
1.0C. PUNCTUATION/SPACING.

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Introduction

1) *General*. This is an overall statement related to punctuation/spacing conventions. For convenience, it addresses in one place conventions applicable to access points in bibliographic and name authority records and those applicable to other parts of the bibliographic record. Also as a matter of convenience, statements on punctuation/spacing are being retained at their relevant location throughout the LCRIS. As appropriate, there are references to these other LCRIS; in the other LCRIS there are references to this LCRI.

2) *Manual mode*. In the card catalog environment there were spacing and punctuation conventions appropriate to that environment. Blank spaces were used when it was thought data would be written in, for example following an open date. In general, two spaces were used between data elements in the “body of the entry” and to separate the units of headings. Double punctuation was to be avoided.

3) *Computerized mode*. The computerized environment calls for a different set of conventions. Much of the data in a MARC record are explicitly identified by content designation (tags, indicators, subfield codes). Upon output or display, the content designation is used to determine various display conventions including spacing. Internally there is often no spacing at all but instead content designation, particularly subfield codes. In displays that do not show content designation, spacing is substituted. How much spacing is at the discretion of a particular system. In the displays illustrated in this LCRI, one space is substituted for a subfield code. However, for data that are not subfielded (e.g., the constituent elements of a corporate name serving as a qualifier, the unsubfielded units in a linking entry field (hereafter “linking entry”), unsubfielded statements or data in the title and statement of responsibility area), it is necessary to establish the spacing to be input. The computerized environment is oriented to a single-space convention throughout authority and bibliographic records.

Note that some systems display a space on either side of a subfield code to aid the comprehension of subfielded data. Such “spaces” are also a function of display, i.e., they are not carried internally. In the examples in this LCRI, no spaces are used on either side of a subfield code to insure that there is no confusion about the spacing convention being illustrated.

110 1# \$aCalifornia.\$bDept. of Water Resources.

<i>display:</i>	California. Dept. of Water Resources.
<i>display:</i>	130 #0 \$aBulletin (California. Dept. of Water Resources) Bulletin (California. Dept. of Water Resources)
<i>display:</i>	490 1# \$aBiblioteca de arte hispánico ;\$v8.\$aArtes aplicadas ;\$v1 Biblioteca de arte hispánico ; 8. Artes aplicadas ; 1
<i>display:</i>	700 1# \$aEliot, T. S.\$q(Thomas Stearns),\$d1888- 1965.\$tCocktail party. Eliot, T. S. (Thomas Stearns), 1888-1965. Cocktail party.
<i>display:</i>	780 00 \$aLibrary of Congress. Division for the Blind and Physically Handicapped.\$tNews Library of Congress. Division for the Blind and Physically Handicapped. News
<i>display:</i>	785 00 \$tJournal of polymer science. Part A, General papers Journal of polymer science. Part A, General papers

The examples show a display form meant only to illustrate suppression of subfields on display. How data are actually displayed is at the discretion of individual systems and agencies.

4) *Application.* To the extent that a particular system allows, apply the conventions stated in this and other LCRIS in lieu of any other explicit or implicit instructions in the rules (e.g., 1.1G3 regarding spacing following a period for certain cases of items without a collective title). Any instructions in this LCRI related to series access points are applicable only to PCC participants.

Access Points in Name Authority and Bibliographic Records (General)

Follow these general conventions applicable to MARC 21 fields 1XX, 4XX, 5XX in authority records and fields 1XX, 240, 246/247, 4XX, 6XX, 70X-75X, and 8XX in bibliographic records. For bibliographic linking entries (MARC 21 fields 76X-78X) see the section: **Bibliographic Linking Entries.**

1) *Punctuation/spacing within headings.* Use internal punctuation to set off unambiguously the units of headings or reference tracings (including name/title portions of name/title fields). The marks of punctuation for this purpose are a period (.), a comma (,), a quotation mark ("), a question mark (?), an exclamation mark (!), and a hyphen (-).

a) *Spaces following periods.* Leave one space after a period or other mark of ending punctuation (see 1) immediately above) that serves to separate units of access points. If the period or other mark of ending punctuation is followed by a subfield code, the space can be generated on display. If no subfield code follows, e.g., as in units of parenthetical qualifiers, input the space. See the examples above in the **Introduction.**

b) Punctuation preceding the name of a language in uniform titles (240). Interpret the last sentence of rule 25.C1 as reading “Precede the language by a full stop unless the uniform title ends with an exclamation mark or a question mark.

240 10 \$a Bohème. \$p Sono andati? \$l English

but

240 10 \$a Opération “Vicaire.” \$a German

Apply a similar approach to music uniform titles created in accord with rules 25.35B-25.35F.

240 10 \$a Hello Dolly! \$a Libretto

but

240 10 \$a Boris Godunov (1872). \$s Libretto. \$l English
& Russian

240 10 \$a Was noch lebt--. \$s Vocal score

c) Ampersand. Input one space on either side of an ampersand or an ampersand equivalent used in a heading.

130 #0 \$aR & D report (University of Texas at Austin.
Research and Development Center for Teacher
Education)
(*Heading on name authority record*)

130 0# \$aAmerica’s favorite inns, B & Bs & small hotels.
\$pMiddle Atlantic.
(*Heading on bibliographic record*)

d) Parenthesis. If a unit of a heading or reference tracing other than the last ends in a closing parenthesis, input after the closing parenthesis the same punctuation, usually a period, that would be used if there were no parenthesis.

110 1# \$aNew York (State).\$bGovernor (1929-1932 :
Roosevelt)
(*Heading on either a bibliographic or name authority record*)

110 2# \$aCatholic Church.\$bPope (1978- : John Paul
II).\$tRedemptor hominis.\$lEnglish
(*Heading on a name authority record*)

400 1# \$aSmith, A. G.\$q(Albert Gray), \$d1945-\$tDiscovering
Canada
(*Reference on a name authority record*)

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e) *Quotation mark.* Use American-style double quotation marks instead of other forms of quotation marks. If a unit of a heading or reference tracing other than the last ends in a quotation mark, input a period or other mark of ending punctuation inside the quotation mark.

110 2# \$aCasa de la Cultura Ecuatoriana "Benjamín
Carrión."\$bNúcleo de Bolívar
(Heading on a name authority record)

111 2# \$aSimposio "Antropólogos y Misioneros: Posiciones
Incompatibles?"\$d(1985 :\$cBogotá, Colombia)
(Heading on either a bibliographic or name authority record)

130 #0 \$aCollection "Bibliothèque des matières
premières."\$pSérie "Energie"
(Heading on a name authority record)

710 2# \$aName with "quote (qualifier and question
mark)?"\$tTitle.
(Heading on a bibliographic record)

f) *Open date.* Leave one space between an open date and any data that follow it within the same subfield.

110 1# \$aVirginia.\$bGovernor (2002- : Warner)
(Heading on either a bibliographic or name authority record)

When a subfield code immediately follows an open date do *not* leave a space

600 10 \$aCapote, Truman,\$d 1924-\$tBreakfast at Tiffany's.
(Open date followed by a subfield code)

2) *Ending mark of punctuation.* For heading access points, an ending mark of punctuation is a period (.), closing parenthesis ()), closing bracket (]), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; usually used at the end of an open date).

a) *Name authority records.* Do not end headings or reference tracings with an ending mark of punctuation except when it is part of the data (e.g., a period in an abbreviation) or is called for by the cataloging rules (e.g., a parenthetical qualifier).

100 1# \$aSmith, John

100 1# \$aSmith, John A.

100 1# \$aSmith, J. A.\$q(John A.)

100 1# \$aSmith, John,\$db. 1648?

```

100 1# $aSmith, John,$d1924-
110 2# $aLibrary of Congress
110 1# $aNew York (State).$bGovernor (1929-1932 :
      Roosevelt)
110 2# $aMoskovskii fotoklub "Novator"
130 #0 $aCollection "Bibliothèque des matières
      premières."$pSérie "Energie"

```

b) *Bibliographic records*. Except for a uniform title (field 240), a variant title (field 246), a former title (field 247), and 4XX series fields, end access points with either a period or other ending mark of punctuation. End a 240 uniform title, 246 variant title, 247 former title, and 4XX series with an ending mark of punctuation only when such a mark of punctuation is part of the data. Note that these guidelines relate to punctuation at the end of the data constituting an access point itself. Under certain circumstances, a field may actually end with MARC 21 subfield \$4 (Relator code) or \$5 (Institution to which field applies), in which case there is no punctuation at the end of the field.

```

100 1# $aSmith, John.
100 1# $aSmith, John A.
100 1# $aSmith, John,$db. 1648?
100 1# $aSmith, John,$d1924-
110 2# $aLibrary of Congress.
110 1# $aNew York (State).$bGovernor (1929-1932 :
      Roosevelt)
700 1# $aBrett, Jan,$d1949-$e ill.
700 1# $aDemus, Jorg,$d1928-$4prf
710 2# $aBeecham Choral Society.$4prf
710 2# $aRaymond Foye Editions,$edonor.$5DLC

```

Note that, as the last example shows, when a heading ends in a designation of function, it may also be followed by subfield \$4 or \$5 and the field itself does not end with punctuation.

When a heading ends in a quotation mark, place any mark of final punctuation that is also part of the data inside the quotation mark. Otherwise, place a period inside the mark of punctuation.

```

710 2# $aName with "quote (qualifier and question mark)?"

```

710 2# \$aMoskovskiĭ gorodskoĭ klub "Kontakty-1."

830 #0 \$aCollection "Bibliothèque des matières
premières."\$pSérie "Energie."

Personal Name Heading Access Points in Name Authority and Bibliographic Records

These guidelines appear also in LCRI 22.1B.

1) *Initials/letters*

a) *Name portion of heading*

Periods. If the name of a person consists of or contains initials, input a period after an initial if it is certain that the letter is an initial. In case of doubt, do not input a period.

100 1# \$aEliot, T. S.
100 0# \$aH. D.

If the name consists of separate letters that are presumed not to be initials, omit or include periods according to the predominant usage of the person.

100 0# \$aX Y Z

Spaces. If the name contains two or more forenames represented by initials, consists entirely of initials, or consists entirely of separate letters that are not initials, input a single space between the initials/letters in all cases.

100 1# \$aEliot, T. S.
100 0# \$aH. D.
100 0# \$aX Y Z

b) *"Additions" to name headings*

Periods. With initials, include periods unless the author's predominant usage makes it clear that the author omits them.

Spaces. Do not leave spaces between single initials/letters.

100 1# \$aBrown, G. B., \$cF.I.P.S.

Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials/letters.

100 1# \$aBrown, G. B., \$cPh. D.

2) *Names with portions abbreviated or missing.* If a part of a name is abbreviated (two or more letters present as opposed to a single letter used as an initial) or if a forename is missing from

a name entered under surname, do not leave open space after the abbreviation or missing forename. Instead, insert, as appropriate,

a period:

100 1# \$aTissot
(Add period at end in bibliographic record, but not in authority record)
 100 1# \$aCorpeleijn, W. F. Th.
 100 1# \$aJunager, Sv.-Aa.
(The hyphen reflects the usage of the language of the name)

a period and one space:

100 1# \$aEnschedé, Ch. J.

a period and a comma:

100 1# \$aJones, Th., \$d1910-
 100 1# \$aCalles Ll., Alfonso
 100 1# \$aDahlan Aman, Mohd., \$cHaji
(For these names, add period at end in bibliographic record, but not in authority record)

3) *Surnames alone including prefixes/particles.* If a name heading consisting entirely of one or more surnames also contains a separately written prefix/particle, see instructions in LCRI 22.5D.

4) *Bibliographic description.* Note that the spacing and punctuation conventions applied to personal names used in access points differ from those used in the descriptive portion of a bibliographic record; for the latter, see the section below: **Other Parts of the Bibliographic Record (General)**.

Corporate Name Heading Access Points, Including Meetings, in Name Authority and Bibliographic Records

These guidelines appear also in LCRI 24.1.

1) *Quotation marks.* If the form of name selected as the heading includes quotation marks around an element or elements of the name, retain them (*cf.* example in rule 24.7B4). Use American-style double quotation marks in the heading instead of other forms of quotation marks.

2) *Initials.* If the form of name selected as the heading consists of or contains initials, regularize the spacing and put one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

source: F&H Denby
heading: 110 2# \$aF & H Denby

source: U. S. D. A. Symposium ...
heading: 111 2# \$aU.S.D.A. Symposium ...

source: B B C Symphony ...
heading: 110 2# \$aBBC Symphony ...

3) *Abbreviations.* Precede or follow abbreviations consisting of two or more letters with a space, e.g., "Gauley Bridge (W. Va.)," "Ph. D. Associates."

4) *Place name at end.* If the form of name selected as the heading includes a place name at the end and the place is enclosed within parentheses or is preceded by a comma-space, retain in the heading the punctuation as found.

110 2# \$aCalifornia State University, Northridge

5) *Numerical or alphabetical designation.* When the name of a body consists of both a numerical or alphabetical designation and words indicating the body's function, include both in the heading for the body. Separate the two parts with a dash (two hyphens).

source: Abteilung V - Vermessungswesen
heading: 110 2# \$a[Parent body].\$bAbteilung V--Vermessungswesen

source: Social and Economic Sciences (Section K)
heading: 110 2# \$a[Parent body].\$bSocial and Economic Sciences--Section K

source: Sub-task Force I, Gas Dissolved in Water
heading: 110 2# \$a[Parent body].\$bSub-task Force I--Gas Dissolved in Water

6) *Dash or hyphen.* If the form of name selected as the heading includes a dash or a hyphen that sets off a data element (usually a place name), regularize the punctuation by using a dash (two hyphens) without spacing on either side.

source: University of Nebraska—Lincoln
heading: 110 2# \$aUniversity of Nebraska--Lincoln

source: Centro abruzzese di ricerche storiche - Teramo
heading: 110 2# \$aCentro abruzzese di ricerche storiche--Teramo

7) *Year in conference name.* If the form of name of a conference selected as the heading contains an abbreviated or full form of a year, regularize the spacing by insuring that one space precedes the year regardless of the configuration of the year (e.g., use of an apostrophe or other character as a substitute for a portion of the year; the full form of a year combined with another element without spacing).

source: CDS2000

heading: 111 2# \$aCDS 2000 ...
source: CP 2000
heading: 111 2# \$aCP 2000 ...

source: CP98
heading: 111 2# CP 98 ...

source: ECOOP'99 SCM-9 Symposium
heading: 111 2# \$aECOOP '99 SCM-9 Symposium ...

8) *Series of words.* Add a comma to a series of words appearing in an English-language name except before an ampersand. *Exceptions:*

a) For British headings, follow the punctuation in the publication, which normally will not include a comma before the conjunction in the series of words, e.g.,

110 1# \$aGreat Britain.\$bMinistry of Agriculture,
 Fisheries and Food
not 110 1# \$aGreat Britain.\$bMinistry of Agriculture,
 Fisheries, and Food

b) For Canadian headings, follow the punctuation provided by the National Library of Canada.

Note: Headings originally established before January 1981 that are in accord with current policy except for punctuating words in series were coded "AACR2" before September 1982. Continue to use the existing form of the established heading in post-August 1982 cataloging. (Headings other than those from the National Library of Canada or British or Irish headings coded after August 1982 will be in accord with AACR2 and current LC policy.)

Bibliographic Linking Entries

For linking entries (MARC 21 fields 76X-78X), in general follow the conventions in the sections above with respect to punctuation/spacing. Note, however, unlike name authority headings and references, the individual components of names in subfields \$a (Main entry heading), \$s (Uniform title), and \$t (Title) are not subfielded.

Subfields \$a and \$s end with a period or other mark of ending punctuation. Subfield \$t does not end in a mark of ending punctuation except when such a mark is part of the data. When subfield \$b (Edition) follows subfield \$t, subfield \$t ends in a period or other mark of ending punctuation. *Exception:* The National Library of Canada inputs a period at the end of subfield \$t. LC/CONSER and PCC practice is to retain the period when using these records.

Subfields \$x (ISSN) and \$g (Relationship information) are not preceded by a comma.

LC practice: In subfield \$w (Record control number) LC does not, for system reasons, supply the blank (space) at the end of a two-digit year LCCN called for by MARC 21.

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Other Parts of the Bibliographic Record (General)

1) *Elements that are not initials, etc.* Leave only one space after a period. If a personal name consists of separate letters, record the letters without internal spaces, regardless of how they are presented in the source of information.

chief source: X Y Z
(*Letters representing a personal name*)

transcription: XYZ

2) *Initials, etc.* Record initials, initialisms, and acronyms without internal spaces, regardless of how they are presented in the source of information. Apply this provision also whether these elements are presented with or without periods.

Pel batesimo di S.A.R. Ludovico ...
KL Ianuarius habet dies xxxi
Monasterij B.M.V. campililioru[m]
J.J. Rousseau
\$aNew York :\$bW.W. Morrow,\$c1980.

In some cases personal name initials may be presented in a source without periods. When they are known to be initials, regularize the punctuation by inserting a period after each letter. In case of doubt, do not insert periods.

chief source: by T S Eliot
transcription: by T.S. Eliot

but *chief source:* Dr. X goes to the movies
transcription: Dr. X goes to the movies

Input one space after an initial that is followed by a word or other element that is not an initial and no space after an initial that is followed by another initial consisting of one letter.

source: F&H Denby
transcription: F & H Denby ...

source: AT&T Bell Laboratories technical journal
transcription: AT & T Bell Laboratories technical journal ...

source: R&D report
transcription: R & D report ...

source: U. S. D. A. Symposium ...
transcription: U.S.D.A. Symposium ...

source: B B C Symphony ...
transcription: BBC Symphony ...

Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials.

Ph. D.
 Ad bibliothecam PP. Franciscan. in Anger
 Mr. J.P. Morgan
 Paratium camukamum /\$cMa. Pa. Periyacamit Turan
 \$aCharleston, W. Va. :\$b[s.n.],\$c1980.
 ... by Wm. A. Brown

If two or more distinct initialisms (or set of initials), acronyms, or abbreviations appear in juxtaposition, separate each from the other with a space.

M. J.P. Rabaut
(i.e., Monsieur J.P. Rabaut)

par R.F. s. d. C. Paris ...
(i.e., par Roland Fréart, sieur de Chambray ...)

3) *Year in the name of a conference.* When transcribing the name of a conference that contains an abbreviated or full form of a year, regularize the spacing by insuring that one space precedes the year regardless of the configuration of the year (e.g., use of an apostrophe or other character as a substitute for a portion of the year; the full form of a year combined with another element without spacing).

source: CDS2000
transcription: CDS 2000

source: CP 2000
transcription: CP 2000

source: CP98
transcription: CP 98

source: ... ECOOP'98 workshop reader ...
transcription: ... ECOOP '98 workshop reader ...

source: ECOOP'99 SCM-9 Symposium
transcription: ECOOP '99 SCM-9 Symposium

4) *Dash in a title.* When transcribing a title that contains a dash and it is to be retained because the data element(s) following the dash are part of the title proper, transcribe the dash as two adjacent hyphens, with no space on either side of the hyphens.

source: Bridge reinspection report[dash]phase I ...
transcription: Bridge reinspection report--phase I ...

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source: Byrd family in Indiana[dash]1880-1990
transcription: Byrd family in Indiana--1880-1990

5) *Variant title.* Do not end a variant title (field 246) with a mark of ending punctuation except when it is part of the data (e.g., a period in an abbreviation).

Punctuation in Titles Proper that is also ISBD Punctuation

For the very particular treatment of punctuation occurring in titles proper that is also ISBD punctuation, see LCRI 1.1B1.

Punctuation at the End of Fields 245, 250, 260, 300, 310/321, 362

As rule 1.0C indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed. By long-standing practice, fields 245, 250, and 260 constitute a paragraph as do fields 300-4XX. That same long-standing practice treats MARC 21 5XX as individual paragraphs. Thus, the period-space-dash-space would not be used to separate the physical description area from the publication, distribution, etc., area or to separate the first note of the note area from the physical description or the series areas.

1) *Fields 245, 250.* If either field 245 or 250 does not end in a period, add one. Such a period is needed to generate the period-space-dash-space separator in a potential paragraphed display. In the following examples of paragraphed displays, the period of the period-space-dash-space separator is in the record but the “space-dash-space” is not; it is generated by the display software.

display: 245 00 \$aWhy me?
260 ## \$aBirmingham, Ala. :\$bWesting Co.,\$c1982.
Why me?. -- Birmingham, Ala. : Westing Co., 1982.

display: 245 00 \$aWestlake's A study of "Singin' in the rain".
260 ## \$aBridgeport, Utah :\$b[s.n.],\$c1983.
Westlake's A study of "Singin' in the rain". --
Bridgeport, Utah : [s.n.], 1983.

display: 250 ## \$a[1st ed.].
260 ## \$aChicago, Ill. :\$bPogner Corp.,\$c1984-
. -- [1st ed.]. -- Chicago, Ill. : Pogner Corp., 1984-

2) *Field 260.* Field 260 ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). *Exceptionally*, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Since it is *LC practice* for monographs to enclose temporary data within angle brackets (see **LC/CONSER Practice for Temporary/Uncertain Data** below), this field may also end in an angle bracket.

3) *Field 300.* Field 300 ends in a period or a closing parenthesis. When field 300 is followed by a 4XX field, insure that it ends in a period. In the following examples, the parentheses surrounding the series statements are not in the record; instead, they are generated by the display

software.

```

300 ## $a271 p. ;$c21 cm. +$e1 atlas (37 p., 19 leaves
      ; 37 cm.).
490 1# $aResearch series
display: 271 p. ; 21 cm. + 1 atlas (37 p., 19 leaves ; 37 cm.).
      -- (Research series)
300 ## $a96 p. :$bill. ;$c18 cm.
440 #0 $aR & D publications
display: 96 p. : ill. ; 18 cm. -- (R & D publications)

```

4) *Fields 310/321*. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (LC/CONSER practice for temporary data).

5) *Field 362*. For the ending mark of punctuation, apply the convention stated below in 2) *Ending mark of punctuation (5XX)* in the section **Punctuation in Notes**.

Punctuation in Notes

1) *Additional information expected*. When additional information is expected, precede or follow a hyphen with one space.

```

246 1# $iIssues for Oct. 1975- have title:$aCrime &
      delinquency
500 ## $aVol. 9- edited by G. Svehla has title ...
500 ## $aVols. -10 translated by ...
500 ## $aVols. for -1979 also have additional section
      called ...

```

2) *Ending mark of punctuation (5XX)*. See also the section “g) *Notes area (5XX)*” below under **LC/CONSER Practice for Temporary/Uncertain Data**.

For 5XX notes, an ending mark of punctuation is a period (.), quotation mark (”), question mark (?), exclamation mark (!), hyphen (- ; used at the end of an open date, etc.), and (LC/CONSER practice) angle bracket (>). End each note with a period or other mark of ending punctuation.

```

504 ## $aIncludes bibliographical references (p. 310-
      325).

```

If a note ends in a quotation mark, input a period or other mark of ending punctuation inside the quotation mark.

```

500 ## $a "Circulated privately to her friends: not for

```

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sale.”

Note that these guidelines relate to punctuation at the end of the data constituting a note itself. Under certain circumstances, a field may actually end with MARC 21 subfields as follows:

a) \$5 (Institution to which field applies), in which case there is no punctuation at the end of the field.

```
500 ## $aLC set incomplete: v. 12 wanting. $5DLC
```

b) \$u (Uniform Resource Identifier), in which case the last character in the field is whatever is the last character of the URI.

```
530 ## $aElectronic version also available to purchase  
at:$u http://www.thelearner.com
```

but 530 ## \$aAvailable online at the U.S. Census Bureau Web
site (http://www.census.gov).

c) \$7 (Fixed-length data elements of reproduction) defined for used in field 533; when used, there is no punctuation at the end of the field.

```
533 ## $aMicrofilm.$m1962-1966.$bAnn Arbor, Mich.  
:$cUniversity Microfilms  
International,$d1988.$e1 microfilm reel ; 35  
mm.$7d19621965miuuua
```

EXCEPTIONS:

Incomplete 505 field, fields 510, 535, 536, 583, 586. These fields do not end in a period or other mark of ending punctuation unless it is part of the data, e.g., a period that is part of an abbreviation or a hyphen at the end of an open date, etc.

LC/CONSER Practice for Temporary/Uncertain Data

1) *General.* Indicate that data are temporary or uncertain by enclosing them within angle brackets (<>). Such data display in all cases. Treat angle brackets as regular characters, applying normal spacing conventions preceding and following them as illustrated in the examples.

When a date is enclosed within angle brackets, do not use spacing to show that it is an open one: “<1981->” When an open date occurs outside angle brackets, use normal spacing preceding or following a hyphen unless preceded or followed by a temporary date enclosed within angle brackets, e.g., “1979-<1980>” or “<1979>-1980.”

When spans of beginning and/or ending dates or numbers include temporary data, give the hyphen within or outside the angle brackets as shown in the following examples:

```
<1966->
```

<-no. 47>
 <May 2001-v. 3, no. 2>
 1998-<fall 2001>
 <Bd. 4>-Bd. 12

When holdings are enclosed within angle brackets, do not use spacing to show that they are temporary.

300 ## \$av. <1>

505 1# \$a-- v. 2. La foto-restituzione grafico-numerica.
 pt. 1. Generalita (2 v.). pt. 2. Photographie
 oblique <v. 1>

2) Detailed guidelines for recording temporary/uncertain data.

a) Changes in title data (246/247).

246 1# \$iAdded title page title <release 5, published
 1999>:\$aMath education scholarships
(Updating loose-leaf)

246 1# \$iParallel title in HTML header <Jan. 13,
 2002>:\$aChildren and young persons
(Updating Web site)

246 14 \$aState publications monthly checklist\$f<July
 1976->
(Serial)

247 10 \$aMembership directory\$f<update 2, published 1999>
(Updating loose-leaf)

b) *Publication, distribution, etc. area (260)*. These conventions do not apply to serials or integrating resources (temporary data not recorded in this field).

Permanent date. If an entire date is judged to be permanent, record it without angle brackets.

, 1980-
 not <1980-> or , 1980-< >
 (v. <1>; v. 1 published in 1980)

Temporary date. If a portion of a date is temporary, enclose the portion in angle brackets.

- , 1980-<1981>
(v. <1-2>; v. 2. published in 1981)
- , <1981->
(v. <2>; v. 1-2 published in 1981; LC has only v. 2)
- , <1979>-1981.
(v. <2-3>; 3 v. set; LC does not have v. 1)
- , <c1978-c1980>
(v. <2-3>; 5 v. set; LC does not have v. 1 or v. 5)

Non-Christian era date. When the expression of date includes one from the non-Christian era and that date is temporary (as when cataloging a multipart item from other than volume 1), consider the whole expression of date as temporary and give the whole in angle brackets, e.g., <Shōwa 57- [1982->

c) *Physical description area (300).* These conventions do not apply to serials or integrating resources (temporary data not recorded in this field).

General. Holdings are recorded in holdings and item records. In general, record holdings for incomplete (“open entry”) multipart items in the bibliographic record as well.

Bibliographic record. Record holdings in angle brackets following the specific material designation until the item is complete and the record is closed.

1) When a single piece of a multipart item is held, record only the piece/number designation.

- v. <1> :
- sheets <3> :
- sound discs <2> :
- film cassettes :
- maps <4> :

2) When more than one piece of a multipart item is held, indicate the piece numbers/designations held inclusively, if they are consecutive, or individually if they are not consecutive.

- v. <1-2> :
- film cassettes <3, 5> :
- microfilm reels <4, 6, 7-10> :
- microscope slides <A-C, E> :
- 1 atlas (v. <1> ; maps (some col.) ; 43 cm.) + <1>
texts (30 cm.)

3) For multipart items in which the number of bibliographic units differs from the number of physical units (as originally issued in contrast to subsequent binding (cf. LCRI

2.5B18)), formulate an intelligible statement of the situation as follows:

a) Record the numbers/designations of the bibliographic units held followed by a semicolon, the word “in” and the number of physical units; enclose the entire statement within angle brackets following the specific material designation.

v. <v. 1-2; in 3> :

b) In complicated situations it is necessary to judge the best formulation on a case-by-case basis. In general, when bibliographic units are themselves further divided into parts, etc., indicate this by using the numbers/designations applicable to each unit, separating this information by semicolons.

v. <v. 1, pt. 1; v. 2; in 3> :

The formulation given in the physical description area may depend upon whether a contents note is given, and if so, the information included there. For example, if all parts of a volume are held and are recorded in the notes area, it is not necessary to itemize them in the extent of item statement as well.

v. <v. 1, pts. A-B; v. 2, pts. A-B; v. 3, pts. A-B; v. 4, pts. A-B; v. 5-14; in 18> :
(No contents note given)

v. <v. 1; v. 2, pts. A-B; in 3> :
505 1# \$aNo. 1, pt. 1. Inorganic ligands / compiled by
Lars Gunnar Sillén. Pt. 2. Organic including
macromolecule ligands / compiled by Arthur E.
Martell -- [No. 2.] Pt. A. Inorganic ligands /
compiled by Erik Högfeltd. Pt. B. Organic
ligands / compiled by Douglas D. Perrin (2 v.)

v. <v. 1, pt. 1; v. 2; in 3>
505 1# \$av. 1. Introduction <pt. 1> - v. 2. Guide (2.
v.).

4) For multipart items in which the number of pieces is very large or the pieces have no individual numbering/designations, give in angle brackets the cumulative number of pieces held. If the set is incomplete, give the number *preceding* the specific material designation.

<50> playing cards
(Complete in 52 playing cards)

<179> sheets
(Complete in 200 sheets)

d) *Frequency information (310/321)*

310 ## \$aUpdated monthly,\$b<May 15, 2001>

321 ## \$aUpdated quarterly,\$b<Sept. 9, 1999>
(Updating loose-leaf)

310 ## \$aUpdated daily,\$b<Aug. 15, 2002>
321 ## \$aFrequency varies,\$b<Feb. 2, 1999>
(Updating Web site)

310 ## \$aQuarterly,\$b<Nov. 1984-v. 16, no. 3>
321 ## \$aSemimonthly,\$b<Oct./Nov. 1971->
(Serial)

e) *Series area: open entry multipart items in series (4XX)*. When a multipart item itself is in a series and the multipart item is classified as a collection, record the numbering of the series in the collected set record according to the following guidelines until the multipart item is complete.

1) Record the series numbering for the first or last volume as permanent data, i.e., not within angle brackets.

2) Record all the series numbering as permanent data when the first or last volume is in hand with other consecutive volumes of the multipart item and the series numbering is scattered.

3) In all other situations, record the series numbering as temporary data, i.e., within angle brackets.

Use a hyphen to separate consecutive numbers and a comma to separate scattered numbers. When the multipart item is complete, show all numbering as permanent data.

First or last volume of multipart item being cataloged

no other volumes

245 \$aMultipart item title
300 \$av. <1>
4XX \$a_____ ; \$vv. 13
(v. 1 of multipart item is v. 13 of series)

245 \$aMultipart item title
300 \$av. <5>
4XX \$a_____ ; \$vno. 22
(v. 5 of multipart item is no. 22 of series)

other volumes and series numbering consecutive

245 \$aMultipart item title
 300 \$av. <1-2>
 4XX \$a_____; \$vno. 3-<4>
 (v. 1-2 of multipart item are no. 3-4 of series)

other volumes and series numbering scattered

245 \$aMultipart item title
 300 \$av. <1-3>
 4XX \$a_____; \$vv. 5, 7, 10
 (v. 1-3 of multipart item are v. 5, 7, 10 of series)

245 \$aMultipart item title
 300 \$av. <1, 3>
 4XX \$a_____; ‡vno. 24, <30>
 (v. 1, 3 of multipart item are no. 24, 30 of series)

Volumes other than first or last volume of multipart item being cataloged

only one volume in hand:

245 \$aMultipart item title
 300 \$av. <2>
 4XX \$a_____; \$vno. <18>
 (v. 2 of multipart item is no. 18 of series)

more than one volume in hand and series numbering consecutive

245 \$aMultipart item title
 300 \$av. <2-4>
 4XX \$a_____; \$vno. <9-11>
 (v. 2-4 of multipart item are no. 9-11 of series)

more than one volume in hand and series numbering scattered

245 \$aMultipart item title
 300 \$av. <2, 4>
 4XX \$a_____; \$vno. <31, 42>
 (v. 2, 4 of multipart item are no. 31, 42 of series)

Change from previous practice: PCC practice: Note that it is no longer necessary to create an 8XX added entry solely because the numbering is not consecutive or the first number is not permanent. It is not necessary to change existing records that reflect the old practice until the record is closed. . If it is necessary to create an 8XX added entry for some other reason, give the numbering in the same manner as for 4XX fields.

f) *Series area: only some issues of a serial or parts of a multipart item in a series (4XX).* If some issues of a serial or parts of a multipart item are in a series and others are not, precede

1.0C

the series title with an indication of the particular issues or parts to which the series applies. Separate the indication from the series title with a colon-space.

4XX \$a<1981->: Reference works

4XX \$a<1979>-May 1980: Department of State
publication ;\$v7894

4XX \$av. 1: Dance and dancers to-day ;\$v13

g) *Notes area (5XX).*

Dates. Record dates as provided in 1) *General* above.

500 ## Issued by: [body], 1888- ; by: [body], <1993->

Volume numbers. Record volume numbers as provided in 2) c) above.

500 ## \$aVols. <1.3, 2.1> edited by P.G. Durniok and
published by P. Hanstein, Cologne.

500 ## \$aVol. <2> has imprint ...

500 ## \$aVols. 1-6 prepared by H. Lepage; v. 7-<8> by E.
Duvernoy.

Do not use “empty” angle brackets; instead, insert one space after or before a hyphen if additional information is expected.

500 ## \$aVol. 9- edited by G. Svehla has title ...

500 ## \$aVols. -10 translated by ...

Contents notes. If volume one is not held, begin the field with two adjacent hyphens followed by a space and the number of the first volume actually held.

300 ## \$a<v. 2, pt. 1-2; in 3>

505 1# \$a-- v. 2. La foto-restituzione grafico-numerica.
pt. 1. Generalita (2 v.). pt. 2. Photographie
oblique <v. 1>

If the set is incomplete but volume one is held, put the space-dash-space before each title (other than for volume one) that is being recorded and leave four spaces for the missing volume(s).

When the number of bibliographic units differs from the number of physical units and the parts of each bibliographic unit are indicated in the contents note, record the numbers/designations of the parts that are incomplete in angle brackets. In general, include in the angle brackets any

designation of the part, especially if this varies from the designation of the larger unit of which it is a part.

```
300 ## $a<pt. 1; pt. 2, v. 1; in 3>
505 1# $apt. 1. Historical study. v. 1, Text. v. 2,
      Notes. -- pt. 2. Annexes: alphabetic repertory
      of noble families <v. 1>
```

h) *Bibliographic linking entry notes (76X-78X)*. Record dates and/or numbers as provided in *1) General* above in this section.

```
777 08 $iVols. for 1997-<2000> issued with:$tXYZ
      newsletter
```

```
770 0# $tDonnées statistiques pour la Haute
      -Normandie$g<1982->
```

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