

**INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS**

**DRAFT FOR WORLD WIDE REVIEW**

**DRAFT FOR WORLD REVIEW**

**ISBD(G): General International Standard Bibliographic Description**

**2003 Revision**

**Recommended by the ISBD Review Group**

**Approved by xxxx**

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## INTRODUCTION TO THE 2003 EDITION

The International Standard Bibliographic Descriptions date back to 1969, when the IFLA Committee on Cataloguing (subsequently renamed the Standing Committee of the IFLA Section on Cataloguing) sponsored an International Meeting of Cataloguing Experts. This meeting produced a resolution that proposed creation of standards to regularize the form and content of bibliographic descriptions. As a result, the Committee on Cataloguing put into motion work that ultimately would provide the means for a considerable increase in the sharing and exchange of bibliographic data. This work resulted in the concept of the International Standard Bibliographic Description (ISBD), which has now endured for more than 30 years. The individual formats to which the ISBD concept has been applied are now used by bibliographic agencies, national and multinational cataloguing codes, and cataloguers in a wide variety of libraries throughout the world, because of their potential for promoting record sharing.<sup>1</sup>

The first of the ISBDs was the *International Standard Bibliographic Description for Monographic Publications (ISBD(M))*, which appeared in 1971. By 1973, this text had been adopted by a number of national bibliographies and, with translations of the original English text into several other languages<sup>2</sup>, had been taken into account by a number of cataloguing committees in redrafting national rules for description. Comments from users of the ISBD(M) led to the decision to produce a revised text that was published in 1974 as the "First standard edition".

In 1975, the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules proposed to the IFLA Committee on Cataloguing that a general international standard bibliographic description suitable for all types of library materials should be developed. The ISBD(G), published in 1977, was the result. The ISBD(M) was then revised to bring it into line with the ISBD(G), and the "First standard edition revised" was published in 1978.

An ISBD Review Committee was formed by the Standing Committee of the IFLA Section on Cataloguing, and it met in 1981 to make plans for reviewing and revising the ISBDs covering monographic publications, serials, cartographic materials, and non-book materials. There were three major objectives set out for this project: (1) to harmonize provisions among the ISBDs, achieving increased consistency; (2) to improve examples; and, (3) to make the provisions more applicable to cataloguers working with materials published in non-roman scripts. In addition, two narrower objectives motivated this particular revision effort: (a) to review the use of the equals sign; and (b) to consider proposals regarding the ISBD(NBM) emanating from specialist groups such as the International Association of Music Librarians (most prominent of which was to remove "machine-readable data files" as a format from this standard). By the end of the 1980s, this project had been completed.

In the early 1990s, the IFLA Section on Cataloguing with the cooperation of the Section on Classification and Indexing set up a Study Group on the Functional Requirements for Bibliographic Records (FRBR). One immediate consequence of this development was the decision to suspend most revision work on the ISBDs while the FRBR Study Group pursued its charge to "recommend a basic level of functionality and basic data requirements for records created by national bibliographic agencies." In 1998, the FRBR Study Group published its Final Report after its recommendations were approved by the IFLA Section on Cataloguing's

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<sup>1</sup> For a more detailed introduction to the ISBDs, see: Byrum, John, "The ISBDs: What They Are and How They Are Used" in *International Cataloguing and Bibliographic Control* v. 23, no. 4: 67-71 (Oct./Dec. 1994).

<sup>2</sup> For a complete list of the ISBDs in English and a partial list of the authorized translations, see <<http://www.ifla.org/VI/3/nd1/isbdtran.htm>>.

Standing Committee.<sup>3</sup> At that time the ISBD Review Group was reconstituted to resume its traditional work. As expected, the IFLA Section on Cataloguing's Standing Committee asked the ISBD Review Group to initiate a full-scale review of the ISBDs. The objective of this "second general review project" was to ensure conformity between the provisions of the ISBDs and FRBR's data requirements for the "basic level national bibliographic record."

In the ISBDs, national bibliographic agencies are called upon to "prepare the definitive description containing all the mandatory elements set out in the relevant ISBD insofar as the information is applicable to the publication being described." This practice is also recommended for application by libraries that share bibliographic data with each other. Inclusion of a data element is considered "mandatory" in all cases for certain data elements, and in other cases is considered "mandatory" when necessary for identification of the publication being described or otherwise considered important to users of a bibliography or a catalogue. In the latter cases, the inclusion or exclusion of an element has been made dependent on a specific condition that is stipulated in the provisions comprising ISBD(M). To facilitate the application of the practices stipulated, the ISBDs designate particular data elements as optional, i.e. a cataloguing agency is free to choose to include or exclude these elements. In the ISBDs, a review of the Outline (consistently provided in each standard at paragraph 0.3) will reveal which data elements are optional. Therefore, the main task in pursuing the second general review has entailed a close examination of the ISBD data elements to make optional those that are also optional in FRBR. In no case is a data element mandatory in FRBR but optional in the ISBDs.

Despite the changes introduced by the revision projects summarized above, the essential structure and data components of the ISBDs have proved relatively stable over the years and continue to be widely used in full or part by creators of cataloguing codes and metadata schemes.

The 2004 revision of the ISBD(G) will be published only on the Internet because the ISBD Review Group views it as an interim document subject to further review and revision in the near term. This continued attention to its provisions will be undertaken in an effort to take into consideration changes to national and multi-national cataloguing codes resulting from the need to adjust practices to fit the evolution of publications that has occurred in recent years -- in particular, the emergence of electronic resources. The Review Group is hopeful that the investigations and rule changes resulting from these code revision activities will facilitate its efforts to maintain the currency of the ISBDs as well.

Grateful acknowledgment is made to Dorothy McGarry for the considerable assistance she lent in the production of the successive drafts and final version of this document.

Washington, D.C.  
November 2003

John D. Byrum, Jr., Chair  
ISBD Review Group

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<sup>3</sup> *Functional Requirements for Bibliographic records: Final Report* / IFLA Study Group on the Functional Requirements for Bibliographic Records, International Federation of Library Associations and Institutions.- München:K.G.Saur, 1998. Also available at <http://www.ifla.org/VII/s13/frbr/frbr.htm> and <http://www.ifla.org/VII/s13/frbr/frbr.pdf>

## INTRODUCTION TO THE 1992 EDITION

International Standard Bibliographic Description arose out of a resolution of the International Meeting of Cataloguing Experts, organized by the IFLA Committee on Cataloguing at Copenhagen in 1969, that a standardization of the form and content of bibliographic description be established.<sup>4</sup> The International Standard Bibliographic Description for Monographic Publications was the first of the ISBDs created pursuant to the mandate of 1969. The first text of the ISBD(M) was published in 1971 as a set of recommendations. By 1973 this text had been adopted by a number of national bibliographies and, with translations of the original English text into several other languages, had been taken into account by a number of cataloguing committees in redrafting national rules for description. Comments received from those who had made use of the text led to the decision to produce a revised text. The ISBD(M) Revision Meeting was accordingly organized by the IFLA Committee on Cataloguing and was held on 23-24 August 1973 at Grenoble immediately before the IFLA General Council Meeting. The "First standard edition" of the ISBD(M), published in 1974, was the result.

In August 1975 the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules proposed to the IFLA Committee on Cataloguing that a general international standard bibliographic description suitable for all types of library materials should be developed. The ISBD(G), published in 1977, was the result. The ISBD(M) was then revised to bring it into line with the ISBD(G), and the "first standard edition revised" of the ISBD(M) was published in 1978.

In August 1977, at meetings held during the IFLA World Congress, Brussels, the Standing Committee of the IFLA Section on Cataloguing made important new decisions in relation to IFLA's programme of ISBDs. It was agreed that all ISBD texts would be fixed to a life of five years, after which revision would be considered for all the texts, or for particular texts. Consequent on this decision, an ISBD Review Committee was formed by IFLA and met in London 10-11 August 1981. Plans were made to review and revise as necessary the four ISBDs: ISBD(CM), ISBD(NBM), ISBD(S) (all first published in 1977), and ISBD(M) (latest edition published in 1978).

Practical experience with the texts provided many valuable ideas for their further improvement, and the following major actions were identified as necessary:

1. clarify wording and achieve consistency of definitions and stipulations;
2. make the ISBDs hospitable to non-roman scripts;
3. review the use of the equals sign;
4. include more and better examples;
5. consider the comments especially from IASA and IAML on (NBM).

Revision of these four texts has now been accomplished.

Subsequently, a smaller Review Committee was appointed to oversee remaining projects, including preparation of a new ISBD for Computer Files (CF) and revision of ISBD(PM), ISBD(A), ISBD(G). The work in hand is, therefore, part of the concluding phase of the ISBD review and serves to harmonize the principles of the General International Standard

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<sup>4</sup> Report of the International Meeting of Cataloguing Experts, Copenhagen, 1969. *Libri*, vol. 20, no. 1, 1970; pp. 115-116.

Bibliographic Description: Annotated Text with the provisions of specialized ISBDs in their current versions. As was the case with the 1977 edition of ISBD(G), this revision is not intended to produce rules for general use of cataloguers, but to identify the framework and essential features of the specialized ISBDs wherein are given more detailed stipulations and instructions and to provide a point of reference for compilers of cataloguing codes.

The ISBD(G) includes two appendices. The first appendix offers a generally standardized prescription for the special technique of multi-level description. The second appendix carries out the thrust mentioned above to satisfy users working with publications in non-Roman scripts: it demonstrates and exemplifies the ways in which data should be transcribed when partly in a script reading from right to left and partly in a script reading from left to right.

This new edition of the ISBD(G) has been approved by the IFLA Section on Cataloguing.

Washington, D. C.  
March 1991

John D. Byrum, Jr., Chairman  
ISBD Review Committee

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OCLC Online Computer Library

SICD des universités de Toulouse, France

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## **0 PRELIMINARY NOTES**

### **0.1 Scope, purpose and use**

#### **0.1.1 Scope**

The General International Standard Bibliographic Description—referred to hereinafter as the ISBD(G)—lists all the elements that are required to describe and identify all types of material that are likely to appear in library collections, assigns an order to the elements of the description, and specifies a system of punctuation for the description.

The ISBD(G) forms the basis of the specialized ISBDs that have been or are being prepared for special categories of materials. It forms the basis for future revision of existing ISBD texts. It is also anticipated that national or international committees responsible for preparing codes of cataloguing rules will use the ISBD(G) as the basis for their rules on description of library materials, either through the use of specialized ISBDs or directly in the case of materials not covered by the ISBDs. The ISBD(G) is not intended to be used by a cataloguer in a library or national bibliographic agency directly to describe any resource.

The ISBD(G) is concerned with the way in which resources are described first in bibliographic records produced by national bibliographic agencies (in issues of the printed national bibliography, in other printed records, and in associated electronic data files), and second in bibliographic records of other cataloguing organizations, whether in electronic or printed form. (In the case of bibliographic data stored in an electronic medium, the ISBDs prescribe display conventions for eye-readable output, such as online displays or printed products, rather than the data structure used within the computer-readable medium itself.)

#### **0.1.2 Purpose**

The primary purpose of the ISBDs is to provide the stipulations for compatible descriptive cataloguing worldwide in order to aid the international exchange of bibliographic records between national bibliographic agencies and throughout the international library and information community. By specifying the elements that comprise a bibliographic description and by prescribing the order in which those elements should be presented and the punctuation by which they should be separated, the ISBDs aim to (a) make records from different sources interchangeable, so that records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country; (b) assist in the interpretation of records across language barriers, so that records produced for users of one language can be interpreted by users of other languages; and (c) assist in the conversion of bibliographic records to electronic form.

#### **0.1.3 Use**

The ISBDs provide stipulations to cover the maximum amount of descriptive information required in a range of different bibliographic activities, and therefore include elements that are essential to one or more of those activities but not necessarily to all.

It is recommended that the national bibliographic agency in each country, in accepting the responsibility of creating the definitive record for each resource issued in that country, prepare the definitive description containing all the mandatory elements set out in the relevant ISBD insofar as the information is applicable to the resource being described. It is recommended that this practice be followed also by libraries that share bibliographic data with each other.

Other cataloguing organizations have a wider choice as they are not providing the definitive record for international exchange. They can select ISBD elements for inclusion in their own records, provided that the elements selected are given in the prescribed order and transcribed with the prescribed punctuation according to the relevant ISBD.

The ISBD description forms a part of a complete bibliographic record and is not normally used by itself. The other elements that make up a complete bibliographic record, such as headings and subject information, are not included in the ISBD stipulations. The rules for such elements are normally given in cataloguing codes.

To describe a resource that exhibits characteristics for the description of which more than one ISBD must be applied (e.g. an electronic continuing resource, a digital map that is serially issued, etc.), the cataloguer may combine elements from any existing ISBD that are necessary to describe all aspects of the resource, including its content, its carrier and its form of issuance.<sup>5</sup>

To describe a resource that is available in more than one physical format or in more than one output medium or display format, it is recommended that national bibliographic agencies, and those cataloguing organizations that participate in a network sharing bibliographic data with each other, create one bibliographic record for each physical format, output medium, or display format of the resource. Other cataloguing organizations may describe the resource using either a single bibliographic description or multiple bibliographic descriptions based on local requirements and needs of users of the catalogue, provided that adequate information to identify each is given.

## **0.2 Definitions**

The term “resource” used in this text means a document, group of documents, or part of a document, in any medium or combination of media, tangible or intangible, considered as an entity and forming the basis of a single bibliographic description.

A “document” is an object that comprises intellectual and/or artistic content and is conceived, produced, and/or issued as a whole.

In the ISBD(G) definitions for other terms used in a special sense, or in one of several senses in general use, are included at the beginning of the annotation for the

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<sup>5</sup> Note that this provision does not apply to publications that comprise a primary component with subsidiary components not of the same general material category (see 1.2.3).

appropriate area or element. Terms used in the usual bibliographic sense are not defined.

### 0.3 Outline of the ISBD(G) General notes on the outline of ISBD(G)

A. In the outline, the terms "first statement ...", "subsequent statement ...", and the like denote the order in which these statements are given in the description and have no other connotation.

B. In the outline no indication is given of which areas or elements may be repeated or may be considered optional. The specialized ISBDs give detailed guidance on these matters.

C. Wherever information normally associated with one area or element appears in the resource linked linguistically as an integral part of another area or element, it is transcribed as such.

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
<i>Note: Each area, other than the first, is preceded by a point, space, dash, space (. –).</i>		
1. Title and statement of responsibility area	[ ] = : / ;	1.1 Title proper 1.2 General material designation 1.3 Parallel title 1.4 Other title information 1.5 Statements of responsibility First statement Subsequent statement
2. Edition area	= / ; , 2.4 2.5 / ;	2.1 Edition statement 2.2 Parallel edition statement 2.3 Statements of responsibility relating to the edition First statement Subsequent statement 2.4 Additional edition statement 2.5 Statements of responsibility following an additional edition statement First statement Subsequent statement
3. Material (or type of publication) specific area		
4. Publication, distribution, etc., area	4.1 ; : [ ]	4.1 Place of publication, distribution, etc. First place Subsequent place 4.2 Name of publisher, distributor, etc. 4.3 Statement of function of distributor

		,	4.4	Date of publication, distribution, etc.
		(	4.5	Place of manufacture
		:	4.6	Name of manufacturer
		,)	4.7	Date of manufacture
5.	Physical description area		5.1	Specific material designation and extent of resource
		:	5.2	Other physical details
		;	5.3	Dimensions
		+	5.4	Accompanying material statement
6.	Series area		6.1	Title proper of series or sub-series
		=	6.2	Parallel title of series or sub-series
	<i>Note: A series statement is enclosed by parentheses. When there are two or more series statements, each is enclosed by parentheses.</i>	:	6.3	Other title information of series or sub-series
			6.4	Statements of responsibility relating to the series or sub-series
		/		First statement
		;		Subsequent statement
		,	6.5	International Standard Serial Number of series or sub-series
		;	6.6	Numbering within series or sub-series
7.	Note area			
8.	Standard number (or alternative) and terms of availability area		8.1	Standard number (or alternative)
		=	8.2	Key title
		:	8.3	Terms of availability and/or price
		( )	8.4	Qualification (in varying positions)

## 0.4 Punctuation

**0.4.1** Each element of the description, except the first element of area 1, is either preceded or enclosed by prescribed punctuation (see 0.4.3 for other exceptions). Prescribed punctuation is preceded and followed by a space (a single space on a keyboard or an em space in printing) with the exception of the comma ( , ) and point ( . ) which are only followed by a space. The inclusion of other punctuation is at the discretion of the national bibliographic agency or cataloguing organization, as is the spacing before and after such punctuation. ISBD punctuation is retained even when this results in double punctuation (but see 0.4.7). For the punctuation of scripts written from right to left, see 0.4.11. In certain cases, the specialized ISBDs may prescribe punctuation in addition to the prescribed punctuation in the ISBD(G).

**0.4.2** Parentheses, i.e. curved brackets ( ( ) ) and square brackets ( [ ] ) (see 0.4.8), are each to be treated as a single punctuation symbol, and the preceding space comes before the first (opening) parenthesis or square bracket and the following space comes after the second (closing) parenthesis or square bracket (but see 0.10). If parentheses or square brackets are preceded or followed by prescribed punctuation that ends or begins with a space, only one space is given.

**0.4.3** Each area of the ISBDs other than area 1 is preceded by a point, space, dash, space (. – ), unless that area is clearly separated from the preceding area by paragraphing, typography or indentation, in which case the point, space, dash, space may be omitted or replaced by a point (.) given at the end of the preceding area.

**0.4.4** When the first element of an area is not present in a description, the prescribed punctuation of the first element that is present is replaced by a point, space, dash, space (. – ) preceding the area.

**0.4.5** When an area is repeated, each repetition is preceded by a point, space, dash, space (. – ) except (a) in the condition described in 0.4.3, and (b) as provided by area 6 for multiple series statements.

**0.4.6** When an element is repeated, each repetition is preceded by the prescribed punctuation appropriate to the element.

**0.4.7** When an element ends with a point and the prescribed punctuation for the element that follows begins with a point, only one of the two points is given. (When exact punctuation is being recorded, see the ISBD (A).)

e.g. 3rd ed. –  
*not* 3rd ed.. –

And then ... – 4th ed.  
*not* And then .... – 4th ed.

**0.4.8** Three punctuation symbols can be used in all or most areas:

A. Square brackets ( [ ] ) are prescribed punctuation to enclose particular elements in area 1 (see 1.2) and area 4 (see 4.3) and are prescribed punctuation within an element in area 5 (see 5.1). Square brackets enclose information found outside the prescribed sources of information (see 0.5) and interpolations in the description (see 0.6, 0.7.2, 0.10, 0.11).

When successive elements within the same area are obtained from outside the prescribed source, they are enclosed in a single pair of square brackets unless one element is the general material designation, which is always enclosed in its own pair of square brackets. When successive elements are in different areas, each element is enclosed in a separate pair of square brackets.

B. Marks of omission, i.e. three points ( ... ), indicate the omission of some part of an element (see 0.7.1, 0.7.2).

C. Parentheses ( ( ) ) are prescribed punctuation to enclose each series statement in area 6, to enclose certain elements in area 4 and to enclose information within particular elements in areas 5 and 8.

D. One punctuation symbol, the plus sign ( + ) preceded and followed by a space, is prescribed punctuation in area 5 (see 5.4).

**0.4.9** When in an area or an element the same information appears in two or more languages and/or scripts, the following provisions apply:

When one element is recorded in two or more languages and/or scripts, the information in each language and/or script after the first is preceded by a space, equals sign, space ( = ).

When, in a single area, two or more elements are recorded in two or more languages and/or scripts, the elements in each language and/or script are given together with the appropriate preceding punctuation for each element. The whole group of elements for the first language and/or script recorded is preceded by punctuation appropriate to the first element and each group after the first is preceded by a space, equals sign, space ( = ).

**0.4.10** An area or element that does not apply to the resource is not included in the description. The preceding or enclosing prescribed punctuation of such an area or element is also omitted.

**0.4.11** When information is given in scripts written from right to left, commas and semi-colons used as prescribed punctuation are reversed when that is the style of the script. Similarly, the point, space, dash, space combination of prescribed punctuation reads from right to left and the meanings of open and closed parentheses and square brackets are reversed. The diagonal slash and groups of western arabic numerals that are not reversed in such scripts are not reversed when given.

See Appendix B for the treatment of information given both in scripts written from left to right and in scripts written from right to left.

## **0.5 Sources of information**

In making a description, information found on the resource itself normally is preferred to information found elsewhere. Details of the preferred sources of information and of the prescribed sources of information for each type of material are set out in the specialized ISBDs.

## **0.6 Language and script of the description**

Elements in areas 1, 2, 4 and 6 are normally transcribed from the resource and are, therefore, wherever practicable, in the language(s) and/or script(s) in which they appear there. Interpolations in these areas are enclosed in square brackets and are given in the language and/or script of the context of that part of the description, except:

- prescribed abbreviations (see 0.7) and prescribed interpolations (see 0.10, 0.11);
- general material designation (see 1.2) and statement of function of distributor (see 4.3) that, when supplied, are given in the language and/or script chosen by the national bibliographic agency or other cataloguing organizations.

Language(s) and/or script(s) used in area 3 are specified in the specialized ISBDs.

Terms used in areas 5, 7 and 8 are not enclosed in square brackets and are given in the language and/or script chosen by the national bibliographic agency or other cataloguing organizations, except:

- when cited titles are provided in area 7;
- when quotations are provided in area 7;
- when key title is given in area 8.

The description of resources appearing in scripts other than that used by the national bibliographic agency or other cataloguing organizations may, if necessary, be transliterated or transcribed without brackets into the script used by the agency.

## **0.7 Abridgements and abbreviations**

**0.7.1** In exceptional cases the abridgement of certain elements in the description is permitted, provided the omission takes place at the end or in the middle of the element (e.g. a lengthy title proper). In such cases, the omission is indicated by marks of omission.

**0.7.2** Certain abbreviations are prescribed in specific stipulations (e.g. 0.10, 1.5, 4.1, 4.2). Additional abbreviations are prescribed in the specialized ISBDs.

**0.7.3** In various stipulations in the ISBDs, provision is made for the use of "standard abbreviations" (e.g. in the edition statement, see 2.1) without specifying the forms of the abbreviations to be followed. These abbreviations are not prescribed but it is recommended that ISO 832, *Information and Documentation - Bibliographic Description and References - Rules for the Abbreviation of Bibliographic Terms*, or similar national standards, be used.

The abbreviations used throughout the ISBD(G) in the examples, other than those prescribed above in 0.7.3, are illustrative and not prescriptive.

**0.7.4** Except for specifically prescribed or permitted abridgements and abbreviations, the transcription of data in area 1, 2 and 6 does not show abbreviations unless they appear in the source.

## **0.8 Capitalization**

In general, the first letter of the first word of each area should be a capital; the first letter of the first word of some elements should also be a capital (e.g. general material designation, parallel title, alternative title, and section title). Other capitalization should follow the appropriate usage for the language(s) and/or script(s) used in the description (see 0.6).

## **0.9 Examples**

The examples given throughout the ISBDs are illustrative and not prescriptive.

In the English text of the ISBDs, the terms used and the words or short phrases added in the examples in areas 5, 7 and 8 are in English. It is anticipated that in translations of the ISBDs, such terms and words and phrases will be given in the language of the translation.

## **0.10 Misprints**

Inaccuracies or misspelled words are transcribed as they appear in the resource. They may be followed by "sic" enclosed in square brackets that are preceded and followed by a space ([sic]). Alternatively, the correct version may be added, enclosed in square brackets, the correction being preceded by "i.e." (*id est*), or its equivalent in another language and/or script. Letters or numbers that have been omitted from misspelled words may be inserted, enclosed in square brackets (in this case not preceded or followed by a space).

#### **0.11 Symbols, etc .**

A symbol or other matter that cannot be reproduced by the facilities available (normally, characters that are neither numeric nor alphabetic) is replaced by its description or its equivalency in letters or words, as appropriate. The substitution is placed in square brackets and an explanatory note is made if necessary.

e.g. / by [E.B.C.]

*Note:* Author's initials represented on title page by musical notes

### **SPECIFICATION OF ELEMENTS**

#### **1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

##### **Note**

The title proper excludes any parallel titles (1.3) or other title information (1.4). It includes alternative titles and the conjunction linking an alternative title and the first part of the title proper. It can consist of a common title and dependent title when a section, supplement, part, etc., has a title or designation insufficient to identify it without the inclusion of the common title or the title of the main resource. Resources lacking a collective title are considered not to have a title proper (for the treatment of such resources see 1.6). The stipulations for the selection of the title proper when a title appears in more than one language and/or script (on the same source or on different sources) are contained in the specialized ISBDs.

##### **Examples**

In the case of the motion picture "Non-destructive inspection - a dollar saving diagnostic tool", the title proper is:

Non-destructive inspection

In the case of the sound recording "L'Ascension, hymne pour grand orchestre", the title proper is:

L'Ascension

In the case of the model "Muscular dynamism or unique forms of continuity in space", the title proper is:

Muscular dynamism, or, Unique forms of continuity in space

In the case of the book "Don Juan oder die Liebe zur Geometrie", the title proper is:

Don Juan, oder, Die Liebe zur Geometrie

In the case of the film strip "French colonies in America. Colonies françaises d'Amérique", the title proper is:

French colonies in America

In the case of the serial "Willing's press guide", the title proper is:

Willing's press guide

In the case of the book "Moriae encomium or A panegyrick upon folly", the title proper is:

Moriae encomium, or, A panegyrick upon folly

In the case of the electronic resource "Mix and match games, Module 1–Letters", the title proper is:

Mix and match games. Module 1, Letters

## 1.2 General material designation

### Enclosing punctuation

Square brackets, the first bracket being preceded and the second followed by a space ( [ ] )

### Definition

A term indicating, broadly, the class of material to which a resource belongs.

### Note

The specialized ISBDs include lists of terms of general material designations. It is anticipated that national bibliographic agencies will determine the exact terms that are acceptable to their needs and languages, and that in so doing they will take into account the terms listed in the specialized ISBDs.

The general material designation is given after the title proper (see the Note in 1 above for information on what constitutes a title proper). When a resource contains two or more works without a collective title proper (see 1.6), the general material designation is given immediately after the first title.

### Examples

Beethoven for ten little fingers [GMD]<sup>6</sup>

Four small dances [GMD] ; and, Six Hungarian folksongs

The great big enormous turnip [GMD] / pictures by Helen Oxenbury ; story by

Alexei Tolstoy. The three poor tailors / Victor G. Ambrus

Now that love has gone [GMD] : LRD remix ; Now that love has gone : Fafa

Monteco remix ; Now that love has gone : Ice creamer remix

L'érotisme [GMD] ; Le procès de Gilles de Rais ; Les larmes d'Eros / Georges  
Bataille

Marchés d'esclaves [GMD] ; suivi de, l'Irlande révolutionnaire / par Joseph  
Kessel

Le milieu aquatique. Tome II, Clé de détermination [GMD] / J. Montegut ...

## 1.3 Parallel title

### Preceding punctuation

Space, equals sign, space ( = )

### Definition

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<sup>6</sup> These examples are included to show the position of the general material designation. The actual terms to be used have been replaced by the abbreviation "GMD." For the punctuation of the first area for resources without a collective title, see 1.6.

The title proper (or the title of an individual work included in a resource with no collective title proper) in another language and/or script presented as an equivalent of the title proper. Parallel titles also occur in conjunction with the titles proper in series/sub-series statements.

#### **Note**

A resource may have one or more parallel titles. When a parallel title is linguistically linked to another part of the description, it is not treated as a parallel title. The original title in a language that is different from that of the title proper, and that appears on the prescribed source of information is treated as a parallel title (see also 0.4.9).

#### **Examples**

European journal of cancer [GMD] = Journal européen de cancérologie =  
Europäische Zeitschrift für Cancerologie  
International map of natural gas fields in Europe [GMD] = Carte internationale  
des champs de gaz naturel en Europe  
Breathless [GMD] = A bout de souffle  
Herfra til evigheden [GMD] = From here to eternity  
Novitates sistematicae plantarum vascularium [GMD] = Mr Know-All  
Alles in allem [GMD] = Tout compte fait  
La Birmanie [GMD] : images du bouddhisme vivant = Burma : images of living  
Buddhism  
Les manuscrits datés [GMD] : premier bilan et perspectives : Neuchâtel, 1983 =  
Die datierten Handschriften : erste Bilanz und Perspektiven : Neuenburg,  
1983

### **1.4 Other title information**

#### **Preceding punctuation**

Space, colon, space ( : )

#### **Definition**

A word or phrase, or a group of characters, appearing in conjunction with, and subordinate to, the title proper of the resource. Other title information also occurs in conjunction with, and subordinate to, other titles (e.g. parallel titles, titles of individual works contained in the resource, titles in series/sub-series statements). Other title information qualifies, explains or completes the title to which it applies, or is indicative of the character, contents, etc., of the resource or the works contained in it, or is indicative of the motive for, or the occasion of, the resource's production. The term includes sub-titles but does not include variant titles (e.g. spine titles for books).

#### **Note**

The original title of a work in the same language as the title proper, or a variant title (other than a parallel title) not selected as the title proper, or the title of an individual work contained in the resource, is treated as other title information when it appears in the prescribed source of information.

#### **Examples**

Sigmund Freud [GMD] : the message of our dreams

Robert Owen's American legacy [GMD] : proceedings of the Robert Owen Bicentennial Conference, Thrall Opera House, New Harmony, Indiana, October 15 and 16, 1971  
Valedictory [GMD] : for soprano and computer  
Love [GMD] : a novel = L'envers de l'histoire contemporaine : roman  
ME [GMD] : Meccano engineer  
Die Sage von den Nibelungen [GMD] : Nibelungenlied  
Better late [GMD] : a translation of "Feu la mère de Madame"  
Musiciens d'Europe [GMD] : figures du renouveau ethnoromantique : essais en forme de prélude, variations et fugue  
Bien lire au collège [GMD] : lire pour apprendre, lire pour créer : textes et exercices d'entraînement progressifs : niveau 2  
Luc de Clapiers, marquis de Vauvenargues, et son temps [GMD] : conférence prononcée à Saint-Marc-Jaumegarde

## 1.5 Statements of responsibility

### Preceding punctuation

The first statement of responsibility following any title is preceded by a space, diagonal slash, space ( / ). The second and each subsequent statement of responsibility is preceded by a space, semi-colon, space ( ; ). However, when two or more statements of responsibility are considered to form a single phrase, prescribed punctuation is given only before the first such statement.

### Definition

Name(s), phrase(s) or group(s) of characters relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation or realization of the intellectual or artistic content of a work. Statements of responsibility may occur in conjunction with titles (e.g. the title proper, parallel titles, titles of individual works contained in the publication, titles in series/sub-series statements) or in conjunction with edition statements.

### Note

The difference between the first and subsequent statements of responsibility is merely a matter of punctuation. It does not imply that the first statement relates to the chief responsibility for a work. A statement of responsibility is transcribed even when no person or body is named in it, i.e. when the statement is anonymous or cryptic. When the names of several persons or corporate bodies are represented in a single statement of responsibility, the number of names transcribed is at the discretion of the bibliographic agency. Omissions are indicated by marks of omission and "et al." (*et alii*) or its equivalent in another script, enclosed in square brackets.

### Examples

All that jazz [GMD] / Fats Waller  
Drei Stücke für ein Orgelwerk in einer Uhr [GMD] / W.A. Mozart ; eingerichtet von Monika Henking  
Man, land, and leisure [GMD] / Schools Council Geography for the Young School Leaver Project

Анатоль Франс в Латинском Квартале [GMD] / В.Г. Финк ; Исполнители  
 В. Мещков и Д. Познер  
 Journal [GMD] / the Institution of General Technician Engineers  
 Familias norte-americanas [GMD] : los Di Stefano / colaborador de Educación,  
 Beryl L. Bailey = American families : the Di Stefanos / educational  
 collaborator, Beryl L. Bailey  
 Handley Cross [GMD] : a sporting tale / by the author of 'Jorrocks' jaunts and  
 jollities'  
 Fairy tales [GMD] / Hans Andersen ; translated from the Danish  
 Further experiences of an Irish R.M. [GMD] / E. OE. Somerville and Martin Ross ;  
 illustrated by R.A. Prime  
 Everyman's smaller classical dictionary [GMD] / revised from Sir William Smith by  
 E.H. Blakeney and J. Warrington  
 Madame Bovary [GMD] / réalisateur, Jean Marais ; d'après le roman de Flaubert  
 = director, Jean Marais ; after the novel by Flaubert  
 Interstate produce sales [GMD] / prepared by M. Mumblow ... [et al.]  
 Le café-concert [GMD] : nouvelles / Paul Bowles ; préf. de Gore Vidal ; trad. de  
 l'anglais par Chantal Mairot  
 La vie d'un Indien d'Amérique [GMD] : les Crows vers 1850 / André Chesneau ;  
 ill. de l'auteur  
 OEuvres complètes [GMD] / La Rochefoucauld ; éd. établie par L.  
 Martin-Chauffier ; introd. par Robert Kanters ; chronologie et index par  
 Jean Marchand  
 L'histoire de l'éducation aujourd'hui [GMD] / préparé pour le Bureau  
 international d'éducation [par] Antoine Léon

## 1.6 Resources with two or more works without a collective title

### Note

When a resource consists of two or more works and lacks a collective title, the title proper referring to each work is followed by the parallel titles and other title information relating to it. When the individual works are all by the same person(s) or corporate body or bodies, each title other than the first is preceded by a space, semi-colon, space ( ; ) and the statements of responsibility are recorded after all the titles. When the individual works are by different persons or bodies, each title other than the first is preceded by a point, space (unless joined by a linking phrase or word) and the statements of responsibility are given after the title(s) to which they pertain. (When a continuing resource consists of two or more resources, see ISBD(CR) 1.1.4.2.2.)

### Examples

"Clock" symphony [GMD] : (no. 101) ; "Surprise" symphony : (no. 94) / Haydn  
 Hard times [GMD] ; Hunted down ; Holiday romance ; & George Silverman's  
 explanation / by Charles Dickens ; with seven illustrations by F. Walker  
 and Maurice Greiffenhagen  
 Baby Doll [GMD] : the script for the film ; Something unspoken ; Suddenly last  
 summer / Tennessee Williams  
 Saudades do Brasil [GMD] : suite de danses pour orchestre / Darius Milhaud.  
 Symphonie concertante pour trompette et orchestre / Henry Barraud  
 The Wilson papers [GMD]. The Cole-Hatt papers

Une pierre traversée par le gouffre [GMD] ; précédé de Un arbre pour chacun /  
Serge Brindeau  
Le rire dans les étoiles [GMD] ; et Fleurs jumelles / Sylvie de Monte  
La comédie du langage [GMD] ; suivi de, La triple mort du client / Jean Tardieu  
La vida de Lazarillo de Tormes y de sus fortunas y adversidades [GMD].  
Guzmán de Alfarache / de Mateo Alemán. La vida del Buscón llamado  
Don Pablo / de Francisco de Quevedo

When a resource consists of a large number of works but lacks a collective title, the first three titles may be given, followed by marks of omission, with the complete contents given in area 7. Alternatively, a concise descriptive title may be supplied.

## **2. EDITION AREA**

### **Preceding punctuation**

Point, space, dash, space (. – )

### **2.1 Edition statement**

#### **Definition**

A word or phrase, or a group of characters, indicating that a resource belongs to an edition.

#### **Note**

An edition statement is recorded when:

A. all the copies of a resource are formally identified as constituting a named and/or numbered edition,

*or*

B. all the copies of a resource in a particular form of presentation have significant differences, in intellectual or artistic content from other copies in the same form of presentation, whether or not the resource bears any formal statement to this effect.

The edition statement is transcribed in the terms in which it appears in the resource. Standard abbreviations may be used. Arabic numerals are substituted for other numerals or spelled out numbers. When appropriate, a suitable edition statement may be supplied enclosed in square brackets.

The definition of edition statement given above is elaborated on in the specialized ISBDs.

#### **Examples**

Soil [GMD] : the Earth's greatest treasure. – Revised version

Other men's flowers [GMD] : an anthology of poetry / compiled by A.P. Wavell. – Memorial ed.

Subbuteo table soccer [GMD]. – World Cup ed.

Carte géologique internationale de l'Europe [GMD] = International geological map of Europe. – 3<sup>e</sup> éd.

Die großen Räuberinnen [GMD] : "Und wenn der Kopf fällt, sag ich hoppla" / Heiner Boencke, Bettina Hindemith, Hans Sarkowicz. – Ungekürzte Taschenbuchausg.

## 2.2 Parallel edition statement

### Preceding punctuation

Space equals sign, space ( = )

### Definition

The edition statement in another language and/or script.

### Note

See also 0.4.9

### Examples

- . – Canadian ed. = Ed. canadienne
- . – Students' ed. = Ed. pour les étudiants

## 2.3 Statements of responsibility relating to the edition

### Preceding punctuation

The first statement of responsibility relating to the edition is preceded by a space, diagonal slash, space ( / ). Each subsequent statement is preceded by a space, semi-colon, space ( ; ).

### Definition

A statement of responsibility (see definition 1.5) relating to the edition in hand but not to all editions. For statements of responsibility forming a single phrase, see 1.5.

### Note

See note on 1.5. Statements of responsibility relating to the first edition are always given in area 1 if found on the prescribed sources of information.

### Examples

Economic history of Britain [GMD] : a study in social development / by H.O. Meredith. – 5th ed. / by C. Ellis

Shachiapang [GMD] : a modern revolutionary Peking opera. – May 1970 script / revised collectively by the Peking Opera Troupe of Peking

The nether world [GMD] : a novel / George Gissing. – Facsimile ed. / edited, with an introduction, by John Goode

## 2.4 Additional edition statement

### Preceding punctuation

Comma, space ( , )

**Definition**

- A. An edition statement (see 2.1) relating to a particular issue of a named edition.
- B. An alternative designation for an edition named in the edition statement.

**Examples**

The natural history of Selborne in the county of Southampton [GMD] / Gilbert White. – World's classics ed., new ed. revised, reset and illustrated

The pocket Oxford dictionary of accurate English [GMD] / compiled by F.G. Fowler & H.W. Fowler. – 4th ed. / revised by H.G. Le Mesurier and E. McIntosh, reprinted with corrections

Ireland [GMD] / edited by L. Russell Muirhead. – 3rd ed., 2nd (corrected) impression

Universal decimal classification [GMD]. – English full ed., 4th international ed.

Walk the wall [GMD] : trace Berlin's most recent past by following the route of the wall in today's Berlin / Ed. Haus am Checkpoint Charlie der Arbeitsgemeinschaft 13. August e.V. – English ed., 4. ed.

Die Blackstone-Chroniken [GMD] : Geschenke, die den Horror bringen. – Vollständige Taschenbuchausg., 1. Aufl.

**2.5 Statements of responsibility following an additional edition statement****Preceding punctuation**

See 1.5

**Definition**

A statement of responsibility (see 1.5) relating to one or more additional edition statements but not to all issues of the main edition.

**Note**

See note at 1.5

**Example**

The elements of style [GMD] / by William Strunk, Jr. – Revised ed. / with revisions, an introduction, and a chapter on writing, by E.B. White, 2nd ed. / with the assistance of Eleanor Gould Packard

**3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC AREA****Preceding punctuation**

Point, space, dash, space (. – )

**Note**

This area in the specialized ISBDs contains data that are unique to a particular class of library material or type of publication. In some cases no such category of information exists, and therefore this area is not used by all of the ISBDs. All information that can be assigned to any other area of description will be so assigned.

The language and/or script of the elements within area 3, the order of the elements, and the prescribed punctuation for that area will be decided by the

Working Groups responsible for the specialized ISBDs using the area. The ISBDs that are using this area thus far are the ISBD(CR) (for information relating to chronological designation, volume numbering, etc.), the ISBD(CM) (for mathematical data) and the ISBD(PM) (for statements indicating the special music format).

When a resource is a combination of material and type of publication for which area 3 is used (e.g. a map serial), area 3 is repeatable.

When area 3 is repeated, the area 3 that is related to the content of the resource (e.g. scale information for cartographic material) is given first; the area 3 for serials (numbering information) is given last; between these two is interposed any other type of area 3.

**Example**

Scale 1:250 000 ; universal transverse Mercator proj. – No. 1 (1970)-

**4. PUBLICATION, DISTRIBUTION, ETC., AREA**

**Preceding punctuation**

Point, space, dash, space (. – )

**Note**

The term "publication, distribution, etc." covers all types of publication, distribution, releasing and issuing activities connected with library materials. Area 4 is also used to record data connected with the physical manufacture of the resource, but these are distinguished from the publication, distribution, etc., activities. When a person or body combines the activities of publication, distribution, etc., and physical manufacture, or when it is uncertain whether the person or body is responsible for the publication, etc., or for the physical manufacture alone, the statement is treated as one relating to publication, distribution, etc.

Elements in this area can be repeated in any pattern that is appropriate to the resource being described. Examples of such patterns are:

- . – Barcelona ; Madrid : Lunweg, 2002
- . – Boulder : East European Monographs, 1998 ; New York : Columbia University Press [distributor]
- . – Buenos Aires : Javier Vergara, 2002 (Barcelona : Liberdúplex)
- . – Bruxelles : Parlement européen, Direction générale des études = Brussels : European Parliament, Directorate General for Research, 1997

**4.1 Place of publication, distribution, etc .**

**Preceding punctuation**

Each subsequent place of publication is preceded by a space, semi-colon, space (;)

**Definition**

The place where the resource is published, or from which it is distributed, released, etc., as named on the resource.

#### Note

The difference between the first named place of publication, etc., and subsequent places is merely a matter of punctuation. Subsequent places may apply to the same publisher as the first, or may apply to another publisher, etc. (see note at 4, above). When no place of publication, etc., is found on the resource, and the name of the place cannot be ascertained, the abbreviation "s.l." (*sine loco*) or its equivalent in another script is supplied, enclosed in square brackets.

#### Examples

- . – New York
- . – London ; Chicago
- . – Washington, D.C.
- . – Köln ; München
- . – København ; Oslo
- . – V Praze
- . – [S.l.]
- . – Augustae Taurinorum
- . – [Amsterdam?]
- . – In London
- . – Cambridge [England]
- . – Cambridge (Mass.)
- . – Santiago [Chile]
- . – Cupertino (CA) (10648 Gascoigne Dr., Cupertino 95014)
- . – Wien [etc.]
- . – Nueva York = New York
- . – **Москва ; Новосибирск**

## 4.2 Name of publisher, distributor, etc.

### Preceding punctuation

Space, colon, space ( : )

### Definition

The name of, or a statement identifying, the person(s) or body (bodies) responsible for publishing, distributing, releasing, issuing, etc., the resource.

### Note

In places and times when the functions of publishing, etc., and physical manufacture are combined, the names of the persons or bodies responsible for those functions are given as one statement (see the ISBD(A) for guidance on this point).

When no name can be given as that of the publisher, etc., the abbreviation "s.n." (*sine nomine*) or its equivalent in another script is supplied, enclosed in square brackets.

### Examples

- . – London : Methuen
- . – London : Library Association
- . – [London] : Eccles Centre for American Studies
- . – Paris : Europa Diffusion
- . – Berlin : [s.n.]
- . – Madrid : Debate ; Barcelona : Círculo de Lectores
- . – [México, D.F.] : Alfaomega ; León : Everest
- . – In Fiorenza : Stampato in Fiorenza appresso Lorenzo Torrentino
- . – London : Evans [etc.]
- . – **ТАШКЕНТ** : "ФАН"
- . – **БАКУ** : [б.и.]

## 4.3 Statement of function of distributor

### Enclosing punctuation

Square brackets, the first bracket being preceded, and the second followed, by a space ( [ ] )

### Definition

A term indicating the activity performed by the distributor.

### Examples

- . – Chicago : Coronet ; Bristol : Gateway [distributor]
- . – London : Martin Benson Films : EVR Partnership [distributor]
- . – London : Phaidon Press ; New York : H.N. Abrams [distributor]
- . – Cambridge (Mass.) : Harvard Institute for International Development  
: distributed by Harvard University Press
- . – Madrid : Casariego : Librería Facsímil y Arte [distributor]

## 4.4 Date of publication, distribution, et c.

### Preceding punctuation

Comma, space ( , )

### Definition

The date of publication, distribution, release, issuing, etc., of the resource, as given on that resource, or as supplied when not given on the resource.

### Note

The date is given after the name of the publisher, distributor, etc., to which it relates. When the date applies to both or all publishers, distributors, etc., it is given after the last name.

### Examples

- . – New York : United Nations, 2002
- . – London : Educational Records, 1973 ; Beckenham : Edward Patterson [distributor], 1975

- . – Toronto : Royal Ontario Museum, [197– ?]
- . – New York : Williams, [1934?]
- . – Paris : Chez Testu, an IX [1801]
- . – London : EMI, 1963 [i.e. 1971]
- . – **Новосибирск : Институт математики  
СО АН СССР, 1962**
- . – **Москва : Наука, 1959-1961**

#### **4.5 Place of manufacture**

##### **Punctuation**

Elements 4.5, 4.6 and 4.7 are all enclosed in one set of parentheses, the first parenthesis being preceded, and the second followed, by a space ( ( ) ). Each subsequent place of manufacture is preceded by a space, semi-colon, space ( ; ).

##### **Definition**

The place where the resource is manufactured as named on the resource.

#### **4.6 Name of manufacturer**

##### **Punctuation**

See also punctuation note at 4.5. The name of the manufacturer is preceded by a space, colon, space ( : ).

##### **Definition**

The name of, or a statement naming, the person(s) or body (bodies) responsible for manufacturing the resource.

##### **Note**

See note at 4.2.

#### **4.7 Date of manufacture**

##### **Punctuation**

See also punctuation note at 4.5. The date of manufacture is preceded by a comma, space ( , ) when it is preceded by the place of manufacture or the name of the manufacturer.

##### **Definition**

The date of manufacture of the resource.

##### **Examples for elements 4.5-4.7**

- . – London : Chapman and Hall, 1976 (London : Mercury)
- . – [S.l. : s.n.], 1974 (Manchester : Unity Press)
- . – London : Arts Council of Great Britain, 1976 (Twickenham : CTD Printers, 1974)
- . – Harmondsworth : Penguin, 1949 (1968 printing)
- . – [S.l. : s.n., 1869?] (México : Imp. de Juan Nepomuceno del Vaele [i.e. Valle])
- . – Warszawa : Arkady, [2001] ([Toledo] : Artes Gráf. Toledo)

## 5. PHYSICAL DESCRIPTION AREA

### Preceding punctuation

Point, space, dash, space (. – )

The examples for this area, as for other areas of the ISBD(G), are not prescriptive (see 0.9). They are taken from the specialized ISBDs and include punctuation prescribed for elements in this area by those ISBDs.

### 5.1 Specific material designation and extent of resource

#### Definition

The term indicating the specific class of material to which the resource belongs, and an indication of the number of pieces in a resource, the number of component parts (e.g. pages, frames) of a resource, etc., consisting of one physical part, and, for resources with a playing time, the duration of the resource.

#### Note

The specialized ISBDs include lists of terms of specific material designations. It is anticipated that national bibliographic agencies will determine the exact terms used as specific material designations that are acceptable to their needs and languages and that in so doing they will take into account the terms listed in the specialized ISBDs. The way in which resources will be named and numbered will vary from material to material, and within one type of material there will be variations consequent upon the problems presented by the individual resources.

#### Examples

- . – 1 sound disc
- . – 1 flipchart (8 sheets)
- . – 3 stereograph reels (7 pairs of fr.)
- . – 1 model (4 pieces)
- . – 3 vol. (876 p.)
- . – 3 sound discs (50, 55, 50 min.)
- . – 1 filmloop (4 min., 20 sec.)
- . – 1 jigsaw puzzle (ca. 1000 pieces)
- . – 1 computer disk
- . – 1 CD-ROM
- . – 1 DVD (114 min.)
- . – 1 map
- . – 1 videocassette (U-matic)
- . – 1 map on 4 sheets
- . – 1 globe
- . – 1 filmstrip (44 fr.)
- . – 327 p.<sup>7</sup>
- . – [80] leaves
- . – 1 manuscript
- . – 3 vol. (loose-leaf)

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<sup>7</sup> Single volume books have traditionally been described in terms of the number of pages, leaves, etc., that they contain.

- . – electronic tape cassettes
- . – 90 vol.

## 5.2 Other physical details

### Preceding punctuation

Space, colon, space ( : )

### Definition

Physical data about a resource other than its specific material designation and extent (see 5.1), dimensions (see 5.3), or information given in notes (see area 7).

### Note

Examples of other physical details are:

details of illustrative matter;  
whether a resource is coloured or monochromatic;  
whether a resource has sound or is silent.

### Examples

- . – 3 vol. : ill., maps
- . – 1 filmstrip (63 fr.) : chiefly diagrams
- . – 1 sound disc (50 min.) : 33 1/3 rpm, mono
- . – 1 model : plaster
- . – 33 microfiches : chiefly ill.
- . – 15 vol. : ill. (some col.)
- . – electronic optical discs : col. ; 12 cm

## 5.3 Dimensions

### Preceding punctuation

Space, semi-colon, space ( ; )

### Definition

The linear measurements (height, width, depth) of a resource and/or, in the case of resources that require equipment for their use, dimensions relevant to the use of the resource.

### Note

The dimensions may consist of one dimension only or (as in the case of a film or folded map) may be more complex.

### Examples

- . – 323 p. : ill. ; 23 cm
- . – 1 diorama : col. ; in glazed case, 35 x 60 x 24 cm
- . – 1 globe : col., relief pressed from metal ; 23 cm in diam.
- . – 1 laboratory kit (various pieces) ; in container 12 x 36 x 20 cm
- . – 1 wallchart : col. ; 48 x 90 cm, folded to 24 x 15 cm
- . – vol. : ill., maps ; 18 cm
- . – videocassettes : sd., col. ; 1/2 in.
- . – sound discs : 33 1/3 rpm, stereo ; 30 cm

## 5.4 Accompanying material statement

### Preceding punctuation

Space, plus sign, space ( + )

### Definition

A. A brief description of any material accompanying the main part(s) of the resource being described, and intended to be used with it.

*or*

B. A separate physical description of a separate physical part of a multimedia resource.

### Note

The use of this element is an alternative to:

A. describing accompanying material separately (i.e. in a separate description);

*or*

B. describing accompanying material in a note (see area 7);

*or*

C. describing accompanying material by the multi-level method of description (see Appendix A).

An accompanying material statement consists of the specific material designation and extent (see 5.1) of the accompanying material, to which may be added a physical description based on 5.2 and 5.3. Alternatively, accompanying material may be named in the terms in which it appears in the resource.

### Examples

- . – 47 slides : col. ; 5 x 5 cm + 1 sound cassette (25 min. : mono)
- . – 180 p. : ill. ; 23 cm + 1 wallchart + 3 maps
- . – 1 wallchart : col. ; 65 x 97 cm + chart notes
- . – 1 map on 4 sheets ; sheets 25 x 38 cm + 1 manual (10 p. ; 30 cm)
- . – 271 p. : ill. ; 21 cm + 1 price list
- . – vol. : ill. ; 28 cm + electronic disks (sd., col. ; 9 cm)
- . – 47 vol. : ill., maps ; 27 cm + 114 microfiches (11 x 15 cm)

## 6. SERIES AREA

### Punctuation

The series area is preceded by a point, space, dash, space (. – ). Each series statement or each sub-series statement is enclosed in parentheses ( ). A second and each subsequent series or sub-series statement is preceded by a space. Within the series or sub-series statement, each section or sub-series designation or dependent title following a common title is preceded by a point, space ( . ). Each dependent title following a section or sub-series designation is preceded by a comma, space ( , ).

### Definition

Series or sub-series statement—the main elements identifying a series or sub-series, including any numbering of the separate resources within the series or sub-series.

### Examples

- . – (CD-ROM d'arte)  
*Editorial comment:* Series of a direct-access electronic resource
- . – (Project Gutenberg etext)  
*Editorial comment:* Series of a remote-access electronic resource
- . – (Nuffield biology project ; BSF 04153)  
*Editorial comment:* Series
- . – (Video marvels ; no. 33) (Educational progress series ; no. 3)  
*Editorial comment:* Two series
- . – (American lectures in living chemistry ; no. 11)  
*Editorial comment:* Sub-series with distinctive title; main series:  
American lecture series
- . – (Dunántúli tudományos gyűjtemény. Series historica ; 5)  
*Editorial comment:* Sub-series with dependent title
- . – Biblioteca románica hispánica. 1, Tratados y monografías  
*Editorial comment:* Dependent title following a section or sub-series designation

## 6.1 Title proper of series or sub-series

### Definition

The title proper of the series or sub-series corresponds to the title proper in the bibliographic description of the series or sub-series when it is described as a serial according to the provisions of area 1 of ISBD(CR), except that typographical errors are not corrected.

### Note

For the treatment and presentation of series the titles of which consist of common and dependent titles, see ISBD(CR) 0.3.3.1. For the treatment and presentation of sub-series the titles of which are dependent on the title of the main series, see area 6 of ISBD(CR). When a distinctive title of a sub-series has been given in the series statement, the title of the main series may be given in area 7.

### Examples

- . – (Pepys series)
- . – (Great newspapers reprinted)
- . – (Britain advances)

- . – (Pocket humor books)
- . – (Acta Universitatis Carolinae. Philologica)
- . – (Viewmaster science series. 4, Physics)
- . – (Problems and progress in development)
  - Editorial comment:* Sub-series with distinctive title; main series: Commonwealth and international library
- . – (Collection Armand Colin. Section de droit)
  - Editorial comment:* Sub-series with dependent title; main series: Collection Armand Colin

## 6.2 Parallel title of series or sub-series

### Preceding punctuation

Space, equals sign, space ( = )

### Definition

See definition at 1.3.

### Examples

- . – (Modern cinema = Cinéma moderne)
- . – (Статистические проблемы управления = Statistical problems of control)
- . – (France today = La France d'aujourd'hui)
  - Editorial comment:* Main series: World films

## 6.3 Other title information of series or sub-series

### Preceding punctuation

Space, colon, space ( : )

### Definition

See definition at 1.4.

### Example

- . – (English linguistics, 1500-1750 : a collection of facsimile reprints)

## 6.4 Statements of responsibility relating to the series or sub-series

### Preceding punctuation

The first statement of responsibility is preceded by a space, diagonal slash, space ( / ). Each subsequent statement is preceded by a space, semi-colon, space ( ; )

### Definition

See definition at 1.5.

### Examples

- . – (Map supplement / American Association of Geographers)
- . – (Research monographs / Institute of Economic Affairs)

- . – (A century of French romance / edited by Edmund Gosse ; with portrait notes by Octave Uzanne)

## 6.5 International Standard Serial Number of series or sub-series

### Preceding punctuation

Comma, space ( , )

### Definition

The ISSN of a series as assigned by the ISSN Network (see also definition at 8.2).

### Examples

- . – (Graeco–Roman memoirs, ISSN 0306–9222)
- . – (Progress in experimental petrology, ISSN 0309–6882)  
*Editorial comment:* Main series: Publications

## 6.6 Numbering within series or sub-series

### Preceding punctuation

Space, semi-colon, space ( ; )

### Definition

The identification of each of the successive parts of a series. The designation can include a number, a letter, any other character or the combination of these, with or without an accompanying word (volume, number, etc.) and/or a chronological designation.

### Examples

- . – (Beatrix Potter jigsaw puzzles ; no. 1)
- . – (Historic instruments at the Victoria and Albert Museum ; 4)
- . – (Russian titles for the specialist, ISSN 0305–3741 ; no. 78)
- . – ( **Труды Московского общества испытателей природы ; т. 41** )
- . – (Studia islandica ; 13. hefti)
- . – (American lectures in living chemistry ; no. 11)  
*Editorial comment:* Sub-series with distinctive title; main series: American lecture series

## 7. NOTE AREA

### Preceding punctuation

Point, space, dash, space ( . – ) . These are omitted, or replaced by a point, when each note is given on a separate line.

### Note

The note area contains any descriptive information that has not been given in other areas of the description but that is considered to be important to users of the catalogue. Notes qualify and amplify the formal description and can deal with any aspect of a resource.

The specialized ISBDs identify the kind of notes appropriate to particular categories of material and indicate when notes are essential to the description.

### **Examples**

- . – Continued by a section in: Canadian Association of Geographers newsletter
- . – For conversion to slides. – Teachers' notes in pamphlet
- . – Report year ends June 30
- . – Title from codebook. – Data for 1945–1960
- . – Size when framed: 40 x 35 cm
- . – Reproduced from original poster by R.V. Kealey, held by the Imperial War Museum
- . – Original title: *Dissertatio physica de natura et remediis fulminum*
- . – Issues for 1999- have title: Annual report on pipeline safety
- . – Title from title bar (viewed on Jan. 13, 2000)
- . – Resource size: 100, 300, 220, 500 statements
- . – Translation of: À chacun sa mission

## **8. STANDARD NUMBER (OR ALTERNATIVE) AND TERMS OF AVAILABILITY AREA**

### **Preceding punctuation**

Point, space, dash, space (. – )

### **Note**

The qualification (8.4) may follow element 8.1 and/or 8.3, as appropriate. When more than one standard number (or alternative) is given, this area is repeated.

### **8.1 Standard number (or alternative)**

#### **Note**

An international standard numbering scheme already exists for books (International Standard Book Number, ISBN), continuing resources (International Standard Serial Number, ISSN), sound recordings (International Standard Record Code, ISRC), and audiovisual materials (International Standard Audiovisual Number, ISAN). Other standard numbers and international standard identifiers have been developed and are being developed..

When a resource bears an international standard number or an international standard identifier, that number is included.

When a resource bears an ISBN for a group of which it is a part, as well as an individual ISBN, the group ISBN is given after the individual number.

In the absence of an international standard number or an international standard identifier, alternative numbers from commercial systems are recorded. The specialized ISBDs make recommendations regarding the appropriate schemes for different categories of materials.

### **8.2 Key title**

#### **Preceding punctuation**

Space, equals sign, space ( = )

**Definition**

The unique name assigned to a continuing resource by the ISSN Network and inseparably linked with its ISSN. The key title may be the same as the title proper; or, in order to achieve uniqueness, it can be constructed by the addition of identifying and/or qualifying elements such as name of issuing body, place of publication, edition statement etc.<sup>8</sup>

**8.3 Terms of availability and/or price**

**Preceding punctuation**

Space, colon, space ( : )

**Definition**

A word or phrase or numerical expression giving the price of the resource and/or the terms upon which the resource is available.

**8.4 Qualification**

**Enclosing punctuation**

Parentheses, the first parenthesis being preceded by, and the second followed by, a space ( ( ) ).

**Definition**

A term added to any of the elements 8.1 and 8.3 qualifying, explaining, modifying, or correcting the information given in that element.

**Examples illustrating area 8**

- . – ISBN 0–00–211202–7 (Cased) : £5.50
- . – ISSN 0002–9769 : \$20.00 (Free to members of the Association)
- . – K 56334 (stereo) : £3.25. – K 56334M (mono) : £3.00
- . – Free to universities and colleges
- . – £4.40 (complete set). – £0.55 (individual sheets)

**APPENDICES**

**APPENDIX A: MULTI-LEVEL DESCRIPTION**

Multi-level description is one of a number of choices for the bibliographic description of parts. Solely as an illustration of the various choices resulting in descriptions on a single level, see the following examples:

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<sup>8</sup> See *ISSN Manual*.

- A. certain descriptions showing as the title proper the title common to the parts, with the titles of individual parts given in a contents note;
- B. certain descriptions showing as the title proper the title of each individual part, with the title common to the parts given in the series area;
- C. certain descriptions showing as the title proper a combination of (a) the title common to the parts and (b) the title of each individual part;
- D. certain descriptions showing component part analysis (see the IFLA *Guidelines for the Application of the ISBDs to the Description of Component Parts*).

Multi-level description is based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main resource. The second and subsequent levels contain information relating to the individual part. The process is carried out for as many levels as are required to describe fully the resource and its parts.

At each level the elements of the description are given in the same order and with the same punctuation as for unitary resources. Some elements may be recorded at more than one level. When the title of a part is preceded by a number or part designation, the two statements are separated by a colon, space (: ).

### Examples

- A. The description of physically separate parts of a multi-part resource.

Great Britain [GMD] : handbook for travellers / by Karl Baedeker. – 10th ed. / by H.A. Piehler. – Freiburg : Baedeker ; London : Allen & Unwin ; New York : Macmillan, 1966–1968. – 3 vol.

Vol. 1: Southern England and East Anglia. – 1966. – lvi, 260 p., 27 leaves of plates (some fold.) : col. maps, plans (some col.) ; 17 cm. – Col. map on front lining paper

Vol. 2: Central England, Wales. – 1968. – lx, 264 p., 24 leaves of plates : col. maps, plans (some col.) ; 17 cm. – Col. map on front lining paper

Remembrance of things past [GMD] / Marcel Proust ; translated by C.K. Scott Moncrieff. – London : Chatto and Windus, 1957- . – Translation of: A la recherche du temps perdu

Vol. 1: Swann's way / illustrated by Philippe Jullian. – Translation of: Du côté de chez Swann. – This translation originally published 1922

Part 1. – 1957 (1973 reprint). – 303 p., 4 leaves of plates : ill. ; 19 cm. – ISBN 0– 7011–1048–1 : £1.75

The revolution for freedom [GMD] / William M. McCarthy, Daniel Powell, Edward F. Brufke. – Skokie, Ill. : United States History Society. – (Pictorial film encyclopedia of American history). – Correlated with: Pictorial encyclopedia of American history

Part 2: 1775–1783. – 1965. – 1 filmstrip (51 fr.) : col. ; 35 mm + 2 pamphlets. – Pamphlets contain study guide and vocabulary drills

Typewriting [GMD] / teacher, Guy Richards. – Chicago : TV College, WTTW–TV ; Lincoln, Neb. : distributed by Great Plains National Instructional Television Library

Unit 2: Skill development

Program 1: Skill drills : vertical and horizontal centering, typing all capitals. – 1973. – 1 videocassette [Philips] (30 min.) : b&w., sd. + 1 study guide

Carte topographique, 1:25 000 [GMD] : [de la France] / Institut géographique national. – Scale 1:25 000 ; proj. conique conforme de Lambert. – Paris : I.G.N., 1978- . – 1 map on 2024 sheets : col. ; folded to 23 x 12 cm. – New series at 1:25 000 from 1:50 000 series: "Série bleue"

18–43: Auch, Est. – Ed. 2. – E 0°32'16"–E 0°43'4"/N 43°44'28"–N 43°33'40". –1979. – 1 sheet ; 92 x 77 cm.

B. The description of physically separate parts supplementary to, or accompanying, another resource

A history of Hampshire and the Isle of Wight [GMD]. – Westminster : Constable, 1900-1912. – 5 vol. : ill. (some col.), maps, ports. ; 32 cm. – (The Victoria history of the counties of England)

Index to the Victoria history of Hampshire and the Isle of Wight. – London : Constable, 1914. – 135 p. ; 32 cm

C. The description of the physically separate parts of a multi-media resource

Minnesota politics and government [GMD] : a history resource unit / Educational Services Division, Minnesota Historical Society. – [St. Paul : Minnesota Historical Society, 1976]. – 3 cases in 1 ; 34 cm.

People serving people [GMD] / Judy A. Poseley. – 30 p. : ill. ; 28 cm

Voices of Minnesota politicians [GMD]. – 1 sound disc : 33 1/3 rpm, mono ; 30 cm

## APPENDIX B: BI-DIRECTIONAL RECORDS

Bi-directional records are multi-script records in scripts written from left to right and scripts written from right to left.

Unless the direction of the script changes within an element, each change of script begins on a new line of the description at the appropriate margin. Prescribed punctuation is given at the start of the new element in the style required by the script, except for the prescribed point, comma or semi-colon that are given at the end of the previous element in the style required by the script (see also 0.4). Thus the point of the point, space, dash, space (. –) ends the previous element and the dash begins the following element on a new line at the appropriate margin.

### ISBD(M) examples

القاموس الحديث، فرنسي-عربي تأليف متري الياس .

= Dictionnaire moderne, français-arabe / par Mitri Elias.

- طبعة 4، منقحة ومزيدة .

= 4me éd., rev. et augm.

- القاهرة: المطبعة المصرية.

= Le Caire : Elias' Modern Press, 1974.

(Arabic data transcribed first)

Dictionnaire moderne, français-arabe / par Mitri Elias.

= القاموس الحديث، فرنسي-عربي تأليف متري الياس .

– 4me éd., rev. et augm.

= طبعة 4، منقحة ومزيدة .

– Le Caire : Elias' Modern Press, 1974.

= القاهرة: المطبعة المصرية.

(French data transcribed first)

The walk : a story

(Right-left data within a left-right title proper)

מהד' 2

newly rev. and illustrated

(Left-right data within a right-left edition statement)

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