

3 Appendix : Conventional Collective Titles in RDA

Reference	Instruction	Text	Category	Purpose
6.2.2.9.2	Two or More Parts	<p>Alternative LC-PCC PS NLA PS BL PS D-A-CH</p> <p>When identifying two or more unnumbered or non-consecutively numbered parts of a work, identify the parts collectively. Record the conventional collective title <i>Selections</i> as the preferred title for the parts. Apply this instruction instead of or in addition to recording the preferred title for each of the parts.</p> <p>For instructions on using the preferred titles for parts to construct the authorized access point representing two or more parts of a work, see 6.27.2.3</p>	Selections from a work	Caveat lector
6.2.2.10.1	Complete Works	Record the conventional collective title <i>Works</i> as the preferred title for a compilation of works that consists of, or purports to be, the complete works of a person, family, or corporate body. Treat compilations that are complete at the time of publication as complete works.	Filing title; Complete Works	collocation
6.2.2.10.2	Complete Works in a Single Form	Record one of the following conventional collective titles as the preferred title for a compilation of works that consists of, or purports to be, the complete works of a person, family, or corporate body, in one particular form: Correspondence	Filing title; Form of work	collocation; nature of work

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		<p>Novels Plays Poems Prose works Short stories Speeches</p> <p>If none of these terms is appropriate, record an appropriate specific collective title.</p> <p>Do not apply to compilations of musical works (see 6.14.2.8 RDA).</p> <p>If the compilation consists of two or more but not all the works of one person, family, or corporate body in a particular form, apply the instructions at 6.2.2.10.3</p>		
6.2.2.10.3	Other Compilations of Two or More Works	<p>Alternative LC-PCC PS NLA PS BL PS</p> <p>When identifying two or more works in a compilation, identify the parts collectively by recording a conventional collective title (see 6.2.2.10.1 RDA or 6.2.2.10.2 RDA, as applicable), followed by <i>Selections</i>. Apply this instruction instead of or in addition to recording the preferred title for each of the works in the compilation.</p> <p>Exceptions</p> <p>For compilations of musical works by a single composer, apply instead the instructions at 6.14.2.8 RDA.</p> <p>For compilations of laws, etc., apply instead the instructions at 6.19.2.5.1 RDA.</p>	Selections of Works	Caveat lector

6.14.2.7.2	Two or More Parts	Alternative LC-PCC PS BL PS D-A-CH When identifying two or more parts of a musical work, identify the parts collectively. Record the conventional collective title <i>Selections</i> as the preferred title for the parts unless the parts form a group called <i>suite</i> by the composer. Apply this instruction instead of or in addition to recording the preferred title for each of the parts.	Selections of a work	Caveat lector
6.14.2.8.1	Complete Works	Record the conventional collective title <i>Works</i> as the preferred title for a compilation that consists of, or purports to be, the complete musical works of a composer. Treat compilations that are complete at the time of publication as complete works.	Works Filing title	Collocation Form of work
6.14.2.8.2	Complete Works for One Broad or Specific Medium	<i>If:</i> a compilation of works consists of, or purports to be, all of a composer's works for one broad or specific medium and the works are not of a single type of composition <i>then:</i> record a conventional collective title generally descriptive of the original medium as the preferred title. Select terms for the medium of performance from a standard list, if available. If the works are of a single type of composition, apply the instructions at 6.14.2.8.3 RDA .	Musical Works Filing title	Collocation Medium of performance
6.14.2.8.3	Complete Works of a	Complete Works of a Single Type of Composition for One	Musical	Collocation

	Single Type of Composition for One Specific Medium or Various Media	Specific Medium or Various Media <small>2013/07 2015/04</small> <small>MLA D-A-CH</small> <i>If:</i> a compilation consists of works all of a single type of composition and the compilation is, or purports to be, all the composer's works of that type <i>then:</i> record a conventional collective title using the name of the type as the preferred title for the compilation. Select terms for the type of composition from a standard list, if available.	Works Filing title	Type of composition
6.14.2.8.4	Incomplete Compilations	Alternative <small>BL PS NLA PS LC-PCC PS</small> When identifying two or more works in an incomplete compilation, record a conventional collective title as instructed at 6.14.2.8.1 RDA – 6.14.2.8.3 RDA , as applicable, followed by <i>Selections</i> . Apply this instruction instead of or in addition to recording the preferred title for each of the works in the compilation.	Musical Works Selections	Caveat lector
6.19.3.6	Conventional Collective Titles	When a conventional collective title is used as the preferred title for a compilation of legal works (see 6.19.2.5.1 RDA), record as a variant title: the title proper of the resource being described or the title found in a reference source. Do not record a variant title if it is the same as, or very similar to, the conventional collective title .	Legal Works Filing title	Collocation
6.23.2.9.7	Other selections	Apply this instruction to:	Religious	Caveat

	from the Bible	<p>selections from both the Old Testament and the New Testament</p> <p>selections from a testament</p> <p>selections from an individual book</p> <p>excerpts from a single selection from an individual book</p> <p>selections from a group of books.</p> <p>Do not apply this instruction to an inclusive selection from an individual book identified by numeric designation. Apply instead the instructions at 6.23.2.9.5.2 RDA.</p> <p>Record the most specific title that is appropriate for the selections, followed by the conventional collective title Selections.</p> <p>Record the specific title for the part or parts by applying these instructions, as applicable:</p> <p>Testaments (see 6.23.2.9.1 RDA)</p> <p>books (see 6.23.2.9.2 RDA)</p> <p>groups of books (see 6.23.2.9.3 RDA)</p> <p>single selection from an individual book (see 6.23.2.9.5 RDA)</p> <p>two or more complete selections from the Bible (see 6.23.2.9.6 RDA).</p> <p>If a specific title for the part is not applicable, record <i>Bible</i>, followed by the conventional collective title Selections.</p>	Works Selections from bible	lector
6.23.2.10.3	Selections from the Talmud	If the resource being described consists of selections, use the preferred title for the Talmud, followed by the conventional collective title Selections .	Religious Works Selections	Caveat lector
6.27.2.3	Two or More Parts	Alternative LC-PCC PS NLA PS BL PS	Works AAP Selections	Caveat lector

		<p>When identifying two or more parts of a work that are unnumbered or non-consecutively numbered, identify the parts collectively. Construct the authorized access point representing the parts by combining (in this order):</p> <p>a) the authorized access point representing the work as a whole (see 6.27.1 RDA)</p> <p>b) the conventional collective title <i>Selections</i> (see 6.2.2.9.2 alternative RDA).</p>		
6.27.4.4	Variant Access Point Representing a Compilation of Works by One Person Family or Corporate Body	<p><i>If:</i> the authorized access point representing a compilation of works by one person, family, or corporate body has been constructed by using the authorized access point representing that person, family, or corporate body followed by a conventional collective title (see 6.2.2.10 RDA) and the title proper (excluding any alternative title) of the resource being described or the title found in a reference source is not the same as, nor very similar to, the collective title</p> <p><i>then:</i> construct a variant access point representing the compilation by combining (in this order):</p> <p>a) the authorized access point representing the person (see 9.19.1 RDA), family (see 10.11.1 RDA), or corporate body (see 11.13.1 RDA)</p>	VAR	X-ref

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		<p>b) the title proper of the resource being described or the title found in a reference source.</p> <p>Make additions to the variant access point, if considered important for identification. Apply the instructions at 6.27.1.9 RDA, as applicable.</p>		
6.28.1.11	Additions to Access Points Representing Compilations of Musical Works	<p>For a compilation containing works of a single type of composition, add the medium of performance to the access point, unless the medium is the same as the one implied by the title or unless the works are for various media. Record the conventional collective title <i>Selections</i> following the medium, as applicable.</p>	Musical Works AP Selections	Caveat lector
6.28.4.4	Variant Access Points Representing Compilations of Musical Works	<p>Alternative LC-PCC PS NLA PS BL PS MLA D-A-CH</p> <p>When identifying two or more parts of a musical work, identify the parts collectively. Construct the authorized access point representing the parts by combining (in this order):</p> <p>a) the authorized access point representing the work as a whole (see 6.28.1 RDA)</p> <p>b) the conventional collective title <i>Selections</i> (see 6.14.2.7.2 alternative RDA).</p> <p>Apply this instruction instead of or in addition to constructing authorized access points for each of the parts. Do not apply to parts that form a group called <i>suite</i> by the composer.</p>	VAP	x-ref

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6.30.2.2	Part or Parts of a Sacred Scripture	Alternative LC-PCC PS NLA PS BL PS When identifying two or more parts of a work that are unnumbered or non-consecutively numbered, identify the parts collectively. Construct the authorized access point representing the parts by combining (in this order): a) the authorized access point representing the work as a whole (see 6.27.1 RDA and 6.23.2.9.7 RDA) b) the conventional collective title <i>Selections</i> .	Religious Works Selections	Caveat lector
E.1.2.5	Access Points Representing Works and Expressions	Precede the conventional collective title <i>Selections</i> by a full stop and a space.	Selections	Display
	Collective title		Glossary	
	Conventional Collective Title		Glossary	
	Correspondence		Glossary	
	Essays		Glossary	
	Novels		Glossary	
	Plays			
	Poems			
	Prose Works			
	Short Stories			
	Speeches			