

## How many statements of responsibility and AAPs?

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](mailto:css@bodleian.ox.ac.uk) to suggest improvements.

Please do not feel that you should generally spend more time inspecting resources and evaluating bibliographic information than you did for AACR2. 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 foreword<sup>1</sup>) unless the omission might make matching more difficult, for instance if they are interspersed among the intellectual/artistic statements.
- 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)

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<sup>1</sup> 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.

- 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.
- 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 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.<sup>2</sup>
- 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.<sup>3</sup>
- 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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<sup>2</sup> Bear in mind that 5 pages of astrophysical calculations might have more important intellectual content than 50 pages of interdisciplinary encounters in neopoststructural textualities.

<sup>3</sup> But if you can make a name-title analytical AAP for the part or parts which includes the name of that entity, prefer to do this, e.g.

700 12 \$aAmber, Jennie.\$tNeutrinoless beta-decay.

700 12 \$aAmber, Jennie.\$tPoems.\$kSelections.