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) 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).
  - 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
### Recording titles (RDA 2.3)

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<table>
<thead>
<tr>
<th>Other title information [5]</th>
<th>2.3.4.2 [10]: Take other title information from the same source as the title proper.</th>
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</thead>
<tbody>
<tr>
<td>Parallel other title information [5]</td>
<td>2.3.5.2 [11]: Take parallel other title information from the same source as the corresponding parallel title proper (2.3.3.2).</td>
</tr>
<tr>
<td>Variant title [6]</td>
<td>2.3.6.2 [12]: Take variant titles from any source.</td>
</tr>
</tbody>
</table>

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

When the the title of the part, section, or supplement has an **enumeration** or **alphabetical 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.]

When the the title of the part, section, or supplement has an **enumeration** or **alphabetical designation**, 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 alphabetical designation
    - use a comma to separate the alpha/numeric designation from the title of the part, etc:
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 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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