# 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 (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)

## (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

<table>
<thead>
<tr>
<th>title proper [3]</th>
<th>instructions for source of information</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>
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<tr>
<td></td>
<td>° Make a note on the source of the title proper, if required (2.20.2.3).</td>
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<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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>parallel title proper [4]</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>2.3.3.2 [9]: Take parallel titles proper from any source within the resource.</td>
<td></td>
</tr>
<tr>
<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>
<td></td>
</tr>
</tbody>
</table>
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 and
° 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.
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° 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 the title of a part, section, or supplement is presented on the source of information \textbf{without} the title that is common to all parts or sections

\textbf{Record the title of the part, section, or supplement as the title}
° For a \textbf{part or section}, record the title that is common to all parts or sections as part of the series statement (2.12)
° For a \textbf{supplement}, record the title of the main resource as the title of a related work (25.1)

\textbf{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.

\textbf{Examples:}
2012563876 Buddhist songs. \textsuperscript{‡n} No. 2, \textsuperscript{‡p} With excellent raiments
2012562903 Brazilian music for piano. \textsuperscript{‡n} Part 2, \textsuperscript{‡p} Samba and bossa nova

\textbf{Best practices for music cataloging [13]:} Follow LC-PCC PS

\textbf{Examples:}
2012563876 Buddhist songs. \textsuperscript{‡n} No. 2, \textsuperscript{‡p} With excellent raiments
2012562903 Brazilian music for piano. \textsuperscript{‡n} Part 2, \textsuperscript{‡p} Samba and bossa nova

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

Links