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 (2.3.2) | parallel title proper (2.3.3) | other title information (2.3.4) and parallel other title information (2.3.5) | variant title (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

portion/type of title instruction for source of information
title proper [3] 2.3.2.2 [8]: Take the title proper from the preferred source of information as specified at 2.2.2–2.2.3.
° If there is no title provided within the resource itself, take the title proper from one of the sources specified at 2.2.4.
° Make a note on the source of the title proper, if required (2.20.2.3).

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):
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)

parallel title proper [4] 2.3.3.2 [9]: Take parallel titles proper from any source within the resource.
° 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).
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 the parallel title proper if considered important for identification or access.

**other title information** [5]

2.3.4.2 [10]: Take other title information from the same source as the title proper.

**parallel other title information** [5]

2.3.5.2 [11]: 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 [12]: 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.]
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Published on Yale University Library (https://web.library.yale.edu)

When 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.

**LC-PCC PS:** When the title of the part of a monographic series or multipart monograph lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a separate bibliographic record for that publication or part, regardless of whether it is numbered or not.

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

**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/recordtitles
[7] http://web.library.yale.edu/cataloging/music/titleproper#2.3.2.3
[8] http://web.library.yale.edu/cataloging/music/titleproper#2.3.2.1
[9] http://web.library.yale.edu/cataloging/music/paralleltitle#2.3.3.2
[10] http://web.library.yale.edu/cataloging/music/othertitle#2.3.4.2
[11] http://web.library.yale.edu/cataloging/music/othertitle#2.3.5.2
[12] http://web.library.yale.edu/cataloging/music/varianttitle#2.3.6.2