

2. DESCRIPTIVE CATALOGUING

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2:A AUTHORITIES

2:A1 AACR2R

Anglo-American Cataloguing Rules (2nd ed., 2002 Revision) together with revisions approved by the Joint Steering Committee for Revision of AACR (and published in *Cataloguing Services Bulletin* produced by the Library of Congress, or separately as amendment packages by the American Library Association) are to be used as the standard for the description and entry of library materials.

2:A2 Application of AACR2R

Unless otherwise specified, the rules as printed must be followed.

2:B REFERENCES

The latest edition of a reference source is used.

2:B1 General

Maxwell, Robert L. *Maxwell's Handbook for AACR2*. 4th ed. Chicago: American Library Association, 2004.

Library of Congress Rule Interpretations. Washington, D.C.: Cataloguing Distribution Service, Library of Congress, 1989-

2:B2 Personal and Corporate names

Libraries Australia Authorities. Canberra, A.C.T. : National Library of Australia.

<http://librariesaustralia.nla.gov.au/>

Library of Congress Authorities. Washington, D.C. : Library of Congress.

<http://authorities.loc.gov/>

2:B3 Geographic/Placenames

The Macquarie World Atlas. Rev. ed. McMahons Point, N.S.W.: Macquarie Library, 1994.

Merriam-Webster's New Geographical Dictionary 3rd ed. Springfield, Mass : Merriam-Webster, 1997.

Getty Thesaurus of Geographic Names Online. J. Paul Getty Trust..

<http://www.getty.edu/research/tools/vocabulary/tgn/>

Geoscience Australia: Place Name Search. Geoscience Australia.

<http://www.ga.gov.au/map/names/>

2:C POLICY

2:C1 Options

AACR2, 2002 Revision, presents a number of options to various rules. Options and optional rules will not be accepted unless instructions to use the option or optional rule appear in Section 2:D. ‘Apply the option’ means to apply the option in all cases, since applying the option on a case-by-case basis would lead to inconsistencies.

2:C2 Interpretations

The AACR2, 2002 Revision, rules may be open to various interpretations. Interpretations of specific AACR2, 2002 Revision, rules are stated in Section 2:D.

2:C3 Chapter 1

The decisions on options, and comments on specific rules in Chapter 1 of AACR2, 2002 Revision, apply to the corresponding rule numbers in Chapters 2 to 13, unless otherwise indicated.

2:D AACR2R DECISIONS AND INTERPRETATIONS

Sub-paragraph numbers for the rest of this section refer to AACR2, 2002 Revision, rule numbers.

2:D1 Introduction

- 0.11 The preferred style for the form of personal names which include initials is to omit the space between initials but to insert a space between an initial and another forename.

Names containing two or more consecutive initials will be entered onto the database without a space separating the initials from each other.

Example

Lawrence, D.H.
NOT Lawrence, D. H.

Names with a single initial followed by a forename will be entered with a space between the initial and forename.

Example

Fitzgerald, F. Scott
NOT Fitzgerald, F.Scott

- 0.13 The ALA/LC romanization tables are used. For Chinese-language materials use the Pinyin system of transliteration.

2:D2 Chapter 1: General rules for description

- 1.0C Curriculum Corporation adheres strictly to AACR2R rules for punctuation in product output. This entails some minor manipulations on data input.

- 1.0D Include the following elements:

Title proper [GMD] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. – Edition statement / first statement of responsibility relating to edition. – Material (or type of publication) specific details. – First place of publication : first publisher, date of publication. – Extent of item : other physical details + accompanying material. – (Title proper of series / statement of responsibility relating to series ; numbering within the series. Title of sub-series ; numbering within sub-series). – Note(s). – Standard number.

- 1.0G1 Do not add accents or other diacritical marks, whether present in the data or in accordance with the usage of the language.

- 1.1B7 Do not enclose such a supplied or devised title in square brackets.

- 1.1C1 Apply the optional rule, using a GMD from list 2 with the addition of the term 'website'. Use 'kit' as instructed in footnote (4). However use 'map' or 'globe' for 'cartographic material'.

Do not use 'text' because resources are assumed to be text unless otherwise specified. Do not add 'large print', 'tactile' or 'braille' to materials for the visually impaired. See rule 2.5B23 and 2.5B24.

GMDs

The complete list of GMDs used by SCIS is:

activity card	microform
art original	microscope slide
art reproduction	model
braille	motion picture
chart	music
diorama	picture
electronic resource	realia
filmstrip	slide
flash card	sound recording
game	technical drawing
globe	toy
kit	transparency
manuscript	videorecording
map	website

- 1.1C4 If an item contains parts which belong in different material designation categories, as in the case of a videorecording with accompanying text, or a text with accompanying CD-ROM, examine it closely to establish whether one of the parts is the predominant constituent.

If one of the parts of such a multipart item is predominant, then the item should be assigned the GMD for that material and the other components should be treated as accompanying material according to rule 1.10B.

If no part is predominant, the item should be assigned the GMD 'kit' and described according to rule 1.10C and rules in the appropriate material chapters. A multipart item is defined as a kit when either none of the parts, or two or more parts, can be used independently.

Use the GMD 'kit' sparingly. If in doubt prefer the more specific term. Do not use 'kit' simply because the parts of the item are intended to be used together. Use it for those items where the parts are less interdependent rather than more.

Some examples are:

- (a) A videorecording with accompanying notes: Videorecording.
- (b) A book with computer discs, notes and worksheets, where the other three components focus on the content of the book and do not make sense alone: Text.
- (c) A videorecording with a sound cassette dealing with the same topic but not merely a commentary on the videorecording, and a set of notes which relate to the videorecording and/or the sound cassette, and worksheets which focus on the videorecording and/or the sound cassette: Kit.
- (d) A sound recording of a book with a copy of the text accompanying will be assigned the GMD: Sound recording. See also rule 1:1C3 for reproductions of a work in another material.

- 1.1F5 When a single statement of responsibility names more than three persons or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of persons or bodies. Indicate the omission by the mark of omission ‘...’ and add ‘and others’ in square brackets. Do not use ‘et al.’
- 1.1F6 Record subsequent statements of responsibility pertaining to those individuals and/or corporate bodies who have contributed to the intellectual content of the work. This includes editors and illustrators and translators, even when no added entry is required.

Do not include statements referring to those who have not contributed to the intellectual content of the work, eg writers of forewords.

Do not transcribe editor statements for those whose work is limited to preparing the item for manufacture, eg ‘in-house’ editors, editorial supervisors, publications editors, photo-editors, series editors, consultant editors and sponsoring editors. Consultants are rarely responsible for content and need not be transcribed. Do not include statements referring to those involved in the manufacture of the item, eg book designer, cover and page designer, cover artist, cover designer, designer, graphic designer, layout designer or production manager.

- 1.1F10 If an item has parallel titles and a statement or statements of responsibility in more than one language or script, transcribe the statement after the title proper, parallel title or other title information in one language only, using a statement in English, if provided, or otherwise the language of the title proper.
- 1.1G2 Describe the item as a unit.
- 1.1G3 When transcribing the titles and statements of responsibility of a work without a collective title, record the first title proper followed by the GMD and then all other information.

Examples

Clock symphony [GMD] : no 101 ; Surprise symphony : no 94 / Haydn.
Saudades do Brasil [GMD] : suite de danses pour orchestre / Darius Milhaud.
Symphonie concertante pour trompette et orchestre / Henry Barraud.

- 1.2B4 Supply information to distinguish such items from previous editions in the Notes area.
- 1.2B6 If an item lacking a collective title contains one or more works with an associated edition statement(s), transcribe the edition statement pertaining to the first title recorded and record other edition statements in a note.
- 1.2C3 Do not apply the rule.
- 1.4C3 If the name of the country, state, province, etc does not appear in the chief source of information and is supplied by the cataloguer do not enclose the name in square brackets eg Penrith, N.S.W., *not* Penrith [N.S.W.]

Australian publications: Do not add the name of the state if the name of the place is a capital city or a suburb incorporating the name of a capital city, eg West Perth, North Sydney.

New Zealand publications: Do not add the name of the country, ie N.Z., if the name of the place is Auckland or Wellington, or a suburb incorporating the name of those cities, eg South Auckland, Wellington North.

Do not add the name of the larger jurisdiction to major well-known cities; ie use New York, London, Paris *but* use Paris, Tex. For other cities, if in doubt consult existing records on the database; if still in doubt do not add the name of the larger jurisdiction.

Examples

North Melbourne : Spinifex, 2001.
[Toowoomba, Qld.] : Church Archivists' Press, 1999.
Christchurch, N.Z. : User Friendly Resources, 2002.
Wellington : Learning Media, 2001.
Edinburgh : Bartholomew, 1995.
Waco, Tex. : Health Edco, 1992.

1.4C5 Give only the first-named place of publication. Omit all other places.

1.4C6 If the place of publication is uncertain, give a probable or 'best guess' place of publication. Do not use the abbreviation S.l.

Examples

[United States?]
[Great Britain?]

1.4D2 If both the name of the publisher and the name of the division of the publisher appear on the chief source, give whichever is more prominent. If both have equal prominence, give the first mentioned. For sound recordings, note the direction at 6.4D2, AACR2, 2002 Revision. If the name of the publisher, distributor, etc. requires abbreviation, use the abbreviations listed in Appendix B, AACR2, 2002 Revision.

1.4D4 If an item has two or more publishers, distributors etc., describe it in terms of the first-named and the corresponding place. If a subsequent publisher, distributor etc. is an *essential* access point, record the relevant information in a note and make an added entry. Publisher imprint phrases may be given in a note if the imprint name does not already appear in the publication, distribution area.

Examples

Sydney : Australian Bicentennial Authority.
Note: Published for the Australian National Gallery.
Added entry for Australian National Gallery.

New York : HarperTempest.
Note: "A Greenwillow book."
t.p.: HarperTempest
t.p. verso: A Greenwillow book (*Greenwillow is an imprint of HarperTempest*)

London : Quantum.
(*Do not make a note "A Quantum book"*)

Burbank, Calif. : Disneyland/Vista.
Series: Disney storyteller
(*Disney storyteller is considered to be a series title, not an imprint phrase*)

- 1.4D6 If the name of the publisher, distributor, etc. is uncertain, give a probable or 'best guess' publisher, eg the manufacturer as in 1.4D7. Do not use the abbreviation s.n. If no probable publisher can be constructed from the prescribed sources of information, omit the name of the publisher, distributor etc.

Example

[Australia, 2002?]

- 1.4F6 Do not include c with publication dates derived from copyright dates.

Example

2006
t.p. verso: © 2006.

- 1.4F8 Apply the option.

- 1.5B4a If the item being described has a playing time, or if the time is readily ascertainable, give that time in minutes rounded to the nearest minute. Do not give the time in minutes and seconds.

- 1.5B4d Apply the option.

- 1.5B5 Apply the rule only to serials (see AACR2R 12.5B5). Incomplete multipart items are not catalogued as a whole, but rather each part is catalogued as an individual title.

- 1.5D Do not apply the rule.

- 1.5E1 Use method (d) for recording information about accompanying material *without* the optional addition of further physical description. If there is more than one accompanying item, precede each item with a plus sign.

- 1.6 See 1.4D4 for publisher imprint phrases.

- 1.6F1 Do not apply the rule.

- 1.6H7 Do not apply the rule.

- 1.7 Keep notes to a minimum and record only those of significance either to the work in hand or to the user group. See the full record examples in sections 5 and 6 for examples of notes used in SCIS records.

- 1.7B9 Add a note on the name of the distributor only if the publisher is not easily ascertainable and the distributor is displayed in one of the sources of information. Add the note in the form: Distributed in 'name of state of cataloguing agency' by 'name of distributor' as at 'date of cataloguing'.

- 1.7B10 Also add in this note, if appropriate, one of the following descriptions Big book, Pop-up book or Small book. Add these descriptions in MARC 21 General notes 500.

- 1.7B14 Generally do not make a note of intended audience. A note may be included for the audience user level metadata supplied by The Learning Federation or for the censorship rating of films.

- 1.7B15 Do not apply the rule.

- 1.7B16 Do not apply the rule.
- 1.7B17 Add a summary if the summary is easily obtainable.
- 1.7B18 For incomplete table of contents notes, use “Table of contents includes:” as the preliminary statement. For complete table of contents notes use “Table of contents”.
- 1.8B1 Give the ISBN without hyphens and spacing. Give the ISSN with the hyphen. If an item has both an ISBN and an ISSN, record the ISBN pertaining to the item. Where an item such as a yearbook or an individual work in a monographic series is being catalogued as a monograph, do not record the ISSN. ISSNs should only be recorded for serial records.
- 1.8B2 Where an item bears both ISBN-13 and ISBN-10 in eye-readable text, generally record only the ISBN-13. If an ISBN-10 has been recorded in an entry for a work which is subsequently reprinted with ISBN-13, or in cases of doubt, add the ISBN-13 in a separate MARC 21 ISBN 020 field preceding the ISBN-10.
- Do not give standard numbers which apply only to accompanying material. Where such a standard number is considered important to the identification of the item, give it in a note. For specific rules for choice of standard number, see the chapter for the category of material to which the item belongs.
- Where an item is described as a kit, and bears an ISBN which is clearly intended to apply to the item as a whole, give this number. If there are two or more such numbers, select the one which appears on the container. Do not give an ISBN which applies only to an individual component of the kit.
- 1.8B4 Record the corrected standard number followed by the incorrect number without the addition of (corrected). If the correct standard number cannot be ascertained, record the incorrect number.
- 1.8C Do not apply the rule.
- 1.8E1 Do not apply the rule or the option.
- 1.8E2 Do not apply the rule.
- 1.9B Describe supplementary items dependently using method (a) without further physical description.
- 1.10C2 In methods (a) or (c) name the container but do not add the dimensions. Do not apply method (b).

2:D3 Chapter 2: Books, pamphlets and printed sheets

- 2.1C Apply this optional rule. Do not give a GMD ‘text’ for textual material printed in book form.
- 2.2B3 Supply information to distinguish such items from previous editions in the Notes area.
- 2.4D1 Relocated to 1.4D2

- 2.5B7 If the pages or leaves of a volume are unnumbered and the number of pages or leaves is fairly short, give the number in square brackets. For larger items estimate the number of pages or leaves:
[32] p.
ca. 150 leaves
- If it is not practical to count or estimate the number of pages or leaves, record the extent statement as:
1 v. (unpaged)
- 2.5C2 Apply the optional rule.
- 2.5D Do not apply the rule.
- 2.5E1 Do not add physical description of accompanying material.
- 2.7B *Optionally*, for literary works known to be by New Zealand authors and/or illustrators, add a note such as 'New Zealand author' or 'New Zealand illustrator' or 'New Zealand author; New Zealand illustrator.'
- 2.7B18 Do not add notes for bibliographies and indexes.
- 2.8B1 Give the ISBN as instructed in 1.8B. Where an item bears two or more valid ISBNs (other than ISBN-13/ISBN-10 pairs) which may be considered as applying to the item being described, take the information from the following sources in this order of preference: back cover, verso of title page, colophon, any other source.
- 2.8D1 Do not apply the rule.

2:D4 Chapter 3: Cartographic materials

- 3.0B2 For maps with a title on the folded out map itself and another title which appears when the map is folded, use the title on the map as the title proper. Add a note and give an added entry for the title displayed on the folded map.
- 3.0J1 Catalogue each individual item of a series separately.
- 3.1C1 Apply this optional rule.
- 3.1G1 Describe the item as a unit.
- 3.2B3 Supply information to distinguish such items from previous editions in the Notes area.
- 3.5B4 Apply the option.
- 3.5E1 Do not add physical description of accompanying material.

2:D5 Chapter 4: Manuscripts (including manuscript collections)

- 4.1C1 Apply this optional rule.
- 4.1F2 Apply the optional rule.
- 4.2B3 Supply information to distinguish such items from previous editions in the Note area.

4.5B1 Apply the option.

4.5B3 Apply the option.

2:D6 Chapter 5: Music

5.1C1 Apply this optional rule.

5.2B3 Supply information to distinguish such items from previous editions in the Notes area.

5.5B1 Apply the option.

5.5B3 Apply the options.

5.5E1 Do not add physical description of accompanying material.

5.8B Include ISMN (International Standard Music Number).

2:D7 Chapter 6: Sound recordings

6.1C1 Apply this optional rule.

6.1G1 Describe the item as a unit.

6.2B3 Supply information to distinguish such items from previous editions in the Notes area.

6.5B1 Apply both options. For compact discs use the term CD; for MP3 compact discs, use the term MP3-CD:
1 DVD-audio
2 CDs
1 MP3-CD
1 cassette

6.5B3 Do not apply the rule.

6.5C3 Do not record playing speed for sound cassettes since this is standard.

6.5C4 Do not apply the rule.

6.5C5 Do not apply the rule.

6.5E1 Do not add physical description of accompanying material.

6.8B1 Give the ISBN as instructed in 1.8B. Where an item bears two or more valid ISBNs (other than ISBN-13 and ISBN-10 pairs) which may be considered as applying to the item being described, take the information from the following sources in this order of preference: container; cassette or disk label; any other source.

2:D8 Chapter 7: Motion pictures and videorecordings

7.1C1 Apply this optional rule.

- 7.1F1 In addition to this rule, consider the LC rule interpretation when transcribing statements of responsibility.

LC rule interpretation, 5 January 1989:

‘When deciding whether to give names in the statement of responsibility or in a note, generally give the names in the statement of responsibility when the person or body has some degree of overall responsibility; use the note area for others who are responsible for only one segment or one aspect of the work ...’ Normally transcribe statements of responsibility for writers, directors, producers and authors of original works (if the work in hand is an adaptation).

7. 1G1 Describe the item as a unit.
- 7.2B3 Supply information to distinguish such items from previous editions in the Notes area.
- 7.4F2 Apply this optional rule.
- 7.5B1 Apply both options.
1 cassette
2 DVDs
1 DVD-video
- 7.5E1 Do not add physical description of accompanying material.
- 7.7B10a Do not apply the rule.
- 7.7B10b Do not apply the rule.
- 7.7B10c Do not apply the rule.
- 7.7B10d Do not apply the rule.
- 7.7B10e Do not apply the rule.
- 7.7B10g Do not apply the rule.
- 7.7B10h Do not apply the rule.
- 7.7B10j Do not apply the rule.
- 7.7B10k Do not apply the rule.
- 7.8B1 Give the ISBN as instructed in 1.8B. Where an item bears two or more valid ISBNs (other than ISBN-13 and ISBN-10 pairs) which may be considered as applying to the item being described, take the information from the following sources in this order of preference: container; cassette, disc or reel label; title or other frames; any other source.

2:D9 Chapter 8: Graphic materials

- 8.1C1 Apply this optional rule.
- 8.2B3 Supply information to distinguish such items from previous editions in the Note area.

- 8.5B1 Apply the option.
- 8.5B2 When adding to the designation for a filmstrip, filmstrip or stereograph the number of frames or pairs of frames:
- if the frames are numbered, give the last number;
 - if the frames are not numbered, but a number is given in accompanying textual material, give that number;
 - if the frames are not numbered, and no indication is given in accompanying textual material, and they are not too numerous to count (ie, do not exceed 100 frames), count from title frame to and including last content frame. Do not count heading and trailer frames.
- 8.5B6 Apply the option.
- 8.5E1 Do not add physical description of accompanying material.

2:D10 Chapter 9: Electronic resources

- 9.1B2 Give the source of the title proper in a note only if the title proper is not found on the title screen, or, in the case of websites, on the home page.
- 9.1C Apply this optional rule. For computer software and other electronic resources requiring direct access (see 9.0A1) use the GMD ‘electronic resource’. For websites, use the GMD ‘website’.
- 9.1F1 In addition to this rule consider the LC rule interpretation when transcribing statements of responsibility.
- LC rule interpretation, 5 January 1989:
 ‘When deciding whether to give names in the statement of responsibility or in a note, generally give the names in the statement of responsibility when the person or body has some degree of overall responsibility; use the note area for others who are responsible for only one segment or one aspect of the work.’
- Normally transcribe statements of responsibility for writers, illustrators/animators, producers and authors of adapted works, program analysts and program designers. Include programmer if the work has been developed by the programmer.
- 9.1G1 Describe the item as a unit.
- 9.2B3 Supply information to distinguish such items from previous editions in the Notes area.
- 9.5B1 Apply both options.
 1 CD-ROM
 2 CD-ROMs
 3 DVD-ROMs
- 9.5B3 Apply this optional rule on a case by case basis.
- 9.5B4 Do not apply the rule.
- 9.5C2 Apply this optional rule.

- 9.5C3 Give other details about remote access resources such as video files or PDF documents if considered important.
1 video file (29 min.) : digital, MPEG file
9 p. : digital, PDF file
- 9.5E1 Do not add physical description of accompanying material.
- 9.7B3 Use only when the source of the title proper is not the title screen, or, in the case of websites, the home page.
- 9.7B8 Do not apply the rule.
- 9.8B1 Give the ISBN as instructed in 1.8B. Where an item bears two or more valid ISBNs (other than ISBN-13 and ISBN-10 pairs) which may be considered as applying to the item being described, take the information from the following sources in this order of preference: container; disk label; title or other frames; any other source.

2:D11 Chapter 10: Three-dimensional artefacts and realia

- 10.1C1 Apply this optional rule.
- 10.2B3 Supply information to distinguish such items from previous editions in the Notes area.
- 10.5B1 Apply the option.
- 10.5E1 Do not add physical description of accompanying material.
- 10.7B9 Do not apply the rule.

2:D12 Chapter 11: Microforms

- 11.1C1 Apply this optional rule.
- 11.1G1 Describe the item as a unit.
- 11.2B3 Supply information to distinguish such items from previous editions in the Notes area.
- 11.5B1 Apply the option.
- 11.5E1 Do not add physical description of accompanying material.
- 11.7B10 Do not apply the rule.

2:D13 Chapter 12: Continuing resources

- 12.1C1 Apply this optional rule. Do not use GMD 'text' for printed serials. Note that GMD should be used for serials in other forms, eg electronic resource, microfiche.
- 12.2B2 Do not apply the rule.
- 12.3 Do not apply the rule.
- 12.5E1 Do not add physical description of accompanying material.

- 12.7B8a Apply the option if the date can be easily ascertained.
- 12.7B8d Apply the option if the date can be easily ascertained.
- 12.7B10 Do not apply the rule.
- 12.7B21 Make a note – Library has:
This will allow individual libraries to make a holdings statement.
- 12.8C Do not apply the rule.
- 12. 8E Do not apply the rule.

2:D14 Chapter 13: Analysis

- 13.1 The policy is to create separate bibliographic records for individual items which are parts of a multipart work. This policy does not apply in the case of multivolume single works such as *The World Book Encyclopedia* in twenty-four volumes or Tolstoy's *War and Peace* in two volumes. In the case of closed multipart works cataloguers may, if they have all parts in hand, create an umbrella record for the whole in addition to the separate records for the individual parts.
- 13.3 Use this method of analysis for all items which are parts of monographic series or multipart monographs, whether or not the title is dependent on that of the comprehensive item. If the title of the part is dependent on that of the comprehensive item, there is no need to repeat details in the series area.
- 13.4 Use this method of analysis when the larger work is a single physical unit or a closed multipart work for which an umbrella record is required.
- 13.5A Apply the rule for analytic entries for journal articles.

Give the 'In' note as a general note (MARC 21 tag 500).

Make an added entry for the title of the journal, or name/title, as specified by rule 21.30G1.

The call number for such records should be the same as the call number for the journal as a whole.

The Bibliographic Level Code for such records should be 'b' for serial component part.

Journal articles, when handled as separate items (offprints or photocopies), should be catalogued as monographs, with general note (MARC 21 tag 500) in the form:

From: Title (or name/title) of journal, v. no., date.

Make an added entry for the title of the journal, or name/title, as specified by rule 21.30G1.

Such records should be classified according to subject content, at the appropriate part of the schedules.

13.6 Do not apply the rule.

2:D15 Chapter 21: Choice of Access Points

21.0A For videorecordings and electronic resources, the main entry is usually under title or, where appropriate, under uniform title. An example of a resource with the main entry under uniform title is a videorecording of a Shakespeare play. Persons who perform multiple roles, eg writer/director, writer/producer or director/producer, are given main entry only if it is clearly indicated that they are primarily responsible for the intellectual or artistic content of the work. In case of doubt, enter under title.

21.4C If in doubt, assume that the attributed author is the actual personal author.

21.10 If the title of the original work is the same as the title of the adaptation being catalogued, make a name added entry only (not name-title) for the heading of the original work. See rule 21.30G. If the original work requires a uniform title, make a uniform title added entry for the adaptation.

21.11A It is not always clear when a work is an illustrated text or a collaboration between artist and writer (21.24). If in doubt, presume it to be a collaboration.

21.12B If the title of the original work is the same as the title of the version being catalogued, make a name added entry only (not name-title) for the heading of the original work. See rule 21.30G.

21.28A1 Do not apply the alternative rule.

21.29D Make added entries under headings and titles as prescribed in rule 21.30. In each of the following formats include added entries for:

- Videorecordings: writers, directors, producers, authors of original works for which an adaptation is being catalogued, both the interviewer and interviewee of a video of an interview.
- Sound recordings (non-music): writers, authors of adapted works.
- Electronic resources: writers, illustrators/animators, producers and authors of adapted works.
- Graphic novels: pencillers, inkers.

21.30F1 Make an added entry under the name of the Chairman, Commissioner etc. of a Committee of Inquiry, Royal Commission etc. If the name of the Chairman, etc. does not appear elsewhere in the record, add a note of explanation. If the report of such a Committee is popularly known by a title consisting of the name of the Chairman plus the word 'report', eg Vinson report, also make a variant title entry.

Example

Title: Inquiry into the provision of public education in NSW.

Variant title: Vinson report

Note: Chairperson: Tony Vinson.

Added entry: Vinson, Tony.

21.30G Do not add the edition statement, date etc to the name-title added entry.

21.30K1 Do not apply the rule.

- 21.30L Apply the following criteria when deciding ‘useful collocation’:
- (a) when there is, or is likely to be, confusion with the title. Non book materials are almost always given a series added entry for this reason.
 - (b) when the item is a supplementary reader. Apply the option.

Do not use author/title entries for personal author series; make an added entry under the title of the series.

- 21.30M Do not add the edition statement, date, etc. to the name-title or title added entry.

2:D16 Chapter 22: Headings for persons

- 22.1 Choice of name

- 22.1A In general, choose, as the basis of the heading for a person, the name by which he or she is commonly known in SCIS records on the SCIS database.

- 22.1B Determine the name by which a person is commonly known from the chief sources of information (see 1.0A) of works by that person issued in his or her language in SCIS records on the SCIS database.

The suggested process is as follows:

1. Search the SCIS database to make sure that the name is not already there in some form or other. Note: It is essential to search broadly using truncation or browsing to ensure that all possible versions of the name are identified. Ensure that UF references have been established from the least used forms of the name to the established authority form (but make sure that such references are not likely to clash with any existing headings).
 2. If not found on the SCIS database, and there is no conflict or doubt about the form of the name, establish the form of the name as cited in the statement of responsibility as the authorised form. Add any varying forms of the name found elsewhere in the resource as UF references, eg differing form in verso copyright statement (but make sure that such references are not likely to clash with any existing headings).
 3. If a conflict or doubt arises, and the name is *Australian*, search *Libraries Australia* for the most consistent form of the name appearing in statements of responsibility. If the name is of an *overseas* author, however, search for it in *Library of Congress Authorities*.
 4. Establish a name authority and add a UF cross-reference from the work in hand if the name on the work is not the preferred authority form. (Make sure this reference does not clash with any other headings).
 5. When subsequent works by the same author are added to the database, cataloguers should monitor changes in the form of the author’s name in their works, and review the form of the name on the authority file, amending, if deemed necessary and appropriate (in relation to the number of records with the old and new forms), to the *commonest form* being used in new works by the author.
- 22.1D1 Do not add accents or other diacritical marks, whether present in the data or in accordance with the usage of the language.
- 22.3C2 Apply the alternative rule which appears as a footnote on p. 22-12
- 22.17 Do not apply the rule.

- 22.18 Do not apply the rule.
- 22.19 Do not apply the rule.
- 22.20 Use the same heading for all persons with the same name, irrespective of what additional distinguishing information is available.

2:D17 Chapter 23: Geographic names

- 23.2 Use Great Britain instead of United Kingdom. Use Soviet Union instead of Union of Soviet Socialist Republics.

2:D18 Chapter 24: Headings for corporate bodies

- 24.1 Do not create abbreviated forms of corporate body names. See instruction on use of Appendix B below.
- 24.1B1 Apply the alternative rule. Do not refer from other romanizations.
- 24.4B1 Prefer the general designation ‘Organisation’ for corporate names rather than ‘Firm’, ‘Association’ etc.
- 24.4C1 Do not add a state or territory qualifier to names of Australian schools if there is no likelihood of a conflict. In case of doubt as to whether to add a qualifier to other non-conflicting names, do not add a qualifier.
- 24.5A1 Do not omit initial articles from Māori names.

Example

Te Puna Maturanga o Aotearoa
(*Do not omit Te*)

- 24.7B2 Apply the option. Do not add the number of the Olympic Games and similar sporting events.
- 24.7B4 Give a local placename without adding the name of a larger place as specified in Chapter 23, unless such addition is needed to distinguish between two or more places with the same name.
- 24.17–18 Prefer entry under jurisdiction where there is doubt about the distinctiveness of the name.

2:D19 Chapter 25: Uniform titles

- 25.1 Use uniform titles only for:
- the works of Shakespeare
 - legal materials
 - music
 - sacred scriptures
 - works created before 1501
 - works created after 1500, well known under a shorter title
 - series constructed according to the provisions of 25.5B

Do not use uniform titles for:

- liturgical works
- official papal communications, etc.

25.8 Do not apply the rule.

25.9 Do not apply the rule.

25.10 Do not apply the rule.

25.11 Do not apply the rule.

25.16 Do not apply the rule.

25.18A10 Do not apply the rule.

25.18A11 Do not apply the rule.

25.18A12 Do not apply the rule.

25.18A13 Do not apply the rule.

25.18B Do not add the language.

25.18B2 Do not apply the rule.

25.18C1 Do not add the language.

25.18G1 Do not add the language.

2:D20 Chapter 26: References

26.1A(a) The system allows 'see also' references from headings under which there are as yet no entries.

26.2B Do not apply the rule.

26.3A4 Apply the option.

26.4A Do not make 'see' references from and to a name heading with title. The system prefers to keep references within each access point file. References to uniform titles will only be made within the Titles file and within the Subjects file. If judged appropriate for product output, related titles may be indicated by way of added entry.

26.4B2 Do not apply the rule or the option.

26.4B4 Do not apply the rule.

26.4C1 Do not apply the rule. Prefer added entries.

26.4D3 Do not apply the rule.

26.6 Do not apply the rule.

2:D21 Appendix B

- B.2 Do not create abbreviated forms of corporate body names, eg do not use 'Dept.' in headings for government bodies.
- B.9 Do not use the abbreviation 'Dept.' in headings.

2:D22 Appendix E

- E.1B For Māori and Pacific Island languages, see Appendix C, *Initial articles and filing indicators*.