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**Cataloguing Code Comparison for the
IFLA Meeting of Experts on an International Cataloguing Code
July 2003**

**Reglas de catalogación, ed. nuevamente rev., 1999. – Madrid : Ministerio de
Educación y Cultura, Centro de Publicaciones : Boletín Oficial del Estado, 1999
Response submitted on April 30, 2003**

1. PARIS PRINCIPLES

1.1. Is your cataloguing code based on the Paris Principles for choice and form of headings and entry words?

Yes, it is based on them

1.2. In what ways do you vary from the Paris Principles and why (to meet what needs)? (Please address each of the following Paris Principles, indicating how your rules address each, e.g., cite your rule that corresponds or give the alternative that your rule provides. You only need to respond to those Paris principles where your rules differ.) Note: Paris Principle 1 is just the scope so is omitted here.

Paris Principle 2. Functions of the Catalogue: the catalogue should be an efficient instrument for ascertaining

- 2.1 whether the library contains a particular book specified by
 - a) its author
 - b) if the author is not named in the book, its title alone, or
 - c) if author and title are inappropriate or insufficient for identification, a suitable substitute for the title; and
- 2.2 (a) which works by a particular author and
- (b) which editions of a particular work are in the library.

Paris Principle 3. Structure of the Catalogue: To discharge these functions the catalogue should contain

- 3.1 at least one entry for each book catalogued, and
- 3.2 more than one entry relating to any book, whenever this is necessary in the interests of the user or because of the characteristics of the book – for example:
 - 3.21 when the author is known by more than one name or form of name, or
 - 3.22 when the author's name has been ascertained but is not on the title-page of the book, or
 - 3.23 when several authors or collaborators have shared in the creation of the book, or
 - 3.24 when the book is attributed to various authors, or
 - 3.25 when the book contains a work known by various titles.

Paris Principle 4. Kinds of Entry: Entries may be of the following kinds: main entries, added entries and references.

4.1 One entry for each book – the main entry – must be a full entry, giving all the particulars necessary for identifying the book. Other entries may be either added entries (i.e. additional entries, based on the main entry and repeating under other headings

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information given in it) or references (which direct the reader to another place in the catalogue).

Paris Principle 5. Use of Multiple Entries: The two functions of the catalogue (see 2.1 and 2.2) are most effectively discharged by

5.1 an entry for each book under a heading derived from the author's name or from the title as printed in the book, and

5.2 when variant forms of the author's name or of the title occur, an entry for each book under a uniform heading, consisting of one particular form of the author's name or one particular title, or, for books not identified by author or title, a uniform heading consisting of a suitable substitute for the title, and

5.3 appropriate added entries and/or references.

Paris Principle 6. Function of Different Kinds of Entry

6.1 The main entry for works entered under author's names should normally be made under a uniform heading. The main entry for works entered under title may be either under the title as printed in the book, with an added entry under a uniform title, or under a uniform title, with added entries or references under the other titles. The latter practice is recommended for the cataloguing of well-known works, especially those known by conventional titles (see 11.3)²

²The principles established for treatment of works entered under title may be followed also in arranging entries under any particular author heading.

The second option, the one recommended, is the one we follow: entry under a uniform title, with added entries or references under the other titles.

6.2 Entries under other names or forms of name for the same author should normally take the form of references; but added entries may be used in special cases.³

³e.g. when a particular group of works is associated with a particular name.

6.3 Entries under other titles for the same work should normally take the form of added entries; but references may be used when a reference can replace a number of added entries under one heading.⁴

⁴e.g. when a particular variant title has been used in a number of editions.

We do not make added entries under other names or forms of name for the same author, neither when a particular group of work is associated with a particular name.

The only situation where it is possible is the case of persons with the highest royal status within a state, or who are the head of state or governor, the Popes or the high ecclesiastical official. In those cases, depending on the work, the main heading may be for the jurisdiction if the person is acting in an official capacity, or by its own name if not, and added entries must be by the form not chosen for the main entry.

6.4 Added entries (or in appropriate cases references) should also be made under the names of joint-authors, collaborators, etc., and under the titles of works having their main entry under an author's name, when the title is an important alternative means of identification.

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Paris Principle 7. Choice of Uniform Heading: The uniform heading should normally be the most frequently used name (or form of name) or title appearing in editions of the works catalogued or in references to them by accepted authorities.

7.1 When editions have appeared in several languages, preference should in general be given to a heading based on editions in the original language; but if this language is not normally used in the catalogue, the heading may be derived from editions and references in one of the languages normally used there.

Paris Principle 8. Single Personal Author:

8.1 The main entry for every edition of a work ascertained to be by a single personal author should be made under the author's name. An added entry or reference should be made under the title or each edition in which the author's name is not stated on the title-page.

8.2 The uniform heading should be the name by which the author is most frequently identified in editions of his works⁵, in the fullest form commonly appearing there, except that

⁵Subject to section 7.1

8.21 another name or form of name should be taken as the uniform heading if it has become established in general usage either in references to the author in biographical, historical and literary works, or in relation to his public activities other than authorship;

8.22 a further identifying characteristic should be added, if necessary, to distinguish the author from others of the same name.

Paris Principle 9. Entry under Corporate Bodies:

9.1 The main entry for a work should be made under the name of a corporate body (i.e. any institution, organized body or assembly of persons known by a corporate or collective name),

9.11 when the work is by its nature necessarily the expression of the collective thought or activity of the corporate body,⁶ even if signed by a person in the capacity of an officer or servant of the corporate body, or

⁶e.g. official reports, rules and regulations, manifestoes, programmes and records of the results of collective work.

9.12 when the wording of the title or title-page, taken in conjunction with the nature of the work, clearly implies that the corporate body is collectively responsible for the content of the work.⁷

⁷e.g. serials whose titles consists [sic] of a generic term (Bulletin, Transactions, etc.) preceded or followed by the name of a corporate body, and which include some account of the activities of the body.

RC is more restrictive in relation to the idea of "activity" to use corporate body as a heading.

9.2 In other cases, when a corporate body has performed a function (such as that of an editor) subsidiary to the function of the author, an added entry should be made under the name of the corporate body.

9.3 In doubtful cases, the main entry may be made either under the name of the corporate body or under the title or the name of the personal author, with an added entry in either case under the alternative not chosen for the main entry.

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9.4 The uniform heading for works entered under the name of a corporate body should be the name by which the body is most frequently identified in its publications, except that

9.41 if variant forms of the name are frequently found in the publications, the uniform heading should be the official form of the name;

Reglas de Catalogación (RC) 15.2.1A establishes that if there are variant forms of a corporate body in a publication the predominant one is chosen first, followed by the most prominent, and then, by the brief one. And when it is known under a conventional name, this one should be preferred to the official form, according to the Paris Principle (PP)
9.43

9.42 if there are official names in several languages, the heading should be the name in whichever of these languages is best adapted to the needs of the users of the catalogue;

9.43 if the corporate body is generally known by a conventional name, this conventional name (in one of the languages normally used in the catalogue) should be the uniform heading;

9.44 for states and other territorial authorities the uniform heading should be the currently used form of the name of the territory concerned in the language best adapted to the needs of the users of the catalogue;

9.45 if the corporate body has used in successive periods different names which cannot be regarded as minor variations of one name, the heading for each work should be the name at the time of its publication, the different names being connected by references⁸;

⁸It is a permissible alternative, when it is certain that the successive names denote the same body, to assemble all the entries under the latest name with references from the other names.

9.46 a further identifying characteristic should be added, if necessary, to distinguish the corporate body from others of the same name.

9.5 Constitutions, laws and treaties, and certain other works having similar characteristics, should be entered under the name of the appropriate state or other territorial authority, with formal or conventional titles indicating the nature of the material. Added entries for the actual titles should be made as needed.

9.6 A work of a corporate body which is subordinate to a superior body should be entered under the name of the subordinate body, except that

9.61 if this name itself implies subordination or subordinate function, or is insufficient to identify the subordinate body, the heading should be the name of the subordinate body as a subheading;

9.62 if the subordinate body is an administrative, judicial or legislative organ of a government, the heading should be the name of the appropriate state or other territorial authority with the name of the organ as a subheading.

Paris Principle 10. Multiple Authorship: When two or more authors⁹ have shared in the creation of a work,

⁹In this section the word "author" is used to include a corporate body under whose name entries are made (see section 9).

10.1 if one author is represented in the book as the principal author, the others playing a subordinate or auxiliary role, the main entry for the work should be made under the name of the principal author;

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10.2 if no author is represented as the principal author, the main entry should be made under

10.21 the author named first on the title-page, if the number of authors is two or three, added entries being made under the name(s) of the other author(s);

10.22 the title of the work, if the number of authors is more than three, added entries being made under the author named first in the book and under as many other authors as may appear necessary.

10.3 Collections¹⁰. The main entry for a collection consisting of independent works or parts of works by different authors should be made

¹⁰A large minority of the Conference did not accept the text of 10.3 but favoured the following alternative text [see 10.3 Minority text]

10.31 [Main text] under the title of the collection, if it has a collective title;

10.3 [Minority text] The main entry for a collection consisting of independent works or parts of works by different authors should be made

10.31 when the collection has a collective title

10.311 under the name of the compiler (i.e. the person responsible for assembling from various sources the material in the collection) if he is named on the title-page;

10.312 under the title of the collection if the compiler is not named on the title-page;

10.32 [Main text] under the name of the author, or under the title, of the first work in the collection, if there is no collective title

10.32 [Minority text] when the collection has no collective title, under the name of the author, or under the title, of the first work in the collection.

10.33 [Main text] in both cases, an added entry should be made under the name of the compiler (i.e. the person responsible for assembling from various sources the material in the collection) if known.

10.33 [Minority text] An added entry should always be made under the name of the compiler (if known), when not chosen as heading for the main entry; and under the title, of the main entry is under the compiler.

10.34 [Main text] Exception: if the name of the compiler appears prominently on the title-page, the main entry may be made under the name of the compiler, with an added entry under the title.

RC follows the main text recommended, which is reflected as follows: PP 10.31 in RC 14.2.2Da and PP 10.32 in RC 14.2.2Db, and added entries for compilers are made. But PP 10.34 is not accepted at all. This means that a compiler can never be a main entry.

10.4 If successive parts of a work are attributed to different authors, the main entry should be made under the author of the first part.

The principle is accepted but there are some exceptions as when there is a redaction plan since the beginning and there is an author of the major part, even if he is not the first one (RC14.2.2.Bc).

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Paris Principle 11. Works entered under Title:

11.1 Works having their main entry under the title are

11.11 works whose authors have not been ascertained;

11.12 works by more than three authors, none of whom is principal author (see 10.22);

11.13 collections of independent works or parts of works, by different authors, published with a collective title;

11.14 works (including serials and periodicals) known primarily or conventionally by title rather than by the name of the author.

11.2 An added entry or reference should be made under the title for

11.21 anonymous editions of works whose authors have been ascertained;

11.22 works having their main entry under the name of the author, when the title is an important alternative means of identification;

11.23 works whose main entry is made under the name of a corporate body, but which have distinctive titles not including the name of the corporate body;

11.24 collections whose main entry is made exceptionally under the compiler.

No, as a compiler would never be a main heading according to RC

11.3 The uniform heading (for main or added entries, see 6.1) for works entered under title should be the original title or the title most frequently used in editions of the work¹¹, except that

¹¹Subject to Section 7.1

11.31 if the work is generally known by a conventional title, the uniform heading should be the conventional title.

11.4 The uniform heading for works of which successive parts or volumes bear different titles should be the title of the first part, unless the majority of the parts of volumes bear another title.

11.5 When a serial publication is issued successively under different titles, a main entry should be made under each title for the series of issues bearing that title, with indication of at least the immediately preceding and succeeding titles. For each such series of issues, an added entry may be made under one selected title.¹² If however, the variations in title are only slight, the most frequently used form may be adopted as a uniform heading for all issues.

¹²If it is desired to collect information about the serial publication as a whole in one place in the catalogue.

11.6 Multi-lateral international treaties and conventions and certain other categories of publications issued with non-distinctive titles may be entered under a uniform conventional heading chosen to reflect the form of the work.¹³

¹³If it is desired to group these publications in one place in the catalogue.

Paris Principle 12. Entry Word for Personal Names: When the name of a personal author consists of several words, the choice of entry word is determined so far as possible by agreed usage in the country of which the author is a citizen, or, if this is not possible, by agreed usage in the language which he generally uses.

1.3. Do your rules call for a main entry and added entries (per the Paris Principles) or what other device is used for arranging bibliographic records in your catalogue/bibliography/list?

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Yes, they do. All 14th RC chapter regulate when a heading must be a main or an added entry

1.4. What is the most typical "main entry" for works according to your rules (e.g., author then title; first author/title; all authors/title; title only when there is no author; other?)

The most typical main entry is author then title.

2. ISBD (INTERNATIONAL STANDARD BIBLIOGRAPHIC DESCRIPTION)

2.1. Is your cataloguing code based on ISBD for rules for description?

Yes, it is.

2.2. In what ways do you vary from the ISBDs and why (to meet what needs)? Please cite your rules that differ.

RC, tends to be more specific and to develop some points, such as the order of preference for information sources, notes, etc. Sometimes the mandatory level of some elements is different, as some optional elements of the ISBDs do not exist or are mandatory in RC. There are not any concept explanations in RC when an element is introduced, as in ISBDs do, because it is considered that has already been treated in the general glossary. Firstly, it has to be said that a general chapter for description exists in RC to which all the different materials description chapters refer.

The specific differences are:

For monographs:

For area 1 of ISBD(M) 1.1.4.22, RC 1.1.3J establishes that in the situation in which there is not a title in the item, a title that reflects the content should be drawn up.

For area 4, according with RC, the date of distribution is not repeated after each name or function statement as in ISBD(M)4.4.3.

It is in area 6 where the major differences are between ISBD(M) and RC.

Prescribed sources are different. There is no distinction between Section and Subseries in RC, in contrast to the ISBD(M), and this influences all the description of the area, which is similar to AACR2.

About title transcription, in contrast to the ISBD(M)6.1, that addresses to serials, the RC 2.6.3 addresses as well to area 1 of monographs.

The use of statement of responsibility of corporate heading is more restricted in RC2.6.6 than in ISBD(M)6.4.1, as the conjunction with title is necessary.

Numbering multi-volume publications is not treated in RC unlike what is done in ISBD(M) 6.6.3.

For older monographic publications:

About the preference order of information sources when there is not a title page in RC2.0.1 the order for monographs is applied, instead of the order of ISBD(A)0.5.

In other title information of the title proper, ISBD(A) 1.1.3.1 says that the choice is made by reference to the sequence of titles on that title-page, whereas there is nothing about it in RC 2.10, that is why it is addressed to the general rule of monographs. The same happen with ISBD(A)1.4.4. and 1.5.3.3..

The order of preference for information sources in area 4 is different in ISBD(A) 4 and in RC2.0.1B, that follows the general rule.

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Besides what it has been said for all materials in general, the main difference for cartographic material is in area 5, in the statement of accompanying material that is optional in ISBD(CM) and is considered important in RC4.5, especially nowadays. With regard to the serial publication the RC follows quite closely the old ISBD(S) description. The problem is that chapter 12, which refers to serial publications, is too general. It only gives a global description, and cataloguers miss more examples. Title page substitutes, for example, are more detailed in the ISBD than in the RC.

Differences between ISBD(CR) and RC:

RC are more restrictive in area 3, 4 and 6 about sources of information than ISBD(CR) where the whole continuing resource is.

About misprints in the title proper, in RC 1.0.7 they are transcribed as they appear in the title proper, followed by "sic" enclosed in square brackets; whereas in ISBD(CR) 0.10 they are corrected in the title proper, and the title as it appears is given in a note.

With title changes in RC 12.1.3 E it is said that a new bibliographic description is required whenever major changes occur in the title. The problem is that they are not defined. In RC14.0.3 it is stated that a new entry is necessary when the change is "considerable", when the main entry is under a name of person or corporate body and either of them changes, or when the publication bears a generic term and the issuing body changes. ISBD(CR) 0.12 y 0.13 specifies what constitutes a major change and what is a minor change. This detail about what is a minor change and what a major is new in the ISBD(CR).

As it has been said in area 6 of monographs there is no explanation about what sections, subseries, and supplements are and what their differences are. Sections with a distinctive title receive the same treatment as subseries RC12.1.3 D d, so there is no distinction between the two concepts.

With regard to initials and acronyms initials are chosen as title proper in RC 12.1.6 A, whereas in ISBD(CR) 1.1.3.3 full form is preferred in RC 12.1.6 A.

In area 4 RC 1.4.6 A says that any date of publishing different from the Gregorian calendar is indicated between square brackets, while ISBD(CR) 4.4.4 allows citing as parallel dates those dates in different calendars.

3. PERSONAL NAMES

3.A. PRINCIPLES

3.A.1. Do your rules have a goal to collocate the works of an author under the controlled name of the person?

Yes, our RC rules state a uniform heading and indicate when reference which direct from non-authorized to authorized form have to be done.

3.A.2. What other underlying principles guide your treatment of personal names?

An illustrative basic principle is that we pretend that the personal heading identify an author, to avoid ambiguities or false attributions. Therefore we enable several processes to avoid or break up homonyms.

An important underlying principle is to attempt getting closer to the name form which for the author, in reference and bibliographic sources, is identified. It is accepted that the

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author, as a last resort, define its name and the way he wants to be known, or it is intended to evaluate the form how the person is commonly known.

Occasionally we provide the access to subjects search or useful to the users.

3.B. CHOICE:

3.B.1. Which name used by a person is the preferred name for your rules?

The RC 15.1.1A includes the PP 8 “the personal name whether is commonly known as the author according to the works edited in his own language”

The RC 15.1.1Ba says that in those cases where the person is known by more than one name and we cannot choose the name by which the person is closely most commonly known, choose one name or form of name according to the following order of preference:

- 1. The name that appears most frequently in the person’s work.*
- 2. The name that appears most frequently in reference sources.*
- 3. The latest name.*

In the RC 15.1.1Bd there are given some rules in case that a name appears in different ways, and depending on how it appears, you can choose:

- 1. The way commonly used.*
- 2. The latest form used.*
- 3. The most completed form.*

The author’s name script is respected but if there are any changes, we choose the current one, or the predominant one (RC15.1.1Be).

If there are linguistic changes (RC 15.1.1Bf), we choose the used form for the most of its works, and if we have any doubt, we have to follow the reference sources of the country where the author lived or wrote, as a general rule but if:

- A name occurs in reference sources and/or in the person’s works in a Latin form as well as in a form in the person’s vernacular, choose the form most commonly found in reference sources.*
- We use the Latin form of the name with Byzantine authors.*
- And we accept the Spanish form for: Saints, Devotes, Popes, Emperors, Kings, reigning Prince, classic Greeks and Latins.*

In relation to alphabetical changes (RC 1.1.Bg) in the personal names written in non Latin form, we will choose the form that appears in the reference source, and if we cannot choose this one, we have to change the original form to the Latin writing.

3.C. STRUCTURE

3.C.1. Do you follow the IFLA Names of Persons when formulating the structure of a personal name?

Yes, we do. Nowadays we follow RC that briefly shows some of the most common examples of the IFLA publication. It is followed the IFLA's work not only to assign that structure to the names according to nationality but in relation to their language, although sometimes we accept the national decisions (from the National Bibliographic Agency) within different options of the same language.

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3.C.2. What is the structure of personal names (headings and references) in your code?

RC always shows that we must make a reference of the non chosen form as a heading, and that we must write it following the same structure as to the heading.

The initial element (RC15.1.2): when several elements form the name, we can choose as initial element the part under which the personal name appears ordered in an authorized list in its language or in the country where it lives.

As a general rule: if the name has one or several surnames, this/these will be the initial element, followed by the other parts of the name separated by a comma. With several surnames, you can choose the first surname as the first element but it had to be taking into account the national peculiarities that in some cases the initial element will be the last part of the name.

In the case of the married women (RC15.1.2 Ba4) that use the last name of the husband, this one will be used. But if she uses different surnames depending of the date, we can choose the modern one. The same way is if she uses the maiden names followed by the husband's surname, the initial element will be the husband's surname, except for Spanish, Italian, French, Czech and Hungarian nationalities in which the initial element will be the first surname that appears.

In the use of particles (RC 15.1.2Ba5) we follow the IFLA Names of Persons publication. With those names containing a title of nobility (RC 15.1.2Bb), this can be used as initial element, being the determinative of the title, separated by a comma of the name in direct order and the word that indicates the term of rank, in its own language. Or it cannot be the initial element, but is added to the name when the author uses it frequently, adding it after the form selected for the heading of the author.

If it has not surnames, nor term of rank, the proper name is the initial element plus geographic place where the author was born, followed by the nicknames or the religious determinative if it has (RC 15.1.2. Bc).

Structures for particular cases in which headings are formed of additions (RC 15.1.2 Bd):

Royal families or kings, emperors, reigning princes, for works written before or after ascending the throne, but not when they are acting in official capacity of his authority (in such a case the structure would be different, being the initial element the jurisdiction area, so it will be studied in the corporate names chapter.

In this case the initial element will be the name or names that they used as such sovereign, followed by the ordinal number in roman number and followed by the title and name of the State separated by a comma (in Spanish form).

E.g.: Felipe IV, Rey de España

If they are also Saints, they should be added next.

E.g.: Luis IX, Rey de Francia, Santo.

We must do references from the known nicknames.

In the case of a consort of a person with the highest royal status within a state or people, after the name we have to add his or her title followed by "consort of" and the name of the royal person.

E.g.: Sofía, Reina consorte de Juan Carlos I, Rey de España

When we have a nonreigning prince, infants and other members of royal families, we follow the general rule, that is: enter the last name, adding the rank in its own language.

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E.g.: Borbón, Gabriel de, Infante de España

Saints and Devotes: The initial element will be the name by which it is known, or name and birthplace, religious name or full name and surname in direct order, followed by the word Saint or Devout, in Spanish form.

E.g.: Tomás de Aquino, Santo

Popes: The initial element is the name identifying a Pope, followed by the ordinal number in romans, separated by a comma from the word Pope, adding in this case Saint or Devote if he is, in Spanish form.

E.g.: Pío X, Papa, Santo

Ecclesiastical entities - this element must be added when these authors only use the Christian name, following this one and separated by a comma.

E.g.: Filoxeno, Obispo de Hierápolis

Names of persons of religious vocation: the initial element will be the name, followed by the nickname or vocational religion and adding the initials of religious order, and if it goes with a nickname, we have to write it in its vernacular language, separately with a comma and followed of the initials of the religious order.

E.g.: María Isabel de Jesús, Madre (R.C.F.)

The structure followed in the special cases of initials, loose letters and phrases (RC 15.1.2. Bf):

When they are initials, loose letters or numbers, the direct order is followed, respecting the punctuation.

If the sentence does not include a personal name, follow the direct order.

If the sentence includes a personal name or similar, preceded of a term indicating relationship, rank, title, work, etc., the initial element will be the personal name. On the contrary, it will go in a direct form making a reference of the form not chosen.

If the sentence includes a personal name to which the work has been wrongly attributed, we follow the direct order, giving a reference of the opposite order.

When the person identifies himself as the author of other work, we form the heading with this sentence in a direct order, making a reference of his form if we know the real name of the author.

For graphic material, there are some special headings whose structures are:

In the case that we do not know the name of the author but if it is used the name of a workshop or circle in the heading of the work, the heading must be made up by the name of the artist by which the workshop is known in the form that the general rules say, followed by the right word Circle or Studio from...

E.g.: Velázquez, Diego (1599-1660). Círculo de

In those cases in which the word "anonymous" is the access point, we must complete this word with those terms that better delimit the geographic and /or cultural field in which we register the work, in any case, we have to write in brackets a chronological requirement.

E.g.: Anónimo (s. XVIII)

E.g.: Anónimo español. Madrid (s.XVIII)

3.C.3. What are the guiding principles for structuring names in your code?

Paris Principles

IFLA: Names of Persons: national usages for entry in catalogs". 3^a ed., 1977 and the

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Supplement of 1980
Anglo-American Cataloguing Rules 2
Cataloguing tradition

3.D. PSEUDONYMS

3.D.1. Do your rules provide for the identification of "bibliographic identities" for the personas used by a person or group of persons?

Yes, we accept the identity of the collective pseudonyms, and they are treated in the RC 15.1.1Bc, that is based on the AACR2.

3.D.2. How are pseudonyms treated (as references to a real name, as references to a predominantly used name, etc.)?

In RC 15.1.1Bc it has been said that if all the works are published under one pseudonym or are always identified by this pseudonym in sources of information, it should be chosen as a uniform heading.

When the author's works are issues under different pseudonyms or under a real name and one or more pseudonyms, the most prevalent in the last manifestations of the work, or in the critical works or reference sources must be chosen.

But in a contemporary author that uses several pseudonyms, or his real name and one or more pseudonyms, the prevailing name for each work must be chosen and references linking one name to each other must be made.

It is the same when the different names correspond to the different types of work or different functions of responsibility, the name with which the author is identified for each work or function must be chosen, and reference to each other must be made.

But if the differences between names occur between different manifestations of a work, the predominant one must be chosen, or if this is not possible we must choose the name that appears in the last manifestation, making author-title references to the authorized form from not authorized ones.

3.E. DIFFERENTIATING

3.E.1. Do your rules differentiate the names of persons so each has a unique authorized form as heading?

Yes, they do, all RC 15.1 is dedicated to obtain distinguished authorized personal headings.

3.E.2. What elements are used to distinguish one name from another that is similar?

*In RC 15.1.2Bd, 6 and 7 other possibilities are given besides giving the dates of birth and death, that are always an optional element in any case at the moment of formulating the heading. But if the homonym still persists or dates are not available, we can choose among the following additions to solve the problem:
fuller form of name*

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titles of nobility and terms of honor, initials of religious order, profession or the specific terms necessary to avoid the ambiguity.

3.E.3. When do you add these elements?

The dates, they are an optional element in RC, are always added, when available, at the moment of formulating the heading, but when it is not so, we add them to the pre-existent headings without dates when they are used again.

The rest of additions are only added when the homonym appears.

3.E.4. Which elements do you add to the heading and which do you include in an authority record for that person?

Except dates, we add the elements strictly necessary to differentiate the heading, giving the other elements and value information in an authority record, for a possible major further differentiation and to make the correct attribution of the works easier for the cataloguer librarian.

In this way, in an homonym heading with initials in the forename, we only develop the initials as a fuller form it is enough to solve the problem, but if it is not we give the surnames as a fuller form in direct order.

In the authority record all these elements useful to solve the homonym are included, besides information such as: nationality when it is known and it is different from Spanish one, literary genders handled by the author, subjects about which he writes, officials he possesses, family relations with other authors of similar name with whom he can be mistaken, works he has written and occasionally works he has not written but have been attributed to him, personal names with whom he must not be mistaken.

To sum up, any information that help to identify and differentiate an author.

3.F. AUTHORITY CONTROL

3.F.1. Do your rules call for the creation and maintenance of an authority file for controlling the forms of personal names used as headings and references in your catalogs and national bibliographies?

The rules do not call for the creation and maintenance of authority files, as are intended in GARR and MLAR. But in RC the 15th and 16th chapter deal with how the uniform headings and references must be, and 17th chapter is only dedicated to references of any kind

3.F.2. Do you provide links between names of individuals that are part of groups and the corporate name for the group? If so, in what situations?

No, we do not.

4. CORPORATE NAMES

4.1. What entities do your rules consider as corporate bodies? (e.g., ships, spacecraft, government or private agencies, institutions, corporations, societies, expeditions, performing groups, named meetings and conferences, festivals, exhibitions, etc.)

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RC14.1.2 specify what is considered as corporate heading: collective entities, what means, associations, institutions, enterprises, governments and its organs, projects and programmes, churches, assemblies, etc. even of temporary character, that have a particular name under which they are formally known. According to that all examples given in this query would have our consideration as corporate headings, if they have a specific name.

4.A. PRINCIPLES

4.A.1. Do your rules have a goal to collocate the works of a corporate body under the controlled name of the corporate body?

Yes, they do.

4.A.2. What other underlying principles guide your treatment of corporate body names?

Paris Principle 9

IFLA Form and structure of corporate headings (1980), although there are certain different points.

*IFLA Names of states: an authority list of language forms for catalogue entries
AACR2*

4.A.3. Are there limits on what sub-bodies are considered for naming?

According to Form and Structure of Corporate Headings (FSCH) 15.1, RC 15.2.3Aa establishes that a sub-bodies name enter directly as a heading, without a superior corporate body, when the name is enough for its identification. And if the name of the superior body is included in a sub-body name in a brief form it should not be omitted. *The exceptions established by RC, and therefore entering subordinately, are:*

1. *Official corporate bodies of administrative, legislative etc. character, which would be subordinated directly under jurisdiction, as it has been said in PP 9.6.1*
2. *Names of sub-bodies would be subheadings only:*
 - *When the name contain a word that normally implies that it is a part or an administrative subordination, according to PP 9.6.1*
 - *When the name is general in nature, and therefore could be used by some other corporate bodies, or is insufficient to identify the subordinate body, as it has been said in PP 9.6.1 and also in FSCH 15.1b*
 - *When the name includes the entire name of the higher or related body, according to AACR2 24.13A type 6*
 - *Besides, RC15.2.3B establishes that even if a corporate heading is not properly a sub-body but has a relation with a body and includes in its name the name of that corporate body, the uniform heading must be the related corporate body plus the other as a subheading.*

4.B. CHOICE

4.B.1. Which name used by a corporate body is the preferred name for your rules?

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RC 15.2.1.A says that we must use the name of a corporate body under which the body is the most frequently identified, according to PP, although the special rules for the cases administrative, legislative, etc. of corporate bodies, or sub-bodies or related bodies must be taken into account.

If there are different forms of the name of a corporate body, the predominant in the main source of information of the publication must be chosen. If in that source it appears in more than one form, the most prominent one must be chosen, and if there are not any differences the brief one must be chosen.

When a corporate body is known under a conventional name, this one should be preferred to the official one.

4.B.2. How are sub-bodies treated (are they established under their own name or subordinately under the name of a higher level body in the corporate hierarchy?)

As it has been said in the answer to 4.A.3, the RC 15.2.3A specifies that the name of the sub-body should be used directly as a heading, not subordinately, when the name is enough for its identification, and it is not an administrative, legislative, etc, official corporate body and it does not contain a word that implies it is a part or a subordinated body.

In case of establishing the sub-body subordinately, RC15.2.3.Ac says that we must only take into consideration only the hierarchical elements necessary to identify the sub-body, provided that we do not omit the jurisdictional name in the case of administrative, legislative bodies, following FSCH 17.

4.C. STRUCTURE

4.C.1. Do you follow the IFLA Form and Structure of Corporate Headings when formulating the structure of a corporate body's name?

Yes, we generally follow IFLA FSCH (1980) when formulating the structure of a corporate body's name. There are only some cases in which we separate from them:

- *from the general recommendation FSCH 4.2 that says that when among the variant forms there is an initialism or acronym, the full form should be preferred, unless the acronym or initialism is more widely used. RC in 15.2.1A chooses the prominent form first, then the brief one.*
- *respect to general recommendation FSCH 5b that says an initial article should be omitted unless required for reasons of clarity of grammar. RC 15.2.1A says that the article, if there is one, must be postponed, and in the case it should precede, it should not be taken into account when ordering. With this rule, the RC has wanted to keep the practical tradition, but nowadays practice we leave the article as a part form when it really forms part of the name and if we removed it we would fall into a grammar mistake.*
- *FSCH 7 about qualifiers prescribe a punctuation to separate elements that are not contemplated or are different in RC: for example, when there are two or more qualifiers of different types FSCH recommends space, semicolon, space, and in RC a point is used.*
- *We also separate from recommendation FSCH 7.3 that establishes that when a corporate body includes a local place name, which would normally be used as a qualifier, it must be given as a qualifier. On the contrary RC 15.2.1B establishes to*

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keep the form in which it appears, allowing the geographic place form part of the name. In this case, we are closer to P.P. 9.4, and to FSCH 5 that establishes to record the name in the form and order in which they appear in the source of information. That is why we would never use the geographic place as a qualifier, if it is included in the name of the corporate body, unless it appears typographically separated or in other sources of information.

- *We do not follow either the FSCH 7.5 recommendation of recording the qualifiers or any identifying characteristics added to a corporate body in one of the official languages of the territory in which the body is located. It is thus drawn from RC that all the identifying characteristics should be in Spanish and the Spanish name if it exist and is of common use should be used for geographic places. (RC 15.2.1 B)*
- *About the FSCH 13.1 recommendation of adding a geographic location to all territorial authorities below the level of state, federal, unit, etc. RC 15.2.1C establishes that the precise identification should be added to jurisdictional territories of different order that have a similar geographic name. This procedure is in accordance with the FSCH 13.3 recommendation that dealing with identical geographic names, ask for addition of characteristics.*
- *FSCH 13.3 recommendation establishes the addition of further characteristic designations of the type of territorial authority, when there are identical geographic names and identical location characteristics. And there are examples that add different characteristics at the same time, what we never do; we never give two identifiers together.*
- *Although there is nothing in RC against FSCH 21c, we do not apply the recommendation which establishes that when the name of the territorial authority is necessary to identify a corporate body, the corporate body must be treated as an organ.*
- *About the conferences we only separate from FSCH 26 in the punctuation given in the examples to separate the qualifiers. As it has been said before we use points.*
- *In religious bodies FSCH 29.1 prescribes that the name Catholic Church must be recorded in a uniform heading in Latin, but we record it in Spanish.*
- *We do not follow the FSCH 34.2 recommendation which establishes that when there are variant forms in different countries of the name of a religious order or society, the official name must be used. Our RC 15.2.4C establishes that the name under which it is most frequently identified, the Spanish name must be used.*

4.C.2. What is the structure of corporate body names in your code?

Following the IFLA Final Report of Structures of Corporate Name Headings, 2000, the possible structures of corporate body names in RC are:

1. *Simple name, as found, that could also be the distinct name of a sub-body entered directly. RC 15.2.1A*
2. *Simple name, as found, consisting of two parts, one of them being explanatory.*
3. *Simple name, as found, with qualifiers such as local place, dates, jurisdictional type, identifying characteristics of type of corporate body, etc. RC 15.2.1B*
4. *Simple name, as found, but with omission of part of the name such as commercial initials, acronyms, etc.*
5. *About the structured form of the name, part of the name should not be converted into a*

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qualifier, and the order should not be inverted either.

6. *Structured form in a hierarchical corporate body, when a body is entered subordinatedly to a superior body RC 15.2.3Ab/Ac, RC 15.2.3 and, in religious bodies, RC 15.2.4C.*
7. *Structured form of the name, with jurisdiction as first part of the name RC 15.2.2D, RC 15.2.2, RC 15.2.3Ab1*
8. *Structured form of a sub-body name entered subordinatedly to a superior body, and with qualifiers after the name such as local place, or, in the cases of conferences the number, year and place name, RC 15.2.4B; or the case of heads of states, dates and personal names RC 15.2.2Da.*

4.C.3. What are the guiding principles for the structure of corporate body names in your code?

Based on the sources commented in question 4A2, our corporate headings try to facilitate the user's search, that is why it is admitted, where it is possible, that when there is a different language name for a corporate body or geographic place, we prefer to give the names of local use, if they have been used by the own corporate body, even if they are not the official ones.

4.C.4. What elements are used to distinguish one name from another that is similar?

RC 15.2.1B establishes the addition of geographic name of local range, province, state, etc. that suit to corporate body better. Otherwise we should add a word identifying the corporate type, or the dates of foundation and cessation or the related corporate body.

4.C.5. When do you add these distinguishing elements?

We do not add these qualifiers unless homonym occurs or may occur.

4.C.6. What elements are used to identify corporate bodies in headings?

Corporate name

Jurisdiction if it is an administrative, legislative, judicial or military body

Name of subordinated body

Numbering, date, place name in temporary corporate bodies

Official name, with dates and personal names, for head of states, or high government officials, popes and other high ecclesiastical officials

And on some occasions, not systematically, the identifying elements used to distinguish corporate bodies mentioned in 4C4

4.C.7. What elements do you include in authority records to identify the corporate body?

We mention all the elements that have been used in the heading, as well as the elements that have not been used because they were not necessary, but are useful to identify or

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clarify and help to the cataloguing staff. In this way we record the local place or jurisdiction, dates of foundation and cessation, activity, administrative hierarchy, related corporate bodies, history of evolution such as changes in name, absorption, scissions, variant and related forms.

4.D. AUTHORITY CONTROL

4.D.1. Do your rules call for the creation and maintenance of an authority file for controlling the forms of corporate bodies' names used as headings and references in your catalogs and national bibliographies.

The rules do not call for the creation or maintenance of an authority file with records as establishes by GARR and MLAR. RC deals with the form and structure of authorized headings and references.

5. UNIFORM TITLES (work-level or expression-level citations) (main and added entries)

5.1. Do your rules consider uniform titles for work beyond anonymous classics? (If so, please describe when they are used.)

Yes, they do. RC, Chapter 16 is devoted to formulate uniform titles, entered under title or author-title (personal or corporate body).

RC establishes that the uniform title in the anonymous works in non-roman scripts is given in Spanish if the title exists in this language. In other cases, the title is given in the form known in the reference sources (RC 16.1.3).

A work originally written in Greek before XVI century (RC 16.1.4.) is given in Spanish, if it exists a title. If it not exists, the Latin form commonly accepted, and as at last resort the Greek transliterated form.

If a separately catalogued part of a work has a distinctive title (RC 16.1.7), we use the title of the part as the uniform title, except for a separately published part of a musical work for which a uniform title is formulated with the title for the whole work followed by the title of the part (RC 16.9.3).

When the manifestation consists of the complete works of a person we use the uniform collective title "Works" (RC 16.2.1). When the manifestation consists of three or mores works, but not all, the collective title "Selections" is used (RC 16.2). If it consists of several works in one particular gender, and the person is the author of works of more than one gender, a collective title for this particular gender is used (RC 16.2.3.).

The uniform title for manuscripts is formulated choosing this order of preference:

- 1) Original title, or the title next to the original in that time.*
- 2) Title proper*
- 3) Title established by the scientific tradition*
- 4) Title by which it is known the manuscript*
- 5) In the case of miscellaneous manuscripts, the title assigned by the compiler*
- 6) The heading of the repository followed by "Manuscript" and the repository's designation for the manuscript*

For a collection of legislative enactments of a jurisdiction we use the uniform title "Laws, etc." (RC 16.5). If the compilation is on a particular subject, this subject is added to the uniform title.

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For a single legislative enactment the uniform title used is the official short title, or the title under which it is known or any official designation (number or date).

The uniform title for ancient and medieval laws (RC 16.5.2) is created with the traditional name, in its whole form and in the original language, unless the reference sources gives it in another language.

The uniform title for the parts, sections or extracts is the name of the whole, followed by the title of parts if they are not distinctive. Otherwise, the uniform title is the title of the part or section.

The uniform title for a collection of treaties between two parties is "Treaties, etc." (RC 16.6), followed by the name of the other party. For a single treaty the year is also added.

E.g.: España. Tratados, etc. Gran Bretaña, 1960

The same heading is used when the treaty is signed by more than two parties, without adding the second part to the uniform title.

When a collection of treaties signed at the same time is identified by a collective name, we use that name followed by the year in brackets.

E.g.: Tratado de Utrech (1713)

Tratado de Roma (1959)

If one of the parties is the Holy See, the uniform title is "Concordats, etc." followed by the correspondent part.

For a separately catalogued protocol or amendment we use the uniform title for the original agreement followed by "Protocols, etc." and the date of signing (RC 16.6.6).

The uniform title is also used for the sacred scriptures (RC 16.7). For the Bible and the Apocrypha the title is given in Spanish (RC 16.7.1). Appendix I of RC collects the uniform titles established to the partial editions and translations of the Bible.

RC 16.7.2 gives the general uniform title for sacred or worship books of no Christian religions.

Catholic liturgical works are given in Latin and we use "Heading of Liturgical Works. List of uniform titles for liturgical work of the Latin rites of the Catholic Church", IFLA, 1981.

Other liturgical works are given in Spanish (RC 16.8.3), if there is a form in Spanish for the title and the rite. If not, we use the title in the language of the liturgy.

For the musical works (RC 16.9), if there is a title given for the composer, this original title is the uniform title.

If the titles are similar, we add the medium of performance and other additions when necessary.

But when the title of a musical work is the name of a type of composition, the uniform title is created in the language of the cataloguing agency, including these elements:

-type of composition

-medium of performance

-serial number

-opus number or thematic index number

-key

-other identifying elements: selection, arrangement, sketches ...

5.A. PRINCIPLES

5.A.1. Do your rules have a goal to identify and collocate works and/or expressions through the use of uniform titles for the names of the works/expressions? [NOTE: The

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terms work, expression, manifestation, and item are from the IFLA FRBR report, available at: the IFLA Publications Web site, under the Saur publications; UBCIM Publications - New Series v. 19

<http://www.ifla.org/V/saur.htm>

(available as a pdf file, 559K)]

Chapter 16.1 of RC establishes that the uniform title for monographic resources is used to collocate all the manifestations of a work published under different titles or expressions. With the present practice of uniform titles it is not always possible to identify and to distinguish an expression in a language from another in the same language.

RC 16.1.2C establishes that we must give references from the title or the author-title under which the work has been published to the uniform title or uniform author-title with the addition of the language for collocate different expressions.

Special casuist is given in RC16.1.6. So, when the expression is bilingual, the two languages are indicated, and if one of them is the original one, it is placed second. When an expression is in three or more languages, the term “Polyglot” is used.

If a work is published simultaneously in various expressions for the first time in different languages and none is presented as the original one, the language of the uniform title is established according to RC16.1.5. If the work is entered under the heading for a corporate body, the uniform title is in the language accepted in the catalogue for the name of this corporate body.

If the works are from a bilingual author, the language chosen for the uniform title is the one chosen for the name of the author. If the form of the name is the same in both languages, it is chosen according to the one of the cataloguing.

If none of the languages is the one of the heading or if the entry is under the title, the language for the uniform title is chosen in this order of preference: the Spanish language of the cataloguing centre, other Spanish language, English, French, Italian, Portuguese and German. If there is no title in any of these languages, use the title of the edition received first.

However, when a work has different basic versions in several languages, these versions are considered works and a uniform title is established in each language, linking all these uniform titles by references (RC 16.3).

5.A.2. Is the use of uniform titles mandatory, or only in certain situations, or never used? (Please explain)

The use of the uniform title is optional. RC allows each agency to determine its own requirements of uniform title.

However, the mandatory nature is higher in laws, collections of laws, treaties, musical works, because it is the best way to avoid confusion.

5.B. CHOICE

5.B.1. Which name used for a work or expression is the preferred name for your rules? (e.g., for a work-level uniform title, what is the preferred source; what is the source for an expression-level uniform title – is it the “best known” or most frequently used or other?)

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In RC 16.1.1 the uniform title is formulated according to the title under which the work is most frequently identified. If there is not a predominating one, the title of the original edition is chosen, transliterated when it is in non-roman script, without the words that are not necessary to identify the work. Therefore, the sources are the external ones and the chief source of information of the item itself.

Of course, these guidelines are for work and expression level. The uniform title for expression is formed with the established heading for the work and the specific additions to the expression found in the manifestation, either in its title page or elsewhere.

However, for serials, the uniform title is a way to make a title unique. In constructing this uniform title, we apply the principles used for constructing the key title.

For musical works, if there is a literary title, the general rule is used, but when the title is a type of composition, the uniform title is written by the cataloguing agency with some elements taken from the item, and usually from external sources.

The uniform title created for cartographic material is formulated from the own source and external sources.

5.C. STRUCTURE

5.C.1. What elements comprise your uniform titles?

Title

Name of part

Number of part

Form subheading

Type of composition

Medium of performance

Key

Type of map

Version

Language of the expression

Date of treaty signing

Jurisdiction of the second signing party

Date of the work to distinguish titles

Name of the responsible corporate body to distinguish titles

Place of publication to distinguish titles

Edition statement to distinguish titles

5.C.2. Do you use author/title uniform titles or other work-level or expression-level uniform titles to uniquely identify works and expressions?

The concept of uniform title is totally different in serials and in monographs.

Uniform titles in monographs are used to collocate under the same term, although in serials they are used to distinguish different manifestations published under the same title.

With the present practice of uniform titles it is not always possible to identify and to distinguish an expression in a language from other in the same language, except for the Bible where the version or the name of the translator is added in the MARC subfield \$s.

5.D. AUTHORITY CONTROL

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5.D.1. Do your rules call for the creation and maintenance of an authority file for controlling the forms of uniform titles used as headings and references in your catalogs and national bibliographies?

The rules do not call for the creation or maintenance of authority files, with the authority records as established by GARR and MLAR.

Rules prescribe uniform headings and their relevant references.

6. GMDs (GENERAL MATERIAL DESIGNATORS)

6.1. Do your rules call for using GMDs in area 1 of the ISBD areas of description?

Yes, they do.

6.2. If so, what list of terms do you follow (please provide the list)?

Multimedia

Printed text, Braille text

Manuscript

Cartographic material

Graphic material

Motion picture

Printed music

Sound recording

Microform

Film -- to cinema films

Videorecording

Electronic resource

6.3. Have you considered alternatives to GMDs that would clarify the element as being a mode of expression versus a form of manifestations? If so, please explain.

Not, we have not.

6.4. Do you use a GMD as an identifying element in a uniform title?

It is not a general practice, but we have sometimes used GMDs to distinguish one title from another.

6.5. For the future, what are your views about using the GMD in area 1 of description? Or where else does it "belong" in a bibliographic record?

GMDs after the title proper in area 1 of description of a manifestation is a quick way to identify the sort of material to which an item belongs. But these data are very closed to the physical description of the format in hand.

7. SERIALITY

7.1. Do your rules cover "continuing resources" in the current ISBD(CR) parlance?

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The Spanish Reglas de Catalogación (RC, Cataloguing Rules) are not adapted to the new ISBD(CR) yet. Therefore, we still do not use the new terminology “continuing resources” or “integrating resources”, and the old term “serials” is commonly employed.

7.2. How is the topic of seriality as a characteristic of a publication (mode of issuance) treated in your rules?

In the RC Glossary it is said it is a publication issued in a succession of parts, usually in numbered or chronological order, with a common title, without pre determined conclusion.

7.A. PRINCIPLES:

7.A.1. What principles guide the decision on when to make a new record for a continuing resource (serial or integrating resource) as the various identifying elements change over time?

RC (12.1.3 E): it is said that a new bibliographic description is required whenever major changes occur in the title. The problem is that they are not defined. In 14.0.3 it is stated that a new entry is necessary when the change is “considerable”, when the main entry is under a name of person or corporate body and either of them changes, or when the publication bears a generic term and the issuing body changes.

ISBD(CR) (0.12 y 0.13): specifies what constitutes a major change and what is a minor change.

This detail about what is a minor change and what a major is new in the ISBD(CR). The old ISBD(S) were not as elaborate. Therefore, the Serials Department of the Biblioteca Nacional followed the stipulations stated in the ISSN Manual relating major and minor changes in the title proper.

7.B. CHOICE

7.B.1. What do your rules require for the name (title or author/title) given to a continuing resource?

Regarding the choice of headings for serial publications, our RC refers to chapter 14, which describes access points. We don not follow the stipulation in 14.6.10 B, which states: “supplements and special numbers of serials that have no individual title have as heading that of the publication to which they refer, although with a separate entry”. We find this rule is not enough clear, because if the publication lacks an individual title it is impossible to make a separate entry and description. If the meaning of the rule is that the only title of the publication is a generic term such as “supplement”, this title can be separately catalogued as dependent title of the main publication.

Main entry under personal name

This is not a frequent case in serial publications. We follow the form established in the authority file of the Biblioteca Nacional, according to RC 15th chapter.

Main entry under corporate name

In a previous version of our RC, it was stated that a serial publication could only have its main entry under corporate name when it was of administrative nature and it bore also a

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generic term. This requirement was withdrawn later, and now we can also make corporate main entries to serials with distinctive titles.

Regarding the form of the main entry, we also follow the RC 15th chapter stipulations.

Main entry under title

Our RC does not address the issue as to how to arrange the serial titles catalogue or how to distinguish between identical titles. In the Serials Department we have chosen to sort by the uniform title. Uniform titles for serials are utterly different from those for monographs. In the latter case, the uniform title is a tool for collecting the same work edited under different titles. For serials, the uniform title is a way to make a title unique. In constructing this uniform title, the BN applies the principles used for constructing the key title, which in summary are as follows:

Distinctive titles: if there are two or more publications with the same distinctive title in the catalogue, they are qualified with the place of publication between brackets. If a coincidence still exists, the date of publication is added. Other qualifiers may be used in order to get a perfectly identified title.

Generic titles: they are qualified with the issuing body in the same form as it stands in the publication (not necessarily an authorized form). Title and issuing body are separated by a dash.

We follow the guidelines established by Library of Congress Rules Interpretation to redact the heading used as access points of series.

8. MULTIPART STRUCTURES

8.A. COMPONENTS VERSUS AGGREGATES

8.A.1. Do your rules prescribe the cataloging treatment for collections (or aggregates) of works (not including serials)? (Please describe)

Yes, they do. RC 14.2.2D deals with the collections, considering as such:

- Issues including independent works or extracts of those works by different persons or bodies.

- Works that collect different personal or corporate contributions under a publishing director of a person.

- Works consisting of the two types referred above.

The difference is made between collections that have or not a collective title.

If the collection has a collective title:

1. The main entry is under the collective title and added entries must be made for:

- Compilers, editors, directors, etc. if there are not more than three and they appear in the main source of information; if there are more than those, the added entry must be made only under the main or the first person named.*
- Authors, when the number of contributions or independent works is two or three, name-title added entries would be used.*

When the number of contributions or works is more than three and the persons will not be more than such a number, the added entries will be of name-title for authors that only have one work, and added entries of name for the author who has more than one work.

But in any case, each cataloguing centre has the possibility to do name-title added entries when they consider it appropriate.

When the contributions or works are more than three, and it is as well the case for the persons, only one added entry will be used under the name of the

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first person. But, again, each centre has the possibility to do name-title added entries.

2. *If the collection does not have a collective title – the main entry will be under the heading for the work that appears first on the common title-page, or in the first title page if there is not a common one. Added entries of name-title for other works must be made if they are not more than three, and, when they appear, for the compiler, selector, etc. as well.*

The possibilities of cataloguing description will be different if we deal with a single physical unit, that follows the general rules or within a multi-volume that is contained in RC 13.2 and 1.9.

RC also offers the option of cataloguing each work independently in chapter 13.

8.A.2. Do your rules prescribe the cataloguing treatment for works that consist of components of other works? (Please describe, e.g., do your rules require separate bibliographic records for every physical component; do your rules allow optional ways to catalog such materials, such as all on a single record with notes and added entries for the individual works within the whole; other?)

According to RC 13 and 1.9 we can follow one of these procedures for works that are component parts of other works:

1. *catalogue the component parts in only one record*
 - a) *in a content note, or*
 - b) *through multi-level description*
2. *catalogue each component part or group of component parts in separately bibliographic records. If the record belongs to a group of component parts, this record can describe each component part by a content work.*

The conditions to use one procedure or other are not prescribed by RC, and the centres and cataloguers have the possibilities to decide.

Cataloguing through content notes or separate bibliographic records for the components presents some difficulties in practice. The value of work to be catalogued is the most decisive element, although not the only one, to decide on one or other procedure use, either if the components are all of the same material or not.

Nowadays the cataloguing tends to consider, in the last case (components in various materials) one of the physical materials more important than the rest, which are usually described as accompanying material.

8.A.3. What devices are used to link the parts with the whole and vice versa? (E.g., series statements, notes, added entries for the uniform titles of the main work, contents notes for the parts, etc.)

It is possible to choose between giving the general information of a work in a series statement or indicating the component parts that constitute the work in notes area in a content note, and redact name added entries.

If a series statement has been given, it will have title or name-title access.

Nowadays, in serials and some especial materials the MARC 76/78X fields have started to be used to link them with the general work.

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8.B. PRINCIPLES

8.B.1. Do your rules have a goal to describe each work within each publication (relates to 8.A.2 above), or is that decision left to the cataloguer/cataloguing agency?

No, it is not a goal, in the sense that all the works in a publication must be described in one bibliographic record, although there are some distinct procedures, as has been mentioned, in RC13 for properly analytic or pseudo-analytic records (work's general title in series statement). We must not forget the content notes and multi-level cataloguing which must be considered alternative procedures, not always considered the most suitable ones.

8.B.2. If there are such rules or principles, for what materials do they apply?

RC, in this sense, does not distinguish between materials

8.C. WORK-LEVEL

8.C.1. What options do your rules provide for describing the individual works within multi-volume publications that contain multiple works?

RC 2.9 of Multi-volume publications establishes that in the case that each volume has an individual title, it can be described by a content note or by a multi-level description procedure, in two or more levels. And in RC 13 there is an option, to make a description from each individual volume and give the general work information in a series statement. The added entries of name-title for works are always uniform added entries.

8.D. EXPRESSION-LEVEL

8.D.1. How do your rules handle multiple expressions of the same work? (e.g., one record for every expression, separate records for separate editions and translations, a single record for all expressions, etc.)

RC, generally, warrants different bibliographic records for each edition and translation of a work. In the same way, different records for other expressions of one single work are warranted, either because the work has been reformed, enlarged, abridged, actualised, etc. or because of any other reason, and whether the responsible persons are the same as the original plan of a work or whether they are different persons. This independently of the physical material.

However, it must be said that at uniform title and access level, the expressions are no usually taken into account, except in some cases as for example in the books of the Bible. That is why a group of expressions from one single work can be represented by one uniform title with the addition of a term indicating the language.

8.D.2. When do your rules instruct a cataloger to make a new or separate bibliographic record when there is change in content (i.e., what sorts of changes to content require a new bibliographic description)?

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RC does not give precise instructions but it is supposed that any change in content, no matter how small it may be, requires a new bibliographic record, because this would mean a new editorial manifestation.

Bibliographic records bear a certain relation to formal changes in the presentation of works (or expressions), as it happens with a content change.

8.E. MANIFESTATION-LEVEL

8.E.1. How do your rules instruct catalogers to handle multiple manifestations of the same expression of a work? (i.e. different physical formats for the same content) (Please indicate if there are multiple options, such as single record, multiple records, linking devices if multiple records are used, etc.)

If all the manifestations are supposed to be from a unique expression, usually we prefer the redaction of one bibliographic record for each different physical format (although this principle is not formulated in RC).

This is specially suitable when one single expression has different manifestations in the same physical format with different outstanding physical characteristics (for example, the same text issued by different publishers or in different series, etc.).

The cataloguing code does not give instructions with regard to this subject, but this procedure allows a better control of manifestations, with more precise possibilities of their identification.

9. **What else** do we want to know and compare to see if we can work towards an international code? (Please provide any additional issues or comments here.)