

LC-PCC

Policy Statements for Chapter 1: General Guidelines on Recording Attributes of Manifestations and Items

LC-PCC PS FOR 1.4 RDA

LANGUAGE AND SCRIPT

Font Features

LC practice/PCC practice: Do not attempt to replicate font features such as bold and italics through the use of underlining or other means of indicating such features.

Pre-Modern Forms of Letters

LC practice/PCC practice: In general, transcribe letters as they appear in the source. However, convert earlier forms of letters and earlier forms of diacritical marks into their modern form, as specified here. If there is any doubt as to the correct conversion of elements to modern forms, transcribe them from the source as exactly as possible. See also the section on *Special Letters, Diacritical Marks, and Punctuation Marks* LC-PCC PS below.

The following represent a special case: i/j, u/v, uu, or vv/w. When these letters are used in Latin and some other languages without regard to their vocalic or consonantal value, so that "u" is used for a "v," etc., the transcription should be regularized. This means that for the bibliographic description of items published after 1800,

- use j for consonants, e.g., jus, Julius;
- use i for vowels, e.g., iter, ilias;
- use v for consonants, e.g., vox, Victoria;
- use u for vowels, e.g., uva, Ursa Major;
- use w for consonantal uu or vv, e.g., Windelia.

Also regularize u/v, uu, or vv/w for publications of any date when recording elements, e.g., authorized access points, or citations from reference works.

For the transcription of any of these letters in bibliographic description for pre-1801 publications, apply *Descriptive Cataloging of Rare Materials (Books)* DCRM(B). See [Policy Statement 6.2.2.8](#) LC-PCC PS for the use of these letters in authorized access points for works, to assure that DCRM(B) titles file properly (i.e., together with the titles of post-1800 publications).

Characters That Cannot Be Reproduced by the Facilities Available

LC practice/PCC practice: Transcription requires as much fidelity to the source as the technical capacity within the cataloging agency will allow. The main purposes of these

instructions are to categorize all the methods to be employed when encountering unusual symbols and characters, and to give specific directions for each in terms of the particular character set phenomenon encountered.

In the context of machine-readable catalog records note that "facilities available" means the totality of characters that can be represented in machine-readable form and displayed/printed using the "MARC-8 character set"; referred to hereafter as the "character set"). These characters can also be represented in the UCS/Unicode UTF-8 character set, but these guidelines apply only to that subset of the Unicode UTF-8 set that has a counterpart in MARC-8, i.e., the MARC-8 repertoire of UTF-8. Conventions appropriate to particular character set situations are given below. As judged appropriate, use notes to explain and use access points to provide additional access. In the special provisions below, notes are suggested as possible models for form, not to require the use of the note.


Super/Subscript Characters

LC practice/PCC practice: If the super/subscript placement of a character is not essential to avoid serious distortion or loss of intelligibility (e.g., n^o, 2^e, M^a), record the super/subscript character on the line in the regular manner (e.g., no., 2e). If a period is associated with the super/subscript letter (e.g., M.^a) and the characters are the abbreviation of a single word, record the period as the last element (e.g., Ma.). In case of serious distortion or loss of intelligibility, record the character in super/subscript position for all such characters available in the character set, namely, Arabic numerals (0-9), the minus sign (-), parentheses (()), and the plus sign (+). In most other cases use the double underscore convention described in the section on *Special Letters, Diacritical Marks, and Punctuation Marks* **LC-PCC PS** ; for superscript symbols, also see *Policy Statement 1.7.5* **LC-PCC PS** . Give the letter being represented in upper or lower case according to the source.

Preferred source

The Severus scroll and 1QIs ^a

Transcription

245  14 \$a The Severus scroll and the 1QIs a


Suggested note

500  ## \$a In title, " a" is superscript

Preferred source

Separation of $^{59}\text{Fe}^{\text{III}}$ and $^{59}\text{Fe}^{\text{II}}$ in neutron ...

Transcription

245  10 \$a Separation of $^{59}\text{Fe}^{\text{III}}$ and $^{59}\text{Fe}^{\text{II}}$ in neutron ...

Suggested note

500  ## \$a In title, " III" and " II" are superscript.

Preferred source

Estimating $L_x(1)$

Transcription

245  10 \$a Estimating $L_x(1)$


Suggested note

500  ## \$a In title, " x" is subscript.

Preferred source

ENDOR hyperfine constants of V_k -type centers

Transcription

245  10 \$a ENDOR hyperfine constants of V_k -type centers


Suggested note

500  ## \$a In title, " k" is subscript.

Preferred source

The structure of $1f_{7/2}$ nuclei



Transcription


245  14 \$a The structure of $1f_{7/2}$ nuclei


Suggested note

500  ## \$a In title, " /" is subscript.

Greek and Other Non-Latin Script Letters, Ideographs, Etc.

LC practice/PCC practice: Romanize all occurrences of Greek and other non-Latin script letters in "regular" MARC variable fields (with the exception below) regardless of the facilities available. The non-Latin form of the letters may be supplied in parallel fields (MARC field 880 ) in bibliographic records, or as MARC field 4XX  references in authority records. If the context shows that a Greek letter or letters is used to represent a letter in the International Phonetic Alphabet, however, see the section on *Special Letters, Diacritical Marks, and Punctuation Marks* **LC-PCC PS** .



Exception: If the Greek or other non-Latin script letter(s) appears separately, give the name of the letter in the language of the context (if unknown in the language of the context, use English) enclosed within brackets rather than a simple romanization of the letter. For searching purposes, insure that the bracketed interpolation is not connected with other letters. Thus, if no space appears in the source on either side of the supplied bracketed information, put a space on either side of the bracketed interpolation unless this interpolation is already distinct from adjacent letters by the presence of characters that serve as separators. This provision is necessary, because brackets do not serve as separators for searching purposes. "Separators" in this context are defined as characters that divide groups of letters or numbers into multiple words in the context of constructing search queries. Characters not serving as separators are those that are deleted in "normalization"; see the characters marked "delete" in Appendix A of the Authority File Comparison Rules found at: <http://www.loc.gov/aba/pcc/naco/normrule-2.html> 

Note: The following examples show the use of parallel fields to transcribe non-Latin scripts in MARC field 880  ; such fields are optional.



Preferred source

α-, β-, and γ-spectroscopy

Transcription

245  10 \$6 880  -01 \$a [Alpha]-, [beta]-, and [gamma]-spectroscopy

Possible parallel field

880  10 \$6 245  -01/(S \$a α-, β-, and γ-spectroscopy

A hyphen is a separator



Preferred source

Poly- α -amino acids ...

Transcription

245  10 \$6 880  -01 \$a Poly-[alpha]-amino acids ...



Possible parallel field

880  10 \$6 245  -01/(S \$a Poly- α -amino acids ...



Preferred source

A history of π (π) ...

Transcription

245  12 \$6 880  -01 \$a A history of [π] (π) ...



Possible parallel field

880  12 \$6 245  -01/(S \$a A history of π (π) ...

Preferred source

... at infinity of certain subclasses of $L^1 \Omega A(R)$

Transcription

245  10 \$6 880  -01 \$a ... at infinity of certain subclasses of L^1 [Ω]
A(R)



Possible parallel field

880  10 \$6 245  -01/(S \$a ... at infinity of certain subclasses of $L^1 \Omega A(R)$



Preferred source

A catalogue of the Connecticut Alpha of the ΦBK, August 1847

Transcription

245  12 \$6 880  -01 \$a A catalogue of the Connecticut Alpha of the [Phi Beta Kappa], August 1847



Possible parallel field

880  12 \$6 245  -01/(S \$a A catalogue of the Connecticut Alpha of the ΦBK, August 1847


Preferred source

Z

Transcription

245  10 \$6 880  -01 \$a [Zeta]

Possible parallel field



880  10 \$6 245-01/(S \$a Z

The title consists solely of the Greek letter zeta


Preferred source

The interpretation of the Hebrew word אַמ (people) in Samuel-Kings


Transcription

245  14 \$6 880  -01 \$a The interpretation of the Hebrew word [‘am] (people) in Samuel-Kings

Possible parallel field

880  14 \$6 245-01/(B \$a The interpretation of the Hebrew word אַמ (people) in Samuel-Kings

Possible note

500  ## \$a In title, "[‘am]" is expressed in Hebrew script.

Preferred source

Two centuries of the Russian letter ж

Transcription

245 14 \$6 880 -01 \$a Two centuries of the Russian letter [zhe]

Possible parallel field

880 14 \$6 245 -01/(N \$a Two centuries of the Russian letter ж

Possible note

500 ## \$a In title, "[zhe]" is expressed in the Cyrillic script.

Preferred source

Yo, Pedro, n : memoria en el tiempo

Transcription

245 10 \$6 880 -01 \$a Yo, Pedro, [h.et] : \$b memoria en el tiempo

Possible parallel field

880 10 \$6 245 -01/(2 \$a Yo, Pedro, n : \$b memoria en el tiempo

Possible note

500 ## \$a In title, "[h.et]" is expressed as the Hebrew letter.

When a Greek, etc., letter is used in a word that is otherwise in the Latin script in the source and the intent is to pronounce the character, use the romanized form of the letter (instead of its name) in brackets.

Preferred source

Zaraθustra and Φilo

Transcription

245 10 \$a Zara[th]ustra and [Ph]ilo

Possible note

500 ## \$a In title, "[th]" and "[ph]" are represented by the Greek characters theta and phi


Preferred source

Oie wowapi waŋ Lakota-leska

Transcription245  10 \$a Oie wowapi wa n Lakota-leska

The letter in this example is from the International Phonetic Alphabet; therefore, the double underscore convention is used (see the section on Special Letters, Diacritical Marks, and Punctuation Marks below)

Special Marks of Contraction in the Manuscript Tradition

LC practice/PCC practice: When special marks of contraction have been used by the printer in continuance of the manuscript tradition, expand affected words to their full form, enclosing supplied letters within brackets, as described in DCRM(B) .

Special Letters, Diacritical Marks, and Punctuation Marks

LC practice/PCC practice: Use the double underscore as the conventional means of signaling special letters (including superscript and subscript letters), diacritical marks, and punctuation marks for which there is no exact representation in the character set. Use the double underscore with the nearest roman equivalent in cases in which the roman equivalent is obvious, e.g., $\text{ḃ} = \text{b}$; $\text{ḉ} = \text{d}$; $\text{ḋ} = \text{d}$; $\text{ḑ} = \text{d}$; $\text{ḕ} = \text{f}$; $\text{ḥ} = \text{h}$; $\text{ḡ} = \text{n}$; $\text{ḷ} = \text{l}$; $\text{ṭ} = \text{t}$. When the nearest roman equivalent is not obvious, it is necessary to establish the equivalent using the list of equivalencies below. The equivalencies below have been established to date, mostly from the International Phonetic Alphabet (IPA). Note that the IPA uses some Greek letters; when it is judged by the context (usually some form of linguistic study) that the Greek letter probably derives from its use in the IPA, use the double underscore convention or the equivalency indicated below, not the convention for Greek letters given above.

- $\alpha = \text{a}$
- $\text{ḃ} = \text{d}$
- $\epsilon = \text{e}$
- $\phi = \text{f}$
- $\gamma = \text{g}$
- $\text{ḃ} = \text{i}$
- $\text{ḃ} = \text{l}$
- $\text{ḷ} = \text{l}$
- $\text{ɔ} = \text{o}$
- $\sigma = \text{s}$
- $\text{ʃ} = \text{s}$
- $\theta = \text{t}$

- $\text{ʊ} = \text{u}$
- $\text{ʋ} = \text{v}$
- $\beta = \text{v}$
- $\text{ɥ} = \text{w}$
- $\text{ɀ} = \text{g}$
- $\text{Ɂ} = \text{g}$

Note that the use of the double underscore convention does not always insure a one-for-one equivalency; the intent, instead, is to signal those cases in which the character used in the catalog record is not an exact replication of the character in the source.

Exception: Do not use the double underscore convention in the following cases; use instead the equivalent indicated:

- Old German small "e" (Fu ʀsten) = umlaut (Fürsten)
- "Scharfes s" or "ess-zet" (ß) written as ligature = ss (Ausslegung)
- "Scharfes s" or "ess-zet" (ſz) written as two letters = sz (Auslegung)
- Schwa (ə) = ä (e.g., as found in roman alphabet Azerbaijani)
- Inch/inches, second/seconds = hard sign, double prime (tvėrdyi ́ znak) (")
- Foot/feet, minute/minutes = soft sign, prime (miagkii ́ znak) (')
- Superscript or subscript period = dot above (̇) or dot below (̈)
- IPA character for glottal stop (ʔ) = ayn (ʻ)
- A vertical line | below a letter (e) = dot below the letter (ė)
- Guillemets (left and right pointing double angle quotation marks) = double quotation mark (")

[2017-01]

LC-PCC PS FOR 1.4 [RDA](#)

FIRST ALTERNATIVE

LC practice for Alternative (1st): For the elements identified at [RDA 1.4](#) [RDA](#) , generally supply non-Latin scripts for the languages/scripts in the MARC-8 repertoire of UTF-8: Perso-Arabic script (e.g., Arabic, Persian, Pushto, Urdu); Hebrew, Yiddish; Chinese, Japanese, Korean; Cyrillic-based scripts; and Greek. If following minimal level cataloguing guidelines, the records for these languages/scripts may be fully romanized. At this time, all other languages/scripts must be fully romanized following the *ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts* [☑](#) , approved by the Library of Congress and the American Library Association, with note to the exceptions recorded at: <http://hdl.loc.gov/loc.standards/docs.roman> [☑](#) .

See the Policy Statements for 5.4 [LC-PCC PS](#) , 9.2.2.5.3 [LC-PCC PS](#) , and 11.2.2.12 [LC-PCC PS](#) for information on access points for titles of works and expressions, persons, and corporate bodies as found in authority and bibliographic records.

PCC practice for Alternative (1st): Follow the *PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets* [☑](#) applicable to the PCC program:

CONSER records: generally supply non-Latin scripts for the languages/scripts in the MARC-8 repertoire of UTF-8: Perso-Arabic script (e.g., Arabic, Persian, Pushto, Urdu); Hebrew, Yiddish; Chinese, Japanese, Korean; Cyrillic-based scripts; and Greek. All other languages/scripts must be fully romanized following the *ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts* [☑](#) , approved by the Library of Congress and the American Library Association, with note to the exceptions recorded at: <http://hdl.loc.gov/loc.standards/docs.roman> [☑](#) .

BIBCO records: Scripts beyond the MARC-8 repertoire of UTF-8 may be used by BIBCO libraries when they are supported by the input system.

[2012-09]

LC-PCC PS FOR 1.4 [RDA](#)

OPTION

LC practice/PCC practice for Optional addition: If non-Latin scripts are provided for the elements listed at [RDA 1.4 RDA](#) , provide romanized equivalents for those elements listed as "Mandatory if Applicable" in the *PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets* [☑](#) .

Non-Latin scripts may be provided for other elements not listed at 1.4 at the discretion of the cataloger, either as parallel to romanized fields or as unpaired MARC 880 fields [☑](#) .

[2012-07]

LC-PCC PS FOR 1.5.1 [RDA](#)

DIFFERENT WAYS OF DESCRIBING A RESOURCE

LC practice: LC now analyzes and classifies separately all parts of monographic series and of multipart monographs with the exception of the categories listed in *Descriptive Cataloging Manual M5* [☑](#) .

[2010-02]

LC-PCC PS FOR 1.5.2 [RDA](#)

COMPREHENSIVE DESCRIPTION

Supplementary Materials

LC practice: Create separate records for a main work and a supplementary work if the supplementary work is not issued at the same time as the main work, or if it shows important differences in titles or statements of responsibility from those appearing in the main work.

Also, catalog separately all supplements, etc., to serials except for:

- Indexes, and
- Supplements, etc., that have titles that are more like descriptions than true titles, or because the supplement, etc., is usable only in conjunction with the main work.

Relate *separately* cataloged supplements, etc., to the main work following the guidelines in [Chapter 25 RDA](#) (Related works).


[2010-09]

LC-PCC PS FOR 1.5.3 [RDA](#)

ANALYTICAL DESCRIPTION

LC practice: If the analytical description is for a resource in a series, give a series statement; if the description is the result of original cataloging at LC, do not give an authorized access point for the series (the related work referenced in this instruction). If the analytical description is for a resource other than one in a series, apply cataloger's judgment about referring to the related work.

Analytical Descriptions for "Bound Together" Resources

LC practice: Create separate bibliographic records and apply "With" notes (see [RDA 28.1 RDA](#)) when two or more resources issued independently have been subsequently placed together under one cover or comparable packaging. Also create separate records for rare books issued universally as one physical volume by the publisher, etc., with separate title pages, separate pagination/foitation, and separate collation (i.e., signatures) for each work (see also *Descriptive Cataloging of Rare Materials (Books)* (DCRM(B)) 7B18 ).

[2010-02]

[LC-PCC PS FOR 1.5.4](#) [RDA](#)

HIERARCHICAL DESCRIPTION

LC practice for general cataloging/PCC practice: Do not create hierarchical descriptions.

[2012-07]

[LC-PCC PS FOR 1.6.1.2](#) [RDA](#)

CHANGE IN MEDIA TYPE OF A MULTIPART MONOGRAPH

LC practice/PCC practice: If the media type varies within the multipart monograph (not a change from one type to another), do not create a new description. Add information in the bibliographic record explaining the variation.


PCC practice: For the related series authority record, see [Policy Statement for 6.27, One or Several Series Authorized Access Points](#) [LC-PCC PS](#) .

[2015-09]

[LC-PCC PS FOR 1.6.2](#) [RDA](#)

SERIALS

LC practice/PCC practice: When there are different language expressions of a serial work and the preferred title of the work (as determined according to [RDA 6.2.2](#) [RDA](#)) changes, create a new description for each different expression of that work even if the title proper of the manifestation of the specific language expression did not change.

130  0# \$a Inzhenernyi zhurnal. Mekhanika tverdogo tela. \$l English.

245  10 \$a Mechanics of solids.

785  00 \$t Izvestiia. Mekhanika tverdogo tela. English. Mechanics of solids

130 0# \$a Izvestiia. Mekhanika tverdogo tela. \$l English.

245 10 \$a Mechanics of solids.

780 00 \$t Inzhenernyi zhurnal. Mekhanika tverdogo tela. English. Mechanics of solids

"Mechanics of solids" is the title proper of an English-language expression of a work in Russian. Although the English title proper did not change, a new description is necessary because the preferred title of the work in Russian changed.

[2010-10]

LC-PCC PS FOR 1.6.2.2 [RDA](#)

CHANGE IN CARRIER CHARACTERISTICS OF A SERIAL

Variation in Media Type

LC practice/PCC practice: If the media type varies within the serial (not a change from one type to another), do not create a new description. Make a note explaining the variation ([RDA 3.21.4.3.1 RDA](#)).

PCC practice: For the related series authority record, see [Policy Statement for 6.27, One or Several Series Authorized Access Points LC-PCC PS](#).

[2015-09]

LC-PCC PS FOR 1.6.3.2 [RDA](#)

CHANGE IN MEDIA TYPE OF AN INTEGRATING RESOURCE

LC practice/PCC practice: If the media type varies within the integrating resource (not a change from one type to another), do not create a new description. Add information in the bibliographic record explaining the variation.

[2012-07]

LC-PCC PS FOR 1.6.3.3 [RDA](#)

RE-BASING OF AN INTEGRATING RESOURCE

LC practice/PCC practice: For an updating loose-leaf, if the edition statement changes and/or the publisher issues a new base volume or volumes, apply the following guidelines:

- a) Do not make a new description for a gradual replacement edition (i.e., the author or publisher considers the publication to be a new edition and issues a replacement title page with a new edition statement but does not issue a new base volume or volumes); update the edition statement and give a note about the change in the edition statement (see [Policy Statement 2.17.4.5.3 LC-PCC PS](#)).
- b) Generally, do not consider the following to be a new resource: a new base volume or volumes with pages having various dates in the header/footer, etc., or having other indications that the same or a different publisher has just reissued the content of an existing resource as of its latest iteration. Take into account publisher's statements found in the shipping material, filing instructions that accompany the new base volume or volumes, etc. If the resource is not yet represented in the catalog, include a "Description based on" note to clarify that the iteration being cataloged is not the first iteration of a new resource. Give a note about an update with a complete replacement of pages, if considered important to the description, e.g.: "Update for September 2015 is a complete set of replacement pages, but consists of updated content integrated into the current edition and not a new edition."
- c) Generally, consider the following to be a new resource: a new base volume or volumes having a new edition statement, or having other indications that the same or a different publisher considers the reissued content to constitute a new edition or new work. Take into account publisher's statements found in the shipping material, filing instructions that accompany the new base volume or volumes, etc. If the new resource has the same preferred title or creator and preferred title as the previous one, and it lacks an edition statement, supply one in brackets using the year of publication, distribution, etc., e.g.: "[2003 edition]" (see [RDA 2.5.1.4 RDA](#)).
- d) In case of doubt, do not make a new description.


[2016-03]

LC-PCC PS FOR 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION










Introduction

LC practice/PCC practice: This Policy Statement is an overall statement related to punctuation/spacing conventions. For convenience, it addresses in one place conventions applicable to access points in bibliographic and name authority records and those applicable to other parts of the bibliographic record.

Much of the data in a MARC record are explicitly identified by content designation (tags, indicators, subfield codes). Upon output or display, the content designation is used to determine various display conventions including spacing. Internally there is often no spacing at all but instead content designation, particularly subfield codes. In displays that do not show content designation, spacing is substituted. How much spacing is at the discretion of a particular system. However, for data that are not subfielded (e.g, the constituent elements of a corporate name serving as a qualifier, the unsubfielded units in a linking entry field (hereafter "linking entry"), unsubfielded statements or data in MARC field 245 ) , it is necessary to establish the spacing to be input. The computerized environment is oriented to a single-space convention throughout authority and bibliographic records.

Note that some systems display a space on either side of a subfield code to aid the comprehension of subfielded data. Such "spaces" are also a function of display, i.e., they are not carried internally. In the examples in this policy statement, no spaces are used on either side of a MARC subfield code to insure that there is no confusion about the spacing convention being illustrated.

Access Points in Name Authority and Bibliographic Records (General)

LC practice/PCC practice: These general conventions are applicable to MARC fields 1XX , 4XX , 5XX  in authority records and MARC fields 1XX , 240 , 6XX , 70X-75X , and 8XX  in bibliographic records. For bibliographic linking entries (MARC fields 76X-78X ) see the section "Bibliographic Linking Entries" **LC-PCC PS** in this Policy Statement.

- a) Punctuation/spacing within access points. Use internal punctuation to set off unambiguously the units of access points (including name/title portions of name/title fields). The marks of punctuation for this purpose are a period (.), a comma (,), a quotation mark ("), a question mark (?), an exclamation mark (!), and a hyphen (-).

- i) Spaces following periods. Leave one space after a period or other mark of ending punctuation that serves to separate units of access points. If the period or other mark of ending punctuation is followed by a subfield code, the space can be generated on display. If no subfield code follows, e.g., as in units within parenthetical qualifiers, input the space.
- ii) Punctuation preceding the name of a language in authorized access points of works or expressions. Precede the language by a period as instructed in [RDA E. 1.2.5 RDA](#) unless another mark of ending punctuation is present.

130 0# \$aStandard-setting at UNESCO.\$iFrench.

Authorized access point on a bibliographic record

240 10 \$aBohème.\$pSono andati?\$iEnglish

but

240 10 \$aOpération "Vicaire."\$iGerman

- iii) Ampersand. Input one space on either side of an ampersand or an ampersand equivalent used in an access point.

130 #0 \$aR & D report (University of Texas at Austin. Research and Development Center for Teacher Education)

Authorized access point on name authority record

130 0# \$aAmerica's favorite inns, B & Bs & small hotels.\$pMiddle Atlantic.

Authorized access point on bibliographic record

- iv) Parenthesis. If a unit of an access point other than the last ends in a closing parenthesis, input after the closing parenthesis the same punctuation, usually a period, that would be used if there were no parenthesis.

110 1# \$aNew York (State).\$bGovernor (1929-1932 : Roosevelt)

Authorized access point on either a bibliographic or name authority record

110 2# \$aCatholic Church.\$bPope (1978-2005 : John Paul II).
\$tRedemptor hominis.\$iEnglish

Authorized access point on a name authority record


400  1# \$aSmith, A. G.\$q(Albert Gray),\$d1945-\$tDiscovering Canada

Variant access point on a name authority record


- v) Quotation mark. Use double quotation marks instead of other forms of quotation marks. If a unit of an access point other than the last ends in a quotation mark, input a period or other mark of ending punctuation inside the quotation mark.

110  2# \$aCasa de la Cultura Ecuatoriana "Benjamin Carrión."\$bNúcleo de Bolívar

Authorized access point on a name authority record

111  2# \$aSimposio "Antropólogos y Misioneros: Posiciones Incompatibles?"\$d(1985 :\$cBogotá, Colombia)

Authorized access point on either a bibliographic or name authority record

130  #0 \$aCollection "Bibliothèque des matières premières."\$pSérie "Energie"

Authorized access point on a name authority record

- vi) Open date. Leave one space between an open date and any data that follow it within the same subfield. When a subfield code immediately follows an open date, do not leave a space.

110  1# \$aVirginia.\$bGovernor (2006- : Kaine)

Authorized access point on either a bibliographic or name authority record

600  10 \$aMcCullough, Colleen,\$d1937-\$tThorn birds.

Open date followed by a subfield code

- b) Ending mark of punctuation. For access points, an ending mark of punctuation is a period (.), closing parenthesis ()), closing bracket (]), quotation mark("), question mark (?), exclamation mark (!), hyphen (- ; usually used at the end of an open date).
- i) Name authority records. Do not end access points with an ending mark of punctuation except when it is part of the data (e.g., a period in an abbreviation) or is called for by the cataloging instructions (e.g., an element enclosed within parentheses).

100  1# \$aSmith, John

100 ☑ 1# \$aSmith, John A.

100 ☑ 1# \$aSmith, J. A.\$q(John A.)

100 ☑ 1# \$aSmith, John,\$d1648?-

100 ☑ 1# \$aSmith, John,\$d1924-

110 ☑ 2# \$aLibrary of Congress

110 ☑ 1# \$aNew York (State).\$bGovernor (1929-1932 : Roosevelt)

110 ☑ 2# \$aMoskovskĭ fotoklub "Novator"

130 ☑ #0 \$a Collection "Bibliothèque des matières premières."\$pSérie "Energie"

- ii) Bibliographic records. Generally, end authorized access points with either a period or other ending mark of punctuation. End a MARC 240 field ☑ for a work or expression with an ending mark of punctuation only when such a mark of punctuation is part of the data. If an authorized access point is followed by \$5 (Institution to which field applies) ☑ , do not include punctuation at the end of the field.

100 ☑ 1# \$aSmith, John.


100 ☑ 1# \$aSmith, John A.


100 ☑ 1# \$aSmith, John,\$d1648?-

110 ☑ 2# \$aLibrary of Congress.

110 ☑ 1# \$aNew York (State).\$bGovernor (1929-1932 : Roosevelt)

When an authorized access point ends in a quotation mark, place any mark of final punctuation that is also part of the data inside the quotation mark. Otherwise, place a period inside the mark of punctuation.

710  2# \$aMoskovskii gorodskoi klub "Kontakty-1."

830  #0 \$aCollection "Bibliothèque des matières premières."\$pSérie "Energie."


- iii) Relationship designators in Bibliographic access points. Relationship designators that follow authorized access points are not capitalized and are always preceded by a comma, unless the authorized access point ends in an open date.

100 1# \$aBaker, Joseph,\$d1779-1800?,\$edefendant.

700 1# \$aBrett, Jan,\$d1949-\$eillustrator.

700 1# \$aHitchcock, Alfred,\$d1899-1980,\$edirector,\$eproducer.

710 2# \$aRaymond Foye Editions,\$edonor.\$5DLC

Note that, as the last example above shows, when an authorized access point ends in a relationship designator, it may also be followed by subfield \$5  and the field itself does not end with punctuation.

When subfield \$i for relationship designator is used, it is the first subfield, the first word is capitalized, and the subfield ends with a colon.

700 1# \$iLibretto based on (work):\$aShakespeare, William,
\$d1564-1616.\$tOthello.

Access Points for Persons in Name Authority and Bibliographic Records

LC practice/PCC practice:

- a) Initials/letters

i) Name portion of authorized access point

- a) Periods. If the name of a person consists of or contains initials, input a period after an initial if it is certain that the letter is an initial. In case of doubt, do not input a period. If the name consists of separate letters that are presumed not to be initials, omit or include periods according to the predominant usage of the person.

100 1# \$aEliot, T. S.

100 0# \$aH. D.

100 0# \$aX Y Z

- b) Spaces. If the name contains two or more forenames represented by initials, consists entirely of initials, or consists entirely of separate letters that are not initials, input a single space between the initials/letters in all cases (regardless of whether they are followed by periods or not).

100 1# \$aEliot, T. S.

100 0# \$aH. D.

100 0# \$aX Y Z

ii) Other elements in authorized access point

- a) Periods. With initials, include periods unless the author's predominant usage makes it clear that the author omits them.
 b) Spaces. Do not leave spaces between single initials/letters.


100 0# \$aAngela,\$cSister, O.S.B.


- b) Abbreviated or missing portions of preferred names. If a part of a preferred name is abbreviated (two or more letters present as opposed to a single letter used as an initial) or if a forename is missing from a name entered under surname, do not leave open space after the abbreviation or missing forename. Instead, insert, as appropriate,

a period


100  1# \$aTissot

Add period at end in bibliographic record, but not in authority record

100  1# \$aCorpeleijn, W. F. Th.

100  1# \$aJunager, Sv.-Aa.


a period and one space

100  1# \$aEnschedé, Ch. J.

a period and a comma


100  1# \$aJones, Th.,\$d1910-

100  1# \$aCalles Ll., Alfonso


100  1# \$aDahlan Aman, Mohd.,\$cHaji

For these names, add a period at end in bibliographic record, but not in authority record

- c) Prefixes (articles and prepositions) in certain names. Once authorized and variant access points for a person have been determined according to [RDA 9.2.2.11 RDA](#) and [RDA 9.2.3.10 RDA](#), use the following guidelines in encoding the constituent parts of the authorized and variant access points. Apply these guidelines, as appropriate, to authorized and variant access points in a name authority record and to authorized access points (including subjects) in a bibliographic record. In the examples used in the guidelines, only the germane variants have been shown.
- i) Prefix immediately follows the first element. If the first element of an authorized or variant access point for a person is followed directly by a prefix without intervening data (e.g., forename(s), name(s) serving the function of a forename as in the case of certain Portuguese names, forename initial(s)), separate the prefix from the first element by a comma and place the prefix, etc., in the MARC record as part of the \$c subfield, the subfield for words and phrases associated with the authorized or variant access point. The purpose of this practice is to prevent prefixes from being treated as forenames.


100  1# \$aWalle-Lissnijder,\$cvan de


400  1# \$aLissnijder,\$cvan de Walle

400  1# \$aVan de Walle-Lissnijder


400  1# \$aWalle-Lissnijder, Edm. van de


100  1# \$aDe Sanctis

400  1# \$aSanctis,\$cDe

100  1# \$aCordemoy, Géraud de,\$d-1864

400  1# \$aFourneillis,\$cdes,\$d-1684

100  1# \$aDiego O., Carlos A. de

400  1# \$aDiego,\$cde

- ii) Prefixes in names lacking forenames but containing words or phrases associated with an authorized or variant access point. Formulate such authorized or variant access points with the prefixes following any words or phrases associated with the name.

100  1# \$aWinter,\$cDoctor de

400  0# \$aDoctor de Winter

100  1# \$aL'Epée, Charles-Michel de,\$d1712-1789

400  1# \$aL'Epée,\$cabbé de\$q(Charles-Michel),\$d1712-1789

100 1# \$aLa Fayette,\$cMadame de\$q(Marie-Madelaine Pioche de La Vergne),\$d1634-1693

400 1# \$aLaFayette,\$cMadame de\$q(Marie-Madelaine Pioche de La Vergne),\$d1634-1693

400 1# \$aFayette,\$cMadame de La\$q(Marie-Madelaine Pioche de La Vergne),\$d1634-1693

400 1# \$aDe La Fayette,\$cMadame\$q(Marie-Madelaine Pioche de La Vergne),\$d1634-1693

400 0# \$aMadame de La Fayette\$q(Marie-Madelaine Pioche de La Vergne),\$d1634-1693

- iii) Names in category b. above that include qualifications. Formulate the data constituting the authorized or variant access points according to the pattern: first element of the authorized or variant access point, words or phrases associated with the name (\$c subfield), prefix, qualifier, date.

100 1# \$aLettow-Vorbeck,\$cGeneral von\$q(Paul Emil),\$d1870-1964

400 1# \$aVorbeck, Lettow,\$cGeneral von\$q(Paul Emil),\$d1870-1964

400 1# \$aLettow-Vorbeck,\$cColonel von\$q(Paul Emil),\$d1870-1964

400 1# \$aVon Lettow-Vorbeck,\$cGeneral\$q(Paul Emil),\$d1870-1964

100 1# \$aGatti de Gamond,\$cMadame\$q(Zoé Charlotte), \$d1812-1854

400 1# \$aDe Gamond, Gatti,\$cMadame\$q(Zoé Charlotte), \$d1812-1854

400 1# \$aGamond, Gatti de,\$cMadame\$q(Zoé Charlotte), \$d1812-1854

100 1# \$aSigaud de La Fond,\$c M.\$q(Joseph Aignan),\$d1730-1810
 400 1# \$aDe La Fond, Sigaud,\$cM.\$q(Joseph Aignan),\$d 1730-1810
 400 1# \$aLa Fond, Sigaud de,\$cM.\$q(Joseph Aignan),\$d1730-1810
 400 1# \$aFond, Sigaud de La,\$cM.\$q(Joseph Aignan),\$d1730-1810

- d) Subfield \$i (Relationship information) in authority records. When subfield \$i for relationship designator is used in a 5XX field, begin the field with subfield \$w r . Give subfield \$i as the second subfield; the first word in the relationship designator is capitalized, and the subfield ends with a colon.

110 2# \$aI. M. Pei Associates
 500 1# \$wr\$iFounder:\$aPei, I. M.,\$d1917-

- e) Bibliographic description. Note that the spacing and punctuation conventions applied to personal names used in access points may differ from those used in the descriptive portion of a bibliographic record.

Access Points for Corporate Names, Including Meetings, in Name Authority and Bibliographic Records

LC practice/PCC practice:

- a) Quotation marks. If the form of name in the access point includes quotation marks around an element or elements of the name, retain them. Use double quotation marks in the access point instead of other forms of quotation marks.
- b) Initials. If the form of name in the access point consists of or contains initials, regularize the spacing and put one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

source
 F&H Denby
 authorized access point
 110 2# \$aF & H Denby

source

U. S. D. A. Symposium ...

authorized access point

111 2# \$aU.S.D.A. Symposium ...

source

I E E E ...

authorized access point

110 2# \$aIEEE ...

- c) Abbreviations. Precede or follow abbreviations consisting of two or more letters with a space, e.g., "Gauley Bridge (W. Va.)," "Ph. D. Associates."
- d) Place name at end. If the form of name in the access point includes a place name at the end and the place is enclosed within parentheses or is preceded by a comma-space, retain in the access point the punctuation as found.

110 2# \$aCalifornia State University, Northridge

- e) Subfield \$i (Relationship information) in authority records. When subfield \$i for relationship designator is used in a 5XX field , begin the field with subfield \$w r . Give subfield \$i as the second subfield; the first word in the relationship designator is capitalized, and the subfield ends with a colon.

100 1# \$aGarr, Arnold K.

510 2# \$wr\$iEmployer:\$aBrigham Young University

Bibliographic Linking Entries

LC practice/PCC practice: For linking entries (MARC fields 76X-78X), in general follow the conventions in the sections above with respect to punctuation/spacing. Note, however, unlike name authority access points, the individual components of names in subfields \$a (Main entry heading) , \$s (Uniform title) , and \$t (Title) are not subfielded.

When subfield \$i for relationship designator is used, it is the first subfield, the first word is capitalized, and the subfield ends with a colon.

775 ☑ 08 \$iReproduction of (manifestation):\$aVerdi, Giuseppe,
1813-1901.\$tOtello\$dMilano : Ricordi, 1913

For the guidelines for other subfields in linking entries, see section 1 on Punctuation and section 2 on Spacing under "Editing instructions" in *CONSER Editing Guide (CEG) – Section E. MARC 21 Format for Serials as Applied within CONSER – Variable Data Fields – 76X-78X Linking Entries – Linking Entry Fields General Information* ☑ .




LC practice: In subfield \$w (Record control number) LC does not, for system reasons, supply the blank (space) at the end of a two-digit year LCCN called for by MARC 21.

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: The ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.



- a) Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
- b) Fields 246 ☑ - 247 ☑ , 490 ☑ . A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
- c) Field 264 ☑ . Field 264 ☑ usually ends with a period, a closing bracket, or a hyphen. Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "[Temporary/Uncertain Data](#)" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation.
- d) Field 300 ☑ . Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
- e) Fields 310 ☑ / 321 ☑ . These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (LC practice/PCC practice for temporary/uncertain data).
- f) Field 362 ☑ . For the ending mark of punctuation, apply the convention stated below in the section "[Punctuation in Notes](#)," 2. [Ending mark of punctuation \(5XX\)](#). **LC-PCC PS**


Punctuation in Subfields \$3 in MARC Fields 264, 490


LC practice/PCC practice: When a subfield \$3 (Materials specified) is used in MARC 264 , 490 , or 8XX  fields to indicate the issues, parts, or iterations applicable to the field, use \$3 as the first subfield, followed by the numeric designation, chronological designation, publication date, etc., followed by a colon (:). If the designation, publication date, etc., represents incomplete information designated by a hyphen (-), insert a single space between the hyphen and the colon for clarity in displays.

\$3volumes 1-3:
 \$3v. 9-, <10> :
 \$3April 2010- <July 2010> :
 \$32010- :
 \$3-volume 4:
 \$3-May 2010:

Punctuation in Subfield \$x in MARC 8XX Fields

LC practice/PCC practice: To allow for accurate sorting of authorized series access points, predictable validation of ISSN strings, and/or validation of authorized series access points, append subfield \$x (International Standard Serial Number)  used in MARC 8XX fields  to the end of the field as the final subfield. A mark of punctuation, e.g., a period, a right parenthesis, that ends the authorized series access point would precede subfield \$x. Do not add any punctuation to subfield \$x except for the hyphen in the middle position of the ISSN.


830  #0 \$aBibliographies of modern authors (San Bernadino, Calif.) ;\$vno. 27.\$x0749-470X


830  #0 \$aSeries in applied psychology (New York, N.Y.)\$x1048-8146

Punctuation in Notes


LC practice/PCC practice:


- a) Additional information expected. When additional information is expected, precede or follow a hyphen with one space.


246  1# \$lIssues for October 1975- have title:\$aCrime & delinquency


500  ## \$aVolume 9- edited by G. Svehla ...

500  ## \$aVolumes -10 translated by ...

500  ## \$aVolumes for -1979 also have additional section ...

- b) Ending mark of punctuation (5XX). See also the section "g. Notes (5XX) below under "Temporary/Uncertain Data." 

For 5XX notes , an ending mark of punctuation is a period (.), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; used at the end of an open date, etc.), and (LC practice/PCC practice) angle bracket (>). End each note with a period or other mark of ending punctuation.

504  ## \$aIncludes bibliographical references (pages 310-325).


If a note ends in a quotation mark, input a period or other mark of ending punctuation inside the quotation mark.


500  ## \$a"Circulated privately to her friends: not for sale."

Note that these guidelines relate to punctuation at the end of the data constituting a note itself. Under certain circumstances, a field may actually end with MARC subfields as follows:


- i) \$5 (Institution to which field applies) , in which case there is no punctuation at the end of the field.







500  ## \$aLC set incomplete: volume 12 wanting.\$5DLC


- ii) \$u (Uniform Resource Identifier) , in which case the last character in the field is whatever is the last character of the URI.

530  ## \$aElectronic version also available to purchase at:\$uhttp://
www.thelearner.com


but

530  ## \$aAvailable online at the U.S. Census Bureau Web site (http://
www.census.gov).


- iii) Exceptions: Incomplete 505 field , fields 510 , 535 , 536 , 583 , 586 . These fields do not end in a period or other mark of ending punctuation unless it is part of the data, e.g., a period that is part of an abbreviation or a hyphen at the end of an open date, etc.
- c) Square brackets. Do not use square brackets in notes except when they are used in quoted data.

500  ## \$a"Types of prayer wheels found in south central Tibet, by Mei Lin": pages 310-375.


Not "... pages [310]-[375]."


500  ## \$a"2090245PMA"—Page 4 of cover.

Not "... -Page [4] of cover."

500  ## \$a"This lavishly illustrated book is a beautifully crafted reproduction of a Russian journal [i.e. photographs collected by Nikolai Efros] from 1914 ..."

Square brackets used in quote itself.

500  ## \$a"ZG24-6722-00." Number is incorrect; number should be SG24-6722-00.

500  ## \$a"April 2008." Year is incorrect; date should be April 2009.

Temporary/Uncertain Data

LC practice/PCC practice:


- a) *General.* Indicate that data are temporary or uncertain by enclosing them within angle brackets (< >). Such data display in all cases. Treat angle brackets as regular characters, applying normal spacing conventions preceding and following them as illustrated in the examples.

When a date is enclosed within angle brackets, do not use spacing to show that it is an open one: " <1981-> ." When an open date occurs outside angle brackets, use normal spacing preceding or following a hyphen unless preceded or followed by a temporary date enclosed within angle brackets, e.g., "1979- <1980> " or " <1979> -1980."

When spans of beginning and/or ending dates or numbers include temporary data, give the hyphen within or outside the angle brackets as shown in the following examples:


<1966->
 <-no. 47>
 <May 2001-v. 3, no. 2>
 1998- <fall 2001>
 <Bd. 4> -Bd. 12

When holdings are enclosed within angle brackets, do not use spacing to show that they are temporary.


505  1# \$a-- volume 2. La foto-restituzione grafico-numerica. part 1. Generalita (2 volumes). part 2. Fotografie oblique <volume 1>

b) Detailed guidelines for recording temporary/uncertain data.


i) Changes in title data (246  / 247 ).

246  1# \$iAdded title page title <release 5, published 1999> :\$aMath education scholarships

Updating loose-leaf

246  1# \$iParallel title in HTML header <January 13, 2002> :\$aChildren and young persons


Updating Web site

246  14 \$aState publications monthly checklist\$f <July 1976->

Serial

247  10 \$aMembership directory\$f <update 2, published 1999>

Updating loose-leaf

ii) Publication etc., dates (264 ). These conventions do not apply to serials or integrating resources (temporary data not recorded in this field).

a) Permanent date. If an entire date is judged to be permanent, record it without angle brackets.

, 1980-

not

<1980-> or, 1980- < >
v. 1 held; v. 1 published in 1980

- b) Temporary date. If a portion of a date is temporary, enclose the portion in angle brackets.

, 1980- <1981>
v. 1-2 held; v. 2 published in 1981

, <1981->
v. 2 held; v. 1-2 published in 1981

, <1979> -1981.
v. 2-3 held of a 3-volume set

, <1978-1980>
v. 2-3 held of a 5-volume set

- c) Non-Christian era date. When the expression of date includes one from the non-Christian era and that date is temporary (as when cataloging a multipart monograph from other than volume 1), consider the whole expression of date as temporary and give the whole in angle brackets, e.g., <Shōwa 57- [1982]->
- iii) Incomplete multipart monographs when the total number of units is not known. During the time a multipart monograph is incomplete, record only the general term designating the type of unit (RDA 3.4.1.10 RDA) in MARC field 300 (e.g., "volumes") of the bibliographic record. At the time the multipart monograph is complete, update field 300 to record the number of units preceding the term designating the type of unit (e.g., "6 volumes").
- iv) Frequency information (MARC 310 / 321). Record temporary data in angle brackets.

310 ## \$aUpdated monthly,\$b <May 15, 2001>

321 ## \$aUpdated quarterly,\$b <September 9, 1999>
Updating loose-leaf

310 ## \$aUpdated daily,\$b <Aug. 15, 2002>

321 ## \$aFrequency varies,\$b <February 2, 1999>
Updating Web site

310 ## \$aQuarterly,\$b <Nov. 1984-v. 16, no. 3>

321 ## \$aSemimonthly,\$b <Oct./Nov. 1971->
Serial

- v) Series statement: open entry multipart monographs in series (MARC 490). When a multipart monograph itself is in a series and the multipart monograph is

classified as a collection and not analyzed, record the numbering of the series in the collected set record according to the following guidelines until the multipart monograph is complete.

- a) Record the series numbering for the first or last volume as permanent data, i.e., not within angle brackets.
- b) Record all the series numbering as permanent data when the first or last volume is in hand with other consecutive volumes of the multipart monograph and the series numbering is scattered.
- c) In all other situations, record the series numbering as temporary data, i.e., within angle brackets.
- d) Use a hyphen to separate consecutive numbers and a comma to separate scattered numbers. When the multipart monograph is complete, show all numbering as permanent data.

First or last volume of multipart monograph being cataloged -- no other volumes
 holdings in LC

v. 1

bibliographic record

245 ☑ 00 \$aMultipart monograph title

490 ☑ 0# \$aSeries title ; \$vv. 13

v. 1 of multipart monograph is v. 13 of series

First or last volume of multipart monograph being cataloged -- no other volumes
 holdings in LC

v. 5

bibliographic record

245 ☑ 00 \$aMultipart monograph title

490 ☑ 0# \$aSeries title ; \$vno. 22

v. 5 of multipart monograph is no. 22 of series

First or last volume of multipart monograph being cataloged -- other volumes and series numbering consecutive holdings in LC

v. 1-2

bibliographic record

245  00 \$aMultipart monograph title

490  0# \$aSeries title ; \$vno. 3- <4>

v. 1-2 of multipart monograph are no. 3-4 of series

First or last volume of multipart monograph being cataloged -- other volumes and series numbering scattered holdings in LC

v. 1-3

bibliographic record

245  00 \$aMultipart monograph title

490  0# \$aSeries title ; \$vv. 5, 7, 10


v. 1-3 of multipart monograph are v. 5, 7, 10 of series

First or last volume of multipart monograph being cataloged -- other volumes and series numbering scattered holdings in LC

v. 1, 3

bibliographic record

245  00 \$aMultipart monograph title

490  0# \$aSeries title ; \$vno. 24, <30>

v. 1, 3 of multipart monograph are no. 24, 30 of series

Volumes other than first or last volume of multipart monograph being cataloged -- only one volume in hand
holdings in LC

v. 2

bibliographic record

245  00 \$aMultipart monograph title

490  0# \$aSeries title ; \$vno. <18>

v. 2 of multipart monograph is no. 18 of series

Volumes other than first or last volume of multipart monograph being cataloged -- more than one volume in hand and series numbering consecutive
holdings in LC

v. 2-4

bibliographic record

245  00 \$aMultipart monograph title

490  0# \$aSeries title ; \$vno. <9-11>


v. 2-4 of multipart monograph are no. 9-11 of series

Volumes other than first or last volume of multipart monograph being cataloged -- more than one volume in hand and series numbering scattered
holdings in LC


v. 2, 4

bibliographic record

245  00 \$aMultipart monograph title

490  0# \$aSeries title ; \$vno. <31, 42>

v. 2, 4 of multipart monograph title are no. 31, 42 of series

- vi) Series statement: only some issues or parts of a serial or multipart monograph or iterations of an integrating resource in a series (490 ). If some issues or parts of a serial or multipart monograph or iterations of an integrating resource are in a series and others are not, precede the series title with an indication of the particular issues, parts, or iterations to which the series applies.

490 0# \$3 <1981-> :\$aReference works

490 0# \$3 <1979> -May 1980:\$aDepartment of State publication ;
\$v7894

490 0# \$3v. 1:\$aDance and dancers to-day ;\$v13

vii) Notes (5XX)

- a) Dates. Record dates as provided in 1. General above under "Temporary/Uncertain Data." **LC-PCC PS**

500 ## \$aIssued by: [body], 1988- ; by: [body], <008;1993->

- b) Volume numbers. Use angle brackets to record volume numbers when the data are still temporary.

500 ## \$aVolumes <1.3, 2.1> edited by P.G. Durniok and published by P. Hanstein, Cologne.

500 ## \$aVolume <2> has imprint ...

500 ## \$aVolumes 1-6 prepared by H. Lepage; volumes 7- <8> by E. Duvernoy.

Do not use "empty" angle brackets; instead, insert one space after or before a hyphen if additional information is expected.

500 ## \$aVolume 9- edited by G. Svehla ...

500 ## \$aVolumes -10 translated by ...

- c) Contents notes. If volume one is not held, begin the field with two adjacent hyphens followed by a space and the number of the first volume actually held.

holdings in LC

v. 2, pt. 1 (in 2 v.); v. 2, pt. 2

bibliographic record

505 1# \$a—volume 2. La foto-restituzione grafico- numerica. part 1. Generalita (2 volumes). part 2. Fotografie oblique <volume 1>

If the set is incomplete but volume one is held, put the space-dash-space before each title (other than for volume one) that is being recorded and leave four spaces for the missing volume(s).

When the number of bibliographic units differs from the number of physical units and the parts of each bibliographic unit are indicated in the contents note, record the numbers/designations of the parts that are incomplete in angle brackets. In general, include in the angle brackets any designation of the part, especially if this varies from the designation of the larger unit of which it is a part.

holdings in LC

pt. 1 (in 2 v.); pt. 2, v. 1

bibliographic record

505 1# \$apt. 1. Historical study. v. 1, Text. v. 2, Notes. -- pt. 2. Annexes: alphabetic repertory of noble families <v. 1>

- viii) Bibliographic linking entry notes (76X-78X). Record dates and/or numbers as provided in 1. General under "Temporary/Uncertain Data" **LC-PCC PS** above. When subfield \$i for relationship designator is used, it is the first subfield, the first word is capitalized, and the subfield ends with a colon.

777 08 \$iVolumes for 1997 <2000> issued with:\$tXYZ newsletter


770 0# \$tDonnées statistiques pour La Haute-Normandie\$g <1982->

[2016-07]

LC-PCC PS FOR 1.7.1 [RDA](#)

FIRST ALTERNATIVE

LC practice/PCC practice for Alternative (1st): For capitalization of transcribed elements, catalogers are encouraged (but not required) to follow [Appendix A RDA](#) ; it is permitted to "take what you see" on the resource. For punctuation, numerals, symbols, abbreviations, etc., follow the guidelines in [1.7.3 RDA](#) -[1.7.9 RDA](#) and in the appendices. If supplying information in brackets or providing a romanized form, apply cataloger's judgment to follow the appropriate appendix or not.

PCC practice for Alternative (1st): For **rare materials**, use *Descriptive Cataloging of Rare Materials*  as the "designated published style manual" in place of the instructions given under [1.7.3 RDA](#) -[1.7.9 RDA](#) for transcribing punctuation, numerals, symbols, abbreviations, etc.

[2015-07]

LC-PCC PS FOR 1.7.1 [RDA](#)

SECOND ALTERNATIVE

LC practice for Alternative (2nd): Follow appropriate LC copy cataloging guidelines with respect to accepting and modifying data from other agencies. Generally accept data derived from digital sources (e.g., ONIX data for CIP resources); make any adjustments to the supplied information judged appropriate (e.g., to reflect more closely the data provided in a CIP galley).

PCC practice for Alternative (2nd): Generally accept data derived from digital sources (e.g., ONIX data for CIP resources); make any adjustments to the supplied information judged appropriate (e.g., to reflect more closely the data provided in a CIP galley).

Note: Catalogers using data derived from a digital source are permitted (though not required) to make the capitalization conform to Appendix A.

[2012-07]

LC-PCC PS FOR 1.7.5 RDA


SYMBOLS

Signs and Symbols

LC practice/PCC practice: The objective in treating signs and symbols not represented in the character set is to render or convey the intention without undue time and effort and with a minimum of interpolation, using one of the techniques described in this section. Note that a minimum of interpolation is wanted because those searching the machine catalog cannot very often be expected to "second-guess" the cataloger in this respect, i.e., users will normally formulate search queries that necessarily do not take interpolations into account. As judged appropriate, use notes to explain and use access points to provide additional access; the examples below are illustrative, not prescriptive.

- a) If the symbol is judged not to be an integral or essential part of the title, do not intervene in the transcription. Instead, omit the symbol; explain its omission in a note if it is judged worth mentioning.


Transcription

245  10 \$a "W" today! Tomorrow?

Variant title

246  3# \$a Women today! Tomorrow?

Suggested note

500  ## \$a In title, the symbol for female appears under the letter "W"

On the title page the traditional female symbol appears under the letter "W" but the preface makes it clear that the symbol is not intended to form part of the title and gives the full title)

- b) Use existing characters when this can be done without serious distortion or loss of intelligibility.

Preferred source

R& for tomorrow

Transcription

245  10 \$a Rx for tomorrow

Preferred source

When I was your age



Transcription

245 10 \$a When I was your age STOP

Suggested note

500 ## \$a In title, "STOP" appears as a stop sign.

- c) Use the double underscore convention (see the section on *Special Letters, Diacritical Marks, and Punctuation Marks in Policy Statement 1.4* **LC-PCC PS** .)

Preferred source

Yell-Θ pages : environmental resources

Transcription

245 10 \$a Yell-O pages : \$b environmental resources

Suggested note

500 ## \$a In title, the ecology symbol appears after "Yell"

Possible variant titles

246 30 \$a Yellow pages

246 30 \$a Yell-e pages

246 30 \$a Yell-ecology pages

Preferred source

Where to stay USA from 50¢ to \$9 a night

Transcription


245 10 \$a Where to stay USA from 50c to \$9 a night

- d) Substitute in the language of the context the word, phrase, etc., that is the obvious spoken/written equivalent (if unknown in the language of the context, use English); bracket the interpolated equivalent. If the element in the source is not preceded or followed by a space, in general precede or follow the bracketed interpolation by a space unless a space would create an unintended result for searching.


Preferred source

I ♥ band!

Transcription

100  1# \$a Schusterman, Michelle. \$t I [love] band!


Suggested citation:

670  ## \$a Schusterman, Michelle. I [love] band!, 2014 : \$b title page (I [love] band!; "[love]" appears as a heart in the series statement and in the title of the first book in the series)


Preferred source

A study of the ♀

Transcription

245  12 \$a A study of the [ankh]


Suggested note

500  ## \$a On title page "[ankh]" appears as the ankh symbol

Preferred source

Poe  and free verse

Transcription


245  10 \$a Poe[try] and free verse

Suggested note

500 ## \$a On title page "[try]" appears as an illustration in the form of a tree

The interpolation is not preceded by a space because that would create two words for searching (brackets are not separators)

Transcription

245  10 \$a Tinglysningslovens [paragraf] 38


Suggested note

500  ## \$a In title, "[paragraf]" represented by the paragraph symbol.


Preferred source

... proposed rules governing §2255 proceedings ...

Transcription

245  10 \$a ... \$b ... proposed rules governing [section] 2255 proceedings ...


Suggested note

500  ## \$a In title, "[section]" represented by the section mark.

Preferred source

Roman Opalka : 16 Details aus dem Werk 1965/ 1-∞

Transcription

245  10 \$a Roman Opalka : \$b 16 Details aus dem Werk 1965/1-[unendlich]


Suggested note

500  ## \$a In title, "[unendlich]" appears as the infinity symbol.


Preferred source

Opalka 1965/1-∞ : 9 juin-9 juillet 1982

Transcription

245  10 \$a Opalka 1965/1-[l'infinité] : \$b 9 juin-9 juillet 1982


Suggested note

500  ## \$a In title, "[l'infinité]" appears as the infinity symbol.


Preferred source

The added mass coefficient of a cylinder oscillating in shallow water in the limit $K \rightarrow 0$ and K_∞

Transcription

245  10 \$a The added mass coefficient of a cylinder oscillating in shallow water in the limit $K \rightarrow 0$ and K [infinity]

Suggested note

500  ## \$a In title "[infinity]" appears as the infinity symbol.


The arrow is input as two hyphens and an angle bracket

Exception 1: Do not transcribe symbols that indicate birth (e.g., an asterisk) or death (e.g., a dagger) even if such characters are in the character set. Do not use a mark of omission; instead, explain the omission in a note and provide a variant title with an interpolated word or phrase if it seems useful.

Preferred source

In honor of Saint Basil the Great †379

Transcription

245  10 \$a In honor of Saint Basil the Great 379

Possible variant title

246  30 \$a In honor of Saint Basil the Great [died] 379


Suggested note

500  ## \$a In title, "379" is preceded by a dagger.


Preferred source

Walter : *1926 ✕1945 an der Ostfront


Transcription

245  00 \$a Walter : \$b 1926 1945 an der Ostfront

Possible variant title

246  30 \$a Walter : \$b [geboren] 1926 [gestorben] 1945 an der Ostfront

Suggested note

500  ## \$a In title, "1926" is preceded by an asterisk; "1945" is preceded by an Iron Cross

Exception 2: Ignore symbols indicating trademark (registered or otherwise), patent, etc. These include a superscript or subscript "R" enclosed in a circle (®) (ignore although included in the character set) and the superscript or subscript letters "TM" (™). Explain their presence in a note if considered important. Ignore such symbols also when they appear with elements used in access points.

Preferred source

The Gumby® books of letters

Transcription

245  14 \$a The Gumby books of letters

- e) If the spoken/written equivalent is not obvious, give an explanation or a description in the language of the context (if unknown in the language of the context, use English).

Preferred source

▽-structures


Transcription

245  10 \$a [Inverted triangle]-structures


Preferred source

Some elementary properties of the category Top_M | B

Transcription

245  10 \$a Some elementary properties of the category Top M [vertical line]
B

Suggested note

500  ## \$a In title, " M" is subscript, and "[vertical line]" represented by a vertical line.

- f) If a title consists solely of a sign or symbol or one or more marks of punctuation, provide an equivalent in all cases, even if the particular symbol is itself in the character set.


Preferred source

♀

Access point

130  #0 \$a [Ankh]


Suggested note

667  ## \$a On series title page, the series title appears only as the Egyptian hieroglyph "ankh" followed by the volume number


Preferred source

+

Transcription

245  10 \$a [Plusz : \$b novellaciklus] / \$c Czakó Gábor

Suggested note

500  ## \$a The title consists solely of a plus sign.

"+" is in the character set

Preferred source

©

Transcription

245 10 \$a [Copyright] / \$c Free Spirits, Inc.

Suggested note

500 ## \$a The title consists solely of the copyright symbol.

"@" is in the character set

Preferred source

Transcription

245 10 \$a [Keturi brūkšniai] / \$c Edvardas Gudavičius.

Suggested note

500 ## \$a The title consists solely of four hyphens.

but

Preferred source

????? Steele's answers, by Daniel Steele ...

Transcription

245 10 \$a ????? Steele's answers / \$c by Daniel Steele ...

Although the title begins with marks of punctuation, it also contains indexable data and no special intervention is required

[2017-03]

LC-PCC PS FOR 1.7.5

ALTERNATIVE

See [Policy Statement for 1.7.5](#) for additional guidance on omitting some symbols even though they are reproducible.

[2016-03]

LC-PCC PS FOR 1.8.1 RDA

OPTION

LC practice/PCC practice for Optional addition: For **rare materials**, apply the optional addition in the following elements when applicable: date of production, date of publication, date of distribution, date of manufacture.

[2017-03]

LC-PCC PS FOR 1.8.2 RDA

FIRST ALTERNATIVE

LC practice/PCC practice for Alternative (1st): Apply the alternative, except when recording numerals found in these non-Latin scripts:

Chinese, Japanese, Korean, Perso-Arabic, Cyrillic, Greek: substitute Western-style arabic numerals when non-Latin script numerals appear on the resource. If important for identification, the cataloger may record a note showing the non-Latin script form of the numeral found on the resource.

Preferred source for date of publication

二〇一三

Record in both non-Latin and romanized field

2012

Preferred source for date of publication

二千一三

Record in both non-Latin and romanized field

2012

Preferred source for date of publication

民國一百

Record in non-Latin field

民國 100 [2011]

Record in romanized field

Minguo 100 [2011]

Note: shows application of 2.8.6.3, Optional addition in non-Latin and romanized fields

Preferred source for numbering within series

第四期

Record in non-Latin field

第 4 期

Record in romanized field

Di 4 qi

Hebrew script: record dates using the Hebrew script as found on the resource.

Preferred source for date of publication

תשע"א

Record in non-Latin field

תשע"א

Record in romanized field

771 [2010 or 2011]

Note: shows application of 2.8.6.3, Optional addition in romanized field

PCC practice for Alternative (1st): For **rare materials**, apply the alternative.

[2015-12]

LC-PCC PS FOR 1.8.2 [RDA](#)

SECOND ALTERNATIVE

LC practice for Alternative (2nd): Apply the alternative if the cataloger considers it important for identification.

264 #1 \$a Pisa : \$b Fabrizio Serra Editore, \$c MMXII [2012]

PCC practice for Alternative (2nd): For **rare materials**, apply the alternative in the following elements when applicable: date of production, date of publication, date of distribution, date of manufacture (see the [Policy Statement for 1.8.1, Option LC-PCC PS](#)). For other materials, apply the alternative if the cataloger considers it important for identification.

[2017-07]

[LC-PCC PS FOR 1.8.3 RDA](#)

NUMBERS EXPRESSED AS WORDS

LC practice/PCC practice: For **rare materials**, generally record numbers in the form in which they appear on the source of information (see DCRM(B,G,M) 0G, DCRM(S) 0G, 3A3).

[2015-09]

[LC-PCC PS FOR 1.10 RDA](#)

NOTES

LC practice/PCC practice: For additional guidelines on punctuation in notes, see [Policy Statement 1.7.1 LC-PCC PS](#) .

[2013-12]

[LC-PCC PS FOR 1.10.2 RDA](#)

FIRST ALTERNATIVE

LC practice/PCC practice for Alternative (1st): Do not apply the alternative.

[2012-07]

LC-PCC PS FOR 1.10.2 RDA

SECOND ALTERNATIVE

LC Practice/PCC practice for Alternative (2nd): Generally accept data derived from digital sources (e.g., ONIX data for CIP resources); make any adjustments to the supplied information judged appropriate (e.g., to reflect more closely the data provided in a CIP galley).

Note: Catalogers using data derived from a digital source are permitted (though not required) to make the capitalization conform to Appendix A.

[2012-09]

LC-PCC PS FOR 1.11 RDA

FACSIMILES AND REPRODUCTIONS

Microform Reproductions of Print Resources

LC practice/PCC practice: The PCC follows an interim approach to cataloging microform reproductions of print resources in the RDA environment. The general principle is to record descriptive elements for the print version, and give details of the microform reproductions, both those cloned from print version records and records created originally (i.e., no print record exists, or the cataloger chooses not to clone from the print record).

Cloning from existing records for the original print resource: If the existing record is a PCC record, and is not coded as RDA (i.e., lacks "rda" in 040 subfield \$e), it is permissible to retain the basic manifestation elements and cataloging rules code in the new record and still code the new record as PCC; that is, the cataloger is not required to re-describe as RDA. However, if the existing record is a **non-PCC** record and is not coded as RDA, the new record for the microform reproduction must be completely re-described as RDA if it is going to be coded as PCC. Note that, over time, records that are not coded as "rda" in the MARC 040 field may contain data typically found in RDA records, such as spelled out forms of words that were formerly abbreviated pre-RDA, due to automated database enrichment activities. Nevertheless, the record for the reproduction should not be coded as "rda" in MARC field 040 field unless the entire record is being re-described as RDA.

MARC coding:

- Leader/18: Record the value "i". *Exception:* When cloning from an existing pre-RDA PCC record for the original print resource, and not re-describing as RDA, retain the value used in the record for the original resource.
- 008/06: Do not record the type of date as "r".
- 008/07-10 and 008/11-14: Record the dates associated with the original print resource.

- 008/15-17: Record the place of publication, etc., associated with the original print resource.
- 008/23: Record the value associated with the microform being cataloged (a, b, or c).
- 040: Record the code "rda" in subfield \$e. *Exception:* When cloning from an existing pre-RDA PCC record for the original print resource, and not re-describing as RDA, do not add the "rda" code.

Manifestation elements: Provide all manifestation elements such as title, edition statement, publication statement, extent of the resource, etc., as they relate to the original print resource (if they are readily ascertainable); when cloning from a PCC record for the original print resource, these elements may remain as they are. Record elements that relate specifically to the microform reproduction as noted in the MARC 533 field section below. Information recorded in the 533 field may call for the addition of access points that relate only to the microform reproduction.

"Description based on" note: When cloning from a PCC record for the original print version and retaining the basic description, record "Description based on print version record." in MARC field 588.

Content, media, and carrier information: Regardless of whether the record for the reproduction is being coded as RDA, include the content type, media type, and carrier type (MARC fields 336, 337, and 338). Do not use the general material designation (MARC 245 subfield \$h). The term in the media type (MARC field 337) should be "microform", and the term used in the carrier type (MARC field 338) should reflect the specific microform carrier type (e.g., "microfilm reel" or "microfiche").

Reproduction note: In the MARC 533 field, give the following bibliographic data relating to the reproduction:

- Format of the reproduction
- Dates of publication and/or sequential designation of issues reproduced (for serials)
- Place and name of the agency responsible for the reproduction. Follow RDA instructions for recording the place and name of the reproducing agency. For example, if the place associated with the reproducing agency is unknown, use [Place of publication not identified]; if the name of the reproducing agency is unknown, use [publisher not identified].
- Date of the reproduction
- Extent of the reproduction
- Series statement of the reproduction (if applicable)
- Notes relating to the reproduction (if applicable).

533 ## \$a Microfilm. \$b Washington, D.C. : \$c United States Historical Documents Institute, \$d [1972] \$e 12 reels ; 35 mm.

Related manifestation: Optionally, record the relationship of the reproduction to the print original using MARC field 776. Use either a relationship designator in subfield \$i, such as: "Reproduction of (manifestation):" or, especially for serials, use other relationship information, such as the unstructured: "Print version:".

Comprehensive records: If the cataloger has a resource consisting of multiple monographs or serials on the same reel(s)/fiche, they may catalog the comprehensive resource by creating a new RDA record. Within the reel(s)/fiche, individual analytics may be cataloged using the procedures outlined above.

Print on Demand (POD) Reproductions and Photocopies

PCC practice: Use the following "provider-neutral" approach when cataloging Print on Demand (POD) reproductions and photocopies of textual materials, scores, and cartographic materials. This approach will result in a single PCC record that represents multiple POD reproductions and photocopies of the same original resource. Do not apply this technique to regular print publications, republications, reprints, facsimile reproductions, etc., or to microform reproductions. Use this technique only when the entire content of both the original resource and the reproduction is identical. Do not use it for a POD reproduction or photocopy of a book chapter or journal article. In case of doubt, do not apply this policy.

Definition: For the purposes of this policy, POD reproductions are print reproductions that are not printed until an order is received, are printed using digital techniques, and for which the source is a digital document such as a PDF file. Photocopies are print reproductions that are typically printed using xerographic techniques and for which the source is a physical document. A POD reproduction or photocopy may be made in-house or it may be ordered from a POD or photocopy service provider. Bear in mind that the source of a POD reproduction or photocopy may itself be a reproduction.

Cloning from existing records for the original print resource: If the existing record is a PCC record, and is not coded as RDA (i.e., lacks "rda" in 040 subfield \$e), it is permissible to retain the basic manifestation elements and cataloging rules code in the new record and still code the new record as PCC; that is, the cataloger is not required to re-describe as RDA. However, if the existing record is a **non-PCC** record and is not coded as RDA, the new record for the POD reproduction or photocopy must be completely re-described as RDA if it is going to be coded as PCC. Note that, over time, records that are not coded as "rda" in the MARC 040 field may contain data typically found in RDA records, such as spelled out forms of words that were formerly abbreviated in pre-RDA, due to automated database enrichment activities. Nevertheless, the record for the reproduction should not be coded as "rda" in MARC field 040 field unless the entire record is being re-described as RDA.

MARC coding:

Use one record for all POD reproductions and photocopies of the same original

.....manifestation. (For example, use the same record for a photocopy of book A and for a.....
 LC Policy & Standards Division and PCC Standing Committee on Standards LCPCC1-51

POD reproduction made from the HathiTrust digitized copy of book A.) Use this record for all such print reproductions, no matter their dates of reproduction.

- Leader/18: Record the value "i". *Exception:* When cloning from an existing pre-RDA PCC record for the original print resource, and not re-describing as RDA, retain the value used in the record for the original resource.
- 008/06: Do not record the type of date as "r".
- 008/07-10 and 008/11-14: Record the dates associated with the original resource.
- 008/15-17: Record the place of publication, etc., associated with the original resource.
- 008/23 (Form of item) or 008/29 (Form of item): Record the value "r" indicating the form of item is a print reproduction.
- 040: Record the provider neutral code "pn" in subfield \$e.
- 040: Record the code "rda" in subfield \$e. *Exception:* When cloning from an existing pre-RDA PCC record for the original print resource, and not re-describing as RDA, do not add the "rda" code.

Manifestation elements: Provide all manifestation elements such as title, edition statement, publication statement, extent of the resource, etc., as they relate to the original print resource (if they are readily ascertainable); when cloning from a PCC record for the original print resource, these elements may remain as they are. If they are not readily ascertainable, use the information available.

- 020: If the reproduction is made by a commercial POD service provider that assigns ISBNs to its reproductions, record each ISBN in its own subfield \$a. (If the original resource ISBN is available, also include it but record it in a subfield \$z). Include any qualifying information in subfield \$q. Use multiple 020 fields as needed.
- 037: Record a commercial POD service provider as a source of acquisition if desired. Use multiple 037 fields as needed.
- 33X: Regardless of cataloging rules, record the RDA content type, media type, and carrier type (MARC fields 336, 337, and 338) that are applicable to the reproduction.
- 533: Create a single MARC 533 field carrying *only* this content: 533 ## \$a Print reproduction.

"Description based on" note: When cloning from a PCC record for the original print version and retaining the basic description, record "Description based on print version record." in MARC field 588.

Related manifestation: Optionally, record the relationship of the reproduction to the original using MARC field 775 (if both resources have the same physical format) or MARC field 776 (if both resources do not have the same physical format, e.g., a printout from a PDF). Use a relationship designator in the subfield \$i, such as: "Reproduction of

(manifestation):" or use other relationship information, such as the unstructured: "Print version:".

Local record: If the cataloger wishes to make specific extensions to the record, this should be done locally after the shared PCC record (e.g., master record in the utility) has been produced. Only then should information such as the place, name, and date pertaining to the locally-held reproduction be added (if desired) for their local catalog. It is important to stress that there should be one PCC record in the utility for all POD reproductions/ photocopies of a given source document, regardless of who manufactured the POD reproduction/photocopy or the date upon which it was produced.

Basing the Description on the Reproduction (non-PCC practice)

Institutions that wish to base the description on the photocopy, microform reproduction, or POD reproduction itself (rather than the original), may do so, but such records should not be coded "pcc" in the MARC 042 field. In such records, details pertaining to the original resource would be given in the MARC field 534.

[2017-03]