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

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

<table>
<thead>
<tr>
<th>parallel title proper [4]</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.3.2 [9]: Take parallel titles proper from any source within the resource.</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>
</tr>
<tr>
<td>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 parallel title proper.</td>
</tr>
</tbody>
</table>
### Recording titles (RDA 2.3)

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

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The resource is a separately issued part or section</td>
<td>Record the common title, followed by</td>
</tr>
<tr>
<td>of, or supplement to, another resource and its title as presented on the source of information consists of</td>
<td>° the title of the part, section, or supplement:</td>
</tr>
<tr>
<td>° the title common to all parts or sections (or the title of the larger resource) as well as</td>
<td>° disregard the order in which the parts of the title are presented on the source of information</td>
</tr>
<tr>
<td>° these two titles are grammatically independent of each other</td>
<td>° use a full stop to separate the common title from the title of the part, etc.:</td>
</tr>
</tbody>
</table>

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.
Recording titles (RDA 2.3)
Published on Yale University Library (https://web.library.yale.edu)

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

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)
Transcribe the title proper of the monographic series or multipart monograph in 245/ǂa
Transcribe any numbering as enumeration in 245/ǂn
Transcribe a dependent title as a section title in 245/ǂp
Do not formulate a series statement.

Best practices for music cataloging [13]: Follow

Examples:
2012563876 Buddhist songs. ǂn No. 2, ǂp With excellent raiments
2012562903 Brazilian music for piano. ǂn Part 2, ǂp 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