

Descriptive Cataloging of Rare Materials (RDA edition)

DESCRIPTIVE CATALOGING OF RARE MATERIALS

RDA EDITION

RBMS Bibliographic
Standards Committee

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Preface

DCRMR is one of several manuals providing specialized cataloging rules for various formats of rare materials typically found in rare book, manuscript, and special collections repositories. Together, these manuals form Descriptive Cataloging of Rare Materials (DCRM), an overarching concept rather than a publication in its own right.

DCRMR is aligned with the RDA element set. When completed, DCRMR will be an integrated and consolidated manual, which will include instructions for rare materials in multiple formats (e.g., music, serials). Currently, DCRMR allows for RDA-compliant rare book cataloging. Previous published editions of the DCRM manuals will not be deprecated and may be used when following the instructions in the Original Toolkit or the *Anglo-American Cataloguing Rules*, second edition (AACR2).

DCRMR can be downloaded as a PDF: DCRMR PDF (release 2022.2.0.0). Previous releases of the DCRMR PDF may be found at DCRMR GitHub repository: PDF folder.

Information regarding the RBMS RDA Editorial Group's preferred fonts is available on the DCRMR Wiki: Preferred fonts.

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The work of the current RBMS RDA Editorial Group is informed by and indebted to the work of past Editorial Groups. For the complete roster of members, both past and present, see the Membership roster.

Current Status

Minimum viable product containing book instructions. Approved for cataloging, effective February 2, 2022.

History of the revision process

In 2010, John Attig and Bob Maxwell wrote a discussion paper "Reconsidering DCRM in the Light of RDA"

2011-2012 DCRM-RDA Task Force presented key recommendations

2012-2014 DCRM(B) for RDA Revision Group

2014-2017 Descriptive Cataloging of Rare Materials Task Force

2017-2018 RBMS PS editorial work absorbed by BSC and public review of sections of the PS

2018-2019 RBMS Policy Statements Editorial Group

Contents:

Background

Changes from DCRM(B)

Future work

Acknowledgments

Background

Descriptive Cataloging of Rare Materials (RDA Edition), referred to hereafter as DCRM, is the latest in a sequence of manuals for rare materials catalogers. The first manual, *Bibliographic Description of Rare Books* (BDRB), was published in 1981 as the Library of Congress interpretations for AACR2 rules on early printed monographs. In 1991, BDRB was succeeded by *Descriptive Cataloging of Rare Books* (DCRB), which was prepared by a working group of the RBMS Bibliographic Standards Committee (BSC) and the Library of Congress. DCRB was then succeeded by *Descriptive Cataloging of Rare Materials (Books)* (DCRM(B)) in 2007. In contrast to the previous two editions of rare book cataloging rules, the Library of Congress preferred to be responsible for commenting on and approving the text rather than actively engaging in writing it and BSC took the lead role in writing the manual. DCRM manuals for additional formats were published subsequently, including serials (2008), graphics (2013), cartographic (2016), manuscripts (2016), and music (2016).

The DCRM suite was already well underway when work on *RDA: Resource Description and Access* (then called AACR3) was announced. The editors agreed, given the progress and investment already made, to continue work on the AACR2-based DCRM modules and not delay until after RDA was published. Following the publication of RDA in 2010, John Attig and Robert Maxwell authored a discussion paper, “Reconsidering DCRM in the Light of RDA.” This led to the creation of the DCRM-RDA Task Force (2011-2012), which recommended adding rare materials provisions to the BIBCO Standard Record (BSR) and revising DCRM(B). The additional rare materials provisions were subsequently added to the BSR.

In 2012, BSC formed the DCRM(B) for RDA Revision Group to complete this work. In 2013, midway through the Revision Group’s work, RDA was officially implemented by the Library of Congress and the Program for Cooperative Cataloging (PCC). The Revision Group’s charge was expanded in 2013 to cover creating RDA-compliant guidelines for all formats of the DCRM suite and renamed the DCRM for RDA Revision Group. Editorial groups working on unpublished DCRM modules would continue their work based on AACR2. At the ALA Annual Conference in 2014, the Revision Group recommended authoring a set of policy statements for rare materials to accompany RDA instead of rewriting the DCRM suite. To devote more bandwidth to the project, the Descriptive Cataloging of Rare Materials Task Force (2014-2017) was established as an independent RBMS task force. The Task Force completed their charge in 2017 by creating a draft of the RBMS Policy Statements.

In 2017, editorial work on the RBMS Policy Statements was absorbed by the BSC. At this time, the RDA Steering Committee was revising the RDA Toolkit in response to the RDA Restructure and Redesign (3R) Project. As a result, BSC decided to put policy statement revisions on hold. In 2018, the BSC formed the RBMS Policy Statement Editorial Group, from a subset of committee members, in preparation to commence revision once the revised Toolkit was stabilized. In 2019, the RDA Steering Committee released a stabilized English language version of the 3R Toolkit. However, the substantial changes to the Toolkit

meant that the draft policy statements could not be used in their current form, leading to a change in direction. Following ALA Annual in 2019, a decision was made to rewrite the DCRM suite as a single RDA-compliant integrating resource and write lightweight policy statements to link from the Toolkit to the revised DCRM. To reflect this change in scope, the RBMS Policy Statements Editorial Group was renamed the RBMS RDA Editorial Group. In February 2020, the new manual was officially named DCRMR.

Changes from DCRM(B)

All instructions are mapped to RDA elements. As RDA elements are more granular than areas of description in AACR2, this often leads to finer distinctions in the presentation of DCRM(R instructions. For example, in DCRM(B), local notes were limited to general notes (7B19.1), provenance (7B19.2), and bindings (7B19.3). In DCRM(R, notes on items are expanded to include custodial history, extent of item, and others.

RDA terminology is generally used throughout, replacing terms such as “the publication” with “the resource” or “the manifestation,” or changing “copy” to “item” or “exemplar of manifestation.” DCRM(R follows RDA's practice of replacing “i.e.” with its English equivalent, “that is.” Reflecting the RDA principle of common usage, the Latin loan word “sic” is retained, as it is commonly used in the rare materials community.

DCMR(R departs slightly from the DCRM practice of structuring the manuals according to the ISBD areas of description by splitting title and statement of responsibility into two chapters. Notes pertaining to a specific element (e.g., Note on title) will now be found in the chapter for that element instead of the Additional notes chapter. Information on Prescribed punctuation has been removed from individual chapters and collocated in the introduction.

A new introductory section on “Data Provenance” has been added, which corresponds to General rules 0C (Chief Source of Information) and 0D (Prescribed Sources of Information) in DCRM(B).

Some appendices have been removed. Appendix F (Title Access Points) has been integrated with the main text. Appendix G (Early Letterforms and Symbols) has been incorporated in Transcription. Appendix H (Individual and Special Issues of Serials) will be incorporated in a future iteration. Catalogers should continue to consult Appendix H of DCRM(B) for the time being.

Future work

This initial release includes only instructions for cataloging books. Additional formats will be added as they are developed.

Due to coordination with other organizations, notably the PCC, certain sections are being skipped for now, including Precataloging Decisions, Collection-Level Records, Core-Level Records, and Minimal-Level Records. The Glossary is still in development and will be incorporated in a future release.

Acknowledgments

Writing a standard is intensive work performed by dedicated volunteers. Every member of the editorial group has given their time to this effort while also working full-time jobs and balancing their personal lives. The initial release of DCRMR was prepared in truly extraordinary circumstances. The release of the new RDA Toolkit in 2019 necessitated a full change in direction, leading the editorial group to create a new standard in less than two years. During this time, we faced the COVID-19 pandemic, uprisings across the United States, and environmental disasters. Throughout this, the editorial group worked tirelessly to bring this work to fruition. No one accepts editorial responsibilities anticipating these challenges. From the bottom of my heart, thank you to every member of the RBMS RDA Editorial Group from its inception to the present:

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- Elizabeth Hobart, editor (2019-present)
- Michelle Mascaro, editor (2017-2020)
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- Amy Brown
- kalan Knudson Davis
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- Francis Lapka
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- Matthew J. Murphy
- Iris O'Brien
- Elizabeth O'Keefe
- Audrey Pearson
- Amy Tims

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Introduction

i.01.1 Scope and purpose

i.01.11 Descriptive Cataloging of Rare Materials

i.01.11.1 The Descriptive Cataloging of Rare Materials manuals provide specialized cataloging rules for various formats of rare materials typically found in rare book, manuscript, and special collections repositories. The term “rare materials” is used to refer to any special materials that repositories have chosen to distinguish from general materials by the ways in which they house, preserve, or collect them. Rarity in the narrow sense of “scarcity” may or may not be a feature of these materials. The original DCRM suite was written to accompany *Anglo-American Cataloguing Rules*, second edition and includes six format-specific manuals: books, serials, graphics, cartographic, manuscripts, and music.

i.01.12 Descriptive Cataloging of Rare Materials (RDA Edition)

i.01.12.1 DCRM is intended for use with the latest version of the RDA Toolkit. When completed, DCRM will provide guidelines and instructions for descriptive cataloging of rare materials in all formats. The initial release includes only instructions for descriptive cataloging of rare books, that is, printed textual monographs receiving special treatment within a repository. Additional formats will be added as the RBMS RDA Editorial Group completes writing guidelines. DCRM may be used for resources of any age or type of production. DCRM is informed by long-standing practice in describing rare materials, as embodied in the DCRM suite of manuals.

i.01.13 Need for special instructions

i.01.13.1 Resources in special collections often present situations not ordinarily encountered in the cataloging of typical modern publications (e.g., variation between copies, cancelled leaves) and may require additional details of description in order to identify significant characteristics (e.g., bibliographic format, typeface). Such details are important for two reasons: 1) they permit the ready identification of copies of a resource (e.g., as editions, impressions, or issues); 2) they provide a more exact description of the resource as an artifact.

i.01.14 Scope of application

i.01.14.1 DCRM is especially appropriate for the description of printed resources produced before the introduction of machine printing in the nineteenth century, for item-level description of manuscripts, and for description of graphic materials collected for the purpose of detailed study in a bibliographic context. However, it may be used to describe any resource, including machine-press publications, artists’ books, private press books, and other contemporary manifestations. Rare materials are those for which a repository chooses to provide a more detailed description. The treatment may be applied for any reason, including, but not limited to, age, rarity, fragility, enduring value, or importance as

part of a collection. These instructions may be applied categorically based on date or place of publication (e.g., all British and North American imprints published before 1831), or may be applied selectively, according to the administrative policy of the repository, which may choose to catalog some or all of its holdings at a more detailed level of description than that provided for in RDA.

i.01.15 Application within the metadata description

i.01.15.1 DCRM contains instructions for describing the resource, chiefly at the manifestation and item level, with instructions at the work or expression level as needed. It does not address the construction and assignment of access points, although brief instructions relating to access points do appear throughout.

i.01.2 Relationship to other standards

i.01.21 RDA, LC-PCC PS, and other cataloging documentation

i.01.21.1 DCRM is a revision of the *Descriptive Cataloging of Rare Materials* suite (DCRM) based on RDA. DCRM deviates in substance from RDA only when required by the particular descriptive needs of rare materials. In matters of style, presentation, wording, and arrangement, DCRM follows its own conventions. (Note: At this time, the Library of Congress/Program for Cooperative Cataloging Policy Statements (LC-PCC PS) are under development and not yet available for use.)

i.01.21.2 DCRM builds upon RDA data elements and guidelines. Some elements that have been deprecated and removed from the RDA Toolkit have been retained in DCRM for clarity. Refer to RDA for guidance and instructions on matters of description not covered in DCRM. The relevant sections of RDA must be consulted for instructions governing name and title access points. DCRM is independent of the LC-PCC Policy Statements and does not assume application of LC-PCC PS.

i.01.21.3 For subject headings, numerous controlled vocabularies are available; within the United States, the Library of Congress Subject Headings are widely used. Consult classification documentation for assignment of call numbers. For genre/form headings and other terms of relevance to special collections cataloging, consult the Library of Congress Genre/Form Terms for Library and Archival Materials, the RBMS Controlled Vocabularies, and other controlled vocabularies as needed (e.g., Art & Architecture Thesaurus Online).

i.01.22 Metadata encoding standards

i.01.22.1 At the time of publication, *MARC 21 Format for Bibliographic Data* is still the most commonly used metadata encoding standard for bibliographic cataloging. Use of DCRM, however, is not restricted to MARC 21 and may be used with other metadata encoding standards, such as Dublin Core or BIBFRAME, or with production of printed or card catalogs. Use of MARC 21 coding appears only in some of the appendices. Catalogers should follow encoding standard documentation for input and be aware of how their local systems generate display.

i.01.3 Objectives and principles

i.01.3.1 The instructions contained in DCRMR are formulated according to the objectives and principles set forth below. These objectives and principles seek to articulate the purpose and nature of specialized cataloging instructions for rare materials. They are informed by long-accepted concepts in bibliographic scholarship and cataloging, as well as by theoretical works, namely the International Federation of Library Associations and Institutions' (IFLA) Functional Requirements for Bibliographic Records (FRBR) and Library Reference Model (LRM), and Elaine Svenonius's *The Intellectual Foundation of Information Organization*. As such, the objectives and principles are also in conformity with the IFLA Statement of International Cataloguing Principles. They assume familiarity with the LRM entities (work, expression, manifestation, item, etc.) as well as bibliographic terms used to differentiate among textual variants (edition, issue, impression, and state). It is hoped that these objectives and principles will provide catalogers, and administrators of cataloging operations, with a better understanding of the underlying rationale for DCRMR instructions.

i.01.31 Functional objectives of DCRMR

i.01.31.1 The primary objectives in cataloging special collections resources are no different from those in cataloging other resources. These objectives focus on meeting user needs to find, identify, select, obtain, and explore. However, users of special collections resources often bring specialized requirements to these tasks that cannot be fully met by general cataloging guidelines, such as those contained in RDA. In addition, the standard production practices assumed in general cataloging instructions do not always apply to special collections resources. The following DCRMR objectives are designed to accommodate these important differences.

i.01.311 Users must be able to investigate physical processes and post-production history and context exemplified in resources described

i.01.311.1 Users of special collections resources routinely investigate a variety of artifactual and post-production aspects of materials. For example, they may want to locate resources that are related by printing methods, illustration processes, binding styles and structures, provenance, genre/form, etc. The ability of users to identify resources that fit these criteria depends upon full and accurate descriptions and the recording of appropriate access points and relationships.

i.01.312 Users must be able to distinguish clearly among different manifestations of an expression of a work

i.01.312.1 The ability to distinguish among different manifestations of an expression of a work is critical to the user tasks of identifying and selecting resources. Users of rare materials require full and faithful transcriptions, detailed physical descriptions, and careful recording of various distinguishing points in order to identify separate manifestations.

i.01.312.2 Additionally, users of special collections resources are typically interested in drawing finer distinctions among variants within manifestations than are users of other

resources, including not simply between editions and issues but between impressions and states; many also need to distinguish between copies at the item level.

i.01.313 Users must be able to perform most identification and selection tasks without direct access to the resources

i.01.313.1 Users of special collections resources frequently perform identification and selection tasks under circumstances that require the description to stand as a detailed surrogate for the item (e.g., consultation from a distance, limited access due to the fragile condition of the item, inability to physically browse collections housed in restricted areas, etc.). Accuracy of descriptive representation increases subsequent efficiency for both users and collection managers. The same accuracy contributes to the long-term preservation of the materials themselves, by reducing unnecessary circulation and examination of materials that do not precisely meet users' requirements.

i.01.314 Users must be able to gain access to resources whose production or presentation characteristics differ from modern conventions

i.01.314.1 In special collections resources, explicit evidence concerning details of publication and manufacture will often be lacking or insufficient to distinguish among different manifestations. That which is bibliographically significant may thus be obscured. In order to distinguish among manifestations, the instructions in DCRMR provide guidance for recording bibliographic evidence presented in forms that differ from modern conventions (e.g., signature statements).

i.01.32 Principles of DCRMR construction

i.01.32.1 To meet the objectives listed above, DCRMR relies upon the following six principles. These principles are influenced by the general principles of bibliographic description offered by Elaine Svenonius: user convenience; representation; sufficiency and necessity; standardization; and integration.

i.01.321 Instructions provide guidance for descriptions that allow users to distinguish clearly among different manifestations of an expression of a work

i.01.321.1 This principle derives from the general principle of user convenience and has implications for all elements of the bibliographic description. This principle relates to i.01.312.1.

i.01.322 Instructions provide for accurate representations of the resource as it describes itself, notably through instructions regarding transcription, transposition, and omission

i.01.322.1 This principle derives from the general principles of representation (with its related subprinciple of accuracy) and of standardization. Precise representation is of particular relevance in those elements that require transcription (title and statement of responsibility, edition, publication, distribution, manufacture, and series), but should not be ignored in physical description and notes. The general principles of representation and standardization stand in greater tension with each other when cataloging rare materials.

Faithfulness to both principles may require descriptive and annotative treatment necessarily exceeding the norms (and at times the vocabulary) established as sufficient for the description of general materials. This principle relates to i.01.313.1 and i.01.314.1.

i.01.323 Instructions provide guidance for the inclusion of manifestation-specific and item-specific information that permits users to investigate physical processes and post-production history and context exemplified in the item described

i.01.323.1 This principle derives from the general principle of sufficiency and necessity (with its related subprinciple of significance). Application of this principle requires that instructions for rare materials cataloging provide additional guidance on access points, particularly in cases where such information is not integral to the manifestation, expression, or work described. Instructions for item-specific information appearing in notes may recommend standard forms for presentation of information (addressing the general principle of user convenience and its related subprinciple of common usage). Application of such instructions presumes both a user's need for such information and a cataloger's ability to properly describe such aspects. This principle relates to i.01.311.1.

i.01.324 Instructions provide for the inclusion of all elements of bibliographical significance

i.01.324.1 General cataloging codes like RDA routinely strive for both brevity and clarity in output, principles affiliated with the general principle of sufficiency. In describing rare materials, too great an emphasis on brevity may become the occasion for insufficiency and lack of clarity. Brevity of description may be measured best against the functional requirements of the particular bibliographic description rather than against the average physical length of other bibliographic descriptions in the catalog. A natural tension exists between the requirements of accurate representation of an item and the requirements of sufficiency. Reference to the principle of user convenience may offer correct resolution of such tension. This principle is related to all of the objectives stated above (i.01.311.1, i.01.312.1, i.01.313.1, i.01.314.1).

i.01.325 Instructions conform to the RDA Toolkit to the extent possible

i.01.325.1 This principle relates to general principles of standardization and user convenience (with the latter's subprinciple of common usage). DCRMR assumes that users of bibliographic descriptions constructed in accordance with its provisions operate in contexts where RDA and LC-PCC PS are the accepted standards for the cataloging of general materials. DCRMR does not introduce instructions that are not required by differences expected between special collections and general collections resources.

i.01.325.2 DCRMR uses existing RDA vocabulary in a manner consistent with the RDA Toolkit; any additional specialized vocabulary necessary for description and access of rare materials occurs in a clear and consistent manner in DCRMR instructions, appendices, and glossary entries.

i.01.325.3. The structure and numbering of DCRMR are new. Since the revised Toolkit does not present elements in any given order, DCRMR introduces order based generally on ISBD,

but grouping notes with the element they describe (e.g., Note on title has been added to the Title chapter) and adding a chapter for statement of responsibility.

i.01.326 Instructions are compatible with the DCRM suite except in cases where changes are necessary to align more closely to the RDA Toolkit or to conform to the above principles

i.01.326.1 This principle relates to general principles of standardization and user convenience (with the latter's subprinciple of common usage). Records created according to DCRM/AACR2 and DCRM/RDA will co-exist in catalogs. Therefore, changes to DCRM cataloging practices were introduced only after careful consideration of the value or necessity of such changes. Although DCRM instructions are compatible with the RDA Toolkit, the text is an update to the instructions in the DCRM manuals rather than directly modeled on RDA. This is a departure from past practice; in DCRM, when an existing AACR2 rule satisfied the requirements of cataloging rare materials, DCRM text was modeled on AACR2 text, using carefully considered alternative wording only in cases where the language of AACR2 was not precise enough.

i.01.4 Options

i.01.4.1 Available options are indicated in one of three ways.

- **"Alternative rule"** designates an alternative treatment which affects all or several elements of the description, and which must be used consistently throughout. In DCRM, alternative rules apply to the transcription of original punctuation and to the creation of separate records for individual impressions, states, binding variants, or copies. Alternative rules may be found at 0.4.31.4, 0.4.72.4, 3.22.33.2, 3.22.35.4, 3.24.32.2, 3.24.32.3, 5.33.35.
- **"Optionally"** introduces an alternative treatment of an element.
- **"If considered important"** indicates that more information may be added. Thus, it signals choices for more or less depth in the description. This phrase covers the entire range between best practice on one end, and highly specialized practices on the other.

i.01.4.2 The cataloging agency may wish to establish policies and guidelines on the application of options, leave the use of options to the discretion of the cataloger, or use a combination of the two.

i.01.5 Language preferences

i.01.5.1 DCRM is written for an English-speaking context. Cataloging agencies preparing descriptions in the context of a different language should replace instructions and guidelines prescribing or implying the use of English with counterparts in their preferred language (see 5.21.32.1–5.21.323.1, 5.21.35.1–5.21.385.4, 5.26.32.1–5.26.323.1, 5.26.35.1–5.26.385.4, 5.31.32.1–5.31.323.1, 5.31.35.1–5.31.385.4, Physical description, and Additional notes).

i.01.55 Spelling and style

i.01.55.1 DCRMR uses Merriam-Webster Online as its authority in matters of spelling and the 17th edition of the *Chicago Manual of Style* as its authority in matters of style.

i.01.557 Citation numbering

i.01.557.1 DCRMR uses a decimal numbering system. The first number is a whole number designating the chapter. The remaining three places are decimal numbers to allow for future expansion. For a fuller discussion of the numbering system, see DCRMR Wiki: Citation numbers.

i.01.6 Acronyms

Abbreviation	Used for
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3R Project	RDA Toolkit Restructure and Redesign Project
AACR2	<i>Anglo-American Cataloguing Rules</i> , second edition
BDRB	Bibliographic Description of Rare Books
BIBCO	Monographic Bibliographic Record Cooperative Program of the PCC
BIBFRAME	Bibliographic Framework Initiative
BSC	Bibliographic Standards Committee, Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association
BSR	BIBCO Standard Record Metadata Application Profiles
CC:DA	Committee on Cataloging: Description and Access, Core: Leadership, Infrastructure, Futures, American Library Association
CONSER	Cooperative Online Serials Program of the PCC
CSR	CONSER Standard Record Metadata Application Profiles
DCRB	Descriptive Cataloging of Rare Books
DCRM	Descriptive Cataloging of Rare Materials
DCRM(B)	Descriptive Cataloging of Rare Materials (Books)
DCRM(C)	Descriptive Cataloging of Rare Materials (Cartographic)
DCRM(G)	Descriptive Cataloging of Rare Materials (Graphics)
DCRM(M)	Descriptive Cataloging of Rare Materials (Music)
DCRM(MSS)	Descriptive Cataloging of Rare Materials (Manuscripts)
DCRMR	Descriptive Cataloging of Rare Materials (RDA Edition)
DCRM(S)	Descriptive Cataloging of Rare Materials (Serials)
IFLA	International Federation of Library Associations and Institutions
ISBD	International Standard Bibliographic Description
FRBR	Functional Requirements for Bibliographic Records
LC	Library of Congress

LC-PCC PS	Library of Congress and Program for Cooperative Cataloging Policy Statements
LCRI	Library of Congress Rule Interpretations
LRM	Library Reference Model
MARC	MAchine Readable Cataloging
PCC	Program for Cooperative Cataloging
RBMS	Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association
RBMS PS	RBMS Policy Statements
RDA	RDA: Resource Description and Access
RSC	RDA Steering Committee

i.01.7 Examples and notes

i.01.7.1 Examples. The examples are not in themselves prescriptive, but are meant to provide a model of reliable application and interpretation of the instruction in question. A word, phrase, element, or entire area may be illustrated. Many examples are formatted according to ISBD punctuation to improve clarity.

i.01.7.2 Notes. The instructions and guidelines in the note elements are written in imperative form. This does not imply that all notes are required; on the contrary, most notes are not (see 9.01.5.1). Consult the other chapters of DCRM in order to ascertain what is required and what is optional in any given situation.

i.01.8 Integrity of the copy

i.01.8.1 Defects and sophistication. A greater vulnerability to damage, defect, and loss means that rare materials, especially older printed materials, are less likely than modern materials to be in a perfect or complete condition when they reach the cataloger. One of the cataloger's tasks is to ascertain (within reasonable constraints) whether and how much the copy in hand deviates from its original condition as issued. Imperfections and defects are usually easy to spot. Harder to spot during casual examination are replacement leaves, plates, or sections from another exemplar of a manifestation, and the cataloger is not expected to verify the integrity of each leaf in a manifestation unless there is reason to suspect that the item in hand may have been made up, doctored, or falsified ("sophisticated"). Bibliographers' and booksellers' descriptions are the usual source of such information. For item-specific modifications see 9.41.3.2.

i.01.8.2 Dust jackets. In the context of rare materials cataloging, dust jackets issued by the publisher are appropriately considered part of a resource, and are included in these instructions as preferred sources for edition, production, publication, distribution, manufacture, and series. Dust jackets often contain valuable information not found in any other source in the resource. Their easy detachability, however, coupled with their original function as protection for the binding only until it was safely in the hands of a reader, pose considerable difficulties for the rare materials cataloger. A fine dust jacket from a poor

copy may have been exchanged with a poor dust jacket from a fine copy; the dust jacket of an original printing may end up on the exemplar of a later manifestation, and so on. When considering whether to transcribe information that appears only on a dust jacket, consider that the dust jacket was issued with the resource, unless there is reason to suspect otherwise. For instructions on description of dust jackets, see Type of binding, 6.32.3.6.

i.01.9 Precataloging decisions

i.01.9.1 Development of this section is temporarily on hold, pending future developments. We will add this information as soon as we're able. If you believe you've reached this in error, please consider reporting the broken/bad link by adding a comment to this GitHub issue or email the DCRMR editor directly.

Kind regards,

The RBMS RDA Editorial Group

0 — General rules

Contents:

0.1 — Data provenance

0.2 — Prescribed punctuation

0.3 — Language and script of the description

0.4 — Transcription

0.1 — Data provenance

0.1.1 Recording a content standard

0.1.1.1 See Appendix A. MARC 21 Descriptive Conventions Code for guidance.

0.1.2 Basis of the description

0.1.21 General rule

0.1.21.1 Base the description on the item in hand.

0.1.22 Imperfect exemplars of a manifestation

0.1.22.1 **General rule.** If describing an exemplar of a manifestation known to be imperfect (e.g., lacking pages), and details of a perfect (or more perfect) copy can be determined, base the description on the perfect copy. Do not use square brackets to record information present in the perfect copy but absent in the imperfect copy. Details of a perfect (or more perfect) copy may be determined by examining additional items, by examining facsimiles of perfect copies, or by referring to reliable descriptions in other sources. Cite the source used for the description (see Note on title, 1.29.31 and Manifestation described by, 9.32.31). Make an item-level note describing the imperfection of the item in hand if considered important (see Modification of item, 9.41.3.2).

0.1.22.2 **Details of a perfect copy cannot be determined.** If no reliable evidence of the details of a perfect copy is available, describe the imperfect item as it is. Use the mark of omission or supply a conjecture enclosed in square brackets to indicate lacunae as needed (see Transcription, 0.4.63.1). Make a Note on manifestation indicating that the description is based on an imperfect copy (see 9.3.37.1).

Example:

Title proper: Carta de [...] sitio de Puebla

Note on manifestation: Description based on an imperfect copy; section of map missing at top, affecting text

0.1.22.3 **Multipart monographs or serials.** If the first volume or issue is lacking or imperfect to the degree that it impedes identification or access, and details of a perfect (or more perfect) copy cannot be determined, then base the description on the earliest available volume or issue that can supply the details necessary for the description.

0.1.22.4 **Resources for which the concept of perfect copy does not apply.** If describing resources for which the concept of perfect copy does not apply, describe the resource as it is. Such resources include unpublished items, such as manuscript maps and original works of art, as well as unique books or unique assemblages of published items, such as composite atlases. Use the mark of omission or supply a conjecture enclosed in square brackets to indicate lacunae as needed (see Transcription, 0.4.63.1). Always make a Note on manifestation describing the imperfection of the resource in hand (see 9.3.37.1).

0.1.3 Preferred source of information

0.1.31 Manifestations consisting of more than one page, leaf, sheet, or card

0.1.31.1 For resources that consist of more than one page, leaf, sheet, or card, use the title page, title sheet, or title card as the preferred source of information. If information traditionally given on the title page is given on two facing pages or on pages on successive leaves, with or without repetition, treat all of these pages as the preferred source and make a Note on manifestation (see 9.3.3.1) or other appropriate note.

Exception: Treat half-titles or added non-letterpress title pages as separate sources of information.

0.1.31.2 Treat facing pages or pages on successive leaves in different languages or scripts as a single source of information. For multiple sources of information in different languages and scripts, see 0.1.35.1.

0.1.31.3 However, if the manifestation bears a cover or case issued with the resource that contains all the elements typically given on a title page and has more recent information than that provided on the title page, title sheet, or title card (e.g., a later edition statement and publication date), choose the cover as the preferred source of information. Make a note to indicate that the cover has been chosen as the preferred source (see 1.29.31.1).

Example:

Poetry of animated nature illustrated : a chaste, interesting and instructive present for juveniles. -- Second edition. -- Philadelphia : Published by Robert A. Smith, 1848

Note on manifestation: Title, edition statement, and imprint taken from printed wrapper

(Title page reads: Poetry of animated nature illustrated. In a series of numbers. Philadelphia: Published by Robert A. Smith, 1846)

(*Comment:* Information is transcribed in four elements: Title proper; Other title information; Edition statement; and Publication statement. The example is formatted according to ISBD for clarity)

0.1.32 Single-sheet manifestations

0.1.32.1 If the manifestation consists of a single sheet, use as the preferred source of information the first of the following sources that has a title:

- the whole sheet, including both sides and any permanently affixed labels issued with the resource
- an original container or case issued with the resource (e.g., a portfolio, cover, or envelope)

0.1.33 Multipart monographs

0.1.33.1 If the manifestation is a multipart monograph, choose as the preferred source of information the source identifying the manifestation as a whole, preferring a source that has a collective title, regardless of whether or not the parts are numbered.

0.1.34 No title page, title sheet, or title card

0.1.34.1 For manifestations issued without a title page, title sheet, or title card (and for manifestations issued *with* a title page when the title page is missing and no reliable description of it is available), if a single Title proper is available in a single source within the manifestation, use this source as the preferred source. If the same Title proper is available in more than one source within the manifestation, choose as the title page substitute the source that supplies the most additional information. If different titles, or differing forms of the same title, appear within the manifestation, choose as the preferred source the source within the manifestation in which the information is most formally presented. If there is no formal presentation of a title within the manifestation or if differing titles are presented equally formally, choose as the preferred source one of the following, in this order of preference:

- a colophon
- a source within the preliminaries
- a caption title
- a cover integral to the resource
- a source elsewhere within the resource

Make a Note on title indicating the source chosen as the title page substitute (see 1.29.31.1).

0.1.35 More than one preferred source of information

0.1.35.1 If there is more than one source of information that qualifies as the preferred source of information for the manifestation, choose as the preferred source of information one of the following, applying the first applicable criterion:

- **Preferred sources of information for the reproduction and the original**
If the manifestation is a facsimile or reproduction of an original manifestation and the manifestation contains a preferred source of information for the reproduction as well as a preferred source of information for the original, then use the source for the reproduction as the preferred source.
- **Preferred sources of information with different dates**
If a manifestation is not a multipart monograph or serial and the manifestation contains preferred sources of information with different dates, then use the source with the later or latest date.
- **Preferred sources of information in letterpress and non-letterpress**
If the manifestation contains one preferred source that is in letterpress and one that is not (e.g., engraved), use the source that is in letterpress.

- **Preferred sources of information in different languages or scripts**

If the manifestation contains preferred sources in more than one language or script, use as the preferred source (in this order of preference):

1. the source in the language or script that corresponds to the language or script of the content of the resource
2. the source in the language or script that corresponds to the predominant language or script of the content of the resource
3. the source in the language or script of translation, if the resource contains the same work in more than one language or script and translation is known to be the purpose of the resource
4. the source in the original language or script of the content, if the resource contains the same content in more than one language or script and the original language or script can be identified
5. the first occurring of the sources
6. the source in the language or script preferred by the agency preparing the description, if the resource is formatted *tête-bêche*, as a head-to-head bound monograph, or as a head-to-tail bound monograph.

- **Order of sources of information**

If two title pages face one another, choose the one on the recto of its leaf. If two or more title pages follow one another, choose the first one.

Make a note indicating the source chosen as the preferred source of information if other than the usual title page, or, in a multipart manifestation, if other than the title page of the first volume.

Hereafter, "title page" means "title page or title page substitute."

0.1.5 Sources of information

0.1.5.1 The source(s) of information for each element are set out in preferred order below:

Elements	Sources of Information
Title	Title page
Statement of responsibility	Title page
Edition	Title page, other preliminaries, colophon, dust jacket
Production, publication, distribution, manufacture	Title page, other preliminaries, colophon, dust jacket
Physical description	The whole manifestation
Series	Series title page, monograph title page, cover, dust jacket, rest of manifestation
Notes	Any source
Identifiers	Any source

For additional guidance on sources of information for individual elements, see instructions for that element.

0.1.5.2 Transcribe information from the source for title, statement of responsibility, edition, production, publication, distribution, manufacture, and series only if it is present in the source of information for that element. In all cases in which information for these elements is taken from a source other than the title page (or series title page for series), always make a note to indicate the source of information (see note instructions for individual elements).

0.1.7 Recording a source of information that is not the manifestation being described

0.1.7.1 If the manifestation does not provide a source of information for an element, take the information from one of the following sources (in order of preference):

- a reference source (e.g., a bibliography or catalog)
- other descriptions of the manifestation (e.g., a dealer's description, a prospectus)
- any other source (e.g., a container that is not issued with the manifestation itself, or accompanying material that is not treated as part of the manifestation itself)

0.1.7.2 When the instructions specify transcription, indicate that the information is supplied from a source outside the manifestation itself by enclosing the information in square brackets. Make a note to indicate the source of information.

Example:

Title proper: [The great triumphal chariot of Maximilian I]

Note on title: Title from Bartsch

(*Comment:* The formal citation for Bartsch is given in a Manifestation described by note (see 9.32.31.1))

0.2 — Prescribed punctuation

0.2.01 General rule

The PCC has issued guidelines for minimally punctuated records, effective January 2020 and updated in October 2020. Catalogers creating DCRMR records should apply the punctuation practices of their own institutions, where applicable. Libraries applying ISBD punctuation may apply the following guidelines for prescribed punctuation. For more detailed instructions on punctuation for each ISBD area of description than those provided, see the Element order section of each chapter. For more complete guidance, see ISBD.

0.2.01.1 Precede each mark of prescribed punctuation by a space and follow it by a space, with the following exceptions: the comma, period, closing parenthesis, and closing square bracket are not preceded by a space; the opening parenthesis and opening square bracket are not followed by a space. The colon after introductory wording is not preceded by a space.

0.2.01.2 If adjacent elements are to be enclosed in square brackets, each is enclosed in its own pair of square brackets.

0.2.01.3 End paragraphs with normal punctuation (usually the period).

0.2.01.4 If an entire element is omitted from the bibliographic description (e.g., because it is not present in the source), also omit its corresponding prescribed punctuation. Do not use the mark of omission.

0.2.01.5 Precede each element, other than the first element and statement of responsibility, by a period-space-em dash-space unless the element begins a new paragraph. Use a double-hyphen if the cataloging system cannot produce an em dash.

0.2.1 Title

0.2.1.1 Precede the title of a supplement or section by a period. Precede each parallel title by an equals sign. Precede each unit of other title information by a colon.

0.2.1.2 For manifestations with no collective title, separate the titles by a space-semicolon-space if the works are all by the same entity, even if the titles are linked by a connecting word or phrase. If the individual works are by different entities or the authorship is in doubt, precede each title other than the first by a period and one space, unless a linking word or phrase is already present. Precede each statement of responsibility by a space-slash-space.

0.2.2 Statement of responsibility

0.2.2.1 Precede the first statement of responsibility by a slash. Precede each subsequent statement of responsibility by a semicolon.

0.2.3 Edition

0.2.3.1 Precede the edition statement by a period-space-em dash-space. Precede a statement relating to a named revision of an edition by a comma. Precede the first statement of responsibility following an edition statement by a slash. Precede each subsequent statement of responsibility by a semicolon.

0.2.5 Production, publication, distribution, manufacture

0.2.5.1 Precede production, publication, distribution, or manufacture statements by a period-space-em dash-space. Precede a second or subsequently named place of production, publication, distribution, or manufacture by a semicolon, unless a linking word or phrase is given in the resource. Precede the name of the first producer, publisher, distributor, or manufacturer by a colon. Precede the name of a second and any subsequent name by a colon, unless a linking word or phrase is given in the resource. Precede the date of production, publication, distribution, or manufacture by a comma.

0.2.6 Physical description

0.2.6.1 Precede information on illustrative content by a colon. Precede the dimensions by a semicolon. Enclose bibliographic format in parentheses. Precede a statement of accompanying material by a plus sign. Enclose physical details of accompanying material in parentheses.

0.2.8 Series

0.2.8.1 Enclose each series statement in parentheses. Precede each parallel title by an equals sign. Precede other title information by a colon. Precede the first statement of responsibility by a slash. Precede each subsequent statement of responsibility by a semicolon. Precede the International Standard Serial Number (ISSN) of a series or subseries by a comma. Precede the numbering within a series or subseries by a semicolon. Enclose a date following a numeric and/or alphabetic designation in parentheses. Precede the title of a subseries, or the designation for a subseries, by a period unless following a designation for a subseries, in which case precede the title of a subseries by a comma.

0.2.9 Notes

0.2.9.1 Start a new paragraph for each note. End each paragraph with a period or other mark of final punctuation. Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

0.2.95 Identifiers

0.2.95.1 Precede this element by a period-space-em dash-space or start a new paragraph. Precede each repetition of this element by a period-space-em dash-space. Precede terms of availability by a colon. Enclose a qualification to the standard number or terms of availability in parentheses.

0.3 — Language and script of the description

0.3.1 General rule

0.3.1.1 For the following elements, transcribe information from the manifestation itself in the language and script (wherever feasible) in which it appears there. “Script” does not refer to writing styles such as gothic, italic, secretary hand, etc., but to a writing system: an alphabet, syllabary, logographic system, etc.

- Title
- Statement of responsibility
- Edition statement
- Publication statement
- Distribution statement
- Manufacture statement
- Series statement

0.3.1.2 For guidance on transcribing pre-modern letterforms and symbols see 0.4.15.

For additional guidance on transcribing characters that cannot be reproduced using the MARC-8 character set, see LC-PCC PS 1.4.

0.3.1.3 Give interpolations into these elements in the language and script of the other information in the element, except for prescribed interpolations and other cases specified in these instructions (e.g., 2.21.33.4, 5.21.325.2, 5.21.33.2, 5.22.31.2). If the other information in the element is romanized, give interpolations according to the same romanization system.

0.3.1.4 Give any other information (except titles, citations, signatures, and quotations in notes) in the language and script of the cataloging agency.

0.3.2 Romanization

0.3.2.1 If it is not feasible to transcribe an element in the script used on the manifestation, romanize the text according to the ALA-LC Romanization Tables. Do not enclose the romanized text within square brackets. Always make a note on Details of script to indicate that the romanized text appears in nonroman script (see 9.245.3.1).

Example:

Source: ΔΙΟΝΥΣΙΟΥ ΟΙΚΟΥΜΕΝΗΣ περιήγησις

Transcription: Dionysiou oikoumenēs periēgēsis

Note on title: Title in Greek script

Example:

Source: Hendecasyllabōn

Transcription: Hendecasyllabōn

Note on title: The ō in the word "Hendecasyllabōn" is printed in Greek script

0.3.2.2 *Optionally*, if it is feasible to transcribe from the manifestation using a nonroman script, also provide parallel elements with the romanized text using the ALA-LC Romanization Tables. Do not enclose the romanized text within square brackets, but make a note indicating that the romanization does not appear in the preferred source of information.

Example:

Note on manifestation: Romanization supplied by cataloger

0.4 — Transcription

0.4.01 Transcribed elements

Chapter 1: Title

Title proper • Parallel title proper • Other title information • Parallel other title information

Chapter 2: Statement of responsibility

Statement of responsibility relating to title proper • Parallel statement of responsibility relating to title proper

Chapter 3: Edition

Designation of edition • Parallel designation of edition • Statement of responsibility relating to edition • Parallel statement of responsibility relating to edition • Designation of named revision of edition • Parallel designation of named revision of edition • Statement of responsibility relating to named revision of edition • Parallel statement of responsibility relating to named revision of edition

Chapter 5: Production, publication, distribution, manufacture

Place of publication • Parallel place of publication • Name of publisher • Parallel name of publisher • Date of publication • Place of distribution • Parallel place of distribution • Name of distributor • Parallel name of distributor • Date of distribution • Place of manufacture • Parallel place of manufacture • Name of manufacturer • Parallel name of manufacturer • Date of manufacture

Chapter 8: Series

Title of series • Parallel title of series • Other title information of series • Parallel other title information of series • Statement of responsibility relating to series • Parallel statement of responsibility relating to series • Numbering within sequence

0.4.05 General guidelines on transcription

0.4.05.1 DCRM follows the option in RDA Toolkit: Transcription Guidelines to provide its own transcription standard. Transcribe information in the form and order in which it is presented in the resource, according to these general rules, unless specifically instructed otherwise. Do not use the mark of omission to indicate transposition (see also Order and transposition).

Generally normalize punctuation and capitalization based on current conventions, with an optional exception in punctuation (see 0.4.31.4). Optionally, retain original capitalization and punctuation following RDA Toolkit: RDA Guidelines on basic transcription and consistently apply it throughout the resource description.

0.4.1 Letters, diacritical marks, ligatures, symbols, and rebuses

0.4.12 Letters and diacritical marks

0.4.12.1 In general, transcribe letters and diacritical marks as they appear. Do not add accents and other diacritical marks not present in the manifestation. Convert earlier forms of letters and diacritical marks to their modern form (see Early letterforms and symbols, 0.4.15.1).

0.4.13 Ligatures

0.4.13.1 In most languages, including Latin, transcribe a ligature by giving its component letters separately. Do not, however, separate the component letters of **æ** in Old English; **œ** in French; or **æ** and **œ** in ancient or modern Scandinavian languages.

0.4.14 Symbols, etc.

0.4.14.1 Replace symbols or other matter that cannot be reproduced using available typographical facilities with a cataloger's description in square brackets. Make a note if considered important.

For additional guidance on recording symbols, see the LC-PCC PS for 1.7.5. However, do not follow Exception 1 in LC-PCC PS 1.7.5.4 regarding the transcription of birth and death symbols. Insert the symbol if it can be reproduced. Otherwise, describe the character in square brackets.

Example:

A.J. Garnerin, aëronaute, inv. du parachute, né à Paris 1769, [dagger] 1813

(*Source of information reads:* A.J. GARNERIN, AERONAUTE, Inv. du Parachute, Né à Paris 1769 † 1813)

0.4.15 Early letterforms and symbols

0.4.15.1 Convert earlier forms of letters and symbols to their modern forms.

Source	Modern form	Example	Transcribed example	Notes
ḏ	d	ḏay	day	
ḏ		ḏed	sed	
<i>ij̃</i>	ij	<i>filij̃</i>	filij	
ij̃		vitij̃s	vitij̃s	Ligatured italic ij looks like ỹ
ij̃		patrij̃	patrij̃	
CID	M	cl̃.	CID ID XCII	Inverted C used to form roman numeral M or D is called an apostrophus
			MDXCII	
ID	D	cl̃. l̃. xx i x.	M.D.XXIX.	
l̃				

ꝛ		corporis	corporis	
ꝛ	r	oꝛders	orders	
ſ		Jes ^[a] us	Iesus	
ſ		false	false	Long s (an f has a crossbar on the stem; the bar on a long s, if present, extends from one side only)
ſ	s	fuisse	fuisse	
ſ		safe	safe	
ß		eße	esse	
ß	ss	fluß	auss	
ß		Kieß	Kiess	
ſz	sz	überfluß	überflusz	Long s and z are spaced normally, no ligature
≡	-	Ale=houses	ale-houses	

°	◦	müß	müss	
e	..	Glück	Glück	Superscript e functioning as an umlaut
ſ				
℥		℥c.		
℥	&	℥c.		
℥		℥c.		
℥		℥c.		
℥		℥c.		

[a]See 0.4.23.1.

0.4.16 Brevigraphs

0.4.16.1 If brevigraphs (special marks of contraction in continuance of the manuscript tradition) have been used, expand affected words to their full form and enclose supplied letters in square brackets. The values of many contractions are dependent on context, with the most common values provided here. (See 0.4.82 for modern contractions.)

Brevigraphs

Source	Transcription	Example	Transcription of example	Notes
-	[missing letter(s)]	cōlūmmatū dñs	co[n]summatu[m] D[omi]n[u]s	Over a vowel, usually n or m ; over a consonant, often replaces several letters
ƿ	[ae]	hƿc	h[ae]c	

ꝥꝑꝢ	[Christus]			A contraction using both Greek and Latin letters
ꝥ	[con]	ꝥcor ^a	[con]cor[di]a	
Ꝣ ꝣ	[es] [ius][m] [us]	statut ^ꝥ roff ^Ꝣ cu ^Ꝣ impressu ^Ꝣ ei ^Ꝣ	statut[es] Ross[es] cu[ius] impressu[m] ei[us]	A highly versatile symbol; see also, for example, "[habet]," "[que]," "[scilicet]," and "[sed]" below
ꝥꝣ	[habet]			
ꝥ	[hoc]			
ꝥ	[per] [par]	ꝥup ꝥticulari ^ꝥ	su[per] [par]ticulari[bus]	
ꝥ	[pro]	ꝥꝑꝥter	[pro]pter	
ꝥ	[pri]	ꝥꝑꝥma	[pri]ma	
ꝥ	[quam]	vnꝥ	vn[quam]	
ꝥ	[quan]	ꝥꝥtum	[quan]tum	
ꝥ ꝥꝢ ꝥꝣ	[que]	ꝥꝥꝥꝥ herculeꝥꝥꝥ ꝥꝥꝥꝥꝥ	quo[que] Herculeae[que] quos[que]	
ꝥ	[qui]	ꝥꝥꝥ	[qui]b[us]	
ꝥ	[quia]			
ꝥ	[quo]			
ꝥꝥ ꝥꝥ	[quod]			
ꝥꝥ.	[recta]			
ꝥ ꝥ	[rum]	ꝥꝥꝥꝥꝥꝥꝥ	quo[rum] libro[rum]	
ꝥꝥ	[scilicet]			
ꝥ	[sed]			
ꝥ	[th]	ꝥ ꝥ	[the] [that]	When y is used to represent the Old English / Icelandic character þ [thorn], enclose th plus additional letters in square brackets.

z	[ur]	nascunt ^z	nascunt[ur]	
9	[us] [bus]	reb ⁹ pticulari ⁹	reb[us] [par]ticulari[bus]	Superscript; a similar character at baseline represents "[con]"
✕	[ver]	✕tuoso	[ver]tuoso	

0.4.16.2 Make an explanatory note if considered important.

0.4.16.3 If a brevigraph standing for an entire word appears in the source, supply instead the word itself, enclosed in square brackets. However, transcribe an ampersand or a Tironian sign "et" (7) as an ampersand. Enclose each expansion or supplied word in its own set of square brackets.

Example:

Sould by Will. Faithorne att [the] sign of [the] Shipp within Temple Bar

(Source of information reads: Sould by Will. Faithorne att  Sign of  Shipp within Temple Bar)

0.4.16.4 If the meaning of a brevigraph is conjectural or unknown, apply the bracketing conventions given in Conjectural and indecipherable text (see 0.4.62.1).

0.4.17 Rebuses

0.4.17.1 Replace pictures in rebuses with the intended words in square brackets.

Make an explanatory note.

Example:

Title proper: The [Bute] interest in the [city], or, The [bridge] in the [hole]

Note on title: The following words in the title are represented by images: Lord Bute as a boot, city by a panorama of London with a view of St. Paul's Cathedral, bridge by an image of a bridge, hole by a black circle with uneven edges

0.4.2 Capitalization and conversion of case

0.4.21 General rule

0.4.21.1 Convert letters to uppercase or lowercase according to the guidelines in RDA Toolkit: Guidelines on normalized transcription – Capitalization and RDA Toolkit: Terms in specific languages, with the following exceptions.

For guidelines converting I or V to lowercase, or i, j, u, or v to uppercase, see Letterforms I, V, i, j, u, and v (0.4.23.1).

0.4.22 Roman numerals

0.4.22.1 Do not convert case when transcribing roman numerals.

See also Chronograms (0.4.25.1) and Punctuation within roman numerals (0.4.34.1).

0.4.23 Letterforms I, V, i, j, u, and v

0.4.23.1 If the rules for capitalization require converting I or V to lowercase, or i, j, u, or v to uppercase, follow the pattern of usage in the text to determine which letterform to use in the transcription.

Establish the pattern of usage by examining text in the same typeface or writing style (i.e., roman, italic, or gothic) in the resource being described. Look for letters expressed in the opposite case from the letterforms to be converted, but having the same function (vowel or consonant) and same relative position (appearing in initial, medial, or final positions) as the letterforms to be converted. Begin by examining the remainder of the title page and then, if necessary, proceed to examine the body of the text in other parts of the resource in the same typeface.

Example:

Title proper: Les oeuvres morales de Plutarque

Statement of responsibility relating to title proper: translatees de grec en françois, reueues et corrigees en plusieurs passages par le translateur

(Source of information reads: LES OEUVRES MORALES DE PLVTARQVE, TRANSLATEES DE GREC EN FRANÇOIS, REVEVES ET corrigees en plusieurs passages par le translateur)

(Comment: In the manifestation, the body of the text in roman type shows consistent use of v for vowels or consonants in initial position and u for vowels or consonants elsewhere, e.g., "ville," "vn," "conuersation," "tout," and "entendu")

0.4.23.2 If the pattern of usage cannot be determined within a reasonable amount of time and the provisions of 0.4.24 and 0.4.25 do not apply, use this conversion table as a solution of last resort.

Converting uppercase letterforms

Uppercase letterform to be converted	Lowercase conversion
I (vowel or consonant) anywhere in word	i
II at end of word	ij
II elsewhere in word	ii
V (vowel or consonant) at beginning of word	v
V (vowel or consonant) elsewhere in word	u

Converting lowercase letterforms

Lowercase letterform to be converted	Uppercase conversion
i (vowel or consonant) anywhere in word	I
j (vowel or consonant) anywhere in word	I
u (vowel or consonant) anywhere in word	V
v (vowel or consonant) anywhere in word	V

0.4.23.3 If any letterform within the first five words of the Title proper has been converted from I to j, from j to I, from V to u, or from u to V (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation using alternative forms of the Title proper as needed (see 1.25.3515.1).

0.4.23.4 If the manifestation uses a gothic typeface that does not distinguish between uppercase I and J or between uppercase U and V, and there is no need to convert the letters to lowercase, transcribe them as I and V respectively, even though the actual letterforms will more closely resemble a modern J and modern U.

Example:

Transcription:

And Iehu sayd: Vnto whiche of al vs?

(*Comment:* Source uses a gothic typeface that does not distinguish between the uppercase letters I/J or the uppercase letters U/V)

0.4.23.5 *Optionally*, record a Variant title of manifestation transcribing as J and U (see 1.25.3515.2).

0.4.24 Final capital "I" in Latin

0.4.24.1 Do not convert to lowercase a final capital I in Latin texts when the final I is uppercase and the immediately preceding letters in the word are lowercase or smaller capital letters. Since this usage is not merely typographic but affects meaning, the capital must be left in that form.

Example:

M. AccI Plauti quae supersunt Comoediae

(*Source of information reads:* M. ACCI PLAVTI QVAE SVPERSVNT COMOEDIAE)

Example:

ValerI Andreae Dessell I.C. Bibliotheca Belgica

(*Source of information reads:* VALERI ANDREAE DESSELL I.C. BIBLIOTHECA BELGICA)

0.4.24.2 If the letter occurs within the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation for the form of title with the final capital I converted to ii (see 1.25.352.1).

0.4.25 Chronograms

0.4.25.1 Capital letters occurring apparently at random or in a particular sequence may represent a chronogram. Where there is good reason to assume that a chronogram is being used, do not convert letters considered part of the chronogram from uppercase to lowercase, or from lowercase to uppercase.

Example:

Ipso anno tertIo saeCVLarI typographIae DIVIno aVXILIo a gerManIs InVentae

For guidance on recording the chronogram as a date element, see the instructions for specific types of dates as follows:

- For Date of publication, see 5.23.31.2 and 5.23.31.25
- For Date of distribution, see 5.28.31.2 and 5.28.31.25
- For Date of manufacture, see 5.33.352.2 and 5.33.352.25

0.4.3 Punctuation

0.4.31 General rule

0.4.31.1 Use modern punctuation conventions instead of transcribing punctuation as it appears on the source.

Example:

Perdito & Perdita, or, The man & woman of the people

(*Source of information reads:* Perdito & Perdita—or—the Man & Woman of the People)

Example:

A musical entertainment perform'd on November XXII, 1683

(*Source of information reads:* A musical entertainment perform'd on November XXII. 1683)

0.4.31.2 If the cataloging agency applies ISBD punctuation, omit punctuation present on the source that occurs at the end of an element.

Example:

London : Printed for A. Millar, over-against Catharine-Street in the Strand,
M,DCC,LI [1751]

(*Source of information reads:* London: Printed for A. Millar, over-against Catharine-street in the Strand. M,DCC,LI.)

0.4.31.3 Omit or add punctuation as needed for clarity.

Example:

Libres, libertad de cultos, libertad de palabra, libres de miseria, libres de temor

(*Comment:* Commas added to represent breaks indicated by poster's lettering style and word placement)

0.4.31.4 Alternative rule. Transcribe all punctuation as it appears on the source, with the exception of those marks covered in the following sub-instructions (see Options, i.01.4.1):

- Ellipses (see 0.4.35.1)
- Square brackets (see 0.4.355.1)
- Virgules (see 0.4.36.1)
- Line endings (see 0.4.37.1)

Example:

Perdito & Perdita—or—The man & woman of the people

If a cataloging agency applies ISBD punctuation and the option for transcribing original punctuation is applied, then record both transcribed punctuation and prescribed punctuation, even if this results in double punctuation. (See also Prescribed punctuation.)

Example:

London: : Printed for A. Millar, over-against Catharine-Street in the Strand.,
M,DCC,LI. [1751]

0.4.31.5 Punctuation integral to words and compound words. Generally transcribe integral punctuation as it appears on the source (e.g., night-club, printers'). Do not add or omit punctuation integral to the spelling of words and compound words. Apply the following sub-instructions, as appropriate:

- Apostrophes (see 0.4.32.1)
- Hyphens (see 0.4.33.1)
- Punctuation within roman numerals (see 0.4.34.1)
- Punctuation substituting for letters (see 0.4.38.1)
- Punctuation indicating an abbreviation (see 0.4.385.1)

0.4.32 Apostrophes

0.4.32.1 Transcribe apostrophes as found.

Example:

Uncle Wiggly's story book

0.4.32.2 Do not supply apostrophes not present in the source.

Example:

Scotlands speech to her sons

0.4.33 Hyphens

0.4.33.1 Transcribe hyphens used to connect the constituent parts of compound words, normalizing their form as necessary.

Example:

A catalogue of the library of Yale-College in New-Haven

0.4.33.2 Do not supply hyphens not present in the source.

Example:

Report of the Boston Female Anti Slavery Society

0.4.33.3 For hyphens or other marks of punctuation used to connect a single word divided between two lines, see Line endings (0.4.37.1).

0.4.34 Punctuation within roman numerals

0.4.34.1 Retain internal marks of punctuation appearing within roman numerals. However, omit internal spaces (see 0.4.42.3).

Example:

M.DCC.LXXXIV

0.4.35 Ellipses

0.4.35.1 Omit ellipses when present in the source.

Example:

Title proper: America, America, God shed his grace on thee and crown thy good with brotherhood

(*Source of information reads: ... America, America, God shed his grace on thee and crown thy good with brotherhood ...*)

0.4.35.2 *Optionally*, ellipses present in the source may be retained if considered important for meaning, clarity, or identification. If retained, make an explanatory note.

Example:

Title proper: ...it felt like i knew you...

Note on title: Ellipses in title appear on the source

0.4.355 Square brackets

0.4.355.1 Replace square brackets with parentheses when present in the source. Make an explanatory note if considered important.

Example:

Other title information: A treatise wherein this case (how to discern Gods answers to our prayers) is briefly resolved

Note on title: The words "how to discern Gods answers to our prayers" on the title page are in square brackets

(Source of information reads: A Treatise wherein this Case [How to discern Gods answers to our prayers] is briefly resolved)

0.4.355.2 *Optionally*, omit the square brackets. Make an explanatory note if considered important.

Date of publication: MDCCLXXV

Note on publication statement: On title page, the date of publication is enclosed by square brackets

(Source of information reads: [MDCCLXXV])

0.4.355.3 *Optionally*, square brackets present in the source may be retained if they indicate interpolation and are important for meaning and clarity. If retained, make an explanatory note.

0.4.36 Virgules

0.4.36.1 Do not confuse a virgule (/) in gothic typefaces with a slash; replace it with a comma or omit it, as appropriate. Make an explanatory note if considered important.

0.4.37 Line endings

0.4.37.1 Omit hyphens or other marks of punctuation used to connect a single word divided between two lines or two portions of a line; transcribe as a single word, ignoring the punctuation. If the function of the hyphen is in doubt (e.g., if it might form part of a compound word), transcribe it.

Example:

I discorsi di Nicolo Machiauelli, sopra la prima deca di Tito Liuiο

(Source of information reads (showing line endings):

I DISCORSI DI NICO-
LO MACHIAVELLI, SO-
PRA LA PRIMA DECA DI
TITO LIVIO)

Do not supply marks of punctuation to indicate line breaks.

0.4.38 Punctuation substituting for letters

0.4.38.1 Transcribe as a single hyphen each distinct hyphen, dash, line, or underscore character used in the source, whether used as a substitute for one or more letters in a word or for an entire word.

Example:

Sec--t----s of st--te, the L----ds of the Ad-----ty

(Source of information reads: Sec--t----s of st--te, the L----ds of the Ad-----ty)

0.4.38.2 Transcribe asterisks as asterisks.

Example:

par Mr. B**

Example:

The conduct of the two B*****rs

0.4.38.3 If the values of the missing letters are known, and the decoded form is considered important for identification or access then make a note for the decoded form.

Example:

Title proper: Clara H-d

Note on title: Clara H-d is Clara Hayward

(*Source of information reads:* Clara H____d)

0.4.38.4 If punctuation substituting for letters occurs in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), and the values of the missing letters are known, record a Variant title of manifestation (see 1.25.3525.1).

0.4.385 Punctuation indicating an abbreviation

0.4.385.1 Transcribe punctuation indicating an abbreviation, normalizing its form according to modern conventions.

Example:

Printed & sold by J. Preston

(*Source of information reads:* Printed & sold by J: Preston)

0.4.385.2 When transcribing an abbreviated word that includes superscript or subscript characters, record the punctuation at the end of the word. (See also Superscripts and subscripts, 0.4.86.1.)

Example:

Ie. recueil nouveaux

(*Source of information reads:* I.^E Recueil Nouveaux)

0.4.4 Spacing

0.4.42 Spacing within words and numbers

0.4.42.1 In general, follow modern spacing conventions when transcribing from the source. Make no attempt to preserve full or irregular spaces between letters within words.

Example:

Graecae grammatices

(*Source of information reads:* G R AE C AE GRAMMATICES)

Example:

Leo Belgicus

(*Source of information reads:* LE O BELGICV S)

0.4.42.2 If a word is divided between the end of one line and the beginning of the next, transcribe it as a single word, ignoring the line break.

Example:

De laudibus urbis Etruriae et Italiae

(Source of information reads (showing line endings):

DE LAVDI

BVS VRBIS ETRVRIAE

ET ITALIAE)

Example:

Catalogus vniuersalis pro nundinis Francofurtensibus vernalibus de anno ...

(Source of information reads (showing line endings):

CATALOGVS VNI-

VERSALIS PRO NVN -

DINIS FRANCOFVRTENSI-

bus vernalibus de anno ...)

0.4.42.3 Omit internal spaces when transcribing numbers (including roman numerals).

Example:

M.D.CC.XLIV

(Source of information reads: M. D. CC. XLIV)

Example:

1/12000

(Source of information reads: 1/12 000)

0.4.43 Spacing between words

0.4.43.1 If spacing between words in the source is ambiguous or lacking, include spaces in the transcription to separate the words as needed.

Example:

Founding fathers folly day

(Source of information reads: Foundingfathersfollyday)

Example:

La morte d'Orfeo

(Source of information reads: LAMORTE D'ORFEO)

0.4.43.2 If the missing spaces occur in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation for the form of title as it appears in the source, without the spaces (see 1.25.353.1).

0.4.44 Variant spellings

0.4.44.1 Do not insert or delete spaces within or between words that merely represent variant or archaic spellings.

Example:

At the foot of the trail, Yo Semite Valley

(*Source of information reads: At the Foot of the Trail,—Yo Semite Valley*)

Example:

Newhampshire & Vermont almanac

(*Source of information reads: Newhampshire & Vermont ALMANAC*)

0.4.44.2 If the variant or archaic spellings occur in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation for the form of the title with the spacing inserted (see 1.25.3535.1).

0.4.45 Initials, etc.

0.4.45.1 Transcribe letters, initials, initialisms, and acronyms without internal spaces, regardless of how they appear in the source.

Example:

KL Ianuarius habet dies xxxi

Example:

music sellers to HRH the Prince of Wales

Example:

A.B.C. indicateur alphabetique des chemins de fer et de la navigation

Example:

F.S. Chanfrau in the character of "Mose"

Example:

drawn by M.B. Haynes, C.E.

0.4.45.2 Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials.

Example:

Dn. Abrahami Calovii, SS. Theol. Doct. Prof. Publ.

Example:

par MM. B. Studer et A. Escher de la Linth

Example:

first collected by Chr. Ign. La Trobe

0.4.45.3 If two or more distinct initialisms (or sets of initials), acronyms, or abbreviations appear in juxtaposition, separate them with a space.

Example:

M. J.P. Rabaut

(*Comment:* The first initial stands for Monsieur)

Example:

by D.L. M.A.

(*Comment:* The first two initials stand for the author's forename and surname; the second two initials stand for "Master of Arts.")

0.4.5 Omissions

0.4.51 General rule

0.4.51.1 Indicate omissions in a quoted note or transcribed element by using the mark of omission. When using the mark of omission, generally give it with a space on either side.

Example:

Printed by Leon. Lichfield ... and are to be sold by the Widow Howell

Example:

Printed for John Melish, John Vallance, and H.S. Tanner ... by G. Palmer

0.4.51.2 However, give a space on only one side of the mark of omission if it is preceded by an opening parenthesis or opening square bracket; is followed by a closing parenthesis, closing square bracket, or comma; or, if using ISBD punctuation, comes at the end of an element.

Example:

Printed for the Widow Swart ..., 1688

(*Comment:* The mark of omission has a space on only one side because it is at the end of an element)

Example:

Se vend chez Audran aux Deux Piliers d'Or rue St. Jacques ..., [late 17th century]

(*Comment:* The mark of omission has a space on only one side because it is at the end of an element)

0.4.51.3 *Exception:* instructions for some elements specify that certain omissions can be indicated by concisely summarizing the omitted text (in square brackets). In such cases, do not record the mark of omission (for example, see Name of publisher, 5.22.31.2).

Example:

Printed for J. Round, R Gosling, T. Woodward [and 9 others]

0.4.52 Information not considered part of any transcribed element

0.4.52.1 Omit, without using the mark of omission, grammatically separable information not considered part of any transcribed element. Such information may include quotations, epigrams, mottoes, advertisements, ornaments, etc.

If considered important, give the omitted information in a note.

0.4.52.2 If such information is grammatically inseparable from a transcribed element, however, transcribe it as part of that element (see Grammatical inseparability, 0.4.92.1).

0.4.53 Information not taken from the preferred source of information

0.4.53.1 If information is transcribed from a source other than the preferred source of information and the transcribed information is preceded or followed by grammatically separable information that is not considered part of the element, then omit the words that precede or follow. Do not use the mark of omission.

If considered important, give the omitted text in a note.

Example:

Designation of edition: The second edition

Note on edition statement: Edition statement from colophon; full colophon reads: This, the second edition of Le morte Darthur, with Aubrey Beardsley's designs ... is limited to 1000 copies for the United Kingdom and 500 for America, after printing which the type has been distributed

0.4.6 Interpolations

0.4.61 General rule

0.4.61.1 Indicate an interpolation in a transcribed element or in a quoted note by enclosing it in square brackets. If transcribing text with missing or obscured letters or words that can be reconstructed with some certainty, include these in the transcription, enclosing them in square brackets.

Make an explanatory note if considered important.

For guidance on expanding brevigraphs (special marks of contraction in continuance of the manuscript tradition), see 0.4.16.1.

Example: Multo[rum]

(*Comment:* The word ends with a *ʒ* symbol)

Example:

Spectrographie des rayons [gamma] par diffraction cristalline

(*Comment:* The Greek symbol for "gamma" is used in the title)

Example:

Repertorium nouu[m] cum additionibus ad omnia opera Felini Sandei
Farrariensis

(*Comment:* "Nouum" on title page spelled with symbol similar to cursive "z")

0.4.62 Conjectural and indecipherable text

0.4.62.1 Indicate a conjectural interpolation by adding a question mark immediately after the interpolation, within the square brackets. Supply a question mark enclosed in square brackets for each indeterminable word or portion of word.

Make a note to justify the interpolations, provide explanations, or offer tentative readings of indecipherable portions of text if considered important.

Example:

Amico[rum?]

(*Comment:* The word ends with a symbol of contraction that is conjectured to be a *rum*)

Example:

Mr. [--ch?], Cornhill

(*Comment:* Indecipherable signature above title on cover transcribed in a Note on item)

Example:

Title proper: Ft. Monroe [Gunnery?]

Note on title: Last word of the title is illegible; the conjecture is based on image content

0.4.63 Lacunae in imperfect copies

0.4.63.1 If the description is based on an imperfect copy and the omission cannot be conjectured, then use the mark of omission enclosed in square brackets ([...]) to show lacunae in the resource.

Example:

Place of publication: En Barcelona

Name of publisher: Por Sebastian Mateu[...], acosta de lua[...]

Note on publication statement: Description based on an imperfect copy; title page torn with partial loss of imprint

Example:

Title proper: [...] modern minstrels

Note on title: Description based on an imperfect copy; title torn, removing all lettering above lower portion of “modern”

0.4.64 Blank spaces intended for completion

0.4.64.1 If transcribing text containing a blank space intended to be completed after the resource is issued, supply the word “blank” enclosed in square brackets. Make an explanatory note.

0.4.64.2 If the blank has been completed in the item being described, indicate this in a Note on item if considered important (see 9.4.35.1).

Example:

Title proper: A catalogue of books, to be sold on [blank] the [blank] day of February, 1755

Note on title: Spaces in the title for the exact day and date of the auction left blank by printer

Note on item: Library's copy has date of auction supplied in manuscript: [Wednesday] the [26th] day of February, 1755

0.4.64.3 If the blank occurs in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation for the form of the title without the interpolated word “[blank]” (see 1.25.3545.1).

0.4.65 Blank spaces for initial letters

0.4.65.1 If a space for an initial letter has been left blank, supply the intended letter in square brackets, regardless of whether the letter has been executed in manuscript.

Always make an explanatory note (e.g., Note on title). Make a note on Modification of item to describe any manuscript additions if considered important. Make a Note on item to describe the absence of any manuscript additions if considered important.

Example:

Title proper: [M]issae familiares

Note on title: Space for initial letter of first word of title left blank by printer

Modification of item: Library's copy: Initial letter executed in red and blue ink

0.4.65.2 If a guide letter has been printed, transcribe it without square brackets. In case of doubt about whether a printed guide letter is present, transcribe the letter without square brackets and make a Note on title indicating uncertainty.

Example:

Title proper: Historiarum libri XXXV

Note on item: Library's copy: Printed guide letter “H” at beginning of title not executed in manuscript

0.4.65.3 Make a Note on item to indicate the presence or absence of manuscript execution in the copy if considered important (see 9.4.35.2).

0.4.7 Inaccuracies, misprints, etc.

0.4.72 Misprints and unintentional inaccuracies

0.4.72.1 Transcribe misprints or unintentional misspellings as they appear on the source. Follow such an inaccuracy either by “sic” or by “that is,” and the correction, all enclosed within square brackets.

Example:

Of the knowledg [sic] whiche maketh a wise man

Example:

Constitutionalsit [sic]--Extra

Example:

Archivum Eurasiae medii aeivi [that is, aeivi]

Example:

The notted [that is, noted] history of Mother Grim

0.4.72.2 If the misprint or misspelling occurs in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record Variant titles of manifestation for the form of title without the interpolation and for the form of title as if it had been rendered correctly (see 1.25.355.1).

0.4.72.3 Do not correct words spelled according to older or non-standard orthographic conventions ("françoise" for "française," or "antient" for "ancient"). *Optionally*, if the Title proper contains words spelled according to older or non-standard orthographic conventions, provide additional title access for the title spelled according to modern orthography (see Variant title of manifestation, 1.25.355.1).

0.4.72.4 **Alternative rule.** Transcribe the text as it appears on the source without the interpolation. Make a note correcting the misprint or misspelling (see Options, i.01.4.1).

If the misprint or misspelling occurs in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation for the form of title as if it had been rendered correctly (see 1.25.355.1).

0.4.73 Deliberate misspellings

0.4.73.1 Do not correct deliberately misspelled words. Make an explanatory note if considered important.

Example:

Title proper: The summer shower, or, Mademoiselle Par, a Pluye

Note on title: "Par, a Pluye" is meant to be read as "parapluie"

If considered important, record a Variant title of manifestation (see 1.25.355.1).

0.4.74 Turned and approximated letters

0.4.74.1 Transcribe a turned character, whether inadvertent or deliberate, as the intended character. Make an explanatory note if considered important.

Example:

Other title information: sent express to the Queen

Note on title: The "u" in "Queen" in the title is turned

0.4.74.2 Transcribe characters used to approximate a different character (e.g., when VV and vv letterforms have been used to represent the single letter W or w) as the intended character.

Make an explanatory note if considered important.

Forms of W

Source	Transcription	Example	Transcription of example
VV	w	VVhole	whole
W	w	W H O L E	whole
ʒv	w	ʒvʒf	weysse

0.4.74.3 If the characters used to approximate a different character occur in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation for the form of title with the characters transcribed as set (see 1.25.356.1).

0.4.8 Other transcription rules

0.4.82 Abbreviations and contractions

For punctuation indicating an abbreviation, see Punctuation indicating an abbreviation (0.4.385.1).

0.4.82.1 When transcribing, do not abbreviate any words not abbreviated in the source.

0.4.82.2 Do not expand abbreviations or modern contractions when transcribing. If the abbreviation occurs in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation if considered important (see 1.25.356.1). (For early-modern contractions, see 0.4.16.)

0.4.84 Letters or words intended to be read more than once

0.4.84.1 If a letter or word appears only once on the source of information but the layout makes it clear that it is intended to be read more than once, then repeat the letter or word. Do not use square brackets.

Make an explanatory note.

Example:

Title proper: Here comes Santa Claus

Note on title: Title words alternate vertically and horizontally, intersecting with shared letters, as in a crossword puzzle

0.4.86 Superscripts and subscripts

0.4.86.1 Transcribe superscript and subscript characters on the line unless the sense would be affected (e.g., in a mathematical formula). Always transcribe a period in an abbreviation at the end of the abbreviation.

Example:

Mr. Jas. McAdam

(Source of information reads: M.^r J.^{as} McAdam)

Example:

M. Vdr. Gucht sculp.

(Source of information reads: M. V.^{dr} Gucht Sculp.)

(Comment: Engraver is Michael van der Gucht, also frequently known as Michael Vander Gucht)

Example:

Caroe. Watson

(Source of information reads: Caro.^e Watson)

(Comment: Engraver is Caroline Watson)

0.4.88 Numbers expressed as numerals or words

0.4.88.1 When recording numbers expressed as numerals or as words in a transcribed element, transcribe them in the form in which they appear on the source of information. Apply the general guidelines on transcription as applicable. If the number occurs in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), record a Variant title of manifestation for forms of the title with numbers converted to numerals or words if considered important (see 1.25.3583.1).

Example:

Fifty two sermons for every Sunday of the year MDCCXXVII

Example:

LI sermons

0.4.88.2 For dates of publication, distribution, and manufacture, transcribe the date as it appears. If the date is not in arabic numerals, add the equivalent year in arabic numerals in square brackets.

See the instructions for specific types of dates as follows:

- For Date of publication, see 5.23.31
- For Date of distribution, see 5.28.31
- For Date of manufacture, see 5.33.352

0.4.9 Intra- and inter-element rules

0.4.92 Grammatical inseparability

0.4.92.1 Do not omit or transpose grammatically inseparable text, regardless of whether it contains information belonging to other data elements. Consider text to be grammatically inseparable if it is connected by a case ending, or its transposition or omission would disturb the grammatical construction of information.

Example:

The posthumous works of Robert Hooke

Example:

Brown's industrial gazetteer and hand-book of the Atchison, Topeka & Santa Fe R.R.

0.4.94 Order and transposition

0.4.94.05 DCRMR calls for descriptive information from the resource to be transcribed into elements in a standardized, specific order, which corresponds to area order in International Standard Bibliographic Description (ISBD) and which also forms the basis of chapter organization in DCRMR. Within each area, element order may be further specified. The order of commonly used elements is given below; further elements and the order thereof may be specified in the DCRMR text.

- Title and statement of responsibility
 - Title proper
 - Other title information
 - Statement of responsibility relating to title proper
- Edition
 - Designation of edition
 - Statement of responsibility relating to edition
- Production, publication, distribution, manufacture
 - Place of publication, etc.
 - Name of publisher, etc.
 - Date of publication, etc.
- Series
 - Title of series
 - Other title information of series
 - Statement of responsibility relating to series
 - Numbering within sequence

DCRMR calls for information to be transposed to conform to the order above; for example, a statement of responsibility that precedes the title proper on the title page is considered to be transposed when recorded in the Statement of responsibility relating to title proper element. To facilitate understanding of the presentation of transcribed information as it appears on the resource, DCRMR calls for a note indicating the original position of any transposed elements.

DCRMR is an element-based, display- and encoding-neutral descriptive standard and acknowledges that different displays may present elements in different order. However, the use of ISBD order as an organizing principle for transcription allows users to distinguish between different manifestations of expressions and works (Principle of DCRMR construction i.01.321.1) and allows catalogers to accurately represent the resource as it describes itself (Principle of DCRMR construction i.01.322.1).

The following general rules about order and transposition apply. See also Grammatical inseparability, 0.4.92.1.

0.4.94.1 Follow the conventions appropriate to the script of the material when determining the order in which to transcribe information. For materials in Latin script, this will generally mean proceeding from left to right and from top to bottom when transcribing information.

0.4.94.2 If information appears in the source in a different order than that specified by ISBD presentation, transpose the information to its appropriate data element unless: case endings would be affected, the grammatical construction of the information would be disturbed, the text is otherwise grammatically inseparable from its surrounding elements, or the data element instructions specify otherwise.

0.4.94.3 Similarly, if the order of information in the source would result in a transcription that is confusing, awkward, or nonsensical, transpose the information as needed into the data element that makes the most sense. This will typically apply when particular elements of text have been distinguished in the source by their size, typography, or style of letterforms in order to imply an obvious natural reading order.

0.4.94.4 Do not use the mark of omission to indicate transposition.

0.4.94.5 Make a note to indicate the order in which the transposed information appears in the source.

Example:

Of the nature of things : in six books : illustrated with proper and useful notes / T. Lucretius Carus ; adorned with copper-plates, curiously engraved by Guernier and others ; in two volumes

Note on statement of responsibility: Author's name transposed from head of title

(*Source of information reads:* T. Lucretius Carus Of the nature of things, in six books. Illustrated with proper and useful notes. Adorned with copper-plates, curiously engraved by Guernier and others. In two volumes)

(*Comment:* Information is transcribed in three elements: Title proper; Other title information; and Statement of responsibility relating to title proper. The example is formatted according to ISBD for clarity)

0.4.94.6 If information appears in scattered form on the preferred source of information but no transposition is needed and information about the specific placement of the scattered information is considered important, make a note to indicate the placement.

Example:

Drinking electricity / Tom Raworth

Note on statement of responsibility: Type-signed at end of poem: Tom Raworth

(*Comment:* Information is transcribed in two elements: Title proper and Statement of responsibility relating to title proper. The example is formatted according to ISBD for clarity)

0.4.94.7 If the sequence and layout of the information in the source are ambiguous or otherwise insufficient to determine the order, transcribe the information in the order that makes the most sense. Make a note to indicate the ambiguity of the order in the source if considered important for identification or selection.

Example:

Title proper: Our choice, Grover Cleveland, A.G. Thurman. Democratic nominees,
for president, for vice president

Note on title: Title assembled from words scattered on four banners, above and
below the image

1 — Title

1.01.1 Sources of information

1.01.1.1 The source of information for the title elements is the title page(s) (see Data provenance, 0.1.5). The preferred source of information for multipart monographs is the title page of the first volume. The preferred source of information for single-sheet manifestations is the whole sheet, including both sides.

1.01.2 Element order

1.01.2.1 In ISBD, Title and Statement of responsibility elements are treated as a single area of description. These instructions provide general element order for the Title and Statement of responsibility elements, punctuated and capitalized according to ISBD:

Title proper : other title information / statement of responsibility relating to title proper

1.01.2.2 Parallel title proper and Parallel other title information are transcribed in the order in which they appear on the preferred source of information.

Title proper = Parallel title proper : other title information = parallel other title information

Title proper : other title information = Parallel title proper : parallel other title information

1.01.2.3 If there are titles in more than one language or script, but only a single statement of responsibility, transcribe the Statement of responsibility relating to title proper after all the Title elements.

Title proper = Parallel title proper : other title information = parallel other title information / statement of responsibility relating to title proper

Title proper : other title information = Parallel title proper : parallel other title information / statement of responsibility relating to title proper

1.01.2.4 If there are both titles and statements of responsibility in more than one language or script, transcribe each statement of responsibility after the Title proper, Parallel title proper, Other title information, or Parallel other title information to which it relates.

Title proper : other title information / statement of responsibility relating to title proper = Parallel title proper : parallel other title information / parallel statement of responsibility relating to title proper

1.01.2.5 If a resource without a collective title contains two or more expressions (other than supplementary matter), transcribe titles in the order in which they appear on the preferred source of information. If any of these titles lacks a matching statement of

responsibility, transcribe the information in the order indicated by the sequence on, or by the layout of, the title page.

Exception: For single-sheet resources containing two or more expressions but without a collective title, transcribe as the Title proper the first title or opening words of the text (see 1.21.384.1).

Title 1. Title 2. Title 3

Title 1 : other title information ; Title 2 : other title information / statement of responsibility

1.01.3 Form and order of information

1.01.3.1 Transcribe Title and Statement of responsibility information in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). The Title proper is the first element of the description.

1.01.3.2 For transposed elements, always make a Note on title to indicate the original position on the title page (see 1.29.31.2).

Example:

Title proper: Sonate à quatre mains pour le forte-piano, oeuvre 48

Note on title: Work number appears after statement of responsibility on title page

Contents:

1.2 — Title of manifestation

1.21 — Title proper

1.215 — Parallel title proper

1.23 — Other title information

1.235 — Parallel other title information

1.25 — Variant title of manifestation

1.27 — Title of item

1.29 — Note on title

1.2 — Title of manifestation

1.2.1 Element information

1.2.1.1 Link to RDA Toolkit

1.2.1.2 Sources of information

1.2.2 RDA definition and scope

1.2.2.1 A nomen that is an appellation of manifestation in natural language and phrasing used in common discourse.

1.2.3 General rule

1.2.3.1 Transcribe the title of manifestation in the form and order in which it is presented in the source, unless specifically instructed otherwise.

1.2.31 Title information not appearing on title page

1.2.31.1 Transcribe title information not appearing on the title page in a Note on title if considered important (see 1.29.39.1).

Example:

Title proper: The lawes resolutions of womens rights, or, The lawes provision for woemen

Note on title: Running title: The womans lawier

1.2.32 Title access

1.2.32.1 Title access plays an important role in enabling users to identify and locate special collections materials. Variant title access enables titles other than the title proper to be indexed. While some title access will be handled by controlled access points, these instructions cover specific situations commonly encountered by rare materials catalogers in which the provision of variant title access is likely to be useful.

1.2.32.2 Instructions for title access appear in various elements, such as Parallel title proper (see 1.215.33), Variant titles of manifestation (see 1.25.35), and Title of item (see 1.27.31). Use judgment in determining which forms of title access will be most useful. Take the indexing capabilities of the institution's local system into consideration when determining whether the additional access is needed.

1.21 — Title proper

1.21.1 Element information

1.21.1.1 Link to RDA Toolkit

1.21.1.2 Sources of information

1.21.2 RDA definition and scope

1.21.2.1 A nomen that is a title of manifestation that is selected for preference in a specific application or context.

1.21.2.2 An alternative title is treated as part of a title proper.

1.21.3 General rule

1.21.3.1 Transcribe the Title proper in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

1.21.31 Words considered part of the title proper

1.21.31.1 The title proper is the first element of the description. Title information preceding the chief title on the preferred source of information is considered part of the title proper if it is grammatically inseparable from the chief title. If the chief title is preceded or followed in the source by other elements of information, transpose these elements to their appropriate elements in the description unless case endings would be affected, the grammatical construction of the information would be disturbed, or the text is otherwise grammatically inseparable from the title proper. In the latter cases, transcribe the information as part of the title proper.

Example:

Monsieur Bossu's treatise of the epicke poem

Example:

M. Tullii Ciceronis de officiis libri tres

Example:

Walt Disney presents Sleeping Beauty

For transposed elements, provide additional title access for the Title proper if considered important (see Variant title of manifestation, 1.25.357.1).

1.21.31.2 **Note on the source of the title proper.** Always make a note on the source of the Title proper if it is from a title page substitute (see Data provenance, 0.1.34.1 and Note on title, 1.29.31.1).

Example:

Title proper: A new list of fifty two ships sent to the East-Indies

Note on title: Title from docket title

1.21.32 Forms of the title proper

1.21.32.1 The title proper can take a variety of forms, some of which are exemplified below:

1.21.32.2 Title proper inclusive of grammatically inseparable title information appearing before the chief title on the title page.

Example:

Here after foloweth a litel boke called Colyn Cloute

(*Comment:* "Colyn Cloute" is the chief title)

1.21.32.3 Title proper inclusive of an alternative title (a subsequent title joined with a conjunction such as "or").

Example:

The British carpenter, or, A treatise on carpentry

1.21.32.4 Title proper consisting solely of the name of a responsible person or body.

Example:

C. Sallustius Crispus

1.21.33 Title proper with grammatically inseparable designation

1.21.33.1 If a manifestation is in more than one volume and the title proper of each volume includes a grammatically inseparable designation such as numbering that is specific to that volume, supply in square brackets after the first designation a hyphen and the final designation, omitting intermediate designations. Do the same for single-volume manifestations that contain multiple parts.

Example:

Thomas Masterson his first[-second] booke of arithmeticke

(*Sources of information read:*

Thomas Masterson his first booke of arithmeticke;

Thomas Masterson his second booke of arithmeticke)

Example:

Le premier-[quart] volume de l'histoire et cronique de messire Iehan Froissart

(*Sources of information read:*

Le premier volume de l'histoire et cronique de messire Iehan Froissart

Le second volume de l'histoire et cronique de messire Iehan Froissart

Le tiers volume de l'histoire et cronique de messire Iehan Froissart

Le quart volume de l'histoire et cronique de messire Iehan Froissart)

If it is not feasible to do this, transcribe the title proper of the first volume or part without this interpolation and make a Note on title about the later designation(s) (see 1.29.32.1).

1.21.34 No title

1.21.34.1 If no title can be found within the resource, supply a title from one of the sources listed at 0.1.7.1. If no title can be found in any source, use as the title proper the opening words of the text if these provide a reasonably distinctive title. If the opening words of the text are not suitable, or if the beginning of the text is lacking, devise a brief descriptive title, preferably in the language and script of the cataloging agency, and use this supplied or devised title, enclosed in square brackets, as the Title proper. Always make a Note on title indicating the source of the Title proper (see 1.29.33.1).

Example:

Title proper: Ye true-born Englishmen proceed, our trifling crimes detect

Note on title: Title from opening two lines of poem

Example:

Title proper: [Observations on a bill relative to the militia]

Note on title: Title devised by cataloger from content

(*Comment:* Opening words “Herewith and the desire of being serviceable in the smallest degree to my country ...” not suitable as title)

Example:

Title proper: [Sermaõ de Santa Isabel Rainha de Portugal]

Note on title: Title from Barbosa Machado.

(*Comment:* A full citation to Barbosa Machado is given in a Manifestation described by note (see 9.32.31.1))

1.21.35 Title proper with supplementary or section designation or title

1.21.35.1 If a manifestation bears a title proper that includes the title of an expression that is supplementary to, or a section of, another expression and appears in two or more grammatically separable parts, transcribe the title that is common to all parts or sections first, followed by the designation(s) and/or title(s) of the supplement(s) or section(s) in order of their dependence. Always make a Note on title indicating the original position on the preferred source of information of any transpositions (see 1.29.34.1).

Example:

Title proper: Faust. Part one.

Note on title: Title page reads: Part one. Faust.

If describing an individual issue of a serial, transcribe the numbering of the issue as instructed in Appendix H. (Note: Appendix H will be incorporated in a future iteration. Catalogers should continue to consult Appendix H of DCRM(B) for the time being.)

1.21.36 Abridgments of the title proper

1.21.36.1 **General rule.** *Optionally*, if the title proper is very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. Do not omit any of the first five words (or, if the Title proper begins with an article, the first six words).

1.21.36.2 **Alternative title.** If the title proper contains an alternative title, do not omit any of the first five words of the alternative title (or, if the alternative title begins with an article, the first six words).

1.21.36.3 Extend the transcription of the title proper through at least the end of the chief title of the resource. Apply this provision even if other words in the title proper precede the chief title. If the end of the chief title cannot be determined, break off the transcription at the first grammatically acceptable place, but never within the first five words of the chief title (or, if the chief title begins with an article, the first six words).

1.21.37 Manifestations without a collective title

1.21.371 Two or more expressions named on the preferred source of information

1.21.371.1 If a manifestation has no collective title and the preferred source of information bears the titles of two or more individual expressions, other than supplementary matter (see 1.21.35), that are contained in the manifestation, transcribe the titles of the individual expressions in the order in which they appear on the preferred source of information. See Element order (1.01.2.5) for guidance on recording. If using ISBD punctuation, see Prescribed punctuation (0.2.1.2) for guidance.

Example:

Laurentij Vallae elegantiarum Latinae linguae libri sex ; eiusdem De
reciprocatione sui & suus libellus

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

The serving-man become a queen. Jockey of the green. The lass of Richmond Hill

1.21.372 One or more expressions not named on the preferred source of information

1.21.372.1 If the manifestation has no collective title, and one or more expressions contained in the manifestation are not named on the preferred source of information, either:

- a) Transcribe the title and Statement of responsibility relating to title proper from the preferred source of information, and name the other expressions(s) in a contents note (see Note on manifestation, 9.3.32)
- b) Make a separate description for each separately titled expression, linking the separate descriptions with “With” notes (see On carrier unit with, 9.34.3.1)

c) Supply a collective title from one of the sources listed at 0.1.7.1.

d) Devise a collective title for the whole manifestation, preferably in the language and script of the cataloging agency, and use this devised title, enclosed in square brackets, as the Title proper

Example:

[Acts of Parliament enacted in 1732]

Example:

Title proper: Isidora

Note on manifestation: Volume 3 also includes the author's Fanchette (pages [87]-232) and Lettre d'un paysan de la Vallée-Noir (pages [233]-307)

1.21.38 Single-sheet manifestations

1.21.381 General rule

1.21.381.1 In general, transcribe the information presented beginning with the first line of printing. If the printing is arranged in columns with no information preceding the body of the text, begin the transcription with the top line of the extreme left column (extreme right column in the case of languages that are read right to left). Retain in the transcription dates, addresses, and other information necessary for identification. Use judgment, but in case of doubt, start the transcription with the first words of printed text on the sheet. If the initial text is grammatically independent of the succeeding material and is one of the following, however, begin the transcription after it without using the mark of omission:

- caption to an illustration
- copyright statement
- device
- edition statement
- production, publication, distribution, manufacture statement
- motto
- official numbering
- page number
- part of an illustration or ornament
- price
- tabular material

If the initial text has been omitted, indicate the nature and position of the omitted material in a Note on title if considered important (see 1.29.35.1).

1.21.382 Title proper of a single-sheet manifestation

1.21.382.1 If there is a word or phrase obviously intended as the Title of manifestation that is not the first line of printing, transcribe it as the entire title proper, omitting information appearing before it on the page without the mark of omission. In general, apply this instruction only when such a title is not integrated grammatically with the rest of the text,

is set off typographically, and has as its sole function the naming of the resource as a whole. When such a title is selected, also give in a Note on title at least the first five words of the first line of printing (see 1.29.35.2). In case of doubt as to the selection of the title proper, start the transcription with the first line as described above.

1.21.382.2 If there is no word or phrase obviously intended as a title, transcribe the text as found through at least a relatively distinctive word or phrase. If the distinctive word or phrase is not near the beginning of the transcription, less important words or phrases preceding it may be omitted, using the mark of omission. Do not, however, abridge the transcription before the sixth word. If the text is very lengthy, end the transcription at the first grammatically acceptable place after a distinctive word or phrase; the omitted material may be summarized in a Note on title if considered important (see 1.29.35.3).

1.21.383 Two or more expressions with a collective title on a single sheet

1.21.383.1 If a resource printed on a single sheet contains two or more expressions and has a collective title, transcribe only the collective title as the title proper. Make a formal or informal contents note for the expressions (see Note on manifestation, 9.3.32).

1.21.384 Two or more expressions without a collective title on a single sheet

1.21.384.1 If a resource printed on a single sheet contains two or more expressions but does not have a collective title, transcribe as the title proper the first title or opening words of the text. Make a formal or informal contents note and include in it the titles of the additional works (see Note on manifestation, 9.3.32).

1.21.384.2 If the sheet is printed on both sides and it is impossible to determine which side should be read first, make a separate metadata description for each side of the sheet, and include a formal “With, on other side” note in each record (see On carrier unit with, 9.34.3.1).

1.21.385 Two or more expressions or manifestations with separate publication, distribution, or manufacture statements on a single sheet

1.21.385.1 If there are two or more manifestations printed on a single sheet and each has its own publication, distribution, or manufacture statement, or there is other conclusive evidence that they were intended to be separately issued, make a separate description for each manifestation that was intended to be issued separately. Include a formal “With” note in each record indicating that the manifestations were printed on a single sheet and that they were “intended to be separated” (see On carrier unit with, 9.34.3.1). If there are two or more manifestations printed on a single sheet giving the appearance that they were possibly intended to be separated, but there is no conclusive evidence that this is the case, follow the provisions of 1.21.384.1, and always make a Note on manifestation indicating that they were “possibly intended to be separated” (see 9.3.3.1).

1.215 — Parallel title proper

1.215.1 Element information

1.215.1.1 Link to RDA Toolkit

1.215.1.2 Sources of information

1.215.2 RDA definition and scope

1.215.2.1 A nomen that is a title proper in another language or script.

1.215.3 General rule

1.215.3.1 Transcribe Parallel titles proper in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). Transcribe Parallel titles proper according to the instructions for Title proper.

Example:

Title proper: Il mercurio italico, o sia, Ragguaglio generale intorno alla letterature, belle arti, utili scoperte, ec. di tutta l'Italia

Parallel title proper: The Italian mercury, or, A general account concerning the literature, fine arts, useful discoveries, &c. of all Italy

1.215.3.2 For a translation, if the title in the original language does not appear on the title page but does appear elsewhere in the manifestation, transcribe it in a Note on title if considered important (see 1.29.37.1).

1.215.32 Language of parallel titles and relationship to title proper

1.215.32.1 Transcribe an original title in a language different from that of the Title proper that appears on the title page as a parallel title proper, unless it is grammatically inseparable from another part of the description.

Example:

Title proper: Fables

Parallel title proper: Fabulae

Example:

Title proper: Tefilot lerosh hashanah, or, The evening and morning service for the beginning of the year

1.215.32.2 Transcribe as Other title information an earlier title in the same language as the Title proper that appears on the title page.

Example:

Title proper: The adventures of Red Riding Hood

Other title information: Little Red Riding Hood

1.215.33 Title access for parallel titles proper

1.215.33.1 Title access plays an important role in enabling users to identify and locate special collections materials. *Optionally*, provide title access for parallel titles proper (see Title of manifestation, 1.2.32).

1.23 — Other title information

1.23.1 Element information

1.23.1.1 Link to RDA Toolkit

1.23.1.2 Sources of information

1.23.2 RDA definition and scope

1.23.2.1 A word, character, or group of words or characters that appears in conjunction with, and is subordinate to, a title proper of a manifestation.

1.23.3 General rule

1.23.3.1 Transcribe Other title information in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

1.23.3.2 If the other title information precedes the Title proper on the title page, transpose it to its required position unless it is a grammatically inseparable part of the title proper according to one or more of the conditions enumerated in Words considered part of the title proper (see Title proper, 1.21.31). When transposing Other title information, do not use the mark of omission. Make a Note on title indicating the transposition (see 1.01.2 and 1.29.38.1).

1.23.3.3 If the other title information appears on the title page preceding or following text associated with another element of the description (except for Statement of responsibility relating to title proper; see 2.21.385.1), transpose it to the Other title information unless it is a grammatically inseparable part of the other element. When transposing Other title information, do not use the mark of omission. Make a Note on title indicating the transposition (see 1.29.38.1).

1.23.31 Other title information beginning with prepositions, conjunctions, etc.

1.23.31.1 **General rule.** Transcribe other title information that appears following the Title proper as other title information, even if it begins with a preposition, conjunction, etc.

Example:

Title proper: The English Parliament represented in a vision

Other title information: with an after-thought upon the speech delivered to His Most Christian Majesty by the deputies of the states of Britany on the 29th day of February last

Example:

Title proper: Neue kurtzweilige teutsche Lieder

Other title information: mit fünff Stimmen, welche gantz lieblich zu singen vnd auff allerley Instrumenten zu gebrauchen

1.23.32 Other title information following a statement of responsibility relating to title proper

1.23.32.1 If other title information appears following a statement of responsibility, transcribe it as a subsequent Statement of responsibility relating to title proper (see 2.21.385.1).

1.23.33 Other title information constituting a formal statement of contents

1.23.33.1 If other title information, or some portion of it, constitutes a formal statement of the contents of the work, and is grammatically separable from the Title proper and other title information, transcribe it in a Note on manifestation if considered important (see 9.3.32.2). When these formal statements are omitted from the Title proper and Statement of responsibility relating to title proper elements, use the mark of omission.

Example:

Title proper: The spinning wheel's garland

Other title information: containing several excellent new songs ...

Note on manifestation: Contents: (from title page) I. The good housewife's coat of arms -- II. The spinning wheels glory -- III. The taylor disappointed of his bride -- IV. The changeable world

1.23.33.2 Distinguish the above situation from that in which the preferred source of information bears the titles of two or more expressions in a manifestation with no collective title (see 1.21.371).

1.23.34 Persons or bodies not explicitly named in the statement of responsibility

1.23.34.1 If no person or body is explicitly named in a Statement of responsibility relating to title proper, transcribe the statement as other title information. Such statements will generally contain words like "translated," "edited," "compiled," etc.

Example:

Title proper: The folowing of Christ

Other title information: translated out of Latin into Englishe

1.23.35 Statements about illustrations or volumes

1.23.35.1 Treat an illustration statement or a statement such as "in two volumes" appearing before the Statement of responsibility relating to title proper as other title information, unless the statement is grammatically inseparable from information transcribed as part of another element (see Edition statement, 3.21.32.1 and Statement of responsibility relating to title proper, 2.21.38.1). Omit, without using the mark of omission, statements containing the volume or part number within the larger work.

Example:

Title proper: The American child's pictorial history of the United States

Other title information: illustrated by sixty engravings

Example:

Title proper: Louisa, or, The cottage on the moor

Other title information: in two volumes

If the statement appears following the Statement of responsibility relating to title proper, transcribe it as a subsequent statement of responsibility.

Example:

Statement of responsibility relating to title proper: compiled by Samuel Ayscough, clerk, assistant librarian of the British Museum ; in two volumes

(*Comment:* Example formatted with ISBD punctuation for clarity)

1.23.36 Phrases about notes, appendices, etc.

1.23.36.1 Transcribe phrases about notes, appendices, and other supplementary matter in the order indicated by the sequence on the title page. If such information appears before the Statement of responsibility relating to title proper, transcribe it as other title information.

1.23.36.2 If such information appears after the Statement of responsibility relating to title proper, transcribe it as a subsequent statement of responsibility, whether or not it names a person or body.

Example:

Statement of responsibility relating to title proper: by Sir William Dugdale Knt. Garter Principal King of Arms ; to which is added, a catalogue of the present nobility of Scotland and Ireland, &c.

(*Comment:* Example formatted with ISBD punctuation for clarity)

1.23.37 Abridgment of other title information

1.23.37.1 *Optionally*, if other title information is very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If considered important, transcribe omitted words or phrases in a Note on title (see also 1.23.33.1).

Example:

Title proper: Du secret des mysteres, ou, L'apologie de la rubrique des missels

Other title information: dissertation theologique et historique ...

(*Source of information reads:* dissertation theologique et historique: où l'on montre que: la rubrique des missels, qui ordonne de dire secrètement le canon de la messe, est une continuation de la discipline du secret, & du silence, que l'église primitive observoit, sur le mystère de l'Eucharistie: et que cette discipline n'ôte point aux fidèles le moyen d'accompagner le célébrant, & de s'unir à lui, dans toute la suite du sacrifice: en quoi consiste la meilleure maniere d'entendre la messe)

1.23.38 Other title information with grammatically inseparable elements

1.23.38.1 If the other title information includes a statement of responsibility or another element that is grammatically inseparable from the other title information, transcribe it as other title information.

Example:

Title proper: Constitutiones legitime seu legatine regionis Anglicane

Other title information: cu[m] subtilissima interpretatione d[omi]ni Johannis de
Athon

(*Comment:* Statement of responsibility relating to title proper transcribed as part of other title information because of genitive case ending)

1.235 — Parallel other title information

1.235.1 Element information

1.235.1.1 Link to RDA Toolkit

1.235.1.2 Sources of information

1.235.2 RDA definition and scope

1.235.2.1 An other title information in another language or script.

1.235.3 General rule

1.235.3.1 Transcribe parallel statements containing other title information in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). Transcribe such statements according to the instructions for Other title information.

1.25 — Variant title of manifestation

1.25.1 Element information

1.25.1.1 Link to RDA Toolkit

1.25.1.2 Sources of information

1.25.2 RDA definition and scope

1.25.2.1 A nomen that is a title of manifestation that is not selected for preference in a specific application or context.

1.25.3 General rule

1.25.3.1 Record variant titles of the manifestation that were not selected as the Title proper if considered important.

1.25.35 Title access for variant titles

1.25.35.1 Title access plays an important role in enabling users to identify and locate special collections materials. These instructions are not intended as an exhaustive list of all instances in which uncontrolled title access may be made for variant titles. Use judgment in determining which forms of access will be most useful for the resource in hand (see 1.2.32.2).

1.25.351 Title proper in nonroman script (required)

1.25.351.1 If nonroman text has been transcribed within the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), provide additional title access for a romanized version of the Title proper using the ALA-LC Romanization Tables (see 0.3.2).

Example:

Title proper: 平家 物語

Variant title of manifestation: Heike monogatari

1.25.3515 Title proper with converted letterforms l, v, i, j, u, or v (required)

1.25.3515.1 If any of the first five words in the Title proper (or, if the Title proper begins with an article, the first six words) contains a letterform l, v, i, j, u, or v that has been converted to uppercase or lowercase according to a pattern of usage that follows pre-modern spelling conventions, provide additional title access for the form of the title proper that corresponds to modern orthography (i.e., using i and u for vowels, j and v for consonants, and w for consonantal vv) (see 0.4.23.3).

1.25.3515.2 If it differs from title access already provided, also provide title access for the form of the Title proper that corresponds to the graphical appearance of the letters in the

source, converting them from uppercase or lowercase without regard for the pattern of usage in the manifestation being described.

Example:

Title proper: Les oeuvres morales de Plutarque

Variant title of manifestation (normalized modern): Oeuvres morales de Plutarque

Variant title of manifestation (converted graphical): Oevvres morales de Plvtarqve

(*Source of information reads:* LES OEVVRES MORALES DE PLVTARQVE)

1.25.3515.3 *Optionally*, if the manifestation uses a gothic typeface that does not distinguish between uppercase I and J or between uppercase U and V, record a Variant title of manifestation transcribing as J and U (see 0.4.23.5).

1.25.352 Latin title proper with final capital I representing ii (required)

1.25.352.1 If any of the first five words in the Title proper (or, if the Title proper begins with an article, the first six words) is a Latin word with a final capital **I** that has been retained in the transcription, provide additional title access for the form of title proper with the final capital **I** converted to **ii** (see 0.4.24.2).

Example:

Title proper: M. AccI Plauti quae supersunt Comoediae

Variant title of manifestation: M. Accii Plauti quae supersunt Comoediae

(*Source of information reads:* M. ACCI PLAUTI QUAE SUPERSUNT COMOEDIAE)

1.25.3525 Title proper containing other characters as substitutes for letters (optional)

1.25.3525.1 If a Title proper contains hyphens or other characters as substitutes for letters, and the meaning of the characters is known, provide additional access to the decoded form of the title (see 0.4.38.4).

Example:

Title proper: Clara H-d

Variant title of manifestation: Clara Hayward

1.25.353 Title proper with inserted spacing (required)

1.25.353.1 If any spacing has been inserted in the transcription of the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), provide additional title access for the form of title with the words closed up (see 0.4.43.2).

Example:

Title proper: La morte d'Orfeo

Variant title of manifestation: Lamorte d'Orfeo

(*Source of information reads:* LAMORTE D'ORFEO)

1.25.3535 Variant spellings involving spacing (required)

1.25.3535.1 If any variant or archaic spacing has been transcribed in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), provide additional title access for the form of title with modern spacing (see 0.4.44.2).

Example:

Title proper: Newhampshire & Vermont almanac

Variant title of manifestation: New Hampshire & Vermont almanac

(*Source of information reads:* Newhampshire & Vermont ALMANAC)

1.25.354 Title proper with initials, etc. (optional)

1.25.354.1 If the Title proper contains initials, initialisms, or acronyms with internal spaces, provide additional title access for the title with the spaces closed up. Conversely, if the Title proper contains initials, initialisms, or acronyms without internal spaces, provide title access for the title with the spaces inserted (see 0.4.45).

1.25.3545 Title proper with an interpolated blank (required)

1.25.3545.1 If a blank space intended to be completed in manuscript has been transcribed within the first five words of the Title proper (or, if the Title proper begins with an article, the first six words) as the word “blank” enclosed in square brackets, provide additional title access for the form of Title proper without the interpolated blank (see 0.4.64.3).

Example:

Title proper: This certifies that [blank] by a contribution of [blank] is a member for life of the American Tract Society

Variant title of manifestation: This certifies that by a contribution of is a member for life of the American Tract Society

1.25.355 Title proper with corrected misprint or misspelling (required)

1.25.355.1 If any of the first five words in the Title proper (or, if the Title proper begins with an article, the first six words) contains a misprint or error that has been corrected in the transcription through the insertion of “that is” and the correction, all enclosed in square brackets, provide additional title access for the form of Title proper as it appears in the source, without the correction. In addition, provide title access for the form of title as if it had been rendered correctly (see 0.4.72.2).

Example:

Title proper: The notted [that is, noted] history of Mother Grim

Variant title of manifestation (without interpolation): Notted history of Mother Grim

Variant title of manifestation (with correct spelling): Noted history of Mother Grim

(*Source of information reads:* The notted history of Mother Grim)

(*Comment:* Example disregards initial articles as required by filing rules)

1.25.355.2 If any of the first five words in the Title proper (or, if the Title proper begins with an article, the first six words) contains a misprint or error that has been qualified in the transcription by the insertion of "[sic]", provide additional title access for the form of Title proper without the "[sic]". In addition, provide title access for the form of title as if it had been rendered correctly (see 0.4.72.4).

Example:

Title proper: Of the knowledg [sic] whiche maketh a wise man

Variant title of manifestation (without interpolation): Of the knowledg whiche maketh a wise man

Variant title of manifestation (with correct spelling): Of the knowledge whiche maketh a wise man

(*Source of information reads*: Of the knowledg whiche maketh a wise man)

1.25.3555 Title proper with non-standard orthography (optional)

1.25.3555.1 If the Title proper contains words spelled according to older or non-standard orthographic conventions, provide additional title access for the title spelled according to modern orthography (see 0.4.72.3).

Example:

Title proper: Die Weysse der Messz vnnd Geniessung des hochwirdige[n]
Sacraments

Variant title of manifestation: Weise der Messe und Geniessung des
hochwürdigen Sacraments

(*Comment*: Example disregards initial articles as required by filing rules)

1.25.356 Title proper with approximated letters (required)

1.25.356.1 If any of the first five words in the Title proper (or, if the Title proper begins with an article, the first six words) contains two letters used to approximate a third letter, provide additional title access for the form of Title proper with the letters transcribed as set (see 0.4.74.3).

Example:

Title proper: Die Weysse der Messz vnnd Geniessung des hochwirdige[n]
Sacraments

Variant title of manifestation: Rweysse der Messz vnnd Geniessung des
hochwirdigen Sacraments

(*Source of information reads*: Die rweysse der Messz vnnd Geniessung des
hochwirdigē Sacraments)

(*Comment*: Example disregards initial articles as required by filing rules)

Example:

Title proper: The lawes resolutions of womens rights, or, The lawes provision for
woemen

Variant title of manifestation: Lavves resolutions of vvomens rights, or, The lavves provision for woemen

(*Source of information reads:* THE LAVVES RESOLVTIONS OF VVOMENS RIGHTS: or, THE LAVVES PROVISION for woemen

(*Comment:* Example disregards initial articles as required by filing rules)

1.25.3565 Title proper with brevigraphs (required)

1.25.3565.1 If the Title proper contains a cataloger's expansions of brevigraphs (special marks of contraction in continuance of manuscript tradition), provide additional title access for the title as it appears in the manifestation, ignoring the marks of contraction. In addition, provide title access for the transcribed form of the Title proper, but without the square brackets (see 0.4.16).

Example:

Title proper: Sermones Bertra[n]di de tempore et de sanctis

Variant title of manifestation (without expansion): Sermones Bertradi de tempore et de sanctis

Variant title of manifestation (without square brackets): Sermones Bertrandi de tempore et de sanctis

1.25.357 Title proper with preceding elements (optional)

1.25.357.1 If an element appearing before the Title proper has been transposed, provide additional title access for the element or for the title inclusive of the preceding element. If the preceding element is grammatically inseparable, and has therefore not been transposed, provide additional title access for the title without the preceding element (see 1.21.31.1 and 0.4.94).

Example:

Title proper: Thoughts concerning banks and the paper-currency of Scotland

Variant title of manifestation: November 1763, thoughts concerning banks and the paper-currency of Scotland

(*Source of information reads:* November 1763. Thoughts concerning banks and the paper-currency of Scotland)

Example:

Title proper: Monsieur Bossu's treatise of the epicke poem

Variant title of manifestation: Treatise of the epicke poem

1.25.3575 Title proper inclusive of an alternative title (optional)

1.25.3575.1 Provide additional title access for an alternative title (see 1.21.32.3).

Example:

Title proper: The British carpenter, or, A treatise on carpentry

Variant title of manifestation: Treatise on carpentry

(*Comment:* Example disregards initial articles as required by filing rules)

1.25.358 Title proper with supplementary or section title (optional)

1.25.358.1 Provide additional title access for a title that is supplementary to, or a section of, another work when both titles, whether or not grammatically separable, are recorded together as the Title proper. If the supplement or section title is a title such as “Supplement” or “Chapter one,” however, and so is indistinctive and dependent for its meaning on the main title, generally do not provide additional access (see 1.21.35.1).

1.25.3583 Title proper with numbers expressed as numerals or words (optional)

1.25.3583.1 If a number expressed as numerals or words occurs in the first five words of the Title proper (or, if the Title proper begins with an article, the first six words), provide additional title access with the numbers converted to numerals or words, as appropriate (see 0.4.88.1).

Example:

Title proper: Fifty two sermons for every Sunday of the year MDCCXXVII

Variant title of manifestation: 52 sermons for every Sunday of the year
MDCCXXVII

1.25.3585 Phrases about notes, appendices, etc. (optional)

1.25.3585.1 Provide additional title access for phrases concerning notes, appendices, etc., if the phrase is distinctive and the additional access seems useful (see 1.23.36).

1.25.359 First line of printing on single-sheet manifestations (optional)

1.25.359.1 Provide additional access for at least the first five words in the first line of printing on single-sheet manifestations if the words have not been transcribed as part of the Title proper (see 1.21.381.1).

1.25.3593 Variant and other titles within the manifestation (optional)

1.25.3593.1 Provide additional access for cover titles, added title page titles, caption titles, half titles, running titles, spine titles, variant titles in manifestations composed of more than one physical unit, and significant other title information. Indicate the source of the source of the variant title (see also Note on title, 1.29.36.1).

Example:

Title proper: Scriptorum ecclesiasticorum historia literaria a Christo nato usque
ad saeculum XIV facili methodo digesta

Variant title of manifestation: Scriptorum ecclesiasticorum historia literaria facili
& perspicua methodo digesta

(*Comment:* Additional title access provided for title of the second volume, which
varies slightly from the Title proper recorded from the first volume)

1.27 — Title of item

1.27.1 Element information

1.27.1.1 Link to RDA Toolkit

1.27.1.2 Sources of information

1.27.2 RDA definition and scope

1.27.2.1 A nomen that is an appellation of item in natural language and phrasing used in common discourse.

1.27.3 General rule

1.27.3.1 Record titles of an item if considered important.

1.27.31 Title access for item-specific titles

1.27.31.1 *Optionally*, provide access for item-specific titles, such as a binder's title or a printed title with a blank that has been completed in manuscript. Identify the item using a designation of the holding institution (e.g., a name, acronym, or code). Provide identification such as a designation of the item's physical location (e.g., a shelfmark) or an indication of the item's copy number (if the institution holds more than one exemplar of the manifestation) in a Note on item if considered important (see 9.4.3.4).

1.27.31.2 Use judgment in determining which forms of title access will be most useful. In general, do not include title access that duplicate normalized forms already appearing in the description (e.g., the title proper, the preferred title, etc.). Take the indexing capabilities of the institution's local system into consideration when determining whether the additional access is needed.

1.29 — Note on title

1.29.1 Element information

1.29.1.1 Link to RDA Toolkit

1.29.1.2 Sources of information

1.29.2 RDA definition and scope

1.29.2.1 A note on manifestation that provides information on inaccuracies appearing in titles, complex changes in titles, or on other information relating to a title.

1.29.3 General rule

1.29.3.1 Make a Note on title according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

1.29.31 Note on the source of the title proper

1.29.31.1 Always make a note on the source of the Title proper if it is from a title page substitute (e.g., the caption, docket, etc., see 1.21.31.2).

Example:

Title from caption, page [3]

Example:

Title from docket title

Example:

Title from colophon

1.29.31.2 For transposed elements, always make a note to indicate the original position (see 1.01.3.2).

1.29.31.3 For multipart monographs, if the description is not based on the first part, always identify the part used as the basis of the description.

1.29.32 Title proper with grammatically inseparable designation

1.29.32.1 If a manifestation is in more than one volume or in a single volume with multiple parts, and the Title proper of each volume or part includes a grammatically inseparable designation such as numbering that is specific to that volume or part, supply the final designation in square brackets, after the first designation followed by a hyphen, omitting intermediate designations. If it is not feasible to do this, transcribe the title of the first volume or part without this interpolation as the Title proper and make a note about the later designation(s) if considered important (see Title proper, 1.21.33.1).

1.29.33 No title on preferred source of information

1.29.33.1 Always make a note indicating the source of Title proper when it is taken from the opening words of the text, supplied from one of the sources listed at 0.1.7, or devised by the cataloger (see Title proper, 1.21.34.1).

Example:

Title from opening two lines of poem

Example:

Title from first line of text on verso of leaf A1

Example:

Title devised by cataloger from content

1.29.34 Title proper with supplementary or section designation or title

1.29.34.1 For transposed elements, always make a note indicating the original position on the title page of any transposed elements within a Title proper with supplementary or section designation of title (see Title proper, 1.21.35.1).

1.29.35 Title proper of single-sheet manifestations

1.29.35.1 If the initial text on a single-sheet manifestation has been omitted, make a note indicating the nature and position of the omitted material if considered important (see Title proper, 1.21.381.1).

1.29.35.2 When a word or phrase obviously intended as a title but not appearing in the first line of printing is selected as the Title proper, make a note recording at least the first five words of the first line of printing (see Title proper, 1.21.382.1).

1.29.35.3 Make a note summarizing material omitted from a title transcribed from the initial text on a single-sheet manifestation if considered important (see Title proper, 1.21.382.2).

1.29.36 Variations in title

1.29.36.1 Make a note on titles borne by the manifestation other than the one chosen as the Title proper if considered important (see also Variant title of manifestation, 1.25.3593.1).

Example:

Title on added title page: La naturaleza descubierta en su modo de enseñar las lenguas a los hombres

Example:

Docket title reads: The case of the proprietors of annual sums of the hereditary excise

1.29.36.2 If nonroman text has been transcribed in the Title proper without parallel romanization, give a romanization of the title proper in a note if considered important.

1.29.36.3 Make an explanatory note about cataloger-supplied letters or words (e.g., when special marks of contraction have been used by the printer in continuance of the manuscript tradition) if considered important (see Transcription, 0.4.16).

Example:

Brevigraphs in title have been expanded

1.29.37 Parallel titles

1.29.37.1 Make a note on a title in the original language appearing in the manifestation elsewhere than on the title page if considered important (see Parallel title proper, 1.215.3.2).

1.29.38 Other title information

1.29.38.1 For transposed elements, make a note indicating the transposition of Other title information that precedes the Title proper on the title page (see Other title information, 1.23.3.2).

1.29.39 Other title information not appearing on title page

1.29.39.1 Transcribe other title information not appearing on the title page in a note if considered important (see Title of manifestation, 1.2.31.1).

2 — Statement of responsibility

2.01.1 Sources of information

2.01.1.1 The source of information for the statement of responsibility is the title page(s) (Data provenance, 0.1.5). The preferred source of information for multipart monographs is the title page of the first volume. The preferred source of information for single-sheet manifestations is the whole sheet, including both sides (see Data provenance, 0.1).

2.01.2 Element order

2.01.2.1 Element order for Statement of responsibility elements is integrated with the instructions for Title elements (see 1.01.2).

2.01.3 Form and order of information

2.01.3.1 Transcribe Title of manifestation and Statement of responsibility information in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

2.01.3.2 For transposed elements, always make a Note on statement of responsibility to indicate the original position on the title page (see 2.29.32.1).

Contents:

2.21 — Statement of responsibility relating to title proper

2.215 — Parallel statement of responsibility relating to title proper

2.29 — Note on statement of responsibility

2.21 — Statement of responsibility relating to title proper

2.21.1 Element information

2.21.1.1 Link to RDA Toolkit

2.21.1.2 Sources of information

2.21.2 RDA definition and scope

2.21.2.1 A statement of responsibility that is associated with a title proper.

2.21.2.2 A statement of responsibility relating to title proper does not include a statement of responsibility relating to an edition or a series.

2.21.3 General rule

2.21.3.1 Transcribe Statements of responsibility relating to title proper in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Example:

by Charles Fearne, Esq. barrister at law, of the Inner Temple, author of The legigraphical chart of landed property

Example:

Dauide Edguardo Anglo authore

Example:

written by himself

Example:

by the late Bishop Burnet

Example:

illustrated by D. Maclise, R.A.

2.21.315 Statements of responsibility relating to title proper on sources other than the preferred source of information

2.21.315.1 If a Statement of responsibility relating to title proper appears elsewhere in the manifestation than on the title page or is taken from outside the manifestation, do not record it in this element. Instead, always record the statement and its source in a Note on statement of responsibility (see 2.29.31.1).

2.21.32 Transposition of statements of responsibility relating to title proper

2.21.32.1 If a Statement of responsibility relating to title proper precedes the Title proper in the source of information, transpose it to its required position unless it is a grammatically inseparable part of the Title proper according to one or more of the conditions enumerated in Words considered part of the title proper (see Title proper, 1.21.31). When transposing the Statement of responsibility relating to title proper, do not use the mark of omission. Always make a Note on statement of responsibility indicating the transposition (see 2.01.3.2 and 2.29.32.1).

Example:

Prudence Palfrey / Thomas Bailey Aldrich

Note on statement of responsibility: Author's name printed at head of title on title page

(*Comment:* Information is transcribed in two elements: Title proper and Statement of responsibility relating to title proper. The example is formatted according to ISBD for clarity)

2.21.33 Single statements of responsibility relating to title proper with two or more names

2.21.33.1 Transcribe a single Statement of responsibility relating to title proper as such whether the two or more persons or corporate bodies named in it perform the same function or different functions.

Example:

by William Whiston, M.A. sometime professor of the mathematicks in the University of Cambridg [sic] and Humphry Ditton, late master of the new mathematick school in Christ's Hospital, London

2.21.33.2 If a respondent and praeses are given for an academic disputation, treat both names and the words indicative of their function as part of a single Statement of responsibility relating to title proper (unless grammatically inseparable from the Title proper, 1.21.31 or Other title information, 1.23.38.1).

Example:

pro disputatione publica proponebatur praeside Jacobo Fabricio, respondente Johanne Rumbhelt

2.21.33.3 When a single Statement of responsibility relating to title proper names more than one person or corporate body performing the same function or with the same degree of responsibility, transcribe all the names mentioned.

Example:

sketches written by Beatty Kingston, Robert Hichens, Elizabeth Robins Pennell, Colonel Newnham Davis, Mrs. Humphry (Madge of "Truth"), John Hollingshead, Horace Townsend (of the "Studio"), and others

Example:

disegni di G. Ardy, A. Bonzagni, A. Cagnoni, L.D. Crespi, M. Dudovich, L. Dudreville,
A. Mazza, E. Sacchetti, S. Tofano (Sto), R.C. Ventura

2.21.33.4 *Optionally*, if the responsible persons or bodies named in a single statement are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted persons or bodies in the supplied phrase. Do not use the mark of omission.

Example:

disegni di G. Ardy, A. Bonzagni, A. Cagnoni [and 7 others]

2.21.34 Two or more statements of responsibility relating to title proper

2.21.34.1 If there are two or more Statements of responsibility relating to title proper, transcribe them in the order indicated by their sequence on, or by the layout of, the title page. If the sequence and layout are ambiguous or insufficient to determine the order, transcribe the statements in the order that makes the most sense.

Example:

di mons. Paolo Giouio vescouo di Nocera ; tradotte per M. Lodouico Domenichi
(*Comment:* Example formatted with ISBD punctuation for clarity)

2.21.35 Terms of address, etc., in statements of responsibility relating to title proper

2.21.35.1 Transcribe titles and abbreviations of titles of nobility, address, honor, and distinction that appear with names in Statements of responsibility relating to title proper.

Example:

by the Rt. Hon. Sir Jeffrey Gilbert, Knt.

Example:

by John Boyle, Earl of Orrery

2.21.355 Qualifications in statements of responsibility relating to title proper

2.21.355.1 *Optionally*, qualifications such as initials indicating membership in societies, academic degrees, and statements of positions held may be omitted from the Statement of responsibility relating to title proper, using the mark of omission, unless the qualifications are necessary grammatically; or the qualifications are necessary for identifying the person or are useful in establishing a context for the person's activity (initials of religious orders, phrases, or adjectives denoting place names, etc.); or the Statement of responsibility relating to title proper represents the author only by a pseudonym, a descriptive phrase, or nonalphabetic symbols.

2.21.36 Ambiguous statements of responsibility relating to title proper

2.21.36.1 If the relationship between the title of a resource and the person(s) or body (bodies) named in the Statement of responsibility relating to title proper is not clear, make a Note on statement of responsibility to clarify the role if considered important (see 2.29.34.1).

2.21.36.2 If considered important, make a Note on statement of responsibility about expansions, explanations, and corrections of statements of responsibility when needed for clarity (see 2.29.34.2).

2.21.365 Variant forms of names

2.21.365.1 If considered important, make a Note on statement of responsibility on variant forms of names of persons or bodies named in Statement of responsibility relating to title proper if the variant forms clarify the names used in access points (see 2.29.35.1).

Example:

Statement of responsibility relating to title proper: by A- M-l Esq. and other eminent wits

Note on statement of responsibility: A- M-l is Andrew Marvell. See English short title catalogue

(*Comment:* The formal citation for the English short title catalogue is given in a Manifestation described by note (see 9.32.31.2))

2.21.37 Nouns and noun phrases

2.21.37.1 Treat a noun or noun phrase occurring in conjunction with a Statement of responsibility relating to title proper as Other title information if it is indicative of the nature of the work.

Example:

Telemachus : a mask / by the Rev. George Graham, M.A., fellow of King's-College, Cambridge

(*Comment:* Information is transcribed in three elements: Title proper; Other title information; and Statement of responsibility relating to title proper. The example is formatted according to ISBD for clarity)

2.21.37.2 If a noun or noun phrase occurring in conjunction with a Statement of responsibility relating to title proper is indicative of the role of the person(s) or body (bodies) named in the Statement of responsibility relating to title proper rather than of the nature of the work, treat it as part of the Statement of responsibility relating to title proper.

Example:

The chances : a comedy / written by Beaumont and Fletcher

(*Comment:* Information is transcribed in three elements: Title proper; Other title information; and Statement of responsibility relating to title proper. The example is formatted according to ISBD for clarity)

2.21.37.3 In case of doubt, treat the noun or noun phrase as part of the Statement of responsibility relating to title proper.

2.21.375 Persons or bodies not explicitly named

2.21.375.1 Transcribe statements indicating responsibility that do not explicitly name a person or body as Other title information (see 1.23.34.1).

Example:

Title proper: The folowing of Christ

Other title information: translated out of Latin into Englishe

2.21.38 Statements of responsibility relating to title proper with grammatically inseparable elements

2.21.38.1 If a Statement of responsibility relating to title proper includes information belonging to another element, and the information is grammatically inseparable from the Statement of responsibility relating to title proper according to one or more of the conditions enumerated in Words considered part of the title proper (see Title proper, 1.21.31), transcribe it as part of the Statement of responsibility relating to title proper.

2.21.38.2 If a statement with grammatically inseparable elements contains information relating both to the publication, distribution, or manufacture of the resource and to the agents who have contributed to its intellectual or artistic content, use judgment in deciding whether to transcribe the statement as part of the Publication statement, Distribution statement, or Manufacture statement or as a Statement of responsibility relating to title proper (see 5.2.34.4, 5.25.34.4, 5.29.34.4). Use sequence and layout of the title page as a guide to appropriate treatment.

2.21.385 Other title information appearing after statements of responsibility relating to title proper

2.21.385.1 If other title information appears after a Statement of responsibility relating to title proper, transcribe it as a subsequent statement within Statement of responsibility relating to title proper.

Example:

by Sir Robert Barker, Knt. F.R.S. ; read at the Royal Society, May 29, 1777

(*Comment:* Example formatted with ISBD punctuation for clarity)

2.21.385.2 *Optionally*, if the phrases are very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If the phrases are actually titles of other expressions given equal prominence with the title of

the first expression, treat as two or more expressions named on the preferred source of information (see Title proper, 1.21.371).

2.21.39 Other statements

2.21.39.1 If considered important, make a Note on statement of responsibility recording the names of persons or bodies connected with an expression of the work, or with previous expressions of it, if they have not already been named in the description (see 2.29.36.1). Give the authority for the information, if necessary.

2.215 — Parallel statement of responsibility relating to title proper

2.215.1 Element information

2.215.1.1 Link to RDA Toolkit

2.215.1.2 Sources of information

2.215.2 RDA definition and scope

2.215.2.1 A statement of responsibility relating to title proper in another language or script.

2.215.3 General rule

2.215.3.1 Transcribe Parallel statements of responsibility relating to title proper in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.95.05). Transcribe such statements according to the instructions for Statements of responsibility relating to title proper.

2.215.31 Statements of responsibility following titles in more than one language or script

2.215.31.1 If there are titles in more than one language or script, but only a single statement of responsibility, transcribe it as a Statement of responsibility relating to title proper after all the title information.

2.215.31.2 If there are both titles and statements of responsibility in more than one language or script, transcribe each statement of responsibility after the title proper, parallel title, or other title information to which it relates. If any of these titles lack a matching statement of responsibility, transcribe the information in the order indicated by the sequence on, or by the layout of, the title page.

Example:

Anatomia uteri humani gravid tabulis illustrata / auctore Gulielmo Hunter ... =
The anatomy of the human gravid uterus exhibited in figures / by William Hunter
...

(*Comment:* Information is transcribed in four elements: Title proper; Statement of responsibility relating to title proper; Parallel title proper; Parallel statement of responsibility relating to title proper. The example is formatted according to ISBD for clarity)

2.215.31.3 For transposed elements, make a Note on statement of responsibility to indicate the original position on the source (see 2.29.32.2).

2.29 — Note on statement of responsibility

2.29.1 Element information

2.29.1.1 Link to RDA Toolkit

2.29.1.2 Sources of information

2.29.2 RDA definition and scope

2.29.2.1 A note on manifestation that provides information on an agent, and their function, who is responsible for a work or its expression that is embodied by a manifestation.

2.29.3 General rule

2.29.3.1 Make a Note on statement of responsibility according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

2.29.31 Statement of responsibility in source other than title page

2.29.31.1 If a statement of responsibility appears in a source other than on the title page, always record the statement and its source (see Statement of responsibility relating to title proper, 2.21.315.1).

Example:

Dedication signed by the author, the Bohemian (Czech) humanist, Jan Sictor: "Ioh. Sictor Bohemus."

2.29.32 Transposed statements of responsibility

2.29.32.1 For transposed elements, always note the original position on the title page of statements of responsibility that have been transposed to the Statement of responsibility relating to title proper element (see 2.21.32.1).

2.29.32.2 Always make a note to indicate the original position on the source of any transposed parallel statements of responsibility (see Parallel statement of responsibility relating to title proper, 2.215.31.2).

2.29.33 Attributions

2.29.33.1 If a statement of responsibility for a person or corporate body connected with the resource does not appear in the manifestation, and an attribution is available, give the information in a Note on statement of responsibility if considered important. Include the authority for the attribution whenever possible.

Example:

Attributed to Hannah More who signed her tracts with the initial “Z”; other editions of this work are signed “Z” at the end

Example:

By Louis-Antoine Caraccioli; author supplied by Barbier

(*Comment:* The formal citation for Barbier is given in a Manifestation described by note (see 9.32.31.2))

2.29.33.2 If a statement of responsibility is known to be fictitious or incorrect, always make a Note on statement of responsibility. Give the true or most generally accepted attribution if known, and if considered important. Give the authority for the information whenever possible.

Example:

By Robert Parsons, S.J., writing under the pseudonym Andreas Philopater. See: Bibliothèque de la Compagnie de Jésus

(*Comment:* The formal citation for Bibliothèque de la Compagnie de Jésus is given in a Manifestation described by note (see 9.32.31.2))

2.29.33.3 False attributions appearing in the bibliographical literature or in library catalogs may also be noted, along with the authority for the false attribution and the authority for questioning it if considered important.

Example:

Sometimes attributed to Daniel Defoe (see Moore); attribution disputed by P.N. Furbank and W.R. Owens in their “Defoe de-attributions” (London, 1994)

(*Comment:* The formal citation for Moore is given in a Manifestation described by note (see 9.32.31.2))

2.29.34 Ambiguous statements of responsibility

2.29.34.1 If the relationship between the title of a resource and the person(s) or body (bodies) named in the statement of responsibility is not clear, make a note to clarify the role if considered important (see Statement of responsibility relating to title proper, 2.21.36.1).

2.29.34.2 Make a note about expansions, explanations, and corrections of statements of responsibility when needed for clarity if considered important (see Statement of responsibility relating to title proper, 2.21.36.2).

Example:

A- M-l is Andrew Marvell. See English short title catalogue

(*Comment:* The formal citation for the English short title catalogue is given in a Manifestation described by note (see 9.32.31.2))

2.29.35 Variant forms of names

2.29.35.1 If considered important, make a note on variant forms of names of persons or bodies named in Statements of responsibility relating to title proper if the variant forms clarify the names used in access points (see 2.21.365.1).

2.29.36 Other statements

2.29.36.1 If considered important, make a note recording the names of persons or bodies connected with an expression of the work, or with previous expressions of it, if they have not already been named in the description. Give the authority for the information, if necessary (see Statement of responsibility relating to title proper, 2.21.39.1).

Example:

“The life and character of Sir William Temple” in the first volume was written by his sister, Martha, Lady Giffard

3 — Edition

3.01.1 Sources of information

3.01.1.1 The sources of information for the edition elements are the title page, other preliminaries, colophon, and dust jacket (see Data provenance, 0.1.5), in that order of preference. If an edition element is transcribed from elsewhere than the title page, always indicate its source in a Note on edition statement (see 3.26.31.1). Do not take an edition statement from a source outside the manifestation itself.

3.01.2 Element order

3.01.2.1 General element order, punctuated and capitalized according to ISBD:

Designation of edition, designation of named revision of edition / statement of responsibility relating to edition

3.01.2.2 Parallel designation of edition and Parallel designation of named revision of edition are transcribed in the order in which they appear on the preferred source of information.

Designation of edition, designation of named revision of edition = Parallel designation of edition, parallel designation of named revision of edition

Designation of edition = Parallel designation of edition, designation of named revision of edition = parallel designation of named revision of edition

3.01.2.3 Transcribe a Statement of responsibility relating to edition after Designation of edition.

Designation of edition / statement of responsibility relating to edition

3.01.2.4 Transcribe a Statement of responsibility relating to named revision of edition following the statement relating to the revision.

Designation of named revision of edition / statement of responsibility relating to named revision of edition

3.01.2.5 If the manifestation has parallel edition statements but a Statement of responsibility relating to the edition in only one language or script, transcribe the statement of responsibility after all the edition statements.

Designation of edition, designation of named revision of edition = Parallel designation of edition, parallel designation of named revision of edition / statement of responsibility relating to edition

3.01.2.6 If the manifestation has Parallel designations of edition and designation of named revision of edition and/or statements of responsibility relating to edition in more than one

language or script, transcribe each named revision or edition and/or statement of responsibility after each designation of edition to which it relates.

Designation of edition, designation of named revision of edition / statement of responsibility relating to edition = Parallel designation of edition, parallel designation of named revision of edition / parallel statement of responsibility relating to edition

3.01.3 Form and order of information

3.01.3.1 Transcribe Edition information in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Contents:

3.21 — Edition statement

3.22 — Designation of edition

3.225 — Parallel designation of edition

3.23 — Statement of responsibility relating to edition

3.235 — Parallel statement of responsibility relating to edition

3.24 — Designation of named revision of edition

3.245 — Parallel designation of named revision of edition

3.25 — Statement of responsibility relating to named revision of edition

3.255 — Parallel statement of responsibility relating to named revision of edition

3.26 — Note on edition statement

3.21 — Edition statement

3.21.1 Element information

3.21.1.1 Link to RDA Toolkit

3.21.1.2 Sources of information

3.21.2 RDA definition and scope

3.21.2.1 A statement that identifies an edition to which a manifestation belongs.

3.21.2.2 An edition statement sometimes includes a designation of a named revision of an edition. An edition statement sometimes includes a statement of responsibility relating to the edition or to a named revision of an edition.

3.21.3 General rule

3.21.3.1 Transcribe a statement relating to an edition or issue of a manifestation in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). Include any explanatory words or phrases appearing with the edition statement.

Example:

Cooke's edition, embellished with superb engravings

3.21.3.2 Always make a Note on edition statement if the edition statement is transposed from its position on the source of information (see 3.26.31.2).

3.21.31 No edition statement

3.21.31.1 If the manifestation does not contain an edition statement, but is known to contain significant changes from other editions, or an edition statement for it is provided by a bibliographic or reference source, do not supply an edition statement based on this information. Always give the information in a Note on edition statement (see 3.26.32.1).

3.21.31.2 If the manifestation contains only a statement that refers to another edition (e.g., as part of a preface to an earlier edition or a summary of the work's publication history), do not transcribe the information as an edition statement and do not supply an edition statement based on the information. A Note on edition statement may be made on such statements if considered important (see 3.26.32.2).

3.21.32 Edition statements that are grammatically inseparable parts of other transcribed elements

3.21.32.1 If an edition statement is a grammatically inseparable part of the Title proper, Other title information, Statement of responsibility relating to title proper, or any other

transcribed element, then transcribe it as part of the element with which it is integrated or linked. Do not repeat it as an edition statement.

Example:

Title proper: Blunt's edition of the Nautical almanac and astronomical ephemeris for the year 1815

Example:

Other title information: being an enlarged and revised edition of the anniversary discourse delivered before the New York Historical Society (November 17, 1857)

Example:

Other title information: nunc iterum non mediocri studio atque diligentia a pluribus mendis purgata

3.21.33 Edition statements with grammatically inseparable information

3.21.33.1 If information pertaining to other elements of the description (e.g., an original title or other information concerning the original work) is grammatically inseparable (see 0.4.92) from the Designation of edition, transcribe it as part of the Designation of edition (see 1.21.31.1). If illustration statements or statements such as “in two volumes” appear with a Designation of edition, transcribe them as they appear (see also 1.23.35.1).

Example:

New edition, complete in one volume ; with two hundred wood cuts

3.21.34 Two or more expressions named on the preferred source of information with at least one edition statement

3.21.34.1 If the preferred source of information bears the titles of two or more individual expressions contained in the manifestation, and one or more of these expressions has an edition statement associated with it, do not transcribe as an edition statement. Instead, transcribe each edition statement with the title or statement of responsibility to which it pertains.

Example:

An examination of Dr. Burnet's theory of the earth : with some remarks on Mr. Whiston's New theory of the earth ... / by J. Keill ... ; the second edition corrected and all the figures (25 in number) engraved on copper plates ; to the whole is annexed A dissertation on the different figures of coelestial bodies, &c. ... by Mons. de Maupertuis ...

(*Comment:* Information is transcribed in three elements: Title proper; Other title information; and Statement of responsibility relating to title proper. The example is formatted according to ISBD for clarity)

3.21.35 Edition statements relating to issues or parts

3.21.35.1 If the manifestation consists of multiple issues or parts, including accompanying material, and there are edition statements relating to the whole as well as to parts, transcribe only the edition statements relating to the whole manifestation.

3.21.35.2 Make a Note on edition statement relating to issues or parts if considered important (see 3.26.34.1).

3.21.36 Nonce collections

3.21.36.1 If cataloging a nonce collection (a volume made up of previously published pamphlets reissued by a publisher or bookseller, sometimes with a collective title page), and one or more parts have edition statements, always make a Note on edition statement giving edition statements relating to the parts (see 3.26.35.1).

3.21.36.2 If edition statements of parts vary between exemplars of a manifestation, always make a Note on edition statement describing the situation. Record the edition statements of the item in hand relating to individual parts in a Note on item if considered important (see 9.4.32.1).

3.21.37 Edition statements on multipart monographs

3.21.37.1 For a multipart monograph, if the edition statement varies or does not appear on all of the volumes, ascertain whether the set was issued as such, using the following guidelines:

- a) If other exemplars of the set are known to have the same combination of editions, assume the set was issued as such.
- b) If there is no other exemplar of the set known with the same combination of editions, and other exemplars with different combinations of editions are known, assume the set in hand was not issued as such.

In case of doubt, assume the set was not issued as such.

If the manifestation was issued as such, transcribe all edition statements. Always indicate the edition statements corresponding to individual volumes in a Note on edition statement (see 3.26.36.1).

Example:

Edition statement: The second edition

Edition statement: The first edition

Note on edition statement: Volume 1 issued as the second edition and volume 2 issued as the first edition

3.21.37.2 Always make a Note on edition statement indicating the absence of edition statements on subsequent volumes (see 3.26.36.1).

Example:

Edition statement: The second edition

Note on edition statement: Volumes 2-3 issued without the edition statement

3.21.37.3 If the multipart monograph is known or assumed to be a made-up set, describe the monograph using one of the following methods:

a) Make a separate description for each volume. Make a Note on item describing the rest of the set if considered important.

Example:

Edition statement: Second edition

Note on item: Library's copy is shelved with volume 2 of the third edition to create a made-up set.

(*Comment:* Description of the first volume in a made-up set)

Example:

Edition statement: Third edition

Note on item: Library's copy is shelved with volume 1 of the second edition to create a made-up set.

(*Comment:* Description of the second volume in a made-up set)

b) Make separate descriptions for each edition. In each description, indicate that the manifestation is imperfect, identifying missing volumes in the Note on extent of item if considered important (see 9.43.3.2).

Example:

Edition statement: Second edition

Note on extent of item: Library's copy imperfect: v. 2 wanting; a previous owner has supplied v. 2 from the 3rd ed. to create a made-up set

(*Comment:* The first of two descriptions associated with the made-up set)

Example:

Edition statement: Third edition

Note on extent of item: Library copy imperfect: v. 1 wanting; a previous owner has supplied v. 1 from the 2nd ed. to create a made-up set

(*Comment:* The second of two descriptions associated with the made-up set)

c) Make a single description of the set as is. Indicate in a Note on manifestation that the description is based on a made-up set (see 9.3.33.1).

Example:

Edition statement: First edition

Note on manifestation: Description based on a made-up set; v. 3 has "second edition"

Example:

Edition statement: First edition

Edition statement: Second edition

Note on manifestation: Description based on a made-up set; v. 3 has "second edition"

3.22 — Designation of edition

3.22.1 Element information

3.22.1.1 Link to RDA Toolkit

3.22.1.2 Sources of information

3.22.2 RDA definition and scope

3.22.2.1 A word, character, or group of words or characters, that identifies an edition to which a manifestation belongs.

3.22.3 General rule

3.22.3.1 Transcribe a statement relating to an edition or issue of a manifestation in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). Include any explanatory words or phrases appearing with the designation of edition.

Example:

Editio prima Americana

Example:

First Worcester edition

3.22.31 Words considered part of the designation of edition

3.22.31.1 Designations of edition normally include either the word “edition” (or its equivalent in other languages), or a related term such as “revision” or “issue.”

3.22.31.2 Treat a phrase such as “newly printed” as a Designation of edition unless it is part of a statement being transcribed in the production, publication, distribution, or manufacture elements. In case of doubt, treat such a statement as a Designation of edition.

Example:

Newly imprinted

3.22.32 Words such as “impression” or “printing”

3.22.32.1 Use judgment in transcribing statements containing words such as “impression” or “printing” as a designation of edition. In publications from the hand-press era, such statements usually signal a new edition or issue. In these cases, the statement may properly be considered a Designation of edition.

3.22.32.2 For resources from the machine-press era or resources manufactured by the process of engraving, statements containing words such as “impression” or “printing” are more likely to indicate that the resource is simply a new impression of the same edition.

If a decision has been made to create a separate description for an individual impression, state, or binding variant within a single edition or issue (see Precataloging decisions, i.01.9.1), see alternative rule at 3.22.33.2.

Example:

The second impression

(*Comment:* Manifestation is from the hand-press era)

Example:

Note on item: Third impression of first edition

(*Comment:* Manifestation is from the machine-press era and requires no Designation of edition statement; record as a Note on item if considered important. If following the alternative rule at 3.22.33.2, record instead as Designation of edition statement)

3.22.33 Statements relating to a substantially unchanged impression or state

3.22.33.1 Omit statements relating to a substantially unchanged impression or state from the transcription without using the mark of omission. Record such statements as a Note on item if considered important (see 9.4.31.1).

3.22.33.2 **Alternative rule.** If a decision has been made to create a separate description for an individual impression, state, or binding variant within a single edition or issue (see Precataloging decisions, i.01.9.1 and Options, i.01.4.1), and the manifestation lacks an edition statement, then transcribe statements containing words such as “impression” or “printing” as a designation of edition. If the manifestation has an edition statement, then transcribe such statements as a Designation of named revision of edition (see 3.24.3.1). Always indicate the source of the statement, if other than the preferred source of information, in a Note on edition statement (see 3.26.31.1).

Example:

Third printing January, 1975

3.22.34 Recording designation of edition

3.22.34.1 Record a designation of edition by applying the basic instructions at 3.21.3.1.

3.22.35 Designations of edition with special characters or a numeric emphasis

3.22.35.1 If a designation of edition consists entirely or chiefly of characters that are neither numeric nor alphabetic, transcribe the characters as they appear if the necessary typographical facilities are available. For characters that cannot be reproduced, substitute the names or descriptions of the characters in square brackets (see Transcription, 0.4.14.1).

Example:

&&& edition

Example:

[alpha chi] edition

3.22.35.2 If a designation of edition consists of one or more letters or numbers without accompanying words, or only words that convey numbers, supply an appropriate word in square brackets in the language and script of the Title proper. If no appropriate word or abbreviation can be determined, or in cases of doubt, simply transcribe the statement as found.

Example:

3e [édition]

Example:

Second [edition]

3.22.35.3 If such a statement signals a substantially unchanged impression of an edition, omit it from the transcription without using the mark of omission. Record such statements as a Note on item if considered important (see 9.4.31.1).

Example:

Note on item: Library copy: "51st-100th"--title page verso

Example:

Note on item: Library copy: "163-173 Tausend"

Example:

Note on item: Library copy: Number line on title page verso indicates 3rd printing: "10 9 8 7 6 5 4 3"

Example:

Note on item: Library copy: Publisher's code "B-O" on title page verso indicates printed February 1914; see Boutell, H.S. First editions of today and how to tell them (4th ed., rev. and enl.)

3.22.35.4 **Alternative rule.** If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or item within a single edition or issue (see Precataloging decisions, i.01.9.1 and Options, i.01.4.1) and the manifestation lacks an edition statement, transcribe statements such as the following as a designation of edition, even if they represent a substantially unchanged impression of that edition: a statement consisting entirely or chiefly of characters that are neither numeric nor alphabetic; a statement consisting of one or more letters or numbers without accompanying words; or a statement consisting only of words that convey numbers.

Example:

Designation of edition: 51st-100th

Note on edition statement: The words "51st-100th" taken from title page verso

Supply appropriate words or abbreviations in square brackets, as needed. If the manifestation has a designation of edition, then transcribe such statements as a Designation of named revision of an edition (see 3.24.3.1). Always indicate the source of

the statement, if other than the preferred source of information, in a Note on edition statement (see 3.26.31.1).

If identification of the substantially unchanged impression is based on a publisher's code or number line or on information found in a bibliographic or reference source, supply an appropriate statement in square brackets, as needed. Always indicate the basis for the statement in a Note on edition statement (see 3.26.31.1).

Example:

Designation of edition: [1st printing]

Note on edition statement: Number line on title page verso indicates 1st printing:
"10 9 8 7 6 5 4 3 2 1"

3.22.36 Designations of edition in more than one language or script

3.22.36.1 If a designation of edition appears on the source of information in more than one language or script, transcribe the statement that is in the language or script of the Title proper. If this criterion does not apply, transcribe the statement that appears first in the manifestation. Transcribe the remaining statement(s) as Parallel designations of edition (see 3.225.3.1). Always make a Note on edition statement to indicate the original position on the source of information of any transposed statements (see 3.26.31.2).

3.225 — Parallel designation of edition

3.225.1 Element information

3.225.1.1 Link to RDA Toolkit

3.225.1.2 Sources of information

3.225.2 RDA definition and scope

3.225.2.1 A designation of edition in another language or script.

3.225.3 General rule

3.225.3.1 If a Designation of edition appears on the source of information in more than one language or script, transcribe as the Designation of edition the statement that is in the language or script of the Title proper. If this criterion does not apply, transcribe the statement that appears first in the manifestation.

3.225.3.2 Transcribe the remaining statement(s) as Parallel designations of edition. Follow the instructions in Designation of edition for the transcription of such statements.

3.225.3.3 *Optionally*, if the Parallel designations of edition in a single statement are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of Parallel designations of edition in the supplied phrase. Do not use the mark of omission.

3.23 — Statement of responsibility relating to edition

3.23.1 Element information

3.23.1.1 Link to RDA Toolkit

3.23.1.2 Sources of information

3.23.2 RDA definition and scope

3.23.2.1 A statement of responsibility that is associated with an edition.

3.23.3 General rule

3.23.3.1 Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a given work as the Statement of responsibility relating to edition. Such statements may include the reviser or illustrator of a new edition, or a corporate body responsible for a new edition. Follow the instructions in Statement of responsibility relating to title proper for the transcription of such statements.

Example:

containing the recent additions to science by Charles V. Walker

3.23.3.2 Do not, however, apply this provision to such statements that do not name or otherwise identify a person or corporate body.

Example:

Designation of edition: The last edition corrected and amended

not

Designation of edition: The last edition

Statement of responsibility relating to edition: corrected and amended

3.23.3.3 In determining the extent of the Designation of edition and the beginning of the statement of responsibility relating to edition, it may be necessary to take into account the layout, punctuation, and typography of the preferred source of information as well as the sense of the text. Such words as "Revised and enlarged," when appearing with the name of a person or body, might be transcribed either as part of the Designation of edition or as part of the statement of responsibility relating to edition, depending on their presentation on the preferred source of information.

3.23.31 Transposition of statements of responsibility not relating to edition

3.23.31.1 If a statement of responsibility appears after the Designation of edition, transpose it to the Statement of responsibility relating to title proper in all cases except when it

clearly applies to the edition being cataloged. Always make a Note on statement of responsibility to indicate this transposition (see 2.29.32.1).

Example:

An inquiry into the original state and formation of the earth : deduced from facts about the laws of nature / by John Whitehurst. — The second edition, considerably enlarged, and illustrated with plates

Note on statement of responsibility: The statement “by John Whitehurst” appears on the title page after the edition statement

(*Comment:* Statement of responsibility applies to all editions. Information is transcribed in five elements: Title proper; Other title information; Statement of responsibility relating to title proper; Designation of edition; and Designation of named revision of edition. The example is formatted according to ISBD for clarity)

3.23.32 Phrases about notes, appendices, etc.

3.23.32.1 If there are phrases about notes, appendices, and other supplementary matter and they apply to the edition in hand but not necessarily to all editions of the work, transcribe them as Statements of responsibility relating to the edition only in cases where the phrase names or otherwise identifies a person or corporate body, and appears in the same source as the Designation of edition.

Example:

to which is added, a sermon intitled, The care of the soul urged as the one thing needful by the same author

Example:

to which is added, A treatise on confirmation, by Mr. Adams

3.23.32.2 If the phrase does not name a person or corporate body, transcribe it as part of the Designation of edition or as part of the first Statement of responsibility relating to edition, as appropriate.

Example:

Designation of edition: The sixth edition, with an appendix, and other enlargements

Example:

Designation of edition: A new edition

Statement of responsibility relating to edition: by Grace Webster, to which is added a life of the author

3.23.32.3 If such phrases have been transposed from a position preceding the Designation of edition, always provide details of the transposition in a Note on edition statement (see 3.26.31.2).

3.23.33 Statements of responsibility relating to edition in more than one language or script

3.23.33.1 If there are Designations of edition in more than one language or script on the manifestation, but only a single Statement of responsibility relating to edition, transcribe the statement of responsibility as the Statement of responsibility relating to edition (see 3.23.3.1).

3.23.33.2 If a Statement of responsibility relating to edition appears on the manifestation in more than one language or script, transcribe the statement in the language or script of the Title proper. If this criterion does not apply, transcribe the statement that appears first. Transcribe other statements of responsibility as Parallel statements of responsibility relating to edition (see 3.235.3.3).

3.23.33.3 When transposing, always make a Note on edition statement to indicate the original position on the source of information (see 3.26.31.2).

3.235 — Parallel statement of responsibility relating to edition

3.235.1 Element information

3.235.1.1 Link to RDA Toolkit

3.235.1.2 Sources of information

3.235.2 RDA definition and scope

3.235.2.1 A statement of responsibility relating to edition in another language or script.

3.235.3 General rule

3.235.3.1 If there are Designations of edition in more than one language or script on the manifestation, but only a single statement of responsibility relating to edition, transcribe the statement of responsibility as the Statement of responsibility relating to edition.

3.235.3.2 If a Statement of responsibility relating to edition appears on the manifestation in more than one language or script, transcribe the statement in the language or script of the Title proper as the Statement of responsibility relating to edition. If this criterion does not apply, transcribe the statement that appears first.

3.235.3.3 Transcribe the remaining statement(s) as Parallel statement(s) of responsibility relating to edition. Follow the instructions in Statement of responsibility relating to edition for the transcription of such statements.

Example:

Edition statement: Deuxième édition / rédigé par Alexandre Choron = Second edition / edited by Alexandre Choron

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Edition statement: Second edition / edited by Alejandro Garri = herausgegeben von Alejandro Garri

(*Comment:* Example formatted with ISBD punctuation for clarity)

3.235.3.4 When transposing, always make a Note on edition statement to indicate the original position on the source of information (see 3.26.31.2).

3.24 — Designation of named revision of edition

3.24.1 Element information

3.24.1.1 Link to RDA Toolkit

3.24.1.2 Sources of information

3.24.2 RDA definition and scope

3.24.2.1 A word, character, or group of words or characters, that identifies a particular revision of a named edition.

3.24.21 DCRM elaboration of scope

3.24.21.1 Designations of named revisions of an edition include words that indicate a designated edition has been updated, but not enough for the publisher to designate it an entirely new edition.

3.24.3 General rule

3.24.3.1 If the manifestation is a named revision of an edition, transcribe the statement relating to revision in the form and order in which it is presented in the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Example:

Designation of edition: Third edition

Designation of named revision of edition: corrected and improved

Example:

Designation of edition: The first American edition

Designation of named revision of edition: carefully revised and corrected from the fourth British edition

3.24.3.2 When transposing, always make a Note on edition statement to indicate the original position on the source of information (see 3.26.31.2).

3.24.32 Statements relating to a substantially unchanged impression or state

3.24.32.1 Do not transcribe a statement relating to a reissue of an edition if it represents a substantially unchanged impression of that edition. Omit the impression statement without using the mark of omission. A Note on item may be made about such statements if considered important (see 9.4.31.1).

3.24.32.2 **Alternative rule.** If a decision has been made to create a separate description for an individual impression, state, or binding variant within a single edition or issue (see

Precataloging decisions, i.01.9.1 and Options, i.01.4.1), and the manifestation has a Designation of edition, then transcribe statements related to a substantially unchanged impression of that edition as a designation of a named revision of an edition. If the manifestation lacks a Designation of edition, then transcribe such statements as a Designation of edition (see 3.22.33.2). Always indicate the source of the statement, if other than the preferred source of information, in a Note on edition statement (see 3.26.31.1).

Example:

Designation of edition: First edition

Designation of named revision of edition: fourth printing

Note on edition statement: The words "fourth printing" taken from the title page verso

Example:

Designation of edition: First edition

Designation of named revision of edition: 1st-50th

Note on edition statement: The words "1st-50th" taken from title page verso

Example:

Designation of edition: [Third edition]

Designation of named revision of edition: fifth thousand

Note on edition statement: Contains "Preface of the third edition"

Example:

Designation of edition: First Ace edition

Designation of named revision of edition: third printing

Note on edition statement: "Third printing / December 1983" from title page verso

3.24.32.3 Alternative rule. If identification of the substantially unchanged impression is based on a publisher's code or number line, supply an appropriate statement in square brackets, as needed. Always indicate the basis for the statement in a Note on edition statement (see 3.26.31.1 and Options, i.01.4.1).

Example:

Designation of edition: Second edition

Designation of named revision of edition: [4th printing]

Note on edition statement: Number line: "4 5 6 7 8 9 10" on title page verso indicates 4th printing

3.24.33 Designations of named revision of edition in more than one language or script

3.24.33.1 If a Designation of named revision of edition appears on the source of information in more than one language or script, transcribe the statement that is in the language or script of the Title proper. If this criterion does not apply, transcribe the statement that appears first in the resource. Transcribe the remaining statement(s) as Parallel designation of named revision of edition (see 3.245.3.1). When transposing, always

make a Note on edition statement to indicate the original position on the source of information (see 3.26.31.1).

3.245 — Parallel designation of named revision of edition

3.245.1 Element information

3.245.1.1 Link to RDA Toolkit

3.245.1.2 Sources of information

3.245.2 RDA definition and scope

3.245.2.1 A designation of a named revision of an edition in another language or script.

3.245.3 General rule

3.245.3.1 If a Designation of named revision of edition appears on the source of information in more than one language or script, transcribe the statement that is in the language or script of the Title proper as the Designation of named revision of edition. If this criterion does not apply, transcribe the statement that appears first in the manifestation (see 3.24.33.1).

3.245.3.2 Transcribe the remaining statement(s) as Parallel designation(s) of a named revision of edition. Follow the instructions in Designation of named revision of edition for the transcription of such statements.

3.245.3.3 *Optionally*, if the Parallel designations of a named revision of edition in a single statement are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted Parallel designations of named revision of edition in the supplied phrase. Do not use the mark of omission.

3.25 — Statement of responsibility relating to named revision of edition

3.25.1 Element information

3.25.1.1 Link to RDA Toolkit

3.25.1.2 Sources of information

3.25.2 RDA definition and scope

3.25.2.1 A statement of responsibility that is associated with a named revision of an edition.

3.25.3 General rule

3.25.3.1 Transcribe a Statement of responsibility relating to a named revision of an edition according to the instructions in Statement of responsibility relating to an edition.

Example:

the introduction revised and amended by Samuel Webber, A.M. Hollis Prof. of Math. and Nat. Philos. in the University of Cambridge

Example:

suivie de quelques pieces fugitives diverses du même auteur

3.25.31 Statements of responsibility relating to named revision of edition in more than one language or script

3.25.31.1 If there are Designations of named revision of edition in more than one language or script on the manifestation, but only a single statement of responsibility relating to the named revision of edition, transcribe the statement of responsibility as the Statement of responsibility relating to named revision of edition.

3.25.31.2 If a Statement of responsibility relating to named revision of edition appears on the manifestation in more than one language or script, transcribe the statement in the language or script of the Title proper. If this criterion does not apply, transcribe the statement that appears first. Transcribe other statements of responsibility as Parallel statements of responsibility relating to named revision of edition (see 3.255.3.2).

3.25.31.3 When transposing, always make a Note on edition statement to indicate the original position on the source of information (see 3.26.31.2).

3.255 — Parallel statement of responsibility relating to named revision of edition

3.255.1 Element information

3.255.1.1 Link to RDA Toolkit

3.255.1.2 Sources of information

3.255.2 RDA definition and scope

3.255.2.1 A statement of responsibility relating to named revision of an edition in another language or script.

3.255.3 General rule

3.255.3.1 If there are Designations of named revision of edition in more than one language or script on the manifestation, but only a single statement of responsibility relating to named revision of edition, transcribe the statement of responsibility as the Statement of responsibility relating to named revision of edition (see 3.25.31.1).

3.255.3.2 If a statement of responsibility relating to named revision of edition appears on the manifestation in more than one language or script, transcribe the statement in the language or script of the title proper as Statement of responsibility relating to named revision of edition. If this criterion does not apply, transcribe the statement that appears first.

3.255.3.3 Transcribe the remaining statement(s) as Parallel statements of responsibility relating to named revision of edition. Follow the instructions in Statement of responsibility relating to named revision of edition for the transcription of such statements.

3.255.3.4 When transposing, always make a Note on edition statement to indicate the original position (see 3.26.31.2).

3.26 — Note on edition statement

3.26.1 Element information

3.26.1.1 Link to RDA Toolkit

3.26.1.2 Sources of information

3.26.2 RDA definition and scope

3.26.2.1 A note on manifestation that provides information on an edition of a manifestation.

3.26.3 General rule

3.26.3.1 Make a Note on edition statement according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

3.26.31 Source and position of edition statement

3.26.31.1 Always note the source of any element of the Edition statement that is taken from elsewhere than the preferred source of information (see 3.01.1, 3.22.33.2, 3.22.35.4, and 3.24.32.2).

Example:

Edition statement from half-title

Example:

Number line on title page verso indicates 1st printing: "10 9 8 7 6 5 4 3 2 1"

(*Comment:* Example follows alternative rule to create a separate bibliographic description for an individual impression or state)

3.26.31.2 When transposing, always note the original position of any element that is transposed to another position in transcription (see 3.21.3.2, 3.22.36.1, 3.255.3.4, 3.23.32.3, 3.23.33.3, 3.235.3.4, 3.24.3.2, 3.24.33.1, and 3.25.31.3).

Example:

Edition statement printed at head of title page

Example:

Edition statement precedes author's name on title page

3.26.32 No edition statement

3.26.32.1 Always record edition information, such as an Edition statement that is provided by a bibliographic or reference source for resources not containing an edition statement, but known to contain significant changes from other editions, as a Note on edition statement (see 3.21.31.1).

Example:

Second edition (E.2A) as described by D. Smith

(*Comment:* The formal citation for D. Smith's bibliography is given in a Manifestation described by note (see 9.32.31.2))

3.26.32.2 Make a note on statements referring to other editions (e.g., as part of a preface to an earlier edition or a summary of the work's publication history) if considered important (see 3.21.31.2).

Example:

Contains "Preface to the tenth edition," dated 1876

3.26.34 Edition statements relating to issues or parts

3.26.34.1 Make a Note on edition statement relating to issues or parts of a multipart monograph if the manifestation consists of multiple issues or parts, and there are edition statements relating to the whole as well as to the parts (see Edition statement, 3.21.35.2). Record the edition statement relating to the whole manifestation as an Edition statement (see 3.21.35.1).

3.26.35 Nonce collections

3.26.35.1 Always make a Note on edition statement of differences in edition statements from one part to another in nonce collections (volumes made up of previously published pamphlets reissued by a publisher or bookseller, sometimes with a collective title page) (see 3.21.36.1). If edition statements of parts vary between exemplars of a manifestation, record the edition statements of the item in hand relating to individual parts in a Note on item (see 9.4.32.1 and 3.21.36.2).

Example:

Set made up of various editions: v. 1, 10th ed.; v. 3, 4th ed., corr.; v. 7, 3d ed., corr.; v. 9-11, 2d ed.

3.26.36 Edition statements on multipart monographs

3.26.36.1 If the Edition statement varies or does not appear on all volumes of a multipart monograph, and it was issued as such, always make a Note on edition statement explaining which edition statement appears on which volume and/or indicating the absence of edition statements (see 3.21.37.1 and 3.21.37.2).

Example:

Volume 2 issued without the edition statement

4 — Mathematical details

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4.21 — Details of cartographic content

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5 — Production, Publication, Distribution, Manufacture

5.01.1 Sources of information

5.01.1.1 The sources of information for the production, publication, distribution, and manufacture elements are the title page, colophon, other preliminaries, and dust jacket (see Integrity of the copy, i.01.8.2), in that order of preference (see Data provenance, 0.1.5). Consider the wording, layout, and typography of the manifestation itself when determining the most appropriate place to transcribe information relating to production, publication, distribution, and manufacture. If the information for an element is not present in these sources, any source may be used to supply needed information (see Transcription). If statements belonging to different elements are found in separate sources, combine them to make a complete statement. However, do not combine statements belonging to a single element when they appear in different sources within the manifestation.

5.01.1.2 If any information in the production, publication, distribution, or manufacture elements is taken from a source other than the preferred source of information, make a note to indicate the source (see Note on publication statement, 5.24.31.1; Note on distribution statement, 5.285.31.1; and Note on manufacture statement, 5.34.31.1).

5.01.1.3 Make a note about information not transcribed in the statement if considered important (see Note on publication statement, 5.24.31.2; Note on distribution statement, 5.285.31.2; Note on manufacture statement, 5.34.31.2).

5.01.1.4 Make a note on publication, distribution, manufacture, or copyright details that are not included in other elements if they are considered important (see Note on publication statement, 5.24.37.1; Note on distribution statement, 5.285.37.1; Note on manufacture statement, 5.34.37.1; Note on copyright date, 5.36.3.1).

5.01.2 Element order

Note: only the elements related to publication are set out below. The same order applies to elements related to production, distribution, and manufacture.

5.01.2.1 General element order, punctuated and capitalized according to ISBD:

Place of publication : Name of publisher, date of publication

Place of publication : Name of publisher ; Place of publication : Name of publisher, date of publication

5.01.2.2 Transcribe a Parallel place of publication following the Place of publication. Transcribe a Parallel name of publisher following the Name of publisher.

Place of publication = Parallel place of publication : Name of publisher = Parallel name of publisher, date of publication

5.01.3 Form and order of information

5.01.3.1 Transcribe production, publication, distribution, or manufacture information in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

5.01.3.2 If statements belonging to different elements appear out of order, or as part of another element, and they are grammatically separable, transpose them as needed. Always make a note indicating the original position of the transposed elements (see Note on publication statement, 5.24.31.3; Note on distribution statement, 5.285.31.3; Note on manufacture statement, 5.34.31.3).

Example:

Distribution statement: London : Sold also by Vernor and Hood, Crosby and Letterman

Note on distribution statement: Place of distribution, "London," is printed below distributor's name on title page

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.01.3.3 If the elements are not grammatically separable, or their transposition would result in an ambiguous or otherwise confusing construction, transcribe them in the order found and supply missing elements in square brackets as needed (see Transcription).

Example:

Publication statement: London : Printed and published by C. Lowndes, no. 66, Drury-Lane and sold by H.D. Symonds, Paternoster Row, 1800

(*Comment:* The distribution statement is not grammatically separable and therefore it has been transcribed as part of the publication statement. Example formatted with ISBD punctuation for clarity)

Example:

Distribution statement: [London] : Prostant apud Jacobum Knapton, Robert. Knaplock, & Paulum Vaillant, bibliopolas Londinenses

(*Comment:* The place of distribution is not grammatically separable. Example formatted with ISBD punctuation for clarity)

Contents:

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-

5.1 — Production statement

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5.2 — Publication statement

5.2.1 Element information

5.2.1.1 Link to RDA Toolkit

5.2.1.2 Sources of information

5.2.2 RDA definition and scope

5.2.2.1 A statement that identifies a place of publication, a publisher, or a date of publication of a published manifestation.

5.2.2.2 A publication statement includes a statement about the publication, release, or issuing of a published manifestation.

5.2.3 General rule

5.2.3.1 Transcribe the Publication statement in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

5.2.31 Information covered by labels, etc.

5.2.31.1 If any of the original details relating to the publication statement are covered by a label, stamp, overprint, or other means showing later information, transcribe the later information. If the original details are visible or otherwise available, always transcribe or give them in a Note on publication statement (see 5.24.31.4).

Example:

Publication statement: A Amsterdam : Chez Paul Marret, marchand libraire dans le Beurs-straat, à la Renommée, 1699

Note on publication statement: Imprint from label which covers earlier imprint: Chez Francois Marret, marchand libraire sur le marché aux fleurs

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.2.31.2 For printed materials with manuscript information, use judgment in determining whether or not the manuscript information should be transcribed as the publication statement or as item-specific information. In case of doubt, consider the manuscript information to be item-specific information and record as a Note on item (see 9.4.3.1).

5.2.32 Elements relating to publication vs. elements relating to distribution or manufacture

5.2.32.1 Statements relating to distribution or manufacture will sometimes be more appropriately transcribed as elements of publication, and sometimes as elements of distribution or manufacture. The roles of publishers, printers, and booksellers were not

clearly delimited in the hand-press period. Statements relating to distribution or manufacture frequently appear prominently on early printed materials, reflecting the tendency of booksellers or printers to function as more than solely distributors or manufacturers. As the book trade industry became increasingly specialized over time, however, the role of the publisher gradually emerged as dominant, while manufacturer and distributor gradually diminished in importance.

5.2.33 Statements relating to publication only

5.2.33.1 If the resource bears only a statement relating to publication, or multiple such statements, treat the statement as a publication statement.

Example:

Geneuae : Sumptibus Petri Chouët, M.DC.LI [1651]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

London : Published by W. Clarke, no. 38, New Bond Street, and J. Wallis, no. 16, Ludgate Street, 1798

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.2.335 Statements relating to manufacture or distributor only

5.2.335.1 If the resource bears only a statement relating to manufacture, or multiple such statements, generally assume the manufacturer to also be functioning as publisher. Treat the statement as a publication statement.

Example:

Edmonton : Jas. E. Richards, government printer, 1907

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

A Londres : Imprimé par Luc Hinde demeurant dans George-yard en Lombard-street, 1764

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Basileae : In Officina Frobeniana, ann. M.D.XXIII

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Mocuntiae [Mainz] : In typographeio Ioannis Albini, anno M.DCII [1602]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Imprinted at London : By Wynkyn de Worde, dwellynge in Fletestrete at the sygne of the Sonne agaynst the Condyth, the vj. day of Ianiuer in the yere of our Lorde God M.v.C. and XXXIIII [1534]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

London : Printed for George Eversden, at the Mayden-head in St. Pauls-Church yard, 1657

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.2.335.2 If the resource bears only a statement relating to distribution, or multiple such statements, generally assume the distributor to also be functioning as publisher. Treat the statement as a publication statement.

Example:

[London] : Se vend chez A. Dulau et Co. Soho-Square; De Boffe, Gerard-Street; Boosey, Royal Exchange; Booker, Bond-Street; L'Homme New Bond-Street, et chez les principaux libraires du royaume, 1800

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

[London] : Catalogues are distributed gratis, at Mr. Manships in Corhill, Mr. Bromes and Mr. Bennets in St. Paul's Church-Yard, Mr. Goodwins in Fleet-street, Mr. Partridge at Charing-Cross, booksellers, [1692]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

London : Sold for the author by J. Cuthell, Middle-Row, Holborn, 1798

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

London : Sold for Messrs. Rivington, St. Paul's Church Yard; and Richardson and Urquhart, under the Royal Exchange, 1785

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.2.335.3 If the resource lacks a statement relating to publication and the resource bears statements relating to both distribution and manufacture, then determine whether or not the statements are grammatically separable.

5.2.335.4 If a statement relating to both distribution and manufacture is grammatically inseparable, treat them both as the publication statement.

Example:

London : Printed by G. Paramore, North-Green, Worship-Street, and sold by G. Whitfield, at the Chapel in the City-Road, and at all the Methodist preaching-houses in town and country, 1792

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.2.335.5 If grammatically separable, determine which statement is emphasized in the source, whether typographically (larger font size, uppercase letters, boldface, etc.) or by appearing first in sequence in the source, and treat that statement as a publication

statement. Treat the other statement as a Distribution statement or Manufacture statement.

5.2.34 Statements relating to publication and to distribution or manufacture

5.2.34.1 If the resource bears statements relating both to publication and to distribution or manufacture, determine whether or not the statements are grammatically separable.

5.2.34.2 If a distribution or manufacture statement is grammatically separable, treat the distribution statement as a Distribution statement or manufacture statement as a Manufacture statement.

5.2.34.3 If the statements are grammatically inseparable, transcribe them as a Publication statement.

Example:

London : Printed for the author, and published by J. Bew, Pater-Noster-Row, MDCCLXXIX [1779]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Boston : Printed by Robert Hodge, for Nathaniel Coverly, in Newbury-Street, [1782]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

London : Pour Robert Scott & se vend chez Geo. Wells, & Sam. Carr, dans le cymitiere de St. Paul, 1678

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.2.34.4 If a statement with grammatically inseparable elements contains information relating both to the publication of the resource and to the agents who have contributed to its intellectual or artistic content, use judgment in deciding whether to transcribe the statement as part of the Publication statement or as a Statement of responsibility relating to title proper (see 2.21.38.2). Often the layout of the source will suggest the appropriate treatment.

5.2.35 No publication statement

5.2.35.1 If the resource lacks a statement relating to publication and the identity of the publisher can be determined or reasonably surmised, supply the publication information in square brackets and make a Note on publication statement to justify supplied information (see 5.24.31.5).

Example:

Publication statement: [Passy, France] : [Benjamin Franklin], [1781]

Note on publication statement: Imprint from Livingston

(*Comment:* The formal citation for Livingston's bibliography of Franklin's press at Passy is given in a Manifestation described by note (see 9.32.31.1). The example is formatted according to ISBD for clarity)

5.21 — Place of publication

5.21.1 Element information

5.21.1.1 Link to RDA Toolkit

5.21.1.2 Sources of information

5.21.2 RDA definition and scope

5.21.2.1 A place that is associated with the publication, release, or issuing of a published manifestation.

5.21.3 General rule

5.21.3.1 Transcribe place names associated with the publication, release, or issuing of a published manifestation, together with any associated words or phrases in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

5.21.3.2 If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe this as well.

Example:

Elizabeth-Town

Example:

Köln

Example:

Apud inclytam Germaniae Basileam

Example:

Commonwealth of Massachusetts, Boston

Example:

Saskatoon, Saskatchewan, Canada

5.21.3.3 In general, transcribe the full address. Consider the sequence, layout, and typography of words in the publication statement when determining the most appropriate element in which to transcribe the address. If address information is grammatically inseparable from the publisher's name, transcribe that information as part of Name of publisher (see 5.22.3.1).

Example:

Berlin SW 12

5.21.3.4 *Optionally*, omit, using the mark of omission, addresses and insignificant information appearing in the middle or end of the Place of publication, unless the information is grammatically inseparable, aids in identifying or dating the manifestation, or

is considered important to the cataloging agency (e.g., for the purpose of capturing book trade data).

5.21.31 Place of publication with initial prepositions, etc.

5.21.31.1 Transcribe any prepositions appearing before the place of publication as well as any accompanying words or phrases associated with the place name.

Example:

A Lyon

Example:

In London

Example:

Printed at Bennington

Example:

Impressum fuit hoc opus Venetiis

5.21.32 Supplied modern forms of place names

5.21.32.1 Supply in square brackets the modern form of the name of the place if known and considered important. Use a modern form of the name in the language of the cataloging agency.

Example:

Christiania [Oslo]

Example:

Eboracum [York]

Example:

Monachii [Munich]

Example:

Mocuntiae [Mainz]

5.21.323 Supplied fuller forms of place names

5.21.323.1 If a place name is found only in an abbreviated form on the manifestation, transcribe it as found. Supply in square brackets the full form of the name, or the remainder of the name, if considered important.

Example:

Mpls [Minneapolis]

Example:

Rio [de Janeiro]

5.21.325 Supplied larger jurisdictions

5.21.325.1 Supply in square brackets the name of the country, state, province, etc., after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use a modern form of the name in the language of the cataloging agency.

Example:

Boston [England]

5.21.325.2 *Optionally*, use the abbreviations for names in English listed in RDA Toolkit: Abbreviations of terms in English for countries and states.

Example:

Newport [R.I.]

Example:

Washington [Pa.]

5.21.33 Two or more places of publication

5.21.33.1 If the manifestation shows two or more places of publication, and all are related to the same publisher, transcribe all in the order in which they appear.

Example:

London ; York

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Amsterdam und Leipzig

5.21.33.2 *Optionally*, if the places are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted places in the supplied phrase. Do not use the mark of omission.

Example:

London ; Reading ; Bath [and 6 other cities in England]

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.21.33.3 If a subsequent place of publication is not related to the same publisher, transcribe it in association with the publisher to which it corresponds.

Example:

Publication statement: New York : Ivison, Phinney, and Company ; London : Trübner & Co., 1860

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Publication statement: Viennae : Apud Christianum Fridericum Wappler ; Londini : Apud B. White & Filium ; Lugduni Batavorum [Leiden] : Apud S. & J. Luchtmans, 1794

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.21.33.4 Do not, however, transcribe a subsequent place as a Place of publication if it must be transcribed as a grammatically inseparable part of another element.

Example:

Place of publication: London

Name of publisher: Printed and published by J. P. Coghlan, and sold by J. Wilkie, and C. Elliot, Edinburgh

5.21.33.5 If a place of publication associated with an earlier manifestation appears together with the actual place of publication of the manifestation being described, transcribe the places as a single element in the order in which they appear.

Example:

London printed and Dublin re-printed

(*Source of information reads:* London printed and Dublin re-printed by Thomas Stewart, military stationer, no. 1, King's Inns Quay, M.DCC.XCIII)

(*Comment:* The manufacturer is assumed to be also functioning as the publisher; the place given in the source is treated as the place of publication; see 5.2.335.1)

5.21.33.6 If both the place and Name of publisher associated with an earlier manifestation appear together with the place and Name of publisher of the manifestation being described, transcribe each place with the publisher to which it corresponds.

Example:

Publication statement: London : Printed and sold by H. Fry, Finsbury-Place ; New-York : Re-published by William Cobbett, no. 141, Hanover-Square, 1800

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.21.34 Places of publication in multipart monographs

5.21.34.1 If the manifestation is issued in more than one physical part and the place of publication changes in the course of publication, transcribe as Place of publication the place named in the first or earliest part and always record the place named in the later part(s) in a Note on publication statement (see 5.24.32.1).

Example:

Place of publication: Stuttgart ; Tübingen

Note on publication statement: Place of publication in v. 33-40: Stuttgart ; Augsburg

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.21.35 Place names that are grammatically inseparable parts of other elements

5.21.35.1 If the place name appears only as a grammatically inseparable part of another element and is transcribed there, supply the Place of publication in square brackets (see 5.2.34.3). Use a modern form of the name in the language of the cataloging agency.

Example:

Place of publication: [Simmern]

Name of publisher: In Verlegung Hieronimi Rodlers fürstlichen Secretarien zu
Siemern

5.21.36 Fictitious or incorrect places of publication

5.21.36.1 If the place of publication appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and always make an explanatory Note on publication statement (see 5.24.32.2).

Example:

Place of publication: A Londres

Note on publication statement: The place of publication is false; typographical evidence suggests French printing

5.21.36.2 If the place name is known to be fictitious and the actual Place of publication is known or can be reasonably surmised, transcribe it as it appears and supply the actual place name, preceded by “that is,” all enclosed within square brackets. Use a modern form of the name in the language of the cataloging agency, and give the basis for the correction or clarification in a Note on publication statement (see 5.24.32.3). If the supplied place name is uncertain, record it following the instructions at 5.21.385.

Example:

Place of publication: Philadelphia [that is, Frankfurt]

Note on publication statement: The imprint is false. According to Weller, E.O. Falsche Druckorte, this was actually published in Frankfurt by Herman

(*Comment:* The formal citation for Weller’s bibliography is given in a Manifestation described by note (see 9.32.31.1))

Example:

Place of publication: A Cantorbery [that is, Amsterdam]

Note on publication statement: Actually published in Amsterdam according to the Short title catalogue Netherlands

(*Comment:* The formal citation for the Short title catalogue Netherlands is given in a Manifestation described by note (see 9.32.31.1))

5.21.37 No place of publication

5.21.37.1 If no place of publication appears on the manifestation but is known or can be reasonably surmised, supply it in square brackets. Use a modern form of the name in the language of the cataloging agency, and include the name of the larger jurisdiction if

considered important. Use the location associated with the first transcribed publisher if one is present. Provide a justification for the supplied place in a Note on publication statement if not apparent from the rest of the description and if considered important (see 5.24.32.4). If the supplied place name is uncertain, record it following the instructions at 5.21.385.

Example:

Publication statement: [Salzburg] : Sumptibus Joannis Baptistae Mayr, aulico.
acad. typogr. & bibliopolae, 1700

Note on publication statement: Johann Baptist Mayr was active in Salzburg from
1656 to 1708 according to the CERL Thesaurus.

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.21.37.2 If the name of the place of publication has changed over time, supply the place name appropriate to the Date of publication if known (e.g., Leningrad, not Saint Petersburg, for manifestations published in that city between 1924 and 1991). If considered important, also supply the modern place name and the name of the larger jurisdiction, preceded by “that is,” in the language of the cataloging agency.

Example:

[Christiania, that is, Oslo]

Example:

[Leona Vicario, that is, Saltillo, Coahuila, Mexico]

5.21.38 Place of publication supplied based on address or sign

5.21.38.1 When only an address or description of a trade sign appears on the manifestation and the place name is known or can be reasonably surmised, supply a modern form of the place name in the language of the cataloging agency in square brackets. (Transcribe a statement containing the address or sign in the Name of publisher element; see 5.22.36.1.) When supplying the place of publication, give a justification in a Note on publication statement if not apparent from the rest of the description and if considered important (see 5.24.32.5). If the supplied place name is uncertain, record it following the instructions at 5.21.385.

Example:

Place of publication: [London]

Name of publisher: Pubd in Ryders Court and to be had at the sign of the Pannel
Painter in Cheapside, or at the bust of Impudence alias the Brazen Head in
Leicester Square

(*Comment:* Ryders Court, Cheapside and Leicester Square are all located in
London)

5.21.385 Place of publication uncertain or unknown

5.21.385.1 If the place of publication is uncertain, supply the name of a probable place of publication with a question mark, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Amsterdam?]

Example:

[Newport, R.I.]

Example:

[Saint Petersburg?]

5.21.385.2 If no city of publication can be conjectured, supply the name of a state, province, country, or other larger geographic entity as the place of publication with a question mark if necessary, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Canada]

Example:

[England?]

Example:

[Prussia?]

Example:

[South America?]

5.21.385.3 If the basis of the supplied place is not apparent from the rest of the description, always make a Note on publication statement to indicate the source of the information (see 5.24.32.4).

Example:

Place of publication: [Providence?]

Note on publication statement: Place of publication suggested by Alden

(*Comment:* The formal citation for Alden's bibliography is given in a Manifestation described by note (see 9.32.31.1))

Example:

Place of publication: [Durham?]

Note on publication statement: Place of publication and publisher conjectured from advertisement on p. [2], headed: Catalogue of some of the histories and merry books printed and sold by I. Lane, printer in Durham

5.21.385.4 If no place of publication can be conjectured, record "Place of publication not identified" in square brackets.

Example:

[Place of publication not identified]

5.21.39 Place names in more than one language or script

5.21.39.1 If the place of publication appears in more than one language or script, transcribe the place in the language or script of the Title proper as Place of publication. If this criterion does not apply, transcribe the place that appears first as Place of publication. Transcribe remaining place(s) as Parallel place of publication. For transposed elements, always make a Note on publication statement to indicate the original position on the source (see 5.24.32.6).

Example:

Place of publication: London

Parallel place of publication: Londra

Note on publication statement: Parallel place of publication from title page in Italian facing main English title page

5.215 — Parallel place of publication

5.215.1 Element information

5.215.1.1 Link to RDA Toolkit

5.215.1.2 Sources of information

5.215.2 RDA definition and scope

5.215.2.1 A place of publication in another language or script.

5.215.3 General rule

5.215.3.1 Take parallel places of publication from the same source as the Place of publication. Make a Note on publication statement on parallel places of publication found elsewhere if considered important (see 5.24.33.1).

5.215.3.2 For transposed elements, always make a Note on publication statement to indicate the original position on the source (see 5.24.32.6).

5.215.3.3 If the place of publication appears in more than one language or script, transcribe the place in the language or script of the Title proper as Place of publication. If this criterion does not apply, transcribe the place that appears first as Place of publication.

5.215.3.4 Transcribe remaining places of publication appearing on the same source as the Place of publication as Parallel places of publication. If a parallel place of publication is from a different source than the Place of publication, make a Note on publication statement if considered important (see 5.24.33.1).

5.215.3.5 *Optionally*, if the parallel publication places are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted places in the supplied phrase. Do not use the mark of omission.

5.22 — Name of publisher

5.22.1 Element information

5.22.1.1 Link to RDA Toolkit

5.22.1.2 Sources of information

5.22.2 RDA definition and scope

5.22.2.1 A nomen that is a name of an agent who is responsible for publishing a manifestation.

5.22.2.2 Publication includes release and issuance.

5.22.3 General rule

5.22.3.1 Transcribe the names of publishers, together with any associated words or phrases, including addresses (see Place of publication, 5.21.3.3) in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Example:

Calmann Lévy, éditeur, ancienne maison Michel Lévy frères, rue Auber, 3, et boulevard des Italiens, 15 a la Librairie nouvelle

Example:

Published and sold by Robert Morden, at the Atlas near the Royal Exchange in Cornhil

Example:

Published by Lumsden & Son at their toy book manufactory

Example:

Published by Thomas Bradford, printer, bookseller & stationer, no. 8, South Front-Street

5.22.3.2 *Optionally*, omit, using the mark of omission, addresses and insignificant information appearing with the publisher's name, unless the information is grammatically inseparable, aids in identifying or dating the manifestation, or is considered important to the cataloging agency (e.g., for the purpose of capturing book trade data).

Example:

Published by Ackermann and Co. ...

(*Comment:* Full publisher's name reads: Published by Ackermann and Co., 96 Strand)

5.22.3.3 If a statement such as "Privately printed" appears on the title page, transcribe it as, or as part of, the name of publisher.

Example:

Privately printed

Example:

Privately printed for the Fund for Building National Schools at Lethrede

5.22.31 Two or more names of publishers

5.22.31.1 If the Publication statement includes more than one publisher in a single source, transcribe all the names in the order indicated by the sequence, layout, or typography of the names on the source of information. Transcribe them as subsequent Names of publisher only when they are not linked by connecting words or phrases.

Example:

In gemeinschaftlichem Verlag von Berenberg in Lauenburg und der Jaegerschen Buchhandl. in Frankfurt am Main

Example:

Published March 15, 1832 by I.T. Hinton & Simpkin & Marshall

Example:

Longman, Brown, Green, and Longmans

Example:

Bey Johan Waesberge, und der Witwe Elizaei Weyerstraet

Example:

Published by Wells and Lilly, Court-Street ; A.T. Goodrich & Co.

(*Comment:* Individual publishers transcribed as subsequent statements as they are not linked by connecting words. Example formatted with ISBD punctuation for clarity)

5.22.31.2 *Optionally*, if the names are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted names in the supplied phrase. Do not use the mark of omission.

Example: Printed for D. Midwinter, A. Bettesworth and C. Hitch [and 14 others]

Example:

Printed for Benjamin Matthews, bookseller, in Merchants-Court, Bath; Mess. Birt, Osborne, Hodges, Ware, Rivington and Owen, in London [and 20 others in 11 places]

5.22.31.3 If both the Place of publication and name of publisher associated with an earlier manifestation appear together with the Place of publication and name of publisher of the manifestation being described, transcribe each publisher with the place to which it corresponds.

Example:

Publication statement: London : Published by Wright, Cadel and others ;
Republished at Hartford : By Hudson & Goodwin, 1798

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.22.32 Names of publishers in multipart monographs

5.22.32.1 If the manifestation is issued in more than one physical part and the publisher or the publisher's form of name changes in the course of publication, transcribe as Name of publisher the name in the first or earliest part and always record the publisher's name in the later part(s) in a Note on publication statement (see 5.24.34.1).

5.22.33 Names of publishers containing grammatically inseparable place names or dates

5.22.33.1 If the Name of publisher contains grammatically inseparable statements relating to Place of publication or Date of publication, transcribe them as part of the Name of the publisher. Supply the Place of publication or Date of publication in square brackets in the appropriate element.

Example:

Place of publication: [Berlin]

Name of publisher: Verlag der Vereins-Buchhandlung in Berlin

Example:

Name of publisher: Publish'd July 1st, 1790 by J. & J. Boydell, Cheapside & at the
Shakespeare Gallery Pall Mall

Date of publication: [1 July 1790]

5.22.34 Fictitious or incorrect names of publisher

5.22.34.1 If the name of the publisher appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and always make an explanatory Note on publication statement (see 5.24.34.2).

5.22.34.2 If the name as transcribed is known to be fictitious or incorrect and the actual name is known or can be reasonably surmised, transcribe it as it appears and supply the actual name, preceded by "that is," all enclosed within square brackets. Always give the basis for the correction or clarification in a Note on publication statement (see 5.24.34.3).

Example:

Name of publisher: Chez Hubert Jaillot aux deux Globes [that is, Pieter Mortier]

Note on publication statement: Corrected publisher from Koeman

(*Comment:* The formal citation for Koeman's bibliography is given in a
Manifestation described by note (see 9.32.31.1))

Example:

Name of publisher: Bey Dodsley und Compagnie [that is, Jobst Hermann Flörke]

Note on publication statement: The imprint is false; in fact published by Jobst Hermann Flörke in Danzig (now Gdansk) according to Hayn

(*Comment:* The formal citation for Hayn's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.22.35 Supplied and conjectured names of publishers

5.22.35.1 If no name, address, or device of a publisher appears on the manifestation but the publisher's name is known or can be reasonably surmised, supply it in square brackets. If the supplied Name of publisher is uncertain, either add a question mark to any supplied name or give the information in a Note on publication statement. In any case of a supplied publisher, provide a justification in a Note on publication statement (see 5.24.34.4).

Example:

Name of publisher: [Stephan Plannck]

Note on publication statement: Publisher's name from Goff

(*Comment:* The formal citation for Goff's bibliography of incunabula in American libraries is given in a Manifestation described by note (see 9.32.31.1))

5.22.36 Publishers identified by addresses, signs, initials, or devices

5.22.36.1 If only an address, sign, or initials of the publisher appears in lieu of the name, transcribe the statement containing the address, sign, or initials as Name of publisher. If the publisher's name can be identified, supply it in square brackets after the initials or before or after the address or sign, as appropriate, or give the information in a Note on publication statement (see 5.24.34.5).

Example:

Name of publisher: Pubd in Ryders Court and to be had at the sign of the Pannel Painter in Cheapside, or at the bust of Impudence alias the Brazen Head in Leicester Square

Note on publication statement: Publisher identified in The public advertiser Oct. 7, 1762 as Mary Darly, in Ryder's Court, near Leicester Square in London

Example:

Name of publisher: Printed for M.W. [that is, Matthew Walbancke]

Note on publication statement: Publisher's name identified by Bodleian Library

Example:

Name of publisher: Printed by T.H. for I.P. and are to be sold by Richard Thrale, dwelling in Pauls Church-yard at the signe of the Crosse-Keyes

Note on publication statement: Printed by Thomas Harper for John Parker according to Pollard's Short-title catalogue

(*Comment:* The formal citation for Pollard's Short-title catalogue is given in a Manifestation described by note (see 9.32.31.2))

5.22.36.2 If the identification of the publisher is based on a device, supply the name of the publisher in square brackets, even if the device includes the publisher's initials or spelled-

out name. Always make a Note on publication statement about the basis for the identification (see 5.24.34.6).

Example:

Name of publisher: [Richard Pynson]

Note on publication statement: Printer's device of Richard Pynson (McKerrow 6) on final leaf verso (b4). See: McKerrow, R.B. Printers' & publishers' devices in England & Scotland, 1485-1640. London: Printed for the Bibliographical Society at the Chiswick Press, 1913

5.22.37 Name of publisher cannot be supplied

5.22.37.1 If no publisher's name can be conjectured, record "publisher not identified" in square brackets.

5.22.38 Name of publisher transcribed as part of another element

5.22.38.1 If the name of the publisher does not appear in the Publication statement, but has already been transcribed as part of another element, supply it within square brackets.

Example:

[Symon Vostre]

(*Comment:* The name of the publisher has already been transcribed as part of the title; title reads "Ces presentes heures a lusaige de Ro[m]me so[n]t au lo[n]g sa[n]s req[ue]rir [et] ont este faictes pour Symo[n] Vostre libraire demourent a Paris a la rue neuue nostre dame, a lenseigne Saint Iehan leuangeliste par Philippe Pigouchet")

If transcribing a publisher name as part of another element, do not abridge or expand the name of publisher simply because it repeats or omits information given elsewhere in the description.

5.22.39 Name of publisher in more than one language or script

5.22.39.1 If the publisher's name appears in more than one language or script, transcribe the name in the language or script of the Title proper as Name of publisher. If this criterion does not apply, transcribe the name that appears first as Name of publisher. Transcribe the remaining publisher name(s) as Parallel name of publisher. For transposed elements, always make a Note on publication statement to indicate the original position on the source (see 5.24.34.7).

Example:

Name of publisher: Bey Carl Ludwig Jacobi

Parallel name of publisher: Printed for Charles Ludwig Jacobi

Note on publication statement: Parallel name of publisher transposed from English title page facing main title page in German

5.225 — Parallel name of publisher

5.225.1 Element information

5.225.1.1 Link to RDA Toolkit

5.225.1.2 Sources of information

5.225.2 RDA definition and scope

5.225.2.1 A nomen that is a name of publisher in another language or script.

5.225.3 General rule

5.225.3.1 Take parallel publishers' names from the same source as the Name of publisher. Make a Note on publication statement on parallel publishers' names found elsewhere if considered important (see 5.24.35.1).

5.225.3.2 For transposed elements, always make a Note on publication statement to indicate the original position on the source (see 5.24.34.7).

5.225.3.3 If the publisher's name appears in more than one language or script, transcribe the name in the language or script of the Title proper as Name of publisher. If this criterion does not apply, transcribe the name that appears first as Name of publisher.

5.225.3.4 Transcribe remaining publisher names appearing on the same source as the Name of publisher as Parallel names of publisher. If a parallel name of publisher is from a different source than the Name of publisher, make a Note on publication statement if considered important (see 5.24.35.1).

5.225.3.5 *Optionally*, if the parallel publishers' names are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted names in the supplied phrase. Do not use the mark of omission.

5.23 — Date of publication

5.23.1 Element information

5.23.1.1 Link to RDA Toolkit

5.23.1.2 Sources of information

5.23.2 RDA definition and scope

5.23.2.1 A timespan during which a published manifestation is published, released, or issued.

5.23.3 General rule

5.23.3.1 Transcribe dates of publication in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). Include the day and month, if present.

Example:

July 29, 1642

Example:

printed 1590, reprinted 1641

Example:

MDCCXXXIII [1733]

5.23.3.2 Transcribe words and phrases such as “in the year” and “anno”. If both the place and the date of printing appear in conjunction with the phrase “printed in the year,” determine whether “printed” is to be transcribed with the date or elsewhere in the Publication statement according to the punctuation or typography of the source.

Example:

im Jahr Christi 1705

Example:

13. Decembris, anno 1616

Example:

anno Dom. MDC.LXXVIII [1678]

Example:

mense Decembris anno 1554

5.23.3.3 If the date is grammatically inseparable from information transcribed as part of another element, transcribe it within that element and supply the date in square brackets as the date of publication. If the supplied date includes a day/month, use the pattern: day, month, year.

Example:

Name of publisher: Published May 1, 1795, as the Act directs, by G. G. & J.
Robinson, Paternoster Row, and S. Hodgson, in Newcastle
Date of publication: [1 May 1795]

5.23.31 Transcription involving adjustments or additions

5.23.31.1 Roman numerals. If the date appears in roman numerals, transcribe the date as it appears. Retain punctuation but omit internal spaces (see Transcription, 0.4.34 and Transcription, 0.4.42.3). Supply the year in arabic numerals in square brackets. Include the day and month, if present, following the pattern: day, month, year.

Example:

anno Domini MDCXIV [1614]

Example:

MCCCCLXXXII le XV jour de decembre [15 December 1482]

Example:

M.D.CC.XLIV [1744]

5.23.31.2 Chronograms. If the date appears only in the form of a chronogram, substitute for it the date in arabic numerals in square brackets. If the supplied date includes a day/month, use the pattern: day, month, year. Always make a Note on publication statement explaining the source of the date. Include transcription of the original chronogram in the note if considered important (see 5.24.36.1).

Example:

Date of publication: [1758]

Note on publication statement: Date of publication derived from chronogram in statement of responsibility

(*Comment:* Chronogram already transcribed in statement of responsibility as: "PetrVs AnIch AgrICoLa DoMo OberperfassensIs")

Example:

Date of publication: [1650]

Note on publication statement: Date of publication derived from chronogram in colophon: Der FrleD Vnsers Herrn IesV ChrIstI behVte Vnsere Herten VnD SInn, Von Ietzt an, blss In EVVlgkelt

5.23.31.25 Optionally, transcribe the chronogram as it appears. Include the date in arabic numerals in square brackets.

Example:

Anno QVI seqVItVr VICtorIae honores, Castra ferente IVXta DettIngaM Ipso Rege GeorgIo In agro. Ipsis Calendis Januarii [1744]

5.23.31.3 Very long dates. If the date on the preferred source of information is very long, substitute for it a formalized statement in square brackets. If the supplied date includes a

day/month, use the pattern: day, month, year. Make a Note on publication statement concerning the source and form of the statement if considered important (see 5.24.36.2).

Example:

Date of publication: [21 February 1476]

Note on publication statement: Date expressed in Latin words in colophon

(*Source of information reads:* die vicesima prima me[n]sis Februarii anno Domini millesimo quadringentesimo septuagesimosexto)

5.23.31.35 *Optionally*, transcribe the very long date as it appears. Include a formalized statement in square brackets.

Example:

anno D[omi]ni millesimo quingentesimo decimoquarto die vero vicesima mensis Decembris [20 December 1514]

(*Comment:* Includes expanded brevigraph)

5.23.31.4 **Fictitious or incorrect dates.** If the date of publication appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and supply the actual date, preceded by “that is,” all enclosed within square brackets. If the reason for supplying the actual date is not apparent from the rest of the description, always make a Note on publication statement to indicate the source of the information (see 5.24.36.3).

Example:

Date of publication: 1785 [that is, 1795]

Note on publication statement: Evans believes the date of publication to be a misprint for 1795, as many dates after 1785, including “Jan. 5th, 1792,” are mentioned in the text

(*Comment:* The formal citation for Evans is given in a Manifestation described by note (see 9.32.31.1))

Example:

Date of publication: anno Dom. 1683 [that is, 1693]

Note on publication statement: The date of publication is misprinted. Imprimatur at head of title reads “Licensed 14th June, 1693”

Example:

1703 [that is, 1730]

Example:

Octr. 42 [that is, 24], 1799

5.23.31.5 **Julian/Old Style dates.** If the year of publication is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the Gregorian calendar, transcribe the date as it appears and supply the Gregorian year, preceded by “that is,” in square brackets. Always make a Note on publication statement to indicate the basis for the supplied year (see 5.24.36.4). Do not amend the month and day, if present, by supplying Gregorian equivalents. In case of doubt, do not adjust the year.

The Julian calendar was gradually abandoned in favor of the Gregorian calendar beginning in 1582, with different countries adopting the calendar in different years. The difficulty in determining dates during this period is further complicated by the fact that January 1 was not universally used to reckon the start of a new year (e.g., before adopting the Gregorian calendar, Great Britain and its colonies long calculated the turn of the year on March 25, the Feast of the Annunciation or “Lady Day”). For assistance in establishing Gregorian dates, consult a bibliographic or reference source such as Adriano Cappelli’s *Cronologia, Cronografia e Calendario Perpetuo* or C.R. Cheney’s *Handbook of Dates*.

Example:

Date of publication: 1743 [that is, 1744]

Note on publication statement: The year is given according to Lady Day dating

(*Source of information contains the following sentence: “Given at our court at St. James’s, the twentieth day of February, 1743, and in the seventeenth year of our reign”*)

Example:

Date of publication: Februar. 8. anno 1588 [that is, 1589]

Note on publication statement: The year is given according to Lady Day dating

If two dates appear on the manifestation, representing both Julian (Old Style) and Gregorian (New Style) dating, transcribe both dates, separated by a slash. Supply the Gregorian year in square brackets, if necessary.

Example:

1690/1 [that is, 1691]

Example:

1690/1691 [that is, 1691]

5.23.31.6 Dates not of the Julian or Gregorian calendar. If the date of publication is based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian year(s) in square brackets, reckoning 1 January as the first day of the year. For manifestations issued before 1582, supply the equivalent Julian date(s). For later manifestations, supply the equivalent Gregorian date(s).

Example:

627 [1866 or 1867]

(*Comment:* Year follows Hebrew calendar)

Example:

an VII [1798 or 1799]

(*Comment:* Year follows French Revolutionary calendar)

5.23.31.65 *Optionally*, if the date of publication includes a day/month based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian day/month in square brackets. Use the pattern: day, month, year.

Example:

an. M.D.XXI. quarto idus Iulij [12 July 1521]

(*Comment:* Day and month follow Roman-style calendar)

Example:

anno salutis 1501 ultimo Kal[endi]s Decembris [12 Nov.]

(*Comment:* Day and month follow Roman-style calendar)

Example:

publié le 9 thermidor l'an 2e de la Rép. f. [27 July 1794]

(*Comment:* Date follows French Revolutionary calendar)

5.23.31.7 Multiple adjustments or additions. If the date of publication requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets. Always make a Note on publication statement for source of supplied dates (see 5.24.36.5).

Example:

Date of publication: MDCXIII [1613, that is, 1693]

Note on publication statement: Corrected imprint date from Wing

(*Comment:* The formal citation for Wing's Short-title catalogue is given in a Manifestation described by note (see 9.32.31.1))

Example:

Date of publication: anno Domini MCCCCCXIX [1529, that is, 1539]

Note on publication statement: The colophon gives 1539 as the date of publication

Example:

Date of publication: M.DC.XXV [1625, that is, 1626]

Note on publication statement: The year is given according to Lady Day dating

(*Source of information contains the following sentence:* "Giuen at our court at White-Hall, the seuateenth day of Ianuary, in the first yeere of our reigne of Great Britaine, France and Ireland")

5.23.32 Date of publication supplied from reference sources

5.23.32.1 If the date of publication does not appear on the manifestation but is known, supply it in square brackets from any source, preferably a reliable bibliographic or reference source. Always give the source of the supplied date and any needed explanation in a Note on publication statement (see 5.24.36.6).

Example:

Date of publication: [1723]

Note on publication statement: Date of publication from Sabin

(*Comment:* The formal citation for Sabin's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.23.33 Conjectural date of publication

5.23.33.1 Supply in square brackets a conjectural date of publication based on any information available. Always indicate the basis for the conjecture in a Note on publication statement (see 5.24.36.7).

Example:

Date of publication: [1785]

Note on publication statement: Date from advertisements and reviews in the summer of 1785

5.23.33.2 If the preferred source of information does not clearly bear a date of publication, but does bear another prominent date, either transcribe that date as part of the Title or the Statement of responsibility elements or give it in a Note on manifestation (see 9.3.36.1).

Example:

Date of publication: [1814?]

Note on manifestation: At head of title: December 25, 1814

(*Comment:* Date at head of title is the date of the proclamation, not the date of publication)

Example:

[1776]

(*Comment:* The title includes the date “Ad d. XVIII. Octobris MDCCLXXVI” when the thesis was publicly defended by the author)

Example:

Date of publication: [1879?]

Note on manifestation: At head of title: Revised in accordance with the Treaty of Berlin, 1878

(*Comment:* The date at head of title is not the date of publication)

5.23.34 Patterns for supplying a conjectural date

5.23.34.1 Give a probable date or period of publication according to one of the patterns shown in the examples below. Always indicate the basis for the conjecture in a Note on publication statement (see 5.24.36.75).

Conjectural date	Pattern
[1560?]	probable date
[approximately 1580]	approximate date
[approximately 1580?]	probable approximate date
[not before 1479]	terminal date
[not after 21 August 1492]	terminal date

[1727 or 1728]	one year or the other
[between 1711 and 1749]	span certain
[between 1711 and 1749?]	span uncertain
[between 1670 and 1680]	decade certain
[between 1670 and 1680?]	probable decade
[between 1600 and 1700]	century certain
[between 1600 and 1700?]	probable century

5.23.35 Date of publication in multipart monographs

5.23.35.1 In describing a manifestation consisting of volumes, parts, or fascicles published over a number of years, transcribe the date of publication of the volume, part, or fascicle published first and the date of publication of the volume, part, or fascicle published last, and connect them with a hyphen.

Example:

M,DCC,LXXXIX-M,DCC,XCII [1789-1792]

Example:

1715-1716

5.23.35.2 Record the date of each volume in a Note on publication statement if considered important. Such a Note on publication statement is particularly useful when the order of publication does not correspond to the order of the volume numeration (see 5.24.36.8).

Example:

Date of publication: M.DC.XCIV-M.DCCI [1694-1701]

Note on publication statement: Vol. 1: 1701; vol. 2: 1701; vol. 3: 1701; vol. 4: 1694; vol. 5: 1701; vol. 6: 1701; vol. 7: 1701; vol. 8: 1700

5.23.36 Date of publication on part pages

5.23.36.1 If parts of a manifestation have individual title pages bearing dates of publication that differ from the date pertaining to the whole manifestation, give these additional dates of publication in a Note on publication statement (see 5.24.36.9).

If, however, one of these dates is a more accurate reflection of the actual date of publication than the date pertaining to the whole manifestation, give it as a correction as instructed in 5.23.31.4.

5.24 — Note on publication statement

5.24.1 Element information

5.24.1.1 Link to RDA Toolkit

5.24.1.2 Sources of information

5.24.2 RDA definition and scope

5.24.2.1 A note on manifestation that provides information on the publication of a manifestation.

5.24.3 General rule

5.24.3.1 Make a Note on publication statement according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

5.24.31 Publication statement notes

5.24.31.1 **Sources of information.** Always note the source of any element of the Publication statement when it is taken from a source other than the preferred source of information (see 5.01.1.2).

5.24.31.2 **Omitted information.** Make a Note on publication statement giving publication-related information not transcribed in the Publication statement and if considered important (see 5.01.1.3).

5.24.31.3 **Transposition.** Always make a Note on publication statement if elements in the Publication statement are transposed, indicating the original position of the transposed elements (see 5.01.3.2).

Example:

Publication statement: Lugduni : Apud Seb. Gryphium, 1538

Note on publication statement: Place of publication follows publisher's name on title page

5.24.31.4 **Information covered by labels, etc.** Always make a Note on publication statement if any of the original details relating to the Publication statement are covered by a label, stamp, overprint, or other means showing later information and the original details are visible or otherwise available (see 5.2.31.1).

Example:

Imprint from label which covers earlier imprint: "Chez Francois Marret, marchand libraire sur le marché aux fleurs"

5.24.31.5 No publication statement. If the resource lacks a statement relating to publication and the identity of the publisher has been supplied in square brackets, make a Note on publication statement to justify supplied information (see Publication statement, 5.2.35.1).

Example:

Publication statement: [Cologne?] : [P. Quentel?], anno M.D.XXIII [1523]

Note on publication statement: Place of publication and name of publisher from Adams

(*Comment:* The formal citation for Adams's bibliography of books printed on the continent of Europe is given in a Manifestation described by note (see 9.32.31.1). The example is formatted according to ISBD for clarity)

5.24.32 Place of publication notes

5.24.32.1 Places of publication in multipart monographs. If the manifestation is issued in more than one physical part and the place of publication changes in the course of publication, always record the place named in the later part(s) in a Note on publication statement (see Place of publication, 5.21.34.1).

Example:

Place of publication in v. 33-40: Stuttgart ; Augsburg

5.24.32.2 Fictitious or incorrect places. Always make a Note on publication statement if the Place of publication appearing on the manifestation is known to be fictitious or incorrect (see 5.21.36.1).

Example:

Place of publication: A Londres

Note on publication statement: The place of publication is false; typographical evidence suggests French printing

5.24.32.3 When supplying the actual Place of publication in square brackets, always give the basis for the correction or clarification in a Note on publication statement (see 5.21.36.2).

Example:

Place of publication: Philadelphia [that is, Frankfurt]

Note on publication statement: The imprint is false. According to Weller, E.O. Falsche Druckorte, this was actually published in Frankfurt by Herman

(*Comment:* The formal citation for Weller's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.24.32.4 Supplied name for missing places of publication. Always make a Note on publication statement to justify a supplied Place of publication if the reason is not evident from the rest of the description (see 5.21.37.1).

Example:

Publication statement: [Cambridge, Mass.] : Printed by Samuel Green, 1668

Note on publication statement: Samuel Green was located in Cambridge, Mass., from 1660 to 1672

(*Comment:* The manufacturer is assumed to be also functioning as the publisher; see 5.2.335.1. Example formatted with ISBD punctuation for clarity)

5.24.32.5 Place of publication supplied place based on address or sign. Make a Note on publication statement to justify a supplied Place of publication based on a sign or address if the reason is not evident from the rest of the description and if considered important (see 5.21.38.1).

5.24.32.6 Transposition of place names in more than one language or script. Always make a Note on publication statement if the Place of publication appears in more than one language or script to indicate the original position on the source of any transposed elements (see 5.21.39.1 and Parallel place of publication, 5.215.3.2).

Example:

Parallel place of publication transposed from Italian title page facing main title page in English

5.24.33 Parallel place of publication notes

5.24.33.1 Make a Note on publication statement of a parallel place of publication found elsewhere in the resource from the Place of publication if considered important (see Parallel place of publication, 5.215.3.1 and 5.215.3.4).

5.24.34 Name of publisher notes

5.24.34.1 Names of publishers in multipart monographs. If the manifestation is issued in more than one physical part and the publisher or the publisher's form of name changes in the course of publication, always record the publisher's name in the later part(s) in a Note on publication statement (see Name of publisher, 5.22.32.1).

5.24.34.2 Fictitious or incorrect names of publisher. Always make a Note on publication statement if the Name of publisher is known to be fictitious or incorrect (see 5.22.34.1).

5.24.34.3 Supplied name for fictitious or incorrect names of publisher. When supplying the actual name after the fictitious or incorrect name, always give the basis for the correction or clarification in a Note on publication statement (see Name of publisher, 5.22.34.2).

Example:

Name of publisher: Chez Hubert Jaillot aux deux Globes [that is, Pieter Mortier]

Note on publication statement: Corrected publisher from Koeman

(*Comment:* The formal citation for Koeman's bibliography is given in a Manifestation described by note (see 9.32.31.1))

Example:

Name of publisher: Bey Dodsley und Compagnie [that is, Jobst Hermann Flörke]

Note on publication statement: The imprint is false; in fact published by Jobst Hermann Flörke in Danzig (now Gdansk) according to Hayn

(*Comment:* The formal citation for Hayn's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.24.34.4 Supplied and conjectured names of publishers. Always make a Note on publication statement if no name, address, or device of a publisher appears on the manifestation or if the responsibility of a publisher for a particular manifestation is conjectured. In any case of a supplied name of publisher, give supporting evidence in a note on publication statement (see Name of publisher, 5.22.35.1).

Example:

Name of publisher: [Edmund Curll]

Note on publication statement: Publisher's name from the preface to the fourth edition, published in 1725, which identifies the publisher of this first edition as Edmund Curll

5.24.34.5 Publishers identified by addresses, signs, or initials. If only the address, sign, or initials of the publisher appear in lieu of the publisher's name and the name has not been supplied in Name of publisher, give the name in a Note on publication statement if it is known or can be reasonably surmised (see 5.22.36.1).

Example:

Publisher identified in "The public advertiser," Oct. 7, 1762 as Mary Darly, in Ryder's Court, near Leicester Square in London

5.24.34.6 Devices. If the publisher's name has been supplied based on a device, always make a Note on publication statement about the basis for the identification (see Name of publisher, 5.22.36.2).

Example:

Name of publisher: [Richt Right Press]

Note on publication statement: Device of the Richt Right Press on the title page

5.24.34.7 Transposition of names of publisher in more than one language or script. For transposed elements, always make a Note on publication statement if the Name of publisher appears in more than one language or script to indicate the original position on the source (see 5.22.39.1 and Parallel name of publisher, 5.225.3.2).

Example:

Parallel name of publisher transposed from English title page facing main title page in German

5.24.35 Parallel name of publisher notes

5.24.35.1 Make a Note on publication statement of parallel publisher names found elsewhere in the resource from the source of Name of publisher if considered important (see Parallel name of publisher, 5.225.3.1 and 5.225.3.4).

5.24.36 Date of publication notes

5.24.36.1 **Chronograms.** Include a transcription of the original chronogram in a Note on publication statement if considered important (see Date of publication, 5.23.31.2).

Example:

Date of publication: [1650]

Note on publication statement: Date of publication derived from chronogram in colophon: Der FrleD Vnsers Herrn IesV ChrIstI behVte Vnsere Herten VnD SInn, Von Ietzt an, blss In EVVIgkelt

5.24.36.2 **Very long dates.** Make a Note on publication statement describing the source and the original form of the Date of publication if considered important (see 5.23.31.3).

Example:

Date of publication: [21 February 1476]

Note on publication statement: Date expressed in Latin words in colophon

(*Source of information reads:* die vicesima prima me[n]sis Februarii anno Domini millesimo quadingentesimo septuagesimosexto)

5.24.36.3 **Fictitious and incorrect dates.** Always make a Note on publication statement to indicate the source of the information if the reason for supplying the actual date is not apparent from the rest of the description (see Date of publication, 5.23.31.4).

Example:

Date of publication: 1785 [that is, 1795]

Note on publication statement: Evans believes the date of publication to be a misprint for 1795, as many dates after 1785, including "Jan. 5th, 1792," are mentioned in the text

(*Comment:* The formal citation for Evans is given in a Manifestation described by note (see 9.32.31.1))

Example:

Date of publication: 1887 [that is, 1899]

Note on publication statement: Stamped in lower left corner: Aids to navigation corrected ... to Oct. 5, 1899

Example:

Date of publication: 1786 [that is, 1788]

Note on publication statement: Dedication and preface both dated 1788

5.24.36.4 **Julian/Old Style Dates.** Always make a Note on publication statement indicating the basis for the supplied year if the transcribed year of publication is based on the Julian

calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the modern European calendar (see Date of publication, 5.23.31.5).

Example:

Date of publication: 1743 [that is, 1744]

Note on publication statement: The year is given according to Lady Day dating

(Source of information contains the following sentence: "Given at our court at St. James's, the twentieth day of February, 1743, and in the seventeenth year of our reign")

Example:

Date of publication: Februar. 8. anno 1588 [that is, 1589]

Note on publication statement: The year is given according to Lady Day dating

5.24.36.5 Multiple adjustments or additions. If the Date of publication requires more than a single adjustment or addition, always make a Note on publication statement giving the source of the supplied dates (see 5.23.31.7).

Example:

Date of publication: MDCXIII [1613, that is, 1693]

Note on publication statement: Corrected imprint date from Wing

(Comment: The formal citation for Wing's Short-title catalogue is given in a Manifestation described by note (see 9.32.31.1))

Example:

Date of publication: anno Domini MCCCCCXIX [1529, that is, 1539]

Note on publication statement: The colophon gives 1539 as the date of publication

Example:

Date of publication: M.DC.XXV [1625, that is, 1626]

Note on publication statement: The year is given according to Lady Day dating

(Source of information contains the following sentence: "Giuen at our court at White-Hall, the seuenteenth day of Ianuary, in the first yeere of our reigne of Great Britaine, France and Ireland")

5.24.36.6 Date of publication supplied from reference sources. If the Date of publication does not appear on the manifestation but is known, always give the source of the supplied date and any needed explanation in a Note on publication statement (see 5.23.32.1).

Example:

Date of publication: [1660]

Note on publication statement: Date of publication from Evans

(Comment: The formal citation for Evans's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.24.36.7 Conjectural date of publication. When supplying a conjectural Date of publication, based on any information available, always indicate the basis for the conjecture in a Note on publication statement (see 5.23.33.1).

Example:

Date of publication: [1785]

Note on publication statement: Date from advertisements and reviews in the summer of 1785

Example:

Date of publication: [1866]

Note on publication statement: Date of publication based on copyright date.

Copyright statement on title page verso reads: Entered according to Act of Congress, in the year 1866, by J.R. Jones, in the Clerk's Office of the District Court of the United States, in and for the Eastern District of Pennsylvania

5.24.36.75 Patterns for supplying a conjectural date of publication. When supplying a conjectural date or period of publication according to one of the patterns shown in 5.23.34.1, always indicate the basis for the conjecture in a Note on publication statement (see Date of publication, 5.23.34.1).

Example:

Date of publication: [not after 1763]

Note on publication statement: The publisher J. Noon died in 1763

Example:

Date of publication: [between 1867 and 1876]

Note on publication statement: James Wrigley is listed at this address in New York City directories for 1867 through 1876

5.24.36.8 Date of publication in multipart monographs. Record the date of each volume in a Note on publication statement if considered important. Such a note on publication statement is particularly useful when the order of publication does not correspond to the order of the volume numeration (see Date of publication, 5.23.35.2).

Example:

Date of publication: M.DC.XCIV-M.DCCI [1694-1701]

Note on publication statement: Vol. 1: 1701; vol. 2: 1701; vol. 3: 1701; vol. 4: 1694; vol. 5: 1701; vol. 6: 1701; vol. 7: 1701; vol. 8: 1700

5.24.36.9 Date of publication on part pages. If parts of a manifestation have individual title pages bearing dates that differ from the date pertaining to the whole manifestation, always give these additional dates in a note on publication statement (see Date of publication, 5.23.36.1).

Example:

Date of publication: MDCLXXVII [1677]

Note on publication statement: Each of the five parts has a separate, dated title

page. Part three is dated MDCLXXVI [1667]; the others are dated MDCLXXVII [1677]

5.24.37 Other publication details

5.24.37.1 Make a Note on publication statement for any other publication details that are considered important (see 5.01.1.4).

Example:

No more published

5.25 — Distribution statement

5.25.1 Element information

5.25.1.1 Link to RDA Toolkit

5.26.1.2 Sources of information

5.25.2 RDA definition and scope

5.25.2.1 A statement that identifies a place of distribution, a distributor, or a date of distribution of a published manifestation.

5.25.3 General rule

5.25.3.1 Transcribe the Distribution statement in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

5.25.31 Information covered by labels, etc.

5.25.31.1 If any of the original details relating to the distribution statement are covered by a label, stamp, overprint, or other means showing later information, transcribe the later information. If the original details are visible or otherwise available, transcribe or give them in a Note on distribution statement (see 5.285.31.4).

5.25.31.2 For printed materials with manuscript information, use judgment in determining whether or not the manuscript information should be transcribed as the distribution statement or as item-specific information. In case of doubt, consider the manuscript information to be item-specific information and record as a Note on item (see 9.4.3.1).

5.25.32 Elements relating to publication vs. elements relating to distribution or manufacture

5.25.32.1 Statements relating to distribution or manufacture will sometimes be more appropriately transcribed as elements of publication, and sometimes as elements of distribution or manufacture. The roles of publishers, printers and booksellers were not clearly delimited in the hand-press period. Statements relating to distribution or manufacture frequently appear prominently on early printed materials, reflecting the tendency of booksellers or printers to function as more than solely distributors or manufacturers. As the book trade industry became increasingly specialized over time, however, the role of the publisher gradually emerged as dominant, while manufacturer and distributor gradually diminished in importance.

5.25.33 Statements relating to distribution only

5.25.33.1 If the resource bears only a statement relating to distribution or multiple such statements, generally assume the distributor to also be functioning as publisher. Treat the statement as a Publication statement.

Example:

Publication statement: Se vend a Paris : Chez Briasson, ruë Saint Jaques à la Science, M.D.CC.XXXIII [1733]

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.25.34 Statements relating to publication and to distribution

5.25.34.1 If the resource bears statements relating both to publication and to distribution or manufacture, determine whether or not the statements are grammatically separable.

5.25.34.2 If a distribution statement is grammatically separable, treat the statement as a distribution statement.

5.25.34.3 If grammatically inseparable, transcribe it as a Publication statement.

Example:

Publication statement: Londini : Sumptibus Guil. Wells & Rob. Scott, apud quos prostant ad insignia Principis in vico Little Britain dicto, MDCLXXII [1672]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Publication statement: London : Published and sold by C. Corbett, opposite St. Dunstan's Church in Fleet-Street and at all the pamphlet-shops, MDCCXL [1740]

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.25.34.4 If a statement with grammatically inseparable elements contains information relating both to the distribution of the resource and to the agents who have contributed to its intellectual or artistic content, use judgment in deciding whether to transcribe the statement as part of the distribution statement or as a Statement of responsibility relating to title proper (see 2.21.38.2). Often the layout of the source will suggest the appropriate treatment.

5.26 — Place of distribution

5.26.1 Element information

5.26.1.1 Link to RDA Toolkit

5.26.1.2 Sources of information

5.26.2 RDA definition and scope

5.26.2.1 A place that is associated with the distribution of a published manifestation.

5.26.3 General rule

5.26.3.1 Transcribe place names associated with the distribution of a published manifestation, together with any associated words or phrases in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

5.26.3.2 If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe this as well.

Example:

Boston in N. England

5.26.3.3 In general, transcribe the full address. Consider the sequence, layout, and typography of words in the distribution statement when determining the most appropriate element in which to transcribe the address. If address information is grammatically inseparable from the distributor's name, transcribe that information as part of Name of distributor (see 5.27.3.1).

5.26.3.4 *Optionally*, omit, using the mark of omission, addresses and insignificant information appearing in the middle or end of the Place of distribution, unless information is grammatically inseparable, aids in identifying or dating the manifestation, or is considered important to the cataloging agency (e.g., for the purpose of capturing book trade data).

5.26.31 Place of distribution with initial prepositions, etc.

5.26.31.1 Transcribe any prepositions appearing before the place of distribution as well as any accompanying words or phrases associated with the place name.

Example:

A Londres

Example:

Se vend a Paris

Example:

Sold in London

Example:

Prostant Noribergae

5.26.32 Supplied modern forms of place names

5.26.32.1 Supply in square brackets the modern form of the name of the place, if known and if considered important. Use a modern form of the name in the language of the cataloging agency.

Example:

Lugduni Batavorum [Leiden]

5.26.323 Supplied fuller forms of place names

5.26.323.1 If a place name is found only in an abbreviated form on the manifestation, transcribe it as found. Supply in square brackets the full form of the name, or the remainder of the name, if considered important.

5.26.325 Supplied larger jurisdictions

5.26.325.1 Supply in square brackets the name of the country, state, province, etc., after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use a modern form of the name in the language of the cataloging agency.

5.26.325.2 *Optionally*, use the abbreviations for names in English listed in RDA Toolkit: Abbreviations of terms in English for countries and states.

5.26.33 Two or more places of distribution

5.26.33.1 If the manifestation shows two or more places of distribution, and all are related to the same distributor, transcribe all in the order in which they appear.

Example:

A Lausanne & se trouve à Paris

5.26.33.2 *Optionally*, if the places are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted places in the supplied phrase. Do not use the mark of omission.

5.26.33.3 If a subsequent place of distribution is not related to the same distributor, transcribe it in association with the distributor to which it corresponds.

Example:

Distribution statement: Prostat Parisiis : Apud Ludovicum Nicolaum Prévost,

Theophilum Barrois, viâ quam vocant quai des Augustins ; Prostat Londini: Apud Petrum Elmsly ; Prostat Viennae : Apud Rudolphum Graeffer ; Prostat Argentorati [Strasbourg] : Apud Amandum Koenig

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.26.33.4 Do not, however, transcribe a subsequent place as a Place of distribution if it must be transcribed as a grammatically inseparable part of another element.

Example:

Distribution statement: London : Sold at Messrs. Robinsons', Pater-Noster Row; Mr. Taylor, Architectural library, Holborn and Mr. Faulder's, New Bond Street; also by Edward Jones, Birmingham; G. Morris, Stratford-upon-Avon; and by the author, Henley in Arden, 1799

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.26.33.5 If a place of distribution associated with an earlier manifestation appears together with the actual place of distribution of the manifestation being described, transcribe the places as a single element in the order in which they appear.

5.26.33.6 If both the place and Name of distributor associated with an earlier manifestation appear together with the place and Name of distributor of the manifestation being described, transcribe each place with the distributor to which it corresponds.

5.26.34 Places of distribution in multipart monographs

5.26.34.1 If the manifestation is issued in more than one physical part and the place of distribution changes in the course of publication, transcribe as Place of distribution the place named in the first or earliest part and always record the place named in the later part(s) in a Note on distribution statement (see 5.285.32.1).

5.26.35 Place names that are grammatically inseparable parts of other elements

5.26.35.1 If the place name appears only as a grammatically inseparable part of another element and is transcribed there, supply the Place of distribution in square brackets (see 5.25.34.3). Use a modern form of the name in the language of the cataloging agency.

Example:

Place of distribution: [Hanover]

Name of distributor: Zu finden bey Nicol. Förstern, Buchhändl. in Hanover

Example:

Place of distribution: [Portsmouth, N.H.]

Name of distributor: Sold at the printing-office in Portsmouth

5.26.36 Fictitious or incorrect places of distribution

5.26.36.1 If the place of distribution appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and always make an explanatory Note on distribution statement (see 5.285.32.2).

5.26.36.2 If the place name is known to be fictitious and the actual Place of distribution is known or can be reasonably surmised, transcribe it as it appears and supply the actual place name, preceded by "that is," all enclosed within square brackets. Use a modern form of name in the language of the cataloging agency, and give the basis for the correction or clarification in a Note on distribution statement (see 5.285.32.3). If the supplied place name is uncertain, record it following the instructions at 5.26.385.

Example:

Place of distribution: Londini [that is, Leipzig]

Note on distribution statement: Actual place of distribution is Leipzig according to the English short title catalogue

(*Comment:* The formal citation for the English short title catalogue is given in a Manifestation described by note (see 9.32.31.1))

5.26.37 No place of distribution

5.26.37.1 If no place of distribution appears on the manifestation but is known or can be reasonably surmised, supply it in square brackets. Use a modern form of the name in the language of the cataloging agency, and include the name of the larger jurisdiction if considered important. Use the location associated with the first transcribed distributor if one is present. Provide a justification for the supplied place in a Note on distribution statement if not apparent from the rest of the description and if considered important (see 5.285.32.4). If the supplied place name is uncertain, record it following the instructions at 5.26.385.

Example:

Place of distribution: [London]

Name of distributor: Sold by George Willis, 42, Charing Cross

Example:

Distribution statement: [Rome] : Si vendono a Pasquino nella libreria di Pietro Leone all' insegna di S. Giovanni di Dio

Note on distribution statement: The Pasquino is in Rome

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.26.37.2 If the name of the place of distribution has changed over time, supply the place name appropriate to the Date of distribution if known (e.g., Leningrad, not Saint Petersburg, for manifestations published in that city between 1924 and 1991). If considered important, also supply the modern place name and the name of the larger jurisdiction, preceded by "that is," in the language of the cataloging agency.

5.26.38 Place of distribution supplied based on address or sign

5.26.38.1 When only an address or description of a trade sign appears on the manifestation and the place name is known or can be reasonably surmised, supply a modern form of the place name in the language of the cataloging agency in square brackets. (Transcribe a statement containing the address or sign in the Name of distributor element; see 5.27.36.1.)

When supplying the place of distribution, give a justification in a Note on distribution statement if not apparent from the rest of the description and if considered important (see 5.285.32.5). If the supplied place name is uncertain, record it following the instructions at 5.26.385.

Example:

Distribution statement: [London] : To be sold at the first shop in Popes-Head-Alley, next to Cornhill, near the Exchange
Note on distribution statement: Popes Head Alley and the Exchange are located in London

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.26.385 Place of distribution uncertain or unknown

5.26.385.1 If the place of distribution is uncertain, and it is considered important, supply the name of the probable place of distribution with a question mark, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Cambridge, Mass.?]

Example:

[Cologne?]

5.26.385.2 If no city of distribution can be conjectured, and it is considered important, supply the name of a state, province, country, or other larger geographic entity as the place of distribution with a question mark if necessary, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Canada]

Example:

[Scotland?]

5.26.385.3 If the basis of the supplied place is not apparent from the rest of the description, always make a Note on distribution statement to indicate the source of the information (see 5.285.32.4).

5.26.385.4 If no place of distribution can be conjectured, record “Place of distribution not identified” in square brackets.

Example:

[Place of distribution not identified]

5.26.39 Place names in more than one language or script

5.26.39.1 If the place of distribution appears in more than one language or script, transcribe the place in the language or script of the Title proper as Place of distribution. If this criterion does not apply, transcribe the place that appears first as Place of distribution. Transcribe remaining place(s) as Parallel place of distribution. For transposed elements,

always make a Note on distribution statement to indicate the original position on the source (see 5.285.32.6).

Example:

Place of distribution: Londini

Parallel place of distribution: Sold in London

(*Comment:* The text in Latin appears first on the title page)

5.265 — Parallel place of distribution

5.265.1 Element information

5.265.1.1 Link to RDA Toolkit

5.265.1.2 Sources of information

5.265.2 RDA definition and scope

5.265.2.1 A place of distribution in another language or script.

5.265.3 General rule

5.265.3.1 Take parallel places of distribution from the same source as the Place of distribution. Make a Note on distribution statement on parallel places of distribution found elsewhere if considered important (see 5.285.33.1).

Example:

Place of distribution: Londini

Parallel place of distribution: Sold in London

5.265.3.2 For transposed elements, always make a Note on distribution statement to indicate the original position on the source (see 5.285.32.6).

5.265.3.3 If the place of distribution appears in more than one language or script, transcribe the place in the language or script of the Title proper as Place of distribution. If this criterion does not apply, transcribe the place that appears first as Place of distribution.

5.265.3.4 Transcribe remaining places appearing on the same source as the Place of distribution as Parallel places of distribution. If a parallel place of distribution is from a different source than the Place of distribution, make a Note on distribution statement if considered important (see 5.285.33.1).

5.265.3.5 *Optionally*, if the parallel distribution places are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted places in the supplied phrase. Do not use the mark of omission.

5.27 — Name of distributor

5.27.1 Element information

5.27.1.1 Link to RDA Toolkit

5.27.1.2 Sources of information

5.27.2 RDA definition and scope

5.27.2.1 A nomen that is a name of an agent who is responsible for distributing a published manifestation.

5.27.3 General rule

5.27.3.1 Transcribe the names of distributors, together with any associated words or phrases, including addresses (see Place of distribution, 5.26.3.3) in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Example:

Sold at wholesale by Horace Partridge, importer, wholesale and retail dealer in fancy goods, toys, watches, jewelry, Yankee notions, beads, &c. No. 27 Hanover Street Boston

Example:

Sold by William Berry, at the sign of the Globe between Charing-cross and Whitehall

5.27.3.2 *Optionally*, omit, using the mark of omission, addresses and insignificant information appearing with the distributor's name, unless the information is grammatically inseparable, aids in identifying or dating the manifestation, or is deemed important to the cataloging agency (e.g., for the purpose of capturing book trade data).

Example:

To be sold by David Mortier, bookseller in the Strand, ...

(*Source of information reads:* To be sold by David Mortier, bookseller in the Strand, near the Fountain-Tavern at the sign of Erasmus's Head, where also are to be sold all sort of maps)

5.27.31 Two or more names of distributors

5.27.31.1 If the Distribution statement includes more than one distributor in a single source, transcribe all the names in the order indicated by the sequence, layout, or typography of the names on the source of information. Transcribe them as subsequent Names of distributor only when they are not linked by connecting words or phrases.

Example:

Prostant apud Jac. & Joh. Knapton, R. Knaplock, J. Groenewegen, & N. Prevost
bibliopolas Londinenses

Example:

Sold by Messrs. Fletcher and Son, also Merrill, at Cambridge, Debrett, Egerton,
Kearsley, Bew, and Swell, in London and Tesseyman, at York

Example:

Se vend chez A. Dulau & Co., no. 107, Wardour-Street, J. Stockdale, Piccadilly, J.
Deboffe, Gerrard-Street, T. Boosey, Broad-Street, près de la Bourse-Royale

5.27.31.2 *Optionally*, if the names are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted names in the supplied phrase. Do not use the mark of omission.

Example:

Sold by E. Williams, no. 11, Strand, W. & W. Clarke, Market-Place, and Robinson &
Ellis, St. Ann's Place, Manchester [and 3 others in 2 other places]

5.27.31.3 If both the Place of distribution and name of distributor associated with an earlier manifestation appear together with the Place of distribution and name of distributor of the manifestation being described, transcribe each distributor with the place to which it corresponds.

5.27.32 Names of distributors in multipart monographs

5.27.32.1 If the manifestation is issued in more than one physical part and the distributor or the distributor's form of name changes in the course of publication, transcribe as Name of distributor the name in the first or earliest part and always record the distributor's name in the later part(s) in a Note on distribution statement (see 5.285.34.1).

5.27.33 Names of distributors containing grammatically inseparable place names or dates

5.27.33.1 If the Name of distributor contains grammatically inseparable statements relating to Place of distribution or Date of distribution, transcribe them as part of the Name of distributor. Supply the Place of distribution or Date of distribution in square brackets in the appropriate element.

Example:

Place of distribution: [London]

Name of distributor: Prostant apud S. Smith & B. Walford bibliopolas Londinenses

Example:

Place of distribution: [Bristol]

Name of distributor: Sold by Lasbury, Bristol

5.27.34 Fictitious or incorrect names of distributor

5.27.34.1 If the name of the distributor appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and always make an explanatory Note on distribution statement (see 5.285.34.2).

5.27.34.2 If the name as transcribed is known to be fictitious or incorrect and the actual name is known or can be reasonably surmised, transcribe it as it appears and supply the actual name, preceded by “that is,” all enclosed within square brackets. Always give the basis for the correction or clarification in a Note on distribution statement (see 5.285.34.3).

5.27.35 Supplied and conjectured names of distributors

5.27.35.1 If no name, address, or device of a distributor appears on the manifestation but the distributor’s name is known or can be reasonably surmised, supply it in square brackets if known. If the supplied Name of distributor is uncertain, either add a question mark to any supplied name or give the information in a Note on distribution statement. In any case of a supplied distributor, provide a justification in a Note on distribution statement (see 5.285.34.4).

5.27.36 Names of distributors containing only addresses, signs, initials, or devices

5.27.36.1 If only an address, sign, or initials of the distributor appears in lieu of the name, transcribe the statement containing the address, sign, or initials as Name of distributor. If the distributor’s name can be identified, supply it in square brackets after the initials or before or after the address or sign, as appropriate, or give the information in a Note on distribution statement (see 5.285.34.5).

Example:

To be sold in Ffletestrete [by R. Foster] at the signe of the Croune, nexte vnto the Whyte Fryres gate

5.27.36.2 If the identification of the distributor is based on a device, supply the name of the distributor in square brackets, even if the device includes the distributor’s initials or spelled-out name. Always make a Note on distribution statement about the basis for the identification (see 5.285.34.6).

5.27.37 Name of distributor cannot be supplied

5.27.37.1 If no distributor’s name can be conjectured, record “distributor not identified” in square brackets if considered important.

5.27.38 Name of distributor transcribed as part of another element

5.27.38.1 If the name of the distributor does not appear in the Distribution statement, but has already been transcribed as part of another element, supply it within square brackets.

If transcribing a distributor name as part of another element, do not abridge or expand the name of distributor simply because it repeats or omits information given elsewhere in the description.

Example:

Name of distributor: [Joannem Annison]

(*Comment:* The name of the distributor has already been transcribed as part of the title, which reads “Catalogus librorum qui prostant apud Joannem Anisson, typographiae regiae directorem, viâ Jacobaeâ, sub Lilio Florentino”)

5.27.39 Name of distributor in more than one language or script

5.27.39.1 If the distributor’s name appears in more than one language or script, transcribe the name in the language or script of the Title proper as Name of distributor. If this criterion does not apply, transcribe the name that appears first as Name of distributor. Transcribe the remaining distributor name(s) as Parallel name of distributor. For transposed elements, always make a Note on distribution statement to indicate the original position on the source (see 5.285.34.7).

Example:

Name of distributor: Prostant apud S. Baker, T. Cadell, D. Wilson, G. Nicol, et J. Murray

Parallel name of distributor: By S. Baker and G. Leigh, in York-Street; T. Cadell in the Strand; D. Wilson and G. Nicol, opposite York-Buildings; and J. Murray, in Fleet-Street

(*Comment:* The text in Latin appears first on the title page. The Parallel place of distribution is “Sold in London”)

5.275 — Parallel name of distributor

5.275.1 Element information

5.275.1.1 Link to RDA Toolkit

5.275.1.2 Sources of information

5.275.2 RDA definition and scope

5.275.2.1 A nomen that is a name of distributor in another language or script.

5.275.3 General rule

5.275.3.1 Take parallel distributors' names from the same source as the Name of distributor. Make a Note on distribution statement for parallel distributors' names found elsewhere if considered important (see 5.285.35.1).

Example:

Name of distributor: Prostant apud S. Baker, T. Cadell, D. Wilson, G. Nicol, et J. Murray

Parallel name of distributor: By S. Baker and G. Leigh, in York-Street; T. Cadell in the Strand; D. Wilson and G. Nicol, opposite York-Buildings; and J. Murray, in Fleet-Street

(*Comment:* The text in Latin appears first on the title page. The Parallel place of distribution is "Sold in London")

5.275.3.2 For transposed elements, always make a Note on distribution statement to indicate the original position on the source (see 5.285.34.7).

5.275.3.3 If the distributor's name appears in more than one language or script, transcribe the name in the language or script of the Title proper as Name of distributor. If this criterion does not apply, transcribe the name of distributor that appears first as Name of distributor.

5.275.3.4 Transcribe remaining distributor names appearing on the same source as Name of distributor as Parallel names of distributor. If a parallel name of distributor is from a different source than the Name of distributor, make a Note on distribution statement if considered important (see 5.285.35.1).

5.275.3.5 *Optionally*, if the parallel distributors' names are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted names in the supplied phrase. Do not use the mark of omission.

5.28 — Date of distribution

5.28.1 Element information

5.28.1.1 Link to RDA Toolkit

5.28.1.2 Sources of information

5.28.2 RDA definition and scope

5.28.2.1 A timespan during which a published manifestation is distributed.

5.28.3 General rule

5.28.3.1 Transcribe dates of distribution in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). Include the day and month, if present.

Example:

Octr. 22, 1796

5.28.3.2 Transcribe words and phrases such as “in the year” and “anno”. If both the place and the date of printing appear in conjunction with the phrase “printed in the year,” determine whether “printed” is to be transcribed with the date or elsewhere in the Distribution statement according to the punctuation or typography of the source.

Example:

in the year of God 1638

Example:

anno Dom. 1660

5.28.3.3 If the date is grammatically inseparable from information transcribed as part of another element, transcribe it within that element and supply the date in square brackets as the date of distribution. If the supplied date includes a day/month, use the pattern: day, month, year.

5.28.31 Transcription involving adjustments or additions

5.28.31.1 **Roman numerals.** If the date appears in roman numerals, transcribe the date as it appears. Retain punctuation but omit internal spaces (see Transcription, 0.4.34 and Transcription, 0.4.42.3). Supply the year in arabic numerals in square brackets.

Example:

in the year M.DCC.LXXV [1775]

Example:

anno MDCLXXXVII [1687]

5.28.31.2 Chronograms. If the date appears only in the form of a chronogram, substitute for it the date in arabic numerals in square brackets. If the supplied date includes a day/month, use the pattern: day, month, year. Always make a Note on distribution statement explaining the source of the date. Include transcription of the original chronogram in the note if considered important (see 5.285.36.1).

5.28.31.25 *Optionally*, transcribe the chronogram as it appears. Include the date in arabic numerals in square brackets.

5.28.31.3 Very long dates. If the date on the preferred source of information is very long, substitute for it a formalized statement in square brackets. Make a Note on distribution statement concerning the source and form of the statement (see 5.285.36.2).

Example:

Date of distribution: [24 March 1545]

Note on distribution statement: Date expressed in Latin words in colophon

(*Source of information reads:* vicesima quarta Martij, anno Domini millesimo quingentesimo quadragesimo quinto)

5.28.31.35 *Optionally*, transcribe the very long date as it appears. Include a formalized statement in square brackets.

5.28.31.4 Fictitious or incorrect dates. If the date of distribution appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and supply the actual date, preceded by “that is,” all enclosed within square brackets. If the reason for supplying the actual date is not apparent from the rest of the description, always make a Note on distribution statement to indicate the source of the information (see 5.285.36.3).

Example:

Date of distribution: 87 [that is, 1687]

Note on distribution statement: Corrected date of distribution from Wing

(*Comment:* The formal citation for Wing’s Short-title catalogue is given in a Manifestation described by note (see 9.32.31.1))

Example:

Date of distribution: 1593 [that is, 1693]

Note on distribution statement: Actual date of distribution from Wing

(*Comment:* The formal citation for Wing’s Short-title catalogue is given in a Manifestation described by note (see 9.32.31.1))

5.28.31.5 Julian/Old Style dates. If the year of distribution is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the Gregorian calendar, transcribe the date as it appears and supply the Gregorian year, preceded by “that is,” in square brackets. Always make a Note on distribution statement to indicate the basis for the supplied year (see 5.285.36.4). Do not amend the month and day, if present, by supplying Gregorian equivalents. In case of doubt, do not adjust the year.

The Julian calendar was gradually abandoned in favor of the Gregorian calendar beginning in 1582, with different countries adopting the calendar in different years. The difficulty in determining dates during this period is further complicated by the fact that January 1 was not universally used to reckon the start of a new year (e.g., before adopting the Gregorian calendar, Great Britain and its colonies long calculated the turn of the year on March 25, the Feast of the Annunciation or “Lady Day”). For assistance in establishing Gregorian dates, consult a bibliographic or reference source such as Adriano Cappelli’s *Cronologia, Cronografia e Calendario Perpetuo* or C.R. Cheney’s *Handbook of Dates*.

Example:

Date of distribution: March 3, 1642 [that is, 1643]

Note on distribution statement: Date of distribution given according to Lady Day dating

If two dates appear on the manifestation, representing both Julian (Old Style) and Gregorian (New Style) dating, transcribe both dates, separated by a slash. Supply the Gregorian year in square brackets, if necessary.

Example:

1691/2 [that is, 1692]

5.28.31.6 Dates not of the Julian or Gregorian calendar. If the date of distribution is based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian year(s) in square brackets, reckoning 1 January as the first day of the year. For manifestations issued before 1582, supply the equivalent Julian date(s). For later manifestations, supply the equivalent Gregorian date(s).

Example:

an III [1794 or 1795]

(*Comment:* Date follows French Revolutionary calendar)

5.28.31.65 *Optionally*, if the date of distribution includes a day/month based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian day/month in square brackets. Use the pattern: day, month, year.

Example:

die visitationis beatae Virginis Mariae [2 July] 1497

(*Comment:* Day and month follow ecclesiastical calendar)

5.28.31.7 Multiple adjustments or additions. If the date of distribution requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets. Always make a Note on distribution statement for source of supplied dates (see 5.285.36.5).

Example:

Date of distribution: MDLII [1552, that is, 1652]

Note on distribution statement: Corrected date of distribution from Jesuit series.
In Corpus librorum emblematum

(*Comment:* The formal citation for the Jesuit series. In *Corpus librorum emblematum* is given in a Manifestation described by note (see 9.32.31.1))

5.28.32 Date of distribution supplied from reference sources

5.28.32.1 If the date of distribution does not appear on the manifestation but is known, supply it in square brackets from any source, preferably a reliable bibliographic or reference source. Always give the source of the supplied date and any needed explanation in a Note on distribution statement (see 5.285.36.6).

Example:

Date of distribution: [1774]

Note on distribution statement: Date of distribution from Evans

(*Comment:* The formal citation for Evans bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.28.33 Conjectural date of distribution

5.28.33.1 Supply in square brackets a conjectural date of distribution based on any information available if considered important. Always indicate the basis for the conjecture in a Note on distribution statement (see 5.285.36.7).

Example:

Date of distribution: [1708?]

Note on distribution statement: Text contains references to the union with Scotland and to the campaign in Spain; date of distribution based on this internal evidence

5.28.33.2 If the preferred source of information does not clearly bear a date of distribution, but does bear another a prominent date, either transcribe that date as part of the Title or the Statement of responsibility elements or give it in a Note on manifestation (see 9.3.36.1).

Example:

Date of distribution: [1790?]

(*Comment:* The title contains the phrase “observations on the advertisement, (in the Morning Herald, of Thursday January 28, 1790)”)

5.28.34 Patterns for supplying a conjectural date

5.28.34.1 Give a probable date or period of distribution according to one of the patterns shown in the examples below. Always indicate the basis for the conjecture in a Note on distribution statement (see 5.285.36.75).

Conjectural date	Pattern
[1560?]	probable date
[approximately 1580]	approximate date

[approximately 1580?]	probable approximate date
[not before 1479]	terminal date
[not after 21 August 1492]	terminal date
[1727 or 1728]	one year or the other
[between 1711 and 1749]	span certain
[between 1711 and 1749?]	span uncertain
[between 1670 and 1680]	decade certain
[between 1670 and 1680?]	probable decade
[between 1600 and 1700]	century certain
[between 1600 and 1700?]	probable century

5.28.35 Date of distribution in multipart monographs

5.28.35.1 In describing a manifestation consisting of volumes, parts, or fascicles published over a number of years, transcribe the date of distribution of the volume, part, or fascicle published first and the date of distribution of the volume, part, or fascicle published last, and connect them with a hyphen.

5.28.35.2 Record the date of each volume in a Note on distribution statement if considered important. Such a Note on distribution statement is particularly useful when the order of distribution does not correspond to the order of the volume numeration (see 5.285.36.8).

5.28.36 Date of distribution on part pages

5.28.36.1 If parts of a manifestation have individual title pages bearing dates of distribution that differ from the date pertaining to the whole manifestation, give these additional dates of distribution in a Note on distribution statement (see 5.285.36.9).

If, however, one of these dates is a more accurate reflection of the actual date of distribution than the date pertaining to the whole manifestation, give it as a correction as instructed in 5.28.31.4.

5.285 — Note on distribution statement

5.285.1 Element information

5.285.1.1 Link to RDA Toolkit

5.285.1.2 Sources of information

5.285.2 RDA definition and scope

5.285.2.1 A note on manifestation that provides information on the distribution of a manifestation.

5.285.3 General rule

5.285.3.1 Make a Note on distribution statement according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

5.285.31 Distribution statement notes

5.285.31.1 **Sources of information.** Always note the source of any element of the Distribution statement when it is taken from a source other than the preferred source of information (see 5.01.1.2).

Example:

Name of distributor: Sold by William Heriot, at his shop in the Parliament-house

Note on distribution statement: Name of distributor from colophon on p. 67

5.285.31.2 **Omitted information.** Make a Note on distribution statement giving distribution-related information not transcribed in the Distribution statement if considered important (see 5.01.1.3).

5.285.31.3 **Transposition.** Always make a Note on distribution statement if elements in the Distribution statements are transposed, indicating the original position of the transposed elements (see 5.01.3.2).

Example:

The date of distribution is printed above the distributor's name on title page

5.285.31.4 **Information covered by labels, etc.** Always make a Note on distribution statement if any of the original details relating to the Distribution statement are covered by a label, stamp, overprint, or other means showing later information and the original details are visible or otherwise available (see 5.25.31.1).

5.285.32 Place of distribution notes

5.285.32.1 Places of distribution in multipart monographs. If the manifestation is issued in more than one physical part and the place of distribution changes in the course of publication, always record the place named in the later part(s) in a Note on distribution statement (see Place of distribution, 5.26.34.1).

5.285.32.2 Fictitious or incorrect places. Always make a Note on distribution statement if the Place of distribution appearing on the manifestation is known to be fictitious or incorrect (see 5.26.36.1).

5.285.32.3 When supplying the actual Place of distribution in square brackets, always give the basis for the correction or clarification in a Note on distribution statement (see Place of distribution, 5.26.36.2).

Example:

Place of distribution: Se vend a Astracan [that is, Paris]

Note on distribution statement: Actual place of distribution from Weller E.O.

Falsche Druckorte

(*Comment:* The formal citation for Weller's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.285.32.4 Supplied name for missing places of distribution. Always make a Note on distribution statement to justify a supplied Place of distribution if the reason is not evident from the rest of the description (see 5.26.37.1).

Example:

Distribution statement: [Paris] : On les vend au Palais en la galerie de la Chancellerie par Felix Guybert

Note on distribution statement: The bookseller Felix Guybert was active in Paris from 1539 to 1563

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.285.32.5 Place of distribution supplied based on address or sign. Make a Note on distribution statement to justify a supplied Place of distribution based on a sign or address if the reason is not evident from the rest of the description and if considered important (see 5.26.38.1).

Example:

Distribution statement: [London] : To be sold at the first shop in Popes-Head-Alley, next to Cornhill, near the Exchange

Note on distribution statement: Popes Head Alley and the Exchange are located in London

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Distribution statement: [Madrid] : Se hallarà en la lonja de papel de Andrés de

Sotos, mas abaxo de la Porteria de San Martin

Note on distribution statement: La Porteria de San Martin is in Madrid

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.285.32.6 Transposition of place names in more than one language or script. Always make a Note on distribution statement if the Place of distribution appears in more than one language or script to indicate the original position on the source of any transposed statements (see 5.26.39.1 and Parallel place of distribution, 5.265.3.2).

5.285.33 Parallel place of distribution notes

5.285.33.1 Make a Note on distribution statement of a parallel place of distribution found elsewhere in the resource from the Place of distribution if considered important (see Parallel place of distribution, 5.265.3.1 and 5.265.3.4).

5.285.34 Name of distributor notes

5.285.34.1 **Names of distributors in multipart monographs.** If the manifestation is issued in more than one physical part and the distributor or the distributor's form of name changes in the course of publication, always record the distributor's name in the later part(s) in a Note on distribution statement (see Name of distributor, 5.27.32.1).

5.285.34.2 **Fictitious or incorrect names of distributor.** Always make a Note on distribution statement if the Name of distributor is known to be fictitious or incorrect (see 5.27.34.1).

5.285.34.3 **Supplied name for fictitious or incorrect names of distributor.** When supplying the actual name after the fictitious or incorrect name, always give the basis for the correction or clarification in a Note on distribution statement (see Name of distributor, 5.27.34.2).

5.285.34.4 **Supplied and conjectured names of distributors.** Always make a Note on distribution statement if no name, address, or device of a distributor appears on the manifestation or if the responsibility of a distributor for a particular manifestation is conjectured. In any case of a supplied distributor, give supporting evidence in a Note on distribution statement (see Name of distributor, 5.27.35.1).

5.285.34.5 **Distributors identified by addresses, signs, or initials.** If only the address, sign, or initials of the distributor appear in lieu of the distributor's name and the name has not been supplied in Name of distributor, give the name in a Note on distribution statement if it is known or can be reasonably surmised (see 5.27.36.1).

Example:

Name of distributor: On les vend au Palais, en la gallerie, par ou on va a la Chancellerie

Note on distribution statement: Distributor identified as Jean Canivet by the Bibliothèque nationale de France

5.285.34.6 Devices. If the distributor's name has been supplied based on device, always make a Note on distribution statement about the basis for the identification (see Name of distributor, 5.27.36.2).

5.285.34.7 Transposition of names of distributor in more than one language or script. For transposed elements, always make a Note on distribution statement if the Name of the distributor appears in more than one language or script to indicate the original position on the source (see 5.27.39.1 and Parallel name of distributor, 5.275.3.2).

5.285.35 Parallel name of distributor notes

5.285.35.1 Make a Note on distribution statement of parallel distributor names found elsewhere in the resource from the source of Name of the distributor if considered important (see Parallel name of distributor, 5.275.3.1 and 5.275.3.4).

5.285.36 Date of distribution notes

5.285.36.1 Chronograms. Include a transcription of the original chronogram in a Note on distribution statement if considered important (see Date of distribution, 5.28.31.2).

5.285.36.2 Very long dates. Make a Note on distribution statement describing the source and the original form of the Date of distribution if considered important (see 5.28.31.3).

Example:

Date of distribution: [24 March 1545]

Note on distribution statement: Date of distribution expressed in Latin words in colophon

(*Source of information reads:* vicesima quarta Martij, anno Domini millesimo quingentesimo quadragesimo quinto)

5.285.36.3 Fictitious and incorrect dates. Always make a Note on distribution statement to indicate the source of the information if the reason for supplying the actual date is not apparent from the rest of the description (see Date of distribution, 5.28.31.4).

Example:

Date of distribution: 1689 [that is, 1690]

Note on distribution statement: "Given at our Court at Dublin-Castle the 28th day of March 1690"

Example:

Date of distribution: 87 [that is, 1687]

Note on distribution statement: Corrected date of distribution from Wing

(*Comment:* The formal citation for Wing's Short-title catalogue is given in a Manifestation described by note (see 9.32.31.1))

5.285.36.4 Julian/Old Style dates. Always make a Note on distribution statement indicating the basis for the supplied year if the transcribed year of publication is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is

known to have been distributed in the following year according to the modern European calendar (see Date of distribution, 5.28.31.5).

Example:

Date of distribution: 1674 [that is, 1675]

Note on distribution statement: Date of distribution given according to Lady Day dating

(*Comment:* The title reads “At the Court at Whitehall February the third, 1674/5”)

5.285.36.5 Multiple adjustments or additions. If the Date of distribution requires more than a single adjustment or addition, always make a Note on distribution statement giving the source of the supplied dates (see 5.28.31.7).

Example:

Date of distribution: MDLII [1552, that is, 1652]

Note on distribution statement: Corrected date of distribution from Jesuit series.
In Corpus librorum emblematum

(*Comment:* The formal citation for the Jesuit series. In Corpus librorum emblematum is given in a Manifestation described by note (see 9.32.31.1))

5.285.36.6 Date of distribution supplied from reference sources. If the Date of distribution does not appear on the manifestation but is known, always give the source of the supplied date and any needed explanation in a Note on distribution statement (see 5.28.32.1).

Example:

Date of distribution: [1717]

Note on distribution statement: Advertised in the Boston news-letter of 27 May, 1717 as “to be sold by Mr. Samuel Gerrish bookseller at his shop in Cornhill next to the Brick Meeting-House, Boston”

5.285.36.7 Conjectural date of distribution. When supplying a conjectural Date of distribution based on any information available, always indicate the basis for the conjecture in a note on distribution statement (see 5.28.33.1).

Example:

Date of distribution: [1708?]

Note on distribution statement: Text contains references to the union with Scotland and to the campaign in Spain; date of distribution based on this internal evidence

5.285.36.75 Patterns for supplying a conjectural date of distribution. When supplying a conjectural date or period of distribution according to one of the patterns shown in 5.28.34.1, always indicate the basis for the conjecture in a note on distribution statement (see Date of distribution, 5.28.34.1).

Example:

Distribution statement: [Boston] : Sold at the Bible & Heart in Boston, [between

1776 and 1797]

Note on distribution statement: Thomas and John Fleet were located at the sign of the Bible & Heart in Boston from 1776 through 1797

(*Comment*: Example formatted with ISBD punctuation for clarity)

5.285.36.8 Date of distribution in multipart monographs. Record the date of each volume in a note on distribution statement if considered important. Such a note on distribution statement is particularly useful when the order of distribution does not correspond to the order of the volume numeration (see Date of distribution, 5.28.35.2).

5.285.36.9 Date of distribution on part pages. If parts of a manifestation have individual title pages bearing dates that differ from the date pertaining to the whole manifestation, always give these additional dates in a note on distribution statement (see Date of distribution, 5.28.36.1).

5.285.37 Other distribution details

5.285.37.1 Make a Note on distribution statement for any other distribution details that are considered important (see 5.01.1.4).

Example:

Below imprint on title page: "This tract may be had to bind with common prayer books of different sizes"

5.29 — Manufacture statement

5.29.1 Element information

5.29.1.1 Link to RDA Toolkit

5.29.1.2 Sources of information

5.29.2 RDA definition and scope

5.29.2.1 A statement that identifies a place of manufacture, a manufacturer, or a date of manufacture of a published manifestation.

5.29.2.2 A manufacture statement includes a statement about the printing, duplicating, casting, etc., of a published manifestation.

5.29.3 General rule

5.29.3.1 Transcribe the manufacture statement in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Example:

Carlisle : Printed at the Patriot Office, Arcade, Lowther Street

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.29.31 Information covered by labels, etc.

5.29.31.1 If any of the original details relating to the manufacture statement are covered by a label, stamp, overprint, or other means showing later information, transcribe the later information. If the original details are visible or otherwise available, always transcribe or give them in a Note on manufacture statement (see 5.34.31.4).

5.29.31.2 For printed materials with manuscript information, use judgment in determining whether or not the manuscript information should be transcribed as the manufacture statement or as item-specific information. In case of doubt, consider the manuscript information to be item-specific information and record as a Note on item (see 9.4.3.1).

5.29.32 Elements relating to publication vs. elements relating to distribution or manufacture

5.29.32.1 Statements relating to distribution or manufacture will sometimes be more appropriately transcribed as elements of publication, and sometimes as elements of distribution or manufacture. The roles of publishers, printers and booksellers were not clearly delimited in the hand-press period. Statements relating to distribution or manufacture frequently appear prominently on early printed materials, reflecting the tendency of booksellers or printers to function as more than solely distributors or

manufacturers. As the book trade industry became increasingly specialized over time, however, the role of the publisher gradually emerged as dominant, while manufacturer and distributor gradually diminished in importance.

5.29.33 Statements relating to manufacture only

5.29.33.1 If the resource bears only a statement relating to manufacture or multiple such statements, generally assume the manufacturer to also be functioning as publisher. Treat the statement as a Publication statement.

Example:

Publication statement: Impressum Lo[n]doniis : Per Wynandum de Worde hac in vrbe in parrochia Sancte Brigide (in the Fletestrete) ad signum solis commorantem, anno D[omi]ni M.CCCCC.xxviiij die v[er]o xiiij, mensis Maij

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.29.34 Statements relating to publication and to distribution or manufacture

5.29.34.1 If the resource bears statements relating both to publication and to distribution or manufacture, determine whether or not the statements are grammatically separable.

5.29.34.2 If a manufacture statement is grammatically separable, treat the statement as a manufacture statement.

5.29.34.3 If grammatically inseparable, transcribe it as a Publication statement.

Example:

Publication statement: Printed at Boston : By Samuel Etheridge, for Daniel Brewer, sold by him in Taunton, and by D. West, and Thomas & Andrews, in Boston, April, 1798

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Publication statement: Gedruckt zu Leipzig : Bey vnd in Vorlegung Iohann Beyers, im Iahr M.D.XCv [1595]

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Publication statement: Vlissyppone [Lisbon] : Ex officina & sumptibus Pauli Craesbeeck, anno Domini MDCLIII [1653]

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.29.34.4 If a statement with grammatically inseparable elements contains information relating both to the manufacture of the resource and to the agents who have contributed to its intellectual or artistic content, use judgment in deciding whether to transcribe the statement as part of the manufacture statement or as a Statement of responsibility relating to title proper (see 2.21.38.2). Often the layout of the source will suggest the appropriate treatment.

5.31 — Place of manufacture

5.31.1 Element information

5.31.1.1 Link to RDA Toolkit

5.31.1.2 Sources of information

5.31.2 RDA definition and scope

5.31.2.1 A place that is associated with the printing, duplicating, casting, etc., of a published manifestation.

5.31.3 General rule

5.31.3.1 Transcribe place names associated with the printers and other manufacturers of a published manifestation together with any associated words or phrases in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

5.31.3.2 If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe this as well.

Example:

Achévé d'imprimer à Saint-Maixent (Deux-Sèvres)

5.31.3.3 In general, transcribe the full address. Consider the sequence, layout, and typography of words in the manufacture statement when determining the most appropriate element in which to transcribe the address. If address information is grammatically inseparable from the manufacturer's name, transcribe the information as part of the Name of manufacturer (see 5.32.3.1).

5.31.3.4 *Optionally*, omit, using the mark of omission, addresses and insignificant information appearing in the middle or end of the Place of manufacture, unless information is grammatically inseparable, aids in identifying or dating the manifestation, or is considered important to the cataloging agency (e.g., for the purpose of capturing book trade data).

5.31.31 Place of manufacture with initial prepositions, etc.

5.31.31.1 Transcribe any prepositions appearing before the place of manufacture as well as any accompanying words or phrases associated with the place name.

Example:

A Philadelphie

Example:

In Venetia

5.31.32 Supplied modern forms of place names

5.31.32.1 Supply in square brackets the modern form of the name of the place if known and if considered important. Use a modern form of the name in the language of the cataloging agency.

Example:

Lugduni [Lyon]

Example:

Iscae Dunmoniorum [Exeter]

5.31.323 Supplied fuller forms of place names

5.31.323.1 If a place name is found only in an abbreviated form on the manifestation, transcribe it as found. Supply in square brackets the full form of the name, or the remainder of the name, if considered important.

5.31.325 Supplied larger jurisdictions

5.31.325.1 Supply in square brackets the name of the country, state, province, etc., after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use a modern form of the name in the language of the cataloging agency.

5.31.325.2 *Optionally*, use the abbreviations for names in English listed in RDA Toolkit: Abbreviations of terms in English for countries and states.

5.31.33 Two or more places of manufacture

5.31.33.1 If the manifestation shows two or more places of manufacture, and all are related to the same manufacturer, transcribe all in the order in which they appear.

Example:

Printed at the Theater in Oxford, and in London

5.31.33.2 *Optionally*, if the places are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted places in the supplied phrase. Do not use the mark of omission.

5.31.33.3 If a subsequent place of manufacture is not related to the same manufacturer, transcribe it in association with the manufacture to which it corresponds.

5.31.33.4 Do not, however, transcribe a subsequent place as a Place of manufacture if it must be recorded as a grammatically inseparable part of another element.

5.31.33.5 If a place of manufacture associated with an earlier manifestation appears together with the actual place of manufacture of the manifestation being described, transcribe the places as a single element in the order in which they appear.

5.31.33.6 If both the place and Name of manufacturer associated with an earlier manifestation appear together with the place and Name of manufacturer of the manifestation being described, transcribe each place with the manufacturer to which it corresponds.

Example:

Manufacture statement: Manchester : Printed for a Society of gentlemen ; North Shields : Re-printed at the Stanhope Press by J.K. Pollock

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.31.34 Places of manufacture in multipart monographs

5.31.34.1 If the manifestation is issued in more than one physical part and the place of manufacture changes in the course of publication, transcribe as Place of manufacture the place named in the first or earliest part and always record the place named in the later part(s) in a Note on manufacture statement (see 5.34.32.1).

5.31.35 Place names that are grammatically inseparable parts of other elements

5.31.35.1 If the place name appears only as a grammatically inseparable part of another element and is transcribed there, supply the Place of manufacture in square brackets (see 5.29.34.3). Use a modern form of the name in the language of the cataloging agency.

Example:

Place of manufacture: [New York]

Name of manufacturer: Typographie de Sears et Cole a New York

5.31.36 Fictitious or incorrect places of manufacture

5.31.36.1 If the place of manufacture appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and always make an explanatory Note on manufacture statement (see 5.34.32.2).

5.31.36.2 If the place name is known to be fictitious and the actual Place of manufacture is known or can be reasonably surmised, transcribe it as it appears and supply the actual place name, preceded by “that is,” all enclosed within square brackets. Use a modern form of the name in the language of the cataloging agency, and give the basis for the correction or clarification in a Note on manufacture statement (see 5.34.32.3). If the supplied place name is uncertain, record is following the instructions at 5.31.385.

Example:

Place of manufacture: Cosmopoli [that is, London]

Note on manufacture statement: The place of manufacture is fictitious; printed in London by Richard Field according to Pollard’s Short-title catalogue

(*Comment:* The formal citation for Pollard's Short-title catalogue is given in a Manifestation described by note (see 9.32.31.1))

5.31.37 No place of manufacture

5.31.37.1 If no place of manufacture appears on the manifestation but is known or can be reasonably surmised and is considered important, supply it in square brackets. Use a modern form of the name in the language of the cataloging agency, and include the name of the larger jurisdiction if considered important. Use the location associated with the first transcribed manufacturer if one is present. Provide a justification for the supplied place in a Note on manufacture statement if not apparent from the rest of the description and if considered important (see 5.34.32.4). If the supplied place name is uncertain, record is following the instructions at 5.31.385.

Example:

Manufacture statement: [London] : Printed at J. Pitts, Wholesale Toy Warehouse, 6, Great St. Andrew street, 7 dials

Note on manufacture statement: The seven dials are in London

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.31.37.2 If the name of the place of manufacture has changed over time, supply the place name appropriate to the Date of manufacture if known (e.g., Leningrad, not Saint Petersburg, for manifestations published in that city between 1924 and 1991). If considered important, also supply the modern place name and the name of the larger jurisdiction, preceded by "that is," in the language of the cataloging agency.

5.31.38 Place of manufacture supplied based on address or sign

5.31.38.1 When only an address or description of a trade sign appears on the manifestation and the place name is known or can be reasonably surmised, supply a modern form of the place name in the language of the cataloging agency in square brackets. (Transcribe a statement containing the address or sign in as the Name of manufacturer element; see 5.32.36.1.) When supplying the place of manufacture, give a justification in a Note on manufacture statement if not apparent from the rest of the description and if considered important (see 5.34.32.5). If the supplied place name is uncertain, record it following the instructions at 5.31.385.

5.31.385 Place of manufacture uncertain or unknown

5.31.385.1 If the place of manufacture is uncertain, and it is considered important, supply the name of the probable place of manufacture with a question mark, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Newburyport, Mass.?)

5.31.385.2 If no city of manufacture can be conjectured, and it is considered important, supply the name of a state, province, country, or other larger geographic entity as the place

of manufacture with a question mark if necessary, using a modern form of the name in the language of the cataloging agency in square brackets.

5.31.385.3 If the basis of the supplied place is not apparent from the rest of the description, always make a Note on manufacture statement to indicate the source of the information (see 5.34.32.4).

Example:

Place of manufacture: [Québec?]

Note on manufacture statement: Probably printed in Québec in the late 18th or early 19th century. The paper and typography have the appearance of late 18th-century productions in Québec or Montreal, the type being mainly well worn old face

5.31.385.4 If no place of manufacture can be conjectured, record “Place of manufacture not identified” in square brackets.

5.31.39 Place names in more than one language or script

5.31.39.1 If the place of manufacture appears in more than one language or script, transcribe the place in the language or script of the Title proper as Place of manufacture. If this criterion does not apply, transcribe the place that appears first as Place of manufacture. Transcribe remaining place(s) as Parallel place of manufacture. For transposed elements, always make a Note on manufacture statement to indicate the original position on the source (see 5.34.32.6).

Example:

Place of manufacture: Birminghamiae

Parallel place of manufacture: Printed at Birmingham

(*Comment:* The text in Latin appears first on the title page)

5.315 — Parallel place of manufacture

5.315.1 Element information

5.315.1.1 Link to RDA Toolkit

5.315.1.2 Sources of information

5.315.2 RDA definition and scope

5.315.2.1 A place of manufacture in another language or script.

5.315.3 General rule

5.315.3.1 Take parallel places of manufacture from the same source as the Place of manufacture. Make a Note on manufacture statement on parallel places of manufacture found elsewhere if considered important (see 5.34.33.1).

5.315.3.2 For transposed elements, always make a Note on manufacture statement to indicate the original position of the source (see 5.34.34.7).

5.315.3.3 If the place of manufacture appears in more than one language or script, transcribe the place in the language or script of the Title proper as Place of manufacture. If this criterion does not apply, transcribe the place that appears first as Place of manufacture.

5.315.3.4 Transcribe remaining places appearing on the same source as the Place of manufacture as Parallel places of manufacture. If a parallel place of manufacture is from a different source than the Place of manufacture, make a Note on manufacture statement if considered important (see 5.34.33.1).

Example:

Place of manufacture: Birminghamiae

Parallel place of manufacture: Printed at Birmingham

5.315.3.5 *Optionally*, if the parallel manufacture places are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted places in the supplied phrase. Do not use the mark of omission.

5.32 — Name of manufacturer

5.32.1 Element information

5.32.1.1 Link to RDA Toolkit

5.32.1.2 Sources of information

5.32.2 RDA definition and scope

5.32.2.1 A nomen that is a name of an agent who is responsible for printing, duplicating, casting, etc., a published manifestation.

5.32.3 General rule

5.32.3.1 Transcribe the names of printers and other manufacturers, together with any associated words or phrases, including addresses (see Place of manufacture, 5.31.3.3) in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Example:

Printed by Ballantyne, Hanson & Co.

Example:

Printed by S. Gosnell, Little Queen Street, Holborn

Example:

W.J. Johnson, printer, 121, Fleet Street, E.C.

Example:

S.W. Green, book and job printer, and electrotyper, 16 and 18 Jacob Street, New-York

Example:

Gedruckt bey Carl Ludwig Brede in Offenbach

Example:

Imp. de Blondeau, rue du Petit-Carreau, 26

Example:

Printed by A.J. Valpy, Red Lion Court, Fleet Street

Example:

Ridge, printer, Mercury-Office, Sheffield

5.32.3.2 *Optionally*, omit, using the mark of omission, addresses and insignificant information appearing with the manufacturer's name, unless the information is grammatically inseparable, aids in identifying or dating the manifestation, or is considered important to the cataloging agency (e.g., for the purpose of capturing book trade data).

Example:

Printed by William Clowes and Sons, Limited ...

(*Source of information reads:* Printed by William Clowes and Sons, Limited,
Stamford Street and Charing Cross)

5.32.31 Two or more names of manufacturers

5.32.31.1 If the Manufacture statement includes more than one manufacturer in a single source, transcribe all the names in the order indicated by the sequence, layout, or typography of the names on the source of information. Transcribe them as subsequent Names of manufacturer only when they are not linked by connecting words or phrases.

Example:

Lovejoy, Son & Co., electrotypers & stereotypers, 15 Vandewate Street, N.Y.S.W. ;
Green, printer and stereotyper, 16 and 18 Jacob Street, New-York

(*Comment:* Example formatted with ISBD punctuation for clarity. Names of manufacturer not linked by connecting words)

Example:

Printed by John Macock and Francis Tyton, printers to the House of Lords

(*Comment:* Names of manufacturer linked by connecting words)

5.32.31.2 *Optionally*, if the names are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted names in the supplied phrase. Do not use the mark of omission.

Example:

Printed by L. Nichols & Co., T. & J. Swords, E. Duyckinck [and 10 others]

5.32.31.3 If both the Place of manufacture and name of manufacturer associated with an earlier manifestation appear together with the Place of manufacture and name of manufacturer of the manifestation being described, transcribe each manufacturer with the place to which it corresponds.

5.32.32 Names of manufacturers in multipart monographs

5.32.32.1 If the manifestation is issued in more than one physical part and the manufacturer or the manufacturer's form of name changes in the course of publication, transcribe as Name of manufacturer the name in the first or earliest part and always record the manufacturer's name in the later part(s) in a Note on manufacture statement (see 5.34.34.1).

5.32.33 Names of manufacturers containing grammatically inseparable place names or dates

5.32.33.1 If the Name of manufacturer contains grammatically inseparable statements relating to Place of manufacture or Date of manufacture, transcribe them as part of the Name of manufacturer. Supply the Place of manufacture or Date of manufacture in square brackets in the appropriate element.

Example:

Name of manufacturer: Printed the first day of July, 1765, by W. Weyman, at the New-Printing office in Broad-Street
Date of manufacture: [1 July 1765]

Example:

Place of manufacture: [Cambridge, Mass.]
Name of manufacturer: Printed by Samuel Green at Cambridg [sic] in New-England

5.32.34 Fictitious or incorrect names of manufacturer

5.32.34.1 If the name of the manufacturer appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and always make a Note on manufacture statement (see 5.34.34.2).

5.32.34.2 If the name as transcribed is known to be fictitious or incorrect and the actual name is known or can be reasonably surmised, transcribe it as it appears and supply the actual name, preceded by "that is," all enclosed within square brackets. Always give the basis for the correction or clarification in a Note on manufacture statement (see 5.34.34.3).

Example:

Name of manufacturer: Printed by F. Rivington and G. Robinson, St. James-street [that is, Francesco Andreola]
Note on manufacture statement: Actually printed in Venice and attributed to the printer Francesco Andreola by Cambridge University Library

Example:

Name of manufacturer: Printed by James Robertson [that is, William A. Rind] Note on manufacture statement: "Though it bears the imprint of Robertson, the work on this publication was evidently done by his journeyman and successor, William Alexander Rind. The latter presented a petition to the Council, Apr. 20, 1790, 'praying for some compensation for his extraordinary trouble in printing the Journal of the Assembly ...'" (Tremaine)

(*Comment:* The formal citation for Tremaine's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.32.35 Supplied and conjectured names of manufacturers

5.32.35.1 If no name, address, or device of a manufacturer appears on the manifestation but the manufacturer's name is known or can be reasonably surmised, supply it in square brackets if known and if considered important. If the supplied Name of manufacturer is uncertain, either add a question mark to any supplied name or give the information in a Note on manufacture statement. In any case of a supplied manufacturer, provide a justification in a Note on manufacture statement (see 5.34.34.4).

Example:

Name of manufacturer: [Barthelemy Multeau le jeune?]

Note on manufacture statement: Printer conjectured from the privilege at end, in which the Archbishop cedes the privilege to "Barth. Multeau le jeune."

5.32.36 Names of manufacturers containing only addresses, signs, initials, or devices

5.32.36.1 If an address, sign, or initials of the manufacturer appears in lieu of the name, transcribe the statement containing the address, sign, or initials as the Name of manufacturer. If the manufacturer's name can be identified, supply it in square brackets after the initials or before or after the address or sign, as appropriate, or give the information in a Note on manufacture statement (see 5.34.34.5).

Example:

Name of manufacturer: [Cuchet] rue et Hôtel Serpente

Note on manufacture statement: Cuchet listed as printer in Quérard, J.M. La France littéraire

(*Comment:* The formal citation for Quérard's dictionary is given in a Manifestation described by note (see 9.32.31.1))

Example:

Name of manufacturer: Printed [by C. Sympson] in Stonecutter-street, Fleet-Market

Note on manufacture statement: According to the British Book Trade Index, C. Sympson was active at this address from 1760 to 1790

5.32.36.2 If the identification of the manufacturer is based on a device, supply the name of the manufacturer in square brackets, even if the device includes the manufacturer's initials or spelled-out name. Always make a Note on manufacture statement about the basis for the identification (see 5.34.34.6).

Example:

Name of manufacturer: [Robert Bryson]

Note on manufacture statement: Woodcut printer's device of Robert Bryson on the title page (device no. 358b in: McKerrow, R. Printer's & publishers' devices in England & Scotland, 1485-1640)

5.32.37 Name of manufacturer cannot be supplied

5.32.37.1 If no manufacturer's name can be conjectured, record "manufacturer not identified" in square brackets if considered important.

5.32.38 Name of manufacturer transcribed as part of another element

5.32.38.1 If the name of the manufacturer does not appear in the Manufacture statement, but has already been transcribed as part of another element, supply it within square brackets.

If transcribing a manufacturer name as part of another element, do not abridge or expand the name of manufacturer simply because it repeats or omits information given elsewhere in the description.

5.32.39 Name of manufacturer in more than one language or script

5.32.39.1 If the manufacturer's name appears in more than one language or script, transcribe the name in the language or script of the Title proper as Name of manufacturer. If this criterion does not apply, transcribe the name that appears first as Name of manufacturer. Transcribe the remaining manufacturer name(s) as Parallel name of manufacturer. For transposed elements, always make a Note on manufacture statement to indicate the original position on the source (see 5.34.34.7).

Example:

Name of manufacturer: De l'imprimerie de T. Spilsbury, Snow-hill

Parallel name of manufacturer: Printed by T. Spilsbury, Snow-hill

Note on manufacture statement: Parallel name of manufacturer transposed from English title page facing main title page in French

5.325 — Parallel name of manufacturer

5.325.1 Element information

5.325.1.1 Link to RDA Toolkit

5.325.1.2 Sources of information

5.325.2 RDA definition and scope

5.325.2.1 A nomen that is a name of manufacturer in another language or script.

5.325.3 General rule

5.325.3.1 Take parallel manufacturers' names from the same source as the Name of manufacturer. Make a Note on manufacture statement on parallel manufacturers' names found elsewhere if considered important (see 5.34.35.1).

Example:

Name of manufacturer: Excudebat Joannes Baskerville

Parallel name of manufacturer: By John Baskerville

(*Comment:* The text in Latin appears first on the title page. The Parallel place of manufacture is "Printed at Birmingham")

5.325.3.2 For transposed elements, always make a Note on manufacture statement to indicate the original position on the source (see 5.34.34.7).

5.325.3.3 If the manufacturer's name appears in more than one language or script, transcribe the name in the language or script of the Title proper as Name of manufacturer. If this criterion does not apply, transcribe the name of manufacturer that appears first as Name of manufacturer.

5.325.3.4 Transcribe remaining manufacturer names appearing on the same source as the Name of manufacturer as Parallel names of manufacturer. If a parallel name of manufacturer is from a different source than the Name of manufacturer, make a Note on manufacture statement if considered important (see 5.34.35.1).

5.325.3.5 *Optionally*, if the parallel manufacturers' names are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of omitted names in the supplied phrase. Do not use the mark of omission.

5.33 — Date of manufacture

5.33.1 Element information

5.33.1.1 Link to RDA Toolkit

5.33.1.2 Sources of information

5.33.2 RDA definition and scope

5.33.2.1 A timespan during which a published manifestation is printed, duplicated, cast, etc.

5.33.3 General rule

5.33.3.1 Transcribe dates of impression or other manufacture only if it has not been treated as the Date of publication or Date of distribution and only if it applies, or is likely to apply, to all copies of the edition or issue being cataloged. Such situations will occur only rarely. Dates of impression or other manufacture associated with a substantially unchanged impression of an edition or issue may be transcribed in a Note on item if considered important (see 9.4.3.1).

5.33.35 Alternative rules

5.33.35.1 If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or copy within a single edition or issue (see Precataloging decisions, i.01.9.1 and Options, i.01.4.1), follow the alternative rules below.

5.33.351 Alternative rules for Date of manufacture

5.33.351.1 Transcribe dates of manufacture in the form and order in which they are presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05). Include the day and month, if present.

5.33.351.2 Transcribe words and phrases such as “in the year” and “anno”. If both the place and the date of printing appear in conjunction with the phrase “printed in the year,” determine whether “printed” is to be transcribed with the date or elsewhere in the Manufacture statement according to the punctuation or typography of the source.

5.33.351.3 If the date is grammatically inseparable from information transcribed as part of another element, transcribe it within that element and supply the date in square brackets as the date of manufacture. If the supplied date includes a day/month, use the pattern: day, month, year.

5.33.352 Transcription involving adjustments or additions

5.33.352.1 **Roman numerals.** If the date appears in roman numerals, transcribe the date as it appears. Retain punctuation but omit internal spaces (see Transcription, 0.4.34 and Transcription, 0.4.42.3). Supply the year in arabic numerals in square brackets.

5.33.352.2 Chronograms. If the date appears only in the form of a chronogram, substitute for it the date in arabic numerals in square brackets. If the supplied date includes a day/month, use the pattern: day, month, year. Always make a Note on manufacture statement explaining the source of the date. Include transcription of the original chronogram in the note if considered important (see 5.34.36.1).

5.33.352.25 *Optionally*, transcribe the chronogram as it appears. Include the date in arabic numerals in square brackets.

5.33.352.3 Very long dates. If the date on the preferred source of information is very long, substitute for it a formalized statement in square brackets. Make a Note on manufacture statement concerning the source and form of the statement (see 5.34.36.2).

5.33.352.35 *Optionally*, transcribe the very long date as it appears. Include a formalized statement in square brackets.

5.33.352.4 Fictitious or incorrect dates. If the date of manufacture appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and supply the actual date, preceded by “that is,” all enclosed within square brackets. If the reason for supplying the actual date is not apparent from the rest of the description, always make a Note on manufacture statement to indicate the source of the information (see 5.34.36.3).

5.33.352.5 Julian/Old Style dates. If the year of manufacture is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the Gregorian calendar, transcribe the date as it appears and supply the Gregorian year, preceded by “that is,” in square brackets. Always make a Note on manufacture statement to indicate the basis for the supplied year (see 5.34.36.4). Do not amend the month and day, if present, by supplying Gregorian equivalents. In case of doubt, do not adjust the year.

The Julian calendar was gradually abandoned in favor of the Gregorian calendar beginning in 1582, with different countries adopting the calendar in different years. The difficulty in determining dates during this period is further complicated by the fact that January 1 was not universally used to reckon the start of a new year (e.g., before adopting the Gregorian calendar, Great Britain and its colonies long calculated the turn of the year on March 25, the Feast of the Annunciation or “Lady Day”). For assistance in establishing Gregorian dates, consult a bibliographic or reference source such as Adriano Cappelli’s *Cronologia, Cronografia e Calendario Perpetuo* or C.R. Cheney’s *Handbook of Dates*.

If two dates appear on the manifestation, representing both Julian (Old Style) and Gregorian (New Style) dating, transcribe both dates, separated by a slash. Supply the Gregorian year in square brackets, if necessary.

5.33.352.6 Dates not of the Julian or Gregorian calendar. If the date of manufacture is based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian year(s) in square brackets, reckoning 1 January as the first day of the year. For manifestations issued before 1582, supply the equivalent Julian date(s). For later manifestations, supply the equivalent Gregorian date(s).

5.33.352.65 *Optionally*, if the date of manufacture includes a day/month based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian day/month in square brackets. Use the pattern: day, month, year.

5.33.352.7 **Multiple adjustments or additions.** If the date of manufacture requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets. Always make a Note on manufacture statement for the source of supplied dates (see 5.34.36.5).

5.33.353 Date of manufacture supplied from reference sources

5.33.353.1 If the date of manufacture does not appear on the manifestation but is known, supply it in square brackets from any source, preferably a reliable bibliographic or reference source. Always give the source of the supplied date and any needed explanation in a Note on manufacture statement (see 5.34.36.6).

5.33.354 Conjectural date of manufacture

5.33.354.1 Supply in square brackets a conjectural date of manufacture based on any information available if considered important. Always indicate the basis for the conjecture in a Note on manufacture statement (see 5.34.36.7).

5.33.354.2 If the preferred source of information does not clearly bear a date of manufacture, but does bear another prominent date, either transcribe that date as part of the Title or the Statement of responsibility elements or give it in a Note on manifestation (see 9.3.36.1).

5.33.3545 Patterns for supplying a conjectural date

5.33.3545.1 Give a probable date or period of manufacture according to one of the patterns shown in the examples below. Always indicate the basis for the conjecture in a Note on manufacture statement (see 5.34.36.75).

Conjectural date	Pattern
[1560?]	probable date
[approximately 1580]	approximate date
[approximately 1580?]	probable approximate date
[not before 1479]	terminal date
[not after 21 August 1492]	terminal date
[1727 or 1728]	one year or the other
[between 1711 and 1749]	span certain

- [between 1711 and 1749?] span uncertain
- [between 1670 and 1680] decade certain
- [between 1670 and 1680?] probable decade
- [between 1600 and 1700] century certain
- [between 1600 and 1700?] probable century

5.33.355 Date of manufacture in multipart monographs

5.33.355.1 In describing a manifestation consisting of volumes, parts, or fascicles published over a number of years, transcribe the date of manufacture of the volume, part, or fascicle published first and the date of manufacture of the volume, part, or fascicle published last, and connect them with a hyphen.

5.33.355.2 Record the date of each volume in a Note on manufacture statement if considered important. Such a Note on manufacture statement is particularly useful when the order of manufacture does not correspond to the order of the volume numeration (see 5.34.36.8).

5.33.356 Date of manufacture on part pages

5.33.356.1 If parts of a manifestation have individual title pages bearing dates of manufacture that differ from the date pertaining to the whole manifestation, give these additional dates in a Note on manufacture statement (see 5.34.36.9).

If, however, one of these dates is a more accurate reflection of the actual date of manufacture than the date pertaining to the whole manifestation, give it as a correction as instructed in 5.33.352.4.

5.34 — Note on manufacture statement

5.34.1 Element information

5.34.1.1 Link to RDA Toolkit

5.34.1.2 Sources of information

5.34.2 RDA definition and scope

5.34.2.1 A note on manifestation that provides information on the manufacture of a manifestation.

5.34.3 General rule

5.34.3.1 Make a Note on manufacture statement according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

5.34.31 Manufacture statement notes

5.34.31.1 **Sources of information.** Always note the source of any element of the Manufacture statement when it is taken from a source other than the preferred source of information (see 5.01.1.2).

Example:

Name of manufacturer from half-title verso

Example:

Manufacture statement from p. 72

5.34.31.2 **Omitted information.** Make a Note on manufacture statement giving manufacture-related information not transcribed in the Manufacture statement if considered important (see 5.01.1.3).

5.34.31.3 **Transposition.** Always make a Note on manufacture statement if elements in the Manufacture statement are transposed, indicating the original position of the transposed elements (see 5.01.3.2).

Example:

Manufacture statement: Mexico : Imprenta de la Escalerillas dirigida por Manuel Ximeno, 1828

Note on manufacture statement: Date of manufacture precedes name of printer

(*Comment:* Example formatted with ISBD punctuation for clarity)

5.34.31.4 **Information covered by labels, etc.** Always make a Note on manufacture statement if any of the original details relating to the Manufacture statement are covered

by a label, stamp, overprint, or other means showing later information and the original details are visible or otherwise available (see 5.29.31.1).

5.34.32 Place of manufacture notes

5.34.32.1 Places of manufacture in multipart monographs. If the manifestation is issued in more than one physical part and the place of manufacture changes in the course of publication, always record the place named in the later part(s) in a Note on manufacture statement (see Place of manufacture, 5.31.34.1).

5.34.32.2 Fictitious or incorrect places. Always make a Note on manufacture statement if the Place of manufacture appearing on the manifestation is known to be fictitious or incorrect (see 5.31.36.1).

5.34.32.3 When supplying the actual Place of manufacture in square brackets, always give the basis for the correction or clarification in a note on manufacture statement (see Place of manufacture, 5.31.36.2).

Example:

Place of manufacture: Oxford [that is, London]

Note on manufacture statement: The place of manufacture is false; actually printed in London according to Madan

(*Comment:* The formal citation for Madan's bibliography is given in a Manifestation described by note (see 9.32.31.1))

Example:

Place of manufacture: Cosmopoli [that is, London]

Note on manufacture statement: The place of manufacture is fictitious; printed in London by Richard Field according to Pollard's Short-title catalogue

(*Comment:* The formal citation for Pollard's Short-title catalogue is given in a Manifestation described by note (see 9.32.31.1))

5.34.32.4 Supplied name for missing places of manufacture. Always make a Note on manufacture statement to justify a supplied Place of manufacture if the reason is not evident from the rest of the description (see 5.31.37.1).

Example:

Manufacture statement: [London] : Printed at J. Pitts, Wholesale Toy Warehouse, 6, Great St. Andrew street, 7 dials

Note on manufacture statement: The seven dials are in London

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Place of manufacture: [Québec?]

Note on manufacture statement: Probably printed in Québec in the late 18th or early 19th century. The paper and typography have the appearance of late 18th-century productions in Québec or Montreal, the type being mainly well worn old face

5.34.32.5 Place of manufacture supplied based on address or sign. Make a Note on manufacture statement to justify a supplied Place of manufacture based on a sign or address if the reason is not evident from the rest of the description and if considered important (see 5.31.38.1).

5.34.32.6 Transposition of place names in more than one language or script. Always make a Note on manufacture statement if Place of manufacture appears in more than one language or script to indicate the original position on the source of any transposed statements (see 5.31.39.1 and Parallel place of manufacture, 5.315.3.2).

5.34.33 Parallel place of manufacture notes

5.34.33.1 Make a Note on manufacture statement of a parallel place of manufacture found elsewhere in the resource from the Place of manufacture if considered important (see Parallel place of manufacture, 5.315.3.1 and 5.315.3.4).

Example:

Parallel place of manufacture on cover reads: Saint-Cloud

(*Comment:* The Title proper is in Latin. Place of manufacture on half-title verso reads: Sancti Clodoaldi)

5.34.34 Name of manufacturer notes

5.34.34.1 Names of manufacturer in multipart monographs. If the manifestation is issued in more than one physical part and the manufacturer or the manufacturer's form of name changes in the course of publication, always record the manufacturer's name in the later part(s) in a Note on manufacture statement (see Name of manufacturer, 5.32.32.1).

5.34.34.2 Fictitious or incorrect names of manufacturer. Always make a Note on manufacture statement if the Name of manufacturer is known to be fictitious or incorrect (see 5.32.34.1).

5.34.34.3 Supplied name for fictitious or incorrect names of manufacturer. When supplying the actual name after the fictitious or incorrect name, always give the basis for the correction or clarification in a Note on manufacture statement (see Name of manufacturer, 5.32.34.2).

Example:

Actually printed in Venice and attributed to the printer Francesco Andreola by Cambridge University Library

Example:

"Though it bears the imprint of Robertson, the work on this publication was evidently done by his journeyman and successor, William Alexander Rind. The latter presented a petition to the Council, Apr. 20, 1790, 'praying for some compensation for his extraordinary trouble in printing the Journal of the Assembly ...'" (Tremaine)

(*Comment:* The formal citation for Tremaine's bibliography is given in a Manifestation described by note (see 9.32.31.1))

5.34.34.4 Supplied and conjectured names of manufacturers. Always make a Note on manufacture statement if no name, address, or device of a manufacturer appears on the manifestation or if the responsibility of a manufacturer for a particular manifestation is conjectured. In any case of a supplied manufacturer, give supporting evidence in a note on manufacture statement (see Name of manufacturer, 5.32.35.1).

Example:

Name of manufacturer: [Isaac Collins?]

Note on manufacture statement: Probably printed in Burlington by Isaac Collins, who did much of the printing for the state of New Jersey at this time

(*Comment:* The source of information is a law of the state of New Jersey)

5.34.34.5 Manufacturers identified by addresses, signs, or initials. If only the address, sign, or initials of the manufacturer appear in lieu of the manufacturer's name and the name has not been supplied in Name of manufacturer, give the name in a Note on manufacture statement if it is known or can be reasonably surmised (see 5.32.36.1).

Example:

Name of manufacturer: Printed at the Bible in George-Yard, Lombard-Street

Note on manufacture statement: The Bible in George-Yard, Lombard Street, was the address of the printer Luke Hind. According to the British Book Trade Index he was active there from 1735-1767

5.34.34.6 Devices. If the publisher's name has been supplied based on a device, always make a Note on manufacture statement about the basis for the identification (see Name of manufacturer, 5.32.36.2).

Example:

Woodcut printer's device of Robert Bryson on the title page (device no. 358b in: McKerrow, R. Printer's & publishers' devices in England & Scotland, 1485-1640)

5.34.34.7 Transposition of names of manufacturer in more than one language or script. For transposed elements, always make a Note on manufacture statement if the Name of manufacturer appears in more than one language or script to indicate the original position on the source (see 5.32.39.1 and Parallel name of manufacturer, 5.325.3.2).

Example:

Parallel name of manufacturer transposed from English title page facing main title page in French

5.34.35 Parallel name of manufacturer notes

5.34.35.1 Make a Note on manufacture statement of parallel manufacturer names found elsewhere in the resource from the source of Name of manufacturer if considered important (see Parallel name of manufacturer, 5.325.3.1 and 5.325.3.4).

Example:

Parallel name of manufacturer on cover reads: Imprimerie de Mme Ve Belin

(*Comment:* The Title proper is in Latin. Name of manufacturer on half-title verso reads: Ex typis Viduae Belin)

5.34.36 Date of manufacture notes

5.34.36.1 Chronograms. Include a transcription of the original chronogram in a Note on manufacture statement if considered important (see Date of manufacture, 5.33.352.2).

5.34.36.2 Very long dates. Make a Note on manufacture statement describing the source and the original form of the Date of manufacture if considered important (see 5.33.352.3).

5.34.36.3 Fictitious and incorrect dates. Always make a Note on manufacture statement to indicate the source of the information if the reason for supplying the actual date is not apparent from the rest of the description (see Date of manufacture, 5.33.352.4).

5.34.36.4 Julian/Old Style Dates. Always make a Note on manufacture statement indicating the basis for the supplied year if the transcribed year of manufacture is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been manufactured in the following year according to the modern European calendar (see Date of manufacture, 5.33.352.5).

5.34.36.5 Multiple adjustments or additions. If the Date of manufacture requires more than a single adjustment or addition, always make a Note on manufacture statement giving the source of the supplied dates (see 5.33.352.7).

5.34.36.6 Date of manufacture supplied from reference sources. If the Date of manufacture does not appear on the manifestation but is known, always give the source of the supplied date and any needed explanation in a Note on manufacture statement (see 5.33.353.1).

5.34.36.7 Conjectural date of manufacture. When supplying a conjectural Date of manufacture based on any information available, always indicate the basis for the conjecture in a Note on manufacture statement (see 5.33.354.1).

5.34.36.75 Patterns for supplying a conjectural date of manufacture. When supplying a conjectural date or period of manufacture according to one of the patterns shown in 5.33.3545.1, always indicate the basis for the conjecture in a Note on manufacture statement (see Date of manufacture, 5.33.3545.1).

5.34.36.8 Date of manufacture in multipart monographs. Record the date of each volume in a Note on manufacture statement if considered important. Such a Note on manufacture statement is particularly useful when the order of manufacture does not correspond to the order of the volume numeration (see Date of manufacture, 5.33.355.2).

5.34.36.9 Date of manufacture on part pages. If parts of a manifestation have individual title pages bearing dates that differ from the date pertaining to the whole manifestation,

always give these additional dates in a Note on manufacture statement (see Date of manufacture, 5.33.356.1).

5.34.37 Other manufacture details

5.34.37.1 Make a Note on manufacture statement for any other manufacture details that are considered important (see 5.01.1.4).

Example:

This is ostensibly an English printing as the manifestation contains press figures, which is an English trait, and its signatures are centred in the direction line. It is an almost identical copy of the seventh London edition, dated 1779, the main differences being there are no catchwords and the use of French ornaments. It is likely a piracy, printed by an English printer employed by Besongne in Rouen

(*Comment:* The imprint reads “Rouen, printed for JJ. Besongne, book-seller, in Grosse Horloge's street, M.DCC.LXXXI”)

5.35 — Copyright date

5.35.1 Element information

4.23.1.1 Link to RDA Toolkit

5.35.1.2 Sources of information

5.35.2 RDA definition and scope

5.35.2.1 A timespan associated with a claim of protection under copyright or a similar regime.

5.35.2.2 A copyright date includes a phonogram date associated with a claim of protection for an audio recording.

5.35.3 General rule

5.35.3.1 Transcribe a copyright date or a date of deposit as Copyright date. Follow the instructions in Date of publication for the transcription of such dates.

5.35.3.2 If a Date of publication does not appear on the manifestation and it is likely that the date of copyright or deposit represents the Date of publication, supply the date in square brackets as the Date of publication (see 5.23.33.1). Always indicate the copyright date as the basis for the conjecture in a Note on publication statement (see 5.24.36.7).

Example:

Date of publication: [1866]

Note on publication statement: Date of publication based on copyright date.

Copyright statement on title page verso reads: Entered according to Act of Congress, in the year 1866, by J.R. Jones, in the Clerk's Office of the District Court of the United States, in and for the Eastern District of Pennsylvania

5.35.3.3 If a Date of publication does not appear on the manifestation, and the date of copyright or deposit does not represent the probable date of publication, record it nonetheless in Copyright date, and supply a more accurate date of publication in square brackets (see 5.23.33.1). Provide an explanation for the supplied date in a Note on copyright date (see 5.36.3.1).

5.35.3.4 If the manifestation bears both a Date of publication and a date of copyright or deposit, the latter information may be recorded in Copyright date if considered important.

5.36 — Note on copyright date

5.36.1 Element information

5.36.1.1 Link to RDA Toolkit

5.36.1.2 Sources of information

5.36.2 RDA definition and scope

5.36.2.1 A note on manifestation that provides information on a copyright date.

5.36.3 General rule

5.36.3.1 Make a note on copyright details that are not included in other elements if they are considered important (see 5.01.1.4).

Example:

“Entered according to Act of Congress, in the year 1833, by William Pierce, in the Clerk's office of the District Court of the District of Massachusetts”--Title page verso

6 — Physical Description

6.01.1 Sources of information

6.01.1.1 The source of information for physical description elements is the manifestation itself. Take additional information from any source.

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6.21 — Extent of manifestation

6.21.1 Element information

6.21.1.1 Link to RDA Toolkit

6.21.1.2 Sources of information

6.21.2 RDA definition and scope

6.21.2.1 A number and type of unit or subunit of a manifestation.

6.21.3 General rule

6.21.3.1 Record the number of units and the type of unit of which a manifestation is composed.

6.21.4 Extent of manifestations of text

6.21.42 Manifestations in one physical unit

6.21.421 General rule

6.21.421.1 Record every leaf in the volume or other physical unit as issued by the publisher, including leaves of text, leaves of plates, and blank leaves. Do not record leaves added as part of the binding or the binding itself.

6.21.421.2 Record the complete number of pages, leaves, or columns in accordance with the terminology suggested by the volume (or other physical unit) itself. For a volume with leaves numbered on both sides, or with leaves unnumbered and printed on both sides, record the extent in pages. If the leaves are numbered on one side but printed on both sides, record the numbering as leaves. For a volume with leaves numbered and printed on one side only, or with leaves unnumbered and printed on one side only, record the extent in leaves and record this fact in a Note on extent of manifestation if considered important (see 6.215.421.2). For a volume with more than one numbered column to the page, record the extent in columns. If a manifestation contains sequences in more than one kind of numbering, record each sequence in its appropriate term as pages, leaves, or columns.

Example:

Extent of manifestation: 48 leaves

Note on extent of manifestation: Numbered leaves with text on both sides

Example:

Extent of manifestation: 232 pages

6.21.421.3 Record the number on the last numbered page or leaf of each numbered sequence as the basic statement of extent, with any necessary additions according to relevant rules (e.g., 6.21.4225.1, for the addition of unnumbered pages or leaves). Record

arabic and roman numerals as they appear in the manifestation. Record roman numerals uppercase or lowercase as they appear. If the pages or leaves are lettered rather than numbered, record the first and last letters followed by the word indicating pages or leaves. Use arabic numerals to designate pages, etc. that are numbered in words or in characters other than arabic or roman numerals and always make an explanatory Note on extent of manifestation (see 6.215.421.3).

Example:

viii, 256 pages

Example:

87, [1] pages

6.21.421.4 If the leaves are all or chiefly non-letterpress, record them as ordinary leaves or pages rather than leaves or pages of plates as in 6.21.426. Always record that the leaves are non-letterpress in Details of production method (see 6.275.3.1).

Example:

Extent of manifestation: [1], 13 leaves

Details of production method: Engraved, with a letterpress title page

Example:

Extent of manifestation: 28 leaves

Details of production method: Wholly engraved

6.21.422 Normally imposed single sheets

6.21.422.1 For a normally imposed single-folded (i.e., four-page) sheet, record the Extent of manifestation in the same manner as for a volume. Apply this rule even if only one of the four pages is printed. Record the presence of blank pages as a Note on extent of manifestation (see 6.215.422.1).

Example:

Extent of manifestation: 1, [3] pages

Note on extent of manifestation: Last three pages are blank

Example:

Extent of manifestation: [4] pages

Note on extent of manifestation: Folded single sheet; last three pages are blank

See 6.21.4285–6.21.429 for all other single-sheet manifestations.

6.21.4225 Unnumbered pages or leaves

6.21.4225.1 Record unnumbered sequences of pages or leaves according to the terms used to describe the rest of the manifestation or the part of the manifestation with which they are associated. In ambiguous cases count them as leaves when they are all printed on one side only; otherwise count them as pages. If the gatherings are discernible, include in the count blank leaves at the beginning of the first gathering or at the end of the final gathering when they are present in an item in hand or are known to be present in other exemplars of the manifestation. Record the presence of such blank leaves in Note on extent of

manifestation if considered important (see 6.215.423.1). Do not count possibly blank leaves wanting according to signature count and not known to exist in other exemplars. Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.

Example:

[4], 52 pages

Example:

Extent of manifestation: [4], 73, [3] pages

Note on extent of manifestation: The first and last leaves are blank

Example:

iv, [40], 328 pages

Example:

[12], 112 pages, 113-120 leaves, 121-568 pages, 569-604 leaves, 605-913, [15] pages

6.21.4225.2 Consider numbered sequences to include unnumbered pages or leaves falling logically within the sequence, counting back from the recorded number to 1.

Example:

[2], 40 pages

(*Comment:* Pages are numbered 3-40 with four unnumbered pages at the beginning)

but

[2], 5-40 pages

(*Comment:* Pages are numbered 5-40 with two unnumbered pages at the beginning; there is no evidence that any leaves are missing)

6.21.4225.3 Record unnumbered blank pages or blank leaves interrupting a numbered sequence by enclosing the number of unnumbered pages or leaves in square brackets between page or leaf numbers where the interruption occurs.

Example:

200, [8], 201-232 pages

Example:

42, [2], 43-145, [3], 147-161, [3], 163-180, [6] pages

6.21.423 Errata leaves

6.21.423.1 Include errata leaves (but not errata slips) in Extent of manifestation whether or not they are integral to a gathering. Always record the presence of errata leaves and errata slips as Supplementary content (see 9.33.31.1).

Example:

Extent of manifestation: [2], 46, [2] pages

Supplementary content: Errata on page [1] of third pagination sequence

6.21.4235 Advertisements

6.21.4235.1 Record leaves or pages consisting solely of advertisements only when they are clearly integral to the manifestation, such as when the advertisements are:

- included in the same pagination or foliation sequence as the text
- printed on the pages or leaves of an initial or final gathering also containing pages or leaves of text
- printed on a separate gathering that is continuously signed, connected by a catchword, or otherwise integral to the manifestation

6.21.4235.2 Record the presence of pages that contain only advertisements as Supplementary content (see 9.33.3.1).

Example:

Extent of manifestation: iv, 188, [2] pages

Supplementary content: Publisher's advertisements on [2] pages at end

Example:

Extent of manifestation: [52], 156, [4] pages

Supplementary content: Publisher's advertisements on [4] pages at end

6.21.4235.3 Describe advertisements that do not fall into any of these categories as Modification of item if considered important (see 9.41.3.2).

6.21.424 Multiple sequences of numbering

6.21.424.1 If the form of numbering within a sequence changes (e.g., from roman to arabic numerals), record each differently numbered part of the sequence. If unnumbered pages appear between the two forms of numbering, record the total number of unnumbered pages in arabic numerals within square brackets.

Example:

xvi, 17-328 pages

Example:

xv, [2], 18-328 pages

6.21.424.2 If the manifestation has duplicate sequences of paging, as is sometimes the case with manifestations having parallel texts, record both pagings and make an explanatory Note on extent of manifestation (see 6.215.424.1).

Example:

Extent of manifestation: xii, [1], 35, 35, [1] pages

Note on extent of manifestation: Opposite pages bear duplicate numbering

Example:

Extent of manifestation: [3], 2-11, 2-11, 12 pages, 13-19, 21 leaves, 22-44, [1] pages

Note on extent of manifestation: Page numbers 2-11 are duplicated on facing pages; 13-18 and 21 are folding letterpress tables, numbered as leaves; pages 22-44 start numbering on recto and are conventionally numbered

Example:

Extent of manifestation: [1], vii, vii, [2], vii, vii, 95, 95, 94-131, 94-131, [3] pages

Note on extent of manifestation: Text in English and French on opposite pages, numbered in duplicate

6.21.424.3 If a volume has groups of pages or leaves numbered in opposite directions, as is sometimes the case with manifestations having texts in two languages, record the pagination or foliation of the various sections in order, starting from the title page or other preferred source of information selected for the description.

Example:

Extent of manifestation: [8], 334, 32 pages

Note on extent of manifestation: "Prima elementa linguae Syriacae Iesu-Christo vernaculae," 32 pages at end, has separate title page and is bound back-to-front

6.21.424.4 If a volume has pagination of its own and also bears the pagination of a larger resource of which it is a part, record the paging of the individual volume. Record the pagination of the larger sequence in a Note on extent of manifestation (see 6.215.424.2).

Example:

Extent of manifestation: 16 pages

Note on extent of manifestation: Pages 4-16 also numbered 196-208

6.21.424.5 If the pages, leaves, or columns of a manifestation are numbered as part of a larger sequence (e.g., one volume of a multipart publication), or the exemplar of the manifestation appears to be an incomplete part of a whole, record the number of the first and the last numbered page, leaf, or column, preceded by the appropriate term (see 6.21.428.1).

Example:

pages 713-797, [1]

(*Comment:* Fragment, detached from larger work)

but

[1], 432-488 pages

(*Comment:* This is a complete publication issued separately with this pagination; an offprint from *Memoirs of the Literary and Philosophical Society of Manchester*, volume 4, part 2, Manchester, 1796)

6.21.424.6 If a manifestation contains multiple sequences of numbered or unnumbered pages, leaves, or columns, preferably record all of the sequences in the form and sequence presented.

Example:

xiv pages, xv-xlii, 496 columns, [1], 498-534, [2] pages

Example:

[14], 196 pages, 197-200 leaves, 200, [8], 201-569, [3], 573-599, 596-654, 657-706, [20] pages

If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), then employ one of the following methods:

a) Record the total number of pages, leaves, or columns followed by “in various pagings,” “in various foliations,” or “in various numberings”

Example:

384 pages in various pagings

b) Record the number of pages, leaves, or columns in the main sequence and the total number of the remaining variously numbered or unnumbered sequences

Example:

416 pages, 98 pages in various pagings

c) As a last resort, record the physical unit in which the manifestation was issued (e.g., volume, case, or portfolio) followed by “(various pagings),” “(various foliations),” or “(various numberings)”

Example:

1 volume (various pagings)

If one of these methods is employed, record all of the sequences in a Note on extent of manifestation if considered important (see 6.215.424.3).

6.21.4245 Expansions or corrections

6.21.4245.1 Make a Note on extent of manifestation giving more precise information about pagination or foliation, blank pages or leaves, or other aspects of collation if considered important (see 6.215.421.1).

6.21.4245.2 If the number of the last numbered page, leaf, or column of a sequence does not indicate the correct number of pages, etc., either record the sequences exactly to indicate the source of the error or record the number as given in the manifestation and supply a correction. When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by “that is,” and the correct number in square brackets. Provide an explanatory Note on extent of manifestation if considered important (see 6.215.4245.1).

Example:

Extent of manifestation: 564 [that is, 56] leaves

Note on extent of manifestation: Leaf 56 wrongly numbered 564

If the manifestation is numbered as leaves, but printed as pages, record the numbering as leaves. Do not record in the extent the equivalent number in pages (see 6.21.421.2).

6.21.425 Lack of numbering

6.21.425.1 If the whole volume is unpaginated or unfoliated, count the pages or leaves and record the total in arabic numerals within square brackets. State the total in terms of pages or leaves, but not of both. Begin the count with the first page or leaf of the first gathering and end the count with the last page or leaf of the last gathering, as instructed in 6.21.422.1. Count all blank pages or leaves.

Example:

[94] pages

6.21.425.2 *Optionally*, if determining the total number of pages or leaves of an unnumbered manifestation might damage an item in fragile condition, give the appropriate designation (e.g., "volume") from the RDA Value Vocabularies: RDA Carrier Type followed by "(unpaged)" or "(unfoliated)".

Example:

1 volume (unpaged)

6.21.426 Leaves or pages of plates

6.21.426.1 Record the number of leaves or pages of plates at the end of the sequence(s) of pagination or foliation, whether the plates are found together or distributed throughout the manifestation. Record the number even when there is only one plate. Count unnumbered leaves or pages of plates as they present themselves, regardless of terms used to describe the rest of the manifestation. For a plate folded and bound at the inner margin, see 6.21.427.

Example:

xii, 277, [11] pages, 48 pages of plates

Example:

x, 32, [2] pages, xxii leaves of plates

Example:

[12] pages, 924 columns, [129], 432, [18], 43 pages, 44-77 columns, [6], 90-160, [6] pages, [1] leaf of plates

6.21.426.2 In general, record the exact number of leaves or pages of plates. If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), record an estimated number.

Example:

viii, 298 pages, approximately 55 leaves of plates

6.21.426.3 If a volume contains a mixture of unnumbered leaves and pages of plates, record the total number either in terms of leaves or of pages, whichever is predominant. Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.

Example:

[12] pages, [24] pages of plates, [2] leaves of plates

6.21.426.4 Count title pages (and added title pages) as leaves or pages of plates if they are entirely or chiefly non-letterpress (e.g., engraved or lithographed) and not integral to any letterpress gatherings. Always make a Note on extent of manifestation to indicate any title page counted as a plate (see 6.215.426.1).

Example:

Extent of manifestation: 112 pages, [1] leaf of plates

Note on extent of manifestation: Plate has engraved title page on recto and blank verso

Example:

Extent of manifestation: [10], 192, [2] pages, [1] leaf of plates

Note on extent of manifestation: With an added engraved title page, which has been counted as the plate

6.21.426.5 As a last resort, if a manifestation's gatherings cannot be ascertained, or it is otherwise difficult to tell whether a leaf constitutes a plate, record it in terms of pages or leaves of plates if unnumbered and pages or leaves of text if included in the numbering sequence of the text.

6.21.427 Folded plates

6.21.427.1 Record folded plates as leaves or pages of plates. Count a plate folded and attached at one of its outer margins as one folded leaf of plates. Count a plate folded and bound at the inner margin as two leaves of plates. Make a Note on extent of manifestation to indicate any folded letterpress leaves of plates if considered important (see 6.215.427.1).

Example:

[8], 30, [8], 31-213, [3] pages, [3] folded leaves of plates

Example:

183, [1] pages, [9] leaves of plates (7 folded)

Example:

Extent of manifestation: [10], 199 [that is, 203], [33] pages, [3] folded leaves of plates

Note on extent of manifestation: The folded leaves are letterpress tables not included in signature statement

6.21.4275 Double leaves

6.21.4275.1 Record numbered double leaves (leaves with fold at either top or fore edge bound at the inner margin such that they cannot be unfolded, as is often the case with Asian

books) as pages or as leaves according to their numbering. Count unnumbered double leaves as pages (two printed pages per double leaf) or as leaves (one printed page per double leaf). Always record the presence of double leaves in a Note on extent of manifestation (see 6.215.4275.1).

Example:

Extent of manifestation: [2], 86, [2] pages

Note on extent of manifestation: Printed on double leaves, with uncut fold at the fore edge

Example:

Extent of manifestation: [4], 28 pages, [86] leaves of plates

Note on extent of manifestation: Some plates printed on double leaves

6.21.428 Incomplete manifestations

6.21.428.1 If a volume, or an individual sequence of pages or leaves within a volume, lacks pages or leaves at its end—or an unpaginated or unfoliated volume or sequence lacks any pages or leaves—and the paging or foliation of a complete exemplar of the manifestation cannot be ascertained, record the number of the last numbered or unnumbered page, leaf, or column using the appropriate term followed by "(incomplete)." If pages or leaves appear to be missing from both the first and last part of the volume and the extent of the complete volume cannot be ascertained, record the first and last numbers of the pages, leaves, or columns preceded by the appropriate term and followed by "(incomplete)". Record in a Note on extent of manifestation that the extent is based on an incomplete exemplar (see 6.215.428.1). Record the imperfection in a Note on extent of item if considered important (see 9.43.3.2).

Example:

Extent of manifestation: 142 pages (incomplete)

Note on extent of manifestation: Extent based on incomplete copy

Note on extent of item: Library copy incomplete; all after page 142 wanting

(*Comment:* No other known copy found)

6.21.4285 Sheets, rolls, cases, portfolios, etc.

6.21.4285.1 For a manifestation in a single physical unit other than a volume (e.g., a sheet, a roll, a case, or a portfolio), use an appropriate designation ("sheet," etc.) preceded by the arabic numeral 1. Prefer terminology from the RDA Value Vocabularies: RDA Carrier Type. Record a statement of pagination or foliation in parentheses following the designation.

Example:

1 portfolio (34 pages, 25 folded sheets)

6.21.4285.2 If the portfolio or case was not issued with the resource, do not record it as part of Extent of manifestation. Instead, record the extent in terms of pages, leaves, columns, sheets, or volumes as appropriate. In situations of uncertainty, assume that the portfolio or case was not issued with the resource. Record the presence of the case or portfolio in a Note on extent of item if considered important (see 9.43.3.3).

6.21.429 *Single-sheet manifestations*

6.21.429.1 For a manifestation consisting of a single sheet designed to be used unfolded (whether issued folded or unfolded), add a statement of pagination based on the number of pages printed, not counting blanks, in parentheses.

Example:

1 sheet (2 pages)

(*Comment:* Sheet of any size printed on both sides, numbered)

Example:

1 sheet ([2] pages)

(*Comment:* Sheet of any size printed on both sides, unnumbered)

Example:

1 sheet (3 pages)

(*Comment:* Folded sheet with title and colophon printed as two pages on “outside”; all text printed as one page occupying the entire “inside”)

Example:

1 sheet (1 page)

(*Comment:* Broadside or other sheet printed on one side, numbered)

Example:

1 sheet ([1] page)

(*Comment:* Broadside or other sheet printed on one side, unnumbered)

6.21.429.2 For a manifestation consisting of a single sheet folded into multiple panels, record the number of physical panels on one side of the sheet when unfolded. Include both blank panels and panels containing text or illustrations in the count. Enclose the number in square brackets if the panels are unnumbered. Record features of the sheet’s layout (including the numbering of the panels) in Details of layout if considered important (see 6.285.3.1).

Example:

Extent of manifestation: 1 folded sheet ([18] panels)

Details of layout: A folded sheet with eighteen panels on each side when unfolded.

All panels are unnumbered

Example:

Extent of manifestation: 1 folded sheet ([4] panels)

Details of layout: A folded sheet with four panels on each side. The “outside” contains a title panel, two panels of text, and a “Guide map” or street map on the fourth panel. The “inside” contains a plat map of the property being auctioned spread over all four panels

For a normally imposed single-folded (i.e., four-page) sheet see 6.21.422.1.

6.21.43 Manifestations in more than one physical unit

6.21.431 General rule

6.21.431.1 If a manifestation is issued in more than one physical unit, record the number of physical units in arabic numerals followed by the appropriate designation for the unit (e.g., "volumes"). Prefer terminology from the RDA Value Vocabularies: RDA Carrier Type (see also 6.21.421.2).

Example:

5 volumes

Example:

2 sheets

6.21.431.2 If a manifestation has been issued in fascicles intended to be bound into one or more physical units, record the number of pages, leaves, or volumes appropriate to its final or completed form. Always make a Note on extent of manifestation to indicate that it was issued in fascicles (see 6.215.431.1).

Example:

Extent of manifestation: 70 pages, xxiii leaves of plates

Note on extent of manifestation: Issued in 6 fascicles

6.21.431.3 If the number of physical units in which a manifestation is bound differs from the number in which it was actually issued, record this fact in a Note on extent of item if considered important (see 9.43.3.4).

Example:

Note on extent of item: Library copy bound in four physical volumes and interleaved with a Latin translation of Plutarch's Lives

(*Comment:* The manifestation was issued in one volume)

6.21.434 Bibliographic volumes vs. physical volumes

6.21.434.1 If the number of the manifestation's bibliographic volumes differs from the number of physical volumes, record the number of physical volumes. Always make a Note on extent of manifestation indicating the number of bibliographic volumes (see 6.215.434.1).

6.21.435 Pagination continuous

6.21.435.1 If the pagination of a manifestation in more than one physical unit is continuous, record the number of pages, leaves, or columns in parentheses after the number of units.

Example:

4 volumes ([4], 30, 32-33, 848, 835-1643, [1] pages, [1] leaf of plates)

Example:

2 volumes (vi, 200, [4] pages, CCC leaves of plates)

6.21.435.2 If there are separately paged sequences of preliminary matter in volumes other than the first, record the number of volumes only. If considered important, record the full pagination in a Note on extent of manifestation.

6.21.435.3 *Optionally*, if there is separately numbered or unnumbered preliminary matter in volumes other than the first that interrupt the sequence of pagination, and it is considered important to record the full pagination in Extent of manifestation, follow the provisions of 6.21.436.

6.21.436 *Pagination not continuous*

6.21.436.1 *Optionally*, if the pagination of a manifestation in more than one physical unit is not continuous, record the number of pages, leaves, or columns of each unit either in parentheses after the number of units or in a Note on extent of manifestation (see 6.215.436.1). Separate the counts for individual units with a semicolon and a space.

Example:

4 volumes ([4], 527, [1]; 12, 548; 8, 533, [3]; 4, 499, [1] pages)

Example:

2 volumes (4, lvi, 265 [that is, 267], [1] pages, [1] leaf of plates; [6], 3-294 pages, [4] leaves of plates)

Example:

Extent of manifestation: 4 volumes

Note on extent of manifestation: Pagination: vi, [2], 590 pages, [2] leaves of plates; [4], 493, [1] pages, [2] leaves of plates; [4], 519, [1] pages, [6] leaves of plates; [4], 516, [20] pages, [16] leaves of plates

6.21.437 *Discontinued manifestations*

6.21.437.1 If a publication planned for more than one physical unit has been or appears to have been discontinued before completion, describe the incomplete set as appropriate (i.e., record paging for a single volume or the number of volumes for multiple volumes). Always make a Note on extent of manifestation indicating that no more units have been issued (see 6.215.437.1).

Example:

Extent of manifestation: [8], xl, 507, [1], xxix, [3] pages

Note on extent of manifestation: No more published

(*Comment:* Title page states “Part the first”)

6.215 — Note on extent of manifestation

6.215.1 Element information

6.215.1.1 Link to RDA Toolkit

6.215.1.2 Sources of information

6.215.2 RDA definition and scope

6.215.2.1 A note on manifestation that provides information on the extent of a manifestation.

6.215.3 General rule

6.215.3.1 Make a Note on extent of manifestation according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

6.215.4 Note on extent of text

6.215.42 Manifestations in one physical unit

6.215.421 General rule

6.215.421.1 Make a note on details of extent that are not already included in Extent of manifestation if considered important (see 6.21.4245.1).

Example:

Note on extent of manifestation: Volumes numbered: 1, 2A, 2B, 2C, 3

Example:

Extent of manifestation: [8], 260, [2] leaves

Note on extent of manifestation: Numbered leaves with text on both sides

6.215.421.2 If the leaves are numbered on and printed on one side only or unnumbered and printed on one side only, record this fact in a Note on extent of manifestation if considered important (see Extent of manifestation, 6.21.421.2).

6.215.421.3 Always make a Note on extent of manifestation to explain that pages, etc. are numbered in words or in characters other than arabic or roman numerals (see Extent of manifestation, 6.21.421.3).

6.215.422 Normally imposed single sheets

6.215.422.1 Record the presence of blank pages in a normally imposed single-folded (i.e., four-page) sheet (see Extent of manifestation, 6.21.422.1).

Example:

Extent of manifestation: 1, [3] pages

Note on extent of manifestation: Last three pages are blank

Example:

Extent of manifestation: [4] pages

Note on extent of manifestation: Folded single sheet; last three pages are blank

6.215.423 Unnumbered pages or leaves

6.215.423.1 If blank leaves at the beginning of the first gathering or at the end of the final gathering have been recorded in the Extent of manifestation, always record their presence in a Note on extent of manifestation (see 6.21.4225.1).

Example:

The first and last leaves are blank

6.215.424 Multiple sequences of numbering

6.215.424.1 If the manifestation has duplicate sequences of paging, as is sometimes the case with manifestations having parallel texts, record both pagings and make an explanatory Note on extent of manifestation (see Extent of manifestation, 6.21.424.2).

Example:

Extent of manifestation: xii, [1], 35, 35, [1] pages

Note on extent of manifestation: Opposite pages bear duplicate numbering

Example:

Extent of manifestation: [1], vii, vii, [2], vii, vii, 95, 95, 94-131, 94-131, [3] pages

Note on extent of manifestation: Text in English and French on opposite pages, numbered in duplicate

6.215.424.2 If a volume has pagination of its own and also bears the pagination of a larger resource of which it is a part, record the paging of the individual volume as Extent of manifestation. Record the pagination of the larger sequence in a Note on extent of manifestation (see Extent of manifestation, 6.21.424.4).

Example:

Extent of manifestation: 16 pages

Note on extent of manifestation: Pages 4-16 also numbered 196-208

6.215.424.3 If the extent is not fully recorded in the Extent of manifestation (e.g., the sequences are exceedingly numerous), record all the sequences in a Note on extent of manifestation if considered important (see 6.21.424.6).

6.215.4245 Expansions of corrections

6.215.4245.1 If misleading or incorrect numbering is recorded in the Extent of manifestation, provide an explanatory Note on extent of manifestation if considered important (see 6.21.4245.2).

Example:

Extent of manifestation: 564 [that is, 56] leaves

Note on extent of manifestation: Leaf 56 wrongly numbered 564

6.215.426 Leaves or pages of plates

6.215.426.1 Always make a Note on extent of manifestation to indicate any title page counted as a plate (see Extent of manifestation, 6.21.426.4).

Example:

Plate has engraved title page on recto and blank verso

Example:

With an added engraved title page, which has been counted as the plate

6.215.427 Folded leaves

6.215.427.1 Make a Note on extent of manifestation to indicate any folded letterpress leaves if considered important (see Extent of manifestation, 6.21.427.1).

Example:

Extent of manifestation: [10], 199 [that is, 203], [33] pages, [3] folded leaves of plates

Note on extent of manifestation: The folded leaves are letterpress tables not included in signature statement

6.215.4275 Double leaves

6.215.4275.1 Always record the presence of double leaves in a Note on extent of manifestation (see Extent of manifestation, 6.21.4275.1).

Example:

Printed on double leaves, with uncut fold at the fore edge

Example:

Some of the plates are printed on double leaves

6.215.428 Incomplete manifestations

6.215.428.1 If the paging or foliation of a complete exemplar of the manifestation cannot be ascertained, record in a Note on extent of manifestation that the extent is based on an incomplete exemplar (see Extent of manifestation, 6.21.428.1).

Example:

Extent based on incomplete copy

6.215.43 Manifestations in more than one physical unit

6.215.431 *General rule*

6.215.431.1 Always make a Note on extent of manifestation indicating that a manifestation was issued in fascicles intended to be bound into one or more physical units (see Extent of manifestation, 6.21.431.2).

Example:

Issued in 6 fascicles

6.215.434 *Bibliographic units vs. physical volumes*

6.215.434.1 Always make a Note on extent of manifestation indicating the number of bibliographic volumes if the number of bibliographic volumes differs from the number of physical volumes (see Extent of manifestation, 6.21.434.1).

6.215.436 *Pagination not continuous*

6.215.436.1 If the pagination of a manifestation in more than one physical unit is not continuous and if considered important, record the number of pages, etc. of each unit either in parentheses after the number of units in Extent of manifestation, or in a Note on extent of manifestation (see Extent of manifestation, 6.21.436.1).

Example:

Extent of manifestation: 4 volumes

Note on extent of manifestation: Pagination: vi, [2], 590 pages, [2] leaves of plates; [4], 493, [1] pages, [2] leaves of plates; [4], 519, [1] pages, [6] leaves of plates; [4], 516, [20] pages, [16] leaves of plates

6.215.437 *Discontinued manifestations*

6.215.437.1 If a publication planned for more than one physical unit has been, or appears to have been, discontinued before completion, always make a Note on extent of manifestation indicating that no more units have been issued (see Extent of manifestation, 6.21.437.1).

Example:

No more published

(*Comment:* Title page states “Part the first” but no other parts were published)

6.215.44 Signatures

6.215.44.1 **General rule.** Make a note giving details of the signatures of a volume if considered important. Record these signature details according to the collational formula in Philip Gaskell's *A New Introduction to Bibliography* (see pages 328–331), insofar as typographical facilities permit. Preface this note with the word “Signatures” and a colon.

Example:

Signatures: [A]⁴ B-C⁴ D² E-G⁴ H²

Example:

Signatures: pi⁴(-pi⁴) A-B⁶ C⁴ a⁶ b⁸, ²A-S⁶ T-V⁴ 2A-2U⁶ 3A-3U⁶ 4A-4U⁶ 5A-5Z⁶ a⁶
2a⁶ *⁶ **⁸

Example:

Signatures: pi⁴ a-i⁸ chi²

Example:

Signatures: [1-4⁸][5-6⁶][7⁸]

(*Comment:* Volume is completely unsigned)

In general, record signatures for incunabula, especially if signatures are not given in a standard bibliographic or reference source. In general, also record signatures when a volume has no pagination or foliation.

Record the presence of blank leaves as part of a signature statement if considered important.

Example:

Signatures: 1-30⁸ 31⁴ 32-35⁸ (31₄, 35₈ blank)

6.215.44.2 Unavailable characters. If the gatherings are signed with a brevigraph (see Transcription, 0.4.16.1) that cannot be reproduced using available typographical facilities, substitute the spelled-out form and enclose it in square brackets.

Example:

Signatures: A-F⁸ G⁶ a-z⁸ &⁸ [con]⁸ [rum]⁸ 2a-2y⁸

If the gatherings are signed with other unavailable characters, substitute a descriptive term or an abbreviation for that term if a standard abbreviation exists.

Example:

Signatures: [dagger]⁸ a-q⁸

(*Comment:* Gathering is signed with †)

Example:

Signatures: *⁸ [double dagger]⁸ A-M⁸ N⁴

(*Comment:* Gathering is signed with ‡)

Example:

Signatures: [fist]⁴ A-D⁸ E⁸(±E2) F-G⁸ H⁴ I²

(*Comment:* Gathering is signed with ✊)

Example:

Signatures: [fleuron]⁸ A⁴ B-Y⁸

(*Comment:* Gathering is signed with ♪)

Example:

Signatures: [Maltese cross]⁶ A-X⁸ 2A-2P⁸ 2Q⁴

(*Comment:* Gathering is signed with ✕)

Example:

Signatures: [par.]⁸ A⁸(-A1) B-E⁸ F²

(*Comment:* Gathering is signed with ¶)

Example:

Signatures: [par.]⁴ 2[sec.]⁴ 3[sec.]² A-3P⁴

(*Comment:* Gatherings are signed with ¶ and §)

6.215.44.3 Special uses of pi and chi. Indicate unsigned leaves that fall outside the signature sequence (see Gaskell, page 330) by using the words **pi** and **chi**. Do not enclose the words in square brackets. Do not use the Greek characters **π** and **χ**, as these will give the impression that the leaves have actually been signed with Greek letters (see 6.215.44.7).

Example:

Signatures: pi⁴ A-C⁴ chi² D-Z⁴

Indicate partial duplications of an alphabet (see Gaskell, page 331) by using superscript **pi** and superscript **chi** or, if superscript letters are not available, by substituting “[superscript pi]” and “[superscript chi].”

Example:

Signatures: piA⁴ A-D⁴ chiD⁴ E-F⁴

or

Example:

Signatures: [superscript pi]A⁴ A-D⁴ [superscript chi]D⁴ E-F⁴

6.215.44.35 Non-conventional Latin alphabet. If the gatherings are signed with roman letters according to a pattern other than the conventional 23-letter Latin alphabet (i.e., A-Z, less I or J, U or V, and W), make this explicit by recording the additional letters in the signature statement.

Example:

Signatures: A-C⁸ G-U⁴ W⁴ X-Y⁴

(*Comment:* Printer used a 24-letter alphabet)

Example:

Signatures: [A]⁸ B-I⁸ J⁸ K-U⁸ V⁸ W⁸ X-Z⁸ ²A-B⁸ chi²

(*Comment:* Printer used a 26-letter alphabet)

6.215.44.4 Signatures do not match gatherings. If it can be determined that the signing of the volume does not match its actual gatherings, indicate this in the note.

Example:

Signatures: [A]⁴ B-2G⁴ ²2E-2G⁴. Gathered in twelves, with three separate but consecutive signatures within each gathering

6.215.44.5 Concurrent signatures. If the volume is signed using two concurrent sequences, provide both sets of signatures in the note. Record the signatures that correspond to the actual gatherings first, if this can be determined.

Example:

Signatures: a⁴ e⁴ i⁴ A-P⁴ R-7A⁴ (gathering P also signed Q)

Example:

Signatures: A¹²; also signed [1]⁶ 2⁶

Example:

Signatures: [A]² B-2H². Gatherings B-2H also signed No. 2-No. 31

6.215.44.6 Nonroman signatures (numeric sequence). If the gatherings are signed with nonroman characters that follow a numeric sequence, represent the characters using arabic numeration. Include an indication of the script used in the signatures in the note.

Example:

Signatures (in Hebrew numerals): 1-32⁴ 1-27⁶ 1-18⁶

Example:

Signatures (in Hindu-Arabic numerals): 1-12⁸

Example:

Signatures (in Church Slavic Cyrillic numerals): 1-25⁸ 26⁶ 1-22⁸ 23⁶(-236) 24⁸

If the nonroman characters are accompanied by parallel numeration using another script, record this as well.

Example:

Signatures (in parallel Hebrew and arabic numerals): pi⁸ 1-4⁸

(*Comment:* Indicates a numeric sequence in which the first gathering is unsigned, followed by gatherings signed 1-4 in both Hebrew and arabic numerals)

In case of doubt as to whether a sequence is numeric or alphabetic, assume a numeric sequence.

Example:

Signatures (in Hebrew characters): 2-3⁸

(*Comment:* Indicates two gatherings signed with characters that could belong to either an alphabetic or numeric sequence)

6.215.44.65 Nonroman signatures (alphabetic sequence). If the gatherings are signed with nonroman characters that follow an alphabetic sequence, transcribe in original script if typographical facilities permit, or in romanized form using the ALA-LC Romanization Tables (see LC-PCC PS 1.4). Use uppercase or lowercase characters according to the usage of the manifestation. If the script is one that does not employ case, or if the case of the characters cannot be determined, use lowercase characters. Indicate the script used in the signatures if recording them in romanized form, or if the signature statement would otherwise be ambiguous. If considered important for clarity, follow a compressed signature

statement by a total count of the gatherings in that sequence in square brackets (see 6.215.44.8).

6.215.44.7 Greek alphabetic signatures. For gatherings signed in Greek alphabetic sequences, use the 24-letter alphabet in the following chart as the basis for compressed signature statements (Greek letters are given in the top row, their romanized equivalents in the bottom row):

Greek	A	B	Γ	Δ	E	Z	H	Θ	I	K	Λ	M	N	Ξ	O	Π	P	Σ	T	Υ	Φ	X	Ψ	Ω
Romanized	A	B	G	D	E	Z	Ē	Th	I	K	L	M	N	X	O	P	R	S	T	Y	Ph	Ch	Ps	Ō

Example:

Signatures: pi1 α-γ² A-2Λ²

or


Signatures (in Greek characters): pi1 a-g² A-2L²

(*Comment:* Indicates an alphabetic sequence with an initial unsigned leaf, three gatherings signed α-γ in lowercase, a full sequence of 24 gatherings signed uppercase A-Ω, finishing with a partial sequence signed AA-ΛΛ in uppercase)

6.215.44.75 Hebrew alphabetic signatures. For gatherings signed in Hebrew alphabetic sequences, use the 22-letter alphabet in the following chart as the basis for compressed signature statements (Hebrew letters are given in the top row, their romanized equivalents in the bottom row):

Hebrew	ת	ש	ך	ק	צ	פ	ע	נ	מ	ל	כ	י	ט	ח	ז	ו	ה	ד	ג	ב	א		
Romanized	'	b	g	d	h	v	z	h	t	y	k	l	m	n	s	'	p	t	s	k	r	sh	t

Example:

Signatures: , a-k⁸

or

Signatures: 'sh⁸(in Hebrew characters), a-k⁸

(*Comment:* Indicates a Hebrew alphabetic sequence followed by a roman sequence)

6.215.44.8 Other nonroman alphabetic signatures. For all other nonroman alphabetic signature sequences, do not assume that a standard signing pattern can be used as the basis for compressed signature statements. Give the first and last characters in each sequence, followed by a total count of the gatherings in that sequence in square brackets.

Example:

Signatures: A-V² [=41], 2A-2V² [=41], 3A-3Ŵ² [=24]

or

Signatures (in Church Slavic characters): A-Ÿ² [=41], 2A-2Ÿ² [=41], 3A-3Ō² [=24]

6.215.44.85 Directionality of sequence. Include in the note an indication of the direction of a sequence, if it does not follow the reading direction of the script or text in that

sequence, if there are sequences in opposite directions in the same resource, or if the directionality of the sequence is otherwise ambiguous or unusual.

Example:

Signatures (right to left):)(⁸ A-2Y⁸

6.215.44.9 **Full collation.** If considered important, record the full collational formula instead of only the signature statement, including format and statement of signing as described in Philip Gaskell's *A New Introduction to Bibliography* (see pages 331-332). Preface this note with the word "Collation" and a colon.

Example:

Collation: 8vo: A-H⁴; 32 leaves: p. [1-2] 3-62 [63-64]; \$3(-H3) signed. H4 blank

6.22 — Illustrative content

6.22.1 Element information

6.22.1.1 Link to RDA Toolkit

6.22.1.2 Sources of information

6.22.2 RDA definition and scope

6.22.2.1 An indication of the kinds of expression of image content that supplement the main expressions that are embodied by an augmentation aggregate.

6.22.2.2 Illustrative content applies to an aggregate that embodies an expression with a content type of "cartographic image", "cartographic moving image", "cartographic tactile image", "cartographic tactile three-dimensional form", "cartographic three-dimensional form", "three-dimensional moving image", "two-dimensional moving image", "tactile three-dimensional form", "three-dimensional form", "still image", or "tactile image". Tables containing only words or numerical data are excluded.

Tables containing only words and/or numerical data are excluded.

6.22.3 General rule

6.22.3.1 To indicate the presence of illustration, use the term general "illustration" or "illustrations," as appropriate, from RDA Value Vocabularies: RDA Illustrative Content.

Example:

illustration

Example:

illustrations

6.22.3.2 *Optionally*, disregard minor illustrations.

6.22.3.3 **Ornaments, etc.** Do not regard ornaments (e.g., head-pieces, vignettes, tail-pieces, printers' devices, architectural borders), pictorial covers, or pictorial dust jackets as illustrations. Make a note on these Details of illustrated content if considered important (see 6.225.3.2).

6.22.3.4 **Illustrated title pages.** Treat illustrated title pages as illustrative content. Make a note to indicate any title-page illustration so treated if considered important (see Details of illustrative content, 6.225.3.3).

6.22.3.5 **Graphic processes or techniques.** *Optionally*, record controlled terms for graphic processes or techniques used in producing illustrative content in Production method (see 6.27.3.1). Make a note describing these graphic processes or techniques in more detail if considered important (see Details of illustrative content, 6.225.3.4).

6.22.31 Types of illustrations

6.22.31.1 *Optionally*, specify particular types of illustrations. Use one or more of the following terms from the RDA Value Vocabularies: RDA Illustrative Content.

- coat of arms
- facsimile
- form
- genealogical table
- graph
- illumination
- map
- photograph
- plan
- portrait
- sample

6.22.31.2 Record a term in the singular or plural as appropriate.

6.22.31.3 Replace the general term “illustration” or “illustrations” with terms specifying particular types of illustrative content if the particular types are the only illustrative content in the resource.

Example:

map

Example:

portraits

6.22.31.4 Record the general term “illustrations” in addition to terms specifying particular types of illustrative content if the particular types are not the only illustrative content in the resource.

Example:

illustrations, maps, plans

6.22.33 Illustrations in pockets

6.22.33.1 Record illustrative matter issued in a pocket attached to a resource as illustrative content (see also Supplementary content, 9.33.3.1 and Note on manifestation, 9.3.38.7). Make a note to indicate the presence and the number of pieces of illustrative matter in the pocket (see Details of illustrative content, 6.225.31.1).

Example:

Illustrative content: map

Details of illustrative content: Folded map in pocket

6.22.335 Illustrations on endpapers

6.22.335.1 Record illustrative matter appearing on the endpapers of a resource as illustrative content if considered important. Make a note indicating the presence of the illustrations on the endpapers (see Details of illustrative content, 6.225.32.1).

Example:

Illustrative content: map

Details of illustrative content: Map on endpapers

6.22.35 Number of illustrations

6.22.35.1 Record the number of illustrations when their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

Example:

94 illustrations

Example:

illustrations, 8 facsimiles

Example:

3 illustrations, 1 map

Example:

6 illustrations, 2 maps, 1 portrait

6.22.35.2 *Optionally*, record an approximate number of illustrations if the exact number cannot be readily ascertained and it is considered important.

6.22.37 Resources consisting entirely or chiefly of illustrations

6.22.37.1 If a resource consists entirely of non-textual material (e.g., photographs, portraits, maps), do not record the presence of illustrations. Instead, describe the resource using the instructions for the appropriate content type (e.g., still image, cartographic image, etc.).

6.22.37.2 If the resource contains a mixture of text and illustration, with illustration predominating, and the decision is made to describe the resource as text, use the term "chiefly illustrations".

Example:

chiefly illustrations

6.22.37.3 *Optionally*, when the illustrations are chiefly of a particular type (see 6.22.31.1), precede the term specifying the particular type with "chiefly".

Example:

chiefly maps

6.225 — Details of illustrative content

6.225.1 Element information

6.225.1.1 Note: This element has been deprecated and removed from the RDA Toolkit. Details of illustrative content has been retained in DCRM to better clarify the relationship between these instructions and Illustrative content and to mirror the structure throughout the Physical description chapter. Instructions in Details of illustrative content map to RDA Toolkit: Illustrative content.

6.225.1.2 Sources of information

6.225.2 RDA definition and scope

6.225.2.1 Details of content intended to illustrate the primary content of an expression.

6.225.3 General rule

6.225.3.1 Give fuller details of illustrative content if considered important.

Example:

With an engraved frontispiece portrait of the author by George Vertue, and plates after Hogarth's designs

6.225.3.2 Make a note on ornaments (e.g., head-pieces, vignettes, tail-pieces, printers' devices, architectural borders), pictorial covers, or pictorial dust jackets if considered important (see Illustrative content, 6.22.3.3).

Example:

Woodcut head- and tail-pieces; woodcut factotums

Example:

Title page has a woodcut border with side pieces with putti and foliage (McKerrow, R.B. Title-page borders used in England and Scotland 1485–1640, no. 110)

Example:

Printer's device of Richard Grafton (McKerrow, R.B. Printers' & publishers' devices in England & Scotland, 1485-1640, no. 104) on G4r and final leaf recto (²A4)

6.225.3.3 Make a note to indicate any illustration on the title page treated as Illustrative content if considered important (see 6.22.3.4).

Example:

The illustration is a woodcut on the title page

Example:

Illustration is a woodcut on the title page depicting a woman with raised sword and torch, with two serpents rising out of an inferno in the background

6.225.3.4 Make a note describing in more detail graphic processes or techniques used in producing illustrative content if considered important (see Illustrative content, 6.22.3.5).

Example:

Engravings by Mackenzie and William Harrison. Engraved frontispiece, a portrait of William Bligh, by Jean Condé; after J. Russell

6.225.31 Illustrations in pockets

6.225.31.1 Always make a note to indicate the presence and the number of pieces of illustrative matter issued in a pocket attached to a resource (see Illustrative content, 6.22.33.1).

Example:

Illustrative content: map

Details of illustrative content: Folded map in pocket

6.225.32 Illustrations on endpapers

6.225.32.1 Make a note indicating the presence of illustrations appearing on the endpapers of a resource if considered important (see Illustrative content, 6.22.33.5.1).

Example:

Illustrative content: map

Details of illustrative content: Map on endpapers

Example:

Illustrative content: portraits

Details of illustrative content: Portraits of film stars, Greer Garson and Clark Gable, appear on front and rear endpapers and dust jacket

6.23 — Color content

6.23.1 Element information

6.23.1.1 Link to RDA Toolkit

6.23.1.2 Sources of information

6.23.2 RDA definition and scope

6.23.2.1 An indication of the presence of colour, tone, etc., embodied by a manifestation.

6.23.2.2 Black, white, single colour shades of black, single colour tints of white, and single colour tones of gray are considered to be single colours. Colour content applies to an expression with a value of "cartographic image", "cartographic moving image", "cartographic three-dimensional form", "notated movement", "notated music", "performed movement", "still image", "text", "three-dimensional moving image", "three-dimensional form", or "two-dimensional moving image" for content type.

6.23.3 General rule

6.23.3.1 Describe color characteristics of Illustrative content using one or more terms from the LC Vocabulary for Color Content. Record the source of the term.

- black and white
- color
- gray scale
- hand colored
- mixed color
- one color

6.23.31 Printed color

6.23.31.1 Treat illustrations printed with tint blocks (e.g., chiaroscuro woodcuts, tinted lithographs) as color illustrations.

6.23.31.2 If both the text and illustrations are printed in a single color, do not describe the illustrations as "color." Make a note on the color of the ink if considered important (see Details of color content, 6.235.31.1).

6.23.31.3 In general, do not record printed color as color content unless it appears in illustrations. Make a note on the color of ink in textual matter if considered important (see Details of color content, 6.235.31.2).

For incunabula, make a note on color printing if present (see Details of color content, 6.235.31.2).

6.23.32 Hand coloring in printed resources

6.23.32.1 Hand-colored material is material to which color is applied in a separate production stage by brush, stencil, or another manually applied method.

6.23.32.2 If there is strong evidence that all exemplars of the manifestation were issued with hand coloring applied before distribution, always record the presence of color as issued in Details of color content (see 6.235.33.1). Evidence for hand coloring applied before distribution may include statements within the resource itself or scholarly research. In general, do not treat the presence of hand coloring in a single item as evidence that the edition was issued with hand coloring. In case of doubt, assume that not all exemplars of the manifestation were issued with hand coloring applied before distribution.

Example:

Color content: hand colored

Details of color content: Illustrations are hand colored, as issued

(*Comment:* Title contains statement “embellished with colored engravings”)

6.23.32.3 If there is strong evidence that some exemplars of the manifestation were issued with hand coloring applied before distribution, and some without, record this information as Details of color content instead of as Color content (see 6.235.33.2).

6.23.32.4 Record the presence or absence of hand coloring in an item if considered important (see Modification of item, 9.41.3.2).

6.23.33 Color of base material

6.23.33.1 Do not record the presence of color in base materials (e.g., paper) as color content. Make a note if considered important (see Details of color content, 6.235.35.1).

6.235 — Details of color content

6.235.1 Element information

6.235.1.1 Note: This element has been deprecated and removed from the RDA Toolkit. Details of color content has been retained in DCRM to better clarify the relationship between these instructions and Color content and to mirror the structure throughout the Physical description chapter. Instructions in Details of color content map to RDA Toolkit: Colour content.

6.235.1.2 Sources of information

6.235.2 RDA definition and scope

6.235.2.1 Details of the presence of colour, tone, etc., embodied by a manifestation.

6.235.3 General rule

6.235.3.1 Make a note on details of color content if considered important (see Color content, 6.23).

6.235.31 Details of printed color

6.235.31.1 If both the text and illustrations are printed in a single color, make a note on the color of the ink if considered important (see Color content, 6.23.31.2).

Example:

Printed in green throughout

6.235.31.2 Make a note on the color of the ink in textual matter if considered important (see Color content, 6.23.31.3).

Example:

Title and preliminary pages are printed in red and black ink

For incunabula, always record color printing if present (see Color content, 6.23.31.3).

Example:

Printed in red and black

(*Comment:* The manifestation is an incunable)

6.235.33 Details of hand coloring

6.235.33.1 If publisher-issued hand coloring has been recorded as Color content, always make a note to indicate that the resource was hand colored before distribution (see 6.23.32.2). Record the evidence used to determine that the hand coloring was applied before distribution if not evident from the rest of the description.

Example:

Color content: hand colored

Details of color content: With hand colored wood engravings, as issued

(*Comment:* Title contains statement “with brightly-colored pictures”)

Example:

Color content: hand colored

Details of color content: Lithographs are hand colored, as issued

6.235.33.2 If there is strong evidence that some copies of the resource were issued with hand coloring applied before distribution, and some without, record this information as Details of color content (see Color content, 6.23.32.2).

Example:

“Price 25 cents plain, 37 1/2 cents colored”--Foot of title page

Example:

“Price 1s. colored, 6d. uncolored”--Following imprint

6.235.33.3 Exercise caution in recording the colors employed in hand coloring. Record such information only if there is strong evidence describing the coloring scheme employed by the publisher. Do not assume that a coloring scheme used in one exemplar of the manifestation is representative of the coloring scheme for all exemplars.

6.235.33.4 Record details of color for a hand-colored item as Modification of item if considered important (see 9.41.3.2).

6.235.35 Base material

6.235.35.1 Make a note on the color of base material (e.g., paper) if considered important (see Color content, 6.23.33.1).

Example:

Printed in gold on dark blue paper

6.24 — Dimensions

6.24.1 Element information

6.24.1.1 Link to RDA Toolkit

6.24.1.2 Sources of information

6.24.2 RDA definition and scope

6.24.2.1 A measurement of a carrier or a container of a manifestation.

6.24.2.2 Dimensions include measurements of height, width, depth, length, gauge, and diameter.

6.24.3 General rule

6.24.3.1 Record the dimensions of a manifestation (based on the exemplar in hand) in centimeters, using the metric symbol "cm". Round a fraction of a centimeter up to the next full centimeter. If a manifestation measures less than 10 centimeters, record the dimensions in millimeters, using the metric symbol "mm".

Example:

18 cm

(*Comment:* A manifestation measuring 17.1 centimeters in height)

Example:

99 mm

(*Comment:* A manifestation measuring between 98 and 99 millimeters in height)

6.24.3.2 If one of the measurements would normally be given in millimeters and one in centimeters, record both measurements in millimeters.

Example:

95 x 120 mm

(*Comment:* A manifestation measuring between 94 and 95 mm in height and between 11 and 12 cm in width)

6.24.3.3 If more than one exemplar of the manifestation is known and the dimensions of the different exemplars vary, record the dimensions as issued, if they can be determined. Otherwise, record the dimensions of the largest known exemplar. Record the dimensions of the other exemplars in Note on dimensions of item (see 9.44.3.2).

6.24.33 Volumes

6.24.331 Height

6.24.331.1 If a volume is bound, measure the height of the binding.

Example:

27 cm

6.24.331.2 When the height of the text block differs by 3 centimeters or more from the height of the binding *and* the binding was issued by the publisher, specify both. For descriptions of item-specific bindings, see Modification of item, 9.41.35.1.

Example:

text block 12 cm, in binding 20 cm

6.24.333 Width

6.24.333.1 If the width of a volume is greater than the height, or less than half the height, record the height x width.

Example:

20 x 32 cm

Example:

20 x 8 cm

6.24.335 Differing sizes

6.24.335.1 If the volume as issued contains separate text blocks of varying dimensions, record the height (or height x width) of the binding only. If considered important, record the heights of the text blocks in Note on dimensions of manifestation (see 6.245.3.2) or Note on dimensions of item (see 9.44.3.2).

6.24.335.2 If the volumes of a multipart set differ in size, record the smallest or smaller size and the largest or larger size, separated by a hyphen.

Example:

24-28 cm

6.24.35 Single-sheet manifestations

6.24.35.1 For a single-sheet manifestation issued unfolded, record the height x width.

Example:

32 x 25 cm

6.24.35.2 If a sheet is issued in folded form, but is designed to be used unfolded (e.g., with the chief part occupying a whole side of the sheet), add the dimensions of the sheet when folded.

Example:

22 x 28 cm, folded to 22 x 10 cm

6.24.35.3 If the sheet is not folded as issued, or in cases of uncertainty, do not record the height x width when folded. If the folded dimensions are important, record this information in Note on dimensions of item (see 9.44.3.3).

Example:

24 x 38 cm

Note on dimensions of item: Folded by later owner to 24 x 19 cm

6.24.35.4 When describing sheets designed to be used as folded (see 6.21.429), record the height of the sheet when folded.

Example:

18 cm

6.24.37 Containers

6.24.37.1 If a container was issued with the resource, record the height x width x depth of the container if considered important. Record these dimensions in addition to the dimensions of the volume or sheet.

Example:

33 cm, in box 34 x 25 x 6 cm

6.24.37.2 If the container was not issued with the resource, do not record the dimensions of the container in the dimensions element. In situations of uncertainty, assume that the container was not issued with the resource. Record the dimensions of the container in a Note on dimensions of item if considered important (see 9.44.3.4).

6.24.37.3 If the resource is in more than one container, and the containers are all of the same size, record the dimensions of a single container.

6.24.37.4 If the containers differ in size, record the dimensions of the smallest or smaller and the largest or larger size.

6.245 — Note on dimensions of manifestation

6.245.1 Element information

6.245.1.1 Link to RDA Toolkit

6.245.1.2 Sources of information

6.245.2 RDA definition and scope

6.245.2.1 A note on manifestation that provides information on the dimensions of a manifestation.

6.245.3 General rule

6.245.3.1 Make notes on the dimensions of a manifestation if considered important.

6.245.3.2 If a volume as issued contains separate text blocks of varying dimensions, record the height (or height x width) of the text blocks in a Note on dimensions of manifestation if considered important (see Dimensions, 6.24.335.1).

6.25 — Base material

6.25.1 Element information

6.25.1.1 Link to RDA Toolkit

6.25.1.2 Sources of information

6.25.2 RDA definition and scope

6.25.2.1 An underlying physical material of a manifestation.

6.25.3 General rule

6.25.3.1 Record the base material of the manifestation if considered important. Use one or more terms from the RDA Value Vocabularies: RDA Material and indicate the source.

Example:

Base material: paper

Source code of term: rdamat

(*Comment:* Example includes the MARC source code of term for clarity)

6.25.3.2 If none of the terms in the RDA vocabulary is appropriate, record another suitable term from a standardized vocabulary and indicate its source. Prefer the RBMS Controlled vocabularies: Paper terms for terms for specific types of paper.

Example:

Base material: Japan vellum

Source code of term: rbpap

(*Comment:* Example includes the MARC source code of term for clarity)

6.25.3.3 Make a note recording more detailed descriptions of base materials if considered important (see Details of base material, 6.25.3.1).

6.255 — Details of base material

6.255.1 Element information

6.255.1.1 Link to RDA Toolkit

6.255.1.2 Sources of information

6.255.2 RDA definition and scope

6.255.2.1 Details of an underlying physical material of a manifestation.

6.255.3 General rule

6.255.3.1 Record details of base material if considered important (see Base material, 6.25.3.3).

Example:

Printed on vellum

Example:

“Of this edition fifty-eight copies have been printed on paper, and four on vellum”--preliminary leaf

Example:

“Limited to thirty-two copies on Imperial Japan paper and one hundred and twenty-five copies on Holland paper”--unnumbered leaf preceding half title page

6.26 — Applied material

6.26.1 Element information

6.26.1.1 Link to RDA Toolkit

6.26.1.2 Sources of information

6.26.2 RDA definition and scope

6.26.2.1 A physical or chemical substance applied to a base material of a manifestation.

6.26.3 General rule

6.26.3.1 Record an applied material of the manifestation if considered important. Use one or more terms from the RDA Value Vocabularies: RDA Material and indicate the source.

Example:

Applied material: ink

Source code of term: rdamat

(*Comment:* Example includes the MARC source code of term for clarity)

Example:

Applied material: watercolor

Source code of term: rdamat

(*Comment:* Example includes the MARC source code of term for clarity)

6.26.3.2 If none of the terms in the RDA vocabulary is appropriate, record a suitable term from another standardized vocabulary and indicate its source.

Example:

Applied material: gold leaf

Source code of term: aat

(*Comment:* Example includes the MARC source code of term for clarity)

6.26.3.3 When multiple applied materials are identified in a manifestation, record as many terms as appropriate, with the predominant one, if any, first.

6.26.3.4 If a manifestation is known to have multiple applied materials but not all can be readily identified, record *mixed materials*.

6.26.3.5 Record more detailed descriptions of the applied materials used to produce the manifestation as Details of applied material if considered important (see 6.26.3.1).

6.265 — Details of applied material

6.265.1 Element information

6.265.1.1 Link to RDA Toolkit

6.265.1.2 Sources of information

6.265.2 RDA definition and scope

6.265.2.1 Details of a physical or chemical substance that is applied to a base material of a manifestation.

6.265.3 General rule

6.265.3.1 Record details of applied material if considered important (see Applied material, 6.26.3.5).

6.27 — Production method

6.27.1 Element information

6.27.1.1 Link to RDA Toolkit

6.27.1.2 Sources of information

6.27.2 RDA definition and scope

6.27.2.1 A process used to produce a manifestation.

6.27.3 General rule

6.27.3.1 Record the process or technique used to produce the manifestation if considered important. Prefer a term from the RDA Value Vocabularies: RDA Production Method, such as:

- engraving
- etching
- printing

6.27.3.2 If none of the terms in the RDA vocabulary is appropriate, record another suitable term from a standardized vocabulary (such as the printing and printing processes and techniques hierarchy of the Art & Architecture Thesaurus Online) and indicate its source.

Example:

Production method: intaglio printing

Source code of term: aat

(*Comment:* Example includes the MARC source code of term for clarity)

6.27.3.3 When multiple techniques or processes are identified in a manifestation, record as many terms as appropriate, with the predominant one, if any, first.

Example:

aquatint

etching

(*Comment:* Print done in aquatint with some etching)

6.27.3.4 Make a note recording more detailed descriptions of the processes or techniques used to produce a manifestation in Details of production method if considered important (see 6.275.3.1).

6.275 — Details of production method

6.275.1 Element information

6.275.1.1 Link to RDA Toolkit

6.275.1.2 Sources of information

6.275.2 RDA definition and scope

6.275.2.1 Details of a process that is used to produce a manifestation.

6.275.3 General rule

6.275.3.1 Record fuller details of the production method if considered important (see Production method, 6.27.3.4).

Example:

Woodcut head- and tail-pieces; woodcut factotum

Example:

Production method: printing

Production method: engraving

Details of production method: First quire is in letterpress; rest is engraved

6.28 — Layout

6.28.1 Element information

6.28.1.1 Link to RDA Toolkit

6.28.1.2 Sources of information

6.28.2 RDA definition and scope

6.28.2.1 An arrangement of text, images, tactile notation, or other content in a manifestation.

6.28.3 General rule

6.28.3.1 *Optionally*, record specific types of layout using one or more terms from the RDA Value Vocabularies: RDA Layout and indicate the source.

6.28.3.2 Record more detailed descriptions of layout in Details of layout if considered important (see 6.285.3.1).

6.285 — Details of layout

6.285.1 Element information

6.285.1.1 Link to RDA Toolkit

6.285.1.2 Sources of information

6.285.2 RDA definition and scope

6.285.2.1 Details of an arrangement of text, images, tactile notation, or other content in a manifestation.

6.285.3 General rule

6.285.3.1 Record Details of layout if considered important (see Layout, 6.28.3.2).

Example:

A folded sheet with eighteen panels on each side when unfolded. All panels are unnumbered

Example:

A folded sheet with four panels on each side. The “outside” contains a title panel, two panels of text, and a “Guide map” or street map on the fourth panel. The “inside” contains a plat map of the property being auctioned, spread over all four panels

6.285.3.2 For incunabula, record the number of columns and the number of lines. Do the same for later publications if considered important.

Example:

Text in double columns; 60 lines and head-line; capital spaces

Example:

Text in double columns, 42 lines per column

Example:

Printed in 2 columns divided by a row of printers' ornaments

6.29 — Bibliographic format

6.29.1 Element information

6.29.1.1 Link to RDA Toolkit

6.29.1.2 Sources of information

6.29.2 RDA definition and scope

6.29.2.1 A proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is left full, cut, or folded.

6.29.3 General rule

6.29.3.1 For hand-press publications, record the bibliographic format of the manifestation whenever the format can be determined. *Optionally*, give the format for machine-press publications. Record the format using one or more terms from the RDA Value Vocabularies: RDA Bibliographic Format. Use "full-sheet" for manifestations made up of unfolded sheets.

Example:

4to

(*Comment:* A publication in quarto)

Example:

4to

8vo

(*Comment:* A publication consisting of a mixture of quarto and octavo sheets)

6.29.3.2 If none of the terms in the RDA vocabulary is appropriate, record a suitable term from another standardized vocabulary and indicate its source.

6.29.3.3 Record more detailed descriptions of bibliographic format in Details of bibliographic format if considered important (see 6.295.3.1). For instructions on recording bibliographic format as part of a statement of full collation, see Note on extent of manifestation, 6.215.44.9.

6.295 — Details of bibliographic format

6.295.1 Element information

6.295.1.1 Link to RDA Toolkit

6.295.1.2 Sources of information

6.295.2 RDA definition and scope

6.295.2.1 Details of a proportional relationship between a whole sheet in a printed or manuscript resource and the individual leaves that result if that sheet is left full, cut, or folded.

6.295.3 General rule

6.295.3.1 Record Details of bibliographic format if considered important (see Bibliographic format, 6.29.3.3). For instructions on recording bibliographic format as part of a statement of full collation, see Note on extent of manifestation, 6.215.44.9.

Example:

Oblong folio format except for pages iii-vi and 1-28, which are in quarto with vertical chain lines

6.31 — Font size

6.31.1 Element information

6.31.1.1 Link to RDA Toolkit

6.31.1.2 Sources of information

6.31.2 RDA definition and scope

6.31.2.1 A size of the type that is used to represent the characters and symbols in a manifestation.

6.31.3 General rule

6.31.3.1 For incunabula, record type measurements if readily ascertainable. Do the same for later publications if considered important.

Example:

Type 76G

6.31.3.2 Make a note recording more detailed descriptions of font size if considered important (see Details of font size, 6.315.3.1).

6.315 — Details of font size

6.315.1 Element information

6.315.1.1 Link to RDA Toolkit

6.315.1.2 Sources of information

6.315.2 RDA definition and scope

6.315.2.1 Details of a size of the type that is used to represent the characters and symbols in a manifestation.

6.315.3 General rule

6.315.3.1 Record Details of font size if considered important (see Font size, 6.31.3.2).

6.32 — Type of binding

6.32.1 Element information

6.32.1.1 Link to RDA Toolkit

6.32.1.2 Sources of information

6.32.2 RDA definition and scope

6.32.2.1 A method used to bind a published or unpublished manifestation.

6.32.3 General rule

6.32.3.1 Describe details of a publisher-issued binding if considered important.

Example:

In publisher's pictorial cloth binding with gold-stamped title and portrait of the author with lion cubs on front

Example:

Toy book cut in the shape of a standing Robinson Crusoe

Example:

Collages of marbled paper squares and rectangles mounted on cream-colored Italian handmade paper (watermarked Umbria, Italy, C.M.F.)

Example:

Bound in yellow cloth with bamboo design in gold, red and green

Example:

On heavy board pages cut in the shape of the shop

Example:

In yellow wrappers; with illustrations on inside of front and back wrapper, and publisher's advertisement on outside of back wrapper

6.32.3.2 *Optionally*, record specific types of bindings using one or more terms from the RDA Value Vocabularies: RDA Type of Binding, the RBMS Controlled Vocabularies: Binding Terms, or other controlled vocabularies. Indicate the source of the term.

6.32.3.3 Details of a binding recorded here usually apply to all exemplars of a manifestation. Summaries of binding details that apply to particular groups of exemplars within an edition or issue may also be recorded.

Example:

Two issues include: (a) Green cloth cover, 23 cm, with small mounted portrait; the text and illustrations in reddish orange; the decorations, including endleaves, in pale yellow; (b) Green cloth cover, 25 cm, with large mounted illustration; the text in black, with decorations in light orange, without decorated endleaves

Example:

At least two variants exist: one bound in red cloth with white lettering and the other in gold cloth with orange lettering

6.32.3.4 Record details pertaining to the binding of individual items as Modification of item if considered important (see 9.41.35.1).

6.32.3.5 Record descriptions of containers issued with the manifestation if considered important.

6.32.3.6 Record descriptions of dust jackets issued with the manifestation if considered important. For instructions on dust jackets as sources of information, see Integrity of the copy, i.01.8.2.

6.33 — Content type

6.33.1 Element information

6.33.1.1 Link to RDA Toolkit

6.33.1.2 Sources of information

6.33.2 RDA definition and scope

6.33.2.1 A categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived.

6.33.2.2 Content type also reflects the number of spatial dimensions and the presence or absence of movement in which content expressed in the form of an image or images is intended to be perceived.

6.33.3 General rule

6.33.3.1 Record the Content type(s) of the manifestation using terms from the RDA Value Vocabularies: RDA Content Type.

6.33.3.2 *Optionally*, if the resource consists of more than one content type and one content type predominates (e.g., a textual work with a few illustrations), record content type for the predominant one only.

6.34 — Media type

6.34.1 Element information

6.34.1.1 Link to RDA Toolkit

6.34.1.2 Sources of information

6.34.2 RDA definition and scope

6.34.2.1 A categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a manifestation.

6.34.3 General rule

6.34.3.1 Record the Media type of the manifestation using terms from the RDA Value Vocabularies: RDA Media Type.

6.35 — Carrier type

6.35.1 Element information

6.35.1.1 Link to RDA Toolkit

6.35.1.2 Sources of information

6.35.2 RDA definition and scope

6.35.2.1 A categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a manifestation.

6.35.3 General rule

6.35.3.1 Record the Carrier type of the manifestation using terms from the RDA Value Vocabularies: RDA Carrier Type.

6.35.3.2 Manifestation-level descriptions of carriers usually apply to all exemplars of an edition or issue. Information that applies to particular groups of exemplars within an edition or issue may also be recorded as Note on carrier (see 6.35.3.1). Record information pertaining to individual exemplars as Modification of item (see 9.41.3.2).

6.355 — Note on carrier

6.355.1 Element information

6.355.1.1 Link to RDA Toolkit

6.355.1.2 Sources of information

6.355.2 RDA definition and scope

6.355.2.1 A note on manifestation that provides information on attributes of a carrier of a manifestation.

6.355.3 General rule

6.355.3.1 Record additional information that applies to all exemplars of the manifestation or particular groups of exemplars of an edition or issue as a Note on carrier. Record information pertaining to individual items as a Modification of item (see 9.41.25.1).

6.355.3.2 Make a Note on carrier that combines descriptions from Details of base material (6.255.3.1), Details of applied material (6.265.3.1), or Details of production method (6.275.3.1) if considered important. This note may be recorded in addition to information recorded as Details of base material, Details of applied material, or Details of production method.

Example:

Drawing in graphite and wash with black ink highlights, on pink laid paper

7 — Numbering of serials

This page is under construction

Development of this page is temporarily on hold, pending future developments. We will add this page as soon as we're able. If you believe you've reached this page in error, please consider reporting the broken/bad link by adding a comment to this GitHub issue or email the DCRMR editor directly.

Kind regards,

The RBMS RDA Editorial Group

7.21 — Numbering of sequence

This page is under construction

Development of this page is temporarily on hold, pending future developments. We will add this page as soon as we're able. If you believe you've reached this page in error, please consider reporting the broken/bad link by adding a comment to this GitHub issue or email the DCRMR editor directly.

Kind regards,

The RBMS RDA Editorial Group

8 — Series

8.01.1 Sources of information

8.01.1.1 The sources of information for series elements are the series title page, monograph title page, cover (if issued by the publisher), dust jacket, and the rest of the manifestation, in that order of preference (see Data provenance, 0.1.5). For multipart monographs, prefer a source in the first volume. If the manifestation has both main series and subseries titles, prefer a source containing both titles.

Series-like statements present on covers not issued by the publisher usually represent binders' titles and should be treated as item-level information if considered important (see Title of item, 1.27.31.1).

8.01.1.2 If the Series statement, or any of its elements, is taken from a source other than the series title page, always make a Note on series statement (see 8.29.3.2).

8.01.1.3 If the Series statement appears on both the series title page and the monograph title page, indicate this in a Note on series statement if considered important (see 8.29.3.2). Transcribe the text of the latter statement as a second Series statement if the two differ.

8.01.1.4 If the Series statement appears as a stamp or on a label, transcribe it as found and make a Note on series statement to indicate the presence of the stamp or label (see 8.29.3.2).

8.01.1.5 If a Series statement is not present in the manifestation, but bibliographic or reference sources provide evidence that the book was issued as part of a publisher's series, do not supply a Series statement. Rather, provide the series information in a Note on series statement if considered important (see 8.29.3.2).

8.01.2 Element order

8.01.2.1 General element order, punctuated and capitalized according to ISBD:

Title of series : other title information of series / statement of responsibility
relating to series ; numbering within sequence

8.01.2.2 If both a main series title and a subseries title appear on the resource, record the title of the main series first, followed by the title of the subseries.

Title of series. Title of subseries

8.01.2.3 If there are Parallel titles of series, transcribe each subseries after the series title to which it relates.

Title of series. Title of subseries = Parallel title of series. Parallel title of subseries

8.01.2.4 Transcribe Other title information of series following the Title of series. If there are Parallel titles of series, transcribe the other title information after the series title to which it relates.

Title of series : other title information of series = Parallel title of series

Title of series : other title information of series = Parallel title of series : parallel
other title information of series

8.01.2.5 Transcribe a Statement of responsibility relating to series following the Title of series.

Title of series : other title information of series / statement of responsibility
relating to series

8.01.2.6 If there are Parallel titles of series but the Statement of responsibility relating to series appears in only one language or script, transcribe the Statement of responsibility relating to series after the last parallel title, following any other title information associated with the title.

Title of series : other title information of series = Parallel title of series : parallel
other title information of series / statement of responsibility relating to series.

8.01.2.7 If the statement of responsibility appears in more than one language or script, transcribe each statement after the title of series (or other title information) to which it relates.

Title of series : other title information of series / statement of responsibility
relating to series = Parallel title of series : parallel other title information of series
/ parallel statement of responsibility relating to series

8.01.2.8 If series numbering is present, transcribe it as the last element in the Series statement.

Title of series : other title information of series / statement of responsibility
relating to series ; numbering within sequence

8.01.2.9 If there are Parallel titles of series and the series numbering also appears in more than one language or script, transcribe each number after the series title to which it relates (following any other title information or any statement of responsibility associated with the title).

Title of series : other title information of series / statement of responsibility
relating to series ; numbering within sequence = Parallel title of series : parallel
other title information of series / parallel statement of responsibility relating to
series ; numbering within sequence [relating to Parallel title of series]

8.01.2.91 If the series numbering appears only once, transcribe it after the series title to which it relates.

Title of series ; numbering within sequence [relating to Title within series] =
Parallel title of series

8.01.2.92 However, if the numbering relates to all, more than one, or none of the series titles, transcribe it at the end of the Series statement.

Title of series = Parallel title of series ; numbering within sequence [relating to both the Title of series and the Parallel title of series]

8.01.3 Form and order of information

8.01.3.1 Transcribe Series information in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Contents:

8.2 — Series statement

8.21 — Title of series

8.215 — Parallel title of series

8.23 — Other title information of series

8.235 — Parallel other title information of series

8.25 — Statement of responsibility relating to series

8.255 — Parallel statement of responsibility relating to series

8.27 — Numbering within sequence

8.29 — Note on series statement

8.2 — Series statement

8.2.1 Element information

8.2.1.1 Link to RDA Toolkit

8.2.1.2 Sources of information

8.2.2 RDA definition and scope

8.2.2.1 A statement that identifies a series that is associated with a manifestation and a numbering of a manifestation within the series.

8.2.2.2 A series statement includes any or all of title of series, other title information of series, statement of responsibility relating to series, and numbering within sequence.

8.2.3 General rule

8.2.3.1 Transcribe the Series statement in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

8.2.31 More than one series statement

8.2.31.1 The information relating to a single series, or series and subseries, constitutes one Series statement. If two or more series statements appear in a manifestation, transcribe each statement separately.

Example:

American poets profile series ; 1

Thunder City Press poetry series ; number 19

(*Comment:* Example formatted with ISBD punctuation for clarity)

8.21 — Title of series

8.21.1 Element information

8.21.1.1 Link to RDA Toolkit

8.21.1.2 Sources of information

8.21.2 RDA definition and scope

8.21.2.1 A nomen that is a title that identifies a series to which a manifestation belongs.

8.21.3 General rule

8.21.3.1 Transcribe the Title of series in the form and order in which it is presented on the preferred source of information, unless specifically instructed otherwise (see Transcription, 0.4.94.05).

Example:

Stereoscopic gems of Utah scenery

Example:

Master choruses for Lent and Easter

Example:

British school series

Example:

Collection de documents historiques

8.21.3.2 If the source bears a series title in more than one language or script, transcribe as Title of series the title that is in the language and script of the Title proper. If this criterion does not apply, transcribe the title that appears first in the source. Transcribe the remaining title(s), together with any associated information, as Parallel title of series (see 8.215.3.1).

8.21.3.3 If the series title includes a statement of responsibility or numbering that is grammatically inseparable from other words in the title, transcribe it as part of Title of series.

Example:

Tract no. I of the American Peace Society

Example:

G. Woolworth Colton's series of railroad maps

Example:

J. Rutherford's series of tracts

Example:

Mandeville's series

Example:

Oxberry's new English drama

8.21.32 Subseries

8.21.32.1 If both a main series and a subseries appear on the resource, record the title of the main series first, followed by the title of the subseries. If the main series and subseries titles do not appear in this position in the source, transpose them as needed and always provide details of the transposition in a Note on series statement (see 8.29.3.2).

Example:

Parlour library. Shilling series

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Title of series: Biblioteca breve. Série pensamento e ciência

Note on series statement: Correct subseries title from final leaf verso

(*Comment:* Example formatted with ISBD punctuation for clarity)

8.21.32.2 If a phrase such as “new series,” “second series,” etc., appears with an unnumbered series, transcribe the phrase as a subseries title. If the phrase appears with a numbered series, transcribe the phrase as part of Numbering within sequence (see 8.27.3.4).

Example:

What every child should know library. The fourth series

(*Comment:* Series is unnumbered; phrase “The fourth series” transcribed as subseries title. Example formatted with ISBD punctuation for clarity)

Example:

Title of series: Killaly chapbooks

Numbering within sequence: 2nd series, no. 6

(*Comment:* Series is numbered; phrase “2nd series” transcribed as part of the Numbering within sequence element)

8.215 — Parallel title of series

8.215.1 Element information

8.215.1.1 Link to RDA Toolkit

8.215.1.2 Sources of information

8.215.2 RDA definition and scope

8.215.2.1 A nomen that is a title of series in another language or script.

8.215.3 General rule

8.215.3.1 If the source bears a series title in more than one language or script, transcribe as Title of series the title that is in the language and script of the Title proper. If this criterion does not apply, transcribe the title that appears first in the source. Transcribe the remaining title(s), together with any associated information, as Parallel title of series. Always make a Note on series statement to indicate the original position on the source of any transposed titles (see 8.29.3.2).

Example:

Title of series: Canadian cities, bird's eye views

Parallel title of series: Villes du Canada, vues à vol d'oiseau

Example:

Title of series: Europäische Hochschulschriften

Parallel title of series: European university papers

Parallel title of series: Publications universitaires européennes

8.215.3.2 *Optionally*, if the parallel titles of series in a single statement are considered too numerous to list exhaustively and some may be omitted without significant loss of identification, all after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the nature of the omitted information. Include the number of parallel titles of series in the supplied phrase. Do not use the mark of omission.

8.215.31 Parallel subseries titles

8.215.31.1 If there are both parallel titles of series and subseries titles on the resource, transcribe each subseries after the series title to which it relates. If any parallel titles have been omitted from the transcription, also omit their associated subseries.

8.23 — Other title information of series

8.23.1 Element information

8.23.1.1 Link to RDA Toolkit

8.23.1.2 Sources of information

8.23.2 RDA definition and scope

8.23.2.1 A word, character, or group of words or characters that appears in conjunction with, and is subordinate to, a title of series.

8.23.3 General rule

8.23.3.1 Transcribe Other title information of series in the form and order in which it is presented on the preferred source of information, unless instructed otherwise (see Transcription, 0.4.94.05).

Example:

Title of series: The mermaid series

Other title information of series: the best plays of the old dramatists

Example:

Title of series: Watkins' new boudoir series

Other title information of series: Yo Semite and Pacific Coast

8.235 — Parallel other title information of series

8.235.1 Element information

8.235.1.1 Link to RDA Toolkit

8.235.1.2 Sources of information

8.235.2 RDA definition and scope

8.235.2.1 An other title information of series in another language or script.

8.235.3 General rule

8.235.3.1 If there are parallel titles of series (see Parallel title of series, 8.215.3.1), transcribe the other title information after the series title to which it relates. If any parallel titles of series have been omitted from the transcription, also omit the associated other title information.

8.25 — Statement of responsibility relating to series

8.25.1 Element information

8.25.1.1 Link to RDA Toolkit

8.25.1.2 Sources of information

8.25.2 RDA definition and scope

8.25.2.1 A statement of responsibility that is associated with a series.

8.25.3 General rule

8.25.3.1 Transcribe a Statement of responsibility relating to series as it appears on the manifestation. If the statement of responsibility does not appear after the title of series in the source, transpose as needed. Always provide details of the transposition in a Note on series statement (see 8.29.3.2). However, if the statement of responsibility is grammatically inseparable from the series title, transcribe it as part of Title of series (see 8.21.3.3).

Example:

Series statement: Serie de libros de lectura / Mantilla

Note on series statement: Series editor precedes series title at head of title page

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Series statement: Report series / Canadian Wildlife Service

Note on series statement: "Canadian Wildlife Service" appears within decorative border at head of title

(*Comment:* Example formatted with ISBD punctuation for clarity)

Example:

Series statement: Annales. Zoologie / Musée du Congo

Note on series statement: Series statement of responsibility precedes series title on series title page

(*Comment:* Example formatted with ISBD punctuation for clarity)

8.255 — Parallel statement of responsibility relating to series

8.255.1 Element information

8.255.1.1 Link to RDA Toolkit

8.255.1.2 Sources of information

8.255.2 RDA definition and scope

8.255.2.1 A statement of responsibility relating to series in another language or script.

8.255.3 General rule

8.255.3.1 If there are parallel titles of series but the Statement of responsibility relating to series appears in only one language or script, transcribe the statement of responsibility after the last Parallel title of series (following any other title information associated with the title).

8.255.3.2 If the statement of responsibility appears in more than one language or script, transcribe each statement after the series title (or other title information) to which it relates.

8.255.3.3 If any parallel titles of series have been omitted from the transcription, also omit their associated statements of responsibility.

8.27 — Numbering within sequence

8.27.1 Element information

8.27.1.1 Link to RDA Toolkit

8.27.1.2 Sources of information

8.27.2 RDA definition and scope

8.27.2.1 A nomen that is a designation that is assigned to a manifestation to identify its position in a sequence of individual parts of a larger manifestation or parts or issues of a larger work.

8.27.2.2 Numbering may include dates or other timespans, alphanumeric or other characters, and an accompanying caption.

8.27.3 General rule

8.27.3.1 Transcribe series numbering as it appears in the manifestation as the last element in the Series statement. If the numbering does not appear after the other series elements in the source, transpose it as needed. Always provide details of the transposition in a Note on series statement (see 8.29.3.2). However, if the numbering is grammatically inseparable from the series title, transcribe it as part of Title of series (see 8.21.3.3).

8.27.3.2 Transcribe the numbering as it appears in the manifestation (see Transcription, 0.4.3). Do not use abbreviations not present in the source and do not convert roman or spelled-out numerals to arabic.

Example:

Title of series: Serie lecturas de economía colimense

Numbering within sequence: núm. II

Example:

Title of series: Collection of British authors

Numbering within sequence: vol. LXII

Example:

Title of series: The adventure series

Numbering within sequence: 7

Example:

Title of series: The “boys’ first-rate pocket library” of complete tales

Numbering within sequence: no. 60

Example:

Title of series: Oeuvres philosophiques de Mr. D. Hume

Numbering within sequence: tome troisième

8.27.3.3 If there is series numbering but no series title, always transcribe the numbering in a Note on series statement (see 8.29.3.4).

Example:

Note on series statement: Number “6” appears at head of title page; issued as part of the American tract series (see Bibliography of American literature)

(*Comment:* Making a note on the number is required; providing the additional information from the Bibliography of American literature is optional. The formal citation for the Bibliography of American literature is given in a Manifestation described by note (see 9.32.31.2))

In case of doubt as to whether a number appearing in the resource is series numbering, transcribe the numbering in a Note on identifier for manifestation (see 10.23.3.1).

8.27.3.4 If a phrase such as “new series,” “second series,” etc., appears with a numbered series, transcribe the phrase as part of Numbering within sequence (see Title of series, 8.21.32.2).

Example:

Title of series: Killaly chapbooks

Numbering within sequence: 2nd series, no. 6

(*Comment:* Series is numbered; phrase “2nd series” transcribed as part of the Numbering within sequence element)

8.27.32 Numbering relating to parallel title of series

8.27.32.1 If there is one or more Parallel title of series and the series numbering also appears in more than one language or script, transcribe each number after the Title of series to which it relates (following any other title information or any statement of responsibility associated with the title).

Example:

Series statement: Nachschlagewerke und Quellen zur Kunst ; Teil 6 = Art reference works and sources ; part 6

(*Comment:* Information is transcribed in three elements: Title of series; Parallel title of series; and Numbering within sequence. The example is formatted according to ISBD for clarity)

Example:

Series statement: Annalen. Reeks in-8o. Menselijke wetenschappen ; nr. 111 = Annales. Série in-8o. Sciences humaines ; no. 111

(*Comment:* Information is transcribed in three elements: Title of series; Parallel title of series; and Numbering within sequence. The example is formatted according to ISBD for clarity)

Example:

Series statement: O.B.E.M.A ; no. 12 = O.B.E.M.A. ; nr. 12

(*Comment:* Information is transcribed in three elements: Title of series; Parallel title of series and Numbering within sequence. The example is formatted according to ISBD for clarity)

8.27.32.2 If the series numbering appears only once, transcribe it after the Title of series to which it relates. However, if the numbering relates to all, more than one, or none of the titles of series, transcribe it at the end of the Series statement.

Example:

Series statement: Série bilingue = Bilingual series ; 5

(*Comment:* Information is transcribed in three elements: Title of series; Parallel title of series and Numbering within sequence. The example is formatted according to ISBD for clarity)

8.27.32.3 If any parallel titles of series have been omitted from the transcription, also omit their associated numberings.

8.29 — Note on series statement

8.29.1 Element information

8.29.1.1 Link to RDA Toolkit

8.29.1.2 Sources of information

8.29.2 RDA definition and scope

8.29.2.1 A note on manifestation that provides information on a series with which a manifestation is associated.

8.29.3 General rule

8.29.3.1 Make a Note on series statement according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

8.29.3.2 Always note the source of any element of the Series statement when it is taken from elsewhere than the series title page. If any element has been transposed in the Series statement, note its original position in the manifestation (see Title of series, 8.21.32.1).

Example:

Series title from head of title page; subseries title from endpapers

Example:

Series statement from page 4 of wrapper

Example:

Series number at head of series title

Example:

Series statement transposed from between title and imprint statement on title page

8.29.3.3 Note any series information not transcribed in the Series statement if considered important.

Example:

First in a series of tales from Sörmland

8.29.3.4 If there is series numbering but no series title, always record any numbers or letters that imply a series in a Note on series statement (see Numbering within sequence, 8.27.3.3).

8.29.3.5 Give information about a series in which the resource has been issued previously in a Note on manifestation if considered important (see 9.3.34.2).

9 — Additional notes

9.01.1 Sources of information

9.01.1.1 Take information recorded in notes from any source (see Data provenance, 0.1.5). Square brackets are required only for interpolations within quoted material.

9.01.3 Form and order of information

9.01.3.1 If information in a note corresponds to information found in the Title, Statement of responsibility, Edition, Production, Publication, Distribution, Manufacture, Physical description, or Series elements, usually give the elements of information in the order in which they appear in DCRMR.

9.01.3.2 Some of the most common types of notes are listed in this chapter; notes other than those provided for may be made if considered important. Specific applications of many of these notes are provided in the preceding chapters. Make notes as called for in the following subrules. When appropriate, combine two or more notes to make one note.

9.01.4 General rule

9.01.4.1 Notes qualify and amplify the formal description, and are especially important for recording types of information not accounted for in other data elements. Notes can therefore deal with any aspect of the resource and its description.

9.01.4.2 If the description in other manifestation elements does not clearly identify the resource being cataloged, make whatever notes are necessary for unambiguous identification. When appropriate, refer to detailed descriptions in standard bibliographic or reference sources. Provide sufficient information to identify the specific source, whether using a general note, a formal “References” note giving the source in prescribed form, or some combination of the two (see Manifestation described by, 9.32.31.1).

9.01.4.3 Notes may also be made to justify access points for subjects, personal or corporate names, titles, genres/forms, physical characteristics, provenance, etc. Whenever possible, use terms taken from controlled vocabularies when making such notes and added entries. Prefer the terminology used in RBMS Controlled Vocabularies or Library of Congress Genre/Form Terms for Library and Archival Materials. Terms from other authorized vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used.

9.01.5 Required notes

9.01.5.1 In general, notes are not required, but some notes are required in particular situations and are so indicated in instructions (e.g., Note on the source of the title proper, 1.29.31.1 and Transposed statements of responsibility, 2.29.32.1).

Contents:

- 9.05 — Note on RDA entity
 - 9.1 — Note on work
 - 9.12 — Dissertation or thesis information
 - 9.121 — Academic degree
 - 9.122 — Degree granting institution
 - 9.123 — Year degree granted
 - 9.2 — Note on expression
 - 9.23 — Language of expression
 - 9.24 — Script
 - 9.245 — Details of script
 - 9.25 — Summarization of content
 - 9.3 — Note on manifestation
 - 9.32 — Manifestation described by
 - 9.33 — Supplementary content
 - 9.34 — On carrier unit with
 - 9.4 — Note on item
 - 9.41 — Modification of item
 - 9.42 — Custodial history of item
 - 9.425 — Immediate source of acquisition of item
 - 9.43 — Note on extent of item
 - 9.44 — Note on dimensions of item
 - 9.45 — Bound with
-

9.05 — Note on RDA entity

9.05.1 Element information

9.05.1.1 Link to RDA Toolkit

9.05.1.2 Sources of information

9.05.2 RDA definition and scope

9.05.2.1 A broad unstructured description of one or more attributes of an RDA entity.

9.05.3 General rule

9.05.3.1 Make additional notes relating to the RDA entity being described if considered important.

9.1 — Note on work

9.1.1 Element information

9.1.1.1 Link to RDA Toolkit

9.1.1.2 Sources of information

9.1.2 RDA definition and scope

9.1.2.1 A broad unstructured description of one or more attributes of a work.

9.1.3 General rule

9.1.3.1 Make a note relating to the work being described if considered important.

9.1.31 Note on adaptations

9.1.31.1 Make a note if the work is an adaptation of another work, unless apparent from the rest of the description and if considered important (see also RDA Toolkit: Adaptation of work).

Example:

Adaptation of: Breviarium monasticum

9.1.32 Note on sequential works

9.1.32.1 Make a note on the fact that the work is part of a sequence of works, unless apparent from the rest of the description and if considered important (see also RDA Toolkit: Sequel work and RDA Toolkit: Prequel work).

Example:

Sequel to: Mémoires d'un médecin

9.12 — Dissertation or thesis information

9.12.1 Element information

9.12.1.1 Link to RDA Toolkit

9.12.1.2 Sources of information

9.12.2 RDA definition and scope

9.12.2.1 A statement that identifies an academic institution, degree, or year for which a work was presented.

9.12.3 General rule

9.12.3.1 If the work being described is a dissertation or thesis presented in partial fulfillment of the requirements for an academic degree, record the Academic degree, Degree granting institution, and Year degree granted if known.

Example:

Thesis (doctoral)--Universität Rostock, 1668

9.12.3.2 If the work is a revision or abridgment of a thesis, state this in a Note on work (see 9.1.3.1).

9.12.3.3 If the work lacks a formal thesis statement, make a Note on work if considered important.

9.121 — Academic degree

9.121.1 Element information

9.121.1.1 Link to RDA Toolkit

9.121.1.2 Sources of information

9.121.2 RDA definition and scope

9.121.2.1 A rank conferred as a guarantee of academic proficiency.

9.121.3 General rule

9.121.3.1 Give a brief statement of the degree for which the author was a candidate (e.g., “M.A.” or “Ph.D.,” or, for theses to which such abbreviations do not apply, “doctoral” or “master’s”), if known.

Example:

Thesis

Example:

Thesis (doctoral)

9.122 — Degree granting institution

9.122.1 Element information

9.122.1.1 Link to RDA Toolkit

9.122.1.2 Sources of information

9.122.2 RDA definition and scope

9.122.2.1 A corporate body who approves a work that is a thesis or dissertation associated with an academic degree.

9.122.3 General rule

9.122.3.1 Record the name of the institution or faculty to which the thesis or dissertation was presented.

Example:

Harvard College

Example:

Universität Tübingen

9.123 — Year degree granted

9.123.1 Element information

9.123.1.1 Link to RDA Toolkit

9.123.1.2 Sources of information

9.123.2 RDA definition and scope

9.123.2.1 A timespan during which an academic degree is conferred by a granting institution or faculty.

9.123.3 General rule

9.123.3.1 Record the year in which the degree was granted.

Example:

1786

Example:

1805

9.2 — Note on expression

9.2.1 Element information

9.2.1.1 Link to RDA Toolkit

9.2.1.2 Sources of information

9.2.2 RDA definition and scope

9.2.2.1 A broad unstructured description of one or more attributes of an expression.

9.2.3 General rule

9.2.3.1 Make a note relating to the expression being described if considered important.

9.2.31 Note on adaptations

9.2.31.1 Make a note if the expression is an adaptation, unless apparent from the rest of the description and if considered important (see also RDA Toolkit: Adaptation of expression).

Example:

Author's adaptation of his Latin text.

9.2.32 Note on sequential expressions

9.2.32.1 Make a note if the expression is part of a sequence of expressions, unless apparent from the rest of the description and if considered important (see also RDA Toolkit: Sequel expression and RDA Toolkit: Prequel expression).

9.2.33 Note on translations

9.2.33.1 Make a note if the expression is a translation, unless apparent from the rest of the description and if considered important (see also RDA Toolkit: Translation of).

Example:

Translation of: Gulliver's travels

Example:

In part a translation of: Le déserteur / M.-J. Sedaine

9.2.34 Note on revisions

9.2.34.1 Make a note if the expression is a revision, unless apparent from the rest of the description and if considered important (see also RDA Toolkit: Revision of).

9.2.34.2 In citing another edition of the same work, give enough information to identify the edition cited.

Example:

Revision of: 2nd edition, 1753

Example:

A revision of the edition in four sheets, dated "twentieth day of April 1639," which was ordered by King Charles to be suppressed in favor of this edition in three sheets, dated "twentie fifth day of April"

9.23 — Language of expression

9.23.1 Element information

9.23.1.1 Link to RDA Toolkit

9.23.1.2 Sources of information

9.23.2 RDA definition and scope

9.23.2.1 A language used for the content of an expression.

9.23.3 General rule

9.23.3.1 Make a note on the language of the expression if considered important.

Example:

Parallel Iroquois and English texts

Example:

English text with Latin and French prose translations

Example:

Text in romanized Arabic

9.24 — Script

9.24.1 Element information

9.24.1.1 Link to RDA Toolkit

9.24.1.2 Sources of information

9.24.2 RDA definition and scope

9.24.2.1 A set of characters or symbols used to express written language content of an expression.

9.24.3 General rule

9.24.3.1 Record the script used in the expression if considered important.

9.245 — Details of script

9.245.1 Element information

9.245.1.1 Link to RDA Toolkit

9.245.1.2 Sources of information

9.245.2 RDA definition and scope

9.245.2.1 Details of a set of characters or symbols used to express written language content of an expression.

9.245.3 General rule

9.245.3.1 Always record the presence of nonroman script in the resource if it has been transcribed only in romanized form in the description (see Language and script of the description, 0.3.2.1).

Example:

Church Slavic in Church Slavic script

Example:

Title in Greek script

9.245.3.2 Record other characteristics of the script of the expression in Details of script if considered important.

9.25 — Summarization of content

9.25.1 Element information

9.25.1.1 Link to RDA Toolkit

9.25.1.2 Sources of information

9.25.2 RDA definition and scope

9.25.2.1 An abstract, summary, synopsis, etc., of the content of an expression.

9.25.3 General rule

9.25.3.1 Give a brief abstract, summary, synopsis, etc., of the content of an expression if considered important.

Example:

Promotional brochure for the 1916 Panama California International Exposition, which opened in Balboa Park in San Diego, California on March 18, 1916. Although both San Francisco (the official site) and San Diego had hosted expositions during 1915 in honor of the completion of the Panama Canal, Southern Californians decided to continue the celebration in 1916, expanding the San Diego exposition with exhibits contributed by the San Francisco fair and by many foreign countries

9.25.31 Nature, scope or artistic form

9.25.31.1 Make a note on the nature, scope, or artistic form to amplify or explain the Title proper and Other title information if considered important.

Example:

An advertisement

Example:

A satire against William Pulteney

Example:

Prospectus for: Pope, Alexander. Essay on criticism. London, 1745

9.3 — Note on manifestation

9.3.1 Element information

9.3.1.1 Link to RDA Toolkit

9.3.1.2 Sources of information

9.3.2 RDA definition and scope

9.3.2.1 A broad unstructured description of one or more attributes of a manifestation.

9.3.25 Related elements

9.3.25.1 Additional notes on manifestation covered in other chapters include:

- Note on title
- Note on statement of responsibility
- Note on edition statement
- Note on publication statement
- Note on distribution statement
- Note on manufacture statement
- Note on copyright date
- Note on extent of manifestation
- Note on dimensions of manifestation
- Note on carrier
- Note on series statement
- Note on identifier for manifestation

9.3.3 General rule

9.3.3.1 Make a note relating to the manifestation being described if considered important.

9.3.31 Quotations

9.3.31.1 Record quotations from the manifestation or from other sources using one of the following methods:

- enclose quoted text in quotation marks; always follow the quotation by an indication of its source
- preface the quoted text with the source, followed by a colon; do not enclose the quoted text in quotation marks

For guidelines on transcription and capitalization, see Transcription.

Example:

"Extracted from the minutes of the Society for the Propagation of the Gospel in Foreign Parts"--title page

Example:

"Generally considered to be by William Langland"--Harvey, P. Oxford companion to English literature

Example:

"The principal additional music, contained in 72 pages, may be had, half bound, with or without the rules, price four shillings and ninepence"--Preface

Example:

At head of title: Convention nationale

9.3.32 Contents notes

9.3.32.1 List the contents of a manifestation, either selectively or fully, if it is considered important to show the presence of material not implied by the rest of the description, to stress components of particular importance, to provide the contents of a collection or of a multipart monograph, or to provide additional titles in a resource without a collective title. For instructions on supplementary content, see Supplementary content.

Example:

Volume 3 also includes the author's Fanchette (pages [87]-232) and Lettre d'un paysan de la Vallée-Noir (pages [233]-307)

9.3.32.2 Transcribe contents from the title page if they are presented there formally and have not been transcribed as part of the Title and Statement of responsibility elements if considered important. In such cases, record "[from title page]" at the beginning of the contents note. If a formal statement of contents is not present on the title page, take contents from the head of the parts to which they refer, or, if this is not feasible, from any contents list, etc., that is present. For manifestations in two or more volumes, transcribe the volume or part designations as found.

Example:

Contents: [from title page] I. John Watson Stewarts Almanack -- II. The English court registry -- III. Wilsons Dublin directory with a new correct plan of the city, forming the most complete lists published of the present civil, military, and naval establishments of Great Britain & Ireland

Example:

Contents: [from title page] The life and death of the author / E.B. Esquire -- A discourse about the state of true happinesse -- Directions for a comfortable walking with God -- Instructions for a right comforting afflicted consciences, &c. -- His foure last things, death, iudgment, hell and heaven, &c. -- His funerall sermon / Nicholas Estwick, batchelour in divinity

9.3.32.3 If a complete listing of contents cannot be assembled by one of the above means, the cataloger may devise a contents note from any appropriate source or combination of sources if considered important.

Example:

Contents: Love and peril / the Marquis of Lorne -- To be or not to be / Mrs. Alexander -- The melancholy hussar / Thomas Hardy

9.3.33 Note on made-up sets of a multipart monograph

9.3.33.1 If a multipart monograph is known or assumed to be a set made up of parts from varying editions and the decision has been made to describe the set with a single description, always make a note on manifestation to indicate that the description is based on a made-up set (see Edition statement, 3.21.37.3).

Example:

Note on manifestation: Description based on a made-up set; v. 3 has "second edition"

Edition statement: First edition

9.3.34 Note on reissued or reprinted manifestations

9.3.34.1 Make a note on the fact that the expression is a reissue or reprint, unless apparent from the rest of the description and if considered important (see also RDA Toolkit: Reprinted as manifestation).

9.3.34.2 Give information about a series in which the resource has been issued previously if considered important (see Note on series statement, 8.29.3.5).

Example:

Originally issued in series: The socialist platform ; no. 2

9.3.35 Limitation statements

9.3.35.1 If the resource includes a statement as to a limited number of copies of the edition, give this statement of limitation in a note, preferably in quoted form, if considered important.

Example:

"250 copies printed"--preface

9.3.35.2 If the statement of limitation is accompanied by statements of responsibility or other information relating to the production of the edition, include as much of the additional information in the note as is considered important.

Example:

"Of this edition one hundred and twenty one copies have been numbered and signed by Dr. Julian Wolff, B.S.I. and Hugh Pentecost"--title page verso

Example:

"A special edition of twenty, signed and numbered, copies was produced and bound in full red Morocco. These special copies are each housed in a sculptural human heart shaped box, sitting atop a wooden anatomical specimen stand"--colophon

Example:

"Il a été-tiré de cet ouvrage: 10 exemplaires sur papier de Chine, numérotés de 1 à 10 ; 50 exemplaires sur papier du Japon numérotés de 11 à 60 ; 150 exemplaires sur papier de Hollande, numérotés de 61 à 210 ; 300 exemplaires sur papier pur fil Lafuma, numérotés de 211 à 510. L'édition originale a été tirée sur papier d'alfa"--preliminary leaf

9.3.35.3 If the statement of limitation includes the unique number of the item being cataloged, give only the statement of limitation as Note on manifestation. Record the copy number as a Note on item if considered important (see 9.4.34.1).

9.3.36 Note on dates not representing publication, distribution, or manufacture elements

9.3.36.1 If the preferred source of information bears a prominent date that does not clearly represent the Date of publication, Date of distribution, or Date of manufacture, either transcribe it as part of the Title or the Statement of responsibility elements or give it in a note on manifestation if considered important (see 5.23.33.2, 5.28.33.2, 5.33.354.2).

9.3.37 Note on imperfect copies

9.3.37.1 If no information about a perfect copy is available, always make a Note on manifestation indicating that the description is based on an imperfect copy (see Data provenance, 0.1.22.2).

Example:

Description based on an imperfect copy; title page torn with partial loss of text

9.3.38 Accompanying material

9.3.38.1 Always record accompanying material (a manifestation physically separate from and issued simultaneously (or nearly so) with another manifestation and generally intended to be used together with it) as an unstructured note, beginning with "Accompanied by" followed by a colon. See On carrier unit with (9.34.3.1) for manifestations issued on the same carrier.

9.3.38.2 Record the location of accompanying material if considered important. For accompanying material issued in a pocket, see 9.3.38.1.

9.3.38.3 Record the name of the material, preceded by the number of physical units if considered important.

Example:

Accompanied by: 1 price list

9.3.38.4 *Optionally*, record the physical description of accompanying material in parentheses following its name, in this order:

1. Extent of manifestation (see 6.21.421.1)
2. Other details of physical description, such as Illustrative content (see 6.22.3.1); Color content (see 6.23.3.1), etc.
3. Dimensions of the manifestation (see 6.24.3.1)

Example:

Accompanied by: 1 atlas (38 pages, 19 leaves of plates : colored maps ; 37 cm)

Example:

Accompanied by: Index to cities and towns, populations, and mileage by automobile highway from Columbus Circle (B'way and 59th St.) New York City (1 sheet ; 42 x 67 cm)

9.3.38.5 Record additional details if considered important.

Example:

Accompanied by: Star guide (1 sheet ; 12 x 36 cm), previously published separately in 1744

9.3.38.6 *Optionally*, record an access point for manifestation for the related manifestation(s) in addition to the note.

9.3.38.7 **Accompanying material issued in pocket.** If accompanying material is illustrative content and is issued in a pocket attached to a manifestation, always specify the location in Details of illustrative content (see 6.225.31.1).

Example:

Accompanied by manifestation: Accompanied by: 2 folded maps

Details on illustrative content: Maps in pocket on inside back cover

For non-illustrative accompanying material issued in a pocket, specify the location in an unstructured note (see 9.3.38.2).

9.32 — Manifestation described by

9.32.1 Element information

9.32.1.1 Link to RDA Toolkit

9.32.1.2 Sources of information

9.32.2 RDA definition and scope

9.32.2.1 A work that is a description of a manifestation.

9.32.3 General rule

9.32.3.1 Make a note on a work that describes a manifestation according to the instructions below. In most cases, notes are optional (designated by "if considered important"). Some notes are required (designated by "always").

9.32.31 References to published descriptions

9.32.31.1 Always give references to published descriptions in bibliographic or reference sources if these have been used to supply elements of the description. Use the form and punctuation conventions recommended by Standard Citation Forms for Rare Materials Cataloging.

Example:

Bartsch, A. Peintre graveur, VII, no. 139

Example:

Barbier, A.A. Dictionnaire des ouvrages anonymes (3. éd.), II, col. 1327

Example:

Goff, F.R. Incunabula in American libraries, R332

Example:

Wing, D.G. Short-title catalogue of books printed in England, Scotland, Ireland, Wales, and British America, and of English books printed in other countries, 1641-1700 (2nd ed. 1994), A3060A

Example:

Adams, H.M. Catalogue of books printed on the continent of Europe, 1501-1600, in Cambridge libraries, H248

Example:

Livingston, L.S. Franklin and his press at Passy, 28

9.32.31.2 Make other references to published descriptions if considered important. Such references are especially useful whenever the cited source would serve to distinguish an edition (or variant) from similar editions (or variants), substantiate information provided

by the cataloger, or provide a more detailed description of the manifestation being cataloged.

Example:

English short title catalogue, R202112

Example:

Short-title catalogue of books printed in Italy and of Italian books printed in other countries from 1465 to 1600 now in the British Museum, page 269

Example:

Smith, D. Bibliography of the writings of Helvétius, pages 127-133

Example:

Moore, J.R. Checklist of the writings of Daniel Defoe (2nd ed.), 181

Example:

Evans, C. American bibliography, 29055

Example:

Pollard, A.W. Short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640 (2nd ed.), 25597

9.32.32 Absence of a description in a reference source

9.32.32.1 Make a note to indicate that a description of the manifestation being cataloged does not appear in a specific reference source only if the manifestation fits the scope for that source and the source purports to be comprehensive for its scope. Preface the note with the words “Not in” and a colon. Use the form and punctuation conventions recommended by Standard Citation Forms for Rare Materials Cataloging.

Example:

Not in: Bibliothèque nationale (France). Catalogue de l’histoire de la Révolution française

9.33 — Supplementary content

9.33.1 Element information

9.33.1.1 Link to RDA Toolkit

9.33.1.2 Sources of information

9.33.2 RDA definition and scope

9.33.2.1 An indication of the kinds of expression that supplement the main expressions that are embodied by an augmentation aggregate.

9.33.21 DCRM elaboration of scope

9.33.21.1 Supplementary content includes indexes, bibliographies, appendices, etc.

9.33.3 General rule

9.33.3.1 List supplementary content, either selectively or fully, if it is considered important to show the presence of material not implied by the rest of the description or to stress components of particular importance.

Example:

Includes bibliographical references (pages 43-58)

Example:

Includes bibliographical references

Example:

Includes index

Example:

"List of the author's unpublished poems": pages 151-158

Example:

With a list of subscribers

Example:

Prospectus and bookseller's advertisements on pages 77-[80]

Example:

Publisher's advertisements on [2] pages at end

(*Comment:* Advertisements integral to manifestation; see 6.21.4235.1)

Example:

Final unnumbered sequence contains: "An abstract of the penal-laws"

9.33.31 Errata leaves and slips

9.33.31.1 Always note the presence of errata leaves and errata slips. Record errata leaves (but not errata slips) in Extent of manifestation whether or not they are integral to a gathering (see 6.21.423.1). Note the presence of errata listed in other sources in the manifestation if considered important.

Example:

Errata on last leaf

Example:

With an errata slip

Example:

With an errata slip pasted onto a blank leaf after the title page

Example:

Errata on page [47]

9.34 — On carrier unit with

9.34.1 Element information

9.34.1.1 Link to RDA Toolkit

9.34.1.2 Sources of information

9.34.2 RDA definition and scope

9.34.2.1 A manifestation that is a part of the same carrier unit as another part manifestation.

9.34.21 DCRM elaboration of scope

9.34.21.1 Record an "issued with" relationship for a manifestation in which a volume is made up of two or more separately titled parts that are also separately paginated or foliated and have separate signatures, but which have been issued together by the publisher, distributor, etc. (See also RDA Toolkit: Part work.) Do not record an "issued with" relationship if the pagination, foliation, or signatures of separately titled parts are continuous with the part being described. Instead, record these as a contents note (see Note on manifestation, 9.3.32.1).

9.34.25 Related element

9.34.25.1 See Bound with for manifestations bound together subsequent to publication, rather than issued together by the publisher, distributor, etc.

9.34.3 General rule

9.34.3.1 Record this relationship as a structured note beginning with "Issued with" followed by a colon. List the related manifestations, in the order in which they are found. In the case of bound volumes, list all related manifestations in the description for the first manifestation and, in general, only the first manifestations in the descriptions for the subsequent manifestations.

9.34.3.2 For each manifestation listed, give only the elements listed below:

- a) The RDA Creator agent of work (see RDA Toolkit: Creator agent of work); normally give this element first, usually in access point form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.)
- b) The Title proper as found in the description for the manifestation; long titles may be shortened by omitting words after the first five (or, if the Title proper begins with an article, the first six words). Use the mark of omission. If the preferred title of work is

considered useful for the identification of the work, record it within square brackets preceding the title of manifestation

c) The primary Statement of responsibility relating to title proper as recorded in the description for the manifestation, unless it is already recorded as the RDA Creator agent of work or is exceedingly lengthy (see RDA Toolkit: Creator agent of work)

d) The Publication statement as found in the description for the manifestation, abridged as necessary, without using the mark of omission

Example:

Issued with: Dunton, John. The merciful assizes, or, A panegyric on the late Lord Jeffreys hanging so many in the West. London : Printed for Eliz. Harris, 1701

9.34.3.3 *Optionally*, record an RDA Access point for manifestation for the related manifestation(s) in addition to the note (see RDA Toolkit: Access point for manifestation).

9.4 — Note on item

9.4.1 Element information

9.4.1.1 Link to RDA Toolkit

9.4.1.2 Sources of information

9.4.2 RDA definition and scope

9.4.2.1 A broad unstructured description of one or more attributes of an item.

9.4.25 Related elements

9.4.25.1 See:

- Modification of item for item-specific alterations; provenance evidence; item-specific binding details; etc.
- Custodial history of item for summaries of the past ownership of an item
- Immediate source of acquisition of item for acquisition information
- Bound with for items bound together subsequent to publication
- Note on extent of item for notes on missing pages or leaves or differences, and when the number of physical units in which a publication is bound differs from the number in which it was actually issued
- Note on dimensions of item for notes on dimensions of an item differing from the dimensions of the manifestation as issued, folded dimensions of a sheet not folded as issued, and dimensions of a container not issued with the resource

9.4.3 General rule

9.4.3.1 Make a Note on item for any special features of the item being described when they are considered important. Item-specific information is highly desirable in the context of rare materials cataloging, which puts greater emphasis on materials as artifacts than is usual in general cataloging practice. Notes on item can also provide warrant for recording relationships (e.g., names of former owners or binders) or genre terms (e.g., various kinds of provenance evidence, binding characteristics, etc.). Carefully distinguish Notes on item (those recording information about the item itself) from Notes on manifestation (those recording information about the manifestation in general).

9.4.3.2 For many older publications, however, it will not be readily ascertainable whether the characteristics of a single item are in fact shared by other exemplars of the manifestation. In case of doubt, consider that the characteristics of the item in hand are not shared by other items exemplifying the manifestation.

9.4.3.3 The extent and depth of detail provided in Note on item will be determined by the local policies of the cataloging agency. The rules set forth in this element are intended

primarily to provide guidance and examples; the instructions are not to be seen as prescriptive.

9.4.3.4 Always include in Note on item a designation of the holding institution (e.g., a name, acronym, or code). Provide identification such as a designation of the item's physical location (e.g., a shelfmark) or an indication of the item's copy number (if the institution holds more than one exemplar of the manifestation) if considered important.

9.4.31 Statements relating to a substantially unchanged impression or state

9.4.31.1 Record information about statements relating to a substantially unchanged impression or state, if such statements have not been recorded as a Designation of edition and if considered important (see 3.22.33.1).

Example:

Library copy: "Ninth printing, December, 1954"-- title page verso

Example:

Library copy: "Fifth ten thousand"

Example:

Library copy: "51st-100th"-- title page verso

Example:

Library copy: Publisher's code "B-O" on title page verso indicates printed Feb. 1914; see Boutell, H.S. First editions (4th ed., rev. and enl.)

9.4.32 Edition statements on nonce collections

9.4.32.1 If Edition statements of parts in a nonce collection vary between copies, always record the edition statements of the item in hand as a Note on item (see 3.21.36.2).

9.4.33 Exhibition history

9.4.33.1 Record where and when the item has been exhibited if considered important.

Example:

Exhibited: "Illustrating the Imagination: Celebrating Children's Illustrators from the Cornish Colony and Today" at the Cornish Museum, Windsor, VT, 2009-2010

9.4.34 Copy numbers from limitation statements

9.4.34.1 For items with limitation statements which include a unique number of the item being cataloged, record the copy number as a Note on item if considered important. See Note on manifestation, 9.3.35 for recording limitation statements.

Example:

Library has no. 20

Example:

Library copy: Identified as number 97 of 250 copies on recto of final printed leaf

Example:

Library copy: Identified as number 141 of a limited edition of 150 copies printed on laid Holland paper

9.4.35 Completed blanks in transcribed elements

9.4.35.1 If a blank has been completed in the item being described, indicate this in a Note on item if considered important (see Transcription, 0.4.64.2). For title access to item-specific titles, see 1.27.31.1.

Example:

Library copy has date of auction supplied in manuscript: [Wednesday] the [26th] day of February, 1755

9.4.35.2 Make a Note on item to indicate the presence or absence of manuscript execution in the copy if considered important (see Transcription, 0.4.65.3).

Example:

Library copy: Printed guide letter “H” at beginning of title not executed in manuscript

9.4.36 Notes relating to bound-with elements

9.4.36.1 If it is considered that the works in a bound-with volume are too numerous list to exhaustively, make a Note on item to describe the item’s location in the volume if considered important (see Bound with, 9.45.3.3).

Example:

Library copy: No. 29 of 31 titles bound together with binder’s title: Scottish chap books

Example:

Library copy bound with 13 other titles by, or edited by, Hermann Conring

Example:

Library copy is bound with 12 other titles on American history

9.41 — Modification of item

9.41.1 Element information

9.41.1.1 Link to RDA Toolkit

9.41.1.2 Sources of information

9.41.2 RDA definition and scope

9.41.2.1 A modification that is specific to an item and is assumed not to apply to other items exemplifying the same manifestation.

9.41.25 Related element

9.41.25.1 See Note on carrier for information that applies to all copies or to particular groups of copies within an edition or issue (see 6.355.3.1).

9.41.3 General rule

9.41.3.1 For general rules on constructing item-specific notes, see Note on item (9.4.3.1).

9.41.3.2 Features that may be recorded in this element include known imperfections and anomalies; the presence of advertisements not recorded in Extent of manifestation (6.21.4235.1); illumination, rubrication, and other hand coloring unless issued that way by the publisher (see Details of color content); provenance evidence (such as bookplates, stamps, autographs, and manuscript annotations); and item-specific binding details.

Example:

Library copy: On vellum; illustrations and part of borders hand colored; with illuminated initials; rubricated in red and blue

Example:

Library copy annotated to create a mock up for a constitution for Dayspring Division, no. 218

Example:

Library copy annotated with marginalia containing questions, comments and criticisms

Example:

Library copy is extra-illustrated with 2 plates

Example:

Library copy: Extra-illustrated with 70 added engravings depicting scenes from Shakespeare's plays, as well as people and places mentioned in the text

For notes on missing pages or leaves, see Note on extent of item (9.43.3.2).

9.41.33 Provenance evidence

9.41.33.1 Record physical evidence of provenance on the item if considered important. In less detailed descriptions, it is advisable to summarize provenance evidence, without providing exact transcriptions or descriptions. Include the names of former owners or other individuals of interest and approximate dates, whenever possible.

Example:

Library copy: Inscription of John Morris, 17th-century; stamped as a British Museum Sale Duplicate, 1787

Example:

Library copy with inscription of Langston Hughes dated 1954

Example:

Library copy autographed by author

Example:

Library copy bears stamps and label of St. Ignatius College; signature on flyleaf of N. Blagdon, dated 1813

Example:

Library copy stamped "C. Matthaei*" on title page. Early ownership inscription of L.L. Matthäi, dated 1796, on front paste-down

Example:

Library copy annotated on endpapers and binder's blanks by C.R. Boxer

9.41.33.2 More detailed descriptions of provenance evidence might include such additional features as: exact transcriptions of autographs, inscriptions, bookplates, stamps, shelfmarks, etc.; location of each in the item; descriptions of bookplates using standardized terminology; and descriptions of anonymous heraldic bookplates according to heraldic blazon.

Example:

Library copy: From the Old Royal Library. Previously part of the library of John Morris (d. 1658) with his signature on the title page: "Gio. Maurizio." See no. 153 in the printed catalogue of the library of John Morris. In another hand, on title page, ownership inscription: "D et M[?] Gianferro[?]"

(*Comment:* The formal citation for T. Birrell's catalogue of the library of John Morris is given in a Manifestation described by note (see 9.32.31.2))

Example:

Library copy inscribed by Langston Hughes on title page: "Especially for Louise Bennett with admiration, Sincerely, Langston, New York, Oct. 8, 1954"

Example:

Library copy annotated "To W.C.C. from J J McC Xmas 1901" and in a different hand "From Jas J. M'Cabe, for Xmas present to Wm Chas Cooke a practice continued until Jas. Mcabes death in (I think) about 1950"

For summaries of the past ownership of an item, see Custodial history of item (9.42.3.1).
For immediate source of acquisition, see Immediate source of acquisition of item (9.425.3.1).

9.41.35 Bindings

9.41.35.1 Describe item-specific bindings if considered important. For descriptions of publisher-issued bindings common to all copies of an edition or issue, see Type of binding (6.32.3.1).

9.41.35.2 Indicate any errors in binding if considered important.

Example:

Library copy: Printed in gold and green glazed paper surrounding a picture of children. Bound upside down. Original cartonnage

Example:

Library copy: Leaves I5-6 incorrectly bound between h3 and h4

Example:

Library copy: Gathering I of book 2 incorrectly bound between gatherings A and B of book 3

Example:

Library copy: Folios 10-12 incorrectly bound between folios 20 and 21

Example:

Library copy incorrectly bound, with the special title page for part 1 as general title page, the general title page used as special title page for part 1, and with part 2 bound in before part 1

Example:

Library copy: Leaf G1 has been misbound between leaves E4 and F1

9.41.35.3 Record other details of an item-specific binding if considered important. Less detailed descriptions might include the color and nature of the covering material, a summary of any decoration present (e.g., “gold-tooled,” “blind-tooled”), and (if these can be determined) an approximate date and the name of the binder.

Example:

Library copy: In a late seventeenth-century English gold-tooled red goatskin binding with the coat of arms of George III added later to the front board

Example:

Library copy: Binding: contemporary quarter-calf over marbled boards

Example:

Library copy bound in vellum from a 16th-century notarial document

9.41.35.4 Whenever possible, use standard terminology from resources such as the RDA Value Vocabularies: RDA Type of Binding, RBMS Controlled Vocabularies: Binding Terms,

or other controlled vocabularies (e.g., Art & Architecture Thesaurus Online, the Language of Bindings).

9.41.35.5 More detailed descriptions of a binding might include such additional features as: nature of the boards (e.g., wood, paper); details of decoration; country or city of production; nature and decoration of spine; presence or former presence of ties, clasps, or other furniture; flaps; description of headbands, page-edge and end-paper decoration; references to published descriptions or reproductions of the binding (or related bindings), etc.

Example:

Binding: Contemporary quarter calf and pastepaper boards, later gold-stamped arms of Pavée de Vandœuvre on sides, smooth spine decorated with gold-tooled diaper pattern, red morocco gilt lettering-piece, marbled pastedowns, edges stained red

Example:

Binding: Bound in gold-tooled calf, perhaps 18th-century, with ornamental devices on both covers and remnants of blue silk ties; includes binding waste from a medieval manuscript fragment (15th-century), used as spine lining; content suggests that it was a charter or deed

9.42 — Custodial history of item

9.42.1 Element information

9.42.1.1 Link to RDA Toolkit

9.42.1.2 Sources of information

9.42.2 RDA definition and scope

9.42.2.1 A record of previous ownership or custodianship of an item, including agent, place, and timespan.

9.42.25 Related element

9.42.25.1 See Immediate source of acquisition of item for instructions on recording the circumstances under which an item is directly acquired.

9.42.3 General rule

9.42.3.1 Record details of an item's custodial history if considered important. Include the names of former owners and approximate dates whenever possible.

Example:

Former owner: Alfred Barrion

Example:

Library copy: Given by David Garrick to John Taylor, 1774

Example:

Library copy: From the library of Sir Hans Sloane (1660-1753), with his library number on the title page

Example:

Library copy: Strawberry Hill Sale, viii, 33 (London, 1123) to William Knight; Sotheby's 30 July 1919 (Col. Fellows Sale), lot 159, to Sabin; Sabin, August 1927, to W.S. Lewis

Example:

Library copy: Part of King George III's Library. Donated to the nation by King George IV (1762-1830)

9.42.3.2 Record physical evidence of provenance on the item such as bookplates, stamps, autographs, and manuscript annotations as Modification of item if considered important (see 9.41.33.1).

9.42.3.3 *Optionally*, record the immediate source of acquisition of item as Custodial history of item if considered important and if not recorded as Immediate source of acquisition of item (see 9.425.3.1).

Example:

Gift from the Franklin D. Roosevelt Library, Jan. 9, 1950

(*Comment:* Immediate source of acquisition recorded as Custodial history of item)

9.425 — Immediate source of acquisition of item

9.425.1 Element information

9.425.1.1 Link to RDA Toolkit

9.425.1.2 Sources of information

9.425.2 RDA definition and scope

9.425.2.1 The circumstances under which an item is directly acquired, including a method, source, and date of acquisition.

9.425.25 Related element

9.425.25.1 See Custodial history of item for instructions on recording a fuller history of the item's provenance.

9.425.3 General rule

9.425.3.1 Record details of an item's immediate source of acquisition if considered important. Record method of acquisition (e.g., gift, purchase, deposit, transfer) and the donor or source (i.e., the immediate prior custodian). In addition, the donor's relationship to the item may be indicated. Include the year or years of acquisition.

Example:

Gift from the Franklin D. Roosevelt Library, Jan. 9, 1950

Example:

Sold at Christie's, 5 July 2016, Sale 11787, Lot 73, to Andrew Edmunds for The Lewis Walpole Library

9.43 — Note on extent of item

9.43.1 Element information

9.43.1.1 Link to RDA Toolkit

9.43.1.2 Sources of information

9.43.2 RDA definition and scope

9.43.2.1 A note on item that provides information on the extent of an item.

9.43.3 General rule

9.43.3.1 For general rules on constructing item-specific notes, see Note on item (9.4.3.1).

9.43.3.2 Record item-specific imperfections that alter its extent if considered important (see Extent of manifestation, 6.21.428.1).

Example:

Library copy 1: Imperfect: leaves 12 and 13 (b6 and c1) wanting; without the last blank leaf (S8)

Example:

Library copy imperfect: lacking the first four leaves (title page and index) and final blank leaf; first four leaves replaced with photostat copies

Example:

Library copy incomplete; all after page 142 wanting

9.43.3.3 Record the presence of a case or portfolio not issued with the manifestation in a Note on extent of item if considered important (see Extent of manifestation, 6.21.428.2).

9.43.3.4 Make a Note on extent of item when the number of physical units in which an item is bound differs from the number in which it was actually issued if considered important (see Extent of manifestation, 6.21.431.3).

Example:

Library copy bound in four physical volumes and interleaved with a Latin translation of Plutarch's Lives

(*Comment:* The manifestation was issued in one volume)

9.44 — Note on dimensions of item

9.44.1 Element information

9.44.1.1 Link to RDA Toolkit

9.44.1.2 Sources of information

9.44.2 RDA definition and scope

9.44.2.1 A note on item that provides information on the dimensions of an item.

9.44.3 General rule

9.44.3.1 For general rules on constructing item-specific notes, see Note on item (9.4.3.1).

9.44.3.2 Make a Note on dimensions of item if the dimensions of an exemplar differ from the dimensions of the manifestation as issued and the difference is considered important (see Dimensions, 6.24.3.3).

Example:

Library copy leaf size: 209 x 143 mm

Example:

Library copy folded to 19 x 13 cm. Top edge trimmed to 19 cm with some loss of text

Example:

Library copy: Sheet trimmed to within thread margin of plate mark on two sides

9.44.3.3 Record the folded dimensions of a sheet not folded as issued in a note on dimensions of item if considered important (see Dimensions, 6.24.35.3).

Example:

Folded by later owner to 24 x 19 cm

9.44.3.4 Record the dimensions of a container not issued with the resource in a note on dimensions of item if considered important (see Dimensions, 6.24.37.2).

9.45 — Bound with

9.45.1 Element information

9.45.1.1 Link to RDA Toolkit

9.45.1.2 Sources of information

9.45.2 RDA definition and scope

9.45.2.1 An item that is physically combined or joined with an item.

9.45.21 DCRM elaboration of scope

9.45.21.1 Use this relationship element to reference the related items bound together subsequent to publication.

9.45.25 Related elements

9.45.25.1 See On carrier unit with for manifestations issued together by the publisher on the same carrier.

9.45.3 General rule

9.45.3.1 Record this relationship as a structured note, beginning with the words “bound with” followed by a colon. List the related items, in the order in which they are found. List all related items in the description for the first item and, in general, only the first item in the descriptions for the subsequent items.

9.45.3.2 For each item listed, give only the elements listed below:

- a) The RDA Creator agent of work (see RDA Toolkit: Creator agent of work); normally give this element first, usually in access point form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.)
- b) The Title proper as found in the description for the manifestation; long titles may be shortened by omitting words after the first five (or, if the Title proper begins with an article, the first six words). Use the mark of omission. If the preferred title of work is considered useful for the identification of the work, record it within square brackets preceding the title of manifestation
- c) The primary Statement of responsibility relating to title proper as recorded in the description for the manifestation, unless it already recorded as RDA Creator agent of work or is exceedingly lengthy (see RDA Toolkit: Creator agent of work)
- d) The Publication statement as found in the description for the manifestation, abridged as necessary, without using the mark of omission

Example:

Library copy bound with: Duns Scotus, John. Incipit scriptu[m] sup[er] Primo sente[n]tia[rum] editum a fratre Joanne Duns. [Venice] : [Joannis de Colonia, Nicolai Jenson, Joannes de Selgenstat], [10 November 1481]

Example:

Library copy bound with: Kiepert, H. Supplementheft zum Atlas von Hellas und den hellenischen Colonien. Berlin : Verlag der Nicolaischen Buchhandlung, 1851

9.45.3.3 If it is considered that the items are too numerous to be listed exhaustively, make a Note on item (see 9.4.36.1).

9.45.3.4 *Optionally*, record an RDA Access point for item for the related item in addition to the note (see RDA Toolkit: Access point for item).

10 — Identifiers

10.01.1 Sources of information

10.01.1.1 Take information for all identifier elements from any source (see Data provenance, 0.1.5). Do not enclose any information in square brackets.

Contents:

10.2 — Identifier for manifestation

10.21 — Fingerprint

10.22 — Term of availability

10.23 — Note on identifier for manifestation

10.2 — Identifier for manifestation

10.2.1 Element information

10.2.1.1 Link to RDA Toolkit

10.2.1.2 Sources of information

10.2.2 RDA definition and scope

10.2.2.1 A nomen that is an appellation of manifestation that consists of a code, number, or other string, usually independent of natural language and social naming conventions, used to identify a manifestation.

10.2.2.2 An identifier for the manifestation includes registered identifiers from internationally recognized schemes, other identifiers assigned by publishers and others following internally devised schemes, identifiers known as fingerprints constructed by combining groups of characters from specified pages of early printed resources, publisher's numbers for notated music, and plate numbers for notated music.

10.2.3 General rule

10.2.3.1 Record identifiers associated with a manifestation if considered important.

10.2.31 Standard number

10.2.31.1 Record the International Standard Book Number (ISBN) according to the form specified in relevant encoding standards.

10.2.31.2 *Optionally*, record more than one number, followed by a brief qualification as necessary (see 10.2.32). Give a number for a complete set before the number(s) for the part(s). Give numbers for parts in the order of the parts. Give a number for accompanying material last.

Example:

ISBN 0-379-00550-6 (set)

ISBN 0-379-00551-4 (v. 1)

ISBN 0-379-00552-2 (v. 2)

ISBN 0-379-00553-0 (v. 3)

ISBN 0-379-00554-9 (v. 4)

Example:

ISBN 0-688-11667-1 (trade)

ISBN 0-688-11668-X (lib. bdg.)

Example:

ISBN 1-844-60311-3 (v. 1 ; pbk.)

ISBN 1-844-60310-5 (v. 2 ; pbk.)

(*Comment:* Example formatted with ISBD punctuation for clarity)

10.2.32 Qualification

10.2.32.1 *Optionally*, add qualifications (including the type of binding) to the ISBN. Additionally, if volumes in a set have different ISBNs, follow each ISBN with the designation of the volume to which it applies.

10.21 — Fingerprint

10.21.1 Element information

10.21.1.1 Link to RDA Toolkit

10.21.1.2 Sources of information

10.21.2 RDA definition and scope

10.21.2.1 A nomen that is an identifier for manifestation of an early printed resource that consists of a sequence of characters from sources of information specified by an established scheme.

10.21.3 General rule

10.21.3.1 If considered important, record the fingerprint derived according to a published standard. Identify the scheme used for recording the fingerprint. (For further information on this method of identification and recommended forms of recording it, see *Fingerprints = Empreintes = Impronte*, supplemented by *Nouvelles des empreintes = Fingerprint Newsletter*, or Vriesema, P.C.A. “The STCN Fingerprint.”)

Example:

163704 - b1 A2 ,\$en : b2 I2 a,\$
Content standard: stcnf

Example:

p.n, n,re t.n. wa0h 7 1651A
Content standard: fei

10.22 — Term of availability

10.22.1 Element information

10.22.1.1 Link to RDA Toolkit

10.22.1.2 Sources of information

10.22.2 RDA definition and scope

10.22.2.1 A condition under which a distributor, manufacturer, producer, or publisher will normally supply a manifestation. Includes a price of a manifestation.

10.22.21 DCRM elaboration of scope

10.22.21.1 Use for publisher-supplied statements of availability in modern materials. Statements in early printed materials containing a price or other information on availability may be recorded in a Note on manifestation.

10.22.3 General rule

10.22.3.1 If the manifestation bears a price or other terms of availability, record the information if considered important.

Example:

At foot of half title, in square brackets: “Price one shilling and six-pence”

Example:

Above imprint on title page, in square brackets: “Price 3d. - or twelve for 2s. 6d.”

10.22.31 Qualification

10.22.31.1 *Optionally*, add qualifications (including the type of binding) to the terms of availability.

Example:

“(Price 6d. in gilt paper.-9d. bound)”--below imprint on title page

Example:

Below imprint on title page, in square brackets: “Price two shillings, sewed”

Example:

“Presented, gratis, to subscribers; to non-subscribers, price one shilling”--below imprint on title page

10.23 — Note on identifier for manifestation

10.23.1 Element information

10.23.1.1 Link to RDA Toolkit

10.23.1.2 Sources of information

10.23.2 RDA definition and scope

10.23.2.1 A note on manifestation that provides information on an identifier for a manifestation.

10.23.3 General rule

10.23.3.1 Record any numbers or letters associated with the manifestation not transcribed in another element if considered important.

Example:

“No. 195” appears in lower left corner of plate

Appendices

Contents:

- A — MARC 21 Descriptive Conventions Source Codes
 - B — Collection-level records
 - C — Core-level records
 - D — Minimal-level records
 - E — Variations requiring a new record
 - H — Individual and special issues of serials
 - J — Abbreviations for creators, publishers, printers, etc.
 - K — Instruction mappings from DCRM to DCRMR
-

A — MARC 21 Descriptive Conventions

Source Codes

A1 Introduction

In MARC 21 bibliographic records, a code may be used in field **040 \$e** to indicate when specific cataloging conventions have been followed *in addition to* the conventions identified in the descriptive cataloging form (Leader/18). This appendix offers guidance in using **dcrmr**, the description convention source code designating DCRM, in **040 \$e**.

DCRM is intended to be used with the current version of the RDA Toolkit (previously known as the Beta Toolkit). In field 040, use codes **\$e rda \$e dcrm**, in this order, directly following the language of cataloging (**040 \$b**), (e.g., **\$b eng \$e rda \$e dcrm**). In LDR/18 (Descriptive cataloging form), use code **i** (ISBD punctuation) or **c** (ISBD punctuation omitted) in accordance with the cataloger's institutional practices (see PCC Guidelines for Minimally Punctuated Records for further guidance).

The current iteration of DCRM includes instructions for cataloging books only and is aligned with the current version of the RDA Toolkit. If cataloging a non-book format or if using the Original Toolkit, please continue to follow the guidance outlined in the BSC statement on DCRM and RDA to either:

- Create records using the rare materials provisions of the RDA BIBCO Standard Record. In field 040, use code **\$e rda**, with an additional **\$e** for the appropriate DCRM manual
- Create records using AACR2 with the appropriate format-specific DCRM manual, using RDA to construct access points. Add the descriptive convention source code to the 040 as directed in the DCRM manuals (e.g., **\$e dcrmb**)

A2 Full-level DCRM

Apply the code **rda** followed by **dcrm** to records for resources cataloged at full level (i.e., the normative application of these rules). The fact that such records follow the full-level provisions of DCRM is indicated by the blank value assigned in the encoding level (Leader/17) and the codes **rda** and **dcrm** in **040 \$e**.

A3 Collection-level DCRM

Guidance for creating collection-level DCRM records is forthcoming.

A4 Minimal-level DCRM

Guidance for creating minimal-level DCRM records is forthcoming.

A5 Microforms and digital reproductions of books

Apply the code **rda** followed by **dcrmr** to records for microforms and digital reproductions of books if the descriptive portion of the record conforms to DCRMR (full, core, or minimal level). If, however, DCRMR (full, core, or minimal level) is not used in all aspects (e.g., if the dimensions of the book are not recorded in the physical description area), do not code **dcrmr**.

A6 Earlier codes

If an existing record contains an earlier code in **040 \$e**, such as **dcrmb** (Descriptive Cataloging of Rare Materials (Books)), **dcrb** (*Descriptive Cataloging of Rare Books*), or **bdrb** (*Bibliographic Description of Rare Books*), and the description is being re-described to DCRMR standards, delete the earlier code and add the **rda** and **dcrmr** codes.

B — Collection-level records

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Development of this page is temporarily on hold, pending future developments. We will add this page as soon as we're able. If you believe you've reached this page in error, please consider reporting the broken/bad link by adding a comment to this GitHub issue or email the DCRMR editor directly.

Kind regards,

The RBMS RDA Editorial Group

C — Core-level records

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Development of this page is temporarily on hold, pending future developments. We will add this page as soon as we're able. If you believe you've reached this page in error, please consider reporting the broken/bad link by adding a comment to this GitHub issue or email the DCRMR editor directly.

Kind regards,

The RBMS RDA Editorial Group

D — Minimal-level records

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Kind regards,

The RBMS RDA Editorial Group

E — Variations requiring a new record

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Kind regards,

The RBMS RDA Editorial Group

H — Individual and special issues of serials

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Kind regards,

The RBMS RDA Editorial Group

J — Abbreviations for creators, publishers, printers, etc.

Abbreviation	Full form	Significance
a.f., aq., aqt., aqua., aquaf.	aqua forti or aquaforti fecit	etched by
A.P.	artist's proof	printed for the artist's personal use at the same time as the regular edition, but not numbered as part of it
APDR	avec privilège du roi	French privileges until 1792
aq:tinta.	aquatinta	aquatinted by
B.A.T.	bon à tirer	fit to print (no more changes or corrections need to be made on the matrix)
cae., cael.	caelavit	engraved by
comp.	composuit	designed by (e.g., person who made a drawing for an engraver to work from)
CPR	cum privilegio regis	French privileges until 1792
CPES	cum privilegio Excellentissimi Senatus	Venetian privilege
CPSCM	cum privilegio sacrae Caesaris Maiestatis	privileges within the jurisdiction of the Holy Roman Emperors
del., delt., delin.	delineavit	drawn by
deping., depingeb.	depingebat	painted or depicted by
desig.	designavit	designed or drawn by
dess.	dessiné	drawn by
direx.	direxit	directed by
divulg.	divulgavit	published by
E.A.A.C.	Entered According to Act of Congress	copyright in the U.S.
effig.	effigiavit	drawn by
engd., eng.	engraved or engraver	engraved by
ex., exc., exct., excud.	excudit	published or printed by
fac.	faciebat	made by
f., fec., fect.	fecit	made by

fig.	figuravit	drawn by
gedr. zu	gedruckt zu	printed at
gez.	gezeichnet	drawn by
H.C.	hors commerce	not for sale
imp.	impressit	printed by
inc., incid.	incidit or incidebat	engraved by
in., inv.	invenit	designed by
lith., litho., lithog.	lithographed by	drawn on stone or published on stone by
ph sc.	photosculpsit	photo-engraved by
ping., pins., pinx., pinxt.	pingebat or pinxit	painted by
scrip.	scripsit	engraved text by
sc., sculp., sculps., sculpt.	sculpebat or sculpsit	engraved or etched by

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K — Instruction mappings from DCRM to DCRMR

DCRM Contents:

- Introduction
- 0. General Rules
- 1. Title and Statement of Responsibility Area
- 2. Edition Area
- 3. Material (or Type of Publication Specific Details) Area
- 4. Publication, Distribution, Etc., Area
- 5. Physical Description Area
- 6. Series Area
- 7. Note Area
- 8. Standard Number and Terms of Availability Area
- Appendices
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Introduction

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0. General Rules

DCRM Contents	DCRM Citation	DCRMR Citation
General Rules	0.	0
Scope	0A.	n/a
The basic description	0B.	n/a
Required elements	0B1.	n/a
Basis of the description	0B2.	0.1.2
General rule	0B2.1.	0.1.21.1
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1. Title and Statement of Responsibility Area

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Preliminary rule	1A.	n/a
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Sources of information	1A2.	1.01.1
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	1D2.3.	1.23.33.1
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2. Edition Area

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	2B2.2.	3.22.31.2
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Edition statements with grammatically inseparable information	2B8.	3.21.32.1
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	2D2.	3.24.32.1 3.24.3.2
Statements of responsibility relating to a named revision of an edition	2E.	3.25.3

3. Material (or Type of Publication Specific Details) Area

DCRM Contents	DCRM Citation	DCRMR Citation
No general use of this area is made for printed monographs	n/a	4

4. Publication, Distribution, Etc., Area

DCRM Contents	DCRM Citation	DCRMR Citation
Publication, Distribution, Etc., Area	4.	5
Preliminary rule	4A.	n/a
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	4A5.3.2.2.	omitted
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	4B1.2.	5.21.3.2 5.26.3.2
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	4B10.2.	5.21.37.2 5.26.37.2

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	4C4.2.	5.22.36.2 5.27.36.2
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Two or more names of publishers, distributors, etc.	4C6.	5.22.31 5.27.31
	4C6.1.	5.22.31.1 5.27.31.1
	4C6.2.	5.22.31.2 5.27.31.2
	4C6.3.	omitted
	4C6.4.	5.22.31.3 5.27.31.3
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Pagination continuous	5B17.	6.21.435
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6. Series Area

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	6A2.2.	8.01.1.2
	6A2.3.	8.01.1.3
	6A2.4.	8.01.1.4
	6A2.5.	8.01.1.5
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7. Note Area

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	7B19.3.2.	9.43.3.4
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	7B19.3.6.	9.41.35.3
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8. Standard Number and Terms of Availability Area

DCRM Contents	DCRM Citation	DCRMR Citation
Preliminary rule	8A.	n/a
Prescribed punctuation	8A1.	0.2.95.1
Sources of information	8A2.	10.01.1
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	8B1.	10.2.31.1
	8B2.	10.2.31.2
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Appendix F

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representing ii		
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Title proper with special marks of contraction (Optional)	0G8.2.	1.25.3565.1
Title proper with transposed elements (Optional)	1B1.1.	1.25.357.1
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Title proper with supplementary or section title (Optional)	1B6.	1.25.358.1
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Titles of additional works (Optional)	1F1–1F2.	1.21.371.1 1.21.372.1 1.21.384.1
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Appendix G

DCRM Contents	DCRM Citation	DCRMR Citation
Introduction	G1.	n/a
Early letterforms and symbols	G2.	0.4.15.1
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Letterforms I/J, U/V, i/j, and u/v	G4.	0.4.23
Historical background.	G4.1.	0.4.23.1
Transcription.	G4.2.	0.4.23.2 0.4.23.3 0.4.23.4
Letter w	G5.	0.4.74

Historical background.	G5.1.	0.4.74.2 0.4.74.3
Transcription.	G5.2.	0.4.74.1

Glossary

0–9

A

accompanying material

Material issued with, and intended to be used with, the resource being cataloged.

adaptation

A new derivative work created by revision of a previously existing work that substantially changes the nature and content of that work.

added title page

A title page preceding or following the title page chosen as the preferred source of information. An added title page may be more general or equally general. A series title page is an example of a more general title page; a title page in another language is an example of an equally general title page. *See also* series title page *and* title page.

alternative title

A second or subsequent independent title of a resource that is joined to a preceding title by a conjunction such as “or” in English or its equivalent in another language. *See also* title.

area

A major section of ISBD bibliographic description, comprising data of a particular category or set of categories. *See also* element.

B

bibliographic description

A set of bibliographic data recording and identifying a resource, i.e., the description that begins with the title proper and ends with the last note. *See also* description.

bibliographic format

The number of times the printed sheet has been folded to make the leaves of a book, e.g., folio (one fold giving two leaves), quarto (two folds giving four leaves), etc. *See also* gathering *and* signature.

broadsheet

See single-sheet publication.

broadside

See single-sheet publication.

C

cancellation

A substitution for something originally printed. Usually applies to leaves but may apply to

portions of leaves, pairs of leaves, or entire gatherings. The replacement leaf, etc., is called the cancel or cancellans (plural cancels or cancellantia). The original leaf, etc., is variously called the cancelled leaf, the uncanceled leaf (if it is still present), the cancelland, or the cancellandum (plural cancellanda).

caption title

Title above a chapter, section, article, or the title beginning a textual resource without a title page. *See also* title.

carrier

A physical medium in which text, data, sound, images, and other kinds of content are stored.

catchword

A word under the last line of text on a page that repeats the first word on the following page.

chief source of information

See preferred source of information.

chief title

The distinguishing word or sequence of words that names a resource, as given on the title page (or substitute). This definition excludes alternative titles, parallel titles, other title information, and subsidiary title information preceding the chief title on the title page, such exclusion resulting usually in a short title. *See also* title *and* title proper.

chronogram

A phrase, sentence, or other text in which the numeric values of certain letters (usually distinguished typographically or visually) express a date when added together.

collection

A group of resources assembled by an agent from a variety of sources.

collective title

A title of manifestation of an aggregate. A collective title is usually different from the titles of the expressions and works that are embodied by an aggregate. *See also* title.

colophon

A statement at the end of a resource giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may also include other information.

conjugate leaves

Two leaves that form a single piece of paper, parchment, etc., in a gathering. *See also* leaf.

container

A housing that is physically separable from the carrier or group of carriers being housed. *See also* carrier.

copy

In bibliographic description, a particular instance of a resource produced in multiples. *See also* item.

corporate body

A collective agent that is composed of persons who are organized for a common purpose or activity.

cover

A source of information in a resource that is a protective binding of a volume.

cover title

A title printed on the cover of a resource as issued. *See also* title.

D

description

A set of data that records and identifies one or more RDA entities. *See also* bibliographic description.

device

A design—generally symbolic, emblematic, or pictorial rather than textual—used to identify an agent (e.g., artist, printer, bookseller, publisher). To be distinguished from a logo that renders a name as a stylized, primarily textual design.

docket title

A title written, typed, or printed on a document, or on a label affixed to the document, briefly indicating its contents or subject. Usually found perpendicular to the main text on the verso of the last leaf on a document designed to be folded for filing.

double leaf

A leaf of double size relative to the volume, sewn or tipped in with the fold at one of the outer edges of the volume, with blank pages facing each other, functioning as a single leaf. *See also* leaf.

E

edition

All copies resulting from a single job of typographical composition or produced from essentially the same master copy.

editor

An agent contributing to an expression of a work by revising or clarifying the content, by selecting and putting together works, or parts of works, by one or more creators; adding introduction, notes, or other critical matter; or preparing an expression of a work for production, publication, or distribution.

element

A specific aspect, characteristic, attribute, or relationship used to describe an RDA entity.
See also area.

errata

A list of errors in a printed work discovered after printing and shown with corrections.

expression

An intellectual or artistic realization of a work in the form of alpha-numeric, musical, or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

extent

The first element of the physical description area. It gives the number and carrier units of the resource being described and, in some cases, other indications of the extent.

F

facsimile

An illustrative content that consists of an exact copy of an original, usually in the same dimensions as the original, especially of books, documents, prints, and drawings. Today the original is often reproduced photographically or digitally; in the past, it was reproduced by engraving or another printmaking process.

fascicle

One of the temporary divisions of a printed resource that, for convenience in printing or publication, is issued in small installments, usually incomplete in themselves; they do not necessarily coincide with any formal division of the work into parts, etc. Usually the fascicle is protected by temporary paper wrappers. It may or may not be numbered. A fascicle is distinguished from a part by being a temporary division of a work rather than a formal component unit.

fingerprint

An identifier for an early printed resource that consists of a sequence of characters from internal sources of information specified by an established scheme.

G

gathering

One or more pairs of leaves that form a distinctive unit for binding purposes. A gathering may consist of a folded sheet, a fraction of a folded sheet, or several folded sheets tucked inside one another. *See also* bibliographic format *and* signature.

H

half title

A title of a resource appearing on a leaf preceding the title page. *See also* title.

I

illustration

Visual elements relating to the content of the resource. For decorative elements that do not illustrate the content of the resource, *see* ornaments.

impression

All copies of a textual manifestation produced in the course of one printing event; the term is synonymous with “printing.”

inscription

Text hand-lettered on an item prior to acquisition by the repository, especially when for documentation or commemoration.

integral

1. A leaf is integral to a gathering if it is conjugate with another leaf in the gathering. 2. A leaf is integral to a publication if it can be assumed to be present in all copies represented by the bibliographic description. Leaves added after publication by an owner (e.g., extra-illustrated copies) or by a binder are not considered integral to the publication and thus must be described in item-specific notes.

issue

A group of published copies of a textual manifestation which constitutes a consciously planned publishing unit, distinguishable from other groups of published copies by one or more differences designed expressly to identify the group as a discrete unit.

item

A single exemplar or instance of a resource.

J

K

L

leaf

A unit of extent that forms a subunit of a volume; each leaf consists of two pages, one on each side, either or both of which may be blank. *See also* conjugate leaves *and* double leaf.

leaf of plates

A plate in a resource that also has one or more leaves or pages of text (whether preliminary text or text proper). Plates may be described in terms of pages of plates if they are numbered as pages or are unnumbered and have illustrative matter on both sides. *See also* plate.

letterpress

Printing done directly from raised surfaces. Includes printing done from type, from wood blocks (e.g., woodcuts and wood-engravings), and from metal surfaces designed for relief printing (e.g., stereotypes and electrotypes).

M

manifestation

The physical embodiment of an expression of a work.

manuscript

Writings (including musical scores, maps, etc.) made by hand, typescripts, and inscriptions on clay tablets, stone, etc.

map

An illustrative content that consists of a representation, normally to scale and on a two-dimensional medium, of a selection of material or abstract features on, or in relation to, the surface of the earth, another celestial body, or an imaginary place.

monograph

A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts. *See also* multipart monograph.

monographic series

See series.

multipart monograph

A bibliographic resource complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered. Examples of multipart monographs include multipart texts, map sets, and map series. *See also* monograph.

N

nomen

A label for any RDA entity except a nomen. A nomen includes a name, title, access point, or identifier.

normalization

In a bibliographic description, giving textual information in a form intended to facilitate consistency, readability, or access, rather than giving the information exactly as it appears in the resource being described. Examples of normalization techniques that may be permitted in certain circumstances include changes in capitalization, punctuation, spacing, and spelling.

nonce collection

A volume made up of separately published pamphlets that have been gathered up for reissue by a publisher, usually with a collective title page.

O

ornaments

Decorative elements such as vignettes, head- and tail-pieces, historiated initials, etc., that do not illustrate the content of the resource. For visual elements that illustrate the content of the resource, *see* illustration.

other title information

A title borne by a resource other than the title proper or parallel or series title(s); also any phrase appearing in conjunction with the title proper, etc., indicative of the character, contents, etc., of the resource or the motives for, or occasion of, its production or publication. The term includes subtitles, avant-titres, etc., but does not include variations on the title proper (e.g., spine titles, sleeve titles). *See also* title.

P

panel

A rectangular section formed by the creases in a single-sheet resource that has been issued folded but is intended to be used unfolded.

parallel title

A title proper in another language or script. An alternative title in another language or script is treated as part of a parallel title proper. *See also* title.

perfect copy

A copy of a publication that is physically complete and correctly arranged, as issued.

plate

A leaf, usually containing illustrative content, that does not form part of either the preliminary or the main sequence of pages or leaves. *See also* leaf of plates.

preferred source of information

The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared.

preliminaries

The title page(s) of a resource, the verso of the title page(s), any pages preceding the title page(s), and the cover.

Q

R

RDA entity

An abstract class of key conceptual objects in the universe of human discourse that are a focus of interest to users of RDA metadata in a system for resource discovery. An RDA entity includes an agent, collective agent, corporate body, expression, family, item, manifestation, nomen, person, place, timespan, and work.

recto

1. The page of a resource intended to be read after its facing page (i.e., the right-hand page for left-to-right reading scripts and the left-hand page for right-to-left reading scripts), usually bearing an odd page number if the volume is paginated. 2. The side of a printed sheet intended to be read first. *See also* verso.

running title

A title, or abbreviated title, that is repeated at the head or foot of each page or leaf. *See also* title.

S

series

A group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual resource may or may not be numbered. *See also* subseries.

series title page

An added title page bearing a series title proper and usually, though not necessarily, other information about a series such as statement of responsibility, numeric designation, data relating to publication, title of the resource within the series. *See also* added title page *and* title page.

signature

A letter, numeral, symbol, or a group of such characters, printed at the foot of the rectos of the first few leaves of an intended gathering for the purpose of aiding binders in correctly assembling the sections. *See also* bibliographic format *and* gathering.

single-sheet publication

A publication printed on a single or composite piece of paper or other material; it may be printed on one or both sides and may be bound or unbound. The content of a single-sheet publication, as here defined, is predominantly textual in nature, though it may contain illustrations that are subordinate or coordinate to the text.

source of information

A source (e.g., title page, colophon, container) of a data value, or content, for an element.

standard number

The International Standard Book Number (ISBN) or any other internationally agreed upon standard number that identifies a resource uniquely.

state

A copy or a group of copies of a printed textual sheet or a publisher's casing which differs from other copies (within the same impression or issue) of that sheet or casing in any respect which the publisher does not wish to call to the attention of the public as representing a discrete publishing effort.

statement of responsibility

A statement relating to the identification or function of agents responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource.

subseries

A series within a series, that is, a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section. Its title may or may not be dependent on the title of the main series. *See also* series.

T

tactile text

A content type consisting of content expressed through a form of notation for language intended to be perceived through touch. Braille text and other tactile forms of language notation are included.

title

A word, phrase, character, or group of characters, normally appearing in a resource, that names the resource or the work contained in it. *See also* alternative title, caption title, chief title, collective title, cover title, half title, other title information, parallel title, running title, title proper, *and* variant title.

title page

A page at the beginning of a resource bearing the title proper and usually, though not necessarily, the statement(s) of responsibility and the data relating to publication, distribution, manufacture, etc. The leaf bearing the title page is commonly called the "title page" although properly called the "title leaf." *See also* added title page *and* series title page.

title proper

The chief title of a resource, together with any title information preceding the chief title and any alternative title. This definition excludes parallel titles and any other title information following the chief title. *See also* chief title *and* title.

transcription

In a bibliographic description, giving textual information as it appears in the resource being described, but in accordance with rules governing the extent to which the information may be normalized to facilitate consistency, readability, and access.

transposition

In a bibliographic description, transcribing information in an order different from that found in the resource being described.

U

unpublished manifestation

A resource that is created by a producer and not offered for sale or public distribution.

V

variant

Term loosely used in describing a manifestation of an edition, state, impression, etc., showing some visually or bibliographically significant difference from one or more other manifestations of the same edition, state, impression, etc.

variant title

A title associated with a resource that differs from a title recorded as a title proper, a parallel title proper, other title information, parallel other title information, earlier title proper, later title proper, key title, or abbreviated title. *See also* title.

verso

1. The page of a resource intended to read before its facing page (i.e., the left-hand page for left-to-right reading scripts and the right-hand page for right-to-left reading scripts), usually bearing an even page number if the volume is paginated. 2. The side of a printed sheet intended to be read second. *See also* recto.

W

work

A distinct intellectual or artistic creation, that is, the intellectual or artistic content.

wrapper

See cover.

wrappers

See cover.

X

Y

Z

Changelog

For a comprehensive list of changes, you can view commit details at the DCRMR repository commit page for the main branch.

For a fuller discussion of the versioning and version numbering system, including information about what is considered a major change, a minor change, or a bug fix, see DCRMR Wiki: Changelog and Version Numbering.

Current release

DCRMR 2022.2.0.0

Release date: 2022-11-15

Release PDF: DCRMR RDA edition release 2022.2.0.0 PDF

DCRMR 2022.2.0.0 adds a glossary based, in large part, on the glossaries in previous DCRM manuals, although some definitions have been updated to align with RDA terminology. The glossary covers terms applicable to all rare materials formats and those limited to books; other format-specific terms will be incorporated in future releases.

To remain aligned with changes made in the March 23, 2022 release of the RDA Toolkit, two elements have been renamed and their definitions changed. Manifestation described in is now Manifestation described by; Issued with is now On carrier unit with. These changes do not affect cataloging outcomes.

This release adds general rules to all elements that previously lacked them, updates the presentation of Editorial Group membership, and introduces a formal changelog versioning system. It also changes the formatting and font of the examples within the text for improved visual clarity.

Architectural and code changes:

- Added: CitationDumper script; Pre-release PDFs asset subfolder; Citations asset folder; Changelog; Membership roster; Glossary
- Changed: PDF naming conventions to include release number; Examples formatting
- Removed: Individual glossary pages
- Renamed: Manifestation described in renamed to Manifestation described by; Issued with renamed to On carrier unit with
- Fixed: Upgrade Gemfile to Ruby3; Updates to DCRMRthebook script

Release history

DCRMR 2022.1.0.2

DCRMR 2022.1.0.2

Release date: 2022-10-05

[View DCRMR 2022.1.0.2 release details](#)

Architectural and code changes:

- Fixed: Revision to README.md.

DCRMR 2022.1.0.1

Release date: 2022-02-16

[View DCRMR 2022.1.0.1 release details](#)

Architectural and code changes:

- Fixed: Upgraded text conversion python script.

DCRMR 2022.1.0.0

Release date: 2022-02-03

Release PDF: [DCRMR RDA edition release 2022.1.0.0 PDF](#)

[View DCRMR 2022.1.0.0 release details](#)

Release summary: Initial release of DCRMR; minimum viable product containing book instructions.
