

# CCM Module 3: Preferred source and other sources of information

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## Module 3. Preferred Source and Other Sources of Information

Once an item is determined to be a serial, the next step is to examine the issues of the serial to evaluate the information that is presented and to choose the sources from which the information for the catalog record will be taken. There may be only one issue in hand or there may be a run of several issues. The first issue may be in hand or only later issues. In some cases, the last issue will also be available.

RDA provides detailed instructions on the sources to be used for preferred source of information in general and preferred sources for each data element.

### Outline

This module will discuss:

- How to select the issue upon which to base the description
- How to choose the preferred source for that issue
- What constitutes a title page
- How to select sources of information used in addition to the preferred source
- How to use information given on later issues
- When to give notes relating to the sources of information

### References

#### RDA/LC-PCC PSs

Basis of the description: *RDA* 2.1.2.3

Preferred source of information: *RDA* 2.2.2, *RDA* 2.2.2.2, *RDA* 2.2.2.3, *RDA* 2.2.2.4, *LC-PCC PS* 2.2.2, *LC-PCC PS* 2.2.2.2-2.2.2.4

Items lacking a preferred source of information within the resource: *RDA* 2.2.4, *LC-PCC PS* 2.2.4

More than one preferred source: *RDA* 2.2.3

Sources of title note: *RDA* 2.17.2, *LC-PCC PS* 2.17.2

Basis for identification note: *RDA* 2.20.13.3

Definitions: Glossary

#### CCM

Module 6. Title statement (Field 245)

Module 8. Numbering (Field 362/500)

Module 13. Notes

Module 16. Changes that may require a new record

## Definitions of terms used in this module

**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*)

**Analytical title page:** The title page of an individual work in a 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*)

**Colophon:** An inscription usually placed at the end of a book or manuscript and usually containing facts relative to its production (as the designer's, artist's, and printer's names and the type faces and paper used) (*Webster's Third New International Dictionary, Unabridged [online]*)

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

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

**Masthead:** A statement of title, ownership, editors, etc., of a newspaper or periodical. In the case of newspapers it is commonly found on the editorial page or at the top of page one, and, in the case of periodicals, on the contents page. (*CCM*)

**Parallel title proper:** The title proper in another language and/or script. (*RDA*)

**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*)

**Source of information:** The source of data from which a description (or portion thereof) is prepared. (*RDA*). For print serials, the preferred source is generally the title page or title page substitute of the first or earliest available issue.

**Title page:** A page at the beginning of a resource bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. If this information is given on facing pages or pages on successive leaves, with or without repetition, treat these pages collectively as the title page. (*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*)

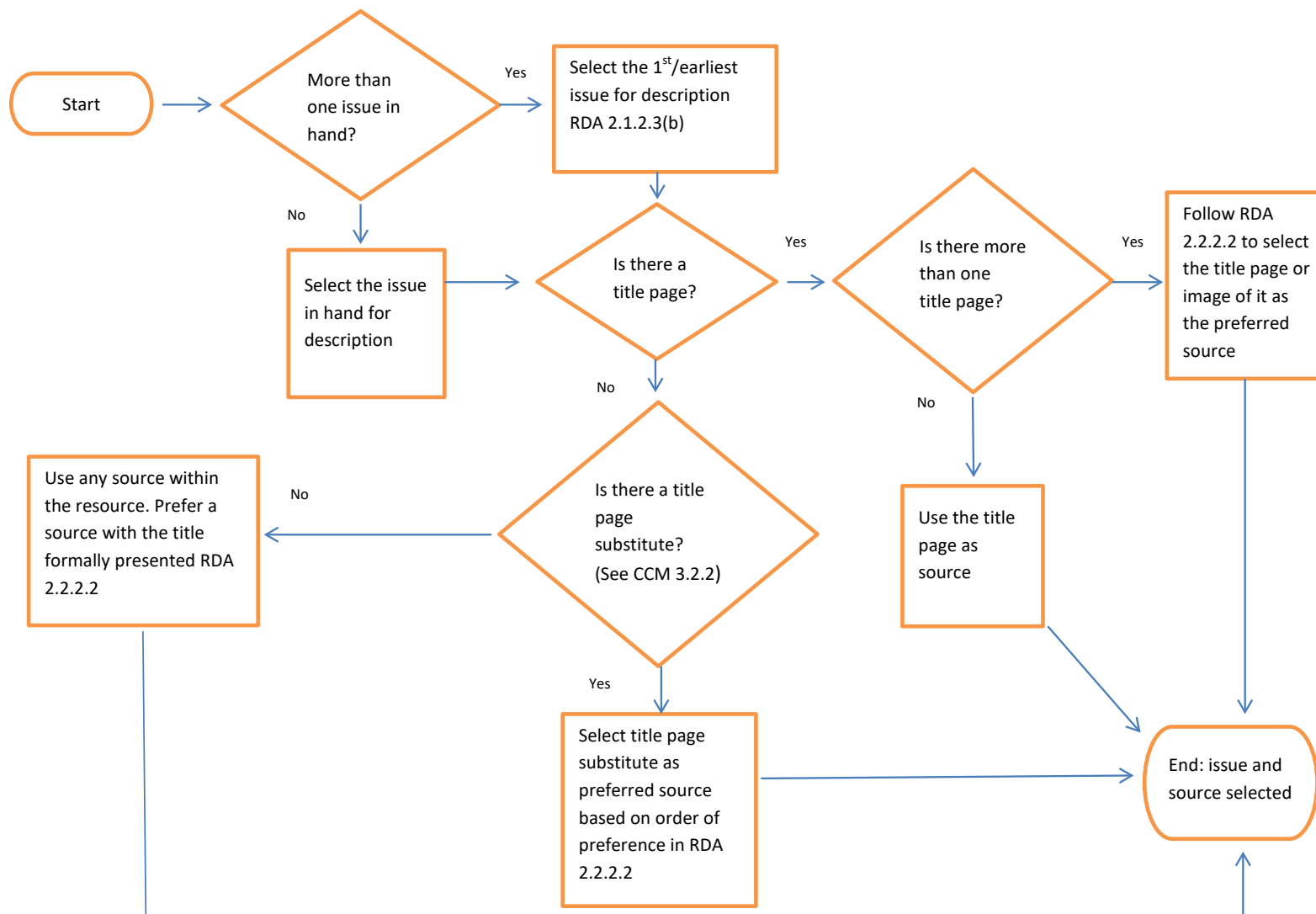
**Volume title page:** A page that contains the title and designation for an entire volume, rather than the designation for a specific issue. Volume title pages are often issued separately once the volume is complete. (*CCM*)

### **3.1. Deciding which issue to use (*RDA 2.1.2.3*)**

Serials are a challenge to describe because usually, at the time of cataloging, most of the issues have yet to be published! For current serials, often the initial description is based on a single issue, or only a few issues. If, however, a record is regularly updated by a CONSER participant as changes occur, the record is likely to reflect much more: the first and last issue will be stated in various parts of the description, and changes that occurred on intervening issues may have been recorded in notes. Thus, over the life of a serial, the catalog record grows to reflect the bibliographic history of the serial.

The decision process, which will be discussed in detail in the sections of this module, has many steps. These steps are illustrated in the following diagram:

**Decision process for selecting the issue for basis of identification and selecting preferred source of title:**



### 3.1.1. Source of description

Base the identification of the resource on the lowest numbered issue or part available; ideally this would be the first issue of the serial. If you do not have the first issue, base the description on the earliest issue in hand and record the designation of that issue in a "Description based on" note (MARC 21 field 588) (*RDA* 2.20.13.3). It is CONSER practice to always supply a "Description based on" note even if the description is based on the first issue. This is combined with a "Source of title" note (see *CCM* 3.2). **First issue in hand:**

```
362 1# $a Began with Volume 1, Number 1 (May 2010).  
588 ## $a Description based on: Volume 1, Number 1  
      (May 2010); title from cover.
```

#### **First issue not in hand and not known:**

```
[no 362 field]  
588 ## $a Description based on: June 2013; title  
      from title page.
```

When a new record is created due to a major change in title or responsibility, or other circumstances such as a change in mode of issuance (see *CCM* 16), base the description on the first issue that bears the new title or responsible body, or the earliest issue in hand if the first issue is not available or is uncertain.

#### **First issue of new title: Volume 18, no. 1 (January 2013)**

#### **In record:**

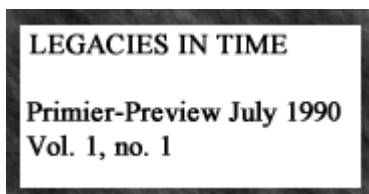
```
362 1# $a Began with Volume 18, no. 1 (January  
      2013).
```

### 3.1.2. Pilot or introductory issues

Sometimes the first issue of a serial, usually a periodical, is issued bearing words such as "premier," "introductory," or "pilot" issue. There are two possibilities. The first is that this is the first issue of the serial and the publisher is calling attention to that fact by calling the issue a "premier" or "introductory" issue. The issue may also carry regular numbering, e.g., volume 1, number 1, etc.

The second possibility is that the publisher is "testing the waters" to determine public interest and whether or not there is a market for the publication. If public interest is not strong enough, no further issues are published. The terms "pilot," "trial," or "sample" issue are frequently used in such cases, but publishers have a habit of using all of these terms interchangeably. These issues may bear numbering (often volume 1, number 0) and dates, dates alone, or the phrase and no separate number or date.

When an issue is truly the first issue (e.g., "premier issue") base the description on that issue. Do not base the description on issues that appear to be sample or introductory issues. Issues that bear numbering such as vol. 1, no. 0 may be used as the first issue when there is clear evidence that they are not serving merely as sample issues (*LC-PCC PS* 2.1.2.3). (See *CCM* Module 8 for further information.)



*Figure 3.1*

In Figure 3.1, "Premier-Preview" appears with "Vol. 1 no. 1." The description is based on this issue but the words are not included in the designation. Instead the phrase "Premier-Preview" may be captured in a note (see *CCM* 8.5.3).

```
362 1# $a Began with Vol. 1, no. 1 (July 1990).  
515 ## $a Vol. 1, no. 1 (July 1990) also called Premier-Preview.
```

### 3.1.3 Numbers and dates not in sequence

The earliest issue is always number 1, or its equivalent, regardless of how it is dated. Occasionally, a serial bearing both numbering and dates is issued out of sequence. For example, no. 1 has a chronological designation of March 2010; no. 2 has a chronological designation of January 2010. In such cases, choose the earliest issue based on the number rather than the date. Make a note explaining the discrepancy (MARC 21 field 515). The date of publication in the fixed field (008/07-10) and subfield \$c in 264 field should reflect the earliest date (see *CCM* 10.5.3).

```
362 1# $a Began with no. 1 (March 2010).  
515 ## $a No. 2 published in January 2010.
```



### 3.1.4 Surrogates

In some cases, the earliest issue of a print serial is not available, but the cataloger has a surrogate with adequate information to complete the description. In other cases, a more recent issue of the print serial is not available, but a surrogate is. The surrogate may be a scanned or faxed image of the preferred source or it may be a facsimile online version. Cite surrogates according to one of the patterns below:

#### Situation #1. Photocopies and scanned images of print (either earlier or more recent issues)

```
588 ## $a Description based on: ... (surrogate); title from [title page,
      cover, etc.].
588 ## $a Latest issue consulted: ... (surrogate).
```

*Example: Cataloger has a photocopy of the cover of the volume 1, number 1; and has print issues for volume 2, number 1 through volume 13, number 10.*

```
588 ## $a Description based on: Volume 1, number 1 (January
      2001)(surrogate); title from cover.
588 ## $a Latest issue consulted: Volume 13, number 10 (October 2013).
```

#### Situation #2. Facsimile online versions (either earlier or more recent issues)

```
588 ## $a Description based on: ... (online surrogate); title from
      [title page, cover, etc.] ([source], viewed ...).
588 ## $a Latest issue consulted: ... (online surrogate) ([source],
      viewed ...).
```

*Example: Cataloger has print issues for volume 1, number 1 through volume 4, number 12; but has access to PDF surrogates for all issues through volume 13, number 10. In addition, the cataloger has evidence that the publication is still available in print.*

```
588 ## $a Description based on: Volume 1, number 1 (January 2001);
      title from cover.
588 ## $a Latest issue consulted: Volume 13, number 10 (October 2013)
      (online surrogate) (publisher's website, viewed December 10,
      2013).
```

Note that in both cases, the cataloger is describing the *print* manifestation. The surrogates allow the cataloger to:

- establish a record based on the earliest issue; or
- enhance a record based on more recent information from a trusted surrogate.

### 3.2. Determining the preferred source once the issue has been selected (*RDA 2.2.2*)

Determining the preferred source of information is the next step in the process of cataloging a serial—after identifying the resource to be a serial and finding the earliest or lowest-numbered part. The preferred source is generally the most prominent source on the serial and the source from which a user would be most likely to cite the serial, such as a title page or cover. The preferred source is often important in determining the preferred title for a serial work (*RDA 6.2.2.4*). The preferred source is also important for cooperative serials cataloging because other catalogers will use and update the record based on the title taken from the preferred source. Knowing the issue used as the basis for identification and the exact source on that issue may help in determining whether the serial in hand is the same as the one described in the record and whether the title has changed or just varies on another issue.

The preferred source is the page or area from which the title is transcribed. Therefore, selecting the preferred source and selecting the title are two decisions that go hand-in-hand. The preferred source of information depends on both the type of description and the presentation format of the resource (*RDA 2.2.2.1*). However, at this time, the CONSER database only includes comprehensive (whole-serial) descriptions, not analytic descriptions (e.g., columns or articles within a serial). So “type of description” is not a consideration.

In considering the presentation format, the first question to ask is “What is considered part of the resource?” Since CONSER focuses on comprehensive descriptions, the answer to this is: (1) the medium used to store the content (e.g., pages of a print serial), (2) the housing for the resource (e.g, the CD-ROM disc), (3) the container (e.g., jewel case for a CD-ROM or DVD-ROM), and (4) accompanying material.

For serials with pages or images of pages (e.g., PDF, HTML, microform sheets or reels), *RDA 2.2.2.2* instructs the cataloger to select the title page as the preferred source, and if there is no title page, to select a title page substitute, with a specified order of preference. For more information about title page substitutes, see *CCM 3.2.2* below. For information about analyzable serials, see *CCM 3.2.1* under “Series”.

Regardless of whether the title comes from one of these sources or from a title page substitute, CONSER practice is to explicitly state the source of title (*LC-PCC PS 2.17.2*). This note and the “Description based on” note (see *CCM 3.1.1*) are usually combined.

```
362 1# $a Began with volume 1, number 1 (May 1992).  
515 ## $a Description based on: Volume 1, number 1 (May 1992);  
title from cover.
```

The discussions in *CCM 3.2.1* through *CCM 3.2.4* focus on print textual serials. Information regarding sources for other types of serials may be found in *CCM Part III. Special Types of Continuing Resources*.

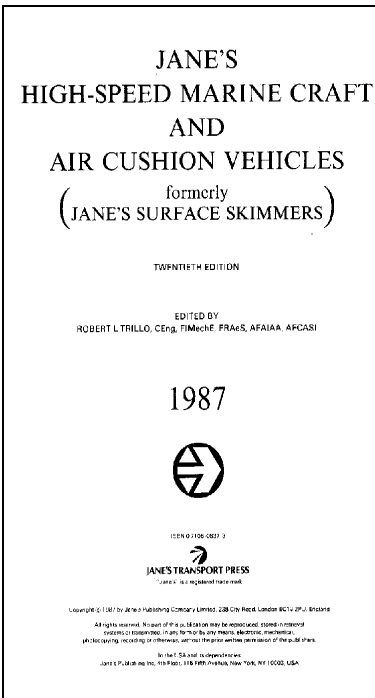
**3.2.1. Title page.** The title page, when there is one, is used as the preferred source of information. Therefore, it is important to know what is and is not considered to be a title page. The first part of the RDA definition for a title page reads:

A page at the beginning of a resource bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication...

Some pages obviously *are* title pages, others obviously *are not* title pages, and in between there is a wide range of possibilities that keep catalogers guessing! To determine whether what you have is or is not a title page, consider the following guidelines.

**a. A title page is:** a page that contains the title of the serial. If there is more than one page that gives the title, the title page is generally the one that also includes responsible bodies, place and name of publisher, and/or the designation of the issue. A page can be a title page, however, when there is nothing on it but the title, even when another source, such as the cover, contains more information. Title pages are most frequently found in serials that are issued annually or less frequently, as opposed to periodicals and newsletters. The title page may follow many pages of advertising, particularly in European serials and directories.

Publications such as annual reports, directories, indexes, statistical summaries, and so forth generally have title pages.

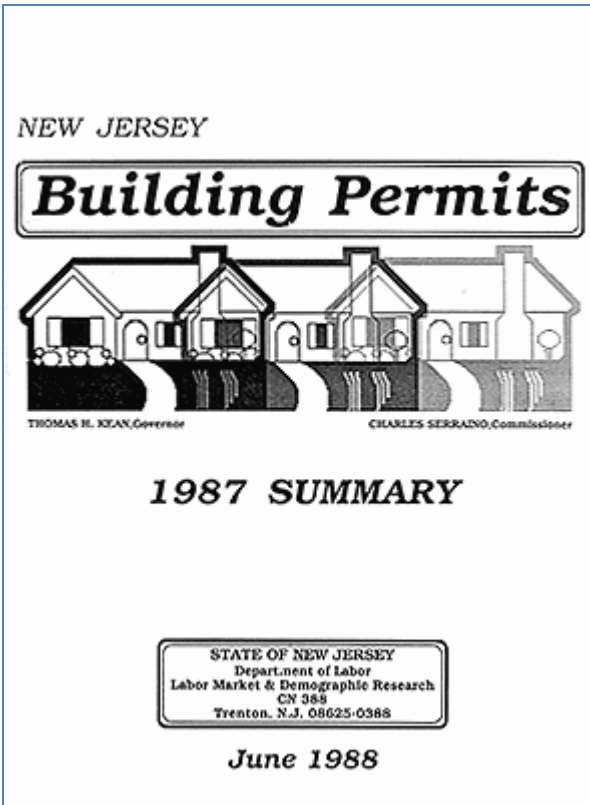


**Figure 3.2**

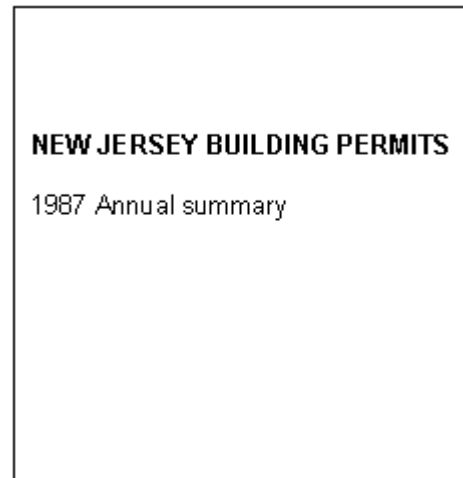
Figure 3.2 represents a typical serial title page with the title at the top, the designation in the middle, and the publishing information at the foot of the page.

In Figure 3.3a. the cover contains the title and the issuing agency. The cover is followed by a page that contains only the title (Figure 3.3b.), which differs slightly. The page that contains only the title is considered to be the title page because the title is the only information required.

245 00 \$a New Jersey building permits.

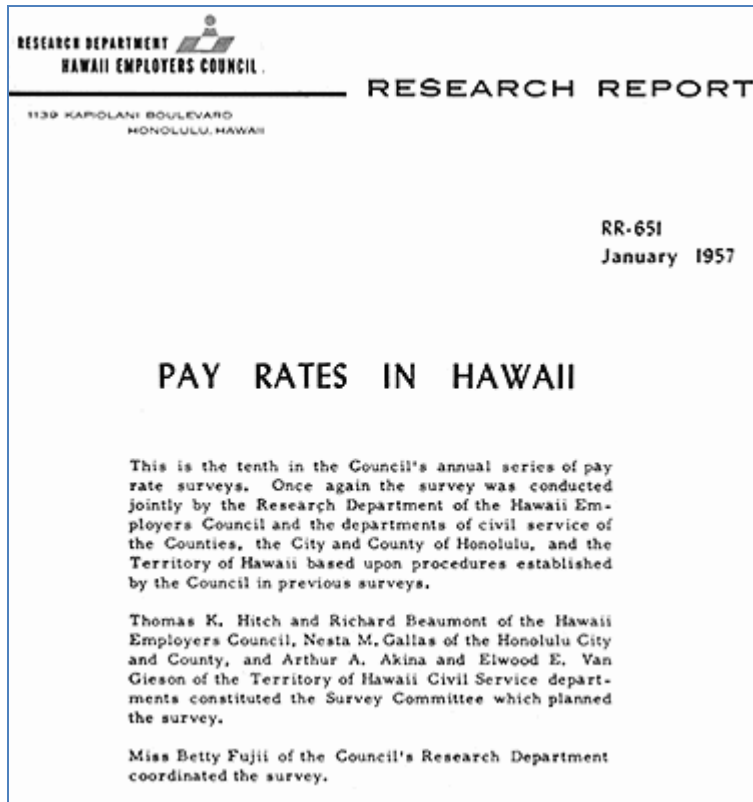


*Figure 3.3a Cover*



*Figure 3.3b Title page*

**b. A title page is not:** a page that contains text, tables of contents, or extensive editorial information, i.e., a page that has been designed to fulfill a different function. The editorial page following the cover in most periodicals is not considered to be a title page. Note: The presence of contents or editorial information on a page does not preclude that page from being selected as the title page substitute when there is no true title page or a title page substitute given earlier in the list of preferred substitutes.



*Figure 3.4*

The page in Figure 3.4. follows the cover. It has not been chosen as the preferred source because it contains a significant amount of data that would normally be given elsewhere.

In Figure 3.5a., the cover contains the contents of the serial while the page following (Fig. 3.5b.) is the editorial page. In this situation, the cover is chosen as the title page substitute.

Cell Growth & Differentiation		Volume 1-Number 1 January 1990
1	Viewpoint	George F. Vande Woude
<b>Articles</b>		
3-7	Identification of Autophosphorylation Sites of HER2/neu	R. Hazan, B. Margolis, M. Dombalagian, A. Ullrich, A. Zilberstein, and J. Schlessinger
9-15	C127 Cells Resistant to Transformation by Tyrosine Protein Kinase Oncogenes	Antonio Cuadrado, Neil Talbot, and Mariano Barbacid
17-25	Deletion of a Splice Donor Site Ablates Expression of the Following Exon and Produces an Unphosphorylated RB Protein Unable to Bind SV40 T Antigen	Jin-Yuh Shew, Phang-Lang Chen, Robert Bookstein, Eva Y.-H. P. Lee, and Wen-Hwa Lee
27-37	Developmental Expression of the <i>Xenopus laevis</i> fos Protooncogene	Mark S. Kindy and Inder M. Verma
39-45	Assembly of Transcriptionally Active Chromatin in Vitro: A Possible Role for Topoisomerase II	Robert Q. To and Eric B. Kmieciak
<b>Research Capsule</b>		
47-52	Transcriptional Activators in Hepatocytes	Peter F. Johnson
53	Book Review	Lan Bo Chen
i-ii	Instructions for Authors	

Cell Growth & Differentiation	
<p><b>American Association for Cancer Research, Inc.</b></p> <p><b>Executive Director and Director of Publications</b> Margaret Foti</p> <p><b>Publications Staff</b> <b>Associate Director of Publications</b> Mary Anne Monahan</p> <p><b>Production Manager</b> Hilde M. Pincus</p> <p><b>Senior Staff Editor</b> Ellen M. McDonald</p> <p><b>Staff Editors</b> Mark G. Hall Martha Michael</p> <p><b>Supervisor, Manuscript Processing</b> Margaret A. Pickels</p> <p><b>Editorial Secretaries</b> Theresa A. Grathoff Mary Ellen Pincus Erica Henry Elisavet Avery Dore A. Hollaway</p> <p><b>Administrative Staff</b> <b>Senior Administrator</b> Adam D. Blawie</p> <p><b>Senior Accountant</b> Anthony P. Blawie</p> <p><b>Financial Assistant</b> George L. Moore</p> <p><b>Meetings and Development Coordinator</b> Jeffrey M. Rubin</p> <p><b>Executive Secretaries</b> Kath E. Farnham Elizabeth A. Moore</p> <p><b>Secretary for Member Services</b> Robert E. Fidler</p> <p><b>Editorial Office, Frederick, MD</b></p> <p><b>Editorial Assistants</b> Robbie Jones Anne V. Arthur</p>	<p><b>Editorial Board</b></p> <p>George F. Vande Woude, Ph.D. <i>Editor-in-Chief</i> NCI-Frederick Cancer Research Facility Frederick, Maryland</p> <p>Mariano Barbacid, Ph.D. Squibb Institute for Medical Research Princeton, New Jersey</p> <p>Webster K. Cavenee, Ph.D. Ludwig Institute for Cancer Research Montreal, Quebec, Canada</p> <p>Suzanne Cory, Ph.D. Walter and Eliza Hall Institute Royal Melbourne Hospital Victoria, Australia</p> <p>Tom Curran, Ph.D. Roche Institute of Molecular Biology Nutley, New Jersey</p> <p>Raymond L. Erikson, Ph.D. Harvard University Cambridge, Massachusetts</p> <p>Nancy A. Jenkins, Ph.D. NCI-Frederick Cancer Research Facility Frederick, Maryland</p>
<p><small>Cell Growth &amp; Differentiation is published monthly, one volume per year, by the American Association for Cancer Research, Inc. All subscriptions are payable in advance to Waver 21202, to which all business communications, remittances in United States currency or its equivalent should be sent and inquiries to trade agents, USACO Corporation, Treasurers Bldg., 11-12, 1-12th 502-6471. Nonmembers of the American Association for Cancer Research within the United States should add \$20.00 to their subscription rate. Nonmembers outside of the United States should add \$20.00 to their subscription rate. Delivery is available at extra charge; contact Waverly Press for information. Changes of address include both old and new addresses. Member subscribers should send address changes to Waver Inc., 330 Market Street, 2nd Floor, Philadelphia, PA 19106. Nonmember subscribers should send address changes to the publisher. Copyright © 1990 by the American Association for Cancer Research, Inc.</small></p>	

Figure 3.5a Cover

Figure 3.5b Page following cover

245 00 \$a Cell growth & differentiation.  
588 ## \$a Description based on: Volume 1, number 1 (January 1993); title from cover.

If a page that appears in the traditional layout of a title page contains only the name of a corporate body, and a true title is given prominently elsewhere (e.g., cover, masthead, spine, etc.), do not consider the page containing only the corporate body to be a title page. If, however, there is no title found prominently in another source, the page is considered to be the title page and the corporate body is given as the title proper. (See also *CCM* 6.1.8.)



**Figure 3.6a**



**Figure 3.6b**

In Figure 3.6., the page that follows the cover looks like a title page but in fact does not contain the title. Because there is a title on the cover, *Annual Report*, the cover is used as the title page substitute.

```
110 2# $a Wool and Allied Textile Employers' Council. $b
    Management Services Centre, $e author.
245 10 $a ... Annual report.
588 ## $a Description based on: 16th (1969); title from cover.
```

**c. When in doubt:** consider the layout of the page and the amount of "other" information. The most common problem occurs when a page "looks" like a title page (i.e., it contains the title, publisher, designation, etc. arranged in a format that is traditional for title pages) but also contains some editorial or contents information. Do not reject a page as a title page simply because there is a small amount of editorial or contents information on it if it has the overall appearance of being a title page --and there is no other "true" title page in the issue.



The Journal of Essential Oil Research	
Volume 1, Number 1, January/February 1989	
<b>JEOR</b>	
Contents	
<b>RESEARCH REPORTS</b>	
Odor of Monocyclic Partial Structures of Patchouli Alcohol and Related Compounds <i>Peter Weyerstahl, Horst-Dieter Splittgerber, Jörg Walteich and Thomas Wollny</i> .....	1-8
The Essential Oils of <i>Tanacetum vulgare</i> L. and <i>Tanacetum parthenium</i> (L.) <i>H. L. Pooter, J. Vermeesch and N. M. Schamp</i> .....	9-13
The Chemical Composition of the Essential Oil and Alcoholic Extract of <i>Juniper communis</i> L. ssp. <i>nana</i> Syne <i>A. Proenca da Cunha and Odete L. R. Roque</i> .....	15-17
Microbial Hydroxylations of Bicyclic and Tricyclic Sesquiterpenes <i>Wolf-Rainer Abraham, Ludger Ernst, Burghard Stumpf and Hans-Adolf Arfmann</i> .....	19-27
Unusual Essential Oils Grown in Oregon I. <i>Artemisia afra</i> Jacq. <i>Leonard M. Libbey and George Sturtz</i> .....	29-31
Research on the Glucoside Fraction of the Vanilla Bean <i>G. Leong, A. Archavlis and M. Derby</i> .....	33-41
<b>RESEARCH NOTE</b>	
The Essential Oil of <i>Micromeria teneriffae</i> Benth. <i>Brian M. Lawrence</i> .....	43
<b>RESEARCH LETTER</b>	
Acorenone B—An Uncommon Essential Oil Constituent <i>Brian M. Lawrence and C. K. Shu</i> .....	45-46

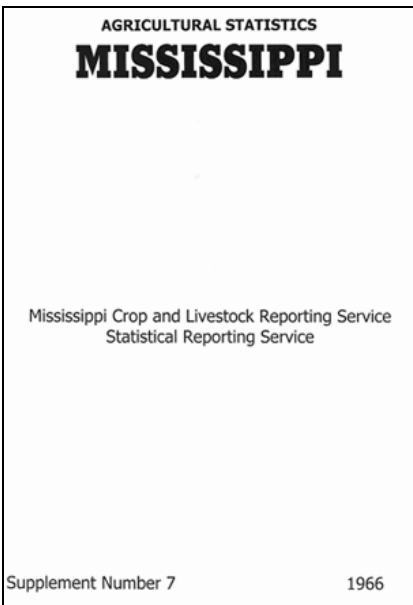
Figure 3.7a Cover

JOURNAL OF ESSENTIAL OIL RESEARCH
(ISSN 1041-2905)
VOLUME 1 • NUMBER 1
JANUARY/FEBRUARY 1989
Published by Allured Publishing Corporation 214 West Willow, P.O. Box 318 Wheaton, IL 60189 USA Telephone 312/653-2155, Fax 312/653-2192, Telex 910-252-2133
Publisher - Stanley E. Allured. Subscriptions - Betty Lou Allured
The Journal of Essential Oil Research publishes six issues per year, January/February, March/April, May/June, July/August, September/October, November/December. For subscription information, see the subscription order form elsewhere in this issue.
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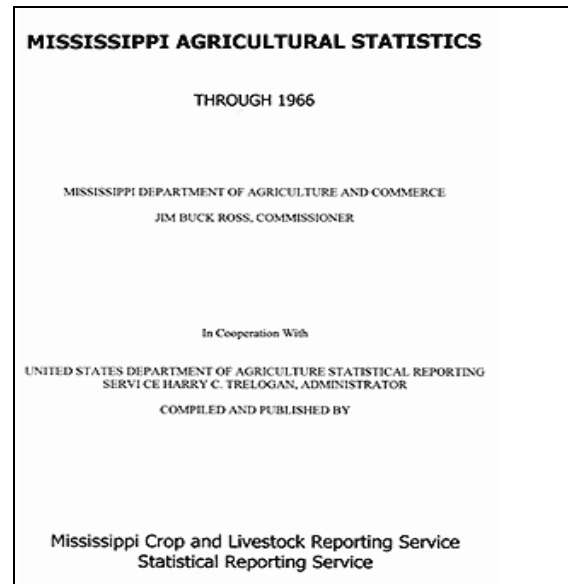
Figure 3.7b Page following cover

The page in Figure 3.7b. contains all the traditional title page information but also contains the masthead and copyright statement. The cover, Figure 3.7a. contains the contents. In this case, since the titles are the same on both sources, it is best to select the cover as a title page substitute, since the other page contains information that would not normally be found on a title page. Notice also that the acronym, JEOR, appears only on the cover.

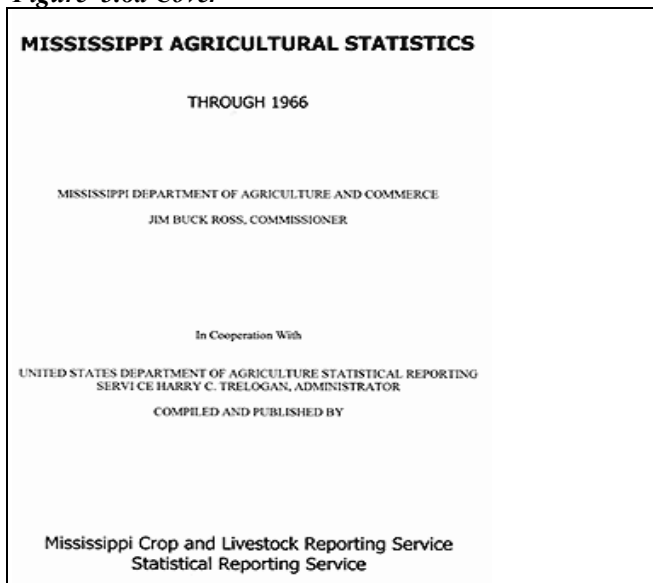
245 04 \$a The journal of essential oil research.  
246 1# \$a JEOR  
588 ## \$a Description based on: Volume 1, number 1  
(January/February 1989); title from cover.



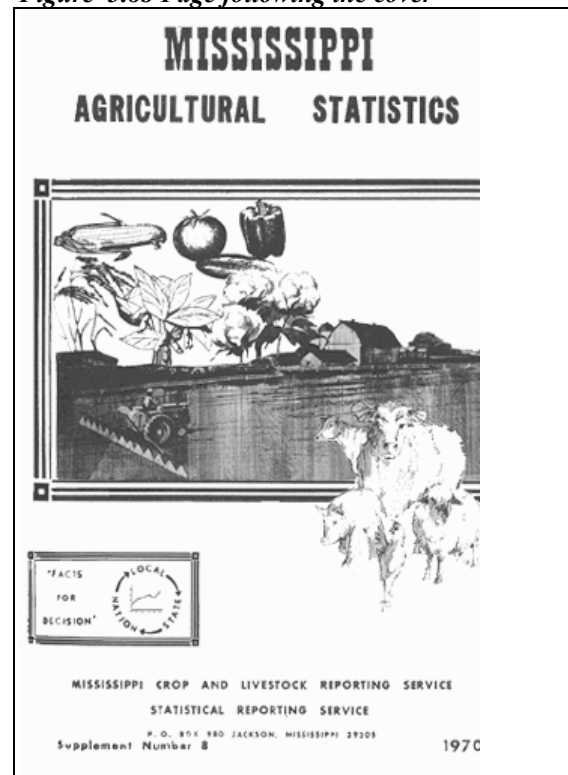
*Figure 3.8a Cover*



*Figure 3.8b Page following the cover*



*Figure 3.8c Page following the cover*



*Figure 3.8d Cover*

Figure 3.8. is an example of a situation where the choice of preferred source makes a difference. On each issue, the page following the cover contains enough additional information to cause doubt as to whether it should be treated as a title page. However, the title on this page remains

constant, while the title on the cover changes. To avoid a title change, the cataloger has considered the page following the cover to be the title page and preferred source. This was possible because both issues were in hand at the time of cataloging, so this could be considered a case of retrospective cataloging (per *LC-PCC PS* 2.2.2). (See also Figure 3.12. and *CCM* 3.2.2 below)

```
245 00 $a Mississippi agricultural statistics through ...
246 1# $a Agricultural statistics, Mississippi $f 1966
```

**d. Series.** When cataloging a series as a whole, the preferred source is the series title page, which RDA defines as:

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).

If there is no series title page, see 3.2.2 for title page substitutes.

Note that in cases where an analyzable serial has a title consisting of Main series/Subseries, choose as the preferred source the source that shows both titles together rather than following the hierarchy given in *RDA* 2.2.2.2- *RDA* 2.2.2.4, per *LC-PCC PS* 2.12.10.2.

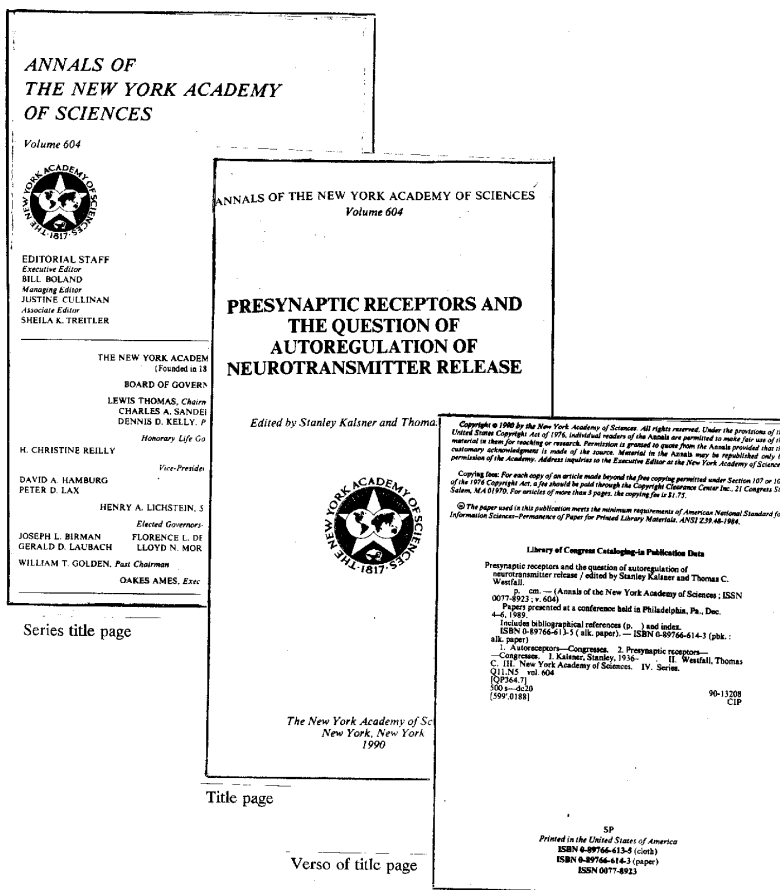


Figure 3.9

**3.2.2. Title page substitutes.** When the serial does not have a title page, as is often the case, choose another source containing the title as the "title page substitute." Instructions in *RDA 2.2.2.2-RDA 2.2.2.4* provide orders of preference based on media/carrier:

For resources with pages, leaves, sheets or cards (or images of these), the title page substitute is (in this order): the cover or jacket; the caption; the masthead; the colophon; some other source with formally-presented information; or another source within the resource that has a title. [*RDA 2.2.2.2*].

### 3.2.2.1 Types of title page substitutes

**a. Analytic title page.** The analytic title page is the title page of an individual work in a series; it carries the title of the work and may include the title of the series. *RDA 2.2.2.2* does not specifically refer to analytic title pages in *RDA 2.2.2.2-RDA 2.2.2.4*. However, if CONSER catalogers do not consider the analytic title page, then monographic catalogers applying *RDA 2.12.2.2* will sometimes have a different preferred title than serials catalogers applying *RDA 2.2.2.2*. This, in turn, will affect the work authorized access point in series authority records for works created after 1500 (*RDA 6.2.2.2*). Therefore, CONSER catalogers cataloging analyzable serials should consider *RDA 2.2.2.2* "title page" to include series title page; or if there is no series title page, the analytic title page. That is, the analytic title page should be chosen as the preferred source for the series when there is no separate series title page (see *CCM 3.2.1d*) and the series is included on the analytic title page.

**b. Cover.** The cover is one of the most frequently used title page substitutes. The cover may be hard-bound; if not it is generally, but not necessarily, heavier quality paper than the rest of the serial. While most annuals and periodicals have covers, periodicals are the more likely to have the cover be the title page substitute.

On some publications the cover is cut to reveal either the entire title or part of the title. If the entire title is contained on the inner page, consider that page to be the preferred source. If, however, the title spans both the cover and inner page, consider both pages to comprise the preferred source of information. In this case, give a "Title from cover" note. This situation frequently occurs with publications whose title proper consists of a common title plus a section title on specific topics. The publisher uses the same cover with the common title and includes only the section title and perhaps the issue designation on the inner page. There are, of course, many other variations!

In Figure 3.10, the title *Hobby/Model Construction Supplies Retail* appears on the page following the cover and constitutes a section title.

245 08 \$a The ... directory. \$p  
Hobby/model construction  
supplies retail.  
588 ## \$a Description based on:  
1989; title from cover.

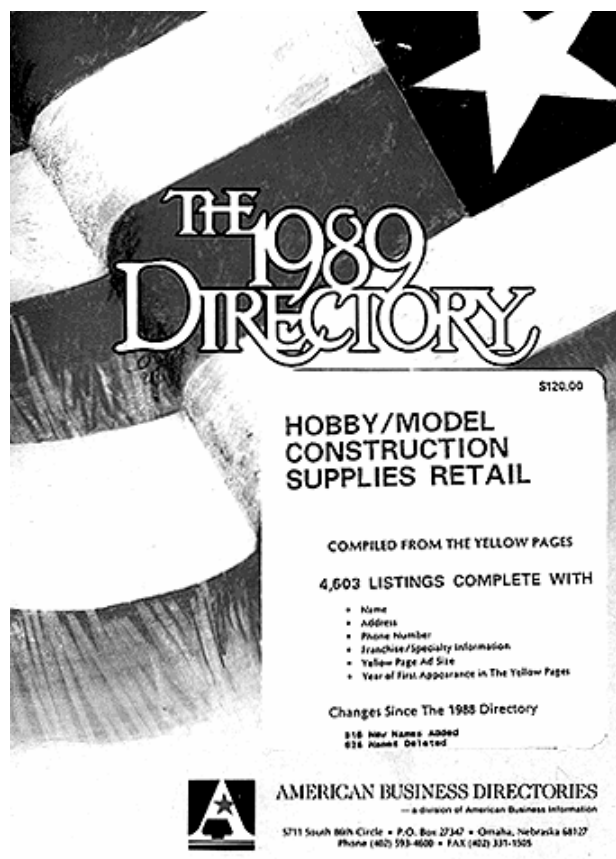


Figure 3.10



Figure 3.11

**c. Caption.** The caption is the area just above the beginning of the text that contains the title and sometimes the designation and issuing body. The caption is most often used as the title page substitute for newsletters, which often lack a cover or title page. (Figure 3.11.) The equivalent area on a newspaper is called the "banner."

**d. Masthead.** The masthead is the statement of title, ownership, editors, etc. It is most frequently found in periodicals and newsletters and generally appears on the editorial or contents page. Mastheads may also appear at the end of the publication in some serials. In many cases, the ISSN also appears with the title in the masthead. This information is frequently boxed to separate it from the remainder of the information on the page. While the masthead is often referred to when verifying the title, it is used as the title page substitute only in the absence of the title page, cover, and caption. The equivalent area on a newspaper is sometimes called the "publisher's block."

**e. Editorial pages.** Editorial pages are most frequently found in periodicals. In addition to bearing a masthead, as described above, the editorial pages may also contain the title, usually at the head of the page. The editorial pages may contain the contents of the issue and abstracting and indexing services that cover the serial, in addition to the list of editors and people responsible for the serial. Like the masthead, the editorial page is rarely chosen as the preferred source of information.

**f. Colophon.** The colophon is chosen as the preferred source for some oriental non-roman language serials, as described in *RDA* 2.2.2.2, when full bibliographic information is contained in the colophon and the page given in the normal position for a title page contains only the title or less complete information.

**g. Other pages.** Failing a title page or any of the other above-mentioned sources, use any other page that bears the title as the title page substitute. If the title appears nowhere in the item, see *CCM* 3.2.5 below.

### 3.2.3. Retrospective cataloging (*LC-PCC PS 2.2.2*)

If the cataloger has a single issue in hand with different titles represented on various sources, but a less-preferred source is known to be the stable title, then the cataloger may use the less-preferred source as the title page substitute.

If several issues are in hand and one source has a more stable or complete title than another and there is no true title page, the cataloger may choose the source with the stable title as the preferred source rather than following the preferred order, provided that doing so would not result in cancelling existing records.



Figure 3.12a Cover [1]

**Plakate**  
**Jörg Weigelt Auktionen**  
Marienstraße 40 · 30001 Hannover 1 · Telefon 0510 28 18 95 5. April 1986

**Vorbesichtigung**

Montag 31. März – Donnerstag 3. April  
in unseren Geschäftsräumen 3000 Hannover 1, Marienstr. 40 11.00 – 18.00 Uhr

sowie

Freitag 4. April 19.00 – 21.00 Uhr  
Samstag 5. April 09.00 – 12.00 Uhr  
in Frankfurt, Wilh.-Leuschner-Str. 43  
Hotel Intercontinental – 1. Etage –

**Versteigerung**

Samstag 5. April 13.00 Uhr

Frankfurt, Wilh.-Leuschner-Str. 43  
Hotel Intercontinental – 1. Etage –

Figure 3.12b Caption [1]





Figure 3.12c Cover [2]

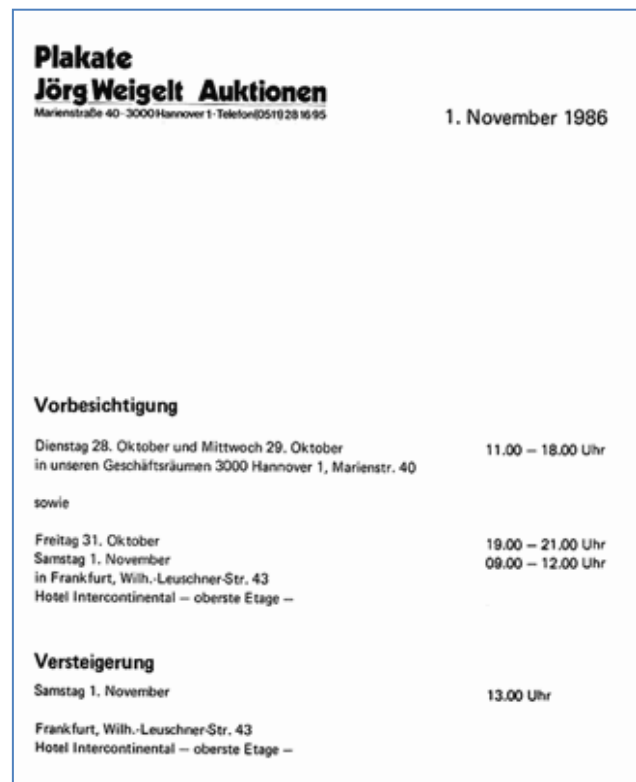


Figure 3.12d Caption [2]

In Figure 3.12, there is no true title page. While the cover is the preferred title page substitute, in this case, the page containing the caption title is a better choice because the title remains constant on this source.

```
110 2# $a Jörg Weigelt Auktionen (Firm), $e author.
245 10 $a Plakate / $c Jörg Weigelt Auktionen.
246 1# $a Wirkungsvolle Plakate $f
```

If a title page is added to or dropped from issues, consider that the serial lacks a title page and identify a title page substitute based on the priority order of sources (*LC-PCC PS* 2.2.2).

**3.2.4. Multiple pages containing the title.** When there is more than one "true" title page in a serial, decide which will be the preferred source, or in some cases use both (see below).

**a. Title on facing pages.** If the title and other bibliographic details stretch over two pages, both pages are considered to act as a single preferred source (see *RDA* glossary, definition of title page).

**b. Title pages in different languages.** Some serials have multiple title pages which represent the same information given in different languages. The title pages may

face each other or appear at opposite ends of the publication. Choose one as the preferred source; record the other(s) as an "added title page title" (see *LC-PCC PS* 2.3.6.3 and *CCM* 7).

*RDA* 2.2.3.1 (plus 2.3.2.4) instructs as follows:

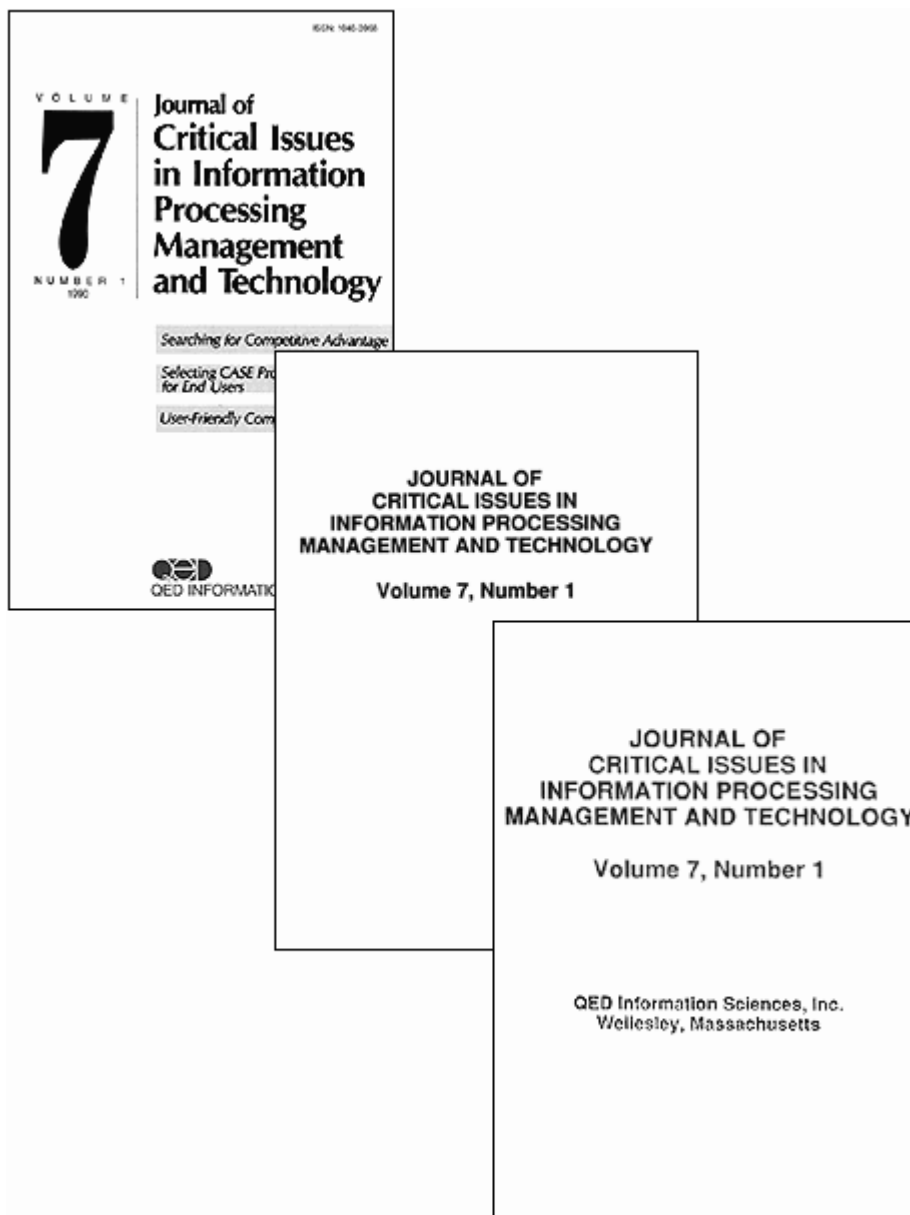
If the bibliographic resource contains written, spoken, or sung words for which there are sources of information in more than one language or script, prefer (in this order):

- a) the source in the language or script that corresponds to the language or script of the content of the resource.
- b) the source in the language or script that corresponds to the predominant language or script of the content of the resource.
- c) the source in the language or script of translation, if the resource contains the same work in more than one language or script and translation is known to be the purpose of the resource
- d) the source in the original language or script of the content, if the resource contains the same content in more than one language or script and the original language or script can be identified
- e) the first-occurring of the sources
- f) the source in the language or script preferred by the agency preparing the description if the resource is formatted tête-bêche [either head-to-head or head-to-tail serial, issued that way by the publisher]

**c. Multiple works in one issue with no collective title page.** This situation happens frequently with non-English serials. Following *RDA* 2.3.2.9 and *LC-PCC PS* 2.3.2.9, use all title pages and record each title in the order in which they appear. Generally, do not apply the Alternative of devising a collective title. (see *CCM* 6.1.4.).

**3.2.5. Other types of pages that contain the title.** Following are further sources sometimes found in serials that bear the title but that are not generally used as the preferred source of information.

- a. Half title page.** The "half title page" is a page containing the title that precedes the title page. In most cases, the title is the only information given. Since, by definition, there must be a title page in order for the half title page to exist, the half title would never be the preferred source. The half title may be referred to, however, when determining the title of the publication. (Figure 3.13.)



*Figure 3.13 Cover, half title, title page*

**b. Volume title page.** Some publishers issue a separate title page when a complete volume has been issued so that this page can become the title page of the bound volume. The volume title page usually has inclusive numbers and dates, such as Volume 36, 1986.

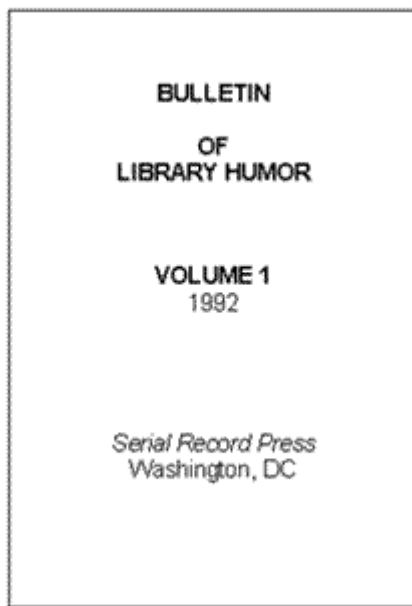
The volume title page is not usually used as the preferred source because RDA requires cataloging a serial from the first or earliest available issue (*RDA* 2.1.2.3). Cataloging from the volume title page also has a number of practical drawbacks. A completed volume has to be in hand before the publication can be cataloged (providing that the cataloger knows such a title page will be issued). Use of the volume title page might result in recataloging if the title on the volume title page differs from that of the first issue. If the title changes within the volume, the volume title page will probably only

reflect one of the titles, in most cases the latest. Moreover, the designation given on the volume title page does not reflect any one issue, but instead, that of the entire volume.

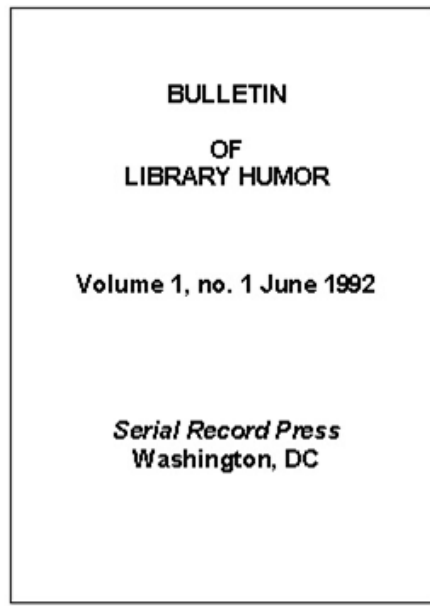
On some older bound or microfilmed serials the individual title pages have been removed, leaving only the volume title page. In this case, the volume title page may be used as the preferred source. If there has been a title change within the volume, take the title from any source within the first issue, when possible, so that the title reflects the serial as issued. When cataloging from the volume title page, give a "Description based on" note with a source of title note, as follows:

```
588  ##  $a Description based on: Volume 1 (1943); title from volume title
      page.
```

This is a made up example, but it illustrates the type of numbering that is commonly found on the volume title page as opposed to that found on the individual issue. Often the issue would not have a title page.



*Figure 3.14a Volume title page*



*Figure 3.14b Issue title page*

**3.2.6. Items lacking a chief source of information.** If there is no title page or other page that can be used as a title page substitute, take the title from the content of the item or any other published source (*RDA 2.2.2.2, RDA 2.2.4*). If the title is supplied from a source outside the resource, either give the title in brackets or enter the source in a note (combined with the 588 "Description based on" note) (*RDA 2.2.4, RDA 2.17.2*). Supplying the title from other sources is necessary for older serials when the title pages have been torn off, or for bound volumes when the covers have been removed in the process of binding (see also *CCM 3.2.4.b.* above).

### **3.3. Other sources of information once the preferred source has been selected**

#### **3.3.1. General information**

Refer to the appropriate subsection of *RDA* Section 2 for the preferred source for each data element, as instructions vary. For example, the preferred source of the publisher name is the same source as the title proper (*RDA* 2.8.4.2); while the preferred source of the place of publication is the same source as the publisher's name (*RDA* 2.8.4.2). For both data elements (publisher name and place of publication) *RDA* lists other sources (in order of preference) from which you may take the information if necessary. (See *CCM* 3.3.3 following.)

If information required to identify the resource does not appear on the resource itself, supply information from accompanying material, other published descriptions of the resource, a container not considered part of the resource, or any other available source (*RDA* 2.2.4).

When recording persons, families, and corporate bodies associated with a work or expression, consider also other statements appearing prominently in the resource (*RDA* 19.1.1(a) and *RDA* 20.1.1(a)).

Give information that does not appear in the preferred sources of information only when it is essential to the identification of the serial and does not appear elsewhere. Apply the instructions for each data element to determine where the information will be given in the cataloging record (e.g., 245 or 5XX) and how it will be transcribed.

#### **3.3.2. Bracketing conventions**

*RDA* 2.2.4 instructs to indicate when information has been supplied for certain transcribed data elements. It is LC-PCC practice to use square brackets if information is supplied from outside the resource for any of the elements listed in *RDA* 2.2.4(d), which include:

- Title
- Statement of responsibility
- Edition statement
- Numbering
- Publication statement
- Series statement

#### **3.3.3. Preferred sources of information**

Some transcribed data elements may only be taken from the preferred source; others may be taken from a number of sources, but in a preferred sequence. A few transcribed

elements may taken from any source within the resource. (When no information can be found within the resource, use one of the other sources of information specified in *RDA* 2.2.4.)

**Transcribe only from the preferred source:**

Title proper (*RDA* 2.3.2.2)

Later title proper (minor title change) (*RDA* 2.3.8.2)

Other title information (if necessary to identify the serial)  
From same source as title proper (*RDA* 2.3.4.3)

**Transcribe only from a preferred list of sources:**

Statement of responsibility (*RDA* 2.4.2.2)

Same source as title proper, or  
Another source within the resource itself

Edition statement (*RDA* 2.5.2.2)

Same source as title proper, or  
Another source within the resource itself

Numbering (*RDA* 2.6.2.2)

Same source as title proper, or  
Another source within the resource itself

Place of publication (*RDA* 2.8.2.2)

Same source as publisher's name, or  
Another source within the resource itself

Publisher's name (*RDA* 2.8.4.2)

Same source as title proper, or  
Another source within the resource itself

Date of publication (*RDA* 2.8.6.2)

Same source as title proper, or  
Another source within the resource itself

Series (*RDA* 2.12.2.2)

Series title page, or  
Another source within the resource itself

**Transcribe from other sources:**

Parallel title:

Any source within the resource (*RDA* 2.3.3.2)

Parallel other title information:

From same source as corresponding parallel title (*RDA* 2.3.5.2)

Variant title:

Any source (*RDA* 2.3.6.2)

### **3.4. Transcribing information from later issues**

Over the life of a serial, changes are sure to occur and the catalog record will need to be amended in different ways. *RDA* provides instructions for accommodating changes that require an update to the identification of a serial.

#### **3.4.1. Changes to the description**

The title and edition are transcribed from the first or earliest available issue alone, and are changed only when “backing up” the description to an earlier (or the first) issues. Variant information found on a later issue can be included by transcribing the information in a note (e.g., in the case of title variations, MARC 21 field 246 is used). The publication information and numbering may reflect the first issue, and--once the serial is complete--the last issue. Changes relating to other elements of the description (for example, frequency, physical attributes of the carrier, or additional entities associated with the work or expression) can be noted in the body of the description itself and in notes.

If the serial ceases publication, or any of the changes listed in *RDA* 1.6.2 requiring a new description occur, then the cataloging needs to be completed by “closing off” the record (see *CCM* 21).

For information regarding the addition or deletion of a title page that may result in a title change, see *CCM* 16.

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## Summary

- Base the description on the first or earliest available issue of a serial.
- The preferred source of information varies according to the data element; but in general, preference is given to a source within the resource itself.
- A page need have only the title on it to be a title page, but frequently carries further information.
- A page that is designed to be the contents or editorial page is not a title page; it may be a title page substitute if it is the only source that bears the title.
- Always note the basis for identification and the source of title; these two data elements are usually combined as a single note.

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