatives  
*Title proper:* Journal of the House of Representatives of the United States
- . — At head of title: Bizmap navigator  
*Title proper:* Singapore yellow pages with electronic maps.
- . — Some issues have also title in German: Hobbes OS/2 archiviert  
*Title proper:* Hobbes archived OS/2.
- . — Title bar title: Antarctic Meteorology Research Center home page
- . — Title on engraved title page: Dittionario italiano

- . — At head of title: "Un professionnel de l'auto vous dit ... "  
*Title proper:* "Je roule sans accident!"

### 7.1.1.3 Expansion of initialisms, acronyms, and numbers in title proper

When the title proper consists of or includes an initialism or an acronym (see 1.1.3.3) and the expanded form of the initialism or acronym is not given in area 1 (see 1.3.3), the expanded form may be given in a note.

#### *Examples*

- . — Expanded form of title proper: Interrogation recording and location system  
*Title proper:* IRLS
- . — Expanded form of title proper: Kantoor en efficiency  
*Title proper:* K. en E.

When the title proper consists of or includes numbers (see 1.1.3.5), the expanded form may be given in a note.

#### *Example*

- . — Expanded form of title proper: Le zéro un  
*Title proper:* Le 01

### 7.1.1.4 Changes to the title proper

#### 7.1.1.4.1 Serials

Major changes to the title proper of a serial require a new description (see A.2.6). For notes on major changes to the title proper of a serial resulting from or leading to changes in its bibliographic history, see 7.2.

Notes on *minor* changes to the title proper that occur after the first or earliest issue or part are given together with the numbering of the respective issues or parts, if they are necessary for identification of the serial or otherwise considered important to users of the catalogue. *Alternatively*, a note that the title proper varies is given. A general note may be given when scattered issues or parts have a different title proper.

#### *Examples*

- . — Issues for 1999- have title: Annual report on pipeline safety  
*Title proper of earliest issue:* Annual report of pipeline safety

- . — Issues for Jan. 1928-July 1952 have title: The magazine antiques; issues for Aug. 1952-Feb. 1971 have title: Antiques; issues for Mar. 1971- have title: The magazine antiques  
*Title proper of earliest issue:* Antiques
- . — Some issues have title: Viet-Nam bulletin  
*Title proper of earliest issue:* Vietnam bulletin
- . — Some issues have title: SLIS newsletter  
*Title proper of earliest issue:* Newsletter
- . — Vols. for 1995- have title: Tax strategies for corporate acquisitions, dispositions, spin-offs, joint ventures, financings, reorganizations, and restructuring (varies slightly)  
*Title proper of earliest issue:* Tax strategies for corporate acquisitions, dispositions, spin-offs, joint ventures and other strategic alliances
- . — Issues for Oct./Dec. 1995- have title: African woman & health  
*Title proper of earliest issue:* African women & health
- . — Title varies slightly

#### 7.1.1.4.2 Integrating resources

Notes are made on titles appearing on earlier iterations of the same integrating resource.

##### *Examples*

- . — Title history: Australian industrial safety, health & welfare, 1979-Mar. 1996
- . — Former titles: Euroinfo international (viewed on May 10, 1998); Telephone directories international (viewed on Sept. 9, 1999)

#### 7.1.1.4.3 Multipart monographic resources

If the title proper of a multipart monographic resource changes on a part or parts after the one chosen as the basis of the description, the new title is given in a note.

##### *Example*

- . — Title on vols. 4- : Histoire de la Grande-Bretagne  
*Title proper:* Histoire de l'Angleterre

**7.1.2 Notes on the nature, scope, form, purpose or language of the resource**

**7.1.2.1** If the nature, purpose, scope, or literary, artistic or musical form cannot be inferred from other elements of the description, a note may be given.

*Examples*

- . — Play in 3 acts
- . — Poems
- . — Thesis (doctoral)—Freie Universität Berlin, 1973
- . — Computer game
- . — Computer program
- . — Programme of performances for the season  
*Title proper:* City Theatre
- . — English madrigals
- . — Two pieces for guitar
- . — For string orchestra or string quartet
- . — For 4-6 voices
- . — Originally for piano
- . — Documentary production
- . — Historical time-chart
- . — Interactive adventure game
- . — Spreadsheet, with word processing and graphics capabilities
- . — Simulation model of the U.S. economy structured after the Wharton Econometric Model
- . — Combined time series analysis and graph plotting system
- . — Gray-scale image processing program
- . — Internet news service
- . — "Not for navigation"
- . — Shows dioceses
- . — Shows names of owners of buildings and other real estate
- . — Shows radial distances from City Hall

- . — Also shows mineral deposits  
*Editorial comment:* Map has title “Road map ...”
- . — Shows southernmost extent of the midnight sun

### 7.1.2.2 Notes on language

A note on language is necessary only if the linguistic content is significant and the language of the content cannot be inferred from other elements of the description.

#### *Examples*

- . — Legend in English, French and German
- . — Legend in 12 languages
- . — Text in Greek, English and German; place names in Greek and romanized Greek
- . — Text in English and French
- . — Preface in Danish and English
- . — Screen displays in French and English
- . — Parallel Italian and French texts
- . — Papers in English or Japanese; summaries in English
- . — Text in German; summaries and tables of contents in Russian and French
- . — In Azerbaijani (Cyrillic)
- . — French dialogue, English subtitles
- . — Dubbed into English
- . — Closed-captioned

### 7.1.3 Notes on parallel titles and parallel other title information

Parallel titles and parallel other title information may be given in a note when they are not recorded in area 1.

#### *Examples*

- . — Issues for July/Aug. 1962-Sept./Oct. 1966 have title also in Chinese: Wen hua
- . — Issues for Oct. 1975- have title in English: The half-yearly law review  
*Editorial comment:* English parallel title on earlier issues: Law quarterly review.



- . — Title in four additional languages
- . — French title from title screen: Les techniques de la prévision à court terme
- . — Title on added title page: Introduction à la langue française
- . — English title from container: The four seasons
- . — Other title information from container: Songs of redemption

**For serials and multipart monographic resources:**

Information on parallel titles or parallel other title information appearing on later parts of a serial or multipart monographic resource may be given in a note together with the numbering of the respective issues or parts if it is considered important to users of the catalogue. *Alternatively*, a note that parallel titles and/or parallel other title information vary may be given (see 1.2.5.6, 1.3.4.9).

**For integrating resources:**

Information on parallel titles or parallel other title information appearing on earlier iterations of an integrating resource (including the lack of a parallel title or titles on earlier iterations) may be given in a note if it is considered important to users of the catalogue (see 1.2.5.6, 1.3.4.9).

#### **7.1.4 Notes on the statements of responsibility**

Notes on the statements of responsibility may include:

- statements of responsibility taken from outside the resource, its container or accompanying textual matter;
- notes on variant or expanded forms of names of persons or corporate bodies, notes on pseudonyms, notes on persons or corporate bodies connected with the work that cannot be included in other areas of the description (because, for example, their function is not specified);
- statements of responsibility relating to appendices and other supplementary matter appearing on the resource but not on a prescribed source of information (see 1.4.4.4);
- notes on the staging, instrumentation, etc., of performed works;

- notes on persons or bodies connected with the technical production, administrative and consulting functions of the work.

*Examples*

- . — Attributed to Jonathan Swift
- . — By Voltaire
- . — Drawings by Gordon Davey
- . — Full name of author: Mignon Good Eberhart
- . — Full name of the institute: Professional Institute of the Public Service of Canada  
*Title proper:* Journal of the Professional Institute
- . — At head of title: Dept. of Defence
- . — Issues [1]– compiled by: Truong Ky
- . — Attributed to Blaeu by C. Koeman in: *Atlantes Neerlandici*, vol...., p...
- . — Prepared by State Highway Dept. 1925–1948; prepared by General Drafting Co. 1949–1955; prepared by Engineering Services 1965; prepared by National Survey 1961–1962; prepared by State Highway Dept. 1963–1969; prepared by Dept. of Transportation 1970–
- . — "Ground control was supplied by U.S. Coast and Geodetic Survey"
- . — "Plotted ... by G. Petrie and D.P. Nicol, University of Glasgow, 1965. Field reconnaissance, 1962, and geomorphological interpretation by R.J. Price as part of Project No. 1469 of the Institute of Polar Studies, the Ohio State University"
- . — Drawings by Inigo Jones
- . — Real name of author: Alexander Wolcott
- . — Label on container reads: The Schools Council
- . — Data collected in collaboration with Christiane Klapisch, École pratique des hautes études, Paris
- . — Animated by Gary Simski ; consultation provided by Micro Industries
- . — Systems designer, Henry Letow ; sound, LF Acoustics
- . — Label on container reads: Arizona Arts and Science Council

- . — Content developed by Charles Lytle and William Surver ; videodisc and HyperCard stack design by J. Mark Turner ; HyperCard stack programming by Helen Brooks
- . — Presenter and essayist: Alan Rich
- . — Programmer, Leslie Olfson ; reference manual, Jean Fakourey
- . — Played on an 1841 Erard concert grand
- . — Adaptation, Louis Daquin and André Cerf ; dialogue, Roger Vaillant ; music, Jean Wiener ; sound, Lucien Legrand ; decor, Paul Bertrand ; Madeleine Robinson (Julie Moret), Albert Préjean (Léon Bouquiquant), Roger Pigaut (Pierre Bouquiquant), Jean Vilar (The Priest)
- . — René Forest, violoncello (1st-2nd works) ; Anton Hammer, horn (3rd work) ; RIAS-Sinfonietta Berlin ; David Atherton (last 2 works), Jiri Starek (remainder), conductors

#### 7.1.4.1 Changes in statements of responsibility

##### **For multipart monographic resources:**

If there is a change to the statement of responsibility after the first or earliest part of a multipart monographic resource and the new information is necessary for identification or otherwise considered important to users of the catalogue, a note is given.

##### **For serials:**

If there is a change to the statement of responsibility on later issues of a serial that does not require a new description (see A.2.7) and it is necessary for identification of the serial or otherwise considered important to users of the catalogue, a note is given.

##### **For integrating resources:**

If an earlier statement of responsibility that is no longer present on the current iteration, or that appeared in a different form on an earlier iteration, is considered important to users of the catalogue, a note is given. If the changes have been numerous, a general note may be given.

*Examples*

- . — Former editor: Matija Babić
- . — Editor varies

**7.1.4.2 Source of statement of responsibility**

If a statement of responsibility has been transcribed from a source other than the preferred source of information, the source of the statement may be given in a note.

*Example*

- . — Author statement taken from title page verso

**For older monographic resources:**

If the statement of responsibility does not appear directly after the title statement on the preferred source of information, its position is described in a note. Statements of responsibility taken from outside the resource are given in a note with the source of such information.

*Example*

- . — Author's name at head of title page
- . — By Ezechiel Spanheim. Source:  
Deutsches Anonymen-Lexikon / Michael  
Holzmann und Hanns Bohatta, Bd. 1, S.  
409, Nr. 11863

## 7.2 Notes on the edition area and the bibliographic history of the resource

### 7.2.1 Source of the edition statement

Notes on the source of the edition statement or the statement of responsibility relating to the edition may be given.

#### **For older monographic resources:**

When edition information has been obtained from a source other than a prescribed source of information or from part of the preferred source of information preceding the title and statement of responsibility, the source from which such information has been obtained is given in a note.

#### *Example*

. — Edition statement from colophon

#### **For electronic resources:**

If the edition statement of an electronic resource is taken from a source different from the source of the title proper, the source of the edition statement is given in a note.

#### *Examples*

- . — Edition statement from booklet
- . — Edition statement from disk label

### 7.2.2 Changes to the edition area

#### **For serials and multipart monographic resources:**

Changes in edition statements that occur after the issue or part used as the basis of description and do not require a new description are given in a note if they are considered important to users of the catalogue.

#### **For integrating resources:**

Earlier edition statements that are no longer present on the current iteration or that are in a different form on an earlier iteration and do not require a new description (see A.2.7.2)

are given in a note if they are considered important to users of the catalogue.

### 7.2.3 Bibliographic history of the resource

Notes relating to the edition being described or the bibliographic history of the work may be given.

#### *Examples*

- . — Originally published: London : J. Tonson, 1747
- . — Originally issued in 1965
- . — Previously published as: The players of Null-A. London : Dodson, 1970; originally published as: The pawns of Null-A. New York : Street and Smith, 1948
- . — Formerly available as: CAS 675
- . — Reprint of the second edition: London : [s.n.], 1760
- . — Offprint from: Physical review ; 2nd series, vol. 70, no. 5-6, September 1 & 15, 1946
- . — Reproduced from the map published by Nicolas Berey in Paris 1663
- . — Reproduction of: Johannis Hevelii Uranographia totum coelum stellatum. Gedani, 1690
- . — Facsimile reproduction of the first edition: St. Omer : [s.n.], 1610
- . — Facsimile reproduction from a ms. original in the National Map Collection, Public Archives of Canada
- . — Based on the book of the same title by Ludwig Bemelmans
- . — Based on: The treasure of Franchard / by Robert Louis Stevenson
- . — Adaptation of: Draculus. 1994
- . — Revised version of the filmstrip issued in 1969 under title: Maps and atlas survey
- . — Edited version of 1972 motion picture entitled: The miracle of Bali : a recital of music and dancing
- . — "Information from official map reproduced under Government Printer's Copyright No. 4219 on 9/10/69"
- . — Copy of original in Archivo General de Indias, Sevilla
- . — Program first issued by Educational Software in 1994

- . — Electronic version of the print publication issued in 1989
- . — Digital reproduction of the publication issued in 1522
- . — Earlier parts of text published in 1984 and 1987 are digitised and made available online
- . — Replicates survey conducted in 1993 by author
- . — On container: Multimedia master version of the original 1985 two videodisc version
- . — Resource copied Oct. 1996 from local area network
- . — Revised edition of: Mental capacity : medical and legal aspects of the aging. 1977
- . — "Map based on uncontrolled aerial photography flown 1972. Map field checked 1973"
- . — Originally issued in Environmental science series
- . — Recorded in London, Abbey Road, No. 1 studio, August 1965

## **7.2.4 Relationships to other resources**

### **7.2.4.1 Translations**

When the work contained in the resource is known to be a translation, the original title of the work, or, where appropriate, the key title and ISSN, is given in area 7 (see also 1.2.4). When the translation is known to be a translation of a particular edition of a work with its own title, this title is given first and may be followed by the title of the original work translated. When the resource contains several individual works, the translation notes may be included in the contents note.

For notes on the language of the title, see 7.1.2.2.

For editions of a resource appearing simultaneously in different languages, see 7.2.4.3.

#### *Examples*

- . — Translation of: La muerte de Artemio Cruz
- . — Originally published as: Five on Kirrin Island again
- . — Translation of: Gulliver's travels
- . — Original title: Dissertatio physica de natura et remediis fulminum

- . — Original title: North Land footprints, or, Lives on Little Bent Tree Lake; translated from the French  
*Editorial comment:* Original English text translated first into French, then into Croatian.
- . — Original title: Kira kira hikaru; translated into Finnish from the English translation: Twinkle twinkle
- . — Translation of: Radiohimiä = ISSN 0033-8311  
*Title proper:* Soviet radiochemistry

#### 7.2.4.2 Reproductions

When the resource is an exact reproduction of another resource (for example, a facsimile reproduction or other photographic (or micro-) reproduction of a printed title, a sound cassette copy of a sound disc, a videotape reproduction of a motion picture, a digitisation) a note is given that the resource is a reproduction (see A.2.5). The title of the original resource (when different from the title of the reproduction) and its publication details are given; the frequency of the original resource may also be given.

##### *Examples*

- . — Reproduction of the monthly publication, Paris : Librairie Rouquette  
*Areas 1-5:* Le banquet. — Reprod. [en fac-sim.]. — No 1 (mars 1892)-no 8 (mars 1893). — Genève : Slatkine, 1971. — 23 cm
- . — Reproduction of the monthly, later bimonthly, publication, Paris : H. Lemoine  
*Areas 1-5:* Le pianiste : [journal spécial, analytique et instructif]. — [Reprod. en fac-sim.]. — 1 (1833/34)-2(1834/35). — Genève : Minkoff, 1972. — Portr. ; 31 cm
- . — Facsimile reproduction. Originally published: London : R. Walton, [1654]  
*Area 4:* London : London Topographical Society, 1898
- . — Micrographic reproduction. Originally published: Porto : Tércio de Miranda, 1910-1932  
*Area 4:* Lisboa : Biblioteca Nacional, 1986-1988
- . — Digital reproduction. Originally published: Imprensa Romae : per B[ernardinum de] V[italibus], 1522  
*Area 4:* Nacionalna i sveučilišna knjižnica, 2005
- . — Microform reproduction. Original edition: xiv, 624 p.



### 7.2.4.3 Resources with different editions

When the resource is one of two or more simultaneously published editions differing in partial content and/or language, the name of the other edition or editions is given. If the name of the other edition or editions is not readily available, a general note is made. If a resource is published in more editions than can be named conveniently, a general note is made.

#### *Examples*

- . — Also published in Early edition, 2-star edition, and 3-star edition  
*Area 2:* Final edition
- . — Also published in National edition  
*Area 2:* City edition
- . — Edition statement applies to program listings  
*Editorial comment:* Published in multiple editions with identical editorial material; program listings apply to specific geographic areas.
- . — Numerous editions
- . — Also appears in French and German
- . — English edition of: Bulletin critique du livre français = ISSN 0007-4209  
*Title proper:* New French books

### 7.2.4.4 Resources with supplements, inserts, etc.

When the resource being described has one or more supplements and/or inserts, a note of the title or the key title and ISSN of the supplement and/or insert may be given.

#### *Examples*

- . — Supplement: Journal of the Royal Numismatic Society = ISSN 0307-8019  
*Title proper:* Numismatic chronicle
- . — Supplement: Das kleine Blatt  
*Title proper:* Der Kreis
- . — Includes text describing the geology of the area covered, in English and French
- . — Includes an index of populated places and distance table

When these supplements are numerous, a general note about their existence may be given.

*Examples*

- . — Eighth-10th eds. updated by quarterly and annual cumulative supplements
- . — Numerous supplements

**7.2.4.5 Supplement to or insert in**

When the resource is a supplement to or insert in another resource, a note of the title or the key title and ISSN of the main resource is given.

*Examples*

- . — Supplement to: Philosophical magazine = ISSN 0031-8086  
*Title proper:* Advances in physics
- . — Supplement to: La lettre du maire = ISSN 0395-0182  
*Title proper:* La lettre du maire (Paris). Textes et documents
- . — Supplement to: Der Kreis  
*Title proper:* Das kleine Blatt
- . — Insert in: Transport public = ISSN 0249-5643  
*Title proper:* Action transport

**7.2.4.6 Other relationships**

Notes on other relationships between the resource being described and other resources may be given, provided that the nature of the relationship, the titles or the key titles and ISSNs of the other resource or resources are specified.

When two or more resources are published together, each resource is described separately; a note is given with each description stating that the resource has been published with another.

*Examples*

- . — Published with: Sugar industry abstracts  
*Title proper:* La sucrerie belge ...
- . — Published with: La sucrerie belge  
*Title proper:* Sugar industry abstracts ...
- . — Vol. 4, no. 1- published in: Driftwood Public Library gazette  
*Title proper:* Newsletter / Friends of Driftwood Public Library  
*Editorial comment:* Earlier issues published separately.
- . — Issued with: Gamla Testament. Stockholm : Rumstedt, 1812; Nya Testament. 4th ed., Stockholm : Rumstedt, 1811. Both also issued separately

## 7.2.4.7 Relationships between continuing resources

### 7.2.4.7.1 Continuation

If a continuing resource is the continuation of another continuing resource, the title or key title and ISSN of the *previous* resource is given in a note introduced by the word *Continues*: (or the equivalent in another language).

*Example*

- . — Continues: Monthly Scottish news bulletin = ISSN 0307-5273

*Title proper*: Pointer

If a continuing resource is continued by another continuing resource, the title or key title and ISSN of the *subsequent* resource is given in a note introduced by the words *Continued by*: (or the equivalent in another language).

*Example*

- . — Continued by: Annual report of the General Manager - Transport Department, Glasgow Corporation = ISSN 0308-4140

*Title proper*: Report of the General Manager for the year ... / presented to the Glasgow Corporation Transport Committee

### 7.2.4.7.2 Merger

If a continuing resource is the result of a merger of two or more other continuing resources, the titles or key titles and ISSNs of the *previous* continuing resources are given in a note introduced by the words *Merger of*: (or the equivalent in another language).

*Examples*

- . — Merger of: British abstracts. B 1, Chemical engineering, fuels metallurgy, applied electrochemistry and industrial inorganic chemistry = ISSN 0365-8740; and of: British abstracts. B 2, Industrial organic chemistry = ISSN 0365-8929

*Title proper*: Journal of applied chemistry. Abstracts

- . — Merger of: Nordia tiedonantoja. Sarja A = ISSN 0359-2510; and of: Nordia tiedonantoja. Sarja B = ISSN 0359-2529

*Title proper*: Nordia tiedonantoja / Oulun yliopiston maantieleen laitos

- . — Merger of: Emmenthaler Blatt; and of: Neue Berner Zeitung  
*Title proper:* Berner Zeitung

If a continuing resource has merged with one or more continuing resources to form a new continuing resource, the title or key title and ISSN of each of the other continuing resources is given in a note introduced by the words *Merged with:*, followed by the words *to become:* (or the equivalent in another language) and the title of the new resource.

*Examples*

- . — Merged with: Journal of the British Ceramic Society = ISSN 0524-5133; to become: Transactions and journal of the British Ceramic Society = ISSN 0307-7357  
*Title proper:* Transactions / British Ceramic Society
- . — Merged with: Gran vía; to become: Revista Gran vía de actualidades, artes y letras  
*Title proper:* Revista de actualidades, artes y letras
- . — Merged with: Nordia tiedonantoja. Sarja B = ISSN 0359-2529; to become: Nordia tiedonantoja (1995) = ISSN 1238-2078  
*Title proper:* Nordia tiedonantoja. Sarja A
- . — Merged with: L'exportation en pratique; to become: Commerce extérieur Suisse  
*Title proper:* Euro centre Suisse

#### 7.2.4.7.3 Split or separation

If a continuing resource is a new resource resulting from the split of a continuing resource into two or more continuing resources, the title or key title and ISSN) of the *previous* continuing resource from which it split is given in a note introduced by the words *Continues in part:* (or the equivalent in another language).

*Example*

- . — Continues in part: Proceedings - Institution of Mechanical Engineers = ISSN 0020-3483  
*Title proper:* Proceedings / Institution of Mechanical Engineers. Part 2

Details of other continuing resources resulting from the split may also be given.

If a continuing resource splits into two or more continuing resources, the titles or key titles and ISSNs of the *subsequent* continuing resources are given in a

note introduced by the words *Split into:* (or the equivalent in another language).

*Examples*

- . — Split into: Comparative biochemistry and physiology. A, Comparative physiology = ISSN 0300-9629; and into: Comparative biochemistry and physiology. B, Comparative biochemistry = ISSN 0305-0491

*Title proper:* Comparative biochemistry and physiology

- . — Split into: Nordia tiedonantoja. Sarja A = ISSN 0359-2510; and into: Nordia tiedonantoja. Sarja B = ISSN 0359-2529

*Title proper:* Nordia tiedonantoja / Pohjois-Suomen maantieteellinen seura

If a continuing resource has separated from another continuing resource, the title or key title and ISSN of the continuing resource from which it separated is given in a note introduced by the words *Separated from:* (or the equivalent in another language).

*Example*

- . — Separated from: Boekengids

*Title proper:* Jeugdboekengids

#### **7.2.4.7.4 Absorption**

If a continuing resource has absorbed one or more continuing resources while retaining its own title, the title or key title and ISSN of each *absorbed* continuing resource is given in a note introduced by the word *Absorbed:* (or the equivalent in another language).

*Examples*

- . — Absorbed: Annals of philosophy = ISSN 0365-4915

*Title proper:* Philosophical magazine

- . — Absorbed: Panorama congiunturale

*Title proper:* Notizie economiche UBS

If a continuing resource has been absorbed by another continuing resource, the title or key title and ISSN of the *absorbing* continuing resource is given in a note introduced by the words *Absorbed by:* (or the equivalent in another language).

*Examples*

- . — Absorbed by: Quarterly review of marketing = ISSN 0307-7667

*Title proper:* Marketing forum

- . — Absorbed by: Journal d'agriculture suisse

*Title proper:* Le cultivateur de la Suisse romande

The date the absorption occurred is included in the note if it is considered important to users of the catalogue.

*Examples*

- . — Absorbed in 1827: Annals of philosophy = ISSN 0365-4915

*Title proper:* Philosophical magazine

- . — Absorbed in 1975 by: Quarterly review of marketing = ISSN 0307-7667

*Title proper:* Marketing forum

**7.2.4.7.5 Series with subseries**

If a serial has subseries with independent titles, the title or key title and ISSN of each of the subseries may be given in a note.

*Example*

- . — Subseries: Cuadernos de geohistoria regional;  
Cuadernos de investigación social

*Title proper:* Documentos de la Facultad de Filosofía, Letras y Ciencias

When these subseries are numerous, a general note about their existence may be given.

*Example*

- . — Numerous subseries

**7.2.4.7.6 Subseries**

When the serial being described is a subseries, details of the main series are given in area 6 and not in area 7.

### 7.3 Notes on the material or type of resource specific area

#### 7.3.1 Mathematical data (Cartographic resources)

Mathematical or cartographic data additional to, or elaborating on, that given in Area 3 may be given in a note.

*Examples*

- . — "This map is constructed by using a special projection system that gives a perspective effect while the immediate lake area remains in scale"
- . — Scale of original ca 1:1 300  
*Editorial comment:* For an enlargement of an aerial photograph.
- . — Oriented with north to the right
- . — Prime meridians: Ferro and Paris
- . — Scale departure graph: "Statute miles Mercator projection"
- . — Relief shown by contours, shading and gradient tints
- . — Relief and depths shown by contours
- . — Relief shown pictorially and by shading. Depths shown by soundings and contours
- . — "Ekvidistance 50 m"
- . — Soundings in fathoms

**7.3.1.1** For celestial charts, the first note related to the mathematical data area is the note on magnitude. The term *limiting magnitude* or its equivalent in another language is followed by a number that may reach a maximum of 22.

*Example*

- . — Limiting magnitude 3.5

**7.3.1.2** For photography and remote-sensing imagery, the first note related to the mathematical data area is the note pertaining to this type of resource.

*Examples*

- . — f6.016 inches, alt. (orig.) 8 000 ft  
*Editorial comment:* For an enlargement of an aerial photograph.
- . — f5.944 inches, alt. 12 000 ft

- . — MSS Bands 3 and 4

*Editorial comment:* For a remote-sensing image.

### 7.3.1.3 Digital cartographic resources

Information not included in area 3 such as on digital graphic representation may include details of digital graphic representation method, e.g. indirect reference method (i.e. types of geographic features, addressing schemes, or other means through which locations are referenced) and topology level, geospatial reference data (coordinate system, geodetic datum) with additional information on its data quality, layer structure, format of delivery, geodesy, etc.

The data type (e.g. raster, vector, point), the object type (e.g. point, line, polygon, pixel), the number of objects used to represent spatial information and the format name (e.g. digital transfer information) may be given for an electronic resource.

**Data type.** The direct reference method (i.e. the system of objects) used to represent space in an electronic resource (e.g. raster, vector, point) is identified.

**Object type.** The specific type of point, raster, and/or vector object types used in an electronic resource is indicated. Multiple types are separated by a comma.

#### Object count.

**Point/vector count.** The number of point or vector objects or each type of object used in an electronic resource is given.

**Raster object count.** The number of rows x columns x voxels (vertical) in a raster electronic resource is given. Row and column count are used for rectangular raster resources. Voxels are used with rectangular volumetric raster resources.

**Format.** The format name and version in which an electronic resource is stored is indicated.

#### *Examples*

Point : entity point

Vector : network chains, non-planar graph

Raster : pixel

Raster : pixel ; TIFF

Vector : point, line, polygon ; ARC/INFO export, version 1.0

Vector : edge (70)

- . — Location reference: 100-year floodplain boundary; 500-year floodplain boundary



- . — Geographic system: coordinates ; decimal degrees
- . — North American datum of 1927 : ellipsoid: Clarke 1866 (semi-major axis: 6378206.4 ; denominator of flattening ratio: 294.98)
- . — Format of delivery: SUF2, DGN (microstation format), DXF, DWG (AutoCad format); 9 inch magnetic reel tape, Exabite (8 mm cassette); small files on disk
- . — Deliverable on 31-12-1992: Sheet 9W, 9O, 14W, 14O, 15W, 19W, 19O, 20W (excl. Texel); delivery per sheet or part thereof
- . — Structure: All line-segments are noded and, when they have an identity of their own, fitted with their own coding; the polygons (objects) that are created are coded with a centroid

The resolution for electronic resources may be recorded, expressed as the size in metres of the smallest feature that is discernable in the data (usually pixel size or vertex spacing).

*Examples*

- . — Resolution: 1 pixel = 20 m
- . — Resolution: minimum adjacent vertex spacing: 5 m ground distance

### **7.3.2 Music format statement (Notated music)**

Notes on the music format statement may include peculiarities or variations among the different parts of a resource.

*Example*

- . — Lute tablature and staff notation on opposite pages

### **7.3.3 Numbering (Continuing resources)**

**7.3.3.1** Details of numbering that have not been given in area 3 or an explanation for the omission of such details (e.g. an unnumbered series) may be given in a note.

*Examples*

- . — Suspended 1939–1945
- . — Unnumbered series

**7.3.3.2** When the description is made from an intermediate issue or part of the serial, a note on the numbering of the first issue or part may be given if

the information is available from other sources. If the serial has ceased publication, but the last issue or part is not available at the time the description is made, a note on the numbering of the last issue or part may be given (see 3.3).

*Examples*

- . — Began with: Vol. 1, no. 1 (1972)
- . — Ceased with: Vol. 1, no. 6 (Oct. 1974)
- . — Began with: No. 1, published in 1968
- . — Ceased with vol. for 1982
- . — Began with: Vol. 1, no. 1 (May 1974); ceased with: Vol. 1, no. 6 (Oct. 1974)
- . — Began in 1962 and ceased in 1975

**7.3.3.3** When describing a supplement or insert dependent on the main serial, a note on the numbering of the main serial may be given.

*Example*

- . — No. 1 (1983) of the supplement corresponds to 10. évf., 1. sz. (1983) of the main publication
- Title proper:* Külpolitika. English-language supplement

**7.3.3.4** Notes are also made on any complex or irregular numbering not given in the numbering area, or on any other numbering peculiarities if they are considered important to users of the catalogue (see 3.3).

*Examples*

- . — Vol. 29, no. 3-vol. 39, no. 2 omitted in numbering
- . — Numbering begins with no. 1 each year

## 7.4 Notes on the publication, production, distribution, etc., area

**7.4.1** Notes on the publication, production, distribution, etc., area may include details of other publishers, producers, distributors, etc., of the resource; notes on variant publication, production or distribution, etc., information; irregularities; and additional dates.

### *Examples*

- . — Also published in Colombo by Ceylon University Press
- . — Publisher named in privilege statement as Sulpice Sabon
- . — Colophon bears the date 1723
- . — The date is given in the form of a chronogram
- . — Entered in the Stationers' Register, 22 July 1587
- . — Vol. 4 published in 1939, vol. 5 in 1946
- . — Original imprint covered by label which reads: C.F. Peters, Frankfurt, London, New York
- . — Distributed in the UK by EAV Ltd., London
- . — Publication information on label attached to container: Taftville (Conn.) : MCD Software Associates
- . — User's manual distributed by the American Political Science Association, Washington, D.C.
- . — Disk label has date: cop. 1992
- . — Manual dated 1994
- . — The place of publication "Cosmopol" is fictitious; identified as Frankfurt a.M., according to *Die falschen und fingierten Druckorte* / E.O. Weller, Bd. 1, p. 285
- . — Place of publication conjectured by catalogue based on typographic evidence
- . — Volume 1 published 1561; vol. 2: 1564; vol. 3: 1562; vol. 4: 1560  
*In area 4:* , 1560-1564
- . — No. 1 published 2006; date of publication from no. 2  
*In area 4:* , 2005-

**For older monographic resources:**

When publication, production, distribution, etc., information has been obtained from a source other than a prescribed source of information, the source from which such information has been obtained is given in a note.

*Example*

- . — Publisher's name from colophon
- . — Thomas Saint active in Newcastle upon Tyne from ca 1769 to ca 1788. Source: Dictionary of the printers and booksellers who were at work in England, Scotland and Ireland from 1726 to 1775 / H.R. Plomer, 3, p. 221

**7.4.2 Changes to information in the publication, production, distribution, etc., area****For serials and multipart monographic resources:**

Changes in the place of publication and/or the name of the publisher that occur after the first or earliest issue or part are given in a note, together with the numbering of the respective issues, if they are considered important to users of the catalogue. Where numerous changes have occurred, a general statement may be given (see 4.1.15, 4.2.13).

*Examples*

- . — Published: Redwing [sic] (Minn.), 1864-1865; Le Sueur, Minn., 1865
- . — Publication statement varies

**For integrating resources:**

Earlier places of publication and/or names of publishers that are no longer present on the current iteration, or that appeared in a different form on earlier iterations, are given in a note, if they are considered important to users of the catalogue (see 4.1.15, 4.2.13).

*Example*

- . — Published: New York : McGraw-Hill, 1974-1975; South Hackensack, N.J. : F.B. Rothman, 1976-1978



## 7.5 Notes on the material description area

### 7.5.1 Additional physical details

Notes on the material description area may include additional physical description of the resource supplementing the formal statement given in area 5 and statements on particular physical peculiarities. Notes may also be made on accompanying material or on earlier physical details of an integrating resource.

#### *Examples*

- . — Versos of leaves blank  
*Editorial comment:* Leaves numbered on both sides.
- . — Leaves printed on both sides  
*Editorial comment:* Leaves numbered on one side only.
- . — Volumes numbered: 1, 2A, 2B, 2C, 3
- . — Pages also numbered 321-401
- . — Map on lining paper
- . — Illustrations coloured by hand
- . — Printed on acid-free paper
- . — Title page printed in black and red
- . — Watermark: C & I Honig
- . — In envelope, with title on flap
- . — Optional cello part included
- . — Disc impressed on rectangular surface, 20 x 20 cm
- . — Container: 32 x 36 x 16 cm
- . — Sheets measure 24 x 48 cm, 16 x 42 cm, 16 x 28 cm
- . — Printed area measures 30 x 46 cm
- . — Height when mounted: 114 cm
- . — Animated transparencies for use with the Photo Motion Activator
- . — Visible using an incandescent bulb
- . — Projected by means of a laser beam
- . — Electronically adapted to simulate stereo
- . — Synchronized to USPEC 2 standard

- . — Synchronized by means of Philips N2209/LFD3442 pulses
- . — Text of the poems printed on sleeve
- . — Leaves of plates in aquatint or copperplate engravings
- . — Issued in 2 vol., 8th ed.-10th ed.; in 3 vol., 11th ed.-15th ed.; in 4 vol., 16th ed.-20th ed.; in 5 vol., 21st ed.-
- . — Resource size: master (113 776 KB) ; use copy (5 631 KB)
- . — Digital and analog tracks in English and German
- . — Still images compressed using JPEG
- . — Documentation: Comprehensive occupational health nursing preparation / principal investigator, Daniel Murphy. Houston, TX : Data Health Nursing Publishers, cop. 1994. ISBN 0-87301-605-6  
*Editorial comment:* Accompanying material for a remote-access electronic resource.

#### **For older monographic resources:**

Leaves of plates or inserts that are included in the numbering of pages or leaves of the resource may be given.

##### *Example*

- . — 12 leaves of plates included in the pagination  
or
- . — 12 leaves of plates included in the pagination as p. 5-6, 11-12, 19-20, 29-30, 39-40, 49-50, 59-60, 69-70, 79-80, 89-90, 99-100, 109-110

The number of lines to the page and the type used are given if these aid identification of the printer or are considered important to users of the catalogue.

##### *Example*

- . — 24 lines per p.; type 24G

Physical description of the resource, including a list of signatures is given, if it is considered important to users of the catalogue. A full collation following the notation in a standard reference source (see Appendix C) may be given.



The copy or copies on which the collation is based may be specified.

*Examples*

- . — Signatures: A-K<sup>4</sup>
- . — Collation: 8vo: A-H4; 32 leaves: p. [1-2] 3-62 [63-64]; \$3(-H3) signed. H4 blank
- . — Collation: a<sup>2</sup> A-L<sup>4</sup> M<sup>2</sup>. Based on copy x in collection y

## **7.5.2 Other physical formats available**

If a resource is available on different physical carriers or different formats, a note may be given.

- . — Issues 46– also available online
- . — Available in 8 mm or 16 mm versions
- . — Also issued as glass slides
- . — Also issued for IBM PC and PC compatibles
- . — Available in ASCII and PostScript versions
- . — Available in PDF and HTML formats
- . — Also available online: <http://www.iuee.eu/pdf-publicacio/180/1xoiv6WP3Aakx4Ey2ic6.PDF>



## **7.6 Notes on the series and multipart monographic resources area**

**7.6.1** Notes on the series and monographic resources area may include notes giving information about a series or multipart monographic resource in which a resource has been issued (see area 6) and notes on series editors.

### *Examples*

- . — Main series numbered 244
- . — Editor of the series: Samuel Johnson
- . — Each issue numbered 10, 20, 30, etc., in the series

### **For older monographic resources:**

When series information has been obtained from a source other than a prescribed source of information, the source from which such information has been obtained is given in a note.

### *Example*

- . — Series statement from verso of title page

**7.6.2** If a resource is published within a subseries with a distinctive title that is given in area 6, the title and the ISSN of the main series may be given in a note.

If a resource is published within a subseries with a dependent title that is given in area 6 with its main series, the ISSN of the main series may be given in a note (see 6.5.2).

### *Example*

- . — Main series: Department of State publication
- . — ISSN of main series: ISSN 0342-2259

**7.6.3** If the key title of a series or subseries differs from the title proper of the series or subseries, a note may be given.



## 7.7 Notes relating to the contents

**7.7.1** Notes relating to the contents may include the list of contents and notes on other inclusions, such as indexes, inserts, bibliographies, discographies, etc.

For audiovisual resources, if the durations of individual works are given in the contents note, they are placed immediately after the bibliographic description.

For general notes on the nature and scope of the contents of a resource, see 7.1.2.

### 7.7.2 List of contents

The titles and other details of the works contained in a resource with a collective title (see 1.1.4.3) may be given in a note.

#### *Examples*

- . — Contents: The homecoming / by Harold Pinter. Chips with everything / by Arnold Wesker. Marching song / by John Whiting
- . — Contents: The L-d's address to K.G.II. The K-'s answer. A new ballad
- . — Contents: Voluntary I and Te Deum ; Voluntary and Jubilate
- . — Contents: Trap and guess ; Bumblebug ; Hidden treasures
- . — Contents: CD-ROM data (1:29) ; The young person's guide to the orchestra (16:27) ; Extra audio examples (55:43)
- . — Contents: Les secteurs sanitaires ; Ensemble des médecins spécialistes libéraux par secteur sanitaire au 1.1.1979 ; Évolution de la densité des médecins libéraux par secteur sanitaire du 1.1.1976 au 1.1.1979
- . — Contents: The fourth millenium / Henry Brant (9 min). Music for brass quintet / Peter Phillips (14 min)
- . — Contents: Getting ahead of the game (81 fr.) ; Decisions, decisions (55 fr.) ; Your money (72 fr.) ; How to be a loser (65 fr.) ; The law and your pocketbook (70 fr.) ; The all-American consumer (63 fr.)
- . — Contents: Klarinettenquintett A-Dur, KV 581 / Wolfgang Amadeus Mozart (29 min). Klarinettenquintett B-Dur, op. 31 / Carl Maria von Weber (24 min, 14 s)

### For multipart monographic resources:

The list of contents may include the designations, titles, statements of responsibility, statements of extent, etc., of the separate physical units constituting a multipart monographic resource.

#### *Examples*

- . — Contents: Vol. 1, A midsummer night's dream ; Vol. 2, Henry IV
- . — Contents: Pt. 1, The fellowship of the ring ; Pt. 2, The two towers ; Pt. 3, The return of the king
- . — Contents: Cohort file 1, Mature men (45-59 yrs.) ; Cohort file 2, Mature women (45-59 yrs.) ; Cohort file 3, Young boys (14-24 yrs.) ; Cohort file 4, Young girls (14-24 yrs.)
- . — Contents: 1, Mixmatch / J. Broady and L.M. Tiems. Ollie the otter / Dana Brynner. 2, Capture the play / Paul Edelstein. Winner take all / Jennifer Drake.
- . — Contents: 1, 1985-1989 ; 2, 1990-1995
- . — Contents: Pt. 1, The cause of liberty (24 min) ; Pt. 2, The impossible war (25 min)

For multilevel description, see Appendix A.

### 7.7.3 Notes on other inclusions

Notes may be made on bibliographies, indexes, and other parts of a resource if they are considered important to the users of the catalogue.

#### *Examples*

- . — Includes the text of the Gaming Act 1913
- . — Includes references to summaries on U.S. demographic data
- . — Also includes newsfilms on Trooping the Colour
- . — Bibliography: p. 291
- . — Discography: p. 291
- . — List of films: p. 323-327
- . — Includes: Bibliography of Northwest materials

- . — Includes a list of works for further study
- . — Includes index
- . — Includes index of songs
- . — Indexes: Vols. 1-25 (1927-1951) in vol. 26, no. 1
- . — Summary in English: p. 143-146

#### **For cartographic resources:**

Descriptions of insets, illustrations, sections and similar representations may be given in a note.

#### *Examples*

- . — Insets: three maps: Structural regions ; Topographical regions ; Erosional and depositional regions. Scale 1:170 000 000 approx. 10 x 24 cm each
- . — North polar and South polar regions on polar proj. 8 cm diam. each, in left and right bottom corners
- . — Illustrations: Decorative text cartouche in top left corner; peoples of the world and allegorical representations for Europe, Asia, Africa and America form the borders of the map
- . — Includes descriptive index, text, colour illustrations describing types of buoys, ships, lighthouses, fishes, birds, seaweed, sea anemones, and coral, and 9 local maps
- . — Insets at 1:50 000: Paris, Madrid, Bern, Amsterdam, London
- . — Insets with indexes: Plant City, Brandon Area, Apollo Beach, Del Webb's Sun City Center
- . — Includes insets of the Liverpool and Nottingham regions, 3 suggested tourist itineraries, distance chart, text, and advertisements
- . — Cross sections A-B; C-D; and E-F along bottom margin
- . — Includes block diagram of area covered by map

- . — Includes an index map to adjacent sheets
- . — On verso: New map of South Hadley, Mass. Scale 1:15 000
- . — Maps of 18 "Interchange layouts in Mahoning County" and maps of Craig Beach, Sebring, Beloit, Canfield, Poland, New Middletown, Washingtonville, Lowellville, Stouthers, Campbell, and Youngstown, with street index, on verso
- . — Text, indexes, colour illustrations, list of tourist facilities and radio stations, route mileage log, controlled access highway map, pictorial map, historic places map, and local route maps, on verso of some sheets



**7.8 Notes on the resource identifier and terms of availability area**

**7.8.1 Notes relating to the resource identifier and terms of availability**

Notes relating to the resource identifier and terms of availability may include notes of limited print run, issues or limited distribution.

*Examples*

- . — 250 copies printed
- . — Limited edition of 20 signed and numbered copies
- . — An edition of 75 copies, not for sale
- . — Limited demonstration package
- . — Public domain software

**7.8.2 Notes relating to binding**

Notes on the binding as issued by the publisher may be given. For notes on individual bindings, see 7.11.

*Example*

- . — First 25 copies bound in leather



## 7.9 Notes on the issue, part, iteration, etc., that forms the basis of the description

Notes on the issue, part, iteration, etc., that forms the basis of the description may be given.

If the description of a serial or multipart monographic resource is not based on the first issue or part published, the issue or part that forms the basis of the description is given in a note.

### For serials:

The numbering is recorded in the form it would have if recorded in area 3.

#### *Example*

- . — Description based on: Vol. 3, no. 3  
(May/June 1975)

If the numbering of the last issue or part is not given in area 3 (see 3.3.7), a note on the latest issue or part consulted may be given.

#### *Example*

- . — Latest issue consulted: Nr. 43 (Mai 2001)

### For unnumbered monographic series:

If a description is made for an unnumbered monographic series itself, a note is given of the earliest analytic consulted and its date of publication, production, distribution, etc. If other analytics also have been consulted and the latest analytic can be identified, that analytic and its date of publication are also given.

#### *Examples*

- . — Description based on: *The wood demon* / by Anton Pavlovich Chekhov ; translated by Nicholas Saunders and Frank Dwyer, 1993
- . — Latest volume consulted: *Ibsen : four major plays* / translated by Rick Davis and Brian Johnson, 1995

**For integrating resources:**

If the description is not based on the first iteration, a note is given on the latest iteration consulted in preparing the description.

*Example*

- . — Description based on: 1994 ed., through update 10

**For remote-access electronic resources:**

The issue or iteration that forms the basis of the description of a remote-access electronic resource is given in a note, along with the date on which it was viewed.

*Examples*

- . — Description based on the iteration viewed on Oct. 12, 2006
- . — Description based on: No. 3 (2004) viewed on Feb. 2, 2005
- . — Description based on version dated: Oct. 4, 1997 13:22:11
- . — Description based on home page (viewed on Feb. 28, 2003, last updated Jan. 8, 2002)

## 7.10 Other notes

**7.10.1** Any other notes that are particular to the specialized material or considered important to users of the catalogue may be given.

### For notated music resources:

#### *Examples*

- . — Duration: 123 min
- . — Keyboard tablature
- . — Graphic notation
- . — Tonic sol-fa notation

## 7.10.2 Notes providing a summary

The summary provides a factual, non-evaluative account of the subject coverage. In content and expression the note may draw upon statements found on the resource, its container or accompanying textual matter. Information on the use of special techniques or processes may also be included.

#### *Examples*

- . — Pictures the highlights of the play Julius Caesar using photographs of an actual production
- . — Uses animation techniques to describe cycloidal curves and their applications, and to show how their properties can be used to explain the design of the Wankel rotary engine
- . — Uses time-lapse photography to illustrate the growth of crystals
- . — Uses shopping situations in a supermarket and a department store for the purpose of illustrating basic math concepts, including addition, subtraction, multiplication and division. Provides user exercises and drills to reinforce the concepts
- . — Gives information on higher civil servants in U.S. federal agencies, including personal characteristics, educational background, and occupational mobility
- . — An interactive multimedia tool for studying the human anatomy. Users can select anterior, posterior, medial, or lateral views, each with dozens of layers, as well as specify gender and ethnic appearance

### 7.10.3 Notes relating to use or audience

Notes relating to use or audience, normally taken from statements on or in the resource, provide non-evaluative information as to the potential or recommended use of the resource and/or the intended audience. These notes may also specify restrictions on use of the resource.

#### *Examples*

- . — For ages 3-6
- . — Restricted to municipal law enforcement personnel
- . — Designed for those with a professional interest in analyzing spatial data (geographers, planners, meteorologists, etc.)
- . — Intended for senior high school students with knowledge of algebra
- . — Resource closed until Jan. 2010
- . — For use by library staff only

### 7.10.4 Notes on numbers

Numbers or identifiers associated with the resource but not given in area 8 may be given in a note.

#### *Examples*

- . — Additional no. on label: A-096
- . — On container: M1 527
- . — ICPSR study no. 0003
- . — ISRC FR-Z03-91-01231

## 7.11 Notes relating to the copy in hand

Notes on the copy being catalogued may be given. These may include notes relating to the physical characteristics of the copy, notes relating to “bound with” copies, provenance notes, and action notes.

### *Examples*

- . — Ms. notes by author
- . — Signed by the composer
- . — Imperfect copy: missing cover and title page
- . — This copy hand tinted
- . — Number 11 of 50 signed and numbered copies
- . — Imperfect: Eastern portion and southwest corner wanting
- . — Illustrations coloured by hand
- . — Bound in boards with a spine label reading: Poems of Gay
- . — In a tooled vellum binding
- . — Leaves I5-6 bound between h3 and h4
- . — Imperfect: wanting leaves 12-13 (b6 and c1); without the blank last leaf (S8)
- . — Bound with: The Boston Ebenezer. Boston : printed by B. Green & J. Allen, for Samuel Phillips, 1698; The cure of sorrow. Boston : printed by B. Green, 1709
- . — Bound with: The whole booke of Psalms ... 1635 (STC 2661.5); The booke of common prayer ... 1633 (STC 16395)
- . — Bound as no. 2 in a pamphlet volume with 16 other titles
- . — Inscription on inside of front cover: Theodorinis ab Engelsberg
- . — Title page with repaired tear

### **For electronic resources:**

Notes may be given on a locally assigned file name or on the date when the content of the resource was copied from or to another source.

*Examples*

- . — Local data set name: RBBIT.1
- . — Local file name: MENSAT
- . — Resource copied Oct. 1996 from local area network



## **8 RESOURCE IDENTIFIER AND TERMS OF AVAILABILITY AREA**

### **Introductory note**

The resource identifier and terms of availability area includes the resource identifier, the key title, and the terms of availability. The elements are defined in the glossary.

A resource identifier is any number or alphanumeric designation associated with and identifying a resource according to an international standard, such as an International Standard Book Number or an International Standard Serial Number, or a designation assigned by a publisher.

When a resource has more than one identifier and it is considered important to users of the catalogue to record more than one identifier, the area may be repeated. The resource may have more than one identifier for various reasons, for example, (a) because it is issued in more than one format or medium or by more than one publisher, producer, distributor, etc., or (b) because it has an identifier for the individual part and also an identifier for the whole group of which it is a part.

In both cases, the identifier that specifically identifies the resource being described is given first. Other identifiers (e.g. for other formats, for the whole group, for other publishers) are given next, as repetitions of the area.

Identifiers appearing on the resource that relate to its bibliographic history (e.g. ISBNs for earlier editions, the label name and issue number of a previous issue of a sound recording) are not given in area 8. They may be given in area 7 if they are considered important to users of the catalogue.

### **Contents**

- 8.1 Resource identifier
- 8.2 Key title (Continuing resources)
- 8.3 Terms of availability

### **Prescribed punctuation**

- A.** For punctuation before areas of description, see A.3.2.
- B.** The key title is preceded by a space, equals sign, space (=).
- C.** Terms of availability are preceded by a space, colon, space (:).
- D.** A qualification added either to an identifier or to the terms of availability is enclosed in parentheses (()). Multiple qualifiers are separated by a space, semicolon, space (;).

**E.** Each subsequent identifier and terms of availability statement is preceded by a point, space, dash, space (. — ) unless the areas are clearly separated by paragraphing, typography or indentation, in which case the point, space, dash, space may be omitted or replaced by a point given at the end of the preceding area.

*Punctuation patterns*

- . — ISBN
- . — ISBN (qualification). — ISBN (qualification) : terms of availability
- . — ISBN (qualification) : terms of availability. — ISBN (qualification) : terms of availability
- . — ISBN (qualification ; qualification)
- . — ISBN : terms of availability (qualification)
- . — ISBN : terms of availability
- . — Terms of availability
- . — ISSN = Key title
- . — ISSN = Key title : terms of availability
- . — ISSN = Key title : terms of availability (qualification)
- . — Plate number (qualification) : terms of availability
- . — Publisher's number (qualification) : terms of availability
- . — ISMN
- . — ISMN (qualification). — ISMN : terms of availability
- . — Label\_name catalogue\_number (qualification) : terms of availability

**Prescribed source**

Any source

## 8.1 Resource Identifier

**8.1.1** An identifier is given if it is known and considered important to users of the catalogue.

**8.1.2** A standard identifier is recorded in accordance with its relevant standard, as appropriate. The standard identifier is preceded by its customary label, such as ISBN, ISSN, ISMN.

### *Examples*

- . — ISBN 978-952-92-0267-6
- . — ISBN 0-7131-1646-3  
*Editorial comment:* Old-style 10-digit ISBN.
- . — ISSN 0075-2363
- . — ISMN 979-0-3217-6543-6
- . — URN:NBN:se:uu:diva-4321
- . — doi:10.1000/1
- . — URL: <http://purl.oclc.org/OCLC/RSPD>  
*Editorial comment:* Persistent Uniform Resource Locator for OCLC Research

### **For notated music resources:**

The publisher's number of a notated music resource is given when known. The publisher's number is preceded by the term *Publ. no.* or its equivalent in another language.

#### *Example*

- . — Publ. no.: Z 1309

The plate number may be given following the ISBN and/or the publisher's number and any qualifications that relate to either. The plate number is preceded by the term *Pl. no.* or its equivalent in another language.

#### *Examples*

- . — ISBN 83-224-2458-2. — Pl. no.: PWM-8601
- . — Publ. no.: Z 1309. — Pl. no.: 9538

When there is no other number, the plate number may be given alone.

*Example*

. — Pl. no.: A.F. 539

**8.1.3 Qualification to identifier**

A brief statement that qualifies, explains, or corrects the identifier, such as the type of binding in which the resource is issued, may be given in parentheses following the identifier to which it is related. Standard abbreviations in the language chosen by the cataloguing agency may be used. An identifier may have more than one qualification.

*Examples*

- . — ISBN 978-0-85020-025-6 (cloth)
- . — ISBN 978-0-330-23591-4 (paperback)
- . — ISBN 978-3-525-52139-7 (Lw.)
- . — Publ. no.: Z 1039 (cloth)
- . — ISBN 978-0-86325-016-3 (looseleaf)

If a resource has more than one identifier, each identifier may be given with an appropriate qualification.

*Examples*

- . — ISBN 978-0-379-00550-9 (set). — ISBN 978-0-379-00551-6 (vol. 1)
- . — ISMN 979-0-3217-6543-6 (score). — ISMN 979-0-3217-6544-3 (vocal score). — ISMN 979-0-3217-6545-0 (set of parts)
- . — ISBN 978-2-204-02821-9 (Cerf). — ISBN 978-2-222-04155-9 (CNRS ; broché)
- . — CBS M-34129 (disc). — CBS MT 35158 (cassette)
- . — Warner Bros. K 56334 (stereo). — Warner Bros. K 56334M (mono)

If there is no identifier, a statement of binding, format, etc., may be given as the first statement in the area, enclosed in parentheses.

*Example*

- . — (Paperback)

Terms identifying the source of the number may be added in parentheses following the number.

*Examples*

- . — FSM Toccata: 53 617 toc (on container)
- . — ED 76C34Z (in slide publisher's catalogue)

When a standard identifier is incorrectly printed on the resource being described, the correct standard identifier is given if known, and the term *corrected* or its equivalent in another language is added enclosed in parentheses. The invalid number is given as it appears, with the qualification *invalid* (or its equivalent in another language) enclosed in parentheses.

*Examples*

- . — ISBN 978-0-340-16427-3 (corrected). — ISBN 978-0-340-16427-2 (invalid)

**8.1.4 Label names and catalogue numbers**

**8.1.4.1** Whether or not a commercially issued sound recording, videorecording, etc., has a standard identifier, the label name and all catalogue numbers supplied by the issuing company are given. The catalogue number is preceded by a label name and can include a numerical symbol alone or a symbol composed of letters and numbers; spaces and marks of punctuation are transcribed exactly as they appear on the source of information.

*Examples*

- . — Telefunken 6.35368
- . — Pathé 2C 066-16.130
- . — Sandak Set no. 782  
*Editorial comment:* Number for a commercially-issued slide set.

**8.1.4.2** When the resource consists of two or more parts numbered consecutively, the catalogue number may be given as an inclusive figure.

*Example*

- . — La voix de son maître AN 133-134

When the numbering is not consecutive, the numbers are transcribed in full.

*Example*

- . — HMV XQD 1784, NQD 1003-1004

When there is a catalogue number for the whole resource and also numbers for the individual parts, the catalogue number for the whole resource is given. The numbers of the individual parts may be given in parentheses following the number for the whole resource.

*Example*

. — Erato ERA 9156 (9157-9162)

**8.1.5 Fingerprint (Older monographic resources)**

The fingerprint system was developed from experiments to extract identifying information from older monographic resources. It has been considered as a substitute for a standard number for older resources.

The fingerprint consists of a number of characters drawn from a number of uniform places in the text of the resource. A definitive formula for fingerprint has yet to be determined by international agreement. Until such an agreement is made, various forms of fingerprint will be considered acceptable in this area.<sup>18</sup>

*Example*

. — Fingerprint:163704 - b1 A2 ,Sen : b2 l2 a,\$

*Editorial comment:* Fingerprint for: I.V. Vondels Gysbreght van Aemstel, d'ondergang van zijn stad en zijn ballingschap : trevrspeel. — Amsterdam : W. Blaeu, 1637. — 4°: A-I4.

---

<sup>18</sup> Fingerprints = Empreintes = Imprime (Paris: Institut de recherche et d'histoire des textes, 1984). 2 vol., reproduced at [http://edit16.iccu.sbn.it/web\\_iccu/info/it/Impronta\\_regole.htm](http://edit16.iccu.sbn.it/web_iccu/info/it/Impronta_regole.htm) (viewed 23 Nov. 2009), supplemented by the periodical: Nouvelles des empreintes = Fingerprint newsletter. – No. 1 (1981)- (Paris: Institut de recherche et d'histoire des textes, 1981-), reproduced at [http://edit16.iccu.sbn.it/web\\_iccu/info/it/Impronta\\_notiziario.htm](http://edit16.iccu.sbn.it/web_iccu/info/it/Impronta_notiziario.htm). P.C.A. Vriesema, “The STCN-fingerprint”, in: *Studies in bibliography* 39 (1986), p. 93-100; “The STCN-fingerprint”, available online at <http://www.koninklijkebibliotheek.nl/stcn/vingerafdrukken.html> (viewed 23 Nov. 2009).

---

## 8.2 Key title (Continuing resources)

The key title assigned by the ISSN Network is given even when it is identical to the title proper of the continuing resource. However, a key title is given only if the ISSN to which it applies is given.

### *Examples*

- . — ISSN 0308-1249 = Medicos (Nottingham)
- . — ISSN 0028-5390 = The new Hungarian quarterly





### **8.3 Terms of availability**

**8.3.1** A statement of the terms of availability, which consist of the price if the resource is for sale or a brief statement of other terms if the resource is not for sale, may be given. It is recommended that the price of the resource be given with the international standard code for the currency as in ISO 4217<sup>19</sup>.

*Examples*

- : GBP 2.05
- : EUR 950
- : not for sale
- : for hire
- : free to educational institutions
- : USD 325.00
- : DKK 500
- : EUR 35
- : free loan

**8.3.2** Qualifications to the terms of availability are enclosed in parentheses.

*Examples*

- : GBP 1.00 : GBP 0.50 (to members)
- : GBP 8.16 : GBP 6.25 (until 1 January 1977)
- : C\$25.00 (National Film Board of Canada)
- : USD 129.00 : USD 100.00 (for colleges and universities)
- : USD 49.00 : USD 59.00 (with workbook)
- : GBP 4 (annual subscription)
- : EUR 1,20 (per issue) : EUR 20 (p.a.)

---

<sup>19</sup> ISO 4217:2008. *Codes for the representation of currencies and funds*. 7th ed.  
Codes also available at:  
[http://www.iso.org/iso/support/faqs/faqs\\_widely\\_used\\_standards/widely\\_used\\_standards\\_other/currency\\_codes/](http://www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/)



## APPENDICES



## APPENDIX A: MULTILEVEL DESCRIPTION

Multilevel description is one of a number of choices for the bibliographic descriptions of parts.

Other methods for describing a resource consisting of parts include:

- a) a description showing as the title proper the title common to the parts, with the titles of individual parts given in a contents note (see 7.7);
- b) a description of each part showing as the title proper the title of each individual part, with the title common to the parts given in the series area (see 6.1);
- c) a description of each part showing as the title proper a combination of (a) the title common to the parts and (b) the title of each individual part (see 1.1.3.7, 1.1.5.3);
- d) descriptions showing component part analysis (see the *IFLA Guidelines for the Application of the ISBDs to the Description of Component Parts*<sup>20</sup>).

Multilevel description is based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main resource. The second and subsequent levels contain information relating to the individual separable units. The process is carried out for as many levels as are required to describe fully the resource and its units.

At each level the elements of the description are given in the same order and with the same punctuation as for unitary resources. Some elements may be recorded at more than one level.

Multilevel description may be applied to:

- a) physically separate units of a multipart resource;

### *Example*

Text (visual) : unmediated  
Remembrance of things past / Marcel Proust ; translated by  
C.K. Scott Moncrieff. — London : Chatto and Windus, 1957-  
. — Translation of: A la recherche du temps perdu

---

<sup>20</sup> *Guidelines for the application of the ISBDs to the description of component parts* (London: IFLA Universal Bibliographic Control and International MARC Programme, 1988). Available online at:  
<http://www.ifla.org/files/cataloguing/isbd/component-parts.pdf>

Vol. 1, Swann's way / illustrated by Philippe Jullian.  
— Translation of: Du côté de chez Swann. — This  
translation originally published 1922

Part 1. — 1957 (1973 reprint). — 303 p., 4 leaves  
of plates : ill. ; 19 cm. — ISBN 0-7011-1048-1 :  
GBP 1.75

- b) physically separate resources supplementary to, or accompanying,  
another resource (see 5.4, 5.4.3, 7.5);

*Example*

Text (visual) : unmediated

A history of Hampshire and the Isle of Wight. —  
Westminster : Constable, 1900-1912. — 5 vol. : ill. (some  
col.), maps, ports. ; 32 cm. — (The Victoria history of the  
counties of England)

Index to the Victoria history of Hampshire and the  
Isle of Wight. — London : Constable, 1914. — 135  
p. ; 32 cm

- c) The description of physically separate units of a multimedia  
resource.

*Example*

Text (visual) : unmediated + Spoken word : audio  
Minnesota politics and government : a history resource unit /  
Educational Services Division, Minnesota Historical Society.  
— [St. Paul : Minnesota Historical Society, 1976]. — 2  
cases in 1 ; 34 cm

People serving people / Judy A. Poseley. — 30 p. : ill. ;  
28 cm

Voices of Minnesota politicians. — 1 sound disc : 33 1/3  
rpm, mono ; 30 cm

When it is known from the outset or in the course of publication that the place of publication and name of publisher change for each part of a multipart monographic resource, this is indicated at the first level by [*Various places*] : [*various publishers*] or their equivalents in another language, and the individual places and names of publishers are given at a second or subsequent level.

When all parts of a multipart monographic resource have been published, the first and last dates are given at the first level (see 4.3.10 and punctuation

pattern F of area 4). The dates of each part are given at a second or subsequent level.

When the multipart monographic resource is in the course of publication, the date of the first part published, regardless of the numeric designation of the part, is given at the first level (see 4.3.10). The dates of each part are given at a second or subsequent level.

A statement of extent is given at any level representing a single part or representing multiple parts when all parts have been published and described.





## APPENDIX B: BI-DIRECTIONAL RECORDS

Bi-directional records are multiscrypt records in scripts written from left to right and scripts written from right to left.

Unless the direction of the script changes within an element, each change of script begins on a new line of the description at the appropriate margin. Prescribed punctuation is given at the start of the new element in the style required by the script, except for the prescribed point, comma or semicolon that are given at the end of the previous element in the style required by the script (see also A.3.2). Thus the point of the point, space, dash, space (. —) ends the previous element and the dash begins the following element on a new line at the appropriate margin.

القاموس الحديث، فرنسي-عربي / تأليف متري إلياس  
= Dictionnaire moderne, français-arabe / par  
Mitri Elias.

— طبعة 4، منقحة ومزيدة  
= 4e édition, revue et augmentée.

— القاهرة : المطبعة المصرية  
= Le Caire : Elias' Modern Press, 1974.

*(Arabic data transcribed first)*

Dictionnaire moderne, français-arabe / par  
Mitri Elias

= القاموس الحديث، فرنسي-عربي / تأليف متري  
إلياس.

— 4e édition, revue et augmentée.

= طبعة 4، منقحة ومزيدة.  
— Le Caire : Elias' Modern Press

= القاهرة : المطبعة المصرية، 1974.  
*(French data transcribed first)*



**APPENDIX C: BIBLIOGRAPHY****International standards**

IFLA Study Group on the Functional Requirements for Bibliographic Records, *Functional Requirements for Bibliographic Records: Final Report*. München: K.G. Saur, 1998. Also available at:  
<http://www.ifla.org/en/publications/functional-requirements-for-bibliographic-records>

International Conference on Cataloguing Principles. *Report*. London: International Federation of Library Associations, 1963.

International Federation of Library Associations and Institutions. *Guidelines for the application of the ISBDs to the description of component parts*. London: IFLA Universal Bibliographic Control and International MARC Programme, 1988. Available online at:  
<http://www.ifla.org/files/cataloguing/isbd/component-parts.pdf>

International Federation of Library Associations and Institutions. *IFLA Cataloguing Principles: the Statement of International Cataloguing Principles (ICP) and its Glossary in 20 Languages*. Ed. by Barbara B. Tillett and Ana Lupe Cristán. München: K.G. Saur, 2009. Also available at:  
<http://www.ifla.org/en/publications/statement-of-international-cataloguing-principles>

International Organization for Standardization. ISO 2108:2005, *Information and documentation – International standard book number (ISBN)*

International Organization for Standardization. ISO 3297:2007, *Information and documentation – International standard serial number (ISSN)*

International Organization for Standardization. ISO 3901:2001, *Information and documentation – International Standard Recording Code (ISRC)*

International Organization for Standardization. ISO 4217:2008, *Codes for the representation of currencies and funds*.

International Organization for Standardization. ISO 10957:2009, *Information and documentation – International standard music number (ISMN)*

International Organization for Standardization. ISO 80000-3:2006, *Quantities and units. Part 3, Space and time*. Revises ISO 31-1:1992.

**Other sources consulted or referenced**

*Anglo-American Cataloguing Rules*. 2nd ed. Chicago: American Library Association, 1978, and subsequent revisions.

Bowers, Fredson. *Principles of Bibliographical Description*. Princeton, N.J.: Princeton University Press, 1949.

Delsey, Tom. *The Logical Structure of the Anglo-American Cataloguing Rules*. 1998–1999. Available at: <http://www.rda-jsc.org/docs.html>

*Descriptive Cataloging of Rare Materials (Books)*. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 2007.

*Fingerprints = Empreintes = Impronte*. Paris: Institut de recherche et d'histoire des textes, 1984. 2 vol., reproduced at:

[http://edit16.iccu.sbn.it/web\\_iccu/info/it/Impronta\\_regole.htm](http://edit16.iccu.sbn.it/web_iccu/info/it/Impronta_regole.htm), supplemented by the periodical: *Nouvelles des empreintes = Fingerprint newsletter*. — No. 1 (1981)– Paris: Institut de recherche et d'histoire des textes, 1981–, reproduced at [http://edit16.iccu.sbn.it/web\\_iccu/info/it/Impronta\\_notiziario.htm](http://edit16.iccu.sbn.it/web_iccu/info/it/Impronta_notiziario.htm)

Gaskell, Philip. *A New Introduction to Bibliography*. Oxford: Oxford University Press, 1972.

*RDA/ONIX Framework for Resource Categorization*. 2006. Available at: <http://www.rda-jsc.org/working2.html#chair-10>

Reitz, Joan M. *ODLIS—Online Dictionary for Library and Information Science*, <http://www.abc-clio.com/ODLIS/about.aspx>. Also available in print, Westport, Conn.: Libraries Unlimited, 2004.

Updike, D. B. *Printing Types: Their History, Forms and Use*. Cambridge: Harvard University Press, 1937.

U.S. Defense Mapping Agency, Hydrographic/Topographic Center. *Glossary of Mapping, Charting, and Geodetic Terms*. 4th ed. 1981. Reprint, Honolulu, Hawaii: University Press of the Pacific, 2005.

Vriesema, P.C.A. “The STCN-fingerprint”, in: *Studies in bibliography* 39 (1986), p. 93-100; “The STCN-fingerprint”, available online at <http://www.koninklijkebibliotheek.nl/stcn/vingerafdruk-en.html>

## APPENDIX D: ABBREVIATIONS

The following abbreviations and symbols are recommended but not prescribed for use in English-language records. Other abbreviations as used in ISO 80000-3<sup>21</sup> are recommended for use throughout the ISBD (see A.6.4).

b&w	black and white
CD	compact disc (sound recordings)
CD-I	compact disc-Interactive
CD-ROM	compact disc read-only memory
cm/s	centimetres per second
col.	colour, coloured
cop.	copyright
diam.	diameter
fr.	frame or frames
ill.	illustrations
in.	inch or inches
ips	inches per second
m/s	metres per second
mono	monophonic/monaural
p.	pages
p or P	phonogram (sound recording copyright) date
photo CD	photo compact disc
quad	quadraphonic
rpm	revolutions per minute
sd.	sound
si.	silent
stereo	stereophonic
vol.	volume or volumes

---

<sup>21</sup> International Organization for Standardization. ISO 80000-3:2006. *Quantities and Units—Part 3: Space and time.*



**APPENDIX E: GLOSSARY**

Definitions are given for those terms used in the ISBD in a special sense, or in one of several senses in general use. Some terms used in the normal bibliographic sense are also defined. Sources for some definitions are identified after the definition. Full citations are given in the bibliography (Appendix C).

- AACR2 = Anglo-American Cataloguing Rules, 2nd edition
- DCRM(B) = Descriptive Cataloging of Rare Materials (Books)
- ODLIS = Joan M. Reitz, Online Dictionary for Library and Information Science (used by permission)
- USDMA = U.S. Defense Mapping Agency

**absorption**

the incorporation of one or more continuing resources into another continuing resource, with the absorbed continuing resources typically losing their separate identities

**access**

*see* direct access; remote access

**accompanying documentation**

*see* documentation

**accompanying material**

any material issued with the resource that is being described, and intended to be used with it (*see also* documentation; insert)

**accompanying material statement**

a brief description of accompanying material

**acronym**

a word formed from the initial letter or letters of each of the successive parts or major parts and/or each of the successive words or major words of a compound term, such as the name of a corporate body or a title (*see also* initialism)

**alternative title**

the second part of a title proper that consists of two parts (each of which has the form of an independent title), joined by a word such as *or* or its equivalent in another language, e.g. *Moby-Dick, or; The Whale*

**analytical title page**

the title page of a monograph within a monographic series or of a separately-titled part of a multipart monographic resource

**antiquarian**

relating to older monographic resources

**area**

a major section of the bibliographic description, comprising data of a particular category or set of categories

**art reproduction**

a mechanically reproduced art work in a commercial edition

**ascension**

*see* right ascension

**audiovisual resource**

a resource in a medium that combines sound with visual images, for example, a motion picture or videorecording with soundtrack, or a slide presentation synchronized with audiotape [ODLIS]

**avant-titre**

other title information introducing the title proper, and occurring above the title proper on the prescribed source of information for the title and statement of responsibility area

**back-to-back**

a form of binding in which two texts are bound together, each beginning at one of the covers, with the pages in the same orientation relative to the spine, e.g. a French and Arabic text bound together (*see also* tête-bêche)

**bibliographic description**

a set of bibliographic data recording and identifying a resource

**bibliographic format**

*see* format <older monographic resources>

**bibliographic resource**

*see* resource

**bound with**

a designation used for a printed resource contained in a volume with one or more other resources that have been arranged and bound subsequent to publication (*see also* issued with). It is used in copy-specific information

**broadsheet**

a separately published sheet, printed on one side only and intended to be read unfolded; usually intended to be posted, publicly distributed, or sold, e.g. proclamation, handbill, ballad-sheet, news-sheet

**broadside**

*see* broadsheet

**caption title**

a title of a resource given at the beginning of the first page of the text



**carrier**

*see* physical carrier

**cartographic resource**

representation, in whole or in part, of the Earth or any celestial body at any scale, such as two- and three-dimensional maps and plans; aeronautical, nautical and celestial charts; globes; block-diagrams; map sections; aerial, satellite and space photographs; remote-sensing imagery; atlases; bird's-eye views

**cartridge**

a permanently encased single reel of film or magnetic tape whose ends are joined together to allow continuous playback without rewinding, used for recording microreproductions of text and/or images (microfilm cartridge), or for playing sound (sound cartridge), motion pictures (film cartridge) or video (videocartridge). Usually designed to be inserted into a display or playback device

**cassette**

a permanently encased film or magnetic tape storage device, incorporating both supply and take-up reels into a removable unit, and used for recording microreproductions of text and/or images (microfilm cassette), or for playing sound (sound cassette), motion pictures (film cassette) or video (videocassette). Usually designed to be inserted into a display or playback device

**catalogue number**

an identification number a record label assigns to a recording

**chief source of information**

*see* preferred source of information

**chorus score**

notated music for a work for voices and instruments that gives only the choral music in score form without the music for the instruments

**cine mode**

arrangement of successive images on microfilm and filmstrips with the base of each frame perpendicular to the edges of the film (*see also* comic mode)

**close score**

notated music giving all the parts on a minimum of staves, normally two

**collation**

a list of the signatures of a book, indicating the number of leaves in each

**collective title**

a title for a resource that consists of two or more individual works that applies to the resource as a whole

**colophon**

a statement usually at the end of a resource giving information about its publication or printing, and in some cases, other bibliographic information, including the title. Particularly in fifteenth- and sixteenth-century books, and in Asian books until the twentieth century, the colophon may give information generally found on the title page in later books (*see also* title page; title-page substitute)

**coloured illustration**

an illustration containing any colour; black, white, and shades of grey are not to be considered colours

**comic mode**

arrangement of successive images on microfilm and filmstrips with the base of each frame parallel to the edge of the film (*see also* cine mode) [ODLIS]

**common title**

that part of the title that is carried by a group of related resources in addition to their different section titles. The common title serves to indicate this relationship and together with the section title identifies a given resource. The common title may also be common to a main resource and its supplement or supplements and to a main series and its subseries when the supplement or supplements or subseries have a dependent title or titles

**condensed score**

notated music giving only the principal musical parts on a minimum of staves, usually organized by instrumental sections

**conductor part**

*see* piano (violin, etc.) conductor part

**container**

any housing for a resource, a group of resources, or a part of a resource, that is physically separable from the material being housed; the sleeve, album or a slipcase, box, or folder for a set of discs/disks is a container; a cassette or cartridge is not a container (*see also* physical carrier)

**content form**

the fundamental form or forms in which the content of a resource is expressed

**content qualification**

the type of content, presence or absence of motion, dimensionality, or sensory nature of a resource

**content standard**

a detailed set of rules for preparing bibliographic records to describe and represent resources added to a library or archival collection. A content standard is established to maintain consistency within the catalogue and between the catalogues of libraries or archives using the same standard. The word *content* refers to the content of the bibliographic or descriptive record, not the content of the resource being described

**continuing resource**

a resource that is issued over time with no predetermined conclusion. A continuing resource is either a serial or an ongoing integrating resource

**coordinates**

<cartographic resources> the quantities of latitude and longitude that define the position of a point on the surface of the Earth or other celestial sphere [USDMA, *under* geographic coordinates]

**corporate body**

any organization or group of persons and/or organizations that is identified by a particular name. This includes named occasional groups and events, such as meetings, conferences, congresses, expeditions, exhibitions, festivals and fairs. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies and conferences (*see also* issuing body)

**cover**

the outer covering of a resource, of whatever material

**cover title**

the title printed on the (original) front cover of a resource

**data set name**

*see* file name

**date of publication, production, and/or distribution**

the date on which a resource is officially offered for sale or distribution to the public, usually given in the form of a year; differs from dates relating to intellectual responsibility, such as dates of composition [ODLIS, *under* publication date]

**declination**

the angular distance to a body on the celestial sphere measured north or south through 90° from the celestial equator along the hour circle of the body; comparable to latitude on the terrestrial sphere [USDMA]

**dependent title**

a title that by itself is insufficient to identify a resource and that requires the addition of the common title, or the title of the main resource or the title of the main series. Examples are section titles, some titles of individual sheets of a map series, some supplement titles and some titles of subseries and the titles of some parts of a multipart monographic resource (*see also* section title)

**dependent title designation**

numbering that alone or in conjunction with a dependent title serves to distinguish one of two or more related resources having a common title (*see also* section designation; subseries designation)

**dimensions**

the linear measurements (height, width, depth) of a resource and/or, for resources that require equipment for their use, dimensions relevant to the use of the resource

**diorama**

a three-dimensional representation of a scene, created by placing objects, figures, etc., in front of a two-dimensional painted background

**direct access**

the use of an electronic resource by use of a physical carrier, such as a disk/disc, cassette or cartridge, designed to be inserted into a computer or other electronic device or a peripheral device

**docket title**

a title written, typed, or printed on a document, or on a label affixed to the document, briefly indicating its contents or subject; usually found perpendicular to the main text, on an otherwise blank page (e.g. the verso of the last leaf), on a document designed to be folded for filing [DCRM(B)]

**document**

*see* resource

**documentation**

information issued by the publisher, creator, etc., with the resource, normally in the form of manuals or guides (sometimes electronic) describing how to initiate, operate, and maintain the resource (*see also* accompanying material)

**edition**

all copies of a resource produced from substantially the same original input and issued by the same agency or group of agencies or a person. For older monographic resources, all copies of a resource printed at any time from substantially the same type-pages (*see also* facsimile reproduction, impression, issue <printed monographic resources>, state <older monographic resources>, type-forme, type-page, variant copy)

**edition statement**

a word or phrase, or a group of characters, indicating that a resource belongs to an edition

**electronic resource**

a resource consisting of materials that are computer-controlled, including materials that require the use of a peripheral (e.g. a CD-ROM player) attached to a computer; the resources may or may not be used in an interactive mode. Included are two types of resources: data (information in the form of numbers, letters, graphics, images and sound, or a combination thereof) and programs (instructions or routines for performing certain tasks including the processing of data). In addition, they may be combined to include electronic data and programs (e.g. educational software with text, graphics and programs).

This definition of electronic resources is taken as applying for the most part to resources that are generally available, and includes those accessed via telecommunications. Resources produced and/or generated for limited distribution, for fee on demand, or on a made-to-order basis are, however, included. A resource residing in permanent memory in a computer (ROM) is understood to be part of the device in which it is stored, and, if catalogued, would be treated as a resource requiring remote access. Programmed toys, calculators, and other programmed objects are considered to be outside the intended scope of the ISBD

**element**

a word or phrase, or a group of characters, representing a distinct unit of bibliographic information and forming part of an area of the bibliographic description

**epoch**

<cartographic resources> an arbitrary moment in time to which measurements of position for a body or orientation for an orbit are referred [USDMA]

**equinox**

<cartographic resources> one of two points of intersection of the ecliptic and the celestial equator, occupied by the sun when its declination is 0° [USDMA]

**extent**

the number of units and/or subunits making up a resource, e.g the volumes and/or pages of a printed text, the frames in a filmstrip, the duration or playing time of an audiovisual resource

**facsimile reprint**

*see* facsimile reproduction

**facsimile reproduction**

a new edition of a resource in which the main part is reproduced exactly from the original pages of an earlier edition. This is normally made by a different publisher from that of the original and often has its own title page and other introductory matter

**fascicle**

a division of a printed resource that, for convenience in printing or publication, is issued in small installments, usually incomplete in themselves; they do not necessarily coincide with any formal division of the work into parts, etc. Usually the fascicle is protected by temporary paper wrappers. It may or may not be numbered. A fascicle is distinguished from a part by being a temporary division of a work rather than a formal component unit. [AACR2]

**file name**

a name, usually consisting of a maximum number of alphanumeric characters that are used to identify either a data resource or a program to the computer. Also known as data set name

**film cartridge**

*see* cartridge

**film cassette**

*see* cassette

**film reel**

*see* reel

**film loop**

a length of film with the ends spliced together for continuous play, usually in the form of a cartridge utilizing 8 mm film and having a maximum running time of 4 1/2 minutes [ODLIS]

**filmstrip**

a roll of film, usually 16 mm or 35 mm, containing a succession of images designed to be viewed frame by frame, with or without integral sound. If the shorter side of the frame runs parallel to the sprocket holes, the filmstrip is described as *single frame*; if the longer side of the frame runs parallel to the sprocket holes, it is described as *double frame*

**fingerprint**

<older monographic resources> a group of characters derived from a resource with the purpose of identifying the edition uniquely. The fingerprint consists of a number of characters drawn from a number of uniform places in the text of the resource, followed by a number indicating the source of one or more of the characters, and/or a letter indicating the direction of the chain-lines, and/or the date as it appears in the publication, production, distribution, etc., area

**flash card**

a card or other opaque material printed with words, numerals or pictures and designed for rapid display

**flip chart**

a set of subject-integrated data sheets, hinged together at the top or side and designed for presentation on an easel

**form/forme**

*see* type-forme

**format**

in general, refers to the particular physical presentation of a resource

**format**

<electronic resources> the manner in which data are arranged in a medium of input, output or storage (*see also* medium; physical carrier)

**format**

<notated music> *see* music format

**format**

<older monographic resources> the designation of the number of type-pages in each type-forme. In a folio (2<sup>o</sup>, 2:o, etc.), there are two type-pages in each forme; in a quarto (4<sup>o</sup>, 4:o, etc.), there are four; in an octavo (8<sup>o</sup>, 8:o, etc.) eight, and so on

**former title**

an earlier title of a continuing resource that has continued under another title (in whole or in part), or has merged with another continuing resource under another title or titles, or has been absorbed by another continuing resource (in whole or in part) under another title

**frequency**

the intervals at which the issues or parts of a serial or the updates to an integrating resource are issued, such as daily, weekly, monthly, annually

**game**

a set of materials designed for use according to prescribed rules in play and/or instruction

**gathering**

<older monographic resources> a number of folds arranged within each other. Normally, one sheet forms one gathering, but if the type-pages are imposed in half-sheets or in other fractions of a whole type-forme, the printed sheet may form more than one gathering. More than one sheet can also be arranged in one gathering. A folio (2<sup>o</sup>, 2:o, etc.) may be gathered, or quired, in fours (two sheets per gathering) or in sixes, etc.

**generic term**

(1) a general term indicating the kind, form or genre and/or periodicity of a resource; terms such as *Abhandlungen, annales, annual report, bulletin, cahiers, compte rendu des séances, circular letter, journal, newsletter, occasional paper, proceedings, report, transactions*, and their equivalents in other languages, are considered to be generic terms; (2) for music, a term indicating a musical form or genre

**geographic coordinates**

*see* coordinates

**graphic**

a two-dimensional image (or set of images) produced in its original form by such techniques as drawing, engraving, painting or photography. Graphics are normally accessible to the naked eye, though in one instance (stereographs) special viewing equipment is needed for their use

**half title**

the title of a book as printed, in full or in brief, on the recto of a leaf preceding the title page, usually in a smaller size of the font in which the title proper is printed on the title page [ODLIS]

**hologram**

a three-dimensional image made by a process based on the principle of light interference

**illustration**

a diagrammatic, pictorial or other graphic representation occurring within a resource

**impression**

(1) all copies of an edition produced at one time or in one operation;  
(2) all copies of the sheets of a resource printed in one print run from the same setting of type-pages (*see also* edition, issue <printed monographic resources>, state <older monographic resources>, variant copy)

**independent title**

a title that by itself is sufficient to identify a resource

**initialism**

the initial letters of the name of an organization or other entity or of any group of words (*see also* acronym)



**insert**

a resource that is issued with another resource by being inserted into it, either loose or fixed, either regularly or occasionally. Any printed material, such as a map, illustration, subscription blank, advertising supplement, etc., slipped loose (unbound) into a book or periodical, which is not an integral part of the publication. [ODLIS] (*see also* accompanying material; common title; dependent title)

**inset**

<older monographic resources> any leaf or gathering printed with letterpress in a separate process, not forming an integral part of the regular gatherings of leaves, but issued with the resource. In bookbinding, a section of two or more leaves placed within another section in such a way that the back folds of both are sewn in the same pass of the thread. The inset section can wrap around the outside of the main section ("outsert") or be placed in its center or at some intermediate location within it. Insetting is used to include plates without having to go through the time-consuming process of tipping them in. [ODLIS]

Also refers to a small diagram, map, or illustration printed within the area of a larger map or illustration, usually enclosed in a border of ruled lines. [ODLIS]

**integrating resource**

a resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or ongoing. Examples of integrating resources include updating looseleaves and updating web sites

**ISBN (International Standard Book Number)**

a number that uniquely identifies a book or book-like product as defined in international standard ISO 2108

**ISMN (International Standard Music Number)**

a number that uniquely identifies a publication of printed music as defined in international standard ISO 10957

**ISRC (International Standard Recording Code)**

a code that uniquely identifies a sound recording or music videorecording as defined in international standard ISO 3901

**ISSN (International Standard Serial Number)**

an eight-digit number assigned to a continuing resource by the ISSN Network, as defined in international standard ISO 3297

**issue**

<printed monographic resources> those copies of an edition that constitute a planned publishing unit, distinguishable from other copies of that edition by one or more differences (e.g. a new title page or colophon that expressly identifies the copies as a discrete unit) (*see also* facsimile reproduction; impression; reissue; state <older monographic resources>; variant copy)

**issue**

<serials> one of the successive parts of a serial

**issued with**

a designation used for a resource as arranged and issued by a publisher together with one or more other, different resources (generally with separate title pages and separate pagination) (*see also* bound with)

**issuing body**

a corporate body under whose auspices a resource may be published. The body may or may not be intellectually responsible for the resource, and may or may not be the publisher

**iteration**

an instance of an integrating resource, either as first published or after it has been updated

**key title**

the unique name assigned to a continuing resource by the ISSN Network and inseparably linked with its ISSN. The key title may be the same as the title proper; or, in order to achieve uniqueness, it can be constructed by the addition of identifying and/or qualifying elements such as name of issuing body, place of publication, edition statement (*see also* ISSN)

**kit**

*see* multimedia resource

**label name**

the brand or trademark name associated with all or some of the products of a publisher or production company, particularly for sound recordings

**leaf**

one of the units into which the original sheet or half sheet of paper, parchment, etc., is folded to form part of a book, pamphlet, journal, etc.; each leaf consists of two pages, one on each side, either or both of which may be blank [AACR2]

**local access**

*see* direct access

**logo**

an emblem or graphic design used in publications and on promotional materials by a company, organization, agency, or institution as a trademark or symbol of its identity [ODLIS]

**looseleaf**

*see* updating looseleaf

**main series**

a series that contains one or more subseries

**map projection**

*see* projection

**map series**

a number of related but physically separate and bibliographically distinct cartographic units intended by the producer or producers or issuing body or bodies to form a single group. For bibliographic treatment, the group is collectively identified by any commonly occurring unifying characteristic or combination of characteristics including a common designation (e.g. collective title, number, or a combination of both); sheet identification system (including successive or chronological numbering systems); scale; publisher; cartographic specifications; uniform format; etc.

**masthead**

a statement of title, ownership, editors, etc., of a newspaper or periodical; although its location is variable, for newspapers it is commonly found on the editorial page or at the top of the front page, and, for periodicals, on the contents page

**media type**

the type or types of carrier used to convey the content of a resource; generally reflects the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to render, view, run, etc., the content of a resource

**medium**

the physical substance or material (paper, film, magnetic tape, optical disc, etc.) that carries or communicates information content (*see also* format <electronic resources>; multimedia resource; physical carrier)

**merger**

<continuing resources> the coming together of two or more continuing resources to form a new continuing resource, with the merged resources typically losing their former separate identities

**microfiche**

a rectangular sheet of film carrying a set of microphotographs in two-dimensional array. Microfiches usually include a title and other bibliographic data that can be read without magnification

**microfilm cartridge**

*see* cartridge

**microfilm cassette**

*see* cassette

**microfilm reel**

*see* reel

**microfilm slip**

a short length of microfilm not contained on a reel

**microform**

a resource with images too small to be read by the unaided human eye; intended to be magnified for use

**microopaque**

a rectangular opaque card carrying a set of microphotographs in two-dimensional array

**miniature score**

a score reduced in size and not intended primarily for performance; sometimes known as a “pocket score” or “study score”

**monographic resource**

a resource that is complete in one part, or intended to be completed within a finite number of parts

**monographic series**

*see* series

**motion picture**

a length of film, with or without a magnetic or optical sound track, bearing a sequence of images that create the illusion of movement when projected in rapid succession

**multilevel description**

a method of bibliographic description based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main resource. The second and subsequent levels contain information relating to the individual part or other unit

**multimedia resource**

a resource comprising two or more distinct media or differing forms of the same medium, no one of which is identifiable as being of primary importance. Usually intended for use as a unit (*see also* medium)

**multipart monographic resource**

a monographic resource in a finite number of physically separate parts known to have been conceived or published as a unit; the separate parts may have their own titles and statements of responsibility. No single part is identifiable as being of primary importance

**multipart resource**

a resource composed of discrete parts conceived, created, realized or arranged as a unit. A multipart resource can be a multipart monographic resource or a serial

**music format**

the physical form in which a notated music resource is presented in the resource (e.g. score, parts); also known as musical presentation format

**music part**

*see* part

**neat line**

<cartographic resources> a line, usually grid or graticule, that encloses the detail of a map

**newspaper**

a serial issued at frequent intervals, usually daily, weekly or semiweekly, that reports events and discusses topics of general current interest

**notated music**

a music resource in readable form, reproduced by printing methods, by photocopying, by offset printing methods, digitalisation, etc. Notated music resources include music intended for performance, tutors, studies, exercises and facsimile editions of music manuscripts

**numbering**

the identification of each of the successive issues or parts of a resource. The numbering can include a numeral, a letter, any other character, or the combination of these, with or without an accompanying word (volume, number, etc.), and/or a chronological designation

**older monographic resource**

a resource produced prior to the introduction of machine printing in the nineteenth century; includes those published for the market as well as those printed in few, or even single copies, for private or limited distribution

**other title information**

a word or phrase, or a group of characters, appearing in conjunction with, and subordinate to, the title proper of the resource. Other title information also occurs in conjunction with, and subordinate to, other titles (e.g. parallel titles, titles of individual works contained in the resource, titles in series/subseries statements). Other title information qualifies, explains or completes the title to which it applies, or is indicative of the character, contents, etc., of the resource or the works contained in it, or is indicative of the motive for, or the occasion of, the resource's production. The term includes sub-titles and avant-titres, but does not include other titles (e.g. spine titles, container titles, sleeve titles, other forms of the title proper) found on the resource but not on the prescribed sources of information for the area being described

**output medium**

*see* medium

**pagination**

the sequential numbering of the pages of a printed text; for the purposes of the ISBD, the term includes the numbering of leaves, columns, etc.

**parallel title**

a title presented on the preferred source of information for the resource as an equivalent in another language or script of the title proper of the resource or of an individual work in a resource with no collective title

**part**

<notated music> music printed for one of the performers in an ensemble (*see also* piano (violin, etc.) conductor part)

**part designation**

<multipart resources> numbering following the common title that alone or in conjunction with a part title serves to distinguish one part from another part

**Phonogram (“P”) date**

a date appearing with the sound recording copyright symbol ©; it has variant meanings under different copyright conventions and laws but generally indicates the first date of the sound recording

**photograph**

an opaque print produced by the action of light on sensitive film

**physical carrier**

the physical medium on or in which data, sound, images, programs, etc., may be stored. For certain categories of material, the physical carrier consists of a storage medium (e.g. tape, film) sometimes encased in a plastic, metal, etc., housing (e.g. cassette, cartridge) that is an integral part of the resource (*see also* container; medium)

**piano (violin, etc.) conductor part**

performance part to which cues have been added to enable the performer to function also as conductor; sometimes called “piano (violin, etc.) conductor score”

**place of publication**

the geographic location in which a resource is issued, usually given on a source of information as the name of a city [ODLIS]

**plate**

a leaf containing illustrative matter, with or without explanatory text, that does not form part of either the preliminary or the main sequences of pages or leaves or does not form an integral part of a gathering of leaves of text. For older monographic resources, plates are always leaves that are printed with some technique other than letterpress. Plates may include leaves that contain no printing other than engraved text (*see also* illustration)

**plate number**

<notated music> the number that was given to the original plates, which now appears at the foot of a page of notated music, identifying the plates from which an edition was printed. A plate number can consist of a combination of numbers, letters and symbols; the name of a publisher may be included

**poster**

a bill or placard intended for public display

**preferred source of information**

the source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared; it contains the title and is usually the fullest source of information about the resource; it is chosen according to an order of preference depending on the type of resource

**preliminaries**

the title page or pages (or the title-page substitute) together with the verso of the title page or pages (or the title-page substitute) and any pages preceding the title page or pages (or the title-page substitute)

**prescribed punctuation**

punctuation supplied by the cataloguing agency according to the requirements of the ISBD to precede or enclose an element or area of the bibliographic description

**prescribed sources of information**

the source or sources from which information is taken for each element or area of bibliographic description; information taken from outside the prescribed sources for an area is enclosed in square brackets

**print**

an etching, engraving, lithograph, etc., in a limited artist's edition

**printed resource**

a resource in eye-readable form or in an embossed form for use by the visually impaired, including a resource published for limited distribution or for sale on demand

**printer**

a person or firm that prints a printed resource, as distinct from the publisher that issues the resource and the bookseller that offers it for sale; in early printed books, the printer and publisher were often the same [ODLIS]

**producer**

<electronic resources> a person or corporate body with the financial and/or administrative responsibility for the physical processes whereby an electronic resource is brought into existence. Specific responsibilities may relate in varying degrees to the creative and technical aspects of a particular work, including collecting data and converting data into a computerized form

**producer**

<motion pictures> a person who has overall responsibility for bringing a motion picture into existence. Specific responsibilities may relate in varying degrees to the creative and technical aspects of a particular production

**producer**

<sound recordings> a person who has technical responsibility for making a sound recording. A producer may also be responsible in varying degrees for the creative and other aspects of a sound recording.

**production company**

<motion pictures> a company responsible for the financial, technical and organizational management of the creation of a motion picture

**production company**

<sound recordings> a company responsible for making a sound recording or its mass reproduction (e.g. pressing of discs or replication of tape copies)

**projection**

<cartographic resources> a systematic drawing of lines on a plane surface to represent the parallels of latitude and the meridians of longitude of the Earth or a section of the Earth or other celestial sphere [USDMA, *under* map projection]

**publication**

*see* resource

**publisher**

a person or corporate body that prepares and issues a resource for public sale or distribution, normally on the basis of a legal contract in which the publisher is granted certain exclusive rights in exchange for assuming the financial risk of publication and agreeing to compensate the author, usually with a share of the profits; in older books, the publisher and printer are often the same, but since the mid-19th century, the two functions have been performed by separate entities [ODLIS]

**publisher's number**

<notated music> a list number that can be given by music publishers, usually appearing on the title pages of their notated music resources, intended to identify that resource and facilitate ordering and distribution. The name of a publisher may be included

**quire**

*see* gathering

**record** (*verb*)

to make a description from information derived or obtained from a resource rather than copying the exact textual information (*see also* transcribe)



**recording company**

*see* production company <sound recordings>

**reel**

a flanged circular holder with a hole running from end to end onto which a roll of film or magnetic tape is wound, and used for recording microreproductions of text and/or images (microfilm reel), or for playing sound (sound reel), motion pictures (film reel) or video (videoreel). Usually designed to be inserted into a display or playback device

**reissue**

a named or otherwise identified batch of copies of a resource produced from the same master copy as an earlier issue, in the same physical form, and emanating from the same publishing or production agency (*see also* edition)

**remote access**

the use of an electronic resource stored on a server through a computer network

**remote sensing**

the measurement or acquisition of information of some property of an object or phenomenon by a recording device that is not in physical or intimate contact with the object or phenomenon under study; sometimes restricted to the practice of data collection in the wavelengths from ultraviolet to radio regions [USDMA]

**representative fraction**

the scale of a map or chart expressed as a fraction or ratio [USDMA]

**reprint**

- (1) a new edition reproducing the text of an earlier one as exactly as possible;
- (2) a new impression made, or derived from, the same master as an earlier one

**resolution**

<graphic resources> the smallest measuring unit used to register data for a computer image, expressed as dots per inch, pixels per line, or lines per millimetre. It indicates the amount of detail found in one pixel of the image

**resolution**

<cartographic resources> the accuracy at which a given map scale can depict the location and shape of geographic features. The larger the map scale, the higher the possible resolution. As a map scale decreases, resolution diminishes and feature boundaries must be smoothed, simplified, or not shown at all, e.g. small areas may have to be represented as points. An image with one-metre resolution means that each pixel in the image represents one square metre on the ground

**resource**

an entity, tangible or intangible, that comprises intellectual and/or artistic content and is conceived, produced and/or issued as a unit, forming the basis of a single bibliographic description. Resources include text, music, still and moving images, graphics, maps, sound recordings and video recordings, electronic data or programs, including those issued serially (*see also* whole resource)

**resource identifier**

a number or alphanumeric designation associated with and identifying a resource according to an international standard, such as an International Standard Book Number or an International Standard Serial Number, or a designation assigned by a publisher

**right ascension**

the angular distance measured eastward on the Equator from the vernal equinox to the hour circle through the celestial body, from 0 to 24 hours [USDMA]

**scale**

<cartographic resources> the ratio of distances on the resource to the actual distances they represent

**score**

notated music consisting of a series of staves showing all the parts of a musical work in vertical alignment, so that the parts may be read simultaneously; a work for one instrument or one voice cannot be rendered in score (*see also* chorus score; close score; condensed score; miniature score; vocal score)

**section**

<continuing resources> one part of a group of related resources having a common title. The section is normally devoted to a specific subject category and is identified by the common title of the group and a section title and/or a section designation. There can be two or more hierarchical levels of sections (subsections)

**section designation**

numbering following the common title, that alone or in conjunction with a section title serves to distinguish one part of a group of related resources having a common title (*see also* subseries designation)

**section title**

the title specific to a section that serves to distinguish one part of a group of related resources having a common title. The section title is dependent on the common title for identification of a resource whether distinctive or not. A designation such as *Series C* or *Second series* is considered a section title or subseries title when there is more than one simultaneous section or the subseries is unnumbered. If the designation represents a change in numbering, it is considered part of the numbering of the serial or series (*see also* dependent title)

**serial**

a continuing resource issued in a succession of discrete issues or parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series

**series**

(1) a serial consisting of a group of separate resources issued in succession, numbered or unnumbered, each bearing, in addition to its own title proper, a collective title applying to the group as a whole, i.e., the title of the series; (2) a numbered sequence of issues or parts within a serial (e.g. *Notes and queries*, *1st series*, *2nd series*, etc.)

**series statement**

a statement identifying a series or multipart monographic resources to which a resource belongs, including any numbering of the resource within the series or multipart monographic resource

**series title page**

an added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g. statement of responsibility, numeric designation, data relating to publication, title of the resource within the series)

**sheet**

as used in the material description area, a single piece of paper other than a broadsheet with printed matter on one or both sides

**sheet**

<older monographic resources> a piece of paper or other material manufactured in a size to cover the type-forme of the printing press

**signature**

<older monographic resources> one or more letters and/or symbols and/or numerals usually printed at the foot of the first and some subsequent recto pages of each gathering of a resource and used to ensure the correct printing, folding and assembly of a resource

**slide**

a two-dimensional image on film or other transparent material, mounted in a frame and designed for use in a projector or viewer

**sound cartridge**

*see* cartridge

**sound cassette**

*see* cassette

**sound disc**

(1) a disc of plastic or other material on which sound vibrations are registered;  
(2) an optical disc on which sound is digitally encoded on a metallic surface protected by plastic polycarbonate

**sound recording**

a recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced [AACR2]

**sound reel**

*see* reel

**sources of information**

*see* preferred source of information; prescribed sources of information

**specific material designation (SMD)**

a term indicating the specific class of material (usually the class of physical object) to which a resource belongs

**split**

the division of a continuing resource into two or more new and separate continuing resources

**state**

<older monographic resources> a variation within a resource that distinguishes it from other copies within the same impression or issue in any respect that the publisher has not identified as representing a discrete publishing effort (*see also* edition; impression; issue)

**statement of responsibility**

a statement, transcribed from the resource being described, relating to persons responsible for the intellectual or artistic content of the resource, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the resource [AACR2]

**stereograph**

slides or pictures, mounted in pairs, designed to produce a three-dimensional optical effect when used with a stereoscopic viewer. Stereographic images may also be printed on an opaque surface for use with a hand viewer consisting of bicoloured lenses mounted in a card frame; this type of stereograph usually appears as a book illustration

**storage medium**

*see* medium

**study print**

a picture accompanied by questions or explanations, which are often printed on the verso

**study score**

*see* miniature score

**subseries**

a series that appears as part of a main series. The subseries may or may not have a title dependent on that of the main series. The subseries may or may not be numbered (*see also* common title; dependent title)

**subseries designation**

numbering following the title of the main series, that can stand alone or in conjunction with the title of the subseries (*see also* section designation)

**supplement**

a resource, usually issued separately, that complements the main resource by bringing it up-to-date or otherwise continuing it or containing a special feature not included in it. A supplement may or may not have a title dependent on that of the main resource (*see also* common title, dependent title)

**tête-bêche**

a form of binding in which one text begins at the “front” and another text at the “back”, with the texts being inverted with respect to one another, e.g. an English and a French text bound together (*see also* back-to-back)

**terms of availability**

the conditions under which a resource may be obtained, e.g. the price of a resource offered for sale or a statement that a resource is available for hire or for free

**title**

a word or phrase, or a group of characters, usually appearing on a resource, that is the name of the resource or the work (or any one of a group of individual works) contained in it. A resource may contain titles in several places (e.g. on the preferred source of information, elsewhere on the resource, on the container, or on accompanying material), and these titles may be identical or may differ from one another (*see also* common title; dependent title)

**title page**

a page normally at the beginning of a printed resource presenting the fullest information about the resource and the work or works contained in it. It contains a title and, usually, although not necessarily, the fullest title information, a statement of responsibility and the whole or part of the publication statement. (*see also* colophon)

**title-page substitute**

a page, portion of a page or other component part of a printed resource that includes the information usually found on a title page, and that, in the absence of a title page, is used as the preferred source of information (e.g. cover, caption, masthead, editorial pages, first page of music, colophon) (*see also* colophon)

**title proper**

the chief name of a resource, i.e. the title of a resource in the form in which it appears on the preferred source of information for the resource. The title proper includes any alternative title, but excludes parallel titles and other title information. In the case of a section or some supplements and some titles of subseries or parts, the title proper can consist of two or more components: the common title (or the title of the main series or of the multipart monographic resource), the dependent title and the dependent title designation. For resources containing several individual works the title proper is the collective title. Resources containing several individual works and lacking a collective title are considered not to have a title proper. A series or subseries also has its own title proper (*see also* common title; dependent title; dependent title designation)

**title screen**

<electronic resources> a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication [AACR2]

**trademark name**

*see* label name

**transcribe**

to make a description copying the exact textual information for the area being described as found on the resource, except for punctuation or capitalization (*see also* record)

**transparency**

a sheet of transparent material, which may be mounted in a card frame, bearing an image and designed for use with an overhead projector or light box; a single transparency may be furnished with overlays

**type-forme**

the combination of type-pages, arranged and locked in a frame, used to print on one side of a sheet

**type-page**

the arrangement of movable type in the shape used to print a page on a sheet

**updating looseleaf**

an integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed and/or substituted

**variant copy**

a copy showing any bibliographically significant difference from one or more other copies of the same edition. The term may refer to an impression, issue or state

**variant title**

a title that has not been selected as the title proper or other title information for a resource

**videocartridge**

*see* cartridge

**videocassette**

*see* cassette

**videodisc**

a laser- or stylus-readable random-access circular disc that contains both audio and video signals recorded in an analogue form (e.g. laserdisc format) or a digital form (e.g. DVD format) that can be played on a television set or a computer

**videorecording**

a recording of visual images, usually in motion and with sound accompaniment, designed for playback via a television or other electronic device

**videoreel**

*see* reel

**visual resource**

a resource whose content is conveyed principally through images, still or moving, projected or non-projected, e.g. graphics, motion pictures, videorecordings

**vocal score**

notated music for a work for voices and instruments that gives the vocal parts in score form but the instrumental parts in a keyboard reduction

**wallchart**

an opaque sheet designed for display and exhibiting data in graphic or tabular form

**whole resource**

the entity that includes the resource itself, its container, documentation and other accompanying material as it was produced and/or issued as a unit and that forms the basis of a single bibliographic description (*see also* resource)



## INDEX

- Abbreviations A.6, Appendix D  
 in Edition statements 2.1.2  
 in Physical descriptions  
 Appendix D  
 in Publishers' names 4.2.7  
 in Qualification to identifier  
 8.1.3  
 in Series or subseries  
 numbering 6.6.1  
 in Statement of projection  
 3.1.2.2  
 in Title A.2.7.1  
*see also* Acronyms and  
 initialisms
- Abridgements A.6  
 in Resources with no title  
 proper 1.1.5.4  
 in Other title information  
 1.3.4.2  
 in Statement of responsibility  
 1.4.5.3  
 in Title proper 1.1.5.1
- Absorption notes 7.2.4.7.4
- Accompanying material statement  
 5.4  
 in Multi-level description  
 Appendix A
- Acronyms and initialisms A.6.5  
 in Other title information  
 1.1.4.1.1, 1.3.3.1  
 in Statement of responsibility  
 1.4.5.4  
 in Title proper A.2.7.1,  
 1.1.3.3, 1.3.3.1, 7.1.1.3  
*see also* Abbreviations
- Alternative title 1.1.3.4
- Audience notes  
*see* Use/audience notes
- Author statement  
*see* Statement of responsibility
- Availability, Terms of  
*see* Terms of availability
- Bi-directional records Appendix  
 B
- Bibliographic history  
 notes on 7.2
- Bibliographic records  
 single or multiple A.2.1
- Bibliographies, notes on 7.7.3
- Binding notes 7.8.2
- Bound with 7.11
- Capitalization A.7  
 other title information 1.3.4.2  
 parallel title 1.2.5.1  
 series or subseries title 6.1  
 title proper 1.1.5.1
- Changes to edition statement  
*see* Edition statement—  
 changes to
- Changes to name of publisher,  
 producer and/or distributor  
*see* Publisher, producer and/or  
 distributor—change of
- Changes to statement of  
 responsibility  
*see* Statement of  
 responsibility—changes
- Changes to title proper  
*see* Title proper—changes
- Chronological designation  
*see* Numbering data
- Collation (Older monographic  
 resources) 7.5.1  
*see also* Material description  
 area
- Collective title 1.1.4.3  
 collective title proper lacking  
 1.1.4.4, 1.1.5.2  
 edition statement 2.1.4.2
- Colour specifications 5.2.4
- Common title 1.1.3.7, 6  
 transcription 1.1.5.3
- Container 5.3.1.1, 5.3.1.3
- Content form 0.1
- Content qualification 0.1.1

- Contents notes 7.7  
Continuation notes 7.2.4.7.1  
Contractions A.6.1  
Coordinates statement 3.1.3  
Copy notes 7.11  
Copyright dates 4.3.6, 4.3.7  
Date of printing or manufacture 4.3.7  
Date of publication, production and/or distribution 4.3  
Dependent title 1.1.3.7, 1.1.4.6.1, 6  
transcription 1.1.5.3  
Description  
basis of A.4.1  
changes requiring a new description A.2.6, 1.1.6, 1.4.6  
changes not requiring a new description A.2.7  
Dimensions of resource 5.3  
Direct-access electronic resource 7.0.4  
dimensions 5.3.1.1  
Distribution  
*see* Publication, production, distribution, etc., area  
Distributor 4.2.5  
Edition area 2  
notes 7.2  
Edition statement 2.1  
additional edition statement 2.4  
changes to A.2.6.2.(b), 2.1.5  
in Series or subseries 6.3.3  
notes 7.2  
parallel edition statement 2.2  
statement of responsibility 2.3, 2.5  
supplied statement 2.1.3  
transcription 2.1.2  
Editions, Different  
notes on 7.2.4.3  
Electronic resources  
*see* Direct-access electronic resources  
Remote-access electronic resources  
Examples A.11  
Extent of resource 5.1  
Facsimile  
publication, production, distribution, etc. 4  
notes 7.2.4.2  
numbering 3.3.  
File name 1.1.2  
Filmstrips 5.1.3, 5.2.7  
Fingerprint 8.1.5  
Frequency statement 7.0.3  
Generic title A.2.6.2.(a), 1.1.3.1  
Genre notes 7.1.2.1  
Illustrations 5.2.3  
Imperfections A.10  
Imprint  
*see* Publication, production, distribution, etc., area  
Inaccuracies A.8  
in Dates 4.3.5  
Initialisms  
*see* Acronyms and initialisms  
Inserts 1.1.4.6.2  
notes 7.2.4.4, 7.2.4.5  
International Standard Book Number  
*see* ISBN  
International Standard Serial Number  
*see* ISSN  
ISBN 8.1.2  
ISSN 8.1.2  
in Series and subseries 6.5  
notes 7  
Issued with 7.2.4.6  
Key title 8.2  
Language of the description A.5  
in bi-directional records  
Appendix B  
Languages, Multiple A.3.2.9

- Letters in titles A.2.7.1., 1.1.3.5
- Logo  
in Title proper 1.1.3.3
- Looseleaf resource 4.3.10.2, 5.1.2
- Major changes to title proper  
*see* Title proper—changes
- Manufacturer  
*see* Printer or manufacturer
- Material or type of resource  
specific area 3  
notes 7.3
- Mathematical data (Cartographic resources) 3.1  
notes 7.3.1
- Media type 0.2
- Merger notes 7.2.4.7.2
- Microforms 5.2.5
- Minor changes to title proper  
*see* Title proper—changes
- Misprints A.8
- Misspelled words A.8
- Mode of access note 7.0.5
- Multilevel description 5.4.3,  
Appendix A
- Multiple languages  
*see* Languages, Multiple
- Multiple scripts  
*see* Scripts, Multiple
- Music format statement (Notated music) 3.2
- Name of printer or manufacturer  
*see* Printer or manufacturer
- Name of publisher, producer and/or distributor  
*see* Publisher, producer and/or distributor
- Note area 7
- Numbering data 3.3  
notes 7.3.3  
in Series and subseries 6.6
- Numbers in titles 1.1.3.5
- Other physical details 5.2
- Other title information 1.3  
in Series and subseries 6.3
- Pagination statement 5.1.4
- Parallel edition statement  
*see* Edition statement—parallel edition statement
- Parallel other title information 1.3.4.7
- Parallel title 1.2  
in Series and subseries 6.2  
notes 7.1.3
- Material description area 5  
notes 7.5
- Place of printing or manufacture 4.4
- Place of publication, production and/or distribution 4.1
- Preferred source of information A.4.2
- Prescribed punctuation A.3.1
- Prescribed sources of information A.4.3
- Printing or manufacture  
date of  
*see* Date of printing or manufacture  
place of  
*see* Place of printing or manufacture
- Printer or manufacturer 4.5
- Privilege dates 4.3.6
- Production  
*see* Publication, production, distribution, etc., area
- Projection statement 3.1.2
- Publication, production and/or distribution date  
*see* Date of publication, production and/or distribution
- Publication, production, distribution, etc., area 4  
notes 7.4
- Publisher, producer and/or distributor 4.2
- Punctuation A.3.2
- Purpose of ISBD A.1.2
- Qualification

- to Resource identifiers 8.1.3
- to Terms of availability 8.3.2
- Relationships to other continuing resources
  - notes on 7.2.4
- Remote-access electronic resource
  - extent 5.1.3
  - notes 7.0.5
- Reproduction 4
  - notes 7.2.4.2
- Resource identifier and terms of availability area 8
  - notes 7.8
- Romanisation
  - see* Transliteration
- Scale
  - see* Statement of scale
- Scope of ISBD A.1.1
- Script of the description A.5
  - in bi-directional records
    - Appendix B
- Scripts, Multiple A.3.2.9
- Section title 1.1.4.6.1, 1.1.5.3
- Separation notes 7.2.4.7.3
- Series area 6
  - notes 7.6
  - numbering 6.6
  - other title information 6.3
  - parallel title 6.2
  - statement of responsibility 6.4
  - title 6.1
- Sound 5.2.6
- Sources of information A.4
- Specific material designation 5.1
- Split or separation notes 7.2.4.7.3
- Standard numbers 8
  - notes on 7.8
- Statement of scale 3.1.1
- Statement of responsibility 1.4
  - in Additional edition statement 2.5
  - in Edition statement 2.3
  - in Other title information 1.3.2
  - in Series or subseries 6.4
  - in Title proper 1.1.3.6
  - notes 7.1.4
- Subseries 6
  - designation not described as dependent 1.1.5.3
  - notes 7.2.4.7.5, 7.2.4.7.6
- Summary note 7.10.2
- Supplements 1.1.4.6
  - notes 7.2.4.4, 7.2.4.5
- Symbols A.9
- System requirements note 7.0.4
- Technical specifications 7.0.4
- Terms of availability 8.3
  - notes 7.8
- Title
  - see* Alternative title
  - Collective title
  - Common title
  - Dependent title
  - Generic title
  - Key title
  - Parallel title
  - Section title
  - Title proper
  - Variant title
- Title and statement of responsibility area 1
  - notes 7.1
- Title page A.4.2.1.1
- Title proper 1.1
  - changes A.2.6, A.2.7, 1.1.6
  - in series and subseries 6.1
  - notes 7.1.1
- Translation note 7.2.4.1
- Transliteration A.5
  - notes 7.1.1.2
- Treatment of resources A.2
- Type of resource specific area
  - see* Material or type of resource specific area
- Typographical errors A.8
- Use/audience notes 7.10.3
- Variant title 1.3.1
  - notes 7.1.1.2
- Versions 2.1.1