

Library of Congress Filing Rules

- Preface
- Introduction
- Preliminary Note on Filing Terms
- General Rules
- Special Rules
- Aids to Catalog Use
- Appendix
- Index

Preface

In March 1971, the Library of Congress issued new filing rules, *Filing Arrangement in the Library of Congress Catalogs*, in a provisional version in order to encourage full discussion of its implications for the Library of Congress and to allow for possible changes before its adoption in the Library's catalogs. The provisional version was written by John C. Rather, then specialist in technical processes research at the Library of Congress, and was widely distributed both within the Library of Congress and to other libraries in the United States and abroad. Several computer programs have been written at the Library of Congress to arrange MARC catalog records according to its provisions; it is currently used in the Library's computer-produced bibliographic products. The provisional version was revised by Susan C. Biebel, automation planning specialist, to reflect the experience gained from applying these rules since 1971 and to incorporate the new types of catalog entries in the second edition of the *Anglo-American Cataloguing Rules*. The publication and adoption of the new *Library of Congress Filing Rules* in the Library's catalogs in 1981 also means that the previous filing rules, *Filing Rules for the Dictionary Catalogs in the Library of Congress* (1956), have been superseded by the new filing rules.

Introduction

These filing rules have been designed to enable the Library of Congress, with the least possible effort, to arrange large bibliographic files to satisfy a variety of needs. In 1981, simultaneously with the adoption of the second edition of the *Anglo-American Cataloguing Rules (AACR 2)*, the Library of Congress will begin applying these filing rules in its new Add-on Catalogs. The adoption of *AACR 2* in 1981 implies that only headings formulated according to

AACR 2 will be filed in the new card catalog. However, for the immediate future, headings formulated according to earlier cataloging rules will continue to exist in the Library of Congress machine-readable catalog and possibly, for a longer period of time, in catalogs of other libraries. Therefore, these filing rules were written to arrange headings formulated under various cataloging rules and practices. In those situations in which *AACR 2* and pre-*AACR 2* headings have contradictory characteristics, the filing rules were written to accommodate the new card catalog, which will include only *AACR 2* and *AACR 2*-compatible headings. In those situations in which it may be necessary to write a special rule to arrange forms of headings which cannot occur under *AACR 2*, the rule has been included in the Appendix because the rule will *not* be applied by the Library of Congress. To establish a common understanding of why these rules differ in many respects from those now in the present card catalogs, it may be helpful to explain the assumptions and principles on which they are based.

Assumptions

Seven assumptions were basic to the development of these rules:

1. File arrangement should be hospitable to various kinds of uses: searching for a known item with perfect information; searching for an item with incomplete or inexact information; browsing.

2. Basic rules should be applied consistently with as few exceptions as possible. Consistency has obvious advantages for filers and users, and it facilitates programming for computer filing.

3. Variations in form among name and subject headings are an essential part of the structure of a file arrangement; they should not be ignored in filing. It is illogical to construct a heading one way and then to file it as if it were constructed another way.

4. It is impossible to eliminate all (or even most) filing problems by revising the rules for constructing headings. In a large file, references are required to lead a user from purely formal variations of a heading to the one actually used. Thus, the presence of such references makes it certain that some filing problems will persist regardless of changes in the cataloging rules. In any event, it is possible that headings established under various cataloging rules and practices may coexist in some LC files for an indefinite period.

5. The pattern of catalog organization (e.g., dictionary, divided) has an effect on the complexity of arrangement but, in itself, no single pattern can resolve all filing problems. Moreover, the Library of Congress uses alternative patterns for different purposes. Therefore, the rules for filing arrangement should be adaptable to all patterns of catalog organization.

6. Rules for arrangement should discriminate among catalog entries only up to a point. It is unrealistic to expect the rules to provide unique positions for the tiny proportion of entries that

would not be differentiated by a standard set of filing fields.

7. The arrangement of the catalog of a large research library cannot be self-explanatory. Its complexity is a function of the number of catalog entries and the diversity of the languages and forms of material represented. When these factors are compounded by efforts to make the catalog responsive to a variety of needs, it is inevitable that the arrangement may be inconvenient or confusing to some users. To alleviate their difficulties, it is imperative to provide a wide range of aids to catalog use. Until this is done, it would be a mistake to suppose that difficulties in using a catalog are attributable solely to defects in its arrangement.

Principles

The foregoing considerations led to the formulation of three basic principles that shaped the development of these rules:

1. Elements in a filing entry should be taken in exactly the form and order in which they appear.
2. Related entries should be kept together if they would be difficult to find when a user did not know their precise form.
3. A standard set of fields should be established for each major type of filing entry.

The first principle emphasizes the way a heading looks, not how it sounds. Similar elements that differ in form (e.g., numbers expressed in digits and those expressed in words) are filed in different positions. The inconvenience of having sometimes to look in two places is outweighed by the fact that no special linguistic knowledge is required to find a numeral or an abbreviation when its printed form is known. These rules allow only a few exceptions to the "file-as-is" principle.

The second principle acknowledges the fact that the more formally constructed a heading is, the less likely a user is to know its elements precisely. Therefore, headings that begin with the same elements are grouped in categories to reduce the time needed to browse in a large file for a heading that is known incompletely.

The third principle applies the legal precept *De minimis non curat lex* (the law cannot take care of trifles) as a way of preventing the proliferation of special rules. As a result, in some instances (notably certain title main and added entries), the standard set of fields may be insufficient to differentiate among similar filing entries. It seemed unwise, however, to provide for consideration of other information (e.g., place of publication) as a means of further arrangement. Special rules of this kind are difficult to apply either manually or by computer and the nature of the arrangement is frequently not apparent to users. It seemed, therefore, that "no-order" filing was the lesser evil since a desired item could be found by scanning, as is done now when a user lacks full information or does not understand the arrangement or wishes to

guard against misfiled entries.

Organization of the Rules

The rules are divided into five parts: 1) a preliminary note that defines the filing terms used in the rules; 2) general rules; 3) special rules; 4) a discussion of aids to catalog use; and 5) an appendix that provides additional information on optional rules to be used in arranging older styles of catalog entries.

The general rules give all of the basic specifications for arranging a file. They are presented systematically, progressing from those of widest applicability to those of more limited scope. Their effect is cumulative so that, to understand any given general rule, one must understand the preceding rules. Each main rule (that is, one with a simple numeral like 3) is subdivided by subordinate numbering (e.g., 3.1, 3.2, 3.2.1) into subrules related to the same aspect of filing arrangement.

Special rules cover particular situations that may be encountered in applying general rules. Although all rules are numbered sequentially, the main special rules are also in alphabetical order by their captions.

These rules have been written to specify what must be done; only rarely do they state what is not to be done. However, examples have been used extensively to show the effect of the rules on types of headings not specifically mentioned in the rules themselves. Whenever possible, the examples were taken directly from the Library of Congress catalogs. Sometimes it has been necessary to make up examples to illustrate the types of filing arrangements that will be created when *AACR 2* entries are filed. Although the Add-on Catalog will not include pre-*AACR 2* entries, these older forms appear in the examples to illustrate how they would be interfiled in any catalog containing *AACR 2* and pre-*AACR 2* entries.

Computer Filing

The ability to arrange bibliographic entries by computer in an efficient manner depends on a consistent set of rules for arrangement, a machine-readable format that affords adequate identification of key elements in a catalog record, and a flexible program for building sort keys that can be used in sorting or arranging catalog records. These components of a machine filing system are so closely interrelated, however, that it is not easy to assess their relative importance.

The present rules have been designed to satisfy the first requirement. Although the primary concern was to obtain arrangements that are relatively easy for humans to achieve and to use, the final test of the practicality of a rule was whether a computer could be programmed to apply it efficiently. Clearly it was not possible to make such a decision without considering the other basic components of a machine filing system. This was done by taking account of the content designators (tags, indicators, subfield codes) in the MARC format and the capabilities of the

LIBSKED (Library Sort Key Edit) program developed by the Library.

The LIBSKED program is now used, on a regular basis, to arrange MARC records to produce the following Library of Congress bibliographic products: *Audiovisual Materials*, *Library of Congress Subject Headings*, and the microform edition of *Name Authorities*. Another set of programs based on LIBSKED is used to arrange MARC records for the Library's online retrieval system, the MUMS Search Service. The experience gained during the development of these two programs and from the users of the resulting products has been helpful in identifying the areas of the provisional version that needed revision.

The close relationship of filing rules to the other components of a machine retrieval system was clearly demonstrated during the development of the online filing programs. Recognition of this fact leads to the following corollary which should be considered by anyone responsible for the design or construction of an online retrieval system:

The treatment of bibliographic data specified by these filing rules should also apply in the construction of search queries and the display of brief records retrieved.

The reason for this corollary is fairly obvious. It is much easier for a user to comprehend an online retrieval system if the data is treated consistently by the various system components. For example, if a hyphenated word is considered as two words by the filing rules, it should be considered as two words whenever a title key is constructed using the hyphenated word. Or, if an author-title key is constructed using an added entry and bibliographic title, the same added entry and bibliographic title fields should be used to arrange the record and these fields should be prominently displayed when the brief record is displayed.

Preliminary Note on Filing Terms

The following glossary of terms used in this document will be helpful in understanding the specifications for filing arrangement. Although the terms and their definitions differ somewhat from those commonly used in discussing the arrangement of catalog entries, they are intended to permit clear, consistent presentation of the rules.

Filing Entry: All the fields that may be considered in determining the filing position of an item in a catalog; for example, a name heading, title, and publication date.

Field: A major component of a filing entry that comprises one or more elements (e.g., a heading; a title).

Element: One or more words that make up an integral part of a field (e.g., the surname in a personal name heading). An element and a field are identical when the field contains only one

element; for example, a title. The first element in a field is called the *leading element*; the others are called *subordinate elements*. For example, in the personal name heading, Carpenter, William, 1871-1944, the leading element is Carpenter; while William and 1871-1944 are subordinate elements.

Word: One or more characters set off by spaces and/or marks of significant punctuation.

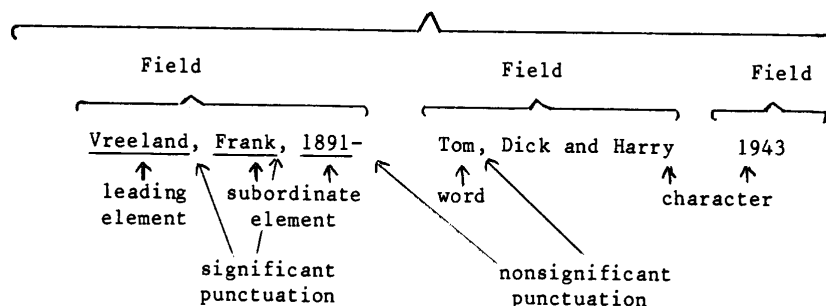
Character: A, letter, digit, symbol, or mark of punctuation. In a machine record, a space is a character.

Significant Punctuation: A mark of punctuation that indicates the end of an element. Typical cases include: 1) the period after a direct order corporate name, e.g., Yale University. Library; 2) the comma after a surname, e.g., Johnson, Edgar; 3) parentheses indicating an addition to a place name, e.g., Florence (Italy); 4) the colon separating date and place in a conference heading, e.g., Conference on Cancer Public Education (1973 : Dulles Airport).

Punctuation that does not indicate the end of an element is considered nonsignificant. Common instances include: 1) a period after an abbreviation, e.g., Mr.; 2) a comma to increase readability (as in 10,000,000 or Smith, Kline, and French Laboratories). Although nonsignificant punctuation is generally ignored in filing, it may require special treatment in certain situations, e.g., hyphenation, decimals.

Components of a filing entry

Filing entry



General Rules

1. Basic Filing Order

Fields in a filing entry are arranged word by word, and words are arranged character by character. This procedure is continued until one of the following occurs:

- a. A prescribed filing position is reached.
- b. The field comes to an end (in which case placement is determined by another field of the entry or by applying one of the rules given hereafter).
- c. A mark of punctuation indicating a subarrangement is encountered.

1.1. Order of Letters

Letters are arranged according to the order of the English alphabet (A-Z). Upper and lower case letters have equal filing value.

1.1.1. Modified Letters

Modified letters are treated like their plain equivalents in the English alphabet. Thus all diacritical marks and modifications of recognizable English letters are treated as if they did not exist; e.g., ä, á, å, ¯, ñ, ø are filed as a, l, n, o. The treatment of special letters that cannot be readily equated with English letters is described in Rule 17.

Example

Hand blows
Hand book for Prospect Park
Hand in glove
Håndbok for sangere
Handbook for adventure
Hände am Pflug
Hands on the past
Hañ“u [Indic surname]

1.2. Placement of Numerals

Numbers expressed in digits or other notation (e.g., roman numerals) precede letters and, with few exceptions, they are arranged according to their numerical value. According to this rule, all filing entries beginning with numerals appear before entries beginning with the letter A. Numbers expressed as words are filed alphabetically. Detailed instructions for filing numerals are given in Rule 16.

Example

1, 2, 3, and more

1, 2, buckle my shoe
3 died variously
10 ways to become rich
13 jolly saints
112 Elm Street
838 ways to amuse a child
1000 spare time money making ideas
1984
10,000 trade names
1,000,000 delinquents
A is for anatomy
A4D desert speed run
Aa, Abraham
Henry II
Henry 3
Henry VIII and his six wives
Henry Street Settlement, New York
Henry the Fourth, part two
Longitude 30 west
Longitude and time
Nineteen eighty-four
Oberlin College
one, two, three for fun
Rubinstein, Moshe F.
Ten thousand miles on a bicycle
Three 14th century English mystics
Three by Tey
Thucydides

1.3. Signs and Symbols

Nonalphabetic signs and symbols within a field are generally ignored in filing and the remaining letters or numerals are used as the basis of arrangement (see also Rule 18).

1.3.1. Punctuation

Punctuation as such has no place in the collating sequence of characters considered in filing arrangement. A mark of punctuation is taken into account, however, in two situations: 1) when it signals the end of an element or field and indicates the need for subarrangement as described in the following rules; and 2) when it serves as the sole separator between two discrete words (e.g., Mott-Smith; 1951/1952; 1:3) and so must be treated as equivalent to a space. The second

situation dictates that a hyphen will always be treated as a space (see also Rules 12 and 16).

2. Significant Filing Elements

Elements in a field are taken exactly as they appear with few exceptions. Thus, the position of a filing entry is basically determined by the order and form of the fields it contains. In some cases, however, the filing form of an element may differ from the bibliographic form for one or more of the following reasons:

- a. A word may be omitted (e.g., an initial article in a bibliographic title field).
- b. A word may be expanded (e.g., the period subdivision "To 1500" is filed as "O-1500").
- c. A word may be added (e.g., bracketed information is added to the title proper to describe a symbol which cannot be printed by the available typography).
- d. A word may be relocated (e.g., Ward, Mrs. Humphry is arranged as if it were Ward, Humphry, Mrs.(1)).

Treatment of specific situations is described in later rules.

3. Identification Of Elements in a Field

Elements in a field containing more than one element are generally indicated by a dash, period, comma, colon, or parenthesis. This rule does not apply when these marks of punctuation are not significant (Rule 3.1) or under the conditions described in Rule 3.2.1.

3.1. Nonsignificant Punctuation in a Field

A field may contain a dash, period, comma, colon, or parenthesis that does not indicate the end of an element. For example, a dash in a title (e.g., Birds--their life, their ways, their world); a period after an abbreviation (e.g., St. Louis); commas used to separate words in a series (e.g., Sears, Roebuck and Company); a colon in a conference name (e.g., Symposium: Care of the Professional Voice); parentheses to set off a word within a name (e.g., Vickers (Aviation) Limited). The following guidelines may be helpful in discriminating between significant and nonsignificant punctuation: 1) significant punctuation indicates a formal combination of elements in a field, often with the punctuation being added by the cataloger according to prescribed rules; 2) nonsignificant punctuation occurs as an integral part of a name or title.

3.2. Leading Element

The leading element in a field is indicated by the first significant dash, period, comma, colon,

or parenthesis, except when the field contains a forename followed by a roman numeral (Rule 3.2.1).

3.2.1. Forenames with Numeration

When a forename is followed by a roman numeral (as in a heading for a pope or sovereign), the leading element ends before the numeral.

3.3. Leading Elements in Various Types of Fields

In the following sections, examples of leading elements in various types of fields are shown by underlining. Within each field type, the examples are grouped according to the punctuation mark which determines the end of the leading element. The punctuation mark is indicated in the left-hand margin. Bear in mind that these examples are not intended to illustrate filing arrays which are covered by later rules.

3.3.1. Personal Name Fields

In addition to fields beginning with a forename or a surname, personal name fields include cases where entry is made under the distinguishing word in a nobleman's title, the name of a bishop's see, initials, letters, numerals, phrases, or the name of a family, clan, dynasty, house, or other such group.

Examples

a. Forenames

Charles the Great Plato

Comma *Charles, Prince of Wales, 1948*
John, the Baptist
John of the Cross, Saint, 1542-1591
Joseph Aloysius, father, O.M.I.
Leonardo, da Vinci, 1452-1519
Moses ben Jacob, of Coucy, 13th cent.

Dash *Plato--Biography*

Parenthesis *Abraham (Patriarch)*
Prach...kitk,ra hak (Chæm), Phray...

d. Family Names

	<i>Brown family</i>
Dash	<i>Brown family-Periodicals</i>
Parenthesis	<i>Brown family</i> (Chad Brown, d. 1665?)
Comma	<i>Hapsburg, House of</i>

3.3.2. Place and Corporate Name Fields

In the following examples, place name fields and corporate name fields are treated together because a corporate name field may begin with the name of a place. The examples also include instances of nonsignificant punctuation.

Examples

	<i>Bender (Matthew) and Company, inc.</i>
	<i>George Washington University,</i>
	<i>Washington, D. C.</i>
	<i>India</i>
	<i>Larousse, firm, Publishers, Paris</i>
	<i>Mathematica, Inc.</i>
	<i>Miami, University of, Coral Gables, Fla.</i>
	<i>St. Louis Metropolitan Area Airport</i>
	<i>Authority</i>
	<i>University of California, Los Angeles</i>
	<i>University of Wisconsin--Madison</i>
	<i>Wilson, H. W., firm, publishers</i>
Comma	<i>Germany, West</i>
	<i>ICU Symposium on Sociolinguistics, 1st,</i>
	<i>Tokyo, 1974</i>
	<i>Quezon, Philippines</i>
Dash	<i>Center for Disease Control--Juvenile</i>
	<i>literature</i>
	<i>France--Commerce--History</i>
Parenthesis	<i>Amsterdam (Netherlands)</i>
	<i>Apollo II (Spacecraft)</i>
	<i>Cyprus (Archdiocese)</i>
	<i>Newman Club (Brooklyn College)</i>

*Northeast Agricultural Leadership
 Assembly (1979 : Cherry Hill, N.J.)
 Sociedad Nacional de Minería (Peru)
 St. Augustine (Fla.)
 Systems, Science and Software (Firm)
 Washington University (St. Louis, Mo.)*

Period *American Bar Association. Section of
 International Law
 India. Parliament
 Paris. Peace Conference, 1919
 St. Louis University. Metropolitan College*

3.3.3. Uniform Title Fields

Uniform titles occur in the following situations: 1) interposed between a heading and a bibliographic title; 2) used as a heading; 3) used as the title portion of a heading consisting of a name-title combination. All are treated in the same way for the purpose of determining elements.

Examples

*Martin Chuzzlewit
 Mass, Sainte Thérèse
 Piano music, 4 hands
 Violin, piano music*

Comma *Canzonets, voices (4)
 Symphonies, D. 589, C major
 Trios, flute, clarinet, bassoon
 Works, organ. Selections*

Dash *Bible--Astronomy*

Parenthesis *Genesis (Anglo-Saxon poem)
 Good farming (Eastern edition)
 Goyescas (Piano work)
 Journal of education (Easton, Pa.)
 Life (Chicago)
 Liturgy of the hours (U.S.)
 Le sacre du printemps (Sketches)*

Treaty of Paris (1763)

Period *Aida*. Celeste Aïda
Babar en families. English. Sound recording
Bible. N.T. Epistles of John. Polyglot
Gone with the wind. [Motion picture]
Iliad. Book 1. English
Treaties, etc. Great Britain

Semicolon *Le corsaire*; arr.
Lamb research report ; no. 3

3.3.4. Bibliographic Title Fields

The filing entry for bibliographic titles is the title proper; usually it consists of a single element. For the purpose of determining elements, series statements are considered bibliographic titles. In determining the leading element, punctuation within the title proper is disregarded, unless the name of a part/section or series numeration is present. Title added entries are supplied in the required form prior to filing. When a work is entered under title, however, the filer must determine the end of the title proper. It usually occurs at the first mark of punctuation but the sense of the title may require that it be extended beyond that point. If the title was cataloged using ISBD punctuation, the different data elements are indicated by different marks of punctuation.

Examples

The D.O.D. Joint Parachute Test Facility
Dangerous cargo--accepting and airlifting
The listing attic ; The unstrung harp(2)
Oswald Spengler, a critical estimate
Sonate en ré majeur, opus 3, pour violon
Under the hill, or, The story of Venus and
Tannhäuser(3)

Bracket *All that jazz* [motion picture]

Colon *Human life* : our legacy and our challenge general
editor ...
India's great son : Soviet people about Nehru /

	compiled and ...
Comma	<i>A Chinaman in my bath</i> , and other pieces, by Lord Mancroft
Period	<i>Addition and subtraction</i> . [Transparencies] <i>Addition: commutative and associative</i> . [Transparencies] <i>Addition-subtraction-regrouping of whole numbers</i> . [Transparencies] <i>Cuando yo sea grande (When I grow up)</i> . [Motion picture] <i>Faust</i> . Part one <i>Key abstracts</i> . Industrial power and control systems <i>Progress in nuclear energy</i> . Series 2, Reactors
Semicolon	<i>Yesterday's clowns</i> ; the rise of film comedy.
Slash	<i>Chicano voices</i> / [edited by] Carlota ... <i>Human life cycle</i> / edited by ...

3.3.5. Topical Subject Heading Fields

The following examples show the leading elements of various types of topical subject headings and also illustrate cases of nonsignificant punctuation. In topical subject headings, a comma followed by an upper-case letter is significant. When the following letter is lowercase, the comma is nonsignificant.

Examples

	<i>Amblyopia</i> <i>Gothic-roman type controversy</i> <i>Hotels, taverns, etc., in literature</i> <i>Piano, flute, viola with string orchestra</i> <i>World War, 1939-1945</i>
Comma	<i>Death, Apparent</i> <i>Debt, Imprisonment for (Jewish law)</i> <i>Forestry law and legislation, Colonial</i> <i>Gothenburg, Sweden, in literature</i> <i>Government, Resistance to, in literature</i>

Lasers, Effect of radiation on
Necessity, Fort, Battle of, 1754
Wagner, Richard, 1813-1883, in fiction, drama,
poetry, etc.

Dash *Death--Causes*
Government business enterprises--Accounting
Hotels, taverns, etc.--Austria

Parenthesis *Charitable uses, trusts, and foundations* (Hindu
law)
Death (African religion)
Paris (France) in literature
Piano (1 hand) with orchestra
Violins (2), viola with orchestra
Wheels (in religion, folk-lore, etc.)

4. Order of Fields with Identical Leading Elements

Fields with identical leading elements are grouped together. When the leading elements in a group represent different types of entities, the order of arrangement is as follows:

- a. (1) Forename
Person: (2) Surname
- b. Place
- c. (1) Corporate body
Thing: (2) Topical subject heading
- d. Title
[Uniform titles and bibliographic titles are interfiled]

Example

George III, King of Great Britain, 1738-1820
George, Saint , d. 303
George, Alan
George, William C.
George (Ariz.)
George (motor boat) [corporate body]
George, Lake, Battle of, 1755 [subject heading]
George [motion picture]

4.1. Placement of Certain Categories of Leading Elements

For the purpose of file arrangement, personal names of the following types, which are entered in direct order, are considered to be forenames: 1) a name consisting entirely or primarily of initials, separate letters or numerals; 2) a name consisting of a phrase or other appellation that is not a real name. If the two types of names described above are not present in direct order, the leading element is considered to be a surname. Leading elements of the following types are also considered to be surnames: 1) the distinguishing word in a nobleman's title; 2) the name of a bishop's see; 3) the name of a family, clan, dynasty, house, or other such group. If a corporate body is entered under the name of a jurisdiction, the leading element is considered to be a place. If the heading for a manuscript or manuscript group begins with the heading of a corporate body, the leading element is considered to be a corporate body.

Examples

Forenames: 110908

Author of Early impressions

D. S., Master

Father Time

Surnames: Bolingbroke, Henry St. John, Viscount, 1618-1751

Other, A. N.

Windsor, House of

Place: Canada. Canadian Army

Corporate body: British Library. Manuscript. Arundel 384

5. Order of Subordinate Filing Elements

When the leading elements of two or more fields are identical and they represent the same type of entity, the arrangement takes account of subordinate filing elements according to the following patterns. The position of a leading element followed by more than one subordinate element is determined by the order in which the elements appear.

5.1. Forename Fields

The leading element of a forename field may be followed by one or more of the following categories of subordinate elements: 1) numeration; 2) dates; 3) additional words. When

forename fields have identical leading elements, they are grouped in the following order:

- a. Forename alone
- b. Forename with numeration } filed in one numerical sequence
Forename , date(s) }
- c. Forename, additional word(s)

Additional words may include titles, a characterizing word or phrase, and the full form of initials used in the name. In arranging additional words within a group, differences in punctuation are ignored.

Examples

Charles	
Charles II, King of Great Britain, 1630-1685	
Charles III, King of Navarre, 1361-1425	
Charles XIV John, King of Sweden and Norway, 1763-1844	
Charles, 13th cent.	[made-up] [files as 1200-1299]
Charles (Anglo-Norman poet)	[made-up]
Charles, Count of Flanders, d. 1127	
Charles, espíritu	
Charles, Prince of Wales, 1948-	
Charles (Writer)	[made-up]
Charles the Great	(reference)
Richard, 1928-	
Richard, of St. Victor, d. 1173	
Richard, Poor	[forename]
Richard, Carolle	[surname]
Richard Alfred, 1932-	[compound forename]

5.2. Surname Fields

The leading element of a surname field (as defined in Rule 4.1) may be followed by one or more of the following categories of subordinate elements: 1) forenames, initials, or (in the case of a nobleman, bishop, or family) a full name; 2) dates; 3) additional words; 4) a relator. Additional words may include terms of honor and address, characterizing words or phrases, and the full form of initials used in the name. A relator is a word that shows the function of a name in relation to a work with which the name is associated [in general not used under AACR 2]. Further information on the treatment of relators is found in Rule 11.3. When surname fields with

identical leading elements have subordinate elements in the first three categories, they are grouped in the following order:

- a. Surname alone
- b. Surname, date(s)
- c. Surname, additional word(s)
- d. Surname, forename
- e. Surname, forename, date(s)
- f. Surname, forename, additional word(s)

Examples

Smith	
Smith, fl. 1641	
Smith, Mrs.	
Smith (Name)	
Smith, Alan, 1925-	
Smith, Alan, 1925- (Spirit)	[made-up]
Smith, G. C.	
Smith, G. C. (Gordon C.)	
Smith, G. Louis, 1900-	[made-up]
Smith, G. Louis (George Louis)	
Smith, G. Louis (Glen Louis)	[made-up]
Smith, G. R.	
Smith, George, 1845-1918	
Smith, George A.	
Smith, Graham, 1942-	
Smith, Graham, Solicitor	
Smith, Graham O.	
Smith-Durland, Eugenia, 1935-	
Smith family	
Smith-Magowan, David	
Windsor, House of	
Windsor, Arthur Lloyd	

5.3. Place Name Fields

When the leading elements of two or more place name fields or place names at the beginning

of corporate name fields are identical, the fields are grouped in the following order:

- a. Place name alone
- b. Place name followed by parenthetical qualifier
- c. Place name followed by comma and additional words

Subarrangement within any group is by succeeding subordinate elements. Subordinate elements are generally indicated by colons, parentheses or periods. The third group (place names with significant commas) will not occur in *AACR 2* place name fields.

Examples

Cambridge. University. Board of Graduate Studies
Cambridge. University. Emmanuel College. Chapel
Cambridge. University. King's
College
Cambridge (Cambridgeshire)
Cambridge (Mass.)
Cambridge (Mass.). City Council
Cambridge, Eng. Environment Committee
Cambridge, Eng. Kettle's Yard[reference]
Gallery
Cambridge, Ont.
Cambridge Apostles (Society)
Cambridge Historical Commission
Cambridge Legal History Conference, 1975

United States. 91st Congress, 2d session, 1970. Senate
United States. 94th Congress, 1st session, 1975
United States. Army. General Staff
United States. Aviation Forecast Branch
United States. Congress (87th : 1961-1962). House
United States. Congress (87th, 2nd session : 1962)
United States. President (1909-1913 : Taft)
United States. President, 1913-1921 (Wilson)
United States. President (1933-1945 : Roosevelt)
United States. President, 1953-1961 (Eisenhower)

New York (City). Police Dept.
New York (City). Stock Exchange
New York (N.Y.). Dept. of Water Resources
New York (N.Y.). Environmental Protection Administration

New York (State). Dept. of Commerce
New York (State). Office of Health Systems Management

5.4. Corporate Name Fields

When the leading elements of two or more corporate name fields are identical, the fields are grouped in the following order:

- a. Corporate name alone
- b. Corporate name followed by parenthetical qualifier

Subarrangement within any group is by succeeding subordinate elements.

Examples

Symposium on Oil Shale
Symposium on Oil Shale (10th : 1977 : Colorado School of Mines)
Symposium on Oil Shale (12th : 1979 : Colorado School of Mines)
Symposium on Oil Shale, 8th, Colorado School of Mines, 1975
(4)Symposium on Oil Shale, 9th, Colorado School of Mines, 1976
Symposium on Optimization, Nice, 1969
Symposium on Optimization, Toronto, 1968

University of Alaska (College) [reference]
University of Alaska (System). Cooperative Extension Service
University of Alaska, Anchorage. Criminal Justice Center
University of Alaska, Anchorage. Library
University of Alaska Art Fair [made-up]
University of Alaska, Fairbanks. Institute of Marine Science
University of Alaska, Juneau

5.5. Uniform Title Fields

When the leading elements of two or more uniform title fields are identical but one heading is not qualified and the others are, the fields are grouped in the following order:

- a. Uniform title alone
- b. Uniform title followed by parenthetical qualifier

Examples

Contact!
Contact (Kansas City, Mo.) [reference]
Contact (Montréal, Québec)
Contact (Real Estate Institute of Canada)
Contact (Toronto Nutrition Committee)
Contact (Waterloo, Ont.)
Contact (World Federalist Youth)
Contact and change

The twentieth century
The Twentieth century (Filmstrip)
The Twentieth century (London, England)
The Twentieth century (Television program)

5.5.1. Subordinate Elements of Uniform Titles

The subordinate elements of a uniform title heading or a uniform title associated with a name heading may include terms describing 1) a part of the larger work (including form subheadings such as "selections"); 2) language of the text; 3) name of the version; 4) date associated with the text; 5) other parties in a treaty heading; and 6) qualifying words. When different types of subordinate elements occur in the same relative position (for example, as the second element), the fields are grouped in the following order:

- a. Date
- b. Language
- c. All other subordinate elements, except qualifying words
- d. Qualifying words

Examples

Bible. English. 1808. Thomson
Bible. English. 1898. Revised
Bible. English. 1966. Jerusalem Bible
Bible. English. Authorized. 1976
Bible. English. Authorized. Selections. 1980
Bible. English. Harmonies. 1842. Authorized
Bible. English. New American. Selections. 1973
Bible. English. New American Standard. 1971
Bible. English. Selections. 1966. Authorized

Bible. Latin. King Sancho's Bible
Bible. Latin. Selections. 1974
Bible. Latin. Vulgate. 1975
Bible. Spanish. Selections. 1971
Bible. N.T. James. Latin. 1913
Bible. O.T. English. 1952. New American
Bible. O.T. Spanish. Selections. 1974
Bible. O.T. Exodus. English. Childs. 1974
Bible. O.T. Psalms. English. Selections. 1976
Bible. O.T. Psalms. Latin. Romana. 1965
The Bible (Motion picture)
The Bible and archaeology

Hypothetical example for a group of uniform titles with an identical main entry

United States

[Treaties, etc. 1984 Nov. 18]
[Treaties, etc. 1987 May 18]
[Treaties, etc. Afghanistan, 1982 May 24]
[Treaties, etc. Afghanistan, 1982 June 26]
[Treaties, etc. Brazil, 1971 Apr. 2]
[Treaties, etc. Canada, 1970 Aug. 12]

Additional instructions for arranging uniform titles are given in Rule 19.

5.6. Bibliographic Title Fields

Bibliographic title fields include series statements. The leading element of a bibliographic title may be followed by one or more of the following categories of subordinate elements: 1) number of a part/section; 2) name of a part/section; 3) series ISSN; 4) series or volume number. Bibliographic title fields with identical leading elements are grouped in the following order:

- a. Bibliographic title alone
- b. Bibliographic title followed by name or number of part/section

Subarrangement within any group is by succeeding subordinate elements.

Examples

Focus
Focus. Biology
Focus. Black American bibliography series

Focus. Teaching English language
arts
Focus. Urban society [made-up uniform title]
Focus (Television program)
Focus Education, inc.
Focus for the future
Focus on America--the Northeast region ; no. 1
Focus on America--the Northeast region ; no. 3

Journal of polymer science. Part A, General papers
Journal of polymer science. Part A-1: Polymer chemistry
Journal of polymer science. Part A-2. Polymer physics
Journal of polymer science. Part B. Polymer letters
Journal of polymer science. Part C. Polymer symposia no. 14
Journal of polymer science. Part C. Polymer symposia no. 18

5.7. Topical Subject Headings

When the leading elements of two or more topical subject headings are identical but they are distinguished by different means the fields are grouped in the following order:

- a. Leading element alone
- b. Leading element followed by a dash and subject subdivision(s)
- c. Leading element followed by a comma and additional word(s)
- d. Leading element followed by parenthetical qualifier

Subarrangement within any group is by succeeding subordinate elements.

Example

Children
Children--Surgery
Children, Adopted
Children, Vagrant
Children (International law)
Children (Roman law)
Children as authors

5.8. Subject Subdivisions

In any subject heading field, subordinate elements that follow a dash (that is, subject

subdivisions) are grouped in the following order:

- a. Period subdivisions
- b. Form and topical subdivisions
- c. Geographical subdivisions

These distinctions are maintained at every level of subject subdivision. The **treatment** of subject subdivisions in relation to other subdivisions of the same heading is described in Rule 7.2.

Examples

German literature [see-also reference]

German literature--18th century

German literature--20th century

German literature--Addresses, essays, lectures

German literature--Catholic authors

German literature--Style

German literature--Bavaria

German literature--Switzerland

German literature in foreign countries

Catholic Church--Government

Catholic Church--History--16th century

Catholic Church--History--20th century

Catholic Church--History--1965-

Catholic Church--History--juvenile literature

Catholic Church--History--Sources

Catholic Church--Hymns

6. Functional order of Fields

When the first fields of two or more filing entries are identical and the fields represent the same entity, the entries are grouped according to the cataloging function of these fields (that is, their relationship to the work cataloged or their use in the catalog). In general, filing entries can be considered as either headings associated with a bibliographic record or headings associated with an authority record. A bibliographic record contains the main entry assigned to a work, added entries including series entries, and subject entries. An authority record may contain the information needed to generate any of the following cards or references: 1) an authority card for an established name or subject heading; 2) a linking reference from the new form of name

established according to *AACR 2* to the form of name used in the Old Catalog; 3) an explanatory reference which provides information relating to searching and filing arrangement; 4) an information or history card on the different forms of name associated with an entity; 5) a see reference from a non-established name to one or more established headings; 6) a see-also reference from one established heading to one or more established headings. Filing entries for bibliographic records and authority records are grouped in the following order:

Names

- a. Authority card for an established name or subject heading
- b. Linking reference from a name heading
- c. Explanatory reference, information card, see reference from a name
- d. See-also reference from a name
- e. Main entry, added entry for bibliographic records

Subjects

- f. Explanatory reference, information card, see reference from a subject
- g. See-also reference from a subject
- h. Subject entries for bibliographic records

Note that the order shown above specifies that all main and added entries for bibliographic records are interfiled.

Examples

Canada. Armed Forces	[authority card]
Canada. Armed Forces	[information card]
An act came into force on ...	
Canada. Armed Forces	[main entry]
Badges of the Canadian Forces	
CANADA. ARMED FORCES	[subject entry]
Gaulle, Charles de, 1890-1970	[authority card]
Gaulle, Charles de, 1890-1970	
Search also under	
France. President (1959-1969 : De Gaulle)	
Gaulle, Charles de, 1890-1970	[main entry]
Memoirs of hope	
GAULLE, CHARLES DE, 1890-1970	
Search also under	
POSTAGE-STAMPS--TOPICS--GAULLE, CHARLES DE,	

1890-1970
GAULLE, CHARLES DE, 1890-1970--ANECDOTES

Saint Louis Museum of Fine Arts [authority card]
Saint Louis Museum of Fine Arts linking reference]

For works cataloged before 1981 search in the old catalog under
Washington University, St. Louis. Saint Louis Museum of Fine Arts

7. Placement of Certain Types of Fields

To obtain coherent groupings of filing entries relating to the same entity, the following rules must be observed in arranging three types of fields: 1) name-title fields; 2) fields containing subject subdivisions; 3) subject entries for uniform title fields.

7.1. Name-Title Fields

A field comprising a personal or corporate name heading and a uniform title (e.g., Homerus. Odyssea; Marga Institute. Marga research studies ; 5) is treated as if it consisted of two separate fields containing the same information. Thus, with respect to this consideration, no distinction is made between a filing entry containing separate fields for a name heading and a title and a filing entry containing a name-title added or subject entry for the same work. See Rule 8 for instruction on the arrangement of entries under the name of a personal or corporate body.

7.2. Fields Containing Subject Subdivisions

A field containing a subject subdivision is treated as if it consisted of at least two parts: the heading proper and the subject subdivision(s). In the case of name-title fields with subject subdivisions, the field is treated as if it consisted of three parts (name, title, subject subdivision) to satisfy the requirements of Rule 7.1. In both circumstances, the subject heading field is grouped with main and added entry fields containing the heading proper. After the functional order of the fields has been taken into account (see Rule 6), arrangement is by subject subdivision.

Examples

Homerus
Ilias. Armenian
Homerus
Odyssea

Homerus. Odyssea [name-title added entry]
HOMERUS. ODYSSEA [name-title subject entry]
HOMERUS. ODYSSEA--ILLUSTRATIONS
Homerus. Paraphrases, tales, etc.(5)
Homerus
 Poetica e poesia
Homerus. Spurious and doubtful
works(6)
HOMERUS
HOMERUS--APPRECIATION

Canada [main entry]
CANADA
CANADA--COMMERCE
CANADA--SURVEYS
Canada. Bilingual IFR Communications Simulation Studies
CANADA. BUREAU OF MINES--BIBLIOGRAPHY
Canada. Dept. of External Affairs. Conference series, 1966
Canada. Dept. of External Affairs
 Documents on Canadian external relations
CANADA. DEPT. OF EXTERNAL AFFAIRS
Canada. Dept. of External Affairs. Academic Relations Division
Canada. Royal Canadian Air Force
CANADA. ROYAL CANADIAN AIR FORCE--BIOGRAPHY
CANADA. ROYAL CANADIAN AIR FORCE--SEARCH AND RESCUE
OPERATIONS
Canada. Royal Canadian Air Force. Concert Band

7.3. Subject Entries for Uniform Title Fields

A field representing a work about a uniform title is placed after the main and added entries for all editions of the same uniform title in the original language and translations. A subject entry about the complete uniform title precedes all main, added, and subject entries for parts of the uniform title.

Examples

Dante Alighieri, 1265-1321 [These uniform titles all begin with the
heading for Dante]
 Divina commedia

Divina commedia. English.
Divina commedia. Spanish.
DIVINA COMMEDIA
DIVINA COMMEDIA--CONCORDANCES
Divina commedia. Inferno
Divina commedia. Inferno. Portuguese
DIVINA COMMEDIA. INFERNO

Bible. Spanish. Reina-Valera. 1977
BIBLE. SPANISH--HISTORY
Bible. Swedish. Charles XII's Bible. 186-?
BIBLE. SWEDISH--VERSIONS
Bible. Welsh. 1717
BIBLE--ANTIQUITIES
BIBLE--THEOLOGY
Bible. N.T. Polish. 1953
Bible. N.T. Vietnamese. 1957
BIBLE. N.T.--BIOGRAPHY
BIBLE. N.T.--THEOLOGY
Bible. N.T. Acts. English. Jerusalem Bible. 1978
BIBLE. N.T. ACTS--COMMENTARIES

8. Subarrangement of Identical Fields That Have the Same Function

When the first fields of two or more filing entries represent the same entity and they are functionally identical, the entries are arranged according to their subordinate fields. The selection of subordinate fields for a filing entry must conform to one of five basic patterns:

- a. Type(1) Main or added entry for a person or corporate body [Note that
1: if the filing entry begins with an added entry, the main entry is
not included as a subordinate filing field]
 - (2) Title
 - (3) Date of publication, distribution, etc.
- b. Type(1) Name-title added entry
2:
 - (2) Date of publication, distribution, etc.

- c. Type(1) Main or added entry under title
3:
 (2) Date of publication, distribution, etc.
- d. Type(1) Subject or series added entry (includes name-title entries and
4: series numeration)
 (2) All fields of Type 1 or Type 3 filing entry for main entry of
catalog record in question
- e. Type(1) Established heading (on authority card) or field being referred
5: from (in cross reference)
 (2) Heading being referred to (in see or see-also reference)

See Rule 19.2.2 for exception to Rule 8 for musical works.

8.1. Choice of Title

Filing entries of Types 1, 2, 3 can contain only one title. For Type 1 entries involving a main entry, if more than one kind of title is present, the order of preference is 1) uniform title; 2) romanized title; 3) bibliographic title. For Type 1 entries involving an added entry, the order of preference is 1) romanized title; 2) bibliographic title. In the case of a Type 2 or 3 filing entry, the title to be used occurs as part of the first field.

Examples

[FILING TYPES 1, 2, 4]

Shaw, George Bernard, 1856-1950
Arms and the man. 1913
Shaw, George Bernard, 1856-1950
Arms and the man. 1958
Shaw, George Bernard, 1856-1950
Arms and the man. Chinese
Shaw, George Bernard, 1856-1950
Arms and the man. French
SHAW, GEORGE BERNARD, 1856-1950. ARMS AND THE MAN
Alexander, Nigel
A critical commentary on ... 'Arms and the man'
SHAW, GEORGE BERNARD, 1856-1950. ARMS AND THE MAN
Carrington, Norman Thomas

G. Bernard Shaw: Arms and the man
 Shaw, George Bernard, 1856-1950
 Caesar and Cleopatra. 1913.
 Shaw, George Bernard, 1856-1950. Caesar and Cleopatra. 1934
 [main entry under Ketchum; ignored in filing]
 Shaw, George Bernard, 1856-1950
 Caesar and Cleopatra. 1952
 SHAW, GEORGE BERNARD, 1856-1950. CAESAR AND
 CLEOPATRA
 Deans, Marjorie
 Meeting at the Sphinx
 Shaw, George Bernard, 1856-1950
 Do we agree?
 [main entry under Chesterton]
 Shaw, George Bernard, 1856-1950
 The dying tongue of great Elizabeth
 Shaw, George Bernard, 1856-1950
 Ellen Terry and Bernard Shaw
 [main entry under Terry]
 Shaw, George Bernard, 1856-1950
 Essays. 1971. [Collective uniform title]
 Shaw, George Bernard, 1856-1950
 Forecasts of the coming century
 [main entry under Carpenter]
 Shaw, George Bernard, 1856-1950
 Die heilige Johanna, *see his* Saint Joan. German. 1971.
 Shaw, George Bernard, 1856-1950
 Le héros et le soldat, *see his* Arms and the man. French
 Shaw, George Bernard, 1856-1950
 On language
 Shaw, George Bernard, 1856-1950
 Saint Joan. 1924
 Shaw, George Bernard, 1856-1950. Saint Joan. 1964
 [main entry under Swander]
 Shaw, George Bernard, 1856-1950
 Saint Joan. 1971
 Shaw, George Bernard, 1856-1950
 Saint Joan. German. 1967
 Shaw, George Bernard, 1856-1950
 Selected works.[Collective uniform title]
 1956

Shaw, George Bernard,
1856-1950
Selected works.[Collective uniform title]
Russ. 1946

Shaw, George Bernard,
1856-1950
Selections. 1949 [Collective uniform title]

Shaw, George Bernard,
1856-1950
Works [Collective uniform title]

Shaw, George Bernard, 1856-1950
Yin hsiung yü mei jen, *see his* Arms and the man. Chinese

Shaw, George Bernard, 1856-1950
You never can tell. 1906

SHAW, GEORGE BERNARD, 1856-1950
Adams, Ruth
What Shaw really said

SHAW, GEORGE BERNARD, 1856-1950
Braybrooke, Patrick, 1894-
The subtlety of George Bernard Shaw

SHAW, GEORGE BERNARD, 1856-1950
Minney, Rubeigh James, 1895-
The bogus image of Bernard Shaw

SHAW, GEORGE BERNARD, 1856-1950
Minney, Rubeigh James, 1895-
Recollections of George Bernard Shaw

SHAW, GEORGE BERNARD, 1856-1950
The wit and world of George Bernard Shaw
[main entry under title]

[FILING TYPE 3]

The light. 1856	[monograph; main entry under Hurley]
Light. 1890	[serial]
The light. 1907	[monograph; main entry under Miller]
The light. 1909	[serial]
Light. 1923	[serial]
Light. 1930	[monograph; main entry under Rutherford]
The light. 1938	[serial; main entry under another title]
Light 1947	[monograph; main entry under Strong]

[FILING TYPES 3, 5]

Chanson de Roland

Search also under

Pseudo-Turpin

Roland à Saragosse

Chanson de Roland. 1878

Chanson de Roland. 1907 [main entry under Ystorya de Carlo Magno]

Chanson de Roland. 1957

Chanson de Roland. 1960 [main entry under Clark]

Chanson de Roland. 1971

Chanson de Roland. 1973 [main entry under Roncesvalles (Chanson de geste)]

Chanson de Roland. 1974

Chanson de Roland. Dutch & Old French. 1977

Chanson de Roland. English. 1972

Chanson de Roland. Spanish & Old French. 1975

[FILING TYPES 4, 5]

CHESS

see also Checkmate (Chess)

Chess players, Rating of Chessmen

King (Chess)

CHESS

Abrahams, Gerald, 1907-

The chess mind

CHESS

Abrahams, Gerald, 1907-

Technique in chess

CHESS

Academie universelle des jeux

[main entry under title]

CHESS

Agnel, Hyacinth R., 1799-1871

The book of chess

CHESS

Agostini, Orfeu Gilberto d'

Xadrez básico

CHESS

Alatorŕev, Vladimir Alekseevich
Problemy sovremenno| teori| shakhmat
[romanized title]

CHESS

Alatorŕev, Vladimir Alekseevich
Vzaimode|stvie figur i peshek
[romanized title]

[FILING TYPE 4]

The Literature of death and dying [series added entry]
Alden, Timothy, 1771-1839 [main entry]
A collection of American
epitaphs...
The Literature of death and dying
Death and the visual arts [title main entry]
The Literature of death and dying
Maeterlinck, Maurice, 1862-1949
Before the great silence

9. Treatment of Identical Filing Entries

When two or more filing entries are identical, no effort need be made to arrange them with in their group. In a manual file, the new entry can simply be placed after those already there. This situation occurs most commonly with filing entries for titles of various kinds (see Type 3 filing entry in Rule 8)

Example

Light (Motion picture) 1957
Light (Motion picture) 1965
Light (Motion picture) 1968
Light (Motion picture) 1969
Light (Motion picture) 1969
Light (Motion picture) 1969

Special Rules

10. Abbreviations

Abbreviations are arranged exactly as written.

Examples

M. Flip ignorait sa mort
Madame Lynch y Solano López
Messieurs les Anglais
Messrs. Ives of Bridgeport
Mister Doctor Blo
Mistress Branican
Mlado jutro
M'Liss and Louie
MM. Poule, Laigre & cie à la guerre
Mme. Begué and her recipes
Monsieur Butterfly
Moon meal
Mr. Drackle and his dragons
Mrs. Appleyard's family kitchen
Mršтік, Alois, 1861-1925

Saint, Prem K.
Saint Agnes School, Loudonville, N.Y.
Saint-Ailme, Michel
Saint Mary's Parish (Hagerstown, Md.)
Saint-Paul, Yves

Sainte-Anne-de-Sorel, Québec
Sainte-Beuve, Charles Augustin, 1804-1869
San Francisco Bay guardian
Society for Analytical Chemistry
St. Augustine (Fla.)
St. Petersburg (Fla.)
Ste. Genevieve Co., Mo.
Stead, Peter

11. Elements Ignored or Transposed

This rule considers simple cases in which an element or word in a field is ignored or transposed in arranging a filing entry. Complex cases or those that fit naturally into a broader rule are treated elsewhere (see Rules 13 and 16.7.1).

11.1. Bibliographic Title Fields

The bibliographic title field is based on a transcription from the title page and, therefore, may not be as clearly formulated for filing as the heading fields constructed by the cataloger. Consequently, special care should be taken when using the bibliographic title to arrange catalog records.

The bibliographic title field is the only field in which data elements are regularly omitted from the filing entry. The title proper is the portion of the bibliographic title used in the filing entry. Other title information, or subtitles, general material designations, and statements of responsibility are omitted from the filing entry. In the examples below, the title proper is indicated by underlining.

Examples

La bibliographic en Belgique, 1967 = De bibliographic in België, 1967 / J. van Hove.
Bonds between atoms.

Breathless [motion picture] = A bout de souffle

Elements of speech, and Discourse concerning time / by William Holder; with a new
introd., R. W. Rieber & Jeffrey L. Wollock.

The exuberant years : a guide for junior high leaders / Ginny Ward Holderness.

Famous overtures [sound recording] / Offenbach

Kommunikation / Joachim Holder.

Lord Macaulay's essays ; and, Lays of ancient Rome

Marcel Marceau, ou, L'art du mime

Microbiology abstracts. Section A: Industrial & applied microbiology.

11.2. Bracketed Data

Bracketed data may appear occasionally in bibliographic title fields and rarely in heading fields. If the data in brackets is the word 'sic' (which indicates an obvious misspelled word or inaccuracy), the bracketed word is omitted from the filing entry. If the data in brackets begins 'i.e.' (which indicates an alternative form), the data in the brackets is omitted from the filing entry. However, if the data in brackets is not 'sic' or 'i.e. ...', the data is included in the filing entry. The most common type of bracketed data to be included in the filing entry is a cataloger-supplied description of title page symbols that cannot be reproduced by the available typography.

Examples

[Chart for Tender is the night]
Directory of 10 [cent] 1847 covers
Duo [for] violin and piano
Homenaje al Dr. [i.e. Doctor] D. [i.e. Don] Juan Regla Campistol
PASCAL language manual [sic]
The Paul Anthony Buck [i.e. Brick] lectures
Ungarn 1956 [i.e. nitten hundrede seksoghalvtreds]
[Violin, piano music]

11.3. Relators

Words that show the function of a person or corporate body in relation to a work (i.e., comp., ed., ill., joint author, tr.) or his role in a legal action (e.g., appellant, defendant, etc.) are ignored in filing. Note that the Library of Congress does not anticipate using relator terms in most *AACR 2* cataloging.

Examples

Lang, Andrew, 1844-1912
 Adventures among books
Lang, Andrew, 1844-1912, ed.
 The Arabian nights entertainments
 [main entry under Arabian nights]
Lang, Andrew, 1844-1912
 Ban and arrière ban
Lang, Andrew, 1844-1912, ed.
 The blue fairy book
 [editor as main entry]
Lang, Andrew, 1844-1912
 The book of dreams and ghosts
Lang, Andrew, 1844-1912, tr.
 The Homeric hymns
 [main entry under Homerus]
Lang, Andrew, 1844-1912, joint author
 The King over the water
 [main entry under Shield]
Lang, Andrew, 1844-1912, ed.
 The lilac fairy book
Lang, Andrew, 1844-1912

Tales of Troy and Greece

Standard Oil Company
Background data on 100 octane gasoline
Standard Oil Company
The Big deep (Motion picture)
[main entry under title]
Standard Oil Company
Denials of justice
Standard Oil Company
Digest of laws ...
[main entry under Palmer]
Standard oil Company, defendant
In the Supreme Court of Ohio
[main entry under Ohio, plaintiff]
Standard Oil Company, appellant
Standard Oil Company of New Jersey ...
[main entry under Johnson]
Standard Oil Company, respondent
The United States, petitioner ...
[main entry under U.S. Dept . of Justice]
Standard Oil Company
Whose oil is it?

11.4. Series Entries

If a series added entry includes an ISSN, the ISSN is omitted from the filing entry.

Example

Library research news; v. 2, no. 4
Library research news; v. 2, no. 6
Library research news; v. 3, no. 3 ISSN
0024-9270
Library research news; v. 4, no. 3 ISSN
0024-9270
Library research news, ISSN 0024-9270 ; v. 4,[made-up]
no. 6

11.5. Terms of Honor and Address(7)

British titles of honor (Dame, Lady, Lord, Sir) and the terms of address for a married woman (e.g., Mrs.) that precede a forename in a personal name field are treated as if they followed all of the forenames in that field.

Example

Reynolds, John Phillips, 1863-
Reynolds, Sir John Russell, bart., 1828-1896
Reynolds, Joseph, d. 1872
Reynolds, Joseph William, 1821-1899
Reynolds, Sir Joshua, 1723-1792
Reynolds, Joshua Paul, 1906-

12. Hyphenated Words

Words connected by a hyphen are always treated as separate words. This rule applies even when the first part of a hyphenated word is a prefix that sometimes appears as an integral part of a word. This rule also applies to compound surnames.

Examples

Anti-aircraft guns
Anti-"black" magic
The Anti-masonic Herald
The Anti-slavery examiner
Anti-tank weapons
Anticaglia, Elizabeth, 1939-
Antimasonic Party
The antislavery origins of the Fourteenth Amendment
Antitank warfare

Inter
Inter-act
Inter-Church Committee on Chile
Inter France quotidiens
Inter/media
Intera Environmental Consultants
InterAfrican Committee for Hydraulic Studies
Interbasin ground-water flow in southern Nevada
Interchurch Language School
Intermetropolitan relationships

Smith, Zay N.
Smith and Jones
Smith Barry, Robert, 1886-1949
Smith Bros. Bluegrass Orchestra
Smith-Burnett, G. C. K.
Smith County Historical Society
Smith-Hinds, William L., 1938-
Smith Island and the Cape Fear Peninsula
Smith Monzón, Esteban, 1883-1947
Smith-Vaniz, William F
Smitham, Fanny

13. Initial Articles(8)

Initial articles in the nominative case are generally ignored at the beginning of a field whether they appear separately or are elided.

Table 1 lists definite and indefinite articles in various languages, in the nominative case only, which should be disregarded whenever they occur as the initial word of a title. In languages having an indefinite article, the word or words representing the cardinal numeral "one" also are given if the same form is used as an indefinite article. An initial numeral, whether used as a noun or an adjective, must always be regarded in filing. Note that there are no articles, either definite or indefinite, to be disregarded in filing in Albanian, Bulgarian, Czech, Estonian, Finnish, Latin, Latvian, Lithuanian, Polish, Russian, Serbo-Croatian, Slovak, Slovenian, Ukrainian, and most Indic languages.

Examples

Radio!
La radio al servicio del pueblo
El radio-amador en las vias del mundo
The radio amateur
Le radio-amateur dans le monde entier
Radio astronomy and cosmology
La radio avanza
Das Radio-Baubuch
Radio beams
The Radio City Music Hall book
Les Radio-clubs du Niger
La Radio-cristallographie
Der Radio-detektiv

Enfant, Édouard L' [reference]
 L'enfant à la découverte de l'espace
 Enfant chéri des dames
 L'enfant créateur de spectacle
 Un Enfant d'Afrique
 Enfants d'Afrique noire

TABLE 1: INITIAL ARTICLES TO BE DISREGARDED IN FILING

The following table lists definite and indefinite articles which should be disregarded according to the rule for initial articles (Rule 13). Under each language, articles in the nominative case only are listed in the following order: Singular--masculine, feminine, neuter; Plural--same; an elided form follows its corresponding word or group of words; each article is listed only once under each language. The words in parentheses are variant forms. An asterisk (*) before an indefinite article indicates that the same form is also used for the cardinal numeral "one"; therefore, care must be taken to distinguish the meaning (see Rule 13.3).

<i>Language</i>	<i>Definite Article</i>	<i>Indefinite Article</i>
Afrikaans	Die	'n
Arabic	al-, el-(9)	None
Basque	See footnote 2(10)	*Bat
Catalan	El, En(11), L', La, Els, Les	*Un, *Una
Danish	Den, Det, De	*En, *Et
Dutch	De, Het, 't, 's	*Een, *Eene, 'n
English	The	A, An
Esperanto	La	None
French	Le, La, L', Les	*Un, *Une
German	Der, Die, Das	*Ein, *Eine
Greek, Modern	Ho, H̄, To, Hoi, Hai, Ta, T,	*Henas (Heis), *Mia, *Hena (Hen)
Hawaiian	Ka, Ke, Na, 0(12)	He
Hebrew	ha-, he-(13)	None
Hungarian	A, Az	*Egy
Icelandic, Modern	Hinn, Hin, Hið, Hinnir, Hinar An, An t-, Na, Na h-(14)	None None
Irish (Gaelic)	Il, Lo, L', La, Gli, Gl', I, Le	Un, *Uno, *Una, Un'
Italian	Den, Det, De	*En, *Et
Norwegian (Bokmål)	Den, Det, Dei O, A,(15) Os, As(16)	*Ein, *Ei, *Eit *Um, *Uma
Norwegian (Nynorsk)	Lo, Lou, Le, La, L', Li, Lis, Lu, Los, Las, Les	*Un, *Uno, *Una *Un, *Una, *O
Portuguese	See footnote 2(17)	*Um, *Uma

13.1. Initial Articles in Place Names and Personal Names

Initial articles that form an integral part of place names and personal names (including nicknames, sobriquets, and phrases characterizing persons) are generally regarded in arranging fields. An exception is made for English initial articles which are ignored even when required to make names intelligible (e.g., *An American*; *The Wash*); see also Rule 13.2. [Note that on current catalog records the Library of Congress will omit initial articles that should be disregarded in filing.]

*Examples**Laš, Michal**Las Animas County, Colo.**Las de Barranco**Las Heras, Antonio**Las Lomas, Calif.**Las que llegaron después**Las Vegas, 1978**Las Vergnas, Raymond, 1902-**Lasa, Amaia**Lasalle, Peter**L'Enfant, Edouard**El, Eliyahu Pat-**[reference]**El**[title]**El-Ad, Avri, 1925-**El Alamein (Motion picture)**El Astillero, Spain**el-Ayouty, Eisha Yassin Mohamed,**1932-**El-Baz, Edgard, 1937-**El-Baz, Farouk**el-Boghdady, Fathalla**El Cid Campeador**El Curioso parlante**[reference]**The El Dorado Trail**[title]**El, ella y el otro**el Fathaly, Omar I.**The El Greco puzzle**El in the Ugaritic texts*

el-Mokadem, Ahmed Mohamed

kn, Chong-gŷ, 1940-

kn, Hyo-gi

L'un

The un-Americans

Un de la résistance [title]

Un des élèves de M. l'abbé Rive [reference]

Un Français

Vers un meilleur avenir

[main entry under title]

Un Français

Le vote des femmes ... [reference]

Un k... khay...l [title]

Un mund [title]

Un Tal, pseud. [reference]

Americadomina

An American

1776-1876

[main entry under title]

An American

The amazing American

[main entry under title]

An American

Constantinople and its[reference]

environs

An American, tr.

History of the Spanish

inquisition

[main entry under

Llorente]

An American(19), pseud.

Alabama claims

[main entry under title]

American(20), pseud.

A journal of a tour of Italy [reference]

The American [title]

American Academy for

Jewish Research

13.2. Initial Articles in Corporate Names and Topical Subject Headings

Articles at the beginning of a field containing a corporate name or topical subject heading are disregarded in arranging entries. Articles elsewhere in such a field are considered in filing even when they come at the beginning of an element. Topical subject headings with inverted initial articles are treated like other inverted subject headings (see Rule 5.7). [Note that on current catalog records the Library of Congress will omit initial articles that should be disregarded in filing.]

Examples

Cluain Éanna arís	
The Club, London	[reference]
The Club, New Haven	
The Club, Rochester, N.Y.	
A club. 1914.	[title]
The club. 1932	[title]
Club. 1950	[title]
Club. 1955	[title]
The club. 1957	[title]
Der Club. 1969	[title]
Club 21, New York	[reference]
The Club 1943	[corporate name]
Club accounts	[title]
Florence. Kunsthistorisches Institut	
Florence. La Badia (Abbatia S. Mariae)	
Florence. La Nazione	[reference]
Florence. Le Stinche	
Florence. L'Espressionismo, 1964	
Florence. Liceo scientifico Leonardo da Vinci	
Florence. L'Italica	[reference]
Florence. Lo Sprone (Gallery)	[reference]
Florence. Maggio musicale fiorentino	
Starvation	
State, Act of	[reference]
State, Communist	[reference]
State, Corporate	[reference]

State, Heads of	[reference]
State, Matter of	[reference]
State, The	
State aid to education	

13.3. Articles Not in the Nominative Case and Words Resembling Articles

In applying Rule 13 care must be taken to identify articles that are not in the nominative case and words resembling articles. These parts of speech are regarded in filing (see examples under Rule 13.1). [An extended treatment of these pitfalls would be desirable in a filing manual.]

14. Initials and Acronyms

Initials separated by marks of punctuation and/or spaces are treated as separate words. Acronyms and initials not separated in any way are treated as single words regardless of capitalization.

14.1. Initials for Personal and Corporate Names

Initials that stand for the names of real or pseudonymous persons or the names of corporate bodies are arranged according to the same filing patterns and logical groups as fuller names of the same type; they are grouped before titles using the same initials.

14.2. Initials Followed by Marks of Omission

When an initial is followed only by an ellipsis or other marks of omission, the marks are disregarded. If an additional letter or letters follows the marks of omission, they are treated as if they constitute a new word. Thus, in this case, the marks of omission are considered to be equivalent to a single space.

Examples

"A."	
* __ A __ *, tr .	
A, tr.	
A***, comte d'	
"A", Dr.	[reference]
A***** , Major, pseud.	
A, Mr .	

A., A.
 A-----, A [reference]
 A., B., ed.
 A D. G. de.
 A*, E*, tr.
 A., Salvador Cardenal [reference]
 a [title]
 A.:A.: (Order)
 A... a... a... kotki dwa
 A. Alli Majang [reference: forename/surname]
 A. B. C., 1648-1714 [reference]
 L'A, B, C ...
 A.B.C. atlas of Isle of Wight
 The A-B-C-D of successful college writing
 A. B. E. M. [reference to corporate name]
 The A.B. Gray report
 A bâtons rompus
 A. G., visconde de
 A-g. , E.
 A.G. [reference to corporate name]
 A.-G. Chemie [title]
 "A. G.'s" Book of the rifle
 A gauche de la barricade
 A i u e o [title]
 A - istov, Petr
 A och O för ombud
 A—ov, P G
 A.R.E.A. [reference to corporate name]
 A und O
 A. V. [forename/surname]
 A-v, Al
 A—v, N.
 A.V.C. fairy tales
 Aa, Pieter van der, 1659-1733
 AA., BB. AA. e B. C.
 AB circuit breakers
 The AB-Z of winemaking
 AbaG, pseud
 ABC [title]
 ABC der schwachen Verben
 ABC, Madrid [corporate name]

Abc of ocean liners	
ABCDeFOBI	
ABE	[reference to corporate name]
Abem	[corporate name]
ABGIIA	[title]
ACME	[reference to corporate name]
Acme Code Company	
ACTH	[title]
ACTION	[corporate name]
Action Group	[corporate name]
Adefa	[corporate name]
ADLIB	[title]
Aid for federally affected schools	
AMA book of employment forms	
Amherst College	
ANA-AAAA Interchange	[reference to corporate name]
APICS bibliography	

15. Names with Prefixes

A prefix that is part of the name of a person or place is treated as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space. (This treatment of apostrophes is consistent with Rule 20.)

Examples

Darby, Joseph R.	
D'Arcy, Paula, 1947	
De, S.C.	
De Andrea, John, 1941-	
De Kleine aarde	
De La Cruz, Jessie Lopez, 1919	
De Lange, Elaine	
De.P.Ca	[reference]
DeAndrea, William L.	
D'Ébneith, María Scholten de	[reference]
DeBusk-Weaver Family (Musical group)	
Deformation of solids	

Del Balzo, Giulio
DeLaurier, William J.
Dell, Catherine
Della brevità della vita
Della-Piana, Gabriel Mario, 1926
Della Pietra, Laura
Dellagiovanna, Emil, 1909-
Dell'Ara, Mario
D'Entremont, John, 1950-
DePaola, Helena
Dos Santos, Hélène
Dose, Gerd, 1942-
Dracula
Du Bouleau, le compte
Du Merle, Paul
DuBois, B.M.
Dumas, Alexandre, 1802-1870

MacBride, Maud Gonne
Macdonnell, Arthur Anthony,
1854-1930
Mackay, John Henry, 1864-1933
MacNeice, Louis, 1907-1963
Marshall, Catherine, 1914-
McBirnie, William Steurt, 1920-
McCarthy, Joseph, 1908-1957
McFarland, James William, 1923-

16. Numerals

Numbers expressed in digits or other notation (e.g., roman numerals) precede letters and, with few exceptions (Rule 16.4 and 16.6), they are arranged according to their numerical value (see also Rule 1.2). As stated in Rule 11.2, a numeral in a bibliographic title may be followed by bracketed data that is not included in the filing entry. The following rules govern the specific arrangement of numerals within their own group.

16.1. Punctuation in Numerals

Punctuation used to increase the readability of a numeral is treated as if it did not exist.

Punctuation used in other ways (e.g., decimals; separation of numerals) is treated as a space (see also Rule 16.5 for treatment of decimals). For example, 1,000 is equivalent to 1000, but 1948/1949 is equivalent to 1948 1949.

16.1.1. Variation in Punctuation of Numerals

Punctuation of numerals depends on national usage. Although a comma is generally used for readability and a period to introduce a decimal, the meaning of these marks of punctuation may be reversed in particular cases. Care should be taken to determine the function of a punctuation mark before deciding how it is to be treated in filing.

16.2. Numerals in Nonarabic Notation

Numerals in nonarabic notation are interfiled with their arabic equivalents (e.g., XX is treated like 20). In the absence of any specific indication, such numerals are treated as cardinal numerals.

16.3. Ordinal Numerals

An ordinal numeral files immediately after the cardinal numeral of the same value (i.e., 8, 8th, 9, 9th, etc.). Note, however, the treatment of an ordinal numeral in a chronological subdivision of a subject heading in Rule 16.7. When ordinality is indicated by a period after a numeral (e.g., 18. to convey 18th in German, it is interfiled with cardinal numerals.

16.4. Fractions

A fraction is arranged as if the numeral above or to the left of the line (i.e., numerator) and the numeral below or to the right of the line (i.e., denominator) were separate numerals. In arranging fractions, the numerator is considered first (e.g., 1/2 and $\frac{1}{2}$ are treated as if they were 1 2). Fractions combined with whole numbers are considered to be separate from them even if there is no space between the whole numeral and the fraction.

16.5. Decimals

Numerals after a decimal point are arranged digit by digit, one place at a time. Decimal numerals that are not combined with a whole numeral (e.g., .45) are arranged before the numeral "1". Decimal numerals that are combined with a whole numeral are arranged after all entries with the same whole numeral alone.

16.6. Subscript and Superscript Numerals

Subscript and superscript numerals are treated like separate whole numbers if they are associated with numerals (e.g., 10^6 is treated as if it were 10 6). When subscript and superscript numerals are associated with letters, they are considered part of the same word (e.g., H_2O is treated as if it were H20).

Examples

.300 Vickers machine gun mechanism made easy
.303 -inch machine guns and small arms
'45-70' rifles
1:0 für Dich
1 2 3 for Christmas
The 1-2-3 guide to libraries
Het 1, 2, 3 van de economie
1, 2, 3's
1, 2, buckle my shoe
1/3 of an inch of French bread
1,3-shifts
1-4-5 boogie woogie
1/4 fambá y 19 cuentos más
1/10th hours of 48 hours a week pay roll wage calculator
\$1 contest library series
1¢ life
1 uit 7
#1 World Way
1-Y's for mental reasons
1^a [i.e. Prima] Mostra Toscana/scultura
1^{er} [i.e. Premier] Congress mondial ...
2 [title]
2 1/2 minute talk treasury
2⁶ is 64 [made-up title]
II-VI semiconducting compounds
2 anni dopo
The \$2 window on Wall Street
Le 2^e plan Beveridge
003 1/2 [title]
3 1/2 monate Fabrik-arbeiterin
3/3's

3/4 for 3
3-5-7 minute talks on Freemasonry
3:10 to Yuma
3 and 30 watchbirds
3 a's: art, applied art, architecture
3-D scale drawing
3 died variously
3 point 2 and what goes with it
3 vo 365
3.1416 and all that
The 3.2 beer law ...
3M Company
The 3rd David Cargill lecture, 1970
The 3r's and the new religion
4-3-3 system
4-19-69, pseud.
4 cuentos
Die 4 Elemente
IV fireworks
4-H Club conservation activities
4H/IP, music for piano
LA IV^{me} race
5 1/2: reflections on an age
5:5
The 5"/38 gun
5 against the house
5 BX plan for physical fitness
5-M Co.
5A and 5B
6, 5, 4, 3, 2, 1
5,000- and 10,000-year star catalogs
The 5000 and the power tangle
5.000 años de historia
The 5,000 fingers of Dr. T
5000 Jahre Bier
5.000 kilomètres dans le sud
\$5,000 reward; or, The missing bride

16.7. Dates in a Chronological File

In a chronological file (e.g., period subdivisions under the name of a place as subject; personal name with date) dates are arranged according to proper chronology so that B.C. dates precede A.D. dates in inverse numerical order. When a B.C. date occurs in other situations, however, it is treated like any other whole number. Within a chronological file, if two filing entries include a date span each of which begins with the same date, the entry which represents the shorter time span is filed first.

16.7.1. Incompletely Expressed Dates

A historic time period that is generalized or expressed only in words is treated as if it consisted of the full range of dates for the period. For example, 16th century is arranged as 1500-1599(21). A period subdivision in the form of "To [date]" is treated as if it were 0-[date] (e.g., To 1517 is arranged as 0-1517). Period subdivisions are arranged chronologically even when the dates do not appear as the first word in the subdivision. Although geologic time periods are considered to be period subdivisions when applying Rule 5.8, the geologic subdivisions are arranged alphabetically. An open-ended date in a period subdivision is arranged after subdivisions with ending dates.

Examples

United States--Foreign Relations--Revolution, 1775-1783
United States--Foreign Relations--1783-1865
United States--Foreign Relations--1789-1797
United States--Foreign Relations--Constitutional Period, 1789-1809

Egypt--History--To 332 B.C. [0-332 B.C.]
Egypt--History--To 640 A.D. [0-640 A.D.]
Egypt--History--332-30 B.C.

Egypt--History--Graeco-Roman period, 332 B.C.-640 A.D.
Egypt--History--30 B.C.-640 A.D.
Egypt--History--640-1250
Egypt--History--640-1882
Egypt--History--French occupation, 1798-1801
Egypt--History--1798-

India--History--To 324 B.C. [0-324 B.C.]
India--History--324 B.C.-1000 A.D.
India--History--1000-1526
India--History--1500-1765
India--History--18th century [1700-1799]
India--History--British occupation, 1765-1947

India--History--Rohilla War, 1774	
India--History--19th century	[1800-1899]
India--History--Mutiny, 1809	
English fiction--Middle English, 1100-1500	
English fiction--Early modern, 1500-1700	
English fiction--18th century	[1700-1799]
English fiction--19th century	[1800-1899]
English fiction--20th century	[1900-1999]

16.7.2. Qualified Dates

In a personal name field, qualifications of dates (e.g., b., ca., d., fl., or, ?) are ignored in filing and the dates are treated like their unqualified equivalents.

Example

Brown, John	
Brown, John, 1619?-1679	[made-up]
Brown, John, 1619 or 20-1690	[made-up]
Brown, John, 1696?-1742	
Brown, John, 18th cent. [1700-1799]	[information card]
Brown, John, 1715-1766	
Brown, John, 1800-1859	
Brown, John, b. 1817	
Brown, John, 1819-1840	
Brown, John, d. 1826	
Brown, John, 1826-1883	
Brown, John, d. 1829	
Brown, John, 1847-	
Brown, John, fl. 1854	
Brown, John, 1878-	
Brown, John, 1934-	
Brown, John, 1941-	
Brown, Mrs. John, 1847-1935	[reference]
Brown, John Mason, 1900-1969	

16.7.3. Dates with Month and Day

Dates that include the month and day as well as year are treated as if they were in year-month-day order regardless of the actual form and the months are arranged in calendar

order.

Example

Müller, Hans, 1898-
Müller, Hans, Apr. 20, 1900-
Müller, Hans, Oct. 22, 1900-
Müller, Hans, Oct. 27, 1900-
Müller, Hans, 1900 (Nov. 25)- [made-up]
Müller, Hans, 1900 Dec. 25- [made-up]
Müller, Hans, 1902-

17. Romanization of Letters

Letters in a filing entry are limited to letters of the English alphabet (A-Z). Nonroman characters or special letters that are to be considered in filing must be converted to this alphabet. Bibliographic titles that are entirely in a nonroman alphabet present no special filing problems because they are romanized as part of the cataloging process. Special characters that appear as part of a roman alphabet title must be romanized when the filing entry is formulated. Instructions for handling particular cases are given in Rule 17.1.

17.1. Special Characters

Several languages that use the roman alphabet also employ special letters that have no immediately recognizable equivalents in that alphabet. The following list shows how these letters are treated.

<i>Name of character</i>	<i>Character</i>	<i>Filing value</i>
Greek alpha	α	a
Ligature ae	Æ ae	ae
Greek beta	β	b
Eth	ð	d
Greek gamma	γ	g
Turkish l	ş	i
Ligature oe	œ oe	oe
Thorn	þ þ	th

Examples

A.B.A.V.	[reference]
A, B and C dialogue	
α -, β - and γ -spectroscopy	
A. B. C.	[title]
A.-G. Chemie	
α - γ directional correlation in Po ²¹¹	
A-G-E bulletin	
Thorarensen, Jakob, 1886-1972	
Þórarinn Arnason, 1898-	
Þórarinn Jónsson, 1901-	
Thorarínsson, Benedikt Siguraur	
Thorburn, Thomas, 1913-	
Þórðar saga hreðu	[uniform title heading]
Thordarson, Agnes	
Þorðarson, Björn, 1879-	
Thoreau, Henry-David, 1817-1862	

18. Signs and Symbols

Nonalphabetic signs and symbols are generally ignored in filing and the next letter or numerals are used as the basis for arrangement. Exceptions to this rule are described in Rules 18.1 and 18.2. Note also that a nonalphabetic sign that looks like a letter (e.g., x as the sign of multiplication) is filed as a letter. Subscript and superscript letters are treated like separate whole letters (e.g. L^x is treated as if it were L x). See also Rule 1.3.1 which covers the treatment of punctuation and Rule 11.2 which covers the treatment of bracketed data to represent nonprintable signs or symbols. See also examples under Rules 14.2 and 16.6

Examples

100 alphabets publicitaires
100% American (Motion picture)
100 anni di educazione fisica
The \$100 bond news
100 chapel talks
100% cooperation with the United States
100 embalming questions answered

\$100 gets you started
 100% histoire d' un patriote
 100 Jahre Brennerbahn
 Las 100 más famosas novelas
 100¢ on the dollar [made-up]
 100 percent insurance on ship
 mortgage
 100 pounds of popcorn
 The £ 100 wager [made-up]
 100 x Zeichnen und Malen
 100 years an orphan

 1:0 für Baby
 1+1 [English title]
 1+1 = 1 [English title]
 1 2 3 for Christmas
 1+12 = 13 [German title]
 1 see 4 [title]
 1 x 1 der Kunstharzpresserei
 1 x 1 der Taktik
 1-Y's for mental reasons

 Estimating L_x (I)
 Estimating life-cycle costs
 The unveiling of Dynacamera 3 [made-up title]
 The unveiling of Dynacamera TM2

18.1. Treatment of the Ampersand

The ampersand (&) is the only symbol which has filing value. The ampersand has the lowest filing value in the alphanumeric order of characters; thus it follows spaces and precedes the lowest Arabic numeral or alphabetic character. Depending on the circumstances, the cataloger may supply a cross reference or added entry from the language equivalent of the ampersand.

Example

A. & A. Enterprises Incorporated
 A & B roads & motorways atlas of Great Britain
 A & H Printers
 A & O Österreich
 A & P cookbook and shopping guide

"A" 1-12
 A 18. a cadeira
 A 22 & 23
 A 99, Autobahnring München
 A.A.V. [reference]
 The A.A. way of life
 A. Alvarez, Roy Fuller, Anthony Thwaite
 A and B roads and motorways atlas of Great Britain
 A. and G. motor vehicle year book
 A and H Printers [made-up reference]
 A and M Consolidated Independent School District
 A und O
 A und O Österreich [made-up reference]

18.2. "Names" Consisting of Symbols(22)

When the leading element of a filing entry consists only of symbols (e.g., *** as a pseudonym), the entry is arranged at the beginning of the file before an ampersand or the lowest numeral. Fields containing "names" of this kind are grouped in the following order:

- a. Symbols with or without relator
- b. Symbols with additional word(s)
- c. Symbols with forename(s)

Within each of these groups, references beginning with a "name" in symbols are subarranged by the heading referred to, before added entries which are subarranged by bibliographic title. Differences in the symbols used have no bearing on the arrangement.

Examples

****, tr.
 see Péreira da Costa,
 Constantino

 see Seton, William

 Die algerische Revolution
 ???
 Un aventurier vous parle
 ?
 ———
 East and west

?
 Recollections of three
 kaisers
 ***, ed.
 Vitrine XIII
?
 Zjebany nawoÓenja
 ***, abbé
 ***, avocat [reference]
 _____, Bishop of
 **
 * , Landgerichtsdirektor
 * * , Mademoiselle de
 ** , Mr.
 * *
 * , pseud.
 Der Giftbau [reference]
 卍, pseud.
 The language of the stars [reference]
 * * * , U.S. Army [reference]
 _____ , James J [reference]
 * * * , Marie

19. Uniform Titles

The following section deals with subarrangement of uniform title fields.

19.1. Examples Showing Subarrangement of Uniform Titles

The following examples illustrate the arrangement of entries under uniform titles as provided for in Rules 5.5.1, 7, 8, and 9. They do not illustrate any new principles of arrangement.

Examples

Upanishads 1898	[imprint date regarded; bibliographic title ignored]
Upanishads 1912	
Upanishads	

1953
Upanishads
1953
Upanishads
1967
Upanishads. Bengali and Sanskrit. Selections
1966
Upanishads. English
1957
Upanishads. English. Selections
1938
Upanishads, Hindi
1962
Upanishads. Yiddish
1958
UPANISHADS
Banerjee, Hiranmay, 1905 ...
UPANISHADS
Godel, Roger ...
UPANISHADS
Sharma, Vidya Sagar
UPANISHADS--BIBLIOGRAPHY
Upanishads. Aitareyopaniṣad
1965
Upanishads. Aitareyopaniṣad. English
1899
Upanishads. Dsópaniṣad
1943
Upanishads. Dsópaniṣad. English
1968
UPANISHADS. DSÓPANIŠAD--CRITICISM,
INTERPRETATION, ETC.
Upanishads. Prasnopaniṣad
1944
Upanishads. Prasnopaniṣad. English
1929
Upanishads. Selections
1960
Upanishads. TaittirĶyopaniṣad
1942
Upanishads, GŶt... and Bible

19.2. Musical Works

Uniform titles for musical works include subordinate elements that describe type of score, opus number, catalog number, medium of performance, key, etc., in addition to the more common data elements used in uniform titles to describe language, parts and versions. When different types of subordinate elements occur in the same relative position (for example, as the second element in the field), the fields are grouped in the following order:

- a. Date
- b. Language
- c. Arranged statement (i.e., arr.)
- d. All other subordinate elements (e.g. form subheading, musical form, catalog number, medium, key)
- e. Qualifying words

19.2.1. Treatment of "Sound recording"

When the term "Sound recording" ("Phonodisc" for many pre-*AACR 2* catalog records) is used with a uniform title, it is arranged before all other uniform title data elements occurring in the same relative position, except the date of publication, distribution, etc.

Examples

Beethoven, Ludwig van, 1770-1827
[Chamber music. Selections. [made-up]
Sound recording]
[Piano music. Selections] [made-up]
[Quartets, strings, no. 1-6, op. 18]
[Quartets, strings, no. 1-6, op. 18]
Phonodisc
[Quartets, strings, no. 1-6, op. 18. [made-up]
Sound recording]
[Quartets, strings, no. 1-6, op. 18; arr]
[Quartets, strings, no. 1-6, op. 18 (Sketches)]
Sonata, piano, no. 4, op. 7, E[♭] major. [Sound recording] 1978
[Sonata, piano, no. 5, op. 10, no. 1, C minor]
[Sonata, piano, no. 8, op. 13, C minor] [Sound recording]
[Sonatas, piano, no. 1-3, op. 2, no. 1-3]
[Sonatas, piano, no. 5-6, op. 10, no. 1-2] Phonodisc

[Sonatas, piano, no. 5-7, op. 10] [Sound recording]
[Sonatas, piano, no : 8, op. 13, C minor]
[Works, chamber music. Selections] [Sound recording]
[Works, piano. Selections]

Mozart, Johann Chrysostom Wolfgang Amadeus, 1756-1791

[Don Giovanni]
[Don Giovanni. German & Italian]
[Don Giovanni. Italian]
[Don Giovanni; arr.]
[Don Giovanni. Batti, batti, o bel Masetto]
[Don Giovanni. Libretto. English]
Don Giovanni. Overture. [Sound recording] 1976
[Don Giovanni. Piano-vocal score. English & Italian]
[Don Giovanni. Selections]

Telemann, Georg Philipp, 1681-1767

The baroque art of Telemann [reference]
[Concerto, 2 flutes & string orchestra, A major]
[Concerto, 2 recorders & string orchestra, B[♭] major]
[Concerto, 3 oboes, 3 violins & continuo, B[♭] major]
[Concerto, 3 trumpets, 2 oboes & string orchestra, D major]
[Concerto, flute & string orchestra, G major]
[Concerto, flute, oboe d'amore & bass, G major]
[Concerto, oboe & string orchestra, C minor]
[Concerto, oboe & string orchestra, F minor] Phonodisc
[Concerto, recorder, oboe, violin & continuo solo, D major [Sound recording]
Concerto in A major, Ouverture in D major [and] Trio in E minor [ref.]
[Concerto polonoise, string orchestra, G major]
[Concertos. Selections] Phonodisc
[Fantasia, viola da gamba, D major]
[Fantasias, harpsichord. No. 1-12] Phonodisc
[Fantasias, harpsichord. Selections; arr.]
[Harmonischer Gottesdienst. Deine Toten werden leben]
[Harmonischer Gottesdienst. Selections]
[Passion (St. Mark: 1759) German] Phonodisc
[Passion (St. Matthew: 1730)] Phonodisc

19.2.2. Subarrangement of Added Entries for Musical Works

An exception to Rule 8 is made for the Type 1 filing entry pattern whenever musical works are being arranged. In order to group the added entries for a musical performer in a logical way, it is necessary to subarrange by main entry, then uniform title and date.

Example

[These added entries all begin with the heading for Rampal]

Rampal, Jean Pierre

The art of Jean-Pierre Rampal [title main entry]

Bach, Carl Philipp Emanuel,
1714-1788

[Concerto, harpsichord & string orchestra, W. 22,
D minor; arr.] Phonodisc

Baroque chamber music [title main entry]

Beethoven, Ludwig van,
1770-1827

[Works, chamber music.[Sound recording]
Selections]

Benda, Franz, 1709-1786

[Concerto, flute & string orchestra, E minor] Phonodisc

Chaynes, Charles

[Concerto, trumpet] Phonodisc

Cimaroso, Domenico, 1749-1801

[Concerto, 2 flutes, G major]
Phonodisc

A Concert at Schoenbrunn Palace [title main entry]
in Vienna

20. Words with Apostrophes

Elided words, possessives, and other words with apostrophes are arranged as one word, disregarding the apostrophe, except as noted in Rule 20.1.

Examples

J. Reuben Clark, Jr., diplomat and statesman

Ja! Til sionismen?

J'accuse
Jack and the beanstalk
J'ai cent visages
Jeanne Damon's quick knits #1
Jeanne d'Arc et autres textes
Jean's way
J'étais un snob
Le Jeu d'amour

The do's
Dos accidentes do trabalho
Do's and don'ts for musicians
Do's and don'ts for notaries
Do's and don'ts in Europe, 1954
The do's and don'ts of delightful dieting
Dos and donts of radio writing
Dos devanceiros ao dezaeito

20.1. Elided Initial Articles

When the first part of the elision is an initial article in the nominative case, it is generally ignored; see Rule 13 for specific details.

Aids to Catalog Use

The arrangement of entries in a large bibliographic file cannot be suitable for various types of searches and at the same time be so simple that it is self-explanatory. Regular users of a file should be familiar with the general principles of its arrangement, but it is unrealistic to expect that many of them will know the rules well enough to locate every entry without some guidance. Infrequent users are obviously in need of still more help. Thus, even the most consistent set of rules must be explained by various devices that are readily available to users. This need is especially great in the case of the present rules because the principles of arrangement differ significantly from those familiar to many users.

Types of Aids

The following aids should be provided to explain the structure of the catalog:

1. *A detailed filing manual.* This is a necessity for filers and frequent users of the catalog.
2. *A brief version of the essential rules.* This should be posted prominently at various points

in the area of the card catalog, included in the user documentation for the online retrieval system, included at the beginning of each volume of printed and microform catalogs, and made available to individual users in sheet and/or card form.

3. *Information cards and references.* Three types are needed: explanatory references, specific filing references, and arrangement cards. They should be provided at appropriate points in the catalog itself. The following sections describe the content and use of each type.

Explanatory References

An explanatory reference briefly explains a particular filing rule, describes its effect on entries in variant forms, and points to other parts of the file where these entries may be found. By functioning as a general reference for a category of headings (e.g., those beginning with a numeral), an explanatory reference minimizes the need for specific filing references.

This type of catalog aid is filed with sizable groups of entries under variant forms of the same item. For example, the explanation of the treatment of numbers belongs with entries beginning with numerals and with groups of entries beginning with specific numbers expressed in words (e.g., one, one hundred).

Explanatory references should be made to explain the following rules: abbreviations, hyphenated words (file only under common prefixes); initials and acronyms (only with entries filed as separate letters); names with prefixes (file only under common prefixes); numerals. See Figure 1 for an example. The need for explanatory references for other rules would be dictated by the structure and size of a given file.

Specific Filing References

A reference should be made for a specific heading or group of headings that, by the rules, may be located in an unusual or unexpected position in the file. It is made by reconstructing the heading so that the reference can be filed in the desired alternative location where the user might be expected to look for the heading. Figure 2 gives an example of a filing reference for a group of headings. Similar references should be made for other common names whose form has changed significantly under *AACR 2*, e.g., forenames, place names, etc. Figure 3 exemplifies a filing reference for a single heading. Similar linking references should be made from the *AACR 2* form of name to the pre-*AACR 2* form of name. This type of catalog aid supplements references from alternative forms of heading required by the descriptive and subject cataloging rules.

Arrangement Cards

The arrangement of entries under certain headings (typically uniform titles and voluminous authors) may be frequently so complex that a user cannot be expected to find his way without

assistance. To alleviate his problems, the arrangement of the group of entries should be described briefly on a card that is filed at the beginning of the group. In a long file (such as entries for the Bible), it may be desirable to intersperse several such cards at strategic points. Figure 4 gives an example of an arrangement card.

Figure 1.—Explanatory reference

Information Card: Treatment of Numbers

Numbers expressed as numerals (e.g., 4, 1984, XX) precede words consisting of letters and they are arranged according to their numerical value (roman numerals are treated like arabic numerals).

Numbers expressed as words (e.g., four, nineteen eighty-four, twenty) are filed alphabetically.

If you do not find what you want in this portion of the catalog, look under the alternative form. When looking for a verbal form, bear in mind that it will appear in the language of the item you are seeking and that the verbal form may be expressed in any one of several ways (e.g., one hundred, a hundred) which file in different places in the catalog.

Figure 2.—Filing reference for a group of headings

John the ...

Under *AACR 2*, entries for headings beginning with a forename can generally be found in a group before the same word used as a surname. For example, John, the Baptist files before John, Angela V. For entries established prior to *AACR 2*, words or phrases commonly associated with a forename often were not preceded by a comma and, thus, file after the surnames. For example, John, Ursula files before John the Prophet, Saint. Thus, compound forenames (John Paul) and forenames without commas (John-the-Giant-Killer) follow single surnames and are interfiled with titles (John: the Gospel of belief).

Figure 3.—Filing reference for a single heading
[as it would appear for a library that begins a new catalog for *AACR 2* entries]

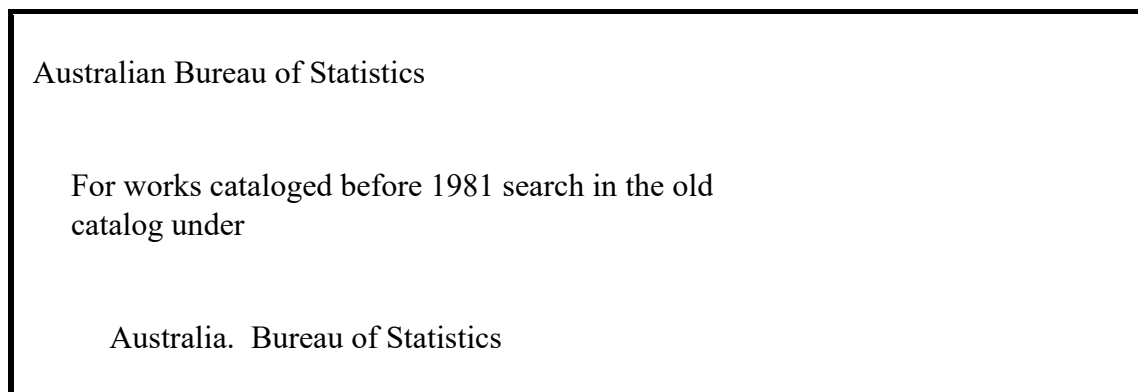
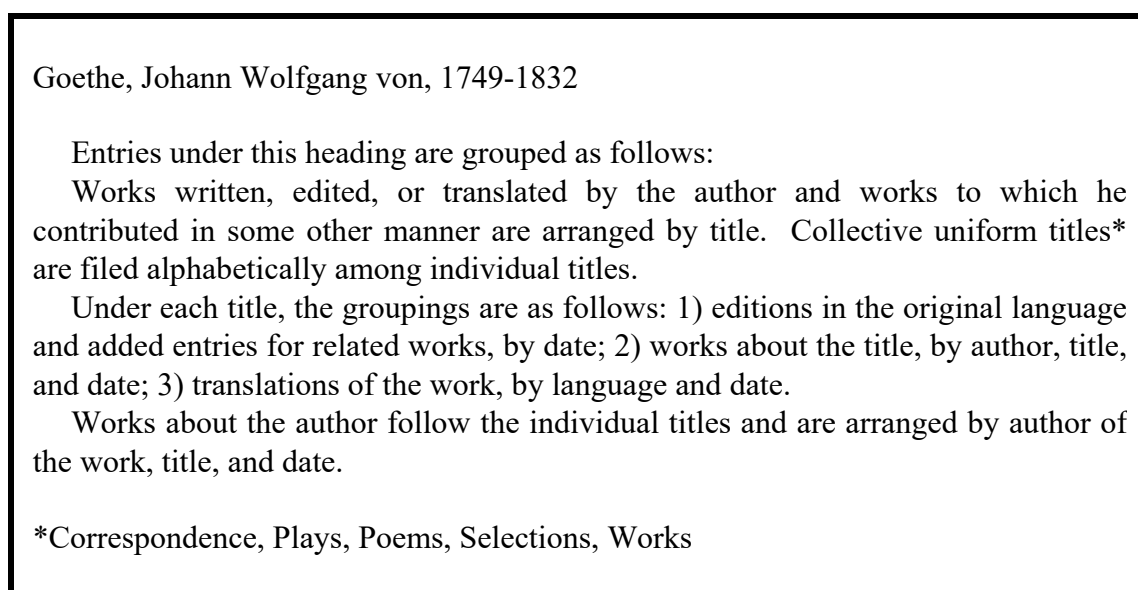


Figure 4.—Arrangement card



Appendix. Alternative Rules for Arrangement of Pre-AACR 2 Forms

The *Library of Congress Filing Rules* was written to arrange headings formulated under various cataloging rules and practices. However, the filing rules emphasize the conventions exemplified in *AACR 2* headings and the resulting arrangements reflect this emphasis. For example, in corporate headings formulated according to *AACR 2* the comma can be ignored in determining leading elements, whereas in pre-*AACR 2* headings, a comma may signal a cataloger's addition to the heading and thus may be used to determine a leading element. Nevertheless, Rule 5.4 ignores the comma in filing, resulting in an arrangement consisting of two

filing subgroups for corporate headings. This arrangement is different from one in which the comma is used to determine the leading element; in such a case the resulting arrangement is one consisting of three filing subgroups (cf. Rule A.2.2).

In addition to emphasizing *AACR 2* conventions, the main text does not provide special filing treatment for forms of headings that cannot occur under *AACR 2* as long as application of those rules produces reasonable results. For example, although under ALA Rules the addition of a form subheading to a personal name resulted in an entirely different entity (e.g., *Homerus. Spurious and doubtful works*), it is possible to apply Rule 7.1 and to file such form subheadings as if they were titles. However, in one situation it was necessary to add a special rule for pre-*AACR 2* headings to the main text, namely the one for names consisting of symbols (Rule 18.2). otherwise, the application of Rule 18 would have meant that personal names consisting entirely of symbols would have no filing value at all, since Rule 18 specifies that all symbols are ignored.

Given the conditions described above, some institutions may wish to apply the alternative rules provided in this appendix. As the previous discussion indicates, the main text is sufficient for any institution that does not need to file pre-*AACR 2* forms or that has so few pre-*AACR 2* forms that they do not require special filing treatment. Thus the alternative rules will *not* be applied at the Library of Congress because the new Add-on Catalog will contain only *AACR 2* and *AACR 2*-compatible headings. However, this appendix has been written for those institutions that do not begin new *AACR 2* catalogs in 1981 and that have a significant number of pre-*AACR 2* forms to file in their catalogs. Each institution must determine for itself whether there is sufficient need to apply the alternative rules provided here.

A.1. Personal Name Fields

When formulating personal name headings under ALA or earlier cataloging rules, it was possible to create an entirely different name by adding a form subheading (e.g., *Legend; Spurious and doubtful works*) to the established form of name (e.g., *Shakespeare, William, 1564-1616; Shakespeare, William, 1564-1616. Spurious and doubtful works*). Such names with form subheadings are arranged after all main, added, and subject entries relating to the name on which they are based. Note that if Rule A.1 is followed, it partially supersedes Rule 7.1 in the main text.

Example

Vergilius Maro, Publius
Bucolica
Vergilius Maro, Publius
Georgica

Vergilius Maro, Publius

Two dramatizations from Vergil [reference]

VERGILIUS MARO, PUBLIUS--CONCORDANCES

VERGILIUS MARO, PUBLIUS--TECHNIQUE

Vergilius Maro, Publius. Spurious and doubtful works

A.2. Corporate Name Fields

Corporate names established prior to *AACR 2* may exhibit three characteristics not present in headings established after 1980 as follows: 1) use of the inversion technique that made the surname the entry element in those cases of corporate names beginning with one or more initials and/or forenames; 2) addition to the heading of a local place name preceded by a comma to distinguish two corporate bodies with the same name; 3) use of certain relator terms (e.g., appellant, defendant) to indicate a relationship of a legal nature between a heading and a work entered under that heading. Each of these characteristics should be given special filing treatment as described below.

A.2.1. Corporate Names with Inverted Initials and/or Forenames

The leading element of an inverted corporate name that begins with a surname followed by initials and/or forenames ends before the mark of punctuation that indicates the inverted element. A heading of this type interfiles among headings with the same surname. The words following the inverted element up to the next period are treated as part of the inverted element. Subheadings under an inverted corporate heading (e.g., Thompson (J. Walter) Company. Market Research Dept.) are treated as separate elements. Note that if Rule A.2.1 is followed, it partially supersedes Rules 3.3.2 and 5.4 in the main text.

Examples

Bender, Marylin

Bender (Matthew) and Company, inc.

Bender, Matthew F., 1906-

Thompson, J. S. T.

Thompson (J. Walter) Aust. Pty., ltd.

Thompson (J. Walter) Company

Thompson (J. Walter) Company. Market Research Dept.

Thompson (J. Walter) Far Eastern Company

Thompson, Jack C., 1909-

Wilson, H. Clyde
Wilson, H. W. Allen [made-up]
Wilson, H. W., firm, publishers
Wilson, Holly Skodol

A.2.2. Order of Subordinate Filing Elements for Corporate Name Fields

When the leading elements of two or more corporate name fields are identical but they are modified by different means, the fields are grouped in the following order:

- a. Corporate name alone
- b. Corporate name followed by parenthetical qualifier
- c. Corporate name followed by a comma and additional word(s)

Subarrangement within any group is by succeeding subordinate elements. Note that if Rule A.2.2 is followed, it supersedes Rule 5.4 in the main text.

Example

Automobile Association
Automobile Association. Publications Division
Automobile Association (Hawkes Bay)
Automobile Association (Wanganui)
Automobile Association, Auckland, N.Z.
Automobile Association, Taranaki,[made-up]
N.Z.
Automobile Association of Ceylon

A.2.3. Corporate Names with Legal Relators

Words that show the role of a corporate body in a legal action are considered in arranging fields. Names qualified in this way are grouped after unqualified names used as main and added entries and before the unqualified name as a subject heading. This places them also before the unqualified name with a subheading. Note that if Rule A.2.3 is followed, it partially supersedes Rule 11.3 in the main text.

Example

Standard Oil Company
Background data on 100 octane gasoline

Standard Oil Company
 The Big deep (Motion picture)
 [main entry under title]

Standard Oil Company
 Denials of justice

Standard Oil Company
 Digest of laws ...
 [main entry under Palmer]

Standard Oil Company
 Whose oil is it?

Standard Oil Company, appellant
 Standard Oil Company of New Jersey...
 [main entry under Johnson]

Standard Oil Company, appellant
 Standard Oil Company of New Jersey...
 [main entry under United States, appellee]

Standard Oil Company, defendant
 In the Supreme Court of Ohio
 [main entry under Ohio, plaintiff]

Standard Oil Company, petitioner
 The Standard Oil Company of New York ...
 [main entry under U.S. Dept. of Justice]

Standard Oil Company, respondent
 The United States, petitioner ...
 [main entry under U.S. Dept. of Justice]

STANDARD OIL COMPANY
 Baker, John Calhoun, 1895-
 Directors and their functions

Standard Oil Company. Committee on Reservoir Development and
 Operation
 Joint progress report ...

Standard Oil Company.[reference]
 Marine Dept.

A.3. Terms Indicating Medium of Material Cataloged

There are significant variations in the display and use of terms indicating the medium, or physical format, of an item being cataloged, depending on which cataloging rules and practices

were in effect at the time, Prior to *AACR 2*, terms indicating the medium were enclosed either in brackets or parentheses. In all such cases, the term began with an upper-case letter. Under *AACR 2*, the decision to use such terms (called general material designations or GMDs in *AACR 2*) is optional. Each institution makes three decisions in regard to GMDs: 1) which GMD terms to use; 2) whether to include the GMD following the title proper in the title and statement of responsibility area; 3) whether to include the GMD at the end of the uniform title in heading fields.. When the GMD is included in the bibliographic title field, it is enclosed in brackets and begins with a lower-case letter. When the GMD is included in uniform titles, it is preceded by a period instead of being enclosed in brackets and begins with an upper-case letter.

As described above, the variations both in the application of terms indicating medium and in the forms of their display mean that each institution must formulate its own filing policy regarding the treatment of such terms in filing entries. The Library of Congress has decided to omit such terms from filing entries for bibliographic titles (see Rule 11.1) and to regard such terms whenever present in heading fields. The practical effect of the policies described above is that different entries for the same work may vary in the presence or absence of a term indicating medium of material cataloged. Each institution must consider its own catalog, the possibility of it containing different entries for the same work in different media, and its users' needs to be aware of such differences.

One possible filing approach would be always to include and file on terms indicating the medium (see Example A). In this case, the institution may need to add GMDs to some *AACR 2* added entries to allow them to interfile properly with older entries for the same work. A second filing approach would be always to exclude these terms (see Example B). In this case, the institution will need to distinguish carefully between terms for medium given in parentheses (a pre-*AACR 2* practice) that are to be ignored and qualifying terms given in parentheses (*AACR 2* and pre-*AACR 2*) that are to be regarded. A third filing approach would be to file each entry exactly as it appears (see Example C).

Example A

America: a personal history of the United States. [Motion picture] no. 1
America: a personal history of the United States. [Motion picture] no. 10
America: a personal history of the United States; no. 13 [made-up motion picture]
America: a personal history of the United States. [Video-recording] no. 1
America: a personal history of the United States. [Video-recording] no. 10
America: a personal history of the United States; no. 13 [made-up Video-recording]

Star-spangled banner (Anglo-Saxon[made-up] poem)

Star-Spangled Banner (Filmstrip) 1967
The Star-Spangled Banner. [Filmstrip] 1975
Star-spangled banner [filmstrip][made-up] 1985
Star-Spangled Banner (Motion picture) 1971
The Star-Spangled Banner. [Motion picture] 1975
Star-spangled banner (Motion picture[made-up] : 1982)

Example B

America: a personal history of the United States. [Motion picture] no. 1
America: a personal history of the United States. [Video-recording] no. 1
America: a personal history of the United States. [motion picture] no. 10
America: a personal history of the United States. [Video-recording] no. 10
America: a personal history of the United States; no. 13
America: a personal history of the United States; no. 13

Star-Spangled Banner (Filmstrip) 1967
Star-Spangled Banner (Motion picture) 1971
The Star-Spangled Banner. [Filmstrip] 1975
The Star-Spangled Banner. [Motion picture] 1975
Star-spangled banner [filmstrip] 1985
Star-spangled banner (Anglo-Saxon poem)
Star-spangled banner (Motion picture : 1982)

Example C

America: a personal history of the United States; no. 13
America: a personal history of the United States; no. 13
America: a personal history of the United States. [Motion picture] no. 1
America: a personal history of the United States. [Motion picture] no. 10
America: a personal history of the United States. [Video-recording] no. 1
America: a personal history of the United States. [Video-recording] no. 10

Star-spangled banner (Anglo-Saxon poem)
Star-Spangled Banner (Filmstrip) 1967
The Star-Spangled Banner. [Filmstrip] 1975
Star-spangled banner [filmstrip] 1985
Star-Spangled Banner (Motion picture) 1971

The Star-Spangled Banner. [Motion picture] 1975
Star-spangled banner (Motion picture : 1982)

Index

References are to pages; underlining indicates a reference to an example.

- A -

A.D. dates, 72, 73
AACR 2 headings, 1, 95
Abbreviations, 47
 explanatory references, 90
Acronyms, 63-65
Added entries
 functional order, 36-37
 musical works, 86
 subordinate fields, 41-45
Additional words
 See also Parenthetical qualifiers
 differences in punctuation, 26-27
 in forenames, 26-27
 in names consisting of symbols, 80-81
 in place names, 28-29
 in surnames, 27-28
Aids to catalog use, 89-93
Alternative titles, 21, 49
Ampersand (&), 79-80
Anonymous classics
 See Uniform titles
Apostrophes
 in names with prefixes, 66
 in words, 87
Arabic names, 59
Arabic numerals, 12-13, 68-75
Arranged statement in music, 83, 84
Arrangement cards, 91, 93
Assumptions underlying filing rules, 2-3
Audiovisual material
 See Terms indicating medium
Author arrangement

See Forenames; Corporate names; Surnames
Author-title fields
See Name-title fields
Authority cards: placement, 36-37

- B -

B.C. dates, 72, 73
Bible, 32, 40
 arrangement cards, 91
Bibliographic titles
 alternative titles, 21, 49
 bracketed data, 49
 definition, 20, 48
 elements ignored in filing, 48
 inclusion in filing entry, 41-42
 initial articles, 54
 items lacking collective titles, 21, 49
 leading element, 20-22
 placement, 24
 series statements, 20
 subordinate elements, 33
Bishop's see, 16, 17, 25, 27
Bracketed data, 49
 in numerals, 68

- C -

Cardinal numerals, 69, 70-72
Catalog use aids, 89-93
"Century" in period subdivisions, 72-73
Characters: filing definition, 9
Characters ignored in filing punctuation, 13, 63-64
 signs and symbols, 78, 80-81
Chronological arrangement, 72-75
Clan name, 16, 25
Collective titles
 Items lacking, 21, 49
Compound names
 See Forenames; Surnames
Compound words, 53
Computer filing, 6-8

Conferences

See Corporate names

Corporate names

initial articles, 61
initials for, 63-65
inverted, 18-19, 98-99
leading element, 18, 19, 98
placement, 24-25, 30, 99
pre-*AACR 2* forms, 98-101
qualified, 30
relators, 50-51, 100-101

- D -

Date of publication, distribution, etc.

as subordinate field, 41-44

Dates, 72-75

in forenames, 26-27
in musical works, 83
in surnames, 27-28
in uniform titles, 31-32, 82-83
with month and day, 75

Decimals, 70-71

Diacritical marks, 11

Dynasty name, 16, 25

- E -

Elements, 14

definition, 9
identification, 15-23
leading element order, 24-25
subordinate element order, 26-35

Elements ignored in filing, 14, 48-51

Elisions, 87

in personal or place names, 66-67
of initial articles, 54-55

English initial articles, 59, 60

Eth (Icelandic character), 76, 77

Explanatory references, 90, 92

placement, 36-37

Family names

- leading element, 16, 18
- placement, 25

Fields

- definition, 9
- functional order, 36-37
- placement, 38-40
- subarrangement, 41-45

Filing: basic order, 11-13

Filing entries

- definition, 9
- identical, 46
- subordinate fields, 41-45

Filing examples, 6

Filing manual, 89

Filing references, 90-91, 92-93

Filing rules in brief form, 89

Filing terms: definition, 9-10

Filing titles

- See Uniform titles

Forenames

- See also Personal names
- and terms of honor and address, 52
- in names consisting of symbols, 80, 81
- in surname fields, 27
- leading element, 16, 17
- placement, 24-25
- subordinate elements, 26-27

Form and topical subdivisions, 34-35

Form subheadings

- in music uniform titles, 83, 84-85
- in personal name fields, 39, 97
- in uniform titles, 31, 32
- pre-*AACR 2* forms, 97

Fractions, 69, 70-71

Functional order

- of identical fields, 36-37

- G -

General material designations, 48, 102-103
Geographical subdivisions, 34-35
Geologic time periods, 73
Glossary of filing terms, 9-10
Greek: alpha, beta, gamma, 76, 77

- H -

"House of", 16, 18, 25
Hyphenated words, 53
 explanatory references, 90

- I -

"I.e. ..." as bracketed data, 49, 68
Icelandic S and p , 76, 77
Imprint date
 See Date of publication, distribution, etc.
Incomplete dates, 72-73
Information cards, 36-37, 90-91, 92-93
Initial articles, 54-62
 elided, 54, 59-61, 87
 in English, 59-60
 in foreign languages, 56-58
Initials, 63-65
 as personal names, 16, 18, 24
 explanatory references 90
ISSN ignored in filing, 51

- L -

Language in uniform titles, 31-32, 82, 83, 84
Leading elements, 16-23
 bibliographic titles, 20-22
 corporate names, 18, 19, 98
 definition, 9
 family names, 16, 18
 filed as forename or surname, 24-25
 filed as place or corporate body, 25

- forenames, 16, 17
- order, 24, 26-35
- personal name with initials,
 - letters, numerals or phrases, 16, 18, 24-25
- place names, 18, 19
- surnames, 16, 17
- topical subject headings, 22-23
- uniform titles, 19, 20
- "Legend", 97
- Letters, modified, 11-12
- Letters, nonroman, 76, 77
- Letters, order of, 11-12
- Letters, special, 76, 77
- Letters as personal names, 16, 18, 24-25
- Ligature æ or œ, 76
- Linking references, 36-37, 91, 93

- M -

- "Mac" filing example, 67
- Main entries
 - functional order, 36-37
 - subordinate fields, 41-45
- Manuscripts, 25
- Marks of omission, 63-64
- Modified letters, 11-12
- Music uniform titles, 83-86

- N -

- Name-title fields
 - subordinate fields, 41-45
 - treatment, 38, 39
- Names with prefixes, 66
- Nobleman's title, 16, 17, 25
- Nonalphanumeric characters, 13, 78-81
- Nonroman characters, 76-77
- Nonsignificant punctuation:
 - definition, 10, 15
- Numerals, 12-13, 68-75
 - as personal names, 16, 18, 24-25
 - bracketed data, 68

explanatory references, 90, 92
punctuation, 68, 70-72
with signs and symbols, 78
Numeration in conferences, 30
Numeration in forenames, 16-17, 26

- O -

Open date span, 72
Ordinal numerals, 69, 70-71
Organization of filing-rules, 5-6

- P -

Parenthetical qualifiers
See also Additional words
in corporate names, 19, 30
in forenames, 17, 26-27
in music uniform titles, 83-85
in personal names, 17-18
in place names, 19, 28-29
in surnames, 17, 27-28
in topical subject headings, 23, 34
in uniform titles, 20, 31-32
Part (of a larger work)
and form subheadings, 31
in bibliographic titles, 33
in music uniform titles, 83, 84-85
in uniform titles, 31-32, 40, 83
Period subdivisions, 34-35, 72-73
Personal names
See also Forenames; Surnames
arrangement by date, 72, 74, 75
consisting of initials, letters,
numerals or phrases, 16, 18, 24-25
consisting of symbols, 80-81
initial articles, 59-60
initials for, 63-64
leading element, 16, 17-18, 24-25
placement, 24-25
pre-*AACR 2* forms, 97
with form subheadings, 39, 97

- with prefixes, 66
- with relators, 50
- "Phonodisc", 84, 85-86
- Phrases as personal names, 16, 18, 24-25
- Place names
 - initial articles, 59
 - leading element, 18, 19
 - placement, 24-25
 - qualified, 28-29
 - subordinate element order, 28-29
 - with prefixes, 66
- Pre-*AACR 2* headings, 1, 6, 95-105
- Prefixes
 - explanatory references, 90
 - in hyphenated words, 53
 - in names, 66
- Principles exemplified in filing rules, 4-5
- Punctuation, 13
 - in forename qualifiers, 26-27
 - in numerals, 68, 70-72
 - in terms indicating medium, 102
- Punctuation, Significant and non-significant, 15, 18-19, 20-22, 22-23
 - definition, 10

- Q -

- Qualified dates, 74
- Qualifying words
 - See Parenthetical qualifiers

- R -

- References
 - See Explanatory references
 - Filing references
 - Linking references
 - See and see also references
- Relators, 50-51
 - in corporate names, 50-51, 100-101
 - in names consisting of symbols, 80-81
 - in surnames, 27
- Roman numerals, 12, 69, 70-71

Romanized letters, 76
Romanized titles, 42, 45

- S -

"Saint" filing example, 47
See and see-also references
 aids to catalog use, 91
 functional order, 36-37
 subordinate fields, 41, 44, 45
"Selections", 31-32, 82-85
Serial titles, 31, 33, 44
Series fields
 ISSN ignored, 51
 leading element, 19-20
 subordinate elements, 33
 subordinate fields, 41, 45
"Sic" as bracketed data, 49
Significant punctuation:
 definition, 10, 15
Signs and symbols, 13, 78-81
 ampersand, 79-80
 bracketed data, 49
 names consisting of, 80-81
"Sound recording", 84, 85-86
Special letters, 76-77
(Spirit) filing example, 28
"Spurious and doubtful works", 17, 39, 95, 97
Subject entries
 functional order, 36-37
 subordinate fields, 38-39, 41-45
 uniform titles, 40
Subject subdivisions, 34-35, 38-39
Subordinate elements
 definition, 9
 order of, 26-35
Subordinate fields, Selection of, 41-45
Subscript and superscript letters, 78-79
Subscript and superscript numerals, 70-71
Surnames
 See also Personal names

compound, 17, 28, 53
leading element, 16, 17
placement, 24-25
subordinate elements, 27-28

Symbols

See Signs and Symbols

- T -

Terms indicating medium, 102-105
Terms of address for married women, 52
Thorn (Icelandic character), 76, 77
Titles (main or added entry)
 See also Bibliographic titles
 Romanized titles
 Uniform titles
 leading element, 20-22
 placement, 24
 subordinate fields, 33
Titles of honor, 52
"To" in period subdivisions, 72-73
Topical subdivisions, 34-35
Topical subject headings
 initial articles, 61-62
 inverted, 22, 34
 leading element, 22-23
 placement, 24, 34-35
 punctuation, 22-23
 qualified, 34
Treaty headings, 31-32
Turkish **i**, 76

- U -

Uniform titles
 arrangement cards, 91, 93
 definition for filing, 19
 for musical works, 83-86
 inclusion in filing entry, 42-45
 leading element, 19, 20
 placement, 24, 31-32, 82-83
 qualified, 31

subordinate elements, 31-32
subordinate fields, 41-45, 82-83
subject entries for, 40

- V -

Version in uniform titles, 31-32

- W -

Words: filing definition, 9
Words added in filing, 14
 bracketed data, 49
 dates, 72-73
Words changed in filing, 14
 nonarabic numerals, 69, 71
 nonroman letters, 76, 77
Words ignored in filing, 14
 bibliographic titles, 48-49
 bracketed data, 49
 initial articles, 54-62
 qualifications of dates, 74
 series, 51
Words transposed in filing, 14
 dates in period subdivisions, 73
 dates with month and day, 75
 terms of honor and address, 52

Endnotes

1 (Popup - Popup)

The Library of Congress will continue its present practice of placing terms of honor and address after a person's forename. Therefore, it will not be necessary to apply Rule 2.d. at the present time at the Library of Congress.

2 (Popup - Popup)

According to AACR 2, the title proper may include multiple titles if an item lacks a collective title or if an alternative title is present. Because punctuation for these titles is not always sufficient to clearly designate the first title, the leading element is defined as the complete title proper. The cataloger will provide variant title added entries for each title represented in the title proper, as appropriate.

3 (Popup - Popup)

According to AACR 2, the title proper may include multiple titles if an item lacks a collective title or if an alternative title is present. Because the punctuation for these titles is not always sufficient to clearly designate the first title proper, the leading element is defined as the complete title proper. The cataloger will provide variant title added entries for each title represented in the title proper, as appropriate.

4 (Popup - Popup)

As a result of the basic punctuation patterns in AACR 2 corporate headings, [Rule 3.3.2](#) treats the comma in corporate headings as not significant. Consequently, this example shows corporate names with commas following corporate names with parentheses. In actuality, the LC online retrieval system does not recognize this difference in punctuation for conferences and it will arrange the conference headings in numerical order--8, 9, 10, 12.

5 (Popup - Popup)

Form subheadings were used with personal names prior to AACR 1. If special treatment is desired for these headings, see the [Appendix](#).

6 (Popup - Popup)

Form subheadings were used with personal names prior to AACR 1. If special treatment is desired for these headings, see the [Appendix](#).

7 (Popup - Popup)

Rule 11.5 will not be needed at the Library of Congress, because the current LC cataloging policy is to place all terms of honor and address following the forenames, (e.g., Reynolds, Joshua, Sir, 1723-1792).

8 (Popup - Popup)

In 1979, the Library of Congress adopted the cataloging policy of omitting initial articles in heading fields whenever the intent is *not* to file on the articles. Consequently, this rule will be

applied most often for bibliographic titles.

9 (Popup - Popup)

The Arabic articles "al-" or "el-" (or the assimilated forms "ad-, ag-, ak-, an-, ar-, as-, at-, az-", if used} as initial words of a title, though joined by a hyphen to the word following, are to be disregarded in filing.

10 (Popup - Popup)

The definite article is added as a suffix to the word it makes definite.

11 (Popup - Popup)

The word "En" is used as an article in Catalan only before proper nouns beginning with a consonant.

12 (Popup - Popup)

In Hawaiian, the "O emphatic" must be carefully distinguished from the preposition "o" and from its use as a noun, verb, adverb and conjunction.

13 (Popup - Popup)

In Hebrew, disregard the articles "ha-" and "he-", when joined to the following word by a hyphen, if such a word begins the title.

14 (Popup - Popup)

In Irish, "Na hUaighe" files as "Uaighe"; the same treatment applies to "An t-".

15 (Popup - Popup)

In Portuguese, the words "à" and "às" with accents are not articles and must be regarded in filing.

16 (Popup - Popup)

In Portuguese, the words "à" and "às" with accents are not articles and must be regarded in filing.

17 (Popup - Popup)

The definite article is added as a suffix to the word it makes definite.

18 (Popup - Popup)

The use of the word "Lo" in Spanish as an article is very restricted and therefore must be carefully distinguished from its other uses.

19 (Popup - Popup)

The Library of Congress began using "American" instead of "An American" in 1979.

20 (Popup - Popup)

The Library of Congress began using "American" instead of "An American" in 1979.

21 (Popup - Popup)

A century is treated as beginning in the zero year (i.e., 1500}, because most people think of centuries in this way, and not according to the technical definition which begins in the first year (i.e., 1501).

22 (Popup - Popup)

A name consisting of symbols is not permitted under AACR 1 or AACR 2.