

**To:** Joint Steering Committee for Revision of AACR

**From:** Tom Delsey, AACR3 Editor

**Subject:** Editor's follow-up to constituency responses on focus of the description and sources of information

*Related documents:*

5JSC/AACR3/I

5JSC/AACR3/I/ACOC response

5JSC/AACR3/I/ALA response

5JSC/AACR3/I/BL response

5JSC/AACR3/I/CCC response

5JSC/AACR3/I/CILIP response

5JSC/AACR3/I/LC response

5JSC/LC/1

5JSC/Editor/Part I/Alternative structure

Attached is a reworked draft of guidelines and instructions on “setting up” the description and sources of information for the identification of the resource.

The reworked draft has been prepared to address issues raised in the constituency responses to the December 2004 draft of part I (5JSC/AACR3/I) concerning the sections in that draft covering focus of the description and sources of information, and to incorporate suggestions made by the Library of Congress in its proposal for A0 rules (5JSC/LC/1) into the new structure that has been proposed for part I.

An outline of the proposed structure for part I, tables of contents for chapters 1 and 2, and the higher level captions under which the instructions in chapter 2 would fall have been included to help situate the draft guidelines and instructions within the overall structure. A “cut here” device (⌘----) has been used to indicate that the draft text represents only those instructions under consideration and would be inserted at the appropriate place in the overall sequence of instructions.

The formatting and layout of the draft are intended simply to illustrate the kind of redesign that might make the new edition more “user friendly”.

Key features in the reworking of the guidelines and instructions are as follows.

**General guidelines on resource description (Chapter 1)**

General guidelines on resource description have been presented in chapter 1 as numbered guidelines rather than in the introduction to part I in order to highlight their importance as “first steps” and to facilitate referencing from subsequent guidelines and instructions.

### **Setting up the description (1.2)**

Section 1.2 replaces the introductory section on “Determining the focus for the description” and the guidelines under A1.0A1 in the December 2004 draft of part I. The guidelines have been reshaped to cover the key decisions flagged in the constituency responses and in the LC proposal that the cataloguer must make before recording data for the description:

- a) what aspect of the resource to emphasise
- b) what type of description to provide (comprehensive, analytical, multilevel)
- c) how to reflect the relationships between the whole and its parts.

The language used in this section has deliberately avoided library jargon wherever possible. Terms such as “part” and “series” are used in their ordinary dictionary sense, and phrases such as “discrete unit of content” have been used in place of specially defined terms such as “component part”. In listing examples of types of resources, terms such as “textbook”, “magazine,” and “periodical” have been used rather than specially defined terms such as “monograph” and “serial”.

### **Sources of information (1.3)**

Guidelines and instructions on sources of information are treated in a “ripple down” fashion in the draft text. The section on sources of information in chapter 1 is used simply to serve as a link between the guidelines on setting up the description in section 1.2 and subsequent detailed guidelines on sources of information for particular segments of the description (e.g., the segment on identification of the resource covered in chapter 2).

### **Identification of the resource (Chapter 2)**

Chapter 2 covers data elements used in “product labelling” that are key to the identification of the resource. Providing direction on sources of information for data used in that segment of the description is particularly important in order to ensure that descriptions prepared for the same resource are sufficiently consistent to indicate that the same resource is being described.

### **Sources of information (2.0.2)**

The general guidelines on sources of information for the identification of the resource in section 2.0.2.1 are designed to link the choice of sources back to guidelines on setting up the description in section 1.2, and to provide more detailed guidance on sources of information appropriate to those dimensions of the description. The guidelines parallel those presented under A1.0A1 in the December 2004 draft of part I, but are set out in a more structured way in order to make clear the relationships between sources of information and the aspect of the resource being described and the type of record being used.

### **Preferred sources of information (2.0.2.2)**

A number of the constituency responses to the December 2004 draft of part I indicated that the generalization of instructions on choosing the chief source of information was not workable and that detailed instructions pertaining to specific types of content, medium, and issuance are needed. In order to facilitate a reassessment of the level of specificity and detail required, all the details currently given under “chief source of information” in chapters 2-12 of AACR2 have been incorporated into the specification of preferred and alternative sources of information for the identification of the resource set out in the table under 2.0.2.2 and its footnotes. A review of the table and footnotes by the constituencies is needed to determine the extent to which the specifications can be simplified and “homogenized”, and whether the alternative table of priority

order of sources for the title proper proposed by the Library of Congress under A1.1B2 in 5JSC/LC/1 is considered workable. Once that reassessment has been made, the table and footnotes under 2.0.2.2 will be revised to reflect the consensus of the constituencies.

It should also be noted that for the purposes of this draft, instructions on preferred sources of information for the identification of the resource have been placed at the beginning of chapter 2 rather than under the section on title proper as proposed by LC. Before a final decision is made on where to situate the instructions on preferred sources, further consideration needs to be given to the impact of treating preferred sources as sources for choosing the title proper, relocating the instructions to the section on title proper, and making references back to the section on preferred sources for the title proper from subsequent sections in chapter 2.

### **More than one preferred source (2.0.2.3)**

The instructions on choosing a preferred source of information for the identification of the resource when more than one source qualifies either as a preferred source or as the first applicable alternative source parallel, in part, the instructions under A1.0A3 in the December 2004 draft of part I. Instructions on sources for aggregate and component parts have been deleted, and instructions on preferred sources for both the reproduction and the original have been added.

### **Other sources of information (2.0.2.4)**

The instructions on other sources of information in section 2.0.2.4 parallel the instructions under A1.0A4 in the December 2004 draft of part I. The one significant modification (reflecting a change proposed by the Library of Congress under A1.1B3c in 5JSC/LC/1) is the deletion of the content of the resource being described from the last category of sources. That change assumes that the content of the resource itself will be included as either a preferred or alternative source for all types of resources once the table under 2.0.2.2 is finalized.

### **Information taken from sources outside the resource itself (2.0.2.5)**

The instructions on information taken from outside the resource itself incorporate the proposal made by the Library of Congress under A0.3C2 in 5JSC/LC/1 to use square brackets only in cases where information is taken from a source outside the resource itself, and to allow the omission of square brackets for resources that normally do not carry identification information (e.g., photographs). The implications of the change in bracketing conventions for specific elements of the description are noted below.

### **Title proper (2.1.1)**

Under current practice, a title proper taken from any source other than the prescribed source of information for the title and statement of responsibility area is enclosed in square brackets, regardless of whether that source is within the resource itself or outside the resource. With the change in bracketing conventions introduced under 2.0.2.5, a title proper will be enclosed in square brackets only if it is taken from a source outside the resource itself.

### **Parallel title (2.1.2) and other title information (2.1.3)**

The instructions on sources of information for parallel titles and other title information represent what is at least a technical change from current practice. The change reflects the proposal made by the Library of Congress under A0.3C1 in 5JSC/LC/1 to give preference to the source from which the title proper is taken as the source for other data elements. Under current practice parallel titles and other title information are recorded as such (i.e., as part of the title and

statement of responsibility area) only if they appear on the chief source of information. In most cases it can be assumed that the chief source of information is also the source from which the title proper is taken, but there are cases where the title proper might be taken from a source that does not qualify as the chief source of information. If the current rules were applied literally, a parallel title or other title information appearing on that same source would not be recorded in the title and statement of responsibility area because it is not on the chief source of information. The change in the instructions would serve to correct what was presumably an unintended anomaly.

It should be noted that under the proposed structure for chapter 2, it is assumed that sections 2.1.2 and 2.1.3 will cover only data that would be treated as a parallel title or other title information for purposes of an ISBD display (i.e., those that would be displayed as part of the title and statement of responsibility area). Other language forms of the title proper and other title information taken from sources other than the source from which the title proper is taken would be recorded as separate elements (i.e., as variant titles or as notes pertaining to title).

#### **Variant title (2.1.4) and notes pertaining to titles (2.1.7)**

The instructions on sources of information for variant titles represent, in effect, no change from current practice in that such titles are currently recorded in the notes area and can therefore be taken from any source. The same applies to the instructions on sources of information for notes pertaining to titles.

#### **Key title (2.1.5)**

The instructions on sources of information for key titles represent no change from current practice.

#### **Devised title (2.1.6)**

The instructions on sources of information for devised titles represent no change from current practice. The change in bracketing conventions under 2.0.2.5, however, would allow square brackets to be omitted from the devised title if the resource is of a type that normally does not carry identification information.

#### **Statement of responsibility (2.2)**

The instructions on sources of information for statements of responsibility reflect the proposal made by the Library of Congress under A0.3C1 in 5JSC/LC/1 to give preference to the source from which the title proper is taken as the source for other data elements. Under current practice, statements of responsibility are recorded in the title and statement of responsibility area only if they appear in the chief source of information or in another prominent source. Under the new instructions, a statement of responsibility appearing in the source of information from which the title proper is taken would be recorded as such regardless of whether that source is the preferred source specified in the table under 2.0.2.2. The change in the instructions would serve to correct what was presumably an unintended anomaly.

Under current practice, statements of responsibility taken from prominent sources other than the chief source of information are enclosed in square brackets. With the change in bracketing conventions introduced under 2.0.2.5, statements of responsibility would be bracketed only if they are taken from a source outside the resource itself (i.e., if the title proper is taken from a source outside the resource itself and a statement of responsibility is taken from that same source).

It should be noted that under the proposed structure for chapter 2, it is assumed that section 2.2 will cover only data that would be treated as a statement of responsibility for purposes of an ISBD display (i.e., statements that would be displayed as part of the title and statement of responsibility area). Statements of responsibility taken from sources other than prominent sources of information would be recorded as separate elements (i.e., as notes pertaining to statements of responsibility).

### **Edition (2.3)**

The instructions on sources of information for edition reflect the proposal made by the Library of Congress under A0.3C1 in 5JSC/LC/1 to give preference to the source from which the title proper is taken as the source for other data elements. If edition information is not available from that source, it is to be taken from another source within the resource itself, or lacking that, from a source outside the resource in the order of preference specified under 2.0.2.4. Currently for books and printed serials the title page is listed first as a prescribed source of information for the edition area, followed by other preliminaries and colophon. For music, the chief source of information is listed first, followed by caption, cover, colophon, and other preliminaries. For other types of material the chief source of information is listed first, followed in most cases by accompanying printed material and container.

Under current practice, any edition information taken from sources other than those prescribed for the edition area (which for various types of material include only sources such as other preliminaries, the colophon, etc.) is enclosed in square brackets. With the change in bracketing conventions introduced under 2.0.2.5, edition information would be bracketed only if it is taken from a source outside the resource itself. The use of square brackets for all edition information taken from sources outside the resource itself will also result in edition information for certain types of material taken from sources outside the resource itself that are currently designated as prescribed sources (e.g., accompanying textual material, a container, or information issued by the publisher, etc.) being enclosed in square brackets, whereas currently such information would not be bracketed.

### **Numbering (2.4)**

The instructions on sources of information for numbering reflect the proposal made by the Library of Congress under A0.3C1 in 5JSC/LC/1 to give preference to the source from which the title proper is taken as the source for other data elements. If numbering information is not available from that source, it is to be taken from another source within the resource itself, or lacking that, from a source outside the resource in the order of preference specified under 2.0.2.4. Currently the prescribed source of information for the numbering area is listed simply as the whole resource.

Further analysis would be needed to determine whether those changes would have any practical effect. The implications of designating preferred sources for numbering information should also be reviewed in the context of recommendations put forward in the ALA response to the December 2004 draft of part I relating to Gregorian/Julian dates and alternative numbering schemes (see 5JSC/AACR3/I/ALA response, p. 30) and the CILIP comments on A1.3E1 (see 5JSC/AACR3/I/CILIP response, p. 10).

Further analysis would also be needed to assess the implications of establishing a preferred order of sources for numbering information with respect to the current exception under 1.11A and 12.3B1 regarding numbering for facsimiles and reproductions.

**Place of publication, distribution, etc. (2.5), publisher, distributor, etc. (2.6), and date of publication, distribution, etc. (2.7)**

The instructions on sources of information on publication, distribution, etc., reflect the proposal made by the Library of Congress under A0.3C1 in 5JSC/LC/1 to give preference to the source from which the title proper is taken as the source for other data elements. If publication, distribution, etc., information is not available from that source, it is to be taken from another source within the resource itself, or lacking that, from a source outside the resource in the order of preference specified under 2.0.2.4. Currently for books the title page is listed first as a prescribed source of information for the publication, distribution, etc., area, followed by other preliminaries and colophon. For printed serials the prescribed source is listed simply as the whole resource. For music, the chief source of information is listed first, followed by caption, cover, colophon, other preliminaries, and first page of music. For other types of material the chief source of information is listed first, followed in most cases by accompanying printed material and container.

Under current practice, any publication, distribution, etc., information taken from sources other than those prescribed for the publication, distribution, etc., area (which for various types of material include only sources such as other preliminaries, the colophon, etc.) is enclosed in square brackets. With the change in bracketing conventions introduced under 2.0.2.5, publication, distribution, etc., information would be bracketed only if it is taken from a source outside the resource itself. The use of square brackets for all publication, distribution, etc., information taken from sources outside the resource itself will also result in publication, distribution, etc., information for certain types of material taken from sources outside the resource itself that are currently designated as prescribed sources (e.g., accompanying textual material, a container, or information issued by the publisher, etc.) being enclosed in square brackets, whereas currently such information would not be bracketed.

**Series statement (2.8)**

The instructions on sources of information for statements of responsibility reflect the proposal made by the Library of Congress under A0.3C1 in 5JSC/LC/1 to give preference to the source from which the title proper is taken as the source for other data elements. If a series statement is not available from that source, it is to be taken from another source within the resource itself, or lacking that, from a source outside the resource in the order of preference specified under 2.0.2.4. Currently for books the series title page is listed first as a prescribed source of information for the series area, followed by the monograph title page, cover, and the rest of the publication. For printed serials the series title page is listed first, followed by the analytical title page, cover, caption, masthead, editorial pages, colophon, and the rest of the resource. For music the series title page is listed first, followed by caption, cover, colophon, other preliminaries. For other types of material the chief source of information is listed first, followed in most cases by accompanying printed material and container.

**Resource identifiers (2.9) and published references (2.10)**

The instructions on sources of information for resource identifiers and published references represent no change from current practice.

**To facilitate the redrafting of part I, feedback is requested on the following:**

- the adequacy and clarity of the guidelines for “setting up the description” under 1.2
- the feasibility of simplifying and “homogenizing” the specifications for preferred and alternative sources set out in the table and footnotes under 2.0.2.2.
- the placement of instructions on preferred sources of information (at 2.0.2.2 or under 2.1.1.2)
- changes affecting current practices for bracketing information in the description
- the order of preference for sources of information for edition, numbering, publication, distribution, etc., information, and series statements

## **Outline for Part I**

### **Introduction to Part I**

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**Purpose and scope**  
**Relationship to other guides for resource description**  
**Functional objectives and principles for resource description**  
**Terminology**  
**How Part I is structured**  
**How to use Part I**

### **Chapter 1. General guidelines for resource description**

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**1.0 Purpose and scope**  
**1.1 Terminology**  
**1.2 Setting up the description**  
**1.3 Sources of information**  
**1.4 Levels of detail in the description**  
**1.5 Language and script of the description**  
**1.6 Transcription**

### **Chapter 2. Identification of the resource**

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**2.0 Purpose, scope, etc.**  
**2.1 Title**  
**2.2 Statement of responsibility**  
**2.3 Edition**  
**2.4 Numbering**  
**2.5 Place of publication, distribution, etc.**  
**2.6 Publisher, distributor, etc.**  
**2.7 Date of publication, distribution, etc.**  
**2.8 Series statement**  
**2.9 Resource identifier**  
**2.10 Published descriptions**

### **Chapter 3. Technical description**

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**3.0 Purpose, scope, etc.**  
**3.1 Type and form of carrier**  
**3.2 Extent**  
**3.3 Dimensions**  
**3.4 Other technical details**  
**3.5 Ancillary material**  
**3.6 Alternative formats**  
**3.7 System requirements**  
**3.8 Mode of access**

### **Chapter 4. Content description**

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**4.0 Purpose, scope, etc.**  
**4.1 Type and form of content**  
**4.2 Nature, scope, etc.**  
**4.3 Language and script**

- 4.4 Audience
- 4.5 Summary
- 4.6 Contents
- 4.7 Related content
- 4.8 Presentation of musical content
- 4.9 Representation of cartographic content

## **Chapter 5. Sourcing information**

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- 5.0 Purpose, scope, etc.
- 5.1 Source of acquisition

## **Chapter 6. Item specific information**

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- 6.0 Purpose, scope, etc.
- 6.1 Details of item being described
- 6.2 Provenance
- 6.3 Restrictions on access and use

## **Appendix X: Presentation of descriptive data**

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- X.1 ISBD presentation
- X.2 OPAC displays

# Chapter 1

## General Guidelines for Resource Description

### *Contents*

#### 1.0 Purpose and scope

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[To be added]

#### 1.1 Terminology

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[To be added]

#### 1.2 Setting up the description

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1.2.1 Aspect of the resource to be emphasised

1.2.2 Comprehensive, analytical, and multilevel description

1.2.3 Reflecting relationships between the whole and its parts

#### 1.3 Sources of information

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#### 1.4 Levels of detail in the description

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[To be added]

#### 1.5 Language of the description

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[To be added]

#### 1.6 Transcription

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[To be added]

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### **1.2. SETTING UP THE DESCRIPTION**

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- The guidelines and instructions in part I provide a number of options for setting up the description of a resource to suit the nature of the resource, the purpose of the description, and the context within which the description is being prepared.
- In determining how to set up the description, consider
  - a) what aspect of the resource to emphasise (see 1.2.1)
  - b) whether to provide a comprehensive, analytical, or multilevel description of the resource (see 1.2.2)
  - and* c) how to reflect the relationships between the resource as a whole and its parts (see 1.2.3).

### 1.2.1. Aspect of the resource to be emphasised

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- Describe the resource in any of the following ways that are applicable and are appropriate to the purpose of the description:

■ **As a single physical unit**

Any of the following may be described as a single physical unit:

- i) a resource produced and/or disseminated as a single physical unit (e.g., a single audio disc)
- ii) one physical unit of a resource produced and/or disseminated as a set of two or more similar physical units (e.g., one volume of a biography issued in two physical volumes)
- iii) one physical unit of a resource produced and/or disseminated as a set of two or more physical units of different types (e.g., a filmstrip issued as part of a kit containing the filmstrip, an audio tape, and a pamphlet)
- iv) one physical unit of a resource produced and/or disseminated in a succession of physical units of either similar or different types (e.g., a single volume of a series or a single issue of a periodical)
- v) one physical unit of a resource produced and/or disseminated in a form that is added to or changed by means of updates that do not remain discrete but are integrated into the whole (e.g., a one-volume updating loose-leaf).

■ **As a set comprising two or more separate physical units**

Any of the following may be described as a set comprising two or more separate physical units:

- i) a resource produced and/or disseminated as a set of two or more physical units similar in form (e.g., three video cassettes issued as a set)
- ii) a resource produced and/or disseminated as a set of two or more physical units of different types (e.g., a kit comprising a digital video disc, a model, and an instruction booklet)
- iii) a resource produced and/or disseminated in a succession of physical units (e.g., a series of sheet maps or a magazine issued monthly)
- iv) a resource produced and/or disseminated in the form two or more physical units that are added to or changed by means of updates that do not remain discrete but are integrated into the whole (e.g., a two-volume updating loose-leaf)
- v) a collection of resources comprising two or more physical units assembled by a private collector, a dealer, a library, etc. (e.g., a collection of printed theatre programs).

■ **As a single unit of content**

Any of the following may be described as a single unit of content:

- i) one unit of content produced and/or disseminated as part of a resource in one physical unit containing two or more discrete units of content (e.g., the music for a single song printed as part of a volume containing music for twelve songs)
- ii) one unit of content produced and/or disseminated as part of a resource in two or more physical units similar in form (e.g., one remote-sensing image in a set of three hundred images issued on two computer discs)
- iii) one unit of content produced and/or disseminated as a part of a resource in two or more physical units of different types (e.g., one

video clip issued as part of a kit comprising a video cassette containing twenty-four video clips, and twelve posters)

- iv) one unit of content produced and/or disseminated as part of a resource issued in a succession of physical units (e.g., one article in an issue of a magazine)
- v) one unit of content produced and/or disseminated as part of a resource issued in a form that is added to or changed by means of updates that do not remain discrete but are integrated into the whole (e.g., one chapter in an administrative manual issued as an updating loose-leaf volume).

■ **As a set comprising two or more discrete units of content**

Any of the following may be described as a set comprising two or more discrete units of content:

- i) a resource produced and/or disseminated as a set of two or more discrete units of content (e.g., a web site comprising five discrete sections of content)
- ii) a resource produced and/or disseminated in a succession of discrete units of content (e.g., an online journal)
- iii) a resource produced and/or disseminated in the form two or more discrete units of content that are added to or changed by means of updates that do not remain discrete but are integrated into the whole (e.g., a web site comprising three discrete sections of content that are updated on a periodic basis)
- iv) a resource comprising two or more discrete units of content assembled by a private collector, a dealer, a library, etc. (e.g., a database of digital images compiled by a museum).

### 1.2.2. Comprehensive, analytical, and multilevel description

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- Describe the resource in any of the following ways that are applicable, and appropriate to the purpose of the description:

■ **Using a comprehensive description**

Any of the following may be described using a comprehensive description (i.e., one that describes the resource as a whole):

- i) a resource produced and/or disseminated as a single physical unit containing one or more discrete units of content
- ii) a resource produced and/or disseminated as a set comprising two or more physical units
- iii) a resource produced and/or disseminated in a succession of physical units
- iv) a resource produced and/or disseminated in the form two or more physical units that are added to or changed by means of updates that do not remain discrete but are integrated into the whole
- v) a collection of resources comprising two or more physical units assembled by a private collector, a dealer, a library, etc.
- vi) a resource produced and/or disseminated as a set of two or more discrete units of content
- vii) a resource produced and/or disseminated in a succession of discrete units of content
- viii) a resource produced and/or disseminated in the form two or more discrete units of content that are added to or changed by means of updates that do not remain discrete but are integrated into the whole

- ix) a resource comprising two or more discrete units of content assembled by a private collector, a dealer, a library, etc.

- **Using an analytical description**

Any of the following may be described using an analytical description (i.e., a separate description for a part of a larger resource):

- i) one physical unit of a resource produced and/or disseminated as a set comprising two or more physical units
- ii) one physical unit of a resource produced and/or disseminated in a succession of physical units of either similar or different types
- iii) one physical unit of a resource produced and/or disseminated in a form that is added to or changed by means of updates that do not remain discrete but are integrated into the whole
- iv) one unit of content produced and/or disseminated as part of a resource in one physical unit containing two or more discrete units of content
- v) one unit of content produced and/or disseminated as part of a resource in two or more physical units
- vi) one unit of content produced and/or disseminated as part of a resource issued in a succession of physical units
- vii) one unit of content produced and/or disseminated as part of a resource issued in a form that is added to or changed by means of updates that do not remain discrete but are integrated into the whole.

Separate analytical descriptions may be prepared for any number of parts of a larger resource (i.e., for one part only, for two or more selected parts, or for all parts of the resource).

- **Using descriptions for both the whole and its parts**

Any resource comprising two or more separate physical units and/or two or more discrete units of content may be described using both a comprehensive description for the whole and analytical descriptions for its parts.

For purposes of display, the description of the whole and the descriptions for the parts may be presented

- either* a) as separate descriptions
- or* b) as a multilevel description in which the description of the whole and the descriptions of its parts are combined in a single hierarchical display (see X.X).

### 1.2.3. Reflecting relationships between the whole and its parts

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- Reflect the relationships between the resource as a whole and its individual parts or between the resource and any larger resource that it is part of using any of the following that are applicable and are appropriate to the purpose of the description:

- **Series statement**

When using an analytical description to describe a resource as a single physical unit forming part of a larger set, the relationship between the individual unit and the larger set may be recorded in a series statement (see X.X).

- **Technical description**

When using a comprehensive description to describe a resource as a set comprising two or more separate physical units, details of the individual physical units within the resource may be recorded in the technical description (see X.X).

- **Contents note**

When using a comprehensive description to describe a resource as a whole, a contents note may be used to reflect the relationship between the resource as a whole and individual units of content within the resource (see X.X).

A contents note may also be used to reflect the relationship between part of a resource and individual units of content within that part when using an analytical description to describe the part.

- **“With” notes**

When using analytical descriptions to describe individual units of content within a resource, “with” notes may be used to reflect the relationship between the individual units of content described in each of the analytical descriptions (see X.X).

- **“In” analytics**

When using an analytical description to describe an individual unit of content within a resource, an “in” analytic may be used to reflect the relationship between the individual unit of content described and the larger resource that contains that unit of content (see X.X).

- **Multilevel description**

When providing both a description of the resource as a whole and analytical descriptions for the parts of the resource, the relationships between the resource as a whole and its individual parts may be presented hierarchically using a multilevel description (see X.X).

### 1.3. SOURCES OF INFORMATION

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- Use sources of information for the description that are appropriate to
  - a) the aspect of the resource that is being emphasised (see 1.2.1)
  - b) the type of record or records used for the description (see 1.2.2)
  - and c) the purpose of a particular segment or specific element within the description.
  
- Follow the guidelines and instructions given in chapters 2-6 for choosing sources of information for particular segments of the description and specific elements within a segment.

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## Chapter 2

# Identification of the Resource

### *Contents*

#### 2.0 Purpose, scope, etc.

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- 2.0.1 Purpose and scope
- 2.0.2 Sources of information

#### 2.1 Title

---

- 2.1.0 Basic instructions for recording titles
- 2.1.1 Title proper
- 2.1.2 Parallel title
- 2.1.3 Other title information
- 2.1.4 Variant title
- 2.1.5 Key title
- 2.1.6 Devised title
- 2.1.7 Notes pertaining to titles

#### 2.2 Statement of responsibility

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- 2.2.0 Basic instructions for recording statements of responsibility
- 2.2.1 First statement of responsibility
- 2.2.2 Subsequent statement of responsibility
- 2.2.3 Notes pertaining to statements of responsibility

#### 2.3 Edition

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- 2.3.0 Basic instructions for recording edition information
- 2.3.1 Edition statement
- 2.3.2 Statement of responsibility relating to the edition
- 2.3.3 Statement relating to a named revision of an edition
- 2.3.4 Statement of responsibility relating to a named revision of an edition
- 2.3.5 Notes pertaining to edition information

#### 2.4 Numbering

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- 2.4.0 Basic instructions for recording numbering information
- 2.4.1 Numeric and/or alphabetic designation
- 2.4.2 Chronological designation
- 2.4.3 No designation on first issue or part
- 2.4.4 Alternative numbering systems
- 2.4.5 Notes pertaining to numbering
- 2.4.6 Notes pertaining to frequency
- 2.4.7 Notes pertaining to issue, iteration, or part described

## 2.5 Place of publication, distribution, etc.

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- 2.5.0 Basic instructions for recording place of publication, distribution, etc.
- 2.5.1 First named place of publication, distribution, etc.
- 2.5.2 Second or subsequently named place of publication, distribution, etc.
- 2.5.3 Place of production
- 2.5.4 Notes pertaining to place of publication, distribution, etc.

## 2.6 Publisher, distributor, etc.

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- 2.6.0 Basic instructions for recording publisher, distributor, etc.
- 2.6.1 First named publisher, distributor, etc.
- 2.6.2 Second or subsequently named publisher, distributor, etc.
- 2.6.3 Statement of function of publisher, distributor, etc.
- 2.6.4 Name of producer
- 2.6.5 Notes pertaining to publisher, distributor, etc.

## 2.7 Date of publication, distribution, etc.

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- 2.7.0 Basic instructions for recording date of publication, distribution, etc.
- 2.7.1 Date of publication
- 2.7.2 Date of distribution
- 2.7.3 Copyright date
- 2.7.4 Supplied date
- 2.7.5 Date of production
- 2.7.6 Other dates
- 2.7.7 Notes pertaining to date of publication, distribution, etc.

## 2.8 Series statement

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- 2.8.0 Basic instructions for recording series statements
- 2.8.1 Title proper of series
- 2.8.2 Parallel titles of series
- 2.8.3 Other title information of series
- 2.8.4 Statements of responsibility relating to series
- 2.8.5 ISSN of series
- 2.8.6 Numbering within series
- 2.8.7 Subseries
- 2.8.8 Resource in more than one series
- 2.8.9 Notes pertaining to series statements

## 2.9 Resource identifier

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- 2.9.0 Basic instructions for recording resource identifiers
- 2.9.1 Standard number
- 2.9.2 Other numbers associated with the resource
- 2.9.3 Notes pertaining to resource identifiers

## 2.10 Published descriptions

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- 2.10.0 References to published descriptions

## 2.0. PURPOSE, SCOPE, ETC.

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### 2.0.2. Sources of information

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#### 2.0.2.1. General guidelines

- Choose a source or sources of information for the identification of a resource appropriate to the aspect of the resource that is being emphasised (see 1.2.1) and the type of record or records used for the description (see 1.2.2).
- When choosing an appropriate source or sources of information for the identification of a resource, apply the following guidelines.

- **Resource issued as a single unit**

When creating a comprehensive description for a resource issued as a single unit (e.g., a textbook in one volume), choose a source or sources of information identifying the resource as a whole. If there is no separate source of information identifying the resource as a whole, use the sources of information identifying its individual units of content.

When creating an analytical description for a discrete unit of content within a resource issued as a single unit (e.g., one short story in a volume containing three stories), choose a source or sources of information identifying the particular unit of content being described.

- **Resource issued in two or more units simultaneously**

When creating a comprehensive description for a resource issued in two or more units simultaneously (e.g., a set of two audio discs or a kit), choose a source or sources of information identifying the resource as a whole. If there is no separate source of information identifying the resource as a whole, choose one of the following as appropriate:

- i) a source or sources of information identifying the first unit (i.e., the lowest numbered unit), if the units are sequentially numbered
- ii) a source or sources of information identifying the main unit, if there is one unit that can be considered the main unit of the resource
- iii) a source or sources of information on a unit that serves as a unifying element for the resource, or a source or sources of information on a container.

When creating an analytical description of an individual unit of a resource issued in two or more units simultaneously (e.g., one volume of a multivolume history), choose a source or sources of information identifying the particular unit being described.

- **Resource issued in successive units**

When creating a comprehensive description for a resource issued in successive units (e.g., a series of scientific treatises or a periodical), choose one of the following as appropriate:

- i) a source or sources of information identifying the first unit (i.e., the lowest numbered unit), if the units are sequentially numbered
- ii) a source or sources of information identifying the earliest unit (i.e., the unit with the earliest date of publication, distribution, etc.), if the units are unnumbered
- iii) a source or sources of information identifying the lowest numbered unit available, if the issues or parts are sequentially numbered and the first unit is not available
- iv) a source or sources of information identifying the earliest unit available, if the units are unnumbered and the earliest unit is not available.

When creating an analytical description for an individual unit of a resource issued in successive units (e.g., a single volume of a series or a separately titled issue of professional journal), choose a source or sources of information identifying the particular unit being described.

#### ■ **Integrating resource**

When creating a comprehensive description for a resource that is added to or changed by means of updates that do not remain discrete but are integrated into the whole (e.g., an updating web site), choose a source or sources of information identifying the current iteration of the resource as a whole. If there is no separate source of information identifying the resource as a whole, use an alternative source as instructed above for a resource issued as a single unit or for a resource issued in two or more units simultaneously, as appropriate.

When creating an analytical description for an individual unit of an integrating resource (e.g., one volume of a multivolume updating loose-leaf or one section of an updating web site with multiple sections), choose a source or sources of information identifying the current iteration of the particular unit being described.

#### ■ **Collection**

When creating a comprehensive description for a collection assembled by a private collector, a dealer, a library, etc. (e.g., a collection of photographs), choose a source or sources of information identifying the collection as a whole.

When creating an analytical description for an individual resource contained in a collection, choose a source or sources of information identifying the particular resource being described.

#### ■ **Discrete unit of content within a larger resource**

When creating an analytical description for a discrete unit of content within a larger resource (e.g., a chapter of a textbook or an article in a medical journal), choose a source or sources of information identifying the particular unit of content being described.

### **2.0.2.2. Preferred sources of information**

- The preferred sources of information for the identification of a resource are specified in the table below.
- If the resource being described lacks the preferred source of information (as specified in the second column of the table), treat the first applicable alternative source (as specified in the third column of the table) as the preferred source.

- For guidance on the application of preferred and alternative sources of information to specific elements used in the identification of the resource see the instructions given under sources of information in 2.1.1–2.1.7.

FORMAT	PREFERRED SOURCE	ALTERNATIVE SOURCES (IN ORDER OF PREFERENCE)
Books, pamphlets, etc.	Title page <sup>1,2</sup>	The part of the resource supplying the most complete information
Early printed books, etc.	Title page	Caption, colophon, cover, running title, incipit or explicit, privilege or imprimatur, other sources
Broadsides, etc.	???	???
Printed serials	Analytical title page	Cover, caption, masthead, editorial pages, colophon, other pages
Scores, parts, etc.	Title page <sup>3</sup>	The part of the resource supplying the most complete information
Maps, etc.	The resource itself <sup>4</sup>	The container (e.g., portfolio, cover, envelope) or case, any accompanying printed material (e.g., pamphlets, brochures)
Prints, posters, photographs, etc.	The resource itself <sup>5</sup>	Container (e.g., box, frame), accompanying textual material (e.g., manuals, leaflets), other sources

<sup>1</sup> If the information traditionally given on the title page is given on facing pages or on pages on successive leaves, with or without repetition, treat those pages as the title page.

<sup>2</sup> For a book, etc., in an oriental nonroman script, the preferred source of information is the colophon, provided it contains full bibliographic information and one or more of the following conditions apply:

- i) the page standing in the position of a title page bears only the title proper
- ii) the title page bears only a calligraphic version of the title proper
- iii) the title page bears only a western-language version of the title and other bibliographic information.

<sup>3</sup> If the title page consists of a list of titles including the title of the resource being described, the preferred source of information is whichever of the following furnishes the fullest information for the identification of the resource being described:

- i) the "list" title page
- ii) the cover
- iii) the caption.

<sup>4</sup> If the resource is in a number of physical parts, treat all the parts (including a title sheet) as the resource itself.

<sup>5</sup> The resource itself includes any labels, etc., that are permanently affixed to the resource or a container that is an integral part of the resource. If the resource being described consists of two or more separate physical units, the preferred source of information is a

Models, sculptures, etc.	The resource itself <sup>6</sup>	
Slides, transparencies, etc.	The resource itself <sup>7</sup>	Container (e.g., box, frame), accompanying textual material (e.g., manuals, leaflets), other sources
Microfilms	Title frame	The rest of the resource (including a container that is an integral part of the resource), container, accompanying eye-readable material, any other source
Microfiches, microopaques	Title frame <sup>8</sup>	The eye-readable data printed at the top of the fiche or opaque <sup>9</sup> , the rest of the resource (including a container that is an integral part of the resource), container, accompanying eye-readable material, any other source
Aperture cards	Title card <sup>10</sup>	The rest of the resource (including a container that is an integral part of the resource), container, accompanying eye-readable material, any other source
Filmstrips, filmstrips, etc.	The resource itself <sup>11</sup>	Container (e.g., box), accompanying textual material (e.g., manuals, leaflets), other sources

container that is the unifying element, provided it furnishes a collective title and the resources themselves and their labels do not.

<sup>6</sup> The resource itself includes any accompanying textual material and container issued by the publisher or manufacturer of the resource. Prefer information found on the object itself (including any permanently affixed labels) to information found in the accompanying textual material or on a container.

<sup>7</sup> The resource itself includes any labels, etc., that are permanently affixed to the resource or a container that is an integral part of the resource. If the resource being described consists of two or more separate physical units, the preferred source of information is a container that is the unifying element, provided it furnishes a collective title and the resources themselves and their labels do not.

<sup>8</sup> If information normally presented on the title frame is presented on successive frames, treat these frames as the title frame.

<sup>9</sup> If the title appears in a shortened form on the "header" and appears in a fuller form on the accompanying eye-readable materials or the container, the preferred alternative source of information is the accompanying eye-readable materials or the container.

<sup>10</sup> If information normally presented on the title card is presented on successive cards, treat these cards as the title card. If the resource being described is a single aperture card, the preferred source of information is the card itself.

Audio discs, cartridges, cassettes, and reels	The disc, cartridge, cassette, or reel itself and its label <sup>12</sup>	Accompanying textual material, container (e.g., sleeve, box), other sources
Piano roll, etc.	The label	
Motion picture film reels	The resource itself (e.g., the title frames)	Accompanying textual material (e.g., scripts, shot lists, publicity material), container (if not an integral part of the piece), other sources
Videodiscs, cartridges, cassettes, etc.	The resource itself (e.g., the title frames)	Container (and label), provided the container is an integral part of the piece (e.g., a cassette), accompanying textual material (e.g., scripts, shot lists, publicity material), container (if not an integral part of the piece), other sources
Computer tapes, discs, etc.	The resource itself <sup>13,14</sup>	Printed or online documentation or other accompanying material (e.g., publisher's letter, "about" file, publisher's Web page), information printed on a container issued by the publisher, distributor, etc., other published descriptions of the resource, other sources (e.g., metadata records)
Remote access resources	The resource itself	Online documentation (e.g., "about" file, publisher's Web page), other published

<sup>11</sup> The resource itself includes any labels, etc., that are permanently affixed to the resource or a container that is an integral part of the resource. If the resource being described consists of two or more separate physical units, the preferred source of information is a container that is the unifying element, provided it furnishes a collective title and the resources themselves and their labels do not.

<sup>12</sup> *Label* means any permanently affixed paper, plastic, etc., label as opposed to the container itself, which may have data embossed or printed on it. If there are two or more labels on a disc, etc., treat these as a single label. If the resource being described consists of two or more separate physical units, the preferred source of information is accompanying textual material or a container, provided it furnishes a collective title and the units themselves and their labels do not.

<sup>13</sup> For a computer tape, etc., containing a serial, the preferred source of information is the physical carrier or its labels.

<sup>14</sup> If the item being described consists of two or more separate physical units, treat a container or its permanently affixed label that is the unifying element as the preferred source of information if it furnishes a collective title and the formally presented information in, or the labels on, the units themselves do not.

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descriptions of the  
resource, other sources  
(e.g., metadata records)

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### 2.0.2.3 More than one preferred source of information

- If there is more than one source of information appropriate to the resource being described (as set out in 2.0.2.1) that
  - a) qualifies as the preferred source of information for that resource (as specified in the second column of the table under 2.0.2.2),
  - or b) in the absence of the specified preferred source, qualifies as the first applicable alternative source (as specified in the third column of the table under 2.0.2.2)

use as the preferred source of information the first occurring of those sources, unless one of the following applies:

#### ■ Preferred sources of information in different languages or scripts

If the resource contains preferred sources of information in more than one language or script, use as the preferred source of information (in this order of preference):

- a) 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
- b) the source in the language or script of translation, if the resource contains the same work in more than one language or script and translation is known to be the purpose of the publication
- c) the source in the original language or script of the work, if the resource contains the same work in more than one language or script and the original language or script can be identified
- d) the source in the language or script that occurs first in the following list: English, French, German, Spanish, Latin, any other language using the roman alphabet, Greek, Russian, any other language using the Cyrillic alphabet, Hebrew, any other language using the Hebrew alphabet, any other language.

#### ■ Preferred sources of information bearing different dates

If a resource other than one issued in successive units contains preferred sources of information bearing different dates, use as the preferred source of information the source bearing the later or latest date.

#### ■ Preferred sources of information for the reproduction and the original

If a resource is a reproduction of an original resource, and it contains a preferred source of information for the reproduction as well as a preferred source of information for the original, use the source for the reproduction as the preferred source of information.

### 2.0.2.4. Other sources of information

- If information required for the identification of the resource does not appear in either the preferred source or any of the alternative sources specified in the table under 2.0.2.2, take it from one of the following sources (in order of preference):
  - a) a container issued with or made for the resource (e.g., a box, portfolio, case, sleeve, envelope, etc.)
  - b) accompanying textual material (e.g., a manual, leaflet, script, publicity material, "about" file, etc.)

- c) other published descriptions of the resource
- d) any other available source (e.g., a reference source).

### 2.0.2.5. Information taken from sources outside the resource itself

- If information taken from outside the resource itself is used in any of the following elements, enclose it in square brackets:
  - i) title proper
  - ii) parallel title
  - iii) other title information
  - iv) statement of responsibility
  - v) edition
  - vi) numbering
  - vii) place of publication, distribution, etc.
  - viii) publisher, distributor, etc.
  - ix) date of publication, distribution, etc.
  - x) series statement

#### *Exception:*

If the resource is of a type that does not normally carry identification information (e.g., a photograph or a naturally occurring object), the square brackets may be omitted.

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## 2.1. TITLE

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### 2.1.0. Basic instructions for recording titles

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#### 2.1.0.2. Sources of information

- When choosing a source or sources of information for titles, apply the following general guidelines.
  - a) For the title proper, parallel title, and other title information, use the preferred source of information as specified in 2.0.2.
  - b) For variant titles, take the information from a source within the resource itself, from a jacket, sleeve, case, container, etc., or accompanying material, or from any source outside the resource.
  - c) For an assigned title (e.g., a key title), take the information from any source either within the resource itself or outside the resource.
- For further guidance on sources of information for a particular type of title see the instructions under 2.1.1.2 (title proper), 2.1.2.2 (parallel title), 2.1.3.2 (other title information), 2.1.4.2 (variant title), 2.1.5.2 (key title), 2.1.6.2 (devised title), and 2.1.7.2 (notes pertaining to titles).

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#### 2.1.1. Title proper

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### **2.1.1.2. Sources of information**

- Take the title proper from the preferred source of information for the identification of the resource as specified in the second column of the table under 2.0.2.2.
- If the resource being described
  - either* a) lacks the preferred source of information specified in the second column of the table under 2.0.2.2 (e.g., a microfilm lacking a title frame)
  - or* b) has a preferred source of information that lacks a title (e.g., an audio cassette without a title either on the cassette itself or on the label)

take the title proper from the first applicable alternative source specified in the third column of the table under 2.0.2.2.

- If there is no title provided in either the preferred source or any of the alternative sources specified in the table under 2.0.2.2, take the title proper from one of the sources specified under 2.0.2.4.
- If the title proper is taken from a source other than the preferred source of information as specified in the second column of the table under 2.0.2.2, provide a note indicating the source (see 2.1.7.X).



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### **2.1.2. Parallel title**

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#### **2.1.2.2. Sources of information**

- Take the parallel title(s) from the same source as the title proper (see 2.1.1.2).



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### **2.1.3. Other title information**

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#### **2.1.3.2. Sources of information**

- Take other title information from the same source as the title proper (see 2.1.1.2).



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### **2.1.4. Variant title**

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#### **2.1.4.2. Sources of information**

- Take variant titles from any source within the resource itself, from a jacket, sleeve, case, container, etc., or accompanying material, or from any source outside the resource.

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#### **2.1.5. Key title**

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#### **2.1.5.2. Sources of information**

- Take the key title from any source either within the resource itself or outside the resource.

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#### **2.1.6. Devised title**

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#### **2.1.6.2. Sources of information**

- Take information for use in a devised title from any source either within the resource itself or outside the resource.

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#### **2.1.7. Notes pertaining to titles**

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#### **2.1.7.2. Sources of information**

- Take information for use in a note pertaining to titles from any source either within the resource itself or outside the resource.

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### **2.2. STATEMENT OF RESPONSIBILITY**

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#### **2.2.0. Basic instructions for recording statements of responsibility**

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#### **2.2.0.2. Sources of information**

- Take statements of responsibility from the same source as the title proper (see 2.1.1.2) or from other prominent sources within the resource.

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## **2.3. EDITION**

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### **2.3.0. Basic instructions for recording edition information**

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#### **2.3.0.2. Sources of information**

- Take edition information from the same source as the title proper (see 2.1.1.2).
- If edition information does not appear in the source from which the title proper is taken, take it from another source within the resource itself.
- If there is no edition information within the resource itself, take it from one of the other sources of information specified under 2.0.2.4.

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## **2.4. NUMBERING**

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### **2.4.0. Basic instructions for recording numbering information**

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#### **2.4.0.2. Sources of information**

- Take numbering information from the same source as the title proper.
- If numbering information does not appear in the source from which the title proper is taken, take it from one of the following sources (in order of preference):
- If there is no numbering information within the resource itself, take it from one of the other sources of information specified under 2.0.2.4.

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## **2.5. PLACE OF PUBLICATION, DISTRIBUTION, ETC.**

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### **2.5.0. Basic instructions for recording place of publication, distribution, etc.**

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### **2.5.0.2. Sources of information**

- Take place of publication, distribution, etc., information from the same source as the title proper.
- If place of publication, distribution, etc., information does not appear in the source from which the title proper is taken, take it from one of the following sources (in order of preference):
- If there is no place of publication, distribution, etc., information within the resource itself, take it from one of the other sources of information specified under 2.0.2.4.

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## **2.6. PUBLISHER, DISTRIBUTOR, ETC.**

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### **2.6.0. Basic instructions for recording publisher, distributor, etc.**

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#### **2.6.0.2. Sources of information**

- Take publisher, distributor, etc., information from the same source as the title proper.
- If publisher, distributor, etc., information does not appear in the source from which the title proper is taken, take it from one of the following sources (in order of preference):
- If there is no publisher, distributor, etc., information within the resource itself, take it from one of the other sources of information specified under 2.0.2.4.

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## **2.7. DATE OF PUBLICATION, DISTRIBUTION, ETC.**

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### **2.7.0. Basic instructions for recording date of publication, distribution, etc.**

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#### **2.7.0.2. Sources of information**

- Take date of publication, distribution, etc., information from the same source as the title proper.
- If date of publication, distribution, etc., information does not appear in the source from which the title proper is taken, take it from one of the following sources (in order of preference):

- If there is no date of publication, distribution, etc., information within the resource itself, take it from one of the other sources of information specified under 2.0.2.4.

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## **2.8. SERIES STATEMENT**

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### **2.8.0. Basic instructions for recording series statements**

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#### **2.8.0.2. Sources of information**

- Take series statements from the same source as the title proper.
- If a series statement does not appear in the source from which the title proper is taken, take it from one of the following sources (in order of preference):
- If there is no series statement within the resource itself, take it from one of the other sources of information specified under 2.0.2.4.

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## **2.9. RESOURCE IDENTIFIERS**

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### **2.9.0. Basic instructions for recording series statements**

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#### **2.9.0.2. Sources of information**

- Take resource identifiers from any source.

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## **2.10. PUBLISHED DESCRIPTIONS**

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### **2.10.0. References to published descriptions**

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#### **2.10.0.2. Sources of information**

- Take information on published descriptions of the resource from any source.