## Recording titles (RDA 2.3)


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

For specific information on recording categories of titles that most commonly apply to notated and performed music, see

- title proper [3] (2.3.2)
- parallel title proper [4] (2.3.3)
- other title information [5] (2.3.4)
- parallel other title information [5] (2.3.5)
- variant title [6] (2.3.6)

### (2.3.1.1) Basic instructions on recording titles

A title is a word, character, or group of words and/or characters that names a resource or a work contained in it. More than one title may appear in the resource itself (e.g., on a title page, title frame; as a caption title, running title; on a cover, spine; on a title bar), on a jacket, sleeve, container, etc., or in material accompanying the resource.

The categories of titles that most commonly apply to scores and recordings are:

- title proper (2.3.2)
- parallel title proper (2.3.3)
- other title information (2.3.4)
- parallel other title information (2.3.5)
- variant title (2.3.6)

Record as part of the title a name, etc. that would normally be treated as statement of responsibility, but which is an integral part of the title.

### (2.3.1.1) Facsimiles and reproductions

When describing a facsimile or reproduction that has a title or titles relating to the original manifestation as well as to the facsimile or reproduction, record the title or titles relating to the facsimile or reproduction. [emphasis added]

Record any title relating to the original manifestation as a title pertaining to a related manifestation (27.1)

#### Exception: Apply 2.3.2.3 [7] when the title of the original manifestation appears on the same source of information as the title of the facsimile or reproduction

### (2.3.1.3) Sources of information

<table>
<thead>
<tr>
<th>portion/type of title</th>
<th>instructions for source of information</th>
</tr>
</thead>
<tbody>
<tr>
<td>title proper [3]</td>
<td>2.3.2.2 [8]: Take the title proper from the preferred source of information as specified at 2.2.2–2.2.3.</td>
</tr>
<tr>
<td></td>
<td>° If there is no title provided within the resource itself, take the title proper from one of the sources specified at 2.2.4.</td>
</tr>
<tr>
<td></td>
<td>° Make a note on the source of the title proper, if required (2.20.2.3).</td>
</tr>
<tr>
<td></td>
<td>2.20.2.3: Make a note on the source of the title proper when it is taken if it is not one of these sources (2.20.2.3):</td>
</tr>
<tr>
<td></td>
<td>° the title page, title sheet, or title card (or image of it) of a resource consisting of multiple pages, leaves, sheets, or cards (or images of them)</td>
</tr>
<tr>
<td>parallel title proper [4]</td>
<td>2.3.3.2 [9]: Take parallel titles proper from any source within the resource.</td>
</tr>
<tr>
<td></td>
<td>° If a parallel title proper is taken from a different source than the title proper, and that fact is considered important for identification, make a note on the source (see 2.20.2.3).</td>
</tr>
<tr>
<td></td>
<td>2.20.2.3: If a parallel title proper is taken from a different source than the title proper, make a note on the source of</td>
</tr>
</tbody>
</table>
the parallel title proper if considered important for identification or access.

**other title information** [5]

- 2.3.4.2: Take other title information from the same source as the title proper

**parallel other title information** [5]

- 2.3.5.2: Take parallel other title information from the same source as the corresponding parallel title proper (2.3.3.2)
  - ° If there is no corresponding parallel title proper, take parallel other title information from the same source as the title proper (2.3.2.2).

**variant title** [6]

- 2.3.6.2: Take variant titles from any source.

2.20.2.3: If considered important for identification or access, make a note on the source or basis for a variant title

Only information taken from outside the resource is bracketed.

**(2.3.1.4) Recording titles**

Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7.

Optional omission:

° Abridge a long title only if it can be abridged without loss of essential information,
° Use a mark of omission (...) to indicate such an omission,
° Never omit any of the first five words.

**(2.3.1.5) Names of persons, families, and corporate bodies**

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

**(2.3.1.6) Introductory words**

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

° Optional addition: Record the form in which the title appears on the source of information as a variant title if it is considered to be important for identification or access.

Examples:

2010562779 245 10 Oscar Wilde's The happy prince
246 30 Happy prince

**(2.3.1.7) Titles of parts, sections, and supplements**

The resource is a separately issued part or section of, or supplement to, another resource and its title as presented on the source of information consists of:

° the title common to all parts or sections (or the title of the larger resource) as well as
° the title of the part, section, or supplement
° these two titles are grammatically independent of each other,

When the the title of the part, section, or supplement has an enumeration or alphabetic designation,

Record the common title, followed by

° the title of the part, section, or supplement:
  ° disregard the order in which the parts of the title are presented on the source of information
  ° use a full stop to separate the common title from the title of the part, etc.: [Common title], [Title of part, etc.]

Record the common title, followed by

° the enumeration or designation, followed by
° the title of the part, section, or supplement
  ° disregard the order in which the parts of the title are presented on the source of information
  ° use a full stop to separate the common title from the enumeration or alphabetic designation
  ° use a comma to separate the alpha/numeric designation from the title of the part, etc:
When If the title of a part, section, or supplement is presented on the source of information without the title that is common to all parts or sections

**Recording titles (RDA 2.3)**

Published on Yale University Library (https://web.library.yale.edu)

[Common title], [alpha/numeric designation], [Title of part, etc.]

Record the title of the part, section, or supplement as the title

° For a **part or section**, record the title that is common to all parts or sections as part of the series statement (2.12)

° For a **supplement**, record the title of the main resource as the title of a related work (25.1)

° Transcribe the title proper of the monographic series or publication or part, regardless of whether it is numbered or not.

**Best practices for music cataloging** [13]: Follow

LC-PCC PS

**Examples:**

2012563876 Buddhist songs. ‡n No. 2, ‡p With excellent raiments

2012562903 Brazilian music for piano. ‡n Part 2, ‡p Samba and bossa nova

Source URL: https://web.library.yale.edu/cataloging/music/recordtitles

Links

[1] http://web.library.yale.edu/cataloging/music
[7] http://web.library.yale.edu/cataloging/music/titleproper#2.3.2.3
[8] http://web.library.yale.edu/cataloging/music/titleproper#2.3.2.2
[9] http://web.library.yale.edu/cataloging/music/paralleltitle#2.3.3.2
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