

## **PREFACE TO THE 1988 REVISION**

The ten-year period between the publication of the second edition of the *Anglo-American Cataloguing Rules* (AACR 2) and this revision of AACR 2 has been marked by the general adoption of these rules in most English-speaking countries. This process has been hastened by the ever-increasing commitment to networks and shared cataloguing. At the same time a growing acceptance has also been developing throughout the world. AACR 2 has been translated, or is in the process of translation, into Arabic, Bahasa Malaysia, Chinese, Danish, Finnish, French, Italian, Japanese, Norwegian, Portuguese, Spanish, Swedish, Turkish, and Urdu.

Cataloguing rules cannot be static; they must be allowed to respond to changing needs. Recognizing this fact, the five bodies responsible for the second edition entered into new agreements following the completion of that text. In 1977 the American Library Association, the British Library, the Canadian Library Association (acting on behalf of the Canadian Committee on Cataloguing/Comité canadien de catalogage), the Library Association, and the Library of Congress established a second Joint Steering Committee for Revision of AACR for a two-year term. This agreement has been renewed several times for varying periods and defined the Committee's membership as one representative for each of the five bodies and two editors. A committee to administer the Common Revision Fund was established in 1978. This fund is the repository for royalties from the sales of AACR 2, and monies from the fund support publishing and other rule-related activities, including the work of the Joint Steering Committee.

Because Australian cataloguers had for some time been contributing to code revision and to the review of draft documents sent from overseas, the Australian Committee on Cataloguing has been invited, since 1981, to send a representative to Joint Steering Committee meetings. In 1986, the Australian Committee on Cataloguing was made a full participant in the Committee.

### **TERMS OF REFERENCE**

The terms of reference for the Joint Steering Committee as set down in the 1977 agreement are:

- 1) to advise the editor of the abridged edition of AACR 2 and to approve the text of the said abridged edition prior to its publication
- 2) to assess the use and sale of AACR 2 and the abridged edition and to advise the users of AACR 2 and the abridged edition on implementation or adoption of the rules; to advise as required on the granting of permissions to translate
- 3) to keep under review the need for amendment and revision of the second edition and abridgement, in the light of representations from users of the texts; and to prepare any necessary amendments and revisions for publication by the copyright owners on an agreed schedule for the issue of amendment revision bulletins
- 4) to act as a forum for discussion of proposals on rule interpretation so as to ensure consistent use of AACR 2 and to promulgate agreed rule interpretations
- 5) to define and propose appropriate activities associated with AACR 2 in accordance with the funding agreement made with the Council on Library Resources

- 6) to maintain liaison with IFLA and the UBC Office, in order to facilitate the interests of users of AACR 2 in any programmes of international standardization in the cataloguing field carried out by those bodies.

The Joint Steering Committee has devoted time to all but one of these tasks. It quickly became obvious that it would be both time-consuming and costly for the Committee to discuss the large number of rule interpretations published by national bibliographic agencies. Rule interpretations that contravened the basic tenets of AACR 2 were discussed only after a formal complaint had been submitted by a national committee. The Committee then used moral suasion to encourage amendment of the rule interpretation or, if the rule interpretation had merit, requested a proposal for rule revision.

Work associated with the first term of reference culminated in the publication in 1981 of *The Concise AACR2* by Michael Gorman.

In accomplishing tasks 2 and 5, Committee members have cooperated with the publishers and professional organizations, singly and as a group, to assist in the implementation and promotion of AACR 2 by initiating, coordinating, and participating in many training programmes and other activities.

The Joint Steering Committee has also maintained liaison with international groups such as committees of the International Federation of Library Associations and Institutions (IFLA), and the International Serials Data System; some Joint Steering Committee representatives have also been members of these committees. Frances Hinton, chair of the Joint Steering Committee from 1981 to 1983, played an active role on the IFLA ISBD Review Committee and was chairperson of the ISBD(M) Working Group.

However, most of the Joint Steering Committee's work has been devoted to refining the rules. This revision incorporates the decisions taken by the Joint Steering Committee in the past ten years. In addition, it corrects obvious errors, modifies wording for ease of understanding, changes rules that have proven inadequate, and adds rules and examples to deal with new cases. It is not a new edition; it has not changed basic concepts.

The use of the rules by many cataloguers in different libraries and in various countries and the acts of translation into other languages revealed ambiguous wording, omissions, and typographical errors. Errors and omissions have been corrected, some rules reworded or rearranged, other rules given appropriate references.

Technological change is reflected in rule revisions. For example, videodiscs are different in important ways from those available in 1978, and microcomputer files have become part of many library collections.

In order to keep cataloguers informed, three sets of rule revisions were published, in 1982, 1983, and 1985. These revisions are found in this revised second edition as well as the unpublished revisions authorized by the Joint Steering Committee since 1985.

#### STRUCTURE AND WORKING METHODS

The Joint Steering Committee has, for the most part, worked by consensus. A vote was necessary only in the case of a very few rules because one or more representatives were

unable to support a particular proposal. In these few cases attempts were made, often successfully, to satisfy the concerns of the dissenting members.

Only proposals presented by members of the Joint Steering Committee were discussed. The decision to forward a proposal to the Joint Steering Committee was made by the national committees, the Library of Congress, or the editors after comments, criticisms, and suggestions received from their constituencies had been discussed at national meetings. From such discussions, those matters determined to be appropriate for the Joint Steering Committee's agenda were written as formal proposals and submitted to the Joint Steering Committee. In addition, proposals presented by other members of the Joint Steering Committee were considered and formal responses prepared. The national committees are structured distinctively to meet the needs of their constituencies.

The primary function of the Australian Committee on Cataloguing (ACOC), since its establishment in 1981, has been to prepare, review, and comment on Joint Steering Committee proposals for rule revision, and to brief the Australian representative to the Joint Steering Committee. ACOC is made up of representatives from the National Library of Australia, the Library Association of Australia, and the Australian Advisory Council on Bibliographical Services (AACOBS). The AACOBS Secretariat, headed by Marion Newman, provides the secretarial support to the Committee. With ACOC's broad representative base, and taking advice from interested individuals, organizations, and institutions as appropriate, the Committee has been able to represent to the Joint Steering Committee the views of the Australian cataloguing community and, in turn, through its participation in the Joint Steering Committee, keep that community and library management informed of AACR 2 developments.

The voting members of the Canadian Committee on Cataloguing/Comité canadien de catalogage (CCC) continue to be the representatives of the three national bodies that were its original core—l'Association pour l'avancement des sciences et des techniques de la documentation, the Canadian Library Association, and the National Library of Canada—with financial and secretarial support for the Committee provided by the National Library of Canada. In addition, eight organizations were invited to send nonvoting representatives to Committee meetings. Although CCC's terms of reference include the broad field of cataloguing, the discussions at its semiannual meetings were largely devoted to AACR 2 and National Library of Canada rule interpretations. Decisions on new proposals and on the Canadian response to proposals from other countries were usually determined by the consensus of the larger committee. Particular attention was paid to the remarks of the representatives of special interest groups when rules pertaining to their fields of interest were discussed. From time to time people with special expertise or experience were consulted.

In the United Kingdom, the Library Association/British Library Committee on AACR 2 was reconstituted in 1980 with four representatives from the Library Association and four from the British Library, with the chair elected from the Library Association representatives. Three meetings a year were held. Through most of this period, Pat Oddy of the British Library Bibliographic Services served ably as its secretary. Although the Committee received and welcomed suggestions for revision not only from librarians in the British Isles but also from those in the wider context of the countries of the

Commonwealth (excluding Australasia) and throughout the English-speaking world outside the Americas, it was decided early that the profession would best be served by a period of relative stability following the publication of AACR 2. Revision was supported where necessary and in particular much time was spent, with the expert help of Ray Templeton and Alan Poulter, on chapter 9.

In the United States, the ALA/RTSD/CCS Committee on Cataloging: Description and Access (CC:DA) was constituted in 1979 as the successor committee to the ALA/RTSD Catalog Code Revision Committee and the ALA/RTSD/CCS Descriptive Cataloging Committee. Charged with the responsibility to develop official ALA positions on descriptive cataloging proposals in consultation with other appropriate ALA units and organizations in the United States, CC:DA has met twice annually in open public meetings at all ALA Conferences and Midwinter Meetings. In 1983, ALA representation to CC:DA was restructured to include liaison persons from all ALA divisions and round tables, all RTSD sections, and appropriate RTSD and Cataloging and Classification Section committees. At the same time, eligibility for participation by organizations outside ALA was limited to national or international organizations that do not duplicate interests of ALA units and that contain a body charged to formulate positions on cataloging policy. The CC:DA roster regularly has included some forty representatives and liaison persons in addition to its voting and ex officio members. Much of the work of the committee has been accomplished by task forces whose membership included outside consultants as well as CC:DA members, liaison persons, and representatives.

Formal proposals from these four committees, the Library of Congress, and the editors were considered by the Joint Steering Committee at its nine meetings held between August 1979 and October 1986: Tallahassee (1979), Vancouver (1980), San Francisco (1981), London (1982), Ottawa (1983), Glasgow (1984), Chicago (1985), Toronto (March 1986), London (October 1986). The decisions made at these meetings are to be found either in this publication or, in some instances, in the rule interpretations issued by national bibliographic agencies.

#### SOURCES

This revision of AACR 2 is, of course, based on the same sources as those listed in the 1978 Preface, printed below. The principal published sources for the revision of chapter 9 are *Study of Cataloguing Computer Software : Applying AACR2 to Microcomputer Programs* / Ray Templeton and Anita Witten. — [London] : British Library, c1984. — (Library and Information Research Report ; 28) and *Guidelines for Using AACR2 Chapter 9 for Cataloging Microcomputer Software* / Committee on Cataloging: Description and Access, Cataloging and Classification Section, American Library Association. — Chicago : ALA, 1984.

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Not least of the contributions made to this revision of the second edition of AACR is the financial one. Many organizations contributed indirectly by allowing their staff members to spend time and resources preparing documents that helped national committees and the Joint Steering Committee make decisions. We wish to mention particularly the following organizations which either underwrote national meetings or donated Joint Steering Committee representatives' time and secretarial costs: The British Library, Free Library of Philadelphia, Library of Congress, Liverpool Polytechnic, National Library of Australia, National Library of Canada, Seneca College of Applied Arts and Technology (Toronto), State Library of New South Wales, University of Chicago, University of Illinois at Urbana-Champaign, and University of Newcastle upon Tyne.

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