

CCM Appendix B. Glossary

Access point. A name, term, code, etc., representing a specific entity. (*RDA*)

Accompanying material. Material that is issued with and designed to be used with another work. (*AACR2*). *RDA* focuses on accompaniment relationships, e.g., accompanying manifestation, accompanying expression, and accompanying work relationships. See the *RDA* glossary for more information.

Added entry. An entry, additional to the main entry, by which an item is represented in a catalogue; a secondary entry. (*AACR2*) *Note: Although not a term used in RDA, this word is still used in the LC-PCC PS for RDA 0.0 and elsewhere in PCC and CONSER documentation.*

Added title page. A title page preceding or following the title page chosen as the preferred source of information. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language). (*RDA*)

Added title page title. A title appearing on a title page that has not been chosen as the preferred source. (*CCM*)

Alternative numbers. A secondary sequence of numeric designation (e.g., Vol. 1, no. 1 = Whole No. 1) (*CCM*)

Alternative title. A second part of a title proper that consists of two parts, each of which has the form of an independent title, joined by a word such as "or" or its equivalent in another language. (*RDA*)

Analytic. An individual title in a series. The analytic may be a monograph, an integrating resource, or a serial. (*CCM*)

Analytical title page. The title page of an individual work in a series. (*CCM*)

Analyzable. A series is described as "analyzable" because it contains additional titles that could be represented by separate bibliographic records. A word or phrase cannot be a series if it is not "analyzable" (i.e., it does not have additional titles that could be separately cataloged). (*CCM*)

Analyze (v.). To catalog the individual titles. If a series is "analyzed," all or some of the titles in the series are represented by separate bibliographic records. (*CCM*)

Bibliographic resource. An expression or manifestation of a work that forms the basis for bibliographic description. A bibliographic resource may be tangible or intangible. (*AACR2*) *Note: Although not a term used in RDA, this word is still used in the LC-PCC PS for RDA 0.0 and elsewhere in PCC and CONSER documentation.*

Body of the entry. According to ISBD (International Standard Bibliographic Description) these are areas 1-6 of the catalog record (i.e., the title statement through the series). (*CCM*)

Caption title. A title given at the beginning of the first page of the text or, for notated music, at the top of the first page. (*RDA*)

Chief source of information. The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared (*AACR2*). For serials, the chief source is the title page or title page substitute of the first or earliest issue. (See also Source of information.) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Chronological designation. A date, or combination of dates, numbers, or words that identifies an issue of a serial within a chronological sequence. (*CCM*)

Chronological relationship. The relationship in time between bibliographic items (e.g., the relation of a serial to its predecessors and successors). (*USMARC Bibliographic*)

Collected set. The term "collected" is used at LC to mean "classified together" (all issues of the series are classed together under the same call number). (*CCM*)

Collected set record. A serial record for the series. Perhaps the most frequent use of a collected set record is when issues of the series are classed or "collected" under the same call number¹. (*CCM*)

Colophon. A brief statement containing information about the publication of a book such as the place of publication, the publisher, and the date of publication. A colophon may include the device of a printer or publisher. Colophons are correctly printed at the ends of books ..., but sometimes the same information appears elsewhere ... and many modern (post-1800) books bear this information on the verso of the title-leaf, which is sometimes called a "biblio-page" or (when bearing copyright data) the "copyright-page". (*Wikipedia*)

Colour content. The presence of colour, tone, etc., in the content of a resource. Colour content is also the specific colours, tones, etc., (including black and white) present in the content of a resource. (*RDA*)

Commercial publisher. A for-profit corporate body whose primary function is that of publishing. (*CCM*)

Common title. A title common to two or more works, each of which carries the title and/or designation of a section. (*CCM*) The same concept is defined in Series Training for PCC Participants (May 2016 revision) as "the title common to all parts or sections" (session 9, page 5); in his book *RDA and Serials Cataloging*, Ed Jones calls the same concept the "common (overarching) title" (page 77).

¹ A collected set record does not always have a call number (e.g., records created by NSDP that are not "collected" in LC have "CLASSIFIED SEPARATELY" in field 050).

Compiler. A person, family, or corporate body responsible for creating a new work (e.g., a bibliography, a directory) by selecting, arranging, aggregating, and editing data, information, etc. (*RDA*)

Conference. A meeting of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest or a meeting of representatives of a corporate body that constitutes its legislative or governing body. (*RDA Glossary*)

Consecutive numbers. Continuous numbers that do not repeat (i.e., go back to "1"). Examples are serials that have numbered issues (e.g., no. 1, no. 2, etc.) and most volume numbers. Consecutive numbering can occur at any level within the numeric designation (e.g., v. 3, no. 800) (*CCM*)

Continuing resource. (See Diachronic work.)

Copyright date. A date associated with a claim of protection under copyright or a similar regime. (*RDA*)

Corporate body. An organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit. (*RDA*)

Cover date. A chronological designation that reflects the date of issuance rather than the coverage, such as the date found on the cover of magazines and periodicals. (*CCM*)

Cover title. A title printed on the cover of an item as issued. (*CCM*)

Coverage date. A date that reflects the coverage of the contents of the item (e.g., FY 1989). (*CCM*)

Cumulation. An issue of a serial that collects all of the information given in the previous issues for a given period and is intended to replace those issues. The cumulation may rearrange, correct, or expand the contents of the original issues but the combined contents of the original issues and the contents of the cumulation are essentially the same. (*CCM*)

Database. A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. (*MARC 21 Bibliographic*)

Designation. A numeral, letter, and/or date used to identify the issue of a serial (See also Numbering). (*CCM*)

Diachronic work (continuing resource). A work that is planned to be embodied over time, rather than in a single act of publication. When the plan is carried out, the content of the work changes over time by being realized by one or more discrete expressions that are embodied by one or more manifestations. (*RDA Glossary*)

Distinctive title. A title that appears in addition to the title proper, is unique to an issue, and is often related to the topic or theme of that issue. (*CCM*)

Distributor. A person, family, or corporate body responsible for distributing a resource. (*RDA*)

Edition: serials or "serial editions." Separate complete serials that are issued simultaneously, usually with the same title, and that are intended for a specific audience. (*CCM*)

Editor. A person, family, or corporate body contributing to an expression of a work by revising or clarifying the content, e.g., adding an introduction, notes, or other critical matter. An editor may also prepare an expression of a work for production, publication, or distribution. (*RDA*)

Emanation. A resource "emanates" from a corporate body if 1) it is issued by the corporate body, 2) it is caused to be issued by the corporate body, or 3) the contents originate with the corporate body. (*AACR2* 21.1B2) *Note: Although not a term used in RDA, this word is still used in the LC-PCC PS for RDA 0.0 and elsewhere in PCC and CONSER documentation.*

Entry. A record of an item in a catalogue. (*AACR2*) *Note: Although not a term used in RDA, this word is still used in PCC and CONSER documentation.*

Extent. The number and type of units and/or subunits making up a resource. (*RDA*)

Facsimile (manifestation). A manifestation that exactly reproduces another manifestation. (*RDA*)

Facsimile reproduction. A reproduction simulating the physical appearance of the original in addition to reproducing its content exactly. (See also Reprint.) (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Fluctuating title. A title that changes back and forth on a regular or irregular basis. (*CCM*)

Formally presented. Appearing in isolation, as opposed to appearing embedded in text, and in a prominent location. (*RDA*)

General material designation. A term indicating the broad class of material to which an item belongs (e.g., *sound recording*). (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Half title. A title of a publication appearing on a leaf preceding the title page. (*CCM*)

Heading. A name, word, or phrase placed at the head of a catalogue entry to provide an access point. (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Horizontal relationship. The relationship between versions of a bibliographic item in different languages, formats, media, etc. (*MARC 21 Bibliographic*)

Integrating work (integrating resource). A bibliographic resource that is a type of diachronic work that is planned to be realized by a single expression. It will be added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating works may be finite or continuing. Examples of integrating works include updating loose-leaf publications and updating Web sites. (RDA Glossary)

Internal numbers. Numbers within a volume that repeat with each volume (e.g., Vol. 1, no. 1, 2, 3, etc.; Vol. 2, no. 1, 2, 3, etc.). (CCM)

Issuing body. A person, family or corporate body issuing the work, such as an official organ of the body. (RDA)

Iteration. An instance of an integrating work or, the expression that realizes it or, the manifestation that embodies it. The instance may be the initial state or the state after an update. (RDA Glossary)

Joint author. A person who collaborates with one or more other persons to produce a work in relation to which the collaborators perform the same function. (AACR2) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*). RDA focuses on collective agent relationships, e.g., creator collective agent of work, creator collective agent of expression, creator collective agent of manifestation. See the RDA glossary for more information.

Language edition. A resource published simultaneously in different languages. The publisher of all of the editions is usually the same. The titles may be in different languages or in the same language. (CCM)

Loose-leaf publication. (See Updating loose-leaf)

Main entry. The complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracing(s). (AACR2) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Main series. A larger, more comprehensive series that includes subseries. (CCM)

Major change. A change that requires the creation of a new record. (CCM)

Manufacturer. A person, family, or corporate body responsible for printing, duplicating, casting, etc., a resource in a published form. (RDA) The corporate body responsible for the physical production of the item. (CCM)

Masthead. The masthead (sometimes called flag, banner, or nameplate) contains the title statement and is found on the first, or front page. It may also include the place of publication, designation, edition statement, the newspaper's motto or philosophy, or the price. (CCM)

Minor change. A change that does not require the creation of a new record. The change is noted in the record, when considered important. (*CCM*)

Mixed responsibility. A work of mixed responsibility is one in which different persons or bodies contribute to its intellectual or artistic content by performing different kinds of activities (e.g., adapting or illustrating a work written by another person). (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Monograph. (See Single work (monograph).)

Monographic series. One category of serial. The term can be misleading because it implies that the individual titles in the series are all monographs when some or all may be integrating resources or serials. (*CCM*)

Multiple unit (multipart monograph). A mode of issuance of a manifestation that is issued as a multipart physical unit or intangible multipart logical unit. (*RDA Glossary*)

Newspaper. A serial publication which contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week. Newspapers usually have a masthead rather than a cover and are normally larger than A3 (297 mm x 420 mm.) in size. (International Organization for Standardization)

Numbering of serials. The identification of each of the issues or parts of a serial. Numbering of serials may include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (volume, number, etc.) and/or a chronological designation. (*RDA*)

Numeric designation. A numeral or combination of numbers, dates, letters, or words that identifies an issue of a serial within a numeric sequence. (*CCM*)

Other title. A title appearing on a source other than the preferred source that is not the cover, spine, caption, added title page, or head/foot of each page. (*CCM*)

Other title information. A word, character, or group of words or characters that appears in conjunction with, and is subordinate to, a title proper of a manifestation. (*RDA*)

Parallel title proper. The title proper in another language and/or script. An alternative title in another language or script is treated as part of a parallel title proper. (*RDA*)

Periodical. A type of serial, published at regular intervals, more frequently than annually and normally containing separate articles. (*ISSN Manual*, January 2015)

Personal author. The person chiefly responsible for the creation of the intellectual or artistic content of a work. (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Place of publication not identified. Without a place associated with the publication, release, or issuing of a manifestation. (*RDA*)

Preferred title. (formerly called Uniform title). A title or form of title chosen to identify a work. The preferred title is also the basis for an authorized access point representing that work. (*RDA*)

Preliminaries. The title page(s) of an item, the verso of the title page(s), any pages preceding the title page(s), and the cover. (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Prescribed sources of information. Sources from which data may be recorded in the bibliographic description without the use of brackets. These are not necessarily the only sources from which information may be recorded. (*CCM*)

Prominently stated. Appearing in a formal statement in one of the prescribed sources of information for areas 1 and 2 (*AACR2* 0.8). For printed serials, this includes the title page or title page substitute, other preliminaries, or the colophon (*AACR2* 21.1B2). (*CCM*)

Publication date. A date associated with the publication, release, or issuing of a resource. (*RDA*) *Note: for RDA (RDA 2.8.6.1), the release date is a sub-type of publication date.*

Publisher. A person, family, or corporate body responsible for publishing, releasing, or issuing a resource. (*RDA*)

Publisher not identified. Without a named agent responsible for publishing, releasing, or issuing a manifestation. (*RDA*)

Publisher's listing. A list of the titles/works that have been published in the series. Generally, a publisher's listing is not considered to be a series title page, although the series statement may be taken from it. (*CCM*)

Qualifier. A parenthetical word or phrase added to a corporate body heading or uniform title to distinguish the body or title from others with the same name or title. (*CCM*).

Reciprocal relationship. The relationship between two resources, as represented by paired linking fields (e.g., 780/785) or by a link with the same MARC 21 tag that is given in each related record (e.g., 775). (*CCM*)

Release date. A date, consisting of the month and year, that reflects the date of release for publication. (*CCM*)

Reprint. 1. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well-defined variations (an issue). 2. A new edition with substantially unchanged text. (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still*

used in PCC and CONSER documentation. RDA focuses on reprint relationships, e.g., reprinted as manifestation, reprinted as item. See the RDA glossary for more information.

Running title. A title, or abbreviated title, that is repeated at the head or foot of each page or leaf. (*RDA*)

Section. A separately issued part of a manifestation, usually representing a particular subject category within the larger manifestation and identified by a designation that may be a topic, or an alphabetic or numeric designation, or a combination of these. (*RDA*)

Serial. (See Serial work (serial).)

Serial issued in parts. A serial is issued in parts when each number or issue is comprised of more than one physical item according to a consistent pattern. Each part is usually distinguished from the other(s) by a number or letter and/or a title distinctive to the part. The parts share a common title and usually a common numeric/chronological designation pattern. (*CCM*)

Serial Work (serial). A successive work that is planned to be realized by multiple distinct aggregating expressions over an indeterminate timespan. A type of diachronic work, examples of a serial work include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series. (*RDA Glossary*)

Seriality. A dimension of resources that is not complete as first issued that refers to the fact that they are issued over time and thus, may exhibit change. (*CCM*)

Series. A group of separate manifestations related to one another by the fact that each manifestation bears, in addition to its own title proper, a collective title applying to the group as a whole with or without numbering or, a separately numbered sequence of volumes or issues within a series or serial. (*RDA Glossary*)

Series authority record (SAR). Series authority records are created by PCC participants and are included in the LC/NACO Authority File. The SAR provides the title and numbering to be used in the authorized access point; it may include cross references and institution-specific treatment decisions. SARs can be made for monographic series, multipart items, series-like phrases, and those serials that have analyzable titles on some issues. (*CCM*)

Series title page. An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the resource within the series). (*RDA*)

Shared responsibility. Collaboration between two or more persons or bodies performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separable from that of the other(s). (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Single work (monograph). A work that is planned to realize single or amalgamated content in one distinct expression. (*RDA Glossary*)

Source of information. A source of data value for an element. A source of information includes a manifestation associated with the entity that is being described or a manifestation of a reference work or authority file about the entity. (*RDA Glossary*)

Specific material designation. A term indicating the special class of material (usually the class of physical object) to which an item belongs (e.g., sound disc). (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Spine title. A title appearing on the spine of an item. (*CCM*)

Statement of responsibility. A statement that identifies, and indicates the function of, an agent who is responsible for a work or its expression that is embodied by a manifestation. A statement of responsibility sometimes includes words or phrases that are neither names nor linking words. (*RDA*)

Subseries. A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series. (See also Section.) (*RDA*)

Subtitle. The explanatory part of the title following the main title. (*ALA Glossary*)

Successive entry cataloging. The practice of creating a new record for a serial each time the entry changes. (*CCM*)

Successive numbering. A numeric designation that begins again with number "1" (or its equivalent). (*CCM*)

Supplement. A work or expression that updates or otherwise complements a predominant work or expression. (*RDA*)

Supplied title. A title provided by the cataloguer for an item that has no title proper on the chief source of information or its substitute. It may be taken from elsewhere in the item itself or from a reference source, or it may be composed by the cataloguer. (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Title. A word, character, or group of words or characters that names a manifestation or a work embodied in it. (*RDA*)

Title page. A chief name of a manifestation, that is, a title normally used when naming a manifestation. An alternative title is treated as part of a title proper. (*RDA*)

Title page substitute. A source other than a title page that contains the title and is used as the preferred source of information in the absence of a title page (e.g., cover, caption, masthead, etc.). (*CCM*)

Title proper. A chief name of a manifestation, that is, a title normally used when naming a manifestation. An alternative title is treated as part of a title proper. (*RDA*)

Tracing. 1. A record of the headings under which an item is represented in the catalogue. 2. A record of the references that have been made to a name or to the title of an item that is represented in the catalogue. (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Translation. A resource that is translated into another language. It is usually published by a different publisher than the original and at a later time. (*CCM*)

Unanalyzable. A serial is “unanalyzable” when the separate volumes do not have titles in addition to the collective title. Most serials are “unanalyzable” (e.g., *Newsweek*, *Statistical yearbook*, etc.). Occasionally, an issue of a series is published without an individual title and is thus “unanalyzable” (*LC-PCC PS 2.3.1.7*). (*CCM*)

Updating loose-leaf. An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed and/or substituted. (*RDA Glossary*)

Updating supplement. A supplement that adds to or updates information contained in the main work. (*CCM*)

Vertical relationship. The hierarchical relationship of the whole to its parts and the parts to the whole (e.g., a journal article to the journal, a subseries to the main series). (*MARC 21 Bibliographic*)

Volume. In the bibliographic sense, a major division of a work, regardless of its designation by the publisher, distinguished from other major divisions of the same work by having its own inclusive title page, half title, cover title, or portfolio title, and usually independent pagination, foliation, or signatures. This major bibliographic unit may include various title pages and/or pagination. (*AACR2*) *Note: Although not a concept used in RDA, this terminology is still used in PCC and CONSER documentation.*

Volume title page. A page that contains the title and designation for an entire volume, rather than the designation for a specific issue. Volume title pages are often issued separately once the volume is complete. (*CCM*)

Website. An electronic resource that consists of a collection of digital documents, commonly referred to as home pages that are usually interconnected by the use of hypertext links. Website, or Web site, is a broad category of electronic resources, exclusive of resources that fit into other categories, such as databases or electronic journals. (*CCM*)

Whole numbers. The term "whole" numbering is used for serials that have single-level enumeration (e.g., no. 1, no. 2) and for single-level systems of enumeration that accompany volume numbers and internal numbers. (*CCM*)