

## Policy Statements for Chapter 2: Identifying Manifestations and Items

### LC-PCC PS FOR 2.1 [RDA](#)

# BASIS FOR IDENTIFICATION OF THE MANIFESTATION

This Policy Statement represents *LC practice/PCC practice* except where a statement is noted only as *LC practice*.

## Mode of Issuance: Integrating Resource?

*LC practice/PCC practice*: In case of doubt about mode of issuance, apply the following guidelines:

- a) If the decision has been narrowed down to "serial vs. integrating resource" and the resource has wording that refers to "edition," determine if that wording represents a numeric designation or an edition statement. If it is a numeric designation, catalog the resource as a serial; if it is an edition statement, catalog it as an integrating resource.
- b) If the decision has been narrowed down to "monograph vs. integrating resource," catalog the resource as an integrating resource if there is a likelihood the resource will be updated (i.e., assume the updates will not be discrete); catalog as a monograph if there is no indication that the resource will ever be updated.

## Mode of Issuance: Monograph vs. Serial

*LC practice/PCC practice*: If the resource to be cataloged and/or other bibliographic records in the database indicate that the resource has been or will be published in more than one part that will remain discrete or be published more than once, consider the combination of characteristics below in deciding whether to catalog the resource as a single-part/multipart monograph or as a serial. Note the application of RDA serial instructions for publications of limited-duration activities stated in [RDA 1.1.3](#) [RDA](#).

- a) Frequency of publication
  - i) If the resource has a stated frequency of publication (in the title proper, in the preface, etc.), catalog as a serial.
  - ii) If the resource is published in new editions, catalog as a serial if the frequency of the editions is one to two years; give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart.

- b) Presence and type of numbering. Although the presence of numbering is no longer part of the definition of a serial, most serials except for unnumbered monographic series will have numeric, alphabetic, and/or chronological designations.
- i) If the resource has a numeric/alphabetic (e.g., volume 1; tome 3; Heft A) or chronological designation (e.g., 2001; June 2002; 2002-1) in the title proper or elsewhere in the resource and it is likely that the resource doesn't have a predetermined conclusion, catalog as a serial.
  - ii) If the resource has acquired a numeric, alphabetic, or chronological designation after the first issue, recatalog as a serial.
  - iii) If the resource is published in frequent editions, it must have a designation (e.g., date, numeric edition statement) that could be used as numbering in order to be cataloged as a serial.
- c) Likelihood of no predetermined conclusion. If the resource indicates that there is no predetermined conclusion, catalog as a serial. If the resource doesn't have such information, assume that a resource that has either of the following characteristics is a serial if it also meets the criteria given above for frequency and numbering.
- i) The title proper implies continuing publication. If the title proper includes words that imply continuing publication (e.g., "Advances in ...;" "Developments in ...;" "Progress in ..."), catalog as a serial. If the issues also have analyzable titles, analyze the issues.
  - ii) A subscription can be placed for the resource.

## Situations Requiring Further Consideration

A. *LC practice/PCC practice*: Electronic resources. If the resource was/is published in print, make the decision to catalog the electronic resource as a serial, integrating resource, or monograph based on the electronic resource itself, not on how it was issued in print. Information about the planned type of issuance may be given in the resource's "read me" files, etc.

- a) Catalog as a serial:
- i) Remote access resource: a resource having material added as discrete, usually numbered issues (an "issue" can consist of a single article). The resource might contain a listing of back volumes, back issues, images of journal covers for sequential issues; only current issue may be available as a separate issue.
  - ii) Direct access resource: a resource whose carrier is issued successively (this situation is analogous to a print serial whose latest volume supersedes any earlier volumes). Note that such resources can be mounted on networks such that the successive issuance of the carrier is not observable to the cataloger or end user; when contributing

cataloging in a shared environment (e.g., bibliographic utility), the record should reflect the carrier and mode of issuance as published.

- b) Catalog as an integrating resource:
  - i) Remote access resource: a resource having material added, changed, or deleted via updates that do not remain discrete (e.g., might contain articles from more than one journal).
  - ii) Direct access resource: no direct access resource can be issued as an integrating resource (assumption that would be changed if proven incorrect).
- c) Catalog as a monograph: Remote or direct access resource: a resource complete in one part or intended to be complete in a finite number of parts, including those resources that are corrected via "errata" information.

B. *LC practice/PCC practice*: Resources issued in loose-leaf format. When deciding to catalog a bibliographic resource issued in loose-leaf format as a serial, an integrating resource, or a monograph, make the decision based on the mode of issuance of the primary component. If there is a stated frequency, determine if the frequency applies to the primary component or to any updates.


- a) Catalog as a serial:
  - i) Resource otherwise meeting definition of serial whose issues remain discrete even though they are to be stored in a binder (as successive sections in the binder or subdivided/filed into separate sections in the binder)
  - ii) Resource whose binders are issued successively even though the contents filed into each binder may be updated in integrating fashion until the next binder is issued.
- b) Catalog as an integrating resource: Resource consisting of a binder or binders in which pages are added, removed, or replaced until the next edition of the resource is published or until complete.
- c) Catalog as a monograph: Resource complete as issued or intended to be complete in a finite number of parts.

C. *LC practice*: Conference publications. Conference publications typically consist of the minutes, proceedings, etc., of a regularly-held meeting of one or more corporate bodies or are publications that contain the proceedings, etc., of ongoing topical conferences, symposia, or colloquia.


- a) Catalog as serials ongoing conference publications that are being cataloged for the first time, unless they are covered by the exclusions listed in the next paragraph. Consider a conference publication to be "ongoing" if words such as "first" or "annual" appear in conjunction with the name of the conference or the title of the publication or if multiple successive issues show that the publication is continuing in nature.

- b) Catalog as monographs those conference publications that are not ongoing or that:
- i) have a title unique to each issue appearing on the preferred source of information (such unique titles are usually dedicated to a particular topic and vary from issue to issue and conference to conference; use judgment when determining if thematic or slogan-like phrases constitute unique titles and, therefore, warrant monographic treatment) and/or
  - ii) are issued as part of a numbered monographic series.

Once the decision to catalog as a monograph or as a serial is determined (based on the first or earliest issue of a conference publication), prefer to retain that decision. When there is a change in the authorized access point for a conference publication cataloged as a serial, consider the publication to be "new" and decide whether to catalog it as a monograph or as a serial according to the above criteria.

When CONSER serial records exist for conferences represented by LC monograph records, LC serial catalogers will give "xlc" in the MARC 042 field  and will not de-authenticate the records.

D. *LC practice/PCC practice*: Supplements. If the supplement can be used independently from the main resource, create a separate bibliographic record for it based on its type of issuance. For other situations, give a note about the material on the record for the main resource.

525  ## \$a Kept up-to-date by supplements.

Do not catalog a dependent supplement as a serial just because it has a stated frequency (e.g., an annual supplement to a monograph).

E. *LC practice/PCC practice*: Republications

- a) Republication of a serial: Generally, catalog a republication of a serial as a serial. However, catalog the following as a monograph:
  - i) a republication of a single issue or a limited number of issues
  - ii) a collection of bibliographically unrelated serials or articles.
- b) Republication of a monograph: Catalog as a monograph.
- c) Republication of an integrating resource: Catalog as a monograph or as an integrating resource based on the type of issuance of the republication.

F. *LC practice*: Printed travel guides. When deciding whether to catalog a printed travel guide as a serial or as a monograph and there is no information about the likelihood that it will be continued indefinitely, apply the following guidelines:

- a) Generally, catalog a travel guide as a serial if it is general in scope because such guides usually are continued indefinitely. "General in scope" means the guide contains a variety of current information, e.g., about where to go, where to stay, and what to do. Apply this policy to state, region, or country guides for the United States, to region or country guides for other countries, and to guides for major cities. If a numeric or chronological designation is not available, supply a chronological designation based on the publishing or copyright date.
- b) In case of doubt, catalog as a monograph.

G. *LC practice*: Certain other printed resources. After determining that the printed bibliographic resource is published in successive parts, and there is no information that the resource will be complete in a finite number of parts, and it isn't one of the resources noted in [Policy Statement A LC-PCC PS](#) –[Policy Statement F LC-PCC PS](#) above, generally follow the decision to catalog as a monograph or as a serial for the specific categories in the two lists below. If the printed resource isn't represented by one of the categories below, catalog as a serial.





- a) Catalog as monographs:
  - books "issued in parts" (fascicles)
  - cartographic materials
  - censuses
  - encyclopedias
  - hearings
  - publications of five-year plans
- b) Catalog as serials:
  - alumni directories
  - college catalogs
  - court reports
  - sales/auction catalogs
  - session laws

## Edition or Copy of Book

*LC practice/PCC practice*: When a book is received, the question can arise as to whether it is a copy of an earlier edition or it is a separate edition needing its own bibliographic record. If the two items are known to be two different editions, create separate records for each.

Also, consider that a new edition is involved whenever

- a) there is an explicit indication of changes (including corrections) of content; or,

- b) anything in the MARC 245 field , 250 field , 300 subfield \$a , or 4XX field  differs from one bibliographic record to another. (For an exception relating to CIP items, see below.)

Consider that the book is a copy if the only variation is one or more of the following:

- a) a difference in the printing or copyright date when there is also a publication date;
- b) a minor variation in an entity's name when a publisher uses multiple forms concurrently (e.g., "Duckworth" and "G. Duckworth" and "St. Martin's" and "St. Martin's Press" have been used at the same time by these publishers). A genuine name change, even if minor, should not be considered a variation;
- c) the addition, deletion, or change of an ISBN;
- d) a difference in binding; or,
- e) a difference in the edition statement or the series whenever the item is a CIP book issued by the publisher in both a hardbound and a softbound version.

## Change in Cataloging Decision: Monograph/Serial

*LC practice/PCC practice:* If there are one or more monograph bibliographic records in the catalog for editions of a resource and another edition is received, determine if the resource should be cataloged as a serial to save the time of continuing to prepare separate monograph records. If the resource is a conference publication, see [paragraph C. in the section "Conference publications"](#) **LC-PCC PS** above. Otherwise, consider the following aspects when making the decision to recatalog as a serial:


- a) the resource should have a designation (e.g., date, numeric edition statement) that could be used as numbering;
- b) the frequency of the editions is one to two years (give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart).

*LC practice:* LC no longer routinely cancels completed records for monographs. Notes are added to the serial and monograph records to assist users and staff to locate all holdings for the resource in the library. The serial bibliographic record describes the entire serial.


Note added to monograph record

500  ## \$a Issues for 1996- cataloged as a serial in LC. \$5 DLC

Note added to serial record

500  ## \$a Earlier issues, 1993-1995, cataloged as monographs in LC. \$5 DLC

Note added to monograph record

500  ## \$a Editions for 1-2, 4, 6, 8- cataloged as a serial in LC. \$5 DLC

Note added to serial record

500  ## \$a Editions for 3, 5, 7, cataloged as monographs in LC. \$5 DLC

[2017-01]

### LC-PCC PS FOR 2.1.2.3 [RDA](#)

# MANIFESTATION ISSUED IN MORE THAN ONE PART

## First Issue

*LC practice/PCC practice:* Serials may be issued with terms such as "premier," "sample," or "preview." The term "premier" generally implies the first true issue. Do not, however, base the description on an issue that bears only wording such as "Sample," "Preview," or "Introductory issue." Such wording generally indicates that the publisher is testing the potential audience for the serial and it is possible that the serial may never be published. Such issues generally do not have numbering. An issue that bears numbering that precedes "1," such as "Vol. 1, no. 0," "Number 0," or "Volume 0," may be treated as the first issue, provided that there is clear evidence that the issue is not merely serving as a sample or introductory issue.

*LC practice:* The U.S. ISSN Center creates records for preview issues in order to assign the ISSN. If LC later catalogs the serial, the description is based on the first actual issue and a note is given to explain the preview issue.

## Electronic Serials That Don't Retain Earlier Titles/Creators

*LC practice/PCC practice:* If an electronic serial is reformatted so that all evidence of the earlier title or earlier creator is removed, base the description on the current presentation.

Update the existing record if there is one; otherwise, make a new record that covers the earlier and current presentations. Give a note that explains the change in the serial. Give notes and access points for the earlier title proper and/or creator; give information about other changes if considered to be important.


Follow these same guidelines if an aggregator presents a range of issues and does not retain the earlier titles or creators.

[2017-01]




LC-PCC PS FOR 2.1.3 RDA

## ANALYTICAL DESCRIPTION

*LC practice:* LC analyzes and classifies separately all parts of monographic series and of multipart monographs with the exception of those categories listed in *Descriptive Cataloging Manual* M5  .

## Monographic Series/Multipart Monograph: Title Lacking or Dependent Title

*LC practice/PCC practice:* When a publication in an analyzed-in-full monographic series or a part of a classified-separately multipart monograph lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a separate bibliographic record for that publication or part, regardless of whether it is numbered or not. See [Policy Statement 2.3.1.7](#) LC-PCC PS for instructions on transcribing the title in MARC field 245  .

[2015-03]

LC-PCC PS FOR 2.2.2 RDA

## PREFERRED SOURCE OF INFORMATION

## Serials: Retrospective Cataloging

*LC practice/PCC practice:* The following are exceptions to the preferred source of information only when cataloging retrospectively and only when there are no existing records to be cancelled.

- a) If an issue has two or more different titles and the title that appears in a less preferred source is known (because of a trademark or other symbol that appears with it) to be the stable title that does not vary from issue to issue, use the source with the stable title as the preferred source of information.
- b) If two or more issues are available and the title appearing in a less preferred source remains stable from issue to issue (e.g., if the masthead title remains stable but the cover title changes from issue to issue), use the source with the stable title as the preferred source of information.
- c) If a title page is added to or dropped from issues, consider that the serial lacks a title page and identify the preferred source of information according to the priority order of sources.

Include other titles as variant titles ([RDA 2.3.6](#) RDA) if important for identification or access.

[2010-02]



LC-PCC PS FOR 2.2.2.1 [RDA](#)

## GENERAL GUIDELINES

*LC practice/PCC practice:* Do not consider pre-publication cataloging data (foreign or domestic) appearing in the item as a source of information for transcribed elements.

[2012-09]

LC-PCC PS FOR 2.2.2.2 [RDA](#)

## MANIFESTATIONS CONSISTING OF ONE OR MORE PAGES, LEAVES, SHEETS, OR CARDS (OR IMAGES OF ONE OR MORE PAGES, LEAVES, SHEETS, OR CARDS)

*LC practice/PCC practice:* For the description of a serial, use a volume title page as the preferred source of information only when there is no source on an individual issue that is sufficient for the description of the serial.

[2017-01]

LC-PCC PS FOR 2.2.2.2 [RDA](#)

## ALTERNATIVE

*LC practice for Alternative:* Do not apply the alternative to microforms; apply the alternative to direct access electronic resources.

[2010-02]

LC-PCC PS FOR 2.2.4 [RDA](#)

## OTHER SOURCES OF INFORMATION

*LC practice/PCC practice:* Use square brackets if information taken from a source outside a resource itself is supplied in any of the elements listed. However, apply the exception in this instruction if the resource is of a type that does not normally carry identifying information.

## CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

### LC-PCC PS FOR 2.3.1.4 RDA

## OPTION

*LC practice/PCC practice for Optional omission:* Generally do not abridge a title proper.

2013-01

### LC-PCC PS FOR 2.3.1.7 RDA

## TITLES OF PARTS, SECTIONS, AND SUPPLEMENTS

### Monographic Series/Multipart Monograph: Title Lacking or Dependent Title

*LC practice/PCC practice:* When a publication in an analyzed-in-full monographic series or a part of a classified-separately multipart monograph lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a separate bibliographic record for that publication or part, regardless of whether it is numbered or not. Do not apply 2.3.2.10  RDA to devise a title proper. Apply the following guidelines for the bibliographic record.

- a) Transcribe the title proper of the monographic series or multipart monograph as the MARC 245 subfield \$a .
- b) Transcribe any numbering as MARC 245 subfield \$n  enumeration.
- c) Transcribe a dependent title as a MARC 245 subfield \$p  section title.
- d) Do not record a series statement.

*PCC practice:* If considered important for identification or access, provide an appropriate series authorized access point for the part to ensure that a search for a component part of the series retrieves this part (see [Policy Statement for 6.27 LC-PCC PS](#) ).

A monographic series volume

245 00 \$a Studies in gypsy lore. \$n Volume 25.

no 490

830 0 \$a Studies in gypsy lore ; \$v v. 25.

*Shows optional series access point*

A multipart monograph volume

245 00 \$a Encyclopedia of electrochemistry. \$n Volume 11, \$p Index

*Earlier volumes had titles sufficient to identify the resource, e.g., title of volume 1: Thermodynamics and electrified interfaces*

[2015-12]

#### LC-PCC PS FOR 2.3.2.5 [RDA](#)

## TITLE IN MORE THAN ONE FORM

*LC practice/PCC practice:* For **serials**, record initialisms/acronyms of the title proper not chosen as the title proper as variant titles in MARC field 246 only, rather than as other title information. For **rare serials**, transcribe initialisms/acronyms of the title proper as other title information in MARC field 245 (see [DCRM\(S\) 1B1.3, 1D](#)) and also record in MARC field 246 for access.

[2015-07]

#### LC-PCC PS FOR 2.3.2.7 [RDA](#)

## RECORDING TITLE PROPER

### Nonfiling Characters

*LC practice/PCC practice:* Generally set the 2<sup>nd</sup> indicator position (nonfiling characters) of the MARC field 245 to disregard definite and indefinite articles for sorting and filing purposes. However, do not disregard certain articles:

- a) When the title proper begins with an article that appears as part of a personal, family, geographic, or corporate name and is retained in such a name per the instructions in [RDA chapters 9 RDA –11 RDA , 16 RDA](#) ;
- b) When the title proper begins with an article and the context or cataloger's judgment require its retention, e.g., such titles as:

245 00 \$a "The" as an introductory element of generic nouns

245 00 \$a "El Cid" in literary criticism of the 20th century

## Monographic Series/Multipart Monograph: Title Lacking or Dependent Title

See Policy Statement 2.3.1.7 [LC-PCC PS](#) .

[2017-03]

[LC-PCC PS FOR 2.3.2.9 RDA](#)

### ALTERNATIVE

*LC practice/PCC practice for Alternative:* Generally, do not apply.

[2012-09]

[LC-PCC PS FOR 2.3.2.11 RDA](#)

### ALTERNATIVE

*LC practice/PCC practice for Alternative:* Devise a title in English.

[2010-02]

LC-PCC PS FOR 2.3.2.11.4 [RDA](#)

# DEvised TITLES FOR ARCHIVAL RESOURCES AND COLLECTIONS

*LC practice/PCC practice:* Additional guidance on the formulation of titles for archival materials may be found in DACS 2.3 [☑](#) .

[2015-01]

LC-PCC PS FOR 2.3.2.13 [RDA](#)

# MAJOR AND MINOR CHANGES IN A TITLE PROPER OF SERIALS

## Application

*LC practice/PCC practice:* Apply [RDA 1.6.2.3 RDA](#) and [RDA 2.3.2.13 RDA](#) to serials (including monographic series) and to series-like phrases.

## General Guidelines

*LC practice/PCC practice:* When deciding to update an existing serial bibliographic record or create a new description, compare the title on that issue or part to the title proper in the MARC 245 field [☑](#) in the serial bibliographic record.

*PCC practice:* When deciding to update an existing series authority record or create a new series authority record, compare the title on that issue or part to the title proper recorded in the 1XX field [☑](#) of the series authority record.


Multiple minor changes in the title do not equal a major change.

[2017-03]

LC-PCC PS FOR 2.3.2.13.1 [RDA](#)

## MAJOR CHANGES

Additional Conditions for New Authorized Access Point:  
Subseries and the Omission/Addition of Main Series

*PCC practice:* When either of the situations below occurs, create a new series authority record (SAR) and link the two authorized access points via 5XX fields  .

- a) The title of a main series included in an existing authorized access point is no longer present on later issues or parts.
- b) The title of a main series not included in an existing authorized access point appears on later issues or parts.

If the presence/absence of the title of the main series continues to be inconsistent, do not create additional SARs. Use the SAR for the later authorized access point and add information and variant access points as appropriate.

[2012-09]

LC-PCC PS FOR RDA 2.3.2.13.2 [RDA](#)

## MINOR CHANGES

*LC practice/PCC practice:* for minor change categories:

**Category a) [RDA](#)** : Consider that "one spelling vs. another" applies both in the case of ordinary orthographic variations and in the case of official orthographic changes. Consider that "a change in grammatical form" includes singular vs. plural, adjective vs. noun, and genitive vs. nominative case.

**Category c) [RDA](#)** : If the change is in the name of a body that is part of the title proper and the change requires the creation of a new heading for the body (see [RDA 11.2.2.6 \[RDA\]\(#\)](#) ), consider such a change to be a major change. Consider the presence or absence of the name or title of the official of the body to be a minor change. Consider the presence or absence of the body to whom a publication is presented to be a minor change.

**Category e) [RDA](#)** : Also apply this category when the title is given in more than one script. Do not consider there to be a major change even if the addition of the title in another language or script on a later issue would affect the choice of title proper if the description were based on that issue. However, consider that there has been a major change if there is evidence that the publisher intentionally changed the title; such evidence may include, for example, a statement by the publisher or a new ISSN printed on the publication.

**Category g) RDA** : Also apply this category when the language of the title varies according to the language of the text. However, consider that there has been a major change if there is evidence that the publisher intentionally changed the title; such evidence may include, for example, a statement by the publisher or a new ISSN printed on the publication.

**Category h) RDA** : Consider that "a list" means at least three terms.

**Category i) RDA** : The change from one word to another (e.g., the change from "magazine" to "journal") is a major change. The word "series" does indicate a type of resource. A word denoting frequency (e.g., "monthly") does not indicate a type of resource.

## Additional Minor Change Categories

*LC practice/PCC practice for Session laws of the U.S. states:* Consider all changes in the title proper to be minor changes and do not create new descriptions.

*LC practice/PCC practice for 17th-19th century U.S. almanacs:* Generally, consider all changes in the title proper to be minor changes and do not create new descriptions.

[2013-12]

### LC-PCC PS FOR 2.3.3 RDA

## PARALLEL TITLE PROPER

### CORE ELEMENT FOR LC/PCC

*LC practice/PCC practice:* For **monographs**, transcribe all parallel titles proper. For **serials**, record all parallel titles proper in MARC field 246  . For **rare serials**, transcribe all parallel titles proper appearing on the same source as the title proper in MARC field 245  and record also in MARC field 246  for access.

[2015-01]

### LC-PCC PS FOR 2.3.4 RDA

## OTHER TITLE INFORMATION

### CORE ELEMENT FOR LC/PCC

*LC practice/PCC practice:* Other title information is a core element for **monographs**. For **serials**, transcribe other title information if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.

*LC practice/PCC practice:* For **rare serials**, transcribe other title information according to DCRM(S) 1D  .



[2015-01]

LC-PCC PS FOR 2.3.4.3 [RDA](#)


## RECORDING OTHER TITLE INFORMATION


### Section Title/Number

*LC practice/PCC practice:* When there is a section title and/or number ([RDA 2.3.1.7 RDA](#)), give other title information that is appropriate only for the title of the larger resource in a note.

source

Recreation information/Opportunities for people with intellectual disability/News sheet

245  00 \$a Recreation information. \$p News sheet.


500  ## \$a "Opportunities for people with intellectual disability."

[2015-07]

LC-PCC PS FOR 2.3.6 [RDA](#)

## VARIANT TITLE

CORE ELEMENT FOR PCC

*PCC practice:* Variant title is a core element for PCC for **rare materials** when required by DCRM .




[2015-01]



LC-PCC PS FOR 2.3.6.3 [RDA](#)

## RECORDING VARIANT TITLES


### Recording Variant Titles in the MARC Record

*LC practice/PCC practice:* There are two ways to accommodate variant titles in the MARC bibliographic record:




- a) Recording a variant title in MARC field 246  ;
- b) Recording a variant title for a component of an aggregate work in a form other than would be recorded as the authorized access point for that component work. This form of variant title is recorded in MARC field 740  . Note that use of MARC field 740  to record a variant title does not replace the use of an authorized access point for the component. See [RDA chapters 25 RDA](#) –[28 RDA](#) for those instructions.

When recording variant titles in MARC field 246  or 740  , omit any initial article from the variant title unless the intention is to file on the article.

## Best Practices for Making Variant Titles for Permutations Related to Titles Proper



*LC practice:* The examples of MARC field 246  used in this Policy Statement illustrate the use of indicators as defined in MARC 21. Catalogers may follow other practices for the coding of indicators, e.g., the CONSER and BIBCO standard record guidelines, at their discretion.

A. General. The best practices in the following subsections represent an attempt to standardize, to a certain extent, practice in giving variant forms of the title proper. They are not meant to be an exhaustive treatment. Apply cataloger's judgment to situations not addressed here. When in doubt, be liberal in making variant titles but generally do not make a variant title that is not sufficiently distinctive to be a useful access point.


- 245  10 \$a XX centuries & Mt. St. Helens ...
- 246  3# \$a 20 centuries and Mount Saint Helens
- 246  3# \$a Twenty centuries and Mount Saint Helens


### B. Alternate forms

- a) Abbreviations. When an abbreviation occurs as one of the first five words in a title proper, make a variant title substituting the corresponding spelled-out form of the abbreviation if it is thought that some catalog users might reasonably expect that the form was spelled out in the source.

- 245  10 \$a Messrs. Ives of Bridgeport ...
- 246  3# \$a Messieurs Ives of Bridgeport


245  10 \$a Mt. St. Helens ...


246  3# \$a Mount Saint Helens ...

245  10 \$a St. Louis blues ...

246  3# \$a Saint Louis blues ...

- b) Ampersand. When an ampersand (or other symbol, e.g., +, representing the word "and") occurs as one of the first five words in a title proper, make a variant title substituting the word "and" in the language of the title.


245  10 \$a A & B roads & motorways atlas of Great Britain ...


246  3# \$a A and B roads and motorways atlas of Great Britain

- c) Letters and initialisms (including acronyms). When a series of letters or an initialism occurs as one of the first five words in a title proper with separating punctuation (hyphen, period, slash), make a variant title in the form without any separating punctuation if it is thought that some catalog users might expect that the letters would be recorded in that form in the source.

245  10 \$a A.-G. Chemie ...

246  3# \$a AG Chemie

245  14 \$a The A-B-C-D of successful college writing ...

246  3# \$a ABCD of successful college writing

- d) Arabic numbers (excluding dates). Make a variant title substituting the corresponding spelled-out form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in words in the source. In spelling out numbers in English, follow the style indicated in *The Chicago Manual of Style*, University of Chicago Press. For other languages, follow the preferred style of the language.


101 = one hundred one; use also one hundred and one


425 = four hundred twenty-five, *not* four hundred and twenty-five


1001 = one thousand one; use also one thousand and one


1226 = one thousand two hundred twenty-six, *not* twelve hundred twenty-six or twelve hundred and twenty-six

2500 = twenty-five hundred, *not* two thousand five hundred


245  14 \$a The 1-2-3 guide to libraries ...


246  3# \$a One-two-three guide to libraries


245  10 \$a 1 and 2 Thessalonians ...


246  3# \$a First and Second Thessalonians

245  10 \$a 1a Mostra Toscana/scultura ...

246  3# \$a Prima Mostra Toscana/scultura


245  10 \$a 3 point 2 and what goes with it ...


246  3# \$a 3.2 and what goes with it

246  3# \$a Three point two and what goes with it

245  14 \$a The 3.2 beer law ...


246  3# \$a Three-point-two beer law


245  10 \$a 3:10 to Yuma ...

246  3# \$a Three ten to Yuma

245  10 \$a 27 wagons full of cotton ...

246  3# \$a Twenty-seven wagons full of cotton

245  10 \$a 3 romances sans paroles : \$b pour piano, op. 17 / \$c par Gabriel Fauré.

246  3# \$a Trois romances sans paroles

- e) Dates representing a single year or span of years. Generally do not make variant titles substituting the corresponding spelled-out form for dates written in arabic numerals representing a single year or a span of years. *Exceptionally*, make such a variant title when it is the custom in a particular language, e.g., Chinese, to expect access through the written-out form of a date. If such dates are written in roman numerals, make a variant title substituting arabic numerals for the roman numerals.

245  10 \$a 1915 : \$b revue de guerre en deux actes ...


245  10 \$a 1945-1975 Italia ...


245  10 \$a MCDXCII and beyond ...

246  3# \$a 1492 and beyond ...


- f) Other dates. If dates other than those representing a single year or a span of years are written in roman numerals, make a variant title substituting arabic numerals for the roman numerals. Make a variant title substituting the corresponding spelled-out form if it is thought that some users of the catalog might reasonably expect that form.

245  14 \$a The XXth century citizen's atlas of the world ...


246  3# \$a 20th century citizen's atlas of the world


246  3# \$a Twentieth century citizen's atlas of the world


245  13 \$a Le XVIIe & XVIIIe siècles ...

246  3# \$a 17. et 18. siècles

246  3# \$a Dix-septième et dix-huitième siècles







245  10 \$a XX. századi művészet ...

246  3# \$a 20. századi művészet







246  3# \$a Huszadik századi művészet

- g) Roman numerals (excluding dates). Make a variant title substituting arabic numerals for the roman numerals. Make an additional variant title substituting the spelled-out



form of the number in the language of the title proper if it is thought that some users of the catalog might reasonably expect that the form was spelled out in the source.

- 245  10 \$a World War II small arms ...
- 246  3# \$a World War 2 small arms
- 246  3# \$a World War Two small arms
- 245  10 \$a Title XX comprehensive annual services plan ...
- 246  3# \$a Title 20 comprehensive annual services plan
- 246  3# \$a Title twenty comprehensive annual services plan

- h) Spelled-out form of numbers. Make a variant title substituting an arabic numeral for the spelled-out form if it is thought that some users of the catalog might reasonably expect that form.

- 245  14 \$a The road of a thousand wonders ...
- 246  3# \$a Road of 1000 wonders
- 245  12 \$a A thousand and one facts about Soviet Estonia ...
- 246  3# \$a 1001 facts about Soviet Estonia
- 245  10 \$a Eighty blocks from Tiffany's ...
- 246  3# \$a 80 blocks from Tiffany's

- i) Signs and symbols. When a sign or symbol occurs as one or in one of the first five words filed on in a title proper, make a variant title substituting the name or a written form for the corresponding sign or symbol if this can be done concisely and if it is thought that some users of the catalog might reasonably expect that the sign/symbol would be recorded in that form.

- 245  10 \$a Transforming #1 ...
- 246  3# \$a Transforming number one

- 245 ✓ 10 \$a 100% cooperation with the United States ...
- 246 ✓ 3# \$a One hundred percent cooperation with the United States
- 245 ✓ 14 \$a The \$2 window on Wall Street ...
- 246 ✓ 3# \$a Two dollar window on Wall Street
- 245 ✓ 10 \$a Registering for ©
- 246 ✓ 3# \$a Registering for copyright
- 245 ✓ 10 \$a Poe[try] : \$b a simple introduction ...
- 246 ✓ 3# \$a Poe
- 246 ✓ 3# \$a Poe tree
- 246 ✓ 30 \$a Simple introduction to experimental poetry
- 500 ✓ ## \$a In title, "[try]" appears as an illustration of a tree.

j) Other. If a title proper contains data within the first five words for which there could be an alternate form that would be filed differently, make a variant title under that form if it is thought that some users of the catalog might reasonably expect that form.

- 245 ✓ 10 \$a Actfive and other poems ...
- 246 ✓ 3# \$a Act five and other poems

C. Corrected titles proper. In encountering titles proper that contain an incorrect form of some kind, insure that there is title access through both the incorrect and the corrected forms.

a) Titles of monographs. Make a variant title for the corrected form of the title proper.

- 245 ✓ 02 \$a A nev mechanism for transnational media complaints ...
- 246 ✓ 1# \$i Corrected title: \$a New mechanism for transnational media complaints



245 ☑ 04 \$a The world of television ...  
 246 ☑ 1# \$i Title should read: \$a World of television  
  
 100 ☑ 1# \$a Patriot, John.  
 245 ☑ 10 \$a One day's duty ...  
 246 ☑ 1# \$i Correct title should read: \$a One day's duty

- b) Titles of serials and integrating resources (see [RDA 2.3.1.4 RDA](#) exception). When the title proper has been transcribed in a corrected form, also make variant title for the title as it appears in the source. This treatment assumes that the title on later issues will be in the correct form on the pieces.

245 ☑ 00 \$a Housing starts ...  
 246 ☑ 1# \$i Title appears on volume 1, number 1 as: \$a Housing starts

#### D. Portion of title proper

- a) Alternative title. For titles proper that contain an "alternative title," insure title access to the complete title proper ( MARC field 245 ☑ ); to the first part of the title proper up to the word "or" or its equivalent in another language that signals an alternative title ( MARC field 246 ☑ ); and to the part following the word "or" or its equivalent in another language ( MARC field 246 ☑ ).

100 ☑ 1# \$a Hoffmann, Heinrich, \$d 1809-1894.  
 240 ☑ 10 \$a Struwwelpeter. \$l English  
 245 ☑ 10 \$a Slovenly Peter, or, Cheerful stories and funny pictures for good little folks.  
 246 ☑ 30 \$a Slovenly Peter  
 246 ☑ 30 \$a Cheerful stories and funny pictures for good little folks

- b) Part or designation of part. If the title proper contains a part or a designation of a part or both, make a variant title (usually for the part) when it is judged intelligible enough to be a likely candidate for access.

245 04 \$a The sophisticated traveler. \$p Winter, love it or leave it / \$c edited by A.M. Rosenthal ...

246 30 \$a Winter, love it or leave it

- c) Partial title. Make a variant title for a portion of a title proper when it is judged that some users would consider the portion as the title proper.

100 1# \$a Byrne, Robert, \$d 1928-

245 14 \$a The New York times book of great chess victories and defeats / \$c Robert Byrne.

246 30 \$a Book of great chess victories and defeats

246 30 \$a Great chess victories and defeats

245 10 \$a Paul Jenkins, anatomy of a cloud ...

246 30 \$a Anatomy of a cloud

*This is a common case with art books where the title begins with the artist's name that may be perceived by some to be the statement of responsibility*

- E. Introductory words to title proper. If introductory words to the title proper were not transcribed as part of the title proper (see [RDA 2.3.1.6 RDA](#)), make a variant title including those words.

245 00 \$a NASA quest

246 1# \$i Title appears on item as: \$a Welcome to NASA quest



## Best Practices for Making Variant Titles for Other Titles Borne by an Item


*LC practice:* The following subsections represent practices for giving variant titles other than those related to the title proper. These best practices are not meant to be an exhaustive treatment. Apply cataloger's judgment to situations not addressed here.


- A. General guideline. Record a variant title in MARC field 246 more or less automatically for cover titles, parallel titles, and added title page titles when they are significantly different from the title proper. Consider being more restrictive about caption


titles, half titles, running titles for monographs, and other title information, but make added entries for these when one of the following is true:


- a) the work was also published under the title;
- b) the work is cited in reference sources under the title;
- c) the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the item might think that it is the main title of the publication.

B. Accompanying material. Treat the title of an accompanying part as an independent title of a work contained within the item. Record the title of the component using MARC field 740  with indicator values 02. In general, provide variant title access to varying forms of the title of an accompanying item in those cases judged to provide useful access, also using MARC field 740  as the means of stating any varying forms of independent titles.


245  00 \$a OSHA plan writer


300  ## \$a 1 CD-ROM ; \$c 4 3/4 in. + \$e 1 manual ...


500  ## \$a Title on manual: Dr. Young's OSHA plan writer.



740  02 \$a Dr. Young's OSHA plan writer.

C. At head of title. When title data appear at head of title, use MARC field 246  .

110  1# \$a Colorado. \$b Office of State Auditor.

245  10 \$a Highway users tax fund performance audit.

246  1# \$i At head of title: \$a Report of the State Auditor

When data other than variant title data appear at head of title that are to be combined with the title proper in a variant title, record the "at head of title" data in MARC field 500  , and provide the variant title in MARC field 246  :

- 110 ☑ 2# \$a Rand McNally and Company.
- 245 ☑ 10 \$a Chicago & vicinity 6 county StreetFinder / \$c Rand McNally ...
- 246 ☑ 3# \$a Chicago and vicinity six county StreetFinder
- 246 ☑ 3# \$a Rand McNally, Chicago Tribune, Chicago & vicinity 6 county StreetFinder
- 500 ☑ ## \$a At head of cover title: Rand McNally, Chicago Tribune.






D. Binder's title. If a binder's title varies significantly from the title proper, record the title in MARC field 246 ☑ with indicators 1#.

- 100 ☑ 1# \$a Shaver, John I.
- 245 ☑ 10 \$a Mixed Commission on British and American Claims, John I. Shaver vs. United States, no. 51 : \$b brief for claim.
- 246 ☑ 1# \$i Binder's title: \$a Shaver vs. United States




*LC practice:* If a monograph has been bound only for LC's collections (i.e., it was not bound by the publisher or it was not one of the multiple copies that were bound subsequent to publication as part of a cooperative acquisitions program), provide a copy-specific note (see [RDA 3.22.1.3 RDA](#)) and record a variant title. In case of doubt, do not assume that the item was bound only for LC.

- 245 ☑ 12 \$a A defence of the churches and ministry of Englande ...
- 246 ☑ 3# \$i Binder's title: \$a Brownist tracts, 1599-1644 \$5 DLC
- 500 ☑ ## \$a LC copy is number 3 in a volume with binder's title: Brownist tracts, 1599-1644 \$5 DLC


E. Corrected titles other than title proper. Use judgment to determine when to give access to incorrect and/or corrected forms of variant titles other than the title proper. When considered important, record variant titles for both the incorrect and corrected form.



- 110  2# \$a Katholiek Sociaal-Kerkelijk Instituut.
- 245  10 \$a Etude cartographique de la structure économique et démographique de l'Europe occidentale = \$b Kleiner Atlas der oekonomischen und demografischen Struktur von West Europa = Cartografic study on the economic and demografic structure of western Europe.
- 246  31 \$a Kleiner Atlas der oekonomischen und demografischen Struktur von West Europa
- 246  31 \$a Cartografic study on the economic and demografic structure of western Europe
- 246  3# \$a Cartographic study on the economic and demographic structure of western Europe

*Typographic errors in English parallel title*

- 245  00 \$a Linguistic research today ...
- 246  18 \$a Resarch in linguistics
- 246  1# \$i Spine title on volume 1: \$a Research in linguistics

*Variant title on cover missing a letter*

F. Other title information from MARC field 245  : When other title information consists of an acronym/initialism of the full form of the title recorded as the title proper in a bibliographic record for a serial or an integrating resource (see *exception* at [RDA 2.3.2.5 RDA](#) ), make a variant title for the acronym or initialism.

- 245  00 \$a Research in biology : \$b RIB
- 246  30 \$a RIB

G. Parallel titles. If a title in another language appears on the resource, make a variant title for it. If non-Latin forms of parallel or other variant titles are found on the resource, the non-Latin forms of the variant titles may be provided in addition to the romanized variant titles.

- 100 ✓ 1# \$a Mossolow, N.
- 245 ✓ 14 \$a Die Geschichte von Namutoni = \$b Die Verhaal van Namutoni = The history of Namutoni / \$c N. Mossolow.
- 246 ✓ 31 \$a Verhaal van Namutoni
- 246 ✓ 31 \$a History of Namutoni
- 100 ✓ 1# \$a Brander Jonsson, Hedvig, \$d 1949-
- 245 ✓ 10 \$a Bild och fromhetsliv i 1800-talets Sverige = \$b Picture and piety in 19th century Sweden / \$c Hedvig Brander Jonsson.
- 246 ✓ 31 \$a Picture and piety in 19th century Sweden
- 245 ✓ 00 \$6 880 ✓ -01 \$a Chinese tourism research annual 2005 : \$b tourism tribune (2001-2004) English edition / \$c Editorial Department of Tourism Tribune = Zhongguo lü you yan jiu nian kan 2005 : " Lü you xue kan" (2001-2004) ying wen ban / "Lü you xue kan" bian ji bu bian ji.
- 880 ✓ 00 \$6 245 ✓ -01/\$1 \$a Chinese tourism research annual 2005 : \$b tourism tribune (2001-2004) English edition / \$c Editorial Department of Tourism Tribune = 中国旅游研究年刊 2005 : 《旅游学刊》 (2001-2004)英文版 / 《旅游学刊》编辑部编辑.
- 246 ✓ 30 \$a Tourism tribune (2001-2004) English edition
- 246 ✓ 31 \$6 880 ✓ -02 \$a Zhongguo lü you yan jiu nian kan 2005
- 880 ✓ 31 \$6 246 ✓ -02/\$1 \$a 中国旅游研究年刊 2005
- 246 ✓ 30 \$6 880 ✓ -03 \$a "Lü you xue kan" (2001-2004) ying wen ban
- 880 ✓ 30 \$6 246 ✓ -03/\$1 \$a 《旅游学刊》 (2001-2004)英文版

- 245 ☑ 00 \$6 880 ☑ -01 \$a Plakāts Latvijā = \$b Posters in Latvia = Plakat v Latvii ...
- 880 ☑ 00 \$6 245 ☑ -01/(N \$a Plakāts Latvijā = \$b Posters in Latvia = Плакат в Латвии
- 246 ☑ 31 \$a Posters in Latvia
- 246 ☑ 31 \$6 880 ☑ -02 \$a Plakat v Latvii
- 880 ☑ 31 \$6 246 ☑ -02/(N \$a Плакат в Латвии

H. Title access to independent titles. Provide access to independent titles in a compilation, if considered important.

- 245 ☑ 10 \$a Pride and prejudice ; \$b Emma.
- 700 ☑ 12 \$a Austen, Jane, \$d 1775-1817. \$t Pride and prejudice.
- 700 ☑ 12 \$a Austen, Jane, \$d 1775-1817. \$t Emma.
- 740 ☑ 02 \$a Emma.

*Title access to Emma is provided by the 740 field*

[2015-12]

LC-PCC PS FOR 2.3.7 [RDA](#)

## EARLIER TITLE PROPER

CORE ELEMENT FOR LC/PCC unless applying the alternative when the changes are numerous


[2017-07]




LC-PCC PS FOR 2.3.7.3 RDA

## RECORDING EARLIER TITLES PROPER


## Earlier Titles Proper for Electronic Serials That Don't Retain Earlier Titles


*LC practice/PCC practice:* If an electronic serial is reformatted so that all evidence of the earlier title is removed, record the earlier titles proper in a MARC field 247  with indicators 11. Also give the earlier title proper if an aggregator presents a range of issues and does not retain earlier titles.

## Existing record


245  10 \$a Legal medicine open file ...

## Same record updated


245  10 \$a Legal medicine

247  11 \$a Legal medicine open file \$f 1992-1996

336  ## \$a text \$b txt \$2 rdacontent

337  ## \$a computer \$b c \$2 rdamedia

338  ## \$a online resource \$b cr \$2 rdacarrier

547  ## \$a Issues published from 1992-1996 with the title "Legal medicine open file" have been reformatted with the new title: Legal medicine

[2014-08]

LC-PCC PS FOR 2.3.8 RDA

## LATER TITLE PROPER

CORE ELEMENT FOR LC/PCC unless applying the alternative when the changes are numerous

[2012-05]

LC-PCC PS FOR 2.3.9 [RDA](#)

## KEY TITLE

### CORE ELEMENT FOR LC

Key title is a core element for LC in conjunction with ISSN assignment.

[2010-04]

LC-PCC PS FOR 2.3.10 [RDA](#)

## ABBREVIATED TITLE

### CORE ELEMENT FOR LC

Abbreviated title is a core element for the U.S. ISSN Center for an abbreviated key title in conjunction with ISSN assignment for scientific and technical publications.

[2015-01]

LC-PCC PS FOR 2.4.1.4 [RDA](#)

## OPTION

*LC practice/PCC practice for Optional omission:* Generally do not abridge a statement of responsibility. Essential information that should not be omitted includes words or phrases that are considered part of a person's name or provide identifying elements often used in an authorized access point. (For example, terms indicating a familial relationship such as "Jr." or a title of nobility such as "Duke of Norfolk.")

[2017-03]

LC-PCC PS FOR 2.4.1.5 [RDA](#)



## OPTION



*LC practice/PCC practice for Optional omission:* Generally do not omit names in a statement of responsibility.

[2012-09]

LC-PCC PS FOR 2.4.2 RDA

## STATEMENT OF RESPONSIBILITY RELATING TO TITLE PROPER

*LC practice/PCC practice for Core element:* For **monographs**, only the first recorded statement of responsibility relating to title proper is required, but catalogers are encouraged to transcribe (or record in a note) any other statements of responsibility that aid in resource discovery, identification, and selection. For **serials**, statement of responsibility relating to the title proper is not required. Usage of variant names appearing in a statement of responsibility on later issues may be recorded in MARC field 550 , or in MARC 4XX fields  in authority records.

*PCC practice for Core element:* For **rare materials**, generally transcribe all statements of responsibility relating to title proper appearing on the source of information. For **rare serials**, make a note in MARC field 550  to record changes in a statement of responsibility on later issues; see DCRM(S) 1E15 . For **rare atlases**, **rare books**, and **rare music**, if a statement of responsibility relating to title proper has been transposed from its presentation in the source of information, see also 2.17.3 **LC-PCC PS**.


[2017-03]

LC-PCC PS FOR 2.5.1.6.1 RDA

## MULTIPART MONOGRAPHS

*LC practice:* Also apply the instruction about changes in edition statements when one or more volumes of a multipart monograph has been issued in a new edition and

- a) The publisher supplies such volumes at the same time *or*
- b) There is explicit evidence that one or more of the volumes is continuously revised (typical of *some* legal publications) *or*
- c) The specific case clearly warrants such treatment.

In such cases, always record the first or earliest edition statement in MARC field 250 , and record information about other edition statements in a note (see **Policy Statement 2.17.4.5.1 LC-PCC PS**).

[2014-02]

LC-PCC PS FOR 2.5.2 [RDA](#)

## DESIGNATION OF EDITION

*PCC practice for Core element:* For **rare music**, transcribe as an edition statement the music presentation statement as defined by DCRM(M) 3B.

[2015-01]

LC-PCC PS FOR 2.5.4 [RDA](#)

## STATEMENT OF RESPONSIBILITY RELATING TO EDITION

CORE ELEMENT FOR PCC

*PCC practice:* Statement of responsibility relating to edition is a core element for PCC for **rare materials**.

[2017-03]

LC-PCC PS FOR 2.6.2.3 [RDA](#)

## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Apply the alternative to make a note. For **rare materials**, apply the alternative only if the first issue is not available (see DCRM(S) 3A1, 3B).

[2015-09]

LC-PCC PS FOR 2.6.3 [RDA](#)



## CHRONOLOGICAL DESIGNATION OF FIRST ISSUE OR PART OF SEQUENCE

*LC-practice/PCC practice for Core element:*

Transcribe captions and months as found.

If numbering is not present or known, give the beginning date of publication or the copyright date.

If numbering includes both issue number and date, put parentheses around the date.

Include new series designations, changes in numbering, etc., in MARC field 362  or MARC field 515 , whichever is clearer.

[2015-01]

LC-PCC PS FOR 2.6.3.3 

## OPTION

*LC practice/PCC practice for Optional addition:* Add the corresponding date or dates in the Gregorian or Julian calendar. If dates have been recorded using the Hebrew script, the Gregorian or Julian calendar date may be added in both the non-Latin and romanized field, or only the romanized field.

[2015-07]

LC-PCC PS FOR 2.6.3.3 

## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Apply the alternative to make a note. For **rare materials**, apply the alternative only if the first issue is not available (see DCRM(S) 3A1, 3B).

[2015-09]

LC-PCC PS FOR 2.6.4.3 

## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Apply the alternative to make a note. For **rare materials**, apply the alternative only if the first issue is not available (see DCRM(S) 3A1, 3B).

[2015-09]

LC-PCC PS FOR 2.6.5 [RDA](#)

## CHRONOLOGICAL DESIGNATION OF LAST ISSUE OR PART OF SEQUENCE

*LC practice/PCC practice for Core element:*

Transcribe captions and months as found.

If numbering is not present or known, give the ending date of publication or the copyright date.

If numbering includes both issue number and date, put parentheses around the date.

[2015-01]

LC-PCC PS FOR 2.6.5.3 [RDA](#)


## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Apply the alternative to make a note. For **rare materials**, apply the alternative only if the first issue is not available (see DCRM(S) 3A1, 3B).

[2015-09]

LC-PCC PS FOR 2.7.1.5 [RDA](#)

## RECORDING CHANGES IN PRODUCTION STATEMENTS

*LC practice/PCC practice:* When recording changes in production statements, use additional MARC 264 fields when instructed to "make a note" in [2.7.1.5.1 RDA](#) -[2.7.1.5.3 RDA](#) and the production elements can be transcribed according to RDA instructions; use MARC 500 fields when following the alternatives in [2.7.1.5.1, Alternative RDA](#) -[2.7.1.5.3, Alternative RDA](#) to "make a general note" because changes have been numerous or when circumstances do not allow RDA-compliant transcriptions of production elements. See PCC Guidelines for the 264 Field .

[2015-09]

LC-PCC PS FOR 2.7.2 [RDA](#)

## PLACE OF PRODUCTION

CORE ELEMENT FOR PCC

Place of production is a core element for PCC for **rare materials** in unpublished form.

[2016-07]

LC-PCC PS FOR 2.7.2.6 [RDA](#)

## PLACE OF PRODUCTION NOT IDENTIFIED IN THE MANIFESTATION

*LC practice/PCC practice:* If the place or probable place of production has a name that has changed over time, supply the name in use at the time of production, if known. If considered necessary for identification, record the current name of the place in a note (see [2.17.6](#) [RDA](#)).

[2017-01]

LC-PCC PS FOR 2.7.4.3 [RDA](#)

## OPTION

*LC practice/PCC practice for Optional omission:* Generally do not omit levels in corporate hierarchy.

[2014-02]

LC-PCC PS FOR 2.7.4.4 [RDA](#)


## OPTION

*LC practice/PCC practice for Optional addition:* Generally do not apply the option, unless a more specific function than those already provided by field 264 second indicator  is desired.

[2013-01]

LC-PCC PS FOR 2.7.6 [RDA](#)

## DATE OF PRODUCTION

*PCC practice:* For **archival materials**, additional guidance may be found in DACS 2.4 . For **rare materials**, *transcribe* date(s) of production found in the resource.

[2016-07]

LC-PCC PS FOR 2.7.6.3 [RDA](#)

## OPTION

*LC practice/PCC practice for Optional addition:* Add the corresponding date or dates of the Gregorian or Julian calendar. If dates have been recorded using the Hebrew script, the Gregorian or Julian calendar date may be added in both the non-Latin and romanized field, or only the romanized field.

[2015-07]

LC-PCC PS FOR 2.7.6.4 [RDA](#)

## OPTION

*LC practice/PCC practice for Optional addition:* Apply the alternative.

[2012-09]

LC-PCC PS FOR 2.7.6.4 [RDA](#)

## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Record a supplied date in numerals instead of giving the chronogram.

[2012-09]



LC-PCC PS FOR 2.8.1.1 [RDA](#)

## SCOPE

## Government Printers

*LC practice/PCC practice:* When a government printer or government printing office is named on the resource and there is no evidence that its function is not that of a publisher, record it as the publisher. If, however, another body also appears on the resource and the government printing office is named only in a less prominent position and the name is not accompanied by a statement of manufacture/printing or distribution, the likelihood is greater that it functions only as manufacturer/printer or distributor and that the other body is the publisher.


## Privately Printed Works

*LC practice/PCC practice:* Treat privately printed resources as published resources even if they have been made available only to a very limited group (e.g., a keepsake for dinner guests or a Christmas greeting for friends). Treat the person or body issuing the resource, whether a commercial publisher, a private press, or a person or group for whom it may have been printed, as the publisher. If it is stated in the resource that it has been privately printed, this fact may be expressed in a note ([RDA 2.17.7 RDA](#)). *Note:* Private presses should be considered publishers of the items they print if there is no evidence to the contrary in the resource or in reference sources consulted.

[2014-02]

LC-PCC PS FOR 2.8.1.5 [RDA](#)

## RECORDING CHANGES IN PUBLICATION STATEMENTS

*LC practice/PCC practice:* When recording changes in publication statements, use additional MARC 264 fields when instructed to "make a note" in [2.8.1.5.1 RDA](#) -[2.8.1.5.3 RDA](#) and the publication elements can be transcribed according to RDA instructions; use MARC 500 fields when following the alternatives in [2.8.1.5.1, Alternative RDA](#) -[2.8.1.5.3, Alternative RDA](#) to "make a general note" because changes have been numerous or when circumstances do not allow RDA-compliant transcriptions of publication elements. See PCC Guidelines for the 264 Field .

[2015-12]

LC-PCC PS FOR 2.8.2 [RDA](#)

## PLACE OF PUBLICATION

### Rare Materials

*PCC practice for Core element:* For **rare materials**, generally transcribe all places of publication (see DCRM(B,C,G,M,S) 4B6). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M,S) 4B9).

### CIP Cataloging


*LC practice for Core element:* If the first place of publication is not in the U.S., and all places of publication are not being recorded for CIP records, also record the first U.S. place of publication. Apply this requirement at both the CIP galley and CIP verification stages.

[2016-07]

LC-PCC PS FOR 2.8.2.2 [RDA](#)

## SOURCES OF INFORMATION

### CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.8.2.6 [RDA](#)

## PLACE OF PUBLICATION NOT IDENTIFIED IN THE MANIFESTATION

*LC practice/PCC practice:* Supply a probable place of publication if possible rather than give “[Place of publication not identified].”

If the place or probable place of publication has a name that has changed over time, supply the name in use at the time of publication, if known.

264 #1 \$a [Saigon] : \$b Republic of Vietnam, Prime Minister's Office, National Police Command, \$c 1972.

not

264 #1 \$a [Ho Chi Minh City] : \$b Republic of Vietnam, Prime Minister's Office, National Policy Command, \$c 1972.

*Saigon's name was changed to Ho Chi Minh City in 1976. Option to include the name of larger jurisdiction was not applied.*

If considered necessary for identification, record the current name of the place in a note (see [2.17.7 RDA](#) ).

[2017-01]

#### LC-PCC PS FOR 2.8.4 [RDA](#)

## PUBLISHER'S NAME

*PCC practice for Core element:* For **rare materials**, generally transcribe all publishers' names (see DCRM(B,C,G,M,S) 4C6). If a publisher's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M,S) 4C5).

[2016-07]

#### LC-PCC PS FOR 2.8.4.2 [RDA](#)

## SOURCES OF INFORMATION

### CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.8.4.3 RDA

## OPTION

*LC practice/PCC practice for Optional omission:* Generally do not omit levels in corporate hierarchy.

[2014-02]

LC-PCC PS FOR 2.8.4.4 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* Generally do not apply the option, unless a more specific function than those already provided by field 264 second indicator  is desired.

[2013-01]

LC-PCC PS FOR 2.8.6 RDA

## DATE OF PUBLICATION

*PCC practice for Core element:* For **rare materials**, transcribe date(s) of publication found in the resource (see DCRM(B,C,G,M,S) 4D1). If a date of publication is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(B,C,G,M) 4D2.4; DCRM(S) 4D2.3)

[2016-07]

LC-PCC PS FOR 2.8.6.2 RDA

## SOURCES OF INFORMATION

### CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. Take the date of publication from the year given in the "projected publication date."

A cataloger may make any adjustment to the publisher-supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.8.6.3 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* Add the corresponding date or dates of the Gregorian or Julian calendar. If dates have been recorded using the Hebrew script, the Gregorian or Julian calendar date may be added in both the non-Latin and romanized field, or only the romanized field.

[2015-07]

LC-PCC PS FOR 2.8.6.4 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* Apply the alternative.

[2012-09]

LC-PCC PS FOR 2.8.6.4 RDA

## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Record a supplied date in numerals instead of giving the chronogram.

[2012-09]

LC-PCC PS FOR 2.8.6.6 [RDA](#)


# DATE OF PUBLICATION NOT IDENTIFIED IN THE MANIFESTATION

## Items Lacking a Publication Date

*LC practice/PCC practice:* Supply a date of publication if possible, using the guidelines below, rather than give “[date of publication not identified].” Follow the instructions in [1.9.2 RDA](#) for supplied dates, including the use of the question mark with probable dates.

A. If an item lacking a publication date contains only a copyright date, apply the following in the order listed:

- a) Supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

Title page verso  
 Copyright ©2009  
 Prefaced signed  
 June 2009  
 Date of publication  
 not given  
 Transcription  
 264  #1 \$a ... \$b ... \$c [2009]  
 008/06 Type of date  
 s  
 008/07-10  
 2009  
 008/11-14  
 #####

- b) If the copyright date is for the year following the year in which the publication is received, supply a date of publication that corresponds to the copyright date.

Title page verso

©2009

Item received in

2008

Date of publication

not given

Transcription

264 ☑ #1 \$a ... \$b ... \$c [2009]

264 ☑ #4 \$c ©2009

008/06 Type of date

t

008/07-10

2009

008/11-14

2009

*Example shows optional inclusion of copyright date*

B. If an item lacking a publication date contains a copyright date and a date of manufacture and the year is the same for both, supply a date of publication that corresponds to that date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

Title page verso

©1980 // 1980 printing

Date of publication

not given

Transcription

264  #1 \$a ... \$b ... \$c [1980]

008/06 Type of date

s

008/07-10

1980

008/11-14

####

C. If an item lacking a publication date contains a copyright date and a date of manufacture and the years differ, supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date. A manufacture date may also be recorded as part of a manufacture statement, or recorded as part of a Note on issue, part, or iteration used as the basis for identification of a manifestation (See [2.17.13 RDA](#) ), if determined useful by the cataloger.



Title page verso

©1978 // Sixth Printing 1980

Preface signed

June 1978

Date of publication

not given

Transcription

264 ☑ #1 \$a ... \$b ... \$c [1978]

588 ☑ ## \$a Description based on sixth printing, 1980.

008/06 Type of date

s

008/07-10

1978

008/11-14

####

*Example shows optional inclusion of Note on issue, part, or iteration used as the basis for identification of the resource*

D. If an item lacking a publication date contains only a date of distribution, apply the following in the order listed:

- a) Supply a date of publication that corresponds to the distribution date, in square brackets, if it seems reasonable to assume that date is a likely publication date. Also record a date of distribution as part of a distribution statement if determined useful by the cataloger.

Title page verso

Distributed 2008

Bibliography includes

citations to 2007 publications

Date of publication

not given

Transcription

264 ☑ #1 \$a London : \$b Gay Mens Press, \$c [2008]

264 ☑ #2 \$a Chicago, IL :\$b Distributed in North America by InBook/LPC Group, \$c 2008.

008/06 Type of date

s

008/07-10

2008

008/11-14

####

*Example shows optional inclusion of Distribution statement*

- b) If it does not seem reasonable to assume that the distribution date is a likely publication date, supply a date of publication, in square brackets, based on the information provided. Also record the distribution date as part of a distribution statement if determined useful by the cataloger.

Title page verso

Distributed in the USA in 1999

Preface signed

London, January 1993

Date of publication

not given

Transcription

264 ☑ #1 \$a ... \$b ... \$c [between 1993 and 1999]

008/06 Type of date

q

008/07-10

1993

008/11-14

1999

E. If an item lacking a publication date contains only a date of manufacture, apply the following in the order listed:

- a) Supply a date of publication that corresponds to the manufacture date, in square brackets, if it seems reasonable to assume that date is a likely publication date. For books, this means that the item is assumed to be the first printing of the edition. Also record the manufacture date as part of a manufacture statement if determined useful by the cataloger.

Title page verso

First Printing 1980

Date of publication

not given

Transcription

264  #1 \$a ... \$b ... \$c [1980]

008/06 Type of date

s

008/07-10

1980

008/11-14

####

- b) If the date of manufacture given implies that it is not likely the same as the date of publication, supply a date of publication, in square brackets, using the information provided. A manufacture date may also be recorded as part of a manufacture statement, or recorded as part of a Note on issue, part, or iteration used as the basis for identification of a manifestation (See [2.17.13 RDA](#)), if determined useful by the cataloger.

Title page verso

15th Impression 1980

Date of publication

not given

Transcription

264  #1 \$a ... \$b ... \$c [not after 1980]

588  ## \$a Description based on 15th impression, 1980.

008/06 Type of date

q

008/07-10

uuuu

008/11-14

1980

*Example shows optional inclusion of Note on issue, part, or iteration used as the basis for identification of the resource*

[2017-01]

LC-PCC PS FOR 2.9 [RDA](#)

## DISTRIBUTION STATEMENT

CORE ELEMENT FOR PCC

Distribution statement is a core element for PCC for **rare materials** when present in the resource.

[2015-03]

LC-PCC PS FOR 2.9.1.1 [RDA](#)

## SCOPE

### Government Printers

*LC practice/PCC practice:* When a government printer or government printing office is named on the resource and there is no evidence that its function is not that of a publisher, record it as the publisher. If, however, another body also appears on the resource and the government printing office is named only in a less prominent position and the name is not accompanied by a statement of manufacture/printing or distribution, the likelihood is greater that it functions only as manufacturer/printer or distributor and that the other body is the publisher.

[2012-09]

LC-PCC PS FOR 2.9.1.4 [RDA](#)

## RECORDING DISTRIBUTION STATEMENTS


### United States Government Publishing Office

*LC practice:* For resources from the United States Government Publishing Office (GPO), retain the distribution statement indicating that the item is for sale by the Superintendent of Documents, because only a portion of GPO's resources is distributed in that manner.

[2017-03]

LC-PCC PS FOR 2.9.1.5 [RDA](#)

## RECORDING CHANGES IN DISTRIBUTION STATEMENTS

*LC practice/PCC practice:* When recording changes in distribution statements, use additional MARC 264 fields when instructed to "make a note" in [2.9.1.5.1 RDA](#) -[2.9.1.5.3 RDA](#) and the distribution elements can be transcribed according to RDA instructions; use MARC 500 fields when following the alternatives in [2.9.1.5.1, Alternative RDA](#) -[2.9.1.5.3, Alternative RDA](#) to "make a general note" because changes have been numerous or when circumstances do not allow RDA-compliant transcriptions of distribution elements. See PCC Guidelines for the 264 Field .

[2015-09]

LC-PCC PS FOR 2.9.2 [RDA](#)

## PLACE OF DISTRIBUTION

## CORE ELEMENT FOR PCC

Place of distribution is a core element for PCC for **rare materials** when present in the resource.


*PCC practice:* For **rare materials**, generally transcribe all places of distribution (see DCRM(B,C,G,M) 4B6). If a place of distribution is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M) 4B9). If no place of distribution appears in the resource, supplying the place of distribution or recording "[Place of distribution not identified]" is not required.

[2016-09]

LC-PCC PS FOR 2.9.2.2 [RDA](#)

## SOURCES OF INFORMATION

## CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.9.2.6 [RDA](#)PLACE OF DISTRIBUTION NOT IDENTIFIED  
IN THE MANIFESTATION

*LC practice/PCC practice:* If the place or probable place of distribution has a name that has changed over time, supply the name in use at the time of distribution, if known. If considered necessary for identification, record the current name of the place in a note (see [2.17.8 RDA](#)).

[2017-01]

LC-PCC PS FOR 2.9.4 [RDA](#)

## DISTRIBUTOR'S NAME

### CORE ELEMENT FOR PCC

Distributor's name is a core element for PCC for **rare materials** when present in the resource.

*PCC practice:* For **rare materials**, generally transcribe all distributors' names (see DCRM(B,C,G,M,S) 4C6). If a distributor's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M,S) 4C5). If no distributor's name appears in the resource, supplying the distributor's name or recording "[distributor not identified]" is not required.

[2016-07]

LC-PCC PS FOR 2.9.4.2 [RDA](#)

## SOURCES OF INFORMATION

### CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.9.4.3 [RDA](#)

## OPTION

*LC practice/PCC practice for Optional omission:* Generally do not omit levels in corporate hierarchy.

[2014-02]



LC-PCC PS FOR 2.9.4.4 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* Generally do not apply the option, unless a more specific function than those already provided by field 264 second indicator  is desired.

[2013-01]

LC-PCC PS FOR 2.9.6 RDA

## DATE OF DISTRIBUTION

## CORE ELEMENT FOR PCC

Date of distribution is a core element for PCC for **rare materials** when present in the resource.

*PCC practice:* For **rare materials**, transcribe date(s) of distribution found in the resource (see DCRM(B,C,G,M,S) 4D1). If a date of distribution is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(B,C,G,M) 4D2.4; DCRM(S) 4D2.3). If no date of distribution appears in the resource, supplying the date of distribution or recording "[date of distribution not identified]" is not required.

[2016-07]

LC-PCC PS FOR 2.9.6.2 RDA

## SOURCES OF INFORMATION

## CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.9.6.3 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* Add the corresponding date or dates of the Gregorian or Julian calendar. If dates have been recorded using the Hebrew script, the Gregorian or Julian calendar date may be added in both the non-Latin and romanized field, or only the romanized field.

[2015-07]

LC-PCC PS FOR 2.9.6.4 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* Apply the alternative.

[2010-02]

LC-PCC PS FOR 2.9.6.4 RDA

## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Record a supplied date in numerals instead of giving the chronogram.

[2012-09]

LC-PCC PS FOR 2.10 RDA

## MANUFACTURE STATEMENT


CORE ELEMENT FOR PCC

Manufacture statement is a core element for PCC for **rare materials** when present in the resource, if appropriate.

[2015-03]

LC-PCC PS FOR 2.10.1.5 [RDA](#)

# RECORDING CHANGES IN MANUFACTURE STATEMENTS

*LC practice/PCC practice:* When recording changes in manufacture statements, use additional MARC 264 fields when instructed to "make a note" in [2.10.1.5.1 RDA](#) -[2.10.1.5.3 RDA](#) and the manufacture elements can be transcribed according to RDA instructions; use MARC 500 fields when following the alternatives in [2.10.1.5.1, Alternative RDA](#) -[2.10.1.5.3, Alternative RDA](#) to "make a general note" because changes have been numerous or when circumstances do not allow RDA-compliant transcriptions of manufacture elements. See PCC Guidelines for the 264 Field .

[2015-09]

LC-PCC PS FOR 2.10.2 [RDA](#)

## PLACE OF MANUFACTURE

### CORE ELEMENT FOR PCC

Place of manufacture is a core element for PCC for **rare materials** when present in the resource, if appropriate.


*PCC practice:* For **rare materials**, generally transcribe all places of manufacture if appropriate (see DCRM(B,C,G,M,S) 4E). If a place of manufacture is known to be fictitious or incorrect, supply a correction in square brackets. If no place of manufacture appears in the resource, supplying the place of manufacture or recording "[Place of manufacture not identified]" is not required.

[2016-07]

LC-PCC PS FOR 2.10.2.2 [RDA](#)

## SOURCES OF INFORMATION

### CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.10.2.6 [RDA](#)

## PLACE OF MANUFACTURE NOT IDENTIFIED IN THE MANIFESTATION

*LC practice/PCC practice:* If the place or probable place of manufacture has a name that has changed over time, supply the name in use at the time of manufacture, if known. If considered necessary for identification, record the current name of the place in a note (see [2.17.9](#) [RDA](#) ).

[2017-01]

LC-PCC PS FOR 2.10.4 [RDA](#)

## MANUFACTURER'S NAME

CORE ELEMENT FOR PCC

Manufacturer's name is a core element for PCC for **rare materials** when present in the resource, if appropriate.


*PCC practice:* For **rare materials**, generally transcribe all manufacturers' names if appropriate (see DCRM(B,C,G,M,S) 4F). If a manufacturer's name is known to be fictitious or incorrect, supply a correction in square brackets. If no manufacturer's name appears in the resource, supplying the manufacturer's name or recording "[manufacturer not identified]" is not required.

[2016-07]

LC-PCC PS FOR 2.10.4.2 [RDA](#)

## SOURCES OF INFORMATION

### CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at

the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.10.4.3 RDA

## OPTION

*LC practice/PCC practice for Optional omission:* Generally do not omit levels in corporate hierarchy.

[2014-02]

LC-PCC PS FOR 2.10.4.4 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* Generally do not apply the option, unless a more specific function than those already provided by field 264 second indicator  is desired.

[2013-01]

LC-PCC PS FOR 2.10.6 RDA

## DATE OF MANUFACTURE

### CORE ELEMENT FOR PCC

Date of manufacture is a core element for PCC for **rare materials** when present in the resource, if appropriate.

### Rare Materials

*PCC practice:* For **rare materials**, transcribe date(s) of manufacture found in the resource if appropriate (see DCRM(B,C,G,M,S) 4G). If a date of manufacture is known to be fictitious or incorrect, supply the correct year in square brackets. If no date of manufacture appears in the resource, supplying the date of manufacture or recording "[date of manufacture not identified]" is not required.

## Items Lacking a Publication Date but Having a Date of Manufacture

### *LC practice:*

A. If an item lacking a publication date contains a copyright date and a date of manufacture and the year is the same for both, supply a date of publication that corresponds to that date, in square brackets, if it seems reasonable to assume that date is a likely publication date. A manufacture date may also be recorded as part of a manufacture statement, or recorded as part of a Note on issue, part or iteration used as the basis for identification of a manifestation (See [2.17.13 RDA](#)), if determined useful by the cataloger.

Title page verso

©1980 // 1980 printing

Date of publication

not given

Transcription

264  #1 \$a ... \$b ... \$c [1980]

008/06 Type of date

s

008/07-10

1980

008/11-14

####

B. If an item lacking a publication date contains a copyright date and a date of manufacture and the years differ, supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date. A manufacture date may also be recorded as part of a manufacture statement, or recorded as part of a Note on issue, part, or iteration used as the basis for identification of a manifestation (See [2.17.13 RDA](#)), if determined useful by the cataloger.

Title page verso

©1978 // Sixth Printing 1980

Preface signed

June 1978

Date of publication

not given

Transcription

264 ☑ #1 \$a ... \$b ... \$c [1978]

588 ☑ ## \$a Description based on sixth printing, 1980.

008/06 Type of date

s

008/07-10

1978

008/11-14

####

*Example shows optional inclusion of Note on issue, part, or iteration used as the basis for identification of the resource*

C. If an item lacking a publication date contains only a date of manufacture, apply the following in the order listed:

- a) Supply a date of publication that corresponds to the manufacture date, in square brackets, if it seems reasonable to assume that date is a likely publication date. For books, this means that the item is assumed to be the first printing of the edition. Also record the manufacture date as part of a manufacture statement if determined useful by the cataloger.

Title page verso

First Printing 1980

Date of publication

not given

Transcription

264 ☒ #1 \$a ... \$b ... \$c [1980]

008/06 Type of date

s

008/07-10

1980

008/11-14

####

- b) If the date of manufacture given implies that it is not likely the same as the date of publication, supply a date of publication in square brackets, using the information provided. A date of manufacture may also be recorded as part of a manufacture statement, or as part of a Note on issue, part, or iteration used as the basis for identification of a manifestation (See [2.17.13 RDA](#)), if determined useful by the cataloger.



Title page verso

15th Impression 1980

Date of publication

not given

Transcription

264  #1 \$a ... \$b ... \$c [not after 1980]

264  #3 \$a ... \$b ... \$c 1980.

588  ## \$a Description based on 15th impression, 1980.

008/06 Type of date

q

008/07-10

uuuu

008/11-14

1980

*Example shows optional inclusion of [Manufacture statement RDA](#), and [Note on issue, part, or iteration used as the basis for identification of the resource RDA](#)*

[2017-01]

### LC-PCC PS FOR 2.10.6.2 [RDA](#)

## SOURCES OF INFORMATION

### CIP Cataloging

*LC practice:* Use the information supplied by the publisher on the eCIP Traffic Manager's data view  as the source of information for the sub elements in the Publication statement, Distribution statement, and Manufacture statement when cataloging CIPs at the galley stage. A cataloger may make any adjustment to the supplied information judged appropriate to reflect more nearly the data provided in the galley.

At the CIP verification stage, adjust these statements, if necessary, according to normal sources of information instructions used for non-CIP and post-CIP cataloging.

[2012-09]

LC-PCC PS FOR 2.10.6.3 [RDA](#)

# RECORDING DATE OF MANUFACTURE

## Date of Manufacture in United States Government Publishing Office Publications

*LC practice:* Dates of manufacture are normally indicated by explicit statements; apply cataloger's judgment whether to record dates of manufacture. In the case of GPO imprints, dates of printing are indicated implicitly by location:

- a) dates found in numerical identifiers on signatures in U.S. Congressional documents (e.g., 70-7780-81-2, meaning printed in 1981, at the foot of p. 13 of a document) should be routinely interpreted as dates of manufacture.

Title page

1980

Signature number

70-7780-81-2

Bibliographic Record

264  #1 \$a ... : \$b ..., \$c 1980.

264  #3 \$a ... : \$b ..., \$c [1981]

008/06 Type of date

s

008/07-10

1980

008/11-14

####

*Example shows optional inclusion of Manufacture statement*

- b) dates found in GPO colophons should be routinely interpreted as dates of manufacture.

Title page

1986

Colophon

1987

Bibliographic record

264  #1 \$a ... : \$b ..., \$c 1986.

264  #3 \$a ... : \$b ..., \$c 1987.

008/06 Type of date

s

008/07-10

1986

008/11-14

####

*Example shows optional inclusion of Manufacture statement*

[2017-03]

LC-PCC PS FOR 2.10.6.3 [RDA](#)

## OPTION

*LC practice/PCC practice for Optional addition:* Add the corresponding date or dates of the Gregorian or Julian calendar. If dates have been recorded using the Hebrew script, the Gregorian or Julian calendar date may be added in both the non-Latin and romanized field, or only the romanized field.

[2015-07]

LC-PCC PS FOR 2.10.6.4 [RDA](#)

## OPTION

*LC practice/PCC practice for Optional addition:* Apply the alternative.

[2012-09]

LC-PCC PS FOR 2.10.6.4 RDA

## ALTERNATIVE

*LC practice/PCC practice for Alternative:* Record a supplied date in numerals instead of giving the chronogram.

[2012-09]

LC-PCC PS FOR 2.11 RDA

## COPYRIGHT DATE

*PCC practice:* Copyright date is a recommended element for **rare materials**. Record the year of copyright when present on the resource. If a full transcription of the copyright statement is desired, record it in a note.

[2015-03]

LC-PCC PS FOR 2.11.1.3 RDA

## FIRST OPTION

*LC practice/PCC practice for Optional addition (1st):* Add the corresponding date or dates of the Gregorian or Julian calendar. If dates have been recorded using the Hebrew script, the Gregorian or Julian calendar date may be added in both the non-Latin and romanized field, or only the romanized field.

[2015-07]

LC-PCC PS FOR 2.12 RDA

## SERIES STATEMENT

### Introduction

*LC practice/PCC practice:* Transcribe in the series statement the information for any comprehensive publication (monographic series, other serial, multipart monograph, integrating resource) of which the resource being cataloged is a part. Unless a specific category is mentioned, the term "series" in any Policy Statement for RDA 2.12 instructions refers to any of these comprehensive publications.

This general Policy Statement addresses situations in which a series statement should be given in a bibliographic record. See [Policy Statement 6.27.1 LC-PCC PS](#) for information about authorized access points for series. See [RDA 24.6 RDA](#) and [Policy Statement 24.6 LC-PCC PS](#) about numbering in the authorized access point for series.

[Note: The MARC coding of the examples in this Policy Statement illustrates the PCC option to give series authorized access points.]

## Series or Phrases


*LC practice/PCC practice:* Distinguish between phrases that are true series and those that are not, with the latter sometimes included elsewhere in the bibliographic record (e.g., given as a quoted note) and sometimes not transcribed at all. A decision on series vs. phrase does not apply to such specific information as publishers' and plate numbers for printed music or publishers' stock numbers for sound recordings; such numbers are addressed in [RDA 2.15.2 RDA](#) and [RDA 2.15.3 RDA](#).

*PCC practice:* If a decision concerning the phrase has not been recorded in the LC/NACO authority file, base the current decision primarily on judgment. The guidelines below apply to some common situations; it is *not* a closed list. Generally, make series authority records (SARs) for categories 1) through 5) if your institution does series authority work.

- a) If the phrase is essentially an unnumbered statement of the name of the body from which the item emanates, reject it as a series. Give the phrase as a quoted note if the name of the emanating body is not given elsewhere in the bibliographic record (e.g., as the name of the publisher, in a note for the issuing body).

in source


An American Astronautical Society Publication

264  #1 \$a San Diego, Calif. : \$b Published for the American Astronautical Society by Univelt, \$c 1992.

*Reject the phrase as a series; do not give it as a quoted note*

in source

An Evangelical Theological Society Publication

264  #1 \$a Grand Rapids : \$b Zondervan, \$c 1987.

500  ## \$a "An Evangelical Theological Society publication."

*Reject the phrase as a series; give it as a quoted note*

- b) If the phrase is essentially a *numbered* statement of the name, initialism/acronym, or part of the name of the body from which it emanated and that body is not a commercial publisher, transcribe the information in the series statement.


in source

Buckinghamshire Record Society No. 21

490  1# \$a Buckinghamshire Record Society ; \$v no. 21

in source


HAZ 6

490  1# \$a HAZ ; \$v 6

- c) If the phrase is essentially a numbered/unnumbered statement of the commercial publisher or includes a sub-imprint name or name of a subsidiary, a division, etc., of a publishing firm, reject it as a series. Give the phrase as a quoted note if the name is not given as the name of the publisher.

in source


DAW Books No. 761

264  #1 \$a New York : \$b DAW Books, \$c 1991.

*Reject the phrase as a series; do not give it as a quoted note*

in source


A Raccoon Pamphlet

264  #1 \$a Memphis, Tenn. : \$b Raccoon Books, \$c 1982.

*Reject the phrase as a series; do not give it as a quoted note*

in source


An Interscience publication


264  #1 \$a New York : \$b Wiley, \$c 1993.


500  ## \$a "An Interscience publication."


*Reject the phrase as a series; give as a quoted note*


- d) If the phrase includes the name of an in-house editor or the name or designation of some other official of the firm, etc., reject it as a series. Give the phrase as a quoted note.

500  ## \$a "A Helen and Kurt Wolff book."

- e) If a named lecture series appears on the item as a series title, i.e., it is not extracted from another context (e.g., other title information, prefatory material) *and* it has or is likely to have data that remain constant from issue to issue, treat the name of the lecture series as a series title. In case of doubt, do not treat the name as a series. If the name is rejected as a series, record the name in the MARC 245  field or give the name with associated data in a quoted note.

245  10 \$a From morality to religion : \$b being the Gifford lecture delivered at the University of St. Andrews, 1938 / \$c ...


245  10 \$a Lincoln--an immortal sign : \$b the first lecture in the Lincoln sesquicentennial lectures, The enduring Lincoln / \$c ...

500  ## \$a "Stephanos Nirmalendu Ghose lectures on comparative religion, 1972-73"--3rd preliminary page

- f) Do not treat as a series a number that cannot be associated with a series title. Generally, do not treat as a series a combination of letters or letters and numbers that cannot be associated with a series title if there is evidence that the combination is assigned either to every item the entity issues for control purposes or to certain groups of items for internal control or identification. Give the information as a quoted note; however, do not give the note on a bibliographic record for a serial because such a number usually varies from issue to issue.

500  ## \$a "UC-13."

500  ## \$a "CRN 780206-00050."

500  ## \$a "SP-MN."

- g) If the phrase is a slogan, motto, prize, etc., reject it as a series. Give it as a quoted note if it appears on the preferred source of information.

in source

25 años de paz

*Reject the phrase as a series*

in source

Workers of the whole world, unite!

*Reject the phrase as a series*

in source

Premio Casa de la Américas 1994

*Reject the phrase as a series*

- h) If an unnumbered genre/characterizing word in the singular form or plural form having singular meaning (e.g., "Novel," "Mystery," "Témoignage," "Essai," "Piano solo," "Graphics," "Multimedia") appears only on the cover or container, reject it as a series. Generally, do not give it as a quoted note.
- i) If an unnumbered phrase indicating a broad subject or category (e.g., "Computers," "Etiquette," "Contemporary history," "Educational software") appears only on page 4 of cover, on the cover flaps, or on the container, reject it as a series; the phrase is provided by the publisher/manufacturer for retail stores, etc. Generally, do not give it as a quoted note.
- j) If the publisher's listing is subdivided into broad categories, generally do not consider the captions to be series titles unless (a) the same phrases appear elsewhere in the resource as series titles, (b) the phrases include a word such as "series," "library," "collection," etc., or (c) there is other evidence of intent to consider the captions to be series titles (e.g., the titles listed under each caption are numbered sequentially). Generally, do not give as quoted notes.

in source

Romans et nouvelles

*Listing of six titles with authors - no numbering*

Théorie et essais

*Listing of four titles with authors - no numbering*

*Reject both captions as series titles: words do not appear elsewhere as series titles*

in source

Vocal solos

*Listing of nine titles - no numbering*

Choral arrangements

*Listing of ten titles - no numbering*

Dance orchestrations

*Listing of three titles - no numbering*

*Reject all captions as series titles: words do not appear elsewhere as series titles*



## Republications

*LC practice/PCC practice:* When cataloging a republication, transcribe in the MARC 490  field a series statement relating only to the republication.

490  1# \$a Pierpont Morgan Library music manuscript reprint series

490  1# \$a Reprints in Canadian history

## Selected Issues of Periodicals Published Separately

*LC practice/PCC practice:* Several publishers (e.g., Haworth Press, Pergamon Press) publish separate hardcover or softcover editions of selected issues of their periodicals.

Do not consider such a separately published issue to constitute an integral part of the periodical, i.e., do not consider it an analyzable issue of the periodical. In the bibliographic record for the separately published issue, give the pertinent information as a note, not as a series statement.

500  ## \$a Published also as v. 17, no. 1/2, 1993 of the Cataloging and classification quarterly.

## Supplements and Special Numbers to Serials

*LC practice/PCC practice:*

See [http://www.loc.gov/aba/rda/pdf/LCPCCPS\\_for\\_2\\_12\\_Suppl.pdf](http://www.loc.gov/aba/rda/pdf/LCPCCPS_for_2_12_Suppl.pdf)  for updated instructions for Supplements and Special Numbers to Serials.

Supplements. Treat a supplement or a special number to a serial as a series.

in source

Supplement to Word


monograph number 3

490  1# \$a Supplement to Word ; \$v monograph number 3

in source

Journal of Ultrastructure Research

Supplement 7

490  1# \$a Journal of ultrastructure research. Supplement ; \$v 7


in source

Special number of Malaysian journal of tropical geography

490  1# \$a Special number of Malaysian journal of tropical geography


in source

Supplemento all'Annuario statistico italiano

490  1# \$a Supplemento all'Annuario statistico italiano

in source

Allegato al n.7/85 di Musica jazz

490  1# \$a Allegato al n.7/85 di Musica jazz

## Series Title Grammatically Connected to Title of Resource

*LC practice/PCC practice:* If the series title is grammatically linked to the title proper of the manifestation being cataloged, do not separate the series title from the latter. Record the grammatically-linked title as the title proper of the manifestation; record information in the series statement only if the series title is presented separately in another source in the resource.

title on title page

Case Presentations in Heart Disease


another source lists titles

Case Presentations in Arterial Disease,  
Case Presentations in Clinical Geriatric Medicine,  
Case Presentations in Endocrinology and Diabetes,  
Case Presentations in Gastrointestinal Diseases, etc.

no source giving series title "Case Presentations" separately

100  1#     \$a Mackintosh, Alan.

245  10     \$a Case presentations in heart disease.

(no 490  )

## Motion Pictures, Television Programs, and Videorecordings

*LC practice:* LC uses the cataloging manual *Archival Moving Image Materials (AMIM)* for its moving image materials cataloging. This manual has different guidelines from those in *RDA* about the choice and construction of titles proper and series titles.

*PCC practice:* Use *RDA* when cataloging motion pictures, television programs, and videorecordings. Do not request changes in LC's bibliographic records for motion pictures, television programs, and videorecordings.

[2016-03]

LC-PCC PS FOR 2.12.1.2 [RDA](#)

# SOURCES OF INFORMATION

## Sources for Main Series and Subseries

*LC practice/PCC practice:* For main series and subseries, use a source that has both titles (see [RDA 2.3.1.7](#) [RDA](#)).

## Other Sources for Series Statements

*LC practice/PCC practice:* Apply these guidelines to both main series and subseries statements:

“Sources within the resource itself” include those with formal statements (such as on a back cover) or informal statements (such as within the text of a preface). “Sources within

the resource itself” do not include pre-publication cataloging data (such as CIP data) printed in the resource; treat such data as a source outside the resource (see [Policy Statement for 2.2.2.1 LC-PCC PS](#) ).

Generally, prefer series statements from other sources outside the resource (such as a publisher website) over information from CIP data. Enclose a series statement taken from outside the resource (including one from CIP data) in square brackets. If considered important for identification, explain in a note the source of the series statement (see [RDA 2.17.11 RDA](#) ).

490 0# \$a [No stone unturned] ; \$v [v. 1]

500 ## \$a Series from publisher's website, viewed Oct. 3, 2014.

## Series Statement Not Present in Resource During the CIP Process

*LC practice:* If the series statement appears only on the CIP data sheet or the ECIP data view at galley stage, do not transcribe this information as a series statement; do not contact CIP staff or the publisher.

[2010-02]

LC-PCC PS FOR [2.12.1.5 RDA](#)

# MANIFESTATION IN MORE THAN ONE SERIES

## Issues, Parts, or Iterations Not in the Same Series

If some issues or parts of a serial or a multipart monograph or some iterations of an integrating resource are in different series, generally give each series statement in a MARC 490 field  rather than in a note. Indicate in MARC 490 subfield \$3  the parts, issues, or iterations in each series.

300  ## \$a 5 volumes ; \$c 14 cm.

490  1# \$3 volumes 1, 3-5: \$a Music bibliographies ; \$v 12, 15, 21-22

490  1# \$3 volume 2: \$a Baroque musical studies ; \$v 2

*Volumes of multipart monograph are in different series*

300  ## \$a 10 volumes : \$b illustrations ; \$c 28 cm.

490  1# \$3 volumes 1-8: \$a Anthropological monographs ; \$v no. 23-30

490  1# \$3 volumes 9-10: \$a Art and anthropological monographs ; \$v no. 31-32

*Title of series changed with no. 31*

300  ## \$a volumes \$c 28 cm.

490  1# \$3 1969-1979: \$a DHEW publication

490  1# \$3 1980- : \$a DHHS publication

*Title of series changed. Series statement is on a bibliographic record for a serial; numbering of volumes in series is not included*

earlier iteration

490 1# \$a Federal practice series

later iteration

490 1# \$3 1991- \$a Court rules series

490 1# \$3 1980-1990: \$a Federal practice series

*Title of series changed. Series statement is on a bibliographic record for an integrating resource*

If all the parts, issues, or iterations appear in one series and some of the parts, issues, or iterations appear also in another series, precede the second series title with an indication of the particular parts, issues, or iterations applicable to that title.

300  ## \$a 3 volumes ; \$c 20 cm.

490  1# \$a Testi del Risorgimento ; \$v 4-6



490  1# \$3 v. 2: \$a Saggi e documentazioni ; \$v 17

## Not All Issues, Parts, or Iterations in a Series

If some issues or parts of a serial or a multipart monograph or iterations of an integrating resource are in a series and others are not, generally give the series statement in a 490 field  rather than in a 5XX field. Indicate in 490 subfield \$3  the parts, issues, or iterations in that series.

300  ## \$a 2 volumes ; \$c 28 cm.

490  1# \$3 v. 1: \$a Dance and dancers to-day ; \$v 13



[Note: The MARC 490  indicators in the examples in this Policy Statement illustrate the PCC option to give an authorized series access point in MARC field 8XX  .]


[2017-01]


LC-PCC PS FOR 2.12.2.3 


## RECORDING TITLE PROPER OF SERIES

### Issues, Part, or Iterations Not in the Same Series


If some issues or parts of a serial or a multipart monograph or iterations of an integrating resource are in different series, generally give each series statement in a MARC 490 field  rather than in a note. Indicate in 490 subfield \$3  the parts, issues, or iterations in each series.


300  ## \$a 5 volumes ; \$c 14 cm.


490  1# \$3 volumes 1, 3-5: \$a Music bibliographies ; \$v 12, 15, 21-22

490  1# \$3 volume 2: \$a Baroque musical studies ; \$v 2

*Volumes of multipart monograph are in different series*


300  ## \$a 10 volumes : \$b illustrations ; \$c 28 cm.


490  1# \$3 volumes 1-8: \$a Anthropological monographs ; \$v no. 23-30

490  1# \$3 volumes 9-10: \$a Art and anthropological monographs ; \$v no. 31-32

*Title of series changed with no. 31*

300  ## \$a volumes \$c 28 cm.

490  1# \$3 1969-1979: \$a DHEW publication

490  1# \$3 1980- : \$a DHHS publication

*Title of series changed. Series statement is on a bibliographic record for a serial; numbering of volumes in series is not included*

If all the parts, issues, or iterations appear in one series and some of the parts, issues, or iterations appear also in another series, precede the second series title with an indication of the particular parts, issues, or iterations applicable to that title.

300  ## \$a 3 volumes ; \$c 20 cm.

490  1# \$a Testi del Risorgimento ; \$v 4-6

490  1# \$3 v. 2: \$a Saggi e documentazioni ; \$v 17

## Not All Issues or Parts in a Series

If some issues or parts of a serial or a multipart monograph or iterations of an integrating resource are in a series and others are not, generally give the series statement in a MARC 490 field  rather than in a note. Indicate in 490 subfield \$3  the parts, issues, or iterations in that series.

300  ## \$a 2 volumes ; \$c 28 cm.

490  1# \$3 v. 1: \$a Dance and dancers to-day ; \$v 13

[Note: The MARC 490  indicators in the examples in this Policy Statement illustrate the PCC option to give an authorized series access point in MARC 8XX fields .]

[2012-09]

### LC-PCC PS FOR 2.12.4 RDA

## OTHER TITLE INFORMATION OF SERIES

CORE ELEMENT FOR PCC

Other title information of series is a core element for PCC for **rare materials**.

[2015-01]

[LC-PCC PS FOR 2.12.6](#) [RDA](#)

## STATEMENT OF RESPONSIBILITY RELATING TO SERIES

CORE ELEMENT FOR PCC

Statement of responsibility relating to series is a core element for PCC for **rare materials**.

[2015-01]

[LC-PCC PS FOR 2.12.8](#) [RDA](#)

## ISSN OF SERIES

CORE ELEMENT FOR LC/PCC

[2012-07]

[LC-PCC PS FOR 2.12.8.3](#) [RDA](#)

## OPTION

*LC practice for Optional omission:* Do not omit the ISSN of the main series if the ISSN of the subseries is given.

[2010-04]

[LC-PCC PS FOR 2.12.9](#) [RDA](#)

## NUMBERING WITHIN SERIES

### General

*PCC practice:* For information about recording numbering in authorized access points for series and subseries, see [RDA 24.6](#) [RDA](#) and [Policy Statement 24.6](#) [LC-PCC PS](#) .

*LC practice/PCC practice:* Record superscript letters "on the line" (e.g., "n<sup>o</sup>." as "no." or "2<sup>ème</sup>" as "2ème") as stated in [Policy Statement 1.4](#), "Super/Subscript Characters" section [LC-PCC PS](#) .



When recording both a numeric and/or alphabetic designation and a chronological designation, include parentheses around the chronological designation.

490 1# \$a Aperture, \$x 0003-6420 ; \$v no. 211 (summer 2013)

## Parallel Titles for Series/Subseries and Numbers

*LC practice/PCC practice:* If parallel titles for series/subseries are being recorded and the numbering also appears in more than one language or script, record each number after the title proper/parallel title to which it relates. If the number appears only once, record it after the title it linguistically matches or after the last title if it matches all, more than one, or none of the titles.

490 1# \$a Veröffentlichungen mittelalterlicher Musikhandschriften ; \$v Nr. 20 =  
\$a Publications of mediaeval musical manuscripts ; \$v no. 20

490 1# \$a Tutkimuksia ; \$v n:o 56 = \$a Undersökningar = \$a Studies

490 1# \$a Carte / Commission géologique du Canada = \$a Map / Geological  
Survey of Canada ; \$v 1665A


## Different Forms of Series Numbering


*LC practice/PCC practice:* If there are different forms of the series numbering within the resource, transcribe (in order of preference):



- a) the form on the same source as the series title proper;
- b) a form that includes a caption;
- c) any form chosen by the cataloger, if a. and b. do not apply.

## Numbering of and within a Specific Activity, Event

*LC practice/PCC practice:* Do not include the numbering of the activity, event, etc., in MARC 490 subfield \$v with the volume numbering relating to the sequencing of the publications from that activity, event, etc. Record the numbering of the activity, event, etc., as part of the series title if it appears as part of the title on the resource; if the numbering of the activity, event, etc., is included in the statement of responsibility for the series on the resource, record it as part of the statement of responsibility if recording that information.

490  1# \$a Atti del XXIV Congresso internazionale di storia dell'arte ; \$v 7

490  1# \$a Mis. doc / 49th Congress, 1st Session, Senate ; \$v no. 82

[Note: The MARC 490  indicators in the examples in this Policy Statement illustrate the PCC option to give an authorized series access point in MARC 8XX fields  .]

[2017-07]


LC-PCC PS FOR RDA 2.12.9.2 

## SOURCES OF INFORMATION

*LC practice/PCC practice:* Apply these guidelines to both main series numbering and subseries numbering:

“Sources within the resource itself” include those with formal statements (such as on a back cover) or informal statements (such as within the text of a preface) of series numbering.

“Sources within the resource itself” do not include pre-publication cataloging data (such as CIP data) in the resource; treat such data as a source outside the resource.

Generally, prefer information about series numbering from other sources outside the resource (such as a publisher website, or inference from the numbering of other analytics in the series) over information from CIP data. Enclose series numbering taken from outside the resource (including that from CIP data) in square brackets. If considered important for identification, explain in a note the source of the series numbering or any numbering irregularities (see [RDA 2.17.11](#)  ).

490 0# \$a Methods in molecular biology, \$x 1940-1626 ; \$v [volume 919]

500 ## \$a Series numbering supplied by cataloger based on other volumes in the series.

[2015-07]

LC-PCC PS FOR 2.12.10 [RDA](#)

## TITLE PROPER OF SUBSERIES

### Situations Not Representing Subseries

*LC practice/PCC practice:* If the two titles present on the resource in addition to the analyzable title of the manifestation fall into either category described below, do not apply [RDA 2.12.10 RDA](#) –[2.12.17 RDA](#) for subseries.

- a) If the two titles represent different modes of issuance (e.g., one title represents a multipart monograph and the other represents a serial), consider each title to be a separate series.
- b) If the two titles represent two multipart monographs, see [RDA 6.27.2 RDA](#) to determine if the two titles are to be treated as separate series or as a single series.

[2012-09]

LC-PCC PS FOR 2.12.10.2 [RDA](#)

## SOURCES OF INFORMATION

### Sources

*LC practice/PCC practice:* For main series and subseries, use a source that has both titles (see [RDA 2.3.1.7 RDA](#)).

### Series Statement Present Only in Cataloging Data

*LC practice/PCC practice:* If the series statement appears only in pre-publication cataloging data (foreign or domestic) in the item, do not transcribe this information as a series statement.

### Series Statement Not Present in Resource During the CIP Process

*LC practice:* If the series statement appears only on the CIP data sheet or the ECIP data view at galley stage, do not transcribe this information as a series statement; do not contact CIP staff or the publisher.

[2010-02]

[LC-PCC PS FOR 2.12.16](#) RDA

## ISSN OF SUBSERIES

CORE ELEMENT FOR LC/PCC

[2012-05]

[LC-PCC PS FOR 2.12.16.3](#) RDA

## OPTION

*LC practice/PCC practice for Optional omission:* Do not omit the ISSN of the main series if the ISSN of the subseries is given.

[2015-01]

[LC-PCC PS FOR 2.12.17](#) RDA

## NUMBERING WITHIN SUBSERIES

*LC practice/PCC practice:* See Policy Statement 2.12.9 LC-PCC PS for information about numbering.

[2012-09]

[LC-PCC PS FOR 2.13](#) RDA

## MODE OF ISSUANCE

CORE ELEMENT FOR LC/PCC

[2012-07]

[LC-PCC PS FOR 2.13.1.3](#) RDA

## RECORDING MODES OF ISSUANCE

*LC practice/PCC practice:* Use MARC bibliographic Leader/07 (Bibliographic level)  values, as shown below, to record RDA Mode of issuance:

single unit = m  
 multipart monograph = m  
 serial = s  
 integrating resource = i

[2012-04]

### LC-PCC PS FOR 2.14 RDA

## FREQUENCY

### CORE ELEMENT FOR LC/PCC

Frequency is a core element for LC/PCC for **serials** if the current frequency is known. For CONSER, only MARC field 310  (current frequency) is required. For U.S. ISSN Center, both MARC field 310  and 008/18-19 are required. For **rare serials**, also record former frequency if known (see DCRM(S) 7B1.2 ).

[2015-01]

### LC-PCC PS FOR 2.15 RDA

## IDENTIFIER FOR MANIFESTATION

*PCC practice for Core element:* For **rare notated music**, record publisher and plate numbers. For **rare audio**, record issue numbers.

[2017-03]

### LC-PCC PS FOR 2.15.1.5 RDA

## OPTION

*LC practice/PCC practice for Optional addition:* When adding a part to a multipart monograph description, always give the identifier for the part. Optionally, add identifiers for any parts of a multipart monograph or serial.

[2012-07]

LC-PCC PS FOR 2.15.1.5 RDA

## ALTERNATIVE



*LC practice/PCC practice for Alternative:* Do not give a span; give each identifier.

[2012-09]

LC-PCC PS FOR 2.15.1.7 RDA

## QUALIFICATION

*LC practice:* When transcribing multiple ISBNs, transcribe first the number that is applicable to the manifestation being described; transcribe other numbers in the order presented, with appropriate qualification to distinguish.

Record ISBNs in \$z (Canceled/invalid) of MARC field 020  if they clearly represent a different manifestation from the resource being cataloged and would require a separate record (e.g., an ISBN for the large print version, e-book, or teacher's manual on the record for a regular trade publication). If separate records would not be made (e.g., most cases where ISBNs are given for both the hardback and paperback simultaneously), or in cases of doubt, record the ISBNs in \$a (International Standard Book Number) of MARC field 020 .

[2012-09]

LC-PCC PS FOR 2.15.3.3 RDA

## PLATE NUMBER FOR NOTATED MUSIC

*LC practice/PCC practice:* Use cataloger's judgement about whether to record a number corresponding to the numbering of the pages or plates as part of the plate number for notated music.

[2017-03]

LC-PCC PS FOR 2.16 RDA

## PREFERRED CITATION

CORE ELEMENT FOR PCC

Preferred citation is a core element for PCC for **archival resources**.

[2015-01]

LC-PCC PS FOR 2.17 RDA

## NOTE ON MANIFESTATION

### CORE ELEMENT FOR LC

Note on manifestation is a core element for LC for Note on title (See [Policy Statement 2.17.2](#) **LC-PCC PS**) and Note on issue, part, or iteration used as the basis for identification of the manifestation (See [Policy Statement 2.17.13](#) **LC-PCC PS**), when applicable.

[2017-01]

LC-PCC PS FOR 2.17.2 RDA

## NOTE ON TITLE

### CORE ELEMENT FOR LC/PCC

Note on title is a core element for LC/PCC for the source from which a title was taken, where applicable. Always give this note in MARC field 588  for **online resources** (see PCC Provider-Neutral E-Resource MARC Record Guide: P-N/RDA Version  for full explanation) and in a CONSER Standard Record. Always give this note for **rare graphics**.

[2015-01]

LC-PCC PS FOR 2.17.2.3 RDA

## OPTION

*LC practice/PCC practice for Optional omission:* Do not omit the note.

[2014-02]

LC-PCC PS FOR 2.17.2.4 RDA

# TITLE VARIATIONS, INACCURACIES, AND DELETIONS

## Electronic Serials That Don't Retain Earlier Titles

*LC practice/PCC practice:* If an electronic serial is reformatted so that all evidence of the earlier title is removed, give the earlier title in a 247 field  . Give a 547 field  explaining that the earlier title no longer appears in the serial.

existing record

245  00 \$a Legal medicine open file

same record updated

245  00 \$a Legal medicine

247  11 \$a Legal medicine open file

547  ## \$a Issues published from 1992-1996 with the title Legal medicine open file have been reformatted with the new title: Legal medicine.

[2014-02]

LC-PCC PS FOR 2.17.3 RDA

# NOTE ON STATEMENT OF RESPONSIBILITY

CORE ELEMENT FOR PCC

Note on statement of responsibility is a core element for PCC for **rare atlases**, **rare books**, and **rare music** if the title and statement of responsibility have been transposed from their presentation in the source. Make a note indicating the transposition.

[2016-07]



LC-PCC PS FOR 2.17.4.5.1 RDA

## MULTIPART MONOGRAPHS

*LC practice:* If the individual volumes of a multipart monograph with varying editions are not being analyzed, specify in a note the various edition statements on the bibliographic record for the set.

500  ## \$a Volume 3: 2nd edition.

A set originally covered by one record for all volumes may eventually come to include more than one edition of one or more volumes. This may then cause a variance either with the edition statement of the record or with a specific note for edition statements made under the immediately preceding instructions. When this occurs, replace the specific note with a general note, e.g:

500  ## \$a Includes various editions of some volumes.

500  ## \$a Kept up to date by replacement editions.

[2014-02]

LC-PCC PS FOR 2.17.4.5.3 RDA

## INTEGRATING RESOURCES

## Updating Loose-leafs

*LC practice/PCC practice:* For a gradual replacement edition, make a note about the new edition statement.

250  ## \$a Second edition.

500  ## \$a Updated to Second edition, January 2010.

[2014-02]

[LC-PCC PS FOR 2.17.6.4](#) RDA

## CHANGE IN PRODUCTION STATEMENT


See Policy Statement for 2.7.1.5 **LC-PCC PS** for additional information on making notes.


[2015-09]


[LC-PCC PS FOR 2.17.7](#) RDA


## NOTE ON PUBLICATION STATEMENT

*LC practice/PCC practice:* If a date of release or transmittal is found on the resource and it is considered important for identification, record it in a note if it has not been recorded elsewhere in the bibliographic description (e.g., in the edition statement). Include the month and day, if present.

250  ## \$a Version 1.0, Release Aug. '96.

500  ## \$a "May 1979"

500  ## \$a "May 1, 1979"

500  ## \$a "Issued May 1979"

[2014-02]

[LC-PCC PS FOR 2.17.7.5](#) RDA

## CHANGE IN PUBLICATION STATEMENT

See Policy Statement for 2.8.1.5 **LC-PCC PS** for additional information on making notes.

[2015-09]

[LC-PCC PS FOR 2.17.8.4](#) [RDA](#)

## CHANGE IN DISTRIBUTION STATEMENT

See Policy Statement for 2.9.1.5 [LC-PCC PS](#) for additional information on making notes.

[2015-09]

[LC-PCC PS FOR 2.17.9.4](#) [RDA](#)

## CHANGE IN MANUFACTURE STATEMENT

See Policy Statement for 2.10.1.5 [LC-PCC PS](#) for additional information on making notes.

[2015-09]

[LC-PCC PS FOR 2.17.13](#) [RDA](#)

## NOTE ON ISSUE, PART, OR ITERATION USED AS THE BASIS FOR IDENTIFICATION OF MANIFESTATION

### CORE ELEMENT FOR LC/PCC

Note on issue, part, or iteration used as the basis for identification of manifestation is a core element for LC/PCC, when applicable. Always give this note in a CONSER Standard Record, in records for online resources and, when applicable, in records for multipart monographs.

*LC practice/PCC practice:* In a CONSER Standard Record, give separate notes for the earliest and the latest issue or part consulted. Use "Description based on:" to introduce the note relating to the earliest issue consulted, even if the first issue is in hand. Use "Latest issue consulted:" to introduce the note relating to the latest issue consulted, even if the last issue is in hand. For **rare serials**, transcribe the numbering for the issue, part, or iteration used as the basis for identification in the same order as in the numbering area, and with the appropriate prescribed punctuation (see DCRM(S) 7B21.1 [☑](#) , 7B21.2 [☑](#) ).

[2017-03]

LC-PCC PS FOR 2.17.13.3 [RDA](#)

## ISSUE OR PART USED AS THE BASIS FOR THE IDENTIFICATION OF A MULTIPART MONOGRAPH OR SERIAL

### Multipart Monographs

*LC practice/PCC practice:* If a description is not based on the first released issue or part and the first part is subsequently received, remove the "Description based on" note and modify the description as needed.

When cataloging an issue or part that is earlier than the issue/part listed in the "Description based on" note but not the first issue/part (e.g., description based on volume 3 and volume 2 is now being cataloged), compare the bibliographic data elements on that issue/part to the description in the record. If there is a difference, modify the description as needed, give notes and access points as needed for information from the later issue/part, and change the information in the "Description based on" note.

[2014-02]

LC-PCC PS FOR 2.18 [RDA](#)

## CUSTODIAL HISTORY OF ITEM

CORE ELEMENT FOR PCC

Custodial history of item is a core element for PCC for **archival materials**; additional guidance may be found in DACS 5.1 [☑](#).

[2015-01]

LC-PCC PS FOR 2.19 [RDA](#)

## IMMEDIATE SOURCE OF ACQUISITION OF ITEM

CORE ELEMENT FOR PCC

Immediate source of acquisition of item is a core element for PCC for **archival materials**; additional guidance may be found in DACS 5.2 [☑](#).

[2015-01]