

Module 3: Complex and difficult cases

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3.0 Purpose and scope

This module supplements Modules 1 and 2 of the RDA/MARC21 course by dealing with more complex or confusing cases for description and access, including complex physical descriptions for BK materials,¹ and some difficult issues for record matching such as 'on-demand' and digital reproductions. Each module is intended to serve also as reasonably freestanding reference documentation, so there is some overlap with the previous modules and with later ones.

People using this document as part of the RDA/MARC21 course should use the red links to the separate document of [Practicals and Quizzes](#).

3.1 Missing, misleading, incorrect, imprecise, unusual and confusing descriptive data

One of the principles of RDA is that "The data describing a resource should reflect the resource's representation of itself" [0.4.3.4]. For this reason cataloguers are seldom allowed to supply corrections, clarifications or additions for descriptive elements except as notes. This is a change from AACR2 practice.

In general, if the resource offers no information at all for a descriptive element, you may transcribe in square brackets any statements found outside the resource, e.g. on publishers' or booksellers' websites; but you are only allowed to supply statements which you have made up yourself in a small number of cases.²

IMPORTANT NOTE

008 data should always be based on the corrected information, even if only recorded in notes, rather than the transcribed information.

3.1a ISBNs

ISBNs are an exception to the principle of representation, since they are assigned by an independent ISBN agency rather than by the creator or publisher. They are often assigned pre-publication but they can also be assigned retrospectively. For instance, if a resource was first published before the introduction of standard book numbers but reprinted after it, the number would appear only on the later impressions but would nevertheless apply to *all*³ the impressions and should be included, if known, in the record for that publication. Cataloguers therefore sometimes need to add an ISBN to a record which originally did not have one.

9-, 10- and 13-digit versions

- Standard book numbers may appear in 9-digit, 10-digit and 13-digit versions without being "different" numbers. The digits to match on are digits 1-8 of 9-digit versions, 2-9 of 10-digit versions and 5-12 of 13-digit versions.

¹ For physical description of non-BK material, see [Module 5: Non-book materials](#) and the [Special materials](#) section of the Cataloguing documentation page.

² RDA as first published in 2010 virtually ruled out cataloguers' corrections and clarifications in square brackets, but a few types have since been reinstated under pressure from LC, OCLC, BL, etc.

³ Unless there is a difference of binding or cover; different bindings and covers are assigned separate ISBNs.

- In records 9-digit versions (SBNs) must be converted to 10-digit versions (ISBNs) to index properly, by the addition of '0' at the beginning. If both 13-digit and 10-digit versions are known, both are included in the record.
- You will sometimes find a 13-digit number, usually associated with a barcode, which looks like an ISBN but is not labelled as such. Strictly speaking this is a European Article Number rather than a standard book number, so you are not obliged to include it; but since it is invariably identical to the 13-digit ISBN it is fine to do so.⁴

Identifying the correct ISBN(s)

- Only the true ISBN(s) should be entered in 020 \$a. This is the one, or sometimes more than one for multipart or resources published jointly or in various bindings, assigned by the ISBN agency⁵ to the resource being catalogued. It is therefore very important to be clear about exactly what you are cataloguing, e.g. whether you are creating a record for all the components of a set or serial or just for one or a few of them.
 - If different ISBNs are assigned for **different publishers or places**, enter all of them in 020 \$a fields if the resource is being published *jointly* (i.e., all places or publishers are listed together in the imprint information); but if the resource is merely being published simultaneously by various publishers and/or in various places only enter in 020 the ISBNs related to the imprint on the resource.
 - If a book is published in both **hardback and paperback**, the *first* paperback issue can be considered only a difference in binding, and so a single bibliographic record can include both ISBNs and cover both bindings as long as there is no bibliographically significant difference between the issues.⁶ However, it is not always clear whether you have the first paperback, and in case of doubt you should make separate records. If hardback and paperback ISBNs are listed together on the paperback issue it is usually reasonable to assume that you have the first paperback.
 - If **an ISBN has been used previously** for a resource which should have a separate bibliographic record (e.g. different publisher, different series) it is not a true ISBN for the new resource. Publishers should not re-use ISBNs assigned for earlier issues unless the new issue is merely a reprint; but sometimes they do. Such ISBNs are said to be 'application-invalid', i.e. correctly formed ISBNs applied to the wrong resource.
 - If you are cataloguing an **ordinary multipart set**, i.e., one whose components were issued specifically for that set, and there are ISBNs both for the set as a whole and for the components, they should all be considered true ISBNs. See [Module 6: Multiparts](#), 6.4.
 - If **previously issued resources are included in a new resource**, e.g. a boxed set of favourite children's books or a study kit, and there is a unifying element such as a box which carries distinctive bibliographic data for the new resource (at least a distinct title), the resource should have its own record, using the information from the unifying element. Any ISBNs in the

⁴ For an explanation of the development of SBNs, ISBNs and EANs, see the Wikipedia article on ISBNs.

⁵ Currently the ISBN agency for UK materials is Nielsen Book Data.

⁶ Before 2014 OLIS allowed a hardback and a paperback to share a record even if they explicitly had different publication dates – the paperback date was treated as a printing date and recorded only as a holdings note. This is no longer done.

components should be included in the record, but as application-invalid ISBNs (see below).⁷ For an example, see [Module 6](#), 6.1.

- If **previously issued resources arrive as a 'bargain bundle'** or similar, in a package which has an ISBN of its own but *no distinct title*, it is best to catalogue the components separately but add to each record a note along the lines of 'Also issued in a package with other resources, with the package ISBN 9780123456789'. The package ISBN should be added to all the records, but as an application-invalid ISBN (see below).
- If there is any doubt about the ISBN for a resource, e.g. if Aleph or Marc Report identifies it as incorrectly formed or if different numbers appear on different parts of the resource (e.g. title-page verso and back cover), you may be able to discover which is correct from the publisher's or bookseller's website. In general, cover information is more reliable than internal information, because publishers often re-use sheets from earlier issues. The newest ISBN is the correct one.

Entering incorrect and application-invalid ISBNs

- All the ISBNs formally listed on a resource (except in advertisements or series listings) should be included in the record, because they might be used as search terms, but they are entered in **subfield \$z** and need an explanatory qualifier and/or a 500 note. Using \$z means that the number will be displayed in SOLO with the caption 'Related ISBN' instead of 'ISBN'.
- If an ISBN has a **typo** and the correct form is known, the \$z subfield follows the \$a subfield containing the correct form; if the correct form is not known, only the \$z subfield is used. A 500 note is needed.

```
020 __ $a186205102X$z186205102$qincorrect [correct form known]
500 __ $aISBN 186205102 on title page verso lacks the final digit.

020 __ $z186205102$qincorrect [correct form unknown]
500 __ $aISBN 186205102 on title page verso lacks the final digit.
```

- If an ISBN is **application-invalid**, i.e. it really belongs to a different resource, it should always have its own 020 field. If it is just for a different format it should have an explanatory qualifier, but more complicated situations require a note.

```
020 __ $a1859354122$qpaperback
020 __ $z1859354130$qpdf

020 __ $a082640913$qpaperback
020 __ $z0826469302$qinvalid
500 __ $aTitle page verso is that of 2004 hardback issue, including ISBN
0826469302, which applies to the hardback only.
```

[In the second example the paperback was not the first paperback issue, so could not share a record with the hardback.]

Order and qualifiers for multiple ISBNs

- You may have to enter a large number of ISBNs, e.g. if you have hardback and paperback ISBNs in 10- and 13-digit versions for a multipart set or a resource published jointly. Please arrange them as follows:
 - i. Keep materials from the same **place/publisher** together.

⁷ Optionally, most OLIS institutions could break up a resource consisting entirely of previously issued resources into its components and treat them exactly as if they had been acquired separately; but materials received by the Bodleian on Legal Deposit must always be catalogued as received.

- ii. Within this, for sets, keep ISBNs for the same **component** together, with any set ISBN(s) first and numbered parts in order of numbering; arrange unnumbered parts in the way which makes most sense, according to the order in which they should be used or their importance.
- iii. Within this, keep **hardback and paperback** issues (or other binding variants) together, hardback first.
- iv. Within this, keep **13- and 10-digit versions** of a number together, 13-digit first. No qualifiers are needed for the versions.
- v. Enter **020 \$z fields** after the 020 \$a fields for the relevant issue or component, if any, and otherwise at the end of the list.
- If an ISBN needs multiple qualifiers, enter place/publisher qualifiers, then component qualifiers, then binding qualifiers.

```

020 __ $a9781118458914$qU.K.$qset$qlhardback
020 __ $a1118458913$qU.K.$qset$qlhardback
020 __ $a978111845892X$qU.K.$qset$qlpaperback
020 __ $a1118458925$qU.K.$qset$qlpaperback
020 __ $z9781119973119$qU.K.$qset$qlpdf
020 __ $a9781118458934$qU.K.$qlvolume 1$qlhardback
020 __ $a1118458933$qU.K.$qlvolume 1$qlhardback
020 __ $a978111845894X$qU.K.$qlvolume 1$qlpaperback
020 __ $a1118458945$qU.K.$qlvolume 1$qlpaperback
020 __ $z9781119973119$qU.K.$qlvolume 1$qlpdf ... etc., etc.

```

PRACTICAL 3A

3.1b Titles and subtitles

Titles consisting only of the creator's name (or similar)

- Some materials, e.g. books of artworks or complete/collected works by major authors, have titles consisting only of the creators' names or the name of some other major contributor. It is fine to enter these as titles and there is no need to repeat them as statements of responsibility unless they also occur separately. The named entity should have an access point, which will often be the main access point.

```

100 0_ $aVirgil.
240 10 $aWorks.$f1799
245 10 $aPublius Virgilius Maro /$cnewly edited by John Brown.

```

Corrections

- If there is a **mistake in the title**, you should provide the correction in field 246 and include subfield \$i, which allows you to provide a note as well as an access point. Please make sure that you use first indicator '1', so that the note displays.

```

245 02 $aHow to be chased /$cby Cousin Euphemia.
246 1_ $iTitle should read:$aHow to be chaste

```

Clarifications

- If a title is misleading, for example if a theatre programme has only the title of the work performed or a review has only the title of the work reviewed, you should provide a clarification in a note.⁸

245 00 \$aMadame Butterfly.

500 __ \$aProgramme of opera performed at the Royal Opera House on Thursday 13th November 1980.

Supplied titles

- If a resource has no title at all, not even a conventional title in reference sources, you should supply a brief description in square brackets,⁹ indicating the nature of the resource or its subject-matter or both. This is sometimes called a 'devised' title.

245 00 \$a[Letters between Queen Victoria and John Brown].

PRACTICAL 3B***3.1c Statements of responsibility***

How many statements of responsibility? When may they be truncated?

- Always include any statements of responsibility relating to the creators of the primary content of the resource and to any other entities presented on the resource by layout, font, etc. as having the most important responsibility (often the editors).
- Never truncate statements of responsibility which name fewer than four entities.
- For detailed advice about academic and high-value materials, see Appendix 1.
- For ephemeral and grey materials and non-academic materials of no obvious particular interest, use your own judgment, bearing in mind both how likely it is that the data will significantly assist users with the FRBR user tasks (Find, Identify, Select, Obtain) and the amount of other material which is waiting to be processed.
- Also bear in mind that entities named in statements of responsibility do not always have to have access points. Sometimes the most efficient option is to be generous in statements of responsibility, which do give some level of access in SOLO's simple search, but keep AAPs to the minimum.

Statements found in more than one source

- If there are statements of responsibility both on the same source as the title and elsewhere, e.g. on both title page and colophon, record in 245 only the statement(s) found on the same source as the title. Give the others, including any important statements found outside the resource, as 500 notes, making clear where each set was found unless they are very easy to find. Quoted notes are often the best way to do this.

245 00 \$aTeach yourself galactic domination /\$cthe Dalek Supreme Council.

500 __ \$a“Written by members of the Oxbridge University Dr Who Club”--Preface.

⁸ There is currently (January 2013) a proposal to change RDA to allow clarifications to be added as other title information, e.g. '245 00 \$aMadame Butterfly :\$b[programme]' or '245 00 \$aThe life of Pi :\$b[review]', as was allowed under AACR2.

⁹ RDA does not actually require square brackets for devised titles for kinds of material which does not typically have a title of its own, e.g. collections and photographs, but we follow the British Library in using them.

Clarifications of role

- You may supply a brief clarification of an entity's role in square brackets

245 04 \$aThe complete book of human knowledge /\$c[compiled by] Mick Taker.

Other clarifications and corrections

- All other clarifications and corrections should be given as 500 notes.

245 10 \$aYes, Prime Minister :\$bthe diaries of the Right Hon. James Hacker /\$cedited by Jonathan Lynn and Antony Jay.

500 __ \$aFictional diaries written by Jonathan Lynn and Antony Jay.

3.1d Designations of edition*Cataloguer-supplied edition statements*

- If a resource has no edition statement at all but there is good reason to suppose that the *content* has changed, supply an edition statement in square brackets. Keep supplied statements brief and conventional, but justify them with more detailed information in 500 notes. Never supply numbered edition statements, because it is impossible to guess how any future versions will be numbered.

250 __ \$a[Revised edition].

500 __ \$aMany of the hymns in this issue have been reworded to remove gender bias.

Other clarifications and corrections

- Any other clarifications or corrections should be given as 500 notes.

250 __ \$a1913 edition /\$brevised by John Grey.

500 __ \$aIncludes an additional chapter by Jean Lavender, dated 1924.

PRACTICAL 3C***3.1e Place of publication****Unpublished resource*

- Unpublished resources such as print theses, letters and typescripts do not require place or publisher elements. They do require a date element, in 264 _0 \$c. The 2nd indicator '0' shows that the information is about production rather than publication. There should also be codes for date and country in 008. Manuscripts, typescripts and unpublished printouts may also need special codes in LDR/06 ('t' for textual materials, 'd' for annotated music, 'f' for cartographic materials). Online materials are always regarded as published.

245 10 \$a[Letters between Violet and Primula Slugge-Bayte].

264 _0 \$c1960-1974.

Multiple places

- Usually only the first place of publication found on the preferred source is recorded; but you should include other places, each in its own subfield \$a, if:
 - it is very clear from a formal statement on the resource that another place is the primary place of publication.

<p><i>on t.p.</i></p> <p>University of Rutland Press Adelaide Bombay Kinshasa, London Oslo Warsaw 2011</p> <p><i>on t.p. verso</i></p> <p>Published in Oslo by the University of Rutland Press.</p>	<p>264 _1 \$aAdelaide ;\$aOslo :\$bUniversity of Rutland Press,\$c2011.</p>
---	---

- the resource is published jointly by publishers in different places and the places are associated with separate ISBNs

020 __ \$a0719530148\$qU.K.

020 __ \$a1224010182\$qU.S.

264 _1 \$aLondon :\$bBrown Books ;\$aNew York :\$bSmith Press,\$c1994.

Clarifications

- If the placename as found on the resource is not distinctive, you may qualify it with a larger place in square brackets. Do not abbreviate the qualifier.

264 _1 \$aCambridge [Massachusetts]

Corrections and clarifications

- If a placename is given but it is known to be incorrect or facetious or is inadequate for identification, give details in a 500 note. 008 values should reflect the corrected information.

008 130401s2010^^^^enkab^^^^b^^^^001^1^eng^d

264 _1 \$aNew Skaro :\$bDalek Revolutionary Council,\$c20010.

500 __ \$aPublication details on title page are facetious. Actually published:
London : Brown Books, 2010.

No placename on the resource

- If the city/town is known, supply it in square brackets.

264 _1 \$a[Cambridge, Massachusetts]

- If only the country, state, province or similar is known, supply that in square brackets. Do not use abbreviations from B.11.

264 _1 \$a[Massachusetts]

- If the city/town or, failing that, the country/state/similar is not definitely known but can be conjectured, supply it in square brackets with a question mark.

264 _1 \$a[Cambridge, Massachusetts?]

- If no place can even be conjectured, which is rarely the case, use the following:

264 _1 \$a[Place of publication not identified]

Until April 2015 cataloguers who had to resort to this formula were required to provide a full distribution statement (264 _2) as well or, failing that, a full manufacture (= printing) statement if at all possible. This is no longer required.

3.1f Publisher

Unpublished resource

- See instructions under 3.1e.

Multiple publishers

- Usually only the first publisher's name found on the preferred source is recorded; but in the case of resources published jointly by multiple publishers you should include other names, each in its own subfield \$b, if:

- the names are linked in a phrase

:**\$b**Brown Books for the University of Rutland

- the names are associated with separate ISBNs

020 __ \$a0719530148\$**q**Murray
020 __ \$a0224010182\$**q**Cape

264 _1 \$aLondon :**b**John Murray (Publishers) Ltd. :**b**Jonathan Cape Ltd, **c**1974.

- it is very clear from a formal statement on the resource that another publisher has primary responsibility for the publication.

<p style="text-align: center;"><i>on t.p.</i></p> <p>Runcorn University Press Speke University Press</p> <p style="text-align: center;">Liverpool 2011</p> <p style="text-align: center;"><i>on t.p. verso</i></p> <p>Published by Speke University Press</p>	<p>264 _1 \$aLiverpool :bRuncorn University Press :bSpeke University Press, c2011.</p>
---	---

Creator as publisher

- It is quite common nowadays for the creator of a work to publish it, in which case the creator's name (not just 'The Author' or similar) should be entered in 264 _1 \$b.
 - If the name is not formally presented as the publisher's name on the resource, record it in square brackets.
 - Sometimes the creator uses a commercial printing or marketing service and it is difficult to determine whether the creator or the service is acting as publisher. You may be able to get a clearer idea of who is really in control from how the service presents its role on its website.
 - The author's address, if known, can be treated as place of publication unless a different place is named.

245 10 \$aLittle Happening :**ba** memoir /**c**John White.
264 _1 \$aLittle Happening :**b**[John White], **c**2010.

Web address as publisher

- It is quite common for a web address to be presented as the publisher name. In that case, transcribe it as found. (Do not introduce initial capitals.)

245 10 \$aLittle Happening :\$bthe sequel /\$cJohn White.
 264 _1 \$aLittle Happening :\$bwww.johnwhitethrills.org,\$c2010.

Corrections and clarifications

- See instructions under 3.1e.

No publisher's name on the resource

- You may supply the publisher's name in square brackets if you find it in an external source, but you may not supply conjectures. If the name is unknown, use the following formula:

:**\$b[publisher not identified]**

Until April 2015 cataloguers who had to resort to this formula were required to provide a full distribution statement (264 _2) as well or, failing that, a full manufacture (= printing) statement if at all possible. This is no longer required.

3.1g Date of publication

Date on resource in words

- Use arabic numbers instead of words.

Date on resource in roman numerals or other non-arabic numerals

- Transcribe the date as found and follow it with the date in arabic numerals in square brackets.¹⁰

,**\$cMIX [2009]**

Non-Gregorian date

- Transcribe the date as found and follow it with the date in the Gregorian calendar in square brackets, using 'or' if necessary.

,**\$c5730 [1969 or 1970]**

- If both non-Gregorian and Gregorian dates are found, and the non-Gregorian is first, record the Gregorian date as parallel data, with an equals sign.

,**\$c4308 = 1975.**

Clarifications and corrections

- If a date is given but it is known to be incorrect or facetious, give details in a 500 note.

264 _1 \$a.....,\$c2090.
 500 __ \$aDate of publication should read '2009'.

No date on resource

- If the date is known from elsewhere [e.g. publisher's website] or can be deduced with certainty from, for example, date of first printing, supply it in square brackets. If the source is not obvious, make a 500 note.

264 _1,\$c[1971]
 500 __ \$aDate of publication from publisher's website.

- If the evidence for the date is not conclusive, always supply a conjectural date (with a question mark) or a range of possible dates, using one of the following models. Make an explanatory 500 note unless

¹⁰ This is a local policy, for the sake of users who find non-arabic numerals difficult. Other major agencies may just transcribe the date as found. If you notice this in a record you are editing, please add the arabic version in square brackets.

the evidence for the conjecture or range is obvious. A date deduced from a copyright date should be regarded as conjectural unless supported by other evidence, but does not need a note.

,\$c[1971?]
 ,\$c[1971 or 1972]
 ,\$c[between 1971 and 1983?]
 ,\$c[not before April 1, 2013]
 ,\$c[not after March 31, 2013]
 ,\$c[between September 6, 1992 and July 31, 1995]

- In 008, conjectural dates are entered exactly as if they were definite. Ranges of possible dates are expressed either by using 'u' in place of the final one or two digits where the range is a *whole* decade or a *whole* century (e.g. '18uu to correspond with '[between 1800 and 1899]') or by using 'q' in 008/06 and following it by the first and last possible year (e.g. q19992000).
- RDA allows the following formula for resources which have no date, and you may find it in downloaded records.

,\$c[date of publication not identified]

However, it should always be possible to supply at least a conjectural date range, so this phrase, and the corresponding 'nuuu' in 008/06-10 should be replaced with more helpful data.

Dates of copyright, distribution, printing or production must never be entered in 264 _1 \$c, except as conjectural publication dates, because the 2nd indicator defines this as publication information.

3.1i Copyright/phonogram dates

- Phonogram dates, usually preceded by the symbol ®, are a kind of copyright date used for sound recordings. The symbol ® should be used in 264 _4 \$c instead of ©.
- If multiple copyright or phonogram dates are found, usually only the last one is recorded; but if the last one applies explicitly only to some minor aspect of the resource while the main content has an earlier one, the earlier one may also be recorded. This would be the case if, for instance, an audio recording with a given phonogram date had an insert with a later copyright date. A note is usually needed to clarify which date is which.

264 _4 \$c©2012
 264 _4 \$c®2011
 500 __ \$aPerformance copyright date 2011; insert copyright date 2011.

PRACTICAL 3D

3.1j Physical description

RDA allows a great many options for physical description, so there may be a wide range of practices in downloaded records. In general, make any necessary minor corrections, such as to punctuation or coding, but do not restructure a physical description unless it is confusing or inadequate.

Unnumbered pages or leaves or columns

- Describe unnumbered pages, leaves or columns as such. If there are too many to count, give an approximation.

300 __ \$a128 unnumbered pages ;\$c24 cm

300 __ \$a128 pages, 8 unnumbered pages of plates ;\$c24 cm

300 __ \$aapproximately 100 pages ;\$c24 cm

- A downloaded record may represent a book lacking pagination just as '1 volume (unpaged)'. If you are editing such a record, try to replace this with an approximation, because users often want some idea of the scale of a resource.

Multipart sets

- Use 'volumes' as the unit of extent for books. This term is normally used in 300 even if the books bear other captions, such as 'Book', 'Number', 'Part'.
- If **some components are subordinate** to the others, give their extent in subfield \$e. For each type of subordinate component give a number and carrier type following '+' but do not repeat the subfield code.

300 __ \$a3 volumes :\$billustrations ;\$c24 cm +\$e1 answer book + 2 quick reference cards.

- If a **multivolume set has continuous paging**, add this in parentheses. If the various volumes each have minor pagination sequences preceding the main sequence, ignore the ones in volumes other than the first.

300 __ \$a3 volumes (xii, 653 pages) ;\$c24 cm

[This ignores a sequence of ix pages at the beginning of the second volume and one of vii pages at the beginning of the third.]

- If a multipart set has **identical components**, say so.

300 __ \$a24 identical volumes ;\$c24 cm

- For more on physical descriptions for multipart sets, including sets whose components have **different carrier and media types**, see [Module 6: Bibliographic records for multipart sets](#), 6.4a .

Misleading pagination or foliation or columns

- If it would be *very* misleading just to give the number of the last numbered page, leaf or column of a sequence, e.g. if only alternate pages are numbered or the last number is a misprint, use the following model:

300 __ \$a128, that is, 182 pages ;\$c24 cm

Complicated pagination or foliation or columns

- If the pagination or foliation or column-numbering forms **part of a larger sequence**, e.g. if a book is an offprint or a component of a multipart set numbered continuously, give both first and last numbers.

300 __ \$aleaves 21-48 ;\$c24 cm

300 __ \$apages 721-960 ;\$c24 cm

- If the **numbering style changes within a sequence**, use the style at the end of the sequence.

300 __ \$a176 pages ;\$c24 cm [pages numbered i-xii, 13-176 on resource]

- If a sequence uses **letters** instead of numbers, give both the first and the last of the sequence. If letters are merely added to distinguish between different numerical sequences, just give the last of the sequence.

300 __ \$aA-K pages ;\$c24 cm

300 __ \$a239, A19, I5, G7 pages ;\$c24 cm
[sequences for main text, appendix, index, glossary]

- If the numbering uses a **mixture of pages, leaves and columns**, record each sequence separately.

300 __ \$axxxiii pages, 50 leaves ;\$c24 cm

- If there are **a great many separate sequences** you can record them as 'in various pagings'. You may find '1 volume (various pagings)' in downloaded records, but it is better to replace this with at least an approximate paging. If you are recording other sequences as well, use the phrase 'variously numbered'.

300 __ \$a532 pages in various pagings ;\$c24 cm

300 __ \$aApproximately 500 pages in various pagings ;\$c24 cm

300 __ \$a560, 223 pages, 217 variously numbered pages ;\$c24 cm

- If there are **parallel sequences**, e.g. when the same number is used on facing pages of a bilingual text, record both with an explanatory note.

300 __ \$axi, xi, 99, 99 pages ;\$c24 cm

546 __ \$aEnglish and French texts on facing pages, with parallel pagination.

- If pages are **numbered in opposite directions** (usually to give equal treatment to texts in two languages), record the sequences in order from the title page which you are treating as the preferred source.

300 __ \$aiv, 127, 135, vii pages ;\$c24 cm

546 __ \$aEnglish and Welsh texts on inverted pages with separate title pages.

Sheets and cards

- Describe sheets and cards as such. Give their dimensions as height x width.

300 __ \$a1 sheet ;\$c50 cm x 30 cm

300 __ \$aApproximately 500 cards :\$billustrations ;\$c28 x 10 cm

- Use 'card' or 'sheet' in 338 \$a.

Folded pages, leaves and sheets

- Describe folded pages, leaves and sheets as such. In the case of sheets, give their dimensions both unfolded and folded. If a sheet is folded to be read as pages, add pagination to the extent, in parentheses.

300 __ \$a50 folded leaves ;\$c25 cm

300 __ \$a197 pages (some folded) :\$billustrations ;\$c28 cm

300 __ \$a3 folded sheets ;\$c30 x 60 cm folded to 15 x 10 cm

300 __ \$a1 folded sheet (24 pages) ;\$c30 x 60 cm folded to 15 x 10 cm

Unusual shapes and sizes

- If a volume measures less than 10 cm, record its height in millimetres.

300 __ \$a50 pages ;\$c35 mm

- If a volume's width is greater than its height or less than half its height, record both height and width.

300 __ \$a50 pages ;\$c12 x 15 cm

300 __ \$a50 pages ;\$c25 x 12 cm

Containers

- If the resource is in a case, portfolio or box,¹¹ give the dimensions of the container rather than the contents. For a book's slipcase height is usually sufficient (include width only if greater than the height or less than half the height); but for a portfolio give height and width and for an unfitted box give all dimensions.

300 __ \$axi, 251 pages ;\$ccase 25 cm

300 __ \$a7 volumes :\$billustrations ;\$cbox 28 x 24 x 5 cm

- If the resource consists of assorted or unusual materials, all textual, give both extent and dimensions in terms of the container rather than the contents and give more details of the contents in a note.

300 __ \$a1 portfolio ;\$c60 x 45 cm

500 __ \$aPortfolio contains 7 sheets of technical specifications.

300 __ \$a1 case ;\$billustrations ;\$c20 x 30 x 4 cm

500 __ \$aCase contains: 1 textbook, 12 worksheets, 1 wallchart, 1 certificate.

Corrections and clarifications

- If corrections or clarifications other than those already mentioned are needed, make 500 notes. You should also make notes if more detailed information would be helpful, e.g. if there is substantial text or illustrations on endpapers.

PRACTICAL 3E

3.1k Series elements¹²

Is it a series?

- Some resources carry slogans such as 'A Cedric Slyme mystery'. These indicate a relationship but should not normally be treated as series, because other resources may indicate much the same relationship with quite different phrases such as 'A Slyme family novel'.
- You should also be suspicious of banners and logos such as 'Dr Who' or 'Star Wars' or 'Mayor of London' which are applied to a very wide range of materials, not to a single series.
- Some series titles are identical with the resource's imprint. This is fine, as long as the phrase is clearly being used as a series (if, for instance, there is a listing of 'titles in this series') and there is no series authority record which warns against using the phrase (see below).
- Some series titles are embedded in the title proper or subtitle, e.g. *Kantian metaphysics for dummies* or *Word 2010 : the missing manual* or *Teach yourself business English*. These should not be treated as series *unless* they also appear separately as series statements (on that resource or related resources) or have a series authority record. If they are treated as series they should always have an 8XX, but they should have a 490 only if there is a separate series statement on the resource.

¹¹ A portfolio is a container without appreciable depth suitable for holding flat sheets. The distinction between case and box is not clear, but it would be reasonable to use 'case' for a container fitted to its contents and 'box' for a container in which they are loose.

¹² In many of the examples below the series access point (8XX) has been included, to clarify the relationships and differences between 490 and 8XX.

- Where a series consists both of monographs and of collections of articles the collections sometimes have no title at all apart from the series title and number, which therefore have to go in 245 \$a and \$n. In such cases you would not need a 490, since there is no separate series statement, but you would still include an 8XX field corresponding to the 245. (If there is an ISSN this can be included at the end of the 8XX field.)

245 04 \$aThe medieval translator.\$nVolume 4.
830 _0 \$aMedieval translator ;\$vv.4.

- If some components of a multipart set are in a series, but others are not, explain this in a 500 note and make an 8XX field, but do not transcribe the statement(s) in 490 (see [Module 6](#), 6.4a).
- For changes which require a new series access point, see section 2.2f, below.

Series authority records

- It is always worth looking to see if there is a series authority record, but treat these with caution and read the 667 notes; some authority records have been created specifically to warn cataloguers *not* to treat a phrase as a series. In the example below cataloguers are instructed to enter the phrase either as a quoted note or (by implication) if the name already appears in the imprint, not to transcribe the phrase at all.

130 __ \$a Fireside book
643 __ \$a New York\$bFireside
667 __ \$a Give as a quoted note if Fireside does not appear in the publication, etc., area.
667 __ \$a Considered a series prior to 1981

- If you do find an authority record which allows series use, you should, of course, treat the phrase as a series; but remember that in 490 you should still transcribe the series statement from the *resource*. You would only use the version from the authority record (if different) in 8XX.
- For more about series authority records, see [Module 2](#), 2.4.

Series information found only on dustjacket

- It is quite common for series information to appear only on the dustjacket, and dustjackets are often separated from the materials, so please make a note to say 'Series information from dustjacket' for the sake of people who may be trying to match a jacketless copy.

Series information only in external sources

- If there is no series information on the resource or if some elements are lacking but information is found in another reliable source, e.g. the publisher's site or a series listing on another volume, record this in square brackets with a note about its source.¹³ (Do not treat pre-publication information as reliable.)

490 1_ \$a[Essential skills for librarians],\$x[1234-5678] ;\$v[69].
500 __ \$aSeries information from series listing on volume 70 of the series.

Other corrections and clarifications

- If any series information found on the resource is incorrect or confusing, transcribe it as found and explain the problem in a 500 note (except in a few special cases mentioned below).

¹³ Currently even ISSNs should be square-bracketed if not found on the resource, but there is a proposal to extend the preferred sources for ISSNs to 'Any Source,' like those for ISBNs.

```
490 1_ $aEssential skills for librarians,$x1234-5678 ;$v69
500 __ $aNumbering within series found on resource is incorrect; this issue
should be numbered as 96.
830 _0 $aEssential skills for librarians ;$v96.
```

Multiple series

- It is quite common for a whole resource to be in more than one series, in which case the separate series statements are recorded in separate 490s, each with corresponding 8XX. For multipart sets with different parts in different series, see [Module 6](#), 6.4a.

Series or subseries?

- Sometimes it is not clear whether multiple series statements are for separate series or for a series and subseries. In case of doubt, assume that they are separate.

Entering subfields between series and subseries

- If an ISSN or numbering within series (subfields \$x or \$v) occurs between the series and subseries titles, you will need to repeat subfield \$a for the subseries in 490.

```
490 1_ $aEssential skills for librarians,$x1234-5678.$a2, Coffee break
cookery,$x8765-4321
```

- If numbering within series (subfield \$v) occurs between series and subseries titles, you will need two corresponding 8XX, one with the subseries but without the numbering, for the sake of filing, and one with just the main series and the numbering. (This problem does not arise for ISSNs, because they are seldom needed in 8XX and, if needed, go at the very end of the field, after final punctuation.)

```
490 1_ $aThomas the Tank Engine easy readers ;$v3.$aThin Controller
series
830 _0 $aThomas the Tank Engine easy readers ;$v3.
830 _0 $aThomas the Tank Engine easy readers.$pThin Controller series.
```

New series

- If you find the statement 'new series', 'second series' or similar in an unnumbered series, treat it as a subseries; but if the series is numbered treat it as part of the numbering within series.

```
490 1_ $aEssential skills for librarians,$x1234-5678.$aNew series
830 _0 $aEssential skills for librarians.$pNew series.

490 1_ $aEssential skills for librarians,$x1234-5678 ;$vnew series, 2
830 _0 $aEssential skills for librarians ;$vn.s., 2.
```

Incorrect ISSNs

- RDA stipulates that the ISSN should be recorded as found on the resource. If you know that it is incorrect, please include a subfield \$x with the correct ISSN in the corresponding 8XX field and explain the difference in a note.

```
490 1_ $aThomas the Tank Engine big books,$x1234-5666 ;$v2
500 1_ $aISSN 1234-5666 on resource is incorrect; it should be 1234-5556
830 _0 $aThomas the Tank Engine big books ;$v2.$x1234-5556
```

Complexities of numbering

- If the **numbering style found on the resource is different from that in the series authority record** (in field 642), use the style from the resource in 490 and the style from the authority record in 8XX. If there is no authority record, use in 8XX the style used in existing records in the series.

490 1_ \$aIntergalactic cataclysm series ;\$v7
 830 _0 \$aIntergalactic cataclysm series (New York) ;\$vno. 7

- If there is **no series authority record** and no bibliographic record with the same series, use the numbering style from the resource in both 490 and 8XX, but remember that some abbreviations (v., bk., no., pt. and various abbreviations for foreign-language captions) are required in 8XX \$v.

490 1_ \$aMonster machines ;\$vnumber 1
 830 _0 \$aMonster machines (TerrorTots (Firm)) ;\$vno. 1

- If numbering is **integrated into the title** in the series statement, remember to separate it out in 8XX. If the numbering occurs as words in the title, use arabic numerals in 8XX \$v.

490 1_ \$aThe twenty-fifth novel in the Discworld series
 800 1_ \$aPratchett, Terry.\$tDiscworld series ;\$v25th

- If a series starts **a new sequence of numbering without explanation**, supply '[new series]' in 490 \$v and precede the numbering in 8XX \$v with 'n.s.'.

490 1_ \$aEssential skills for librarians,\$x1234-5678 ;\$v[new series], 1
 830 _0 \$aEssential skills for librarians ;\$vn.s., 1.

- Series numbering can be **multi-level**. Enter the levels largest to smallest, with commas between levels.

; \$vvolume 12, part 3, fascicles A-B

- If a multipart resource consists of a number of **non-consecutive issues** of a series, separate the numbers with commas.

; \$vvolumes 12, 14, 22

- If numbering is given as a **range of years**, express both years as four digits [1.8.4].¹⁴ For instance, '1986-9' should be recorded as '1986-1989'.
- For ranges of numbering you can **substitute a forward slash for a hyphen** if that would be clearer, e.g. '1969/1970'.
- If there is **both chronological and ordinary numbering**, give the chronological numbering in round brackets.

; \$vvolume 12 (1982)

- If there are **multiple numbering systems, give both**, separated by commas. If this might be confusing, clarify in a note. In the corresponding 8XX, follow the numbering model in the NACO record, if any, and otherwise use only the first type of numbering found on the resource.

490 1_ \$aI can read! ;\$vnumber 12, [Silver]
 500 __ \$aNumbering within series is conveyed on resource both in numbers and by silver spine colour; resource is listed as 'Silver' in series listing on publisher's website (viewed 29/1/13).
 830 _0 \$aI can read! ;\$vno. 12.

[PRACTICAL 3F](#)

[PRACTICAL 3G](#)

[PRACTICAL 3H](#)

¹⁴ The year used as numbering within series is not necessarily the same as the year of publication. Some annual publications appear before the beginning of their official year, while others are published very late.

3.2 Access points

3.2.1 How many AAPs for agents (persons, families and corporate bodies)?

- Always include an AAP for the first-listed or most important of the primary content of the resource and for the first-listed or most important of any other entities presented on the resource by layout, font, etc. as having the most important responsibility (often the editors).
- For detailed advice about academic and high-value materials, see Appendix 1.
- For ephemeral and grey materials and non-academic materials of no obvious particular interest, use your own judgment, bearing in mind both how likely it is that the data will significantly assist users with the FRBR user tasks (Find, Identify, Select, Obtain) and the amount of other material which is waiting to be processed.
- Also bear in mind that entities named in statements of responsibility do not always have to have access points. Sometimes the most efficient option is to be generous in statements of responsibility, which do give some level of access in SOLO's simple search, but keep AAPs to the minimum.
- Never make AAPs for entities which are not mentioned in statements of responsibility or other descriptive fields. Add 5XX notes if necessary to explain the AAPs.

3.2.2 Correct or as found?

Choice of main entry

- If responsibility for a work is not absolutely certain but reference sources indicate that a particular agent is *probably* responsible for it in one of the ways appropriate to main entry, make that agent. Otherwise, enter it under title [6.27.1.8].
- However, if the responsible entity has chosen to present the work as the responsibility of a fictional entity, make that entity main entry, even though your record should include a note explaining the true situation.

```

100 1_ $aHacker, James$c(Fictitious character),$eauthor.
245 10 $aYes, Prime Minister :$bthe diaries of the Right Hon. James Hacker
/$cedited by Jonathan Lynn and Antony Jay.
500 __ $aFictional diaries written by Jonathan Lynn and Antony Jay.
700 1_ $aLynn, Jonathan,$eauthor.
700 1_ $aJay, Antony, 1930-$eauthor.

```

In the example above the fictional author and the two real authors have all been given the relator 'author' even though the resource presents the latter as editors, because (i) their real relationship is to the work rather than to an expression of it and (ii) if future systems can use relators as search terms, people are more likely to expect to find Lynn and Jay as authors than as editors. But this is just a 'best guess'. There is no authoritative guidance yet about what relators to use.¹⁵

¹⁵ RDA 19.2.1.3 has one example of a fictional character (Dr. Snoopy) listed as the first creator and therefore to be used as main entry (i.e., first element of the AAP for the work). In that example Charles Schulz (the real creator) is also rated as a creator, even though the resource presents him only as 'illustrator'.

Choice of names and forms of names

- It is important to be clear about what entity you are making an access point for, bearing in mind that an individual or group may create different identities for different purposes, that organisations may have different names for different periods and that series may branch or merge or run in parallel (see 3.2.3, below).
- For controlled access points, if there is a NACO record available for the entity you must always use it, even if some of the details are incorrect. For instance, we use the name-title heading 'Homer. Iliad' even though the Iliad is not nowadays believed to be the work of one person or even of a distinct group.
- If there is no NACO record available but there is an OLIS bibliographic access point available (F3 indexes), you should use that *unless* it is incorrectly formed.
- If you are basing a new access point on a name or title as found in a resource, but you know that this is inaccurate (e.g., it has a typo), correct this.
- For a detailed workflow for checking controlled access points in Aleph, see [Module 7: Copy Cataloguing](#), 7.2. For details of how to create new access points, see [Module 2](#), 2.3.

PRACTICAL 3I

3.2.3 What differences require a separate access point?

3.2.3a Personal identities

- A person may have or share any number of distinct personal identities, each of which should have a person-type access point of its own. For instance, someone might write under a number of pseudonyms or compose music under one name while writing textbooks under another. Any entity presented as a distinct person on the preferred source of information should be treated as such and have its own access point.
- A corporate body may also create one or more personal identities, for instance if a publisher uses various people to write a series but presents the series under a single personal name.
- If a personal entity changes its name *without* presenting this as a change of identity, for instance if someone changes surname on marriage or adopts an anglicised form of a foreign name or changes their name by deed poll, but does not associate different work with the different names, ask [BMAC](#) to sort this out. All the names should go on a single NACO record, usually with the latest form as the access point and the earlier forms as cross-references.
- If a personal entity just changes or varies its form of name, e.g. using forenames rather than initials, continue to use any existing NACO access point or OLIS bibliographic access point (unless the entity demands to have the records changed, in which case ask [BMAC](#) to sort it out).
- Except in the cases above, if the title page of a resource shows a distinct new name this should be treated as a new identity and have a new access point.
- If a person enters high public office as a head of state, governor, pope, bishop or similar, s/he acquires an extra identity as an organ of the corporate body over which s/he presides, and this must be used for relevant materials. See [Module 2](#), 2.3c (x).

3.2.3b Family identities

- We do not yet have any experience of managing fuzzy identities for families. For instance, if an access point is created for the Sluge-Bayte family in a bibliographic record for their family papers in the 1950s and the access point is qualified by the date-range and/or location associated with these papers, what access point should be used when cataloguing papers for what is clearly the same family in a different decade or at a different place? Using a different access point would be misleading and prevent collocation. For this reason it is best to avoid using date or location qualifiers if there is any chance of the same family turning up in a different place or period. If there is already an access point with over-restrictive qualifiers, please ask [BMAC](#) to sort it out.

PRACTICAL 3J

3.2.3c Corporate body identities (including places)

- Access points for corporate bodies are often closely tied to particular periods and *may be used only in records for resources issued during those periods*. This is probably because changes of name are often associated with restructuring, mergers and splits, which make the body's identity debatable.
- If there is a NACO record which appears to be for the entity, check 667 and 67X fields carefully for information about scope. The following record shows that the name 'California Prune Board' should be used only for resources issued between 7/1/80 and about February 2001, and also indicates which names should be used for earlier and later resources.

110 2_ \$aCalifornia Prune Board
 410 2_ \$aCalifornia.\$bPrune Board
 410 2_ \$a California.\$bDept. of Food and Agriculture. California Prune Board
 410 2_ \$a California.\$bCalifornia Prune Board
 510 2_ \$wa\$aCalifornia Prune Advisory Board
 510 2_ \$wb\$aCalifornia Dried Plum Board
 670 __ \$aPrune research abstracts, 1981 (a.e.)\$bcover (California Prune Board; World Trade Center, Suite 103, San Francisco)
 670 __ \$aSource Data Found: Phone call to the Board, 6-9-83\$b(name of California Prune Advisory Board changed 7-1-80 to California Prune Board; has operated since 1-1-52, under Calif. State Dept. of Food & Agric.)
 675 __ \$aSource Data Not Found: California prune news, Mar. 2001 p. 6 (California Dried Plum Board)

- If there is no NACO record, use your judgment as to whether a difference in name is a deliberate change of name or merely an alternative form of the name used interchangeably. In the former case, create a new access point.
- Placenames used to represent jurisdictions should also be the names appropriate to when the resource was issued. Most jurisdictions have NACO records with scope notes, but if you are creating an access point for a small place you may need to do a little research.

PRACTICAL 3K

3.2.3d Works

- In principle a separate access point for a work is required if:
 - it happens to have the same title and creator (if any) as another work but is actually a quite separate work; or
 - it is an adaptation of a previous work in a different intellectual/artistic genre; or
 - it is a radical revision of a previous work; or
 - it is a new version of a work and there is a change in the creative team, i.e. in the people listed as having primary intellectual/artistic responsibility for the work.

However, it would be onerous and unhelpful if we routinely created separate access points for new editions which still had the same title and same first/principal creator (if any) as the original just because they were extensively re-written or had a change somewhere in the creative team. It would mean making a lot of extra 240s and 7XX related entries, and would prevent the editions from clustering. You should therefore treat all new editions as new expressions of the same work unless *either* you are dealing with a radically changed literary or artistic resource or similar, *or* the issue would, if treated as a new work, have a distinct AAP as a result of a change of main entry or title, without needing a differentiating parenthetical qualifier.

- If you do need to make a new AAP when there is already a work with the same title and, in the case of name-titles, the same first/principal creator, you will need to add a differentiating qualifier in parentheses. For a difference of genre, it is best to qualify by genre; for a radical revision or a change of creative team it is usually best to qualify by year of creation, but it is sometimes appropriate to qualify by creators if (i) there are only one or two and (ii) this is how a user is likely to identify the work.

Original novel:

100 1_ \$aLavender, Jean.
240 10 \$aHeart's awakening

Dramatic adaptation by the same author:

100 1_ \$aLavender, Jean.
240 10 \$aHeart's awakening (Play)

Original work (a novel set in Hazlemere, with a happy ending):

700 1_ \$aAmber, Jenny.\$tDouble vision.

Radical reworking, set in Siberia, with a sad ending:

700 1_ \$aAmber, Jenny.\$tDouble vision (1992)

Original work:

X30 0_ \$aTarantella (Choreographic work)

Radically revised choreography by different choreographers:

X30 0_ \$aTarantella (Choreographic work : Blanco and Bruno)

3.2.3e Expressions

- A separate access point for an expression is required only if:
 - it is a translation; or
 - it is *particularly* important to identify the version, e.g. in a record for a study guide relating to a particular edition of a text.
- New access points for expressions are created simply by adding subfields for the language and/or version to the access point for the work. The version may be identified either by its name in subfield \$s or by its year in subfield \$f, whichever is clearer.

100 1_ \$aLavender, Jean.
 240 10 \$aHeart's awakening (Play).\$lFrench
 245 00 \$aStudy guide for Textbook of clinical nursing, 6th edition.
 700 1_ \$aWhite, Jenny.\$tTextbook of clinical nursing (1992).\$s6th edition.

PRACTICAL 3L

3.2.3f Series

- Series are particularly difficult to pin down because they may split or merge or run in parallel or be represented very differently on different resources, and because different series often have the same or similar titles. For a publisher, a series is usually “an indefinite number of products, published over an indefinite time period, and grouped together under a series title, primarily for marketing purposes”¹⁶ As marketing imperatives change, series treatment will also change.
- It is very important to search thoroughly for existing access points (using a keyword search if Ctrl-F3 and F3 checks produce nothing) before creating a new access point.
- A single series may be published jointly by multiple publishers, or different issues in a single series may be published by different publishers; but if different publishers work in parallel, publishing the same issues but under different imprints, the result is a number of separate series. This is perhaps because, even when publishers begin by issuing identical materials, there is no guarantee that they will continue to do so unless they are working jointly.
- A new series access point must be created if:
 - a) the only existing series access points are for series associated only with different imprints from that found on the resource¹⁷
 - in the case of NACO series you can determine this from 643 fields, which give imprint details (but you can allow a little flexibility for closely related imprints of the same organisation), and/or from 667 notes, which might state that the publisher varies
 - if there is no NACO record for the series, you would need to look at the imprints on the OLIS bibliographic records in the existing series

Existing series:

Monster machines

Imprint associated with existing series:

New York : ActionKids

Imprint on resource:

London : TerrorTots

- b) the existing series access point includes a parenthetical qualifier which is incompatible with the resource

Existing series:

Intergalactic cataclysm series (New York)

Imprint on resource:

Chicago : ActionKids

- c) the existing series has split into subseries.

¹⁶ Product metadata best practices / Book Industry Study Group. Version 1.1, page 49.

¹⁷ If a NACO record cites only an imprint different from the one on your resource but you think that the series is moving between publishers, please ask [BMAC](#) to update the NACO record.

Existing series:

Intergalactic cataclysm series (New York)

Series statement on resource:

Intergalactic cataclysm - Asteroid attacks

New series access point for resource:

830 _0 \$aIntergalactic cataclysm.\$pAsteroid attacks.

- If you need to create a new series access point to differentiate the series for your resource from an existing series (except in the case of subseries), you will need to add a parenthetical qualifier. The qualifier is usually the place, publisher or sponsoring body associated with the series; but the result of qualifying by these terms is that if the publisher moves or the series moves between publishers or sponsors, yet another new series access point will have to be created. Place is the most risky qualifier, so is not recommended.

Existing series:

Monster machines

Imprint associated with existing series:

New York : ActionKids

Imprint on resource:

London : TerrorTots

New series access point for resource:

830 _0 \$aMonster machines (TerrorTots (Firm))

- The place or corporate body used as a qualifier must itself be constructed as an AAP, using the NACO form, if any, and otherwise constructed to RDA rules. As a result, the qualifier often has a qualifier of its own, as in the example above.

PRACTICAL 3M

3.3 What changes require a new bibliographic record?

3.3a Extending the coverage of a record

There is no need to create a new record if you are just adding further details to a record which in principle already covers the resource you are dealing with.

Multiparts

- Records created for a multipart set issued over a period should have details of later components added as they are received. See [Module 6](#).

Supplements

- Supplements to monographs are most often given separate records, linked to the base text by explanatory 500 notes if necessary and by 7XX related entries if these would be helpful.

245 02 \$aA companion to Gray's Cities of Anatolia.

500 __ \$aIndex, bibliography and maps for: Cities of Anatolia / Jehosaphat Gray.

700 1_ \$aGray, Jehosaphat.\$tCities of Anatolia.

- But there are a couple of exceptions:

- Any supplement which consists only of corrections and updates and is not substantial or freestanding is best added as accompanying material. This is particularly important for things such

as legal codes and pharmacopoeias, where if an update is issued between full editions, the base text must not be used without it. Please make 500 notes to explain the relationship, including the date when the update was issued if known, and make any extra access points required, e.g. for the compiler of the update.

- If a supplement is more substantial but has the same edition details as the base text or relates explicitly to that edition it may be treated as a component in a multipart set. The record may need a 505 contents note, 500 notes to explain any differences (e.g. in authorship or series, or minor title differences) and corresponding access points.

Hardbacks, paperbacks and other differences of binding

- See section 3.1a, above.

3.3b When previously issued materials are included in a 'new' resource

If the new resource has a distinct title or other bibliographic details, it requires a new record, but if it is merely a 'bargain bundle' it does not. See section 3.1a, above.

3.3c Break in publication history

If there has been a **break of 10 years or so** in the publication history of a resource, without even a new printing, it is usually given a new record. This guideline is intended to save cataloguers the difficulty of determining whether there have been changes between issues when it is hard to get adequate information about the earlier issue, and it need not be applied if (i) the issues are clearly identical in all descriptive elements and (ii) it would be more convenient for users to have all the copies on one record.

3.3d Fuzzy matches

Most **changes in the descriptive elements** for a resource (ignoring data in square brackets) mean that it should be regarded as a new resource and given a new record, but you can ignore use of capitalisation and abbreviations and some other minor changes, e.g. slight changes in size or in presentation of information. For a field-by-field table of acceptable variations, see [Bibliographic elements for matching](#) or section 1 of [Module 7: Copy Cataloguing](#).

If an existing record has the record type (RTP field) **Pre-1920, Keyed** or **Matched** it may have a date or printing or an estimated date rather than a date of publication, so do not rely on this when matching.

If the only match or near match is Pre-1920 or Keyed, create a new record and send the system numbers of the old and new records to [BMAC](#).

If a Matched record is a good match, use it.

If a Matched record is a fairly near match, ask [BMAC](#) to check and correct it against the Bodleian copy before deciding whether it is a true match.

3.3e Reproductions, digital printing and on-demand printing

- For reproductions of an article from a journal or a section from a monograph, including printouts from online resources, see [Offprints](#).

Sources of information

- For reproductions of resources consisting of pages, leaves, sheets or cards, the image of the original title page, title sheet or title card is the preferred source of information [RDA 2.2.2.2], unless there is also a title page/ sheet/ card specifically for the reproduction [RDA 2.2.3.3].
- For one-off reproductions of no particular importance intended to serve as substitutes for the original, e.g. most printouts from online resources, it is OLIS policy always to prefer information from the image of the original, even if there is also a cover page, label or similar giving details of the reproduction, because only the identifying information of the original is of interest to users.

New printing or new publication?

- If a reproduction **differs from the original only in its printing details and/or binding** and is **intended for distribution**, it should be considered simply as a **new printing**, which means that it should be added to the record for the original unless it comes more than 10 years (or so) after the last issue. It does not matter if it is produced from an image rather than from the original type.

Transferred to digital printing/Printed on demand

- If a resource is reissued and is differentiated from earlier issues by a statement such as '**Transferred to digital printing**' or '**Transferred to print-on-demand**' or '**Digital reprint**' (whether the statement is found on the resource itself or in the publisher's catalogue or website), make a new record.¹⁸ The date of publication should be the date of the transfer to digital/ on-demand printing.

Reproductions which are new publications

- If a reproduction (i) **does not match the existing record** or is **presented as a facsimile of the original** and (ii) is **intended for distribution**, it is a **new resource**. It should have a new record, based on the new issue, with just a 5XX note to give details of the earlier issue. 008/06 should be 'r', followed by the dates of the current issue and the original issue.

```
008 500101r19991875enk^^^^^^^^^000^0^eng^d
245 00 $aLiterature and mission of the so-called Plymouth Brethren, or, An
attempt at a just estimate of their testimony to the revealed truth of God.
264 _1 $aLondon :$bChapter Two,$c1999.
300 __ $a48 pages ;$c15 cm
500 __ $aFacsimile of the edition published: London : James Nisbet, 1875.
```

Exception: Online books are often reproductions of print books, but we follow the BIBCO "provider-neutral" guidelines, which state that "if the e-resource being cataloged is an online reproduction of a tangible resource, usually the Production, Publication, Distribution, Manufacture and Copyright notice information will come from the original tangible source record". See [E-books](#).

- It is sometimes difficult to identify place, publisher and/or date for the new issue.
 - If this information is missing, try to get it from publishers' or booksellers' websites, but do not spend more than a few minutes trying. For instructions on recording supplied, approximate or conjectural information or recording that no information is available, see 3.1e-g, above.

¹⁸ Until 2015 we treated such re-issues as ordinary reprints, not automatically requiring a new record. However, we often still needed to make new records because the reissues had changes such as new ISBNs or publishers or series, or because there had been a break of more than 10 years between printings, and we realised that other agencies were making new records for all such re-issues, so for the sake of simplicity we decided to make new records for them routinely.

- If a number of different agencies are involved, treat as publisher the one which seems to be exercising control over publication, whether the owner of the original, the printer, the author or some other agency; but if there is a statement indicating shared responsibility, e.g. 'Smith Press for Brown University', transcribe this. (For materials produced from scans or microforms, you can ignore any agency which merely produced the scans or microforms, because those are not what you are cataloguing.)

One-off reproductions not intended for distribution

- Sometimes a reproduction is a **one-off substitute** for the original, not produced with a view to distribution. Typical cases are:
 - microforms and scans of fragile or bulky resources, intended for inhouse use as substitutes for those resources or to provide occasional one-off copies as an academic service
 - on-demand printouts from microforms or scans of low-demand materials such as theses or old library books, made available as an academic service rather than for profit (even if the service is contracted out to a commercial agency)
 - photocopies supplied by publishers if they have run out of stock, e.g. to meet their Legal Deposit obligations.
- This is a very grey area. There is not always a clear line between producing resources for distribution and providing one-off copies as an academic service, particularly since ordinary publishers and printers sometimes act as agents for academic services. If you have a difficult example, please contact [CSS](#).
- To catalogue one-off reproductions:
 - For **material still under copyright** (which usually expires 70 years after the death of the author), always record clearly the details of the permissions or license under which the reproduction was made, in a 540 (Terms governing use and reproduction) note if it applies to everything covered by the bibliographic record or in holdings notes if it applies only to particular copies.
 - a) If the **reproduction is particularly interesting in its own right** (e.g. a de luxe presentation copy), make a full-level separate record for the reproduction, just as if it were fully published. If there are preferred sources of information for both the reproduction and the original, use the one for the reproduction and give the details of the original in a 500 note. Otherwise, give the details of the reproduction, including its date, in a 500 note. In either case 008/06 will be 'r', followed by the dates of the reproduction and of the original in that order.
 - b) If **OLIS has (or would like to have) a record for the original, and the reproduction(s) are of the same or a similar carrier type**, serving only as extra copies, whether derived directly from the original or via some other reproduction (e.g. a printout from a scan of a book) or from a parallel version (e.g. a printout from a PDF for use as an extra copy of a book), attach the reproduction to the record for the original. Details of the reproduction (e.g. 'Photocopy, 1/4/13') and of the permission or license under which it was made should be entered as holdings notes.
 - c) If **OLIS does not have or need a record for the original or if the reproduction is of a significantly different carrier type from the original**, it is usually best to make a brief local record for the reproduction.

- Use the oxflocalrda.mrc template, which is in BK format. If the content is cartographic material or music you will need to change the format to MP or MU (see [Module 5: Special materials](#), 5.2, under *Format*).
 - Record the ISBN of the original in 020 \$z, because the ISBN really applies only to the original, not the reproduction, but is still useful for searching.
 - For elements which are transcribed, including date, record information as for the original.
 - Record the medium/carrier information appropriate to the reproduction in 008/23,¹⁹ 337 and 338; in 007 if the carrier is non-book; and in 34X if used. 34X fields are not mandatory in brief records, but the other fields are essential for correct filtering by carrier type in SOLO. For more about fields for special materials, see [Module 5: Special materials](#), 5.2.
 - Make a 540 note for details of the permission or license under which the reproduction was made.
 - For reproductions of freely available online resources, add a 530 note with the text 'Also issued online', but do not record the URL of the internet resource in 856, because of the risk that the link may not be maintained. (If you particularly want to add the online resource to OLIS, make a separate record, using the guidelines in [E-books](#), but bear in mind that this commits you to checking the availability of the URL regularly.)
 - Make a 500 note for any *bibliographically significant* details about the reproduction. For example, it would often be worth making a note with the text 'Printout of online resource, made 8/3/12', because some types of online content might change between printouts; but a date of printing from a CD-ROM would belong in a holdings note, if anywhere, because printouts made on different dates would have the same content and would be attached to the same bibliographic record.
 - Optionally, include extra descriptive data and/or controlled access points
 - Make holdings notes for any bibliographically irrelevant reproduction details, e.g. a date of printing from a CD-ROM.
- d) Occasionally you may need or wish to make a **full-level record for a one-off reproduction with a different carrier from the original** which is not interesting enough in its own right to fall under (a). For instance, some official bodies publish some documents as online PDFs only, but print these out for submission as Legal Deposit (although they are not obliged to do so), and these would require full-level records. These should use the appropriate full-level template and have the usual full-level elements, but otherwise they follow the same guidelines as brief records.
- e) Until recently one-off reproductions were usually added to the record for the original rather than getting a record of their own, even if they were of a different carrier type. The details of the reproduction were recorded in a **533** note. (For an example, see [Module 5: Special materials](#), 5.3, under *533: Reproduction note*.) This practice was largely discontinued in 2013, because (i) it was complicated, often requiring the creation of 007, 33X and 34X fields for originals which we did not even have, (ii) it could be difficult to determine which resource should be considered the original and find the relevant imprint details, and (iii) it created difficulties for filtering by carrier type in SOLO. However, this approach might still be used occasionally for **special cases** or **special projects**.

¹⁹ For photocopies and other print copies, 008/23 should be 'r' (= 'regular print reproduction').

3.5 Some special cases

3.5.1 Custom publications

Some publishers are liaising with universities or other institutions to produce, for example, readers for specific university course modules, containing relevant extracts from other works. So far they seem to have been produced only for modules with hundreds of students, to have ISBNs, to be available through normal channels, e.g. Amazon and to be clearly presented as 'custom publication', with the names of the relevant university and course.

These readers do not present any unusual problems. However:

- i) To avoid confusion with any other items containing much the same material, which might easily happen if several universities commissioned similar readers for similar courses, it is important to make notes (quoted notes if possible) about the arrangements and the relevant university and course (or similar) and to make an added entry for the university or other institution.
- ii) Any work from which 20% or more of the reader is extracted should be listed in a 505 Contents note and given an analytical added entry (7XX ?2), with the subfield \$kSelections if appropriate.

3.5.2 Samplers, proof copies, review copies and examination copies

Some publishers market forthcoming books by producing substantial extracts for distribution to potential customers. These extracts look like ordinary books, but are usually clearly labelled 'Sampler' and carry a warning that the contents may change before the complete book is published.

These items naturally require a separate record. To make sure that they are not confused with the published book, please include notes (quoted notes if possible) to explain their nature and purpose. If you find 'Sampler' or a similar clear statement on the item, it can be treated as an edition statement and entered in 250.

Proof copies should be treated similarly, because the text will almost certainly be corrected in some respects before publication.

However, if a resource is labelled as an 'Examination Copy' or 'Review Copy' or similar and there is no indication that the content might change or be corrected before publication, it can be attached to the record for the published resource, with just a holdings note.

3.5.3 Publisher's packs and bargain bundles

See under 3.1a ISBNs, above.

3.5.4 Study guides, manuals, etc. for use with other specific publications

Standard textbooks may have supplementary materials such as study guides and lab manuals created for them as separate resources, sometimes by different authors and/or publishers.

The supplementary materials are often presented in a very confusing way. They may have undistinctive titles such as 'Study guide' or 'Lab manual' tucked away in a corner, while the greater part of their covers and title pages are copied straight from the textbook, including the statements of responsibility, edition statements and publication details of the textbook. As a consequence, cataloguers may accidentally record the details of the textbook rather than those of the guide/manual.

Please use the following approach:

- In 245 \$a give only the title of the guide/manual, even if it is something commonplace such as 'Study guide'.
- In 245 \$b copy as subtitle the details of the textbook as found on the preferred source of information, including any statements of responsibility, edition information, etc. for the textbook. Transcribe this as found, adding commas for clarity if necessary, but without changing the order or phrasing or separating the details with ISBD punctuation, because everything is just serving just as part of the subtitle. If the details are very long, omit bits as necessary, using ' ... '.
- In 245 \$c, 250 and 264 record only information which applies to the guide/manual, not to the textbook. You may need to read the foreword or blurb or an online bookseller's description to find out which is which.
- Under AACR2 rules we used to supply '[for use with]' at the beginning of 245 \$b to clarify the situation, but this is not currently permitted by RDA. Instead, make a 500 citation note, with the introductory phrase "For use with:" followed by the details of the textbook in ISBD format.
- Make a related entry (700/710/711/730) for the textbook, including edition information in parentheses if relevant. It is unusual to include edition information in controlled titles, but study guides and manuals usually relate very specifically to a particular edition, so the information is often justified in this case. Version information uses subfield \$s.²⁰

Example

```

100 1_ $aGreen, Julie,$eauthor.
245 10 $aStudy guide :$bMaternity and neonatal care, Jim Goldman ... edition
10 /$cby Julie Green.
250 __ $aNew edition.
264 _1 $aLondon :$bSmith Publishing,$c2013.
500 __ $aFor use with: Maternity care. Edition 10 / Jim Goldman. New York :
Brown Brothers, @2012.
730 0_ $aMaternity and neonatal care$s(Tenth edition)

```

3.6 Getting more help

- For more detail or examples you may need to consult the RDA Toolkit itself. For a very brief guide, see [RDA structure and the RDA Toolkit](#). As well as RDA itself, the Toolkit contains the Library of Congress/Program for Cooperative Cataloguing guidelines, LC-PCC-PS, which have many useful examples in MARC format.
- For the full range of OLIS cataloguing-related documentation and details of specialists to contact for areas where documentation is not available, see the [Cataloguing documentation](#) page.
- For advice on bibliographic cataloguing and general cataloguing issues, contact [CSS](#).
- For advice relating to items and holdings and to report problem records, contact [BMAC](#).

QUIZ 3

²⁰ Note that subfield \$s is used only for parenthetical qualifiers which differentiate *different versions of the same work*. Parenthetical qualifiers used to differentiate *different works*, e.g. 'Romeo and Juliet (Motion picture : 1936) do not have a separate subfield.

Appendix 1: How many statements of responsibility and AAPs (academic material)?

Now that we have had some experience of statements of responsibility without the ‘rule of three’ and creating access points with relators, we can offer some rules of thumb about how much to include in records for mainstream academic materials.

On the whole we think it is worth being more generous with statements of responsibility than with AAPs, because statements of responsibility do provide some access and require far less work.

Cataloguers will always need to exercise their own judgment to some extent, bearing in mind the value of the resource and the amount of other work waiting to be done. Rather than agonising over the interpretation of the guidelines below, please focus on the FRBR user tasks (find, identify, select, obtain) and decide whether your trouble is justified by the help it will give catalogue users with these tasks. Nevertheless, we hope that these guidelines, once assimilated, will establish a helpful framework for prioritisation and leave few really difficult decisions. If you feel that they do not work well for your situation and materials, please email css@bodleian.ox.ac.uk to suggest improvements.

If you are used to AACR2, please do not feel that you should generally spend more time inspecting resources and evaluating bibliographic information for RDA. You already have a good sense of what information is important and where it is likely to be found, and you should continue to trust this.

Don’t worry if you notice that some of the records you download have much more detail than OLIS recommends. RDA leaves a lot to local decisions, so it is up to each agency to set its own priorities.

Statements of responsibility

- Record in 245 \$c all the statements about significant intellectual/artistic responsibility found on the same source as the title; but omit statements about other types of responsibility (e.g. design, technical assistance, brief foreword²¹) unless the omission might make matching more difficult, for instance if they are interspersed among the intellectual/artistic statements on the chief source.
- Include any titles, qualifications, etc. which occur with the names of the responsible entities, but omit background information (e.g. posts held) unless it is interesting and relevant to the resource.
- Most resources have a statement which the layout or type shows to be the most important (e.g. for the main group of authors /artists/ composers or the main group of editors of a compilation). Do not normally truncate this statement unless more than 15 entities are listed *or* some entities in the list are clearly less important (e.g. if a long list actually contains multiple alphabetical sequences) *or* the full statement contains a lot of nonstandard characters or diacritics and is just more trouble than it is worth.
- Use your judgment about truncating any other statements you record, as long as:
 - they name more than three entities
 - they are either about a less important group (e.g. authors listed in smaller type or introduced by ‘with’ or ‘and’) or are about a less important type of responsibility (e.g. illustrators)
 - it was not obvious from your usual quick survey of the resource that the omitted individuals created 10% or more of the primary content of the resource or a particularly important part of it
 - the omitted individuals are not known to have Oxford University connections.

²¹ For people such as inkers, pencilers, colourers, use your judgment as to whether they have made a distinctive artistic contribution or are just ‘hacks’ working in a mechanical way.

- If you find statements of responsibility on more than one source:
 - record in 245 \$c only the ones found on the *first* of the following: same source as title; cover or jacket; caption; masthead; colophon; anywhere on the resource, with preference for a source where information is formally presented (e.g. title page verso, slip case);
 - record any obviously important statements from other sources as 500 quoted notes;
 - but if statements from other sources are unclear (e.g. if they are in an unfamiliar foreign language), just ignore them, as long as the statements in 245 \$c seem adequate.
- If you happen to know that a particular entity is responsible for an important part or aspect of the resource but is not named anywhere (e.g. if you know the author of an anonymous work), make a 500 note.
- If the resource is a compilation of a few substantial works by different authors, consider making a 505 contents note, giving the title and statement of responsibility (if applicable) for each. This is essential if you intend to make analytical AAPs for the components, but it is also a way of providing some access if you do not intend to make AAPs.

AAPs for agents (persons, families and corporate bodies).

- AAPs should always be explained by descriptive information, usually by 245 \$c or 5XX notes.
- Always make an AAP for the first or principal entity in the first or most important statement of responsibility; normally make AAPs for the other entities in it unless there are more than 12 altogether, but not if this seems excessive given the size and importance of the resource.²²
- As a rule of thumb, make an AAP for any entity which obviously created 25% or more of the resource's primary content or any particularly important part.²³
- As a rule of thumb, make an AAP for any entity which seems to have responsibility for 50% or more of any other important aspect (e.g. *important* illustrations).
- Apply the rules of thumb with discretion. For instance, if the primary content is a text but there is also a very substantial commentary by 3 people, let them all have AAPs.
- Make AAPs for any other entities which are clearly important and/or likely to be used as search terms and/or famous (e.g. dedicatee of Festschrift; translator mentioned prominently; corporate body mentioned prominently; entity actually responsible for the resource even if not mentioned in a statement of responsibility; Winston Churchill)
- Make AAPs for any other entities known to have Oxford University connections (but do not feel that you have to check for OU connections).

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Please feel free to get in touch if you are interested in using this material.

²² Bear in mind that 5 pages of astrophysical calculations might have more significant intellectual content than 50 pages of interdisciplinary encounters in neopoststructural textualities.

²³ But if a name-title analytical AAP for the part or parts would include the name of that entity, prefer this, e.g.
 700 12 \$aAmber, Jennie.\$tNeutrinoless beta-decay.
 700 12 \$aBlue, Joanna.\$tPoems.\$kSelections.