### 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

<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>
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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><strong>2.20.2.3:</strong> 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).</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.

**Other title information** [5]

**Parallel other title information** [5]

**Variant title** [6]

Only information taken from outside the resource is bracketed.

**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.

**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.

**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

**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 title of the part, section, or supplement has an **enumeration** or **alphabetic 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 title of the part, etc.: [Common title], [Title of 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:

- 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.]

- 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 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