

Update Information  
2008 Update Number 2

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
B16, App. 4	Data Elements Constituting LC Core Level Cataloging– Printed and Manuscript Music	Revised to add field 254 (Musical Presentation Statement) to B16.6.4.
B18	Books With Accompanying Electronic Resources	B18.1 revised to incorporate a provision for general cataloging teams to refer accompanying material to SMCD to identify the format when general cataloging teams cannot do so. B18.5.1, B18.5.3, B18.5.4.1-2 revised to reflect changes related to materials in the custody of the Law Library, African and Middle Eastern Division, and the Asian Division. B18.5.5 added to provide new guidelines for materials in the custody of the Law Library.
B20	Books and Scores With Accompanying Sound Recordings	B20.2 revised to incorporate a provision for general cataloging teams to refer accompanying material to SMCD to identify the format when general cataloging teams cannot do so.
B21	Books With Accompanying Videorecordings	B21.1.2 revised to incorporate a provision for general cataloging teams to refer accompanying material to SMCD to identify the format when general cataloging teams cannot do so. B21.2.4 revised to provide for general cataloging teams forwarding books with accompanying videorecordings to SMCD for further appropriate routing of the book and the videorecording.
C6	Providing Guidelines for Dividing Large Unbound or Softbound Volumes Before Binding	C6.1 1) revised to change the "overly thick" criterion relating to spine size to two and one half inches.
M5	Library of Congress Series Policy	M5.2 revised to correct the reference to exceptions from M5.6 to M5.8.

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Z1	Introduction	The subsection <i>LC practice</i> : under the section <u>Name authority records (NARS)</u> was revised to correct an example.
Z1, App. 1	Headings for Ambiguous Entities	<p>Subsection <i>e</i>) of section <b>1.2 General guidelines</b> revised to provide expanded instructions for establishing Group 2 headings as main or added entries.</p> <p>Subsection 2.9 <i>Named buildings/museums</i> revised to correct the reference to Group 2 headings from 1.3 to 3.1.</p>
LC Supplement to the MARC 21 Format for Authority Data	024	The page for field 024 (Other Standard Identification) has been removed because the field is now a candidate for use.

B16.6 Appendix 4: Data Elements Constituting LC Core Level Cataloging--Printed and Manuscript Music

**B16.6.1 Introduction**

Apply core level cataloging to printed and manuscript music not intended for treatment under Production Level Cataloging (PLC). Core level for these non-PLC materials is essentially the same as that for books but also includes data elements unique to music. Data elements not explicitly called for in the standard but that are added to an LC core level record are indicated by #. For consistency and ease of application, code fixed fields as for full level cataloging.

**B16.6.2 Physical description fixed field (007)**

Code for microforms according to LC practice for each microform medium.

**B16.6.3 Fixed fields (008)**

# Code all fixed fields and in the same manner as for full level cataloging except use value 4 in FFD 1 (Encoding level). For subject fixed fields, see also SCM D 440.

**B16.6.4 Variable fields**

Supply the following bibliographic data elements, which are designated by their content designation:

#	050	in the same manner as for full level cataloging
	100-130	as applicable and in the same manner as for full level cataloging
#	240	in the same manner as for full level cataloging; create authority records on the same basis as for full level cataloging
	245	use all subfields as applicable; in cases of multiple parallel titles, MINIMALLY include the first parallel title and any English parallel title
	250	as applicable and in the same manner as for full level cataloging
#	254	in the same manner as for full level cataloging
	260	subfields \$a, \$b, \$c
	300	in the same manner as for full level cataloging
	440-490	as applicable and in the same manner as for full level cataloging (cf. DCM M5 ( <i>Library of Congress Series Policy</i> ))
	028	subfields \$a, \$b (publisher/plate no. for music) if present on item

- 5XX MINIMALLY, include the following if appropriate; a note whose sole purpose is to justify an added entry is not grounds for inclusion:
- 500 form of composition and medium of performance if not stated or implied elsewhere in the record (including subject headings); a note on original medium may be made if applicable to the entire item
  - # 500 in support of completeness (e.g., loose material inserted)
  - 546 language of sung text if not implied from 240 or 245
  - 500 source of title proper as applicable
  - 502 for unpublished theses
  - # 504 as applicable and in the same manner as for full level cataloging
  - 505 as applicable and in the same manner as for full level cataloging
  - 500 publisher/plate numbers for music (Make only when an intelligible note in accord with AACR2 cannot be generated from the 028 field.)
  - 533 as applicable and in the same manner as for current cataloging of microforms
- 024 2 ISMN, if present on item
- 020 subfields \$a, \$z as applicable in the same manner as for full level cataloging
- 6XX See also SCM D 440. If appropriate, assign at least one or two headings from the SUBJECTS file and/or the NAMES file to represent the primary subject and/or form of the work at the appropriate level of specificity. Assign headings to provide access to the essential subject focus of the work. This focus should generally correspond to the meaning of the assigned class number.
- For the headings that are assigned, follow the conventions applied to full level cataloging.
- Assign headings at the level of specificity appropriate to the work (cf. SCM H 180 sec. 4). Establish new headings for discrete topics and named entities as they are needed.
- 700-740/246 Using judgment and assessing each item on a case by case basis, assign:
- 1) a complement of added entries that covers at least the primary

- relationships associated with a work (e.g., arranger, editor, librettist);
- 2) an analytical added entry for the second work when a publication containing two works is entered under the first;
  - 3) analytical added entries for classical music may be made as in full level cataloging; use judgment making additional analytical added entries when controlled access is important;
  - 4) added entries to bring out title access information judged to be important.

NOTE: For both 1 and 4 above, determination of primary relationships and of the relative importance of title access information are intended to reflect either individual cataloger's judgment or LC's Production Level Cataloging (PLC) guidelines.

Note that the core standard does not require that added entries be justified.

- |         |  |
|---------|--|
| 800-830 | as applicable in the same manner as for full level cataloging                          |
| 040     | \$a DLC \$c DLC [cataloging is LC original cataloging]                                 |
|         | \$a CAL \$c TRL \$d DLC [cataloging is based on an ExSR]                               |
| 041     | subfields \$a (for multilingual works) and \$h (for translations) if readily available |
| # 043   | assign if readily ascertainable, following the instructions in SCM D 155               |

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## B18.1 INTRODUCTION

At one time books with accompanying electronic resources (formerly called “computer files” prior to the adoption of *Amendments 2001* to AACR2 in December of 2001) were referred to the Computer Files Team, Special Materials Cataloging Division, to supply both the accompanying material data in the in the physical description area (300 field) and a system requirements note (538 field) for the accompanying electronic resource. The increasing number of books being published with accompanying electronic resources mandated that provision of these data elements should become the responsibility of the catalogers cataloging books.

DCM B18.2-B18.4 provide guidelines pertaining to the description of accompanying electronic resources. B18.5.1 provides guidelines for materials that fall into a classification custodial to the Machine-Readable Collection/HSS. B18.5.2 provides guidelines for materials that fall into a classification custodial to the Music Division. B18.5.3 provides guidelines for materials in the custody of the African and Middle Eastern Division. B18.5.4 provides guidelines for materials located in the Asian Division. B18.5.5 provides guidelines for materials in the custody of the Law Library. B18.5.6 provides guidelines for materials located in other reading rooms.

Most electronic resource formats are usually easily identified; however, CD-ROMs and DVD-ROMs are similar in appearance to compact discs that are sound recordings, and to DVDs with moving image content. Often information about the accompanying material is found somewhere in the text it accompanies. Assure the format of the accompanying material to preclude miscataloging and/or misrouting it. If the format of the accompanying material cannot be determined in a general cataloging team, refer the material to staff in SMCD to make the determination. Using a Materials Routing slip (6-127), refer the book and accompanying material to SMCD. Under the “REFERRING” section, check the “Other” box and indicate “Format of the accompanying material?” SMCD staff will identify the format of the accompanying material. Based on that identification, they will determine the appropriate cataloging workflow. Usually this will result in returning the book and accompanying material to the originating team.

## B18.2 DETAILS OF ACCOMPANYING ELECTRONIC RESOURCES

Follow option d) under AACR 2 1.5E1 and use the very simple language suggested there. For an accompanying electronic resource, indicate the number and type of physical units, using conventional terminology following the *Option* provision in rule 9.5B1 (most likely “1 CD-ROM” or “1 floppy disk”). Prior to LC’s adoption of *Amendments 2001*, terms prescribed by AACR2 were used to describe the physical units, e.g., “1 computer optical disc” for a CD-ROM, and “1 computer disk” for a floppy disk. Accept the terms prescribed by AACR2 rule 9.5B1 (as opposed to conventional terminology) when such terms are found in records originally created by other cataloging agencies and used by LC in its own cataloging (existing records are generally not changed to reflect current policy).

Examples of the 300 \$e subfield:

- + \$e 1 floppy disk (3 ½ in.)
- + \$e 3 floppy disks (3 ½-5 1/4 in.)  
(For disks of more than one size)
- + \$e 1 floppy disk (3 1/2 in.) + 1 set of user's notes

- + \$e 1 CD-ROM (4 3/4 in.)
- + \$e 2 floppy disks (5 1/4 in.) + 1 pair 3-D glasses + 1 template
- + \$e 1 CD-ROM (4 3/4 in.) + 2 floppy disks (3 1/2 in.)

## B18.3 SYSTEMS REQUIREMENT NOTE (538 FIELD)

Limit the information given in the note as follows:

- 1) give the note only if the information is easily and readily available, i.e., printed on the items in hand;
- 2) limit the information to a) the make and model of computer and b) to the operating system;
- 3) prefer to transcribe the system requirements information as it appears on the items in hand.

The make and model of computers likely to be encountered are:

PC  
IBM PC  
IBM-compatible PC  
Macintosh.

The operating systems likely to be encountered are:

DOS  
MS-DOS  
PC-DOS  
OS/2  
Microsoft Windows  
Microsoft Windows NT  
Microsoft Windows XP  
System (used with Macintosh).

Include the version number(s) if given (e.g., Microsoft Windows 98). If multiple operating systems are given, list them.

Use the introductory phrase, "System requirements for accompanying [medium on which the electronic resource is stored, e.g., floppy disk(s) or CD-ROM(s)]."

- 538 ## \$a System requirements for accompanying floppy disk: IBM PC; DOS.
- 538 ## \$a System requirements for accompanying CD-ROMs: IBM PC or compatible system; DOS; Microsoft Windows.
- 538 ## \$a System requirements for accompanying floppy disk: IBM PC; MS-DOS 5.0 or higher.
- 538 ## \$a System requirements for accompanying floppy disks: IBM

-compatible PC; OS/2.

- 538 ## \$a System requirements for accompanying CD-ROM: IBM  
-compatible PC; OS/2 version 2.0 or later.
- 538 ## \$a System requirements for accompanying floppy disk: IBM  
-compatible PC with 386 microprocessor or better running at 25  
MHz; DOS.
- 538 ## \$a System requirements for accompanying floppy disk: Macintosh;  
System 7.0.
- 538 ## \$a System requirements for accompanying floppy disk: Macintosh  
or Power Macintosh; System 6 or 7.
- 538 ## \$a System requirements for accompanying floppy disks: Sun  
Microsystems SPARC workstation; UNIX with X Window System  
installed.
- 538 ## \$a System requirements for accompanying floppy disk: Macintosh;  
System 6.0 or better; or IBM-compatible PC; DOS 5.0 or better.  
(Note in this example, the file can run  
on either of two systems)

#### B18.4 ADDITIONAL INFORMATION PERTAINING TO THE ACCOMPANYING ELECTRONIC RESOURCE

Catalogers may add additional notes or access points related to the accompanying electronic resource at their discretion when the information is readily available, e.g., any special contents of the accompanying material.

#### B18.5 DISPOSITION OF BOOKS WITH ACCOMPANYING ELECTRONIC RESOURCES

##### **B18.5.1 Machine-Readable Collection (HSS)**

Materials destined for the Machine-Readable Collection (MRC) are those treated as part of the general collections serviced by the Collections Management Division. Books accompanied by electronic resources destined for the MRC are housed together as a “single package.” In most cases the accompanying electronic resource is housed in a pocket within the book or, in the case of multipart items, in one or all of the volumes of the set. For multipart items, only those volumes accompanied by an electronic resource are located in the special area set aside for these materials (see DCM B18.5.1.1 below). If accompanying electronic resources are not housed in the book itself (e.g., they are housed separately in an accompanying jewel case), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. For other conditions not treated here, consult CPSO.

##### *B18.5.1.1 Holdings and item records (HR/IR)*

For books with accompanying electronic resources that fall into a classification custodial to the MRC, use in the HR 852 subfield \$b the location “c-MRC” (c-Machine Read Coll/HSS). Use in the IR permanent location (Perm Loc) “c-Machine Read Coll/HSS”. In the IR adjust the “pieces” box to account for both the book and the electronic resource as appropriate ( cf. SCM:SL (ILS supplement) Workflow #15).

##### *B18.5.1.2*

##### *Disposition*

Forward newly processed books with accompanying electronic resources destined for the MRC to BCCD following normal procedures. In the past, copies of books with accompanying electronic resources beyond Copy 2 were sent unmarked to MRCRR. This policy has changed and those books not wanted for the collections may now be sent directly for exchange to ANAD/MAILR&R following normal procedures.

### **B18.5.2                    Materials Assigned To The Music Division Or To The Performing Arts Reading Room**

Materials that fall into a classification custodial to the Music Division or that are assigned to the Performing Arts Reading Room that are accompanied by electronic resources are shelved separately, i.e., the main item (e.g., a book, a score, a manuscript) is shelved as appropriate to the material or the assignment and the accompanying electronic resource is housed in a jewel case and shelved in an area designated for electronic resources (sublocation \$m “Case MR”).

#### *B18.5.2.1                    Holdings and item records*

A separate HR/IR complement is created for the accompanying electronic resource. Those in the custody of the Music Division receive an HR852 subfield \$b of “c-Music” (c-Music Division) and an HR 852 subfield \$m of “Case MR.” Use in the IR Perm Loc “c-Music Division”. Those assigned to the Performing Arts Reading Room receive an HR852 subfield \$b of “r-PARRRef” (Performing Arts Reading Room Reference Collection) and an HR 852 subfield \$m of “Case MR.” Note that this applies to all electronic resources that accompany music materials regardless of the location of the main item, i.e. whether it is shelved in the general music collections or in a reference collection or other special shelving area.

Use in the IR Perm Loc “r-PerformArts RefColl/MUS”.

In those atypical instances when it may be desirable that the print and accompanying electronic resource not be separated but housed together in the same location, e.g., material in the music portion of the Cataloging Reference Collection, do not create a separate IR for the accompanying electronic resource (adjust the piece count in the item record for the book the electronic resource accompanies as appropriate, *cf.* SCM:SL (ILS supplement) Workflow #15). However, use the Note icon on the IR to furnish the instruction that upon re-assignment to “c-Music,” the separation of the print and electronic resources must be effected as described below.

#### *B18.5.2.2                    Disposition of main item and electronic resource* Staff in SMCD do the following:

- 1) describe the accompanying electronic resource in the BR according to B18.2-B18.4;
- 2) remove the accompanying electronic resource and rehouse it in an appropriate container (usually a jewel case); for odd or unusual configurations, consult the Collections Care Section of BCCD;
- 3) from the stock of pre-printed shelf numbers designed especially for shelving electronic resources in the Music Division in Case MR, assign an appropriate shelf number, affixing it to the container in the upper right-hand corner of the back cover when the “spine” is down; the shelf numbering scheme is unique to Case MR materials (“CMR” followed by a number (four digits) in sequential, ascending order);
- 4) affix an item barcode to the container in the upper right-hand corner of the front cover when the “spine” is to the left and the front cover is up; note that item

barcodes are only affixed to those electronic resources that are housed in separate containers so that they can be shelved separately from the books they accompany;

- 5) create, according to the local SMCD document *Workflow: Books and Scores with Accompanying Electronic Resources*, an appropriate HR/IR complement for the main item(s) and for the accompanying electronic resource(s);
- 6) upon completing the HR/IR complements for both the main item and for the accompanying electronic resource, track in the 955 field the disposition of each, e.g. “[code] [date] book to Dewey; accompanying electronic resource to Music Division”; if the materials are not all forwarded at the same time, track them individually accordingly;
- 7) place the electronic resource in a designated spot in SMCD to be transferred to the Music Division, forward the main item as appropriate (e.g., send books to Dewey or BCCD as appropriate).

### **B18.5.3 Materials Assigned To The African And Middle Eastern Division (AMED)**

Books destined for the custody of AMED accompanied by electronic resources are housed together as a “single package” and are assigned the location appropriate to AMED. This means one HR/IR complement for the book and accompanying electronic resource, with the location “c-AMED” in HR 852 subfield \$b and the appropriate sublocation in subfield \$m of the same HR.

For material in the custody of the Hebraic Section, use the sublocation “Hebr” in subfield \$m of the HR. For material in the custody of the Near East Section, use in subfield \$m the appropriate language designation followed by “-E”, e.g.: 852 0# \$b c-AMED ... \$t Copy 1 \$m Arab-E

Use in the IR permanent location (Perm Loc) “c-African & Mid East Div”. In the IR adjust the “pieces” box to account for both the book and the electronic resource as appropriate ( cf. SCM:SL (ILS supplement) Workflow #15).

### **B18.5.4 Materials Assigned To The Asian Division**

Books destined for the custody of the Asian Division accompanied by electronic resources are shelved separately, i.e., the book is shelved with other books as appropriate and the accompanying electronic resource is housed in a jewel case and shelved in an area designated for electronic resources. Although the books and electronic resources are shelved in separate locations, the same sublocations are used for each type of material. Their separate locations are differentiated by the regular call number assigned to the book and the shelf number designed especially for shelving electronic resources assigned to the electronic resource.

#### *B18.5.4.1 Holdings and item records*

A separate HR/IR complement is created for the accompanying electronic resource. Those in the custody of the Asian Division receive an HR 852 subfield \$b of “c-Asian” (c-Asian Division) and an HR 852 subfield \$m of “[language].” Use in the IR Perm Loc “c-Asian Division”). Those assigned to the Asian Reading Room receive an HR 852 subfield \$b of “r-AsianRR” (Asian Reading Room Reference Collection) and an HR 852 subfield \$m of “[language].” For a list of Asian Cage locations and sublocations, see: <<http://lcweb.loc.gov/staff/ils/multites/00004525.htm>>. Use in the IR Perm Loc “r-Asian RR Ref Coll”.

In those atypical instances when it may be desirable that the print and accompanying electronic resource not be separated but housed together in the same location, e.g., material

in the Asian portion of the Cataloging Reference Collection, do not create a separate IR for the accompanying electronic resource (adjust the piece count in the item record for the book the electronic resource accompanies as appropriate, *cf.* SCM:SL (ILS supplement) Workflow #15). However, use the Note icon on the IR to furnish the instruction that upon re-assignment to “c-Asian,” the separation of the print and electronic resources must be effected as described below.

**B18.5.4.2***Disposition of main item and electronic resource*

Staff cataloging the material with an accompanying electronic resource

do the following:

- 1) describe the accompanying electronic resource in the BR according to B18.2-B18.4;
- 2) remove the accompanying electronic resource and rehouse it in an appropriate container (usually a jewel case); for odd or unusual configurations, consult the Collections Care Section of BCCD;
- 3) devise a shelf number following the configuration designed especially for shelving electronic resources in the Microform and Machine Readable Collections and consisting of a class number followed by an item number consisting of a year (the year the item was cataloged) followed by an arbitrarily assigned numerical extension (obtain from SMCD); affix it to the container in the upper left-hand corner of the front cover when the “spine” is to the left and the cover is up;
- 4) affix an item barcode to the container in the upper right-hand corner of the front cover when the “spine” is to the left and the front cover is up; note that item barcodes are only affixed to those electronic resources that are housed in separate containers so that they can be shelved separately from the books they accompany;
- 5) create, according to the local SMCD document *Workflow: Books and Scores with Accompanying Electronic Resources* modified for use with materials in the custody of the Asian Division, an appropriate HR/IR complement for the main item(s) and for the accompanying electronic resource(s);
- 6) upon completing the HR/IR complements for both the main item and for the accompanying electronic resource, track in the 955 field the disposition of each, e.g. “[code] [date] book to BCCD; accompanying electronic resource to Asian Division”; if the materials are not all forwarded at the same time, track them individually accordingly;
- 7) place the electronic resource in a designated spot in RCCD to be transferred to the Asian Division, forward the main item as appropriate (e.g., send books to Dewey or BCCD as appropriate).

**B18.5.5****Materials Assigned To The Law Library**

Materials that fall into a classification custodial to the Law Library that are accompanied by electronic resources are shelved separately, i.e., the book is shelved with other books and the accompanying electronic resource is housed in a jewel case and shelved in an area designated for electronic resources (HR sublocation \$m “AUTO”).

**B18.5.5.1***Holdings and item records*

A separate HR/IR complement is created for the accompanying electronic resource. Use in the HR 852 subfield \$b the location “c-LL” (c-Law Library) and in the HR 852 subfield \$m the sublocation “AUTO.” Use in the IR Perm Loc “c-Law Library”.

**B18.5.5.2***Disposition of main item and electronic resource*

Staff cataloging the material with an accompanying electronic resource

do the following:

- 1) describe the accompanying electronic resource in the BR according to B18.2-B18.4;
- 2) remove the accompanying electronic resource and rehouse it in an appropriate container (usually a jewel case); for odd or unusual configurations, consult the Collections Care Section of BCCD;
- 3) assign the call number assigned to the book; affix it to the container in the upper left-hand corner of the front cover when the “spine” is to the left and the cover is up;
- 4) affix an item barcode to the container in the upper right-hand corner of the back cover when the “spine” is to the right and the front cover is down; note that item barcodes are only affixed to those electronic resources that are housed in separate containers so that they can be shelved separately from the books they accompany;
- 5) create an appropriate HR/IR complement for the main item(s) and for the accompanying electronic resource(s);
- 6) upon completing the HR/IR complements for both the main item and for the accompanying electronic resource, track in the 955 field the disposition of each, e.g. “[code] [date] book to BCCD; accompanying electronic resource to Law Library”; if the materials are not all forwarded at the same time, track them individually accordingly;
- 7) place the electronic resource in a designated spot in SSCD to be transferred to the Law Library, forward the book as appropriate (i.e., either send it to BCCD or to the Law Library).

**B18.56 Materials Assigned To Reading Rooms**

Items accompanied by electronic resources selected for reading rooms other than those mentioned above are housed together as a “single package.” Record the HR 852 subfield \$b (and subfield \$m if applicable) and IR Perm Loc for the appropriate reading room (*cf.* SCM:SL (ILS supplement) Workflow #2).

**B18.5.7 Materials Not Addressed In These Guidelines**

For items accompanied by electronic resources in the custody of locations not mentioned above, contact CPSO.

B20 **Books and Scores With Accompanying Sound Recordings**

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## B20.1 INTRODUCTION

At one time books and scores with accompanying sound recordings were housed together as a single package in the Music Division. Beginning in November 1998, the books and scores are housed in the classified collections and the accompanying sound recordings are housed separately in the Recorded Sound Section of the Motion Picture, Broadcasting and Recorded Sound Division (M/B/RS). DCM B20 provides guidelines for ensuring that each book and score and each accompanying sound recording is represented adequately both for bibliographic/inventory control and for servicing within the Library. Each book and score is represented by a bibliographic record (BR) and holdings record /item record (HR/IR) complement appropriate to it. Internal guidelines applied by staff in the Special Materials Cataloging Division (SMCD) ensure that each accompanying sound recording receives an appropriate shelf number that is recorded on the item and that is also recorded in an HR/IR complement appropriate to the particular situation. This information has been designed to be recorded in a manner that also ensures that observers of the record in the OPAC understand the location of the book and the accompanying sound recording(s) and where each is serviced.

Create a bibliographic record for the book or score in the usual manner. Teams in the general cataloging divisions forward material to SMCD. Staff in the SMCD section designated to handle such forwarded material will:

- 1) provide the descriptive information appropriate to the accompanying sound recording as described below;
- 2) prepare an HR/IR complement appropriate to the accompanying material;
- 3) place the sound recording in a designated spot in SMCD for transfer to the Recorded Sound Section;
- 4) forward the book according to instructions provided by the forwarding team on a Materials Routing slip (6-127).

## B20.2 GUIDELINES FOR FORWARDING BOOKS WITH ACCOMPANYING SOUND RECORDINGS

Use the following guidelines for forwarding to SMCD. For current publications, the sound recordings that accompany books are typically either compact discs or standard audio cassettes. Less frequently issued formats include LPs, 45 rpm discs, floppy vinyl soundsheets, and tape reels in various dimensions. CD-ROM discs and computer diskettes, regardless of content, are not considered sound recordings and should not be processed under the guidelines of this DCM; for these materials, see DCM B18, *Books With Accompanying Computer Files*.

Most sound recording formats are easily identified; however, compact discs are identical in appearance to CD-ROM discs and therefore merit a close inspection. In addition, there are other manifestations of the standard compact disc that contain, along with the audio program, a brief and separate video production and/or hypertext meant to be played on a personal computer with a CD-ROM drive. These discs, usually identified on the label or packaging as Enhanced Compact Disc (or CD-Enhanced), when primarily sound recordings, should be processed under the guidelines of this DCM.

If the format of the accompanying material cannot be determined in a general cataloging team, refer the material to staff in SMCD to make the determination. Using a Materials Routing slip (6-127), refer the book and accompanying material to SMCD. Under the "REFERRING" section, check the "Other" box and indicate "Format of the accompanying material?" SMCD staff will identify the format

of the accompanying material. Based on that identification, they will determine the appropriate cataloging workflow. Usually this will result in returning the book and accompanying material to the originating team.

## B20.3 DISPOSITION OF BOOKS AND SCORES WITH ACCOMPANYING SOUND RECORDINGS

### B20.3.1 Custody

All books or scores that are published with accompanying sound recordings are housed according to custodial guidelines reflected in the location(s) recorded in field 852 of the HR. Books classed in M are housed in the Music Division, books with other classifications are housed in the custodial area appropriate to the material.

All sound recordings that accompany books or scores are housed in the Recorded Sound Section of M/B/RS.

### B20.3.2 Disposition Of Book And Accompanying Sound Recording

#### B20.3.2.1

#### *General cataloging team*

A team in the general cataloging divisions does the following:

- 1) catalogs the book in the usual way;
- 2) adds to 300 field a temporary, informal \$e subfield stating the number of sound recordings being forwarded, e.g. "+ \$e 4 sound discs" or "+ \$e 2 sound cassettes" to make clear what is being forwarded;
- 3) creates the HR/IR complement for the book only; includes as the first subfield in field 852 of the HR for the book a subfield \$3 specifying "Book only" (HR for a single book volume) or "Books only" (HR for two or more book volumes). (Use of subfield \$3 assists the understanding of the call number applicable to the book and the shelf number applicable to the sound recording in the OPAC.) Example:

```
852 0# $3 Book only $b c-GenColl $h PC4121 $i .J335 1999 $t
Copy 1
```

```
852 0# $3 Books only $b c-GenColl $h PC2129.E5 $i L385 1993
$t Copy 1
```

- 4) uses a Materials Routing slip (6-127) addressed to SMCD to provide instructions for forwarding the book (check the "Other" box under the "FORWARDING" section and indicate "to Dewey" or "to BCCD" as appropriate);
- 5) after end-stage processing, logs the item out of STARS, tracks the forwarded materials in 955, and forwards the book and accompanying sound recording to SMCD.

#### B20.3.2.2

#### *Designated team in SMCD*

the following:

The team in SMCD designated to handle these forwarded materials does

- 1) adds to the bibliographic record an appropriate statement of the accompanying sound recording (300/500 field), replacing the temporary statement provided by the general cataloging team;
- 2) processes the accompanying sound recording according to the situation at hand in the context of the selection policy for sound recordings; if retained, removes accompanying sound recording and rehouses in appropriate container; if the sound recording is physically integrated with the main item in such a way that removing it would damage or potentially damage either the main item or the sound recording itself, consults staff in the Recorded Sound Section to determine the appropriate treatment of the material;
- 3) from the stock of shelf numbers supplied by the Recorded Sound Section, assigns an appropriate shelf number, affixing it to the sound recording and creating, according to the guidelines in *Sound Recordings Workflow: Books and Scores with Accompanying Sound Recordings*, an appropriate HR/IR complement;
- 4) upon completing the HR/IR complement, tracks in the 955 field the disposition of the sound recording(s): “[code] [date] sound recording(s) sent to MBRS ”;
- 5) places the sound recording in a designated spot in SMCD to be transferred to the Recorded Sound Section;
- 6) forwards the book according to instructions provided by the general cataloging team on a Materials Routing slip (6-127).

### **B20.3.3 Sound Recording Missing At Time of Receipt of Book or Score**

If at the time a team receives a book or score intended to be accompanied by a sound recording but the sound recording is missing, follow the procedures in DCM D22 (Procedures for Handling Imperfect Copies). If the decision is not to seek a perfect copy or if the decision is to “catalog as is,” (cf. D22.2.2), note the fact that the sound recording is missing in a copy specific note using a 500 field (a local 590 field does not get distributed) and a subfield \$5 containing "DLC" showing that the condition stated applies to the LC copy:

```
500 ## $a LC copy imperfect: accompanying sound recording
      wanting. $5 DLC
```

This will alert users of the bibliographic record that it does not represent a description of the complete bibliographic entity as issued.

When the sound recording is missing and the decision is to “catalog as is,” do **not** forward the book to SMCD. Instead, forward it, as for other books, as appropriate.

### **B20.4 DISPOSITION OF BOOKS WITH ACCOMPANYING SOUND RECORDINGS IN MULTIPLE CARRIERS (e.g., both a cassette and an audio CD)**

**B20.4.1****General**

Some books, for example those on learning a language or those on how to take a particular test, are accompanied by sound recordings on multiple carriers, frequently a combination of a book accompanied by cassettes and another combination of a book accompanied by audio CDs. Each of these combinations is a manifestation to be represented by a separate record, i.e., they are treated like separate editions. The following policies apply to these manifestations:

- 1) M/B/RS prefers to retain only the audio CD version of the accompanying material;
- 2) selection of the book is separate and distinct from selection of the sound recordings and, depending upon the particular situation, may result in keeping multiple copies of the book;
- 3) the general cataloging team includes the ISBN for the manifestation represented by the bibliographic record; it includes ISBNs for other manifestations when available, but the one for the manifestation represented by the bibliographic record is given first;
- 4) when manifestations are forwarded from a general cataloging team to SMCD, the entire combination of what is actually received is always forwarded together to ensure the least amount of ambiguity to teams processing the materials, even if some of the items in a particular manifestation are not to be retained.

**B20.4.2****Procedures For Handling Multiple Manifestations**

Multiple manifestations may be received by a cataloging team simultaneously, or, more commonly, one of the manifestations is received before the other and the cataloger may not be aware of a second manifestation when processing the first one. In all cases, the general cataloging team does the following to ensure that each manifestation is represented by a separate record regardless of the sequence of receipt:

- 1) processes the book in **each** manifestation according to the guidelines in B20.3.2.1 above and according to the selection decision in field 925 of any existing IBC record(s) (i.e., the two manifestations are treated as two editions of a book would be treated);
- 2) if only one IBC record exists, makes a copy of that record, adjusts it to reflect the different manifestation, and, in the absence of any other selection decision, follows the same selection decision for the book as that in the copied record;
- 3) gives the ISBN for the manifestation represented by the record; includes ISBNs for other manifestations as available, giving the one for the manifestation represented by the record first;
- 4) adds to each 300 field a temporary, informal \$e subfield stating the number of sound recordings being forward, e.g. "+ \$e 4 sound discs" or "+ \$e 2 sound cassettes" to ensure that it is clear to observers of the record which manifestation the record represents and the number of pieces in that manifestation;
- 5) includes instructions for forwarding the book in each manifestation as provided above in B20.3.2.1 4) (use Materials Routing slip in each

- book);
- 6) if both manifestations were published in the same year, adjusts as appropriate the 050 (call number) field for the one cataloged second;
  - 7) after end-stage processing, logs each manifestation out of STARS and tracks the forwarded materials in the 955 of each record by indicating the manifestation forwarded, e.g.,

955 ## \$a [code] [date] book/audio CD to SMCD

955 ## \$a [code] [date] book/cassette to SMCD

The team in SMCD designated to handle these forwarded materials does the following:

- 1) processes the accompanying sound recordings according to the selection policy for sound recordings and forwards them accordingly;
- 2) forwards each copy of the book according to the instructions provided by the forwarding team.

### **B20.4.3**

#### **Subsequent Receipts (i.e., Copies/Duplicates)**

If additional copies of manifestations (duplicates) are received either simultaneously with, or subsequent to, processing of the first copy, each of the initial manifestations that has already been processed will reflect the selection decision for the book in that manifestation. The general cataloging team processes subsequent copies of the book according to the selection decision in the record for the previously cataloged manifestation. After end-stage processing, logs each manifestation out of STARS and tracks the forwarded materials in the 955 of the appropriate record by indicating the copy forwarded, e.g.:

955 ## \$a [code] [date] Copy 2 book/audio CD to SMCD

955 ## \$a [code] [date] Copy 2 book/cassette to SMCD

The team then forwards the copy of the manifestation to SMCD with instructions regarding the book:

- 1) if to be retained:
  - a) inserts a properly completed duplicate slip
  - b) inserts a Materials Routing slip (6-127), addressed to SMCD, providing instructions for forwarding the book (check the "Other" box under the "FORWARDING" section and indicate "to Dewey" or "to BCCD" as appropriate);
- 2) if not to be retained:

- a) inserts a duplicate slip and checks the box labeled “DISCARD: LC has required number of shelf copies”;
- b) addresses a Materials Routing slip to SMCD and under the “FORWARDING” section checks the “Other” box and indicates “discard”).

The team in SMCD designated to handle these forwarded materials, processes the accompanying sound recording according to the selection policy for sound recordings, forwards the sound recording accordingly, and forwards the book according to the instructions provided by the forwarding team.

**Books With Accompanying Videorecordings**

## B21.1 INTRODUCTION

**B21.1.1 General**

Books and accompanying videorecordings are housed separately. Books are housed in the classified collections and the accompanying videorecordings are housed in the Moving Image Section of the Motion Picture, Broadcasting and Recorded Sound Division (MBRS). DCM B21 provides guidelines for ensuring that each book and each accompanying videorecording is represented adequately both for bibliographic/inventory control and for servicing within the Library. Each book is represented by a bibliographic record (BR) and holdings record/item record (HR/IR) complement appropriate to it. Internal guidelines applied by staff in the Moving Image Processing Unit of MBRS ensure that each accompanying videorecording receives an appropriate shelf number that is recorded on the item and that is also recorded in an HR/IR complement appropriate to the videorecording. This information has been designed to be recorded in a manner that also ensures that observers of the record in the OPAC understand the location of the book and the accompanying videorecording(s) and where each is serviced.

Teams in the general cataloging divisions (in SMCD for books on music) create a bibliographic record (BR) in the usual manner, provide the descriptive information appropriate to the accompanying videorecording as described below in B21.2.1, complete the cataloging of the book, including the HR/IR complement, and end-stage processing. They forward the book and accompanying videorecording(s) as a package to SMCD (cf. B21.2.4 below). Staff in SMCD forward the book as instructed by the general cataloging team, and they forward the videorecording for processing by the MBRS Moving Image Processing Unit (cf. B21.3 below). General cataloging teams do not forward any material directly to the MBRS Moving Image Processing Unit.

**B21.1.2 Videorecording Format**

It is necessary to distinguish between videorecordings (mostly DVDs) and electronic resources, which can be DVD-ROMs. Often information about the accompanying material is found somewhere in the text it accompanies. Assure the format of the accompanying material to preclude misrouting the material. If the format of the accompanying material cannot be determined in a general cataloging team, refer the material to staff in SMCD to make the determination. Using a Materials Routing slip (6-127), refer the book and accompanying material to SMCD. Under the "REFERRING" section, check the "Other" box and indicate "Format of the accompanying material?" SMCD staff will identify the format of the accompanying material. Based on that identification, they will determine the appropriate cataloging workflow. Usually this will result in returning the book and accompanying material to the originating team.

## B21.2 DISPOSITION OF BOOKS WITH ACCOMPANYING VIDEORECORDINGS

**B21.2.1 Details Of Accompanying Videorecordings**

Follow option d) under AACR2 1.5E1, which calls for a simple statement of the number of physical units in terms of the specific material designation (follow 7.5B1 for the specific term). LCRI

1.5E1 says to apply the *Optional addition* on a case by case basis. If this is done at all, it will be done by staff in the Moving Image Processing Unit of MBRS.

Examples of the 300 \$e subfield:

+ \$e 2 videocassettes

+ \$e 1 videodisc

### **B21.2.2 Videorecording Missing At Time Of Receipt Of Book**

If at the time a team catalogs a book intended to be accompanied by a videorecording but the videorecording is missing, note that fact in a copy specific note using a 500 field (a local 590 field does not get distributed). Add the *MARC Code List for Organizations* (MCLO) code for LC (DLC) in subfield \$5 at the end of the field without any ending punctuation, showing that the condition stated applies to the LC copy:

```
500 ## $a LC copy imperfect: accompanying
videorecording wanting. $5 DLC
```

This will alert users of the BR that it does not represent a description of the complete bibliographic entity as issued.

### **B21.2.3 HRs/IRs**

All books that are published with accompanying videorecordings are housed according to custodial guidelines reflected in the location(s) recorded in field 852 of the HR, i.e., either in the general collections or in some other custodial area appropriate to the material. For items selected for reading rooms, record the HR 852\$b, 852\$m if applicable, and IR perm loc for appropriate reading room (*cf.* SCM:SL (ILS supplement) Workflow #2).

The general cataloging team (staff in SMCD for books on music) is responsible for the HR/IR complement for the book but does not interact with the HR/IR complement for the accompanying videorecording. Include as the first subfield in field 852 of the HR for the book a subfield \$3 specifying "Book only" (HR for a single book volume) or "Books only" (HR for two or more book volumes).

```
852 0# $3 Book only $b c-GenColl $h HV2474 $i .H86 1992 $t
Copy 1
```

```
852 0# $3 Books only $b c-GenColl $h DP402.C437 $i S66 1992
$t Copy 1
```

The use of subfield \$3 in this instance assists the understanding of the call number applicable to the book and the shelf number applicable to the videorecording in the OPAC.

### **B21.2.4 Forwarding**

After completing end-stage processing, forward the book, a printout of the BR (cf. B21.3), and the accompanying videorecording to SMCD. Do the following:

- 1) include a Materials Routing Slip (6-127) addressed to SMCD to provide instructions for forwarding the book (check the "Other" box under the "FORWARDING" section and indicate "to Dewey" or "to BCCD" as appropriate);
- 2) after end stage processing, log the item out of STARS (for as long as this is applicable) and track the forwarded material in 955.

The SMCD staff designated to handle these forwarded materials will:

- 1) forward the book according to instructions provided by the general cataloging team on the Materials Routing Slip;
- 2) assure appropriate housing for the videorecording as needed for safe transport and place it and the BR printout in a designated spot in SMCD to be transferred to the MBRS Moving Image Processing Unit.

#### B21.3 DISPOSITION OF ACCOMPANYING VIDEORECORDING

All videorecordings that accompany books are in the custody of the Moving Image Section of MBRS. Staff in the Moving Image Processing Unit will do the following:

- 1) add to the BR any additional information about the accompanying videorecording they judge appropriate;
- 2) assign a shelf number to the videorecording and complete the HR/IR complement appropriate to it, including introducing field 852 in the HR with subfield \$3 containing the phrase "Accompanying videorecording";
- 3) house the videorecording in an appropriate container; if the videorecording is physically integrated with the main item in such a way that removing it would damage or potentially damage either the main item or the videorecording itself, the general cataloging team consults staff in the Moving Image Processing Unit to determine the appropriate treatment of the material.

## C6 Providing Guidelines for Dividing Large Unbound or Softbound Volumes Before Binding

### C6.1 BACKGROUND

This DCM applies only to monograph volumes. For the treatment of serial volumes to be divided, see the Serial Record Division Web site (<http://lcweb.loc.gov/staff/srd/>).

For preservation purposes, it is sometimes necessary to split or divide a particularly **thick and heavy** volume into two or more smaller volumes. This dividing is done only when a volume meets **ALL** of the following conditions:

- 1) it is “overly thick”: i.e., its thickness measured at the spine is more than two and one half inches, excluding the cover, **and**
- 2) it is also “overly heavy”: i.e., the volume is difficult to lift with one hand, **and**
- 3) it is issued in “packaging” that requires binding (e.g., unbound, softbound, housed in a binder), **and**
- 4) it is complete, i.e., it is not intended to receive additions.

If a volume meets all of these conditions, the cataloger (monographs only) determines where the volume should be divided for binding and provides guidelines to the Binding and Collections Care Division (BCCD) Library Binding Section (LBS) as specified in DCM C.6.2. If a volume is very thick, it may be necessary to divide it into more than two physical volumes to meet the basic guideline stated above. If there is doubt about whether a volume should be divided, do not divide it.

Based on the guidelines for dividing the volume provided by the cataloger, BCCD staff perform the special procedures described in DCM C.6.5 and then take the necessary steps to get a volume actually divided.

### C6.2 PROVIDING GUIDELINES TO BCCD

#### C6.2.1 General

In determining the division(s) of a volume, do not divide an intellectual unit, i.e., do not divide a chapter or similar unit of a volume. Instead, choose a point between or among units as the place to divide. This is to preclude the intellectual content of a unit being separated physically.

##### *C6.2.1.1 Volumes with accompanying material in a different format*

Treat volumes that are candidates for dividing that are also accompanied by a computer file, a sound recording, or a videorecording as follows:

- 1) if the volume and accompanying material are stored together as one “package” (e.g., volumes accompanied by computer files housed in “c-MRC” or “c-LL ... AUTO” ), exclude the volume from the dividing procedure;
- 2) if the volume and accompanying material are stored separately (e.g., a volume on music accompanied by a computer file or a volume accompanied by a sound recording), the volume is a candidate for the dividing procedure; catalog the volume and the accompanying material according to existing procedures, then

apply the dividing procedure to the volume as described in DCM C6.2-C6.4.5 and forward the accompanying material according to normal routines.

## C6.2.1.2

*Volumes with accompanying loose material*

Treat volumes that are candidates for dividing that are also accompanied by loose material that will be tipped in or housed in a pocket according to the dividing procedure. Staff in BCCD will be responsible for accommodating the loose material.

## C6.2.1.3

## Newly cataloged loose-leaves

If a newly cataloged loose-leaf is not going to be updated (590 = "LC copy not updated."; location is generally "c-GenColl"), it is a candidate for dividing. If it is going to be updated (590 = "LC copy updated."; location is generally other than "c-GenColl"), it is not a candidate for dividing.

**C6.2.2****Communicating Dividing Guidelines To BCCD**

Do not physically divide a volume; instead, convey to BCCD instructions for dividing it as follows:

- 1) if a volume includes tabs (dividers), insert the tabs in the appropriate place in the volume so that they can potentially be retained when the volume is divided and bound;
- 2) determine where a volume should be divided;
- 3) indicate on a Binding Instructions slip (824) the number of volumes the volume is to be divided into;
- 4) indicate the extent of each physical volume, including volume/unit designation, e.g.:

v. 1: ch. 1-19  
v. 2: ch. 20-31

or

v. 1: p. 1-425  
v. 2: p. 426-790

- 5) if the instruction to divide is in terms of pages, give it using only the main sequence of paging, ignoring other sequences such as paging preliminary to or following the main sequence, since this is an instruction, not a matter of description; if a volume is in various pagings, word the instruction so that it is clear where the volume is to be divided;
- 6) if the volume to be divided is a volume in a multipart set, use "part" to designate the subunit of the volume, e.g:

v. 3, pt. 1: p. 1-425  
v. 3, pt. 2: p. 426-790

- 7) insert the Binding Instructions slip in the volume; ensure that the "FROM:"

- portion of the slip is filled in;  
8) for multiple copies, make the division the same for each copy.

### C6.3 BIBLIOGRAPHIC RECORD

Record in field 300 the physical description of the volume as issued according to standard procedure. Record in field 590 (Local Note) the specific details of LC's local binding practice, e.g.:

300 \$a 790 p. . . .

590 \$a LC copy bound in 2 v.: v. 1, p. 1-425; v. 2, p. 426-790.

or

300 \$a 5 v. . . .

590 \$a LC copy of v. 3 bound in 2 v.: v. 3, pt. 1, p. 1-425; v. 3, pt. 2, p. 426-790.

Since this is a matter of providing information instead of description, give the paging only in terms of the main sequence of paging, ignoring other sequences such as paging preliminary to or following the main sequence. If the divided volume consists of various pagings, limit the statement to the number of volumes and omit any reference to paging (e.g., "LC copy bound in 2 v.>").

### C6.4 END-STAGE PROCESSING

#### C6.4.1 Call Number

Write the call number, including the volume number and copy number, on the verso of the title page (the intended v. 1) of each copy of the item in hand. This information will be used by BCCD to write the call number on the verso of the title page for each subsequent intended volume according to the special procedure described in C.6.5.

#### C6.4.2 Holdings Record

Ensure there is a holdings record for each copy according to standard procedure. Record a public note in subfield \$z of field 852 indicating the number of volumes the LC copy is bound in, followed by the instruction "Submit a request for each v." Use English terminology and abbreviations in all cases.

852 0 \$b c-GenColl \$h R121 \$i .C676 1998 \$t Copy 1  
\$z LC copy bound in 2 v. Submit a request for  
each v.

#### C6.4.3 Item Record/Item Barcode

Ensure there is an item record for each copy of each intended volume according to standard procedure. Include the volume enumeration of each intended volume in standard form, e.g., v.

1 (or v. 3, pt. 1 if a volume in a multipart set needs to be divided). Do not provide a date in the Year area. These data are important because information from the holdings record and the item record is used to print the label on the spine of each copy of each intended volume.

Ensure there is an item barcode in the item record for each intended volume. If the volume in hand already contains an item barcode, that part of the volume will be the last intended volume after dividing it. Ensure that the item record containing that barcode is the last item record in the sequence of item records. If the volume has not yet been barcoded, add one according to standard procedure, and assure that an item record containing that item barcode is the last item record in the sequence of item records. For each additional intended volume, attach an item barcode to a blank sheet of alkaline paper (use the paper used for photocopying) approximately 1/4th inch below the center top edge. Scan the item barcode into the item record in the usual manner for each intended volume. Resequene the item records if necessary to assure the correct sequence.

Place the piece of paper with the item barcode on it in the publication where the publication is to be divided per the instruction(s) in C6.2.2. This is the means BCCD will use to assure all volumes are barcoded once the publication is divided (cf. C6.5).

If the volume in hand contains loose material to be housed in a pocket, that pocket will be added in the last intended volume. Therefore, ensure that the piece count in the item record for the last intended volume reflects the count of the pieces plus the count of the last intended volume.

#### **C6.4.4 Forward Volume To BCCD**

Forward the volume directly to BCCD (do not send it to Dewey). If the volume to be divided is a volume in a multipart set and other volumes in the set are being processed at the same time, forward the other volumes together with the volume to be divided. Each division is responsible for the means of transporting the material to BCCD.

#### **C6.5 BCCD PROCESSING**

Based on the instructions on the Binding Instructions slip for dividing the volume, staff in BCCD make a double-sided photocopy of the recto and verso of the title page on alkaline paper, registered to align the same as the original, trim it to the size of the original, and insert it at the front of each copy of each subsequent intended volume. Based on the pattern written on the verso of the title page of the original volume in cataloging, they then write in pencil the call number, including volume number and copy number, on the verso of the photocopy of the title page for each copy of each subsequent intended volume. They also trim each piece of paper with an item barcode provided by cataloging staff to the size of the text block and insert the sheet of paper at the end of each copy of each intended volume except for the last intended volume.

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M5. 1. GENERAL POLICY

Abbreviations used:

BR = bibliographic record

SAR = series authority record

The LC policy on series, implemented on June 1, 2006, is to analyze in full, classify separately, and not provide a controlled series access point. The pertinent LCRI and DCM Z1 (*Name and Series Authority Records*) have been updated to reflect this policy.

**M5.1.1** *Series Authority Records*

Do not consult, modify, or create any SARs when preparing or updating BRs for LC.

**Exception:** Consult series authority records when searching to determine if there is a conflict in the database (see LCRI 25.5B) to ensure controlled access to related entries.

**M5.1.2** *New Cataloging*

**M5.1.2.1** *BR is original LC cataloging*

Give the series data elements (title proper, parallel titles, other title information, statement of responsibility, ISSN, numbering) in a 490 0# field. Do not provide a controlled series access point.

**M5.1.2.2** *BR is not original LC cataloging*

Accept the series fields as given.

**M5.1.2.3** *File maintenance and other matters*

Correct errors in a 490 field but do not add or update controlled series access points (440/8XX). See DCM M5.2 and M5.3 for details about different categories of BRs. See the following for file maintenance and other matters:

- 1) M5.4 for details about bibliographic maintenance;
- 2) M5.5 for information about name authority maintenance affecting series;
- 3) M5.6 for additional information about JACKPHY records;
- 4) M5.7 for LC's responsibilities related to series and other libraries;
- 5) M5.8 for exceptions to LC's series policy.

[During the transition period after June 1, 2006: Resources referred to another division, team, etc., in accordance with series decisions prior to June 1, 2006 and not yet cataloged: If a volume in a multipart monograph, monographic series, etc., was forwarded according to an earlier series

DESCRIPTIVE CATALOGING MANUAL  
Library of Congress Series Policy

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decision not applicable now, refer the volume to the appropriate division, team, etc., for processing under the current guidelines.]

**M5. 2 MONOGRAPHS AND INTEGRATING RESOURCES**

If the resource being cataloged is covered by a category in the exceptions identified in DCM M5.8, follow the instructions there. Otherwise, follow the instructions as given in the following table.

Category		Series Fields	042	050
Desc. cat. completed but subj. cat. not completed		Do not change.	Do not change.	Assign “classified separately” number.
LC original cataloging: desc. cat. not completed (including origres and vendor records)	040 \$a is a single DLC code (DLC, DLC-R, etc.)	Give as 490 0#. CIP/ECIP title: If series information is present only on data sheet/data view, do not give in BR. Do not contact CIP or the publisher.	Delete “pcc” code if it is present.	Assign “classified separately” number.
Imported record (excluding origres & vendor records): cat. not completed.	040 \$a is a single code other than a DLC code	Accept as given in record (correct any typos and add any missing data elements). If entire series statement is missing, add as 490 0#.	If a pcc adapt record, retain “pcc” code; otherwise, give “lccopycat” code. In either case, add in repeated \$a if another code present (e.g. “ukblsr”).	Assign “classified separately” number.  If other library gave a “collected set” call number (series number at end of \$b), retain but change to 050 14.
CIP partner supplying pre-publication 050	040 \$a is XXX/DLC (XXX = CIP partner library)	Accept as given in record.	Accept as given in record.	Assure 050 \$b against LCDB, including “collected set” call number (series number at end of \$b) assigned by partner library.
New LC original cataloging record		Give as 490 0#.	Do not include “pcc” code in record.	Assign “classified separately” number.
CIP verification	Record being upgraded in LCDB	Accept as given in record (correct any typos and add any missing data elements).	Do not change or add “pcc” code.	Do not change a “collected set” call number to a “classified separately” call number.
	Record upgraded in OCLC; imported to LCDB	Accept as given in record (correct any typos and add any missing data elements).	Do not change or add “pcc” code.	Do not change a “collected set” call number to a “classified separately” call number.
	CIP partner record	Accept as given in record (correct any typos and add any missing data elements). If entire series statement missing, refer to CIP Div. to contact partner library.	Accept as given in record.	Accept as given in record, including a “collected set” call number (series no. at end of \$b) assigned by partner library.

**M5. 3 SERIALS**

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If the resource being cataloged is covered by a category in the exceptions identified in M5.6, follow the instructions there. Otherwise, follow the instructions as given in the following table.

Category	Series fields	042	050
Record being created by LC (040 \$a is a single DLC code: DLC-S, etc.)	Give as 490 0#.	Give "lc" code.	Give a "classified separately" number.
Serial record being used has been authenticated by a CONSER participant	Accept as given in record (correct any typos and add any missing data elements). If entire series statement is missing, add as 490 0#.	Accept as given; if "lcd" or "msc" is not already present, add the appropriate code.	Give a "classified separately" number.
Serial record being used was created by a non-CONSER OCLC member	Accept as given in record (correct any typos and add any missing data elements). If entire series statement is missing, add as 490 0#.	Give "lccopycat" code.	Give a "classified separately" number.

**M5.4 BIBLIOGRAPHIC FILE MAINTENANCE: MONOGRAPHS, INTEGRATING RESOURCES, AND SERIALS**

Category	042	050	Other fields
CIP publisher change request for BR created by LC after June 1, 2006 (send requests for earlier records to CPSO)  Note: Change requests for CIP partner records will be handled in CIP Division.	Delete "pcc" code if present.	Do not change a "classified separately" call number to a "collected set" call number unless the resource is covered by a category in list of exceptions in M5.8.	Update 490 0# statement as needed.  Do not change a 490 0# to a 440 or add an 8XX field.  Change other fields as needed.
Other analytic records	Do not change.	Do not change.	Do not add or change a 440 or 8XX field.  Add a missing series statement as a 490 0#.  Change other fields as needed.
Collected set bibliographic records if covered by an exception in M5.8.	Follow instructions in M5.8.	Follow instructions in M5.8.	Follow instructions in M5.8.
Collected set bibliographic records not covered by an exception in M5.8.	Do not change.	Do not change.	Do not add or change any fields.

**M5.5 CHANGE IN HEADINGS FOR PERSONS OR BODIES**

If the heading in a name authority record is changed and the database maintenance is being performed in the team, ensure that any SAR with the same name heading in a 1XX/4XX/5XX field is also updated. If the database maintenance is being done in CPSO, any appropriate SAR will also be updated in CPSO.

#### M5.6 JACKPHY RECORDS

The general policy for nonroman series fields in JACKPHY records is given in the document "Supplying Nonroman Data in RLIN JACKPHY Books Records" (dated 12/1/87):

The 4XX series statements are considered "core fields." Input of a nonroman parallel field is required if there is nonroman series data present on the item. Catalogers should follow language-specific guidelines for the content designation of series statements (4XX fields) and for supplying additional nonroman series access points in the 8XX fields.

Follow the guidelines below to apply that policy in the context of LC's current series policy.

##### (1) Original cataloging: full; core; MLC

490 0# roman  
880 0# nonroman

##### (2) Copy cataloging

490 0# roman  
880 0# nonroman [add 880 if not present]

440 roman  
880 nonroman [retain if present; add as 880 in form on item if not present]

490 1# roman  
880 1# nonroman [retain]  
8XX roman  
8XX nonroman [retain]

490 1# roman  
880 1# nonroman [retain if present; add as 880 in form on item if not present]  
8XX roman  
8XX nonroman [retain if present; add as 880 in form of 8XX roman if not present; some languages limit 8XX nonroman form to 800]

#### M5.7 SERIES AND LC AND OTHER LIBRARIES

LC catalogers serving as NACO liaisons, the Cooperative Cataloging Team, and

CPSO will answer questions from PCC participants about creating and updating series authority records. The PCC participants, rather than LC staff, should create and update the authority records.

The Cooperative Cataloging Team and CPSO will delete duplicate SARs reported by PCC participants. CPSO will delete duplicate SARs reported by non-PCC libraries; CPSO will process error reports and answer questions from these libraries if doing so doesn't involve research or retrieval of volumes, etc.

## M5.8 EXCEPTIONS TO THE GENERAL LC SERIES POLICY

### M5.8.1 Not Analyzed/Classified As A Collection

The following categories will not be analyzed and will be classified as a collection; SARs will not be consulted, created, or updated:

*M5.8.1.1*                      *Numbered multipart monographs with all parts lacking analyzable titles*

- 1) create and update a collected set record for the multipart monograph as a whole;
- 2) classify together.

*M5.8.1.2*                      *2A cataloging*  
Unnumbered multipart monographs cataloged per "2A cataloging" guidelines ("2A cataloging" is a local LC practice to create a made-up collected set record for an unnumbered multipart monograph, assigning numbers to parts as received):

- 1) create and update a collected set record for the multipart monograph as a whole;
- 2) classify together.

*M5.8.1.3*                      *Auction and sales catalogs*

- 1) create or update the serial collected set record for the catalogs using a made-up title;
- 2) analyze and classify separately an individual catalog only if identified by a selection officer as of particular interest;
- 3) classify together.

*M5.8.1.4*                      *Legal multipart monographs identified by LC's Law Library*

- 1) create and update collected set record for the multipart monograph as a whole;
- 2) give author-title added entries;
- 3) classify together.

**M5.8.2 Not Analyzed/Not Classified**

Technical report series identified by LC's Science, Technology, and Business Division or LC's Asian Division and shelved in those divisions will not be analyzed and will not be classified; series authority records will not be consulted, created, or updated:

- 1) create and update a local serial record;
- 2) do not assign a call number (shelved in ST&B and in Asian).

**M5.8.3 Analyzed In Full/Classified As A Collection**

The following categories will be analyzed in full but will be classified as a collection; series authority records will not be consulted, created, or updated:

*M5.8.3.1 Scholarly collections of music historical sources eligible to be classified together in M2*

- 1) create and update collected set record for the multipart monograph or monographic series as a whole;
- 2) analyze in full and give series statement in a 490 0# field or pass through series information in cataloging copy;
- 3) classify together in M2.

*M5.8.3.2 "Web access to monographic series" project in LC's Social Sciences Cataloging Division*

- 1) create and update serial collected set record for the monographic series as a whole;
- 2) analyze each volume via program; give series statement in 490 0# field or pass through series information in cataloging copy;
- 3) classify together.

*M5.8.3.3 Microform sets*

- 1) create and update collected set record for the multipart monograph or monographic series as a whole;
- 2) analyze in full and give series statement in a 490 0# field or pass through series information in cataloging copy;
- 3) classify together (one shelf number for the set as a whole).

*M5.8.3.4 Proceedings of a single conference published in more than one volume with analyzable volume titles*

- 1) create and update collected set record for the multipart monograph as a whole;
- 2) analyze each volume; give series statement in 490 0# field or pass through series information in cataloging copy;
- 3) classify together.

M5.8.3.5

*Legal monographic series and multipart monographs identified by LC's Law Library*

- 1) create and update collected set record for the multipart monograph or monographic series as a whole;
- 2) analyze in full and give series statement in a 490 0# field or pass through series information in cataloging copy;
- 3) classify together.

**M5.8.4**

**Analyzed In Full: Applies To Analyzable Parts/Classified As A Collection**

Complete editions of collected works of individual composers (classified as M3) will be analyzed in full: applies to analyzable parts and will be classified as a collection; series authority records will not be consulted, created, or updated.

- 1) create or update the collected set record for the multipart monograph;
- 2) analyze a part only if it fits the guidelines in LCRI 13.3 for collected works of composers; give series statement(s) in 490 0# field(s) (create only item record for a non-analyzable part and link it to the collected set bibliographic record) or pass through series information in cataloging copy;
- 3) classify together in M3.

**M5.8.5**

**Not Analyzed/Classified As A Collection (Applies To Acquisitions)**

Already cataloged numbered monographic series assigned “not analyzed/classified as a collection” decisions prior to June 1, 2006 applies to acquisitions staff; this category is included here for information:

- 1) follow check-in procedures for issues of serials
- 2) forward issues to custodial divisions.

**M5.8.6**

**BRs Not Yet In LCDB**

Previously existing BRs not yet in the LCDB that are now being newly input will reflect the series decisions (i.e., presence or absence of controlled series access point; a classed-separately or a classed-as-a-collection call number) at the time the resource was cataloged originally.

## INTRODUCTION

These instructions address the creation and update of name and series authority records. They do not address subject authority records. For the purposes of this document, “authority record” applies to both name and series authority records. “Authority file” applies only to the name and series authority records which constitute the LC/NACO authority file (LC/NAF).

LC staff members and libraries participating in the Name Authority Cooperative (NACO) component of the Program for Cooperative Cataloging (PCC) contribute records to the authority file.

In constructing headings/references and recording information, NACO participants and LC catalogers not working in the LC Database may make use of all records on the file against which the searching and cataloging is being done: OCLC, British Library, etc. NACO participants may choose to use only LC records found on the file being searched. For LC catalogers working in the LC Database, the file is the set of records comprising the “LC database” (see 670 section). In this document, “database” refers to whatever file is being used for searching and cataloging. At times, LC staff may need to consult the manual Official Name Catalog (ONC).

Use this document (DCM Z1) in connection with AACR 2, *Library of Congress Rule Interpretations* (LCRI), and other sections of the *Descriptive Cataloging Manual* (DCM). It supplements the MARC 21 Format for Authority Data and generally does not repeat information found in the format. The examples are given in MARC 21 style; an exception is the use of a blank space before and after the delimiter/subfield code combination. The symbol “#” represents a blank in an indicator position; the symbol “\$” is used for the delimiter.

This Introduction section covers the following topics:

- Name authority records (NARs)
- Series authority records (SARs)
- Additions and changes to authority records
- NACO normalization
- Should an SAR be made?
- How many SARs should be made?
- Series statement appears only on ECIP data view at galley stage
- Priorities for series/multipart items
- Searching series

### Name authority records (NARs)

A name authority record has the following basic contents: 1) the authorized form of name

chosen for use in headings (1XX), 2) the sources for this form and for variant forms (670), and 3) the cross references leading to the heading from variant forms or from related headings (4XX/5XX). Additional information may be recorded in fixed fields (008) and in note areas of the authority record (667/675). Control data and content designation are also included for proper identification and manipulation of the data.

NARs are not made for personal names when the only clue to the person's identity is a nonalphabetic or nonnumeric device, or for entities that may be used only as subjects, e.g., topical subject headings, fictional characters, animals, geographic features.

Generally, make a name authority record for any personal or corporate (including geographic) name heading that may be used as an access point, whether it is actually first used as a primary or a secondary entry (including as a subject). Under certain LC workflow procedures, e.g., Minimal Level Cataloging, authority records may not be created for all access points assigned. NACO libraries are not obligated to contribute all authorities generated by their cataloging. However, any NAR contributed to the LC/NAF must have all necessary elements of the heading established in the following cases:

All bodies that are part of an established hierarchy; e.g., when establishing a corporate entity that is entered subordinate to its parent body, the parent body must also be established. In other words, if an NAR for the parent body or an intervening subunit is not present in the LC/NAF, it must be established. This means that more than one NAR will be created for the LC/NAF and some headings may not be used in bibliographic records.

All bodies referred through in cross references; e.g., if a heading is entered independently and a reference is given through a higher body or bodies, the higher body/bodies need to be represented in the authority file as well. Thus, catalogers may need to create other NARs in addition to the one needed for use in the catalog.

All names and corporate bodies used in see also references (5XXs); e.g., when establishing a name for an author who uses a pseudonym, or a corporate heading representing an earlier and later change of name, the library will need to connect the headings by means of see-also references. In order to avoid blind references, the cataloger will need to make sure that the corresponding heading is established.

Name headings used in some qualifiers, such as geographic names used in locations on conference headings, must also be established before they can be used. Specific guidance is provided within the LCRI as required.

Certain elements under which uniform titles are entered; e.g., when an NAR for the collective uniform title "Works" is created under an author who is not established in the LC/NAF, an NAR for the author must be contributed as well.

Additional guidelines for the creation of uniform titles are listed below:

*LC practice:* For titles or name/titles, an authority record is required only when one or more of the conditions listed below applies. Apply these criteria to each element of the full heading (main title, language, part, etc.) and make a separate authority record for each element that meets the criteria. Note: Currently, authority records are not automatically created for each element of a uniform title heading (e.g., when creating a name/title NAR for Queneau, Raymond, 1903-1978. \$t Fleurs bleues. \$l English it is not necessary to create an NAR for: Queneau, Raymond, 1903-1978. \$t Fleurs bleues)

- (1) a reference must be traced on **that** authority record; or,
- (2) special research done to establish that heading must be recorded (Note: In this context the LC manual Official Name Catalog is treated as a reference source; so searches in that catalog should be recorded in the authority record); or,
- (3) the heading is needed for a related work added entry or subject entry and the work is not represented by a bibliographic record in the LC database, or, for serials, by a CONSER record in OCLC or RLIN. See specific guidelines in LCRI 21.30G for a related work added entry; apply the same guidelines when a heading is needed for a subject entry; or,
- (4) special information needs to be recorded, e.g., citation title for a law.

*LC music cataloging practice:* As of August 16, 1999, authority records are created for ALL title and name/title headings. When a name/title see also reference needs to be made in accordance with LCRI 26.4B4, Conflicts, make an authority record for the name/title referred from if such a record had not been made in accordance with the above guidelines.

*PCC practice:* NACO participants may contribute name authority records for titles or name/titles (other than series, see below) as needed for cataloging. Also consult LCRI 21.30G for specific guidelines when a heading is needed for a related work added entry; apply the same guidelines when a heading is needed for a subject entry.

### Series authority records (SARs)

*LC series practice:* As of June 1, 2006, LC does not create or update SARs.

*PCC series practice:* The PCC Policy Committee has announced that the PCC series policy remains unchanged.

A series-like phrase record also can be made to record information of general interest or application, e.g., the 1XX in the record is an imprint rather than a title.

A series authority record has the following basic contents: 1) type of series code (i.e.,

monographic series, analyzable multipart item, a serial other than a monographic series, series-like phrase), 2) form of heading, 3) series treatment (classification, analysis, and tracing), 4) series numbering, 5) an LC call number, if classified as a collection, 6) place of publication and publisher/issuing body, 7) the source(s) on which the form of series heading is based, 8) cross references leading to the heading from variant forms and from/to related headings. Additional information may be recorded in fixed fields and in note areas of the authority record. Control data and content designation are also included for proper identification and manipulation of data.

Until 1983, series authority records created at LC, for the most part, reflected solely LC holdings and practices. However, now the authority file is a national authority file that accommodates holdings and practices of other institutions.

Series treatment information reflects institution-specific decisions. Therefore, the fields containing series treatment information require the identification of institution(s) following that practice. Because series treatment decisions in an institution can change, certain series treatment fields provide the means for indicating variations in practice within an institution.

#### *Additions and changes to authority records*

Almost as common as the need for a new authority record is the need to alter an existing record. New information can be received in various ways (e.g., new cataloging, investigation in response to a query) and may be significant enough to add to the permanent authority record.

Normally a new reference or a change in heading must be justified by the addition of new information to the authority record. Many other types of data can be added to the authority record when judged useful for proper identification.

In order to minimize the impact of database maintenance with associated bibliographic records and/or name/title authority records, catalogers are urged to refrain from making unnecessary changes to 1XXs. Although there are guidelines in the rules and/or LCRIIs that indicate when changes are or are not necessary, the necessity for other changes may be evident only to the agency making the change (for example, to break a conflict when the searching universe for the changing agency and the agency observing the change are different); assume that such changes are valid.

Change an authority record when errors in headings or cross references are discovered. When the published work for an item cataloged through the CIP program shows a change in the form of name of a person, corporate body, uniform title, or series, change the authority record;

add the published source after the CIP source in the 670 field to document the change. Changes in the imprint date, choice of main entry, and changes in title proper do not require changes to authority records created for CIP items.

Code uncoded headings for AACR2 at the first instance of use. Refer authority records for headings that are totally invalid under AACR2 to the Cataloging Policy and Support Office (cpso@loc.gov).

### NACO normalization

When a new authority record (or field) is added to the authority file, each heading is compared against the headings already in the file to determine whether the new headings are unique, i.e., adequately differentiated from existing headings. Prior to comparison, the headings undergo a computer edit designed to eliminate all but the essential characters of a heading-- this process is called *normalization*. All parties involved in the exchange of LC/NAF authority data have agreed to a specific set of rules for normalization, and these rules are posted at:

<http://www.loc.gov/catdir/pcc/naco/normrule.html>

The process of normalization removes all diacritics and most punctuation, and converts all letters to uppercase and all modified letters to their unmodified equivalents. Subfield delimiters (but not subfield codes) are retained in the normalized form. The normalized form of heading differs from the authorized catalog form of the heading. For example:

Catalog form:	Ile-de-Montréal (Québec)
Normalized form:	ILE DE MONTREAL QUEBEC

Only normalized forms of headings and references are compared in the check for uniqueness. Normalized forms that match are considered duplicate headings or a see reference in conflict with an authorized heading.

The only mark of punctuation that is retained during normalization is the first comma in subfield \$a. This exception means that the following two headings normalize to different forms:

Catalog form:	Chung, Hui
Normalized form:	CHUNG, HUI

Catalog form:        Chung-hui  
 Normalized form:    CHUNG HUI

To conform to the NACO standard, participants must adhere to the following policies:

**Headings.** Because headings that differ only in diacritics, marks of punctuation (except the first comma, as stated above), capitalization, or special characters normalize to the same form, they are considered to conflict and must be further distinguished. If personal names cannot be distinguished, create an undifferentiated personal name authority record. The heading can represent only one form of the name (it does not matter which), but the 670 fields for each person should make it clear what the catalog entry form should be, and that form, not necessarily the form in the 100 field, should be used in the entry on the bibliographic records. For example:

```
100 1# $a Ku, Chun
400 1# $a Gu, Zhun
400 1# $a Gu, Qun
670   $a [Editor of Hsia jih ti hui i]
670   $a Lo, Y.L. Hsia jih ti hui i, 1977: $b t.p. (Ku
      Chün)
670   $a [Joint author of Chung-kuo cheng fu k'uai chi chih
      tu]
670   $a P'an, H.L. Chung-kuo cheng fu k'uai chi chih tu,
      1941: $b t.p. (Ku Chun)
```

Form of entry on bibliographic records for the first author: Ku, Chün.

Form of entry on bibliographic records for the second author: Ku, Chun.

**See References.** Do not trace a 4XX reference that normalizes to the same character string as an existing authorized 1XX heading in the national authority file, including the heading in the record to which the reference is made. This policy also applies to the *optional* linking references. If a linking reference and the heading in the same record normalize to the same form, do not trace a 4XX linking reference. Instead, give the old catalog heading in a 667 field preceded by the phrase: Old catalog heading:.

- 100 0# \$a Napoleon \$b I, \$c Emperor of the French, \$d 1769-1821
- 667 \$a Old catalog heading: Napoléon I, Emperor of the French, 1769-1821
- not** 400 0# \$w nnaa \$a Napoléon \$b I, \$c Emperor of the French, \$d 1769-1821
- 130 #0 \$a Archives of toxicology. \$p Supplement
- 667 \$a Old catalog heading: Archives of toxicology : Supplement
- not** 430 #0 \$w nnaa \$a Archives of toxicology : \$p Supplement
- but** 151 ## \$a Birmingham (Ala.)
- 451 ## \$w nnaa \$a Birmingham, Ala.
- (This linking reference is permitted because the comma in the \$a subfield makes the heading unique.)*
- 110 2# \$a United States Information Agency
- 410 1# \$a United States. \$b Information Agency
- (This reference is permitted because the delimiter is retained in the normalized form and makes the heading unique.)*

Apply these guidelines to references on new authority records and to existing authority records when making some other change to the record.

Should an SAR be made?

Series authority records should not be made for the following categories:

- (1) a republication that does not include the original series statement (see “Republications” section in 64X yellow pages);
- (2) generally, a periodical (includes several separate articles by several contributors, frequency of publication more often than annual, and usually

has both numeric and chronological designations) even if the issue in hand consists of a single contribution (e.g., a festschrift, proceedings of a conference) or may have a special title giving the overall theme of the issue;

- (3) a hardcover (sometimes even softcover) edition of a selected issue of a periodical.

Several publishers (e.g., Haworth Press, Pergamon Press) publish separate editions, with special titles, of selected issues of their periodicals. These editions are published in addition to the unbound issues received by subscribers. The Library generally acquires the separate edition whether or not it subscribes to the periodical.

Do not consider such a separate edition to be an integral part of the periodical; do not prepare an SAR. Make a separate bibliographic record for it. Add a note explaining its relationship to the periodical, e.g., “Published also as v. 15, no. 2 of the *Journal of children in contemporary society*.” Give a related work added entry for the periodical on the bibliographic record (cf. LCRI 21.30G).

It is not always clear, especially at CIP galley stage, whether the item in hand is an integral part of the periodical or a separate edition. Some publishers make clear statements, e.g., saying the title “has also been published as [title of journal], v. \_\_\_\_\_, no. \_\_\_\_\_.” Others make ambiguous or misleading statements, e.g., saying that the edition is “Published as a special issue of the journal \_\_\_\_\_, v. \_\_\_\_\_, no. \_\_\_\_\_ and supplied to subscribers as part of their normal subscription.” The latter statement seems to indicate that the volume in hand is the only one issued and constitutes an integral part of the periodical. If the information given in the item is ambiguous, check the issue of the periodical or contact the publisher.

### *How many SARs should be made?*

Because the entities represented by series authority records offer limitless possibilities for variation and change, it is sometimes difficult to determine how many authority records should exist.

- (1) How many authority records are made if the title or the series-like phrase changes?

Is the change in the series-like phrase or in the title proper of the monographic series/other serial a major change or a minor change? (Consult AACR2 21.2C, LCRI 21.2C.) If it is a major change, make a new SAR. If it is a minor change, give a 670 citation and a 4XX reference for the different form.

Is a separate SAR made when the title of a multipart item changes? No; give the other title proper as a 4XX reference.

- (2) How many authority records are made if the volumes of a monographic series are in different languages? Consult LCRI 1.6, 21.14, and 25.5C.
- (3) How many authority records are made if the same volumes in a series are published separately by publishers in the same language in the United States and in another country (e.g., England)? A separate SAR is made for the series from each publisher; if the titles of the series are the same, add a LCRI 25.5B qualifier to the SAR made later.
- (4) How many authority records are made if the volumes of a monographic series switch from having numbers to lacking numbers and vice versa? Consult LCRI 25.5B.
- (5) How many authority records are made for main series and subseries? Consult LCRI 1.6H and LCRI 1.6.
- (6) Has there been a change in responsibility (i.e., different person/body, body's name changes, uniform title changes)? Consult 21.3B.
- (7) When reestablishing a series, is the apparent difference between the “earlier” form of title and the current title due to different transcription practices? If so, make only one SAR. *Optionally*, give the “earlier” form as a 4XX/667 old catalog heading (see 4XX yellow pages).

Possibilities include the following:

- (a) A change in the ALA/LC policy for romanization or word division results in a different title.

130 #0 \$a Makedonikē vivliothēkē  
430 #0 \$w nna \$a Makedonikē bibliothēkē

- (b) The title is in a language containing a symbol or numeral that under earlier rules was replaced by the corresponding word or words.

130 #0 \$a Soldatenschicksale des 20.  
Jahrhunderts als Geschichtsquellen  
430 #0 \$w nna \$a Soldatenschicksale des  
zwanzigsten Jahrhunderts als  
Geschichtsquellen

- (c) The title of the series was transcribed in truncated form under previous rules.

130 #0 \$a Occasional papers of the California  
Academy of Sciences  
410 2# \$w nnaa \$a California Academy of  
Sciences, San Francisco. \$t Occasional  
papers

- (d) The series title consists solely of the name of a corporate body and the same form of the same series was under earlier rules considered to lack a title.

130 #0 \$a Centre de recherches d'histoire  
ancienne (Series)  
410 2# \$w nnaa \$a Centre de recherches  
d'histoire ancienne. \$t Publication

(pre-AACR2 form of heading: Centre de  
recherches d'histoire ancienne.  
[Publication])

- (e) Evidence indicates that a word such as Bibliotheca, Collection, Edice was always present as the first word of the

title but was not considered to constitute a part of the title proper.

- (8) How many series-like phrase heading SARs are made for the same phrase used by different bodies?

There should be only one SAR. If an SAR already exists, use it as an undifferentiated phrase record; delete from the existing heading any qualifier other than “(Series).”

If the heading on an undifferentiated phrase record consists of a combination of letters that is the same as an acronym/initialism or name of a corporate body, use the qualifier “(Series).” If the heading on an undifferentiated phrase record conflicts with the title of a serial (monographic series or non-analyzable serial), add a qualifier to the heading for the serial on its bibliographic record.

Give the 643 field as “Various places : various publishers.” Do not give a 667 for publisher variations.

Include two 667 fields. The first should be either “Give phrase as a quoted note” or “Do not give phrase as quoted note.” The second 667 should be the following: “Undifferentiated phrase record: Covers all instances when this character string used by any publisher is considered to be a series-like phrase; if character string is considered to be a series, separate SAR has been made.”

*Series statement appears only on ECIP data view at galley stage (LC partner practice)*

- (1) Series is new to the Library.

Return the ECIP data view to CIP Division with request that CIP return the data view to publisher to “refresh” associated text file to include the series information.

- (i) When revised copy is received, establish series according to regular partner

procedures.

(ii) If revised copy is not received within five to eight work days, the ECIP Data Application will be deleted automatically from ECIP system and publisher will be required to resubmit in order to obtain CIP data for the item. Cancel any CIP record which may have been created in the partner database.

(2) Series is already represented by an SAR.

(a) Series title on data view matches form of title in the SAR: Transcribe the series statement without brackets in the bibliographic record. Trace the series if appropriate according to regular partner procedures.

(b) Series title on ECIP data view is considered to be variant form of the title in the SAR:

(i) Clarify the data with publisher, transcribe the series statement without brackets, and trace the series if appropriate according to regular partner procedures.

(ii) Add reference(s) to the SAR for any valid variant form.

(c) Series title on ECIP data view might represent a title change or situation might require a change in heading from that in the SAR:

(i) Clarify the data with publisher and, if appropriate according to regular partner procedures, return the CIP data view to CIP Division with request that CIP contact the publisher (see (1) above for procedures to follow).

(ii) When information from publisher is received, follow regular partner procedures and either add information and reference(s) to the existing SAR or create a new SAR as appropriate.

(iii) If information is not received within five to eight work days, the ECIP Data Application will be deleted automatically from the ECIP system and the publisher will be required to resubmit in order to obtain CIP data. Cancel any CIP record which may have been created in the partner database.

(3) Series is represented by analytic bibliographic records but there is no SAR: Create SAR for series according to regular partner procedures.

### Searching series

Searching is the most important step in series processing. You must determine whether your series is already represented in the database; if not, you must know what other series are already in the database so your series will “fit” and not conflict with headings on authority and bibliographic records (also see LCRI 25.5B).

Remember that the bibliographic records in the database include series handled under different cataloging codes. Some of the differences affecting series access are summarized below.

#### Choice of entry:

AACR 1 had a special rule for serials. Generic titles were entered under body. Titles containing name or initialism of body were entered under body.

AACR 2 has no special rule for serials. Most are entered under title per 21.1C1.

#### Title truncated:

For a time AACR 1 eliminated from the series title the name or part of the name of the body. “Bulletin of the Department of Education” became “Bulletin.” “Research Department study” became “Study.”

#### Space-hyphen-space:

Revised chapter 6 of AACR 1 specified that space-hyphen-space plus the body's name should be added to generic titles to create titles proper. The body's name was given in the form found on the item (which could change from one issue to the next). “Report - Department of Health” might be “Report - Virginia Department of Health” on the next issue and “Report - Commonwealth of Virginia Department of Health” on another issue. The form in the series added entry depended upon which issue was used when establishing the heading.

**Subseries:**

AACR 1: If subseries title was “weak,” the subseries was entered subordinately to the main series; if subseries title was “strong,” the subseries was entered independently.

AACR 2: If the main series and subseries are on the same source in the preliminaries, the subseries is entered subordinately to the main series; if the main series and subseries aren't on the same source in the preliminaries, the subseries is entered independently.

Also remember that series titles including initial articles appearing on pre-1979 records and in series statements for untraced series (490 0) do not have the filing indicator set for the initial article. If the series title on item in hand includes an initial article, do a search including the initial article as well as a search without it.

**APPENDIX 1: HEADINGS FOR AMBIGUOUS ENTITIES**

## Headings for Ambiguous Entities

### 1 INTRODUCTION

#### 1.1 Background

Most headings fall into clearly defined categories and are established either as personal names, corporate bodies, jurisdictions, uniform titles, named meetings, etc., in the name authority file or as topical subject headings, named objects such as names of automobiles, geographical features, etc., in the subject authority file. There are, however, certain named entities that have been problematic as to

- a) whether the heading should go into the name authority file (descriptive cataloging) or the subject authority file (subject cataloging); and
- b) how the headings should be tagged in both authority and bibliographic records.

To eliminate this confusion and to standardize the formulation and tagging of headings for such entities, the former Office for Descriptive Cataloging Policy (Desc Pol) and the Office for Subject Cataloging Policy (Subj Pol), working under the aegis of the Director for Cataloging, developed guidelines with respect to

- a) the responsibility for establishing the headings;
- b) the conventions to be used in formulating the headings;
- c) the tags to be used for content designation; and
- d) the file (name and subject authority) in which the authority records for them should reside.

In 1994, the Cooperative Cataloging Council (CCC) established the CPSO/CCC Task Group on Issues Surrounding Maintenance of Separate Name and Subject Authority Files. This task group agreed to reduce the “logical” inconsistencies between the two files so that they could be more easily used together. To this end the task group recommended and the CCC approved the deletion from the subject authority file of duplicate name headings that had been needed in the subject authority file to produce various products, such as *Library of Congress Subject Headings*.

In 1995 the Program for Cooperative Cataloging (PCC) (successor to the CCC) created a follow-on task group. PCC Task Group on Name Versus Subject Authorities, that considered and made recommendations on the remaining categories of headings that could be established by either descriptive or subject catalogers (cemeteries, city sections, concentration camps, and country clubs), events, and tagging conventions for certain “geographic” entities. The PCC approved the task group's recommendations, and the results are reflected below.

## 1.2. General guidelines

a) These guidelines relate primarily to the family of problem cases, not to the ones that are clear-cut. For example, the tagging decisions appended include some entities that are within the concept “corporate body” but are also judged to exemplify the concept “geographic” and, therefore, are tagged 151. (Note that when entities tagged 151 in the authority file are used as main or added entries in bibliographic records (110, 710, 810), the first indicator is set to the value 1.) Care should be taken, however, that a name containing one of the terms noted in one of the lists is indeed a member of that category, e.g., Xavier Ranch Corporation is not a ranch in the sense of the Group 2 list.

b) The provisions herein refer to “need” or “use” in descriptive or subject cataloging. As far as descriptive cataloging is concerned, such statements are to be understood as referring to main or added entry headings required by LC’s policies on main and added entries and to cross references traced on name and series authority records. “Need” and “use” do not refer to subject entries even if a descriptive heading is involved.

c) When using an existing heading in an access point on a new record, adjust the tagging on existing authority and bibliographic records to reflect current policy.

d) When changing the form of an existing heading, adjust the tagging on existing authority and bibliographic records to reflect current policy. (Note that a qualifier may need to be added, or the type of qualifier may need to be changed.)

e) *LC Catalogers*: If a Group 2—Subject Authority Group heading is being used as a main or added entry, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/AACR2” If a Group 2 Heading for the same entity exists in the LCSH Authority File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to SHED to delete the subject authority record, per SCM H193.

*PCC Catalogers*: If a Group 2—Subject Authority Group heading is being used as a main or added entry, create a name authority record according to subject cataloging rules. Add a 667 note to the NAR with the statement “Subj. Cat. Manual/AACR2” If a Group 2 Heading for the same entity exists in the LCSH Authority File create an NAR (cf. DCM Z1 Appendix 1: Ambiguous Entities, Section, 3.1) and send a notification to your PCC liaison to delete the existing subject authority record.

f) *Canada*. Follow normal routines for verification with the Library and Archives, Canada (LAC) (cf. DCM C2) and then with the LAC response, apply also the directions in Appendix 2 of this DCM. (Note that this applies to main and added entries used in descriptive cataloging only.)

### 1.3 Specific procedures

Headings have been divided into two groups, and special instructions for both these groups follow. Lists of the two groups of headings are given at the end of this DCM. The lists are updated as the need arises; refer potential additions to CPSO.

**2**           GROUP 1—NAME AUTHORITY GROUP: Headings always established according to descriptive cataloging guidelines (AACR2 and LCRI); authority record always resides in the name authority file.

#### 2.1 Implementation

Establish the headings according to the usual descriptive cataloging rules and procedures. If a heading in this category is needed in subject cataloging, those involved in descriptive cataloging establish it, and the authority record is added to the name authority file.

#### 2.2 *Airports*

Establish the heading for an airport according to the provisions for any other corporate body (see *Library of Congress Rule Interpretations* (LCRI) 24.1).

110 2# \$a San Francisco International Airport<sup>1</sup>  
 110 2# \$a Logan International Airport (Boston, Mass.)  
 110 2# \$a Jan Smuts Airport (Johannesburg, South Africa)  
 110 2# \$a Greater Cincinnati International Airport  
 110 2# \$a Davis Airport (Montgomery County, Md.)  
 110 2# \$a Davis Airport (Luzerne County, Pa.)

#### 2.3 *Arboretums, botanical gardens, herbariums, zoological gardens, etc.*

These Group 1 entities are tagged as corporate names (110) and established according to chapter 24 of AACR2. For other gardens, parks, etc., see Group 2.

110 2# \$a State Arboretum of Utah  
 110 2# \$a Missouri Botanical Garden  
 110 2# \$a National Zoological Park (U.S.)  
 110 2# \$a Hayden Planetarium  
 110 2# \$a Miami Seaquarium

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<sup>1</sup>MARC coding in the examples reflects the provisions of *MARC 21 Format for Authority Data* (except spaces added before and after subfield codes) and not any individual system.

**2.4** *Cemeteries, concentration camps, country clubs*

After July 1996, Cemeteries, concentration camps, and country clubs are treated only as Group 1 headings. Establish them in accordance with the general principles for corporate name headings (chapter 24, AACR2) (see LCRI 24.1).

110 2# \$a Arlington National Cemetery (Arlington, Va.)  
 110 2# \$a Riverside Cemetery (Jackson, Tenn.)  
 110 2# \$a Cmentarz Ewangelicko-Augsburski w Warszawie  
 (Warsaw, Poland)

110 2# \$a Auschwitz (Concentration camp)  
 110 2# \$a Nēsos Gyaros

110 2# \$a Riomar Country Club  
 110 2# \$a Manteno Young Women's Country Club

**2.5** *City sections*

City sections, including city districts and neighborhoods, are treated only as Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2, especially 23.4F2) (see LCRI 23.4F2).

151 ## \$a Georgetown (Washington, D.C.)  
 151 ## \$a Greenwich Village (New York, N.Y.)  
 151 ## \$a Loop (Chicago, Ill.)  
 151 ## \$a Rive gauche (Paris, France)

**2.6** *Collective settlements, conservation districts, communes, sanitation districts, etc.*

Collective settlements, conservation districts, communes, sanitation districts, etc., are treated only as Group 1 headings. Establish them in accordance with the general principles for geographic names (chapter 23, AACR2).

151 ## \$a Amana Society (Iowa)  
 151 ## \$a Santa Cruz County Sanitation District (Calif.)  
 151 ## \$a Englewood Water District (Fla.)  
 151 ## \$a Chicago Park District (Ill.)

**2.7** *Events*

If a name is for an event that is formally convened, directed toward a common goal, capable of being reconvened, and has a formal name, location, date, and duration that can be determined in advance of the date, establish the name according to the provisions of chapter 24, AACR2 (see LCRI 24.7 and 24.8).

- 111 2# \$a Rose Bowl (Football game)
- 111 2# \$a Tournament of Roses
- 111 2# \$a Miss America Pageant
- 111 2# \$a World Cup (Soccer)
- 111 2# \$a Tour de France (Race)
- 111 2# \$a International Henryk Wieniawski Violin Competition
- 111 2# \$a World Jamboree of Boy Scouts
- 111 2# \$a Athens Black-eyed Pea Jamboree
- 111 2# \$a National Folk Media Festival \$d (1988 : \$c Nairobi, Kenya)
- 111 2# \$a Fiesta San Antonio

## 2.8 *Forests, parks, preserves, etc.*

When a forest, park, preserve, etc. (commonly a unit of the United States National Park Service or the United States Forest Service), is needed as a main or added entry on a bibliographic record because the forest, park, preserve, etc., has some responsibility for the intellectual content of the item, establish them in accordance with the general principles for corporate name headings and qualify the name with “(Agency).” When this is not the case, continue to treat these entities as Group 2 headings and establish as a subject authority records as directed in: *Subject Cataloging Manual: Subject Headings, H 1925, Parks, Reserves, National Monuments, Etc.*

- 110 2# \$a Chugach National Forest (Agency: U.S.)  
(*Needed as added entry—Group 1*)
- 151 ## \$a Chugach National Forest (Alaska)  
(*No intellectual content responsibility—Group 2*)

## 2.9 *Named buildings/museums*

If a heading is needed for an entity in the category of a named building/museum, judge whether or not the entity is a museum or not. If it is a museum, treat it as a Group 1 heading and establish it accordingly; if not, treat it as a Group 2 heading and have it established as a subject authority record as directed in the guidelines for Group 2 headings in 3.1 below.

- 110 2# \$a Albrecht-Dürer Haus  
(*museum—Group 1*)

110 2# \$a Simson African Hall (California Academy of Sciences)  
(*building—Group 2*)

## 2.10 *Plans, programs, and projects*

Treat plans, programs, and projects as corporate bodies whether or not they have a staff. Do not consider that headings for entities with these words in their names need the addition of a qualifier that conveys the idea of a corporate body (cf. 24.4B).

## 2.11 *Railroads*

Establish railroads in accord with the general principles for corporate name headings (AACR2, chapter 24). During the period 1984-1985, railroad headings were established according to the conventions of the former Subject Cataloging Division. Generally, a railroad heading represented by an AACR2 name authority record should be accepted unless the item being cataloged shows another form, *and* the item is the railroad's own publication. In such cases re-evaluate the existing heading. At one time, railroads were represented by two separate headings, one for the company, which was tagged as a corporate heading, and another for the line, which was tagged as a topical subject heading. To locate all existing bibliographic records for a railroad when a name authority record for it needs to be created or coded for AACR2, search for the name both as a corporate body and as a topical subject heading.

## 3 GROUP 2—SUBJECT AUTHORITY GROUP: Headings always established according to subject cataloging guidelines (*Subject Cataloging Manual: Subject Headings* (SCM:SH)); the authority record resides either in the subject or name authority file

*N.B.* This section of the DCM is given primarily for information: the responsibility for the establishment and maintenance of Group 2 headings rests entirely with those performing subject cataloging. See *Subject Cataloging Manual: Subject Headings*, H405.

### 3.1 **Characteristics**

The headings in this group reside in the subject authority file whenever they are established and used only for subject purposes. Those that are tagged 110 and some tagged 151 are also candidates for descriptive cataloging use as the need arises. These headings then reside in the name authority file whenever they are established according to subject cataloging guidelines for the name authority file because of a need for one as a descriptive cataloging access point, or whenever they are needed for such a purpose after having been established only for subject purposes. When these headings are established, they are established according to AACR2, but also reflect subject cataloging policy, the most noteworthy aspects being the following:

- a) The 4XX reference structure reflects subject cataloging practice. Linking references to old catalog headings are not used except for records residing in the name authority file and if supplied for subject cataloging purposes at the time the heading is requested to be established for descriptive cataloging use. (At the point Group 2 headings go into the name authority file, they must also carry the descriptive cataloging reference structure.)
- b) Most headings will contain local place-name qualifiers.
- c) Records residing in the name authority file will also contain a 667 field with the notation: Subj Cat Manual/AACR2. This notation is intended to characterize the record and to provide a quick and easy means of indicating that maintenance of the record is the responsibility of CPSO. Catalogers should then refer changes to CPSO, rather than initiating the changes themselves.

### 3.2 Use of these headings in descriptive cataloging

Note the following:

- a) If the heading is in the subject authority file but not represented in the name authority file, request CPSO to move the heading. Send the item to CPSO with the regular orange referral slip (form 6-127) showing the request.
- b) If the heading is represented in the name authority file and is coded AACR2, use that form whether or not it conforms to the characteristics described above in 3.1 but barring any change *to the heading* that might be stimulated by the item being cataloged; if the item stimulates a need to change the heading, refer the matter to CPSO for evaluation and related actions (as in a) above).
- c) If the heading is represented in the name authority file but not coded for AACR2, refer the matter to CPSO for evaluation and possible change and related actions (as in a) above).
- d) If the heading is not represented in an authority file, establish it according to the guidelines in SCM:SH.

**GROUP 1—NAME AUTHORITY GROUP HEADINGS**

(Named entities always established according to descriptive cataloging guidelines and always residing in the name authority file)

<b>Category</b>	<b>MARC 21 tag</b>
Abbeys	110
Academies	110
Airplanes, Named	110
Airports <sup>2</sup>	110
Almshouses	110
Aquariums, Public <sup>3</sup>	110
Arboretums <sup>3</sup>	110
Art works, Individual	100, 110, 130
Artificial satellites	110
Asylums (Charitable institutions)	110
Athletic contests	111
Banks	110
Bars	110
Biblical characters	100
Biological stations	110
Boards of trade (Chambers of commerce)	110
Botanical gardens <sup>3</sup>	110
Broadcasting stations	110
Cathedrals	110
Cemeteries <sup>4</sup>	110
Chambers of Commerce	110
Chapels	110
Churches (In use or ruins)	110
Circuses	110
City sections <sup>5</sup>	151
Collective settlements <sup>6</sup>	151

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<sup>2</sup>See 2.2

<sup>3</sup>See 2.3

<sup>4</sup>See 2.4

<sup>5</sup>See 2.5

<sup>6</sup>See 2.6

Colleges	110
Comic strips <sup>7</sup>	130
Communes <sup>6</sup>	151
Competitions <sup>8</sup>	111
Computer programs and software <sup>7</sup>	130
Concentration camps <sup>4</sup>	110
Concert halls	110
Conservation districts <sup>6</sup>	151
Contests <sup>8</sup>	111
Convents	110
Correctional institutions	110
Country clubs <sup>4</sup>	110
Crematories	110
Dance halls	110
Denominations, Religious (Individual)	110
Dispensaries	110
Ecclesiastical entities that are also names of places, e.g., Basel (Switzerland : Ecclesiastical principality)	110
Ecological stations	110
Educational institutions	110
Electronic discussion groups	130
Embassies	110
Events <sup>8</sup>	111
Exhibitions <sup>8</sup>	111
Expeditions, Military	111
Expeditions, Scientific	111
Experiment stations	110
Expositions <sup>8</sup>	111
Factories	110
Fairs <sup>8</sup>	111
Festivals and celebrations <sup>8</sup>	111
Fish hatcheries	110
Folk festivals and celebrations <sup>8</sup>	111
Forests (as agencies)	110
Forests districts	110
Funds	110
Funeral homes, mortuaries	110

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<sup>7</sup>Although headings in this category are generally established under title and tagged 130, those that are established under personal or corporate names are tagged 100 or 110.

<sup>8</sup>See 2.7

Galleries	110
Games (Events) <sup>8</sup>	111
Halfway houses	110
Helplines, hotlines	110
Herbariums <sup>3</sup>	110
Hospitals	110
Hotels	110
Individual works of art	100, 110, 130
Jurisdictions, Ancient (other than cities)	151
Laboratories	110
Libraries	110
Library districts	110
Markets	110
Military installations (Active; also all after 1899)	151
Mining districts	151
Monasteries	110
Morgues	110
Mosques	110
Motels	110
Motion pictures	130
Museums <sup>9</sup>	110
Night clubs	110
Nursing homes	110
Observatories	110
Old age homes	110
Opera houses	110
Orphanages	110
Parades <sup>8</sup>	111
Park districts <sup>6</sup>	151
Parks (as agencies) <sup>10</sup>	110
Planetariums <sup>3</sup>	110
Plans (Programs) <sup>11</sup>	110
Poorhouses	110
Port authorities	110
Prisons	110
Projects, plans, etc. <sup>10</sup>	110

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<sup>9</sup>See 2.9

<sup>10</sup>See 2.8

<sup>11</sup>See 2.10

Public celebrations, pageants, anniversaries <sup>8</sup>	111
Publishers' imprints	110
Pueblos	151
Races (Contests) <sup>8</sup>	111
Radio programs	130
Railroads	110
Recreation districts <sup>10</sup>	151
Religious denominations	110
Research stations	110
Reserves (as agencies)	110
Restaurants	110
Sanitoriums	110
Sanitation districts <sup>6</sup>	151
Satellites, Artificial	110
School districts	110
Schools	110
Service stations	110
Ships	110
Shipyards	110
Shows (Exhibitions) <sup>8</sup>	111
Software, Computer <sup>7</sup>	130
Sound recording labels	110
Space vehicles	110
Sporting events <sup>8</sup>	111
Stock exchanges	110
Stores, Retail	110
Studies (Research projects)	110
Synagogues	110
Television programs	130
Temples (in use; excludes temples in ruins)	110
Theater companies	110
Tournaments <sup>8</sup>	111
Tribes (as legal entities only, U.S. only)	151
Truck stops	110
Undertakers	110
Universities	110
Utility districts <sup>6</sup>	151
Water districts <sup>6</sup>	151
Works of art, Individual	100, 110, 130
Zoological gardens <sup>3</sup>	110

**GROUP 2—SUBJECT AUTHORITY GROUP HEADINGS**

(Named entities always established according to subject cataloging guidelines and residing in either the name or subject authority file)

<b>Category</b>	<b>MARC 21 tag</b>
Amusement parks	151
Apartment houses	110
Arenas	110
Armories	110
Artists' groups	150
Asian conglomerate corporations	110
Astronomical features (asteroids, comets, galaxies, planets, etc.)	151
Auditoriums	110
Awards	150
Bathhouses	110
Baths, Ancient	110
Bridges	151
Building details	150
Buildings, Private	110
Buildings occupied by corporate bodies <sup>9</sup>	110
Bus terminals	110
Camps	151
Canals	151
Capitols	110
Castles <sup>8</sup>	110
Celestial bodies	151
Cities, Extinct (Pre-1500) <sup>12</sup>	151
City halls	110
Civic centers	110
Clans	100
Club houses	110
Coliseums	110
Collections, Public or Private	110
Collective farms	151
Community centers	110
Computer languages	150
Computer networks	150
Computer systems	150
Convention centers	110

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<sup>12</sup>For instructions on establishing and applying headings for extinct cities, see SCM:SH H715.

Courthouses	110
Customhouses	110
Details, Building	150
Docks	151
Doors	150
Dwellings <sup>9</sup>	110
Estates	151
Events <sup>13</sup>	150
Exhibition buildings	110
Fairgrounds	151
Families	100
Farms	151
Feasts	150
Ferry buildings	110
Fire stations	110
Forests (Geographic entities)	151
Fortresses (Structures)	151
Fountains	150
Gangs	150
Gardens	151
Gates	150
Golf courses	151
Grain elevators	110
Gymnasiums	110
Hazardous waste sites	151
Highways	151
Historic sites	
(Including historic districts not in cities)	151
Immigration stations	110
Islands, Non-jurisdictional	151
Land grants	151
Lighthouses	110
Manors	110
Mansions	110
Market buildings	110
Military installations	151
(Before 1900 <i>and</i> inactive)	
Mine buildings	110
Mines	151
Mints	110

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<sup>13</sup>Events that generally cannot be repeated and have no formal name but are commonly referred to by generic terms only.

Monuments (Structures, statues, etc.)	150
Music halls	110
Office buildings	110
Official residences	110
Palaces <sup>9</sup>	110
Parks (Geographic entities)	151
Pavilions	110
Playgrounds	151
Plazas (Open spaces, squares. etc.)	151
Police stations	110
Pools, Public	151
Ports (Physical facilities)	151
Post offices	110
Posthouses	110
Power plants	110
Presidential mansions	110
Public comfort stations	110
Racetracks	110
Railway stations	110
Ranches	151
Recreation areas	151
Refugee camps	151
Reservations, Indian	151
Reserves (Parks, forests, etc.)	151
Resorts	110
Roads	151
Rooms	150
Sanitary landfills	151
Satellites (i.e., moons)	151
Schools of artists	150
Shopping centers	110
Shrines ( <i>not</i> churches)	150
Spas	110
Sport arenas	110
Sports facilities	110
Stadiums	110
Stagecoach stations	110
Streets	151
Structures (Non-geographic, e.g., towers)	150
Temples (In ruins)	110
Terminal buildings	110
Theater buildings	110
Theme parks	151
Tombs	150

Towers	150
Trails	151
Tribes (Ethnic groups)	150
Tunnels	151
Villas	110
Walls	150
Waterways	151