Excerpts from AACR2, Chapters 1 and 2

Ch 1: General rules for description

Ch 2: Books, pamphlets, and printed sheets

Compiled by Dagobert Soergel

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Explanatory note

Chapter 1 gives general rules for description of all types of materials covered by AACR2 (See contents of AACR2 for a list). Chapter 2 gives additional rules applicable to books, pamphlets, and printed sheets. Thus, both Chapter 1 and Chapter 2 must be consulted for cataloging a book. Moreover, Chapter 2 duplicates a good deal of text from Chapter 1 (but not enough to make Chapter 2 self-contained). In this compilation excerpts from both chapters are arranged in one sequence so that all rules pertaining to a certain aspect of cataloging a book can be found in one place. Only the more important rules are included. Rules of infrequent application are omitted. (A few such rules are included for purposes of illustrating the character of the rules.)



ANGLO-AMERICAN CATALOGUING RULES

Second Edition

2002 Revision

Prepared under the direction of

THE JOINT STEERING COMMITTEE FOR REVISION OF AACR

a committee of:

The American Library Association

The Australian Committee on Cataloguing

The British Library

The Canadian Committee on Cataloguing

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GENERAL INTRODUCTION

to the whole rule work

- **0.1.** These rules are designed for use in the construction of catalogues and other lists in general libraries of all sizes. They are not specifically intended for specialist and archival libraries, but such libraries are recommended to use the rules as the basis of their cataloguing and to augment their provisions as necessary. The rules cover the description of, and the provision of access points for, all library materials commonly collected at the present time. The integrated structure of the text makes the general rules usable as a basis for cataloguing uncommonly collected materials of all kinds and library materials yet unknown.
- **0.2.** The second edition of the rules is based on a reconciliation of the British and North American texts of the 1967 edition. This extends to style, which is generally in accordance with the *Chicago Manual of Style*, and to spellings, which are those of Webster's *New International Dictionary*. Where Webster's gives as a permitted alternative a British spelling (e.g., *catalogue*, *centre*), it has been used in the rules; where the American usage is the only one specified (e.g., *capitalize*), it has been used in the rules. Agreement on terminology has similarly resulted sometimes in the use of an American term (e.g., *membership in*) and sometimes in a British term (e.g., *full stop*).

STRUCTURE OF THE RULES

- **0.3.** The rules follow the sequence of cataloguers' operations in most present-day libraries and bibliographic agencies. Part I deals with the provision of information describing the item being catalogued and part II deals with the determination and establishment of headings (access points) under which the descriptive information is to be presented to catalogue users, and with the making of references to those headings. The introductions to parts I and II begin on Part I-1 and Part II-1 respectively.
- **0.4.** In both parts the rules proceed from the general to the specific. In part I the specificity relates to the physical medium of the item being catalogued, to the level of detail required for each element of the description, and to the analysis of an item containing separate parts.

AACR2 Revision 2002

^{1.} The Chicago Manual of Style: for Authors, Editors, and Copywriters. — 13th ed., rev. and expanded. — Chicago; London: University of Chicago Press, 1982.

^{2.} Webster's Third New International Dictionary of the English Language, Unabridged / editor in chief, Philip Babcock Gove and the Merriam-Webster editorial staff. — Springfield, Mass.: Merriam-Webster; Harlow, Essex: Distributed by Longman Group, c1986.

2.0A. Scope

2.0A1. The rules in this chapter cover the description of separately published monographic printed items other than cartographic items (see chapter 3) and printed music (see chapter 5). These are referred to hereafter in this chapter as printed monographs and comprise books, pamphlets, and single sheets. For microform reproductions of printed texts, see chapter 11. For serial printed texts, see also chapter 12.

1.0A. Sources of information (2.0B)

1.0A1. Each chapter in part I contains a specification of the chief source of information for each material or type of publication covered by that chapter. A source of information may be unitary in nature (e.g., a title page) or may be collective (e.g., the credits sequence of a motion picture). Prefer information found in that chief source to information found elsewhere. When the other sources of information are placed in a ranking order by specific chapters, follow that order. For each area of the description one or more sources of information are prescribed. Enclose in square brackets information taken from outside the prescribed source(s).

2.0B1. Chief source of information. The chief source of information for printed monographs is the title page or, if there is no title page, the source from within the publication that is used as a substitute for it. For printed monographs published without a title page, or without a title page applying to the whole work (as in the case of some editions of the Bible and some bilingual dictionaries), use the part of the item supplying the most complete information, whether this be the cover (excluding a separate book jacket), half title page, caption, colophon, running title, or other part. If no part of the item supplies data that can be used as the basis of the description, take the necessary information from any available source. If 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.

Use the colophon as the chief source of information for an oriental nonroman script publication if the colophon contains full bibliographic information and the following conditions apply:

- a) the page standing in the position of a title page bears only the title proper
- or b) the title page bears only a calligraphic version of the title proper
- or c) the title page bears only a western-language version of the title and other bibliographic information.

2.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of printed monographs is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

PRESCRIBED SOURCES
OF INFORMATION

AREA

Title and statement of responsibility Edition

Title page¹

Title page, other preliminaries, colophon

^{1.} Hereafter in this chapter, *title page* includes any substitute (including, for oriental publications, a colophon specified in 2.0B1 as a title page substitute).

Publication, distribution, etc.

Title page, other preliminaries,

colophon

Physical description

Series

The whole publication

Series title page, monograph title

page, cover, rest of the

publication

Note

Standard number and terms

of availability

Any source Any source

1.0A2. Items lacking a chief source of information. If no part of the item supplies data that can be used as the basis of the description, take the necessary information from any available source, whether this be a reference work or the content of the item itself. This technique may be necessary for printed works, the title pages of which are lost; collections of pamphlets or other minor material assembled by the library or by a previous owner and that are to be catalogued as a single item; nonprocessed sound recordings, etc. In all such cases give in a note the reason for and/or source of the supplied data.

1.0B. Organization of the description

1.0B1. The description is divided into the following areas:

Title and statement of responsibility

Edition

Material (or type of publication) specific details

Publication, distribution, etc.

Physical description

Series

Note

Standard number and terms of availability

Each of these areas is divided into a number of elements as set out in the rules in this and in following chapters.

1.0C. Punctuation

1.0C1. Precede each area, other than the first area, or each occurrence of a note or standard number, etc., area, by a full stop, space, dash, space (. -) unless the area begins a new paragraph.

Precede or enclose each occurrence of an element of an area with standard punctuation prescribed at the head of each section of this chapter.

Precede each mark of prescribed punctuation by a space and follow it by a space, except for the comma, full stop, hyphen (see 12.3A1), and opening and closing parentheses and square brackets. The comma, full stop, hyphen, and closing parenthesis and square bracket are not preceded by a space; the hyphen and the opening parenthesis and square bracket are not followed by a space.

Precede the first element of each area, other than the first element of the first area or the first element of an area beginning a new paragraph, by a full stop, space, dash, space. When that element is not present in a description, precede the first element that is present by a full stop, space, dash, space instead of the prescribed preceding punctuation for that element.

Indicate an interpolation (i.e., data taken from outside the prescribed source(s) of information) by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets. Indicate the omission of part of an element by the mark of omission (...). Precede and follow the mark of omission by a space. Omit any area or element that does not apply in describing an individual item; also omit its prescribed preceding or enclosing punctuation. Do not indicate the omission of an area or element by the mark of omission.

When adjacent elements within one area are to be enclosed in square brackets, enclose them in one set of square brackets unless one of the elements is a general material designation, which is always enclosed in its own set of square brackets.

Skaterdater [GMD] / [produced by] Marshal Backlar

but [London: Phipps, 1870]

When adjacent elements are in different areas, enclose each element in a set of square brackets.

```
[2nd ed.]. - [London]: Thomsons, 1973
```

When an element ends with an abbreviation followed by a full stop or ends with the mark of omission and the punctuation following that element either is or begins with a full stop, omit the full stop that constitutes or begins the prescribed punctuation.

```
261 p.; 24 cm. — (Canadian Ethnic Studies Association series; v. 4)
not 261 p.; 24 cm.. — (Canadian Ethnic Studies Association series; v. 4)
```

When punctuation occurring within or at the end of an element is retained, give it with normal spacing. Prescribed punctuation is always added, even though double punctuation may result.

Quo vadis?: a narrative from the time of Nero

1.0D. Levels of detail in the description

The elements of description provided in the rules in this and in following chapters constitute a maximum set of information. This rule sets out three recommended levels of description each containing those elements that must be given as a minimum by libraries and other cataloguing agencies choosing that level of description. Base the choice of a level of description on the purpose of the catalogue or catalogues for which the entry is constructed. Include this minimum set of elements for all items catalogued at the chosen level when the elements are applicable to the item being described and when, in the case of optional additions, the library has chosen to include an optional element. If the rules in part I specify other pieces of information in place of any of the elements set out below, include those other pieces of information. Consult individual rules in this chapter and in those following for the content of elements to be included. See also 0.29.

1.0D1. First level of description. For the first level of description, include at least the elements set out in this schematic illustration:

Title proper / first statement of responsibility, if different from main entry heading in form or number or if there is no main entry heading. — Edition statement. — Material (or type of publication) specific details. — First publisher, etc., date of publication, etc. — Extent of item. — Note(s). — Standard number

See 1.1B, 1.1F, 1.2B, 1.3, 1.4D, 1.4F, 1.5B, 1.7, and 1.8B.

1.0D2. Second level of description. For the second level of description, include at least the elements set out in this schematic illustration:

Title proper [general material designation] = Parallel title: other title information / first statement of responsibility; each subsequent statement of responsibility. — Edition statement / first statement of responsibility relating to the edition. — Material (or type of publication) specific details. — First place of publication, etc.: first publisher, etc., date of publication, etc. — Extent of item: other physical details; dimensions. — (Title proper of series / statement of responsibility relating to series, ISSN of series; numbering within the series. Title of subseries, ISSN of subseries; numbering within subseries). — Note(s). — Standard number

1.0D3. Third level of description. For the third level of description, include all elements set out in the following rules that are applicable to the item being described.

1.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 1.1A. Preliminary rule
- 1.1B. Title proper
- 1.1C. General material designation
- 1.1D. Parallel titles
- 1.1E. Other title information
- 1.1F. Statements of responsibility
- 1.1G. Items without a collective title

1.1A. Preliminary rule

1.1A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede the title of a supplement or section (see 1.1B9) by a full stop.

Enclose the general material designation in square brackets.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

For the punctuation of this area for items without a collective title, see 1.1G3.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

1.1A2. Sources of information. Take information recorded in this area from the chief source of information for the material to which the item being described belongs. Enclose information supplied from any other source in square brackets.

Give the elements of data in the order of the sequence of the following rules, even if this means transposing data. Transcribe the data as found, however, if case endings are affected, if the grammatical construction of the data would be disturbed, or if one element is inseparably linked to another.

1.1B. Title proper

1.1B1. Transcribe the title proper exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalization. Give accentuation and other diacritical marks that are present in the chief source of information (see also 1.0G). Capitalize according to appendix A.

Examples from 2.1.B1.

The articulate mammal

Why a duck?

Classification décimale de Dewey et index

Memoirs of the life of the late John Mytton, Esq.

The ballroom of romance and other stories

The first Rex Stout omnibus

The most of P.G. Wodehouse

Marlowe's plays

Linda Goodman's sun signs

Larousse's French-English dictionary

Harriet said-

(Title page reads: Harriet said ...)

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

4.50 from Paddington

Advanced calculus. Student handbook
(Title proper consists of title of main work and title of handbook. See 1.1B9)

Instructor's guide and key for The American economy

Bank officer's handbook of commercial banking law, fourth edition, by Frederick K. Bentel. 1975 supplement

(Title proper consists of title, statement of responsibility, and edition statement of main work and designation of supplement)

If the title proper is not taken from the title page, give the source of the title in a note (see 2.7B3).

1.1B2. If the title proper includes a statement of responsibility or the name of a publisher, distributor, etc., and the statement or name is an integral part of the title proper (i.e., connected by a case ending or other grammatical construction), transcribe it as part of the title proper.

' Marlowe's plays

Eileen Ford's a more beautiful you in 21 days

Ernst Günther läser Balzac

La route Shell

1.1B7. Supply a title proper for an item lacking a chief source of information (see 1.1G3) from the rest of the item, or a reference source, or elsewhere. If no title can be found in any source, devise a brief descriptive title. Enclose such a supplied or devised title in square brackets.

[Carte de la lune]

[Photograph of Theodore Roosevelt]

- 1.1B8. If the chief source of information bears titles in two or more languages or scripts, transcribe as the title proper the one in the language or script of the main written; spoken, or sung content of the item. If this criterion is not applicable, choose the title proper by reference to the order of titles on, or the layout of, the chief source of information. Record the other titles as parallel titles (see 1.1D).
- 1.1B9. If the title proper for an item that is supplementary to, or a section of, another item appears in two or more parts not grammatically linked, record the title of the main work first, followed by the title(s) of the supplementary item(s) or section(s) in order of their dependence. Separate the parts of the title proper by full stops.

Journal of biosocial science. Supplement (Title appears on item as:

JOURNAL OF BIOSOCIAL SCIENCE
Supplement ...)

Faust. Part one

1.1B10. If the chief source of information bears both a collective title and the titles of individual works, give the collective title as the title proper and give the titles of the individual works in a contents note (see 1.7B18).

Three notable stories

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

Six Renoir drawings

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

1.1E. Other title information, particularly subtitle.

1.1E1. Transcribe all other title information appearing in the chief source of information according to the instructions in 1.1B.

Edgar Wallace [GMD]: the man who made his name

Winterthur [GMD]: an adventure in the past

SPSS primer [GMD]: statistical package for the social sciences primer

1.1E6. If the title proper needs explanation, supply a brief addition as other title information, in the language of the title proper.

Longfellow [GMD]: [selections]

Conference on Industrial Development in the Arab Countries [GMD]: [proceedings]

2.1E. Other title information

2.1E1. Transcribe other title information as instructed in 1.1E.

A Laodicean: a story of to-day

The Age of neo-classicism: the fourteenth exhibition of the Council of Europe

Private eyeballs: a golden treasury of bad taste

Letters to an intimate stranger: a year in the life of Jack Trevor Story

1.1F. Statements of responsibility

Note.

In the first level of description, the statement of responsibility is included only if it is different from the main entry heading in form or number or if there is no main entry heading (1.0D).

Example: John F. Smith (title page) and Smith John F. (main entry) are considered same in form. However, J.F. Smith (title page) is compiled different from Smith, John F.

1.1F1. Transcribe statements of responsibility appearing prominently in the item in the form in which they appear there. If a statement of responsibility is taken from a source other than the chief source of information, enclose it in square brackets.

All that jazz [GMD] / Fats Waller

Stereogram book of fossils [GMD]: photographs of invertebrate fossils in 3 dimensions / by Philip A. Sandberg

Obiter dicta [GMD] / [A. Birrell]
(Statement appears on spine and cover only)

Handley Cross [GMD]: a sporting tale / by the Author of Jorrocks' jaunts and jollities

George Gissing and H.G. Wells [GMD]: their friendship and correspondence / edited, with an introduction, by Royal A. Gettmann

Map catalogue [GMD] / Ordnance Survey

Common service book of the Lutheran church [GMD] / authorized by the United Lutheran Church of America

Shut up in Paris / by Nathan Sheppard

Great Britain: handbook for travellers / by Karl Baedeker

Le père Goriot / Honore de Balzac

Statistics of homelessness / Home Office

Tynan right & left: plays, films, people, places, and events / Kenneth Tynan

Vas-y, Charlie Brown / par Charles M. Schulz

Dan Russel the fox: an episode in the life of Miss Rowan / by E.G. Somerville and Martin Ross

The world of the lion / by Samuel Devend ... [et al.]

Eventyr og historier / H.C. Andersen

A modern herbal / by Mrs. M. Grieve; edited and introduced by Mrs. C.F. Leyel

(Lengthy other title information given in note area)

Eldorado: a story of the Scarlet Pimpernel / by the Baroness Orczy

Letters from AE / selected and edited by Alan Denson; with a foreword by Monk Gibbon

A French and English dictionary / compiled from the best authorities of both languages by Professors De Lolme and Wallace, and Henry Bridgeman

The diary of a country parson, 1758-1802 / by James Woodforde; passages selected and edited by John Beresford

Hadrian the Seventh / Fr. Rolfe (Frederick, Baron Corvo)

Underwater acoustics: a report / by the Natural Environment Research Council Working Group on Underwater Acoustics

Proceedings / International Symposium on the Cataloguing, Coding, and Statistics of Audio-Visual Materials; organised by ISO/TC46 Documentation in collaboration with IFLA and IFTC, 7-9 January 1976 in Strasbourg

American Ballet Theatre: thirty-six years of scenic and costume design, 1940-1976 / presented by Ballet Theatre Foundation, Inc., and the International Exhibitions Foundation

Scientific policy, research, and development in Canada: a bibliography / prepared by the National Science Library = La politique des sciences, la recherche et le développement au Canada: bibliographie / établie par la Bibliothèque nationale des sciences

Ramsay Traquair and his successors: guide to the archive / Canadian Architecture Collection, Blackader-Lauterman Library of Architecture and Art, McGill University; Irena Murray, general editor = Ramsay Traquair et ses successeurs: guide du fonds / Collection d'architecture canadienne, Blackader-Lauterman Library of Architecture and Art, McGill University; Irena Murray, directrice

Teach yourself Irish / Myles Dillon, Donncha Ó Cróinín

Swedenborgs korrespondenslära / av Inge Jonsson ; with a summary in English

Book of bores / drawings by Michael Heath

Sanditon / Jane Austen and another ladv

1.1F2. If no statement of responsibility appears prominently in the item, neither construct one nor extract one from the content of the item. Give the relevant information in a note (see 1.7B6).

Do not include in the title and statement of responsibility area statements of responsibility that do not appear prominently in the item. If such a statement is necessary, give it in a note.

1.1F3. If a statement of responsibility precedes the title proper in the chief source of information, transpose it to its required position unless it is an integral part of the title proper (see 1.1A2 and 1.1B2).

2.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

Morte Arthure / [edited by] John Finlayson

The great ideas of Plato / [selected by] Eugene Freeman and David Appel

Research in human geography / by Michael Chisholm; [for the] Social Science Research Council

Palava Parrot / [illustrations by] Tamasin Cole; story by James Cressey

Antologija hrvatske poezije dvadesetog stoljeća od Kranjčevića do danas / [sastavili] Slavko Mihalić, Josip Pupačić, Anton Šoljan

1.1F4. Transcribe a single statement of responsibility as such whether the two or more persons or corporate bodies named in it perform the same function or different functions.

Thinking and reasoning [GMD]: selected readings / edited by P.C. Wason and P.N. Johnson-Laird

Puzzled people [GMD]: a study in popular attitudes to religion, ethics, progress, and politics in a London borough / prepared for the Ethical Union by Mass-Observation

1.1F5. If a single statement of responsibility names more than three persons or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons or bodies. Indicate the omission by the mark of omission (...) and add *et al.* (or its equivalent in a nonroman script) in square brackets.

America's radical right [GMD] / Raymond Wolfinger ... [et al.]

Dickens 1970 [GMD]: centenary essays / by Walter Allen ... [et al.]; edited by Michael Slater

A short-title catalogue of books printed in England, Scotland & Ireland ... 1475-1640 [GMD] / compiled by A.W. Pollard & G.R. Redgrave with the help of G.F. Barwick ... [et al.]

Proceedings of the Workshop on Solar Collectors for Heating and Cooling of Buildings, New York City, November 21-23, 1974 [GMD] / sponsored by the National Science Foundation, RANN—Research Applied to National Needs; coordinated by University of Maryland ... [et al.]

1.1F6. If there is more than one statement of responsibility, give them in the order indicated by their sequence on, or the layout of, the chief source of information. If the sequence and layout are ambiguous or insufficient to determine the order, give the statements in the order that makes the most sense. If statements of responsibility appear in sources other than the chief source, record them in the order that makes the most sense.

Bits of paradise [GMD]: twenty-one uncollected stories / by F. Scott and Zelda Fitzgerald; selected by Scottie Fitzgerald Smith and Matthew J. Bruccoli; with a foreword by Scottie Fitzgerald Smith

A saint in Philadelphia [GMD]: John Neumann / Raymond C. Kammerer and Carl R. Steinbecker; made by Creative Sights & Sounds

Exploration of the solar system [GMD] / prepared by members of the AIAA Technical Committees on Space Systems and Space Atmospheric Physics; edited by Arthur Henderson, Jr., and Jerry Grey

1.1F13. When a name associated with responsibility for the item is transcribed as part of the title proper (see 1.1B2) or other title information (see 1.1E4), do not make any further statement relating to that name unless such a statement is required for clarity, or unless a separate statement of responsibility including or consisting of that name appears in the chief source of information.

Goethes Stücke [GMD]

but

Feminism and Vivian Gornick [GMD] / Vivian Gornick (Name of author appears separately in the chief source of information as well as in the title proper)

Malo's complete guide to canoeing and canoe-camping [GMD] / by John Malo

The John Franklin Bardin omnibus [GMD] / John Franklin Bardin

(Name of author appears separately in the chief source of information as well as in the title proper)

1.1F14. Transcribe a statement of responsibility even if no person or body is named in that statement.

Korean phrases [GMD] / by a group of students with a Korean resource person

Call of love [GMD] / translated from the Danish

... / with a spoken commentary by the artist

A statement of responsibility may include words or phrases that are neither names nor linking words.

... / written by Jobe Hill in 1812

1.1F15. Omit statements found in the chief source of information that neither constitute other title information nor form part of statements of responsibility.

1.2. EDITION AREA

Contents:

- 1.2A. Preliminary rule
- 1.2B. Edition statement
- 1.2C. Statements of responsibility relating to the edition
- 1.2D. Statement relating to a named revision of an edition
 - 1.2E. Statements of responsibility relating to a named revision of an edition

1.2A. Preliminary rule

1.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a statement relating to a named revision of an edition by a comma.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

1.2A2. Sources of information. Give in this area information taken from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose information supplied from any other source in square brackets.

2.2B. Edition statement

2.2B1. Transcribe a statement relating to an edition of a work that contains differences from other editions of that work, or to a named reissue of a work, as instructed in 1.2B.

1.2B1. Transcribe the edition statement as found on the item. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

Ny udg.

(Source of information reads: Ny udgave)

2nd ed

(Source of information reads: Second edition)

Examples from 2.2B1.

2nd ed.

New ed., rev. and enl.

1st American ed.

1st illustrated ed.

Household ed.

6. Aufl.

Draft

Facsim. ed.

New Wessex ed.

[3rd ed.]

[New ed.]

3ª ed.

1.2B4. Optional addition. If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

```
[New ed.]
[3° éd.]
[2nd ed., partly rev.]
```

Examples from 2.2B3.

[New ed.]
[5° éd.]

1.2C. Statements of responsibility relating to the edition

1.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a given work following the edition statement if there is one. Follow the instructions in 1.1F for the transcription and punctuation of such statements.

The nether world [GMD]: a novel / George Gissing. — [New ed., repr.] / edited, with an introduction, by John Goode

Shachiapang [GMD]: a modern revolutionary Peking opera. — May 1970 script / revised collectively by the Peking Opera Troupe of Peking

Examples from 2.2C1.

Economic history of England: a study in social development / by H.O. Meredith. — 5th ed. / by C. Ellis

The well-beloved: a sketch of a temperament / Thomas Hardy. — New Wessex ed. / introduction by J. Hillis Miller; notes by Edward Mendelson

A French and English dictionary / compiled from the best authorities of both languages by Professors De Lolme and Wallace, and Henry Bridgeman. — [New ed.] / revised, corrected, and considerably enlarged by E. Roubaud

A short history of the Catholic Church / by Philip Hughes. — 8th ed. / with a final chapter (1966-1974) by E.E.Y. Hales

1.2C2. In case of doubt about whether a statement of responsibility applies to all editions or only to some, or if there is no edition statement, give such a statement in the title and statement of responsibility area.

The prelude, 1798-1799 [GMD] / by William Wordsworth; edited by Stephen Parrish

When describing the first edition, give all statements of responsibility in the title and statement of responsibility area (see 1.1F).

1.2C3. If an item has parallel edition statements that have been recorded (see 1.2B5) and a statement of responsibility relating to the edition in only one language or script, give the statement of responsibility after all the parallel edition statements.

3rd ed. = 3. uppl. / B. Larsen

1.2C4. Optional addition. If an item has both an edition statement and a statement of responsibility relating to the edition in more than one language or script, give each statement of responsibility after the edition statement to which it relates.

2nd ed. / edited by Larry C. Lewis = 2° éd. / rédigé par Larry C. Lewis

- 1.2C5. If an item has an edition statement in only one language or script and a statement of responsibility relating to the edition in more than one language or script, give the statement of responsibility in the language or script of the title proper. If this criterion does not apply, give the statement that appears first.
 - 2. opl. / reviderade og udvidet af David Hohnen

Optionally, transcribe the parallel statements of responsibility after the edition statement, each preceded by an equals sign.

2. opl. / reviderade og udvidet af David Hohnen = revised and enlarged by David Hohnen

1.2D. Statement relating to a named revision of an edition

1.2D1. If an item is a revision of an edition (a named reissue of a particular edition containing changes from that edition), transcribe the statement relating to that revision following the edition statement and its statements of responsibility.

The pocket Oxford dictionary of current English [GMD] / compiled by F.G. Fowler & H.W. Fowler. — 4th ed. / revised by H.G. Le Mesurier and E. McIntosh, Reprinted with corrections

The natural history of Selborne in the county of Southampton [GMD] / by Gilbert White. — World's classics ed., New ed., rev., reset, and illustrated

Examples from 2.2D1.

Selected poems / D.H. Lawrence. — [New ed.] / edited, with an introduction, by Keith Sagar, Repr. with minor revisions

Ireland / edited by L. Russel Muirhead. — 3rd ed., 2nd (corr.) impression

1.2D2. If the statement relating to the revision appears in more than one language or script, follow the instructions in 1.2B5.

2nd ed., 3rd corr. impression

- or 2nd ed., 3rd corr. impression = 2e éd., 3e réimpr. corr.
- 1.2D3. Do not record statements relating to a reissue of an edition that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

1.2E. Statements of responsibility relating to a named revision of an edition

1.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) following the statement relating to the revision(s). Follow the instructions in 1.1F for the transcription and punctuation of such statements of responsibility.

The elements of style [GMD] / by William Strunk, Jr. — Rev. ed. / with revisions, an introduction, and a chapter on writing by E.B. White, 2nd ed. / with the assistance of Eleanor Gould Packard

1.2E2. If an item has parallel statements relating to the revision of an edition that have been recorded (see 1.2D2) and a statement of responsibility relating to that revision in only one language or script, give the statement of responsibility following all the parallel statements relating to the revision.

4th ed., Corr. = 4a ed., Corr. / G.A. Phelan

1.2E3. Optional addition. If the statement of responsibility referred to in 1.2E1 appears in more than one language or script, give each statement as instructed in 1.2C4 and 1.2C5.

2nd ed., 3rd revision / by N. Schmidt = 2. uppl., 3. utg. / af N. Schmidt

1.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

1.3A. Precede this area by a full stop, space, dash, space.

This area is used in the description of cartographic materials (chapter 3), music (chapter 5), computer files (chapter 9), serial publications (chapter 12), and, in some circumstances, microforms (chapter 11). See those chapters for the contents of this area and its internal prescribed punctuation.

1.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 1.4A. Preliminary rule
- 1.4B. General rule
- 1.4C. Place of publication, distribution, etc.
- 1.4D. Name of publisher, distributor, etc.
- 1.4E. Statement of function of publisher, distributor, etc.
- 1.4F. Date of publication, distribution, etc.
- 1.4G. Place of manufacture, name of manufacturer, date of manufacture

1.4A. Preliminary rule

1.4A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) in parentheses.

Precede the name of a manufacturer by a colon.

Precede the date of manufacture by a comma.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

1.4A2. Sources of information. Give in this area information taken from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose in square brackets information supplied from a source other than those prescribed.

1.4B. General rule

- 1.4B1. In this area, record information about the place, name, and date of all types of publishing, distributing, releasing, and issuing activities. For unpublished materials, see 1.4C8, 1.4D8, and 1.4F9-1.4F10.
- 1.4B2. Record information relating to the manufacture of the item in this area.
- 1.4B3. When more than one place, name, or date is recorded in this area, give them in the order that is appropriate to the item being described.
- 1.4B4. Give names of places, persons, or bodies as they appear, omitting accompanying prepositions unless case endings would be affected. Use abbreviations as instructed in appendix B.

Berolini

...: Im Deutschen Verlag

but

Paris

not A Paris

...: University of Leeds, Dept. of Spanish

not ...: University of Leeds, Department of Spanish

1.4B5. If the original publication details are covered by a label containing publication details relating to a reproduction, reissue, etc., give the publication details of the later publication in this area. Give the publication details of the original in a note (see 1.7B9) if they can be ascertained readily.

1.4B6. If an item is known to have fictitious publication, distribution, etc., details, give them in the conventional order. Supply the real publication, distribution, etc., details as a correction if they are known.

Belfast [i.e. Dublin: s.n.], 1982

Paris: Impr. Vincent, 1798 [i.e. Bruxelles: Moens, 1883]

1.4C. Place of publication, distribution, etc.

1.4C1. Transcribe a place of publication, etc., in the form and the grammatical case in which it appears.

Köln

Lugduni Batavorum

Den Haag

If the name of a place appears in more than one language or script, give the form in the language or script of the title proper. If this criterion does not apply, give the form that appears first.

1.4C2. Supply another form of the name of a place if such an addition is considered desirable as an aid to identifying the place.

Lerpwl [Liverpool]

Christiania [Oslo]

1.4C3. If the name of the country, state, province, etc., appears in the source of information, transcribe it after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Supply the name of the country, state, province, etc., if it does not appear in the source of information but is considered necessary for identification or distinction, using the English form of name if there is one (see 23.2A). Use abbreviations (see B.14).

City and country, etc., appear in prescribed source of information Tolworth, England

Carbondale, Ill.

City alone appears in prescribed source of information

Waco [Tex.]

London [Ont.]

Santiago [Chile]

Renens [Switzerland]

1.4C5. If two or more places in which a publisher, distributor, etc., has offices are named in the item, give the first named place. Give any subsequently named place that is given prominence by the layout or typography of the source of information. If the first named place and any place given prominence are not in the home country of the cataloguing agency, give also the first of any subsequently named places that is in the home country. Omit all other places.

Toronto

(Source of information reads: Toronto, Buffalo, London. Cataloguing agency in Canada)

Montréal; Toronto

(Toronto given prominence by typography)

London; New York

(Cataloguing agency in the United States)

Toronto; London

(Source of information reads: Toronto, Buffalo, London. Cataloguing agency in the United Kingdom)

New York; London; Sydney

(London given prominence by typography. Cataloguing agency in Australia)

For items with two or more places of publication, distribution, etc., relating to two or more publishers, distributors, etc., see 1.4D5.

1.4C8. Do not record a place of publication, distribution, etc., for unpublished items (manuscripts, art originals, naturally occurring objects that have not been packaged for commercial distribution, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished computer files, etc.). Do not record a place of publication, distribution, etc., for unpublished collections (including those containing published items but not published as collections). Do not give s.l. in either case.

1.4D. Name of publisher, distributor, etc.

1.4D1. Give the name of the publisher, distributor, etc., following the place(s) to which it relates.

London: Macmillan

Toronto: University of Toronto Press

New York; London: McGraw-Hill

Montréal ; London : Grolier

London: Sussex Tapes; Wakefield: Educational Productions

New York; London; Sydney: Oxford University Press

Examples from 2.4D1.

London: Macmillan

New York: Dell

London: H.M.S.O.

Tucson: University of Arizona Press

Taunton, Somerset: Barnicotts

London: The Society: Sold by Longman

London: Oxford University Press

London: John Lane, the Bodley Head

Geneva: WHO

[Hove, England]: Fox

Göttingen: Vandenhoeck & Ruprecht

London: Benn; Chicago: Rand McNally (Cataloguing agency in the United States)

Freiburg: Baedeker; London: Allen & Unwin (Cataloguing agency in the United Kingdom)

New York: Dutton; Toronto: Clarke, Irwin (Cataloguing agency in Canada)

London: T. Wall and Sons

(Title page reads: Published in celebration of life's minor pleasures by T. Wall and Sons (Ice-Cream) Ltd.)

1.4D2. Give the name of a publisher, distributor, etc., in the shortest form in which it can be understood and identified internationally.

: Penguin

(Source of information reads: Penguin Books)

: W.H. Allen not

t : Allen

(Avoids confusion with other publishers called Allen)

: Da Capo

(Source of information reads: Da Capo Press, Inc., a subsidiary of Plenum Publishing Corporation)

If the shortest form of the name of the publisher, distributor, etc., is in more than one language or script, give the form that is in the language or script of the title proper. If this criterion does not apply, give the shortest form in the language or script that appears first.

Optionally, give the shortest form in each language or script. Precede each parallel statement by an equals sign. If the shortest form is the same in all languages or scripts, give it only once.

: Éditions du peuple = Commoner's Pub.

but: Høst

not: Høst & Søns Forlag = Høst & Son Publisher

- **1.4D3.** In giving the name of a publisher, distributor, etc., retain:
 - a) words or phrases indicating the function (other than solely publishing) performed by the person or body
 - : Printed for the CLA by the Morriss Print. Co.
 - : Distributed by New York Graphic Society
 - : In Kommission bei O. Harrassowitz
 - : Allen & Unwin

(Source of information reads: Published by Allen & Unwin)

b) parts of the name required to differentiate between publishers, distributors, etc., or to identify subsidiary companies.

: Longmans

: Longmans, Green

but : Longmans Educational not

1.4D9. Do not record the name of a publisher, distributor, etc., for unpublished items (e.g., manuscripts, art originals, naturally occurring objects that have not been packaged for commercial distribution, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished computer files). Do not record the name of a publisher, distributor, etc., for unpublished collections (including those containing published items but not published as collections). Do not give s.n. in either case.

- 1.4E. Optional addition. Statement of function of publisher, distributor, etc.
- 1.4E1. Add to the name of a publisher, distributor, etc., one of the terms below:

distributor
publisher
producer (use for a producing entity other than a
production company)
production company

unless:

- a) the phrase naming the publisher, distributor, etc., includes words that indicate the function performed by the person(s) or body (bodies) named
- or b) the function of the publishing, distributing, etc., agency is clear from the context.

Montréal: National Film Board of Canada [production company]; London: Guild Sound and Vision [distributor]

London: Macmillan: Educational Service [distributor]

but

New York: Released by Beaux Arts

Oliver Twist [GMD] / Charles Dickens. — London: Chapman and Hall

- 1.4F. Date of publication, distribution, etc.
- 1.4F1. For published items, give the date (i.e., year) of publication, distribution, etc., of the edition, revision, etc., named in the edition area. If there is no edition statement, give the date of the first publication of the edition to which the item belongs. Give dates in Western-style arabic numerals. If the date found in the item is not of the Gregorian or Julian calendar, give the date as found and follow it with the year(s) of the Gregorian or Julian calendar.

```
. 1975
```

, 4308 [1975]

, [4308 i.e. 1975]

, 5730 [1969 or 1970]

, anno 18 [1939] not anno XVIII

, 1976 not 19 v 4

For unpublished items, see 1.4F9. For unpublished collections, see 1.4F10.

Examples from 2.4F1.

London: Gollancz, 1951

New York: Dover, 1970; London: Constable [distributor],

1972

New York: Dell, [1985], c1983

1.4F2. Give the date as found in the item even if it is known to be incorrect. If a date is known to be incorrect, add the correct date.

If necessary, explain any discrepancy in a note.

. 1963 [i.e. 1971]

Note: Originally issued as a sound disc in 1963; issued as a cassette in 1971.

- 1.4F3. Give the date of a named revision of an edition as the date of publication only if the revision is specified in the edition area (see 1.2D). In this case, give only the date of the named revision.
- 1.4F5. Optional addition. Give the latest date of copyright following the publication, distribution, etc., date if the copyright date is different.

, 1967, c1965

, [1981], p1975

1.4F6. If the dates of publication, distribution, etc., are unknown, give the copyright date or, in its absence, the date of manufacture (indicated as such) in its place.

- , c1967
- , 1967 printing
- , p1983
- , 1979 pressing

1.4F7. If no date of publication, distribution, etc., copyright date, or date of manufacture appears in an item, supply an approximate date of publication.

, [1971 or 1972]	one year or the other		
, [1969?]	probable date		
, [between 1906 and 1912]	use only for dates fewer than 20 years apart		
, [ca. 1960]	approximate date		
, [197-]	decade certain		
, [197-?]	probable decade		
, [18]	century certain		
, [18?]	probable century		

Optionally, give an approximate date of publication if it differs significantly from the date(s) specified in 1.4F6.

```
, [1982?], c1949
```

1.4F8. If two or more dates are found on the various parts of a multipart item (e.g., when an item is published in parts over a number of years), give the earlier and later or earliest and latest dates, separated by a hyphen.

```
, 1968-1973
```

In describing a multipart item that is not yet complete, give the earliest or earlier date only, and follow it with a hyphen and four spaces.

, 1968-

Optionally, when the item is complete, add the latest or later date.

, 1968-1980

- 1.4F9. Do not record a date for naturally occurring objects that have not been packaged for commercial distribution. For other unpublished items (e.g., manuscripts, art originals, unedited or unpublished film or video materials, stock shots, nonprocessed sound recordings, unpublished computer files), give the date of production (creation, inscription, manufacture, recording, etc.).
- 1.4F10. Give the date or inclusive dates of unpublished collections (including those containing published items but not published as collections).

1.5. PHYSICAL DESCRIPTION AREA

Contents:

- 1.5A. Preliminary rule
- 1.5B. Extent of item (including specific material designation) 2.5B Number of volumes and/or pages.
- 1.5C. Other physical details, 2.5C Illustrative matter.
- 1.5D. Dimensions, 2.5D Size.
- 1.5E. Accompanying material

1.5A. Preliminary rule

1.5A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space or start a new paragraph.

Precede other physical details (i.e., other than extent or dimensions) by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

- 1.5A2. Sources of information. Take information for this area from any source. Take explicitly or implicitly stated information from the item itself. Enclose information in square brackets only when specifically instructed by the following chapters.
- 1.5A3. If an item is available in different formats (e.g., as text and microfilm; as sound disc and sound tape reel), give the physical description of the format in hand. *Optionally*, make a note describing other formats in which it is available (see 1.7B16).
- 1.5B. Extent of item (including specific material designation)
- 1.5B1. Record the extent of the item by giving the number of physical units in arabic numerals and the specific material designation as instructed in subrule .5B in the chapter dealing with the type of material to which the item belongs.
 - 3 microscope slides
 - 1 jigsaw puzzle
 - 3 v.
 - I hand puppet

If the units of the item are identical, add identical before the specific material designation.

- 25 identical maps
- 50 identical sets of 10 slides
- 1.5B2. Describe a single-part printed text item as instructed in 2.5B.
 - 327 p.
 - 310 leaves of braille
- 1.5B3. Specify the number of components as instructed in the following chapters.
 - 1 microfiche (150 fr.)
 - 3 v. (1397 p.)

- 1.5B4. If the item being described has a playing time, give that playing time as follows.
 - a) If the playing time is stated on the item, give the playing time as stated.

```
1 sound cassette (40 min.)
```

- 1 film loop (3 min., 23 sec.)
- 2 sound discs (1 hr., 30 min.)
- b) If the playing time is not stated on the item but is readily ascertainable, give it.
 - 1 videoreel (30 min.)
- c) Optionally, if the playing time is neither stated on the item nor readily ascertainable, give an approximate time.

```
1 piano roll (ca. 7 min.)
```

- 2 film reels (ca. 90 min.)
- d) Optionally, if the parts of a multipart item have a stated uniform playing time or an approximate uniform playing time, give the playing time of each part followed by each. Otherwise, give the total duration.

```
31 sound cassettes (60 min. each)
```

- 11 sound cassettes (ca. 30 min. each)
- 2 videoreels (50 min.)

2.5B. Number of volumes and/or pagination

Single volumes

2.5B1. Give the number of pages or leaves in a publication in accordance with the terminology suggested by the volume. That is, describe a volume with leaves printed on both sides in terms of pages; describe a volume with leaves printed on only one side in terms of leaves; and describe a volume that has more than one column to a page and is numbered in columns in terms of columns.

If a publication contains sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.² Describe a volume printed without numbering in terms of leaves or pages, but not of both. For the treatment of plates, see 2.5B10. Describe a broadside as such. Describe a single sheet (folded or not) as *sheet*. Describe a case or portfolio as such.

2.5B2. Give the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the volume. Give the last numbered page, leaf, or column in each sequence² and follow it with the appropriate term or abbreviation.

327 p.

321 leaves

381 columns

xvii, 323 p.

27 p., 300 leaves

1 broadside

1 sheet

1 portfolio

Give pages, etc., that are lettered inclusively in the form A-K p., a-d leaves, etc. Give pages, etc., that are numbered in words or characters other than arabic or roman in arabic figures.

A-Z p.
(Pages lettered: A-Z)

32 p.
(Pages numbered in words)

Not in 2007 ed.

2.5B9. For loose-leaf publications that are designed to receive additions, give the number of volumes followed by (loose-leaf).

1 v. (loose-leaf)

3 v. (loose-leaf)

2.5B10. Leaves or pages of plates. Give the number of leaves or pages of plates (see Glossary, appendix D) at the end of the sequence(s) of pagination, whether the plates are found together or distributed throughout the publication, or even if there is only one plate. If the numbering of the leaves or pages of plates is complex or irregular, follow the instructions in 2.5B8.

246 p., 32 p. of plates xvi, 249 p., [12] leaves of plates x, 32, 73 p., [1] leaf of plates xii, 24 p., 212, [43] leaves of plates

If the volume contains both leaves and pages of plates, give the number in terms of whichever is predominant.

323 p., [19] p. of plates
(Contains 16 pages and 3 leaves of plates)

^{2.} A sequence of pages or leaves is: (1) a separately numbered group of pages, leaves, etc.; (2) an unnumbered group of pages, etc., that stands apart from other groups in the publication; or (3) a number of pages or leaves of plates distributed throughout the publication.

Publications in more than one volume

2.5B Give the number of volumes of a printed monograph in more than one physical volume.

3 v.

2.5B18. If volume is not appropriate for a multipart item, use one of the following terms.

Parts. Use for bibliographic units intended to be bound several to a volume, especially if so designated by the publisher.

Pamphlets. Use for collections of pamphlets bound together or assembled in a portfolio for cataloguing as a collection.

Pieces. Use for items of varying character (e.g., pamphlets, broadsides, clippings, maps) published, or assembled for cataloguing, as a collection.

Case(s). Use for either boxes containing bound or unbound material or containers of fascicles.

Portfolio(s). Use for containers holding loose papers, illustrative materials, etc. A portfolio usually consists of two covers joined together at the back and tied at the front, top, and/or bottom.

2.5B19. If the number of bibliographic volumes differs from the number of physical volumes, give the number of bibliographic volumes followed by *in* and the number of physical volumes.

8 v. in 5

2.5B26. If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first.

```
2 v. (xxxxi, 999 p.)
3 v. (xx, 800 p.)
(Pages numbered: xx, 1-201; xx, 202-513; xxi, 514-800)
```

2.5B21. Optional addition. If the volumes in a multivolume set are individually paged, give the pagination of each volume in parentheses after the number of volumes.

2 v. (xvi, 329; xx, 412 p.)

1.5C. Other physical details

1.5C1. Give physical data (other than extent or dimensions) about an item as instructed in the following chapters.

```
1 filmstrip (70 fr.): b&w
321 p.: ill. (some col.)
5 microscope slides: stained
1 sound disc (20 min.): analog, 33½ rpm, mono.
1 model (4 pieces): polystyrene
```

2.5C. Illustrative matter

2.5C1. Give *ill.* for an illustrated printed monograph. Tables containing only words and/or numbers are not illustrations. Disregard illustrated title pages and minor illustrations.

```
327 p. : ill.
```

2.5C2. Optionally, if the illustrations are all of one or more of the following types, and are considered to be important, give the appropriate term(s) or abbreviation(s) in alphabetical order: coats of arms, facsimiles, forms, genealogical tables, maps, music, plans, portraits (use for both single and group portraits), samples. If none of these terms adequately describes the illustrations, use another term as appropriate.

```
333 p. : maps
256 p. : coats of arms, facsims., ports.
147 p. : computer drawings
```

If only some of the illustrations are of types considered to be important, give *ill*. followed by the appropriate term(s) or abbreviation(s) in alphabetical order.

```
230 p. : ill., maps, music, ports.
199 p. : ill., cross sections, forms
```

2.5C3. Describe coloured illustrations (i.e., those in two or more colours) as such.

```
: col. ill.
: ill., col. maps, ports. (some col.)
: ill. (some col.), maps, plans
: ill. (chiefly col.), plans
```

2.5C4. Give the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

```
: 48 ill.
: ill., 12 maps
: ill., 3 forms, 1 map
```

2.5C5. If the publication consists wholly or predominantly of illustrations, give *all ill.* or *chiefly ill.*, as appropriate. *Optionally*, if those illustrations are all of one type, give *all [name of type]* or *chiefly [name of type]*.

```
: all ill.
: chiefly maps
```

2.5C6. Describe illustrative matter issued in a pocket inside the cover of an item in the physical description. Specify the number of such items and their location in a note (see 2.7B10 and 2.7B11).

```
: ill., col. maps

Note: Four maps on 2 folded leaves in pocket
```

1.5D. Dimensions

1.5D1. Give the dimensions of an item as instructed in the following chapters.

```
1 wall chart: col.; 24 × 48 cm.

321 p.: ill. (some col.); 23 cm.

6 microfilm reels; 35 mm.

1 sound disc (56 min.): digital, stereo.; 4¾ in.

2 sound discs (1 hr., 15 min.): analog, 33½ rpm, stereo.; 10-12 in.
```

1.5D2. Optionally, if the item is in a container, name the container and give its dimensions either after the dimensions of the item or as the only dimensions.

12 paperweights : glass ; 12 cm. each in diam. in box $40 \times 50 \times 8$ cm.

1 stone: malachite; in box $12 \times 9 \times 18$ cm.

2.5D. Dimensions

2.5D1. Give the height of the item in centimetres, to the next whole centimetre up (e.g., if an item measures 17.2 centimetres, give 18 cm.). Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the item measures less than 10 centimetres, give the height in millimetres.

2.5E2. If the accompanying material is issued in a pocket inside the cover of the publication, give its location in a note (see 2.5C², 2.7B10, and 2.7B11).

1.6. SERIES AREA

Contents:

1.6A. Preliminary rule

1.6B. Title proper of series

1.6C. Parallel titles of series

1.6D. Other title information of series

1.6E. Statements of responsibility relating to series

1.6F. ISSN of series

1.6G. Numbering within series

1.6H. Subseries

1.6J. More than one series statement

1.6A. Preliminary rule

1.6A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space.

Enclose each series statement (see 1.6J) in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the ISSN of a series or subseries by a comma.

Precede the numbering within a series or subseries by a semicolon.

Precede the title of a subseries by a full stop.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

1.6A2. Sources of information. Take information recorded in this area from the chief source of information or from any other source prescribed for this area in the following chapters. Enclose any information supplied from other sources in square brackets, within the parentheses enclosing each series statement.

Examples of entry series statement from 2.6B1.

```
(Typophile chap books; 7)
  (Britain advances: 10)
  (The King penguin books)
  (Special paper / Geological Society of America)
  (Publicación / Universidad de Chile, Departamento de
Geología; no. 28)
  (Occasional papers / University of Sussex Centre for Continuing
Education, ISSN 0306-1108; no. 4)
  (Department of State publication; 8583. East Asian and Pacific
series; 199)
  (Olympia Press traveller's companion series; no. 105)
  (Acta Universitatis Stockholmiensis. Stockholm studies in the
history of literature; 10)
  (Acta Universitatis Stockholmiensis. Studia Hungarica
Stockholmiensia; 6)
  (Treaty series; no. 66 (1976)) (Cmnd.; 6580)
    (Numbering of first series transcribed from the item)
  (Graeco-Roman memoirs, ISSN 0306-9222; no. 62)
  (Scríbhinni Gaeilge na mBráthar Mionúr; imleabhar 11)
  (Works / Charles Dickens; v. 12)
```

1.6B. Title proper of series

1.6B1. If an item is issued in a series, transcribe the title proper of the series as instructed in 1.1B (see also 12.1B).

Virago modern classics

Great newspapers reprinted

AACR 2002: Addition on numbers in series title

1.6B2. If different forms of the title of the series (other than parallel titles) appear, choose the title given in the first of the prescribed sources for the series area as the title proper of the series. Give the other form(s) in the note area if of value in identifying the item.

If the title of the series does not appear in the first of the prescribed sources of information and different forms appear elsewhere in the item, choose the title given in the other prescribed sources in the order of preference for the sources (e.g., if different forms appear in the second and third sources, choose the one appearing in the second source).

1.6D. Other title information of series

1.6D1. Give other title information of a series only if it provides valuable information identifying the series. Follow the instructions in 1.1E when transcribing other title information of a series.

English linguistics, 1500-1750: a collection of facsimile reprints

Words: their origin, use, and spelling

1.6E. Statements of responsibility relating to series

1.6E1. Transcribe statements of responsibility appearing in conjunction with the series title only if they are considered to be necessary for identification of the series. Follow the instructions in 1.1F when transcribing a statement of responsibility relating to a series.

Map supplement / Association of American Geographers

Technical memorandum / Beach Erosion Board

Research monographs / Institute of Economic Affairs

Sämtliche Werke / Thomas Mann

1.6F. ISSN of series

1.6F1. Give the International Standard Serial Number (ISSN) of a series if it appears in the item being described (see also 1.6H4). Give the ISSN in the standard manner (i.e., ISSN followed by a space and two groups of four digits separated by a hyphen).

Western Canada series report, ISSN 0317-3127

1.6G. Numbering within series

1.6G1. Give the numbering of the item within the series in the terms given in the item. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

Historic instruments at the Victoria and Albert Museum; 4

Beatrix Potter jigsaw puzzles; no. 1

Environment science research; v. 6

Russian titles for the specialist, ISSN 0305-3741; no. 78 (2002 ed. continues in more cletail)

1.6G2. If the parts of a multipart item are separately numbered within a series, give the first and the last numbers if the numbering is continuous. Otherwise, give all the numbers. For numbering of a periodical series, see 12.6B.

; v. 11-15 ; v. 131, 145, 152

1.6G3. Optionally, if an item has both a numeric and/or alphabetic designation and a chronological designation, give the chronological designation after the numeric and/or alphabetic designation. A date of publication, distribution, etc., is not a chronological designation.

```
; v. 3, no. 2 (Sept. 1981)
```

1.6H. Subseries

1.6H1. If an item is one of a subseries (see Glossary, appendix D) and both the series and the subseries are named in the item, give the details of the main series (see 1.6A-1.6G) first and follow them with the name of the subseries and the details of that subseries.

Biblioteca del lavoro. Serie professionale

Geological Survey professional paper; 683-D. Contributions to palaeontology

 $1.6H_{\overline{2}}^{5}$. If the subseries has an alphabetic or numeric designation and no title, give the designation. If such a subseries has a title as well as a designation, give the title after the designation.

Music for today. Series 2; no. 8

Viewmaster science series. 4, Physics

1.6H3. Give parallel titles, other title information, and statements of responsibility relating to subseries as instructed in 1.6C, 1.6D, and 1.6E.

World films. France today = La France d'aujourd'hui

Papers and documents of the I.C.I. Series C, Bibliographies; no. 8 = Travaux et documents de l'I.C.I. Série C, Bibliographies; no 8

1.6H4. Give the ISSN of a subseries if it appears in the item being described; in such a case, omit the ISSN of the main series.

Janua linguarum. Series maior, ISSN 0075-3114

not Janua linguarum, ISSN 0446-4796. Series maior, ISSN 0075-3114

1.6H5. Give the numbering within a subseries as instructed in 1.6G.

Sciences. Physics; TSP 1

Biblioteca de arte hispánico; 8. Artes aplicadas; 1

1.6J. More than one series statement

1.6J1. The information relating to one series, or series and subseries, constitutes one series statement. If an item belongs to two or more series and/or two or more series and subseries, give separate series statements and enclose each statement in parentheses. Follow the instructions in 1.6A-1.6H in recording each series statement.

(Video marvels; no. 33) (Educational progress series; no. 3)

If parts of an item belong to different series and this relationship cannot be stated clearly in the series area, give details of the series in a note (see 1.7B12).

1.7. NOTE AREA

Contents:

1.7A. Preliminary rule

1.7B. Notes

1.7A. Preliminary rule

1.7A1. Punctuation

Precede each note by a full stop, space, dash, space or start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

1.7A2. Sources of information. Take data recorded in notes from any suitable source. Use square brackets only for interpolations within quoted material. See also 1.0E.

1.7A3. Form of notes

Order of information. If data in a note correspond to data found in the title and statement of responsibility, edition, material (or type of publication) specific details, publication, etc., physical description, and series areas, give the elements of the data in the order in which they appear in those areas. In such a case, use prescribed punctuation, except substitute a full stop for a full stop, space, dash, space.

Adaptation of: Germinie Lacerteux / Edmond et Jules de Goncourt

Originally published: London: Gray, 1871

Revision of: 3rd ed. London: Macmillan, 1953

When giving names or titles originally in nonroman scripts, use the original script whenever possible rather than a romanization (see 1.0E).

Based on: Братья Карамазовы / Ф. М. Достоевский

Quotations. Give quotations from the item or from other sources in quotation marks. Follow the quotation by an indication of its source, unless that source is the chief source of information. Do not use prescribed punctuation within quotations.

"Published for the Royal Institute of Public Administration"

"A textbook for 6th form students"—Pref.

"Generally considered to be by William Langland"—Oxford companion to English literature

References. Refer to passages in the item, or in other sources, if these either support the cataloguer's own assertions or save repetition in the catalogue entry of information readily available from other sources.

Introd. (p. xxix) refutes attribution to John Bodenham

Detailed description in: Supplement to Hain's Repertorium bibliographicum / W.A. Copinger

Formal notes. Use formal notes employing an invariable introductory word or phrase or a standard form of words when uniformity of presentation assists in the recognition of the type of information being presented or when their use provides economy of space without loss of clarity.

Informal notes. When making informal notes, use statements that present the information as briefly as clarity, understandability, and grammar permit.

1.7A4. Notes citing other editions and works

Other editions. In citing another edition of the same work, give enough information to identify the edition cited.

Revision of: 2nd ed., 1973

Other works and other manifestations of the same work. In citing other works and other manifestations of the same work (other than different editions with the same title), always give the title and (when applicable) the statement(s) of responsibility. Give the citation in the form: main entry heading, title proper; or in the form: title proper / statement of responsibility. When necessary, add the edition and/or date of publication of the work cited.

Continues: Poetry in London, 1931-1947

Translation of: Le deuxième sexe Previously published as: Mike. 1909

Adaptation of: Wells, H.G. Kipps

or Adaptation of: Kipps / by H.G. Wells

Notes relating to items reproduced. In describing an item that is a reproduction of another (e.g., a text reproduced in microform; a manuscript reproduced in book form; a set of maps reproduced as slides), give the notes relating to the reproduction and then the notes relating to the original. Combine the notes relating to the original in one note, giving the details in the order of the areas to which they relate.

1.7A5. Notes contain useful descriptive information that cannot be fitted into other areas of the description. A general outline of notes is given in 1.7B. Specific applications of 1.7B are provided in other chapters in part I. When appropriate, combine two or more notes to make one note.

1.7B Notes, 2.7B Notes.

Refer to Section 2.7B in the book. That section is self-contained and more complete than section 1.7B. Section 1.7B offers additional examples, some of which refer to non-book materials.

1.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

1.8A. Preliminary rule

1.8B. Standard number (2.8B International Standard Book Number)

1.8C. Kev-title

1.8D. Terms of availability (2.8C)

1.8E. Qualification (2.8D)

1.8A. Preliminary rule

1.8A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space or start a new paragraph.

Precede each repetition of this area by a full stop, space, dash, space.

Precede a key-title by an equals sign.

Precede terms of availability by a colon.

Enclose a qualification to the standard number or terms of availability in parentheses.

1.8A2. Sources of information. Take information included in this area from any source. Do not enclose any information in brackets.

1.8B. Standard number

1.8B1. Give the International Standard Book Number (ISBN), or International Standard Serial Number (ISSN), or any other internationally agreed standard number for the item being described. Give such numbers with the agreed abbreviation and with the standard spacing or hyphenation.

ISBN 0-552-67587-3

ISSN 0002-9769

1.8B2. If an item bears two or more such numbers, give the one that applies to the item being described.

Optionally, give more than one number and add a qualification as prescribed in 1.8E. Give a number for a complete set before the number(s) for the part(s). Give numbers for parts in the order of the parts. Give a number for accompanying material last.

ISBN 0-379-00550-6 (set). — ISBN 0-379-00551-4 (v. 1)

- 1.8B3. Give any number of an item other than an International Standard Number in a note (see 1.7B19).
- 1.8B4. If a number is known to be incorrectly printed in the item, give the correct number if it can be readily ascertained and add (corrected) to it.

ISBN 0-340-16427-1 (corrected)

1.8C. Key-title

1.8C1. Give the key-title of a serial, if it is found on the item or is otherwise readily available, after the International Standard Serial Number (ISSN). Give the key-title even if it is identical with the title proper. If no ISSN is given, do not record the key-title.

ISSN 0340-0352 = IFLA journal

- 1.8D. Optional addition. Terms of availability (2.8C)
- 1.8D1. Give the terms on which the item is available. These terms consist of the price (given in numerals with standard symbols) if the item is for sale, or a brief statement of other terms if the item is not for sale.

£2.50

Free to students of the college

For hire

2.8C1. Give the price or other terms on which the item is available. Give the price in symbols and numbers, and other terms as concisely as possible.

ISBN 0-85435-332-1 : £0.60

ISBN 0-902573-45-4: Subscribers only

ISBN 0-7043-3100-4 : \$1.95

1.8E. Qualification (2.8D)

1.8E1. Give, after the standard number, a brief qualification when an item bears two or more standard numbers.

```
ISBN 0-435-91660-2 (cased). — ISBN 0-435-91661-0 (pbk.)
```

ISBN 0-387-08266-2 (U.S.). — ISBN 3-540-08266-2 (Germany)

ISBN 0-684-14258-9 (bound) : \$12.50. — ISBN 0-684-14257-0 (pbk.) : \$6.95

Optionally, when the terms of availability (see 1.8D) need qualification, give one briefly.

£1.00 (£0.50 to members)

\$12.00 (\$6.00 to students)

1.8E2. If there is no standard number, give the terms of availability before any qualification.

\$10.00 (pbk.)

2.8D. Qualification

2.8D1. Add qualifications (including the type of binding) to the ISBN and/or terms of availability as instructed in 1.8E. Additionally, if volumes in a set have different ISBNs, follow each ISBN with the designation of the volume to which it applies.

```
ISBN 0-901212-04-0 (v. 38)

ISBN 0-19-212192-8 (cased). — ISBN 0-19-281123-1 (pbk.)

ISBN 0-08-019857-0 (set). — ISBN 0-08-019856-2 (v. 1 : pbk.)

ISBN 0-900002-92-1 (limited ed.) : £35.00 (£30.00 to members of the association)

ISBN 0-7225-0344-X (pbk.) : £8.75
```

1.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

1.11A. In describing a facsimile, photocopy, or other reproduction of printed texts, maps, manuscripts, printed music, and graphic items, give the data relating to the facsimile, etc., in all areas except the note area.

Give data relating to the original in the note area (but give numeric and/or alphabetic, chronological, etc., designations of serials in the material (or type of publication) specific details area).

If a facsimile, etc., is in a form of material different from that of the original (e.g., a manuscript reproduced as a book), use the chapter on the form of the facsimile, etc., in determining the sources of information (e.g., for a manuscript reproduced as a book, use 2.0B). In addition to instructions given in the relevant chapters, follow the instructions in this rule.

- 1.11B. If the facsimile, etc., has a title different from the original, give the title of the facsimile, etc., as the title proper. Give the original title as other title information if it appears on the chief source of information of the facsimile, etc. (see 1.1D3). Otherwise, give the title of the original in the note area (see 1.11F).
- 1.11C. If the facsimile, etc., has the edition statement, publication details, or series data of the original as well as those of the facsimile, etc., give those of the facsimile, etc., in the edition, publication, distribution, etc., and series areas. Give the details of the original in the note area (see 1.11F).
- 1.11D. Give the physical description of the facsimile, etc., in the physical description area. Give the physical description of the original in the note area (see 1.11F).
- 1.11E. If the facsimile, etc., has a standard number, give it in the standard number and terms of availability area, together with the key-title and terms of availability of the facsimile, etc. Give the standard number and key-title of the original in the note area (see 1.11F).

1.11F. Give all the details of the original of a facsimile, etc., in a single note (see also 1.7A4). Give the details of the original in the order of the areas of the description.

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The Baby's bouquet [GMD]: a fresh bunch of old rhymes and tunes / arranged and decorated by Walter Crane; the tunes collected and arranged by L.C. — London: Pan, 1974

56 p.: col. ill.; 16 × 17 cm. — (A Piccolo book)

Facsim. of: 2nd ed., rev. London: Routledge, 1877

ISBN 0-330-24089-7: £0.60

Alice's adventures under ground [GMD] / by Lewis Carroll; with a new introduction by Martin Gardner. — New York: Dover, 1965

xiii, 91, [17] p.: ill., facsims.; 22 cm.

Contents: Complete facsimile of the British Museum manuscript of Alice's adventures under ground — Front matter of the Macmillan 1886 edition — Back matter of the Macmillan 1886 edition

Pre-Raphaelite drawings [GMD] / by Dante Gabriel Rossetti; [selected and introduced by] Andrea Rose. — Chicago: University of Chicago Press, 1977

3 microfiches (251 fr.) : all ill. ; 10×15 cm. + 1 booklet Reproductions of 251 drawings from Birmingham City Museums