

Recording titles (RDA 2.3)

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

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) and [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](#) [3])
- ° parallel title proper ([2.3.3](#) [4])
- ° other title information ([2.3.4](#) [5])
- ° parallel other title information ([2.3.5](#) [5])
- ° variant title ([2.3.6](#) [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

[title proper](#) [3]

[parallel title proper](#) [4]

instructions for source of information

[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)

[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).

[other title information](#) [5]

[parallel other title information](#) [5]

[variant title](#) [6]

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.

[2.3.4.2](#) [10]: Take other title information from the same source as the title proper

[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).

[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

and

° these two titles are grammatically independent of each other,

When 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

Recording titles (RDA 2.3)

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

| | |
|--|--|
| | ° use a comma to separate the alpha/numeric designation from the title of the part, etc: [Common title]. [alpha/numeric designation], [Title of 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 | 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) |
| LC-PCC PS: When the 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. | ° Transcribe the title proper of the monographic series or multipart monograph in 245/1a ° Transcribe any numbering as enumeration in 245/1n ° Transcribe a dependent title as a section title in 245/1p ° Do not formulate a series statement. |
| 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> [2] <http://web.library.yale.edu/cataloging/music/rda> [3] <http://web.library.yale.edu/cataloging/music/titleproper> [4] <http://web.library.yale.edu/cataloging/music/paralleltitle> [5] <http://web.library.yale.edu/cataloging/music/othertitle> [6] <http://web.library.yale.edu/cataloging/music/varianttitle> [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> [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> [13] http://bcc.musiclibraryassoc.org/BCC-Historical/BCC2015/RDA_Best_Practices_for_Music_Cataloging_v1.1-150217.pdf