

Entering Bibliographic Metadata into Spreadsheets for Load to Aleph – Monographs

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1. Scope

Bibliographic metadata can be added directly into Aleph using the Catalogue Editor or loaded into Aleph from other sources, e.g. records from suppliers, data held in offline documents such as Excel spreadsheets. The process is managed by the Collection Metadata Systems team.

This document describes the process for preparing spreadsheets for migrating data into Aleph via Excel. This process should be used by colleagues who do not have the necessary cataloguing or Aleph training.

The instructions below set out the process for inputting bibliographic metadata into spreadsheets, either directly from resources or indirectly from catalogue cards or printed catalogues.

This document gives guidance for monographs only. It does not cover multiparts or monograph-in-series. Please contact Collection Metadata Systems for advice concerning these and other categories of material (e.g. serials, maps).

For any queries concerning this process please contact
metadatasystems@bl.uk

2. Instructions

2.1. General guidance

British Library catalogue records are created in accordance with Resource Description and Access (RDA) rules and coded in MARC21 format (Machine-Readable Cataloging), in which bibliographic information is broken down into separate fields. These fields are represented by columns in the spreadsheet (e.g. Title, Author). Each row in the spreadsheet represents a separate resource.

2.1.1. Using the spreadsheet

- The spreadsheet template will open as read-only. Save it with a filename that can be clearly identified: include a category and name of creator
- Please ensure that spreadsheet entries do not have an existing Aleph record. If the intention is to improve a poor-quality record then this would require dealing with as a separate project
- Do not use the same spreadsheet to enter data from both cards and original items, keep on separate spreadsheets
- Do not use the same spreadsheet for material from different collections (e.g. India Office items, "Or." shelfmarks) Rules for entering data in each field vary: in some cases you must transcribe information exactly as given, in others you will record information according to a prescribed format
- Guidance is given in the sections below for each field. The section headings match those in the spreadsheet. The section headings include reference to the related MARC field for internal use
- All columns should be filled in unless there is no relevant information, e.g. no subtitle, no edition statement
- Do not add punctuation unless advised otherwise
- Some data elements are mandatory – these are coloured red in the spreadsheet and are indicated in the relevant section headings below
- Abbreviated guidance is provided in notes for each column in the spreadsheet. To access this, hover the mouse over the column header (see below)

A	B	C	D
Shelfmark	Cc	Guidance: If the resource or card has a shelfmark transcribe it exactly as given, including upper and lower-case letters and any punctuation and spaces	la

If you encounter problems which require more detailed advice, please consult the relevant curator or cataloguer.

2.1.2. Non-Roman scripts

Inclusion of information in the original script is strongly recommended. When transliterating non-Roman scripts refer to the Library of Congress Romanization Tables:

<http://www.lcweb.loc.gov/catdir/cpsr/roman.html>
<http://www.loc.gov/catdir/cpsr/romanization/nonslav.pdf>

Some of the more common scripts, along with Roman and non-Roman diacritics can be entered using the Aleph floating keyboard. See the instructions in the separate document **Using the Aleph Floating Keyboard**.

2.1.3. Quality checking

Your manager is responsible for checking your work and should be consulted early in the process to ensure that any problems are identified quickly. You must also send an initial copy of your spreadsheet containing 10-20 items to Collection Metadata Systems, who will give feedback on any issues arising.

Once the spreadsheet is filled in and has been approved by your manager, send it to metadatasystems@bl.uk

2.2. Sources of information

If entering information from the resource use the title page as the preferred source of information. If the resource lacks a title page use (in order of preference):

- cover or jacket issued with the resource
- caption
- masthead
- colophon.

2.3. Shelfmark [852]

If the resource or card has a shelfmark transcribe it exactly as given, including upper and lower-case letters and any punctuation and spaces.

If a resource does not have a shelfmark then assign a temporary one. These should be unique and clearly identifiable. Choose a prefix based on your initials and the batch of work, followed by a cumulative number (e.g. MECASIA.2016.001, MECASIA.2016.002 etc.). Add this number to the column and to a slip inside the resource, so the item can be matched to its bibliographic record afterwards.

2.4. Country [008/15-17]

Enter the country of publication using the code as listed at http://www.loc.gov/marc/countries/countries_name.html

For specific parts of the United Kingdom enter **enk** for England, **stk** for Scotland etc. but for other countries do not use specific states, provinces etc.

If a country cannot be established enter **xx**.

Examples

Canada = **xxc**

Québec = **xxc**

Wales = **wlk** [*i.e. not xxk for United Kingdom*]

2.5. Language [008/35-37]

2.5.1. General guidance

Enter the main language of the resource using the code as listed at http://www.loc.gov/marc/languages/language_name.html

Examples

Afrikaans = **afr**

Chinese = **chi**

2.5.2. Multiple languages [041]

If there is more than one language, enter all additional language codes separated by a comma with no space.

2.5.3. Language note [546\$a]

If the item contains text in more than one language, enter a note on languages used in the resource.

Examples

In Hungarian; summaries in English and French

Includes abstracts in English and Russian

Parallel Chinese text and English translation

2.5.4. Script note [546\$b]

Add a note about the original script(s) if this would be important to the user.

Examples

Cyrillic and Arabic script

Manchu script

2.6. ISBN [020]

Record the ISBN if present, omitting any hyphens or spaces, e.g. 0552675873, not 0-552-67587-3.

If there is more than one ISBN, enter the one that identifies the item in hand: e.g. if the hardback and paperback ISBNs are provided, if ISBNs for multiple volume numbers are provided.

2.7.1. General guidance

- Boolean AND, NOT, OR commands may be used
- Multiple terms are treated as an AND query
- Question mark (?) wildcards may be used to represent a single character.
- Asterisk (*) wildcards may be used to represent any number of characters at the beginning, end, or middle of a term
- Search results are sorted by relevancy to your search.

The name found on the Library of Congress site may be presented differently on the resource, e.g. Smith, J. Craig (Jon Craig), 1956-, not J. Craig Smith. Study the notes in the authority record, e.g. the other titles the author has written, to confirm that the author is the correct one for the resource/card.

[illegible]

Mark Ellison

4. If the name is not found on the Library of Congress site enter the romanised form of the name given on the title page/card beginning with the surname/family name (if appropriate), followed by a comma and a space, then give all forenames separated by gaps.

Enter only one author in this field. If others are given enter them in both the Statement of Responsibility and Additional personal name columns (see sections 2.19 and 2.40).

If entering data from a card or slip record the name given at the top left corner. Do not include any brackets. If the surname is given in all upper-case letters, enter it with an initial capital followed by lower case, e.g. Jones, not JONES.

2.7.2. Forename or surname [100 indicator 1]

Select from the drop-down box to indicate either that the name begins with a forename (e.g. Aung San Suu Kyi) or a surname (e.g. Heller, Joseph). For people known by a single name (e.g. Banksy) select forename unless they are known by just their surname (e.g. Morrissey).

2.7.3. Relationship to resource [100\$e]

Select the appropriate designation for the person named in the Personal author field from the drop-down list provided (e.g. author, cartographer, composer). If an appropriate designation is not listed then leave this column blank.

2.7.4. Authorised name

If the Personal author name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.8. Personal author in original script [880\$6100]

If the Personal author was recorded in a romanised version, record the original script here beginning with the surname/family name (if appropriate), followed by a comma and a space, then give all forenames separated by gaps. If the original script is Roman, leave this column blank.

2.9. Corporate author in romanised form [110]

2.9.1. General guidance

If the author of the resource is a corporate body (i.e. an association, society etc.) search for the body's name at <http://id.loc.gov/> and follow the instructions in section 2.7.

Record either a Personal author in romanised form (section 2.7) OR a Corporate author in romanised form (section 2.9) OR a Meeting name in romanised form (section 2.11). Do not use more than one of these.

Please note, the name found on the Library of Congress site may be presented differently on the resource, e.g. Royal Society for the Prevention of Cruelty to Animals, not RSPCA.

If the body's name is not found on the Library of Congress site record the romanised form of the name on the title page.

Enter only one body in this field. If others are given enter them in both the Statement of Responsibility and Additional corporate name columns (see sections 2.19 and 2.42).

If entering data from a card or slip record the body's name given at the top left corner. Do not include any brackets.

2.9.2. Jurisdiction name or direct order [110 indicator 1]

Select from the drop-down box to indicate either that the name is structured as a jurisdiction name (e.g. Australia. Department of Defence. Army Office) or is entered in direct order (e.g. Malaysian Society for Microbiology).

2.9.3. Relationship to resource [110\$e]

Select the appropriate designation for the body named in the Corporate author field from the drop-down list provided (e.g. author, compiler). If an appropriate designation is not listed then leave this column blank.

2.9.4. Authorised name

If the Corporate author name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.10. Corporate author in original script [880\$6110]

If the Corporate author was recorded in a romanised version, record the original script of the name as given on the title page/card. If the original script is Roman, leave this column blank.

2.11. Meeting name in romanised form [111]

2.11.1. General guidance

If the author of the resource is a conference, congress, symposium etc. search for the meeting's name at <http://id.loc.gov/> and follow the instructions in section 2.7.

Record either a Personal author in romanised form (section 2.7) OR a Corporate author in romanised form (section 2.9) OR a Meeting name in romanised form (section 2.11). Do not use more than one of these.

2.11.2. Relationship to resource [111\$e]

Select the appropriate designation for the conference etc. named in the Meeting name field from the drop-down list provided (e.g. author, compiler). If an appropriate designation is not listed then leave this column blank.

2.11.3. Authorised name

If the Meeting name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.12. Meeting name in original script [880\$6111]

If the Meeting name was recorded in a romanised version, record the original script of the name as given on the title page/card. If the original script is Roman, leave this column blank.

2.13. Title in romanised form [245\$a] (mandatory)

2.13.1. General guidance

Transcribe the title, capitalising only the first letter and any proper nouns, e.g. *A child's Christmas in Wales* (rules vary according to language conventions).

If working from catalogue cards, enter any descriptive information which is clearly not on the item itself in the Notes column (see section 2.38).

Include only the principal title as given on the title page, adding subsequent text in the section as indicated below:

- For a remainder of the title (i.e. *Madagascar wildlife : a visitor's guide*) see section 2.15
- For a parallel title (i.e. *Historical review on ancient dams = Revue historique des anciens barrages*) see section 2.17
- For a statement of responsibility (i.e. *Bleak house by Charles Dickens*) see section 2.19

2.13.2. Non-filing characters [245 indicator 2]

If the title begins with a symbol or an initial article enter the number of characters **plus one** for any following space.

Examples

*Entering Bibliographic Metadata into
Spreadsheets for Load to Aleph
October 2016*

A passage to India = 2
Les misérables = 4
¿Quién dijo no? = 1

2.14. Title in original script [880\$6245]

2.14.1. General guidance

If the Title was recorded in a romanised version, record the original script here following the same rules as in section 2.13.

2.14.2. Non-filing characters [880\$6245 indicator 2]

If the title begins with a symbol or an initial article enter the number of characters **plus one** for any following space.

2.15. Remainder of title in romanised form [245\$b]

If there is a subtitle, transcribe it in this column.

Example

Twelfth night : **a user's guide**

But note that alternative titles, e.g. ***Twelfth night, or What you will*** all belong in the main title.

2.16. Remainder of title in original script [880\$6245\$b]

If the Remainder of title was recorded in a romanised form, record the original script here following the same rules as in section 2.15. If the original script is Roman, leave this column blank.

2.17. Parallel title in romanised form [245\$b]

Transcribe a parallel title in this column. If there is more than one, add subsequent titles separated by " = ".

Example

Jahrbuch der Europäischen Gesellschaft für theologische Forschung von Frauen
= **Yearbook of the European Society of Women in Theological Research**
= **Annuaire de l'Association européenne des femmes pour la recherche théologique**

2.18. Parallel title in original script [880\$6245\$b]

If the Parallel title was recorded in a romanised version, record the original script here following the same rules as in section 2.17. If the original script is Roman, leave this column blank.

2.19. Statement of responsibility in romanised form [245\$c]

Transcribe the statement as given, including any text such as "written by..." or "edited by..."

Example

The practical encyclopedia of manga : learn to draw manga step by step with over 1000 illustrations / **Tim Seelig, Yishan Li and Rik Nicol**

If an illustrator, author of foreword, or other contributor is deemed important then these can be added, preceded by " ; ".

Example

Mr Nodd's ark / **by John Yeoman ; illustrated by Quentin Blake**

A name may be spelled slightly differently from its authorised version as found on the Library of Congress site, and may differ from the name as given at the top left of the entry on a card.

A lengthy statement may be abridged by the omission of irrelevant information.

2.20. Statement of responsibility in original script [880\$6245\$c]

If the Statement of responsibility was recorded in a romanised version, record the original script here following the same rules as in section 2.19. If the original script is Roman, leave this column blank.

2.21. Other title in romanised form [246\$a]

If the title on the cover, spine, or anywhere else in the resource or on the card differs from that given on the title page, transcribe it here. Omit any initial articles.

Example

Main title: Chartbook of federal programs on aging

Spine title: **Chartbook on aging**

2.22. Other title in original script [880\$6246]

If the Other title was recorded in a romanised version, record the original script here following the same rules as in section 2.21. If the original script is Roman, leave this column blank.

2.23. Edition in romanised form [250]

Transcribe any edition statement exactly as it appears.

Examples

3rd edition

Second revised edition

2.24. Edition in original script [880\$6250]

If the Edition was recorded in a romanised form, record the original script here following the same rules as in section 2.23. If the original script is Roman, leave this column blank.

2.25. Place of publication in romanised form [264\$a]

Transcribe the place of publication as it appears in the source. If more than one place is given, only the first is required.

If a place is not given but can be ascertained from a source within or outside the resource (e.g. from accompanying material, or from a published description of the resource) record this place in square brackets. Information which is considered “probable” should be recorded in square brackets, with the addition of a question mark.

It is acceptable to enter a country name if nothing more precise can be established. If a place of publication cannot be determined, enter [**Place of publication not identified**].

Examples

München
New York, NY
Boston Spa, West Yorkshire
[Great Britain]
[France?]

If the given place of publication name is more widely known by another name, transcribe the former as the place of publication and the latter as a note (see section 2.38).

Example

Krungthep [place of publication], Published in Bangkok [note].

2.26. Place of publication in original script [880\$6264]

If the Place of publication was recorded in a romanised version, record the original script here following the same rules as in section 2.25. If the original script is Roman, leave this column blank.

2.27. Publisher in romanised form [264\$b]

Transcribe the publisher's name as it appears in the source.

If a publisher's name is not given but can be ascertained from a source within or outside the resource (e.g. from accompanying material, from a published description of the resource) record this name in square brackets.

Do not enter a "probable" name. If a publisher's name cannot be determined, enter **[publisher not identified]**.

Examples

Prion Books Ltd

Emerald Group Publishing Limited

[Royal Society of Edinburgh]

2.28. Publisher in original script [880\$6264]

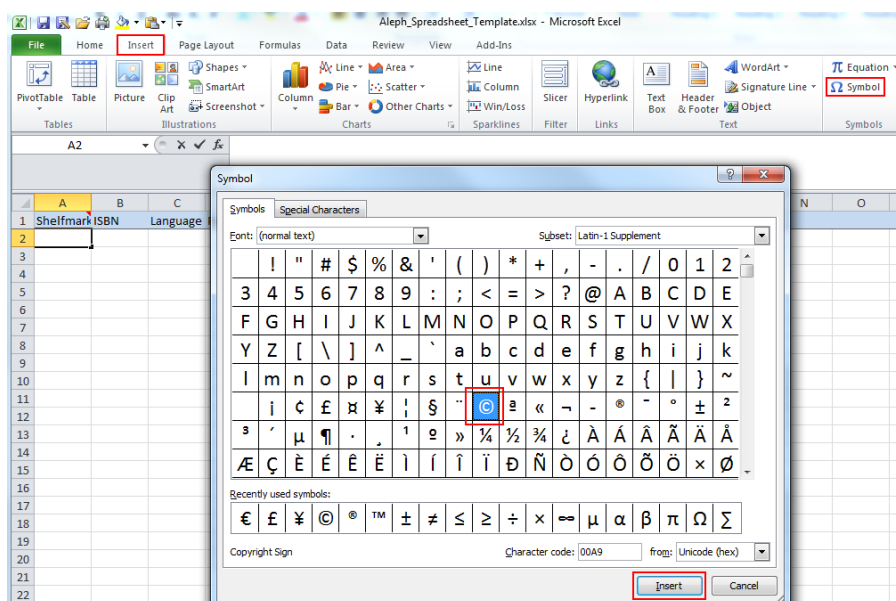
If the Publisher name was recorded in a romanised form, record the original script here following the same rules as given in section 2.27. If the original script is Roman, leave this column blank.

2.29. Date of publication [264\$c] (mandatory)

Transcribe the date as given, unless expressed as words (i.e. '1980', not 'Nineteen eighty'). Do not convert Roman numbers to Arabic.

If the date of publication appears on the resource in the Gregorian/Julian calendar and another calendar (e.g. Buddhist-Era Thai), enter only the Gregorian/Julian date. If only a non-Gregorian/Julian date is given enter this, followed by the equivalent Gregorian/Julian date in square brackets.

If the only date that can be established is the copyright date then precede the date with the copyright symbol © and no gap. Click the cell in which you want to insert the symbol, then on the 'Insert' tab click 'Symbol'. Scroll up or down to find and select the ©, then click 'Insert' and 'Close' (see below).



If a date is not given but can be ascertained from a source within or outside the resource (e.g. from accompanying material, from a published description of the resource) include this date in square brackets. If an approximate date can be established enter it, followed by a question mark, in square brackets. A broader span or description can be entered. Do not begin the text with a capital letter.

Examples

1967

©2013

Minguo 28 [1939]

[2001]

[between 1902 and 1905]

[1984?]

[not before 2005]

[not after May 1997]

[between 1899 and 1901?]

2.30. Normalised date of publication [008/7-10]

If a precise date in Arabic numerals (e.g. 2010) was given in section 2.29 this column can be left blank. If the date was given in Roman numerals or was in brackets, supply a four-digit Arabic number with any uncertain digits given as 'u'.

Examples

Minguo 28 [1939] = **1939**

[2001] = **2001**

[1984?] = **1984**

[between 1902 and 1905] = **190u**

[not before 2005] = **20uu**

[not after May 1997] = **19uu**

[between 1899 and 1901?] = **1uuu**

[between 1999 and 2000?] = **uuuu**

2.31. Pages [300\$a]

Record the number of pages. If cataloguing from a card do not use abbreviations if found: use the term "pages" instead of "p." or "pp."

Note any different sequences, such as separately numbered introduction, plates and leaves.

Examples

xvii, 323 pages

24 pages, 15 pages of plates

Count any unnumbered pages, unless there are too many to reasonably count, in which case give an approximate number.

Examples

54 unnumbered pages

Approximately 200 pages

If entering data from a catalogue card where the pagination includes square brackets, do not record the brackets but do record the number in the brackets with the phrase "unnumbered" or "unnumbered pages" as appropriate.

Examples

Card says: [4], 87 p.

Record as: **4 unnumbered, 87 pages**

Card says: [945] pp.

Record as: **945 unnumbered pages**

2.32. Illustrative content [300\$b]

Record any illustrative content found in the resource or noted on the card. Do not capitalise.

If cataloguing from a card do not use abbreviations if found: use the term "illustrations" instead of "ill.", "colour" instead of "col."

Add details about colour in parenthesis. If a catalogue card does not say "col.", assume the illustrations are in black and white.

If a map is present in the resource/specified on the card, identify it as such. Portraits, music and other specific types of illustration should all be referred to as "illustrations".

If more than one type of illustration is found then separate with a comma and a space.

Examples

illustrations (black and white)
illustrations (colour), maps (black and white)
2 maps

2.33. Size [300\$c]

If you have the item in hand, measure its height in centimetres. Round up the height to the nearest centimetre. If the height is less than 10 centimetres, record it in millimetres.

If the width is either less than half the height or greater than the height, record height x width.

Add a space between the number and metric symbol, but do not end with a full stop.

Examples

30 cm
75 mm
20 × 8 cm [*i.e. item's height is more than twice its width*]
20 × 32 cm [*i.e. item's width is greater than its height*]

If you are entering information from a catalogue card you may find abbreviations that will need to be expanded.

- fo or 2^o should be expanded to **folio**
- 4to or 4^o should be expanded to **quarto**
- 8vo or 8^o should be expanded to **octavo**.

2.34. Content type [336\$a]

2.34.1. General guidance

Select the appropriate term for the content from the drop-down list provided (e.g. text).

2.34.2. Second content type [336\$a]

Select the appropriate term for the content from the drop-down list provided (e.g. still image). Please note: 'still image' is used only when describing a resource such as a comic, not when an item is mostly text with occasional illustrations.

2.35. Series title in romanised form [490]

Transcribe any series title in romanised form, capitalising only the first letter and any proper nouns.

Example

Cambridge studies in Russian literature

2.36. Series title in original script [880\$6490]

If the Series title was recorded in a romanised form, give the original here following the same rules as in section 2.35. If the original script is Roman, leave this column blank.

2.37. Number in series [490\$v]

Transcribe any series numbering, including any designation as given (e.g. 'vol. 5', 'number 6' etc.)

Example

Cass series in political violence ; **vol 4**

2.38. Notes [500]

Enter here any information which is not specifically part of the title, such as a description of the work which is clearly on a card but not on the actual item. If the information on a card is in square brackets it is not necessary to include these. Change double quotes to single quotes.

Add a note if:

- The item is damaged in some way – torn or missing pages, ink spillages, book coming away from binding.

Example

Imperfect: wanting pages 99-100

- It is stated in the item that it is part of a limited edition

Example

Number 20 of a limited edition of 200

- The item is part of a donation by someone who can be identified by name

Example

Formerly owned by G. Stephen of Stirling

- There is any handwriting within the item, including annotations within the text, signatures, dedications etc. on the title page/preliminaries.

Example

Contains manuscript annotations by former owner

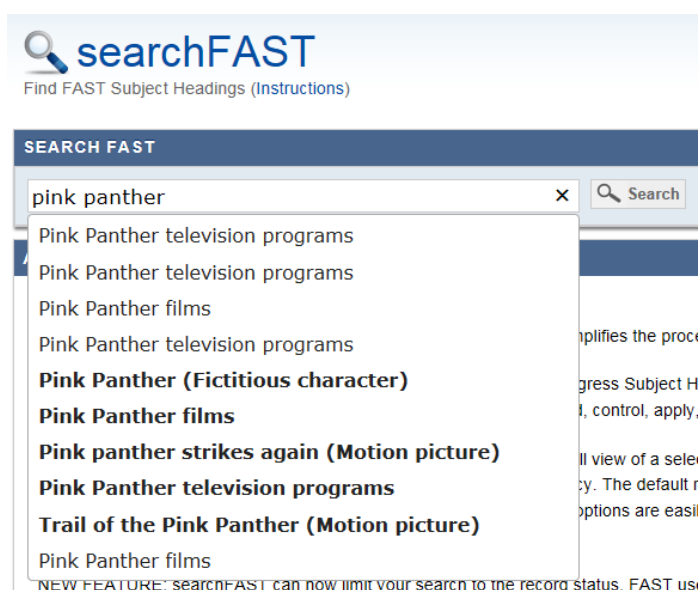
If more than one note is needed, separate with a full stop and a space.

Any comments not intended to be included in the catalogue record, i.e. questions or notes for the attention of BL colleagues, should be added to Comments (see section 2.46)

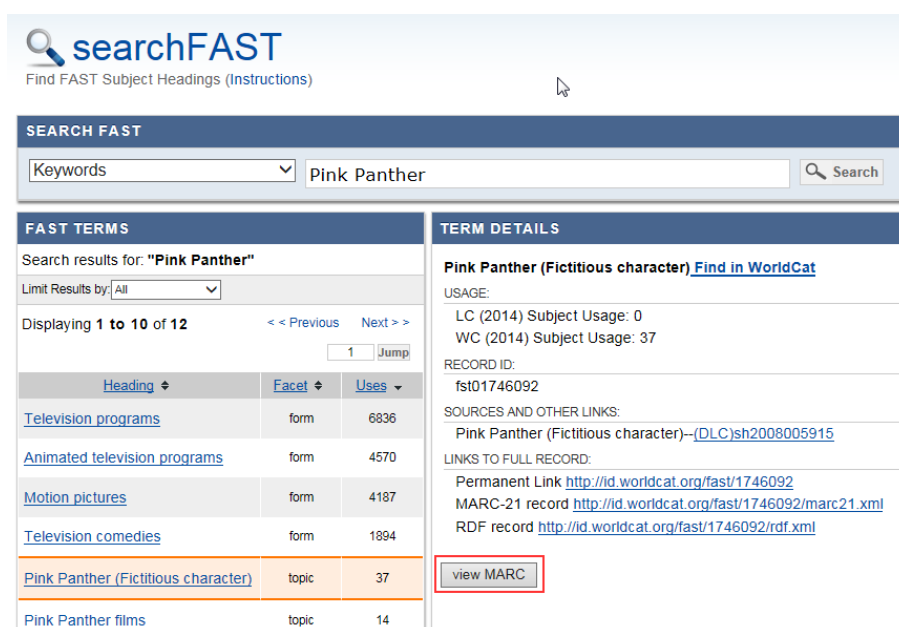
2.39. Subject [6xx]

2.39.1. General guidance

1. Search for subject headings at <http://fast.oclc.org/searchfast/>.



2. You may be able to identify the necessary heading through the autocomplete facility (see above). Approved headings are in bold text. A non-bold line will connect to the approved version. Click on the appropriate heading, which will then display in the search results section. Otherwise click 'search' and select a heading from the resulting list.



3. Click the 'view MARC' button (see screenshot above).

TERM DETAILS

Pink Panther (Fictitious character) [Find in WorldCat](#)

MARC format to cut and paste entry

Delimiter selection ☐ \$ Dollar sign ☐ ‡ Double Dagger ☒ ‡ Double-barred Pipe

650 7 ‡aPink Panther (Fictitious character)+2fast#0(OCOLC)fst01746092

LDR 00000nz a2200037n 45 0

4. Copy the whole heading by dragging the cursor over the line displayed in bold (see above) then pressing CTRL+C or right-clicking on the mouse and selecting 'Copy', then paste it into the cell (either press CTRL+V or right-click and select 'Paste').

There are eight categories of subject:

- Personal name, e.g. **Trollope, Anthony, 1815-1882** [600]
- Corporate name, e.g. **University of Cambridge** [610]
- Event, e.g. **Derby (Horse race)** [611]
- Title, e.g. **Gone with the wind (Motion picture : 1939)** [630]
- Time period, e.g. **1900-1999** [648]
- Topics, e.g. **Mountaineering** [650]
- Geographic name, e.g. **India--Gujarat** [651]
- Form/Genre, e.g. **Diaries** [655]

For a biography of Charles Mingus you would select:

- **Mingus, Charles, 1922-1979** [*Personal name*]
- **Jazz musicians** [*Topic*]
- **Biography** [*Form/Genre*]

5. Enter only the first subject in this column. For further guidance see the separate document **FAST: Documentation on Using Headings for Resource Description with Spreadsheets**.

Provision is made in the spreadsheet for up to five subjects. If more are needed, please contact metadata.systems@bl.uk.

2.39.2. Second subject

Add a second subject by following the steps in section 2.39.1.

2.39.3. Third subject

Add a third subject by following the steps in section 2.39.1.

2.39.4. Fourth subject

Add a fourth subject by following the steps in section 2.39.1.

2.39.5. Fifth subject

Add a fifth subject by following the steps in section 2.39.1.

2.40. Additional personal name in romanised form [700]

2.40.1. General guidance

Enter an additional personal name to that of the main author in this column applying the same rules as those for a main personal name (see section 2.7). These may be co-authors, editors, translators, illustrators (if important), etc.

2.40.2. Forename or surname [700 indicator 1]

Select from the drop-down box following the same guidance as in section 2.7.2.

2.40.3. Relationship to resource [700\$e]

Select the appropriate designation for the person named from the drop-down list provided (e.g. editor). If an appropriate designation is not listed then leave this column blank.

2.40.4. Authorised name

If the name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.40.5. Second additional personal name in romanised form [700]

Enter a second additional personal name following the same guidance as in section 2.40.1.

2.40.6. Forename or surname [700 indicator 1]

Select from the drop-down box following the same guidance as in section 2.7.2.

2.40.7. Relationship to resource [700\$e]

Select the appropriate designation following the same guidance as in section 2.40.3.

2.40.8. Authorised name

If the name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.40.9. Third additional personal name in romanised form [700]

Enter a third additional personal name following the same guidance as in section 2.40.1. Do not add any further names if present.

2.40.10. Forename or surname [700 indicator 1]

Select from the drop-down box following the same guidance as in section 2.7.2.

2.40.11. Relationship to resource [700\$e]

Select the appropriate designation following the same guidance as in section 2.40.3.

2.40.12. Authorised name

If the name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.41. Additional personal name in original script [880\$6700]

2.41.1. General guidance

If an additional personal name was recorded in a romanised form, record the original script here following the rules as given in section 2.40.1. If the original script is Roman, leave this column blank.

2.41.2. Second additional personal name in original script

If a second additional personal name was recorded in a romanised form, record the original script here following the rules as given in section 2.40.1. If the original script is Roman, leave this column blank.

2.41.3. Third additional personal name in original script

If a third additional personal name was recorded in a romanised form, record the original script here following the rules as given in section 2.40.1. If the original script is Roman, leave this column blank.

2.42. Additional corporate name in romanised form [710]

2.42.1. General guidance

Enter an additional corporate name to that of the main author in this column applying the same rules as those for a main corporate name (see section 2.9). These may be co-authors, issuing bodies, etc.

2.42.2. Jurisdiction name or direct order [710 indicator 1]

Select from the drop-down box following the same guidance as in section 2.9.2.

2.42.3. Relationship to resource [710\$e]

Select the appropriate designation for the body named from the drop-down list provided (e.g. issuing body). If an appropriate designation is not listed then leave this column blank.

2.42.4. Authorised name

If the name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.42.5. Second additional corporate name in romanised form [710]

Enter a second additional corporate name following the same guidance as in section 2.42.1.

2.42.6. Jurisdiction name or direct order [710 indicator 1]

Select from the drop-down box following the same guidance as in section 2.9.2.

2.42.7. Relationship to resource [710\$e]

Select the appropriate designation following the same guidance as in section 2.42.3.

2.42.8. Authorised name

If the name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.42.9. Third additional corporate name in romanised form [710]

Enter a third additional corporate name following the same guidance as in section 2.42.1. Do not add any further names if present.

2.42.10. Jurisdiction name or direct order [710 indicator 1]

Select from the drop-down box following the same guidance as in section 2.9.2.

2.42.11. Relationship to resource [710\$e]

Select the appropriate designation following the same guidance as in section 2.42.3.

2.42.12. Authorised name

If the name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.43. Additional corporate name in original script [880\$6710]

2.43.1. General guidance

If an additional corporate name was recorded in a romanised form, record the original script here following the rules as given in section 2.42.1. If the original script is Roman, leave this column blank.

2.43.2. Second additional corporate name in original script

If a second additional corporate name was recorded in a romanised form, record the original script here following the rules as given in section 2.42.1. If the original script is Roman, leave this column blank.

2.43.3. Third additional corporate name in original script

If a third additional corporate name was recorded in a romanised form, record the original script here following the rules as given in section 2.42.1. If the original script is Roman, leave this column blank.

2.44. Additional meeting name in romanised form [711]

2.44.1. General guidance

Enter an additional meeting name to that of the main author in this column applying the same rules as those for a main meeting name (see section 2.11). These may be co-authors, issuing bodies, etc.

2.44.2. Relationship to resource [711\$e]

Select the appropriate designation for the meeting named from the drop-down list provided (e.g. issuing body). If an appropriate designation is not listed then leave this column blank.

2.44.3. Authorised name

If the name was found on the Library of Congress site select 'Yes' from the drop-down box. If not found, select 'No'.

2.45. Additional meeting name in original script [880\$6711]

If an additional meeting name was recorded in a romanised form, record the original script here following the rules as given in section 2.44.1. If the original script is Roman, leave this column blank.

2.46. Comments

Please add any comments not intended to be included in the catalogue record, i.e. questions or notes for the attention of BL colleagues.