

CHAPTER

2

Books, Pamphlets, and Printed Sheets

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2.0. GENERAL RULES

2.0A. Scope

2.0A1. The rules in this chapter cover the description of separately published monographic printed items other than cartographic items (see chapter 3) and printed music (see chapter 5). These are referred to hereafter in this chapter as printed monographs and comprise books, pamphlets, and single sheets. For microform reproductions of printed texts, see chapter 11. For serials and updating loose-leaves, see also chapter 12.

2.0B. Sources of information

2.0B1. Chief source of information. The chief source of information for printed monographs is the title page or, if there is no title page, the source from within the publication that is used as a substitute for it. For printed monographs published without a title page, or without a title page applying to the whole work (as in the case of some editions of the Bible and some bilingual dictionaries), use the part of the item supplying the most complete information, whether this be the cover (excluding a separate book jacket), caption, colophon, running title, or other part. Specify the part used as a title page substitute in a note (see 2.7B3). If no part of the item supplies data that can be used as the basis of the description, take the necessary information from any available source. If the information traditionally given on the title page is given on facing pages or on pages on successive leaves, with or without repetition, treat those pages as the title page.

Use the colophon as the chief source of information for an oriental nonroman script publication if the colophon contains full bibliographic information and the following conditions apply:

- a) the page standing in the position of a title page bears only the title proper
- or b) the title page bears only a calligraphic version of the title proper
- or c) the title page bears only a western-language version of the title and other bibliographic information.

2.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of printed monographs is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Title page ¹
Edition	Title page, other preliminaries, colophon
Publication, distribution, etc.	Title page, other preliminaries, colophon
Physical description	The whole publication
Series	Series title page, monograph title page, cover, rest of the publication
Note	Any source
Standard number and terms of availability	Any source

1. Hereafter in this chapter, *title page* includes any substitute (including, for oriental publications, a colophon specified in 2.0B1 as a title page substitute).

2.0C. Punctuation

For the punctuation of the description as a whole, see 1.0C.
For the prescribed punctuation of elements, see the following rules.

2.0D. Levels of detail in the description

See 1.0D.

2.0E. Language and script of the description

See 1.0E.

2.0F. Inaccuracies

See 1.0F.

2.0G. Accents and other diacritical marks

See 1.0G.

2.0H. Items with several title pages

See 1.0A3.

2.1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:

- 2.1A. Preliminary rule
- 2.1B. Title proper
- 2.1C. General material designation
- 2.1D. Parallel titles
- 2.1E. Other title information
- 2.1F. Statements of responsibility
- 2.1G. Items without a collective title

2.1A. Preliminary rule**2.1A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede the title of a supplement or section (see 1.1B9) by a full stop.
Enclose the general material designation in square brackets.
Precede each parallel title by an equals sign.
Precede each unit of 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.
For the punctuation of this area for items without a collective title, see 1.1G.

2.1B. Title proper**2.1B1. Transcribe the title proper as instructed in 1.1B.**

The articulate mammal

Why a duck?

Classification décimale de Dewey et index

Memoirs of the life of the late John Mytton, Esq.

The ballroom of romance and other stories

The first Rex Stout omnibus

The most of P.G. Wodehouse

Marlowe's plays

Linda Goodman's sun signs

Larousse's French-English dictionary

Harriet said—

(Title page reads: Harriet said ...)

Under the hill, or, The story of Venus and Tannhäuser

4.50 from Paddington

Advanced calculus. Student handbook

(Title proper consists of title of main work and title of handbook. See 1.1B9)

Instructor's guide and key for The American economy

Bank officer's handbook of commercial banking law, fourth edition, by Frederick K. Bentel. 1975 supplement

(Title proper consists of title, statement of responsibility, and edition statement of main work and designation of supplement)

Specify the part used as a title page substitute in a note (see 2.7B3).

2.1C. Optional addition. General material designation

2.1C1. Give immediately following the title proper the appropriate general material designation as instructed in 1.1C.

2.1C2. If an item contains parts belonging to materials falling into two or more categories, and if none of these is the predominant constituent of the item, give either *multimedia* or *kit* as the designation (see 1.1C1 and 1.10C1).

2.1D. Parallel titles

2.1D1. Transcribe parallel titles as instructed in 1.1D.

Tyres and wheels = Pneus et roues = Reifen und Räder

Thumbelina = Tommelise

2.1E. Other title information

2.1E1. Transcribe other title information as instructed in 1.1E.

A Laodicean : a story of to-day

The age of neo-classicism : the fourteenth exhibition of the Council of Europe

Private eyeballs : a golden treasury of bad taste
 Letters to an intimate stranger : a year in the life of Jack Trevor Story

2.1F. Statements of responsibility**2.1F1. Transcribe statements of responsibility relating to persons or bodies as instructed in 1.1F.**

Shut up in Paris / by Nathan Sheppard
 Great Britain : handbook for travellers / by Karl Baedeker
 Le père Goriot / Honoré de Balzac
 Statistics of homelessness / Home Office
 Tynan right & left : plays, films, people, places, and events / Kenneth Tynan
 Vas-y, Charlie Brown / par Charles M. Schulz
 Dan Russel the fox : an episode in the life of Miss Rowan / by E.Æ. Somerville and Martin Ross
 The world of the lion / by Samuel Devend ... [et al.]
 Eventyr og historier / H.C. Andersen
 A modern herbal / by Mrs. M. Grieve ; edited and introduced by Mrs. C.F. Leyel
(Lengthy other title information given in note area)
 Eldorado : a story of the Scarlet Pimpernel / by the Baroness Orczy
 Letters from AE / selected and edited by Alan Denson ; with a foreword by Monk Gibbon
 A French and English dictionary / compiled from the best authorities of both languages by Professors De Lolme and Wallace, and Henry Bridgeman
 The diary of a country parson, 1758-1802 / by James Woodforde ; passages selected and edited by John Beresford
 Hadrian the Seventh / Fr. Rolfe (Frederick, Baron Corvo)
 Underwater acoustics : a report / by the Natural Environment Research Council Working Group on Underwater Acoustics
 Proceedings / International Symposium on the Cataloguing, Coding, and Statistics of Audio-Visual Materials ; organised by ISO/TC46 Documentation in collaboration with IFLA and IFTC, 7-9 January 1976 in Strasbourg
 American Ballet Theatre : thirty-six years of scenic and costume design, 1940-1976 / presented by Ballet Theatre Foundation, Inc., and the International Exhibitions Foundation

Scientific policy, research, and development in Canada : a bibliography / prepared by the National Science Library = La politique des sciences, la recherche et le développement au Canada : bibliographie / établie par la Bibliothèque nationale des sciences

Ramsay Traquair and his successors : guide to the archive / Canadian Architecture Collection, Blackader-Lauterman Library of Architecture and Art, McGill University ; Irena Murray, general editor = Ramsay Traquair et ses successeurs : guide du fonds / Collection d'architecture canadienne, Blackader-Lauterman Library of Architecture and Art, McGill University ; Irena Murray, directrice

Teach yourself Irish / Myles Dillon, Donncha Ó Cróinín

Swedenborgs korrespondenslära / av Inge Jonsson ; with a summary in English

Book of bores / drawings by Michael Heath

Sanditon / Jane Austen and another lady

2.1F2. Add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body (bodies) named in the statement is not clear.

Morte Arthure / [edited by] John Finlayson

The great ideas of Plato / [selected by] Eugene Freeman and David Appel

Research in human geography / by Michael Chisholm ; [for the] Social Science Research Council

Palava Parrot / [illustrations by] Tamasin Cole ; story by James Cressey

Antologija hrvatske poezije dvadesetog stoljeća od Kranjčevića do danas / [sastavili] Slayko Mihalić, Josip Pupačić, Anton Šoljan

2.1G. Items without a collective title

2.1G1. If a printed monograph lacks a collective title, transcribe the titles of the individual parts as instructed in 1.1G.

The listing attic ; The unstrung harp / by Edward Gorey
Flash and filigree ; and, The magic Christian / by Terry Southern

Henry Esmond : a novel / by Thackeray. Bleak House : a novel / by Dickens

Humanismens krise / af H.C. Branner. Eneren og massen / af Martin A. Hansen

2.1G2. Make the relationship between statements of responsibility and the parts of an item lacking a collective title clear by additions as instructed in 2.1F2.

Man Friday : a play ; Mind your head : a return trip with songs / Adrian Mitchell ; music [for Man Friday] by Mike Westbrook ; music [for Mind your head] by Andy Roberts

2.2. EDITION AREA

Contents:

- 2.2A. Preliminary rule
- 2.2B. Edition statement
- 2.2C. Statements of responsibility relating to the edition
- 2.2D. Statement relating to a named revision of an edition
- 2.2E. Statements of responsibility relating to a named revision of an edition

2.2A. Preliminary rule

2.2A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, 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.

2.2B. Edition statement

2.2B1. Transcribe a statement relating to an edition of a work that contains differences from other editions of that work, or to a named reissue of a work, as instructed in 1.2B.

2nd ed.
 New ed., rev. and enl.
 1st American ed.
 1st illustrated ed.
 Household ed.
 6. Aufl.
 Draft
 Facsim. ed.
 New Wessex ed.
 [3rd ed.]
 [New ed.]
 3^a ed.

2.2B2. In case of doubt about whether a statement is an edition statement, follow the instructions in 1.2B3.

2.2B3. *Optional addition.* If an item lacks an edition statement but is known to contain significant changes from other editions, supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets.

[New ed.]

[5^e éd.]

2.2B4. If an edition statement appears 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. *Optionally*, transcribe the parallel statement(s), each preceded by an equals sign.

2.2B5. If an item lacking a collective title contains one or more works with an associated edition statement, transcribe such statements following the titles and statements of responsibility to which they relate, separated from them by a full stop.

2.2C. Statements of responsibility relating to the edition

2.2C1. Transcribe a statement of responsibility relating to one or more editions, but not to all editions, of a work as instructed in 1.2C and 2.1F.

Economic history of England : a study in social development / by H.O. Meredith. — 5th ed. / by C. Ellis

The well-beloved : a sketch of a temperament / Thomas Hardy. — New Wessex ed. / introduction by J. Hillis Miller ; notes by Edward Mendelson

A French and English dictionary / compiled from the best authorities of both languages by Professors De Lolme and Wallace, and Henry Bridgeman. — [New ed.] / revised, corrected, and considerably enlarged by E. Roubaud

A short history of the Catholic Church / by Philip Hughes. — 8th ed. / with a final chapter (1966-1974) by E.E.Y. Hales

2.2D. Statement relating to a named revision of an edition

2.2D1. If an item is a named revision of an edition, transcribe the statement relating to that revision as instructed in 1.2D.

Selected poems / D.H. Lawrence. — [New ed.] / edited, with an introduction, by Keith Sagar, Repr. with minor revisions

Ireland / edited by L. Russel Muirhead. — 3rd ed., 2nd (corr.) impression

Do not record statements relating to an impression or printing that contains no changes unless the item is considered to be of particular importance to the cataloguing agency.

2.2E. Statements of responsibility relating to a named revision of an edition

2.2E1. Transcribe a statement of responsibility relating to one or more named revisions of an edition (but not to all such revisions) as instructed in 1.2E and 2.1F.

2.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

2.3A. This area is not used for printed monographs.

2.4. PUBLICATION, DISTRIBUTION, ETC., AREA

Contents:

- 2.4A. Preliminary rule
- 2.4B. General rule
- 2.4C. Place of publication, distribution, etc.
- 2.4D. Name of publisher, distributor, etc.
- 2.4E. Statement of function of publisher, distributor, etc.
- 2.4F. Date of publication, distribution, etc.
- 2.4G. Place of printing, name of printer, date of printing

2.4A. Preliminary rule**2.4A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area by a full stop, space, dash, space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon.

Precede the name of a publisher, distributor, etc., by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc., in square brackets.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of printing (place, name, date) in parentheses.

Precede the name of a printer by a colon.

Precede the date of printing by a comma.

2.4B. General rule

2.4B1. Record information about the place, name, and date of all types of publishing, distributing, etc., activities as instructed in 1.4B.

2.4C. Place of publication, distribution, etc.

2.4C1. Give the place of publication, distribution, etc., as instructed in 1.4C.

2.4D. Name of publisher, distributor, etc.

2.4D1. Give the name of the publisher, etc., and *optionally* the name of the distributor, as instructed in 1.4D.

London : Macmillan

New York : Dell

London : H.M.S.O.

Tucson : University of Arizona Press

Taunton, Somerset : Barnicotts

London : Society of African Missions : Sold by Longman

London : Oxford University Press
 London : John Lane, the Bodley Head
 Geneva : World Health Organization
 [Hove, England] : Fox
 Göttingen : Vandenhoeck & Ruprecht
 London : Benn ; Chicago : Rand McNally
 (*Cataloguing agency in the United States*)
 Freiburg : Baedeker ; London : Allen & Unwin
 (*Cataloguing agency in the United Kingdom*)
 New York : Dutton ; Toronto : Clarke, Irwin
 (*Cataloguing agency in Canada*)
 London : T. Wall and Sons
 (*Title page reads: Published in celebration of life's minor pleasures by T. Wall and Sons (Ice-Cream) Ltd.*)

2.4E. Optional addition. Statement of function of publisher, distributor, etc.

2.4E1. Add to the name of a publisher, distributor, etc., a statement of function as instructed in 1.4E.

New York : Dover ; London : Constable [distributor]

2.4F. Date of publication, distribution, etc.

2.4F1. Give the date of publication, distribution, etc., as instructed in 1.4F.

London : Gollancz, 1951
 New York : Dover, 1970 ; London : Constable [distributor],
 1972
 New York : Dell, [1985], c1983

2.4G. Place of printing, name of printer, date of printing

2.4G1. If the name of the publisher is unknown and the place and name of the printer are found in the item, give that place and name as instructed in 1.4G.

London : [s.n.], 1971 (London : HiTimes Press)
 [S.l. : s.n.], 1971 (London : Wiggs)

2.4G2. Optional addition. Give the place, name of printer, and/or date of printing if they are found in the item and differ from the place, name of publisher, etc., and date of publication, etc., and are considered important by the cataloguing agency.

London : Society of Bookmen, 1971 (London : Ploughshare Press)
 London : J. Lane, 1902 (1907 printing)

2.5. PHYSICAL DESCRIPTION AREA

Contents:

- 2.5A. Preliminary rule
- 2.5B. Number of volumes and/or pagination
- 2.5C. Illustrative matter
- 2.5D. Dimensions
- 2.5E. Accompanying material

2.5A. Preliminary rule**2.5A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede details of illustrations by a colon.

Precede dimensions by a semicolon.

Precede each statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

2.5B. Number of volumes and/or pagination*Single volumes*

2.5B1. Give the number of pages or leaves in a publication in accordance with the terminology suggested by the volume. That is, describe a volume with leaves printed on both sides in terms of pages; describe a volume with leaves printed on only one side in terms of leaves; and describe a volume that has more than one column to a page and is numbered in columns in terms of columns.

If a publication contains sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.² Describe a volume printed without numbering in terms of leaves or pages, but not of both. For the treatment of plates, see 2.5B9. Describe a broadside as such. Describe a single sheet (folded or not) as *sheet*. Describe a case or portfolio as such.

2.5B2. Give the number of pages, leaves, or columns in terms of the numbered or lettered sequences in the volume. Give the last numbered page, leaf, or column in each sequence² and follow it with the appropriate term or abbreviation.

327 p.

321 leaves

381 columns

xvii, 323 p.

27 p., 300 leaves

1 broadside

2. A sequence of pages or leaves is: (1) a separately numbered group of pages, leaves, etc.; (2) an unnumbered group of pages, etc., that stands apart from other groups in the publication; or (3) a number of pages or leaves of plates distributed throughout the publication.

1 sheet

1 portfolio

Give pages, etc., that are lettered inclusively in the form *A–K p.*, *a–d leaves*, etc. Give pages, etc., that are numbered in words or characters other than arabic or roman in arabic figures.

A–Z p.

(*Pages lettered: A–Z*)

32 p.

(*Pages numbered in words*)

2.5B3. Disregard unnumbered sequences, unless such a sequence constitutes the whole (see 2.5B7) or a substantial part (see also 2.5B8) of the publication, or unless an unnumbered sequence includes pages, etc., that are referred to in a note. When recording the number of unnumbered pages, etc., either give the estimated number preceded by *ca.*, without square brackets, or enclose the exact number in square brackets.

8, vii, ca. 300, 73 p.

33, [31] leaves

[8], 155 p.

Note: Bibliography: 6th prelim. page

Disregard unnumbered sequences of inessential matter (advertising, blank pages, etc.).

2.5B4. If the number printed on the last page or leaf of a sequence does not represent the total number of pages or leaves in that sequence, let it stand uncorrected unless it gives a completely false impression of the extent of the item, as, for instance, when only alternate pages are numbered or when the number on the last page or leaf of the sequence is misprinted. Supply corrections in such cases in square brackets.

48 [i.e. 96] p.

329 [i.e. 392] p.

2.5B5. If the numbering within a sequence changes (e.g., from roman to arabic numerals), ignore the numbering of the first part of the sequence.

176 p.

(*Pages numbered: i–xii, 13–176*)

2.5B6. If the pages, etc., are numbered as part of a larger sequence (e.g., one volume of a multivolume publication) or if the item appears to be incomplete (see also 2.5B15), give the first and last numbers of the pages or leaves, preceded by the appropriate term or abbreviation.

leaves 81–149

p. 713–797

2.5B7. If the pages or leaves of a volume are unnumbered and the number of pages or leaves is readily ascertainable, give the number in square brackets. If the number is not readily ascertainable, estimate the number of pages or leaves and give that estimated number without square brackets and preceded by *ca.*

[93] p.

x, 32, 73 p., [1] leaf of plates

xii, 24 p., 212, [43] leaves of plates

If the volume contains both leaves and pages of plates, give the number in terms of whichever is predominant.

323 p., [19] p. of plates

(Contains 16 pages and 3 leaves of plates)

2.5B10. Describe folded leaves as such.

122 folded leaves

230 p., 25 leaves of plates (some folded)

25 folded leaves of plates

2.5B11. If numbered pages or leaves are printed on a double leaf (e.g., books in the traditional oriental format), give them as pages or leaves according to their numbering. If they are unnumbered, count each double leaf as two pages.

2.5B12. If the paging is duplicated, as is sometimes the case with books having parallel texts, give both pagings and make an explanatory note (see 2.7B10).

xii, 35, 35 p.

Note: Opposite pages bear duplicate numbering

2.5B13. If a volume has a pagination of its own and also bears the pagination of a larger work of which it is a part, give the paging of the individual volume in this area and give the continuous paging in a note (see 2.7B10).

328 p.

Note: Pages also numbered 501-828

2.5B14. If the volume has groups of pages numbered in opposite directions, as is sometimes the case with books having texts in two languages, give the pagings of the various sections in order, starting from the title page selected for cataloguing.

ix, 155, 127, x p.

2.5B15. If the last part of a publication is missing and the paging of a complete copy cannot be ascertained, give the number of the last numbered page followed by + *p*. Make a note of the imperfection (see 2.7B20).

xxiv, 179 + p.

Note: Library's copy imperfect: all after p. 179 wanting

Publications in more than one volume

2.5B16. Give the number of volumes of a printed monograph in more than one physical volume.

3 v.

2.5B17. If *volume* is not appropriate for a multipart item, use one of the following terms.

Parts. Use for bibliographic units intended to be bound several to a volume, especially if so designated by the publisher.

Pamphlets. Use for collections of pamphlets bound together or assembled in a portfolio for cataloguing as a collection.

Pieces. Use for items of varying character (e.g., pamphlets, broadsides, clippings, maps) published, or assembled for cataloguing, as a collection.

Case(s). Use for either boxes containing bound or unbound material or containers of fascicles.

Portfolio(s). Use for containers holding loose papers, illustrative materials, etc. A portfolio usually consists of two covers joined together at the back and tied at the front, top, and/or bottom.

2.5B18. If the number of bibliographic volumes differs from the number of physical volumes, give the number of bibliographic volumes followed by *in* and the number of physical volumes.

8 v. in 5

2.5B19. If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first.

2 v. (xxxxi, 999 p.)

3 v. (xx, 800 p.)

(Pages numbered: xx, 1–201; xx, 202–513; xxi, 514–800)

2.5B20. Optional addition. If the volumes in a multivolume set are individually paged, give the pagination of each volume in parentheses after the number of volumes.

2 v. (xvi, 329; xx, 412 p.)

2.5B21. If a publication was planned to be in more than one volume, but not all have been published and it appears that publication will not be continued, describe the incomplete set as appropriate (i.e., give paging for a single volume *or* number of volumes for multiple volumes). Make a note (see 2.7B10) to the effect that no more volumes have been published.

2.5B22. Braille or other tactile systems. If an item consists of leaves or pages of braille or another tactile system, add an appropriate term (e.g., *of braille, of Moon type, of jumbo braille, of press braille, of computer braille, of solid dot braille*) to the statement of the number of volumes, leaves, or pages.

310 leaves of braille

125 leaves of Moon type

4 v. of jumbo braille

320 leaves of computer braille

300 p. of press braille

40 leaves of solid dot braille

If an item consists of eye-readable print and braille or another tactile writing system, or of two or more tactile writing systems, use a concise description of the combination (e.g., *of print and braille, of braille and Nemeth code*).

300 p. of print and braille

205 leaves of braille and Nemeth code

If an item is a thermoform copy, add (*thermoform*).

64 leaves of braille (thermoform)

For braille cassette items, see 10.5B1.

2.5B23. Large print. If an item is in large print intended for use by the visually impaired, add, to the statement of the number of volumes, leaves, or pages, (*large print*).

3 v. (large print)

342 p. (large print)

Optionally, if a general material designation (see 1.1C1) including *large print* is used, omit this addition.

2.5C. Illustrative matter

2.5C1. Give *ill.* for an illustrated printed monograph. Tables containing only words and/or numbers are not illustrations. Disregard illustrated title pages and minor illustrations.

327 p. : *ill.*

2.5C2. *Optionally*, if the illustrations are all of one or more of the following types, and are considered to be important, give the appropriate term(s) or abbreviation(s) in alphabetical order: coats of arms, facsimiles, forms, genealogical tables, maps, music, plans, portraits (use for both single and group portraits), samples. If none of these terms adequately describes the illustrations, use another term as appropriate.

333 p. : maps

256 p. : coats of arms, facsims., ports.

147 p. : computer drawings

If only some of the illustrations are of types considered to be important, give *ill.* followed by the appropriate term(s) or abbreviation(s) in alphabetical order.

230 p. : *ill.*, maps, music, ports.

199 p. : *ill.*, cross sections, forms

2.5C3. Describe coloured illustrations as such if considered to be important.

: col. *ill.*

: *ill.*, col. maps, ports. (some col.)

: *ill.* (some col.), maps, plans

: *ill.* (chiefly col.), plans

2.5C4. Give the number of illustrations if their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

: 48 *ill.*

: *ill.*, 12 maps

: *ill.*, 3 forms, 1 map

2.5C5. If the publication consists wholly or predominantly of illustrations, give *all ill.* or *chiefly ill.*, as appropriate. *Optionally*, if those illustrations are all of one type, give *all [name of type]* or *chiefly [name of type]*.

: all *ill.*

: chiefly maps

2.5C6. Describe illustrative matter issued in a pocket inside the cover of an item in the physical description. Specify the number of such items and their location in a note (see 2.7B10 and 2.7B11).

: *ill.*, col. maps

Note: Four maps on 2 folded leaves in pocket

updated
2005



Formerly said
"Describe coloured
illustrations (e.g.,
those in two or
more colours) as such"

2.5D. Dimensions

2.5D1. Give the height of the item in centimetres, to the next whole centimetre up (e.g., if an item measures 17.2 centimetres, give *18 cm.*). Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the item measures less than 10 centimetres, give the height in millimetres.

2.5D2. If the width of the volume is either less than half the height or greater than the height, give the height × width.

; 20 × 8 cm.

; 20 × 32 cm.

2.5D3. If the volumes in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

; 24-28 cm.

2.5D4. Give the height and the width of a single sheet. If such a sheet is designed to be folded when issued, add the dimensions of the sheet when folded, separating the dimensions by a comma.

; 48 × 30 cm., folded to 24 × 15 cm.

If the sheet is designed to be read in pages when folded, describe it as *1 folded sheet* and give the number of imposed pages and the height of the sheet when folded.

1 folded sheet (8 p.) ; 18 cm.

2.5D5. If the item consists of separate physical units of varying height bound together, give the height of the binding only.

2.5E. Accompanying material

2.5E1. Give the details of accompanying material as instructed in 1.5E.

271 p. : ill. ; 21 cm. + 1 answer book

271 p. : ill. ; 21 cm. + 1 v. (37 p., 19 leaves : col. maps ; 37 cm.)

271 p. : ill. ; 21 cm. + 1 sound disc (25 min. : analog, 33 $\frac{1}{3}$ rpm, mono. ; 12 in.)

2.5E2. If the accompanying material is issued in a pocket inside the cover of the publication, give its location in a note (see 2.5C6, 2.7B10, and 2.7B11).

2.6. SERIES AREA

Contents:

2.6A. Preliminary rule

2.6B. Series statements

2.6A. Preliminary rule**2.6A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area by a full stop, space, dash, space.

Enclose each series statement (see 1.6J) 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 full stop.
 Precede the title of a subseries following a designation for the subseries by a comma.

2.6B. Series statements

2.6B1. Record each series statement as instructed in 1.6.

(Typophile chap books ; 7)
 (Britain advances ; 10)
 (The king penguin books)
 (Special paper / Geological Society of America)
 (Publicación / Universidad de Chile, Departamento de Geología ; no. 28)
 (Occasional papers / University of Sussex Centre for Continuing Education, ISSN 0306-1108 ; no. 4)
 (Department of State publication ; 8583. East Asian and Pacific series ; 199)
 (Olympia Press traveller's companion series ; no. 105)
 (Acta Universitatis Stockholmiensis. Stockholm studies in the history of literature ; 10)
 (Acta Universitatis Stockholmiensis. Studia Hungarica Stockholmiensia ; 6)
 (Treaty series ; no. 66 (1976)) (Cmnd. ; 6580)
(Numbering of first series transcribed from the item)
 (Graeco-Roman memoirs, ISSN 0306-9222 ; no. 62)
 (Scríbhinni Gaeilge na mBráthar Mionúr ; imleabhar 11)
 (Works / Charles Dickens ; v. 12)

2.7. NOTE AREA

Contents:

- 2.7A. Preliminary rule
- 2.7B. Notes

2.7A. Preliminary rule**2.7A1. Punctuation**

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

2.7A2. In making notes, follow the instructions in 1.7A.

2.7B. Notes

Make notes as set out in the following subrules and in the order given there. However, give a particular note first when it has been decided that note is of primary importance.

2.7B1. Nature, scope, or artistic form. Make notes on these matters unless they are apparent from the rest of the description.

“Collection of essays on economic subjects”

Arabic reader

Play in 3 acts

Scenario of film

2.7B2. Language of item and/or translation or adaptation. Make notes on the language(s) of the item, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

Translation of: La muerte de Artemio Cruz

Author’s adaptation of his Russian text

Latin text, parallel English translation

Adaptation of: The taming of the shrew / William Shakespeare

2.7B3. Source of title proper. Make notes on the source of the title proper if the chief source of information is a title page substitute.

Caption title

Title from spine

2.7B4. Variations in title. Make notes on titles borne by the item other than the title proper. *Optionally*, give a romanization of the title proper.

Added t.p. in Russian

Previously published as: Enter Psmith

Cover title: The fair American

2.7B5. Parallel titles and other title information. Give the title in another language and other title information not recorded in the title and statement of responsibility area if they are considered to be important.

Subtitle: The medicinal, culinary, cosmetic and economic properties, cultivation, and folklore of herbs, grasses, fungi, shrubs, and trees, with all their modern scientific uses

Title on added t.p.: Les rats

2.7B6. Statements of responsibility. Make notes on variant names of persons or bodies named in statements of responsibility if these are considered to be important for identification. Give statements of responsibility not recorded in the title and statement of responsibility area. Make notes on persons or bodies connected with a work, or significant persons or bodies connected with previous editions and not already named in the description.

At head of title: *[Name not used in the main entry heading and with indeterminate responsibility for the work]*

"Also attributed to Jonathan Swift"—Intro.

"Begun by Jane Austen in 1817 ... completed, some 160 years later, by another lady"—Cover

2.7B7. Edition and history. Make notes relating to the edition being described or to the bibliographic history of the work.

"This issue is founded on the second edition, printed by Rudolf Ackermann in the year 1837 (with considerable additions) from The new sporting magazine"—T.p. verso

Previous ed.: Harmondsworth : Penguin, 1950

Sequel to: Mémoires d'un médecin

2.7B9. Publication, distribution, etc. Make notes on publication, distribution, etc., details that are not included in the publication, distribution, etc., area and are considered to be important.

Imprint under label reads: Humanitas-Verlag Zürich

"Privately printed"

Published simultaneously in Canada

2.7B10. Physical description. Make notes on important physical details that are not included in the physical description area. Make notes on braille or other tactile books.

Captions on verso of plates

Printed on vellum

Limited ed. of 60 signed and numbered copies

Alternate pages blank

No more published

Two charts on folded leaves in pocket

Tables on 4 leaves in pocket

Grade 3 braille
 Alternate leaves of print and braille
 Coloured map of Australia on endpapers

2.7B11. Accompanying material. Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description (see 1.5E).

Slides in pocket

"Tables I, II, and III omitted by error from report"
 published as supplement (5 p.) and inserted at end

Accompanied by: A demographic atlas of north-west Ireland.
 39 p. : col. maps ; 36 cm. Previously published separately
 in 1956

Accompanying CD-ROM contains complete text in PDF format

System requirements for accompanying disc: IBM compatible
 PC; Windows 3.1 or higher, Unix, or OS2; Adobe Acrobat
 Reader 3.0 with search software (included on disc); CD-ROM
 drive

2.7B12. Series. Make notes on series data that cannot be given in the series area.

Series title romanized: Min hady al-Islām

Also issued without series statement

Originally issued in series: Environmental science series
(For another edition)

2.7B13. Dissertations. If the item being described is a dissertation, make a note as instructed in 1.7B13.

2.7B14. Audience. Make a brief note of the intended audience for, or intellectual level of, an item if this information is stated in the item.

For 9-12 year olds

Undergraduate text

Intended audience: Preschool children

2.7B16. Other formats. Give the details of other formats in which the content of the item has been issued.

Issued also on CD-ROM

Also issued electronically via World Wide Web in PDF
 format

2.7B17. Summary. Give a brief objective summary of the content of an item unless another part of the description provides enough information.

Summary: Kate and Ben follow their rabbit into a haunted
 house and discover the source of the house's ghostly sound

2.7B18. Contents. List the contents of an item, either selectively or fully, if it is considered necessary to show the presence of material not implied by the rest of the description; to stress

items of particular importance; or to list the contents of a collection or of a multipart item. When recording titles formally, take them from the source in the item being catalogued that provides the best identification.

Bibliography: p. 859-910

Includes bibliographies

Includes index

Statistical tables cover periods between 1849 and 1960

Contents: Love and peril / the Marquis of Lorne - To be or not to be / Mrs. Alexander - The melancholy hussar / Thomas Hardy

Partial contents: Recent economic growth in historical perspective / by K. Ohkawa and H. Rosovsky - The place of Japan ... in world trade / by P.H. Tresize

Contents: How these records were discovered - A short sketch of the Talmuds - Constantine's letter

2.7B19. Numbers. Give important numbers associated with the item other than ISBNs (see 2.8B).

Supt. of Docs. no.: HE20.8216:11

2.7B20. Copy being described, library's holdings, and restrictions on use. Make these notes as instructed in 1.7B20.

Library's copy lacks appendices, p. 245-260

Library has v. 1, 3-5, and 7 only

Library's copy signed and with marginalia by the author

2.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one entry is made, make a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear there.

With: The reformed school / John Dury. London : Printed for R. Wadnothe, [1650]

With: Out of the depths / Mary Ryan. [New York? : s.n., 1945?] - Label your luggage / Robert Nash. [New York? : s.n., 1945?]

With: Of the sister arts / H. Jacob. New York : [s.n.], 1970

2.8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

Contents:

- 2.8A. Preliminary rule
- 2.8B. International Standard Book Number
- 2.8C. Terms of availability
- 2.8D. Qualification

2.8A. Preliminary rule**2.8A1. Punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

Precede each repetition of this area by a full stop, space, dash, space.

Precede terms of availability by a colon.

Enclose a qualification to the International Standard Book Number (ISBN) or terms of availability in parentheses.

2.8B. International Standard Book Number (ISBN)**2.8B1. Give ISBNs as instructed in 1.8B.**

ISBN 0-904576-17-5

ISBN 0-8352-0875-3 (corrected)

2.8B2. Give any other number in a note (see 2.7B19).**2.8C. *Optional addition. Terms of availability***

2.8C1. Give the price or other terms on which the item is available. Give the price in symbols and numbers, and other terms as concisely as possible.

ISBN 0-85435-332-1 : £0.60

ISBN 0-902573-45-4 : Subscribers only

ISBN 0-7043-3100-4 : \$1.95

2.8D. Qualification

2.8D1. Add qualifications (including the type of binding) to the ISBN and/or terms of availability as instructed in 1.8E. Additionally, if volumes in a set have different ISBNs, follow each ISBN with the designation of the volume to which it applies.

ISBN 0-901212-04-0 (v. 38)

ISBN 0-19-212192-8 (cased). — ISBN 0-19-281123-1 (pbk.)

ISBN 0-08-019857-0 (set). — ISBN 0-08-019856-2 (v. 1 : pbk.)

ISBN 0-900002-92-1 (limited ed.) : £35.00 (£30.00 to members of the association)

ISBN 0-7225-0344-X (pbk.) : £8.75

2.9. SUPPLEMENTARY ITEMS

2.9A. Describe supplementary items as instructed in 1.9.

2.10. ITEMS MADE UP OF SEVERAL TYPES OF MATERIAL

2.10A. Describe items made up of several types of material as instructed in 1.10.

2.11. FACSIMILES, PHOTOCOPIES, AND OTHER REPRODUCTIONS

2.11A. Describe facsimiles, photocopies, and other reproductions as instructed in 1.11.

*Early Printed Monographs***2.12. SCOPE**

2.12A. The following rules (2.13–2.18) are extra rules for the description of early books, pamphlets, and broadsides (for the most part, pre-nineteenth-century publications). In general, follow the instructions in chapter 1 and in 2.1–2.11 for describing those materials and use the additional and modifying rules given below only when the conditions they state apply to the early book, etc., or when, as in 2.16, they contain instructions different from the previous rules. Consult specialized reference materials for more detailed treatment of early printed books, etc.

2.13. CHIEF SOURCE OF INFORMATION

2.13A. If the early book, etc., has a title page, use it as the chief source of information. If it has no title page, use the following sources (in this order of preference):

caption
colophon
cover
running title
incipit *or* explicit
privilege *or* imprimatur
other sources

If the item has no title page, make a note indicating the source used (see 2.18B).

2.14. TITLE AND STATEMENT OF RESPONSIBILITY AREA

2.14A. If the item has no title page and if no other source furnishes a title proper, transcribe as the title proper as many of the opening words of the text as are sufficient to identify the item uniquely.

2.14B. In abridging a long title proper (see 1.1B4), omit first any alternative title and the connecting word (e.g., *or*), then omit inessential words or groups of words. Indicate omissions by the mark of omission.

Title appears as:

Revelation examined with candour. Or a fair enquiry into the sense and use of the several revelations expressly declared or sufficiently implied to be given to mankind from the Creation as they are found in the Bible

Title proper recorded as:

Revelation examined with candour ...

2.14C. Omit mottoes, quotations, dedications, statements, etc., appearing on the title page that are separate from the title proper.

2.14D. Treat additions to the title, even if they are linked to it by a preposition, conjunction, prepositional phrase, etc., as other title information, not as part of the title proper.

The English Parliament represented in a vision : with an afterthought upon the speech delivered to His Most Christian Majesty by the deputies of the states of Britany on the 29th day of February last ... : to which is added at large the memorable representation of the House of Commons to the Queen in the year 1711/12 ...

2.14E. Transcription of certain letters

2.14E1. Transcribe capitals that are to be converted to lowercase according to the usage of the text. If the usage of the text is in doubt or if it is inconsistent, transcribe

I as i
 J as i
 U as u (but as v when it is the first letter of the word)
 V as u (but as v when it is the first letter of the word)
 VV as uu (but as vv when it is the first letter of the word)

Transcribe gothic capitals in the form of J and U as I and V.

2.14F. Abridge lengthy other title information and statements of responsibility by omitting inessential words or groups of words. Include as many words of a statement of responsibility as are necessary to identify the person(s) concerned.

2.15. EDITION AREA

2.15A. In general, give an edition statement as it is found in the item. Otherwise, give standard abbreviations and arabic numerals in place of words as instructed in 1.2B.

Nunc primum in lucem aedita
 Editio secunda auctior et correctior
 Cinquième édition *or* 5^e éd.

2.15B. If the edition statement is an integral part of the title proper, other title information, or statement of responsibility, or if it is grammatically linked to any of these, give it as such and do not make a further edition statement.

Chirurgia / nunc iterum non mediocri studio atque diligentia a pluribus mendis purgata

2.16. PUBLICATION, ETC., AREA

2.16A. A publisher statement may refer to one or more publishers, distributors, booksellers, or printers.

2.16B. Transcribe the place of publication, etc., as it is found in the item. It may include the name(s) of publishers, printers, etc. Supply the modern name of the place if it is considered necessary for identification.

Augustae Treverorum [Trier]

2.16C. If more than one place of publication, etc., is found in the item, transcribe the first, and *optionally*, the others in the order in which they appear. If second or subsequent places are omitted, add [*etc.*].

London [etc.]

or Londres ; et se trouve à Paris

2.16D. Give the rest of the details relating to the publisher, etc., as they are given in the item. Separate the parts of a complex publisher, etc., statement only if they are presented separately in the item. If the publisher, etc., statement includes the name of a printer, give it here. Omit words in the publisher, etc., statement that do not aid in the identification of the item and do not indicate the role of the publisher, etc. Indicate omissions by the mark of omission.

London : R. Barker

London : Printed for the author and sold by J. Roberts

London : Impressi per me Wilhelmum de Machlinia in opulentissima civitate Londonarium iuxta pontem qui vulgariter dicitur Flete Brigge

London : Imprinted ... by Robt. Barker ... and by the assigns of John Bill

Enprynted at Westmyster in Caxtons hous : By me Wynken the Worde

Birmingham : Printed by John Baskerville for R. and J. Dodsley ...

Paris : Chez Testu, imprimeur-libraire

Paris : Ex officina Ascensiana : Impendio Joannis Parvi

2.16E. If there is more than one statement relating to publishers, etc., give the first statement, and *optionally*, the other statements in the order in which they appear. If subsequent statements are omitted, add [*etc.*].

London : Printed for the author and sold by J. Parsons
[etc.]

2.16F. Give the date of publication or printing, including the day and month, as found in the item and add any necessary correction. Add the day and/or month in modern terms. Change roman numerals indicating the year to arabic numerals unless they are misprinted, in which case give the roman numerals and add a correction. Add the date in the modern chronology if this is considered to be necessary.

1716

iv Ian 1497

2.16G

BOOKS, PAMPHLETS, AND PRINTED SHEETS

xii Kal. Sept. [21 Aug.] 1473
In vigilia S. Laurentii Martyris [9 Aug.] 1492
iii Mar. 1483 [i.e. 1484]
1733
(*Date in book: MDCCXXXIII*)
DMLII [i.e. 1552]

Optionally, formalize the date if the statement appearing in the item is very long.

18 Maÿ 1507
(*Date in book: Anno gratiae millesimo quingentesimo septimo die vero decimoctavo Maij*)

2.16G. If the item is undated and the date of publication is unknown, give an approximate date.

[1492?]
[not after Aug. 21, 1492]
[between 1711 and 1719]

2.16H. If the printer is named separately in the item and the printer can clearly be distinguished from the publisher or bookseller, give the place of printing and the name of the printer as instructed in 1.4G.

2.17. PHYSICAL DESCRIPTION AREA

2.17A. Extent

2.17A1. In recording the pagination of single volume or multivolume (see 2.5B) early books, etc., give each sequence of leaves, pages, or columns in the terms and form presented in the item. If the volume is printed in pages but numbered as leaves, give the numbering as leaves. If required, give more precise information about pagination, blank leaves, or other aspects of collation, by *either* expanding the statement of extent (if this can be done succinctly) *or* making a note.

xi, 31 p.
XII, 120 leaves
x, 32 p., 90 leaves
xi, [79] leaves
[160] p.
40 leaves, [8] p.

Describe broadsides as such and other single sheets as *sheets*.

1 broadside
1 sheet

2.18A. Make notes as instructed in 2.7 and follow the instructions given below. Always make the notes below for incunabula.

If the formalized description of the areas preceding the note area does not identify the edition or issue being catalogued clearly, make notes to identify the item unambiguously. When appropriate, refer to a detailed description in a standard catalogue or bibliography (see 2.18C).

2.18B. Source of title proper

2.18B1. Give the source of the title proper if it is not the title page.

Title from colophon

Title from: Incipit leaf [2]^a

2.18C. Bibliographic references

2.18C1. For incunabula, and *optionally* for other early books, etc., cite briefly descriptions in standard lists in accordance with standard practice.

Reference: HR 6471

or Reference: Hain-Reichling 6471

References: BMC (XV cent.) II, p. 346 (IB.5874); Schramm, v. 4, p. 10, 50, and ill.

2.18D. Signatures

2.18D1. If desired, make a note giving details of the signatures.

Signatures: a-v⁸, x⁶

2.18E. Physical description

2.18E1. If desired, give the number of columns or lines and the type measurements. Give fuller details of the illustrations if considered necessary. Make a note on colour printing.

24 lines; type 24G

Woodcuts on leaves B2^b and C5^b signed: b

Woodcuts: ill., initials, publisher's and printer's devices

Title and headings printed in red

2.18F. Copy being described

2.18F1. Make notes on special features of the copy in hand. These include rubrication, illumination and other hand colouring, manuscript additions, binding (if noteworthy), provenance, and imperfections.

Leaves I5-6 incorrectly bound between h3 and h4

Imperfect: wanting leaves 12 and 13 (b6 and c1); also the blank last leaf (S8)

On vellum. Illustrations and part of borders hand coloured. With illuminated initials. Rubricated in red and blue

Contemporary doeskin over boards; clasp. Stamp: Château de La Roche Guyon, Bibliothèque

Blind stamped pigskin binding (1644) with initials C.S.A.C.

Inscription on inside of front cover: Theodorinis ab Engelsberg

Signed: Alex. Pope