

To: Joint Steering Committee for Revision of AACR
From: Deirdre Kiorgaard, Chair, JSC
Subject: RDA Prospectus

Attached is a prospectus for *RDA: Resource Description and Access*. This document has been produced to provide all those interested in the development of RDA with information which it is hoped they will find useful. It is also a document which gives context to the work that those directly involved in RDA development will be undertaking in the coming months and years.

The document contains three parts:

- The prospectus text.
- A draft outline of the chapters in RDA.
- Sample text to demonstrate the style and layout of RDA. (This text has been provided for illustration purposes only and does not represent final decisions on the part of the JSC. The content of these rules, as well as their numbering, is likely to change.)

Any individual or organisation wishing to comment on this prospectus is invited to do so using the form at: <http://www.collectionscanada.ca/jsc/rdawebform.html>.

Revision History

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RDA — Resource Description and Access

A Prospectus

RDA is being developed as a new standard for resource description and access designed for the digital world.

Built on foundations established by the *Anglo-American Cataloguing Rules (AACR)*, *RDA* will provide a comprehensive set of guidelines and instructions on resource description and access covering all types of content and media. The new standard is being developed for use primarily in libraries, but consultations are being undertaken with other communities (archives, museums, publishers, etc.) in an effort to attain an effective level of alignment between *RDA* and the metadata standards used in those communities.

A New Approach

Digital technologies have significantly changed the environment in which libraries, archives, museums, and other information management organizations build and maintain the databases that describe and provide access to resources in their collections.

The resources represented in those databases include a rapidly growing number that have been produced and disseminated using state-of-the-art digital technologies. *RDA* is being designed to provide a flexible and extensible framework for both the technical and content description of such resources while serving the needs of libraries organizing traditional resources as well.

Database technologies are also undergoing significant change, and an increasing number of information management organizations are migrating the data that describe and provide access to their resources to new platforms. *RDA* is being developed to provide a better fit with emerging database technologies, and to take advantage of the efficiencies and flexibility that such technologies offer with respect to data capture, storage, retrieval, and display.

A key element in the design of *RDA* is its alignment with the conceptual models for bibliographic and authority data developed by the International Federation of Library Associations and Institutions (IFLA). The FRBR¹ and FRAR² models provide *RDA* with

¹ *Functional Requirements for Bibliographic Records: Final Report*. IFLA Study Group on the Functional Requirements for Bibliographic Records. München: K.G. Saur, 1998. (Available on the IFLA web site at: <http://www.ifla.org/VII/s13/frbr/frbr.pdf>.)

² *Functional Requirements for Authority Records: A Conceptual Model*. IFLA UBCIM Working Group on Functional Requirements and Numbering of Authority Records. (FRANAR). Draft 2005-06-15. (Available on the IFLA web site at: <http://www.ifla.org/VII/d4/FANAR-Conceptual-M-draft-e.pdf>.)

an underlying framework that has the scope needed to support comprehensive coverage of all types of content and media, the flexibility and extensibility needed to accommodate newly emerging resource characteristics, and the adaptability needed for the data produced to function within a wide range of technological environments.

A second key element in the design of *RDA* is that it establishes a clear line of separation between the recording of data and the presentation of data. The major focus of *RDA* will be on providing guidelines and instructions on recording data to reflect attributes and relationships associated with the entities defined in the FRBR and FRAR models. The aim is to provide a set of instructions for recording data that can be applied independently of any particular structure or syntax for data storage or display. Guidelines and instructions on formatting data elements for purposes of presentation according to specifications set out in standards such as the ISBD(G)³ and GARR⁴ will be provided separately in appendices.

RDA is being designed for ease and efficiency of use. The guidelines and instructions in *RDA* will be structured to facilitate application to a wide variety of resources, ranging from those that can be described in a relatively simple and straightforward way to those for which more detailed guidance is required. General instructions covering basic aspects of resource description and access that are applicable to all types of resources will be formulated in clear, concise, simple terms. In cases where further guidance may be needed to describe specific characteristics exhibited by a resource, *RDA* will provide more detailed instructions applicable to particular types of content, media, and modes of issuance. As a means of further supplementing those detailed instructions, *RDA* will provide references to other standards for resource description and access such as those developed by the archival and museum communities. For those who are creating less detailed descriptions, the structure and layout of *RDA* will also make it easier to identify basic instructions and to “mask out” those that may be required only for a more detailed level of description.

Notwithstanding its new approach, the need to integrate data produced using *RDA* into existing files (particularly those developed using *AACR* and related standards) is recognized as a key factor in the design of *RDA*. The reworking of instructions derived from *AACR* to produce a standard that will be easier to use, more adaptable, and more cost-efficient in its application, will be guided by recognition of the equally important need to minimize the need for retrospective adjustments when integrating data produced using *RDA* into existing files.

Outline

General Introduction

The general introduction will provide a brief statement of the overall purpose and scope of *RDA*, its intended audience, and its relationship to other standards for resource description and access. It will articulate the principles on which *RDA* is

³ *ISBD(G): General International Bibliographic Description*. Recommended by the ISBD Review Group. 2004 Revision. (Available on the IFLA web site at: <http://www.ifla.org/VII/s13/pubs/isbdg2004.pdf>)

⁴ *Guidelines for Authority Records and References*. Revised by the IFLA Working Group on GARE Revision. Second edition. München: K.G. Saur, 2001. (Available on the IFLA web site at: <http://www.ifla.org/VII/s13/garr/garr.pdf>)

based, and describe briefly the conceptual models that serve as its underlying framework.

The general introduction will also provide a general outline of how *RDA* is organized, an explanation of the conventions used in presenting instructions and examples, and guidance on how *RDA* instructions and conventions relating to language, transcription, etc. can be adapted for use in various contexts (e.g., by an agency whose primary audience uses a language other than English).

Part I – Resource Description

Part I will contain an introduction and six chapters providing guidelines and instructions on recording descriptive data:

Introduction to part I

Chapter 1. General guidelines on resource description

Chapter 2. Identification of the resource

Chapter 3. Technical description

Chapter 4. Content description

Chapter 5. Information on terms of availability, etc.

Chapter 6. Item-specific information

The introduction to part I will outline the functional objectives and principles of resource description. It will also explain how part I is structured and how the guidelines and instructions are presented, and will identify other standards for resource description that can be used to supplement the guidelines and instructions provided by *RDA*.

Chapter 1 will provide general guidelines on determining the appropriate type of description to use (comprehensive, analytical, or multilevel description), changes requiring a new description, mandatory elements of description, language and script of the description, conventions used in transcribing descriptive elements, the formulation of notes, and descriptive elements used as access points.

Chapter 2 will focus on the descriptive elements that are most commonly used for purposes of identifying the resource. The elements covered will include title, statement of responsibility, edition/issue designation, etc. — information that users rely on to confirm that the resource described corresponds to the one sought, or to distinguish between two or more resources bearing similar identifying information.

Chapter 3 will focus on the technical description of the resource. The elements covered will include those that users make use of when selecting a resource to meet their needs with respect to the physical characteristics of the carrier, the formatting and encoding of the information stored on the carrier, the mode of accessing the resource, etc.

Chapter 4 will focus on the content of the resource. The elements covered will include those that users make use of when selecting a resource to meet their needs with respect to the form of work, audience, language, etc. Chapter 4 will also include elements that reflect content-oriented relationships (e.g., sources on which the content of the resource is based).

Chapter 5 will focus on information on the availability of the resource. The elements covered will include those that users make use of to acquire or access a resource (terms of availability, contact information, etc.).

Chapter 6 will focus on item-specific information. The elements covered will include provenance, marks/inscriptions, condition, access restrictions, etc. — information that pertains specifically to the copy or copies of the resource held by the agency describing the resource.

Instructions in chapters 2-6 will be presented in groupings that correspond to the logical attributes of entities defined in FRBR. For example, in chapter 2, the “title” grouping will cover instructions pertaining to all data elements subsumed under the attribute that FRBR defines as “title of the manifestation” (i.e., title proper, parallel title, variant title, key-title, etc.).

Part II – Relationships

Part II will contain an introduction and four chapters providing guidelines and instructions on reflecting relationships:

- Introduction to part II

- Chapter 7. General guidelines on reflecting relationships

- Chapter 8. Access points reflecting relationships to persons, families, and corporate bodies

- Chapter 9. Citations for related works, etc.

- Chapter 10. Special instructions for particular types of works

The introduction to part II will outline the functional objectives and principles of reflecting relationships. It will also explain how part II is structured and how it is to be used.

Chapter 7 will provide general guidelines on bibliographic conventions for reflecting relationships, sources of information, and levels of relationships.

Chapter 8 will provide a set of general guidelines and instructions on choosing the primary access point (i.e., the access point used as the initial element in citing a work) as well as other access points reflecting relationships between the resource described and persons, families, and corporate bodies associated with the resource. It will also provide general instructions on how to reflect changes in responsibility and on designations of function.

Chapter 9 will provide general instructions on the use of citations to reflect relationships between the resource described and other related content and resources. Chapter 9 will also provide specific instructions on using analytic citations, citations for related works, etc., and series citations.

Chapter 10 will provide special instructions on choosing the primary access point and other access points for particular types of works. The instructions provided in chapter 10 will reflect citation practices for the types of works covered that differ from the standard citation practices reflected in the general guidelines and instructions provided in chapters 7-9.

Part III –Access Point Control

Part III will contain an introduction and seven chapters providing guidelines and instructions on formulating access points and recording data used in access point control:

- Introduction to part III
- Chapter 11. General guidelines on access point control
- Chapter 12. Names of persons
- Chapter 13. Names of families
- Chapter 14. Names of corporate bodies
- Chapter 15. Names of places
- Chapter 16. Citations for works, etc.
- Chapter 17. Other information used in access point control

The introduction to part III will outline functional objectives and principles of access point control. It will also explain how part III is structured and how it is to be used.

Chapter 11 will provide general guidelines on sources of information, levels of access point control, transcription, language and script of access points, the structure of access points, and the use of references.

Chapters 12-15 will provide general instructions on choosing the preferred name of a person, family, corporate body, or place, ordering the elements of the name for use as an access point, adding identifying elements to the name to differentiate entities with the same name, and using variant and related names as references. Chapters 12 and 14 will also provide additional instructions for specific types of names (e.g., personal names in various languages, names of government bodies and officials).

Chapter 16 will provide general instructions on constructing citations, choosing the preferred title for a work, adding identifying elements to the title to differentiate works with the same title, etc., and using variant and related titles as references. Chapter 16 will also provide additional instructions on formulating titles and citations for specific types of works (e.g., music).

Chapter 17 will provide instructions on recording information other than names and titles that can be used either to identify a person, family, corporate body, place or work (e.g., date and place of birth of a person, or the location of the headquarters of a corporate body) or to account for the form chosen as the preferred name or title (e.g., the country of residence of a person, or the place of origin of a work). Chapter 17 will also provide instructions on citing sources consulted in choosing and formulating names and titles for use in access points and citations.

Appendices

RDA will contain five appendices:

- Appendix A. Capitalization
- Appendix B. Abbreviations
- Appendix C. Initial articles
- Appendix D. Presentation of descriptive data
- Appendix E. Presentation of access point control data

Appendix A will provide instructions on conventions for capitalization of data transcribed in English as well as for data transcribed in a number of other languages.

The instructions in the appendix will supplement general guidelines on capitalization provided in chapters 1 and 11.

Appendix B will provide lists of abbreviations for use in bibliographic descriptions, including abbreviations for certain countries, states, etc., abbreviations for the names of months, and abbreviations used in citing bibliographic sources. The lists in the appendix will supplement general guidelines on the use of abbreviations provided in chapters 1 and 11.

Appendix C will provide a list of definite and indefinite articles in a number of languages that are to be either omitted or treated as non-filing characters when they occur at the beginning of an access point or at the beginning of a title used in a citation.

Appendix D will provide guidelines and instructions on the presentation of descriptive data elements. The appendix will include a table showing how the specific data elements covered in chapters 2-6 can be mapped to the areas and elements defined in the ISBDs to produce a display that follows the established ISBD order of elements and prescribed punctuation. Instructions on the presentation of "In" analytics and multilevel descriptions based on ISBD specifications will also be included. In addition, Appendix D will provide guidelines on presenting descriptive data elements in other forms, such as those typically used in OPAC displays.

Appendix E will provide guidelines and instructions on the presentation of data used in access point control. The appendix will include a table showing how the specific data elements covered in chapters 12-17 can be mapped to the areas and elements defined in GARR to produce a display that follows the established GARR order of elements and prescribed punctuation. In addition, Appendix E will provide guidelines on presenting access point control data in other forms, such as those typically used in OPAC displays.

Glossary

The glossary will contain definitions for terms used in *RDA* with a specific technical meaning. Definitions for the majority of such terms will also be provided within chapters 1-17 as they are introduced in the instructions.

Index

The index will provide an alphabetic listing of data elements and other significant terms and concepts used in *RDA* with numeric references to the guidelines and instructions in which those elements, terms, and concepts are covered.

RDA — Resource Description and Access

Outline

General Introduction

- 0.0.0 Purpose and scope
- 0.0.1 Intended audience
- 0.0.2 Relationship to other standards for resource description and access
- 0.0.3 Principles governing resource description and access
- 0.0.4 Conceptual models underlying *RDA*
- 0.0.5 Organization
- 0.0.6 Presentation of instructions and examples
- 0.0.7 Adaptation of RDA guidelines and instructions on language, script, transcription, etc.

Part I — Resource Description

Introduction to Part I

- 0.1.0 Purpose and scope
- 0.1.1 Relationship to other standards for resource description
- 0.1.2 Functional objectives and principles of resource description
- 0.1.3 Terminology
- 0.1.4 Structure of Part I
- 0.1.5 Presentation
- 0.1.6 Mandatory elements
- 0.1.7 Options
- 0.1.8 Language preferences
- 0.1.9 Examples

Chapter 1. General guidelines on resource description

- 1.0 Purpose and scope
- 1.1 Terminology
- 1.2 Type of description
- 1.3 Changes requiring a new description
- 1.4 Mandatory elements of description
- 1.5 Language and script of the description
- 1.6 Transcription
- 1.7 Formulation of notes
- 1.8 Descriptive elements used as access points

Chapter 2. Identification of the resource

- 2.0 Purpose and scope
- 2.1 Basis for identification of the resource
- 2.2 Sources of information
- 2.3 Title
- 2.4 Statement of responsibility
- 2.5 Edition

- 2.6 Numbering
- 2.7 Publisher, distributor, etc.
- 2.8 Place of publication, distribution, etc.
- 2.9 Date of publication, distribution, etc.
- 2.10 Series
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- 2.13 Published description
- 2.14 Issue, part, or iteration used as the basis for the description

Chapter 3. Technical description

- 3.0 Purpose and scope
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- 3.2 Media category
- 3.3 Form of carrier
- 3.4 Extent
- 3.5 Dimensions
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Chapter 4. Content description

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- 4.5 Intended audience
- 4.6 Summarization of the content
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- 4.13 Scale of cartographic content
- 4.14 Projection of cartographic content
- 4.15 Coordinates of cartographic content
- 4.16 Magnitude of cartographic content
- 4.17 Other features of cartographic content
- 4.18 Dissertations
- 4.19 Awards

Chapter 5. Information on terms of availability, etc.

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- 5.2 Terms of availability
- 5.3 Contact information

Chapter 6. Item-specific information

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- 6.1 Sources of information
- 6.2 Details of the item being described
- 6.3 Provenance
- 6.4 Restrictions on access
- 6.5 Restrictions on use
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Part II — Relationships

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- 0.2.0 Purpose and scope
- 0.2.1 Functional objectives and principles of reflecting relationships
- 0.2.2 Terminology
- 0.2.3 How Part II is structured
- 0.2.4 How to use Part II

Chapter 7. General guidelines on reflecting relationships

- 7.0 Purpose and scope
- 7.1 Terminology
- 7.2 Bibliographic conventions for reflecting relationships
- 7.3 Sources of information
- 7.4 Levels of relationships

Chapter 8. Access points reflecting relationships to persons, families, and corporate bodies

- 8.0 Purpose and scope
- 8.1 Primary access point
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- 8.3 Change in responsibility
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Chapter 9. Citations for related works, etc.

- 9.0 Purpose and scope
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- 9.4 Series citations

Chapter 10. Special instructions for particular types of works

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- 10.1 Special instructions for musical works
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- 10.5 Special instructions for academic works

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- 0.3.1 Functional objectives and principles of access point control
- 0.3.2 Terminology
- 0.3.3 How Part III is structured
- 0.3.4 How to use Part III

Chapter 11. General guidelines on access point control

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- 12.2 Order of elements
- 12.3 Names entered under surname
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- 12.5 Names entered under given name, etc.
- 12.6 Names entered under initials, letters, or numerals
- 12.7 Phrases
- 12.8 Additions to names of persons
- 12.9 Special instructions for names in certain languages
- 12.10 References from names of persons

Chapter 13. Names of families

- 13.0 Purpose and scope
- 13.1 Choosing the preferred name
- 13.2 Additions to names of families
- 13.3 References from names of families

Chapter 14. Names of corporate bodies

- 14.0 Purpose and scope
- 14.1 Choosing the preferred name
- 14.2 Order of elements
- 14.3 Omissions
- 14.4 Additions to names of corporate bodies
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- 14.6 Government bodies and officials
- 14.7 Religious bodies and officials
- 14.8 References from names of corporate bodies

Chapter 15. Names of places

- 15.0 Purpose and scope
- 15.1 Choosing the preferred name
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- 15.3 References from names of places

Chapter 16. Citations for works, etc.

- 16.0 Purpose and scope
- 16.1 Constructing citations
- 16.2 Choosing the preferred title
- 16.3 Additions to citations
- 16.4 Music
- 16.5 Manuscripts and manuscript groups
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- 16.9 Official papal communications, etc.
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Chapter 17. Other information used in access point control

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- 17.1 Other information used to identify persons
- 17.2 Other information used to identify families
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Appendix A. Capitalization

Appendix B. Abbreviations

Appendix C. Initial articles

Appendix D. Presentation of descriptive data

Appendix E. Presentation of access point control data

Glossary

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RDA — Resource Description and Access

Sample Text

Note

The following is a set of sample guidelines and instructions extracted from a preliminary draft of *RDA* chapter 2, intended for purposes of illustration only. Details of style, layout, numbering, and formatting are subject to change as development plans for *RDA* progress.

In the current draft, different styles of “bullets” are used to differentiate between definitions (□), general instructions (➤), and options (◇).

CHAPTER 2

IDENTIFICATION OF THE RESOURCE

Contents

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2.1 Basis for identification of the resource

- 2.1.1 Comprehensive description
- 2.1.2 Analytical description

2.2 Sources of information

- 2.2.1 Preferred source of information
- 2.2.2 More than one preferred source of information
- 2.2.3 Other sources of information
- 2.2.4 Information taken from sources outside the resource itself

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- 2.3.0 Basic instructions on recording titles
- 2.3.1 Title proper
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- 2.3.3 Other title information
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- 2.3.6 Key title
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- 2.4.0 Basic instructions on recording statements of responsibility
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2.5 Edition

- 2.5.0 Basic instructions on recording edition information
- 2.5.1 Edition statement
- 2.5.2 Statement of responsibility relating to the edition
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- 2.5.4 Statement of responsibility relating to a named revision of an edition
- 2.5.5 Notes on edition information

2.6 Numbering

- 2.6.0 Basic instructions on recording numbering
- 2.6.1 Numeric and/or alphabetic designation
- 2.6.2 Chronological designation
- 2.6.3 No designation on first issue or part
- 2.6.4 Completed serials
- 2.6.5 New sequence of numbering
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- 2.6.7 Notes on numbering

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- 2.7.2 Name of distributor
- 2.7.3 Name of manufacturer
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2.8 Place of publication, distribution, etc.

- 2.8.0 Basic instructions on recording place of publication, distribution, etc.
- 2.8.1 Place of publication
- 2.8.2 Place of distribution
- 2.8.3 Place of manufacture
- 2.8.4 Place of production
- 2.8.5 Notes on place of publication, distribution, etc.

2.9 Date of publication, distribution, etc.

- 2.9.0 Basic instructions on recording date of publication, distribution, etc.
- 2.9.1 Date of publication
- 2.9.2 Date of distribution
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- 2.10.8 Resource in more than one series
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- 2.11.0 Basic instructions on recording frequency

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- 2.12.0 Basic instructions on recording resource identifiers
- 2.12.1 Standard number
- 2.12.2 Other resource identifiers

2.13 Published description

- 2.13.0 References to published descriptions

2.14 Issue, part, or iteration used as the basis for the description

- 2.14.1 Issue or part used as the basis for the description of a serial or multipart monograph
 - 2.14.2 Iteration used as the basis for the description of an integrating resource
 - 2.14.3 Date of viewing of a remote access resource
-

2.0. PURPOSE AND SCOPE

The elements covered in this chapter are those that are most often used for purposes of identifying the resource.

The elements reflect the information typically used by the producers of resources to identify their products. The same elements are those that a user will most frequently rely on to determine whether the resource described is the one sought, or to distinguish between two or more resources bearing similar identifying information.

For the description of a particular resource, not all of the elements covered in this chapter may be applicable. For those elements that are applicable, the description of the resource should include at least those specified as mandatory (see 1.4). If those elements are not sufficient to differentiate the resource from others bearing similar identifying information, include additional elements from this chapter or from subsequent chapters, as necessary.

2.1. BASIS FOR IDENTIFICATION OF THE RESOURCE

Contents

- 2.1.1 Comprehensive description
 - 2.1.2 Analytical description
-

- When choosing a source of information as the basis for the identification of the resource, apply the guidelines set out in 2.1.1–2.1.2 below as appropriate to the type of description and type of resource.

2.1.1. COMPREHENSIVE DESCRIPTION

Contents

- 2.1.1.1 Resource issued in successive parts
 - 2.1.1.2 Integrating resource
 - 2.1.1.3 No source of information identifying the resource as a whole
-

- When preparing a comprehensive description for a resource other than a resource issued in successive parts (see 2.1.1.1) or an integrating resource (see 2.1.1.2), choose a source of information identifying the resource as a whole as the basis for the identification of the resource.
- If there is no separate source of information identifying the resource as a whole, follow the instructions given under 2.1.1.3.

2.1.1.1. Resource issued in successive parts

- When preparing a comprehensive description for a resource issued in successive parts (e.g., a series of scientific treatises, or a periodical), choose one of the following, as appropriate, as the basis for identifying the resource as a whole:
 - i) a source of information identifying the first issue or part (i.e., the lowest numbered issue or part), if the issues or parts are sequentially numbered
 - ii) a source of information identifying the earliest issue or part (i.e., the issue or part with the earliest date of publication, distribution, etc.), if the issues or parts are unnumbered or not sequentially numbered
 - iii) a source of information identifying the lowest numbered issue or part available, if the issues or parts are sequentially numbered and the first issue or part is not available
 - iv) a source of information identifying the earliest issue or part available, if the issues or parts are unnumbered or not sequentially numbered and the earliest issue or part is not available.
- For sources of information for numbering identifying the last issue or part of a serial (or the first or last issue in a separate sequence of numbering) see 2.6.0.2.
- For sources of information for date of publication, distribution, etc., identifying the last issue or part of a resource issued in successive parts, see 2.9.0.2.

- If the description is not based on the first issue or part, identify the issue or part used as the basis of the description in a note (see 2.14.1).

2.1.1.2. Integrating resource

- When preparing 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 of information identifying the current iteration of the resource as a whole.
- For sources of information for date of publication, distribution, etc., identifying the first iteration of an integrating resource, see 2.9.0.2.
- Make a note of the latest iteration consulted in making the description (see 2.14.2).

2.1.1.3. No source of information identifying the resource as a whole

- If there is no separate source of information identifying the resource as a whole (other than for a resource issued in successive parts), follow the instructions below, as applicable to the type of resource being described.

a) Resource issued as a single unit

If there is no separate source of information identifying the resource as a whole, use the sources of information identifying its individual contents.

b) Resource issued in two or more parts simultaneously

If there is no separate source of information identifying the resource as a whole, choose one of the following as appropriate:

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

If there is no source of information that meets any of those criteria, treat the sources identifying the individual parts as a collective source of information for the resource as a whole.

c) Integrating resource

If there is no separate source of information identifying the resource as a whole, use an alternative source as instructed in a) or b) above, as appropriate.

2.1.2. ANALYTICAL DESCRIPTION

- When preparing an analytical description for a resource, choose a source of information identifying the particular part or parts described as the basis for identifying the resource, following the instructions given below appropriate to the type of resource.

a) Single part

When preparing an analytical description for a single part of a resource (e.g., one short story in a volume containing three stories, one volume of a multivolume history, or a separately titled issue of professional journal), choose a source of information identifying the particular part being described.

b) Two or more parts

When preparing an analytical description for two or more related parts of a resource (e.g., two volumes covering Renaissance plays in a multivolume series on English theatre), choose a source of information identifying collectively the parts being described.

If there is no source of information that identifies the parts being described collectively, apply the guidelines in 2.1.1.3 b) or c), as applicable to the parts being described.

c) Parts of integrating resources

When preparing an analytical description for a part 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 part being described.

2.2. SOURCES OF INFORMATION

Contents

- 2.2.1 Preferred source of information
 - 2.2.2 More than one preferred source of information
 - 2.2.3 Other sources of information
 - 2.2.4 Information taken from sources outside the resource itself
-

2.2.1. PREFERRED SOURCE OF INFORMATION

Contents

- 2.2.1.1 Resources comprising multiple pages or page images
 - 2.2.1.2 Resources comprising a set of graphic images
 - 2.2.1.3 Resources comprising moving images
 - 2.2.1.4 Other resources
-

- Use as the preferred source of information a source within the resource itself¹ that is appropriate to

- a) the type of description (see 2.1)
-

¹ The resource itself includes both the storage medium (e.g., paper, tape, or film) and any housing (e.g., a cassette or cartridge) that is an integral part of the resource, but excludes accompanying material and any container that is separable from the storage medium and/or housing (e.g., a case or box).

and b) the presentation format of the resource (see 2.2.1.1–2.2.1.4).

- If information required for the identification of the resource is not available from a source within the resource itself, take it from another source as instructed in 2.2.3.

2.2.1.1. Resources comprising multiple pages or page images

- For a resource comprising multiple pages (e.g., a book or an issue of a periodical) or page images (e.g., a microform reproduction of a musical score or a PDF file of a text), use the title page (or title page image) as the preferred source of information.
- If the resource lacks a title page (or title page image), use as the preferred source of information one of the following (in order of preference):
 - a) a cover
 - b) a caption
 - c) a masthead
 - d) a colophon

or an image of one of the above (in the order of preference indicated).

- If the resource does not contain any of the sources listed above, use as the preferred source of information another source within the resource itself, giving preference to formally presented sources.

2.2.1.2. Resources comprising a set of graphic images

- For a resource comprising a set of individual sheets, cards, etc. bearing graphic images (e.g., a set of sheet maps, flashcards, slides, or transparencies) or a set of graphic images in a microform or digital format (e.g., microform reproductions of a set of sheet maps or a set of JPEG images of posters, etc.), use the title sheet, title card, etc., (or image of the title sheet, etc.) as the preferred source of information.
- If the resource lacks a title sheet, title card, etc., (or an image of a title sheet, etc.) use as the preferred source of information another source within the resource itself, giving preference to formally presented sources.

2.2.1.3. Resources comprising moving images

- For a resource comprising moving images (e.g., a film reel, a videodisc, a video game, or an MPEG video file, etc.), use the title frame(s) or title screen(s) as the preferred source of information.
 - ◇ *Optionally*, use an eye-readable label permanently printed on or affixed to the resource in preference to the title frame(s) or title screen(s).
- If the resource does not contain a title frame or title screen, use as the preferred source of information, as applicable,
 - either* a) a label permanently printed on or affixed to the resource (e.g., on a videodisc)
 - or* b) an electronic "label" in textual form (e.g., on an MPEG video file, etc.).

- If the resource does not contain a source of information falling into either category a) or b) above, use as the preferred source of information another source within the resource itself, giving preference to formally presented sources.

2.2.1.4. Other resources

- For a resource other than one covered under 2.2.1.1–2.2.1.3, use as the preferred source of information, as applicable,
 - either* a) a label permanently printed on or affixed to the resource (e.g., on an audio CD, a globe, or model)
 - or* b) an electronic “label” in textual form (e.g., on an MP3 audio file, etc.).
- If the resource does not contain a source of information falling into either category a) or b) above, use as the preferred source of information another source within the resource itself, giving preference to formally presented sources (e.g., a title panel on a folded sheet map or the “home page” of an HTML Web site).

2.2.2. MORE THAN ONE PREFERRED SOURCE OF INFORMATION

- If there is more than one source of information that qualifies as the preferred source of information for that resource (as specified in 2.2.1), use as the preferred source of information the first occurring of those sources, unless one of the conditions below applies:

a) 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):

- i) 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
- ii) 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
- iii) 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
- iv) 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.

b) Preferred sources of information bearing different dates

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

c) Preferred sources of information for the reproduction and the original

If a resource is a facsimile or 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.

2.2.3. OTHER SOURCES OF INFORMATION

- If information required for the identification of the resource does not appear in the preferred source as specified in 2.2.1, take it from one of the following sources (in order of preference):
 - a) a container that is not an integral part of the resource
 - b) accompanying material
 - c) other published descriptions of the resource
 - d) any other available source (e.g., a reference source).

2.2.4. 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:

title proper
 parallel title
 other title information
 statement of responsibility
 edition
 numbering
 place of publication, distribution, etc.
 publisher, distributor, etc.
 date of publication, distribution, etc.
 series

Exception:

If the resource is of a type that does not normally carry identifying information (e.g., a photograph, a naturally occurring object, or a collection), omit the square brackets.

2.3. TITLE

Contents

- 2.3.0 Basic instructions on recording titles
- 2.3.1 Title proper
- 2.3.2 Parallel title
- 2.3.3 Other title information
- 2.3.4 Variant title
- 2.3.5 Earlier/later title
- 2.3.6 Key title
- 2.3.7 Devised title
- 2.3.8 Notes on titles

2.3.0. BASIC INSTRUCTIONS ON RECORDING TITLES

Contents

- 2.3.0.1 Definition
- 2.3.0.2 Sources of information
- 2.3.0.3 Transcription

- 2.3.0.4 Names of persons and corporate bodies
- 2.3.0.5 Introductory words, etc.
- 2.3.0.6 Abridgment
- 2.3.0.7 Titles of parts, sections, and supplements

2.3.0.1. Definition

- A **title** is a word, phrase, character, or group of characters, normally appearing in the resource, that names the resource or a work contained in it.
- More than one title may appear in the resource itself (e.g., on a title page, title frame, etc.; as a caption title, running title, etc.; on a cover, spine, etc.), on a jacket, sleeve, container, etc., or in material accompanying the resource.
- A resource may also have one or more titles associated with it through reference sources, through assignment by a registration agency (e.g., a key title), or by an agency preparing a description of the resource (e.g., a cataloguer's translation of the title).
- For purposes of resource description, a title may be categorized as a title proper (see 2.3.1), a parallel title (see 2.3.2), other title information (see 2.3.3), a variant title (see 2.3.4), a key title (see 2.3.6), or a devised title (see 2.3.7).

2.3.0.2. Sources of information

- When choosing a source of information for titles, apply the following general guidelines.
 - a) For the title proper, use the preferred source of information as specified in 2.2.1.
 - b) For other title information, take the information from the same source as the title proper.
 - c) For parallel titles, take the information from a source within the resource itself (including a jacket, sleeve, case, container, etc., or accompanying material).
 - d) For variant titles, key titles, etc., 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 2.3.1.2 (title proper), 2.3.2.2 (parallel title), 2.3.3.2 (other title information), 2.3.4.2 (variant title), 2.3.6.2 (key title), 2.3.7.2 (devised title), and 2.3.8.2 (notes on titles).

2.3.0.3. Transcription

- Transcribe a title as it appears on the source of information, following the general guidelines on transcription given under 1.6.

The materials of architecture

WordStar

The 1919/1920 Breasted Expedition to the Far East

Sechs Partiten für Flöte

Under the hill, or, The story of Venus and Tannhäuser

Instructor's guide and key for The American economy

IV informe de gobierno

4.50 from Paddington

Les misérables
(*Diacritic supplied*)

Visitrend + visiplot

Tables of the error function and its derivative,
[reproduction of equations for the functions]

The most of P.G. Wodehouse

Canadian bibliographies
Bibliographies canadiennes
(*Source of information reads: Canadian BIBLIOGRAPHIES canadiennes*)

The world of television

The Paul Anthony Buck lectures

Exception:

For inaccuracies in the title proper of a resource issued in successive parts follow the instructions in 2.3.1.7a.

2.3.0.4. Names of persons and corporate bodies

- If a title consists solely of the name of a person or corporate body, record the name as the title. See also 2.3.3.4.

Georges Brassens

Conference on Industrial Development in the Arab
Countries

- If a title includes a name that would normally be treated as part of a statement of responsibility or as the name of a publisher, distributor, etc., and the name is an integral part of the title (e.g., connected by a case ending), record it as part of the title.

Marlowe's plays

Eileen Ford's a more beautiful you in 21 days

Ernst Günther läser Balzac

La route Shell

- In case of doubt about whether a corporate body's name or an abbreviation of that name is part of the title, treat the name as such only if it is consistently so presented in various locations in the resource and/or in indexes, abstracts, or other sources.

2.3.0.5. Introductory words, etc.

- Do not transcribe words that serve as an introduction and are not intended to be part of the title.

Sleeping Beauty

(Title appears on resource as: Disney presents Sleeping Beauty)

NASA quest

(Title appears on resource as: Welcome to NASA quest)

- ◇ *Optionally*, if the form in which the title appears on the source of information is considered to be important (either for identification or for access) record that form of the title as a variant title (see 2.3.4.3).

2.3.0.6. Abridgement

- Abridge a long title only if it can be abridged without loss of essential information. Never omit any of the first five words. Indicate omissions by the mark of omission.

2.3.0.7. Titles of parts, sections, and supplements

- If the resource is a separately issued part or section of, or supplement to, another resource and its title as presented on the source of information consists of
 - a) the title common to all parts or sections (or the title of the larger resource)
 - and* b) the title of the part, section, or supplement

and if these two titles are grammatically independent of each other, record the common title, followed by the title of the part, section, or supplement. Disregard the order in which the parts of the title are presented on the source of information.

Faust. Part one

Acta Universitatis Carolinae. Philologica

Key abstracts. Industrial power and control systems

Journal of the American Leather Chemists' Association.
Supplement

Études et documents tchadiens. Série B

Art of advocacy. Structured settlements

- If the title of the part, section, or supplement is preceded by an enumeration or alphabetic designation, record the common title, followed by the enumeration or designation, followed by the title of the part, section, or supplement.

Journal of polymer science. Part A, General papers

Progress in nuclear energy. Series II, Reactors

- If a phrase such as *new series*, *second series*, etc., appears with the title proper of an unnumbered monographic series, record the phrase as a section title.

Cambridge studies in international and comparative law.
New series

- If the title of a part, section, or supplement is presented on the source of information without the title that is common to all parts or sections, record the title of the part, section, or supplement as the title. In the case of a part or section, record the title that is common to all parts or sections as part of the series information (see 2.10). In the case of a supplement, record the title of the main resource as the title of a related resource (see 4.10.0).

British journal of applied physics
(Common title given as series title: Journal of physics)

2.3.1. TITLE PROPER

Contents

- 2.3.1.1 Definition
- 2.3.1.2 Sources of information

Choosing the title proper

- 2.3.1.3 Title in two or more languages or scripts
- 2.3.1.4 Title in two or more forms
- 2.3.1.5 Facsimiles and reproductions
- 2.3.1.6 Collective title and titles of individual contents

Recording the title proper

- 2.3.1.7 Basic instructions on recording the title proper
- 2.3.1.8 Other elements recorded as part of the title proper
- 2.3.1.9 Resource lacking a collective title
- 2.3.1.10 Resource with no title

Change in the title proper

- 2.3.1.11 Recording changes in the title proper
 - 2.3.1.12 Major and minor changes
-

2.3.1.1. Definition

- The **title proper** is the chief title of a resource (i.e., the title normally used when citing the resource).
- For purposes of description, the title proper includes any alternative title but excludes parallel titles and other title information (see 2.3.2 and 2.3.3).
- A file name or data set name is not considered a title proper unless it is the only title appearing in the resource.

2.3.1.2. Sources of information

- Take the title proper from the preferred source of information for the identification of the resource as specified in 2.2.1.
- If there is no title provided in the preferred source specified in 2.2.1, take the title proper from one of the sources specified in 2.2.3.
- If the title proper is taken from a source other than a title page, title frame, or title card, provide a note indicating the source (see 2.3.8.3).

CHOOSING THE TITLE PROPER

2.3.1.3. Title in two or more languages or scripts

- If the source of information for the title proper bears a title in two or more languages or scripts, choose as the title proper the one in the language or script of the main written, spoken, or sung content of the resource. If this criterion is not applicable, choose the title proper on the basis of the sequence or layout of the titles on the source of information. Record the other titles as parallel titles (see 2.3.2).

2.3.1.4. Title in two or more forms

- If the source of information for the title proper bears more than one title, and if both or all of the titles are in the same language and script, choose the title proper on the basis of the sequence or layout of the titles on the source of information. If the sequence and layout do not provide the basis for a clear choice, choose the most comprehensive title. If the other title or titles are considered to be important (either for identification or for access) record them
 - either* a) as other title information (see 2.3.3)
 - or* b) as variant titles (see 2.3.4).

Exception:

Serials. If the title of a serial appears on the source of information for the title proper in full as well as in the form of an acronym or initialism, choose the full form as the title proper. Record the acronym or initialism as other title information (see 2.3.3).

Linguistics and language behavior abstracts
(*Title appears on the source of information in full and as LLBA*)

2.3.1.5. Facsimiles and reproductions

- When describing a facsimile or reproduction that has a title different from the original manifestation, choose the title of the facsimile or reproduction as the title proper.
- If the title of the original manifestation appears on the same source of information as the title of the facsimile or reproduction, record it
 - either* a) as a parallel title, if it is in a language or script different from the title of the facsimile (see 2.3.2)
 - or* b) as other title information (see 2.3.3)

or c) as the title of a related resource (see 4.10.2).

- If the title of the original manifestation appears elsewhere in the resource, record it as the title of a related resource (see 4.10.2).

2.3.1.6. Collective title and titles of individual contents

- When preparing a comprehensive description for a resource that has a source of information for the title proper bearing both a collective title and the titles of individual contents within the resource, record the collective title as the title proper and record the titles of the individual contents in a contents list (see 4.7).

Three notable stories

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

Six Renoir drawings

Contents list: Contents: La danse à la campagne – Les deux baigneuses – Pierre Renoir – Enfants jouant à la balle – Baigneuse assise – Étude d'une enfant

- When preparing an analytical description for a resource that has a source of information for the title proper bearing both the title of the content being described and a collective title for the larger resource, record the title of the content being described as the title proper. Record the collective title

either a) as a series title (see 2.10.1)

English history, 1914-1945

(Series title: The Oxford history of England)

or b) as the title of the larger resource in an "in" analytic (see D.1.3).

Miss Mapp

(Title of larger resource recorded in an "In" analytic: All about Lucia)

RECORDING THE TITLE PROPER

2.3.1.7. Basic instructions on recording the title proper

- Record the title proper following the basic instructions on recording titles (see 2.3.0).

Speedball technique charts

Supplement to The conquest of Peru and Mexico

Why a duck?

Marcel Marceau, ou, L'art du mime

Lost by a hare on my terra pin pin

λ-calculus and computer theory

Fourteen hours

Exceptions:

a) Resources issued in successive parts

Correct obvious typographic errors when transcribing the title proper and record the title as it appears on the source of information in a note (see 2.3.8.4). In case of doubt about whether the spelling of a word is incorrect, transcribe the spelling as found.

Housing starts

Note: Title appears on v. 1, no. 1 as: Housing sarts

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, do not transcribe such a statement as part of the title proper. Do not record the mark of omission. Record the earlier title, title absorbed, etc. as the title of a related resource (see 4.10.1).

International gas report

Note: Absorbed: World gas report

(Title appears as: International gas report, including World gas report)

b) Serials

If the title proper of a serial includes a date, name, number, etc., that varies from issue to issue, omit this date, name, number, etc., and replace it by the mark of omission, unless it occurs at the beginning of the title, in which case do not record the mark of omission.

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

Supply estimates for the year ending ...

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

(Title appears as: Frommer's Washington, D.C. on \$35 a day)

The annual report of Governor ...

(Title appears as: The annual report of Governor Rhodes. The name of the governor changes with each specific term of office)

Annual report

not ... Annual report

(Title appears as: 1st annual report)

2.3.1.8. Other elements recorded as part of the title proper

➤ Record other elements as part of the title proper as follows.

a) Type of composition, medium of performance, key, etc.

If a music title consists only of the name(s) of one or more type(s) of composition, or the name(s) of one or more type(s) of composition and one or more of the following:

- i) medium of performance
- ii) key

- iii) date of composition
- iv) number

treat all the elements together as the title proper.

Rhapsody

Songs & folk music

Violin-Sonaten 1, 2, 3

Sonate en ré majeur, opus 3, pour violon

Scherzo for two pianos, four hands

Symphony no. 3, A major, opus 56

Zwei Praeludien und Fugen für Orgel, op. posth. 7

Sinfonia I (1970)

VIII. Symphonie c-Moll

In all other cases, if one or more statements of medium of performance, key, date of composition, and/or number are found on the source of information, treat those elements as other title information (see 2.3.3).

Fugue on Hey diddle diddle
(*Other title information:* for SATB unaccompanied)

In case of doubt, treat statements of medium of performance, key, date of composition, and number as part of the title proper.

b) Scale

If the title proper of a cartographic resource includes a statement of the scale, include that statement in the transcription.

Topographic 1:500,000 low flying chart

New half-inch cycling road maps of England and Wales

2.3.1.9. Resource lacking a collective title

- When preparing a comprehensive description for a resource that lacks a collective title, record the titles proper of the parts as they appear on the source of information for the resource as a whole.

Lord Macaulay's essays and Lays of ancient Rome

Le prince, suivi de L'anti-Machiavel de Frédéric II
(*Title page reads:* Machiavel. Le prince, suivi de L'anti-Machiavel de Frédéric II)

- If the sources of information identifying the individual parts are being treated as a collective source of information for the resource as a whole (see 2.1.1.3), record the titles proper of the parts in the order in which they appear in the resource.

Clock symphony
Surprise symphony

Saudades do Brasil
Symphonie concertante pour trompette et orchestre

- If it is not practicable to record the titles proper of all the parts within the resource, devise a title as instructed in 2.3.7.

[Ontario county and district maps colour series]

[Collection of tourist maps of Thailand published by various authorities]

- If the titles of individual parts that are not recorded as titles proper are considered to be important, record them in a contents list (see 4.7).

2.3.1.10. Resource with no title

- If there is no title on the resource itself, record as the title proper
 - either* a) a title taken from another source (see 2.2.3)
 - or* b) a devised title (see 2.3.7).
- Make a note to indicate the source of the title proper (see 2.3.8.3).

CHANGE IN THE TITLE PROPER

2.3.1.11. Recording changes in the title proper

- Record a change in title proper as follows.

a) Multipart monographs

If a change occurs in the title proper on a subsequent part, and the change is considered to be important (either for identification or for access), record the later title as a later variation in the title proper (see 2.3.5.4a).

b) Serials

If a major change (as defined in 2.3.1.12) occurs in the title proper on a subsequent issue or part, make a new description for the issues or parts appearing under the new title and treat the two descriptions as descriptions for related resources (see 4.10.1). If the change is a minor change (as defined in 2.3.1.12) but is considered to be important (either for identification or for access), record the later title as a later variation in the title proper (see 2.3.5.4b).

c) Integrating resources

If any change occurs in the title proper on a subsequent iteration, change the title proper to reflect the current iteration. If the change is considered to be important (either for identification or for access), record the earlier title as an earlier variation in the title proper (see 2.3.5.4c).

2.3.1.12. Major and minor changes

- Differentiate between major and minor changes in the title proper as follows.

a) Major changes

In general, consider the following to be major changes in a title proper:

- i) the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed under minor changes (see below)
- ii) the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter
- iii) a change in a corporate body name given anywhere in the title if it is a different corporate body.

b) Minor changes

In general, consider the following to be minor changes in a title proper:

- i) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral vs. roman numeral; number or date vs. spelled-out form; hyphenated word vs. unhyphenated word; one-word compound vs. two-word compound, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))
- ii) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
- iii) a difference 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 same corporate body or the substitution of a variant form)
- iv) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
- v) a different order of titles when the title is given in more than one language on the source of information, provided that the title chosen as title proper still appears as a parallel title
- vi) the addition, deletion, or change of words anywhere in the title that link the title to the numbering
- vii) two or more titles proper used on different issues of a serial according to a regular pattern
- viii) 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
- ix) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as "magazine," "journal," or "newsletter" or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.