

Preferred source of information (RDA 2.1.2.2-3 and 2.2)

[Music Cataloging at Yale](#) [1] ? [RDA](#) [2]

Note: this page was created with music cataloging in mind.

(2.1.2.2) Choosing a source of information for resources issued as a single unit

If the resource

is issued as a single unit
embodies multiple works

Then choose a source of information that

identifies the resource as a whole
has a collective title

If the resource

no source of information identifying the resource as a whole
but
one source has a title identifying a main or predominant work or content

Then

consider that source to identify the resource as a whole

no source of information identifying the resource as a whole
and

treat the sources of information identifying its individual contents as a collective source of information for the resource as a whole.

no source has a title identifying a main or predominant work or content

(2.1.2.3) Choosing a source of information for resources issued in more than one part

Choose one of the following, as appropriate, as the basis for identifying the resource as a whole:

If the resource **Then choose a source of information that**

a: is issued as a set that is unnumbered or the number in the title does not help to establish an order

b: has sequential or non-sequential numbering of issues or parts available

c: has the issue number or part number with the earliest or date of issue number indicating that

does
not
help to
establis
h an
order
**If the r Then
esourc
e**
d: has consider
no that
source source to
of infor identify
mation the
identifyresource
ng the ras a
esourc whole
e as a
whole
but
one
source
has a
title ide
ntifying
a main
or pred
ominan
t work
or
content
e: has treat the
no sources
source identifying
of infor the
mation individual
identifyparts as a
ng the rcollective
esourc source of i
e as a nformation
whole for the
and resource
has no as a
source whole.
has a
title ide
ntifying
a main
or pred
ominan
t work
or
content
If the identification
of a resource with
ordered parts is
not based on the
first issue or part,
make a note

identifying the issue or part used as the basis for identification of the resource.

Music instructions from [Best practices for music cataloging](#) [3]:

Scores issued with parts: Generally apply 2.1.2.3 a) and treat the score (along with a cover* or wrapper if present) as a source of information identifying the resource as a whole.

- * [Cover](#) is not defined in RDA; nor was it defined in AACR2. Richard Smiraglia described it in *Cataloging Sheet Music : Guidelines for Use with AACR2* as "a wrapper made of material different from that used throughout the rest of the publication. Covers may be made of vellum, paper, fabric, plastic, etc. A paper page is a wrapper if any of the following differ from the score itself: color, texture, thickness, or type. Covers may or may not feature elaborate lettering or illustrations. Despite the popular usage of this term among collectors, most sheet music does not have covers but rather decorative or illustrated title pages." The term "wrapper" is also not defined in RDA.
- [Best practices for music cataloging](#) [3] includes the following instruction on determining covers as a source of information:
 - Use cataloger's judgment in determining whether or not the resource has a cover.
 - Generally consider a cover to be made of substantially different material (e.g., heavier or different colored paper) than the paper on which the music is printed.

Sets of parts with no score:

- ◦ includes [cover](#) or wrapper: generally apply 2.1.2.3 a) and treat it as a source of information identifying the resource as a whole.
- ◦ no [cover](#) or wrapper: apply 2.1.2.3 d) and select one of the parts as the main part
 - » give preference to parts that would generally appear first in score order
- ◦ Include a note on the source of title

Multi-part sound recordings: Parts are:	Title is:	Apply:
numbered	repeated on each part	2.1.2.3 a): choose a source of information identifying the lowest numbered issue or part available
	not repeated on each part	treat the individual parts as a collective source
not numbered	repeated on each part	2.1.2.3 c): choose a source of information identifying the resource as a whole
	not repeated on each part	treat the individual parts as a collective source

Books or scores issued with audio/video carriers:

- ◦ treat the **book/score** as the source of information identifying the resource as a whole (2.1.2.3 c) and apply [2.2.2.2](#) when
 - the audio/video carrier is affixed to the [cover](#) or endpapers of the book/score
- ◦ treat the **audio/video** carrier as the source of information identifying the resource as a whole (2.1.2.3 d) and apply [2.2.2.3](#) or [2.2.2.4](#) when:
 - the book/score and audio/video carrier are housed in a single container, such as a box containing a CD jewel case and a book)
 - the book/score is inserted into the container, such as a booklet in a jewel case)
 - the book/score is the same size as the audio/video carrier

(2.2.2.1) Choosing a preferred source of information: basic guidelines:

◦ Treat the storage medium (e.g., paper, tape, etc.) and any housing (e.g., cassette) that is an integral part of the resource as a part of the resource itself.

° Treat accompanying material as part of the resource

° Treat a container such as a box in which a game or kit is issued as part of the resource itself.

[\(2.2.2.2\)](#) Preferred source of information for scores: [\(2.2.2.4\)](#) Preferred source of information for sound

Resources consisting of one or more pages, leaves, sheets, or cards (or images of them). This includes books and scores and PDF and microform reproductions of them. **recordings:** Other resources (not covered under [2.2.2.2](#) or [2.2.2.3](#) (moving images)).

[Best practices for music cataloging](#) [3]: This rule applies to all audio carriers.

Preferred source of information is the **title page**.

For resources lacking a title page, use the following sources, given in order of preference:

- ° [cover](#)
- ° caption
- ° masthead *
- ° colophon
- ° another source on the resource
 - » give preference to sources in which the information is formally presented

* a statement printed in a fixed position in each edition or issue of a newspaper, magazine, etc., giving the publication's name, the names of the owner and staff, contact information, etc.

Preferred source of information is either:

- ° label bearing a title that is permanently printed on or affixed to the resource
 - » this excludes accompanying material or a contain
- *or*
- ° embedded metadata in textual form that contains a title, such as metadata embedded in a MP3 audio file
- ° another source on the resource
 - » give preference to sources in which the information is formally presented

(2.2.3) What to do when there's more than one preferred source of information

When there is more than one source that qualifies as the preferred source of information, use the first occurring of those sources except under these conditions:

The resource:
[\(2.2.3.1\)](#) contains preferred sources of information in **more than one language or script:**

Apply
use as the preferred source of information, in order of preference:

- the source in the same or predominant language or script of the content of the resource
- the source in the translated language or script when the translation is the purpose of the resource
- the source in the original language or script on the content, when the original language or script is known

[\(2.2.3.2\)](#) contains preferred sources of information bearing **different dates:**

- the first occurring of the sources

[\(2.2.3.3\)](#) is a **facsimile or reproduction** of the original and it includes a preferred source for the both the facsimile or reproduction and the original:

- the source bearing the later or latest date

use the preferred source of information for the facsimile or reproduction

(2.2.4) What to do when identifying information doesn't appear on the resource

Use the source of information, in order of preference:

- ° accompanying material
- ° a container not issued as part of the resource
- ° published descriptions of the resource
- ° any other available source (e.g., a reference source)

When information supplied for any of the elements below is taken from a source outside the resource itself, indicate it in a note or enclose the information in square brackets:

- ° **title**: title proper, parallel title proper, other title information, parallel other title information
 - ° **statement of responsibility**: statement of responsibility (and parallel statement of responsibility) relating to title proper
 - ° **edition statement**: designation (and parallel designation) of edition or of a named revision of an edition; statement of responsibility (and parallel statement) relating to the edition or to a named revision of an edition
 - ° **numbering of serials**: (see 2.2.4 for list)
 - ° **production, publication, or distribution statements**: place (and parallel place) of production, publication, or distribution; name (and parallel) name of producer, publisher, or manufacturer; date of production, publication, or distribution
 - ° **series statement**: title proper (and parallel title proper) of series and subseries; other title information (and parallel other title information) of series and subseries; statement of responsibility (and parallel statement) relating to series and subseries; numbering within series and subseries
- LC practice/PCC practice**: Use square brackets if information taken from a source outside a resource itself is supplied in any of the elements listed. However, apply the exception in this instruction if the resource is of a type that does not normally carry identifying information.

Source URL: <https://web.library.yale.edu/cataloging/music/prefsource>

Links

[1] <http://web.library.yale.edu/cataloging/music>

[2] <http://web.library.yale.edu/cataloging/music/rda>

[3] [http://bcc.musiclibraryassoc.org/BCC-](http://bcc.musiclibraryassoc.org/BCC-Historical/BCC2015/RDA_Best_Practices_for_Music_Cataloging_v1.1-150217.pdf)

[Historical/BCC2015/RDA_Best_Practices_for_Music_Cataloging_v1.1-150217.pdf](http://bcc.musiclibraryassoc.org/BCC-Historical/BCC2015/RDA_Best_Practices_for_Music_Cataloging_v1.1-150217.pdf)