

Descriptive Cataloging of Rare Materials (RDA edition)

The image shows the front cover of a book. The cover is divided into two vertical panels. The left panel is dark blue and contains the title and publisher information in white text. The right panel is a solid light gray. The title is centered in the blue panel and reads 'DESCRIPTIVE CATALOGING OF RARE MATERIALS' in a large, white, serif font, followed by 'RDA EDITION' in a slightly smaller, white, serif font. At the bottom of the blue panel, the publisher's name 'RBMS Bibliographic Standards Committee' is printed in a smaller, white, serif font.

DESCRIPTIVE
CATALOGING
OF
RARE
MATERIALS
RDA EDITION

RBMS Bibliographic
Standards Committee

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Preface

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

DCRMR is an RDA-compliant manual aligned with the RDA element set. When completed, DCRMR will be an integrated and consolidated manual, which will include instructions for rare materials in multiple formats (e.g., music, serials). Currently, DCRMR allows for RDA-compliant rare book cataloging.

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Current Status

Minimum viable product containing book instructions. For BSC review only.

History of the revision process

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

2011-2012 DCRM-RDA Task Force presented key recommendations

2012-2014 DCRM(B) for RDA Revision Group

2014-2017 Descriptive Cataloging of Rare Materials Task Force

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

2018-2019 RBMS Policy Statements Editorial Group

Contents:

Background

Changes from DCRM(B)

Future work

Acknowledgments

Background

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

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

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

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

language version of the 3R Toolkit. However, the substantial changes to the Toolkit meant that the draft policy statements could not be used in their current form, leading to a change in direction. Following ALA Annual in 2019, a decision was made to rewrite the DCRM suite as a single RDA-compliant integrating resource and write lightweight policy statements to link from the Toolkit to the revised DCRM. To reflect this change in scope, the RBMS Policy Statements Editorial Group was renamed the RBMS RDA Editorial Group. In February 2020, the new manual was officially named DCRMR.

Changes from DCRM(B)

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

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

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

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

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

Future work

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

Due to coordination with other organizations, notably the PCC, certain sections are being skipped for now, including Precataloging Decisions, MARC 21 Descriptive Conventions Source Codes, Collection-Level Records, Core-Level Records, and Minimal-Level Records. The Glossary is still in development and will be incorporated in a future release.

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

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Elizabeth Hobart
Editor, RBMS RDA Editorial Group

Introduction

I.01.1 Scope and purpose

I.01.11 Descriptive Cataloging of Rare Materials

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

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

I.01.12.1 When completed, DCRM will provide guidelines and instructions for descriptive cataloging of rare materials in all formats. The initial release includes only instructions for descriptive cataloging of rare books, that is, printed textual monographs receiving special treatment within a repository. Additional formats will be added as the RBMS RDA Editorial Group completes writing guidelines. DCRM may be used for resources of any age or type of production. DCRM is informed by long-standing practice in describing rare materials, as embodied in the DCRM suite of manuals. When creating RDA descriptions, use DCRM. The DCRM manuals are still appropriate for descriptions based on AACR2.

I.01.13 Need for special instructions

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

I.01.14 Scope of application

I.01.14.1 DCRM is especially appropriate for the description of printed resources produced before the introduction of machine printing in the nineteenth century, for item-level description of manuscripts, and for description of graphic materials collected for the purpose of detailed study. However, it may be used to describe any resource, including machine-press publications, artists’ books, private press books, and other contemporary manifestations. Rare materials are those for which an agency chooses to provide a more detailed description. The treatment may be applied for any reason, including, but not limited to, age, rarity, fragility, enduring value, or importance as part of a collection. These instructions may be applied categorically based on date or place of publication (e.g., all

British and North American imprints published before 1831), or may be applied selectively, according to the administrative policy of the institution, which may choose to catalog some or all of its holdings at a more detailed level of description than that provided for in RDA.

I.01.15 Application within the metadata description

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

I.01.2 Relationship to other standards

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

I.01.21.1 DCRM is a revision of the *Descriptive Cataloging of Rare Materials* suite (DCRM) based on RDA and informed by the Library of Congress/Program for Cooperative Cataloging Policy Statements (LC-PCC PS). DCRM deviates in substance from RDA and LC-PCC PS only when required by the particular descriptive needs of rare materials. In matters of style, presentation, wording, and arrangement, DCRM follows its own conventions.

I.01.21.2 DCRM builds upon RDA data elements and guidelines. Refer to RDA for guidance and instructions on matters of description not covered in DCRM. The relevant sections of RDA must be consulted for instructions governing name and title access points. DCRM is independent of the LC-PCC Policy Statements and does not assume application of LC-PCC PS.

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

I.01.22 Metadata encoding standards

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

I.01.3 Objectives and principles

I.01.3.1 The instructions contained in DCRM are formulated according to the objectives and principles set forth below. These objectives and principles seek to articulate the purpose and nature of specialized cataloging instructions for rare materials. They are informed by long-accepted concepts in bibliographic scholarship and cataloging, as well as by more recent theoretical works, namely the International Federation of Library

Associations and Institutions' (IFLA) *Functional Requirements for Bibliographic Records* (FRBR) and *Library Reference Model* (LRM), and Elaine Svenonius's *The Intellectual Foundation of Information Organization*. As such, the objectives and principles are also in conformity with the IFLA *Statement of International Cataloguing Principles*. They assume familiarity with the LRM entities (work, expression, manifestation, item, etc.) as well as bibliographic terms used to differentiate among textual variants (edition, issue, impression, and state). It is hoped that these objectives and principles will provide catalogers, and administrators of cataloging operations, with a better understanding of the underlying rationale for DCRMR instructions.

I.01.31 Functional objectives of DCRMR

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

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

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

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

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

I.01.312.2 Additionally, users of special collections resources are typically interested in drawing finer distinctions among variants within manifestations than are users of other resources, including not simply between editions and issues but between variant impressions and states; many also need to distinguish between copies at the item level.

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

I.01.313.1 Users of special collections resources frequently perform identification and selection tasks under circumstances that require the description to stand as a detailed

surrogate for the item (e.g., consultation from a distance, limited access due to the fragile condition of the item, inability to physically browse collections housed in restricted areas, etc.). Accuracy of descriptive representation increases subsequent efficiency for both users and collection managers. The same accuracy contributes to the long-term preservation of the materials themselves, by reducing unnecessary circulation and examination of materials that do not precisely meet users' requirements.

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

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

I.01.32 Principles of DCRMR construction

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

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

I.01.321.1 This principle derives from the general principle of user convenience and has implications for all elements of the bibliographic description. The principle relates to objective 2 stated above.

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

I.01.322.1 This principle derives from the general principles of representation (with its related subprinciple of accuracy) and of standardization. Precise representation is of particular relevance in those elements that require transcription (title and statement of responsibility, edition, publication, distribution, manufacture, and series), but should not be ignored in physical description and notes. The general principles of representation and standardization stand in greater tension with each other when cataloging rare materials. Faithfulness to both principles may require descriptive and annotative treatment necessarily exceeding the norms (and at times the vocabulary) established as sufficient for the description of general materials. The principle relates to objectives 3 and 4 stated above.

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

I.01.323.1 This principle derives from the general principle of sufficiency and necessity (with its related subprinciple of significance). Application of the principle requires that

instructions for rare materials cataloging provide additional guidance on access points, particularly in cases where such information is not integral to the manifestation, expression, or work described. Instructions for item-specific information appearing in notes may recommend standard forms for presentation of information (addressing the general principle of user convenience and its related subprinciple of common usage). Application of such instructions presumes both a user's need for such information and a cataloger's ability to properly describe such aspects. The principle relates to objective 1 stated above.

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

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

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

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

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

I.01.325.3. The structure and numbering of DCRM are new. Since the revised Toolkit does not present elements in any given order, DCRM introduces order based generally on ISBD, but grouping notes with the element they describe (e.g., Note on title has been added to the Title chapter) and adding a chapter for statement of responsibility.

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

I.01.326.1 This principle relates to general principles of standardization and user convenience (with the latter's subprinciple of common usage). Records created according to DCRM/AACR2 and DCRM/RDA will co-exist in catalogs. Therefore, changes to DCRM cataloging practices were introduced only after careful consideration of the value or necessity of such changes. Although DCRM instructions are compatible with the RDA Toolkit, the text is an update to the instructions in the DCRM manuals rather than directly

modeled on RDA. This is a departure from past practice; in DCRM, when an existing AACR2 rule satisfied the requirements of cataloging rare materials, DCRM text was modeled on AACR2 text, using carefully considered alternative wording only in cases where the language of AACR2 was not precise enough.

I.01.4 Options

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

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

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

I.01.5 Language preferences

I.01.5.1 DCRM is written for an English-speaking context. Cataloging agencies preparing descriptions in the context of a different language should replace instructions and guidelines prescribing or implying the use of English with counterparts in their preferred language (see 5.21.32.1-5.21.323.1, 5.21.35.1-5.21.385.4, 5.26.32.1-5.26.323.1, 5.26.35.1-5.26.381.4, 5.31.32.1-5.31.323.1, 5.31.35.1-5.31.385.4, Physical description, and Additional notes).

I.01.55 Spelling and style

I.01.55.1 DCRM uses the most recent edition of *Merriam-Webster’s Collegiate Dictionary* as its authority in matters of spelling and the most recent edition of the *Chicago Manual of Style* as its authority in matters of style.

I.01.6 Acronyms

Abbreviation Used for

3R Project RDA Toolkit Restructure and Redesign Project

AACR2 *Anglo-American Cataloguing Rules*, second edition

BDRB	Bibliographic Description of Rare Books
BIBCO	Monographic Bibliographic Record Program of the PCC
BIBFRAME	Bibliographic Framework Initiative
BSC	Bibliographic Standards Committee, Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association
BSR	BIBCO Standard Record
CC:DA	Committee on Cataloging: Description and Access, Association for Library Collections and Technical Services, American Library Association
CONSER	Cooperative Online Serials Program
CSR	CONSER Standard Record
DCRB	Descriptive Cataloging of Rare Books
DCRM	Descriptive Cataloging of Rare Materials
DCRM(B)	Descriptive Cataloging of Rare Materials (Books)
DCRM(C)	Descriptive Cataloging of Rare Materials (Cartographic)
DCRM(G)	Descriptive Cataloging of Rare Materials (Graphics)
DCRM(M)	Descriptive Cataloging of Rare Materials (Music)
DCRM(MSS)	Descriptive Cataloging of Rare Materials (Manuscripts)
DCRMR	Descriptive Cataloging of Rare Materials (RDA Edition)
DCRM(S)	Descriptive Cataloging of Rare Materials (Serials)
IFLA	International Federation of Library Associations and Institutions
ISBD	International Standard Bibliographic Description
FRBR	Functional Requirements for Bibliographic Records
LC	Library of Congress
LC-PCC PS	Library of Congress and Program for Cooperative Cataloging Policy Statements
LCRI	Library of Congress Rule Interpretations
LRM	Library Reference Model

MARC	MAchine Readable Cataloging
PCC	Program for Cooperative Cataloging
RBMS	Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association
RBMS PS	RBMS Policy Statements
RDA	RDA: Resource Description and Access
RSC	RDA Steering Committee

I.01.7 Examples and notes

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

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

I.01.8 Integrity of the copy

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

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

original printing may end up on the exemplar of a later manifestation, and so on. When considering whether to transcribe information that appears only on a dust jacket, consider that the dust jacket was issued with the resource, unless there is reason to suspect otherwise.

I.01.9 Precataloging decisions

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

Kind regards,

The RBMS RDA Editorial Group

0 — General rules

0.1 — Data provenance

0.2 — Prescribed punctuation

0.3 — Language and script of the description

0.4 — Transcription

0.1 — Data provenance

0.1.1 Recording a content standard

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

Note: At this time, a descriptive conventions code has not yet been approved for DCRM.

0.1.2 Basis of the description

0.1.21 General rule

0.1.21.1 Base the description on the item in hand.

0.1.22 Imperfect exemplars of a manifestation

0.1.22.1 If describing an exemplar of a manifestation known to be imperfect, and details of a perfect (or more perfect) exemplar can be determined, base the description on the perfect exemplar. Do not use square brackets to record information present in the perfect exemplar but absent in the imperfect exemplar. Details of a perfect (or more perfect) exemplar may be determined by examining additional items, by examining facsimiles of perfect copies, or by referring to reliable descriptions in other sources. As appropriate, cite the source used for the description (see Note on title, 1.29.31 and Manifestation described in, 9.32.31). Make a local note describing the imperfection of the item in hand (see Modification of item, 9.41.3.2).

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

Example:

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

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

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

0.1.22.4 **Resources for which the concept of perfect exemplar does not apply.** If describing resources for which the concept of perfect exemplar does not apply, describe the imperfect resource as it is. Such resources include unpublished items, such as manuscript maps and original works of art, as well as unique books or unique assemblages of published items, such as composite atlases. Use the mark of omission enclosed in square brackets to

indicate lacunae as needed (see 0.4.63.1). Make a Note on manifestation describing the imperfection of the resource in hand (see 9.3.37.1).

0.1.3 Preferred source of information

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

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

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

0.1.31.2 Treat facing pages or pages on successive leaves in different languages or scripts as a single source of information.

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

Example:

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

Note on manifestation: Title, edition statement, and imprint taken from printed wrapper (Title page reads: Poetry of animated nature illustrated. In a series of numbers.

Philadelphia: Published by Robert A. Smith, 1846)

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

0.1.32 Single-sheet manifestations

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

58. the whole sheet, recto and verso, including any permanently affixed labels issued with the resource
59. an original container or case issued with the resource (e.g., a portfolio, cover, or envelope)

0.1.33 Multipart monographs

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

0.1.34 No title page, title sheet, or title card

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

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

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

Hereafter in these instructions, “title page” means “title page or title page substitute.”

0.1.35 More than one preferred source of information

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

- **Preferred sources of information for the reproduction and the original**
If the manifestation is a facsimile or reproduction of an original manifestation and the manifestation contains a preferred source of information for the reproduction as well as a preferred source of information for the original, then use the source for the reproduction as the preferred source.
- **Preferred sources of information with different dates**
If a manifestation is not a multipart monograph or serial and the manifestation contains preferred sources of information with different dates, then use the source with the later or latest date.

- **Preferred sources of information in letterpress and non-letterpress**
If the manifestation contains one preferred source that is in letterpress and one that is not (e.g., engraved), use the source that is in letterpress.
- **Preferred sources of information in different languages or scripts**
If the manifestation contains preferred sources in more than one language or script, use as the preferred source (in this order of preference):
 1. the source in the language or script that corresponds to the language or script of the content of the resource
 2. the source in the language or script that corresponds to the predominant language or script of the content of the resource
 3. the source in the language or script of translation, if the resource contains the same work in more than one language or script and translation is known to be the purpose of the resource
 4. the source in the original language or script of the content, if the resource contains the same content in more than one language or script and the original language or script can be identified
 5. the first occurring of the sources
 6. the source in the language or script preferred by the agency preparing the description, if the resource is formatted
- **Order of sources of information**
If two title pages face one another, choose the one on the recto of its leaf. If two or more title pages follow one another, choose the first one.

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

0.1.5 Sources of information

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

Elements	Sources of Information
Title	Title page
Statement of responsibility	Title page
Edition	Title page, other preliminaries, colophon, dust

	jacket
Production, publication, distribution, and manufacture	Title page, other preliminaries, colophon, dust jacket
Physical description	The whole manifestation
Series	Series title page, monograph title page, cover, dust jacket, rest of manifestation
Notes	Any source
Identifier	Any source

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

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

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

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

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

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

Example:

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

Note on title: Title from Bartsch

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

0.1.7.3 *Optionally, if* consulting a potential source other than the manifestation being described *and* the potential source does not provide additional information, make a note to indicate that additional information was not found in the source.

0.2 — Prescribed punctuation

0.2.01 General rule

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

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

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

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

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

0.2.01.5 Precede each element, other than the first and statement of responsibility, by a period-space-dash-space (. --) unless the element begins a new paragraph.

0.2.1 Title

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

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

0.2.2 Statement of responsibility

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

0.2.3 Edition

0.2.3.1 Precede the edition statement by a period-space-dash-space. Precede a statement relating to a named revision of an edition by a comma. Precede the first statement of

responsibility following an edition statement by a diagonal slash. Precede each subsequent statement of responsibility by a semicolon.

0.2.5 Production, publication, distribution, manufacture

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

0.2.5.2 Enclose manufacture statements within parentheses. Precede a second or subsequently named place of manufacture by a semicolon, unless a linking word or phrase is given in the resource. Precede the name of the first manufacturer by a colon. Precede the name of a second and any subsequent name by a colon, unless a linking word or phrase is given in the resource. Precede the date of manufacture by a comma.

0.2.6 Physical description

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

0.2.8 Series

0.2.8.1 Enclose each series statement in parentheses. Precede each parallel title by an equals sign. Precede other title information by a colon. Precede the first statement of responsibility by a diagonal slash. Precede each subsequent statement of responsibility by a semicolon. Precede the ISSN of a series or subseries by a comma. Precede the numbering within a series or subseries by a semicolon. Enclose a date following a numeric and/or alphabetic designation in parentheses. Precede the title of a subseries, or the designation for a subseries, by a period. Precede the title of a subseries following a designation for the subseries by a comma.

0.2.9 Notes

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

0.2.95 Identifiers

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



0.3 — Language and script of the description

0.3.1 General rule

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

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

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

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

0.3.1.3 Give interpolations into these elements in the language and script of the other information in the element, except for prescribed interpolations and other cases specified in these instructions (e.g., 2.21.335.2, 5.21.325.2, 5.21.33.2, 5.22.34.2). If the other information in the element is romanized, give interpolations according to the same romanization.

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

0.3.2 Romanization

0.3.2.1 If it is not feasible to transcribe an element in the script used on the manifestation, romanize the text according to the ALA-LC Romanization Tables. Do not enclose the romanized text within square brackets. Always make a note on Details of script to indicate that the romanized text appears in nonroman script (see 9.245.3.2).

Example:

Source: ΔΙΟΝΥΣΙΟΥ ΟΙΚΟΥΜΕΝΗΣ περίγησις

Transcription: Dionysiou oikoumenēs periēgēsis

Note on title: Title in Greek script

Example:

Source: Hendecasyllabōn

Transcription: Hendecasyllabōn

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

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

Example:

Note on manifestation: Romanization supplied by cataloger

0.4 — Transcription

0.4.01 Transcribed elements

Chapter 1: Title

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

Chapter 2: Statement of responsibility

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

Chapter 3: Edition

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

Chapter 5: Production, publication, distribution, manufacture

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

Chapter 8: Series

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

0.4.05 General guidelines on transcription

0.4.05.1 Transcribe information in the form and order in which it is presented in the resource, according to these general rules, unless instructed otherwise by specific instructions. Do not use the mark of omission to indicate transposition (see also Order and transposition).

DCRMR normalizes punctuation and capitalization based on current conventions, with an optional exception in punctuation (see 0.4.31.5). Alternatively, retain original capitalization and punctuation following RDA Toolkit: RDA Guidelines on basic transcription and consistently apply it throughout the resource description.

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

0.4.12 Letters and diacritical marks

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

0.4.12.2 *Optionally*, when converting uppercase to lowercase, add diacritical marks that are not present on the source of information in accordance with the pattern of usage in the text.

0.4.13 Ligatures

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

0.4.14 Symbols, etc.

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

For additional guidance on recording signs and symbols, see the LC-PCC PS for 1.7.5.

Example:

A.J. Garnerin, aeoronaute, inv. du parachute, né à Paris 1769, [death symbol] 1813
(*Source of information reads*: A.J. GARNERIN, AERONAUTE, Inv. du Parachute, Né à Paris 1769 † 1813)

0.4.15 Early letterforms and symbols

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

[Table: See [0.4.15.1, Early letterforms and symbols](#)]

0.4.16 Brevigraphs

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

[Table: see [0.4.16.1. Brevigraphs](#)]

0.4.16.2 Make an explanatory note if necessary.

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

Example:

Sould by Will. Faithorne att [the] sign of [the] Shipp within Temple Bar
(*Source of information reads*: Sould by Will. Faithorne att [Image: [th]e] Sign of [Image: [th]e] Shipp within Temple Bar)

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

0.4.17 Rebuses

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

Make an explanatory note.

Example:

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

0.4.2 Capitalization and conversion of case

0.4.21 General rule

0.4.21.1 Convert letters to uppercase or lowercase according to the guidelines for RDA Toolkit: Capitalization, with the following exceptions.

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

0.4.22 Roman numerals

0.4.22.1 Do not convert case when transcribing roman numerals.

See also Punctuation within roman numerals (0.4.34.1).

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

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

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

Example:

Title proper: Les oeuvres morales de Plutarque

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

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

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

0.4.23.2 If the pattern of usage cannot be determined within a reasonable amount of time, use this conversion table as a solution of last resort.

Converting uppercase letterforms

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

Converting lowercase letterforms

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

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

0.4.23.4 If the manifestation uses a gothic typeface that does not distinguish between the letters i/j or the letters u/v, transcribe the letters as i and v respectively.

0.4.24 Final capital “I” in Latin

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

Example:

M. ACCI PLAUTI QVAE SUPERSUNT COMOEDIAE

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

Example:

VALERI ANDREAE DESSELI I.C. BIBLIOTHECA BELGICA

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

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

0.4.25 Chronograms

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

Example:

IpsO anno tertIo saeCVLarI typographlae DIVIno aVXILIo a gerManIs InVentae

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

- For Date of publication, see 5.23.31.2
- For Date of distribution, see 5.28.31.2
- For Date of manufacture, see 5.33.352.2

0.4.3 Punctuation

0.4.31 General rule

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

Example:

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

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

Example:

A musical entertainment perform'd on November XXII, 1683

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

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

Example:

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

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

0.4.31.3 Omit or add punctuation as needed for clarity.

Example:

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

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

0.4.31.4 **Alternative rule.** Transcribe all punctuation as it appears on the source, with the exception of those marks covered in the following sub-instructions:

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

Example:

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

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

Example:

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

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

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

0.4.32 Apostrophes

0.4.32.1 Transcribe apostrophes as found.

Example:

Uncle Wiggly's story book

0.4.32.2 Do not supply apostrophes not present in the source.

Example:

Scotlands speech to her sons

0.4.33 Hyphens

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

Example:

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

Example:

A night-club map of Harlem

0.4.33.2 Do not supply hyphens not present in the source.

Example:

Report of the Boston Female Anti Slavery Society

Example:

Black and white photographs in Jury Assembly Room, first floor of U.S. Courthouse, Orlando, Florida

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

0.4.34 Punctuation within roman numerals

0.4.34.1 Retain internal marks of punctuation appearing within roman numerals.

Example:

M.DCC.LXXXIV

0.4.35 Ellipses

0.4.35.1 Omit ellipses when present in the source.

Example:

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

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

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

Example:

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

Note on title: Ellipses in title appear on the source

0.4.355 Square brackets

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

Example:

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

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

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

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

Date of publication: MDCCLXXV

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

(*Source of information reads*: [MDCCLXXV])

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

0.4.36 Virgules

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

0.4.37 Line endings

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

Example:

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

(*Source of information reads (showing line endings)*:

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

Do not supply marks of punctuation to indicate line breaks.

0.4.38 Punctuation substituting for letters

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

Example:

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

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

Example:

Map illustrating the explorations of Pundit A- K- in Great Tibet, 1879-1882

(*Source of information reads: Map illustrating the explorations of Pundit A__ K__ in Great Tibet, 1879-1882*)

0.4.38.2 Transcribe asterisks as asterisks.

Example:

par Mr. B**

Example:

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

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

Example:

Title proper: Clara H-d

Note on title: Clara H-d is Clara Hayward

(*Source of information reads: Clara H____d*)

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

0.4.385 Punctuation indicating an abbreviation

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

Example:

Printed & sold by J. Preston

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

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

Example:

Ie. recueil nouveaux

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

0.4.39 Quotation marks

0.4.39.1 Retain quotation marks that indicate dialogue.

Example:

“Miss, I have a monstrous crow to pluck with you!!”

0.4.4 Spacing

0.4.42 Spacing within words and numbers

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

Example:

Graecae grammatices

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

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

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

Example:

De laudibus urbis Etruriae et Italiae

(*Source of information reads (showing line endings):*

DE LAVDI

BVS VRBIS ETRVRIAE

ET ITALIAE)

Example:

Catalogus vniuersalis pro nundinis Francofurtensibus vernalibus de anno ...

(*Source of information reads (showing line endings):*

CATALOGVS VNI-

VERSALIS PRO NVN -

DINIS FRANCOFVRTENSI-

bus vernalibus de anno ...)

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

Example:

M.D.CC.XLIV

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

Example:

1/12000

(*Source of information reads:* 1/12 000)

0.4.43 Spacing between words

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

Example:

Founding fathers folly day

(*Source of information reads:* Foundingfathersfollyday)

Example:

La morte d'Orfeo

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

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

0.4.44 Variant spellings

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

Example:

At the foot of the trail, Yo Semite Valley

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

Example:

Newhampshire & Vermont almanac

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

0.4.44.2 If the variant or archaic spellings occur in the first five words of the Title proper (the first six words if the title begins with an article), record a Variant title of manifestation for the form of the title with the spacing inserted (see 1.25.353.1).

0.4.45 Initials, etc.

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

Example:

KL Ianuarius habet dies xxxi

Example:

Music sellers to HRH the Prince of Wales

Example:

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

Example:

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

Example:

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

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

Example:

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

Example:

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

Example:

first collected by Chr. Ign. La Trobe

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

Example:

M. J.P. Rabaut

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

Example:

by D.L. M.A.

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

0.4.5 Omissions

0.4.51 General rule

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

Example:

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

Example:

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

0.4.51.2 However, give a space on only one side of the mark of omission if it is preceded by an opening parenthesis or opening square bracket; is followed by a closing parenthesis,

closing square bracket, or comma; or, if using ISBD punctuation, comes at the end of an element.

Example:

Printed for the Widow Swart ..., 1688

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

Example:

Se vend chez Audran aux Deux Piliers d'Or rue St. Jacques ..., [late 17th century] (*Comment:* The mark of omission has a space on only one side because it is at the end of an element)

0.4.51.3 *Exception:* instructions for some elements specify that certain omissions can be indicated by concisely summarizing the omitted text (in square brackets). In such cases, do not record the mark of omission (for example, see Name of publisher, 5.22.34.2).

Example:

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

0.4.52 Information not considered part of any transcribed element

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

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

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

0.4.53 Information not taken from the preferred source of information

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

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

Example:

Designation of edition: The second edition

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

0.4.6 Interpolations

0.4.61 General rule

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

Make an explanatory note if considered important for identification.

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

Example: Multo[rum]

(*Comment:* The word ends with a [Image: [rum]] symbol)

Example:

Spectrographie des rayons [gamma] par diffraction cristalline

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

Example:

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

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

0.4.62 Conjectural and indecipherable text

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

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

Example:

Amico[rum?]

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

Example:

Mr. [--ch?], Cornhill

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

Example:

Title proper: Ft. Monroe [Gunnery?]

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

0.4.63 Lacunae in imperfect copies

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

Example:

Place of publication: En Barcelona

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

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

Example:

Title proper: [...] modern minstrels

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

0.4.64 Blank spaces intended for completion

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

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

Example:

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

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

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

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

0.4.65 Blank spaces for initial letters

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

Make an explanatory note.

Example:

Title proper: [M]issae familiares

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

Note on item (optional): Library’s copy: Initial letter executed in red and blue ink

0.4.65.2 If a guide letter has been printed, transcribe it without square brackets. In case of doubt about whether a printed guide letter is present, transcribe the letter without square brackets.

Example:

Title proper: Historiarum libri XXXV

Note on item (optional): Library's copy: Printed guide letter "H" at beginning of title not executed in manuscript

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

0.4.7 Inaccuracies, misprints, etc.

0.4.72 Misprints and unintentional inaccuracies

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

Example:

Of the knowledg [sic] whiche maketh a wise man

Example:

Constitutionalsit [sic]–Extra

Example:

Archivum Eurasiae medii aeivi [that is, aeivi]

Example:

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

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

0.4.72.3 Do not correct words spelled according to older or non-standard orthographic conventions ("françoise" for "française," or "antient" for "ancient").

0.4.72.4 **Alternative rule.** Transcribe the text as it appears on the source without the interpolation. Make a note correcting the misprint or misspelling.

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

0.4.73 Deliberate misspellings

0.4.73.1 Do not correct deliberately misspelled words. If considered important, make an explanatory note.

Example:

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

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

If considered important, record a Variant title of manifestation (see 1.25.3555.1).

0.4.74 Turned and approximated letters

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

Example:

Other title information: sent express to the Queen

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

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

Make an explanatory note if considered important.

[Table: see [0.4.74.2, Forms of W](#)]

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

0.4.8 Other transcription rules

0.4.82 Abbreviations and contractions

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

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

0.4.82.2 Do not expand abbreviations or modern contractions when transcribing. If the abbreviation occurs in the first five words of the Title proper, record a Variant title of manifestation if considered important (see 1.25.3565.1).

0.4.84 Letters or words intended to be read more than once

0.4.84.1 If a letter or word appears only once on the source of information but the layout makes it clear that it is intended to be read more than once, then repeat the letter or word.

Make an explanatory note.

Example:

Title proper: Here comes Santa Claus

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

0.4.86 Superscripts and subscripts

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

Example:

Mr. Jas. McAdam

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

Example:

M. Vdr. Gucht sculp.

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

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

Example:

Caroe. Watson

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

(*Comment:* Engraver is Caroline Watson)

0.4.88 Numbers expressed as numerals or words

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

Example:

Fifty two sermons for every Sunday of the year MDCCXXVII

Example:

LI sermons

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

See the instructions for specific types of dates as follows:

- For Date of publication, see 5.23.31

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

0.4.9 Intra- and inter-element rules

0.4.92 Grammatical inseparability

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

Example:

The posthumous works of Robert Hooke

Example:

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

0.4.94 Order and transposition

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

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

DCRMR calls for information to be transposed to conform to the order above; for example, a statement of responsibility that precedes the title proper on the title page is considered to be transposed when recorded in the Statement of responsibility element. To facilitate

understanding of the presentation of transcribed information as it appears on the resource, DCRM calls for a note indicating the original position of any transposed elements.

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

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

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

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

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

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

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

Example:

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

Note on statement of responsibility: Author's name transposed from head of title
(*Source of information reads*: T. Lucretius Carus Of the nature of things, in six books. Illustrated with proper and useful notes. Adorned with copper-plates, curiously engraved by Guernier and others. In two volumes)

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

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

Example:

Drinking electricity / Tom Raworth

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

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

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

Example:

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

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

1 — Title

1.01.1 Sources of information

1.01.1.1 The Preferred source of information for the title is the title page(s). The preferred source of information for multipart monographs is the title page of the first volume. The preferred source of information for single-sheet manifestations is the whole sheet, recto and verso.

1.01.2 Element order

1.01.2.1 General element order of title and statement of responsibility elements, punctuated and capitalized according to ISBD:

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

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

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

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

1.01.2.3 If there are titles in more than one language or script, but only a single statement of responsibility, transcribe the statement of responsibility after all the title information.

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

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

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

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

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

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

Title 1. Title 2. Title 3

1.01.2.6 If any of these titles lack a matching statement of responsibility, transcribe the information in the order indicated by the sequence on, or by the layout of, the title page.

1.01.3 Form and order of information

1.01.3.1 Transcribe title and Statement of responsibility information in the form and order in which it is presented on the preferred source of information, unless otherwise directed by specific instructions (see Transcription, 0.4.94.05). The Title proper is the first element of the description.

1.01.3.2 Always make a Note on title to indicate the original position on the title page of transposed elements (see 1.29.31.2).

Example:

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

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

Contents:

1.2 — Title of manifestation

1.21 — Title proper

1.215 — Parallel title proper

1.23 — Other title information

1.235 — Parallel other title information

1.25 — Variant title of manifestation

1.27 — Title of item

1.29 — Note on title

1.2 — Title of manifestation

1.2.1 Element information

1.2.1.1 Link to RDA Toolkit

1.2.1.2 Sources of information

1.2.2 RDA definition and scope

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

1.2.3 General rule

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

1.2.31 Title information not appearing on title page

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

Example:

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

Note on title: Running title: The womans lawier

1.2.32 Title access points

1.2.32.1 Title access plays an important role in enabling users to identify and locate special collections materials. Titles may apply to a resource at the work, expression, manifestation, or item level. While some title access will be handled by controlled forms, these instructions cover specific situations commonly encountered by rare materials catalogers, in which the provision of uncontrolled title access points is likely to be useful.

1.2.32.2 Use judgment in determining which forms of title access will be most useful for the resource in hand. In general, do not include access points that duplicate normalized forms of existing title access points (e.g., the title proper, the preferred title, etc.). Take the indexing capabilities of the institution's local system into consideration when determining whether the additional access points are needed.

1.2.32.3 For instructions on providing access points for the Title proper, see 1.21.39.

1.2.32.4 For instructions on providing access points for Parallel titles proper, see 1.215.33.

1.2.32.5 For instructions on providing access points for Variant titles of a manifestation, see 1.25.35.

1.2.32.6 For instructions on providing access points for Titles of item, see 1.27.31.

1.21 — Title proper

1.21.1 Element information

1.21.1.1 [Link to RDA Toolkit](#)

1.21.1.2 Sources of information

1.21.2 RDA definition and scope

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

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

1.21.31 Words considered part of the title proper

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

Example:

Monsieur Bossu's treatise of the epicke poem

Example:

M. Tullii Ciceronis de officiis libri tres

Example:

Walt Disney presents Sleeping Beauty

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

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

Example:

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

Note on title: Title from docket title

1.21.32 Forms of the title proper

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

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

Example:

Here after foloweth a litel boke called Colyn Cloute

(*Comment*: “Colyn Cloute” is the chief title)

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

Example:

The British carpenter, or, A treatise on carpentry

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

Example:

C. Sallustius Crispus

1.21.33 Title proper with grammatically inseparable designation

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

Example:

Thomas Masterson his first[-second] booke of arithmeticke

(*Sources of information read*:

Thomas Masterson his first booke of arithmeticke;

Thomas Masterson his second booke of arithmeticke)

Example:

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

(*Sources of information read*:

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

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

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

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

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

1.21.34 No title

1.21.34.1 If no title can be found in any source, use as the title proper the opening words of the text if these provide a reasonably distinctive title. If the opening words of the text are not suitable, or if the beginning of the text is lacking, devise a brief descriptive title,

preferably in the language and script of the cataloging agency, or supply a title from a reference source; use this devised or supplied title, enclosed in square brackets, as the title proper. Always make a Note on title indicating the source of the title proper (see 1.29.33.1).

Example:

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

Note on title: Title from opening two lines of poem

Example:

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

Note on title: Title devised by cataloger from content

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

Example:

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

Note on title: Title from Barbosa Machado.

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

1.21.35 Title proper with supplementary or section designation or title

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

Example:

Title proper: Faust. Part one.

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

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

1.21.36 Abridgments of the title proper

1.21.36.1 **General rule.** Abridge a long title proper only if it can be done without loss of essential information. Do not omit any of the first five words (the first six words if the title begins with an article). Indicate omissions by the mark of omission.

1.21.36.2 **Alternative title.** If the title proper contains an alternative title, do not omit any of the first five words of the alternative title.

1.21.36.3 Extend the transcription of the title proper through at least the end of the chief title of the resource. Apply this provision even if other words in the title proper precede the

chief title. If the end of the chief title cannot be determined, break off the transcription at the first grammatically acceptable place, but in no event within the first five words of the chief title.

1.21.37 Manifestations without a collective title

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

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

Example:

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

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

Example:

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

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

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

- a) Transcribe the title and Statement of responsibility relating to title proper from the preferred source of information, and name the other expressions(s) in a contents note (see Note on manifestation, 9.3.32)
- b) Make a separate description for each separately titled expression, linking the separate descriptions with “With” notes (see Issued with, 9.34.3.1)
- c) Devise a collective title for the whole manifestation, preferably in the language and script of the cataloging agency, and use this devised title, enclosed in square brackets, as the title proper

Example:

[Acts of Parliament enacted in 1732]

Example:

Title proper: Isidora

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

1.21.38 Single-sheet manifestations

1.21.381 General rule

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

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

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

1.21.382 Title proper of a single-sheet manifestation

1.21.382.1 If there is a word or phrase obviously intended as the Title of manifestation that is not the first line of printing, transcribe it as the entire title proper, omitting information appearing before it on the page without the mark of omission. In general, apply this instruction only when such a title is not integrated grammatically with the rest of the text, is set off typographically, and has as its sole function the naming of the resource as a whole. When such a title is selected, also give in a Note on title at least the first five words of the first line of printing as described above (see 1.29.35.2). In case of doubt as to the selection of the title proper, start the transcription with the first line as described above.

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

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

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

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

1.21.384.1 If a resource printed on a single sheet contains two or more expressions but does not have a collective title, transcribe as the title proper the first title or opening words of the text. Make a formal or informal contents note and include in it the titles of the additional works (see Note on manifestation, 9.3.32). If the sheet is printed on both sides and it is impossible to determine which side should be read first, make a separate metadata description for each side of the sheet, and include a formal "With, on verso [recto]" note in each record (see Issued with, 9.34.3.1).

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

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

1.21.39 Access points for title proper

1.21.39.1 Title access plays an important role in enabling users to identify and locate special collections materials. Provide access for the entire title proper exactly as transcribed, disregarding initial articles as required by filing rules (see Title of manifestation, 1.2.32).

1.21.39.2 For instructions on providing access points for variants of the title proper, see Variant title of manifestation (1.25.35).

1.215 — Parallel title proper

1.215.1 Element information

1.215.1.1 Link to RDA Toolkit

1.215.1.2 Sources of information

1.215.2 RDA definition and scope

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

1.215.31 Order and source of parallel titles proper

1.215.31.1 Transcribe parallel titles proper in the order indicated by their sequence on, or by the layout of, the title page.

Example:

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

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

1.215.31.2 If a title in the original language appears elsewhere in the manifestation than on the title page, transcribe it in a Note on title if considered important (see 1.29.37.1).

1.215.32 Language of parallel titles and relationship to title proper

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

Example:

Title proper: Fables

Parallel title proper: Fabulae

Example:

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

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

Example:

Title proper: The adventures of Red Riding Hood

Other title information: Little Red Riding Hood

1.215.33 Access points for parallel titles proper

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

1.23 — Other title information

1.23.1 Element information

1.23.1.1 Link to RDA Toolkit

1.23.1.2 Sources of information

1.23.2 RDA definition and scope

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

1.23.29 Order and source of other title information

1.23.29.1 Transcribe other title information appearing on the title page in the order indicated by the sequence on, or layout of, the title page.

1.23.29.2 If the other title information precedes the Title proper on the title page, transpose it to its required position unless it is a grammatically inseparable part of the title proper according to one or more of the conditions enumerated in Words considered part of the title proper (see Title proper, 1.21.31). When transposing other title information, do not use the mark of omission. Make a Note on title indicating the transposition (see 1.02.2 and 1.29.38.1).

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

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

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

Example:

Title proper: The English Parliament represented in a vision

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

Example:

Title proper: Neue kurtzweilige teutsche Lieder

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

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

1.23.32.1 If other title information appears following a statement of responsibility, transcribe it as a subsequent Statement of responsibility relating to title proper (see 2.01.3).

1.23.33 Other title information constituting a formal statement of contents

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

Example:

Title proper: The spinning wheel's garland

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

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

1.23.33.2 Distinguish the above situations from those in which titles of other expressions are given equal prominence with the first-named expression in a manifestation (see 1.21.371).

1.23.34 Persons or bodies not explicitly named

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

Example:

Title proper: The folowing of Christ

Other title information: translated out of Latin into Englishe

1.23.35 Statements about illustrations or volumes

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

Example:

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

Other title information: illustrated by sixty engravings

Example:

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

Other title information: in two volumes

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

Example:

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

1.23.36 Phrases about notes, appendices, etc.

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

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

Example:

Statement of responsibility relating to title proper: by Sir William Dugdale knt. garter principal king of arms ; to which is added, a catalogue of the present nobility of Scotland and Ireland, &c.

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

1.23.37 Abridgment of other title information

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

Example:

dissertation theologique et historique ...

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

1.23.38 Other title information with grammatically inseparable elements

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

Example:

Title proper: Constitutiones legitime seu legatine regionis Anglicane

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

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

1.235 — Parallel other title information

1.235.1 Element information

1.235.1.1 Link to RDA Toolkit

1.235.1.2 Sources of information

1.235.2 RDA definition and scope

1.235.2.1 An other title information in another language or script.

1.235.3 General rule

1.235.3.1 Transcribe parallel statements containing other title information in the order indicated by their sequence on, or by the layout of, the title page.

1.25 — Variant title of manifestation

1.25.1 Element information

1.25.1.1 Link to RDA Toolkit

1.25.1.2 Sources of information

1.25.2 RDA definition and scope

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

1.25.3 General rule

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

1.25.35 Access points for variant titles

1.25.35.1 Title access plays an important role in enabling users to identify and locate special collections materials. These instructions are not intended as an exhaustive list of all instances in which uncontrolled title access points may be made for variant titles. Use judgment in determining which forms of access will be most useful for the resource in hand (see 1.2.32).

1.25.35.2 Title access points considered optional are labeled as such.

1.25.351 Title proper in nonroman script (required)

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

Example:

Title proper: 平家 物語

Variant title of manifestation: Heike monogatari

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

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

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

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

Example:

Title proper: Les oeuvres morales de Plutarque

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

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

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

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

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

Example:

Title proper: M. AccI Plauti quae supersunt Comoediae

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

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

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

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

1.25.353 Title proper with inserted spacing (required)

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

Example:

Title proper: La morte d'Orfeo

Variant title of manifestation: Lamorte d'Orfeo

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

1.25.3535 Variant spellings involving spacing (required)

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

Example:

Title proper: Newhampshire & Vermont almanac

Variant title of manifestation: New Hampshire & Vermont almanac

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

1.25.354 Title proper with initials, etc. (optional)

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

1.25.3545 Title proper with an interpolated blank (required)

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

Example:

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

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

1.25.355 Title proper with corrected misprint (required)

1.25.355.1 If any of the first five words in the Title proper (the first six words if the title begins with an article) contains a misprint that has been corrected in the transcription through the insertion of **[that is, ...]**, provide additional title access for the form of Title proper as it appears in the source, without the correction. In addition, provide title access for the form of title as if it had been printed correctly (see 0.4.72.2).

Example:

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

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

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

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

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

Example:

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

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

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

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

1.25.3555 Title proper with non-standard orthography (optional)

1.25.3555.1 If the Title proper contains words spelled according to older or non-standard orthographic conventions, provide additional title access for the title spelled according to modern orthography (see 0.4.72.4).

1.25.356 Title proper with approximated letters (required)

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

Example:

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

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

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

1.25.3565 Title proper with special marks of contraction (optional)

1.25.3565.1 If the Title proper contains a cataloger's expansions of special marks of contraction, provide additional title access for the title as it appears in the manifestation, ignoring the marks of contraction. In addition, provide title access for the transcribed form of the Title proper, but without the square brackets (see 0.4.16 and 0.4.82.2).

Example:

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

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

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

1.25.357 Title proper with preceding elements (optional)

1.25.357.1 If an element appearing before the Title proper has been transposed, provide additional title access for the element or for the title inclusive of the preceding element. If the preceding element has not been transposed, so that the Title proper includes it, provide additional title access for the title without the preceding element (see 1.21.31.1 and 0.4.94).

1.25.3575 Title proper inclusive of an alternative title (optional)

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

1.25.358 Title proper with supplementary or section title (optional)

1.25.358.1 Provide additional title access for a title that is supplementary to, or a section of, another work when both titles, whether or not grammatically separable, are recorded together as the Title proper. If the supplement or section title is a title such as "Supplement"

or “Chapter one,” however, and so is indistinctive and dependent for its meaning on the main title, generally do not provide additional access (see 1.21.35.1).

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

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

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

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

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

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

1.25.3593 Variant and other titles within the manifestation (optional)

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

Example:

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

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

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

1.25.3595 Variant titles of a collection (optional)

1.25.3595.1 Record variant titles by which a collection may be known if they differ substantially from the Title proper and provide useful access points. If most or all of the items in the collection have the same title information and it is considered important, make an added access point for the title.

1.27 — Title of item

1.27.1 Element information

1.27.1.1 Link to RDA Toolkit

1.27.1.2 Sources of information

1.27.2 RDA definition and scope

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

1.27.3 General rule

1.27.3.1 Record titles of an item if considered important.

1.27.31 Access points for item-specific titles

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

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

1.29 — Note on title

1.29.1 Element information

1.29.1.1 Link to RDA Toolkit

1.29.1.2 Sources of information

1.29.2 RDA definition and scope

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

1.29.31 Note on the source of the title proper

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

Example:

Title from caption, page [3]

Example:

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

Note on title: Title from docket title

1.29.31.2 Always make a note to indicate the original position on the title page of transposed elements (see 1.01.3.2).

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

1.29.32 Title proper with grammatically inseparable designation

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

1.29.33 No title

1.29.33.1 Always make a note indicating whether the Title proper is taken from the opening words of the text or has been devised by the cataloger (see Title proper, 1.21.34.1).

1.29.34 Title proper with supplementary or section designation or title

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

1.29.35 Title proper of single-sheet manifestations

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

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

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

1.29.36 Variations in title

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

Example:

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

Example:

Running title: A moral essay upon the soul of man

Example:

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

1.29.36.2 If nonroman text has been transcribed in the Title proper without parallel romanization (e.g., as transcribed from the source), give a romanization of the title proper if considered important.

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

Example:

Brevigraphs in title have been expanded

1.29.36.4 For instructions on providing access points for variants of the Title proper, see Variant title of manifestation, 1.25.35.

1.29.37 Parallel titles

1.29.37.1 Make a note on a title in the original language appearing in the manifestation elsewhere than on the title page if considered important (see Parallel title proper, 1.215.31.2).

1.29.37.2 For instructions on providing access points for parallel titles, see Parallel title proper, 1.215.33.

1.29.38 Other title information

1.29.38.1 Make a note indicating the transposition of Other title information that precedes the Title proper on the title page (see Other title information, 1.23.29.2).

1.29.38.2 For instructions on providing access points for other title information, see Variant title of manifestation, 1.25.35.

1.29.39 Title information not appearing on title page

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

2 — Statement of responsibility

2.01.1 Sources of information

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

2.01.2 Element order

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

2.01.3 Form and order of information

2.01.3.1 Transcribe Title and statement of responsibility information in the form and order in which it is presented on the preferred source of information, as instructed in Transcription.

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

Contents:

2.21 — Statement of responsibility relating to title proper

2.215 — Parallel statement of responsibility relating to title proper

2.29 — Note on statement of responsibility

2.21 — Statement of responsibility relating to title proper

2.21.1 Element information

2.21.1.1 Link to RDA Toolkit

2.21.1.2 Sources of information

2.21.2 RDA definition and scope

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

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

2.21.31 Statements of responsibility on the preferred source of information

2.21.31.1 Transcribe statements of responsibility relating to title proper found on the preferred source of information in the form and order in which they appear, unless instructed otherwise by specific instructions. See Transcription.

Example:

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

Example:

Dauide Edguardo Anglo authore

Example:

written by himself

Example:

by the late Bishop Burnet

Example:

illustrated by D. Maclise, R.A.

2.21.315 Statements of responsibility relating to title proper on other sources

2.21.315.1 If a statement of responsibility relating to title proper appears elsewhere in the manifestation than on the preferred source of information, or is taken from outside the manifestation, always record the statement and its source in a Note on statement of responsibility (see 2.29.31.1).

Example:

Preface signed: Thomas Hopkins

2.21.32 Transposition of statements of responsibility relating to title proper

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

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

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

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

Example:

pro disputatione publica proponebatur praeside Jacobo Fabricio, respondente Johanne Rumbhelt

2.21.33.5 Omission of names in statements of responsibility relating to title proper

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

Example:

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

Example:

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

2.21.33.5.2 *Optionally*, if the responsible persons or bodies named in a single statement are considered too numerous to list exhaustively, all after the third may be omitted. In such cases, after the third person or body, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Do not use a mark of omission.

Example:

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

2.21.34 Two or more statements of responsibility relating to title proper

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

Example:

diligentemente hecho por el noble Rey Don Alonso IX. ; glossado por el egregio doctor Alonso Diaz de Montaluo ; assi mesmo por vn sabio doctor de la Vniuersidad de Salamanca ; adicionado y concordado con las siete partidas, y leyes del Reyno, dando a cada ley la addicion que conuenia

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

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

Example:

by John Dryden, servant to His Majesty

Example:

By the reverend and pious Mr. Richard Baxter

2.21.355 Qualifications in statements of responsibility relating to title proper

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

2.21.36 Ambiguous statements of responsibility relating to title proper

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

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

2.21.365 Variant forms of names

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

2.21.37 Nouns and noun phrases

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

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

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

2.21.375 Persons or bodies not explicitly named

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

Example:

Title proper: The folowing of Christ

Other title information: translated out of Latin into Englishe

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

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

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

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

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

Example:

by Sir William Dugdale knt. Garter Principal King of Arms ; to which is added, a catalogue of the present nobility of Scotland and Ireland, &c.

2.21.385.2 *Optionally*, if the phrases are very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If the phrases are actually titles of other expressions given equal prominence with the title of the first expression, treat as two or more expressions named on the preferred source of information (see Title proper, 1.21.371).

2.21.39 Other statements

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

2.215 — Parallel statement of responsibility relating to title proper

2.215.1 Element information

2.215.1.1 Link to RDA Toolkit

2.215.1.2 Sources of information

2.215.2 RDA definition and scope

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

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

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

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

Example:

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

2.215.31.3 Make a Note on statement of responsibility to indicate the original position on the source of any transposed statements of responsibility (see 2.29.32.2).

2.29 — Note on statement of responsibility

2.29.1 Element information

2.29.1.1 Link to RDA Toolkit

2.29.1.2 Sources of information

2.29.2 RDA definition and scope

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

2.29.31 Statement of responsibility in source other than title page

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

2.29.32 Transposed statements of responsibility

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

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

2.29.33 Attributions

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

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

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

2.29.34 Ambiguous statements of responsibility

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

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

2.29.35 Variant forms of names

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

2.29.36 Other statements

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

3 — Edition

3.01.1 Sources of information

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

3.01.2 Element order

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

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

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

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

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

3.01.2.3 Transcribe the statement of responsibility relating to edition after the designation of edition.

Designation of edition / statement of responsibility relating to edition

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

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

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

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

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

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

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

3.01.3 Form and order of information

3.01.3.1 Transcribe edition information in the form and order in which it is presented on the source of information, unless instructed otherwise by specific instructions.

Contents:

3.21 — Edition statement

3.22 — Designation of edition

3.225 — Parallel designation of edition

3.23 — Statement of responsibility relating to edition

3.235 — Parallel statement of responsibility relating to edition

3.24 — Designation of named revision of edition

3.245 — Parallel designation of named revision of edition

3.25 — Statement of responsibility relating to named revision of edition

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

3.26 — Note on edition statement

3.21 — Edition statement

3.21.1 Element information

3.21.1.1 Link to RDA Toolkit

3.21.1.2 Sources of information

3.21.2 RDA definition and scope

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

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

3.21.3 General rule

3.21.3.1 Transcribe a statement relating to an edition or issue of a manifestation as it appears, unless instructed otherwise by specific instructions. Include any explanatory words or phrases appearing with the edition statement.

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

3.21.31 No edition statement

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

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

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

3.21.32.1 If an edition statement is a grammatically inseparable part of the Title proper, Other title information, Statement of responsibility relating to title proper, or any other transcribed element, then transcribe it as part of the element to which it is integrated or linked and do not repeat it as an edition statement.

Example:

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

Example:

Title proper: Old New York, or, Reminiscences of the past sixty years

Other title information: being an enlarged and revised edition of the anniversary discourse delivered before the New York Historical Society ...

Example:

Statement of responsibility relating to title proper: nunc iterum non mediocri studio atque diligentia a pluribus mendis purgata

3.21.33 Edition statements with grammatically inseparable information

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

Example:

A new edition in two volumes

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

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

Example:

An examination of Dr. Burnet's theory of the earth ... / by J. Keill, The second edition corrected and all the figures (25 in number) engraved on copper plates. To the whole is Annexed A dissertation on the different figures of celestial bodies, &c ... / by Mons. de Maupertuis

3.21.35 Edition statements relating to issues or parts

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

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

3.21.36 Nonce collections

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

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

3.21.37 Edition statements on multipart monographs

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

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

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

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

Example:

Edition statement: The second edition

Edition statement: The first edition

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

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

Example:

Edition statement: The second edition

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

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

- a) Make separate descriptions for each edition. In each description, indicate that the set is imperfect, identifying missing volumes in the Note on extent of item (see 9.43.3.2).

Example:

Edition statement: Second edition

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

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

Example:

Edition statement: Third edition

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

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

- b) Describe the set, basing the description on the first or preponderant edition. Indicate in a Note on manifestation that the description is based on a made-up set (see 9.3.33.1).

Example:

Edition statement: First edition

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

3.22 — Designation of edition

3.22.1 Element information

3.22.1.1 Link to RDA Toolkit

3.22.1.2 Sources of information

3.22.2 RDA definition and scope

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

3.22.3 General rule

3.22.3.1 Transcribe a statement relating to an edition or issue of a resource as it appears, as instructed in Transcription. Include any explanatory words or phrases appearing with the designation of edition.

3.22.31 Words considered part of the designation of edition

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

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

Example:

Newly imprinted

3.22.32 Words such as “impression” or “printing”

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

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

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

Example:

The second impression

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

Example:

Note on item: Third impression of first edition

(*Comment:* Manifestation is from the machine-press era; record as a Note on item if considered important)

3.22.33 Statements relating to a substantially unchanged impression or state

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

3.22.33.2 **Alternative rule.** If a decision has been made to create a separate description for an individual impression, state, or binding variant within a single edition or issue (see Precataloging decisions, I.01.9.1), and the manifestation lacks an edition statement, then transcribe statements containing words such as “impression” or “printing” as a designation of edition. If the manifestation has an edition statement, then transcribe such statements as a Designation of named revision of edition (see 3.24.31.1). Indicate the source of the statement, if other than the preferred source of information, in a Note on edition statement (see 3.26.31.1).

Example:

Third printing January, 1975

3.22.34 Recording designation of edition

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

3.22.35 Designations of edition with special characters or a numeric emphasis

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

Example:

&&& edition

Example:

[alpha chi] edition

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

Example:

3e [édition]

Example:
Second [edition]

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

Example:
Note on item: Library's copy: "Fifth ten thousand"

Example:
Note on item: Library's copy: Number "2" on t.p. indicates 2nd printing

Example:
Note on item: Library's copy: "51st-100th"—T.p. verso

Example:
Note on item: Library's copy: "163-173 Tausend"

Example:
Note on item: Library's copy: Number line on title page verso indicates 3rd printing: "8 7 6 5
4 3 88 89 90 91 92"

Example:
Optional note on item: Library's copy: Publisher's code "B-O" on t.p. verso indicates printed Feb. 1914; see Boutell, H.S. First editions (4th ed., rev. and enl.)

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

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

Supply appropriate words or abbreviations in square brackets, as needed. If the manifestation has a designation of edition, then transcribe such statements as a Designation of named revision of an edition (see 3.24.31.1). Indicate the source of the statement, if other than the preferred source of information, in a Note on edition statement (see 3.26.31.1).

If identification of the substantially unchanged impression is based on a publisher's code or number line or on information found in a reference source, supply an appropriate

statement in square brackets, as needed. Indicate the basis for the statement in a Note on edition statement (see 3.26.31.1).

Example:

Designation of edition: [1st printing]

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

3.22.36 Designations of edition in more than one language or script

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

3.225 — Parallel designation of edition

3.225.1 Element information

3.225.1.1 Link to RDA Toolkit

3.225.1.2 Sources of information

3.225.2 RDA definition and scope

3.225.2.1 A designation of edition in another language or script.

3.225.3 General rule

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

3.225.3.2 Transcribe the remaining statement(s) as Parallel designations of edition.

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

3.23 — Statement of responsibility relating to edition

3.23.1 Element information

3.23.1.1 Link to RDA Toolkit

3.23.1.2 Sources of information

3.23.2 RDA definition and scope

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

3.23.3 General rule

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

Example:

with notes of various authors by Thomas Newton

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

Example:

Designation of edition: The second edition revised and corrected

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

3.23.31 Transposition of statements of responsibility not relating to edition

3.23.31.1 If a statement of responsibility appears after the Designation of edition, transpose it to the Statement of responsibility relating to title proper in all cases except when it clearly applies only to the edition being cataloged. Always make a Note on statement of responsibility to indicate this transposition (see 2.29.32.1).

Example:

An inquiry into the original state and formation of the earth : deduced from facts about the

laws of nature / by John Whitehurst. – The second edition, considerably enlarged, and illustrated with plates

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

(*Comment:* Statement of responsibility applies to all editions)

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

3.23.32 Phrases about notes, appendices, etc.

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

Example:

Editio altera, ab innumeris erroribus emendata / huic editioni accessere Jacobi Bongarsii excerptiones chronologicae ad Justini historias accommodatae

Example:

Corregida y emendada en esta segunda impression / por el padre Iuan de Salas de la Compañia de Iesus, con indices y sumarios copiosissimos de nuevo corregidos

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

Example:

Designation of edition: The fourth edition, corrected in conformity with the rules of H.T. 1834, and the decisions thereon

Example:

Designation of edition: A new edition

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

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

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

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

the statement of responsibility as the statement of responsibility relating to edition (see 3.23.3.1).

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

3.23.33.3 Always make a Note on edition statement to indicate the original position on the source of information of any transposed statements of responsibility (see 3.26.31.2).

3.235 — Parallel statement of responsibility relating to edition

3.235.1 Element information

3.235.1.1 Link to RDA Toolkit

3.235.1.2 Sources of information

3.235.2 RDA definition and scope

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

3.235.3 General rule

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

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

3.235.3.3 Transcribe the remaining statement(s) as parallel statement(s) of responsibility relating to edition.

Example:

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

Example:

Second edition / edited by Alejandro Garri = herausgegeben von Alejandro Garri

3.235.3.4 Make a Note on edition statement to indicate the original position on the source of information of any transposed statements of responsibility (see 3.26.31.2).

3.24 — Designation of named revision of edition

3.24.1 Element information

3.24.1.1 Link to RDA Toolkit

3.24.1.2 Sources of information

3.24.2 RDA definition and scope

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

3.24.31 Statement relating to a named revision of an edition

3.24.31.1 If the manifestation is a named revision of an edition, transcribe the statement relating to that revision as instructed in Designation of edition (see 3.22.3.1).

Example:

Designation of named revision of edition: Carefully revised and additions made in 1848

Designation of edition: 3d. Edition

(*Comment:* Statement indicates the publication is a revision of the third edition)

Example:

Designation of named revision of edition: corrected in conformity with the rules of H.T. 1834, and the decisions thereon

Designation of edition: the fourth edition

3.24.31.2 Make a Note on edition statement to indicate the original position on the source of information of any transposed designation of a named revision of edition (see 3.26.31.2).

3.24.32 Statements relating to a substantially unchanged impression or state

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

3.24.32.2 **Alternative rule.** If a decision has been made to create a separate description for an individual impression, state, or binding variant within a single edition or issue (see Precataloging decisions, I.01.9.1), and the manifestation has a Designation of edition, then transcribe statements related to a substantially unchanged impression of that edition as a designation of a named revision of an edition. If the manifestation lacks a Designation of edition, then transcribe such statements as a Designation of edition (see 3.22.33.2). Always

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

Example:

Designation of named revision of edition: Fourth printing

Designation of edition: First edition

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

Example:

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

Designation of edition: First edition

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

Example:

Designation of named revision of edition: Fifth thousand

Designation of edition: [Third edition]

Note on edition statement: Contains “Preface of the third edition”

Example:

Designation of named revision of edition: Third printing

Designation of edition: First Ace edition

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

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

Example:

Designation of named revision of edition: [1st printing]

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

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

3.24.33.1 If a designation of named revision of edition appears on the source of information in more than one language or script, transcribe the statement that is in the language or script of the Title proper. If this criterion does not apply, transcribe the statement that appears first in the resource. Transcribe the remaining statement(s) as Parallel designation of named revision of edition (see 3.245.3.1). Make a Note on edition statement to indicate the original position on the source of information of any transposed statements (see 3.26.31.1).

3.245 — Parallel designation of named revision of edition

3.245.1 Element information

3.245.1.1 Link to RDA Toolkit

3.245.1.2 Sources of information

3.245.2 RDA definition and scope

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

3.245.3 General rule

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

3.245.3.2 Transcribe the remaining statement(s) as parallel designation(s) of a named revision of edition.

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

3.25 — Statement of responsibility relating to named revision of edition

3.25.1 Element information

3.25.1.1 Link to RDA Toolkit

3.25.1.2 Sources of information

3.25.2 RDA definition and scope

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

3.25.3 General rule

3.25.3.1 Transcribe a statement of responsibility relating to a named revision of an edition as such.

3.25.3.2 Transcribe such statements of responsibility according to the instructions for Statement of responsibility relating to an edition (see 3.23.3.1).

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

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

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

3.25.31.3 Make a Note on edition statement to indicate the original position on the source of information of any transposed statements of responsibility relating to named revision of edition (see 3.26.31.2).

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

3.255.1 Element information

3.255.1.1 [Link to RDA Toolkit](#)

3.255.1.2 Sources of information

3.255.2 RDA definition and scope

3.255.2.1 A statement of responsibility relating to named revision of an edition in another language or script.

3.255.3 General rule

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

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

3.255.3.3 Transcribe the remaining statement(s) as parallel statements of responsibility relating to named revision of edition.

3.255.3.4 Make a Note on edition statement to indicate the original position on the resource of any transposed parallel statements of responsibility relating to named revision of edition (see 3.26.31.2).

3.26 — Note on edition statement

3.26.1 Element information

3.26.1.1 Link to RDA Toolkit

3.26.1.2 Sources of information

3.26.2 RDA definition and scope

3.26.2.1 A note on manifestation that provides information on an edition of a manifestation.

3.26.31 Source and position of edition statement

3.26.31.1 Always note the source of any element of the Edition statement when it is taken from elsewhere than the preferred source of information (see 3.01.1, 3.22.33.2, 3.22.35.4, 3.24.32.2 and 3.24.33.1).

Example:

The statement “corrected printing” from colophon

Example:

Designation of edition: [1st printing]

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

(*Comment:* Example follows alternative rule to create a separate bibliographic description for an individual impression or state)

3.26.31.2 Always note the original position of any element that is transposed to another position in transcription (see 3.21.3.2, 3.22.36.1, 3.255.3.4, 3.23.32.3, 3.23.33.3, 3.235.3.4, 3.24.31.2, and 3.25.31.3).

Example:

The statement “amplified edition” precedes title on title page

Example:

Edition statement precedes author’s name on title page

3.26.32 No edition statement

3.26.32.1 Always record edition information, such as an Edition statement that is provided by a reference source, for resources not containing an edition statement, but known to contain significant changes from other editions as a note on edition statement (see 3.21.31.1).

Example:

“Sixth edition” –Tchemerizine, v. 6, p. 117-131

3.26.32.2 Make a note on statements referring to other editions (e.g., as part of a preface to an earlier edition or a summary of the work's publication history) if considered important (see 3.21.31.2).

3.26.34 Edition statements relating to issues or parts

3.26.34.1 Make a note on edition statement relating to issues or parts of a multipart monograph, if the manifestation consists of multiple issues or parts and there are edition statements relating to the whole as well as to the parts. Record the edition statement relating to the whole manifestation as an Edition statement (see 3.21.35.2).

3.26.35 Nonce collections

3.26.35.1 Make a note on edition statement of differences in edition statements from one part to another in nonce collections (volumes made up of previously published pamphlets, usually reissued with a collective title page) (see 3.21.36.1). If edition statements of parts vary between exemplars of a manifestation, record the edition statements of the item in hand relating to individual parts in a Note on item (see 9.4.32.1 and 3.21.36.2).

Example:

Set made up of various editions: v. 1, 10th ed.; v. 3, 4th ed., corr.; v. 7, 3d ed., corr.; v. 9-11, 2d ed.

Example:

Imprint varies: v. 4-5, Printed for Charles Bathurst and Lawton Gilliver; v. 7-8, Printed for T. Woodward and C. Davis; v. 9-11, Printed for C. Davis and C. Bathurst

3.26.36 Edition statements on multipart monographs

3.26.36.1 If the Edition statement varies or does not appear on all volumes of a multipart monograph, and it was issued as such, always make a note on edition statement explaining which edition statement appears on which volume and/or indicating the absence of edition statements (see 3.21.37.1 and 3.21.37.2).

Example:

V. 2 issued without an edition statement

4 — Mathematical details

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4.21 — Details of cartographic content

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5 — Production, Publication, Distribution, Manufacture

5.01.1 Sources of information

5.01.1.1 The sources of information for the production, publication, distribution, and manufacture elements are the title page, colophon, other preliminaries, and dust jacket (see Integrity of the copy), in that order of preference. Consider the wording, layout, and typography of the manifestation itself when determining the most appropriate place to transcribe information relating to production, publication, distribution, and manufacture. If the information for an element is not present in these sources, any source may be used to supply needed information (see Transcription). If statements belonging to different elements are found in separate sources, combine them to make a complete statement. However, do not combine statements belonging to a single element when they appear in different sources within the manifestation.

5.01.1.2 If any part of the production, publication, distribution, or manufacture elements is taken from a source other than the preferred source of information, make a note to indicate the source (see Note on publication statement, 5.24.31.1; Note on distribution statement, 5.285.31.1; and Note on manufacture statement, 5.34.31.1).

5.01.1.3 Make a note about information not transcribed in the statement if considered important (see Note on publication statement, 5.24.31.2; Note on distribution statement, 5.285.31.2; Note on manufacture statement, 5.34.31.2).

5.01.1.4 Make a note on publication, distribution, manufacture, or copyright details that are not included in other elements if they are considered important (see Note on publication statement, 5.24.37.1; Note on distribution statement, 5.285.37.1; Note on manufacture statement, 5.34.37.1; Note on copyright date, 5.36.3.3).

5.01.2 Element order

Note: only the elements related to publication are explicated below. The same order applies to elements related to distribution and manufacture.

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

Place of publication : Name of publisher, date of publication

Place of publication ; place of publication : Name of publisher : Name of publisher, date of publication

5.01.2.2 Transcribe a parallel place of publication following the place of publication.
Transcribe a parallel name of publisher following the name of publisher.

Place of publication = Parallel place of publication : Name of publisher = Parallel name of publisher, date of publication

5.01.3 Form and order of information

5.01.3.1 Transcribe production, publication, distribution, or manufacture elements as they appear on the preferred source of information, unless instructed otherwise by specific instructions, as instructed in Transcription.

5.01.3.2 If statements belonging to different elements appear out of order, or as part of another element, and they are grammatically separable, transpose them as needed. Always make a note indicating the original position of the transposed elements (see Note on publication statement, 5.24.31.3; Note on distribution statement, 5.285.31.3; Note on manufacture statement, 5.34.31.3).

Example:

Distribution statement: London : Sold also by Vernor and Hood, Crosby and Letterman

Note on distribution statement: Place of distribution, "London," is printed below distributor's name on title page

5.01.3.3 If the elements are not grammatically separable, or their transposition would result in an ambiguous or otherwise confusing construction, transcribe them in the order found and supply missing elements in square brackets as needed (see Transcription).

Example:

Publication statement: London : printed and published by C. Lowndes, No. 66, Drury-Lane; and sold by H.D. Symonds, Paternoster Row, 1800

(*Comment:* The distribution statement is not grammatically separable and therefore it has been transcribed as part of the publication statement. Example formatted with ISBD punctuation for clarity)

Example:

Distribution statement: [Bristol] : sold by Lasbury, Bristol

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

Contents:

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5.1 — Production statement

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5.2 — Publication statement

5.2.1 Element information

5.2.1.1 Link to RDA Toolkit

5.2.1.2 Sources of information

5.2.2 RDA definition and scope

5.2.2.1 A statement that identifies a place of publication, a publisher, or a date of publication of a published manifestation.

5.2.2.2 A publication statement includes a statement about the publication, release, or issuing of a published manifestation.

5.2.3 General rule

5.2.3.1 Transcribe the publication statement in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.2.31 Information covered by labels, etc.

5.2.31.1 If any of the original details relating to the publication statement are covered by a label, stamp, overprint, or other means showing later information, transcribe the later information. If the original details are visible or otherwise available, always transcribe or give them in a Note on publication statement (see 5.24.31.4).

Example:

Publication statement: New York : Perris & Browne, publishers of insurance maps, no. 13, Chambers Street, [1861?]

Note on publication statement: Imprint from printed label affixed to top right corner of title page

5.2.31.2 For printed materials with manuscript overwrite, use judgment in determining whether or not the overwrite should be transcribed as the publication statement or as item-specific information. In case of doubt, consider the manuscript overwrite to be item-specific information and record as a Note on item (see 9.4.3.1).

5.2.32 Elements relating to publication vs. elements relating to distribution or manufacture

5.2.32.1 Statements relating to distribution or manufacture will sometimes be more appropriately transcribed as elements of publication, and sometimes as elements of distribution or manufacture. The roles of publishers, printers, and booksellers were not clearly delimited in the hand-press period. Statements relating to distribution or manufacture frequently appear prominently on early printed materials, reflecting the tendency of booksellers or printers to function as more than solely distributors or

manufacturers. As the book trade industry became increasingly specialized over time, however, the role of the publisher gradually emerged as dominant, while manufacturer and distributor gradually diminished in importance.

5.2.33 Statements relating to publication only

5.2.33.1 If the resource bears only a statement relating to publication, or multiple such statements, treat the statement as a publication statement.

Example:

Geneuae : Sumptibus Petri Chouët, M.DC.LI

Example:

[Paris] : Published by Corbeau at Paris and by Robinde at London, [1787]

5.2.335 Statements relating to manufacture or distributor only

5.2.335.1 If the resource bears only a statement relating to manufacture, or multiple such statements, generally assume the manufacturer to also be functioning as publisher. Treat the statement as a publication statement.

Example:

Edmonton : Jas. E. Richards, government printer, 1907

Example:

A Londres : imprimé par Luc Hinde demeurant dans George-yard en Lombard-street, 1764

Example:

Basileae : in Officina Frobeniana, ann. M.D.XXIII

Example:

Edmonton : in typographeio Ioannis Albini, anno 1602

Example:

Imprinted at London : by Wynkyn de Worde dwellynge in Fletestrete at the Sygne of the Sonne agaynst the condyth, the VI. Day of Janiuer in the yere of our Lorde God M.V.C. and XXXIIII

Example:

London : printed for George Eversden, at the Mayden-head in St. Pauls-Church yard, 1657

5.2.335.2 If the resource bears only a statement relating to distribution, or multiple such statements, generally assume the distributor to also be functioning as publisher. Treat the statement as a publication statement.

Example:

[London] : se vend chez A. Dulau et Co. Soho-Square; De Boffe, Gerard-Street; Boosey, Royal Exchange; Booker, Bond-Street; L'Homme New Bond-Street, et chez les principaux libraires du royaume, 1800

Example:

[London] : Catalogues are distributed gratis, at Mr. Manships in Corhill, Mr. Bromes and Mr. Bennets in St. Paul's Church-Yard, Mr. Goodwins in Fleet-street, Mr. Partridge at Charing-Cross, booksellers, [1692]

Example:

London : sold for the author by J. Cuthell, Middle-Row, Holborn, 1798

Example:

London : sold for Messrs. Rivington, St. Paul's Church Yard; and Richardson and Urquhart, under the Royal Exchange, 1785

5.2.335.3 If the resource lacks a statement relating to publication and the resource bears statements relating to both distribution and manufacture, then determine whether or not the statements are grammatically separable. If grammatically inseparable, treat them both as the publication statement. If grammatically separable, determine which statement is emphasized in the source, whether typographically (larger font size, uppercase letters, boldface, etc.) or by appearing first in sequence in the source, and treat that statement as a publication statement. Treat the other statement as a Distribution statement or Manufacture statement.

Example:

London : Printed by G. Paramore, North-Green, Worship-Street, and sold by G. Whitfield, at the Chapel in the City-Road, and at all the Methodist preaching-houses in town and country, 1792

5.2.34 Statements relating to publication and to distribution or manufacture

5.2.34.1 If the resource bears statements relating both to publication and to distribution or manufacture, determine whether or not the statements are grammatically separable.

5.2.34.2 If a distribution or manufacture statement is grammatically separable, treat the distribution statement as a Distribution statement or manufacture statement as a Manufacture statement.

5.2.34.3 If the statements are grammatically inseparable, transcribe them as a publication statement.

Example:

London : Printed for the author, and published by J. Bew, Pater-Noster-Row, MDCCLXXIX

Example:

Boston : Printed by Robert Hodge, for Nathaniel Coverly, in Newbury-Street, [1782]

Example:

Amstelodami : Ex officina et sumptibus Iudoci Hondii, [approximately 1630]

5.2.34.4 If a statement with grammatically inseparable elements contains information relating both to the publication of the resource and to the agents who have contributed to its intellectual or artistic content, use judgment in deciding whether to transcribe the statement as part of the publication statement or as a Statement of responsibility relating to title proper (see 2.21.38.2). Often the layout of the source will suggest the appropriate treatment.

Example:

A geological map of the United States / engraved & printed by Fenner, Sears & Co. -- London : published March 15, 1832 by I.T. Hinton & Simpkin & Marshall, [1832]

(*Comment:* The engraver statement containing the name of the printer has been transcribed as a statement of responsibility relating to title proper)

but

The coast of Guyana from the Oroonoko to the River of Amazons and the inland parts as far as they have been explored by the French & Dutch engineers : with the islands of Barbadoes ... / by L.S. de la Rochette, MDCCLXXXIII. -- London : Engraved & published by Willm. Faden, geographer to the King, Charing-Cross, Octor. 6th, 1783

(*Comment:* The engraver statement containing the name of the publisher has been transcribed as the publication statement)

5.2.35 No publication statement

5.2.35.1 If the resource lacks a statement relating to publication and the identity of the publisher can be determined or reasonably surmised, then supply the publication information in square brackets.

5.21 — Place of publication

5.21.1 Element information

5.21.1.1 Link to RDA Toolkit

5.21.1.2 Sources of information

5.21.2 RDA definition and scope

5.21.2.1 A place that is associated with the publication, release, or issuing of a published manifestation.

5.21.3 General rule

5.21.3.1 Transcribe place names associated with the publication, release, or issuing of a published manifestation in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.21.3.2 Transcribe the place of publication as it appears on the manifestation. If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe these as well.

Example:

Elizabeth-Town

Example:

Köln

Example:

Apud inclytam Germaniae Basileam

Example:

Commonwealth of Massachusetts, Boston

Example:

Saskatoon, Saskatchewan, Canada

5.21.31 Place of publication with initial prepositions, etc.

5.21.31.1 Include in the transcription any prepositions appearing before the place of publication as well as any accompanying words or phrases associated with the place name.

Example:

A Lyon

Example:

In London

Example:

In Boston, printed

(*Comment:* Title page reads: “In Boston, printed. 1705.” Following provisions of 5.23.3.2, “printed” is here transcribed with the place)

Example:

Printed at Bennington

Example:

Impressum fuit hoc opus Venetiis

5.21.32 Supplied modern forms of place names

5.21.32.1 If considered necessary for identification and if known, supply in square brackets the modern form of the name of the place. Use a modern form of the name in the language of the cataloging agency.

Example:

Christiania [Oslo]

Example:

Eboracum [York]

Example:

Monachii [Munich]

5.21.323 Supplied fuller forms of place names

5.21.323.1 If a place name is found only in an abbreviated form on the manifestation, transcribe it as found. Supply in square brackets the full form of the name, or the remainder of the name, if considered necessary for identification.

Example:

Mpls [that is, Minneapolis]

Example:

Rio [de Janeiro]

5.21.325 Supplied larger jurisdictions

5.21.325.1 Supply in square brackets the name of the country, state, province, etc., after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use a modern form of the name in the language of the cataloging agency.

5.21.325.2 *Optionally*, use the abbreviations for names in English listed in RDA Toolkit: Abbreviations of terms in English for countries and states.

Example:

Cambridge [England]

Example:
Newport [R.I.]

Example:
Washington [Pa.]

5.21.33 Two or more places of publication

5.21.33.1 If the manifestation shows two or more places of publication, and all are related to the same publisher, transcribe all in the order in which they appear.

Example:
London ; York

Example:
A Lausanne & se trouve à Paris

5.21.33.2 *Optionally*, if it is considered that the places are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the place of publication may be shortened by omitting all the places after the third. In such cases, after the third place, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase. Do not use a mark of omission.

Example:
London ; Reading ; Bath ... [and 6 other cities in England]

5.21.33.3 If a subsequent place of publication is not related to the same publisher, transcribe it in association with the publisher to which it corresponds.

Example:
New York : Ivison, Phinney, and Co. ; London : Trübner & Co.

5.21.33.4 Do not, however, transcribe a subsequent place as a place of publication if it must be recorded as a grammatically inseparable part of another element.

Example:
Printed at Worcester, Massachusetts : By Isaiah Thomas : Sold by him in Worcester, by said Thomas and Andrews in Boston, and by said Thomas and Carlisle, in Walpole, Newhampshire

5.21.33.5 If a place of publication associated with an earlier manifestation appears together with the actual place of publication of the manifestation being described, transcribe the places as a single element in the order in which they appear.

Example:
Philadelphia printed, London reprinted

5.21.33.6 If both the place and Name of publisher associated with an earlier manifestation appear together with the place and Name of publisher of the manifestation being described, transcribe each place with the publisher to which it corresponds.

Example:

London : Printed for Knight and Lacy, Paternoster-Row ; Greenfield, Mass. : Re-printed by Ansel Phelps, and for sale by him at his bookstore, also by West & Richardson, Cummings, Hilliard & Co., Boston, and Wilder & Campbell, New-York

5.21.34 Places of publication in multipart monographs

5.21.34.1 If the manifestation is issued in more than one physical part, and the place of publication changes in the course of publication, always give the place of publication of the later part(s) in a Note on publication statement (see 5.24.32.1).

Example:

Place of publication: Stuttgart ; Tübingen

Note on publication statement: Place of publication in v. 33-40: Stuttgart ; Augsburg

5.21.35 Place names that are grammatically inseparable parts of other elements

5.21.35.1 If the place of publication appears only as a grammatically inseparable part of another element and is transcribed there, supply the place of publication in square brackets (see 5.2.34.3). Use a modern form of the name in the language of the cataloging agency.

Example:

[Munich] : Durch Peter Clement, Kunstführer zu München

5.21.36 Fictitious or incorrect places of publication

5.21.36.1 If the place of publication appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory Note on publication statement. If the actual place is known, or can be reasonably surmised, supply the correction and its basis in a Note on publication statement (see 5.24.32.2).

5.21.36.2 *Optionally*, if the place name is known to be fictitious, transcribe it as it appears and supply in square brackets the actual place name, preceded by "that is," if known. Use a modern form of the name in the language of the cataloging agency, and give the basis for the correction or clarification in a Note on publication statement (see 5.24.32.3)

Example:

Place of publication: Londres [that is, Paris]

Note on publication statement: Actual place of publication from: Weller, E.O. Falsche Druckorte

5.21.37 No place of publication

5.21.37.1 If no place of publication appears on the manifestation but is known, supply it in square brackets. Use a modern form of the name in the language of the cataloging agency, and include the name of the larger jurisdiction if considered necessary for identification.

Use the location associated with the first transcribed publisher if one is present. Provide a justification for the supplied place in a Note on publication statement if necessary (see 5.24.32.4).

Example:

Place of publication: [Cambridge, Mass.] : Printed by Samuel Green, 1668

Note on publication statement: Samuel Green was located in Cambridge, Mass., from 1660 to 1672

5.21.37.2 If the name of the place of publication has changed over time, supply the place name appropriate to the Date of publication if known (e.g., Leningrad, not Saint Petersburg, for manifestations published in that city between 1924 and 1991). If considered necessary for identification, also supply the modern place name and the name of the larger jurisdiction, preceded by “that is,” in the language of the cataloging agency.

Example:

[Christiania, that is, Oslo]

Example:

[Leona Vicario, that is, Saltillo, Coahuila, Mexico]

5.21.38 Place of publication supplied based on address or sign

5.21.38.1 Supply in square brackets a modern form of the name in the language of the cataloging agency, when only an address or description of a trade sign appears on the manifestation. (Transcribe the address or sign as the Name of publisher; see 5.22.32.1.)

When supplying the place of publication, give a justification in a Note on publication statement if necessary (see 5.24.32.5).

Example:

[Paris]

(*Comment:* Imprint reads: “à l’enseigne de l’Éléphant,” the trade sign of a Parisian printer)

5.21.385 Place of publication uncertain or unknown

5.21.385.1 If the place of publication is uncertain, supply the name of a probable place of publication with a question mark, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Amsterdam?]

Example:

[Newport, R.I.]

Example:

[Saint Petersburg?]

5.21.385.2 If no city of publication can be conjectured, supply the name of a state, province, country, or other larger geographic entity as the place of publication with a question mark if necessary, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Canada]

Example:

[Surrey?]

Example:

[Prussia?]

Example:

[South America?]

5.21.385.3 If the reason for supplying the place is not apparent from the rest of the description, always make a Note on publication statement to indicate the source of the information (see 5.24.32.6).

Example:

Note on publication statement: Place of publication suggested by Alden

5.21.385.4 If no place of publication can be conjectured, record "Place of publication not identified" in square brackets.

Example:

[Place of publication not identified]

5.21.39 Place names in more than one language or script

5.21.39.1 If the place of publication appears in more than one language or script, transcribe the place in the language or script of the Title proper or, if this criterion does not apply, transcribe the place that appears first. Transcribe the remaining places(s) as Parallel places of publication. Always make a Note on publication statement to indicate the original position on the source of any transposed statements (see 5.24.32.7).

5.215 — Parallel place of publication

5.215.1 Element information

5.215.1.1 Link to RDA Toolkit

5.215.1.2 Sources of information

5.215.2 RDA definition and scope

5.215.2.1 A place of publication in another language or script.

5.215.31 Publication place names in more than one language or script

5.215.31.1 Take parallel places of publication from the same source as the Place of publication. Make a Note on publication statement on parallel places of publication found elsewhere if considered important (see 5.24.33.1).

5.215.31.2 Make a Note on publication statement to indicate the original position of the source of any transposed statements (see 5.24.32.7).

5.215.31.3 If the Place of publication appears in more than one language or script, transcribe the place in the language or script of the Title proper as a Place of publication. If this criterion does not apply, transcribe the Place of publication that appears first.

5.215.31.4 Transcribe remaining Places of publication as parallel places of publication. If a parallel place of publication is from a different source than the Place of publication, make a Note on publication statement if considered important (see Note on publication statement, 5.24.33.1).

5.215.31.5 *Optionally*, if the parallel places of publication are too numerous to list exhaustively and some may be omitted without significant loss of identification then all parallel places of publication after the third may be omitted. In such cases, after the third parallel place of publication, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase. Do not use a mark of omission.

5.22 — Name of publisher

5.22.1 Element information

5.22.1.1 Link to RDA Toolkit

5.22.1.2 Sources of information

5.22.2 RDA definition and scope

5.22.2.1 A nomen that is a name of an agent who is responsible for publishing a manifestation.

5.22.2.2 Publication includes release and issuance.

5.22.3 General rule

5.22.3.1 Transcribe the names of publishers in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.22.3.2 Transcribe the name of the publisher, together with any associated words or phrases, as it appears on the manifestation. In general, transcribe the full address. Consider the sequence, layout, and typography of words in the publication statement when determining the most appropriate element in which to transcribe the address. If address information is grammatically inseparable from the publisher's name, transcribe that information as part of name of publisher.

Example:

Calmann Lévy, éditeur, ancienne maison Michel Lévy frères, rue Auber, 3, et boulevard des Italiens, 15 a la Librairie nouvelle

Example:

Published and sold by Robert Morden, at the Atlas near the Royal Exchange in Cornhil

Example:

Published by Lumsden & Son at their toy book manufactory

Example:

Published by Thomas Bradford, printer, bookseller & stationer, no. 8, South Front-Street

5.22.3.3 *Optionally*, omit addresses and insignificant information appearing with the publisher's name, unless the information aids in identifying or dating the manifestation or is deemed important to the cataloging agency (e.g., for the purpose of capturing book trade data). If omitting addresses, use the mark of omission.

Example:

Published by Ackermann and Co. ...

(*Comment:* Full publisher's name reads: Published by Ackermann and Co., 96 Strand)

Example:

A la librairie de J. Carez, éditeur ...

(*Comment:* Full publisher's name reads: A la librairie de J. Carez, éditeur, Rue Haute Feuille, No. 18. Chez Verière, Quai des Augustins, No. 25. Chez Bossange, père, Rue de Richelieu, No. 60)

5.22.3.4 If a statement such as "Privately printed" appears on the title page, transcribe it as, or as part of, the name of publisher.

Example:

Privately printed

Example:

Privately printed for the Fund for Building National Schools at Lethrede

Example:

Private plate issued exclusively to members of the Bibliophile Society

5.22.31 Names of publishers containing grammatically inseparable place names or dates

5.22.31.1 If the name of publisher contains grammatically inseparable statements relating to Place of publication or Date of publication, transcribe them as part of the name of the publisher. Supply the Place of publication or Date of publication in square brackets in the appropriate element.

Example:

Publication statement: Verlag der Vereins-Buchhandlung in Berlin

Place of publication: [Berlin]

Example:

Publication statement: Publish'd July 1st, 1790 by J. & J. Boydell, Cheapside & at the Shakespeare Gallery Pall Mall

Date of publication: [July 1, 1790]

5.22.32 Publishers identified by addresses, signs, or initials

5.22.32.1 If only the address, sign, or initials of the publisher appears in lieu of the name, transcribe the statement containing the address, sign, or initials as the name of publisher. If the publisher's name can be identified, supply it in square brackets after the initials or before or after the address or sign, as appropriate, or give the information in a Note on publication statement (see 5.24.34.1).

Example:

Name of publisher: Pubd in Ryders Court and to be had at the sign of the Pannel Painter in Cheapside, or at the bust of Impudence alias the Brazen Head in Leicester Square

Note on publication statement: Publisher identified in The public advertiser Oct. 7, 1762: Mary Darly, in Rider's Court, near Leicester Square

Example:

Printed for M.W. [that is, Matthew Walbancke]

Example:

Printed by T.H. for I.P. and are to be sold by Richard Thrale, dwelling in Pauls Church-yard at the signe of the Crosse-Keyes

Example:

Note on publication statement: Printed by Thomas Harper for John Parker according to STC (*Comment*: A separate note is used to provide a full citation for the reference to the published description)

5.22.32.2 If the identification of the publisher is based on a device, supply the name of the publisher in square brackets, even if the device includes the publisher's initials or spelled-out name. Make a Note on publication statement as necessary about the basis for the identification, the source of the information used, the presence of the device, etc. (see 5.24.34.2).

Example:

Name of publisher: [Richard Pynson]

Note on publication statement: Printer's device of Richard Pynson (McKerrow 6) on verso final leaf (b4). See: McKerrow, R.B. *Printers' & publishers' devices in England & Scotland, 1485-1640*. London: Printed for the Bibliographical Society at the Chiswick Press, 1913

5.22.33 Fictitious or incorrect names of publisher

5.22.33.1 If the name of publisher is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory note. If the actual details are known, or can be reasonably surmised, supply the correction and its basis in the Note on publication statement (see 5.24.34.3).

5.22.33.2 *Optionally*, if the name as transcribed is known to be fictitious, transcribe it as it appears and supply in square brackets the actual name, preceded by "that is," if known. Give the basis for the correction or clarification in a Note on publication statement (see 5.24.34.4).

Example:

Name of publisher: Chez Hubert Jaillot aux deux Globes [that is, Pieter Mortier]

Note on publication statement: Corrected publisher from Koeman

(*Comment*: A separate note is used to provide a full citation for the reference to the published description)

Example:

Name of publisher: bey Dodsley und Compagnie [that is, Jobst Hermann Flörke]

Note on publication statement: The imprint is false; in fact published in Danzig (now Gdansk) by Jobst Hermann Flörke according to Hayn/Gotendorf

(*Comment:* A separate note is used to provide a full citation for the reference to the published description)

5.22.34 Two or more names of publishers

5.22.34.1 If the Publication statement includes more than one publisher in a single source, transcribe all the names in the order indicated by the sequence, layout, or typography of the names on the source of information. Transcribe them as subsequent names of publisher only when they are not linked by connecting words or phrases.

Example:

United States Food Administration

Example:

National Association of Ice Industries

Example:

Published by Wells and Lilly, Court-Street

Example:

A.T. Goodrich & Co.

Example:

In gemeinschaftlichem Verlag von Berenberg in Lauenburg und der Jaegerschen Buchhandl.
in Frankfurt am Main

Example:

Published March 15, 1832 by I.T. Hinton & Simpkin & Marshall

Example:

Longman, Brown, Green, and Longmans

Example:

Bey Johan Waesberge, und der Witwe Elizaei Weyerstraet

5.22.34.2 *Optionally*, if it is considered that the names are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the Publication statement may be shortened by omitting all the names after the third. In such cases, after the third name, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted publishers in the supplied phrase. Do not use a mark of omission.

Example:

Oliver Ditson & Co., C.H. Ditson & Co., Lyon & Healy [and 4 others]

Example:

Published by F.J. Huntington

Example:

Collins and Hannay

Example:

Carter and Hendee [and 20 others in 18 places]

5.22.34.3 If both the Place of publication and name of publisher associated with an earlier manifestation appear together with the Place of publication and name of publisher of the manifestation being described, transcribe each publisher with the place to which it corresponds.

Example:

Published by the Surveyor General, pursuant to an act of the legislature, Stone & Clark, republishers, 1839

Example:

London : Printed for Knight and Lacy, Paternoster-Row ; Greenfield, Mass. : Re-printed by Ansel Phelps, and for sale by him at his bookstore, also by West & Richardson, Cummings, Hilliard & Co., Boston, and Wilder & Campbell, New-York

5.22.35 Names of publishers in multipart monographs

5.22.35.1 If the manifestation is issued in more than one physical part and the name of publisher or the publisher's form of name changes in the course of publication, transcribe the Publication statement of the first or earliest part and always give the Publication statement of the later part(s) in a Note on publication statement (see 5.24.34.5).

5.22.36 Supplied and conjectured names of publishers

5.22.36.1 If no name, address, or device of a publisher appears on the manifestation, supply the name of the publisher in square brackets if known. If the responsibility of a publisher for a particular manifestation is conjectured, either add a question mark to any supplied name or give the information in a Note on publication statement. In any case of a supplied publisher, give supporting evidence in a Note on publication statement (see 5.24.34.6).

Example:

Name of publisher: [Anton Koberger]

Note on publication statement: Imprint from Goff.

(*Comment:* The formal citation for Goff is given in a References to published descriptions note)

5.22.37 Name of publisher cannot be supplied

5.22.37.1 If no publisher's name can be conjectured, record "publisher not identified" in square brackets.

5.22.38 Name of publisher transcribed as part of another element

5.22.38.1 If the name of the publisher does not appear in the Publication statement, but has already been transcribed as part of another element, supply it within square brackets.

Example:

Name of publisher: [Pour Symo[n] Vostre Libraire par Philippe Pigouchet]

(*Comment:* Title reads “Ces presentes heures a lusaige de Ro[m]me : so[n]t au lo[n]g sa[n]s req[ue]rir [et] ont este faictes pour Symo[n] Vostre Libraire: demourent a Paris a la rue neuue nostre dame, a lenseigne Saint Iehan leuangeliste par Philippe Pigouchet.”)

If transcribing a publisher name as part of another element, do not abridge or expand the name of publisher simply because it repeats or omits information given elsewhere in the description.

5.22.39 Name of publisher in more than one language or script

5.22.39.1 If the name of the publisher appears in more than one language or script, transcribe the statement in the language or script of the Title proper or, if this criterion does not apply, transcribe the statement that appears first. Transcribe the remaining statements(s) as parallel statements (see Parallel name of publisher). Always make a Note on publication statement to indicate the original position on the source of any transposed statements (see 5.24.34.7).

5.225 — Parallel name of publisher

5.225.1 Element information

5.225.1.1 Link to RDA Toolkit

5.225.1.2 Sources of information

5.225.2 RDA definition and scope

5.225.2.1 A nomen that is a name of publisher in another language or script.

5.225.31 Publisher names in more than one language or script

5.225.31.1 Take parallel publishers' names from the same source as the Name of publisher. Make a Note on publication statement on parallel publishers' names found elsewhere if considered important (see Note on publication statement, 5.24.35.1).

5.225.31.2 Make a Note on publication statement to indicate the original position on the source of any transposed statements (see 5.24.34.7).

5.225.31.3 If the Name of publisher appears in more than one language or script, transcribe the place in the language or script of the Title proper as a Name of publisher element. If this criterion does not apply, transcribe the Name of publisher that appears first.

5.225.31.4 Transcribe remaining Name of publisher as parallel names of publisher. If a parallel name of publisher is from a different source than the Name of publisher, make a Note on publication statement if considered important (see Note on publication statement, 5.24.35.1).

5.225.31.5 *Optionally*, if the parallel names of publisher are too numerous to list exhaustively and some may be omitted without significant loss of identification then all parallel publishers' names after the third may be omitted. In such cases, after the third parallel name of publisher, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted names (if more than one) in the supplied phrase. Do not use a mark of omission.

5.23 — Date of publication

5.23.1 Element information

5.23.1.1 Link to RDA Toolkit

5.23.1.2 Sources of information

5.23.2 RDA definition and scope

5.23.2.1 A timespan during which a published manifestation is published, released, or issued.

5.23.3 General rule

5.23.3.1 Transcribe dates of publication in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions. Include the day and month, if present.

Example:

7th July 1766

Example:

1732, reprinted 1734

Example:

MDCCXXXIII [1733]

5.23.3.2 Transcribe words and phrases such as “in the year” and “anno”. If both the place and the date of printing appear in conjunction with the phrase “printed in the year,” determine whether “printed” is to be transcribed with the date or elsewhere in the Publication statement according to the punctuation or typography of the source.

Example:

Im Jahr Christi 1705

Example:

13. Decembris, anno 1616

Example:

anno 1593

5.23.3.3 If the date is grammatically inseparable from information transcribed as part of another element, transcribe it within that element and supply the date in square brackets as the date of publication. If the supplied date includes a day/month, use the sequence: day, month, year.

Example:

Date of publication: [August 12, 1804]

Name of publisher: Published the 12th of August 1804 by R. Wilkinson, no. 58, Cornhill

5.23.31 Transcription involving adjustments or additions

5.23.31.1 **Roman numerals.** If the date appears in roman numerals, transcribe the date as it appears. Retain punctuation but omit internal spaces (see Transcription, 0.4.34 and Transcription, 0.4.42.3). Supply the year in arabic numerals in square brackets.

Example:

anno Domini MDCXIV [1614]

Example:

MCCCCLXXXII le XV jour de decembre [1482]

Example:

M.D.CC.XLIV [1744]

5.23.31.2 **Chronograms.** Transcribe the chronogram as it appears. *Optionally*, include the date in arabic numerals in square brackets.

Example:

Anno QVI seqVItVr VICtorlae honores, Castra ferente IVXta DettIngaM Ipso Rege GeorgIo In agro. Ispis Calendis Januarii

Example:

Anno QVI seqVItVr VICtorlae honores, Castra ferente IVXta DettIngaM Ipso Rege GeorgIo In agro. Ispis Calendis Januarii [1744]

Optionally, substitute for the chronogram the date in arabic numerals in square brackets. If the supplied date includes a day/month, use the sequence: day, month, year. If following the option, always make a Note on publication statement explaining the source of the date. Include a transcription of the original chronogram in the Note on publication statement if considered important (see 5.24.36.1).

Example:

Date of publication: [1758]

Note on publication statement: Date of publication derived from chronogram in statement of responsibility

(*Comment:* Chronogram already transcribed in statement of responsibility as: “PetrVs AnICh AgrICoLa DoMo OberperfassensIs”)

Example:

Date of publication: [1650]

Note on publication statement: Date of publication derived from chronogram in colophon:

Der FrIeD Vnsers Herrn IesV ChrIstI behVte Vnsere Hertzen VnD Sinn, Von Ietzt an, blss In EVVIgkelt

5.23.31.3 Very long dates. If the date on the preferred source of information is very long, generally transcribe it as it appears.

Optionally, if the statement in the date of publication is very long, substitute for it a formalized statement in square brackets. Make a Note on publication statement concerning the source and form of the statement (see 5.24.36.2).

Example:

Date of publication: [18 May 1507]

Note on publication statement: Date expressed in Latin words on title page.

(*Comment:* In publication: “Anno gratiae millesimo quingentesimo septimo die vero decimotavo Maij”)

5.23.31.4 Fictitious or incorrect dates. If the date of publication is known to be fictitious or incorrect, transcribe it as it appears and always supply the actual date in a Note on publication statement (see 5.24.36.3).

Optionally, supply the actual date, preceded by “that is,” in square brackets. If the reason for supplying the actual date is not apparent from the rest of the description, make a Note on publication statement to indicate the source of the information (see 5.24.36.4).

Example:

Date of publication: 1887 [that is, 1899]

Note on publication statement: Stamped in lower left corner: Aids to navigation corrected ... to Oct. 5, 1899

Example:

Date of publication: 1786 [that is, 1788]

Note on publication statement: Dedication and preface both dated 1788

Example:

1703 [that is, 1730]

Example:

Octr. 42 [that is, 24], 1799

5.23.31.5 Julian/Old Style dates. If the year of publication is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the Gregorian calendar, transcribe the date as it appears and supply the Gregorian year, preceded by “that is,” in square brackets. Always make a Note on publication statement to indicate the basis for the supplied year (see 5.24.36.5). Do not amend the month and day, if present, by supplying Gregorian equivalents. In case of doubt, do not adjust the year.

The Julian calendar was gradually abandoned in favor of the Gregorian calendar beginning in 1582, with different countries adopting the calendar in different years. The difficulty in determining dates during this period is further complicated by the fact that January 1 was not universally used to reckon the start of a new year (e.g., before adopting the Gregorian calendar, Great Britain and its colonies long calculated the turn of the year on March 25, the Feast of the Annunciation or “Lady Day”). For assistance in establishing Gregorian dates, consult a reference source such as Adriano Cappelli’s *Cronologia, Cronografia e Calendario Perpetuo* or C.R. Cheney’s *Handbook of Dates*.

Example:

Date of publication: 1743 [that is, 1744]

Note on publication statement: The year is given according to Lady Day dating
(*Comment*: “Given at our court at St. James’s, the twentieth day of February, 1743, and in the seventeenth year of our reign”)

Example:

Date of publication: Februar. 8. anno 1588 [that is, 1589]

Note on publication statement: The year is given according to Lady Day dating

If two dates appear on the manifestation, representing both Julian (Old Style) and Gregorian (New Style) dating, transcribe both dates, separated by a slash. Supply the Gregorian year in square brackets, if necessary.

Example:

1690/1 [that is, 1691]

Example:

1690/1691 [that is, 1691]

5.23.31.6 Dates not of the Julian or Gregorian calendar. If the date of publication is based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian year(s) in square brackets. For manifestations issued before 1582, supply the equivalent Julian date(s). For later manifestations, supply the equivalent Gregorian date(s).

Example:

627 [1866 or 1867]

(*Comment*: Year follows Hebrew calendar)

Example:

an VII [1798 or 1799]

(*Comment*: Year follows French Revolutionary calendar)

Optionally, if the date of publication includes a day/month based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian day/month in square brackets. Use the sequence: day, month, year.

Example:

prid. Kal. Dec. [30 November] 1488

(*Comment*: Day and month follow Roman-style calendar)

Example:

anno salutis 1501 ultimo Kal[endi]s Decembris [12 Nov.]

(*Comment*: Day and month follow Roman-style calendar)

Example:

publié le 9 thermidor l'an 2^e de la Rép. f. [27 July 1794]

(*Comment*: Date follows French Revolutionary calendar)

5.23.31.7 Multiple adjustments or additions. If the date of publication requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets. Make a Note on publication statement for source of supplied dates (see 5.24.36.6).

Example:

Date of publication: MDCXIII [1613, that is, 1693]

Note on publication statement: Corrected imprint date from Wing

(*Comment*: A separate note is used to provide a full citation for the reference to the published description)

Example:

Date of publication: anno Domini MCCCCCXIX [1529, that is, 1539]

Note on publication statement: Place of publication and name of printer from colophon, which gives 1539 as the date of printing

Example:

Date of publication: M.DC.XXV [1625, that is, 1626]

Note on publication statement: The year is given according to Lady Day dating

5.23.32 Date of publication supplied from reference sources

5.23.32.1 If the date of publication does not appear on the manifestation but is known, supply it in square brackets from any source, preferably a reliable bibliography or reference work. Give the source of the supplied date and any needed explanation in a Note on publication statement (see 5.24.36.7).

Example:

Date of publication: [1864]

Note on publication statement: Publication date from LC Civil War maps (2nd ed.)

(*Comment*: A separate note is used to provide a full citation for the reference to the published description)

5.23.33 Conjectural date of publication

5.23.33.1 Supply in square brackets a conjectural date of publication based on any information available. Always indicate the basis for the conjecture in a Note on publication statement (see 5.24.36.73).

5.23.33.2 If the preferred source of information bears a prominent date that does not clearly represent the date of publication, either transcribe it as part of the Title or the Statement of responsibility elements or give it in a Note on manifestation (see 9.3.36.1).

Example:

Date of publication: [1814?]

Note on manifestation: At head of title: December 25, 1814

(*Comment:* Date at head of title is the date of the proclamation, not the date of publication)

Example:

[1776]

(*Comment:* The title includes the date “Ad d. XVIII. Octobris MDCCLXXVI” when the thesis was publicly defended by the author)

Example:

Date of publication: [1879?]

Note on manifestation: At head of title: Revised in accordance with the Treaty of Berlin, 1878

(*Comment:* The date at head of title is not the date of publication)

5.23.34 Patterns for supplying a conjectural date

5.23.34.1 Give a probable date or period of publication according to one of the patterns shown in the examples below. Indicate the basis for the conjecture in a Note on publication statement (see 5.24.36.75).

Conjectural date	Pattern
[1560?]	probable date
[approximately 1580]	approximate date
[approximately 1580?]	probable approximate date
[not before 1479]	terminal date
[not after 21 August 1492]	terminal date
[1727 or 1728]	one year or the other
[between 1711 and 1749]	span certain
[between 1711 and 1749?]	span uncertain

- [between 1670 and 1680] decade certain
[between 1670 and 1680?] probable decade
[between 1600 and 1700] century certain
[between 1600 and 1700?] probable century

5.23.35 Date of publication in multipart monographs

5.23.35.1 In describing a manifestation consisting of volumes, parts, or fascicles published over a number of years, transcribe the date of publication of the volume, part, or fascicle published first and the date of publication of the volume, part, or fascicle published last, and connect them with a hyphen.

Example:

MDXIII-MDXXIII [1513-1524]

Example:

MDLVIII-1570 [1558-1570]

5.23.35.2 Record the date of each volume in a Note on publication statement if considered important. Such a Note on publication statement is particularly useful when the order of publication does not correspond to the order of the volume numeration (see 5.24.36.8).

Example:

Date of publication: 1560-1564

Note on publication statement: Vol. 1: 1561; v. 2: 1564; v. 3: 1562; v. 4: 1560

5.23.36 Date of publication on part pages

5.23.36.1 If parts of a manifestation have individual title pages bearing dates of publication that differ from the date pertaining to the whole manifestation, give these additional dates of publication in a Note on publication statement (see 5.24.36.9).

If, however, one of these dates is a more accurate reflection of the actual date of publication than the date pertaining to the whole manifestation, give it as a correction as instructed in 5.23.31.4.

5.24 — Note on publication statement

5.24.1 Element information

5.24.1.1 Link to RDA Toolkit

5.24.1.2 Sources of information

5.24.2 RDA definition and scope

5.24.2.1 A note on manifestation that provides information on the publication of a manifestation.

5.24.31 Note on publication statement

5.24.31.1 Make a note on publication statement if any part of the Publication statement is taken from a source other than the preferred source of information (see 5.01.1.2).

5.24.31.2 Make a note on publication statement if information is not transcribed in the Publication statement and is considered important (see 5.01.1.3).

5.24.31.3 Always make a note on publication statement if elements in the Publication statement are transposed, indicating the original position of the transposed elements (see 5.01.3.2).

Example:

Publication statement: Mexico : Imprenta de la Escalerillas dirigida por Manuel Ximeno, 1828

Note on publication statement: Date follows place of publication in imprint

Example:

Publication statement: Lugduni : Apud Seb. Gryphium, 1538

Note on publication statement: Place of publication follows publisher's name on title page

Example:

Publication statement: Sadopolis : Chez Justin Valcourt ... à l'enseigne de la Vertumalheureuse, an 0000 [that is, Brussels : Jules Gay, 1866]

Note on publication statement: Corrected imprint from: Pia, P. Livres de l'Enfer

5.24.31.4 Always make a note on publication statement if any of the original details relating to the Publication statement are covered by a label, stamp, overprint, or other means showing later information and the original details are visible or otherwise available (see 5.2.31.1).

Example:

Publication statement: New York : Perris & Browne, publishers of insurance maps, no. 13, Chambers Street, [1861?]

Note on publication statement: Imprint from printed label affixed to top right corner of title page

5.24.32 Note on place of publication

5.24.32.1 Always make a note on publication statement if the manifestation is issued in more than one physical part, and the Place of publication changes in the course of publication by giving the Place of publication of the later part(s) (see 5.21.34.1).

5.24.32.2 Always make a note on publication statement giving the basis for the correction if the Place of publication appearing on the manifestation is known to be fictitious or incorrect (see 5.21.36.1).

Example:

Place of publication: Londres [that is, Paris]

Note on publication statement: Actual place of publication from: Weller, E.O. Falsche Druckorte

5.24.32.3 When following the option in 5.21.36.2, give the basis for the correction or clarification in a note on publication statement (see Place of publication, 5.21.36.2).

5.24.32.4 Make a note on publication statement when supplying a Place of publication and justification for the supplied place is necessary (see 5.21.37.1).

Example:

Place of publication: [Cambridge, Mass.] : Printed by Samuel Green, 1668

Note on publication statement: Samuel Green was located in Cambridge, Mass., from 1660 to 1672

5.24.32.5 Make a note on publication statement when supplying the Place of publication based on a sign or address if considered necessary (see 5.21.38.1).

Example:

Place of publication: [Paris]

Note on publication statement: “À l’enseigne de l’éléphant” is the trade sign of a Parisian printer

(*Comment:* Imprint reads: “à l’enseigne de l’Éléphant”)

Example:

[London]

(*Comment:* Imprint reads: “sold in St. Paul’s Church Yard”)

5.24.32.6 Always make a note on publication statement if the reason for supplying the Place of publication is not apparent from the rest of the description and indicate the source of the information (see 5.21.385.3).

5.24.32.7 Always make a note on publication statement if the Place of publication appears in more than one language or script and the elements were transposed from their original position (see 5.21.39.1).

5.24.33 Note on parallel place of publication

5.24.33.1 Make a note on publication statement of a parallel place of publication found elsewhere in the resource from the place of publication if considered important (see Parallel place of publication, 5.215.31.4 and Place of publication, 5.21.39.1).

5.24.34 Note on name of publisher

5.24.34.1 If only the address, sign, or initials of the publisher appear in lieu of the name and the publisher's name can be identified, always give this information in a note on publication statement if it has not been supplied in Name of publisher (see 5.22.32.2).

5.24.34.2 As necessary, make a note on publication statement about the basis for the identification, the source of the information used, the presence of the device, etc. when the identification of the Name of publisher is based on a device (see 5.22.32.2).

Example:

Name of publisher: [Richard Pynson]

Note on publication statement: Printer's device of Richard Pynson (McKerrow 6) on verso final leaf (b4). See: McKerrow, R.B. Printers' & publishers' devices in England & Scotland, 1485-1640. London: Printed for the Bibliographical Society at the Chiswick Press, 1913

5.24.34.3 Always make a note on publication statement if the Name of publisher is known to be fictitious or incorrect and the actual details are known, or can be reasonably surmised, by supplying the correction and its basis (see 5.22.33.1).

Example:

Name of publisher: Chez Hubert Jaillot aux deux Globes [that is, Pieter Mortier]

Note on publication statement: Corrected publisher from Koeman

(*Comment:* A separate note is used to provide a full citation for the reference to the published description)

Example:

Name of publisher: bey Dodsley und Compagnie [that is, Jobst Hermann Flörke]

Note on publication statement: The imprint is false; in fact published in Danzig (now Gdansk) by Jobst Hermann Flörke according to Hayn/Gotendorf

(*Comment:* A separate note is used to provide a full citation for the reference to the published description)

5.24.34.4 When following the option at 5.22.33.2, make a note giving the basis for the correction or clarification (see 5.22.33.2).

5.24.34.5 If the manifestation is issued in more than one physical part and the name or form of Name of publisher changes in the course of publication, always transcribe the publication

information on the first or earliest part as the Publication statement and give the publication information of the later part(s) in a note on publication statement (see Name of publisher, 5.22.35.1).

5.24.34.6 Always make a note on publication statement if no name, address, or device of a publisher appears on the manifestation or if the responsibility of a publisher for a particular manifestation is conjectured. In any case of a supplied name of publisher, give supporting evidence in a note on publication statement (see Name of publisher, 5.22.36.1).

Example:

Name of publisher: [Anton Koberger]

Note on publication statement: Imprint from Goff.

(*Comment:* The formal citation for Goff is given in a References to published descriptions note)

5.24.34.7 Always make a note on publication statement if the Name of publisher appears in more than one language or script and the elements were transposed from their original position (see Name of publisher, 5.22.39.1 and Parallel name of publisher, 5.225.31.2).

5.24.35 Note on parallel name of publisher

5.24.35.1 Make a note on publication statement of parallel publisher names found elsewhere in the resource from the source of the name of publisher if considered important (see Parallel name of publisher, 5.225.31.1 and Name of publisher, 5.22.39.1).

5.24.36 Note on date of publication

5.24.36.1 When following the option in 5.23.31.2, include a transcription of the original chronogram in a note on publication statement if considered important (see Date of publication, 5.23.31.2).

Example:

Date of publication: [1650]

Note on publication statement: Date of publication derived from chronogram in colophon:
Der FrIeD Vnsers Herrn IesV ChrIstI behVte Vnsere Herten VnD SIIn, Von Ietzt an, blss In
EVVIgkelt

5.24.36.2 When following the option for very long dates in 5.23.31.3, make a note on publication statement concerning the source and the original form of the Date of publication (see 5.23.31.3).

Example:

Date of publication: [18 May 1507]

Note on publication statement: Date expressed in Latin words on title page.

(*Comment:* In publication: "Anno gratiae millesimo quingentesimo septimo die vero decimoctavo Maij")

5.24.36.3 Always make a note on publication statement if the Date of publication is known to be fictitious or incorrect by supplying the actual date (see 5.23.31.4).

Example:

Date of publication: 1887 [that is, 1899]

Note on publication statement: Stamped in lower left corner: Aids to navigation corrected ... to Oct. 5, 1899

Example:

Date of publication: 1786 [that is, 1788]

Note on publication statement: Dedication and preface both dated 1788

5.24.36.4 When following the option in 5.23.31.4, always make a note on publication statement to indicate the source of the information if the reason for supplying the actual date is not apparent from the rest of the description (see Date of publication, 5.23.31.4).

5.24.36.5 Always make a note on publication statement indicating the basis for the supplied year if the year of publication is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the Gregorian calendar (see Date of publication, 5.23.31.5).

Example:

Date of publication: 1743 [that is, 1744]

Note on publication statement: The year is given according to Lady Day dating
(*Comment*: "Given at our court at St. James's, the twentieth day of February, 1743, and in the seventeenth year of our reign")

Example:

Date of publication: Februar. 8. anno 1588 [that is, 1589]

Note on publication statement: The year is given according to Lady Day dating

5.24.36.6 If the Date of publication requires more than a single adjustment or addition, make a note on publication statement on the source of supplied dates (see 5.23.31.7).

Example:

Date of publication: MDCXIII [1613, that is, 1693]

Note on publication statement: Corrected imprint date from Wing
(*Comment*: A separate note is used to provide a full citation for the reference to the published description)

Example:

Date of publication: anno Domini MCCCCCXIX [1529, that is, 1539]

Note on publication statement: Place of publication and name of printer from colophon, which gives 1539 as the date of printing

Example:

Date of publication: M.DC.XXV [1625, that is, 1626]

Note on publication statement: The year is given according to Lady Day dating

5.24.36.7 If the Date of publication does not appear on the manifestation but is known, always give the source of the supplied date and any needed explanation in a note on publication statement (see 5.23.32.1).

Example:

Date of publication: [1864]

Note on publication statement: Publication date from LC Civil War maps (2nd ed.)

(*Comment:* A separate note is used to provide a full citation for the reference to the published description)

5.24.36.73 When supplying a conjectural Date of publication based on any information available, always indicate the basis for the conjecture in a note on publication statement (see 5.23.33.1).

5.24.36.75 When supplying a probable date or period of publication according to one of the patterns shown in 5.23.34.1, indicate the basis for the conjecture in a note on publication statement (see Date of publication, 5.23.34.1).

5.24.36.8 Record the date of each volume in a note on publication statement if considered important. Such a note on publication statement is particularly useful when the order of publication does not correspond to the order of the volume numeration (see Date of publication, 5.23.35.2).

Example:

Date of publication: 1560-1564

Note on publication statement: Vol. 1: 1561; v. 2: 1564; v. 3: 1562; v. 4: 1560

5.24.36.9 If parts of a manifestation have individual title pages bearing dates that differ from the date pertaining to the whole manifestation, always give these additional dates in a note on publication statement (see Date of publication, 5.23.36.1).

5.24.37 Other publication details

5.24.37.1 Make a note on publication statement for publication details that are not included in other elements if they are considered important (see 5.01.1.4).

Example:

No more published

5.25 — Distribution statement

5.25.1 Element information

5.25.1.1 [Link to RDA Toolkit](#)

5.26.1.2 Sources of information

5.25.2 RDA definition and scope

5.25.2.1 A statement that identifies a place of distribution, a distributor, or a date of distribution of a published manifestation.

5.25.3 General rule

5.25.3.1 Transcribe the distribution statement in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.25.31 Information covered by labels, etc.

5.25.31.1 If any of the original details relating to the distribution statement are covered by a label, stamp, overprint, or other means showing later information, transcribe the later information. If the original details are visible or otherwise available, transcribe or give them in a Note on distribution statement (see 5.285.31.4).

5.25.31.2 For printed materials with manuscript overwrite, use judgment in determining whether or not the overwrite should be transcribed as the distribution statement or as item-specific information. In case of doubt, consider the manuscript overwrite to be item-specific information and record as a Note on item (see 9.4.3.1).

5.25.32 Elements relating to publication vs. elements relating to distribution or manufacture

5.25.32.1 Statements relating to distribution or manufacture will sometimes be more appropriately transcribed as elements of publication, and sometimes as elements of distribution or manufacture. The roles of publishers, printers and booksellers were not clearly delimited in the hand-press period. Statements relating to distribution or manufacture frequently appear prominently on early printed materials, reflecting the tendency of booksellers or printers to function as more than solely distributors or manufacturers. As the book trade industry became increasingly specialized over time, however, the role of the publisher gradually emerged as dominant, while manufacturer and distributor gradually diminished in importance.

5.25.33 Statements relating to distribution only

5.25.33.1 If the resource bears only a statement relating to distribution or multiple such statements, generally assume the distributor to also be functioning as publisher. Treat the statement as a Publication statement.

5.25.34 Statements relating to publication and to distribution

5.25.34.1 If the resource bears statements relating both to publication and to distribution or manufacture, determine whether or not the statements are grammatically separable.

5.25.34.2 If a distribution statement is grammatically separable, treat the statement as a distribution statement.

5.25.34.3 If grammatically inseparable, transcribe it as a Publication statement.

Example:

London : Printed for the author, and published by J. Bew, Pater-Noster-Row, MDCCLXXIX

Example:

Boston : Printed by Robert Hodge, for Nathaniel Coverly, in Newbury-Street, [1782]

Example:

Amstelodami : Ex officina et sumptibus Iudoci Hondii, [approximately 1630]

5.25.34.4 If a statement with grammatically inseparable elements contains information relating both to the distribution of the resource and to the agents who have contributed to its intellectual or artistic content, use judgment in deciding whether to transcribe the statement as part of the distribution statement or as a Statement of responsibility relating to title proper (see 2.21.38.2). Often the layout of the source will suggest the appropriate treatment.

5.26 — Place of distribution

5.26.1 Element information

5.26.1.1 [Link to RDA Toolkit](#)

5.26.1.2 Sources of information

5.26.2 RDA definition and scope

5.26.2.1 A place that is associated with the distribution of a published manifestation.

5.26.3 General rule

5.26.3.1 Transcribe place names associated with the distribution of a published manifestation in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.26.3.2 Transcribe the place of distribution as it appears on the manifestation. If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe these as well.

Example:

Elizabeth-Town

Example:

Köln

Example:

Apud inclytam Germaniae Basileam

Example:

Commonwealth of Massachusetts, Boston

Example:

Saskatoon, Saskatchewan, Canada

5.26.31 Place of distribution with initial prepositions, etc.

5.26.31.1 Include in the transcription any prepositions appearing before the place of distribution as well as any accompanying words or phrases associated with the place name.

Example:

A Lyon

Example:

In London

Example:

In Boston, printed

(*Comment:* Title page reads: “In Boston, printed. 1705.” Following provisions of 5.28.3.2 “printed” is here transcribed with the place)

Example:

Printed at Bennington

Example:

Impressum fuit hoc opus Venetiis

5.26.32 Supplied modern forms of place names

5.26.32.1 If considered necessary for identification and if known, supply in square brackets the modern form of the name of the place. Use a modern form of the name in the language of the cataloging agency.

Example:

Christiania [Oslo]

Example:

Eboracum [York]

Example:

Monachii [Munich]

5.26.323 Supplied fuller forms of place names

5.26.323.1 If a place name is found only in an abbreviated form on the manifestation, transcribe it as found. Supply in square brackets the full form of the name, or the remainder of the name, if considered necessary for identification.

Example:

Mpls [that is, Minneapolis]

Example:

Rio [de Janeiro]

5.26.325 Supplied larger jurisdictions

5.26.325.1 Supply in square brackets the name of the country, state, province, etc., after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use a modern form of the name in the language of the cataloging agency.

5.26.325.2 *Optionally*, use the abbreviations for names in English listed in RDA Toolkit: Abbreviations of terms in English for countries and states.

Example:

Cambridge [England]

Example:
Newport [R.I.]

Example:
Washington [Pa.]

5.26.33 Two or more places of distribution

5.26.33.1 If the manifestation shows two or more places of distribution, and all are related to the same distributor, transcribe all in the order in which they appear.

Example:
London ; York

Example:
A Lausanne & se trouve à Paris

5.26.33.2 *Optionally*, if it is considered that the places are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the place of distribution may be shortened by omitting all the places after the third. In such cases, after the third place, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase. Do not use a mark of omission.

Example:
London ; Reading ; Bath ... [and 6 other cities in England]

5.26.33.3 If a subsequent place of distribution is not related to the same distributor, transcribe it in association with the distributor to which it corresponds.

Example:
New York : Ivison, Phinney, and Co. ; London : Trübner & Co.

5.26.33.4 Do not, however, transcribe a subsequent place as a place of distribution if it must be recorded as a grammatically inseparable part of another element.

Example:
Printed at Worcester, Massachusetts : By Isaiah Thomas : Sold by him in Worcester, by said Thomas and Andrews in Boston, and by said Thomas and Carlisle, in Walpole, Newhamphshire

5.26.33.5 If a place of distribution associated with an earlier manifestation appears together with the actual place of distribution of the manifestation being described, transcribe the places as a single element in the order in which they appear.

Example:
Philadelphia printed, London reprinted

5.26.33.6 If both the place and Name of distributor associated with an earlier manifestation appear together with the place and Name of distributor of the manifestation being described, transcribe each place with the distributor to which it corresponds.

Example:

London : Printed for Knight and Lacy, Paternoster-Row ; Greenfield, Mass. : Re-printed by Ansel Phelps, and for sale by him at his bookstore, also by West & Richardson, Cummings, Hilliard & Co., Boston, and Wilder & Campbell, New-York

5.26.34 Places of distribution in multipart monographs

5.26.34.1 If the manifestation is issued in more than one physical part, and the place of distribution changes in the course of publication, always give the place of distribution of the later part(s) in a Note on distribution statement (see 5.285.32.1).

Example:

Place of distribution: Stuttgart ; Tübingen

Note on distribution statement: Place of distribution in v. 33-40: Stuttgart ; Augsburg

5.26.35 Place names that are grammatically inseparable parts of other elements

5.26.35.1 If the place of distribution appears only as a grammatically inseparable part of another element and is transcribed there, supply the place of distribution in square brackets (see 5.25.34.3). Use a modern form of the name in the language of the cataloging agency.

Example:

[Munich] : Durch Peter Clement, Kunstführer zu München

5.26.36 Fictitious or incorrect places of distribution

5.26.36.1 If the place of distribution appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory Note on distribution statement. If the actual place is known, or can be reasonably surmised, supply the correction and give its basis in a Note on distribution statement (see 5.285.32.2).

Example:

Londres [that is, Paris]

Note on distribution statement: Actual place of distribution from: Weller, E.O. Falsche Druckorte

5.26.36.2 *Optionally*, if the place name is known to be fictitious, transcribe it as it appears and supply in square brackets the actual place name, preceded by "that is," if known. Use a modern form of name in the language of the cataloging agency, and give the basis for the correction or clarification in a Note on distribution statement (see 5.285.32.3).

5.26.37 No place of distribution

5.26.37.1 If no place of distribution appears on the manifestation but is known, supply it in square brackets. Use a modern form of the name in the language of the cataloging agency, and include the name of the larger jurisdiction if considered necessary for identification. Use the location associated with the first transcribed distributor if one is present. Provide a justification for the supplied place in a Note on distribution statement if necessary (see 5.285.32.4).

Example:

Place of distribution: [London]

Name of distributor: sold by George Willis, 42, Charing Cross

5.26.37.2 If the name of the place of distribution has changed over time, supply the place name appropriate to the Date of distribution if known (e.g., Leningrad, not Saint Petersburg, for manifestations published in that city between 1924 and 1991). If considered necessary for identification, also supply the modern place name and the name of the larger jurisdiction, preceded by “that is,” in the language of the cataloging agency.

Example:

[Christiania, that is, Oslo]

Example:

[Leona Vicario, that is, Saltillo, Coahuila, Mexico]

5.26.38 Place of distribution supplied based on address or sign

5.26.38.1 Supply in square brackets a modern form of the name in the language of the cataloging agency, when only an address or description of a trade sign appears on the manifestation. (Transcribe the address or sign as the Name of distributor; see 5.27.32.1.) When supplying the place of distribution, give a justification in a Note on distribution statement if necessary (see 5.285.32.5).

Example:

[London]

(*Comment:* Imprint reads: “sold in St. Paul’s Church Yard”)

5.26.385 Place of distribution uncertain or unknown

5.26.385.1 If the place of distribution is uncertain and is considered important, supply the name of the probable place of distribution with a question mark, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Amsterdam?]

Example:

[Newport, R.I.?

Example:

[Saint Petersburg?]

5.26.385.2 If no city of distribution can be conjectured, supply the name of a state, province, country, or other larger geographic entity as the place of distribution with a question mark if necessary, using a modern form of the name in the language of the cataloging agency in square brackets.

Example:

[Canada]

Example:

[Surrey?]

Example:

[Prussia?]

Example:

[South America?]

5.26.385.3 If the reason for supplying the place is not apparent from the rest of the description, always make a Note on distribution statement to indicate the source of the information (see 5.285.32.6).

Example:

Note on distribution statement: Place of distribution suggested by Alden

5.26.385.4 If no place of distribution can be conjectured, record "Place of distribution not identified" in square brackets.

Example:

[Place of distribution not identified]

5.26.39 Place names in more than one language or script

5.26.39.1 If the place of distribution appears in more than one language or script, transcribe the place in the language or script of the Title proper or, if this criterion does not apply, transcribe the place that appears first. Transcribe the remaining place(s) as Parallel places of distribution. Always make a Note on distribution statement to indicate the original position on the source of any transposed statements (see 5.285.33.1).

5.265 — Parallel place of distribution

5.265.1 Element information

5.265.1.1 Link to RDA Toolkit

5.265.1.2 Sources of information

5.265.2 RDA definition and scope

5.265.2.1 A place of distribution in another language or script.

5.265.31 Distribution place names in more than one language or script

5.265.31.1 Take parallel places of distribution from the same source as the Place of distribution. Make a Note on distribution statement on parallel places of distribution found elsewhere if considered important (see 5.285.33.1).

5.265.31.2 Make a Note on distribution statement to indicate the original position of the source of any transposed statements (see 5.285.32.7).

5.265.31.3 If the Place of distribution appears in more than one language or script, transcribe the place in the language or script of the Title proper as a Place of distribution. If this criterion does not apply, transcribe the Place of distribution that appears first.

5.265.31.4 Transcribe any remaining Place of distribution as parallel places of distribution. If a parallel place of distribution is from a different source than the Place of distribution, make a Note on distribution statement if considered important for identification (see Note on distribution statement, 5.285.33.1).

5.265.31.5 *Optionally*, if the parallel places of distribution are too numerous to list exhaustively and some may be omitted without significant loss of identification then all parallel places of distribution after the third may be omitted. In such cases, after the third parallel place of distribution, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase. Do not use a mark of omission.

5.27 — Name of distributor

5.27.1 Element information

5.27.1.1 Link to RDA Toolkit

5.27.1.2 Sources of information

5.27.2 RDA definition and scope

5.27.2.1 A nomen that is a name of an agent who is responsible for distributing a published manifestation.

5.27.3 General rule

5.27.3.1 Transcribe the names of distributors in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.27.3.2 Transcribe the name of the distributor, together with any associated words or phrases, as it appears on the manifestation. In general, transcribe the full address. Consider the sequence, layout, and typography of words in the distribution statement when determining the most appropriate element in which to transcribe the address. If address information is grammatically inseparable from the distributor's name, transcribe that information as part of name of distributor.

Example:

sold for the editor, by Messrs. Dulau & Co.

Example:

No. 107, Wardour-Street; De Boffe, No. 7, Gerrard-Street, Soho; and T. Boosey, Broad-Street, behind the Royal Exchange

Example:

sold at wholesale by Horace Partridge, importer, wholesale and retail dealer in fancy goods, toys, watches, jewelry, Yankee notions, beads, &c. No. 27 Hanover Street Boston

Example:

Sold by William Berry, at the Sign of the Globe between Charing-cross and Whitehall

5.27.3.3 *Optionally*, omit addresses and insignificant information appearing with the distributor's name, unless the information aids in identifying or dating the manifestation or is deemed important to the cataloging agency (e.g., for the purpose of capturing book trade data). If omitting addresses, use the mark of omission.

Example:

sold for the editor, by Messrs. Dulau & Co. ... De Boffe ... and T. Boosey ...

5.27.31 Names of distributors containing grammatically inseparable place names or dates

5.27.31.1 If the name of distributor contains grammatically inseparable statements relating to Place of distribution or Date of distribution, transcribe them as part of the name of distributor. Supply the Place of distribution or Date of distribution or Date of distribution in square brackets in the appropriate element.

Example:

[Greenfield, Massachusetts] : printed and sold at Greenfield, Massachusetts

5.27.32 Names of distributors containing only addresses, signs, or initials

5.27.32.1 If only the address, sign, or initials of the distributor appears in lieu of the name, transcribe the statement containing the address, sign, or initials as the name of distributor. If the distributor's name can be identified, supply it in square brackets after the initials or before or after the address or sign, as appropriate, or give the information in a Note on distribution statement (see 5.285.34.1).

Example:

to be sold at the signe of the Blacke Beare [by Edward Blount] in Pauls Church-yard

5.27.32.2 If the identification of the distributor is based on a device, supply the name of the distributor in square brackets, even if the device includes the distributor's initials or spelled-out name. Make a Note on distribution statement as necessary about the basis for the identification, the source of the information used, the presence of the device, etc. (see 5.285.34.2).

5.27.33 Fictitious or incorrect names of distributor

5.27.33.1 If the name of distributor is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory note. If the actual details are known, or can be reasonably surmised, supply the correction and its basis in a Note on distribution statement (see 5.285.34.3).

5.27.33.2 *Optionally*, if the name as transcribed is known to be fictitious, transcribe it as it appears and supply in square brackets the actual name, preceded by "that is," if known. Give the basis for the correction or clarification in a Note on distribution statement (see 5.285.34.4).

5.27.34 Two or more names of distributors

5.27.34.1 If the Distribution statement includes more than one distributor in a single source, transcribe all the names in the order indicated by the sequence, layout, or typography of the names on the source of information. Transcribe them as subsequent names of distributor only when they are not linked by connecting words or phrases.

5.27.34.2 *Optionally*, if it is considered that the names are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the Distribution

statement may be shortened by omitting all the names after the third. In such cases, after the third name, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted distributors in the supplied phrase. Do not use a mark of omission.

Example:

sold by Sherwood & Co. ... ; Hurst ... ; Forrest, ... Manchester [and 3 others in 1 other place]

5.27.34.3 If both the Place of distribution and name of distributor associated with an earlier manifestation appear together with the Place of distribution and name of distributor of the manifestation being described, transcribe each distributor with the place to which it corresponds.

Example:

Printed for T. Cooper, at the Globe in Pater-noster-Row, 1742, and reprinted for J. Wilkie, St. Paul's Church-yard

5.27.35 Names of distributors in multipart monographs

5.27.35.1 If the manifestation is issued in more than one physical part and the name of distributor or the distributor's form of name changes in the course of publication, transcribe the Distribution statement of the first or earliest part and always give the Distribution statement of the later part(s) in a Note on distribution statement (see 5.285.34.5).

5.27.36 Supplied and conjectured names of distributors

5.27.36.1 If no name, address, or device of a distributor appears on the manifestation, supply the name of the distributor in square brackets if known and if considered important. If the responsibility of a distributor for a particular manifestation is conjectured, either add a question mark to any supplied name or give the information in a Note on distribution statement. In any case of a supplied distributor, give supporting evidence in a Note on distribution statement (see 5.285.34.6).

5.27.37 Name of distributor cannot be supplied

5.27.37.1 If no distributor's name can be conjectured, record "distributor not identified" in square brackets if considered important.

5.27.38 Name of distributor transcribed as part of another element

5.27.38.1 If the name of the distributor does not appear in the Distribution statement, but has already been transcribed as part of another element, supply it within square brackets.

If transcribing a distributor name as part of another element, do not abridge or expand the name of distributor simply because it repeats or omits information given elsewhere in the description.

5.27.39 Name of distributor in more than one language or script

5.27.39.1 If the name of the distributor appears in more than one language or script, transcribe the statement in the language or script of the Title proper or, if this criterion does not apply, transcribe the statement that appears first. Transcribe the remaining statement(s) as parallel statements (see Parallel name of distributor). Always make a Note on distribution statement to indicate the original position on the source of any transposed statements (see 5.285.34.7).

5.275 — Parallel name of distributor

5.275.1 Element information

5.275.1.1 Link to RDA Toolkit

5.275.1.2 Sources of information

5.275.2 RDA definition and scope

5.275.2.1 A nomen that is a name of distributor in another language or script.

5.275.31 Distributor names in more than one language or script

5.275.31.1 Take parallel distributors' names from the same source as the Name of distributor. Make a Note on distribution statement for parallel distributors' names found elsewhere if considered important (see Note on distribution statement, 5.285.35.1).

5.275.31.2 Make a Note on distribution statement to indicate the original position on the source of any transposed statements (see 5.285.34.7).

5.275.31.3 If the Name of distributor appears in more than one language or script, transcribe the place in the language or script of the Title proper as a Name of distributor element. If this criterion does not apply, transcribe the Name of distributor that appears first.

5.275.31.4 Transcribe remaining Names of distributor as parallel names of distributor. If a parallel name of distributor is from a different source than the Name of distributor, make a Note on distribution statement if considered important (see Note on distribution statement, 5.285.35.1).

5.275.31.5 *Optionally*, if the parallel names of distributor are too numerous to list exhaustively and some may be omitted without significant loss of identification then all parallel distributors' names after the third may be omitted. In such cases, after the third parallel name of distributor, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted names (if more than one) in the supplied phrase. Do not use a mark of omission.

5.28 — Date of distribution

5.28.1 Element information

5.28.1.1 Link to RDA Toolkit

5.28.1.2 Sources of information

5.28.2 RDA definition and scope

5.28.2.1 A timespan during which a published manifestation is distributed.

5.28.3 General rule

5.28.3.1 Transcribe dates of distribution in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions. Include the day and month, if present.

Example:

Octr. 22, 1796

5.28.3.2 Transcribe words and phrases such as “in the year” and “anno”. If both the place and the date of printing appear in conjunction with the phrase “printed in the year,” determine whether “printed” is to be transcribed with the the date or elsewhere in the Distribution statement according to the punctuation or typography of the source.

Example:

in the year of God 1638

Example:

anno Dom. 1660

5.28.3.3 If the date is grammatically inseparable from information transcribed as part of another element, transcribe it within that element and supply the date in square brackets as the date of distribution. If the supplied date includes a day/month, use the sequence: day, month, year.

5.28.31 Transcription involving adjustments or additions

5.28.31.1 **Roman numerals.** If the date appears in roman numerals, transcribe the date as it appears. Retain punctuation but omit internal spaces (see Transcription, 0.4.34 and Transcription, 0.4.42.3). Supply the year in arabic numerals in square brackets.

Example:

in the year M.DCC.LXXV [1775]

Example:

anno MDCLXXXVII [1687]

5.28.31.2 Chronograms. Transcribe the chronogram as it appears. *Optionally*, include the date in arabic numerals in square brackets.

Optionally, substitute for the chronogram the date in arabic numerals in square brackets. If the supplied date includes a day/month, use the sequence: day, month, year. If following the option, always make a Note on distribution statement explaining the source of the date. Include a transcription of the original chronogram in a Note on distribution statement if considered important (see 5.285.36.1).

5.28.31.3 Very long dates. If the date on the preferred source of information is very long, generally transcribe it as it appears.

Optionally, if the statement in the date of distribution is very long, substitute for it a formalized statement in square brackets. Make a Note on distribution statement concerning the source and form of the statement (see 5.285.36.2).

5.28.31.4 Fictitious or incorrect dates. If the date of distribution is known to be fictitious or incorrect, transcribe it as it appears and always supply the actual date in a Note on distribution statement (see 5.285.36.4).

Optionally, supply the actual date, preceded by “that is,” in square brackets. If the reason for supplying the actual date is not apparent from the rest of the description, make a Note on distribution statement to indicate the source of the information (see 5.285.36.3).

Example:

Date of distribution: 1689 [that is, 1690]

Note on distribution statement: “Given at our Court at Dublin-Castle the 28th day of March 1690”

5.28.31.5 Julian/Old Style dates. If the year of distribution is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the Gregorian calendar, transcribe the date as it appears and supply the Gregorian year, preceded by “that is,” in square brackets. Always make a Note on distribution statement to indicate the basis for the supplied year (see 5.285.36.5). Do not amend the month and day, if present, by supplying Gregorian equivalents. In case of doubt, do not adjust the year.

The Julian calendar was gradually abandoned in favor of the Gregorian calendar beginning in 1582, with different countries adopting the calendar in different years. The difficulty in determining dates during this period is further complicated by the fact that January 1 was not universally used to reckon the start of a new year (e.g., before adopting the Gregorian calendar, Great Britain and its colonies long calculated the turn of the year on March 25, the Feast of the Annunciation or “Lady Day”). For assistance in establishing Gregorian dates, consult a reference source such as Adriano Cappelli’s *Cronologia, Cronografia e Calendario Perpetuo* or C.R. Cheney’s *Handbook of Dates*.

Example:

Date of distribution: 1661 [that is, 1662]

Note on distribution statement: The year is given according to Lady Day dating
(*Comment*: “Given at our court at Whitehal, the three and twentieth day of January, in the thirteenth year of our reign, 1661”)

If two dates appear on the manifestation, representing both Julian (Old Style) and Gregorian (New Style) dating, transcribe both dates, separated by a slash. Supply the Gregorian year in square brackets, if necessary.

Example:

1691/2 [that is, 1692]

5.28.31.6 Dates not of the Julian or Gregorian calendar. If the date of distribution is based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian year(s) in square brackets. For manifestations issued before 1582, supply the equivalent Julian date(s). For later manifestations, supply the equivalent Gregorian date(s).

Example:

An III [1794 or 1795]

(*Comment*: Date of imprint follows French Revolutionary calendar)

Optionally, if the date of distribution includes a day/month based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian day/month in square brackets. Use the sequence: day, month, year.

Example:

die visitationis Beatae Virginis Mariae [July 2] 1497

(*Comment*: Day and month follow ecclesiastical calendar)

5.28.31.7 Multiple adjustments or additions. If the date of distribution requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets. Make a Note on distribution statement for source of supplied dates (see 5.285.36.6).

5.28.32 Date of distribution supplied from reference sources

5.28.32.1 If the date of distribution does not appear on the manifestation but is known, supply it in square brackets from any source, preferably a reliable bibliography or reference work. Give the source of the supplied date and any needed explanation in a Note on distribution statement (see 5.285.36.7).

Example:

Date of distribution: MDLII [1552, that is, 1652]

Note on distribution statement: Corrected date from Corpus librorum emblematum, Jesuit series

5.28.33 Conjectural date of distribution

5.28.33.1 Supply in square brackets a conjectural date of distribution based on any information available if considered important. Always indicate the basis for the conjecture in a Note on distribution statement (see 5.285.36.73).

5.28.33.2 If the preferred source of information bears a prominent date that does not clearly represent the date of distribution, either transcribe it as part of the Title or the Statement of responsibility elements or give it in a Note on manifestation (see 9.3.36.1).

5.28.34 Patterns for supplying a conjectural date

5.28.34.1 Give a probable date or period of distribution according to one of the patterns shown in the examples below. Indicate the basis for the conjecture in a Note on distribution statement (see 5.285.36.75).

Conjectural date	Pattern
[1560?]	probable date
[approximately 1580]	approximate date
[approximately 1580?]	probable approximate date
[not before 1479]	terminal date
[not after 21 August 1492]	terminal date
[1727 or 1728]	one year or the other
[between 1711 and 1749]	span certain
[between 1711 and 1749?]	span uncertain
[between 1670 and 1680]	decade certain
[between 1670 and 1680?]	probable decade
[between 1600 and 1700]	century certain
[between 1600 and 1700?]	probable century

5.28.35 Date of distribution in multipart monographs

5.28.35.1 In describing a manifestation consisting of volumes, parts, or fascicles published over a number of years, transcribe the date of distribution of the volume, part, or fascicle published first and the date of distribution of the volume, part, or fascicle published last, and connect them with a hyphen.

5.28.35.2 Record the date of each volume in a Note on distribution statement if considered important. Such a Note on distribution statement is particularly useful when the order of distribution does not correspond to the order of the volume numeration (see 5.285.36.8).

5.28.36 Date of distribution on part pages

5.28.36.1 If parts of a manifestation have individual title pages bearing dates of distribution that differ from the date pertaining to the whole manifestation, give these additional dates of distribution in a Note on distribution statement (see 5.285.36.9).

If, however, one of these dates is a more accurate reflection of the actual date of distribution than the date pertaining to the whole manifestation, give it as a correction as instructed in 5.28.31.4.

5.285 — Note on distribution statement

5.285.1 Element information

5.285.1.1 Link to RDA Toolkit

5.285.1.2 Sources of information

5.285.2 RDA definition and scope

5.285.2.1 A note on manifestation that provides information on the distribution of a manifestation.

5.285.31 Note on distribution statement

5.285.31.1 Make a note on distribution statement if any part of the Distribution statement is taken from a source other than the preferred source of information (see 5.01.1.2).

5.285.31.2 Make a note on distribution statement if information is not transcribed in the Distribution statement and is considered important (see 5.01.1.3).

5.285.31.3 Always make a note on distribution statement if elements in the Distribution statements are transposed, indicating the original position of the transposed elements (see 5.01.3.2).

Example:

Distribution statement: London : Sold also by Vernor and Hood, Crosby and Letterman

Note on distribution statement: Place of distribution, "London," is printed below distributor's name on title page

5.285.31.4 Always make a note on distribution statement if any of the original details relating to the Distribution statement are covered by a label, stamp, overprint, or other means showing later information and the original details are visible or otherwise available (see 5.25.31.1).

5.285.32 Note on place of distribution

5.285.32.1 Always make a note on distribution statement if the manifestation is issued in more than one physical part, and the Place of distribution changes in the course of publication by giving the Place of distribution of the later part(s) (see 5.26.34.1).

Example:

Place of distribution: Stuttgart ; Tübingen

Note on distribution statement: Place of distribution in v. 33-40: Stuttgart ; Augsburg

5.285.32.2 Always make a note on distribution statement giving the basis for the correction if the Place of distribution appearing on the manifestation is known to be fictitious or incorrect (see 5.26.36.1).

Example:

Place of distribution: Londres [that is, Paris]

Note on distribution statement: Actual place of publication from: Weller, E.O. Falsche Druckorte

5.285.32.3 When following the option in 5.26.36.2, give the basis for the correction or clarification in a note on distribution statement (see Place of distribution, 5.26.36.2).

5.285.32.4 Make a note on distribution statement when supplying a Place of distribution and justification for the supplied place is necessary (see 5.26.37.1).

Example:

Place of distribution: [Cambridge, Mass.]

Note on distribution statement: Samuel Green was located in Cambridge, Mass., from 1660 to 1672

5.285.32.5 Make a note on distribution statement when supplying the Place of distribution based on a sign or address if considered necessary (see 5.26.38.1).

Example:

[London]

(*Comment:* Imprint reads: “sold in St. Paul’s Church Yard”)

5.285.32.6 Always make a note on distribution statement if the reason for supplying the Place of distribution is not apparent from the rest of the description and indicate the source of the information (see 5.26.38.3).

Example:

Place of distribution: [Madrid]

Name of distributor: Se hallarà en la lonja de papel de Andrès de Sotos, mas abaxo de la Porteria de San Martin

Note on distribution: La Porteria de San Martin is in Madrid

5.285.32.7 Always make a note on distribution statement if the Place of distribution appears in more than one language or script and the elements were transposed from their original position (see 5.26.39.1).

5.285.33 Note on parallel place of distribution

5.285.33.1 Make a note on distribution statement of a parallel place of distribution found elsewhere in the resource from the place of distribution if considered important (see Parallel place of distribution, 5.26.31.4 and Place of distribution, 5.26.39.1).

5.285.34 Note on name of distributor

5.285.34.1 If only the address, sign, or initials of the distributor appear in lieu of the name and the distributor’s name can be identified, always give this information in a note on distribution statement if it has not been supplied in Name of distributor (see 5.27.32.1).

5.285.34.2 As necessary, make a note on distribution statement about the basis for the identification, the source of the information used, the presence of the device, etc. when the identification of the Name of distributor is based on a device (see 5.27.32.2).

5.285.34.3 Always make a note on distribution statement if the Name of distributor is known to be fictitious or incorrect and the actual details are known, or can be reasonably surmised, by supplying the correction and its basis (see 5.27.33.1).

5.285.34.4 When following the option at 5.27.33.2 make a note giving the basis for the correction or clarification (see 5.27.33.2).

5.285.34.5 If the manifestation is issued in more than one physical part and the name or form of Name of distributor changes in the course of publication, always transcribe the distribution information on the first or earliest part as the Distribution statement and give the distribution information of the later part(s) in a note on distribution statement (see Name of distributor, 5.27.35.1).

5.285.34.6 Always make a note on distribution statement if no name, address, or device of a distributor appears on the manifestation or if the responsibility of a distributor for a particular manifestation is conjectured. In any case of a supplied distributor, give supporting evidence in a note on distribution statement (see Name of distributor, 5.27.36.1).

5.285.34.7 Always make a note on distribution statement if the Name of the distributor appears in more than one language or script and the elements were transposed from their original position (see Name of distributor, 5.27.39.1 and Parallel name of distributor, 5.275.31.2).

5.285.35 Note on parallel name of distributor

5.285.35.1 Make a note on distribution statement of parallel distributor names found elsewhere in the resource from the source of the name of distributor if considered important (see Parallel name of distributor, 5.275.31.1 and Name of distributor, 5.27.39.1).

5.285.36 Note on date of distribution

5.285.36.1 When following the option in 5.28.31.2, include a transcription of the original chronogram in a note on distribution statement if considered important (see Date of distribution, 5.28.31.2).

5.285.36.2 When following the option for very long dates in 5.28.31.3, make a note on distribution statement concerning the source and the original form of the Date of distribution (see 5.28.31.3).

5.285.36.3 Always make a note on distribution statement if the Date of distribution is known to be fictitious or incorrect by supplying the actual date (see 5.28.31.4).

5.285.36.4 When following the option in 5.28.31.4, always make a note on distribution statement to indicate the source of the information if the reason for supplying the actual date is not apparent from the rest of the description (see Date of distribution, 5.28.31.4).

Example:

Date of distribution: 1689 [that is, 1690]

Note on distribution statement: "Given at our Court at Dublin-Castle the 28th day of March 1690"

5.285.36.5 Always make a note on distribution statement indicating the basis for the supplied year if the year of publication is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been distributed in the following year according to the Gregorian calendar (see Date of distribution, 5.28.31.5).

5.285.36.6 If the Date of distribution requires more than a single adjustment or addition, make a note on distribution statement on the source of supplied dates (see 5.28.31.7).

5.285.36.7 If the Date of distribution does not appear on the manifestation but is known, always give the source of the supplied date and any needed explanation in a note on distribution statement (see 5.28.32.1).

Example:

Date of distribution: MDLII [1552, that is, 1652]

Note on distribution statement: Corrected date from Corpus librorum emblematum, Jesuit series

5.285.36.73 When supplying a conjectural Date of distribution based on any information available, always indicate the basis for the conjecture in a note on distribution statement (see 5.28.33.1).

5.285.36.75 When supplying a probable date or period of distribution according to one of the patterns shown in 5.28.34.1, indicate the basis for the conjecture in a note on distribution statement (see Date of distribution, 5.28.34.1).

5.285.36.8 Record the date of each volume in a note on distribution statement if considered important. Such a note on distribution statement is particularly useful when the order of distribution does not correspond to the order of the volume numeration (see Date of distribution, 5.28.35.2).

5.285.36.9 If parts of a manifestation have individual title pages bearing dates that differ from the date pertaining to the whole manifestation, always give these additional dates in a note on distribution statement (see Date of distribution, 5.28.36.1).

5.285.37 Other distribution details

5.285.37.1 Make a note on distribution statement for distribution details that are not included in other elements if they are considered important (see 5.01.1.4).

Example:

Price three pence

5.29 — Manufacture statement

5.29.1 Element information

5.29.1.1 [Link to RDA Toolkit](#)

5.29.1.2 Sources of information

5.29.2 RDA definition and scope

5.29.2.1 A statement that identifies a place of manufacture, a manufacturer, or a date of manufacture of a published manifestation.

5.29.2.2 A manufacture statement includes a statement about the printing, duplicating, casting, etc., of a published manifestation.

5.29.3 General rule

5.29.3.1 Transcribe the manufacture statement in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.29.31 Information covered by labels, etc.

5.29.31.1 If any of the original details relating to the manufacture statement are covered by a label, stamp, overprint, or other means showing later information, transcribe the later information. If the original details are visible or otherwise available, always transcribe or give them in a Note on manufacture statement (see 5.34.31.4).

5.29.31.2 For printed materials with manuscript overwrite, use judgment in determining whether or not the overwrite should be transcribed as the manufacture statement or as item-specific information. In case of doubt, consider the manuscript overwrite to be item-specific information and record as a Note on item (see 9.4.3.1).

5.29.32 Elements relating to publication vs. elements relating to distribution or manufacture

5.29.32.1 Statements relating to distribution or manufacture will sometimes be more appropriately transcribed as elements of publication, and sometimes as elements of distribution or manufacture. The roles of publishers, printers and booksellers were not clearly delimited in the hand-press period. Statements relating to distribution or manufacture frequently appear prominently on early printed materials, reflecting the tendency of booksellers or printers to function as more than solely distributors or manufacturers. As the book trade industry became increasingly specialized over time, however, the role of the publisher gradually emerged as dominant, while manufacturer and distributor gradually diminished in importance.

5.29.33 Statements relating to manufacture only

5.29.33.1 If the resource bears only a statement relating to manufacture or multiple such statements, generally assume the manufacturer to also be functioning as publisher. Treat the statement as a Publication statement.

5.29.34 Statements relating to publication and to distribution or manufacture

5.29.34.1 If the resource bears statements relating both to publication and to distribution or manufacture, determine whether or not the statements are grammatically separable.

5.29.34.2 If a manufacture statement is grammatically separable, treat the statement as a manufacture statement.

5.29.34.3 If grammatically inseparable, transcribe it as a Publication statement.

Example:

London : Printed for the author, and published by J. Bew, Pater-Noster-Row, MDCCLXXIX

Example:

Boston : Printed by Robert Hodge, for Nathaniel Coverly, in Newbury-Street, [1782]

Example:

Amstelodami : Ex officina et sumptibus Iudoci Hondii, [approximately 1630]

5.29.34.4 If a statement with grammatically inseparable elements contains information relating both to the manufacture of the resource and to the agents who have contributed to its intellectual or artistic content, use judgment in deciding whether to transcribe the statement as part of the manufacture statement or as a Statement of responsibility relating to title proper (see 2.21.38.2). Often the layout of the source will suggest the appropriate treatment.

5.31 — Place of manufacture

5.31.1 Element information

5.31.1.1 [Link to RDA Toolkit](#)

5.31.1.2 Sources of information

5.31.2 RDA definition and scope

5.31.2.1 A place that is associated with the printing, duplicating, casting, etc., of a published manifestation.

5.31.3 General rule

5.31.3.1 Transcribe place names associated with the printers and other manufacturers of a published manifestation in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

5.31.3.2 Transcribe the place of manufacture as it appears on the manifestation. If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe these as well.

5.31.31 Place of manufacture with initial prepositions, etc.

5.31.31.1 Include in the transcription any prepositions appearing before the place of manufacture as well as any accompanying words or phrases associated with the place name.

Example:

A Philadelphie

Example:

In Venetia

5.31.32 Supplied modern forms of place names

5.31.32.1 If considered necessary for identification and if known, supply in square brackets the modern form of the name of the place. Use a modern form of the name in the language of the cataloging agency.

Example:

Lugduni

5.31.323 Supplied fuller forms of place names

5.31.323.1 If a place name is found only in an abbreviated form on the manifestation, transcribe it as found. Supply in square brackets the full form of the name, or the remainder of the name, if considered necessary for identification.

5.31.325 Supplied larger jurisdictions

5.31.325.1 Supply in square brackets the name of the country, state, province, etc., after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Use a modern form of the name in the language of the cataloging agency.

5.31.325.2 *Optionally*, use the abbreviations for names in English listed in RDA Toolkit: Abbreviations of terms in English for countries and states.

5.31.33 Two or more places of manufacture

5.31.33.1 If the manifestation shows two or more places of manufacture, and all are related to the same manufacturer, transcribe all in the order in which they appear.

5.31.33.2 *Optionally*, if it is considered that the places are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the place of manufacture may be shortened by omitting all the places after the third. In such cases, after the third place, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase. Do not use a mark of omission.

5.31.33.3 If a subsequent place of manufacture is not related to the same manufacturer, transcribe it in association with the manufacture to which it corresponds.

5.31.33.4 Do not, however, transcribe a subsequent place as a place of manufacture if it must be recorded as a grammatically inseparable part of another element.

5.31.33.5 If a place of manufacture associated with an earlier manifestation appears together with the actual place of manufacture of the manifestation being described, transcribe the places as a single element in the order in which they appear.

5.31.33.6 If both the place and Name of manufacturer associated with an earlier manifestation appear together with the place and Name of manufacturer of the manifestation being described, transcribe each place with the manufacturer to which it corresponds.

5.31.34 Places of manufacture in multipart monographs

5.31.34.1 If the manifestation is issued in more than one physical part, and the place of manufacture changes in the course of publication, always give the place of manufacture of the later part(s) in a Note on manufacture statement (see 5.34.32.1).

5.31.35 Place names that are grammatically inseparable parts of other elements

5.31.35.1 If the place of manufacture appears only as a grammatically inseparable part of another element and is transcribed there, supply the place of manufacture in square brackets (see 5.29.34.3). Use a modern form of the name in the language of the cataloging agency.

5.31.36 Fictitious or incorrect places of manufacture

5.31.36.1 If the place of manufacture appearing on the manifestation is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory Note on manufacture statement. If the actual place is known, or can be reasonably surmised, supply the correction and give its basis in a Note on manufacture statement (see 5.34.32.2).

5.31.36.2 *Optionally*, if the place name is known to be fictitious, transcribe it as it appears and supply in square brackets the actual place name, preceded by “that is,” if known. Use a modern form of the name in the language of the cataloging agency, and give the basis for the correction or clarification in a Note on manufacture statement (see 5.34.32.3).

Example:

Place of manufacture: Cosmopoli [that is, London]

Note on manufacture statement: The imprint is fictitious; printed in London by Richard Field (cf. STC)

(*Comment:* The formal citation for STC is given in a References to published descriptions note)

5.31.37 No place of manufacture

5.31.37.1 If no place of manufacture appears on the manifestation but is known and is considered important, supply it in square brackets. Use a modern form of the name in the language of the cataloging agency, and include the name of the larger jurisdiction if considered necessary for identification. Use the location associated with the first transcribed manufacturer if one is present. Provide a justification for the supplied place in a Note on manufacture statement if necessary (see 5.34.32.4).

5.31.37.2 If the name of the place of manufacture has changed over time, supply the place name appropriate to the Date of manufacture if known (e.g., Leningrad, not Saint Petersburg, for manifestations published in that city between 1924 and 1991). If considered necessary for identification, also supply the modern place name and the name of the larger jurisdiction, preceded by “that is,” in the language of the cataloging agency.

5.31.38 Place of manufacture supplied based on address or sign

5.31.38.1 Supply in square brackets a modern form the name in the language of the cataloging agency, when only an address or description of a trade sign appears on the manifestation. (Transcribe the address or sign as the Name of manufacturer; see 5.32.32.1.) When supplying the place of manufacture, give a justification in a Note on manufacture statement if necessary (see 5.34.32.5).

5.31.385 Place of manufacture uncertain or unknown

5.31.385.1 If the place of manufacture is uncertain and is considered important, supply the name of the probable place of manufacture with a question mark, using a modern form of the name in the language of the cataloging agency in square brackets.

5.31.385.2 If no city of manufacture can be conjectured, supply the name of a state, province, country, or other larger geographic entity as the place of manufacture with a question mark if necessary, using a modern form of the name in the language of the cataloging agency in square brackets.

5.31.385.3 If the reason for supplying the place is not apparent from the rest of the description, always make a Note on manufacture statement to indicate the source of the information (see 5.34.32.6).

5.31.385.4 If no place of manufacture can be conjectured, record "Place of manufacture not identified" in square brackets.

5.31.39 Place names in more than one language or script

5.31.39.1 If the place of manufacture appears in more than one language or script, transcribe the place in the language or script of the Title proper or, if this criterion does not apply, transcribe the place that appears first. Transcribe the remaining place(s) as Parallel place of manufacture. Always make a Note on manufacture statement to indicate the original position on the source of any transposed statements (see 5.34.33.1).

5.315 — Parallel place of manufacture

5.315.1 Element information

5.315.1.1 Link to RDA Toolkit

5.315.1.2 Sources of information

5.315.2 RDA definition and scope

5.315.2.1 A place of manufacture in another language or script.

5.315.31 Manufacture place names in more than one language or script

5.315.31.1 Take parallel places of manufacture from the same source as the Place of manufacture. Make a Note on manufacture statement on parallel places of manufacture found elsewhere if considered important (see 5.34.33.1).

5.315.31.2 Make a Note on manufacture statement to indicate the original position of the source of any transposed statements (see 5.34.34.7).

5.315.31.3 If the Place of manufacture appears in more than one language or script, transcribe the place in the language or script of the title proper as a Place of manufacture. If this criterion does not apply, transcribe the Place of manufacture that appears first.

5.315.31.4 Transcribe remaining Places of manufacture as parallel places of manufacture. If a parallel place of manufacture is from a different source than the Place of manufacture, make a Note on manufacture statement if considered important (see Note on manufacture statement, 5.34.33.1).

5.315.31.5 *Optionally*, if the parallel places of manufacture are too numerous to list exhaustively and some may be omitted without significant loss of identification then all parallel places of manufacture after the third may be omitted. In such cases, after the third parallel place of manufacture, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase. Do not use a mark of omission.

5.32 — Name of manufacturer

5.32.1 Element information

5.32.1.1 [Link to RDA Toolkit](#)

5.32.1.2 Sources of information

5.32.2 RDA definition and scope

5.32.2.1 A nomen that is a name of an agent who is responsible for printing, duplicating, casting, etc., a published manifestation.

5.32.3 General rule

5.32.3.1 Transcribe the names of printers and other manufacturers in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

Example:

printed at the Patriot Office, Arcade, Lowther Street

Example:

printed by S. Gosnell, Little Queen Street, Holborn

5.32.3.2 Transcribe the name of the manufacturer, together with any associated words or phrases, as it appears on the manifestation. In general, transcribe the full address. Consider the sequence, layout, and typography of words in the manufacture statement when determining the most appropriate element in which to transcribe the address. If address information is grammatically inseparable from the manufacturer's name, transcribe that information as part of name of manufacturer.

Example:

Kidder and Wright, music compositors

Example:

S.W. Green, book and job printer, and electrotyper, 16 and 18 Jacob Street, New-York

Example:

printed by the heirs and successors of Andrew Anderson, printers to the Queen's Most Excellent Majesty

Example:

printed by A. Strahan, law-printer to the King's Most Excellent Majesty, for T. Cadell and W. Davies, Strand

Example:

printed by John Macock and Francis Tyton, printers to the House of Lords

5.32.3.3 *Optionally*, omit addresses and insignificant information appearing with the manufacturer's name, unless the information aids in identifying or dating the manifestation or is deemed important to the cataloging agency (e.g., for the purpose of capturing book trade data). If omitting addresses, use the mark of omission.

Example:

Printed by William Clowes and Sons, Limited ...

(*Comment*: Full manufacturer's name reads: printed by William Clowes and Sons, Limited, Stamford Street and Charing Cross)

5.32.31 Names of manufacturers containing grammatically inseparable place names or dates

5.32.31.1 If the name of manufacturer contains grammatically inseparable statements relating to Place of manufacture or Date of manufacture, transcribe them as part of the name of manufacturer. Supply the Place of manufacture or Date of manufacture in square brackets in the appropriate element.

Example:

printed in June 1700 by John Reid printer, and are to be sold at John Vallange's, Mrs. Ogstoun's and Thomas Carruthers stationers in Edinburgh, their shops, [1700]

Example:

[Cambridge, Massachusetts] : printed by Samuel Green at Cambridg in New-England

5.32.32 Names of manufacturers containing only addresses, signs, or initials

5.32.32.1 If only the address, sign, or initials of the manufacturer appears in lieu of the name, transcribe the statement containing the address, sign, or initials as the name of manufacturer. If the manufacturer's name can be identified, supply it in square brackets after the initials or before or after the address or sign, as appropriate, or give the information in a Note on manufacture statement (see 5.34.34.1).

Example:

Name of manufacturer: [Cuchet] Rue et Hôtel serpente

Note on manufacture statement: Cuchet listed as printer in Quérard, J.M. La France littéraire

(*Comment*: A separate note is used to provide a full citation for the reference to the manufacture statement)

Example:

Name of manufacturer: printed and sold [by the assigns of J. Sowle] at the Bible in Lombard-Street

Note on manufacture statement: Manufacturer's name inferred from address

Example:

Name of manufacturer: printed by R. B[adger] for Robert Bird, and are to be sold at his shop at the signe of the Bible in St. Lawrance lane

Note on manufacture statement: Printed by R. Badger according to the STC
(*Comment:* A separate note is used to provide a full citation for the reference to the manufacturer description)

5.32.32.2 If the identification of the manufacturer is based on a device, supply the name of the manufacturer in square brackets, even if the device includes the manufacturer's initials or spelled-out name. Make a Note on manufacture statement as necessary about the basis for the identification, the source of the information used, the presence of the device, etc. (see 5.34.34.2).

Example:

Name of manufacturer: [Robert Bryson]

Note on manufacture statement: Robert Bryson's device on title page; see McKerrow, R.
(*Comment:* A separate note is used to provide a full citation for the reference to the manufacture statement)

5.32.33 Fictitious or incorrect names of manufacturer

5.32.33.1 If the name of manufacturer is known to be fictitious or incorrect, transcribe it nonetheless and make an explanatory note. If the actual details are known, or can be reasonably surmised, supply the correction and its basis in a Note on manufacture statement (see 5.34.34.3).

5.32.33.2 *Optionally*, if the name as transcribed is known to be fictitious, transcribe it as it appears and supply in square brackets the actual name, preceded by "that is," if known. Give the basis for the correction or clarification in a Note on manufacture statement (see 5.34.34.4).

Example:

printed by Edes & Gill, for Buckley [that is, Bulkeley] Emerson, of Newbury-Port

Example:

Name of manufacturer: printed by James Robertson [that is, William A. Rind]

Note on manufacture statement: "Though it bears the imprint of Robertson, the work on this publication was evidently done by his journeyman and successor, William Alexander Rind. The latter presented a petition to the Council, Apr. 20, 1790, 'praying for some compensation for his extraordinary trouble in printing the Journal of the Assembly...'"
(Tremaine)

(*Comment:* A separate note is used to provide a full citation for the reference to the published description)

5.32.34 Two or more names of manufacturers

5.32.34.1 If the Manufacture statement includes more than one manufacturer in a single source, transcribe all the names in the order indicated by the sequence, layout, or typography of the names on the source of information. Transcribe them as subsequent names of manufacturer only when they are not linked by connecting words or phrases.

Example:

Lovejoy, Son & Co., electrotypers & stereotypers, 15 Vandewater Street, N.Y.S.W. ; Green, printer and stereotyper, 16 and 18 Jacob Street, New-York

5.32.34.2 *Optionally*, if it is considered that the names are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the Manufacture statement may be shortened by omitting all the names after the third. In such cases, after the third name, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted manufacturers (or firms) in the supplied phrase. Do not use a mark of omission.

Example:

Printed by L. Nichols & Co., T. & J. Swords, E. Duyckinck [and 10 others]

5.32.34.3 If both the Place of manufacture and name of manufacturer associated with an earlier manifestation appear together with the Place of manufacture and name of manufacturer of the manifestation being described, transcribe each manufacturer with the place to which it corresponds.

5.32.35 Names of manufacturers in multipart monographs

5.32.35.1 If the manifestation is issued in more than one physical part and the name of manufacturer or manufacturer's form of name changes in the course of publication, transcribe the Manufacture statement of the first or earliest part and always give the Manufacture statement of the later part(s) in a Note on manufacture statement (see 5.34.34.5).

5.32.36 Supplied and conjectured names of manufacturers

5.32.36.1 If no name, address, or device of a manufacturer appears on the manifestation, supply the name of the manufacturer in square brackets if known and if considered important. If the responsibility of a manufacturer for a particular manifestation is conjectured, either add a question mark to any supplied name or give the information in a Note on manufacture statement. In any case of a supplied manufacturer, give supporting evidence in a Note on manufacture statement (see 5.34.34.6).

Example:

Name of manufacturer: [Barthelemy Multeau le jeune?]

Note on manufacture statement: Printer conjectured from the privilege at end, in which the Archbishop cedes the privilege to "Barth. Multeau le jeune."

5.32.37 Name of manufacturer cannot be supplied

5.32.37.1 If no manufacturer's name can be conjectured, record "manufacturer not identified" in square brackets if considered important.

5.32.38 Name of manufacturer transcribed as part of another element

5.32.38.1 If the name of the manufacturer does not appear in the Manufacture statement, but has already been transcribed as part of another element, supply it within square brackets.

If transcribing a manufacturer name as part of another element, do not abridge or expand the name of manufacturer simply because it repeats or omits information given elsewhere in the description.

5.32.39 Name of manufacturer in more than one language or script

5.32.39.1 If the name of the manufacturer appears in more than one language or script, transcribe the statement in the language or script of the Title proper or, if this criterion does not apply, transcribe the statement that appears first. Transcribe the remaining statement(s) as parallel statements (see Parallel name of manufacturer). Always make a Note on manufacture statement to indicate the original position on the source of any transposed statements (see 5.34.34.7).

5.325 — Parallel name of manufacturer

5.325.1 Element information

5.325.1.1 [Link to RDA Toolkit](#)

5.325.1.2 Sources of information

5.325.2 RDA definition and scope

5.325.2.1 A nomen that is a name of manufacturer in another language or script.

5.325.31 Manufacturer names in more than one language or script

5.325.31.1 Take parallel manufacturers' names from the same source as the Name of manufacturer. Make a Note on manufacture statement on parallel manufacturers' names found elsewhere if considered important (see Note on manufacture statement, 5.34.35.1).

5.325.31.2 Make a Note on manufacture statement to indicate the original position on the source of any transposed statements (see 5.34.34.7).

5.325.31.3 If the Name of manufacturer appears in more than one language or script, transcribe the place in the language or script of the Title proper as a Name of manufacturer element. If this criterion does not apply, transcribe the Name of manufacturer that appears first.

5.325.31.4 Transcribe remaining Names of manufacturer as parallel names of manufacturer. If a parallel name of manufacturer is from a different source than the Name of manufacturer, make a Note on manufacture statement if considered important (see Note on manufacture, 5.34.35.1).

5.325.31.5 *Optionally*, if the parallel names of manufacturer are too numerous to list exhaustively and some may be omitted without significant loss of identification then all parallel manufacturers' names after the third may be omitted. In such cases, after the third parallel name of distributor, supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted names (if more than one) in the supplied phrase. Do not use a mark of omission.

5.33 — Date of manufacture

5.33.1 Element information

5.33.1.1 Link to RDA Toolkit

5.33.1.2 Sources of information

5.33.2 RDA definition and scope

5.33.2.1 A timespan during which a published manifestation is printed, duplicated, cast, etc.

5.33.3 General rule

5.33.3.1 Transcribe dates of impression or other manufacture only if it has not been treated as the Date of publication or Date of distribution and only if it applies, or is likely to apply, to all copies of the edition or issue being cataloged. Such situations will occur only rarely.

Dates of impression or other manufacture associated with a substantially unchanged impression of an edition or issue may be transcribed in a Note on item if considered important (see 9.4.3.1).

5.33.35 Alternative rules

5.33.35.1 If a decision has been made to create a separate bibliographic description for an individual impression, state, binding variant, or copy within a single edition or issue (see Precataloging decisions, I.01.9.1), follow the alternative rules below.

5.33.351 Alternative rules for Date of manufacture

5.33.351.1 Transcribe dates of manufacture in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions. Include the day and month, if present.

5.33.351.2 Transcribe words and phrases such as “in the year” and “anno”. If both the place and the date of printing appear in conjunction with the phrase “printed in the year,” determine whether “printed” is to be transcribed with the date or elsewhere in the Manufacture statement according to the punctuation or typography of the source.

5.33.351.3 If the date is grammatically inseparable from information transcribed as part of another element, transcribe it within that element and supply the date in square brackets as the date of manufacture. If the supplied date includes a day/month, use the sequence: day, month, year.

5.33.352 Transcription involving adjustments or additions

5.33.352.1 **Roman numerals.** If the date appears in roman numerals, transcribe the date as it appears. Retain punctuation but omit internal spaces (see Transcription, 0.4.34 and Transcription, 0.4.42.3). Supply the year in arabic numerals in square brackets.

5.33.352.2 Chronograms. Transcribe the chronogram as it appears. *Optionally*, include the date in arabic numerals in square brackets.

Optionally, substitute for the chronogram the date in arabic numerals in square brackets. If the supplied date includes a day/month, use the sequence: day, month, year. If following the option, always make a Note on manufacture statement explaining the source of the date. Include a transcription of the original chronogram in a Note on manufacture statement if considered important (see 5.34.36.1).

5.33.352.3 Very long dates. If the date on the preferred source of information is very long, generally transcribe it as it appears.

Optionally, if the statement in the date of manufacture is very long, substitute for it a formalized statement in square brackets. Make a Note on manufacture statement concerning the source and form of the statement (see 5.34.36.2).

5.33.352.4 Fictitious or incorrect dates. If the date of manufacture is known to be fictitious or incorrect, transcribe it as it appears and always supply the actual date in a Note on manufacture statement (see 5.34.36.3).

Optionally, supply the actual date, preceded by “that is,” in square brackets. If the reason for supplying the actual date is not apparent from the rest of the description, make a Note on manufacture statement to indicate the source of the information (see 5.34.36.4).

5.33.352.5 Julian/Old Style dates. If the year of manufacture is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been published in the following year according to the Gregorian calendar, transcribe the date as it appears and supply the Gregorian year, preceded by “that is,” in square brackets. Always make a Note on manufacture statement to indicate the basis for the supplied year (see 5.34.36.5). Do not amend the month and day, if present, by supplying Gregorian equivalents. In case of doubt, do not adjust the year.

The Julian calendar was gradually abandoned in favor of the Gregorian calendar beginning in 1582, with different countries adopting the calendar in different years. The difficulty in determining dates during this period is further complicated by the fact that January 1 was not universally used to reckon the start of a new year (e.g., before adopting the Gregorian calendar, Great Britain and its colonies long calculated the turn of the year on March 25, the Feast of the Annunciation or “Lady Day”). For assistance in establishing Gregorian dates, consult a reference source such as Adriano Cappelli’s *Cronologia, Cronografia e Calendario Perpetuo* or C.R. Cheney’s *Handbook of Dates*.

If two dates appear on the manifestation, representing both Julian (Old Style) and Gregorian (New Style) dating, transcribe both dates, separated by a slash. Supply the Gregorian year in square brackets, if necessary.

5.33.352.6 Dates not of the Julian or Gregorian calendar. If the date of manufacture is based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian year(s) in square brackets. For manifestations

issued before 1582, supply the equivalent Julian date(s). For later manifestations, supply the equivalent Gregorian date(s).

Optionally, if the date of manufacture includes a day/month based on a calendar other than the Julian or Gregorian calendar, transcribe the date and supply the equivalent Julian or Gregorian day/month in square brackets. Use the sequence: day, month, year.

5.33.352.7 Multiple adjustments or additions. If the date of manufacture requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets. Make a Note on manufacture statement for the source of supplied dates (see 5.34.36.6).

5.33.353 Date of manufacture supplied from reference sources

5.33.353.1 If the date of manufacture does not appear on the manifestation but is known, supply it in square brackets from any source, preferably a reliable bibliography or reference work. Give the source of the supplied date and any needed explanation in a Note on manufacture statement (see 5.34.36.7).

5.33.354 Conjectural date of manufacture

5.33.354.1 Supply in square brackets a conjectural date of manufacture based on any information available if considered important. Always indicate the basis for the conjecture in a Note on manufacture statement (see 5.34.36.73).

5.33.354.2 If the preferred source of information bears a prominent date that does not clearly represent the date of manufacture, either transcribe it as part of the Title or the Statement of responsibility elements or give it in a Note on manifestation (see 9.3.36.1).

5.33.3545 Patterns for supplying a conjectural date

5.33.3545.1 Give a probable date or period of manufacture according to one of the patterns shown in the examples below. Indicate the basis for the conjecture in a Note on manufacture statement (see 5.34.36.75).

Conjectural date	Pattern
[1560?]	probable date
[approximately 1580]	approximate date
[approximately 1580?]	probable approximate date
[not before 1479]	terminal date
[not after 21 August 1492]	terminal date
[1727 or 1728]	one year or the other
[between 1711 and 1749]	span certain

- [between 1711 and 1749?] span uncertain
- [between 1670 and 1680] decade certain
- [between 1670 and 1680?] probable decade
- [between 1600 and 1700] century certain
- [between 1600 and 1700?] probable century

5.33.355 Date of manufacture in multipart monographs

5.33.355.1 In describing a manifestation consisting of volumes, parts, or fascicles published over a number of years, transcribe the date of manufacture of the volume, part, or fascicle published first and the date of manufacture of the volume, part, or fascicle published last, and connect them with a hyphen.

5.33.355.2 Record the date of each volume in a Note on manufacture statement if considered important. Such a Note on manufacture statement is particularly useful when the order of manufacture does not correspond to the order of the volume numeration (see 5.34.36.8).

5.33.356 Date of manufacture on part pages

5.33.356.1 If parts of a manifestation have individual title pages bearing dates of manufacture that differ from the date pertaining to the whole manifestation, give these additional dates in a Note on manufacture statement (see 5.34.36.9).

If, however, one of these dates is a more accurate reflection of the actual date of manufacture than the date pertaining to the whole manifestation, give it as a correction as instructed in 5.33.352.4.

5.34 — Note on manufacture statement

5.34.1 Element information

5.34.1.1 [Link to RDA Toolkit](#)

5.34.1.2 Sources of information

5.34.2 RDA definition and scope

5.34.2.1 A note on manifestation that provides information on the manufacture of a manifestation.

5.34.31 Note on manufacture statement

5.34.31.1 Make a note on manufacture statement if any part of the Manufacture statement is taken from a source other than the preferred source of information (see 5.01.1.2).

5.34.31.2 Make a note on manufacture statement if information is not transcribed in the Manufacture statement and is considered important (see 5.01.1.3).

5.34.31.3 Always make a note on manufacture statement if elements in the Manufacture statements are transposed, indicating the original position of the transposed elements (see 5.01.3.2).

5.34.31.4 Always make a note on manufacture statement if any of the original details relating to the Manufacture statement are covered by a label, stamp, overprint, or other means showing later information and the original details are visible or otherwise available (see 5.29.31.1).

5.34.32 Note on place of manufacture

5.34.32.1 Always make a note on manufacture statement if the manifestation is issued in more than one physical part, and the Place of manufacture changes in the course of publication by giving the Place of manufacture of the later part(s) (see 5.31.34.1).

5.34.32.2 Always make a note on manufacture statement giving the basis for the correction if the Place of manufacture appearing on the manifestation is known to be fictitious or incorrect (see 5.31.36.1).

5.34.32.3 When following the option at 5.31.36.2, give the basis for the correction or clarification in a note on manufacture statement (see Place of manufacture, 5.31.36.2).

5.34.32.4 Make a note on manufacture statement when supplying a Place of manufacture and justification for the supplied place is necessary (see 5.31.37.1).

5.34.32.5 Make a note on manufacture statement when supplying the Place of manufacture based on a sign or address if considered necessary (see 5.31.38.1).

5.34.32.6 Always make a note on manufacture statement if the reason for supplying the Place of manufacture is not apparent from the rest of the description and indicate the source of the information (see 5.31.385.3).

5.34.32.7 Always make a note on manufacture statement if Place of manufacture appears in more than one language or script and the elements were transposed from their original position (see 5.31.39.1).

5.34.33 Note on parallel place of manufacture

5.34.33.1 Make a note on manufacture statement of a parallel place of manufacture found elsewhere in the resource from the place of manufacture if considered important (see Parallel place of manufacture, 5.315.31.4 and Place of manufacture, 5.31.39.1).

5.34.34 Note on name of manufacturer

5.34.34.1 If only the address, sign, or initials of the manufacturer appear in lieu of the name and the manufacturer's name can be identified, always give this information in a note on manufacture statement if it has not been supplied in Name of manufacturer (see 5.32.32.1).

5.34.34.2 As necessary, make a note on manufacture statement about the basis for the identification, the source of the information used, the presence of the device, etc. when the identification of the Name of manufacturer is based on a device (see 5.32.32.2).

Example:

Name of manufacturer: [Robert Bryson]

Note on manufacture statement: Robert Bryson's device on title page; see McKerrow, R. (*Comment: A separate note is used to provide a full citation for the reference to the manufacture statement*)

5.34.34.3 Always make a note on manufacture statement if the Name of manufacturer is known to be fictitious or incorrect and the actual details are known, or can be reasonably surmised, by supplying the correction and its basis (see 5.32.33.1).

5.34.34.4 When following the option at 5.32.33.2, make a note giving the basis for the correction or clarification (see 5.32.33.2).

5.34.34.5 If the manifestation is issued in more than one physical part and the name or form of Name of manufacturer changes in the course of publication, always transcribe the manufacture information on the first or earliest part as the Manufacture statement and give the manufacture information of the later part(s) in a note on manufacture statement (see Name of manufacturer, 5.32.35.1).

5.34.34.6 Always make a note on manufacture statement if no name, address, or device of a manufacturer appears on the manifestation or if the responsibility of a manufacturer for a particular manifestation is conjectured. In any case of a supplied manufacturer, give supporting evidence in a note on manufacture statement (see Name of manufacturer, 5.32.36.1).

5.34.34.7 Always make a note on manufacture statement if the Name of manufacturer appears in more than one language or script and the elements were transposed from their original position (see Name of manufacturer, 5.32.39.1 and Parallel name of manufacturer, 5.325.31.2).

5.34.35 Note on parallel name of manufacturer

5.34.35.1 Make a note on manufacture statement of parallel manufacturer names found elsewhere in the resource from the source of the name of manufacturer if considered important (see Parallel name of manufacturer, 5.325.31.1 and Name of manufacturer, 5.32.39.1).

5.34.36 Note on date of manufacture

5.34.36.1 When following the option in 5.33.352.2, include a transcription of the original chronogram in a note on manufacture statement if considered important (see Date of manufacture, 5.33.352.2).

5.34.36.2 When following the option for very long dates in 5.33.352.3, make a note on manufacture statement concerning the source and the original form of the Date of manufacture (see 5.33.352.3).

5.34.36.3 Always make a note on manufacture statement if the Date of manufacture is known to be fictitious or incorrect by supplying the actual date (see 5.33.352.4).

5.34.36.4 When following the option in 5.33.352.4, always make a note on manufacture statement to indicate the source of the information if the reason for supplying the actual date is not apparent from the rest of the description (see Date of manufacture, 5.33.352.4).

5.34.36.5 Always make a note on manufacture statement indicating the basis for the supplied year if the year of manufacture is based on the Julian calendar (sometimes called the Old Style calendar) and the manifestation is known to have been manufactured in the following year according to the Gregorian calendar (see Date of manufacture, 5.33.352.5).

5.34.36.6 If the Date of manufacture requires more than a single adjustment or addition, make a note on manufacture statement on the source of supplied dates (see 5.33.352.7).

5.34.36.7 If the Date of manufacture does not appear on the manifestation but is known, always give the source of the supplied date and any needed explanation in a note on manufacture statement (see 5.33.353.1).

5.34.36.73 When supplying a conjectural Date of manufacture based on any information available, always indicate the basis for the conjecture in a note on manufacture statement (see 5.33.354.1).

5.34.36.75 When supplying a probable date or period of manufacture according to one of the patterns shown in 5.33.3545.1, indicate the basis for the conjecture in a note on manufacture statement (see Date of manufacture, 5.33.3545.1).

5.34.36.8 Record the date of each volume in a note on manufacture statement if considered important. Such a note on manufacture statement is particularly useful when the order of

manufacture does not correspond to the order of the volume numeration (see Date of manufacture, 5.33.355.2).

5.34.36.9 If parts of a manifestation have individual title pages bearing dates that differ from the date pertaining to the whole manifestation, always give these additional dates in a note on manufacture statement (see Date of manufacture, 5.33.356.1).

5.34.37 Other manufacture details

5.34.37.1 Make a note on manufacture statement for manufacture details that are not included in other elements if they are considered important (see 5.01.1.4).

Example:

Imprint judged to be false on the basis of printing of catchwords and signatures

5.35 — Copyright date

5.35.1 Element information

4.23.1.1 Link to RDA Toolkit

5.35.1.2 Sources of information

5.35.2 RDA definition and scope

5.35.2.1 A timespan associated with a claim of protection under copyright or a similar regime.

5.35.2.2 A copyright date includes a phonogram date associated with a claim of protection for an audio recording.

5.35.31 Copyright dates and dates of deposit

5.35.31.1 Transcribe a copyright date or a date of deposit as part of the copyright date element.

5.35.31.2 If a Date of publication does not appear on the manifestation and it is likely that the date of copyright or deposit represents the Date of publication, supply the date in square brackets as the Date of publication. Include a question mark if the supplied date is conjectural and record the copyright date in the copyright date element. Always make a note to indicate that the basis for the supplied date is the date of copyright or deposit. Include in the Note on copyright date as much information as is deemed important to the cataloging agency (see 5.36.3.1).

5.35.31.3 If a Date of publication does not appear on the manifestation, and the date of copyright or deposit does not represent the probable date of publication, record it nonetheless in the copyright date element, and supply a more accurate date of publication in square brackets. Provide an explanation for the supplied date in a Note on copyright date (see 5.36.3.2).

5.35.31.4 If the manifestation bears both a Date of publication and a date of copyright or deposit, the latter information may be recorded in the copyright date element if considered important.

5.36 — Note on copyright date

5.36.1 Element information

5.36.1.1 Link to RDA Toolkit

5.36.1.2 Sources of information

5.36.2 RDA definition and scope

5.36.2.1 A note on manifestation that provides information on a copyright date.

5.36.3 General rule

5.36.3.1 If a Copyright date is conjectural or supplied, always give the basis for the supplied date of copyright or deposit. Include in the note on copyright date as much information as is deemed important to the cataloging agency (see 5.35.31.2).

5.36.3.2 If a Date of publication does not appear on the manifestation, and the date of copyright or deposit does not represent the probable date of publication, provide an explanation for the supplied date in a note on copyright date (see Copyright date, 5.35.31.3).

5.36.3.3 Make a note on copyright details that are not included in other elements if they are considered important (see 5.01.1.4).

Example:

“Entered according to Act of Congress, in the year 1853, by O.K. Kingsbury” –Title page verso

6 — Physical Description

6.01.1 Sources of information

6.01.1.1 Take information for this element from the manifestation itself. Take additional information from any source.

Contents:

6.21 — Extent of manifestation

6.215 — Note on extent of manifestation

6.22 — Illustrative content

6.225 — Details of illustrative content

6.23 — Color content

6.235 — Details of color content

6.24 — Dimensions

6.245 — Note on dimensions of manifestation

6.25 — Base material

6.255 — Details of base material

6.26 — Applied material

6.265 — Details of applied material

6.27 — Production method

6.275 — Details of production method

6.28 — Layout

6.285 — Details of layout

6.29 — Bibliographic format

6.295 — Details of bibliographic format

6.31 — Font size

6.315 — Details of font size

6.32 — Type of binding

6.33 — Content type

6.34 — Media type

6.35 — Carrier type

6.355 — Note on carrier

6.21 — Extent of manifestation

6.21.1 Element information

6.21.1.1 Link to RDA Toolkit

6.21.1.2 Sources of information

6.21.2 RDA definition and scope

6.21.2.1 A number and type of unit or subunit of a manifestation.

6.21.4 Extent of text

6.21.42 Manifestations in one physical unit

6.21.421 General rule

6.21.421.1 Record every leaf in the volume or other physical unit as issued by the publisher, including leaves of text, leaves of plates, and blank leaves. Do not record leaves added as part of the binding or the binding itself.

6.21.421.2 Record the complete number of pages, leaves, or columns in accordance with the terminology suggested by the volume (or other physical unit) itself. For a volume with leaves numbered on both sides, or with leaves unnumbered and printed on both sides, record the extent in pages. For a volume with leaves numbered on one side only, or with leaves unnumbered and printed on one side only, record the extent in leaves. If the leaves are numbered on one side but printed on both sides, record this fact in a Note on extent of manifestation (see 6.215.421.2). For a volume with more than one numbered column to the page, record the extent in columns. If a manifestation contains sequences in more than one kind of numbering, record each sequence in its appropriate term as pages, leaves, or columns.

Example:

Extent of manifestation: 48 leaves

Note on extent of manifestation: Numbered leaves with text on both sides

Example:

Extent of manifestation: [8], 260, [2] leaves

Note on extent of manifestation: Numbered leaves with text on both sides

6.21.421.3 Record the number on the last numbered page or leaf of each numbered sequence as the basic statement of extent, with any necessary additions according to relevant rules, e.g., 6.21.4225.1, for the addition of unnumbered pages or leaves. Record arabic and roman numerals as they appear in the manifestation. Record roman numerals uppercase or lowercase as they appear. If the pages or leaves are lettered rather than numbered, record the first and last letters followed by the word indicating pages or leaves.

Use arabic numerals to designate pages, etc. that are numbered in words or in characters other than arabic or roman numerals and always make an explanatory Note on extent of manifestation (see 6.215.421.3).

Example:

xvi, 17-328 pages

6.21.421.4 If the leaves are all or chiefly non-letterpress, record them as leaves or pages of text rather than as leaves or pages of plates as in 6.21.426. Always record that the leaves are non-letterpress in Details of production method (see 6.275.3.1).

Example:

Extent of manifestation: LXXVI leaves

Details of production method: Engraved

Example:

Extent of manifestation: [1], 13 leaves

Details of production method: Engraved, with a letterpress title page

Example:

Extent of manifestation: 28 leaves

Details of production method: Wholly engraved

6.21.422 Normally imposed single sheets

6.21.422.1 For a normally imposed single-folded (i.e., four-page) sheet, record the statement of extent in the same manner as for a volume. Apply this rule even if only one of the four pages is printed. Record the presence of blank pages as a Note on extent of manifestation (see 6.215.422.1).

Example:

Extent of manifestation: 1, [3] pages

Note on extent of manifestation: Last three pages are blank

Example:

Extent of manifestation: [4] pages

Note on extent of manifestation: Folded single sheet; last three pages are blank

See 6.21.4285-6.21.429 for all other single-sheet manifestations.

6.21.4225 Unnumbered pages or leaves

6.21.4225.1 Count unnumbered sequences of pages or leaves according to the terms used to describe the rest of the manifestation or the part of the manifestation with which they are associated. In ambiguous cases count them as leaves when they are all printed on one side only; otherwise count them as pages. If the gatherings are discernible, include in the count blank leaves at the beginning of the first gathering or at the end of the final gathering when they are present in an item in hand or known to be present in other exemplars of the

manifestation. Record the presence of such blank leaves in Note on extent of manifestation (see 6.215.423.1). Do not count possibly blank leaves wanting according to signature count and not known to exist in other exemplars. Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.

Example:

[4], 52 pages

Example:

[6], 321, [1] pages

Example:

iv, [40], 328 pages

Example:

284 leaves, [17] pages

6.21.4225.2 Consider numbered sequences to include unnumbered pages or leaves falling logically within the sequence, counting back from the recorded number to 1.

Example:

[2], 40 pages

(*Comment:* Pages are numbered 3-40 with four unnumbered pages at the beginning)

but

[2], 5-40 pages

(*Comment:* Pages are numbered 5-40 with two unnumbered pages at the beginning; there is no evidence that any leaves are missing)

6.21.4225.3 Record unnumbered blank pages or blank leaves interrupting a numbered sequence by enclosing the number of unnumbered pages or leaves in square brackets between page or leaf numbers where the interruption occurs.

Example:

200, [8], 201-232 pages

Example:

42, [2], 43-145, [3], 147-161, [3], 163-180, [6] pages

6.21.423 Errata leaves

6.21.423.1 Include errata leaves (but not errata slips) in the extent statement whether or not they are conjugate with another leaf of the manifestation. Always record the presence of errata leaves and errata slips as Supplementary content (see 9.33.31.1).

Example:

Extent of manifestation: [2], 46, [2] pages

Supplementary content: Errata on page [47]

6.21.4235 Advertisements

6.21.4235.1 Record pages containing only advertisements if those pages are included in the same pagination sequence as the text printed on the pages of an initial or final gathering also containing leaves or pages of text, printed on a separate gathering in a manifestation that is continuously signed, connected by a catchword, or otherwise integral to the manifestation.

6.21.4235.2 Record the presence of pages that contain only advertisements as Supplementary content (see 9.33.3.1).

Example:

Extent of manifestation: iv, 188, [2] pages

Supplementary content: Publisher's advertisements on [2] pages at end

Example:

Extent of manifestation: [52], 156, [4] pages

Supplementary content: Publisher's advertisements on [4] pages at end

6.21.4235.3 Describe advertisements that do not fall into any of these categories as Modification of item if considered important (see 9.41.3.2).

6.21.424 Multiple sequences of numbering

6.21.424.1 If the form of numbering within a sequence changes (e.g., from roman to arabic numerals), record each differently numbered part of the sequence. If unnumbered pages appear between the two forms of numbering, record the total number of unnumbered pages in arabic numerals within square brackets.

Example:

xvi, 17-328 pages

Example:

xv, [2], 18-328 pages

6.21.424.2 If the manifestation has duplicate sequences of paging, as is sometimes the case with manifestations having parallel texts, record both pagings and make an explanatory Note on extent of manifestation (see 6.215.424.1).

Example:

Extent of manifestation: xii, [1], 35, 35, [1] pages

Note on extent of manifestation: Opposite pages bear duplicate numbering

Example:

Extent of manifestation: [3], 2-11, 2-11, 12 pages, 13-19, 21 leaves, 22-44, [1] pages

Note on extent of manifestation: Page numbers 2-11 are duplicated on facing pages; 13-18 and 21 are folding letterpress tables, numbered as leaves; pages 22-44 start numbering on recto and are conventionally numbered

Example:

Extent of manifestation: [1], vii, vii, [2], vii, vii, 95, 95, 94-131, 94-131, [3] pages

Note on extent of manifestation: Text in English and French on opposite pages, numbered in duplicate

6.21.424.3 If a volume has groups of pages numbered in opposite directions, as is sometimes the case with manifestations having texts in two languages, record the pagings of the various sections in order, starting from the title page or other preferred source of information selected for the description.

Example:

Extent of manifestation: [32] pages

Note on extent of manifestation: German and French bound back to back and inverted (tête-bêche format)

Example:

Extent of manifestation: [8], 334, [2], 32 pages

Note on extent of manifestation: "Prima elementa linguae Syriacae Iesu-Christo vernaculae ... per Iohannem Gasbarum Myricaem Themarensem Hennenbergico-Francum," 32 pages at end, has separate title page and is bound back-to-front. Title in Syriac precedes Latin title

6.21.424.4 If a volume has pagination of its own and also bears the pagination of a larger resource of which it is a part, record the paging of the individual volume. Record the pagination of the larger sequence in a Note on extent of manifestation (see 6.215.424.2).

Example:

Extent of manifestation: 16 pages

Note on extent of manifestation: Pages 4-16 also numbered 196-208

6.21.424.5 If the pages, leaves, or columns of a manifestation are numbered as part of a larger sequence (e.g., one volume of a multipart publication), record the number of the first and the last numbered page, leaf, or column, preceded by the appropriate term.

Example:

Extent of manifestation: pages [1], 432-488

(*Comment:* An offprint from Memoirs of the Literary and Philosophical Society of Manchester, volume 4, part 2, Manchester, 1796)

6.21.424.6 If a manifestation contains multiple sequences of numbered or unnumbered pages, leaves, or columns, preferably record all of the sequences in the form and sequence presented.

Example:

xiv pages, xv-xlii, 496 columns, [1], 498-534, [2] pages

Example:

[14], 196 pages, 197-200 leaves, 200, [8], 201-569, [3], 573-599, 596-654, 657-706, [20] pages

If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), then employ one of the following methods:

63. Record the total number of pages, leaves, or columns followed by “in various pagings,” “in various foliations,” or “in various numberings”
64. Record the number of pages, leaves, or columns in the main sequence and the total number of the remaining variously numbered or unnumbered sequences

Example:

77, [3] pages, [50] leaves of plates (in various foliations)

65. As a last resort, record the physical unit in which the manifestation was issued (volume, case, or portfolio) followed by “(various pagings),” “(various foliations),” or “(various numberings)”

If one of these methods is employed, record all of the sequences in a Note on extent of manifestation if considered important (see 6.215.424.3).

6.21.4245 Expansions or corrections

6.21.4245.1 Make a Note on extent of manifestation giving more precise information about pagination or foliation, blank pages or leaves, or other aspects of collation if considered important (see 6.215.421.1).

6.21.4245.2 If the number of the last numbered page, leaf, or column of a sequence does not indicate the correct number of pages, etc., either record the sequences exactly to indicate the source of the error or record the number as given in the manifestation and supply a correction. When correcting misleading numbering, record the numbering as it appears on the last page or leaf followed by “that is,” and the correct number in square brackets. Provide an explanatory Note on extent of manifestation if considered important (see 6.215.4245.1).

Example:

Extent of manifestation: 564 [that is, 56] leaves

Note on extent of manifestation: Leaf 56 wrongly numbered 564

If the manifestation is numbered as leaves, but printed as pages, record the numbering as leaves. Do not correct the numbering (see 6.21.421.2).

6.21.425 Lack of numbering

6.21.425.1 If the whole volume is unpaginated or unfoliated, count the pages or leaves and record the total in arabic numerals within square brackets. State the total in terms of pages or leaves, but not of both. Begin the count with the first page or leaf of the first gathering

and end the count with the last page or leaf of the last gathering, as instructed in 6.21.4225.1. Count all blank pages or leaves.

Example:
[94] pages

6.21.425.2 *Optionally*, if determining the total number of pages or leaves of an unnumbered volume might damage an item in fragile condition, give one of the designations used for manifestations issued in more than one physical unit (see 6.21.431.1) followed by “unpaged” or “unfoliated.”

6.21.426 Leaves or pages of plates

6.21.426.1 Record the number of leaves or pages of plates at the end of the sequence(s) of pagination or foliation, whether the plates are found together or distributed throughout the manifestation. Record the number even when there is only one plate. For a plate folded and bound at the inner margin see 6.21.4275. Count unnumbered leaves or pages of plates without regard for the terms used to describe the rest of the manifestation (accordingly, leaves of plates may follow sequences of pages and pages of plates may follow sequences of leaves).

Example:
viii, 132 pages, iv pages of plates

Example:
x, 32, [2] pages, xxii leaves of plates

Example:
[12] pages, 924 columns, [129], 432, [18], 43 pages, 44-77 columns, [6], 90-160, [6] pages, [1] leaf of plates

6.21.426.2 In general, record the exact number of leaves or pages of plates. If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), record an estimated number.

Example:
viii, 298 pages, approximately 55 leaves of plates

6.21.426.3 If a volume contains a mixture of unnumbered leaves and pages of plates, record the number either in terms of leaves or of pages. Record unnumbered pages or leaves by enclosing the total number in the sequence within square brackets.

Example:
[12] pages, [24] pages of plates, [2] leaves of plates

Example:
[2], ii, ii, 11, [5] pages, [50] leaves of plates

6.21.426.4 Count title pages (and added title pages) as leaves or pages of plates if they are entirely or chiefly non-letterpress (e.g., engraved or lithographed) and not integral to any letterpress gatherings. Always make a Note on extent of manifestation to indicate any title page counted as a plate (see 6.215.426.1).

Example:

Extent of manifestation: 112 pages, [1] leaf of plates

Note on extent of manifestation: Plate has engraved title page on recto and blank verso

6.21.426.5 As a last resort, if a manifestation's gatherings cannot be ascertained, or it is otherwise difficult to tell whether a leaf constitutes a plate, record it in terms of pages or leaves of plates if unnumbered and pages or leaves of text if included in the numbering sequence of the text.

6.21.427 *Folded leaves*

6.21.427.1 Record folded leaves as leaves or pages of plates. Count a plate folded and bound at the inner margin as two leaves of plates. Make a Note on extent of manifestation to indicate any folded letterpress leaves if considered important (see 6.215.427.1).

Example:

[8], 30, [8], 31-213, [3] pages, [3] folded leaves of plates

Example:

183, [1] pages, [9] leaves of plates (7 folded)

Example:

x, 395 pages, approximately 70 leaves of plates (some folded)

Example:

Extent of manifestation: [10], 199 [that is, 203], [33] pages, [3] folded leaves of plates

Note on extent of manifestation: The folded leaves are letterpress tables not included in signature statement

6.21.4275 *Double leaves*

6.21.4275.1 Count numbered double leaves (leaves with fold at either top or fore edge and bound at the inner margin) as pages or as leaves according to their numbering. Count unnumbered double leaves as pages (two printed pages per double leaf) or as leaves (one printed page per double leaf). Always record the presence of double leaves in a Note on extent of manifestation (see 6.215.4275.1).

Example:

Extent of manifestation: [2], 86, [2] pages

Note on extent of manifestation: Printed on double leaves, with uncut fold at the fore edge

Example:

Extent of manifestation: [4], 28 pages, [86] leaves of plates

Note on extent of manifestation: Some plates printed on double leaves

6.21.428 Incomplete manifestations

6.21.428.1 If a volume, or an individual sequence of pages or leaves within a volume, lacks pages or leaves at its end—or an unpaginated or unfoliated volume or sequence lacks any pages or leaves—and the paging or foliation of a complete exemplar of the manifestation cannot be ascertained, record the number of the last numbered or unnumbered page, leaf, or column using the appropriate term followed by "(incomplete)." If pages or leaves appear to be missing from both the first and last part of the volume, and the extent of the complete volume cannot be ascertained, record the first and last numbers of the pages, leaves, or columns preceded by the appropriate term. Record in a Note on extent of manifestation that the extent is based on an incomplete exemplar (see 6.215.428.1). Record the imperfection in a Note on extent of item (see 9.43.3.2).

Example:

Extent of manifestation: 142 pages (incomplete)

Note on extent of manifestation: Extent based on incomplete copy

(*Comment:* No other known copy found)

6.21.4285 Sheets, rolls, cases, portfolios, etc.

6.21.4285.1 For a manifestation in a single physical unit other than a volume (e.g., a sheet, a roll, a case, or a portfolio), use an appropriate designation ("sheet," etc.) preceded by the arabic numeral 1. Record a statement of pagination or foliation in parentheses following the designation.

Example:

1 portfolio (34 pages, 25 folded sheets)

If the portfolio or case was not issued with the resource, record the extent in terms of pages, leaves, columns, sheets, or volumes as appropriate. In situations of uncertainty, assume that the portfolio or case was not issued with the resource. Record the presence of the case or portfolio in a Note on extent of item if considered important (see 9.43.3.3).

6.21.429 Single-sheet manifestations

6.21.429.1 For a manifestation consisting of a single sheet designed to be used unfolded (whether issued folded or unfolded), add a statement of pagination based on the number of pages printed, not counting blanks, in parentheses.

Example:

1 sheet (2 pages)

(*Comment:* Sheet of any size printed on both sides, numbered)

Example:

1 sheet ([2] pages)

(*Comment*: Sheet of any size printed on both sides, unnumbered)

Example:

1 sheet (3 pages)

(*Comment*: Folded sheet with title and colophon printed as two pages on “outside”; all text printed as one page occupying the entire “inside”)

Example:

1 sheet (1 page)

(*Comment*: Broadside or other sheet printed on one side, numbered)

Example:

1 sheet ([1] page)

(*Comment*: Broadside or other sheet printed on one side, unnumbered)

6.21.429.2 For a manifestation consisting of a single sheet folded into multiple panels, record the number of physical panels on one side of the sheet when unfolded. Include both blank panels and panels containing text or illustrations in the count. Enclose the number in square brackets if the panels are unnumbered. Record features of the sheet’s layout (including the numbering of the panels) in Details of layout if considered important (see 6.215.423.1).

Example:

Extent of manifestation: 1 folded sheet ([18] panels)

Details of layout: A folded sheet with eighteen panels on each side when unfolded. All panels are unnumbered

Example:

Extent of manifestation: 1 folded sheet ([4] panels)

Details of layout: A folded sheet with four panels on each side. The “outside” contains a title panel, two panels of text, and a “Guide map” or street map on the fourth panel. The “inside” contains a plat map of the property being auctioned spread over all four panels. 44 x 71 cm, folded to 36 x 22 cm

Example:

Extent of manifestation: 1 folded sheet ([4] panels)

Details of layout: A folded sheet with four panels on each side; 17 x 40 cm, folded to 17 x 10 cm

For a normally imposed single-folded (i.e., four-page) sheet see 6.21.422.1.

6.21.43 Manifestations in more than one physical unit

6.21.431 General rule

6.21.431.1 If a manifestation is issued in more than one physical unit, record the number of physical units in arabic numerals followed by the appropriate designation for the unit (e.g., “volumes”). Prefer terminology from the RDA Value Vocabularies: RDA Carrier Type (see also 6.21.421.2).

6.21.431.2 If a manifestation has been issued in fascicles intended to be bound into one or more physical units, record the number of pages, leaves, or volumes appropriate to its final form. Always make a Note on extent of manifestation to indicate that it was issued in fascicles (see 6.215.431.1).

6.21.431.3 If the number of physical units in which a manifestation is bound differs from the number in which it was actually issued, record this fact in a Note on extent of item if considered important (see 9.43.3.4).

6.21.434 Bibliographic volumes vs. physical volumes

6.21.434.1 If the number of bibliographic volumes differs from the number of physical volumes, record the number of physical volumes. Always make a Note on extent of manifestation indicating the number of bibliographic volumes (see 6.215.434.1).

6.21.435 Pagination continuous

6.21.435.1 If the pagination of a manifestation in more than one physical unit is continuous, record the number of pages, leaves, or columns in parentheses after the number of units.

Example:

4 volumes ([4], 30, 32-33, 848, 835-1643, [1] pages, [1] leaf of plates)

Example:

2 volumes (vi, 200, [4] pages, CCC leaves of plates)

6.21.435.2 If there are separately paged sequences of preliminary matter in volumes other than the first, record the number of volumes and omit the pagination.

6.21.436 Pagination not continuous

6.21.436.1 *Optionally*, if the pagination of a manifestation in more than one physical unit is not continuous, record the number of pages, leaves, or columns of each unit either in parentheses after the number of units or in a Note on extent of manifestation (see 6.215.436.1). Separate the counts for individual units with semicolons.

Example:

4 volumes ([4], 527, [1]; 12, 548; 8, 533, [3]; 4, 499, [1] pages)

Example:

2 volumes (4, lvi, 265 [that is, 267], [1] pages, [1] leaf of plates; [6], 3-294 pages, [4] leaves of plates)

Example:

4 volumes (vi, [2], 590 pages, [2] leaves of plates; [4], 493, [1] pages, [2] leaves of plates; [4], 519, [1] pages, [6] leaves of plates; [4], 516, [20] pages, [16] leaves of plates)

6.21.437 *Discontinued manifestations*

6.21.437.1 If a publication planned for more than one physical unit has been or appears to have been discontinued before completion, describe the incomplete set as appropriate (i.e., record paging for a single volume or the number of volumes for multiple volumes). Always make a Note on extent of manifestation indicating that no more units have been issued (see 6.215.437.1).

6.215 — Note on extent of manifestation

6.215.1 Element information

6.215.1.1 Link to RDA Toolkit

6.215.1.2 Sources of information

6.215.2 RDA definition and scope

6.215.2.1 A note on manifestation that provides information on the extent of a manifestation.

6.215.4 Note on extent of text

6.215.42 Manifestations in one physical unit

6.215.421 General rule

6.215.421.1 Make a note on details of extent that are not already included in Extent of manifestation if considered important (see 6.21.4245.1).

Example:

Note on extent of manifestation: Volumes numbered: 1, 2A, 2B, 2C, 3

6.215.421.2 If the leaves are numbered on one side but printed on both sides, record this fact in a note on extent of manifestation (see Extent of manifestation, 6.21.421.2).

Example:

Extent of manifestation: 48 leaves

Note on extent of manifestation: Numbered leaves with text on both sides

Example:

Extent of manifestation: [8], 260, [2] leaves

Note on extent of manifestation: Numbered leaves with text on both sides

6.215.421.3 Always make a note on extent of manifestation to explain that pages, etc. are numbered in words or in characters other than arabic or roman numerals (see Extent of manifestation, 6.21.421.3).

6.215.422 Normally imposed single sheets

6.215.422.1 Record the presence of blank pages in a normally imposed single-folded (i.e., four-page) sheet (see Extent of manifestation, 6.21.422.1).

Example:

Extent of manifestation: 1, [3] pages

Note on extent of manifestation: Last three pages are blank

Example:

Extent of manifestation: [4] pages

Note on extent of manifestation: Folded single sheet; last three pages are blank

6.215.423 Unnumbered pages or leaves

6.215.423.1 If blank leaves at the beginning of the first gathering or at the end of the final gathering have been recorded in the Extent of manifestation, record their presence in a note on extent of manifestation if considered important (see 6.21.4225.1).

Example:

The first and last leaves are blank

6.215.424 Multiple sequences of numbering

6.215.424.1 If the manifestation has duplicate sequences of paging, as is sometimes the case with manifestations having parallel texts, record both pagings and make an explanatory note on extent of manifestation (see Extent of manifestation, 6.21.424.2).

Example:

Extent of manifestation: xii, [1], 35, 35, [1] pages

Note on extent of manifestation: Opposite pages bear duplicate numbering

Example:

Extent of manifestation: [3], 2-11, 2-11, 12 pages, 13-19, 21 leaves, 22-44, [1] pages

Note on extent of manifestation: Page numbers 2-11 are duplicated on facing pages; 13-18 and 21 are folding letterpress tables, numbered as leaves; pages 22-44 start numbering on recto and are conventionally numbered

Example:

Extent of manifestation: [1], vii, vii, [2], vii, vii, 95, 95, 94-131, 94-131, [3] pages

Note on extent of manifestation: Text in English and French on opposite pages, numbered in duplicate

Example:

Extent of manifestation: [8], 334, [2], 32 pages

Note on extent of manifestation: "Prima elementa linguae Syriacae Iesu-Christo vernaculae ... per Iohannem Gasbarum Myricaem Themarensem Hennembergico-Francum," 32 pages at end, has separate title page and is bound back-to-front. Title in Syriac precedes Latin title

6.215.424.2 If a volume has pagination of its own and also bears the pagination of a larger resource of which it is a part, record the paging of the individual volume as Extent of manifestation. Record the pagination of the larger sequence in a note on extent of manifestation (see Extent of manifestation, 6.21.424.4).

Example:

Extent of manifestation: 16 pages

Note on extent of manifestation: Pages 4-16 also numbered 196-208

6.215.424.3 If the extent is not fully recorded in the Extent of manifestation (e.g., the sequences are exceedingly numerous), record all the sequences in a note on extent of manifestation if considered important (see 6.21.424.6).

6.215.4245 Expansions of corrections

6.215.4245.1 If misleading or incorrect numbering is recorded in the Extent of manifestation, provide an explanatory note on extent of manifestation if considered important (see 6.21.4245.2).

Example:

Extent of manifestation: 564 [that is, 56] leaves

Note on extent of manifestation: Leaf 56 wrongly numbered 564

6.215.426 Leaves or pages of plates

6.215.426.1 Always make a note on extent of manifestation to indicate any title page counted as a plate (see Extent of manifestation, 6.21.426.4).

Example:

Extent of manifestation: 112 pages, [1] leaf of plates

Note on extent of manifestation: Plate has engraved title page on recto and blank verso

6.215.427 Folded leaves

6.215.427.1 Make a note on extent of manifestation to indicate any folded letterpress leaves if considered important (see Extent of manifestation, 6.21.427.1).

Example:

Extent of manifestation: [10], 199 [that is, 203], [33] pages, [3] folded leaves of plates

Note on extent of manifestation: The folded leaves are letterpress tables not included in signature statement

6.215.4275 Double leaves

6.215.4275.1 Always record the presence of double leaves in a note on extent of manifestation (see Extent of manifestation, 6.21.4275.1).

Example:

Extent of manifestation: [2], 86, [2] pages

Note on extent of manifestation: Printed on double leaves, with uncut fold at the fore edge

Example:

Extent of manifestation: [4], 28 pages, [86] leaves of plates

Note on extent of manifestation: Some plates printed on double leaves

6.215.428 *Incomplete manifestations*

6.215.428.1 If the paging or foliation of a complete exemplar of the manifestation cannot be ascertained, record in a note on extent of manifestation that the extent is based on an incomplete exemplar (see Extent of manifestation, 6.21.428.1).

6.215.43 Manifestations in more than one physical unit

6.215.431 *General rule*

6.215.431.1 Always make a note on extent of manifestation indicating that a manifestation was issued in fascicles intended to be bound into one or more physical units (see Extent of manifestation, 6.21.431.2).

6.215.434 *Bibliographic units vs. physical volumes*

6.215.434.1 Always make a note on extent of manifestation indicating the number of bibliographic volumes if the number of bibliographic volumes differs from the number of physical volumes (see Extent of manifestation, 6.21.434.1).

6.215.436 *Pagination not continuous*

6.215.436.1 If the pagination of a manifestation in more than one physical unit is not continuous, record the number of pages, leaves, or columns of each unit either in parentheses after the number of units in Extent of manifestation or in a note on extent of manifestation if considered important (see Extent of manifestation, 6.21.436.1).

6.215.437 *Discontinued manifestations*

6.215.437.1 If a publication planned for more than one physical unit has been or appears to have been discontinued before completion, always make a note on extent of manifestation indicating that no more units have been issued (see Extent of manifestation, 6.21.437.1).

6.215.44 Signatures

6.215.44.1 **General rule.** Make a note giving details of the signatures of a volume if considered important. Record these signature details according to the formula in Philip Gaskell's *A New Introduction to Bibliography* (see pages 328-332), insofar as typographical facilities permit. Preface this note with the word "Signatures" and a colon.

Example:

Signatures: [A]⁴ B-C⁴ D² E-G⁴ H²

Example:

Signatures: pi⁴(-pi⁴) A-B⁶ C⁴ a⁶ b⁸, ²A-S⁶ T-V⁴ 2A-2V⁶ 3A-3V⁶ 4A-4U⁶ 5A-5Z⁶ a⁶ 2a⁶ *⁶ **⁸.
Leaves 2N3-2N4 missigned 2N1-2N2; leaves 2N1-2N2 unsigned

Example:

Signatures: pi⁴ a-i⁸ chi²

Example:

Signatures: 1-30⁸ 31⁴ 32-35⁸ (31₄, 35₈ blank)

Example:

Signatures: [1-4⁸][5-6⁶][7⁸]

(*Comment*: Volume is completely unsigned)

In general, record signatures for incunabula, especially if identical signatures are not given in a standard bibliographic source. In general, also record signatures when a volume has no pagination or foliation.

Record the presence of blank leaves as part of a signature statement, if considered important.

6.215.44.2 Unavailable characters. If the gatherings are signed with a mark of contraction (see Transcription) that cannot be reproduced using available typographical facilities, substitute the spelled-out form and enclose it in square brackets.

Example:

Signatures: A-F⁸ G⁶ a-z⁸ &⁸ [con]⁸ [rum]⁸ 2a-2y⁸

If the gatherings are signed with other unavailable characters, substitute a descriptive term or an abbreviation for that term if a standard one exists.

Example:

Signatures: [dagger]⁸ a-q⁸

(*Comment*: Gathering is signed with [Image: [dagger]])

Example:

Signatures: *⁸ [double dagger]⁸ A-M⁸ N⁴

(*Comment*: Gathering is signed with [Image: [double dagger]])

Example:

Signatures: [manicule]⁶ A⁸ B⁶ C⁸ d-g^{6/8} h-k⁶ L-M⁶

(*Comment*: Gathering is signed with [Image: [manicule]])

Example:

Signatures: [fist]⁴ A-D⁸ E⁸(±E2) F-G⁸ H⁴ I²

(*Comment*: Gathering is signed with [Image: [fist]])

Example:

Signatures: [fleuron]⁸ A⁴B-Y⁸

(*Comment*: Gathering is signed with [Image: [fleuron]])

Example:

Signatures: [Maltese cross]⁶ A-X⁸ 2A-2P⁸ 2Q⁴

(*Comment*: Gathering is signed with [Image: [Maltese cross]])

Example:

Signatures: [par.]⁸ A⁸(-A1)B-E⁸ F²

(*Comment*: Gathering is signed with [Image: [par.]])

Example:

Signatures: [par.]⁴ 2[sec.]⁴ 3[sec.]² A-3P⁴

(*Comment*: Gatherings are signed with [Image: [par.]] and [Image: [sec.]])

6.215.44.3 Special uses of pi and chi. Indicate unsigned leaves that fall outside the signature sequence (see Gaskell, page 330) by using the words **pi** and **chi**. Do not enclose the words in square brackets. Do not use the Greek characters **π** and **χ**, as these will give the impression that the leaves have actually been signed with Greek letters (see 6.215.44.8).

Example:

Signatures: pi⁴ A-C⁴ chi² D-Z⁴

Indicate partial duplications of an alphabet (see Gaskell, page 331) by using superscript **pi** and superscript **chi** or, if superscript letters are not available, by substituting “[superscript pi]” and “[superscript chi].”

Example:

Signatures: piA⁴ A-D⁴ chiD⁴ E-F⁴

or

Example:

Signatures: [superscript pi]A⁴ A-D⁴ [superscript chi]D⁴ E-F⁴

6.215.44.35 Non-conventional Latin alphabet. If the gatherings are signed with roman letters according to a pattern other than the conventional 23-letter Latin alphabet (i.e., A-Z, less I or J, U or V, and W), make this explicit by recording the additional letters in the signature statement.

Example:

Signatures: A-V⁴ W⁴ X-Z⁴

(*Comment*: Printer used a 24-letter alphabet)

Example:

Signatures: A-I⁸ J⁸ K-U⁸ V⁸ W⁸ X-2I⁸ 2J⁸ 2K-2M⁸

(*Comment*: Printer used a 26-letter alphabet)

6.215.44.4 Signatures do not match gatherings. If it can be determined that the signing of the volume does not match its actual gatherings, indicate this in the note.

Example:

Signatures: [A]⁴ B-2G⁴ 2E-2G⁴. Gathered in twelves, with three separate but consecutive signatures within each gathering

6.215.44.5 Concurrent signatures. If the volume is signed using two concurrent sequences, provide both sets of signatures in the note. Record the signatures that correspond to the actual gatherings first, if this can be determined.

Example:

Signatures: a⁴ e⁴ i⁴ A-P⁴ R-7A⁴ (gathering P also signed Q)

Example:

Signatures: A¹²; also signed [1]⁶ 2⁶

Example:

Signatures: [A]² B-2H². Gatherings B-2H also signed No. 2-No. 31

6.215.44.6 Nonroman signatures (numeric sequence). If the gatherings are signed with nonroman characters that follow a numeric sequence, represent the characters using arabic numeration. Include an indication of the script used in the signatures in the note.

Example:

Signatures (in Hebrew numerals): 1-32⁴ 1-27⁶ 1-18⁶

Example:

Signatures (in Hindu-Arabic numerals): 1-12⁸

Example:

Signatures (in Church Slavic Cyrillic numerals): 1-25⁸ 26⁶ 1-22⁸ 23⁶(-236) 24⁸

If the nonroman characters are accompanied by parallel numeration using another script, record this as well.

Example:

Signatures (in parallel Hebrew and arabic numerals): pi⁸ 1-4⁸

(*Comment:* Indicates a numeric sequence in which the first gathering is unsigned, followed by gatherings signed 1-4 in both Hebrew and arabic numerals)

In case of doubt as to whether a sequence is numeric or alphabetic, assume a numeric sequence.

Example:

Signatures (in Hebrew numerals): 2-3⁸

(*Comment:* Indicates two gatherings signed with characters that could belong to either an alphabetic or numeric sequence)

6.215.44.65 Nonroman signatures (alphabetic sequence). If the gatherings are signed with nonroman characters that follow an alphabetic sequence, transcribe in original script if typographical facilities permit, or in romanized form using the ALA-LC Romanization Tables (see LC-PCC PS 1.4). Use uppercase or lowercase characters according to the usage of the manifestation. If the script is one that does not employ case, or if the case of the characters cannot be determined, use lowercase characters. Indicate the script used in the signatures if recording them in romanized form, or if the signature statement would otherwise be ambiguous. If considered important for clarity, follow a compressed signature statement by a total count of the gatherings in that sequence in square brackets (see 6.215.44.85).

Example:

Signatures: pi1 α - γ^2 A-2 Λ^2

or

Signatures (in Greek characters): pi1 a-g² A-2L²

(*Comment:* Indicates an alphabetic sequence with an initial unsigned leaf, three gatherings signed α - γ in lowercase, a full sequence of 24 gatherings signed uppercase A- Ω , finishing with a partial sequence signed AA- $\Lambda\Lambda$ in uppercase)

Example:

Signatures: [aleph]-[shin]⁸, a-k⁸

or

Signatures: 'sh⁸ (in Hebrew alphabet), a-k⁸

(*Comment:* Indicates a Hebrew alphabetic sequence followed by a roman sequence)

Example:

Signatures: A-V² [=41], 2A-2V² [=41], 3A-3 \bar{W}^2 [=24]

or

Signatures (in Church Slavic characters): A- \dot{Y}^2 [=41], 2A-2 \dot{Y}^2 [=41], 3A-3 $\bar{O}\hat{T}^2$ [=24]

6.215.44.7 Directionality of sequence. Include in the note an indication of the direction of a sequence, if it does not follow the reading direction of the script or text in that sequence, if there are sequences in opposite directions in the same resource, or if the directionality of the sequence is otherwise ambiguous or unusual.

Example:

Signatures (right to left):):(⁸ A-2Y⁸

6.215.44.8 Greek alphabetic signatures. For gatherings signed in Greek alphabetic sequences, use the 24-letter alphabet in the following chart as the basis for compressed signature statements (Greek letters are given in the top row, their romanized equivalents in the bottom row):

[Greek]	A	B	Γ	Δ	E	Z	H	Θ	I	K	Λ	M	N	Ξ	O	Π	P	Σ	T	Υ	Φ	X	Ψ	Ω
[Romanized]	A	B	G	D	E	Z	Ē	Th	I	K	L	M	N	X	O	P	R	S	T	Y	Ph	Ch	Ps	Ō

Example:

Signatures: pi1 α - γ^2 A-2 Λ^2

or

Signatures (in Greek characters): pi1 a-g² A-2L²

(*Comment:* Indicates an alphabetic sequence with an initial unsigned leaf, three gatherings

signed α - γ in lowercase, a full sequence of 24 gatherings signed uppercase A- Ω , finishing with a partial sequence signed AA- $\Lambda\Lambda$ in uppercase)

6.215.44.83 **Hebrew alphabetic signatures.** For gatherings signed in Hebrew alphabetic sequences, use the 22-letter alphabet in the following chart as the basis for compressed signature statements (Hebrew letters are given in the top row, their romanized equivalents in the bottom row):

Hebrew	ת	ש	ך	ק	צ	פ	ע	ס	ג	מ	ל	כ	י	ט	ה	ז	ו	ה	ד	ג	ב	א		
Romanized	'	b	g	d	h	v	z	h	t	y	k	l	m	n	s	'	p	t	s	k	r	sh	t	

Example:

Signatures: [Image: ' -sh]]⁸, a-k⁸

or

Signatures: '-sh⁸(in Hebrew characters), a-k⁸

(*Comment:* Indicates a Hebrew alphabetic sequence followed by a roman sequence)

6.215.44.85 **Other nonroman alphabetic signatures.** For all other nonroman alphabetic signature sequences, do not assume that a standard signing pattern can be used as the basis for compressed signature statements. Give the first and last characters in each sequence, followed by a total count of the gatherings in that sequence in square brackets.

Example:

Signatures: A-V² [=41], 2A-2V² [=41], 3A-3 \bar{W} ² [=24]

or

Signatures (in Church Slavic characters): A- \dot{Y} ² [=41], 2A-2 \dot{Y} ² [=41], 3A-3 $\bar{O}\bar{T}$ ² [=24]

6.215.44.9 **Full collation.** If considered important, make a note giving the full collation instead of a note recording only the signatures.

Record the presence of blank leaves as part of a full collation if considered important.

Example:

Collation: 8vo: A-H⁴; 32 leaves: p. [1-2] 3-62 [63-64]; \$3(-H3) signed. H4 blank

6.22 — Illustrative content

6.22.1 Element information

6.22.1.1 Link to RDA Toolkit

6.22.1.2 Sources of information

6.22.2 RDA definition and scope

6.22.2.1 An indication of the kinds of expression of image content that supplement the main expressions that are embodied by an augmentation aggregate.

6.22.2.2 Illustrative content applies to an aggregate that embodies an expression with a content type of “cartographic image”, “cartographic moving image”, “cartographic tactile image”, “cartographic tactile three-dimensional form”, “cartographic three-dimensional form”, “three-dimensional moving image”, “two-dimensional moving image”, “tactile three-dimensional form”, “three-dimensional form”, “still image”, or “tactile image”. Tables containing only words or numerical data are excluded.

6.22.2.3 Tables containing only words and/or numerical data are excluded.

6.22.3 General rule

6.22.3.1 To indicate the presence of illustration, use the term “illustration” or “illustrations,” as appropriate, from RDA Value Vocabularies: RDA Illustrative Content.

Example:

illustration

Example:

illustrations

6.22.3.2 *Optionally*, disregard minor illustrations.

6.22.3.3 **Ornaments, etc.** Do not regard ornaments (e.g., head-pieces, vignettes, tail-pieces, printers’ devices, architectural borders), pictorial covers, or pictorial dust jackets as illustrations. Make a note on these if considered important (see Details of illustrative content, 6.225.3.2).

6.22.3.4 **Illustrated title pages.** Treat illustrated title pages as illustrative content. Make a note to indicate any title-page illustration so treated if considered important (see Details of illustrative content, 6.225.3.3).

6.22.3.5 **Graphic processes or techniques.** *Optionally*, record controlled terms for graphic processes or techniques used in producing illustrative content in Production method (see 6.27.3.1).

Make a note describing these graphic processes or techniques in more detail if considered important (see Details of illustrative content, 6.225.3.4).

6.22.31 Types of illustrations

6.22.31.1 *Optionally*, specify particular types of illustrations. Use one or more of the following terms from the RDA Value Vocabularies: RDA Illustrative Content.

- coat of arms
- facsimile
- form
- genealogical table
- graph
- illumination
- map
- photograph
- plan
- portrait
- sample

6.22.31.2 Record a term in the singular or plural as appropriate.

6.22.31.3 Replace “illustration” or “illustrations” with terms specifying particular types of illustrations if the particular types are the only illustrations in the resource.

Example:

map

Example:

portraits

6.22.31.4 Record “illustrations” in addition to terms specifying particular types of illustrations if the particular types are not the only illustrations in the resource.

Example:

illustrations

Example:

maps

Example:

plans

6.22.33 Illustrations in pockets and on endpapers

6.22.33.1 Record illustrative matter issued in a pocket attached to a resource as illustrative content (see also Supplementary content, 9.33.3.1 and Accompanied by manifestation,

9.31.31.1). Make a note to indicate the presence and the number of pieces of illustrative matter in the pocket (see Details of illustrative content, 6.225.31.1).

Example:

Illustrative content: map

Details of illustrative content: Folded map in pocket

6.22.335 Illustrations on endpapers

6.22.335.1 Record illustrative matter appearing on the endpapers of a resource as illustrative content if considered important. Make a note indicating the presence of the illustrations on the endpapers (see Details of illustrative content, 6.225.31.1).

Example:

Illustrative content: map

Details of illustrative content: Map on endpapers

6.22.35 Number of illustrations

6.22.35.1 Record the number of illustrations when their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

Example:

94 illustrations

Example:

illustrations

Example:

8 facsimiles

Example:

3 illustrations

Example:

1 map

Example:

6 illustrations

Example:

2 maps

Example:

1 portrait

Example:

1 illustration

Details of illustrative content: Illustration is a title page vignette depicting a woman with raised sword and torch, with two serpents rising out of an inferno in the background

6.22.35.2 *Optionally*, record an approximate number of illustrations if the exact number cannot be readily ascertained and it is considered important.

6.22.37 Resources consisting entirely or chiefly of illustrations

6.22.37.1 If a resource consists entirely of non-textual material (e.g., photographs, portraits, maps), do not record the presence of illustrations. Instead, describe the resource using the instructions for the appropriate content type (e.g., still image, cartographic image, etc.).

6.22.37.2 If the resource contains a mixture of text and illustration, with illustration predominating, and the decision is made to describe the resource as text, use the term “chiefly illustrations”.

Optionally, when the illustrations are chiefly of a particular type (see 6.22.31.3), precede the term specifying the particular type with “chiefly”.

Example:
chiefly illustrations

Example:
chiefly maps

6.225 — Details of illustrative content

6.225.1 Element information

6.225.1.1 [element removed from RDA Toolkit]

6.225.1.2 Sources of information

6.225.2 RDA definition and scope

6.225.2.1 Details of content intended to illustrate the primary content of an expression.

6.225.3 General rule

6.225.3.1 Give fuller details of illustrative content if considered important.

Example:

Details of illustrative content: With an engraved frontispiece portrait of the author by George Vertue, and plates after Hogarth's designs

6.225.3.2 Make a note on ornaments (e.g., head-pieces, vignettes, tail-pieces, printers' devices, architectural borders), pictorial covers, or pictorial dust jackets if considered important (see Illustrative content, 6.22.3.3).

Example:

Woodcut head- and tail-pieces; woodcut factotums

Example:

Title page has a woodcut border with side pieces with putti and foliage (McKerrow and Ferguson 110). Printer's device of Richard Grafton (McKerrow 104) on G4r and final leaf recto (²A4)

6.225.3.3 Make a note to indicate any title-page illustration treated as Illustrative content if considered important (see 6.22.3.4).

Example:

Title page is an illustration and is included in the count of pages of plates

Example:

Illustrative content: 1 illustration

Details of illustrative content: Illustration is a title page vignette depicting a woman with raised sword and torch, with two serpents rising out of an inferno in the background

6.225.3.4 Make a note describing in more detail graphic processes or techniques used in producing illustrative content if considered important (see Illustrative content, 6.22.3.5).

Example:

Engravings by Mackenzie and William Harrison. Engraved frontispiece, a portrait of William Bligh, by Jean Condé; after J. Russell

6.225.31 Illustrations in pockets and on endpapers

6.225.31.1 Always make a note to indicate the presence and the number of pieces of illustrative matter issued in a pocket attached to a resource (see Illustrative content, 6.22.33.1).

Example:

Illustrative content: map

Details of illustrative content: Folded map in pocket

6.225.32 Illustrations on endpapers

6.225.32.1 Make a note indicating the presence of illustrations appearing on the endpapers of a resource (see Illustrative content, 6.22.33.1).

Example:

Illustrative content: map

Details of illustrative content: Map on endpapers

Example:

Details of illustrative content: Photos of film's stars, Greer Garson and Clark Gable, appear on front and rear endpapers and dust jacket

6.23 — Color content

6.23.1 Element information

6.23.1.1 Link to RDA Toolkit

6.23.1.2 Sources of information

6.23.2 RDA definition and scope

6.23.2.1 An indication of the presence of colour, tone, etc., embodied by a manifestation.

6.23.2.2 Black, white, single colour shades of black, single colour tints of white, and single colour tones of gray are considered to be single colours. Colour content applies to an expression with a content type of “cartographic image”, “cartographic moving image”, “cartographic three-dimensional form”, “notated movement”, “notated music”, “performed movement”, “still image”, “text”, “three-dimensional moving image”, “three-dimensional form”, or “two-dimensional moving image”.

6.23.3 General rule

6.23.3.1 Describe color illustrations using one or more terms from the LC Vocabulary for Color Content. Record the source of the term.

- black and white
- color
- gray scale
- hand colored
- mixed color
- one color

Example:

Color content: hand colored

Details of color content: Illustrations are hand colored, as issued

(*Comment:* Title contains statement “embellished with colored engravings”)

Example:

Color content: hand colored

Details of color content: Wood engravings hand colored, as issued

6.23.31 Printed color

6.23.31.1 Treat illustrations printed with a tint block (e.g., chiaroscuro woodcuts, tinted lithographs) as color illustrations.

6.23.31.2 If both the text and illustrations are printed in a single color, do not describe the illustrations as “color.” Make a note on the color of the ink if considered important (see Details of color content, 6.235.31.1).

6.23.31.3 In general, do not record printed color unless it appears in illustrations. Make a note on the color of ink in textual matter if considered important (see Details of color content, 6.235.31.2).

6.23.31.4 For incunabula, make a note on color printing if present (see Details of color content, 6.235.31.3).

6.23.32 Hand coloring in printed resources

6.23.32.1 Hand-colored material is material to which color is applied in a separate production stage by brush, stencil, or another manually applied method.

6.23.32.2 Make a note on the presence or absence of hand coloring in an item if considered important (see Modification of item, 9.41.3.2).

6.23.32.3 Exercise caution in recording hand coloring as an attribute of the manifestation in color content or Details of color content.

6.23.32.4 If there is strong evidence that all exemplars of the manifestation were issued with hand coloring applied before distribution, always record the presence of color as issued in Details of color content (see 6.235.33.1). Evidence for hand coloring applied before distribution may include statements within the resource itself or scholarly research. In general, do not treat the presence of hand coloring in a single item as evidence that the edition was issued with hand coloring. In case of doubt, assume that not all exemplars of the manifestation were issued with hand coloring applied before distribution.

6.23.32.5 If there is strong evidence that some exemplars of the manifestation were issued with hand coloring applied before distribution, and some without, record this information as Details of color content instead of as color content (see 6.235.33.2).

6.23.33 Color of base material

6.23.33.1 Do not record the presence of color in base materials (e.g., paper) as color content. Make a note if considered important (see Details of color content, 6.235.35.1).

6.235 — Details of color content

6.235.1 Element information

6.235.1.1 [Note: element removed from RDA Toolkit]

6.235.1.2 Sources of information

6.235.2 RDA definition and scope

6.235.2.1 Details of the presence of colour, tone, etc., embodied by a manifestation.

6.235.3 General rule

6.235.3.1 Make a note on details of color content if considered important (see Color content).

6.235.31 Details of printed color

6.235.31.1 If both the text and illustrations are printed in a single color, make a note on the color of the ink if considered important (see Color content, 6.23.31.2).

Example:

Printed in green throughout

6.235.31.2 Make a note on the color of the ink in textual matter if considered important (see Color content, 6.23.31.3).

Example:

Title and preliminary pages are printed in red and black ink

Example:

Printed in red, blue and black

Example:

Quaderno 3 printed in dark blue ink; quaderno 4 printed in dark red ink; nuevo ser. n. 1 issued in black, blue, red, purple and green inks; ott. 1976 printed in purple ink; febbr. 10, 1977 printed in medium blue ink

6.235.31.3 For incunabula, always record color printing if present (see Color content, 6.23.31.4).

6.235.33 Details of hand coloring

6.235.33.1 If publisher-issued hand coloring has been recorded as Color content, always make a note to indicate that the resource was hand colored before distribution (see 6.23.32.4). Record the evidence used to determine that the hand coloring was applied before distribution, if it is not recorded in another part of the description.

Example:

Details of color content: With hand-colored wood engravings, as issued

Color content: hand colored

(*Comment:* Title contains statement “with brightly-colored pictures”)

Example:

Details of color content: Lithographs are hand colored, as issued

Color content: hand colored

6.235.33.2 If there is strong evidence that some copies of the resource were issued with hand coloring applied before distribution, and some without, record this information as details of color content (see Color content, 6.23.32.5).

Example:

“Price 25 cents plain, 37 1/2 cents colored.”—Foot of title page

Example:

“Price 1s. colored, 6d. Uncolored.”—Following imprint

6.235.33.3 Exercise caution in recording the colors employed in hand coloring. Record such information only if there is strong evidence describing the coloring scheme employed by the publisher. Do not assume that a coloring scheme used in one exemplar of the manifestation is representative of the coloring scheme for all exemplars.

6.235.33.4 Record details of color for a hand-colored item as Modification of item if considered important (see 9.41.3.2).

6.235.35 Base material

6.235.35.1 Make a note on the color of base material (e.g., paper) if considered important (see Color content, 6.23.33.1).

6.24 — Dimensions

6.24.1 Element information

6.24.1.1 [Link to RDA Toolkit](#)

6.24.1.2 Sources of information

6.24.2 RDA definition and scope

6.24.2.1 A measurement of a carrier or a container of a manifestation.

6.24.2.2 Dimensions include measurements of height, width, depth, length, gauge, and diameter.

6.24.3 General rule

6.24.3.1 Record the dimensions of a manifestation (based on the exemplar in hand) in centimeters, using the metric symbol “cm”. Round a fraction of a centimeter up to the next full centimeter. If a manifestation measures less than 10 centimeters, record the dimensions in millimeters, using the metric symbol “mm”.

Example:

18 cm

(*Comment:* A manifestation measuring 17.1 centimeters in height)

Example:

99 mm

(*Comment:* A manifestation measuring between 98 and 99 millimeters in height)

6.24.3.2 If one of the measurements would normally be given in millimeters and one in centimeters, record both measurements in millimeters.

Example:

95 x 120 mm

6.24.3.3 If more than one exemplar of the manifestation is known, and the dimensions of the different exemplars vary, record the dimensions as issued, if they can be determined.

Otherwise, record the dimensions of the largest known exemplar. Record the dimensions of the other exemplars in Note on dimensions of item (see 9.44.3.2).

6.24.33 Volumes

6.24.331 Height

6.24.331.1 If a volume is bound, measure the height of the binding.

Example:

27 cm

6.24.331.2 When the height of the text block differs by 3 centimeters or more from the height of the binding and the binding was issued by the publisher, specify both. For descriptions of item-specific bindings, see Modification of item, 9.41.35.1.

Example:

text block 12 cm, in binding 20 cm

6.24.333 Width

6.24.333.1 If the width of a volume is greater than the height, or less than half the height, record the height x width.

Example:

20 x 32 cm

Example:

20 x 8 cm

6.24.335 Differing sizes

6.24.335.1 If the volume contains separate text blocks of varying dimensions, record the height (or height x width) of the binding only. If considered important, record the heights of the text blocks in Note on dimensions of manifestation (see 6.245.3.2) or Note on dimensions of item (see 9.44.3.2).

6.24.335.2 If the volumes of a multipart set differ in size, record the smallest or smaller size and the largest or larger size, separated by a hyphen.

Example:

24-28 cm

6.24.35 Single-sheet manifestations

6.24.35.1 For a single-sheet manifestation issued unfolded, record the height x width.

Example:

32 x 25 cm

6.24.35.2 If a sheet is issued in folded form, but is designed to be used unfolded (e.g., with the chief part occupying a whole side of the sheet), add the dimensions of the sheet when folded.

Example:

22 x 28 cm, folded to 22 x 10 cm

6.24.35.3 If the sheet is not folded as issued, or in cases of uncertainty, do not record the height x width when folded. If the folded dimensions are important, record this information in Note on dimensions of item (see 9.44.3.3).

Example:

24 x 38 cm

Note on dimensions of item: Folded by later owner to 24 x 19 cm

6.24.35.4 When describing sheets designed to be used as folded (see 6.21.429), record the height of the sheet when folded.

Example:

18 cm

6.24.37 Containers

6.24.37.1 If a container was issued with the resource, record the height x width x depth of the container if considered important. Record these dimensions in addition to the dimensions of the volume or sheet.

Example:

33 cm, in box 34 x 25 x 6 cm

6.24.37.2 If the container was not issued with the resource, do not record the dimensions of the container in the dimensions element. In situations of uncertainty, assume that the container was not issued with the resource. Record the dimensions of the container in a Note on dimensions of item if considered important (see 9.44.3.4).

6.24.37.3 If the resource is in more than one container, and the containers are all of the same size, record the dimensions of a single container.

6.24.37.4 If the containers differ in size, record the dimensions of the smallest or smaller and the largest or larger size.

6.245 — Note on dimensions of manifestation

6.245.1 Element information

6.245.1.1 [Link to RDA Toolkit](#)

6.245.1.2 Sources of information

6.245.2 RDA definition and scope

6.245.2.1 A note on manifestation that provides information on the dimensions of a manifestation.

6.245.3 General rule

6.245.3.1 Make any notes on the dimensions of a manifestation if considered important.

6.245.3.2 If a volume as issued contains separate text blocks of varying dimensions, record the height (or height x width) of the text blocks in a note on dimensions of manifestation if considered important (see Dimensions, 6.24.335.1).

6.25 — Base material

6.25.1 Element information

6.25.1.1 Link to RDA Toolkit

6.25.1.2 Sources of information

6.25.2 RDA definition and scope

6.25.2.1 An underlying physical material of a manifestation.

6.25.3 General rule

6.25.3.1 Record the base material of the manifestation if considered important. Use one or more terms from the RDA Value Vocabularies: RDA Material and indicate the source.

Example:

paper

6.25.3.2 If none of the terms in the RDA vocabulary is appropriate, record another suitable term from a standardized vocabulary and indicate its source. Prefer the RBMS Controlled vocabularies: Paper terms for terms for specific types of paper.

Example:

Japan vellum

6.25.3.3 Make a note recording more detailed descriptions of base materials if considered important (see Details of base material, 6.255.3.1).

6.255 — Details of base material

6.255.1 Element information

6.255.1.1 Link to RDA Toolkit

6.255.1.2 Sources of information

6.255.2 RDA definition and scope

6.255.2.1 Details of an underlying physical material of a manifestation.

6.255.3 General rule

6.255.3.1 Record details of base material if considered important (see 6.25.3.3).

Example:

Printed on vellum

Example:

“Of this edition fifty-eight copies have been printed on paper, and four on vellum”–

Preliminary leaf

Example:

“Limited to thirty-two copies on Imperial Japan paper and one hundred and twenty-five copies on Holland paper.”

6.26 — Applied material

6.26.1 Element information

6.26.1.1 Link to RDA Toolkit

6.26.1.2 Sources of information

6.26.2 RDA definition and scope

6.26.2.1 A physical or chemical substance applied to a base material of a manifestation.

6.26.3 General rule

6.26.3.1 Record an applied material of the manifestation if considered important. Use one or more terms from the RDA Value Vocabularies: RDA Material and indicate the source.

Example:

ink

Example:

watercolor

6.26.3.2 If none of the terms in the RDA vocabulary is appropriate, record a suitable term from another standardized vocabulary and indicate its source.

Example:

gold leaf

6.26.3.3 When multiple applied materials are identified in a manifestation, record as many terms as appropriate, with the predominant one, if any, first.

6.26.3.4 If a manifestation is known to have multiple applied materials but not all can be readily identified, record *mixed materials*.

6.26.3.5 Record more detailed descriptions of the applied materials used to produce the manifestation as Details of applied material if considered important (see 6.265.3.1).

6.265 — Details of applied material

6.265.1 Element information

6.265.1.1 Link to RDA Toolkit

6.265.1.2 Sources of information

6.265.2 RDA definition and scope

6.265.2.1 Details of a physical or chemical substance that is applied to a base material of a manifestation.

6.265.3 General rule

6.265.3.1 Record details of applied material if considered important. (see 6.26.3.5).

6.27 — Production method

6.27.1 Element information

6.27.1.1 Link to RDA Toolkit

6.27.1.2 Sources of information

6.27.2 RDA definition and scope

6.27.2.1 A process used to produce a manifestation.

6.27.3 General rule

6.27.3.1 Record the process or technique used to produce the manifestation if considered important. Prefer a term from the RDA Value Vocabularies: RDA Production Method, such as:

- engraving
- etching
- printing

6.27.3.2 If none of the terms in the RDA vocabulary are appropriate, record another suitable term from a standardized vocabulary (such as the printing and printing processes and techniques hierarchy of the Art & Architecture Thesaurus Online) and indicate its source.

Example:

Wood engraving

Example:

Intaglio printing

6.27.3.3 When multiple techniques or processes are identified in a manifestation, record as many terms as appropriate, with the predominant one, if any, first.

Example:

aquatint

etching

(*Comment:* Print done in aquatint with some etching)

6.27.3.4 Make a note recording more detailed descriptions of the processes or techniques used to produce a manifestation in Details of production method if considered important (see 6.27.3.1).

6.275 — Details of production method

6.275.1 Element information

6.275.1.1 Link to RDA Toolkit

6.275.1.2 Sources of information

6.275.2 RDA definition and scope

6.275.2.1 Details of a process that is used to produce a manifestation.

6.275.3 General rule

6.275.3.1 Record fuller details of the production method if considered important (see 6.27.3.4).

Example:

Woodcut head- and tail-pieces; woodcut factotum

Example:

Production method: printing

Production method: engraving

Details of production method: First quire is in letterpress; rest is engraved

6.28 — Layout

6.28.1 Element information

6.28.1.1 [Link to RDA Toolkit](#)

6.28.1.2 Sources of information

6.28.2 RDA definition and scope

6.28.2.1 An arrangement of text, images, tactile notation, etc., in a manifestation.

6.28.3 General rule

6.28.3.1 *Optionally*, record specific types of layout using one or more terms from the RDA Value Vocabularies: RDA Layout and indicate the source.

6.28.3.2 Record more detailed descriptions of layout in Details of layout if considered important (see 6.285.3.1).

6.285 — Details of layout

6.285.1 Element information

6.285.1.1 Link to RDA Toolkit

6.285.1.2 Sources of information

6.285.2 RDA definition and scope

6.285.2.1 Details of an arrangement of text, images, tactile notation, etc., in a manifestation.

6.285.3 General rule

6.285.3.1 Record details of layout if considered important (see 6.28.3.2).

6.285.3.2 For incunabula, record the number of columns and the number of lines. Do the same for later publications if considered important.

Example:

Text in double columns; 60 lines and head-line; capital spaces

Example:

Text in double columns, 42 lines per column

Example:

Printed in 2 columns divided by a row of printers' ornaments

6.29 — Bibliographic format

6.29.1 Element information

6.29.1.1 Link to RDA Toolkit

6.29.1.2 Sources of information

6.29.2 RDA definition and scope

6.29.2.1 A proportional relationship between a whole sheet in a printed or manuscript resource, and the individual leaves that result if that sheet is left full, cut, or folded.

6.29.3 General rule

6.29.3.1 For hand-press publications, record the bibliographic format of the manifestation whenever the format can be determined. *Optionally*, give the format also for machine-press publications. Record the format using one or more terms from the RDA Value Vocabularies: RDA Bibliographic Format. Use "full-sheet" for manifestations made up of unfolded sheets.

Example:

4to

(*Comment:* A publication in quarto)

Example:

Bibliographic format: 4to

Bibliographic format: 8vo

(*Comment:* A publication consisting of a mixture of quarto and octavo sheets)

6.29.3.2 If none of the terms in the RDA vocabulary is appropriate, record a suitable term from another standardized vocabulary and indicate its source.

6.29.3.3 Record more detailed descriptions of bibliographic format in Details of bibliographic format if considered important (see 6.29.3.1). For instructions on recording bibliographic format as part of a statement of full collation, see Note on extent of manifestation, 6.215.44.9.

6.295 — Details of bibliographic format

6.295.1 Element information

6.295.1.1 Link to RDA Toolkit

6.295.1.2 Sources of information

6.295.2 RDA definition and scope

6.295.2.1 Details of a proportional relationship between a whole sheet in a printed or manuscript resource and the individual leaves that result if that sheet is left full, cut, or folded.

6.295.3 General rule

6.295.3.1 Record details of bibliographic format if considered important (see 6.29.3.3). For instructions on recording bibliographic format as part of a statement of full collation, see Note on extent of manifestation, 6.215.44.9.

Example:

Volume 1 is folio; volume 2 is 12mo

6.31 — Font size

6.31.1 Element information

6.31.1.1 [Link to RDA Toolkit](#)

6.31.1.2 Sources of information

6.31.2 RDA definition and scope

6.31.2.1 A size of the type that is used to represent the characters and symbols in a manifestation.

6.31.3 General rule

6.31.3.1 For incunabula, record type measurements if readily ascertainable. Do the same for later publications if considered important.

Example:

Type 76G

6.31.3.2 Make a note recording more detailed descriptions of font size if considered important (see Details of font size, 6.315.3.1).

6.315 — Details of font size

6.315.1 Element information

6.315.1.1 Link to RDA Toolkit

6.315.1.2 Sources of information

6.315.2 RDA definition and scope

6.315.2.1 Details of a size of the type that is used to represent the characters and symbols in a manifestation.

6.315.3 General rule

6.315.3.1 Record details of font size if considered important (see Font size, 6.31.3.2).

6.32 — Type of binding

6.32.1 Element information

6.32.1.1 Link to RDA Toolkit

6.32.1.2 Sources of information

6.32.2 RDA definition and scope

6.32.2.1 A method used to bind a published or unpublished manifestation.

6.32.3 General rule

6.32.3.1 Describe details of a publisher-issued binding if considered important.

Example:

In publisher's pictorial cloth binding with gold-stamped title and portrait of the author with lion cubs on front

Example:

Toy book cut in the shape of a standing Robinson Crusoe

Example:

Collages of marbled paper squares and rectangles mounted on cream-colored Italian handmade paper (watermarked Umbria, Italy, C.M.F.)

Example:

Bound in yellow cloth with bamboo design in gold, red and green

Example:

On heavy board pages cut in the shape of the shop

Example:

In yellow wrappers with illustrations on pages [2] and [3], and publisher's advertisement on page [4] of cover

6.32.3.2 *Optionally*, record specific types of bindings using one or more terms from the RDA Value Vocabularies: RDA Type of Binding, the RBMS Controlled Vocabularies: Binding Terms, or other controlled vocabularies. Indicate the source of the term.

6.32.3.3 Details of a binding recorded here usually apply to all exemplars of a manifestation. Summaries of binding details that apply to particular groups of exemplars within an edition or issue may also be recorded.

Example:

Two issues include: (a) Green cloth cover, 23 cm, with small mounted portrait; the text and illustrations in reddish orange; the decorations, including endleaves, in pale yellow; (b)

Green cloth cover, 25 cm, with large mounted illustration; the text in black, with decorations in light orange, without decorated endleaves

Example:

At least two variants exist: one bound in red cloth with white lettering and the other in gold cloth with orange lettering

6.32.3.4 Record details pertaining to the binding of individual items as Modification of item if considered important (see 9.41.35.1).

6.32.3.5 Record descriptions of containers issued with the manifestation if considered important.

6.33 — Content type

6.33.1 Element information

6.33.1.1 [Link to RDA Toolkit](#)

6.33.1.2 Sources of information

6.33.2 RDA definition and scope

6.33.2.1 A categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived.

6.33.2.2 Content type also reflects the number of spatial dimensions and the presence or absence of movement in which content expressed in the form of an image or images is intended to be perceived.

6.33.3 General rule

6.33.3.1 Record the content type of the manifestation using terms from the RDA Value Vocabularies: RDA Content Type.

6.34 — Media type

6.34.1 Element information

6.34.1.1 [Link to RDA Toolkit](#)

6.34.1.2 Sources of information

6.34.2 RDA definition and scope

6.34.2.1 A categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a manifestation.

6.34.3 General rule

6.34.3.1 Record the media type of the manifestation using terms from the RDA Value Vocabularies: RDA Media Type.

6.35 — Carrier type

6.35.1 Element information

6.35.1.1 [Link to RDA Toolkit](#)

6.35.1.2 Sources of information

6.35.2 RDA definition and scope

6.35.2.1 A categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a manifestation.

6.35.3 General rule

6.35.3.1 Record the carrier type of the manifestation using terms from the RDA Value Vocabularies: RDA Carrier Type.

6.35.3.2 Manifestation-level descriptions of carriers usually apply to all exemplars of an edition or issue. Information that applies to particular groups of exemplars within an edition or issue may also be recorded as Note on carrier (see 6.355.3.1). Record information pertaining to individual exemplars as Modification of item (see 9.41.3.1).

6.355 — Note on carrier

6.355.1 Element information

6.355.1.1 Link to RDA Toolkit

6.355.1.2 Sources of information

6.355.2 RDA definition and scope

6.355.2.1 A note on manifestation that provides information on attributes of a carrier of a manifestation.

6.355.3 General rule

6.355.3.1 Record additional information that applies to all exemplars of the manifestation or particular groups of exemplars of an edition or issue as a note on carrier. Record information pertaining to individual items as a Modification of item (see 9.41.25.1).

6.355.3.2 Make a free-text note on carrier that combines descriptions from Details of base material (6.255.3.1), Details of applied material (6.265.3.1), or Details of production method (6.275.3.1), if considered important. This note may be recorded in addition to information recorded as Details of base material, Details of applied material, or Details of production method.

7 — Numbering of serials

This page is under construction

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

Kind regards,

The RBMS RDA Editorial Group

7.21 — Numbering of sequence

This page is under construction

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

Kind regards,

The RBMS RDA Editorial Group

8 — Series

8.01.1 Sources of information

8.01.1.1 The sources of information for all series elements are the series title page, monograph title page, cover (if issued by the publisher), dust jacket, and the rest of the manifestation, in that order of preference. If the manifestation has both main series and subseries titles, however, prefer a source containing both titles. Series-like statements present on covers not issued by the publisher usually represent binders' titles and should be treated as item-level information if considered important (see Title of item, 1.27.31.1).

8.01.1.2 If the Series statement, or any of its elements, is taken from a source other than the series title page, always make a Note on series statement (see 8.29.31.1).

8.01.1.3 If the Series statement appears on both the series title page and the monograph title page, indicate this in a Note on series statement if considered important (see 8.29.31.1). Record the text of the latter statement as a second Series statement, if the two differ.

8.01.1.4 If the Series statement appears as a stamp or on a label, transcribe it as found and make a Note on series statement to indicate the presence of the stamp or label (see 8.29.31.1).

8.01.1.5 If a Series statement is not present in the manifestation, but reference sources provide evidence that the book was issued as part of a publisher's series, do not record a supplied Series statement. Rather, provide the series information in a Note on series statement if considered important (see 8.29.31.1). Record the series as an authorized access point if considered important for identification or access (see RDA Toolkit: Authorized access point for RDA entity).

8.01.2 Element order

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

Title of series : other title information of series / statement of responsibility relating to series ; numbering within sequence

8.01.2.2 If both a main series and a subseries appear on the resource, record the title of the main series first, followed by the title of the subseries.

Title of series. Title of subseries

8.01.2.3 If there are parallel series titles, transcribe each subseries after the series title to which it relates.

Title of series. Title of subseries = Parallel title of series. Parallel title of subseries

8.01.2.4 Transcribe other title information relating to the series following title of series. If there are parallel series titles, transcribe the other title information after the series title to which it relates.

Title of series : other title information of series = Parallel title of series

Title of series : other title information of series = Parallel title of series : parallel other title information of series

8.01.2.5 Transcribe a statement of responsibility relating to the series following the series title.

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

8.01.2.6 If there are parallel series titles but the statement of responsibility relating to series appears in only one language or script, transcribe the statement of responsibility after the last parallel title, following any other title information associated with the title.

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

8.01.2.7 If the statement of responsibility appears in more than one language or script, transcribe each statement after the series title (or other title information) to which it relates.

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

8.01.2.8 If series numbering is present, transcribe it as the last element in the series statement.

Title of series : other title information of series / statement of responsibility relating to series ; numbering within sequence

8.01.2.9 If there are parallel series titles and the series numbering also appears in more than one language or script, transcribe each number after the series title to which it relates (following any other title information or any statement of responsibility associated with the title).

Title of series : other title information of series / statement of responsibility relating to series ; numbering within sequence = Parallel title of series : parallel other title information of series / parallel statement of responsibility relating to series ; numbering within sequence [relating to parallel title of series]

8.01.2.91 If the series numbering appears only once, transcribe it after the series title to which it relates.

Title of series ; numbering within sequence [relating to Title within series] = Parallel title of series

8.01.2.92 However, if the numbering relates to all, more than one, or none of the series titles, transcribe it at the end of the series statement.

Title of series = Parallel title of series ; numbering within sequence [relating to both the Title of series and the Parallel title of series]

8.01.3 Form and order of information

8.01.3.1 Transcribe series information in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

Contents:

8.2 — Series statement

8.21 — Title of series

8.215 — Parallel title of series

8.23 — Other title information of series

8.235 — Parallel other title information of series

8.25 — Statement of responsibility relating to series

8.255 — Parallel statement of responsibility relating to series

8.27 — Numbering within sequence

8.29 — Note on series statement

8.2 — Series statement

8.2.1 Element information

8.2.1.1 Link to RDA Toolkit

8.2.1.2 Sources of information

8.2.2 RDA definition and scope

8.2.2.1 A statement that identifies a series that is associated with a manifestation and a numbering of a manifestation within the series.

8.2.2.2 A series statement includes any or all of title of series, other title information of series, statement of responsibility relating to series, and numbering within sequence.

8.2.3 General rule

8.2.3.1 Transcribe the series statement in the form and order in which it is presented in the source, unless instructed otherwise by specific instructions.

8.2.31 More than one series statement

8.2.31.1 The information relating to a single series, or series and subseries, constitutes one series statement. If two or more series statements appear in a manifestation, transcribe each statement separately.

Example:

American poets profile series ; 1

Thunder City Press poetry series ; number 19

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

8.21 — Title of series

8.21.1 Element information

8.21.1.1 Link to RDA Toolkit

8.21.1.2 Sources of information

8.21.2 RDA definition and scope

8.21.2.1 A nomen that is a title that identifies a series to which a manifestation belongs.

8.21.31 Title proper of series

8.21.31.1 Transcribe the title of the series as it appears in the manifestation, as instructed in Transcription.

Example:

Stereoscopic gems of Utah scenery

Example:

The Thurston yellow map series

Example:

Master choruses for Lent and Easter

Example:

The British School series

Example:

Collection de documents historiques

8.21.31.2 If the source bears a series title in more than one language or script, transcribe as the series title the title that is in the language or script of the Title proper. If this criterion does not apply, transcribe the title that appears first in the source. Transcribe the remaining title(s), together with any associated information, as Parallel title of series (see 8.215.3.1).

8.21.31.3 If the series title includes a statement of responsibility or numbering that is grammatically inseparable from other words in the title, transcribe it as part of the title of the series.

Example:

Tract no. I of the American Peace Society

Example:

G. Woolworth Colton's series of railroad maps

Example:

J. Rutherford's series of tracts

Example:
Mandeville's series

Example:
Oxberry's new English drama

8.21.32 Subseries

8.21.32.1 If both a main series and a subseries appear on the resource, record the title of the main series first, followed by the title of the subseries. If the main series and subseries titles do not appear in this position in the source, transpose them as needed and always provide details of the transposition in a Note on series statement (see 8.29.31.1).

Example:
Parlour library. Shilling series

Example:
Title of series: What every child should know library. The fourth series
Note on series statement: Series title from head of title page; subseries title from endpapers

8.21.32.2 If a phrase such as "new series," "second series," etc., appears with an unnumbered series, transcribe the phrase as a subseries title. If the phrase appears with a numbered series, transcribe the phrase as part of Numbering within sequence (see 8.27.31.4).

Example:
What every child should know library. The fourth series
(*Comment*: Series is unnumbered)

Example:
Numbering within sequence: Killaly chapbooks ; 2nd series, no. 6
(*Comment*: Series is numbered; transcribed as part of the Numbering within sequence element)

8.215 — Parallel title of series

8.215.1 Element information

8.215.1.1 Link to RDA Toolkit

8.215.1.2 Sources of information

8.215.2 RDA definition and scope

8.215.2.1 A nomen that is a title of series in another language or script.

8.215.3 General rule

8.215.3.1 If the source bears a series title in more than one language or script, transcribe as the series title the title that is in the language or script of the Title proper. If this criterion does not apply, transcribe the title that appears first in the source. Transcribe the remaining title(s), together with any associated information, as parallel title of series. Always make a Note on series statement to indicate the original position on the source of any transposed titles (see 8.29.31.1).

Example:

Parallel title of series: Villes du Canada, vues à vol d'oiseau

Title of series: Canadian cities, bird's eye views

Example:

Parallel title of series: European university papers

Parallel title of series: Publications universitaires européennes

Title of series: Europäische Hochschulschriften

8.215.3.2 *Optionally*, if it is considered that the parallel titles of series are too numerous to list exhaustively and that some may be omitted without significant loss of identification then all parallel series titles after the third may be omitted. Supply in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted titles (if more than one) in the supplied phrase. Do not use the mark of omission.

8.215.31 Parallel subseries titles

8.215.31.1 If there are both parallel series titles and subseries titles on the resource, transcribe each subseries after the series title to which it relates. If any parallel titles have been omitted from the transcription, also omit their associated subseries.

8.23 — Other title information of series

8.23.1 Element information

8.23.1.1 [Link to RDA Toolkit](#)

8.23.1.2 Sources of information

8.23.2 RDA definition and scope

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

8.23.3 General rule

8.23.3.1 Transcribe other title information relating to the series as it appears on the manifestation, as instructed in Transcription.

Example:

Other title information of series: the best plays of the old dramatists

Title of series: The mermaid series

Example:

Other title information of series: Yo Semite and Pacific Coast

Title of series: Watkins' new boudoir series

8.235 — Parallel other title information of series

8.235.1 Element information

8.235.1.1 [Link to RDA Toolkit](#)

8.235.1.2 Sources of information

8.235.2 RDA definition and scope

8.235.2.1 An other title information of series in another language or script.

8.235.3 General rule

8.235.3.1 If there are parallel series titles (see [Parallel title of series](#)), transcribe the other title information after the series title to which it relates. If any parallel titles have been omitted from the transcription, also omit the associated other title information.

8.25 — Statement of responsibility relating to series

8.25.1 Element information

8.25.1.1 Link to RDA Toolkit

8.25.1.2 Sources of information

8.25.2 RDA definition and scope

8.25.2.1 A statement of responsibility that is associated with a series.

8.25.3 General rule

8.25.3.1 Transcribe a statement of responsibility relating to the series as it appears on the manifestation. If the statement of responsibility does not appear after the series title in the source, transpose as needed. Always provide details of the transposition in a Note on series statement (see 8.29.31.1). However, if the statement of responsibility is grammatically inseparable from the series title, transcribe it as part of Title of series (see 8.21.31.3).

Example:

Series statement: Serie de libros de lectura / Mantilla

Note on series statement: Series editor precedes series title at head of title page

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

Example:

Series statement: Report series / Canadian Wildlife Service

Note on series statement: "Canadian Wildlife Service" appears within decorative border at head of title

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

Example:

Series statement: Annales. Zoologie / Musée du Congo

Note on series statement: Series statement of responsibility precedes series title on series title page

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

8.255 — Parallel statement of responsibility relating to series

8.255.1 Element information

8.255.1.1 Link to RDA Toolkit

8.255.1.2 Sources of information

8.255.2 RDA definition and scope

8.255.2.1 A statement of responsibility relating to series in another language or script.

8.255.3 Parallel statement of responsibility relating to series

8.255.3.1 If there are Parallel titles of series but the statement of responsibility relating to the series appears in only one language or script, transcribe the statement of responsibility after the last parallel title (following any other title information associated with the title).

8.255.3.2 If the statement of responsibility appears in more than one language or script, transcribe each statement after the series title (or other title information) to which it relates.

8.255.3.3 If any parallel titles of series have been omitted from the transcription, also omit their associated statements of responsibility.

8.27 — Numbering within sequence

8.27.1 Element information

8.27.1.1 [Link to RDA Toolkit](#)

8.27.1.2 Sources of information

8.27.2 RDA definition and scope

8.27.2.1 A nomen that is a designation that is assigned to a manifestation to identify its position in a sequence of individual parts of a larger manifestation or parts or issues of a larger work.

8.27.2.2 Numbering may include dates or other timespans, alphanumeric or other characters, and an accompanying caption.

8.27.31 Series numbering

8.27.31.1 Transcribe series numbering as it appears in the manifestation as the last element in the series statement. If the numbering does not appear after the other series elements in the source, transpose it as needed. Always provide details of the transposition in a Note on series statement (see 8.29.31.1). However, if the numbering is grammatically inseparable from the series title, transcribe it as part of Title of series (see 8.21.31.3).

8.27.31.2 Transcribe the numbering as it appears in the manifestation. Do not use any abbreviations not present in the source and do not convert roman or spelled-out numerals to arabic.

Example:

Numbering within sequence: núm. II

Title of series: Serie lecturas de economía colimense

Example:

Numbering within sequence: vol. LXII

Title of series: Collection of British authors

Example:

Numbering within sequence: 7

Title of series: The adventure series

Example:

Numbering within sequence: no. 60

Title of series: The “boys’ first-rate pocket library” of complete tales

Example:

Numbering within sequence: scene the third

Title of series: Life of a nobleman

(*Comment:* Example is the third of nine individually titled prints in a set called “The life of a nobleman”)

Example:

Numbering within sequence: tome troisième

Title of series: Oeuvres philosophiques de Mr. D. Hume

8.27.31.3 If there is series numbering but no series title, transcribe the numbering in a Note on series statement (see 8.29.31.3). Provide any additional information about the series (e.g., as found in reference sources) in a Note on series statement if considered important (see 8.29.31.2).

Example:

Note on series statement: Number “6” appears at head of title page; issued as part of the American tract series; see Bibliography of American literature

(*Comment:* Making a note on the number is required; providing the additional information from Bibliography of American literature is optional. A separate note is used to provide a full citation for the reference to Bibliography of American Literature (see Manifestation described in, 9.32.31.1))

In case of doubt as to whether a number appearing in the resource is series numbering, transcribe the numbering in a Note on identifier for manifestation (see 10.23.3.1).

8.27.31.4 If a phrase such as “new series,” “second series,” etc., appears with a numbered series, transcribe the phrase as part of numbering within sequence (see Title of series, 8.21.32.2).

Example:

Series statement: Killaly chapbooks ; 2nd series, no. 6

(*Comment:* Series is numbered; transcribed as part of the numbering within sequence element)

8.27.32 Numbering relating to parallel title of series

8.27.32.1 If there is one or more Parallel title of series and the series numbering also appears in more than one language or script, transcribe each number after the title of series to which it relates (following any other title information or any statement of responsibility associated with the title).

Example:

Series statement: Nachschlagewerke und Quellen zur Kunst ; Teil 6 = Art reference works and sources ; Part 6

(*Comment:* Information is transcribed in three elements: Title of series; Parallel title of series; and numbering within sequence. The example is formatted according to ISBD for clarity)

Example:

Series statement: Annalen. Reeks in-8o. Menselijke wetenschappen ; nr. 111 = Annales.
Série in-8o. Sciences humaines ; no. 111

(*Comment:* Information is transcribed in three elements: Title of series; Parallel title of series; and numbering within sequence. The example is formatted according to ISBD for clarity)

Example:

Series statement: O.B.E.M.A ; No. 12 = O.B.E.M.A. ; Nr. 12

(*Comment:* Information is transcribed in three elements: Title of series; Parallel title of series; and numbering within sequence. The example is formatted according to ISBD for clarity)

8.27.32.2 If the series numbering appears only once, transcribe it after the title of series to which it relates. However, if the numbering relates to all, more than one, or none of the titles of series, transcribe it at the end of the Series statement.

Example:

Series statement: Série bilingue = Bilingual series ; 5

(*Comment:* Information is transcribed in three elements: title of series; parallel title of series; and numbering within sequence. The example is formatted according to ISBD for clarity)

8.27.32.3 If any parallel titles of series have been omitted from the transcription, also omit their associated numbers.

8.29 — Note on series statement

8.29.1 Element information

8.29.1.1 Link to RDA Toolkit

8.29.1.2 Sources of information

8.29.2 RDA definition and scope

8.29.2.1 A note on manifestation that provides information on a series with which a manifestation is associated.

8.29.31 Note on series statement

8.29.31.1 Always note the source of any element of the Series statement when it is taken from elsewhere than the series title page. If any element has been transposed in the description, note its original position in the manifestation (see Title of series, 8.21.32.1).

Example:

Series title from head of title page; subseries title from endpapers

Example:

Series statement from page 4 of wrapper

Example:

Series number at head of series title

Example:

Series statement transposed from between title and imprint statement on title page

Example:

First volume lacks series title

Example:

Also issued without series statement

8.29.31.2 Note any series information not transcribed in the Series statement if considered important (see Numbering within sequence, 8.27.31.3).

Example:

“The first in series of dramatizations of Cervantes’ novel in which our hero loses his reason”

Example:

First in the series of five woodcuts from a printer’s proof set 2/2 from an edition of 20

Example:

First in a series of tales from Sörmland

8.29.31.3 Note any numbers or letters that imply a series (see Numbering within sequence, 8.27.31.3).

Example:

Numbered: (1174)

(*Comment:* Publisher's item number on a stereograph. These can be difficult to distinguish from series numbering)

8.29.31.4 Give information about a series in which the resource has been issued previously in a Note on manifestation if considered important (see 9.3.34.2).

9 — Additional notes

9.01.1 Sources of information

9.01.1.1 Take information recorded in notes from any suitable source. Square brackets are required only for interpolations within quoted material.

9.01.3 Form and order of information

9.01.3.1 If information in a note corresponds to information found in the title, statement of responsibility, edition, publication, distribution, manufacture, physical description, or series elements, usually give the elements of information in the order in which they appear in DCRM.

9.01.3.2 Some of the most common types of notes are listed in this chapter; notes other than those provided for may be made if considered important. Specific applications of many of these notes are provided in the preceding chapters. Make notes as called for in the following subrules. When appropriate, combine two or more notes to make one note.

9.01.4 General rule

9.01.4.1 Notes qualify and amplify the formal description, and are especially important for recording types of information not accounted for in other data elements. Notes can therefore deal with any aspect of the resource.

9.01.4.2 If the description in other manifestation elements does not clearly identify the resource being cataloged, make whatever notes are necessary for unambiguous identification. When appropriate, refer to detailed descriptions in standard catalogs or bibliographies. Provide sufficient information to identify the specific source, whether using a general note, a formal “References” note giving the source in prescribed form, or some combination of the two (see Manifestation described in, 9.32.31.1).

9.01.4.3 Notes may also be made to justify access points for subjects, personal or corporate names, titles, genres/forms, physical characteristics, provenance, etc. Whenever possible, use terms taken from lists of controlled vocabularies when making such notes and added entries. Prefer the terminology used in RBMS Controlled Vocabularies or Library of Congress Genre/Form Terms for Library and Archival Materials. Terms from other authorized vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used.

9.01.5 Required notes

9.01.5.1 In general, notes are not required, but some notes are required in particular situations and are so indicated in element-specific instructions, e.g., Note on the source of the title proper, 1.29.31.1 and Transposed statements of responsibility, 2.29.32.1.

Contents:

9.05 — Note on RDA entity

9.1 — Note on work

9.12 — Dissertation or thesis information

9.121 — Academic degree

9.122 — Degree granting institution

9.123 — Year degree granted

9.2 — Note on expression

9.23 — Language of expression

9.24 — Script

9.245 — Details of script

9.25 — Summarization of content

9.3 — Note on manifestation

9.31 — Accompanied by manifestation

9.32 — Manifestation described in

9.33 — Supplementary content

9.34 — Issued with

9.4 — Note on item

9.41 — Modification of item

9.42 — Custodial history of item

9.43 — Note on extent of item

9.44 — Note on dimensions of item

9.45 — Bound with

9.05 — Note on RDA entity

9.05.1 Element information

9.05.1.1 Link to RDA Toolkit

9.05.1.2 Sources of information

9.05.2 RDA definition and scope

9.05.2.1 A broad unstructured description of one or more attributes of an RDA entity.

9.05.3 General rule

9.05.3.1 Make additional notes relating to the RDA entity being described if considered important.

9.1 — Note on work

9.1.1 Element information

9.1.1.1 Link to RDA Toolkit

9.1.1.2 Sources of information

9.1.2 RDA definition and scope

9.1.2.1 A broad unstructured description of one or more attributes of a work.

9.1.3 General rule

9.1.3.1 Make a note relating to the work being described if considered important.

9.1.31 Notes on adaptations

9.1.31.1 Make a note if the work is an adaptation of another work, unless apparent from the rest of the description (see also RDA Toolkit: Adaptation of work).

Example:

Author's adaptation of his Latin text

Example:

Adaptation of: Breviarium monasticum

9.1.32 Note on sequential works

9.1.32.1 Make a note on the fact that the work is part of a sequence of works, unless apparent from the rest of the description (see also RDA Toolkit: Sequel work and RDA Toolkit: Prequel work).

Example:

Sequel to: Mémoires d'un médecin

9.12 — Dissertation or thesis information

9.12.1 Element information

9.12.1.1 Link to RDA Toolkit

9.12.1.2 Sources of information

9.12.2 RDA definition and scope

9.12.2.1 A statement that identifies an academic institution, degree, or year for which a work was presented.

9.12.3 General rule

9.12.3.1 If the work being described is a dissertation or thesis presented in partial fulfillment of the requirements for an academic degree, record if known the Academic degree, Degree granting institution, and Year degree granted.

9.12.3.2 If the work is a revision or abridgment of a thesis, state this in a Note on work (see 9.1.3.1).

9.12.3.3 If the work lacks a formal thesis statement, a Note on work may be made.

9.121 — Academic degree

9.121.1 Element information

9.121.1.1 Link to RDA Toolkit

9.121.1.2 Sources of information

9.121.2 RDA definition and scope

9.121.2.1 A rank conferred as a guarantee of academic proficiency.

9.121.3 General rule

9.121.3.1 Give a brief statement of the degree for which the author was a candidate (e.g., “M.A.” or “Ph. D.,” or, for theses to which such abbreviations do not apply, “doctoral” or “master’s”), if known.

Example:

Thesis

Example:

Thesis (doctoral)

9.122 — Degree granting institution

9.122.1 Element information

9.122.1.1 Link to RDA Toolkit

9.122.1.2 Sources of information

9.122.2 RDA definition and scope

9.122.2.1 A corporate body who approves a work that is a thesis associated with an academic degree.

9.122.3 General rule

9.122.3.1 Record the name of the institution or faculty to which the thesis was presented.

Example:

Harvard College

Example:

Universität Tübingen

9.123 — Year degree granted

9.123.1 Element information

9.123.1.1 Link to RDA Toolkit

9.123.1.2 Sources of information

9.123.2 RDA definition and scope

9.123.2.1 A timespan during which an academic degree is conferred by a granting institution or faculty.

9.123.3 General rule

9.123.3.1 Record the year in which the degree was granted.

Example:

1786

Example:

1805

9.2 — Note on expression

9.2.1 Element information

9.2.1.1 Link to RDA Toolkit

9.2.1.2 Sources of information

9.2.2 RDA definition and scope

9.2.2.1 A broad unstructured description of one or more attributes of an expression.

9.2.3 General rule

9.2.3.1 Make a note relating to the expression being described if considered important.

9.2.31 Note on adaptations

9.2.31.1 Make a note if the expression is an adaptation, unless apparent from the rest of the description (see also RDA Toolkit: Adaptation of expression).

Example:

Author's adaptation of his Latin text.

9.2.32 Note on sequential expressions

9.2.32.1 Make a note if the expression is part of a sequence of expressions, unless apparent from the rest of the description (see also RDA Toolkit: Sequel expression and RDA Toolkit: Prequel expression).

Example:

Sequel to: Mémoires d'un médecin

9.2.33 Note on translations

9.2.33.1 Make a note if the expression is a translation, unless apparent from the rest of the description (see also RDA Toolkit: Translation of).

Example:

Translation of: Gulliver's travels

Example:

In part a translation of: Le déserteur / M.-J. Sedaine

9.2.34 Note on revisions

9.2.34.1 Make a note if the expression is a revision, unless apparent from the rest of the description (see also RDA Toolkit: Revision of).

9.2.34.2 In citing another edition of the same work, give enough information to identify the edition cited.

Example:

Revision of: 2nd edition, 1753

Example:

Revision of: 2nd edition, 1869

9.23 — Language of expression

9.23.1 Element information

9.23.1.1 [Link to RDA Toolkit](#)

9.23.1.2 Sources of information

9.23.2 RDA definition and scope

9.23.2.1 A language used for the content of an expression.

9.23.3 General rule

9.23.3.1 Make a note on the language of the expression.

Example:

Parallel Iroquois and English texts

Example:

English text with Latin and French prose translations

Example:

Text in romanized Arabic

9.24 — Script

9.24.1 Element information

9.24.1.1 [Link to RDA Toolkit](#)

9.24.1.2 Sources of information

9.24.2 RDA definition and scope

9.24.2.1 A set of characters or symbols used to express written language content of an expression.

9.24.3 General rule

9.24.3.1 Record the script used in the expression if considered important.

9.245 — Details of script

9.245.1 Element information

9.245.1.1 Link to RDA Toolkit

9.245.1.2 Sources of information

9.245.2 RDA definition and scope

9.245.2.1 Details of a set of characters or symbols used to express written language content of an expression.

9.245.3 General rule

9.245.3.1 Make a note on the script of the expression if considered important.

9.245.3.2 Always note the presence of nonroman script in the resource if it has been transcribed only in romanized form in the description (see Language and script of the description, 0.3.2.1).

Example:

Church Slavic in Cyrillic script

Example:

Title in Greek script

9.25 — Summarization of content

9.25.1 Element information

9.25.1.1 Link to RDA Toolkit

9.25.1.2 Sources of information

9.25.2 RDA definition and scope

9.25.2.1 An abstract, summary, synopsis, etc., of the content of an expression.

9.25.3 General rule

9.25.3.1 Give a brief abstract, summary, synopsis, etc., of the content of an expression if considered important.

Example:

Promotional brochure for the 1916 Panama California International Exposition, which opened in Balboa Park in San Diego, California on March 18, 1916. Although both San Francisco (the official site) and San Diego had hosted expositions during 1915 in honor of the completion of the Panama Canal, Southern Californians decided to continue the celebration in 1916, expanding the San Diego exposition with exhibits contributed by the San Francisco fair and by many foreign countries

9.25.31 Nature, scope or artistic form

9.25.31.1 Make a note on the nature, scope, or artistic form when useful to amplify or explain the Title proper and Other title information.

Example:

An advertisement

Example:

A satire against William Pulteney

Example:

Prospectus for: Pope, Alexander. Essay on criticism. London, 1745

9.3 — Note on manifestation

9.3.1 Element information

9.3.1.1 Link to RDA Toolkit

9.3.1.2 Sources of information

9.3.2 RDA definition and scope

9.3.2.1 A broad unstructured description of one or more attributes of a manifestation.

9.3.25 Related elements

9.3.25.1 Additional notes on manifestation include:

- Note on title
- Note on statement of responsibility
- Note on edition statement
- Note on publication statement
- Note on distribution statement
- Note on manufacture statement
- Note on copyright date
- Note on extent of manifestation
- Note on dimensions of manifestation
- Note on carrier
- Note on series statement
- Note on identifier for manifestation

9.3.3 General rule

9.3.3.1 Make a note relating to the manifestation being described if considered important.

9.3.31 Quotations

9.3.31.1 Record quotations from the manifestation or from other sources in quotation marks. Always follow the quotation by an indication of its source. For guidelines on transcription and capitalization, see Transcription.

Example:

“Extracted from the minutes of the Society for the Propagation of the Gospel in Foreign Parts”–Title page

Example:

“Generally considered to be by William Langland”–Harvey, P. Oxford companion to English literature

“The principal additional music, contained in 72 pages, may be had, half bound, with or without the rules, price four shillings and ninepence”–Preface

9.3.32 Contents notes

9.3.32.1 List the contents of a manifestation, either selectively or fully, if it is considered important to show the presence of material not implied by the rest of the description, to stress components of particular importance, to provide the contents of a collection or of a multipart monograph, or to provide additional titles in a resource without a collective title. For instructions on supplementary content, see Supplementary content.

9.3.32.2 Transcribe contents from the title page if they are presented there formally and have not been transcribed as part of the Title and Statement of responsibility elements. In such cases, record “[from title page]” at the beginning of the contents note. If a formal statement of contents is not present on the title page, take contents from the head of the parts to which they refer, or, if this is not feasible, from any contents list, etc., that is present. For manifestations in two or more volumes, transcribe the volume or part designations as found.

9.3.32.3 If a complete listing of contents cannot be assembled by one of the above means, the cataloger may devise a contents note from any appropriate source or combination of sources.

Example:

Contents: Love and peril / the Marquis of Lorne – To be or not to be / Mrs. Alexander – The melancholy hussar / Thomas Hardy

Example:

Contents: [from title page] I. John Watson Stewarts Almanack – II. The English court registry – III. Wilsons Dublin directory with a new correct plan of the city, forming the most complete lists published of the present civil, military, and naval establishments of Great Britain & Ireland

Example:

Contents: [from title page] The life and death of the author / E.B. Esquire – A discourse about the state of true happinesse – Directions for a comfortable walking with God – Instructions for a right comforting afflicted consciences, &c. – His foure last things, death, iudgment, hell and heaven, &c. – His funerall sermon / Nicholas Estwick Batchelou in Divinity

Example:

Contents: [from title page] Map showing location of Fort Matanzas – First floor plan – Second floor plan. Roof plan – South elevation – North elevation – West elevation – East elevation – Section – Details of tower – [Stair details] – Details of interior wooden stairs – Section

9.3.33 Note on made-up sets of a multipart monograph

9.3.33.1 If a multipart monograph is known or assumed to be a set made up of parts from varying editions and the decision has been made to describe the set with a single

description, always make a note on manifestation to indicate that the description is based on a made-up set (see Edition statement, 3.21.37.3).

Example:

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

Edition statement: First edition

9.3.34 Note on reissued or reprinted manifestations

9.3.34.1 Make a note on the fact that the expression is a reissue or reprint, unless apparent from the rest of the description (see also RDA Toolkit: Reprinted as manifestation).

9.3.34.2 Give information about a series in which the resource has been issued previously if considered important (see Note on series statement, 8.29.31.4).

Example:

Originally issued in series: The socialist platform ; no. 2

9.3.35 Limitation statements

9.3.35.1 If the resource includes a statement as to a limited number of copies of the edition, give this statement of limitation in a note, preferably in quoted form.

9.3.35.2 If the statement of limitation is accompanied by statements of responsibility or other information relating to the production of the edition, include as much of the additional information in the note as is considered important.

Example:

“250 copies printed”–Preface

Example:

“Of this edition one hundred and twenty one copies have been numbered and signed by Dr. Julian Wolff, B.S.I. and Hugh Pentecost”–Title page verso

Example:

“A special edition of twenty, signed and numbered, copies was produced and bound in full red Morocco. These special copies are each housed in a sculptural human heart shaped box, sitting atop a wooden anatomical specimen stand.”– Colophon

Example:

“Of this edition, 100 copies have been bound in hardcovers, numbered and signed by Dr. Julian Wolff, B.S.I. Commissionaire.”

9.3.35.3 If the statement of limitation includes the unique number of the item being cataloged, give only the statement of limitation as note on manifestation. Record the copy number as a Note on item if considered important (see 9.4.34.1).

9.3.36 Note on dates not representing publication, distribution, or manufacture elements

9.3.36.1 If the preferred source of information bears a prominent date that does not clearly represent the Date of publication, Date of distribution, or Date of manufacture, either transcribe it as part of the Title or the Statement of responsibility elements or give it in a note on manifestation (see 5.23.33.2, 5.28.33.2, 5.33.354.2).

9.3.37 Note on imperfect exemplars

9.3.37.1 Make a note on manifestation indicating that the description is based on an imperfect exemplar (see Data provenance, 0.1.22.2).

9.31 — Accompanied by manifestation

9.31.1 Element information

9.31.1.1 Link to RDA Toolkit

9.31.1.2 Sources of information

9.31.2 RDA definition and scope

9.31.2.1 A manifestation that is issued with another manifestation, without any relationship to its content.

9.31.21 DCRM elaboration of scope

9.31.21.1 A manifestation physically separate from and issued simultaneously (or nearly so) with another manifestation and intended to be used together with it.

9.31.25 Related element

9.31.25.1 See Issued with (9.34.3.1) for manifestations issued on the same carrier.

9.31.3 General rule

9.31.3.1 Always record this relationship as an unstructured note, beginning with “Accompanied by” followed by a colon.

9.31.3.2 Record the location of accompanying material if considered important. For accompanying material issued in a pocket, see 9.31.31.

9.31.3.3 Record the name of the material, preceded by the number of physical units if considered important.

Example:

Accompanied by: 1 price list

9.31.3.4 *Optionally*, record the physical description of accompanying material in parentheses following its name, in this order:

- 1) Extent of manifestation (see 6.21.421.1)
- 2) Other details of physical description, such as Illustrative content (see 6.22.3.1); Color content (see 6.23.3.1), etc.
- 3) Dimensions of the manifestation (see 6.24.3.1)

Example:

Accompanied by: 1 atlas (38 pages, 19 leaves of plates : colored maps ; 37 cm)

Example:

Accompanied by: Index to cities and towns, populations, and mileage by automobile highway from Columbus Circle (B'way and 59th St.) New York City (1 sheet ; 42 x 67 cm)

9.31.3.5 Record additional details if considered important.

Example:

Accompanied by: Star guide (1 sheet ; 12 x 36 cm), previously published separately in 1744

9.31.3.6 *Optionally*, record an access point for manifestation for the related manifestation(s) in addition to the note.

9.31.31 Issued in pocket

9.31.31.1 If accompanying material is illustrative content and is issued in a pocket attached to a manifestation, always specify the location in Details of illustrative content (see 6.225.31.1).

Example:

Accompanied by manifestation: Accompanied by: 2 folded maps

Details on illustrative content: Maps in pocket on inside back cover

9.31.31.2 For non-illustrative accompanying material issued in a pocket, specify the location in an unstructured note (see 9.31.3.2).

9.32 — Manifestation described in

9.32.1 Element information

9.32.1.1 Link to RDA Toolkit

9.32.1.2 Sources of information

9.32.2 RDA definition and scope

9.32.2.1 A work that describes a manifestation.

9.32.31 References to published descriptions

9.32.31.1 Give references to published descriptions in bibliographies or other authoritative reference sources if these have been used to supply elements of the description. Use the form and punctuation conventions recommended by Standard Citation Forms for Rare Materials Cataloging.

9.32.31.2 Make other references to published descriptions if considered important. Such references are especially useful whenever the cited source would serve to distinguish an edition (or variant) from similar editions (or variants), substantiate information provided by the cataloger, or provide a more detailed description of the manifestation being cataloged.

Example:

Manifestation described in: English short title catalogue, T60996

Example:

Manifestation described in: Short-title catalogue of books printed in Italy and of Italian books printed in other countries from 1465 to 1600 now in the British Museum, page 269

Example:

Manifestation described in: Catalogue des incunables alsaciens de la Bibliothèque nationale et universitaire de Strasbourg, 277

Example:

Manifestation described in: Abbey, J.R. Travel in aquatint and lithography, 1770-1860

Example:

Manifestation described in: Blanck, J. Bibliography of American literature

9.32.32 Absence of a description in a reference source

9.32.32.1 Make a note to indicate that a description of the manifestation being cataloged does not appear in a specific reference source only if the manifestation fits the scope for that source and the source purports to be comprehensive for its scope. Preface the note

with the words “Not in” and a colon. Use the form and punctuation conventions recommended by Standard Citation Forms for Rare Materials Cataloging.

Example:

Not in: Bibliothèque nationale (France). Catalogue de l’histoire de la Révolution française.
Cf. IV:2, 9093

9.33 — Supplementary content

9.33.1 Element information

9.33.1.1 Link to RDA Toolkit

9.33.1.2 Sources of information

9.33.2 RDA definition and scope

9.33.2.1 An indication of the kinds of expression that supplement the main expressions that are embodied by an augmentation aggregate.

9.33.2.1 DCRMR Elaboration on scope

9.33.2.1.1 Supplementary content includes indexes, bibliographies, appendices, etc.

9.33.3 General rule

9.33.3.1 List supplementary content, either selectively or fully, if it is considered important to show the presence of material not implied by the rest of the description or to stress components of particular importance.

Example:

Includes bibliographical references (pages 43-58)

Example:

Includes bibliographical references

Example:

Includes index

Example:

“List of the author’s unpublished poems”: pages 151-158

Example:

With a list of subscribers

Example:

Prospectus and bookseller’s advertisements on pages 77-[80]

Example:

Publisher’s advertisements on [2] pages at end
(*Comment:* Advertisements integral to manifestation)

Example:

Final unnumbered sequence contains: “An abstract of the penal-laws”

9.33.31 Errata leaves and slips

9.33.31.1 Always note the presence of errata leaves and errata slips. Note the presence of errata listed in other sources in the manifestation if considered important.

Example:

Errata on last leaf

Example:

With an errata slip

Example:

With an errata slip pasted onto a blank leaf after the title page

Example:

Errata on page [47]

9.34 — Issued with

9.34.1 Element information

9.34.1.1 Link to RDA Toolkit

9.34.1.2 Sources of information

9.34.2 RDA definition and scope

9.34.2.1 A manifestation that is issued on the same carrier as a manifestation being described.

9.34.21 DCRM elaboration of scope

9.34.21.1 Record an issued with relationship for a volume that is made up of two or more separately titled parts that are also separately paginated or foliated and have separate signatures, but which have been issued together by the publisher, distributor, etc. (See also RDA Toolkit: Part work.) Do not record an issued with relationship if the pagination, foliation, or signatures of separately titled parts are continuous with the part being described. Instead, record these as a contents note (see Note on manifestation, 9.3.32.1).

9.34.25 Related element

9.34.25.1 See Bound with for manifestations bound together subsequent to publication, rather than issued together by the publisher, distributor, etc.

9.34.3 General rule

9.34.3.1 Record this relationship as a structured note beginning with “Issued with” followed by a colon. List the related manifestations, in the order in which they are found. In the case of bound volumes, list all related manifestations in the description for the first manifestation and, in general, only the first manifestations in the descriptions for the subsequent manifestations.

9.34.3.2 For each manifestation listed, give only the elements listed below:

- a) The RDA Toolkit: Creator agent of work; normally give this element first, usually in access point form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.)
- b) The Title proper as found in the description for the manifestation; long titles may be shortened (whenever the preferred title of work is considered useful for the identification of the work, record it within square brackets preceding the title of manifestation)
- c) The primary Statement of responsibility relating to title proper as recorded in the description for the manifestation, unless it is redundant of the RDA Toolkit: Creator agent of work or exceedingly lengthy

- d) The Publication statement as found in the description for the manifestation,
abridged as necessary, without using the mark of omission

Example:

Issued with: Dunton, John. The merciful assizes, or, A panegyric on the late Lord Jeffreys
hanging so many in the West. London : Printed for Eliz. Harris, 1701

9.34.3.3 *Optionally*, record an access point for manifestation for the related manifestation(s)
in addition to the note (see RDA Toolkit: Access point for manifestation).

9.4 — Note on item

9.4.1 Element information

9.4.1.1 Link to RDA Toolkit

9.4.1.2 Sources of information

9.4.2 RDA definition and scope

9.4.2.1 A broad unstructured description of one or more attributes of an item.

9.4.25 Related elements

9.4.25.1 See:

- Modification of item for item-specific alterations; provenance evidence; item-specific binding details; etc.
- Custodial history of item for summaries of the past ownership of an item
- Bound with for items bound together subsequent to publication
- Note on extent of item for notes on missing pages or leaves or differences and when the number of physical units in which a publication is bound differs from the number in which it was actually issued
- Note on dimensions of item for notes on dimensions of an item differing from the dimensions of the manifestation as issued, folded dimensions of a sheet not folded as issued, and dimensions of a container not issued with the resource

9.4.3 General rule

9.4.3.1 Make a note on item for any special features of the item being described when they are considered important. Item-specific information is highly desirable in the context of rare materials cataloging, which puts greater emphasis on materials as artifacts than is usual in general cataloging practice. Notes on item can also provide warrant for recording relationships (e.g., names of former owners or binders) or genre terms, (e.g., various kinds of provenance evidence, binding characteristics, etc.). Carefully distinguish notes on item from Notes on manifestation that record information valid for all items exemplifying the manifestation being cataloged.

9.4.3.2 For many older publications, however, it will not be readily ascertainable whether the characteristics of a single item are in fact shared by other exemplars of the manifestation. In case of doubt, consider that the characteristics of the item in hand are not shared by other items exemplifying the manifestation.

9.4.3.3 The extent and depth of detail provided in note on item will be determined by the local policies of the cataloging agency. The rules set forth in this element are intended primarily to provide guidance and examples; the instructions are not to be seen as prescriptive.

9.4.3.4 Include in note on item a designation of the holding institution (e.g., a name, acronym, or code). Provide identification such as a designation of the item's physical location (e.g., a shelfmark) or an indication of the item's copy number (if the institution holds more than one copy) if considered important.

9.4.31 Statements relating to a substantially unchanged impression or state

9.4.31.1 Record information about statements relating to a substantially unchanged impression or state, if such statements have not been recorded as a Designation of edition and the information is considered important (see 3.22.33.1).

Example:

"Ninth printing, December, 1954," on title page verso

Example:

Library's copy: "Fifth ten thousand"

Example:

Library's copy: Number "2" on title page indicates 2nd printing

Example:

Library's copy: "51st-100th"–Title page verso

Example:

Library's copy: "163-173 Tausend"

Example:

Library's copy: Number line on title page verso indicates 3rd printing: "8 7 6 5 4 3 88 89 90 91 92"

Example:

Library's copy: Publisher's code "B-O" on title page verso indicates printed Feb. 1914; see Boutell, H.S. First editions (4th ed., rev. and enl.)

9.4.32 Edition statements on nonce collections

9.4.32.1 If Edition statements of parts in a nonce collection vary between copies, record the edition statements of the item in hand as a note on item (see 3.21.36.2).

9.4.33 Exhibition history

9.4.33.1 Record where and when the item has been exhibited if considered important.

Example:

Exhibited: "Illustrating the Imagination: Celebrating Children's Illustrators from the Cornish Colony and Today" at the Cornish Museum, Windsor, VT, 2009-2010

9.4.34 Copy numbers from limitation statements

9.4.34.1 For items with limitation statements which include a unique number of the item being cataloged, record the copy number as a note on item. See Note on manifestation, 9.3.35 for recording limitation statements.

Example:

LC has no. 20

Example:

Indiana University Library copy: unnumbered

Example:

British Library copy at YD.2004.a.1724: identified as number 97 of 250 copies on recto of final printed leaf

Example:

British Library copy at YA.1988.a.5946: identified as number 141 of a limited edition of 150 copies printed on laid Holland paper

9.4.35 Completed blanks in transcribed elements

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

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

9.41 — Modification of item

9.41.1 Element information

9.41.1.1 Link to RDA Toolkit

9.41.1.2 Sources of information

9.41.2 RDA definition and scope

9.41.2.1 A modification that is specific to an item and is assumed not to apply to other items exemplifying the same manifestation.

9.41.25 Related element

9.41.25.1 See Note on carrier for information that applies to all copies or to particular groups of copies within an edition or issue (see 6.355.3.1).

9.41.3 General rule

9.41.3.1 For general rules on constructing item-specific notes see Note on item (9.4.3.1).

9.41.3.2 Features that may be recorded in this element include known imperfections and anomalies; the presence of advertisements not recorded in Extent of manifestation (6.21.4235.1); illumination, rubrication, and other hand coloring unless issued that way by the publisher (see Details of color content); provenance evidence (such as bookplates, stamps, autographs, and manuscript annotations); and item-specific binding details.

Example:

Folger copy on vellum; illustrations and part of borders hand colored; with illuminated initials; rubricated in red and blue

Example:

NY State Library copy annotated to create a mock up for a constitution for Dayspring Division, No. 218

Example:

Lutheran Theo Seminary Gettysburg copy annotated with marginalia containing questions, comments and criticisms

Example:

Library of Congress copy is extra-illustrated with 2 plates

Example:

Folger copy: Extra-illustrated with 70 added engravings depicting scenes from Shakespeare's plays, as well as people and places mentioned in the text

9.41.3.3 For notes on missing pages or leaves, see Note on extent of item (9.43.3.2).

9.41.33 Provenance evidence

9.41.33.1 Record physical evidence of provenance on the item if considered important. In less detailed descriptions, it is advisable to summarize provenance evidence, without providing exact transcriptions or descriptions. Include the names of former owners or other individuals of interest and approximate dates, whenever possible.

Example:

National Library of Scotland copy: inscription of John Morris, 17th-century; stamped as a British Museum Sale Duplicate, 1787

Example:

Beinecke Library copy with inscription of Langston Hughes dated 1954

Example:

LC copy autographed by author

Example:

Library's copy bears stamps and label of St. Ignatius College; signature on flyleaf of N. Blagdon, dated 1813

Example:

National Library of Medicine copy stamped "C. Matthaei*" on t.p. Early ownership inscription of L.L. Matthäi, dated 1796, on front pastedown

Example:

Indiana University copy annotated on endpapers and binder's blanks by C.R. Boxer

9.41.33.2 More detailed descriptions of provenance evidence might include such additional features as: exact transcriptions of autographs, inscriptions, bookplates, stamps, shelfmarks, etc.; location of each in the item; descriptions of bookplates using standardized terminology; and descriptions of anonymous heraldic bookplates according to heraldic blazon.

Example:

National Library of Scotland copy: "Ioh. Mauritius" (17th-century inscription on t.p.; see Birrell, T.A. Library of John Morris, no. 410); "Museum Britannicum" (ink stamp, in blue, ca. 1760, on title page verso); "British Museum Sale Duplicate 1787" (ink stamp, in red, on verso of title page)

Example:

Beinecke Library copy inscribed by Langston Hughes on t.p.: "Especially for Louise Bennett with admiration, Sincerely, Langston, New York, Oct. 8, 1954"

Example:

University College Cork copy annotated "To W.C.C. from J J McC Xmas 1901" and in a

different hand “From Jas J. M’Cabe, for Xmas present to Wm Chas Cooke a practice continued until Jas. Mcabes death in (I think) about 1950”

9.41.33.3 For summaries of the past ownership of an item (see Custodial history of item, 9.42.3.1).

9.41.35 Bindings

9.41.35.1 Describe item-specific bindings if considered important. For descriptions of publisher-issued bindings common to all copies of an edition or issue, see Type of binding (6.32.3.1).

9.41.35.2 Indicate any errors in binding if considered important.

Example:

Huntington copy: leaves I5-6 incorrectly bound between h3 and h4

Example:

LC copy: signature I of book 2 (incorrectly bound between signatures A and B of book 3)

Example:

Boston University copy: folios 10-12 incorrectly bound between folios 20 and 21

Example:

UCLA copy incorrectly bound, with the special t.p. for pt. 1 as general t.p, the general t.p. used as special t.p. for pt. 1, and with pt. 2 bound in before pt. 1

Example:

Library copy: Leaf G1 has been misbound between leaves E4 and F1

9.41.35.3 Record other details of an item-specific binding if considered important. Less detailed descriptions might include the color and nature of the covering material, a summary of any decoration present (e.g., “gold-tooled,” “blind-tooled”), and (if these can be determined) an approximate date and the name of the binder.

9.41.35.4 Whenever possible, use standard terminology from resources such as the RBMS Controlled Vocabularies or the Language of Bindings. Terms from other authorized vocabularies (e.g., Art & Architecture Thesaurus Online) may also be used as appropriate.

Example:

British Library copy: In a late seventeenth-century English gold-tooled red goatskin binding with the coat of arms of George III added later to the front board

Example:

Binding: contemporary quarter-calf over marbled boards

Example:

Bound in vellum from a 16th century notarial document

9.41.35.5 More detailed descriptions of a binding might include such additional features as: nature of the boards (e.g., wood, paper); details of decoration; country or city of production; nature and decoration of spine; presence or former presence of ties, clasps, or other furniture; flaps; description of headbands, page-edge and end-paper decoration; references to published descriptions or reproductions of the binding (or related bindings), etc.

Example:

Binding: Contemporary quarter calf and pastepaper boards, later gold-stamped arms of Pavée de Vandœuvre on sides, smooth spine decorated with gold-tooled diaper pattern, red morocco gilt lettering-piece, marbled pastedowns, edges stained red

Example:

Binding: Bound in gold-tooled calf, perhaps 18th-century, with ornamental devices on both covers and remnants of blue silk ties; includes binding waste from a medieval manuscript fragment (15th-century), used as spine lining; content suggests that it was a charter or deed

9.42 — Custodial history of item

9.42.1 Element information

9.42.1.1 Link to RDA Toolkit

9.42.1.2 Sources of information

9.42.2 RDA definition and scope

9.42.2.1 A record of previous ownership or custodianship of an item, including agent, place, and timespan.

9.42.3 General rule

9.42.3.1 Record details of an item's custodial history if considered important. Include the names of former owners and approximate dates, whenever possible.

Example:

Former owner: Alfred Barrion

Example:

Folger copy: Given by David Garrick to John Taylor, 1774

Example:

British Library copy: From the library of Sir Hans Sloane (1660-1753), with his library number on the title page

Example:

Lewis Walpole Library copy: Strawberry Hill Sale, viii, 33 (London, 1123) to William Knight; Sotheby's 30 July 1919 (Col. Fellows Sale), lot 159, to Sabin; Sabin, August 1927, to W.S. Lewis.

Example:

British Library copy: Part of King George III's Library. Donated to the nation by King George IV (1762-1830)

9.42.3.2 Record physical evidence of provenance on the item such as bookplates, stamps, autographs, and manuscript annotations as Modification of item if considered important (see 9.41.33.1).

9.43 — Note on extent of item

9.43.1 Element information

9.43.1.1 Link to RDA Toolkit

9.43.1.2 Sources of information

9.43.2 RDA definition and scope

9.43.2.1 A note on item that provides information on the extent of an item.

9.43.3 General rule

9.43.3.1 For general rules on constructing item-specific notes see Note on item (9.4.3.1).

9.43.3.2 Always record item-specific imperfections that alter its extent (see Extent of manifestation, 6.21.428.1).

Example:

Copy 1: Imperfect: leaves 12 and 13 (b6 and c1) wanting; without the last blank leaf (S8)

Example:

University of Chicago Library's copy imperfect: lacking first four leaves (title page and index) and final blank leaf; first four leaves replaced with photostat copies

9.43.3.3 Record the presence of a case or portfolio not issued with the manifestation in a note on extent of item if considered important (see Extent of manifestation, 6.21.428.1).

9.43.3.4 Make a note on extent of item when the number of physical units in which an item is bound differs from the number in which it was actually issued if considered important (see Extent of manifestation, 6.21.431.3).

Example:

LC copy bound in four physical volumes and interleaved with a Latin translation of Plutarch's Lives

Example:

Grolier Club's copy bound in four volumes

9.44 — Note on dimensions of item

9.44.1 Element information

9.44.1.1 Link to RDA Toolkit

9.44.1.2 Sources of information

9.44.2 RDA definition and scope

9.44.2.1 A note on item that provides information on the dimensions of an item.

9.44.3 General rule

9.44.3.1 For general rules on constructing item-specific notes see Note on item (9.4.3.1).

9.44.3.2 Make a note on dimensions of item if the dimensions of an exemplar differ from the dimensions of the manifestation as issued and the difference is considered important (see Dimensions, 6.24.3.3).

Example:

Library copy leaf size: 209 x 143 mm

Example:

Library of Congress copy folded to 19 x 13 cm. Top edge trimmed to 19 cm with some loss of text

Example:

Library copy: Sheet trimmed to within thread margin of plate mark on two sides

9.44.3.3 Record the folded dimensions of a sheet not folded as issued in a note on dimensions of item if considered important (see Dimensions, 6.24.35.3).

Example:

Folded by later owner to 24 x 19 cm

9.44.3.4 Record the dimensions of a container not issued with the resource in a note on dimensions of item if considered important (see Dimensions, 6.24.37.2).

9.45 — Bound with

9.45.1 Element information

9.45.1.1 Link to RDA Toolkit

9.45.1.2 Sources of information

9.45.2 RDA definition and scope

9.45.2.1 An item that is physically combined or joined with an item.

9.45.21 DCRMR elaboration of scope

9.45.21.1 Use this relationship element to reference the related items bound together subsequent to publication.

9.45.25 Related elements

9.45.25.1 See Issued with for manifestations issued together by the publisher on the same carrier.

9.45.3 General rule

9.45.3.1 Record this relationship as a structured note, beginning with the words “bound with” followed by a colon. List the related items, in the order in which they are found. List all related items in the description for the first item and, in general, only the first item in the descriptions for the subsequent items.

9.45.3.2 For each item listed, give only the elements listed below:

- a) The RDA Toolkit: Creator agent of work; normally give this element first, usually in access point form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.)
- b) The Title proper as found in the description for the manifestation; long titles may be shortened (whenever the preferred title of work is considered useful for the identification of the work, record it within square brackets preceding the title of manifestation)
- c) The primary Statement of responsibility relating to title proper as recorded in the description for the manifestation, unless it is redundant of the RDA Toolkit: Creator agent of work or exceedingly lengthy
- d) The Publication statement as found in the description for the manifestation, abridged as necessary, without using the mark of omission

Example:

University of Chicago Library's copy bound with: Duns Scotus, John. Incipit scriptu[m]

sup[er] Primo sente[n]tia[rum] editum a fratre Joanne Duns. [Venice] : [Joannis de Colonia, Nicolai Jenson, Joannes de Selgenstat], [10 November 1481]

Example:

Yale Library copy bound with: Kiepert, H. Supplementheft zum Atlas von Hellas und den hellenischen Colonien. Berlin : Verlag der Nicolaischen Buchhandlung, 1851

9.45.3.3 If it is considered that the works are too numerous to be listed exhaustively, make an unstructured note such as the following:

Example:

Beinecke Library copy: No. 29 of 31 titles bound together with binder's title: Scottish chap books

Example:

University of Chicago Library's copy bound with 13 other titles by, or edited by, Hermann Conring

Example:

University of Chicago Library's copy is bound with 12 other titles on American history

9.45.3.4 *Optionally*, record an access point for item for the related item in addition to the note (see RDA Toolkit: Access point for item).

10 — Identifiers

10.01.1 Sources of information

10.01.1.1 Take information for all identifier elements from any source. Do not enclose any information in square brackets.

Contents:

10.2 — Identifier for manifestation

10.21 — Fingerprint

10.22 — Term of availability

10.23 — Note on identifier for manifestation

10.2 — Identifier for manifestation

10.2.1 Element information

10.2.1.1 Link to RDA Toolkit

10.2.1.2 Sources of information

10.2.2 RDA definition and scope

10.2.2.1 A nomen that is an appellation of manifestation that consists of a code, number, or other string, usually independent of natural language and social naming conventions, used to identify a manifestation.

10.2.2.2 An identifier for the manifestation includes registered identifiers from internationally recognized schemes, other identifiers assigned by publishers and others following internally devised schemes, identifiers known as fingerprints constructed by combining groups of characters from specified pages of early printed resources, publisher's numbers for notated music, and plate numbers for notated music.

10.2.31 Standard number

10.2.31.1 Give the International Standard Book Number (ISBN). Give such numbers with the agreed abbreviation and with the standard spacing or hyphenation.

10.2.31.2 *Optionally*, give more than one number, followed by a brief qualification as necessary. Give a number for a complete set before the number(s) for the part(s). Give numbers for parts in the order of the parts. Give a number for accompanying material last.

Example:

ISBN 0-379-00550-6 (set)

ISBN 0-379-00551-4 (v. 1)

10.2.32 Qualification

10.2.32.1 *Optionally*, add qualifications (including the type of binding) to the ISBN. Additionally, if volumes in a set have different ISBNs, follow each ISBN with the designation of the volume to which it applies.

10.21 — Fingerprint

10.21.1 Element information

10.21.1.1 Link to RDA Toolkit

10.21.1.2 Sources of information

10.21.2 RDA definition and scope

10.21.2.1 A nomen that is an identifier for manifestation of an early printed resource that consists of a sequence of characters from sources of information specified by an established scheme.

10.21.3 General rule

10.21.3.1 If considered important, record the fingerprint derived according to a published standard. Identify the scheme used for recording the fingerprint. (For further information on this method of identification and recommended forms of recording it, see *Fingerprints = Empreintes = Imprime*, supplemented by *Nouvelles des empreintes = Fingerprint Newsletter*, or Vriesema, P.C.A. “The STCN Fingerprint.”)

Example:

163704 - b1 A2 ,en: b2I2a,
Content standard: stcnf

Example:

p.n, n,re t.n. waOh 7 1651A
Content standard: fei

10.22 — Term of availability

10.22.1 Element information

10.22.1.1 Link to RDA Toolkit

10.22.1.2 Sources of information

10.22.2 RDA definition and scope

10.22.2.1 A condition under which the publisher, distributor, etc., will normally supply a manifestation or the price of a manifestation.

10.22.3 General rule

10.22.3.1 *Optionally*, if the manifestation bears a price or other terms of availability, record the information.

10.22.31 Qualification

10.22.31.1 *Optionally*, add qualifications (including the type of binding) to the terms of availability.

10.23 — Note on identifier for manifestation

10.23.1 Element information

10.23.1.1 Link to RDA Toolkit

10.23.1.2 Sources of information

10.23.2 RDA definition and scope

10.23.2.1 A note on manifestation that provides information on an identifier for a manifestation.

10.23.3 General rule

10.23.3.1 Make a note of any numbers or letters associated with the manifestation not transcribed in another element if considered important.

Example:

“No. 195” appears in lower left corner of plate

Appendices

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- A — MARC 21 Descriptive Conventions Source Codes
 - B — Collection-level records
 - C — Core-level records
 - D — Minimal-level records
 - E — Variations requiring a new record
 - H — Individual and special issues of serials
 - J — Abbreviations for creators, publishers, printers, etc.
 - K — Instruction mappings from DCRM to DCRMR
-

A — MARC 21 Descriptive Conventions

Source Codes

This page is under construction

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

Kind regards,

The RBMS RDA Editorial Group

B — Collection-level records

This page is under construction

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

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The RBMS RDA Editorial Group

C — Core-level records

This page is under construction

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The RBMS RDA Editorial Group

D — Minimal-level records

This page is under construction

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Kind regards,

The RBMS RDA Editorial Group

E — Variations requiring a new record

This page is under construction

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

Kind regards,

The RBMS RDA Editorial Group

H — Individual and special issues of serials

This page is under construction

Development of this page is temporarily on hold, pending future developments. We will add this page as soon as we're able. In the meantime, please continue to consult Appendix H in DCRM(B) for guidance.

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Kind regards,

The RBMS RDA Editorial Group

J — Abbreviations for creators, publishers, printers, etc.

Abbreviation	Full form	Significance
a.f., aq., aqt., aqua., aquaf.	aqua forti or aquaforti fecit	etched by
A.P.	artist's proof	printed for the artist's personal use at the same time as the regular edition, but not numbered as part of it
APDR	avec privilège du roi	French privileges until 1792
aq:tinta.	aquatinta	aquatinted by
B.A.T.	bon à tirer	fit to print (no more changes or corrections need to be made on the matrix)
cae., cael.	caelavit	engraved by
comp.	composuit	designed by (e.g., person who made a drawing for an engraver to work from)
CPR	cum privilegio regis	French privileges until 1792
CPES	cum privilegio Excellentissimi Senatus	Venetian privilege
CPSCM	cum privilegio sacrae Caesaris Maiestatis	privileges within the jurisdiction of the Holy Roman Emperors
del., delt., delin.	delineavit	drawn by
deping., depingeb.	depingebat	painted or depicted by
desig.	designavit	designed or drawn by
dess.	dessiné	drawn by
direx.	direxit	directed by
divulg.	divulgavit	published by

E.A.A.C.	Entered According to Act of Congress	copyright in the U.S.
effig.	effigiavit	drawn by
engd., eng.	engraved or engraver	engraved by
ex., exc., exct., excud.	excudit	published or printed by
fac.	faciebat	made by
f., fec., fect.	fecit	made by
fig.	figuravit	drawn by
gedr. zu	gedruckt zu	printed at
gez.	gezeichnet	drawn by
H.C.	hors commerce	not for sale
imp.	impressit	printed by
inc., incid.	incidit or incidebat	engraved by
in., inv.	invenit	designed by
lith., litho., lithog.	lithographed by	drawn on stone or published on stone by
ph sc.	photosculpsit	photo-engraved by
ping., pins., pinx., pinxt.	pingebat or pinxit	painted by
scrip.	scripsit	engraved text by
sc., sculp., sculps., sculpt.	sculpebat or sculpsit	engraved or etched by

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K — Instruction mappings from DCRM to DCRM

Introduction

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Users must be able to perform most identification and selection tasks without direct access to the materials	III.1.2.	I.01.313
Users must be able to investigate physical processes and post-production history and context exemplified in materials described	III.1.3.	I.01.311
Users must be able to gain access to materials whose production or presentation characteristics differ from modern conventions	III.1.4.	I.01.314
Principles of DCRM construction	III.2.	I.01.32
Rules provide guidance for descriptions that allow users to distinguish clearly among different manifestations of an expression	III.2.1.	I.01.321

of a work

Rules provide for accurate representations of the entity as it describes itself, notably through instructions regarding transcription, transposition, and omission	III.2.2.	I.01.322
Rules provide guidance for the inclusion of manifestation-specific and item-specific information that permits users to investigate physical processes and post-production history and context exemplified in the item described	III.2.3.	I.01.323
Rules provide for the inclusion of all elements of bibliographical significance	III.2.4.	I.01.324
Rules conform to the substance and structure of the final revision of AACR2 to the extent possible	III.2.5.	I.01.325
Rules are compatible with DCRB except in cases where changes are necessary to align more closely to current revisions of AACR2 or to conform to the above principles	III.2.6.	I.01.326
Options	IV.	I.01.4
Language preferences	V.	I.01.5
Spelling and style	VI.	I.01.55
Acronyms	VII.	I.01.6
Examples and notes	VIII.	I.01.7
Examples	VIII.1.	I.01.7.1
Notes	VIII.2.	I.01.7.2
Integrity of the copy	IX.	I.01.8
Defects and sophistication	IX.1.	I.01.8.1
Dust jackets	IX.2.	I.01.8.2
Precataloging decisions	X.	I.01.9
Decisions to make before beginning the description	X.1.	I.01.91
Item-level vs. collection-level description	X.1.1.	I.01.91.1
Cataloging code: AACR2 vs. DCRM(B)	X.1.2.	I.01.91.2

Encoding level: DCRM(B) minimal vs. full	X.1.3.	I.01.91.3
Bibliographic variants	X.1.4.	I.01.91.4
Factors to consider in making precataloging decisions	X.2.	I.01.92
Institution's mission and user needs	X.2.1.	I.01.92.1
Institutional and departmental resources	X.2.2.	I.01.92.2
Market value and conditions of acquisition of the item or collection	X.2.3.	I.01.92.3
Intellectual and physical characteristics of the item or collection	X.2.4.	I.01.92.4

0. General Rules

DCRM Contents	DCRM Citation	DCRMR Citation
General Rules	0.	0
Scope	0A.	n/a
The basic description	0B.	n/a
Required elements	0B1.	n/a
Basis of the description	0B2.	0.1.2
General rule	0B2.1.	0.1.21.1
Imperfect copies	0B2.2.	0.1.22.1 0.1.22.2
Chief source of information	0C.	0.1.3
Single title page	0C1.	0.1.31
	0C1.1.	0.1.31.1 0.1.31.2
	0C1.2.	0.1.31.3
Multiple title pages	0C2.	0.1.33.1 0.1.35.1
No title page	0C3.	0.1.34.1
Prescribed sources of information	0D.	0.1.5.1 0.1.5.2 0.1.32.1
Prescribed punctuation	0E.	0.2.01.1 0.2.01.2 0.2.01.3 0.2.01.4

Language and script of the description	0F.	0.3
General rule	0F1.	0.3.1
	0F1.1.	0.3.1.1
	0F1.2.	0.3.1.3
	0F1.3.	0.3.1.4
Romanization	0F2.	0.3.2
	0F2.1.	0.3.2.1
	0F2.2.	0.3.2.2
Transcription	0G.	0.4.05.1
Letters, diacritics, and symbols	0G1.	0.4.1
Letters and diacritics	0G1.1.	0.4.12.1 0.4.13.1
Symbols, etc.	0G1.2.	0.4.14.1
Capitalization and conversion of case	0G2.	0.4.2
General rule	0G2.1.	0.4.21.1
Letterforms I,V, i, j, u, and v	0G2.2.	0.4.23.1
Final capital “I” in Latin	0G2.3.	0.4.24.1
Chronograms	0G2.4.	0.4.25.1
Punctuation in the source	0G3.	0.4.3
General rule	0G3.1.	0.4.31.1 0.4.31.4
Apostrophes	0G3.2.	0.4.32.1
Hyphens	0G3.3.	0.4.33.1
Punctuation within roman numerals	0G3.4.	0.4.34.1
Ellipses, square brackets, and virgules	0G3.5.	0.4.35.1 0.4.335.1 0.4.36.1
Line endings	0G3.6.	0.4.37.1
Punctuation substituting for letters	0G3.7.	0.4.38.1 0.4.38.2 0.4.38.3
Spacing	0G4.	0.4.4

Spacing within words and numbers	0G4.1.	0.4.42.1 0.4.42.2 0.4.42.3
Spacing between words	0G4.2.	0.4.43.1
Variant spellings	0G4.3.	0.4.44.1
0G5. Omissions	0G5.	0.4.5
General rule	0G5.1.	0.4.51.1
Information not considered part of any area	0G5.2.	0.4.52.1
Information not taken from the chief source of information	0G5.3.	0.4.53.1
0G6. Interpolations	0G6.	0.4.6
General rule	0G6.1.	0.4.61.1
Conjectural and indecipherable text	0G6.2.	0.4.62.1
Lacunae in imperfect copies	0G6.3.	0.4.63.1
Blank spaces	0G6.4.	0.4.64.1 0.4.64.2 0.4.64.3
Adjacent elements	0G6.5.	0.2.01.2
Misprints, etc.	0G7.	0.4.7
Misprints	0G7.1.	0.4.72.1 0.4.72.3
Turned and approximated letters	0G7.2.	0.4.74.1 0.4.74.2 0.4.74.3
Blank spaces for initial letters	0G7.3.	0.4.65.1 0.4.65.2 0.4.65.3
0G8. Abbreviations and contractions	0G8.	0.4.82
	0G8.1.	0.4.82.1
	0G8.2.	0.4.16.1 0.4.16.2 0.4.16.3 0.4.16.4
Superscripts and subscripts	0G9.	0.4.86.1
Initials, etc.	0G10	0.4.45
	0G10.1.	0.4.45.1
	0G10.2.	0.4.45.2

0G10.3. 0.4.45.3

1. Title and Statement of Responsibility Area

DCRM Contents	DCRM Citation	DCRMR Citation
Title and Statement of Responsibility Area	1.	1
Preliminary rule	1A.	n/a
Prescribed punctuation	1A1.	0.2.1.1 0.2.1.2
Sources of information	1A2.	1.01.1
General rule	1A2.1.	1.01.1.1
Multipart monographs	1A2.2.	1.01.1.1
Form and order of information	1A3.	1.01.3
Title proper	1B.	1.21
Words considered part of the title proper	1B1.	1.21.31
	1B1.1.	1.21.31.1
	1B1.2.	1.01.3.2
Note on the source of the title proper	1B2.	1.21.31.2
Forms of the title proper	1B3.	1.21.32.1
	1B3.1.	1.21.32.2
	1B3.2.	1.21.32.3
	1B3.3.	1.21.32.4
Title proper with grammatically inseparable designation	1B4.	1.21.33.1
No title proper	1B5.	1.21.34.1
Title proper with supplementary or section designation or title	1B6.	1.21.35.1
Abridgments of the title proper	1B7.	1.21.36
General rule	1B7.1.	1.21.36.1

Alternative title	1B7.2.	1.21.36.2
Chief title	1B7.3.	1.21.36.3
Parallel titles	1C.	1.215
Order and source of parallel titles	1C1.	1.215.31.1 1.215.31.2
Language of parallel titles and relationship to title proper	1C2.	1.215.32
	1C2.1.	1.215.32.1
	1C2.2.	1.215.32.2
Other title information	1D.	1.23
Order and source of other title information	1D1.	1.23.29
	1D1.1.	1.23.29.1
	1D1.2.	1.23.29.2
	1D1.3.	1.23.29.3
	1D1.4.	omitted
Other title information beginning with prepositions, conjunctions, etc.	1D2.	1.23.31
General rule.	1D2.1.	1.23.31.1
	1D2.2.	1.23.32.1
	1D2.3.	1.23.33.1
	1D2.4.	1.23.33.2
Statements about illustrations or volumes	1D3.	1.23.35.1
Abridgment of other title information	1D4.	1.23.37.1
Other title information with grammatically inseparable elements	1D5.	1.23.38.1
Parallel statements containing other title information	1D6.	1.235.3.1
Statements of responsibility	1E.	2
Statements of responsibility on the title page	1E1.	2.21.31.1

Statements of responsibility on other sources	1E2.	2.21.315.1
Transposition of statements of responsibility	1E3.	2.21.32.1
Single statements of responsibility with two or more names	1E4.	2.21.33
	1E4.1.	2.21.33.1
	1E4.2.	2.21.33.2
Omission of names in statements of responsibility	1E5.	2.21.335.1
Two or more statements of responsibility	1E6.	2.21.34.1
Terms of address, etc., in statements of responsibility	1E7.	2.21.35.1
Qualifications in statements of responsibility	1E8.	2.21.355.1
Ambiguous statements of responsibility	1E9.	2.21.36.1
Statements of responsibility following titles in more than one language or script	1E10.	2.215.31
	1E10.1.	2.215.31.1
	1E10.2.	2.215.31.2
	1E10.3.	2.215.31.3
Nouns and noun phrases	1E11.	2.21.37
	1E11.1.	2.21.37.1
	1E11.2.	2.21.37.2
	1E11.3.	2.21.37.3
Persons or bodies not explicitly named in statements of responsibility	1E12.	2.21.375.1
Statements of responsibility with grammatically inseparable elements	1E13.	2.21.38.1
Phrases about notes, appendixes, etc.	1E14.	1.23.36
	1E14.1.	1.23.36.1
	1E14.2.	1.23.36.2

	1E14.3.	1.23.37.1
Publications without a collective title	1F.	1.21.37
Two or more works named on the title page	1F1.	1.21.371
By same person or body.	1F1.1.	1.21.371.1
By different persons or bodies.	1F1.2.	omitted
One or more works not named on the title page	1F2.	1.21.372.1
Single-sheet publications	1G.	1.21.38
Chief source of information	1G1.	1.01.1.1
General rule	1G2.	1.21.381.1
Chief title	1G3.	1.21.382.1
Caption title	1G4.	1.21.382.2
Prescribed punctuation	1G5.	0.2.1.2
Two or more works with a collective title	1G6.	1.21.383.1
Two or more works without a collective title	1G7.	1.21.384.1
Two or more works with separate publication, distribution, etc., statements	1G8.	1.21.385.1

2. Edition Area

	DCRM Citation	DCRMR Citation
DCRM Contents		
Preliminary rule	2A.	n/a
Prescribed punctuation	2A1.	0.2.3.1
Sources of information	2A2.	3.01.1.1
Form and order of information	2A3.	3.01.3.1
Edition statement	2B.	3.21
General rule	2B1.	3.21.3.1
Words considered part of the edition statement	2B2.	3.22.31

	2B2.1.	3.22.31.1
	2B2.2.	3.22.31.2
Words such as “impression” or “printing”	2B3.	3.22.32
	2B3.1.	3.22.32.1
	2B3.2.	3.22.32.2
Edition statements with special characters or a numeric emphasis	2B4.	3.22.35
	2B4.1.	3.22.35.1
	2B4.2.	3.22.35.2
No edition statement	2B5.	3.21.31
	2B5.1.	3.21.31.1
	2B5.2.	3.21.31.2
Edition statements that are grammatically inseparable parts of other areas	2B6.	3.21.32.1
Transposition of edition statements	2B7.	3.21.3.2
Edition statements with grammatically inseparable information	2B8.	3.21.32.1
Edition statements in more than one language or script	2B9.	3.225.3
	2B9.1.	3.225.3.1
	2B9.2.	3.225.3.3
Two or more works on the title page with at least one edition statement	2B10.	3.21.34.1
Edition statements on multipart monographs	2B11.	3.21.37
	2B11.1.	3.21.37.1
	2B11.2.	3.21.37.3
	2B11.3.	3.21.37.3
Statements of responsibility relating to the edition	2C.	3.23

General rule	2C1.	3.23.3
	2C1.1.	3.23.3.1
	2C1.2.	3.23.3.2
	2C1.3.	3.23.3.3
Transposition of statements of responsibility not relating to the edition	2C2.	3.23.31.1
Phrases about notes, appendixes, etc.	2C3.	3.23.32
	2C3.1.	3.23.32.1
	2C3.2.	3.23.32.2
	2C3.3.	3.23.32.3
Statements of responsibility relating to the edition in more than one language or script	2C4.	3.23.33
	2C4.1.	3.23.33.1
	2C4.2.	3.23.33.2
	2C4.3.	3.23.33.3
Statement relating to a named revision of an edition	2D.	3.24.31
	2D1.	3.24.31.1
	2D2.	3.24.32.1
Statements of responsibility relating to a named revision of an edition	2E.	3.25.3
	2E.1.	3.25.3.1
	2E.2.	3.25.3.2

3. Material (or Type of Publication Specific Details) Area

DCRM Contents	DCRM Citation	DCRMR Citation
No general use of this area is made for printed monographs	n/a	4

4. Publication, Distribution, Etc., Area

DCRM Contents	DCRM Citation	DCRMR Citation
Publication, Distribution, Etc., Area	4.	5
Preliminary rule	4A.	n/a
Prescribed punctuation	4A1.	0.2.5
Sources of information	4A2.	5.01.1
	4A2.1.	5.01.1.1
	4A2.2.	5.01.1.2 5.01.1.3
Form and order of information	4A3.	5.01.3
	4A3.1.	5.01.3.1
	4A3.2.	5.01.3.2
	4A3.3.	5.01.3.3
	4A4.	omitted
Information covered by labels, etc.	4A5.	5.2.31.1 5.25.31.1
Elements relating to publication, distribution, etc., vs. elements relating to manufacture	4A6.	5.2.32.1 5.25.32.1
Statements relating to publication, distribution, etc., only	4A6.1.	5.2.33.1 5.25.33.1
Statements relating to manufacture only	4A6.2.	5.2.33.5
	4A5.2.1.	5.2.33.5.1
	4A5.2.2.	5.2.33.5.2
Statements relating both to publication, distribution, etc., and to manufacture	4A5.3.	5.2.34.1 5.25.34.1
	4A5.3.1.	5.2.34.2 5.25.34.2
	4A5.3.2.	5.2.34.3 5.25.34.3

	4A5.3.2.1.	omitted
	4A5.3.2.2.	omitted
Place of publication, distribution, etc.	4B.	5.21 5.26
General rule	4B1.	5.21.3 5.26.3
	4B1.1.	5.21.3.1 5.26.3.1
	4B1.2.	5.21.3.2 5.26.3.2
Places of publication, distribution, etc., with initial prepositions, etc.	4B2.	5.21.31.1 5.26.31.1
Supplied modern forms of place names	4B3.	5.21.32.1 5.26.32.1
Supplied fuller forms of place names	4B4.	5.21.323.1 5.26.323.1
Supplied larger jurisdictions	4B5.	5.21.325.1 5.26.325.1
Two or more places of publication, distribution, etc.	4B6.	5.21.33 5.26.33
	4B6.1.	5.21.33.1 5.26.33.1
	4B6.2.	5.21.33.2 5.26.33.2
	4B6.3.	5.21.33.3 5.26.33.3
	4B6.4.	5.21.33.4 5.26.33.4
	4B6.5.	5.21.33.5 5.26.33.5
	4B6.6.	5.21.33.6 5.26.33.6
Places of publication, distribution, etc., in multipart monographs	4B7.	5.21.34.1 5.26.34.1
Place names that are grammatically inseparable parts of	4B8.	5.21.35.1

other areas, etc.		5.26.35.1
Fictitious or incorrect places of publication, distribution, etc.	4B9.	5.21.36.1 5.26.36.1
No place of publication, distribution, etc.	4B10.	5.21.37 5.26.37
	4B10.1.	5.21.37.1 5.26.37.1
	4B10.2.	5.21.37.2 5.26.37.2
Place of publication, distribution, etc., supplied based on address or sign	4B11.	5.21.38.1 5.26.38.1
Place of publication, distribution, etc., uncertain or unknown	4B12.	5.21.385 5.26.385
	4B12.1.	5.21.385.1 5.26.385.1
	4B12.2.	5.21.385.2 5.26.385.2
	4B12.3.	5.21.385.3 5.26.385.3
	4B12.4.	5.21.385.4 5.26.385.4
Place names in more than one language or script	4B13.	5.21.39 5.26.39
	4B13.1.	5.21.39.1 5.26.39.1
	4B13.2.	5.215.31.5 5.265.31.5
Name of publisher, distributor, etc.	4C.	5.22.3 5.27.3
	4C1.	5.22.3.1 5.27.3.1
	4C2.	5.22.3.2 5.27.3.2
Publisher, distributor, etc., statements containing grammatically inseparable place names or dates	4C3.	5.22.31.1 5.27.31.1

Publisher, distributor, etc., statements containing only addresses, signs, or initials	4C4.	5.22.32 5.27.32
	4C4.1.	5.22.32.1 5.27.32.1
	4C4.2.	5.22.32.2 5.27.32.2
Fictitious or incorrect publisher, distributor, etc., statements	4C5.	5.22.33.1 5.27.33.1
Two or more names of publishers, distributors, etc.	4C6.	5.22.34 5.27.34
	4C6.1.	5.22.34.1 5.27.34.1
	4C6.2.	5.22.34.2 5.27.34.2
	4C6.3.	omitted
	4C6.4.	5.22.34.3 5.27.34.3
Names of publishers, distributors, etc., in multipart monographs	4C7.	5.22.35.1 5.27.35.1
Supplied and conjectured names of publishers, distributors, etc.	4C8.	5.22.36.1 5.27.36.1
No supplied name of publisher, distributor, etc.	4C9.	5.22.37.1 5.27.37.1
Publisher, distributor, etc., transcribed as part of another area	4C10.	5.22.38.1 5.27.38.1
Publisher, distributor, etc., statements in more than one language or script	4C11.	5.22.39 5.27.39
	4C11.1.	5.22.39.1 5.27.39.1
	4C11.2.	5.225.31.5 5.275.31.5
Date of publication, distribution, etc.	4D.	5.23 5.28

General rule	4D1.	5.23.3 5.28.3
	4D1.1.	5.23.3.1 5.28.3.1
	4D1.2.	5.23.3.1 5.28.3.1
	4D1.3.	5.23.3.2 5.28.3.2
	4D1.4.	5.23.3.3 5.28.3.3
Transcription involving adjustments or additions	4D2.	5.23.31 5.28.31
Roman numerals.	4D2.1.	5.23.31.1 5.28.31.1
Chronograms.	4D2.2.	5.23.31.2 5.28.31.2
Very long dates.	4D2.3.	5.23.31.3 5.28.31.3
Fictitious or incorrect dates.	4D2.4.	5.23.31.4 5.28.31.4
Julian/Old Style dates.	4D2.5.	5.23.31.5 5.28.31.5
Dates not of the Julian or Gregorian calendar.	4D2.6.	5.23.31.6 5.28.31.6
Multiple adjustments or additions.	4D2.7.	5.23.31.7 5.28.31.7
Date of publication, distribution, etc., supplied from reference sources	4D3.	5.23.32.1 5.28.32.1
Conjectural date of publication, distribution, etc.	4D4.	5.23.33 5.28.33
	4D4.1.	5.23.33.1 5.28.33.1
	4D4.2.	5.23.33.2 5.28.33.2
Patterns for supplying a conjectural date	4D5.	5.23.34.1 5.28.34.1
Copyright dates and dates of deposit	4D6.	5.35.31

	4D6.1.	5.35.31.1
	4D6.2.	5.35.31.2
	4D6.3.	5.35.31.3
	4D6.4.	5.35.31.4
Date of publication, distribution, etc., in multipart monographs	4D7.	5.23.35 5.28.35
	4D7.1.	5.23.35.1 5.28.35.1
	4D7.2.	5.23.35.2 5.28.35.2
Date of publication, distribution, etc., on part pages	4D8.	5.23.36.1 5.28.36.1
Place of manufacture	4E.	5.31
General rule	4E.1.	5.31.3
Supplied place of manufacture	4E.2.	5.31.37.1
Name of manufacturer	4F.	5.32.3.1
Date of manufacture	4G.	5.33.3.1

5. Physical Description Area

	DCRM Citation	DCRMR Citation
DCRM Contents		
Preliminary rule	5A.	n/a
Prescribed punctuation	5A1.	0.2.6
Sources of information	5A2.	6.01.1
Extent	5B.	6.21.4
Publications in one physical unit	5B1-5B14.	6.21.42
General rule	5B1.	6.21.421
	5B1.1.	6.21.421.1

	5B1.2.	6.21.421.2
	5B1.3.	6.21.421.3
	5B1.4.	6.21.421.4
Normally imposed single sheets	5B2.	6.21.422.1
Unnumbered pages or leaves	5B3.	6.21.4225
	5B3.1.	6.21.4225.1
	5B3.2.	6.21.4225.2
	5B3.3.	6.21.4225.3
Errata leaves	5B4.	6.21.423.1
Advertisements	5B5.	6.21.4235
	5B5.1.	6.21.4235.1
	5B5.2.	6.21.4235.2
	5B5.3.	6.21.4235.3
Multiple sequences of numbering	5B6.	6.21.424
	5B6.1.	6.21.424.1
	5B6.2.	6.21.424.2
	5B6.3.	6.21.424.3
	5B6.4.	6.21.424.4
	5B6.5.	6.21.424.5
	5B6.6.	6.21.424.6
Expansions or corrections	5B7.	6.21.4245
	5B7.1.	6.21.4245.1
	5B7.2.	6.21.4245.2
Lack of numbering	5B8.	6.21.425
	5B8.1.	6.21.425.1
	5B8.2.	6.21.425.2

Leaves or pages of plates	5B9.	6.21.426
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6. Series Area

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7. Note Area

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8. Standard Number and Terms of Availability Area

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Sources of information	8A2.	10.01.1
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	8B2.	10.2.31.2
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Appendices

Appendix F

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Appendix G

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