Recording titles (RDA 2.3)

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)

### 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.

### 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

### 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><strong>2.3.2.2</strong> [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><strong>2.3.3.2</strong> [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>
</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.

**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)

° 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

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
[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