CIP Records (AACR2/RDA): Guidelines for Upgrading with Examples

For: Technical Services Staff

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Issue date: 12/01/2005

Revised date: 05/2014

INTRODUCTION

CIP cataloging records are created from publisher's electronic data sheets sent to the Library of Congress prior to publication. The CIP program is restricted to U.S. imprints, so most CIP records are for English-language publications. CIP does not represent cataloging with piece in hand, and the descriptive elements will require editing. The CIP record may deviate significantly from the book you are cataloging.

General scope of the CIP program [1]

Significant exceptions [2]

Note that cd-roms, video, sound recordings, scores, maps, serials, & microforms are excluded from the CIP program. Multipart monographs are included in the program.

NOTE: These guidelines describe standard descriptive cataloging and tagging procedures.

During the RDA test period, some LC catalogers created a number of CIP records in accordance with RDA. The test period was Oct. 2010-Dec. 2010. Although it was a test, LC & other libraries created real bibliographic records following RDA/LC standards. You may have run across a few in your copy cataloging in fall 2010 and after. From January 2011, LC suspended RDA cataloging for an evaluation period. In June 2011, the U.S. national libraries announced that RDA implementation will be held up until certain issues are resolved.

At Midwinter 2012, LC announced an implementation date of March 31, 2013. By this is meant: all LC cataloging will follow RDA rules beginning March 31, 2013, but prior to that date, LC cataloging will gradually become RDA-only as LC catalogers complete training. LC catalogers already trained in RDA/LC Policies for the test period resumed cataloging in RDA November 2011.

During the transitional period (and it could be for some time), we expect to continue to receive a mix of AACR2 & RDA cataloging in the copy cataloging workflow. The assumption is that some of the LC CIP cataloging in RDA will be part of the mix. If RDA CIP records are received, they should be completed following the RDA rules (rather than AACR2).

The CIP documentation has been augmented to identify RDA records by catalogers, and how to complete the records according to RDA instructions. In those situations where RDA differs from AACR2, the RDA practice will be noted next to the AACR2 practice to the extent possible. As time passes, encounters with AACR2 cataloging will be unusual, so it will be helpful to have a record of the superseded rules. It may also be useful as an RDA primer when evaluating cataloging copy in general: a common error in copy cataloging is the "correction" of elements in the description that are actually the result of changes in rules and policies. At this time, RDA and LC policies have often been changing, so this document needs to be reviewed frequently and updated as needed as the ongoing changes come to our attention.

CONVENTIONS: To emphasize that a space is to be inserted in some of the examples, a " _ " is used.

Library of Congress - Program for Cooperative Cataloging Policy Statements is abbreviated variously as LC-PS, LC-PCC PS, or PS. Under AACR2, the Library of Congress Rule Interpretations (LCRIs) served a similar practice,
1. Identifying a CIP Record

**LEADER**

**Encoding Level** in the Leader will be set to 8. DO NOT change the Encoding Level to _Full level_ when the record has been completed. [new OCLC policy]

Cataloging Form: AACR2 or RDA?

The **Cataloging Form** code _a : AACR2_ below the Encoding Level indicates the bibliographic record is to be completed following AACR2 rules.

Cataloging Form in RDA records should be _i : ISBD NOT a : AACR2_; these records must be completed following RDA rules.

<table>
<thead>
<tr>
<th>040 field in AACR2 records will look like this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
</tr>
<tr>
<td>040 in RDA records should have ‡e rda somewhere in the string, preferably before ‡c, but as long as it's in 040 somewhere, don't try to move it.</td>
</tr>
<tr>
<td>040</td>
</tr>
</tbody>
</table>

Note that current practice is to insert the ‡b eng (language of the cataloging agency) between ‡a and ‡c.

**VERIFICATION**

Use judgment in deciding whether the CIP record does in fact represent the same edition you have in hand.

- If the ISBN is the same, the book is probably the same edition even if there are variations in title or place of publication.
- Variations in title and date of publication are acceptable.
- Absence/presence of edition statement on the CIP is acceptable taking other factors into consideration (e.g. 1st American ed. is on the item but not on the CIP when the publisher is American.)
- Variations in form of the edition statement on the CIP are acceptable if the content is not an issue (e.g. item in hand is 1st American ed. vs. 1st ed. on CIP <American publisher>; but not 1st ed. vs. 2nd ed.) When in doubt, consult with supervisor.
- Absence/presence of series on the CIP is acceptable (e.g. series is on the CIP but not on the item; series is
on the item but not on the CIP)

- Variations in form of the series on the CIP vs. the item in hand are acceptable
- Variations in place of publication are usually acceptable, but a CIP record with both a different place of publication and a different publisher probably represents a different edition.

2. Leader to 245

Leader

Leave the Encoding Level 8: Prepublication Level as is. [new OCLC policy]

020


040

Add ‡d CtY to the 040 field. See the Leader section; the 040 is crucial for identifying RDA cataloging. Always retain ‡b and ‡e if there; otherwise, the instructions are the same.

050

As a general rule, leave 050 00 as is.

Handling errors and inconsistencies in 050 00:

Updates to the 260 (or 264) subfield c (date of publication) or to the main entry may affect the date used in the call number or the book number (cutter) in 050; these are relatively common occurrences. More rarely, a typo in the class number itself may be noted. See also the Choice of Entry section, where a different choice of entry may affect the book number.

050 00 fields represent the Library of Congress copy and should not be edited.

Optionally, Do not add a 050 _4 to the bibliographic record. Modify your local call number where necessary in 852; it is not necessary to update the number in 050 or report the error to LC. It is expected that the 050 on the master record will be updated by LC eventually when their staff receive the published copy.

If the date is changed but the call number is not otherwise modified, it's OK to accept the call number; if the call number has to be changed for reasons other than the date, shelflist against the Orbis catalog. If the call number needs to be corrected for reasons other than the date, enter the number in a separate 050 _4 field, since we can't predict what number LC will eventually assign or whether the number will even be corrected.

Do not create a separate 050 _4 in situations where Yale uses a different number because the series is classed-together.

Do not add local modifications to the 050 _4 such as "(LC)," Oversize, or add an 050 _4 because the local author Cutter differs from LC's.

RDA, like AACR2, does not address classification, so 050 editing rules are unchanged.

245. NON-FILING INDICATOR.

Check the 245 field for accurate non-filing indicator tagging. If the first word of the 245 is an article, a non-filing indicator must show the right number of characters to skip. To calculate the number of non-filing characters, count
the number of characters in the article plus any spaces that precede the first word following the article.

- If the first word is not an article, the non-filing indicator should be 0.
- Count an apostrophe, quotation marks, and other marks of punctuation preceding the first word following the article.
- If the title does not begin with an article, do not count marks of punctuation preceding the first word of the title.
- Do not count diacritics unless they are part of the article (not likely in CIP records).
- An inaccurate value in the second indicator position is likely to prevent the record from being retrieved accurately.

| 245 | 1 | 0 | ‡a ArtMARC sourcebook |
| 245 | 1 | 4 | ‡a The portable world factbook |

Note in the following example that the diacritic above the e in "etranger" is not counted, but the contracted article (L) and the apostrophe are counted. A diacritic above or below the first word is no longer counted in the Unicode environment; it is standard practice in OCLC and Voyager. Some characters in Slavic languages, Arabic, and Hebrew are counted (they are not considered "diacritics"), but these do not frequently appear in the titles of U.S. imprints. When in doubt, consult with your reviser/supervisor.

| 245 | 1 | 2 | ‡a L’e?tranger = ‡b The stranger / ‡c Albert Camus ; notes by Adele King. |
| 245 | 1 | 5 | ‡a "The rosy-fingered dawn" motif in the poetry of Seamus Heaney |
| 245 | 1 | 0 | ‡a --but not for me |

RDA form:

| 245 | 1 | 0 | ‡a ... but not for me |

See also Counting non-filing characters in MARC 21 bibliographic records [3] on the PCC site for more examples.

Non-filing indicators are a MARC feature & are independent of the cataloging rules; AACR2 & RDA do not address non-filing indicators or MARC. RDA was actually intended to be best applied in non-MARC formats.

CAUTION. Variant forms of title are entered in the 246 field. The second indicators in 246 fields DO NOT represent filing indicators. Do not try to "correct" the indicators in 246 fields.

The 240 field is sometimes found on bibliographic records. Titles in 240 do not represent a form of the title as it appears on the book but are cataloger supplied. Titles in 240 are not verified in copy cataloging. The 240 second indicator is set to 0 because titles in 240 never begin with an article.

As with AACR2 CIP, leave 240s as is. RDA 240s will be similar to AACR2 240s, and made for the same reasons, but there will be some differences. Due to changes in policy, 240 Works will no longer have ‡f <date>; "Selections" will always be preceded by "Works" or a more specific form, such as Poems, Plays, etc. As with Works, Selections will not have a ‡f <date>.

245. TITLE AREA TRANSCRIPTION.

Every word of the title, including the initial article, should have been transcribed. If not, edit the record accordingly.

RDA: if a typo occurs in a title (or any other transcription), transcribe as is but don't add [sic] or [i.e., <correction>]. The correct form can be in 246 or 500. Check with your supervisor. AACR2 transcription allows [sic] and [i.e., <correction>].
CAPITALIZATION (AACR2): for English-language publications, besides the first letter of the title, check for capitalization of the first letter of the alternative title, of all parallel titles, of any quoted titles, and of all proper names (i.e., personal, corporate, & place names). Do not capitalize the first word of the Other Title (the part of the title in subfield b). When in doubt, assume the capitalization is correct.

CAPITALIZATION (RDA). LC catalogers have the option to transcribe 245, 250, 264 & 490 using the capitalization found on the item cataloged, or they can use the AACR2 capitalization described in the previous paragraph. The option does not apply to 300, to access points (subjects, main & added entries) & generally not to notes.

If the 245 needs to be edited because of differences from the book, follow the capitalization scheme being used in the record. If an RDA 245 has been transcribed "as is," do not change to AACR2 capitalization; if either an RDA or AACR2 245 uses AACR2 capitalization, do not change to the RDA option.

3. 245 ‡a: Examples

245 ‡a TITLE PROPER

EXAMPLE 1. Note that capitalization in 245 does not necessarily follow the capitalization used on the item. Note that no spaces are entered between initials in title transcription, but a space is used between initials in an access field (100).

TITLE PAGE:

THE BEST OF

P. J. O'ROURKE

RDA/AACR2: TRANSCRIBE AS:

100 1 ‡a O'Rourke, P._J.
245 1 ‡a The best of P.J. O'Rourke

RDA has an option to transcribe using the capitalization as found, but the spacing rules do not differ from AACR2.

100 1 ‡a O'Rourke, P._J.
245 1 ‡a THE BEST OF P.J. O'ROURKE

This is an OPTION. Many catalogers will use the RDA default capitalization, which is equivalent to AACR2 capitalization (see the AACR2 example above), but the option to follow the capitalization as found on the title page is not incorrect if chosen.

EXAMPLE 2. (RDA/AACR2) Title proper includes alternative title ("The Land of Promise"). Again, capitalization in the 245 transcription differs from the capitalization on the item, but note that the first letter of the alternative title is capitalized and is part of subfield ‡a not subfield ‡b.

TITLE PAGE:
Careless Love

OR

The Land of Promise

RDA/AACR2

245 1 0 ‡a Careless love, or, The land of promise

A record coded RDA in 040 ‡e may follow the capitalization scheme used on the item:

RDA (Option to following capitalization as found)

245 1 0 ‡a Careless Love, OR, The Land of Promise

EXAMPLE 3. Title proper with quoted title; the first letter of the quoted title is capitalized. The example is a book about the novel "A farewell to arms."

TITLE PAGE:

NEW ESSAYS ON A FAREWELL TO ARMS

RDA/AACR2

245 1 0 ‡a New essays on A farewell to arms

RDA. Keep in mind that the default transcription rule in RDA is to use AACR2 capitalization. In this example, the cataloger follows the default capitalization rules in order to bring out the quoted title (A farewell to arms).

245 1 0 ‡a New essays on A farewell to arms

EXAMPLE 4. For an item lacking a collective title, subsequent titles are contained in subfield ‡b if the author is the same unless there are separate statement of responsibility.

TITLE PAGE:

Gulliver's Travels

AND

A Tale of Tub

RDA/AACR2

245 1 0 ‡a Gulliver's travels ; ‡b and, A tale of a tub

RDA. The cataloger can follow AACR2 capitalization or use the capitalization found on the item. Instead of full caps, the publisher uses title word capitalization, i.e. capitalize all words except the “little words” (unless the word/letter is at the beginning of a title. The publisher only uses “AND” in caps. The ISBD punctuation (which the cataloger supplies) & MARC subfield position remain the same under RDA.

245 1 0 ‡a Gulliver's Travels ; ‡b AND, A Tale of a Tub

EXAMPLE 5. The author's name is included when it cannot be separated from the title proper. Note that this is not a book "about" Roger Vergé's book on entertaining, so “new” is not capitalized. Note that diacritical marks are included in the transcription or supplied if missing.

TITLE PAGE:
Roger Verge's
New Entertaining in the French Style
Photography by Pierre Hussenot
Food Styling by Laurence Mounton in Collaboration with Adeline Brousse

**RDA/AACR2**

<table>
<thead>
<tr>
<th>100</th>
<th>1</th>
<th>‡a Vergé, Roger, ‡d 1930-</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>1</td>
<td>‡a Tables de mon moulin. ‡l English</td>
</tr>
<tr>
<td>245</td>
<td>1</td>
<td>‡a Roger Verge's new entertaining in the French style / ‡c photography by Pierre Hussenot ; food styling by Laurence Mounton ; in collaboration with Adeline Brousse.</td>
</tr>
<tr>
<td>246</td>
<td>1</td>
<td>‡a New entertaining in the French style</td>
</tr>
</tbody>
</table>

Note the use of 246 1_ to provide access to the part of the title following the author's name. For more about 246, see the Variant Titles section.

**RDA.** In this case, following the capitalization used on the title page allows the cataloger to avoid agonizing over whether "New Entertaining" is grammatically linked to "Roger Verge's." The cataloger does not need to supply diacritical marks if not on the source, but the rules do not forbid addition of diacritics either.

RDA only requires the first statement of responsibility. Since the creator in this example is only represented in the title, a case could be made for leaving out the entire statement of responsibility, but most catalogers would probably transcribe at least "Photography by Pierre Hussenot."

<table>
<thead>
<tr>
<th>100</th>
<th>1</th>
<th>‡a Vergé, Roger, ‡d 1930-</th>
</tr>
</thead>
<tbody>
<tr>
<td>240</td>
<td>1</td>
<td>‡a Tables de mon moulin. ‡l English</td>
</tr>
<tr>
<td>245</td>
<td>1</td>
<td>‡a Roger Verge's New Entertaining in the French Style / ‡c Photography by Pierre Hussenot ; Food Styling by Laurence Mounton ; in Collaboration with Adeline Brousse.</td>
</tr>
<tr>
<td>246</td>
<td>1</td>
<td>‡a New entertaining in the French style</td>
</tr>
</tbody>
</table>

**EXAMPLE 6** Although the author's name must be included if it is part of the title, this does not apply to what **RDA 2.3.1.6** calls "words that serve as an introduction and are not intended to be part of the title." Introductory words are often associated with the term "presents."

**TITLE PAGE:**

```
BUSH THEATRE PRESENTS
ADRENA LIN ... HEART
BY GEORGIA FITCH
```

**RDA** note that RDA cataloging transcribes the ellipses as found:

<table>
<thead>
<tr>
<th>245</th>
<th>1</th>
<th>‡a Adrenalin ... heart / ‡c by Georgia Fitch.</th>
</tr>
</thead>
<tbody>
<tr>
<td>246</td>
<td>1</td>
<td>‡i Title appears on item as: ‡a Bush Theatre presents Adrenalin ... heart</td>
</tr>
</tbody>
</table>

Note the use of 246 1_ ‡i to provide access for the title page form. For more about 246, see the Variant Titles section below. See Example 7 for guidelines on transcribing marks of omission (ellipses).

**AACR2** cataloging converts ellipses to a dash.

<table>
<thead>
<tr>
<th>100</th>
<th>1</th>
<th>‡a Fitch, Georgia.</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>1</td>
<td>‡a Adrenalin-- heart / ‡c by Georgia Fitch.</td>
</tr>
<tr>
<td>246</td>
<td>1</td>
<td>‡i Title appears on item as: ‡a Bush Theatre presents Adrenalin-- heart</td>
</tr>
</tbody>
</table>

When in doubt as to whether an initial phrase should be retained as part of the title (because the author's name is connected grammatically) or dropped (because the phrase is just "introductory"), consult with your reviser/supervisor.
Since the variant title is not transcription, use the RDA/AACR2 capitalization instructions in 246.

245 1  ‡a ADRENALIN ... HEART / ‡c BY GEORGIA FITCH.

246 1  ‡t Title appears on item as: ‡a Bush Theatre presents Adrenalin ... heart

EXAMPLE 7. Marks of omission

TITLE PAGE: GETTING AROUND ...

IN AUSTRIA

RDA

245 1 0  ‡a GETTING AROUND ... IN AUSTRIA

OR

245 1 0  ‡a Getting around ... in Austria

As noted in the previous example, RDA transcribes ellipses as found. It does not have the equivalent of AACR2 1.1B1 (see next paragraph). All caps are optional. Since there is no possibility of confusion with ISBD punctuation, spaces before and after the ellipses follow the spacing on the title page.

AACR2

245 1 0  ‡a Getting around-- in Austria

The AACR2 1.1B1 rule is that if ellipses (mark of omission, "...") appear on the title page, they are replaced by 2 hyphens (dash). Per the AACR2 LCR1 for 1.1B1, if the hyphens occur within or at the end of the subfield, leave a blank space following the hyphens (but not before the hyphens). The omission of the space before the dash is probably to avoid confusion with the "space dash space" between ISBD areas.

If the hyphens occur at the beginning of the subfield, leave no blank space.

EXAMPLE 8 Mark of omission at the beginning of 245

TITLE PAGE: ... BUT NOT FOR ME

RDA mark of omission transcribed as found.

245 1 0  ‡a ... but not for me

OR (capitalization as found)

245 1 0  ‡a ... BUT NOT FOR ME

AACR2 converts mark of omission to a dash

245 1 0  ‡a --but not for me

EXAMPLE 9. Parallel titles (AACR2 1.1D). An equal sign is used before the parallel title. There should be a space on either side of the equal sign. If there is no subtitle, a ‡b is used before the first parallel title.

TITLE PAGE:
<table>
<thead>
<tr>
<th>RDA/AACR2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>245</strong> 0</td>
<td>‡a Yup’ik Words of Wisdom = ‡b Yupiit Qanruyutait / ‡c Edited by Ann Fienup-Riordan; Transcriptions and translations from the Yup’ik by Alice Reardon with Marie Meade.</td>
</tr>
<tr>
<td><strong>246</strong> 3</td>
<td>‡a Yupiit Qanruyutait</td>
</tr>
</tbody>
</table>

**COMMENT:** Orbis automatically inserts a space on either side of subfield delimiters. Note the additional access made for the Yupik parallel title. For use of 246 for variant forms of title access, see the Variant Titles section below.

**RDA & LC Policy.** Per RDA rule 2.3.3.2, the parallel title does not have to be on the title page to qualify as a parallel title, but LC practice is to transcribe parallel titles not found on the t.p. (or other chief source) in 245 without brackets as long as the title is somewhere on the resource.

*Because of the new RDA policy, you may encounter 245s with parallel titles that are not on the title page (verify by checking other places in the book: t.p. verso, cover, pages before the t.p.). Conversely, transcribe any titles in languages not on the title page if they appear on other sources in the book (t.p. verso, etc.). When in doubt, check with your supervisor.*

**EXAMPLE 10 RDA Source for Parallel Titles is not limited to the title page**

As with AACR2, a 246 field is made for each parallel title in 245 and tagged 246 31. In the following example, only the English title was on the title page, but both the Swedish and English language titles are on the cover; the Swedish title is still transcribed in 245 & is generally not justified in a note. Also, even though the Swedish title was taken from another part of the book, it is not bracketed in 245.

| 100 | 1 | ‡a Brander Jonsson, Hedvig, ‡d 1949- |
| 240 | 1 | 0 | ‡a Bild och fromhetsliv i 1800-talets Sverige. ‡l English |
| 245 | 1 | 1 | ‡a Picture and piety in 19th century Sweden = ‡b Bild och fromhetsliv i 1800-talets Sverige / ‡c Hedvig Br |
| 246 | 3 | 1 | ‡a Bild och fromhetsliv i 1800-talets Sverige |

If the book has the text in the original language and one other language, RDA does not follow AACR2; instead of a 240, 700 author/title added entries are made for each language. For an example, see Variant Titles, EXAMPLE 6.

**EXAMPLE 11. Parallel Other Titles.** (Applies to RDA & AACR2)
4. 245 ‡b: Examples

245 ‡b OTHER TITLE.

On Orbis, precede the first Other Title or subtitle with <space><colon>‡b. The rules require a space after the colon; Orbis will provide the space automatically and add an extra space after ‡b.

EXAMPLE 1

TITLE PAGE:

THE BROTHERS KARAMAZOV
A NOVEL IN FOUR PARTS
WITH EPILOGUE
by Fyodor Dostoyevsky
translated and annotated by Richard Pevear and Larissa Volokhonsky

AACR2: TRANSCRIBE TITLE AND OTHER TITLE AS:

245 1 4 ‡a The brothers Karamazov : ‡b a novel in four parts with epilogue / ‡c by Fyodor Dostoyevsky ; translated and annotated by Richard Pevear and Larissa Volokhonsky.

COMMENT: the first word of the Other Title is not capitalized. See below for statement of responsibility transcription.

RDA does not require Other Title transcription, but LC Policy is to record the Other Title. In RDA, the Other Title must be from the same source as the title proper. If there is a title page without an Other Title, but the cover has an Other Title, you should not transcribe the Other Title from the cover.

Other Title or Statement of Responsibility? RDA 2.4.1.8 says to always place a noun phrase related to the statement of responsibility in ‡c. AACR2 (1.1.F12), on the other hand, requires the cataloger to determine whether the noun phrase is "indicative of the work" [in which case it is entered in ‡b] or is "indicative of the role" of the author, editor, etc. [in which case the complete noun phrase is entered in ‡c]. In RDA, the decision is more cut and dried. A noun phrase is a phrase indicative of either work or role or both, grammatically connected to the responsible person. A grammatical connection is generally indicated with the use of "by" before the author, editor, etc. What AACR2 considers an Other Title is part of the Statement of Responsibility in RDA. (See 245 ‡c section).

RDA application:

245 1 4 ‡a The brothers Karamazov : ‡c a novel in four parts with epilogue, by Fyodor Dostoyevsky ; translated and annotated by Richard Pevear and Larissa Volokhonsky.

If there is no grammatical connection, the RDA rule is to enter the noun phrase in 245 ‡b:
<table>
<thead>
<tr>
<th>PS: you’re not allowed to cheat by inserting [by] before the author. RDA for the most part does not allow cataloger supplied information in 245. There is some disagreement about how to interpret the RDA rule—the AACR2 paragraph in 1.1F12 regarding the noun/noun phrase “indicative of the work” was moved to RDA 2.3.4.1, so it is still in force.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS: If you are doing copy cataloging of a completed CIP or member record coded as RDA, do not spend time revising the 245 if it does not follow the guidelines above.</td>
</tr>
<tr>
<td>Also take into consideration:</td>
</tr>
<tr>
<td>Other Titles that add additional terms to the form term(s) to indicate unambiguously that the Other Title is “indicative of the work.”</td>
</tr>
<tr>
<td>The rule does not apply to the title proper:</td>
</tr>
<tr>
<td><strong>EXAMPLE 2. (245 Other Title with second subtitle)</strong></td>
</tr>
<tr>
<td>TITLE PAGE:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>AACR2/RDA:</td>
</tr>
<tr>
<td>COMMENT: Note that the second subtitle does not use ‡b; if you were entering it, you would have to remember to include the spaces on either side of the colon; Orbis does not provide the spaces unless a ‡b is added. This is an example of a FESTSCHRIFT. (Non-repeatable ‡b is MARC 21, neither AACR2 nor RDA.)</td>
</tr>
<tr>
<td><strong>EXAMPLE 3. (245 Other Title with parallel title)</strong></td>
</tr>
<tr>
<td>TITLE PAGE:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>AACR2/RDA:</td>
</tr>
<tr>
<td>COMMENT: As you would probably expect, if both the title proper and its parallel title proper have parallel subtitles, the subtitle should be entered after the title proper in its language. RDA has the same rule. [RDA 2.3.5.3] Note that the ‡b precedes the first subtitle, not the first parallel title. Unlike the parallel title proper, the Other Title must be on the same source as the title proper (245 ‡a)—other parallel titles could be recorded in brackets, but this will probably not be common.</td>
</tr>
</tbody>
</table>
### 5. 245 ‡c: Examples

**EXAMPLE 4.** Cataloger supplied information in brackets. If the title page lacks a statement of responsibility, AACR2 requires transcription of the statement of responsibility from the book's preliminaries (cover, verso t.p. are the likely suspects). Statement of responsibility from a source other than the t.p. must be given in brackets.

**RDA.** As indicated in the Other Title Example 1 note, RDA generally does not allow cataloger-supplied bracketed information in transcription areas. However, if the statement of responsibility is not on the title page, RDA follows AACR2 in requiring transcription from other sources in the book; the difference is that brackets are not used if the source is not the title page. If the RDA CIP record has the statement of responsibility but it is not on the title page, you need to verify from anywhere on the book where the statement is presented formally; correct the information if necessary, but do not add brackets. A note is not made for the source of the statement.

<table>
<thead>
<tr>
<th>Title page</th>
<th>Verso t.p.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Brothers Karamazov</td>
<td>Translated and annotated by</td>
</tr>
<tr>
<td>a novel in four parts with epilogue</td>
<td>Richard Pevear</td>
</tr>
<tr>
<td>by Fyodor Dostoevsky</td>
<td>and</td>
</tr>
<tr>
<td></td>
<td>Larissa Volokhonsky</td>
</tr>
</tbody>
</table>

**AACR2:**

```
245 1 4 ‡a The brothers Karamazov : ‡b a novel in four parts with epilogue / ‡c by Fyodor Dostoevsky ; [translated and annotated by Richard Pevear and Larissa Volokhonsky].
```

**RDA:**

```
245 1 4 ‡a The brothers Karamazov / ‡c a novel in four parts with epilogue, by Fyodor Dostoevsky ; translated and annotated by Richard Pevear and Larissa Volokhonsky.
```

In RDA, only the first statement of responsibility is mandatory. In this case, however, cataloger judgment would probably include the second statement of responsibility in the transcription.

The statement of responsibility follows the title statement (title proper, subtitles, parallel titles). On Orbis, precede the statement of responsibility with a `<space><slash mark>`‡c. The rules require a space after the slash; Voyager will provide the space automatically and add an extra space after ‡c.

**EXAMPLE 2.** Title page (See Brothers Karamazov AACR2 example above).

**AACR2.** Transcribe title, Other Title, and statement of responsibility as:

```
245 1 4 ‡a The brothers Karamazov : ‡b a novel in four parts with epilogue / ‡c by Fyodor Dostoevsky ; translated by Richard Pevear and Larissa Volokhonsky.
```

**COMMENT: Different functions within the statement of responsibility are set off by `<space><semicolon><space>`.**

When reviewing CIP, make sure that all personal names that appear on the title page are in the CIP statement of responsibility, in the same order as they appear on the title page, and in the same form as they appear on the title page.

**RDA.** As noted in 245 ‡b Example 1 above, form statements are considered to be part of the statement of responsibility rather than Other Titles if there is a grammatical connection (in this case "by") to the responsible creator. In the absence of an ISBD slash to separate the form from the author, adding a comma would help to clarify the author's role.

```
245 1 4 ‡a The brothers Karamazov / ‡c a novel in four parts with epilogue, by Fyodor Dostoevsky ; translated and annotated by Richard Pevear and Larissa Volokhonsky.
```

AACR2 transcription rules for the statement of responsibility are complex. What to transcribe (or not) in the statement of responsibility following AACR2 rules:

<table>
<thead>
<tr>
<th>Transcribe?</th>
<th>Yes</th>
<th>No</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Words indicating function</td>
<td>X</td>
<td></td>
<td>&quot;by,&quot; &quot;edited by,&quot; &quot;essays by,&quot; &quot;illustrated by,&quot; &quot;with a foreword by&quot;</td>
</tr>
<tr>
<td>Titles &amp; affiliations (but see exceptions following)</td>
<td></td>
<td>X</td>
<td>/ ‡c edited by Richard Brodhead, Ph.D., Dean, Yale University, / ‡c John Henry Cardinal</td>
</tr>
</tbody>
</table>
CIP Records (AACR2/RDA): Guidelines for Upgrading with Examples
Published on Yale University Library (https://web.library.yale.edu)

<table>
<thead>
<tr>
<th>Transcribe?</th>
<th>Yes</th>
<th>No</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jr. &amp; other filial terms (terms expressing relationship are not titles)</td>
<td>X</td>
<td></td>
<td>Newman.</td>
</tr>
<tr>
<td>Titles (if leaving out the title would leave only the person's given name or surname)</td>
<td>X</td>
<td></td>
<td>/ ‡c essays by the Reverend Martin Luther King, Jr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ ‡c edited by W.W. Bartley III.</td>
</tr>
<tr>
<td>Titles (if necessary to identify the person)</td>
<td>x</td>
<td></td>
<td>/ ‡c by Dr. Zonnya.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ ‡c Mrs. Beeton.</td>
</tr>
<tr>
<td>Titles of nobility &amp; British terms of honor (Sir, Dame, Lord, Lady) --even if unnecessary for identification.</td>
<td>x</td>
<td></td>
<td>/ ‡c Wilfrid Philip Ward ; with an introductory study by Mrs. Wilfrid Ward.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ ‡c Mrs. Josephine Mary Ward.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ ‡c Dr. Ruth K. Westheimer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ ‡c caricatures and compilations by Clive Francis ; foreword by Sir Alec Guinness.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ ‡c Sarah Ferguson, HRH the Duchess of York.</td>
</tr>
</tbody>
</table>

RDA is quite a bit simpler: transcribe whatever appears on the title page: titles of honor, professions, degrees, rank, etc. RDA has the option to abridge long statements of responsibility; LC practice does not permit abridgement, so if a name is missing from the 245 ‡c, it's a CIP oversight and needs to be fixed.

<table>
<thead>
<tr>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;by,&quot; &quot;edited by,&quot; &quot;essays by,&quot; &quot;illustrated by,&quot; &quot;with a foreword by&quot;</td>
<td>Same. Unlike the title &amp; Other Title, the SoR allows for cataloger supplied information in brackets if clarification is needed.</td>
</tr>
<tr>
<td>/ ‡c edited by Richard Brodhead.</td>
<td>/ ‡c edited by Richard Brodhead, Ph.D., Dean, Yale University.</td>
</tr>
<tr>
<td>/ ´c essays by the Reverend Martin Luther King, Jr.</td>
<td>/ ´c essays by the Reverend Martin Luther King, Jr.</td>
</tr>
<tr>
<td>/ ´c edited by W.W. Bartley III.</td>
<td>Same as AACR2</td>
</tr>
<tr>
<td>/ ´c by Dr. Zonnya.</td>
<td>Same as AACR2</td>
</tr>
<tr>
<td>/ ´c Mrs. Beeton.</td>
<td></td>
</tr>
<tr>
<td>/ ´c Wilfrid Philip Ward ; with an introductory study by Mrs. Wilfrid Ward.</td>
<td>Same as AACR2</td>
</tr>
<tr>
<td>/ ´c Josephine Mary Ward.</td>
<td>/ ´c Mrs. Josephine Mary Ward.</td>
</tr>
<tr>
<td>/ ´c Ruth K. Westheimer.</td>
<td>/ ´c Dr. Ruth K. Westheimer.</td>
</tr>
<tr>
<td>/ ´c caricatures and compilations by Clive Francis ; foreword by Sir Alec Guinness.</td>
<td>Same as AACR2</td>
</tr>
</tbody>
</table>
### EXAMPLE 3. When more than three persons or corporate bodies are named in the statement of responsibility and they all perform the same function or have the same degree of responsibility, transcribe only the first of each group and indicate the omission(s) by the mark of omission (...) followed by et. al. in square brackets. (AACR2 1.1F5)

**TITLE PAGE:**

**AACR2**

| 245 | 0 | 0 | ‡a Dickens 1970 : ‡b centenary essays / ‡c by Walter Allen … [et al.] ; ‡r edited by Michael Slater. |

**COMMENT:** A book with more than 3 authors is entered under title: 245 00. Note that Michael Slater performs a different function and is therefore transcribed. Note that the title associated with Slater is not a term of honor or nobility and is not transcribed.

**RDA** prefers transcription of all names having the same responsibility. A distinction is made between a compilation (in this case, a collection of separate essays by different individuals) and a collaboration (shared authorship). Compilations are entered under title (this has nothing to do with the rule of 3). Collaborations are entered under the first author listed.

Note that the grammatical connection of form (“centenary essays”) to the authors (because of “by”) means that what was formerly an Other Title in AACR2 is now part of the statement of responsibility.

A collection or compilation; entry under title. The cataloger chose to follow AACR2 capitalization.

| 245 | 0 | 0 | ‡a Dickens 1970 / ‡c by Walter Allen, Margaret Lane, Pamela Hansford Johnson, C.P. Snow, Barbara Hardy, Raymond Williams, John Holloway and Angus Wilson. |

A collaboration (made-up); entry under the first author named.

| 100 | 1 | ‡a Allen, Walter Ernest, ‡d 1911-1995. |

| 245 | 1 | ‡a Dickens / ‡c a biography by Walter Allen, Margaret Lane, Pamela Hansford Johnson, C.P. Snow, Barbara Hardy, Raymond Williams, John Holloway, and Angus Wilson. |

Making added entries for the other authors is up to the cataloger. When updating an RDA CIP, make sure all of the persons named in the CIP match the book's title page; if added entries have not been made for the other author or authors, or only some of the authors, it is not necessary to make additional added entries to correspond to the statement of responsibility. Michael Slater, performing a different function in the compilation example, should get an added entry, however, but RDA does not mandate transcription of more than one statement of responsibility.

The LC cataloger cataloging in RDA can also exercise the option to transcribe only the first named author in the 245 ‡c. However, instead of et al., the phrase [and <x> others] will be used. If this option has been applied, do not re-edit to transcribe the other names. And, of course, if all of the names have been transcribed, don't delete them and replace with [et. al] or [and x others]. The number of "others" is written out: [and four others].

If the 100 name does not correspond to the first name on the list, however, consult with your supervisor; the rule requires that the first named in the list of authors will be the "main entry."

**RDA Option.** Allen is still the main entry even though the author list has been abridged. All or one or some of the authors that comprise the "six others" may be used as added entries even though they were not transcribed. LC practice will be to transcribe all authors and not abridge; but BIBCO libraries are not required to follow LC practice,
although it is recommended.

**EXAMPLE 4.** Note that if "[et al.]" or "[and x others]" is the last element of 245, it is followed by a period. A period is used at the end of the last statement of responsibility, even if there is a square bracket.

**AACR2:**

| 245 | 0 | 1 | a Accounting standards / b edited by H.R.B. Oppermann ... [et al.]. |

**RDA:**

| 245 | 0 | 0 | a Accounting standards / b edited by H.R.B. Oppermann [and three others]. |

Although Oppermann is the first name on the list for this book, he or she's function is as editor/compiler. RDA, like AACR2, does not consider an editor to be a creator, so editors are not main entries under either set of rules.

**EXAMPLE 5.** In situations where there is no collective title (cf. Title proper, example #4) and the separate titles have separate statements of responsibility, the MARC21 Bibliographic Format documentation states "subfield ‡c contains all data following the first slash (/). Once a subfield ‡c has been recorded, no further subfield coding of field 245 is possible."

**TITLE PAGE:**

THE ANALYSIS OF LAW
Sir Matthew Hale
THE STUDENT'S COMPANION
Giles Jacob, attorney

**AACR2**

| 100 | 1 | a Hale, Matthew, c Sir, d 1609-1676. |
| 240 | 1 | a Analysis of law |
| 245 | 1 | 4 | a The analysis of law / c Sir Matthew Hale. The student's companion / Giles Jacob. |
| 700 | 1 | 2 | a Jacob, Giles, d 1686-1744. t Student's companion. |
| 740 | 0 | 2 | a Student's companion. |

**COMMENT:** Note current LC practice for providing access to the non-collective titles per LCRI 21.30J *Items without a collective title.*

**RDA.** What if there is no collective title and two or more works by the same author? There are a number of ways to handle the works. LC practice will be to make a conventional collective title in 240 and an author/title added entry for the first title named. Making an additional author/title for the Student's companion is optional. *(Earlier example modified to make Hale author of both works)*

| 100 | 1 | a Hale, Matthew, d 1609-1676. |
| 240 | 1 | a Works. k Selections |
| 245 | 1 | 4 | a The analysis of law ; and, The student's companion / c Sir Matthew Hale. |
| 700 | 1 | 2 | a Hale, Matthew, d 1609-1676. t Analysis of law. |

**RDA.** What if there are different authors and no collective title, as in the original AACR2 example? No difference in the transcription from AACR2, but RDA uses title main entry in this situation. An author/title added entry for the first title is required; additional author/title added entries are not, though LC is likely to include them. No uniform title is made.

| 245 | 0 | 4 | a The analysis of law / c Sir Matthew Hale. The student's companion / Giles Jacob, attorney. |
| 700 | 1 | 2 | a Hale, Matthew, d 1609-1676. t Analysis of law. | <Added entry for the first title is required.> |
| 700 | 1 | 2 | a Jacob, Giles, d 1686-1744. t Student's companion. | <OPTIONAL --LC is likely to include> |

**Comment:** under *former* RDA instructions, only titles of royalty or nobility can be used as qualifiers. “Sir” is not a title but a term of address, so the “Sir” in ‡c would not be part of authorized form of the name, even if the author’s name conflicted with the name of another person in the catalog. *Under revised RDA instructions, terms of address*
are now allowed as qualifiers if needed to break a conflict. For transcription in the statement of responsibility, the term of address would be included, however. If the name Giles Jacob, the author of the Student's Companion happened to conflict with the name of another person and Jacob's dates were not available, RDA allows qualifiers for profession: Jacob, Giles, §c (Attorney)--AACR2 does not.

6. 246: Variant Title and Examples

Field 246 is used to provide access to variant forms of the title. The 246 fields on the CIP record are derived primarily from the CIP title in 245 and other information provided by the publisher, usually in electronic form. The variant access title fields are not derived from the actual published item that you have in hand.

When the CIP record is updated to full form, keep in mind that 246 fields may need to be added to or deleted from the record for a number of reasons.

a. Variant forms of the title appear on the physical item that would not have been taken into account from the CIP data. A common situation is a variant form of the title on the cover.

b. The title on the published item differs in form from the title on the CIP record. In some cases, this means that a 246 provided with the CIP record is no longer relevant and should be deleted. In other cases, this means an additional 246 is needed because the new form of the title requires title access in a variant form.

Examples of the most common indicators used with 246 and what they mean:

| 24 | 6 | 1 | 4 | The 14 means the title was found on the cover. See Example 1. |
| 24 | 6 | 1 | 8 | The 18 means the title was found on the spine of the book. |
| 24 | 6 | 1 | The 1_ means that a note (‡i) will precede the title (‡a). See Example 5. |
| 24 | 6 | 3 | 0 | The 30 means the variant form is a significant element taken from 245. See Example 4. |
| 24 | 6 | 3 | 1 | The 31 means the title is a parallel title. See Example 6. |
| 24 | 6 | 3 | The 3_ is often used for "spelled out" versions of the title page form. See Examples 2 and 3. |

If the 245 on the CIP record matches the item in hand, assume that the 246 fields on the CIP record are also justified. (The LCRI 21.30J for when and when not to make 246s is very lengthy and complex.) If the 245 on the CIP record must be edited to match the item in hand, a 246 may need to be added, or in some cases deleted. Always consult with your reviser/supervisor. Some typical examples follow.

Current pcc guidelines only require indicators 31 for parallel titles and 1_ for all other 246s (the general purpose indicator was previously 13). Because it functions as general purpose for pcc, a ‡i is not expected. LC continues to use the more detailed indicators in the table above. The pcc indicators can be used when adding 246 fields, but should not be changed on existing 246 fields to make the record "consistent." In the examples, additional variable fields made by the Yale cataloger use 1_. The LC indicators are given in each of the examples.

EXAMPLE 1. Cover title
Used when the title on cover varies from the title page form. Generally, variant access fields are created only if the title proper is affected (i.e., not for variants in the subtitle).

On title page:

<table>
<thead>
<tr>
<th>Art Spiegelman</th>
<th>I'm a dog!</th>
</tr>
</thead>
</table>

On cover:

<table>
<thead>
<tr>
<th>Art Spiegelman</th>
<th>Open me ... I'm a dog!</th>
</tr>
</thead>
</table>

No 246 for the cover title on the CIP record, so a 246 needs to be added when the record is updated. If included in the CIP, the LC 246 will generally use 246 14,

AACR2

<table>
<thead>
<tr>
<th>10</th>
<th>1</th>
<th>‡a Spiegelman, Art.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>1</td>
<td>‡a I'm a dog! / ‡c Art Spiegelman.</td>
</tr>
<tr>
<td>246</td>
<td>1</td>
<td>‡a Open me-- I'm a dog!</td>
</tr>
</tbody>
</table>

RDA. The transcription should follow the punctuation style of the source (in this case the cover), so:

<table>
<thead>
<tr>
<th>10</th>
<th>1</th>
<th>‡a Spiegelman, Art.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>1</td>
<td>‡a I'm a dog! / ‡c Art Spiegelman.</td>
</tr>
<tr>
<td>24</td>
<td>1</td>
<td>‡a Open me ... I'm a dog!</td>
</tr>
</tbody>
</table>

EXAMPLE 2. Symbols. If there is a significant variation between the CIP title and the published form of the title involving symbols or special characters (including numbers), a 246 1_ may be needed. Consult with your reviser/supervisor. Some typical examples follow.

CIP

<table>
<thead>
<tr>
<th>10</th>
<th>1</th>
<th>‡a Trumble, Angus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>1</td>
<td>‡a Love and death : ‡b art in the age of Queen Victoria / ‡c Angus Trumble.</td>
</tr>
</tbody>
</table>

Title page has:
Angus Trumble
LOVE & DEATH
Art in the Age of Queen Victoria

Update the **AACR2** CIP to:

<table>
<thead>
<tr>
<th>Field</th>
<th>Tag</th>
<th>Code</th>
<th>Subcode</th>
<th>Sub-subcode</th>
<th>bc</th>
<th>a</th>
<th>&quot;bc&quot;</th>
<th>Subcode Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;a&quot;</td>
<td>Trumble, Angus.</td>
</tr>
<tr>
<td>24</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td></td>
<td>&quot;a&quot;</td>
<td>&quot;bc&quot;</td>
<td>&quot;b&quot;</td>
<td>Love &amp; death : Art in the age of Queen Victoria / &quot;c&quot; Angus Trumble.</td>
</tr>
<tr>
<td>24</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td>&quot;a&quot;</td>
<td>&quot;bc&quot;</td>
<td>&quot;bc&quot;</td>
<td>Love and death</td>
</tr>
</tbody>
</table>

LC would probably have 246 3_.

**RDA.** Transcription of what is actually on the title page is emphasized even more with RDA; you would definitely need to update an RDA CIP in the same situation. Field 246, on the other hand, is not a transcription field so LC catalogers will use default RDA capitalization (same as AACR2) for variant titles. (LCPS Appx. A)

<table>
<thead>
<tr>
<th>Field</th>
<th>Tag</th>
<th>Code</th>
<th>Subcode</th>
<th>Sub-subcode</th>
<th>bc</th>
<th>a</th>
<th>&quot;bc&quot;</th>
<th>Subcode Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;a&quot;</td>
<td>Trumble, Angus.</td>
</tr>
<tr>
<td>24</td>
<td>5</td>
<td>1</td>
<td>0</td>
<td></td>
<td>&quot;a&quot;</td>
<td>&quot;bc&quot;</td>
<td>&quot;b&quot;</td>
<td>LOVE &amp; DEATH : Art in the Age of Queen Victoria / &quot;c&quot; Angus Trumble.</td>
</tr>
<tr>
<td>24</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td>&quot;a&quot;</td>
<td>&quot;bc&quot;</td>
<td>&quot;bc&quot;</td>
<td>Love and death</td>
</tr>
</tbody>
</table>

**EXAMPLE 3.** 246 1_. Numbers in title.

**CIP RECORD:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Tag</th>
<th>Code</th>
<th>Subcode</th>
<th>Sub-subcode</th>
<th>bc</th>
<th>a</th>
<th>&quot;bc&quot;</th>
<th>Subcode Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;a&quot;</td>
<td>Ash, Russell.</td>
</tr>
<tr>
<td>24</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td></td>
<td>&quot;a&quot;</td>
<td>&quot;bc&quot;</td>
<td>&quot;c&quot;</td>
<td>The top ten of everything, 1997 / &quot;c&quot; Russell Ash.</td>
</tr>
</tbody>
</table>

**TITLE PAGE:**

The Top 10 of Everything 1997
Russell Ash

Update the CIP record as indicated. Note that in the 246 the initial article is dropped; filing indicators are not used with 246. A 246 1_ (LC would use 3_) is made for numbers only if the number appears in the first five words; note that dates are not spelled out.

**AACR2**

<table>
<thead>
<tr>
<th>Field</th>
<th>Tag</th>
<th>Code</th>
<th>Subcode</th>
<th>Sub-subcode</th>
<th>bc</th>
<th>a</th>
<th>&quot;bc&quot;</th>
<th>Subcode Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>&quot;a&quot;</td>
<td>Ash, Russell.</td>
</tr>
<tr>
<td>24</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td></td>
<td>&quot;a&quot;</td>
<td>&quot;bc&quot;</td>
<td>&quot;c&quot;</td>
<td>The top 10 of everything, 1997 / &quot;c&quot; Russell Ash.</td>
</tr>
<tr>
<td>24</td>
<td>6</td>
<td>1</td>
<td></td>
<td></td>
<td>&quot;a&quot;</td>
<td>&quot;bc&quot;</td>
<td>&quot;bc&quot;</td>
<td>Top ten of everything, 1997</td>
</tr>
</tbody>
</table>

The LCRI for when a 246 is made for numbers is long and complex. If a number appears in the title in the CIP but no 246 has been made, assume the CIP record is correct.
RDA. No differences from AACR2. Despite the basic "transcribe what you see" slant of RDA, the cataloger can still add punctuation for clarity. (AACR2 1.1B1/RDA 1.7.3). Punctuation found on the title page is transcribed as found, however (for example, ellipses).

EXAMPLE 4. As noted in Title proper (245 ‡a) Example 5 above (Roger Vergé's new entertaining ...), 246 is used to provide access to the title if it is preceded by the author's name when the name is grammatically integral to the title. If there is a difference between the CIP 245 and the item in hand because of the presence/absence of the author's name at the beginning of the title, field 246 may need to be added or deleted as appropriate.

CIP RECORD:

<table>
<thead>
<tr>
<th>24</th>
<th>0</th>
<th>0</th>
<th>‡a Contemporary quotations : ‡b the most notable quotes from 1950 to the present / ‡c edited by James B. Simpson.</th>
</tr>
</thead>
</table>

TITLE PAGE:

Simpson's Contemporary Quotations
The Most Notable Quotes from 1950 to the Present
Edited by James B. Simpson

The CIP record needs to be updated as indicated:

AACR2

<table>
<thead>
<tr>
<th>24</th>
<th>0</th>
<th>0</th>
<th>‡a Simpson's contemporary quotations : ‡b the most notable quotes from 1950 to the present / ‡c edited by James B. Simpson.</th>
</tr>
</thead>
</table>

RDA. Same as AACR2.

EXAMPLE 5. Also as noted in Title proper (245 ‡a) Example 5 above (Roger Verge's new entertaining ...), 246 is used to provide access to an introductory phrase when the phrase is not considered to be part of the title proper. Again, if there is a difference between the CIP 245 and the item in hand because of the presence/absence of the phrase at the beginning of the title, field 246 may need to be added or deleted as appropriate. There is no significant rule change between AACR2 (1.1B) and RDA (2.3.1.6).

CIP RECORD:

<table>
<thead>
<tr>
<th>24</th>
<th>0</th>
<th>0</th>
<th>‡a Ask the pros, screenwriting : ‡b 101 questions by industry professionals / ‡c edited by Howard Meibach and Paul Duran.</th>
</tr>
</thead>
</table>

TITLE PAGE:
The CIP record needs to be updated. Introductory phrases like "Final draft presents" are not transcribed in 245, so the CIP 245 remains the same. The version on the title page with the introductory phrase included is a variant title & should be accounted for by the cataloger. Some introductory phrases are considered to be integral to the title proper, so always consult with your reviser or supervisor.

**AACR2/RDA**

```
20 0 0 ‡a Ask the pros, screenwriting  
  ‡b 101 questions by industry professionals  
  ‡c edited by Howard Meibach and Paul Duran.
```

**EXAMPLE 6.** If the CIP record leaves out a significant title access point, a 246 needs to be made. Consult with your supervisor/reviser if you think additional access is needed. In this example, the CIP record had no title access for the English language parallel title.

```
10 0 1 ‡a Maulpoix, Jean-Michel,  
  ‡d 1952-  
  24 0 1 0 ‡a Histoire de bleu. ‡l  
    English & French  
  24 1 4 ‡a Une histoire de bleu =  
    ‡b A matter of blue / ‡c  
    Jean-Michel Maulpoix ;  
    Dawn M. Cornelio, translator.
```

CIP record needs to be updated with 246 31. Note that the initial article is dropped.

**AACR2**

```
10 0 1 ‡a Maulpoix, Jean-Michel,  
  ‡d 1952-  
  24 0 1 0 ‡a Histoire de bleu. ‡l  
    English & French  
  24 1 4 ‡a Une histoire de bleu =  
    ‡b A matter of blue / ‡c  
    Jean-Michel Maulpoix ;  
    Dawn M. Cornelio, translator.
```

**RDA.** This applies to RDA as well. But in addition, even when they are not on the title page, parallel titles can be taken from the cover, pages preceding the title page, and the verso of the title page. Parallel titles taken from the resource but not from the title page are transcribed in 245, without brackets. A 246 31 should be made for each.

In the uniform title for the translation, RDA does not allow 2 languages or "Polyglot." A separate access point is made for each language. Only the first language is required, but it's probable LC will also have a 700 for the translation language.

```
10 0 1 ‡a Maulpoix, Jean-Michel,  
  ‡d 1952-  
  24 1 4 ‡a Une histoire de bleu =  
    ‡b A matter of blue / ‡c
```
Jean-Michel Maulpoix; Dawn M. Cornelio, translator.

If the book only has the text of the translation, RDA follows AACR2 and the LC cataloger enters the uniform title in field 240. For an example, see Title Proper EXAMPLE 5 and Title Proper, EXAMPLE 9.

**EXAMPLE 7 (No 246 made)** If the CIP record variation from the book in hand is not due to characters/numbers, presence/absence of the author's name at the beginning of the title, presence/absence of an introductory phrase, or presence/absence of a cover, spine, or parallel title, a 246 is not made.

CIP has:

<table>
<thead>
<tr>
<th>10</th>
<th>0</th>
<th>‡a Bjornerud, Marcia.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>5</td>
<td>‡a Reading the rocks : ‡b the autobiography of the earth / ‡c Marcia Bjornerud.</td>
</tr>
</tbody>
</table>

Title page has:

**Reading the Rocks**

_the autobiography of the Earth_

Marcia Bjornerud

Instead of making a 246, revise the 245 to match the book. For extra credit, note that AACR2 A.27A says "Capitalize Earth when it is used to refer to the planet," but minor points of capitalization are not significant and are not worth much, if any, research time in the rules and LCRIs. On the other hand, leaving out a word in the title, especially the first five or so words, is very significant, since this will affect computer retrieval.

RDA. The RDA option to transcribe using the capitalization on the title page as found should reduce any agonizing:

<table>
<thead>
<tr>
<th>10</th>
<th>0</th>
<th>‡a Bjornerud, Marcia.</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>5</td>
<td>‡a Reading the Rocks : ‡b the Autobiography of the Earth / ‡c Marcia Bjornerud.</td>
</tr>
</tbody>
</table>

**CHOICE OF ENTRY**

AACR2. If the main entry on the CIP records is a personal name, and there are 3 or fewer authors, generally the first author named is the main entry. If the order in which the authors are listed in the CIP 245 ‡c subfield differs from the order in which the authors are listed in the book, the main entry on the upgraded record may need to be changed. Note that this will affect your cutter. Check with your reviser/supervisor. [The same will apply to RDA records.]

A name used as an access point must be "justified" or referred to in the bibliographic description, though not
necessarily in the 245 field. On a CIP record, a name may appear in the statement of responsibility but not on the title page of the book to be cataloged, or the name may appear in a different sequence which would prevent its being transcribed according to AACR2 1.1F5 [more than 3 names]. If you note such a discrepancy, the access point may need to be deleted or the statement of responsibility placed in brackets. Conversely, a name may appear on the title page but not on the CIP record. If such a discrepancy occurs, an access point may need to be added. When such discrepancies occur, check with your reviser/supervisor.

**AACR2** requires title main entry if there are more than 3 authors; if there are more than 3 authors, only the first is transcribed, followed by [et al.]

**RDA.** Unlike AACR2, RDA does not limit the number of added entries for authors, nor does it require a minimum number of added entries for authors. If a book has 5 authors, the first one named will be the main entry and 1 to 4 added entries could be made for the remaining 4 authors, or no added entries could be made; it all depends on the cataloger decision. The main entry author is still determined by being the first author named in the statement of responsibility, so the order of author names as they appear on the title page, as well as their absence or presence is important for both accuracy in transcription & in the determination of the main entry. Current LC policy for RDA records is to transcribe all the authors; if there are other secondary statements of responsibility on the t.p., transcription is not required.

In **RDA**, added entries can be assigned even if they are not transcribed. Added entries for contributors, other than the first, do not need to be justified in notes. For the most part, expect LC cataloging to justify/transcribe if an added entry is made. On the other hand, RDA does not require that added entries be made for all authors or editors listed in the expanded statement of responsibility; the record may have 6 editors listed in the statement of responsibility but LC might have an added entry for only one of the editors.

**AACR2/RDA.** Generally an editor is not used as a main entry, and if only an editor is listed, title main entry is used. Sometimes the editor function has not been noted on the CIP, and this may affect choice of entry. Note that this may affect your cutter. Check with your reviser/supervisor should this happen. EXAMPLE: CIP ... by G. Schaller; Schaller is the main entry on the record. BUT: Book has ... edited by G. Schaller; title main entry should be used. [Unchanged with **RDA**; an editor cannot be a main entry.]

If you have a later edition with a title main entry and earlier, pre-AACR2 records for the earlier editions were entered under editor, never change the choice of entry to match the earlier records. The same cutter is generally used for the later edition even if the choice of entry changes; if the classification number changes, the later classification should be used.

**FORM OF ENTRY**

Most new books are written by first-time authors whose names are new to the database. Form of entry for personal names will generally be determined by the predominant form of the author's name as it appears on the author's total published works. If the author has published only one book, the form of the name as it appears on that one book will determine the established form of the author's name. If there is a discrepancy between the CIP form of the name and the name as it appears on the title page, and if in addition this is the author's only published work, there is a strong likelihood that LC will revise the form of the author's name to match the book when the CIP record is upgraded. If you note such a discrepancy, check LC Online Catalog [4] to see if LC based the form of name on the title you are cataloging. If that turns out to be the case, check with your supervisor.

### 7. 250: Edition Statement and Examples

If there is a 250 field, make sure it is accurately transcribed. If the CIP record has a 250 field but there is no corresponding edition statement on the item in hand, check with your supervisor; the 250 should be deleted if there is no edition statement on the item cataloged. If the edition statement is only in the CIP block on the verso of the title page, it is not recorded in 250. If there is no 250 field on the CIP record, check for an edition statement on the title page or verso of the title page. If an edition statement is present, update the record if other match points (such as the ISBN) are consistent with the item in hand. Convert any written out number to an Arabic number and use
authorized abbreviations for edition and other terms.

EXAMPLES (AACR2):

250 ‡a 1st ed. Book has: "First edition"
250 ‡a 2nd ed. Book has: "Second edition"
250 ‡a 3rd ed. Book has: "Third edition"--and so forth
250 ‡a Ed. 4. Book has: "Edition 4"
250 ‡a Augm. ed. Book has: "Augmented edition"
250 ‡a Corr. ed. Book has: "Corrected edition"

If the edition statement begins with a word rather than a number, the word is capitalized (and sometimes abbreviated if an authorized abbreviation exists). Subsequent words may or may not be capitalized. See the 5th example below.

Include the entire phrase when transcribing, but use no other abbreviations without consulting an authorized list of language abbreviations.

EXAMPLES (AACR2):

250 ‡a 1st American ed. Book has: "First American ed."
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>250</td>
<td>‡a Book has: &quot;Fourth edition, extensively augmented &amp; revised&quot;</td>
</tr>
</tbody>
</table>
### CIP Records (AACR2/RDA): Guidelines for Upgrading with Examples

**Note**: In the 4th example, above, there is no authorized abbreviation for "extensively," so it is transcribed in full.

**Note**: Some of the months have abbreviations.

**Authorized list of abbreviations** is on the [Cataloging at Yale/Tools and Resources](https://web.library.yale.edu) page under Cataloging Tools/Abbreviations, or go directly to [AACR2 Abbreviations (Roman Alphabet)](https://web.library.yale.edu). 

**Authorized abbreviations** for months are given on [Abbreviations of the Names of the Months](https://web.library.yale.edu).

**RDA** greatly simplifies edition transcription. *No cataloger supplied abbreviations*. If the source uses abbreviations, transcribe the abbreviations. In AACR2, since the last term was often an abbreviation, you may not have noticed that 250 always ends with a period, even if the last word is not abbreviated. LCPS* 1.7.1. says to add a period to the end of 250 if there is no period at the end. It is likely that there may be differences between the publisher submitted CIP data and the published book, so verify carefully against the edition statement in the book.

*LCPS: Library of Congress Policy Statements are the guidelines for Library of Congress catalogers & most national level libraries for applying RDA.*

#### EXAMPLES (RDA)

<table>
<thead>
<tr>
<th>250</th>
<th>‡a First edition.</th>
<th>Book has: &quot;First edition&quot;</th>
</tr>
</thead>
</table>

---

Note that in the 4th example, above, there is no authorized abbreviation for "extensively," so it is transcribed in full.

Note that some of the months have abbreviations.
### 8. 264/[260] ‡a: Place of Publication with Examples

A `<space>`<semicolon> precedes a 2nd or subsequent place of publication:

<table>
<thead>
<tr>
<th>260</th>
<th>‡a Toronto ; ‡a New York</th>
</tr>
</thead>
</table>

A `<space>`<colon> precedes each publisher, distributor, etc.:

<table>
<thead>
<tr>
<th>260</th>
<th>‡a Toronto ; ‡a New York : ‡b Smith ; ‡a Chicago : ‡b Jones,‡c 2010.</th>
</tr>
</thead>
</table>

End 260 with a period unless the date is in brackets (don't use double punctuation in that case):

... ‡c 2010.

... ‡c [1980]

**New with RDA:**

Most records created prior to August 2012 will use 260, but beginning sometime in July, a new MARC tag will be used on LC (and some member records) to transcribe what RDA calls production, publication, distribution and/or manufacturer. The first indicator will be blank, the second indicator will determine the type of statement. The subfields will remain the same.

#### 264_1 Publication statement. This will be the most common tag. The subfield indicators ‡a, ‡b, and ‡c will be the same as in 260. Subfield delimiters ‡e, ‡f, and ‡g etc. are not used in 264 _1. For printer statements, use 264 _3

Indicators 2 and 3 are required if 264 _1‡a, ‡b, or ‡c has a bracketed statement [x not identified]. Indicators 2 & 3 should be unusual in CIP records, since the CIPs are initiated by the publisher.

#### 264 _2 Distribution statement. In RDA, if the information is available, a distribution statement is added only if information in some part of the publication statement cannot be supplied (e.g. [publisher not identified], [date of publication not identified]). Use subfield delimiters ‡a, ‡b, and ‡c. Be careful not to transcribe distribution statements in 264 _1; you cannot combine a publisher and distributor in 264 _1.

#### 264 _3 Manufacturer statement. In RDA, if the information is available, a manufacturer statement is added only if information in some part of the publication or distribution statement cannot be supplied (e.g. [publisher not identified], [date of distribution not identified]). Uses subfield delimiters ‡a, ‡b, and ‡c. Manufacturer statements for books generally transcribe the printer information, formerly entered in 260 ‡e, ‡f, and ‡g.

#### 264 _4 ‡c Copyright date. Delimiters ‡a & ‡b are not used. If the date in 264 _1 is in brackets and is the same as the copyright date, this is now considered sufficient and 264 _4 doesn't need to be made. Since the addition of 264 _4 is now optional, some library cataloging will include the copyright date in 264 _4, but it is not necessary. As
long as there is a date in 264 _1 (bracketed or not), 264 _4 is not required, even if it differs from 264 _1. However, if the copyright date field is entered, leave it as is; it should have the copyright symbol © rather than the lower case "c" used in AACR2. If a 264 _4 is in the record, be sure to verify that the 008 date has Type of Date coded as "t" rather than "s". Date 1 should have the publication date and Date 2 should have the copyright date even if the copyright date is the same as the publication date.

___ 264 _0 Production statement. Used only for unpublished material, so it would be out of scope for CIP.

**AACR2 ‡a**

260 ‡a Place of publication, distribution, etc. Make sure that the place of publication matches the first place listed on the title page. If no place is listed on the title page, check the verso of the title page. Only the first place of publication is transcribed when the first place of publication is in the U.S. If the first place listed is not in the U.S. and subsequent places are in the U.S., include also the first U.S. place in a second subfield a. If more than one publisher is transcribed, the first place associated with each publisher must be transcribed in separate subfield a’s.

**EXAMPLES:**

Title page:

```
HOW TO MAKE MONEY IN THE STOCK MARKET
by J. Jones
Poor People's Press
New York San Francisco London New Delhi 1998
```

Transcribe as:

```
260 ‡a New York : ‡b Poor People's Press, ‡c 1998.
```

Title page:

```
WINNING AT LOTTO
by Harold Smith
Poorman's Press
London New York Dallas Jerusalem 2005
```

Transcribe as:

```
260 ‡a London ; ‡a New York : ‡b Poorman's Press, ‡c 2005.
```

**COMMENT:** The second subfield a is preceded by a semicolon; there should be a space on either side of the semicolon.

**RDA ‡a simplifies:** *in all cases*, only the first location needs to be transcribed. Alternatively, all the locations may be transcribed, but this won't be common. (You could also cherry pick your locations, but you are advised not to)

```
```

You must change the place of publication on the CIP printout if it does not correspond to the book. This generally occurs because the first place listed on the book does not correspond to the first place transcribed on the CIP.
AACR2. In general, transcribe the place as it appears on the title page. If the state is included as part of the place of publication, transcribe it as well. If the publisher abbreviates the state's name, use the publisher's abbreviation, even if it is a postal code. However, if the publisher does not abbreviate the state's name, use the authorized AACR2 abbreviation for the state, not the postal code.

RDA. The city and the state or country are transcribed as found. If the book uses postal codes as abbreviations, the postal codes are transcribed. If the book uses abbreviations not listed in the Appendix, they are transcribed as is. If the higher jurisdiction is not abbreviated, it is transcribed as is.

If the state or country are not on the book, they are generally not supplied in brackets. There is an option to add the higher jurisdiction if the cataloger believes the state or country of the place is not evident. However, if there is no place of publication given at all, it will usually be supplied in brackets. Occasionally you may see "[Place of publication not identified]" but this is not considered to be best practice. If this phrase is used, RDA requires addition of the distribution or printing place. If at all possible catalogers are supposed to supply at least the probable name of the country.

*If you change the place of publication, you must update the fixed field by clicking on the 008 button and locating the Place of Publication box. Scroll to the country code or type the first letter of the code (they are in alphabetical order by code; scroll further if necessary) and select it, then click OK. Typing the first 2 letters of the place code is no longer a feature in Voyager.*

Foot of title page:

<table>
<thead>
<tr>
<th>Graphic Arts Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York Burlington Durham</td>
</tr>
<tr>
<td>2004</td>
</tr>
</tbody>
</table>

AACR2

CIP has:

| 26 | 0 | ‡a Burlington : ‡b Graphic Arts Press, ‡c 2004. |

Update to:

| 26 | 0 | ‡a New York : ‡b Graphic Arts Press, ‡c 2004. |

CIP has:

| 26 | 0 | ‡a Burlington : ‡b Graphic Arts Press, ‡c 2004. |

Update to:

| 26 | 0 | ‡a New York : ‡b Graphic Arts Press, ‡c 2004. |

AACR2/RDA. To update the fixed field date, first click on the 008 button:
Then, click on the Place of Publication, type "n" and scroll to "nyu."

**No place of publication**

This situation is unlikely for books created by the CIP program since its focus is on general interest publications, and unless the publisher provides publication details, including address, the book cannot be included in the CIP workflow. The program explicitly rejects self-published books, where the absence of publication data is most frequent. If for some reason a place of publication is lacking on the book itself, assume the place given in the CIP record is accurate and put it in brackets. More likely scenario is that the place supplied by the publisher will differ from the place given on the published t.p. See the Graphic Arts Press example above.

**AACR2**

| 26 | ‡a [S.l.] : ‡b Crink, ‡c 2010. |

**RDA.** English phrase is used instead of S.l., *but best practice is to supply a place in brackets.*

| 26 | ‡a [Place of publication not identified] : ‡b Crink, ‡c 2010. |

For the CIP program, you can enter the name of the state in brackets; if you cannot make a reasonable guess on the state, use "[United States]." The best practice is to avoid ever using "[Place of publication not identified]."

**Different Record?**

Remember that a difference in both place and publisher usually signals that your CIP record is not the one you want for your book.
9. 264/[260] ‡b & ‡c with Examples

264/[260] ‡b Publisher.

RDA. Only the transcription of the first publisher named is generally required. If the first publisher is functionally connected to another institution (think "on behalf of," "for the <institution>" etc.), both are transcribed with the connecting words in a single subfield b.

RDA gives the cataloger the option to record additional publisher names; as long as they have been accurately transcribed, they can be left as is.

RDA allows [publisher not identified] if not on the item, but, as with "[place of publication not identified]" the situation is unlikely, for the same reasons.

AACR2. LC instructions are to transcribe all publishers if they appear on the title page. Use the verso t.p. (or sometimes the last page [the colophon]) as the source if all the publication information appears there instead of on the title page. If there is a U.S. publisher not mentioned on any of these prescribed sources that appears elsewhere, transcribe it as well. Generally accept the form of the publisher's name as transcribed by LC. (This applies to member copy as well.)

EXAMPLE 1. Publication area

Foot of title page:

<table>
<thead>
<tr>
<th>McClelland and Stewart</th>
</tr>
</thead>
<tbody>
<tr>
<td>World Crafts Council</td>
</tr>
<tr>
<td>Toronto &amp; London</td>
</tr>
<tr>
<td>2005</td>
</tr>
</tbody>
</table>

Transcribe as:

260 ‡a Toronto : ‡b McClelland and Stewart : ‡c 2005.

COMMENT: Note that <space><colon><space> <‡b> precedes the second publisher transcription when the place of publication is the same.

RDA:

264 1 ‡a Toronto : ‡b McClelland and Stewart, ‡c 2005.

EXAMPLE 2. Publication area. (U.S. publisher is not on the chief source but appears elsewhere)

Foot of title page

<table>
<thead>
<tr>
<th>Clarendon Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oxford</td>
</tr>
<tr>
<td>2006</td>
</tr>
</tbody>
</table>

Published in the United States by Oxford University Press, New York

AACR2

260 ‡a Oxford : ‡b Clarendon Press ; ‡a New York : ‡b Oxford University Press, ‡c 2006.

RDA:


EXAMPLE 3. Publication area

Foot of title page

<table>
<thead>
<tr>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
</tr>
</tbody>
</table>

First Published in Great Britain 2006 by Macmillan Press Ltd.
London
First Published in the United States of America 2006 by St. Martin's Press

Page 30 of 57
RDA: If the item in hand is the U.S. imprint and the CIP record has a U.S. imprint, leave the LC CIP 264 as is; consider the LC cataloging to be a match (assuming same ISBN, etc.). For example, the verso t.p. has both the U.S. and U.K. ISBNs, but the cover has only the U.S. ISBN or names only the U.S. publisher. If the item in hand is the U.K. imprint, search the utilities for the Macmillan U.K. imprint record, or create a variant edition record for the Macmillan U.K. imprint. If you can't tell whether you have the U.S. or U.K. imprint, assume you have the U.S. imprint, i.e., a match.

U.S. imprint/CIP publisher statement:

264 1 ‡a New York : ‡b St. Martin's Press, ‡c 2006.

If cataloged as a U.K. imprint:


Note that the publisher name as it appears in the book is transcribed as found. AACR2 would probably give the publisher name in the shortest “recognizable” form and would leave out Ltd.

AACR2

The AACR2 LCRI says to record more than one publisher if more than one publisher is on the title page or on the verso or colophon if absent from the title page; RDA only requires one publisher. But here the separate “First published in” phrasing implies that this is not an instance of co-publication but separate publication in the U.S. and U.K. In this situation, LC considers Macmillan and St. Martin's to be 2 distinct publishers; separate records are created depending on whether the item in hand is a U.S. vs. a U.K. imprint. LC CIP records are most likely to reflect the U.S. publisher, St. Martin's Press. If you suspect you have the U.K. imprint and the LC CIP record is for the U.S. imprint, catalog the item in hand as a separate edition.

LC CIP

260 ‡a New York : ‡b St. Martin's Press, ‡c 2006.

DO NOT UPDATE TO:

260 ‡a London : ‡b Macmillan ; ‡a New York : ‡b St. Martin's Press, ‡c 2006.

Consult with your supervisor when in doubt. See also Added Copy or New Record: Books [8].

EXAMPLE 4. Publication area.

If two or more publishers appear in your source in a phrase and have the same place of publication, they are entered in the same subfield b. If they have different places of publication, they are entered in separate subfields.

Foot of t.p.:

New York & Boston
Foremost Americans Pub. Corp. for Bowker
2007

AACR2 transcription:

260 ‡a New York : ‡b Foremost Americans Pub. Corp. for Bowker, ‡c 2007.

RDA. No change from AACR2 (but should be 264 _1). Some of the early LC records used 260 because 264 was not authorized at the time.

EXAMPLE 5. Publication area.

Foot of t.p.:
RDA. Only the first named publisher is required, but transcribing other publishers is not forbidden either. The RDA publisher transcription should be in the same form as the publisher name appears on the title page. Abbreviate only if the abbreviation is on the t.p.

AACR2 transcription:

260 †a New York ; †b Garland ; †a Paris ; †b Fondation Le Corbusier, †c 2008.

COMMENT: In AACR2 cataloging, the name of the publisher is transcribed in a form briefer than it appears on the source. How much to abridge is cataloger judgment; the idea is for the publisher name to be readily recognizable.

EXAMPLE 6. Publication area.

Foot of t.p.: Published for the Glenbow-Alberta Institute, Calgary, Alta. by University of Toronto Press

Toronto Buffalo London

2009

RDA. The complicated AACR2 rule for recording the place of publication in the country of the cataloging agency has not been carried over into RDA.

RDA transcription. “Buffalo” not transcribed, but the grammatical connection of the issuing body and the publisher is still the rule.

AACR2 (obsolete) transcribes as:

260 †a Toronto ; †a Buffalo ; †b Published for the Glenbow-Alberta Institute, Calgary, Alta., by University of Toronto Press, †c 2009.

COMMENT: AACR2 transcription steps. The publisher is the University of Toronto Press. Toronto is the first place named so it must be transcribed; the U of T Press is also in Buffalo, a U.S. city, so Buffalo must be transcribed as well. The Glenbow-Alberta Institute is not the publisher, so it is not transcribed in a separate subfield b with a separate subfield a for Calgary. (Cp. with the Fondation Le Corbusier in the example above) Since “Calgary, Alta.” is considered to be part of the phrase, however, it is transcribed as part of subfield b.

LC guidelines (LCRI 1.4D4) for distributor transcription are to ignore the distributor if the book is more than 3 years old or if the distributor appears on the dust jacket. Otherwise, record the distributor if it is printed or appears on a
label or as a stamp anywhere on the book. (If the distributor is taken from a label or stamp, a note needs to be made [LCRI 1.4A2].) The distributor does not have to be from the same source as the publisher.

**EXAMPLE 7.** Publication area.

<table>
<thead>
<tr>
<th>Foot of title page:</th>
<th>T.p. verso:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfred A. Knopf</td>
<td>Distributed by Random House, Inc.</td>
</tr>
<tr>
<td>2010</td>
<td></td>
</tr>
</tbody>
</table>

**RDA.** Transcription of the distributor statement is required only if the publisher statement lacks place and/or publisher and/or publication date. *Remember: never record the distributor in 264 _1; use 264 _2. If there is no distributor statement, the printing statement is transcribed. However, this situation is highly unlikely in books selected for CIP.*

264 1 ‡a New York : ‡b Knopf, ‡c [date of publication not identified]

264 2 ‡a New York : ‡b Distributed by Random House, ‡c 2010.

Preferred practice:

264 ‡a New York : ‡b Knopf, ‡c [2010]

AACR2 obsolete practice would transcribe both the publisher and the distributor in the same 260 field.

260 ‡a New York : ‡b Knopf : ‡b Distributed by Random House, ‡c 2010.

**COMMENT:** Note that if multiple publisher statements are transcribed, the first word of each publisher statement is capitalized, as is the case with the previous example.

### 264/260 ‡c Date of publication.

Make sure the date of publication on the book matches the date of publication on the CIP record. The date of publication is either the date as it appears on the title page or the date as it appears on the verso of the title page in a phrase like “First published <date>”

**EXAMPLE 8.** Publication area:

<table>
<thead>
<tr>
<th>Foot of title page:</th>
<th>T.p. verso:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scribner's</td>
<td>First U.S. edition</td>
</tr>
<tr>
<td>New York and Boston</td>
<td>2000</td>
</tr>
</tbody>
</table>

CIP record has:

260 ‡a New York : ‡b Scribner's, ‡c 1999.

**AACR2.** Update to:

260 ‡a New York : ‡b Scribner's, ‡c 2000.

**RDA**

264 ‡a New York : ‡b Scribner's, ‡c 2000.

If you change the date of publication to match the book, remember to change the date of publication in the fixed field by clicking on the 008 button, selecting Date 1 (yyyy) and typing in the date. For monographs, a book with a single date is entered as:
Publication Status  s : Single known date/probable date
Date 1 (yyyy)  <DATE>
Date 2 (yyyy)  <BLANK>
The fixed fields for dates in the 008 for the example above would be:

Note that the Publication Status is "s" for single.

The call number date in the MFHD call number should generally reflect the date of publication (corrected if necessary). Note that sometimes the date in the call number is not keyed to the publication date; if a conference is used as the main entry and the date of the conference is given in the qualifier, the date in the call number reflects the date of the conference in the qualifier, not the date of publication. The date in 050 00 is not corrected if the date in 264/260 is corrected. See the 050 section.

If the book lacks a publication date, the copyright date is used, but it must be identified as a copyright date by preceding the date with a "c".

EXAMPLE 9. Publication area:

Foot of title page: Libraries Unlimited
Westport, Connecticut

AACR2. Transcribe as:

260  ‡a Westport, Conn.  : ‡b Libraries Unlimited, ‡c c1999.

RDA If there is a copyright date but no date of publication, generally use the date of copyright as the presumed date of publication in brackets. Some records cataloged in 2011 may have the copyright date as well as the bracketed publication date. In current cataloging, the bracketed date is sufficient, but some libraries may continue to include 264 _4. If 264 _4 is included, check 008 to make sure the Type of date is "t" rather than "s" and that Date 1 is the (inferred) publication date and Date 2 is the copyright date.

264  ‡a Westport, Connecticut  : ‡b Libraries Unlimited, ‡c [1999]
COMMENT: Unlike 245 & 250, a period is not required at the end of the field as long as there is some kind of end publication--in this case the bracket. (Applies to both AACR2 & RDA)

If the book has both a date of publication and a copyright date, and the dates differ, only the date of publication is transcribed. (At one time both dates were transcribed; you will sometimes see this in older cataloging.)

**EXAMPLE 10. Publication area:**

<table>
<thead>
<tr>
<th>Foot of title page:</th>
<th>T.p. verso:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNICYCLE PRESS</td>
<td>c2002</td>
</tr>
<tr>
<td>Media Pennsylvania</td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td></td>
</tr>
</tbody>
</table>

**RDA**. LC-PCC PS does not consider the copyright to be mandatory unless no publication date, with or without brackets, can be entered in 264 ‡c. This situation is unlikely, since in most cases the publication date can be inferred and entered in brackets, so the RDA transcription would be the same as the AACR2 transcription in this situation. (During the test period, the copyright date was treated as mandatory, so records created during the 2011 period will have a copyright date even if a publication date is on the book (i.e., unbracketed). Note that if Pennsylvania is not abbreviated on the title page, you should transcribe it unabbreviated.

| 264 | ‡a Media, Pennsylvania : ‡b Unicycle Press, ‡c 2003. |

If a book was received for cataloging in November 2001 with no date of publication and a copyright date of 2002, follow LC practice as described in LCRI 1.4F1: "If a U.S. trade publication has a publication date that is in the year following the year in which the publication is received, accept the later publication date as the date of the edition being cataloged. For example, if "2002" appears as the publication date on a publication received in 2001, give "2002" as the publication date."

**AACR2 version:**

| 260 | ‡a Media, Pa. : ‡b Unicycle Press, ‡c 2003. |

**EXAMPLE 11.**

Book received for cataloging Nov. 2001.

<table>
<thead>
<tr>
<th>Foot of title page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Random House Large Print in Association with Random House</td>
</tr>
<tr>
<td>New York San Francisco Boston</td>
</tr>
</tbody>
</table>

**AACR2 transcribed as:**


**RDA**

The LCPS currently follows the AACR2 LCRI. If the book is received for cataloging in November 2001 but the only date is "©2002," enter the copyright date without the copyright symbol in brackets: [2002]; the copyright date is not necessary.

| 264 | ‡a New York : ‡b Random House Large Print in association with Random House, ‡c [2002] |
EXAMPLE 12

Foot of title page:
Random House Large Print in Association with Random House
New York San Francisco Boston

2002

RDA
264 ‡a New York : ‡b Random House Large Print in association with Random House, ‡c 2002.

In RDA, in the more common scenario, if the book has both a publication date and a copyright date, and both dates are the same, simply transcribe the publication date. (You may encounter RDA records from the test that have recorded both the publication & copyright dates even though they are the same. Make the adjustment if you are upgrading a CIP record; if the CIP has already been updated or if you are processing a member record cataloged as rda, there is no need to fix the record, since correct procedure was followed at the time, and in any case, the LCPS leaves it to the cataloger to decide. If the adjustment is made, be sure to update the 260 to 264 _1 (assuming the 040 indicates rda). Generally adding 264 _4 is not recommended because it means you also need to update 008 to change the Type of Date to "t" and enter the publication date in Date 1 and the copyright date in Date 2

AACR2

RDA Test Records (Obsolete)

Recording dates for multipart. See the special instructions under Multipart Policies and Procedures.

263 ANTICIPATED DATE OF PUBLICATION.
Delete this field. (It is not a significant error if this is overlooked.)

10. 300 ‡a: Extent with Examples

300 PHYSICAL DESCRIPTION AREA.
This area is left incomplete on CIP; the cataloger needs to complete it as indicated.

300 ‡a. EXTENT.

AACR2 2.5B1. “Give the number of pages or leaves in a publication in accordance with the terminology suggested by the volume.”

The most common terms are:

| pages (abbreviated "p.") | used for volumes with leaves printed on both sides |
leaves
used for volumes with leaves printed on only one side

For unnumbered leaves of plates, see Leave of Pages or Plates.

AACR2 2.5B2. “Give the last numbered page, leaf ... in each sequence and follow it with the appropriate term or abbreviation.”

RDA. 3.4.5.2. Abbreviations are not used. Terms remain the same: pages, leaves.

<table>
<thead>
<tr>
<th>300</th>
<th>AACR2 ‡a 292 p. ...</th>
<th>RDA ‡a 292 pages ...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>146 leaves printed on both sides, with page numbers 1 through 292 [LCCN 2002397691]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300</th>
<th>AACR2 ‡a lxvi leaves ...</th>
<th>RDA ‡a lxvi leaves ...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>66 leaves printed only on one side, with leaves numbered i through lxvi [LCCN 79385152]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300</th>
<th>AACR2 ‡a x, 253 p. ...</th>
<th>RDA ‡a x, 253 pages ...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>last numbered page in roman numerals sequence and in the Arabic numbers sequence [LCCN 98120911]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>300</th>
<th>AACR2 ‡a v, 27 p., 4 folded leaves of plates ...</th>
<th>RDA ‡a v, 27 pages, 4 folded leaves of plates ...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>last numbered leaf in roman numerals sequence, last numbered page in Arabic numbers sequence, &amp; last numbered, folded plate printed on only one side [LCCN 2001387370]</td>
<td></td>
</tr>
</tbody>
</table>

AACR2 2.5B5. "If the numbering within a sequence changes (e.g. from roman to Arabic numerals), ignore the numbering of the first part of the sequence."

Pages on the item are numbered: i-xii, 13-176

<table>
<thead>
<tr>
<th>300</th>
<th>‡a 176 p. ...</th>
</tr>
</thead>
</table>

RDA 3.4.5.4

AACR2 2.5B7. Unpaged books. Follow the LC rule interpretation: “Except for rare books ... record the extent statement as”:

<table>
<thead>
<tr>
<th>300</th>
<th>‡a 1 v. (unpaged) ...</th>
</tr>
</thead>
</table>

RDA 3.4.5.3. Unpaged books. There are three options given below in the examples. Option c. will be LC practice, but other libraries may follow the other RDA 3.4.5.3 options, which are also correct practice & should not be "corrected." However, if completing CIP, use option 3.

EXAMPLES:

Option a. Member libraries upgrading CIP may give the exact number of unnumbered pages, unbracketed, & identified as such:

<table>
<thead>
<tr>
<th>300</th>
<th>‡a 22 unnumbered pages</th>
</tr>
</thead>
</table>

Option b. Member libraries upgrading CIP may also give the approximate number of pages, unbracketed, preceded by "approximately" (rather than "ca."):  

<table>
<thead>
<tr>
<th>300</th>
<th>‡a Approximately 100 pages ...</th>
</tr>
</thead>
</table>

Option c. LC practice and some member libraries. Note that the LC practice for unnumbered pages does not apply to page/plate sequences where one sequence may be numbered while another sequence is unnumbered. See RDA examples under AACR2 2.5B9.

<table>
<thead>
<tr>
<th>300</th>
<th>‡a 1 volume (unpaged) ...</th>
</tr>
</thead>
</table>

AACR2 2.5B8. Follow the LC rule interpretation. "If the volume has complicated or irregular paging, [use]": 1 v.
The rule has not changed in RDA; the rule number is **RDA is 3.4.5.8**.

Pages on the book are: i-x, 1-40, 1-10, 1-20, 1-8

**AACR2 TRANSCRIBE AS:**

| 300 | ‡a 1 v. (various pagings) ... |

**RDA (Remember--no abbreviations)**

| 300 | ‡a 1 volume (various pagings) ... |

The rule is not applied to page/plate sequences. See examples in the AACR2 2.5B9 section following.

**RDA EXAMPLES**

In some of the RDA examples following, you may notice that, in contrast to the AACR2 examples, "cm" lacks a period. This is correct practice and will be explained in the Dimensions section when we cover height.

**LEAVES OR PAGES OF PLATES**

**AACR2 2.5B9.** Plate = a leaf containing illustrative matter, with or without explanatory text, that does not form part of either the preliminary or the main sequence of pages or leaves. "Give the number of leaves or pages of plates at the end of the sequence of pagination, whether the plates are found together or distributed throughout the publication, or even if there is only one plate."

But LC practice is to give the number of leaves/pages of plates only if the leaves/pages are numbered, or if the plates clearly represent an important feature of the book. Follow LC practice. (Special collection units such as British Art Reference are free to deviate from LC practice and always record plates.)

**EXAMPLE 1:** Illustrations are on both sides of the plates, therefore use "p. [pages] of plates." The pages of plates in this book are numbered; therefore plate numbering ("32") is not in brackets.

The numbering of pages of plates refers to page numbering, not illustration numbering, even when illustrations are labeled "plate 1.," "plate 2.," etc. You could have 10 pages of plates with 2 illustrations to the page, each illustration labeled plate 1, plate 2, etc. You would have 20 plates according to the labels, but what you record in the 300 field is still "[10] p. of plates."

If you record the number of plates in ‡a, you must in addition record ill. in the ‡b subfield.

| 300 | ‡a 246 p., 32 p. of plates : ‡b ill. ; ‡c 24 cm. + ‡e 2 CD-ROMs (4 3/4 in.) |

**RDA.** No evident change from AACR2, but remember that in RDA -- **no abbreviations** (except inches and minutes). Note that in the example the plates are numbered in the book. Note also that in RDA the "cm" leaves out the period. (See the section on Dimensions below)

| 300 | ‡a 246 pages, 32 pages of plates : ‡b illustrations ; ‡c 24 cm + ‡e 2 CD-ROMs (4 3/4 in.) |

**EXAMPLE 2.** A situation where the unnumbered plates represent an important feature of the book. In this example, the unnumbered plates are at the end of the book and represent about 25-40% of the total pagination depending on whether they are counted as leaves or pages. Because the unnumbered illustrations are on only one side of the plates (the other side of each plate is blank), the cataloger uses leaves (not abbreviated).

Because the leaves of plates were not numbered, the number of leaves of plates--"[50]"--is bracketed.*Keep in mind that a record using RDA rules will use "unnumbered" instead of brackets.*

**AACR2:**

| 300 | ‡a ix, 152 p., [50] leaves of plates : ‡b ill. ... |

---

Page 38 of 57
Actually, it appears that RDA defines the difference between pages and leaves by the presence of pagination or foliation (numbered leaves) not by printing on both sides or one side, which means we technically don't know whether to use 12 unnumbered pages or 12 unnumbered leaves. Until this is resolved by JSC or CC:DA, consider printing on both sides to be pagination and printing on one side to be foliation, same as AACR2. See RDA 3.5.4.2.

**EXAMPLE 3.** In this case, there are more unnumbered plates than numbered pages, so it makes sense to record the plates. The cataloger uses "p. [pages] of plates" here because the illustrations are on both sides of each leaf.

**AACR2:**

300 ‡a 16 p., [30] p. of plates :
‡b col. ill. ...

**RDA:**

300 ‡a 16 pages, 30 unnumbered pages of plates : ‡b color illustrations ...

**EXAMPLE 4.** If unnumbered plates are distributed throughout the publication, they generally are not worth counting, but you still need to record ill. in ‡b. (Again, note that special collection units will generally count plates in this situation.)

**AACR2:**

300 ‡a ix, 152 p. : ‡b ill. ...

**RDA:**

300 ‡a ix, 152 pages : ‡b illustrations ...

REMINDER: If you record plates in 300, you must remember to click on the 008 fixed field button, select the Illustrations box and select "f". If unnumbered plates are not recorded in 300, "f" is not selected in 008 (but "a" should be selected since "ill. [in RDA "illustrations"]" has been entered in ‡b.

**FOLDED LEAVES**

AACR2 2.5B10. If the leaves are folded, this is indicated in ‡a. (Record folded leaves of plates even in situations where it would not be LC practice to count plates.)

**AACR2** (LCCN 80084981)

300 ‡a xii, 283, [60] p. of plates (some folded) : ‡b ill. ...

**RDA:**

300 ‡a xii, 283, 60 unnumbered
11. 300 ǂa: Extent for multi-parts with Examples

AACR2 2.5B16.

- On completed LC records, a multipart monograph is readily apparent, since volumes or some term other than pages is used to describe extent.
- On CIP, with a blank 300 field, and only one volume in hand, a multipart monograph may be somewhat easier to miss.
- Watch out for volume designations on the book, but do not confuse with the volume designation for the series.
- "Give the number of volumes of a printed monograph in more than one physical volume." (But only if the set is complete)
- Note that if a multipart has plates, these are not recorded as plates in the pagination subfield, "ill." must be used in the ǂb subfield.

AACR2

| 300 | ǂa xviii, xvi, 306 p., [57] leaves of plates (some folded) : ǂb ill. (some col.) ... |
| 300 | ǂa xviii, xvi, 306 pages, 57 unnumbered leaves of plates (some folded) : ǂb illustrations (some color) ... |

RDA: "Volumes," like illustrations, are not abbreviated. Current LC policy is to record the number of pages of the individual volumes. For non-continuous pagination in multipart monographs see the RDA comment under AACR2 2.5B18 below and the RDA comment under AACR2 2.5B19, Example 3, below.

| 300 | ǂa 3 volumes (xi, 100 pages; 200 pages; xiv, 300 pages) : ǂb illustrations ... |

AACR2 2.5B17. Use special terms Case or Portfolio when loose, unbound material is issued in a container. A portfolio is a case consisting of 2 covers joined at the back and tied at the front, top, and/or the bottom. The extent (number of pieces, plates, etc. in the container) can be recorded in a note if considered to be important.

AACR2 (LCCN 94072173)

| 300 | ǂa 1 portfolio : ǂb ill. (some col.) ... |

RDA (3.4.5.15) For portfolios & cases, the default rule is to give the number of portfolios or cases. There is an option to include the number of pieces in the container. The decision is up to the cataloger. In this example, the
plates are numbered, so giving the item count is no problem. If you had an approximately equivalent number of unnumbered plates, it would be reasonable to just use "1 portfolio" and leave it at that. Special collections cataloging, on the other hand, might provide a count of the unnumbered plates.

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 1 portfolio (40 leaves of plates) : ‡b illustrations (some color) ...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>‡a 1 case : ‡b col. ill. ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AACR2 (LCCN 92005001)**

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 1 case : ‡b color illustrations ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RDA**

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 8 v. in 5 : ‡b ill. ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AACR2 2.5B18.** If the number of bibliographic volumes differs from the number of physical volumes, record in the form: <bibliographic> v. in <physical>:

**AACR2**

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 8 v. in 5 : ‡b illustrations ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RDA.** Record only physical volumes -- there is no equivalent to the AACR2 rule in RDA. (RDA multipart extent rules are in 3.4.5.16-3.4.5.18).

Although the LCPS uses the RDA option (record the pagination of the individual volumes), the cataloger has the option to fall back on the default RDA rule and just give the number of volumes if the result would be too complicated. In this case, the number of bibliographic volumes vs the number of physical volumes could be brought out (and more clearly) in 505. RDA does not provide specific guidelines on constructing 505 notes, so the pagination for the individual volumes could be recorded there as well -- if considered to be important. Punctuation: space dash space between volume titles. The AACR2 example (8 v. in 5) "translated" into RDA:

**AACR2**

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 5 volumes : ‡b illustrations ...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>505</td>
<td>‡a 1. In the beginning (2 volumes) -- 2. A little later (2 volumes) -- 3. Later still (2 volumes) -- 4. Still later -- 5. F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AACR2 2.5B19.** 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.

**EXAMPLE 1**

**BOOK:** Vol. 1: xxxi, 1-450 p. Vol. 2: 451-999 p. [volumes have continuous pagination]

**AACR2**

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 2 v. (xxxi, 999 p.) ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RDA (no change from AACR2 other than no abbreviating)**

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 2 volumes (xxxi, 999 pages) ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXAMPLE 2**

**BOOK:** Vol. 1: xx, 1-201. Vol. 2: xx, 202-513. Vol. 3: xxi, 514-800. [volumes have continuous pagination for the main sequence but separate pagination for the preliminaries]

**AACR2**

Rule is to retain the preliminaries numbering for only the first volume.

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 3 v. (xx, 800 p.) ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RDA**

RDA 3.4.5.17 continues the AACR2 practice of omitting separately paged preliminary matter except for the first volume

<table>
<thead>
<tr>
<th>Plates</th>
<th>Description</th>
<th>AACR2</th>
<th>RDA</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 3 volumes (xx, 800 pages) ...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXAMPLE 3**

**Book:** v. 1: xxi, 300 p.; v. 2: xiv, 435 p. [volumes have separate pagination]

**AACR2**
LC practice when cataloging using RDA is to record all pagination sequences, continuous or not. AACR2 & RDA records created during the test period do not record pagination when each volume has its own pagination. Under the current LC Policy Statement [Jan 2012], LC cataloging will record all pagination sequences. Also, note that when separate volume pagination is recorded, the preliminary pages for each volume must be recorded as well. Catalogers do have the option not to follow the general LC practice if the result gets too complicated.

If the multipart set is incomplete, the number of volumes held is not recorded in 300. Actual volumes held are always recorded in the MFHD (MARC FORMAT for HOLDINGS DATA) for the copy, whether or not the set is complete. Ongoing multiparts (complete set has not been published or set described is complete but set in hand is not) are usually handled by specialists.

**AACR2**

| 300 | ‡a v. : ‡b ill. ... |
| 300 | ‡a v. in : ‡b ill. ... |

**RDA**

Note that the second option in the AACR2 example above cannot be used in RDA records; only physical volumes are recorded.

| 300 | ‡a volumes : ‡b illustrations ... |

Not a CIP issue but worth noting: fully cataloged LC records for ongoing multiparts reflect LC practice of recording volumes held in 300 in angle brackets; catalogers should delete this information from the bibliographic record since YUL does not follow LC practice here. YUL volume holdings are recorded in MFHD 866.

**RDA**

In fully cataloged records for ongoing multiparts, the LC practice of recording volumes held in angle brackets in 300 has ceased. Volumes held are now recorded in LC's MFHDs, so this minor maintenance issue will be less of an issue in the future. (It may be that the practice has already ceased with their AACR2 cataloging).

12. **300 ‡b: Other Physical Details with Examples**

**300 ‡b Other Physical Details**

**RDA 7.15.** All standard illustration terms formerly abbreviated in AACR2 are no longer abbreviated.

| 300 | ‡a xx, 33 pages, 4 unnumbered pages of plates : ‡b illustrations ... |

**AACR2 2.5C.** All illustrative matter is recorded in the ‡b subfield. On Voyager, enter as: space - colon - ‡b. (Voyager will supply a space before and after ‡b automatically)

| 300 | ‡a xx, 33 p., [4] p. of plates : ‡b ill. ... |

**AACR2 2.5C1, 2.5C2.** Follow the LC rule interpretation under 2.5C5: "Describe an illustrated printed monograph as 'ill.' in all cases unless there are maps present or AACR2 2.5C5 is applicable ("Disregard illustrated title pages and minor illustrations."). Note that tables containing only words or numbers are not considered illustrations.

Following LCRI 2.5C5 should be considered optional. RDA does not abbreviate "illustrations."

**AACR2 (LCCN 2004002402)**

| 300 | ‡a 782 p. : ‡b ill. ... |
RDA

300  †a 782 pages : ‡b illustrations ...

AACR2 (LCCN 2003048402)

300  †a xi, 85 p. : ‡b ill., maps ...

RDA The LCRI for AACR2 2.5C3 requiring that maps be recorded if present has not been carried over into the RDA Policy Statements; it is now cataloger judgment. Other standard terms used in AACR2 (e.g. portraits) have been carried over into RDA. The RDA default 7.15.1.3 is to use only "illustrations," but the cataloger has the option to use one or more of the specific terms, and if none of the terms applies to the book in hand, the cataloger can use an "off-list" term. LC practice generally discourages using the option, but non-LC libraries can use any of the terms listed in RDA 7.15.1.3 Alternative.

300  †a xi, 85 pages : ‡b illustrations, maps ...

If “ill.” is recorded, be sure code “a” has been entered in the 008 Illustrations fixed field.

![008 - General Description (Book)](image)

Code both a and b if maps are also recorded.

AACR2 2.5C3. Describe colored illustrations if considered to be important. The underlined section is new in 2005; note that a colored illustration is “an illustration containing any color,” but black, white, and shades of gray are not considered to be colors in AACR2/rev. (But a black and red illustration is a colored illustration).

RDA rules for what & how to record illustrative content can be found in RDA chapter 7 (RDA separates the rules for
illustrations from the rules for the carrier categories). RDA examples use the British spelling for "colour," but there is no rule determining spelling in RDA. US practice is to use US spelling. As with other terms used in ǂb, "color" is not abbreviated.

LC RDA Policy: ǂb is not recorded unless the illustrations are significant (in volume or importance). For CIP, go ahead and add ǂb. For completed LC cataloging without ǂb, generally do not add ǂb unless the illustrations are substantial.

EXAMPLES. (All LC records in the examples are AACR2)

LCCN 2002494254

AACR2

300 ǂa 95 p. : ǂb col. ill. ....
RDA

300 ǂa 95 pages : ǂb color illustrations ...

LCCN 2003442446

AACR2

300 ǂa 285 p. : ǂb ill. (some col.) ...
RDA

300 ǂa 285 pages : ǂb illustrations (some color) ...

LCCN 2003070402

AACR2

300 ǂa 64 p. : ǂb col. ill., col. maps ...
RDA

300 ǂa 64 pages : ǂb color illustrations, color maps ...

LCCN 2004046825

AACR2

300 ǂa 64 p. : ǂb ill. (some col.), maps (some col.) ...
RDA

300 ǂa 64 pages : ǂb illustrations (some color), maps (some color) ...

LCCN 2004045526 [some of the illustrations are in color; all of the maps are in color]

AACR2

300 ǂa 64 p. : ǂb ill. (some col.), col. maps ...
RDA

300 ǂa 64 pages : ǂb illustrations (some color), color maps ...

LCCN 2002010318 [most of the illustrations are in color; all of maps are in color]

AACR2

300 ǂa 64 p. : ǂb ill. (chiefly col.), col. maps ...
RDA

300 ǂa 64 pages : ǂb illustrations (chiefly color), color maps ...

LCCN 2001097794 [publication is mostly color illustrations & has one color map]

AACR2

300 ǂa xi, 203 p. : ǂb chiefly col. ill., col. map ...
RDA

300 ǂa xi, 203 pages : ǂb chiefly color illustrations [color map] ...

AACR2 2.5C4. If the illustrations are numbered in the publication, record the numbering.
CIP Records (AACR2/RDA): Guidelines for Upgrading with Examples
Published on Yale University Library (https://web.library.yale.edu)

AACR2

300 ‡a 287 p. : ‡b 16 ill. ...

RDA

300 ‡a 287 pages : ‡b 16 illustrations ...

RDA defaults to "illustrations" only, and LC practice is to prefer the default, but catalogers (including LC catalogers) are free to use the alternative list of terms if considered to be helpful to the user. But note that there is no LC PS about determining whether the book is mostly illustrations of one type, or what to do when there is more than one type, or whether to record maps—the cataloger decides.

Under the LCRI for AACR2 2.5C5, if the publication consisted wholly or predominantly of illustrations, the cataloger was instructed to give all ill. or chiefly ill., as appropriate. It is not entirely clear whether RDA allows phrasing of this kind; it appears that a note is preferable, although "illustrations" alone would still be recorded in 300: 500 Chiefly illustrations. Or similar phrasing.

Optionally, under AACR2/LCRI, you had the option to follow this LC practice: If those illustrations are all of one type, give all [name of type] or chiefly [name of type]. There is no corresponding policy statement for RDA.

REMEMBER: In AACR2 records following the LCRIs, the illustration terms were only used if they were all of one type and the publication was wholly or mostly illustrations AND you decided to follow the option; when upgrading AACR2 CIP, if the illustrations are of various types, or if the item is not predominantly illustrations, just use ill. (or ill., maps).

AACR2

300 ‡a 1 v. (unpaged) : ‡b all ill. ...

300 ‡a xii, 226 p. : ‡b chiefly ports. ...

RDA LC will not routinely record illustrations in general or of any specific type in 300 ‡b. When the LC cataloger considers the illustrations to be an important part of the book, LC will use "illustrations" as the default even for a combination of maps and other types of illustrations, but LC and other cataloging agencies may go beyond the default if the specific type is considered to be important to bring out.

300 ‡a 1 volume (unpaged) : ‡b illustrations ...

500 ‡a All illustrations.

Note that if the publication is wholly or mostly maps, the item to be cataloged is probably an atlas, and the cataloging rules for books are not applied. For example, the 300 should begin "1 atlas." CAUTION: use of the term "atlas" in the title does not always mean that the item is cataloged using the cartographic rules. However, if the item to be cataloged appears to be an atlas -- a collection of maps -- it should be referred to a map cataloging specialist.

Music scores are out of scope for CIP, but for the record, if the publication is wholly or mostly music, the item to be cataloged is probably a score, and the cataloging rules for books are not applied. If the item to be cataloged is mostly music, it should be referred to a music cataloging specialist.

REMEMBER: if a specific illustration type is recorded in subfield b, then the 008 Illustrations fixed field code(s) must also be specific; again, recording an illustration type is optional. RDA uses one additional illustration type (photographs) and spells out all of the illustration types that were formerly abbreviated in AACR2. Valid AACR2/RDA illustration types (use the abbreviations as given in the table if you are completing an AACR2 CIP) and their corresponding MARC21 008 codes:

<table>
<thead>
<tr>
<th>Type of illustration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>charts</td>
<td>d</td>
</tr>
<tr>
<td>coats of arms</td>
<td>i</td>
</tr>
<tr>
<td>facsim. [RDA: facsimiles]</td>
<td>h</td>
</tr>
<tr>
<td>forms</td>
<td>k</td>
</tr>
<tr>
<td>geneal. tables [RDA: genealogical tables]</td>
<td>j</td>
</tr>
</tbody>
</table>
### Type of illustration

<table>
<thead>
<tr>
<th>Type of illustration</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>maps</td>
<td>b</td>
</tr>
<tr>
<td>music</td>
<td>g</td>
</tr>
<tr>
<td>photographs [RDA only; presumably this includes reproductions of photographs]</td>
<td>o</td>
</tr>
<tr>
<td>plans</td>
<td>e</td>
</tr>
<tr>
<td>portraits [RDA: portraits]</td>
<td>c</td>
</tr>
<tr>
<td>samples</td>
<td>l</td>
</tr>
</tbody>
</table>

**NOTE:** Plates are recorded in ‡a but are coded (f) in the 008 Illustrations fixed field. See earlier section above under AACR2.5B9 (Leaves or pages of plates).

**NOTE:** The list of illustration types is from AACR2 2.5C2. Note that AACR2 says that if none of the terms adequately describes the illustrations, a more appropriate term (e.g. computer drawings) may be used. In this situation, you should run it by your supervisor. The corresponding RDA list is in **RDA 7.15.1.3 Alternative**.

**RDA TIP.** If you can’t remember the written out form of the abbreviation, click in any of the Illustrations fixed fields in 008 in Voyager to expose the menu. All of the valid types are listed in written out form.

**AACR2 2.5C6.** If illustrative matter is issued in a pocket inside the cover of an item, use "ill." in 300 & add a note.

<table>
<thead>
<tr>
<th>300</th>
<th>‡a xli, 13 p. : ‡b ill. ; maps ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>Four maps on 2 folded leaves in pocket.</td>
</tr>
</tbody>
</table>

**RDA**

<table>
<thead>
<tr>
<th>300</th>
<th>‡a xli, 13 pages : ‡b illustrations, maps ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>Four maps on 2 folded leaves in pocket.</td>
</tr>
</tbody>
</table>

Note that when a number is the first word of a note, the number is written out, but that otherwise Arabic numerals are used in notes.

### 13. 300 ‡c: Dimensions with Examples

#### 300 SUBFIELD ‡c. DIMENSIONS

**RDA Appendix D.1.1/AACR2 2.5D.** On Voyager, enter as space - semicolon - ‡c (Voyager will supply a space before and after ‡c automatically).

**RDA**

<table>
<thead>
<tr>
<th>300</th>
<th>‡a xi, 170 pages : ‡b illustrations ; ‡c 22 cm</th>
</tr>
</thead>
</table>

**AACR2**

| 300 | ‡a xi, 170 p. : ‡b ill. ; ‡c 22 cm. |

**RDA 3.5.1.4.14/AACR2 2.5D1.** Give the height of the book in centimeters; round up to the next whole centimeter, e.g. if a volume measures 17.2 centimeters, record it as 18 cm with no period. If the volume is less than 10 cm., check with your supervisor. SML has special rules for miniature books; also, a book less than 10 cm in height is recorded in millimeters, e.g. 100 mm with no period.

RDA does not consider "cm" to be an abbreviation (most countries that use "cm" as a standard measurement do not consider it to be an abbreviation). By default, RDA cataloging does not have a period after "cm". Exception. RDA records using ISBD punctuation (current practice for now), should have the period after "cm" if the record has a 4xx for the series. Locally, the exception can be ignored; at some point MARC will probably be updated to enter a period if there is a 4xx in the record. FYI, MARC currently is supposed to supply parentheses and "ISSN" -- if there is an ISSN -- to 490s even though ISBD requires parentheses and the ISSN text in catalog records. Please do not
spend time looking for periods to "correct."

When upgrading AACR2 CIP, "cm." is treated as an abbreviation, so it always ends with a period.

**RDA 3.5.1.4.14/AACR2 2.5D2.** If the width of the volume is either less than half the height or greater than the height, give in the form `<height> x <width>`

Width is less than half the height:

| 300 | ‡a 1 volume (unpaged) ; ‡c 20 x 8 cm |

Width is greater than the height:

| 300 | ‡a 1 volume (various pagings) ; ‡c 20 x 32 cm |

When updating AACR2 CIP, don't forget to use abbreviations & to treat "cm" as an abbreviation!

| 300 | ‡a 1 v. (unpaged) ; ‡c 20 x 8 cm. |

**HISTORICAL NOTE FOR SML CATALOGERS.** When SML Yale cataloging used OCLC to generate catalog cards, catalogers would record widths of 20 or more cm. after the multiplication sign (e.g. 25 x 22 cm.) even the width did not comply with the 2.5D2 rule (which pre-dates AACR2). This told the OCLC card production program to supply a + (oversize) symbol in the call number of the printed card. Examples of these abound in the YUL database. Do not use them as an example!

On Orbis, the SML cataloger will add "‡m Oversize" in the Orbis record holdings. [Until July 2007 YUL practice also included a + to (LC), (e.g. (LC)+ ‡m Oversize)]

See [SML Oversize and Miniatures](#).

**EXAMPLE:**

| 852 | ‡b sml ‡h HD8700.6 ‡i .C48X 1988 (LC) ‡m Oversize |

For SML cataloging, and most YUL libraries cataloged by CMS, height above 29 cm or width above 25 cm is considered "Folio." For Art and Drama, height above 38 cm or width above 33 cm is considered "Folio." The text Folio is entered in ‡k and ‡m Oversize is not added after the call number. Until Jan. 2008 Folio size call numbers consisted of the LCC class letter & a sequential number. From Jan. 2008, Folio call numbers were no different from oversize and "regular size" call numbers.

| 852 | ‡b sml ‡k Folio ‡h HD8700.6 ‡i .C48X 1988 (LC) |

**RDA 3.5.1.6/AACR2 2.5D3.** If the volumes in a multivolume set differ in height and the difference is more than two centimeters, give the smallest size and the largest size, separated by a hyphen.

**RDA**

| 300 | ‡a 2 volumes : ‡b color illustrations ; ‡c 24-28 cm |

**AACR2**

| 300 | ‡a 2 v. : ‡b col. ill. ; ‡c 24-28 cm. |

**14. 300 ‡e, 336, 337, 338: Accompanying Material; Content, Media & Carrier Types**

**300 ‡e Accompanying Material**

REMINDER: SML catalogers should keep in mind special procedures for accompanying media items.
Accompanying material using RDA/LCPS rules. Currently, the LCPS offers 3 options: a second 300 field, + ‡e in a single 300, or a 500 note (avoid the last option). Note that the period used in AACR2 is not used at the end of 300 unless the last word is an abbreviation. (The LCRI for AACR2 required a period.) Some examples with + ‡e:

<table>
<thead>
<tr>
<th>300</th>
<th>‡a 271 pages : ‡b illustrations ; ‡c 21 cm + ‡e 1 answer book</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 271 pages : ‡b illustrations ; ‡c 21 cm + ‡e 1 atlas (37 pages, 19 leaves : 20 color maps ; 37 cm)</td>
</tr>
<tr>
<td>300</td>
<td>‡a 271 pages : ‡b illustrations ; ‡c 21 cm + ‡e 2 CD-ROMs</td>
</tr>
<tr>
<td>300</td>
<td>‡a 271 pages : ‡b illustrations ; ‡c 21 cm + ‡e 3 audio discs</td>
</tr>
<tr>
<td>300</td>
<td>‡a 271 pages : ‡b illustrations ; ‡c 21 cm + ‡e 3 microfiches</td>
</tr>
</tbody>
</table>

NOTE: providing physical description of the accompanying material is optional; the 2nd example could also be done as: ... + ‡e 1 atlas.

The first two examples cataloged with additional 300 fields. How much detail to include is a cataloger decision:

<table>
<thead>
<tr>
<th>300</th>
<th>‡a 271 pages : ‡b illustrations ; ‡c 21 cm</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 1 answer book</td>
</tr>
<tr>
<td>300</td>
<td>‡a 271 pages : ‡b illustrations ; ‡c 21 cm</td>
</tr>
<tr>
<td>300</td>
<td>‡a 1 atlas (37 pages, 19 leaves) : ‡b 20 color maps ; ‡c 37 cm</td>
</tr>
</tbody>
</table>

AACR2 2.5E If you need to upgrade AACR2 CIP, accompanying material is recorded in the ‡e subfield. Punctuation is space - + - ‡e <number of items> <type of accompanying material><period (if a parenthesis is used, a period is not added) >

<table>
<thead>
<tr>
<th>300</th>
<th>‡a 271 p. : ‡b ill. ; ‡c 21 cm. + ‡e 1 answer book.</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a 271 p. : ‡b ill. ; ‡c 21 cm. + ‡e 1 atlas (37 p., 19 leaves : 20 col. maps ; 37 cm.)</td>
</tr>
<tr>
<td>300</td>
<td>‡a 271 p. : ‡b ill. ; ‡c 21 cm. + ‡e 2 CD-ROMs.</td>
</tr>
<tr>
<td>300</td>
<td>‡a 271 p. : ‡b ill. ; ‡c 21 cm. + ‡e 3 sound discs.</td>
</tr>
<tr>
<td>300</td>
<td>‡a 271 p. : ‡b ill. ; ‡c 21 cm. + ‡e 3 microfiches.</td>
</tr>
</tbody>
</table>

RDA/MA?RC Fields 336, 337, 338

Fields 336 (content), 337 (media type), and 338 (carrier) were created for RDA records to substitute for the AACR2 general material designator (or GMD; the ‡h subfield in 245). It's possible OCLC will OK them for AACR2 records as well. If they are in the record, leave them as is, but don't assume a record is RDA if it has these fields (the 040 ‡e rda is the most reliable indicator that the cataloger intended to apply RDA rules). All CIP for books will have a standard 336-338 set, which will be pre-entered in the bibliographic record.

Excerpt from a record for a book with no accompanying media (completed by LC [2011934053]). Note that there is a period after cm not because it is an abbreviation, but because of ISBD punctuation rules (period at the end of 300 if there is a 490). The "RDA" 336, 337 & 338 fields for the book will be part of the CIP template, so it will not be necessary to key them in.

Some records downloaded from OCLC may have subfield b's with the coded version of the text in ‡a. For printed texts the codes are: 336 ‡b txt, 337 ‡b n, 338 ‡b nc. If they appear in the record, leave them as is; if they do not appear in the record, do not spend time adding them.

<table>
<thead>
<tr>
<th>040</th>
<th>‡a DLC ‡b eng ‡e rda ‡c DLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>‡a viii, 177 pages ; ‡c 24 cm.</td>
</tr>
<tr>
<td>336</td>
<td>‡a text ‡2 rdacontent</td>
</tr>
<tr>
<td>337</td>
<td>‡a unmediated ‡2 rdamedia</td>
</tr>
<tr>
<td>338</td>
<td>‡a volume ‡2 rdacarrier</td>
</tr>
<tr>
<td>490</td>
<td>‡a Studies in public choice, ‡x 0924-4700 ; ‡v vol. 23</td>
</tr>
</tbody>
</table>

Accompanying material in 336-338

It may be necessary to include content, media type & carrier information to account for the accompanying material.
The rules say to record all that are applicable. There is an alternative to record only the primary material (the predominant carrier or the most substantial carrier). There is no LCPS; it's left to cataloger judgment.

Current (as of June 2012) LC practice. Create fields for the accompanying material as well as the book. Grouping fields by MARC tag is best practice; a field is not repeated if the term for the primary material is the same as the term for the accompanying material. [for examples see Module 1 of LC Training 2012, page 52]. As with primary material, use of the ‡b codes is optional. As with primary material, if the codes have been entered for the accompanying material, leave them as is, but if they have not been entered, do not spend time looking them up and entering them.

Do this with the help of your supervisor; it appears accompanying material will not be part of the template.

The terms in 336-338 are taken from an authorized master list; in 338 ‡a you cannot use CD-ROM; in 337 ‡a you cannot enter "electronic resource." The cataloger has the option to use such terms in ‡3 but the option has not been used often. Examples assume 336 for the accompanying material does not have to be re-entered if the value doesn't change for the accompanying part.

Links to the lists of controlled terms can be found in the RDA section of the Tools and Resources/Cataloging Tools [11] page. Look for the RDA section and the links at 2., 3., & 4.

The following 2 examples account for the accompanying material in separate 337 and 338 fields. LC practice followed grouping by tag number.

In the following example, note that RDA terminology uses "audio disc" for CDs, while AACR2 uses "sound disc."

Two other ways of organizing the 3xx's could be used but the above is the one that will be used by LC, so follow the pattern. Caution: lccopycat may have either of the options following; LC copy catalogers will take it as is. Avoid "fixing" the 3xxs, unless one of the media types has not been listed.

Version 1. Primary and secondary fields are grouped separately, but if a field, in this case 336 is the same for both primary & secondary, it isn't repeated.

Version 2. Multiple subfield a's rather than multiple variable fields. LCPS says to accept records in that form when doing copy cataloging.
15. 490/830: Series with Examples

490 is used to transcribe the series as it appears on the item; the 8xx field is used for the established form of the series, the series added entry. For tagging patterns, refer to SERIES TAGGING below. The established form of the series should be on a series authority record (SAR). In Voyager, use the Staff Search Title index (macro: alt shift w) to search for SARs. As of 2006, CIP records are all tagged 490 0 & are without 8xxs, but CIP records updated by member libraries may have changed the tag to 490 1 and made an 8xx series added entry.

Our current contract with Backstage (MARS) stipulates that their authority processing will automatically re-tag 490 0 to 490 1 and make an 830 series added entry if a SAR exists in the national authority file, so in general do not re-tag 490 0 to 490 1 or make an 830 when upgrading CIP.

[NOTE: for an author series (works, selections, multipart with individual titles), the tag will be 800. Series entered under corporate name (810, e.g. a museum) or a conference name (811) should be very rare. MARS processing should take care of these as well.]

Series Verification. If there are different forms of series in various places in the book, there are rules for choosing which form to transcribe.

RDA. 1. series title page (use the monograph title page only in the absence of a series title page) -- 2. cover -- 3. caption -- 4. masthead.

AACR2. Choose as the source for the series, in order of priority: 1. series title page (not the title page), usually the page preceding the title page. -- 2. the book's title page -- 3. the cover (not necessarily the front cover) -- 4. rest of the book (e.g. verso t.p. is last in order of priority)

If in none of the above, take the series from anywhere in the book, prefer a source where the series is presented formally.

In both sets of rules, if there is a main series and a subseries, the source in the book is the page with both the main and subseries.

SERIES TRANSCRIPTION. With series in CIP records, there are 4 potential transcription problems:

1. 490 is on the bibliographic record, but is not on the item.
2. 490 is on the bibliographic record but does not match the form of the series as it appears on the item.
3. Series is on the item, but is not recorded in the bibliographic record.
4. What appears to be a series is a series-like phrase and should not be recorded in 490.

1. Series is not on the item. If the series recorded in 490 is not on the item, it should be deleted from the bibliographic record. If a series has been recorded in the MARC CIP 490 but only appears in the CIP block on the item in hand, the series should be deleted from the record. (LC-PCC PS 2.12.1.2 Sources of Information. For AACR2, see LCRI 1.6 Series Statement Present Only in Cataloging Data/Bibliography) If the record was updated by an OCLC member and an 830 has been made, delete the 830 as well. Consult with your supervisor before deleting a 490 or 830 from a CIP record or a CIP record upgraded to full-level.

2. Form of series on the bibliographic record 490 does not match the form of the series on the item in hand.
Modify the bibliographic record 490 to match the form of the series on the item. Remember to include the initial article. If there is no 830, MARS will make it, so you do not need to make a series added entry. If there is an 830 made by an OCLC member, assume it is correct match on the established form given in the SAR. Consult with your supervisor when modifying the form of the series in 490.

3. **Series not recorded on bibliographic record.** Check the title page, the pages preceding the title page, the verso of the title page (except the CIP block), the cover, and the pages at the end of the book for series. If a series is found, transcribe it (see instructions below). If the series only appears on the item in the CIP block (usually on the verso t.p., sometimes at the end of the book), do not transcribe the series in 490.

If the series appears on the book jacket only, check with your supervisor (RDA 2.12.2.2 combined with RDA 2.2.2.2). Note that, per 2.2.2.2, in the absence of a series title page and with no series statement on the monograph title page, the next source is the cover or jacket issued with the book. Using the jacket as a source is new with RDA. *For AACR2 see LCRI 1.6A2 Other Sources for Series Statements*.

If it is necessary to transcribe the series statement in the bibliographic record, the series should be recorded in a 490 field as it appears on the book. Guidelines:

- transcribe the series as you would a title in 245
- capitalize only the first letter of the series and the first letter of proper names: *Studies in Hawaiian history series*
- if the first word of the series is an article, the article should be transcribed
- Since MARC 440 became obsolete in 2006, if the library's decision is to trace (make an added entry), an 830 is made even if it is an exact match on 490.

Precede volume number with space - semicolon ‡v.

| 490 | ‡a American academy of religion academy series ; ‡v no. 84 |
| 490 | ‡a Architecture & design library |
| 490 | ‡a The best of long range planning ; ‡v 2nd ser., no. 3 |

Since 490 is a transcription field, under RDA the volume caption is transcribed as is: transcribe in abbreviated form if it appears in abbreviated form; transcribe in spelled-out form if it appears in spelled-out form. *(AACR2 converts any written out captions to abbreviations)*. RDA transcribes roman numerals as found; AACR2 converts roman numerals to arabic numerals.

For AACR2 records, if there is a caption, check the authority record or other bibliographic records for the correct abbreviation. If no authority record is found, check with your supervisor.

Series as it appears in the book: Literary studies--East and West: volume XII

**RDA**

| 490 | ‡a Literary studies--East and West ; ‡v volume XII |

**AACR2**

| 490 | ‡a Literary studies--East and West ; ‡v v. 12 |
Do not enclose the series statement in parentheses. (In the printed CIP block on the t.p. verso, the series statement will appear in parentheses, but parentheses are not used in the MARC record.)

If the series has an ISSN number, transcribe it following comma ‡x.

490 ‡a Art reference collection, ‡x 0193-6867 ; ‡v no. 26 <abbreviated caption on the source>

Per the current (2012) LCPS, RDA records should include the ISSN in the 830 as well, but it should be entered as the last subfield with no end punctuation. Use standard series end punctuation at the end of the last subfield before ‡x.

830 ‡a Art reference collection ; ‡v no. 26. ‡x 0193-6867

4. Series-like phrase. These phrases are not considered to be series. Sometimes these phrases are recorded in a note; sometimes these phrases are included in 264/260 as part of the publisher statement; sometimes these phrases are not recorded at all. Some examples of series-like phrases, mostly from the Library of Congress rule interpretations:

An American Astronautical Society Publication <not a series if the phrase repeats the name of a non-commercial issuing body and is not numbered; considered a series if numbered>

Bulfinch Press book <the phrase essentially repeats the name of a commercial publisher or a sub-imprint of the publisher; not considered a series even if numbered>

An Interscience publication <names of publisher subsidiaries are not considered series; Interscience publications are a subsidiary of Wiley Publications>

A Helen and Kurt Wolff book <in-house editor imprints are not considered series>

UC-13 <numbers alone are not considered series>

Workers of the World, Unite! <slogans are not considered series>

Booker Prize 2005 <names of prizes are not considered series>

Terms on the back cover the publisher includes to facilitate shelving in bookstores, such as "Novel," "Mystery," "Contemporary history" and so on, if unnumbered.

For most series-like phrases encountered on books with CIP cataloging:

- the series-like phrase may have an authority record, but the authority record will only be in LCDB.
- in the 008 window, the Type of series will be c: Series-like phrase.
- the series authority record for a series-like phrase will not have fields 644/645/646.
- there may be instructions in the series authority record about how to handle the phrase, e.g. Give as a quoted note if name does not appear in the publication, etc., area.

Generally LC will not record a series-like phrase in 490. If there is no 490, and you are in doubt whether to handle the phrase as a true series or a series-like phrase, consult with your supervisor.

SERIES AUTHORITY. Always check Orbis to see whether the series is classed together or classed separately (classed individually).

Now that LC records no longer trace series, the "Retrieve Authorities" option from the Voyager Record menu can't be used (it only retrieves series in 830). If it is necessary to search Orbis or LCDB, use non-keyword search Staff Title Headings Search to retrieve the authority record.
If there is no Yale decision on classed together/classed separately on the authority record, check in the OPAC for local practice. If there is no evidence of local practice, i.e., if you are cataloging the first title in the series, accept the LC decision.

SERIES TAGGING. The three basic tagging patterns for series are:

1. SERIES NOT TRACED. Series is not retrievable using a standard title search, although the series can be retrieved in Orbis using the non-keyword search index Series: Not traced. Series not traced has been standard practice for LC since 2006, so expect only 490s. If the CIP has been upgraded to full level by an OCLC member, it might have been revised to 490 1/830, covered in 2.-3. below. MARS processing will convert 490 0's to 490 1/830, so don't bother trying to convert the 490 0 to our local practice.

Typical series statements from LCDB. SARs [series authority records] created by LC have 645 t (trace) but the LC CIPs follow its post-2006 practice. MARS will convert 490 0 series to 490 1/830 based on the SARs.

| 490 | ‡a Cambridge studies in biological and evolutionary anthropology |
| 490 | ‡a Purdue studies in Romance literatures ; ‡v vol. 51 |

There are some series where the cataloger considers the series to be a publisher stock number; the SAR may be for a series but 645 will be coded n. LC (& library cataloging in general) would not have traced the Bantam series even prior to 2006:

| 490 | ‡a Bantam pathfinder series ; ‡v 56 |

If there is an article at the beginning of the title of an untraced series, transcribe it. No non-filing indicator is used with 490s:

| 490 | ‡a The best of British in old photographs |

2. SERIES TRACED THE SAME. Series title is transcribed in 490 1 and is searchable as it appears on the book via the 830 field.

Historical note. Field 440 (now obsolete) was used to avoid re-keying the series statement in the 830 field. LC CIP generally does not apply 490 1/830, but OCLC member upgrades may have changed 490 0 to 490 1/830. As noted earlier, MARS will update 490 0 to 490 1/830. As of this writing, the legacy records in Orbis with the 440 tag have not been updated. Catalog Management requests that you leave these alone since we hope to do a batch update at some point.

Current cataloging policy:

| 490 | ‡a American poets’ continuum series ; ‡v v. 40 |
| 830 | ‡a American poets’ continuum series ; ‡v v. 40. |

Obsolete practice:

| 440 | ‡a American poets’ continuum series ; ‡v v. 40 <OBsolete--DO NOT USE> |
If there is an article at the beginning of the title, transcribe it in 490. The 830 should not have an initial article.

Current cataloging policy:

<table>
<thead>
<tr>
<th>490</th>
<th>‡a The best of British in old photographs</th>
</tr>
</thead>
<tbody>
<tr>
<td>830</td>
<td>‡a Best of British in old photographs.</td>
</tr>
</tbody>
</table>

Obsolete practice:

| 440 | ‡a The best of British in old photographs <OBSOLETE--DO NOT USE> |

3. SERIES TRACED DIFFERENTLY. Series title is searchable in a form different from the way it appears on the book. The series as it appears on the book is transcribed in 490 1_ and is not searchable on a regular title search. The searchable established form is recorded in 830 _0. The authority record heading should match the 830, not the 490.

Under current MARC rules dating from 2006, 490 first indicator 1 has been redefined as "Series traced" (formerly: Series traced differently). As seen in 2. above, a series added entry is made even when the series added entry matches the series statement, in addition to the series traced differently scenario in 3.

<table>
<thead>
<tr>
<th>490</th>
<th>‡a Architecture &amp; design library</th>
</tr>
</thead>
<tbody>
<tr>
<td>830</td>
<td>‡a Architecture and design library.</td>
</tr>
<tr>
<td>490</td>
<td>‡a Springer series societal impact on aging</td>
</tr>
<tr>
<td>830</td>
<td>‡a Societal impact on aging.</td>
</tr>
</tbody>
</table>

In some rare instances, the cataloging rules require some series to be entered under corporate name; these will generally be handled using the "traced differently" pattern. Since "Retrieve Authorities" from the Voyager Record menu isn't a useful option, use the non-keyword Staff Name/Title Headings Search to search Orbis or LCDB. However, series entered under corporate name are almost never encountered in current cataloging.

PUNCTUATION: note that there is no end punctuation at the 490 level, but that end punctuation (period) is used at the 8XX level unless the title ends with a parenthesis.

16. 5xx, 1xx, 6xx, and 7xx: Notes, Access Points & Examples

5XX FIELDS.

LC-PCC PS 17.6.1.3. Follow LC guidelines -- no significant change from the LCRI 2.7B--but RDA records will have AACR2 abbreviations spelled out unless the note is in quotation marks.
LC-PCC PS 1.7.1. References to unnumbered pages in bibliographical and other notes are not bracketed if the CIP record is coded as RDA. Keep in mind that in field 300 brackets are not used for unnumbered pages, but the term "unnumbered" is required when appropriate.

Bibliographical notes are mandatory if applicable in LC cataloging. If pagination is involved, the copy cataloger needs to supply it to the note. Since the CIP cataloger at LC did not have the book in hand, there may be bibliographical references in the book but not in the CIP record. In that case, the copy cataloger should supply the note.

If the book includes bibliographical references (footnotes or endnotes), use the note. The same note would be used in either RDA or AACR2 cataloging.

If the book includes a bibliography or bibliographies, record the page numbers as a range in a parenthetical qualifier to the standard note in the form page <first page number> - hyphen - <last page number>. The closing parenthesis is followed by a period. If bibliographical references are recorded in a 504 note, code "b" in the Orbis 008 fixed field Contents. Note that RDA practice does not bracket the unnumbered page but AACR2 requires brackets in that situation.

RDA spells out "pages."

AACR2 abbreviates "pages" as "p."

RDA: In notes, brackets or "unnumbered" are not used to identify unnumbered pages.

AACR2: The obsolete AACR2 practice used brackets to identify unnumbered pages.

If the book includes an index, record the index in a 500 note in the form Includes index. Use the plural if there is more than one index. The note would be used in the same form whether the record was coded as RDA or AACR.

If the book includes both bibliographical references and an index, record the index as part of the bibliographical references note in 504.

RDA cataloging will spell out abbreviations & leave out the bracket (LCPS 1.7.1)

AACR2: Note use of abbreviation and brackets.

008 If 504 is in the bibliographic record, there should be a corresponding "b" in the 008 Contents fixed field. If an index is recorded, code 1 in the 008 fixed field Index.
If an errata or erratum slip has been inserted, account for it in a note:

500  ‡a Errata slip inserted. <more than one error>
500  ‡a Erratum slip inserted. <one error>

In general, make sure that the other notes on the CIP record really apply to the book. Unless the notes are quoted, however, they do not actually have to be on the physical book itself. Touch base with your supervisor if you think a note should be deleted.

1XX, 6xx, and 7xx FIELDS.

Unless there is an obvious typographical error, access fields (1xx, 6xx, 7xx) are left as is.

If there are multiple authors collaborating on a book, RDA cataloging enters under the first author named, unless another author is given typographical prominence or other indication that the author is the primary creator. As a result, if the sequence of author names in the bibliographic record differs from the sequence of author names on the title page, the 100 field will probably need to be changed as well as the statement of responsibility in the bibliographic record. Always consult with your supervisor before making changes of this type.

RDA does not have a special "rule of three" for deciding on whether to enter under author or title. Even if more than 3 authors collaborate on a book (sometimes the case with textbooks), the primary (usually the first) author is entered in 100. Do not confuse collaborations of multiple authors creating a single monograph with a collection of papers or essays by different authors. Collections continue to be entered under title.

Collaboration:

<table>
<thead>
<tr>
<th>100</th>
<th>245</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

‡a Yang, Fan, ‡e author.
‡a Capturing Connectivity and Causality in Complex Industrial Processes / ‡c by Fan Yang, Ping Duan,
### Collection/Compilation:

| 245 | 0 | 0 | ‡a Chemistry and physics of modern materials : ‡b processing, production and applications / ‡c edited by Jimsher N. Aneli, DSc, Alfonso Jimenez, PhD, Stefan Kubica, PhD ; Gennady E. Zaikov, DSc, A.K. Haghi, PhD, and Alberto D'Amore, DSc, reviewers and advisory board members. |

### RDA records will sometimes have relationship designators (‡e) as the last element of 7xx and 1xx. Leave these as is; don't add additional designators. Only authorized terms from RDA Appendix I can be used in ‡e.

| 100 | 1 | ‡a Dickens, Charles, ‡d 1812-1870, ‡e author. |
| 700 | 1 | ‡a Bloom, Harold, ‡e editor. <formerly: editor of compilation> |

### RELATED DOCUMENTS:

- Ending Punctuation for Variable Fields [13]

### Source URL:
- https://web.library.yale.edu/cataloging/CIP

### Links

[5] https://web.library.yale.edu/cataloging/tools-resources/tools
[6] https://web.library.yale.edu/cataloging/AACR2-abbreviations
[7] https://web.library.yale.edu/cataloging/months
[8] https://web.library.yale.edu/cataloging/workflow/added-copy-or-new-record-books
[9] https://web.library.yale.edu/sml-oversize-folio-and-miniatures
[13] https://web.library.yale.edu/cataloging/end-punct-var-fields