

INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS

**Guidelines
for the application
of the ISBDs
to the description of
Component Parts**

Approved by the Standing Committees of the IFLA Section on Cataloguing and the IFLA
Section of Serial Publications

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INTRODUCTION

The publication of the *Guidelines for the Application of the ISBDs to the Description of Component Parts* marks the completion of a long and complex effort to establish an internationally accepted framework for the description of items such as journal articles, chapters and other parts of monographs, individual tracks on sound recordings, and other types of “works within works”. From the outset it was recognized that achieving acceptance of such a framework would be difficult, particularly inasmuch as the potential implementors are divided between two communities that over time have established rather different practices and traditions with respect to bibliographic description: the library community, on the one hand, with its cataloguing tradition; and, on the other, the abstracting and indexing community with its citation practices. Although the initiative was taken by the library community, through IFLA, and was conceived within the overall programme for the development of International Standard Bibliographic Description (ISBD), it was acknowledged that the requirements and constraints of the abstracting and indexing community would have to be addressed in parallel with those of the library community in order to ensure that the resulting framework would meet the objective of providing the necessary bridge between the descriptions formulated in the two communities.

The decision to begin work on the task was taken at the IFLA General Conference in Brussels in 1977. The following year, at the conference in Strbske Pleso, terms of reference and a proposed roster of members for a Working Group were drawn up and agreed to jointly by the Standing Committees of the Section on Cataloguing and the Section on Serial Publications. The charge given to the Working Group was to “provide requirements for the description and identification of works and portions of works contained in a serial or in another work for which another comprehensive bibliographic description has been made”. Styling itself as the Working Group on the International Standard Bibliographic Description for Analytic Entries--ISBN (AN), the group held its first meeting in Warsaw in January 1979, where discussion centred immediately on those issues that were to prove the most problematic to its task.

The first was an issue of scope: was the task at hand one of developing a full range of techniques for describing works that are related to larger works (including monographs within monograph series, individual volumes in multivolume sets, sub-series of more comprehensive main series, etc.) or simply to devise a technique for describing works that are issued not as bibliographically independent items but rather only as parts contained within such items. After debating the issue along with related questions of terminology (what was actually meant by “analytic entry”) and the differences in approach to bibliographic “analysis” taken by the library and abstracting and indexing communities, the group concluded that its task must be centred on a single level in the bibliographic hierarchy, that is on the “analytic” or lowermost level as distinguished from the ascendant levels, monographic, serial, and collective. In other words the descriptive technique that was to be devised was one that would serve to describe works that are issued only as part of a bibliographically independent publication and cannot in themselves be described without reference to that larger, bibliographically independent item. This decision cleared the way for declaring out of scope the description of monographs within monograph series, independent volumes in multivolume sets, etc., leaving those matters to the existing conventions in the ISBDs for monographs, serials, etc., and dealing exclusively with those works issued not as bibliographically independent items but only as parts thereof—hence the term “component parts”. It was at this point in fact that the Working Group retitled its working drafts as ISBD (CP), International Standard Bibliographic Description for Component Parts and began to refer to itself as the Working Group on ISBD (CP).

A second major issue that had been identified at the outset and continued to present problems for the Working Group through several years of deliberation and repeated attempts at drafting an ISBD centred on the matter of a structural framework for the description. In its original charge, the Working Group was instructed to “follow the stipulations of the annotated text of ISBD(G)”. Interpreting that instruction quite literally, the Working Group first attempted to develop a description that would conform in its entirety with ISBD(G). The difficulty there was that the ISBD(G), although purporting to be a general framework hospitable to all types of description, had actually been conceived with only the upper levels of the bibliographic hierarchy in mind, i.e., the monographic, serial, and collective levels. At the analytic level, a meaningful description must incorporate not only elements pertaining to the component part, which in many respects are analogous to the elements used to describe a bibliographically independent publication, but in addition must include a sufficient number of elements pertaining to the host item (i.e., the publication in which or with which the part is issued) to permit an unambiguous identification

of the host. Trying to accommodate both those requirements within the framework established by the ISBD(G) proved to be a difficult task indeed. The first working draft attempted to place all the elements identifying the host item in the area designated by ISBD(G) as the Material Specific Area, that being the only area defined in sufficiently broad terms to accommodate the complete assemblage of elements that might be required to identify a host item. In practice, however, the use of area 3 for the identification of the host item proved quite unsatisfactory, tending as it did to split the description of the part itself into two halves, the first preceding and the second following a very awkwardly placed group of elements identifying the host item. A second attempt, placing the identification of the host item with other notes in area 7, produced slightly better results, but still presented a difficulty in that it separated the last area of description pertaining to the part itself (the standard number area) from the main description of the part and left it sitting in ambiguous juxtaposition to the elements identifying the host item. Finally the Working Group abandoned its attempt to place the entire description literally *within* the framework provided by ISBD(G), and began to experiment with a “double-deck” approach, placing all the elements pertaining to the part itself in a single sequence as prescribed by ISBD(G), followed by a second sequence of elements, again in ISBD(G) order, but grouping together in the second sequence all the elements required to identify the host item. With the inclusion of a specially devised unit of prescribed punctuation to separate the description of the component part from the identification of the host item, the “double-deck” structure provided a much more satisfactory solution to the problem. The only troublesome structural problem remaining at that point was the somewhat awkward placement of details on the location of the part within the host item. In their continuing effort to adhere to ISBD(G) prescriptions, the Working Group placed the location information in the note area of the second “deck” of the description, i.e. with the other elements identifying the host item. But again this had the unsatisfactory effect of severing the standard number area (in this case the standard number pertaining to the host item) from the main body of descriptive elements with which it should properly be associated. As it turned out, one more attempt at dealing with the structural problems would be required before a satisfactory solution was found.

The third major problem, which again emerged early in the deliberations of the Working Group and continued as a problem through several reworkings of the draft ISBD, stemmed from the fact that the proposed ISBD for component parts was intended to be used for the description of all types of “works within works” regardless of the physical medium or type of material involved, or of the form of the host item. Interpreted literally, this meant that in order to be “complete” the stipulations set out in the ISBD(CP) would have to incorporate all the stipulations covered in the ISBDs for monographs, serials, cartographic materials, non-book materials, printed music, and antiquarian books—not once but twice, first as they pertained to the description of the component part, and second as they pertained to the identification of the host item. Such a comprehensive compilation of stipulations was clearly unworkable, both from the point of view of those trying to put a text together as well as from the point of view of the practitioner attempting to use the text as a guide in formulating a description for a specific work. But even though it was clear that a “complete” set of stipulations was impractical, it was not so clear what the best alternative might be. From one draft to the next the Working Group struggled with the problem, altering the mix of straightforward reference to stipulations in the other ISBDs with repetition of certain stipulations (sometimes modified, sometimes not) and supplementary stipulations that could not be covered by reference to or excerpts from the other ISBDs.

Between the Fall of 1978 and the Spring of 1981 the Working Group corresponded intensively on these and other issues relating to their task, met to discuss matters at greater length—in Warsaw, April 1979; Lund, Sweden, September 1979; London, January 1980; and Ottawa, May 1980—and produced five drafts for the proposed ISBD(CP). The final draft was circulated for worldwide comment in March 1981, and the comments were compiled for further consideration by the Working Group in the Fall of that year.

It was clear both from the volume of comments received and from the substantive nature of much of the criticism of that fifth draft, that there was far more than simple editorial work to be done in completing the task that had been originally set for the Working Group. The Working Group's own assessment of the situation was that they had reached an impasse. They had been instructed to adhere to the established framework for the ISBDs, which they had found difficult to do, certainly in any literal sense, but in the end had achieved what appeared to be a reasonable structural compromise. In addition to the ISBD structure, however, they had found themselves bringing in to the ISBD(CP) the complete panoply of ISBD stipulations, prescribed punctuation, and data element requirements. And it was here that they found themselves at odds with the unwritten mandate to address the requirements and constraints of the abstracting and indexing community. The net result of incorporating the full set of ISBD stipulations, whether directly or only indirectly by reference, was to require a much lengthier and more elaborately

formatted description than the abstracting and indexing community had been accustomed to producing and indeed one more expensive than they could afford.

The Working Group simply could not find a way out of the impasse. The group was formally disbanded in 1983. At the IFLA General Conference in Munich that year, Lucia Rather volunteered the services of the Library of Congress in preparing a discussion paper that would analyze the problem with ISBD(CP) vis à vis the requirements of the abstracting and indexing community. The following year the paper was presented to the Standing Committee of the Section on Cataloguing, and after a discussion of the issues involved, a decision was taken in conjunction with the Section on Serial Publications to establish an ad hoc group to attempt to resolve the impasse by following suggestions made in the discussion paper and in the deliberations that followed within the Standing Committee.

The task assigned to the ad hoc group was rather different than that given six years earlier to the Working Group. It was made clear that the requirement of conformance with the ISBD(G) was not to be interpreted so literally as to force what was clearly a two-part description into the single unit outlined by ISBD(G). Second, it was agreed that while the recommendations ought to support a full ISBD description for component parts, allowance must be made for agencies other than those compiling national bibliographies to create less than full descriptions in a more compacted format, with some modification permitted in the prescribed ISBD punctuation. It was also agreed that the presentation need not be cast in the textual format of the other ISBDs, and that in fact a more straightforward presentation might be achieved through a set of guidelines giving instructions on the use of the ISBDs to construct descriptions for component parts.

Following the general direction provided by the Standing Committees, the ad hoc group set about analyzing the comments that had been submitted during the worldwide review of the fifth draft in 1981, recasting the provisions that had been formulated by the Working Group into the form of guidelines, and working out the details of the suggested modifications to permit a more compact description.

One year later, in Chicago, the ad hoc group presented the Standing Committees with a first draft of the *Guidelines*, and it was agreed that the new direction given to the project could in fact provide a workable solution to the problems that had been so intractable. Some further refinements were made, and a second draft was approved in principle by the two Standing Committees at the Tokyo conference in 1986. By that time, however, the first round of the ISBD Five-Year Review was just nearing completion, and it was considered advisable to conduct one final review of the new *Guidelines* following the finalization of the revised ISBD texts to ensure consistency of terminology and approach. That final review was conducted in the Spring of 1987, the text was finalized, and submitted for voting by the Standing Committees of the two sponsoring Sections in August/September. The vote of approval brought to a formal conclusion the lengthy task that had been conceived ten years earlier.

A final assessment of the success of the project cannot really be made until there has been sufficient opportunity to see the *Guidelines* implemented. But it is perhaps fair to say that the effort that has gone into dealing with problems that at times seemed insurmountable, and the solutions that were ultimately devised have resulted in a solid piece of work that should serve not only to extend the application of the ISBDs to component parts, but also to provide the basis for that much needed bridge between the cataloguing tradition of the library community and the citation practices of the abstracting and indexing community.

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0. Preliminary notes

0.1 Scope, purpose, and use

The guidelines set out in this publication are designed to assist those who prepare descriptions of component parts of publications (chapters of books, articles in serials, tracks from sound recordings, etc.) for use in catalogues, bibliographies, indexes, or abstracting services.

The guidelines are intended to apply only to the description of component parts that are issued with, in, or as part of a host item, and are dependent on the host item for purposes of bibliographic identification or access. The method of description set out herein is not meant to apply to parts of publications that are bibliographically independent (e.g. separately titled volumes of a multivolume set, or individual monographs within a monographic series). Nor are the guidelines intended to apply to the description of component parts that have been reissued or are separately available as independent items (e.g. offprints of articles from serials), but they may be adapted, as required, to meet local needs in describing items of this nature.

The conventions for describing component parts as set out in the guidelines are not intended to supplant the established conventions for describing a bibliographically independent item that forms part of a larger group of items (e.g. monographic descriptions containing series notes for items that form part of a monographic series). Nor are they intended to serve as the only means of describing dependent parts: one may still make use of alternative conventions for describing component parts such as the multi-level description, or the briefer form of a contents note, etc.

The guidelines take as their starting point the International Standard Bibliographic Descriptions (ISBDs), and must be used in conjunction with the ISBD appropriate to the material or type of publication represented by the component part itself as well as that appropriate to the host item (i.e., the book, serial, sound recording, etc. in which the component part is contained). The stipulations given in the ISBDs are not repeated in the guidelines, but reference to them is essential in order to complete the description. The guidelines themselves address only those aspects of the description that are unique to component parts and are not covered in the ISBDs, and the formal aspects of relating the description of the component part itself to the identification of the host item.

Inasmuch as these guidelines effectively incorporate (by reference at least) the full range of stipulations set out in the ISBDs, a full application of the guidelines will result in a description of the component part itself that includes all applicable elements other than those designated as optional in the corresponding ISBD. It is recommended that national bibliographic agencies preparing descriptions of component parts include all applicable elements. Other cataloguing agencies, libraries, abstracting and indexing services, etc. may choose to be selective in their inclusion of elements provided they follow the prescribed order of elements and the stipulations for transcribing those elements as set out in the ISBDs. It is also recommended that the punctuation prescribed in the ISBDs be followed both in the description of the part itself and in the identification of the host item. However, options are provided for modifying the prescribed punctuation (see 0.4).

The guidelines provide only for the description *per se* of component parts, and make no explicit provision for other elements that may be added to the description to form a complete bibliographic record—elements such as name and subject headings, uniform titles, classification numbers, etc. Guidelines for the additional elements are normally derived from cataloguing codes or conventions established by the agency preparing the record. Special note should be taken of the fact that in addition to a heading appropriate to and preceding the description of the component part itself, there may be need to insert a heading appropriate to the host item immediately preceding the segment of the description that identifies the host item. Such insertions may be made at the discretion of the agency preparing the record.

0.2 Definitions

Component part	A part of a publication (a chapter of a book, an article in a serial, a band on a sound recording etc.) that for purposes of bibliographic identification or access is dependent upon the identification of the publication in which it is contained.
Host item	The publication (book, serial, sound recording, etc.) in which a component part is contained.
Linking element	A formal element of description relating the description of the component part to the identification of the host item.
Multi-part component	A component part consisting of two or more sub-components (e.g. a multi-part article in a serial).
Sub-component	Part of a multi-part component.

0.3 Outline

In describing a component part it is necessary not only to describe the part itself, but also to identify the host item in which it is contained and to provide details on the exact location of the part within the host. The description as a whole, therefore, comprises four distinct segments:

- (i) the description of the component part;
- (ii) a linking element;
- (iii) an identification of the host item; and
- (iv) details on the location of the part within the host item.

0.3.1 Description of the component part

The description of the component part itself is patterned on the General International Standard Bibliographic Description, ISBD(G), and encompasses all areas of description specified therein, with the exception of the publication, distribution, etc. area:

1. Title and statement of responsibility area
2. Edition area
3. Material (or type of publication) specific area
- [4. Publication, distribution, etc. area—excluded]
5. Physical description area
6. Series area
7. Note area
8. Standard number (or alternative) and terms of availability area

In general, the stipulations for elements in the description of the component part are the same as are set out in the ISBD for the type of publication corresponding most closely in material or form to that of the component part. For example, the stipulations of the ISBD(M) apply in general to all component parts consisting of text and/or illustrations (such as chapters of books, articles in serials, etc.) that are published either as a single part or as a finite number of parts. By contrast, the description of a component part issued as an ongoing number of parts without a finite limit (such as a daily or weekly column in a newspaper), described *as a whole*, would follow in general the stipulations of the ISBD(S).

However, inasmuch as component parts in themselves may differ in certain characteristics from separately published items, not all stipulations set out in ISBD(M), ISBD(S), ISBD(NBM), etc. will be directly applicable to the description of the type of component part to which it most closely corresponds. The areas and elements in which such differences occur most frequently are identified in section 1 of this manual. There the user will be alerted to the differences that may

arise, be presented with an appropriate set of criteria for dealing with those differences and, where necessary, be given instructions that either supplement or override those set out in the ISBD that is being used as the basis for the description.

0.3.2 Linking element

The second segment of the description as a whole is the linking element, a formal or conventional element that serves to relate the description of the part itself to the identification of the host item, to mark clearly the end of the part description and the beginning of the host identification, and to indicate either implicitly or explicitly the relationship between the two. Section 2 of the manual sets out the various options that may be used in constructing the linking element.

0.3.3 Identification of the host item

The third segment of the description is the identification of the host item. As with the description of the part itself, this segment is patterned on the ISBD(G), and derives its stipulations from ISBD(M), ISBD(S), ISBD(NBM), etc. Since the host item is itself a separately published item, and should conform in all its characteristics to those described in the appropriate ISBD, the stipulations of that ISBD can be applied directly, and there is no need in this manual to introduce supplementary criteria or instructions for dealing with the elements of description pertaining to the host. However, since the purpose of the segment is merely to *identify* the host item, and not to describe it in detail, it should be obvious that not all the elements of description provided for in the ISBDs will be required. In general, only those elements that are necessary to distinguish the particular host item in question from others that may have the same title, publication details, etc. need be included in this segment. Section 3 of the manual provides further guidelines to assist in determining which elements to include for purposes of identification.

0.3.4 Location within the host item

To complete the description of the component part, one must provide details on the exact location of the part within the host. The form that those details take will vary, depending on the nature of the part itself as well as on the nature of the host item. For example the location of a chapter within a single-volume monograph can generally be expressed best in terms of its inclusive pagination (e.g. p. 28-46). For a part within a multi-volume monograph or serial, the location requires the addition of an element such as volume and/or issue. For non-book materials, and for physically separate parts within a multi-part item (such as a kit or game), other conventions must be applied to express location. Section 4 of the manual provides details for formulating the elements of the location segment.

0.4 **Punctuation**

0.4.1 Punctuation within the first and third segments of the description (i.e. within the description of the component part and within the identification of the host item) follows the pattern prescribed in the ISBDs. The only exception allowed is in the use of the punctuation separating areas of the description. If compactness of the description is a key concern of the agency preparing the record, the dash preceding each area may be omitted, leaving only a point and one or two spaces to separate one area from another.

0.4.2 Punctuation used in the linking element is specified in section 2.

0.4.3 Punctuation used in the details on the location of the part within the host item is specified in section 4.

0.5 Sources of information

0.5.1 Sources for the description of the component part

The description of the component part itself is based on information taken from certain sources stipulated according to an order of preference. The sources and their preferred order vary depending on the type of component part.

0.5.1.1 Texts, illustrations, printed music, etc.

Order of preference of sources:

1. A title-page that precedes and pertains to the part itself (as is sometimes the case with works published as part of a collection, major sections of a monograph, etc.).
2. The first page of the component part (e.g. the chapter head or the title and statement of responsibility appearing at the head of an article, at the head of a score, etc.).
3. A collective title-page for the host item on which there appears information pertaining to the part.
4. The contents page of the host item.
5. Any other part of the publication, including cover, wrappers, etc.
6. Sources outside the publication such as a catalogue, bibliography, etc.

0.5.1.2 Microforms

Preferred order of sources:

1. A title-frame that precedes and pertains to the part itself.
2. The first frame of the component part.
3. A collective title-frame for the host item on which there appears information pertaining to the part.
4. The contents frame of the host item.
5. Other sources issued with the host item (e.g. an envelope, label, insert, etc.).
6. Sources outside the publication such as a catalogue, bibliography, etc.

0.5.1.3 Sound recordings, films, audio-visual materials, etc.

Preferred order of sources:

1. A source permanently associated with the part itself (e.g. the label affixed to a disc or cassette, the title frame of a film or film-strip, etc.).
2. Other sources issued with the part itself (e.g. a descriptive insert).
3. A source associated with the host item as a whole (e.g. the cover of a slipcase, the label on a container or box, etc.).
4. Sources outside the publication such as a catalogue, bibliography, etc.

0.5.1.4 Cartographic materials

Preferred order of sources:

1. The part itself, including any container, case, etc. issued with the part, or any text or brochure accompanying the part itself.
2. The host item, including any container, case, etc. issued with the host item, or any text or brochure accompanying the host item.
3. Sources outside the publication such as a catalogue, bibliography, etc.

0.5.1.5 Multi-part components

If the component part that is the object of the description consists of more than one part itself (e.g. a three-part article published in successive issues of a serial, or an ongoing column or feature in a newspaper or periodical), the preferred order of sources as set out above should be applied to the first of the multiple parts or to the host item in which that first part appears.

0.5.1.6 Primary source of information

When a component part lacks the first preferred source (i.e., a title page or title frame pertaining to the part itself, a label permanently associated with the part, etc.), an alternate source is selected as a substitute, following the order of preference stipulated above (see 0.5.1.1 through 0.1.5.6). For purposes of identifying prescribed sources of information for specific areas of the description (see 0.5.1.7) the source chosen, whether it be the first preferred source or a substitute, will be designated as the “primary source”.

0.5.1.7 Prescribed sources of information

For each area in the description of the component part, certain sources are designated as “prescribed sources of information”. Information taken from a source other than a prescribed source for the area is enclosed in square brackets if it is transcribed as part of the area. Alternatively such information may be given without square brackets in area 7.

<i>Area</i>	<i>Prescribed source of information</i>
1. Title and statement of responsibility	Primary source
2. Edition	Primary source
3. Material specific area	Any source in the publication
4. Publication, distribution, etc.	<i>Not applicable (see 1.4.1)</i>
5. Physical description	The part itself
6. Series	Any source within the part itself
7. Note	Any source
8. Standard number	Any source

0.5.2 Sources for the identification of the host item

- 0.5.2.1 The preferred order of sources and prescribed sources of information used in identifying the host item will vary depending on the material or form of the host. Reference should be made to the appropriate ISBD for details on the preferred order and the designation of prescribed sources for each area used to identify the host item.

Note: If the host item is a serial publication, the preferred source of information will be taken, whenever practicable, from the first issue of the serial, as defined in ISBD(S), not the issue in which the part itself is contained.

0.6 Language and script of the description

- 0.6.1 With respect to language and script, the elements in the first and third segments of the description are either transcribed or interpolated in the language of the publication, or added in the language of the agency preparing the description, following the provisions set out in the ISBDs.
- 0.6.2 Any term used in the second segment (the linking element) is given in the language and script of the agency preparing the description.
- 0.6.3 Terms used in the fourth segment (the location of the part within the host) are transcribed, wherever practicable, in the language and script in which they appear in the publication. Terms not appearing in the publication may be added in the language of the agency preparing the description.

0.7 Abridgements and abbreviations

- 0.7.1 Abridgements within an element should be made only under the conditions set out in the ISBDs.
- 0.7.2 Standard abbreviations may be used where specified in the ISBDs. In addition, abbreviations may be used in the title of the host item, provided the abbreviations follow international guidelines for the abbreviation of title words¹ or are explained in a key to abbreviations.

1. Description of the Component Part

1.0 Specification of elements

As noted in the outline (section 0.3.1), the segment of the description that describes the component part itself is structured on the framework set out in the ISBD(G), and, in general, follows the stipulations detailed in the ISBD that corresponds most closely in scope to the material or form of publication represented by the part. The table below categorizes the various types of component parts that may be encountered and identifies for each the corresponding ISBD that is to be used as the basis for the description.

<i>Type or form of component</i>	<i>Corresponding ISBD</i>
1. Text and/or illustrations in eye-readable form, or in embossed form for use by the blind, either complete in one part or completed or intended to be completed in a finite number of parts.	ISBD(M) ISBD(A)
2. Text and/or illustrations in microform, either complete in one part or completed or intended to be completed in a finite number of parts	ISBD(NBM)

¹ ISO 4 (1984). Documentation—Rules for the abbreviation of title words and titles of publications. Geneva: International Organization for Standardization, 1984.

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|---|-----------|
| 3. Printed music | ISBD(PM) |
| 4. Sound recordings, films, audio-visual materials, three-dimensional objects, etc. | ISBD(NBM) |
| 5. Cartographic materials | ISBD(CM) |
| 6. Multi-part components in print or in non-print form, issued in successive parts, sometimes having numerical or chronological designations, and intended to be continued indefinitely | ISBD(S)* |

* (*Note:* For the description of serially issued components in non-print form, the stipulations set out in ISBD(S) may have to be supplemented by stipulations from the ISBD corresponding to the type of material, e.g. ISBD (NBM).)

Notwithstanding the overall correspondence between component parts and separately published items issued in similar forms, and the general applicability of the ISBDs to the description of component parts, there are a number of characteristics of component parts that differ from those of separately published items and require special consideration. These characteristics may entail the application of stipulations that differ from those formulated for the description of separately published items.

The stipulations given below address only those characteristics that are unique to component parts and require special treatment. For all areas and elements of the description it is assumed that the stipulations of the corresponding ISBD apply, unless otherwise stated. The stipulations that follow, therefore, are to be considered simply as supplementary (or in some cases alternative) stipulations to those set out in the ISBD appropriate to the type of material being described. Reference to the corresponding ISBD is essential.

Note: In applying the stipulations of the ISBDs to the description of the component part it will be necessary to substitute routinely the term “component part” for terms such as “publication” or “item”, and to replace terms such as “title-page” with the term “primary source”.

1.1 Title and statement of responsibility area

1.1.1 Title proper

- 1.1.1.1 When a multi-part component contains two or more sub-components and bears a collective title as well as titles for the individual sub-components on the primary source, the collective title is chosen as the title proper. The titles of the individual sub-components may be given in the note area. (See also Appendix A, Multi-level description.)

EXAMPLE:

Precis in a multilingual context.

Contents: Part 1, Precis : an overview / by Derek Austin. Part 2, A linguistic and logical explanation of the syntax / by Jutta Sorensen and Derek Austin. Part 3, Multilingual experiments, proposed codes, and procedures for the Germanic languages / by Jutta Sorensen and Derek Austin. Part 4, The application of Precis in French / by Germaine Lambert.

In: Libri. – ISSN 0024-2667. – Vol. 26, no. 1-4 (1976), p. 1-37, 108-139, 181-215, 302-324.

- 1.1.1.2 The title proper of a separate sub-component can consist of a common title and a dependent title when a sub-component has a title or designation insufficient to identify it without the inclusion of the common title.

EXAMPLES:

Application of the variety-generator approach to searches of personal names in bibliographic data bases. Part 2, Optimization of key-sets, and evaluation of their retrieval efficiency / Dirk W. Fokker and Michael F. Lynch.

In: Journal of library automation. – ISSN 0022-2240. – Vol. 7, no. 3 (Sept. 1974), p. 201-213.

Wpływ rozkładu mas cząsteczkowych na własności lepkościowe polidwumetylosiloksanów. Cs. 1, Metodyka i wyniki badań doświadczalnych / Alina Raszczuk.

In: Polimery. – ISSN 0032-2725. – R. 25, nr 1 (1980), p. 91-93.

- 1.1.1.3 The title proper can consist of the title of a sub-component alone when this title can be dissociated from the common title of the multi-part component. The common title is given if appropriate in area 6.

EXAMPLE:

What the computer center should do for a library / Hugh Standifer.

In: Journal of library automation. – ISSN 0022-2240. – Vol. 12, no. 4 (Dec. 1979), p. 362-366.

(One of five articles published under the common title: The library and the computer center.)

1.1.2 Other title information

If the title for a book review, commentary, etc. contains only the title of the work being reviewed, etc., a word or phrase may be added as other title information (enclosed in square brackets) in order to clarify the relationship of the component part to the work described in the title. A statement of responsibility pertaining to the work being reviewed, etc. incorporated in the title is recorded as part of the title proper.

EXAMPLE:

Bibliographies, their aims and methods, by D.W. Krummel : [review] / Eric L. Swanick.

In: Canadian library journal. – ISSN 0008-4352. – Vol. 42, no. 3 (June 1985), p. 168.

1.2 **Edition area**

- 1.2.1 The edition area is included in the description of the component part only when the edition information applies specifically to the component part. Edition information pertaining to the host item as a whole, or to a complete volume of a multi-part host item, is not recorded as part of the description of the component part itself.

EXAMPLE:

Szczenięce lata / Melchior Wańkowicz. – Wyd. 3.

In: Czerwień i amarant / M. Wańkowicz. – Wyd. 1. – Kraków : Wydawnictwo Literackie, 1974. – p. 5-143.

1.3 **Material (or type of publication) specific area**

- 1.3.1 When describing a multi-part component that is issued in successive parts and is intended to be continued indefinitely, the numbering area is included in the description of the component part only when there is numbering information that applies specifically to the multi-part component. Numbering information pertaining to the host item as a whole is not recorded as part of the description of the multi-part component itself.

EXAMPLES:

The tree fruit grower's newsletter. – Jan. 1979- .

In: British Columbia grower. – ISSN 0709-0102. – Vol. 1, no. 1 (Jan. 1979)

Suomen Satamaliiton tilastot = Finlands hamnförbunds statistik = Statistics. – 1980-

In: Kertomus Suomen Satamaliiton hallituksen toiminnasta vuodelta ... [Helsinki]. – ISSN 0358-5700. – 1980-

1.4 Publication, distribution, etc. area

- 1.4.1 The publication, distribution, etc. area is not used in the description of the component part. Any publication, distribution, etc. information appearing on or within the component part itself that differs from that for the host item as a whole is recorded in a note.

EXAMPLE:

Indians without tipis : a resource book by Indians and Métis / edited by D. Bruce Sealey and Verna J. Kirkness for Project Canada West. – 261 p. – Imprint on title page: Vancouver ; Winnipeg : William Clare (Manitoba), c1973. –

ISBN 0-88888-000-6.

In: Tawow [multimedia] / D. Bruce Sealey. – [Agincourt, Ont.] : Book Society of Canada, c1975. – ISBN 0-7725-5250-9.

1.5 Physical description area

- 1.5.1 Specific material designation and extent of item

- 1.5.1.1 If the specific material designation and extent of the component part can be inferred from the identification of the host item (segment 3) and the location of the part within the host (segment 4), they may be omitted from the description of the component part itself. Otherwise the extent and specific material designation for the component part should be recorded as specified in the appropriate ISBD.

EXAMPLES:

People of the Margaree : portrait of a good place / by Lynn Zimmerman ; photography by George Thomas.

In: Harrowsmith. – ISSN 0381-6885. – Vol. 3, 3 (no. 15). p. 74-83.

(The extent of the article—10 pages—can be inferred from the details on its location within the host item.)

A acucareira do Umbelúzi. – cccxii p.

In: A questão nacional / Eduardo D'Almeida Saldanha. – Vila-Nova-De-Famalição : Tipografia "Minerva", 1932.

(The component part is paged separately from the remainder of the host item and therefore its description must carry an extent statement.)

Plan shewing the region explored by S.J. Dawson and his party between Fort William, Lake Superior and the Great Saskatchewan River, from 1st of August 1857 to 1st November 1858 [Cartographic material]. – Scale [1:633 600] (W 105°--W 87°/N 54°--N 48°). – 1 map ; 112 x 203 cm, folded to 28 x 23 cm.

In: Report on the exploration of the country between Lake Superior and the Red River settlement / by S.J. Dawson. – Toronto : John Lovell, Printer, 1859. – Following text.

1.6 Series area

- 1.6.1 The series area is included in the description of the component part only when the component being described is a sub-component with a title that can be dissociated from the common title pertaining to all the sub-components (see 1.1.1.3). In such cases the common title of the multi-part component is given if appropriate in area 6. If the sub-component carries a numeric and/or alphabetic designation in addition to its title, the numeric and/or alphabetic designation is given as the numbering element in the series area.

EXAMPLES:

The application of *Precis* in French / by Germaine Lambert. – (*Precis* in a multilingual context ; part 4).

In: *Libri*. – ISSN 0024-2667. – Vol. 26, no. 4 (1976), p. 302-324.

Progrès de la recherche en démographie juive / Roberto Bachi. – (*Études démographiques récentes sur le judaïsme* ; 2).

In: *Démographie et identité juives dans l'Europe contemporaine : les actes du Deuxième Colloque sur la vie juive dans l'Europe contemporaine, tenu à l'Institut de sociologie de l'Université libre de Bruxelles, du 9 au 12 janvier 1967 / textes réunis et revus par Willy Bok et Usiel Oscar Schmelz*. – Bruxelles, Belgique : Éditions de l'Université de Bruxelles, c1972. – p. [37]-47.

1.7 Note area

- 1.7.1 The note area in the description of the component part includes only notes that pertain specifically to the component itself. Notes pertaining to the host item as a whole, if required, are recorded in segment 3 (identification of the host item).

EXAMPLES:

Trekka round the world / John Guzzwell. – Originally published: London : A. Coles, 1963.

In: *Great voyages in small boats*. – Clinton Corners, N.Y. : John de Graff, 1976. – ISBN 0-8286-0079-1. – p. 1-195.

Simon Boccanegra [Sound recording] : revised (1881) version / Verdi. – Chorus of the Vienna State Opera ; Vienna Philharmonic ; conductor, Gianandrea Gavazzeni. – Recorded at the Salzburg Festival, 1961. – Contents: *Dinne, alcun la non vedesti?* ; Council chamber scene.

In: *Simon Boccanegra* : original (1857) version / Verdi. – [Oakland, Calif.] : Voce, [1979]. – Voce-9. – Side 6.

Marti y Francia. – p. 265-271 bound upside down.

In: *Ensayos* / Alejo Carpentier. – Ciudad de La Habana, Cuba : Editorial Letras Cubanas, 1984. – p. [255]-271.

Canadian-owned paper industries [Cartographic material] = *Industrie des pâtes et papiers de propriété canadienne* / compiled by D. Michael Ray ; cartography by Policy Research and Coordination Branch. – Scale [1:95 000 000] (W 134°--W 52°/N 57°--N 42°). – 1 map : col. ; 25 x 58 cm, folded to 28 x 20 cm. – Title in title block: Canada. – Inset: Montreal region.

In: *Dimensions of Canadian regionalism* / D. Michael Ray. – Ottawa, [Ont] : Policy Research and Coordination Branch, Dept. of Energy, Mines and Resources, 1971. – Fig. 26, following p. 30.

1.8 **Standard number (or alternative) and terms of availability area**

- 1.8.1 Standard numbers (or alternatives) are included in the description of the component part only when they apply to the component itself. Numbers applying to the host item as a whole are recorded in segment 3 (identification of the host item).

EXAMPLE:

Defeathering the Indian / Emma La Rogue. – xiii, 82 p. : ill. ; 23 cm. – ISBN 0-7725-5028-X.

In: Tawow [multimedia] / D. Bruce Sealey. – [Agincourt, Ont.] : Book Society of Canada, c1975. – ISBN 0-7725-5250-9.

- 1.8.2 Terms of availability are included in the description of the component part only when they pertain specifically to the component itself and differ from those pertaining to the host item as a whole.

2. **Linking Element**

2.0 **Purpose**

The purpose of the linking element is two-fold: first, to mark clearly the end of the description of the component part itself and the beginning of the identification of the host item; and second, to indicate either implicitly or explicitly the physical relationship between the part and the host. To achieve this purpose, the description makes use of formal punctuation and, optionally, a term indicating physical containment.

2.1 **Prescribed punctuation**

- 2.1.1 The first and third segments of the description (i.e. the description of the component part and the identification of the host item) are separated by a space, double slash, space (//).

EXAMPLE:

Spirit is flesh this night [sound recording] / Godfrey Ridout // Veni : music for Advent and Christmas. – Oshawa, Ont. : World Records, 1978. – World Records: SMM 7807. – Side 2, band 7.

- 2.1.2 If the two segments are presented in separate paragraphs, the prescribed punctuation is omitted.

2.2 **Term indicating physical containment**

- 2.2.1 A term indicating physical containment may be added, immediately following the prescribed punctuation:

- 2.2.2 The term is normally given in the language of the agency preparing the description. The term may vary, as appropriate, to reflect the actual physical relationship of the part to the host item (“In”, “On”, etc.), or it may be expressed always in the same way, regardless of the physical relationship.

- 2.2.3 The term may be further set off from the identification of the host by means of underlining, typeface, punctuation, etc.

EXAMPLE:

Where do I go? [Printed music] / words by James Rado, Gerome Ragni ; music by Galt MacDermot.

In: Vocal album from the musical production Hair. – London : United Artists Music, c1967. – p. 8-9.

- 2.2.4 If the first and third segments of the description are presented in separate paragraphs and the prescribed punctuation is omitted (see 2.1.2), the term indicating physical containment should be included routinely, in order to clarify the relationship between the component part and the host item. The term immediately precedes the first element in the segment identifying the host item.

EXAMPLE:

Newfoundland, St. Lawrence Bay, the fishing banks, Acadia, and part of New Scotland [Visual projection] / by H. Moll. – (W68°--W52°/N52°--N43°). – 1 slide : col. – Map originally published in London, 1730.

In: The discovery and settlement of North America : 1500-1865 / by George Kish. – Hagerstown, Md. : Harper and Row, c1978. – Slide no. 91.

3. Identification of the Host Item

3.0 Specification of elements

As noted in the outline (section 0.3.3), the segment of the description that identifies the host item is structured on the framework set out in the ISBD(G) and derives its specifications from ISBD(M), ISBD(S), ISBD(NBM), etc. Since the host item itself is a separately published item, and shares characteristics with other such items of the same type or material, the stipulations of the ISBDs are directly applicable to the host. There is no need to modify those stipulations as there is for their application to the description of the component part itself.

However, since the purpose of this segment is merely to identify the host item, not to describe it in full, there will rarely be a need to include all the elements that might be used to describe the host item. The choice of elements to be included will depend on the uniqueness of the elements themselves, or conversely, the similarities (in title, publication, etc.) between the host item and others, either related or unrelated.

The guidelines given below are intended to indicate, in general terms, the conditions under which a particular element may be required in order to identify the host item, that is, to avoid ambiguity that may lead to confusion over the identity of the host item, or the confounding of two or more similar items.

As an alternative form of identification for serials, a key title may be used where applicable (see 3.8.2).

Note: For multi-part host items (including multi-volume monographs, serials, etc.) the elements identifying the host should be those that pertain to the item as a bibliographically independent publication. For host items issued in serial form, the identifying elements are those that pertain to the serial as a serial, not those pertaining to the single issue in which the component part appears. For multi-volume monographs, the identifying elements may be either those that pertain to the set as a whole or those pertaining to the individual volume within which the component part appears, depending on whether the volume itself can be identified as a bibliographically independent item. For items published in monographic series, the

elements identifying the host item would normally be those pertaining to the individual monograph, not the series as a whole.

3.1 Title and statement of responsibility area

3.1.1 Title proper

The title proper must always be included in the identification of the host item. If the host item lacks a title proper, a title proper must be supplied in accordance with the stipulations set out in the ISBDs.

EXAMPLES:

Visiting [Sound recording] / [composed by Will Ackerman ; Will Ackerman, guitar ; Chuck Greenberg, lyricon ; Michael Manning, bass].

In: An evening with Windham Hill live. – [Stanford, Calif.] : Windham Hill Records, c1983. – Windham Hill Records: WH-01026. – Side 2, band 2.

Lokalizacja i wyznaczanie szerokości rozwarcia rysy metodami elastoptycznymi / Wojciech Łoziński.

In: Studium nad metoda rejestracji izopach w warstwach wyciętych z zamrożonych modeli EO / Marek Skłodowski. Lokalizacja i wyznaczanie szerokości rozwarcia rysy ... / W. Łoziński. – Warszawa : Instytut Podstawowych Problemów Techniki PAN, 1977. – p. 9-27.

For serial publications, the key title (which normally incorporates the title proper as its first element) may be substituted for the title proper (see 3.8.2).

3.1.2 General material designation

The GMD is normally excluded from the identification of the host item. However, there are two general exceptions. The first is in cases where the general material designation for the host item is different from that for the component part. The second is in cases where the host item bears a title, statement of responsibility, edition statement, and publication details identical to those for a similar publication in a different format.

Note: In cases such as the latter, where the host item is a serial publication, use of the key title for the host item rather than the title proper may sometimes obviate the need to include the GMD in the identification.

EXAMPLE:

Map of the Canadian Pacific Railway and its connections [Cartographic material]. – Scale [ca 1:9 200 000] (W 131°--W 59°/N 53°--N 38°). – 1 map ; 18 x 57 cm + timetable sheet. – Facsimile of map originally printed by “Canada Bank Note Co., printers”. – Inset of the world.

In: Building the Canadian Pacific Railway [multimedia] / produced by the National Film Board of Canada. – [Ottawa, Ont. : National Film Board of Canada, 1979].

3.1.3 Parallel title

Parallel titles are normally excluded from the identification of the host item.

EXAMPLE:

Sonata in d-Moll [Printed music] = Sonata in D minor : op. 9 / Karol Szymanowski.

In: Gesamtausgabe / Karol Szymanowski ; editor, Teresa Chylińska. – Kraków : PWM, 1978. – Bd. 9, p. 1-24.

(Parallel title for host item: Complete edition)

3.1.4 Other title information

Other title information is included only when it is needed to render an otherwise non-distinctive title unique. Such may be the case when the title proper consists of nothing more than a generic term (such as “Transactions”), a name that is used to identify several different publications (e.g., “Forum”, “Dialogue”, etc.), or a non-unique initialism or acronym, and the other title information incorporates a statement of responsibility or some other distinctive term that serves to distinguish the host item from others with the same title proper.

EXAMPLE:

Cancer : don't become a victim / by Mary MacKay.

In: Performance : Canada Post employee newspaper, head office and Rideau Division. – ISSN 0832-1213. – Vol. 1, no. 1 (9 April 1986), p. 2.

3.1.5 Statement of responsibility

The first statement of responsibility is normally included in the identification of the host item. In cases such as those described above under other title information, preference should be given to including, if possible, a statement of responsibility rather than other title information.

EXAMPLE:

A stylometric study of Aristotle's *Metaphysics* / Anthony Kenny.

In: Bulletin / Association for Literary and Linguistic Computing. – ISSN 0305-9855. – Vol. 7, no. 1 (1979), p. 12-20.

Note: For serials, a key title incorporating the name of the issuing body may be used in place of a title proper followed by a statement of responsibility (see 3.8.2).

Note: If a heading appropriate to the host item incorporating the name of the author or issuing body has been inserted immediately preceding the identification of the host item (see 0.1), a statement of responsibility that is in substantially the same form as the heading may be omitted.

3.2 Edition area

Edition statements appearing on the prescribed source of information for the edition area of the host item are regularly included in the identification of the host item. Parallel edition statements and statements of responsibility relating to the edition or to an additional edition statement are normally omitted.

EXAMPLE:

Les limites de la notion de structure en ethnologie / Claude Levi-Strauss.

In: Sens et usages du terme structure dans les sciences humaines et sociales / édité par Roger Bastide. – 2me éd. – The Hague : Mouton, 1972. – p. 40-45.

General sketch-chart of the oceanic currents [Cartographic material]. – Scale [1:135 000 000] (W 180°--E 180°/N 76°--S 56°). – 1 map : engraved, col. ; 16 x 30 cm.

In: The physical atlas of natural phenomena / by Alexander Keith Johnston. – A new and enlarged ed. – Edinburgh, [Scotland] : William Blackwood and Sons, 1856. – p. 47.

3.3 Material (or type of publication) specific area

Information specific to the material or type of item is normally not required for the identification of serials, but may be required for the identification of cartographic materials (particularly in cases where the same item is published in different scales without indication of such in the title) and for printed music (where a score is issued in more than one format).

3.4 **Publication, distribution, etc. area**

3.4.1 Place of publication, distribution, etc.

The principal place of publication is normally included in the identification of host items of all types, except serials, where it is included only to distinguish between those with identical titles, etc.

EXAMPLE:

Origine, discendenza, catalogo, et nome di tutti i prencepi, re, & potentati, c'hanno regnato nel mondo, dal principio della sua creazione sino a questi tempi / di Gio. Nicolo Doglioni.

In: Compendio historico universale di tutte le cose notabili già successe nel mondo dal principio della sua creazione sin'hora / di Gio. Nicolo Doglioni. – In Venetia : Appresso Nicolo Misserini, 1605. – p. [961]-[984].

3.4.2 Name of publisher, distributor, etc.

The principal publisher's name is normally included in the identification of monographic host items (including non-print monographs). For serials the publisher's name is omitted unless it is required to distinguish the host item from others with the same title, published in the same place.

EXAMPLE:

Conocimiento empirico, magfa y religión en la medicina popular de los departamentos de Esquina y Goya (Corrientes) / Silvia Garcia. – “Denominación-científica de las hierbas y clasificación de algunas de ellas, según sus cualidades”: p. 265-267. – Bibliography: p. 267.

In: Cultura tradicional del área del Paraná Medio / Ministerio de Educación y Justicia, Secretaría de Cultura, Instituto Nacional de Antropología. – Buenos Aires : Fundación G.F.G. Bracht Editor, 1984. – p. 257-267.

3.4.3 Date of publication, distribution, etc.

The date of publication may be omitted unless, in the absence of an edition statement, the date is required to distinguish the host item from another edition of the same work.

3.4.4 Other publication, distribution, etc. information

Statements of function and manufacturing information are normally excluded from the identification of the host item. The latter may be included in rare cases where the place of publication and publisher are unknown.

3.4.5 Publication information as part of the key title

For serials, a key title incorporating publication information may be substituted for the title proper and publication, distribution, etc. area (see 3.8.2).

3.5 **Physical description area**

The physical description area is normally excluded from the identification of the host item. In some cases a specific material designation may be required to distinguish the host item from others with the same title and publication information issued in a different format. In such cases both the extent and specific material designation are included. Other elements of the physical description are normally excluded.

3.6 **Series area**

The series area is normally excluded from the identification of the host item.

EXAMPLE:

Private Kunstförderung im Kaiserreich am Beispiel Krupp / Renate Köhne-Lindenlaub. – ports. – “Karl Erich Born zum 60. Geburtstag gewidmet”. – Includes bibliographical references.

In: Kunstpolitik and Kunstförderung im Kaiserreich / herausgegeben von Ekkehard Mai, Hans Pohl und Stephan Waetzoldt. – Berlin : Mann, c1982. – ISBN 3-7861-1322-X. – p. 55-81.

(Series of host item excluded: Kunst, Kultur und Politik im deutschen Kaiserreich ; Bd. 2).

3.7 **Note area**

The note area is normally excluded from the identification of the host item.

3.8 **Standard number (or alternative) and terms of availability area**

3.8.1 Standard number (or alternative)

An international standard number, if applicable, should always be included in the identification of the host item. If the host item bears more than one standard number (e.g. a number pertaining to a multi-part set as a whole as well as numbers for the individual parts; numbers pertaining to different editions, etc.) the number given should be the one that pertains to the host item as identified.

In the absence of an international standard number, a number from a commercial system that serves to clarify the identification of the host item should be included, if available.

EXAMPLE:

Domini est terra / Heinrich Schütz ; Ensemble vocal du Choeur national ; Ensemble instrumental Ars Europea.

In: Polyphonie sacrée de la renaissance. – [St-Michel de Provence] : Harmonia Mundi, 1980. – Harmonia Mundi: HMV 2.473. – Disque 2, face B, bande 4.

3.8.2 **Key title**

If the host item is a serial publication to which a key title has been assigned, the key title may be substituted for other elements of description (title, GMD, statement of responsibility, place of publication, etc.) as a self-contained and self-sufficient means of identifying the host item. In such cases the key title should precede rather than follow the ISSN.

EXAMPLE:

L'auto-évaluation en 1ère année et au 1er cycle / par Louise Royal.

In: Place publique (Lasalle). – ISSN 0833-8922. – Vol. 1, no 1 (mai 1986), p. 16-19.

3.8.3 Terms of availability, etc.

Terms of availability, price, and qualification are excluded from the identification of the host item.

4. Location of the Component Part within the Host Item

4.0 The fourth segment of the description provides details on the exact location of the component part within the host item. The form that the details take will vary, depending on the nature of both the part itself and the host item.

4.1 Component parts contained within single-volume texts

4.1.1 If the component part is wholly contained within a host item that is published as a single volume text, the location is expressed in terms of inclusive pagination. The pagination is preceded by the abbreviation “p.”, and the designations for the first and last pages are separated by a hyphen.

EXAMPLES:

Mental health services in the developing countries : the issues involved / T.W. Harding.

In: Mental health services in developing countries / edited by T.A. Baasher. – Geneva : World Health Organization, 1975. – p. 1-5.

Lettre à M. Louis, secrétaire perpétuel de l’Académie royale de chirurgie, &c. pour justifier le rapport des causes de mort de Claudine Rouge fait le 10 juillet 1767 ... avec la réponse de M. Louis.

In: Mémoires intéressans sur la mort de Claudine Rouge. – À Lyon : De l’imprimerie d’Aimé la Roche et a Paris, chez la veuve Duchêne, libraire ..., 1768. – p. [2]-84.

4.1.2 If the pagination of the component part is self-contained (i.e. it does not form part of a continuous sequence of pagination for the host item as a whole), or if the host item is unpaginated, the location details may be omitted.

4.2 Component parts contained within multi-volume texts

4.2.1 If the component part is contained within one or more volumes of a host item that is issued as a multi-volume publication (i.e. a multi-volume monograph or a monographic series identified as a series rather than as individual volumes), the location includes details on the designation of the volume as well as the inclusive pagination. The volume designation is preceded or followed by the term (if any) used in the publication to describe it. Arabic numerals are substituted for other numerals or spelled out numbers. The volume designation precedes the pagination, and is separated from it by a comma.

EXAMPLE:

The clam made a face / Eric Nicol.

In: A collection of Canadian plays / general editor, Roy Kalman. – Toronto : Bastel Books, 1972- . – Vol. 4, p. B1-B21.

4.3 Component parts contained in single-part non-book publications

4.3.1 If the host item is issued as a single-part non-book publication (e.g., a single sound disc or cassette, a single reel of film, etc.), the location of the component part is given in terms appropriate to the type of material, using where possible the numbering and terms that appear on the publication itself. Arabic numerals are substituted for other numerals or spelled-out numbers.

EXAMPLE:

Der freundliche Autofahrer [Sound recording] / Musik, Felix Parday ; Text, Jürgen Albrecht.

In: Die Abenteuer des Mädchens Britta. – Hamburg : Dt. Grammophon-Ges., 1979. – Best. Nr.

Poly: 2961226. – S. 2.

4.4 **Component parts contained in multi-unit non-book publications**

- 4.4.1 If the host item is issued in multiple units, either all of the same type (e.g. multiple sound discs, multiple reels of tape, multiple film strips, etc.), or of various types (e.g. multimedia sets or kits), the location of the component part includes details on the designation of the unit as well as on the location of the component part within the unit. The unit designation is preceded or followed by the term (if any) used in the publication to describe it. If no term is used in the publication an appropriate term is supplied. Arabic numerals are substituted for other numerals or spelled-out numbers. The unit designation precedes the location of the component part within the unit, and is separated from it by a comma.

EXAMPLE:

Prelude and fugue for 18-part string orchestra [Sound recording] / Britten.

In: L'Orchestre mondial des Jeunes musicales, 1970-1989. – [Montréal] : Radio Canada

International, [1980]. – Disk 5, side 1.

4.5 **Component parts contained in serial publications**

- 4.5.1 If the host item is a serial, the location includes details on the designation of the serial issue(s) in which the component part is contained, followed by details on the location of the part within the issue(s). The designation for the serial issue(s) is given in the form stipulated for the numbering area (area 3) in ISBD(S). The location of the component part within the issue(s) is given either as inclusive pagination (see 4.1.1) or, for non-book serials, in terms appropriate to the type of material (see 4.3.1).

EXAMPLE:

A data structure for family relations / F. Mavaddat and B. Parhami.

In: The computer journal. – London : British Computer Society. – ISSN

0010-4620. – Vol. 22, no. 2 (May 1979), p. 110-113.

- 4.5.2 Alternatively, location within a serial may be given in a compacted form, omitting terms and abbreviations such as “vol. ”, “no. ”, “p.”, etc. and inserting demarcating punctuation where necessary.

APPENDIX A: MULTI-LEVEL DESCRIPTION

If the component part being described is itself made up of sub-components (e.g. a three-part article, a section of a monograph containing four separately titled parts within the section, etc.) the description of the multi-part component as a whole may be given in two or more levels. The first level contains information that is common to the whole multi-part component. The second and subsequent levels contain information relating to the individual sub-components or sub-sub-components.

At each level the description is structured in the same four-segment pattern as specified in sections 1-4. If the individual sub-components are numbered or lettered, the numbering or lettering, preceded or followed by the term used to describe the sub-component, is placed before the title proper and separated from it by a colon, space (:).

The location segment at the first level provides details on the location of all sub-components of the multi-part component, in summary form if practicable. The location segment at the second and subsequent levels provides details on the location of the individual sub-component.

EXAMPLE:

Precis in a multilingual context.

In: Libri. – ISSN 0024-2667. – Vol. 26, no. 1-4 (1976), p. 1-37, 108-139, 181-215, 302-324.

Part 1: Precis : an overview / by Derek Austin.

In: Libri. – Vol. 26, no. 1 (1976), p. 1-37.

Part 2: A linguistic and logical explanation of the syntax / by Jutta Sorensen and Derek Austin.

In: Libri. – Vol. 26, no. 2 (1976), p. 108-139.

Part 3: Multilingual experiments, proposed codes, and procedures for the Germanic languages / by Jutta Sorensen and Derek Austin.

In: Libri. – Vol. 26, no. 3 (1976), p. 181-215.

Part 4: The application of Precis in French / by Germaine Lambert.

In: Libri. – Vol. 26, no. 4 (1976), p. 302-324.

APPENDIX B: EXAMPLES IN COMPACT FORM

This appendix includes all the examples from the main text presented in a compact form. The section from which each example is taken is indicated in the left margin.

Following the guidelines set out in the manual, elements designated as optional in the ISBDs have been omitted from the description of the component part (see 0.1); notes have also been omitted; longer titles have been abridged (see 0.7.1); abbreviated key titles have been used to identify serials as host items (see 0.7.2 and 3.8.2); the dash separating areas of the description has been omitted (see 0.4.1); the double slash has been used as the linking element (see 2.1.1); and location within serials has been given in a compact form (see 4.5.2).

- 1.1.1.1 *Precis in a multilingual context.* // *Libri.* ISSN 0024-2667. 26:1-4 (1976) 1-37, 108-139, 181-215, 302-324.
- 1.1.1.2 Application of the variety-generator approach to searches of personal names in bibliographic data bases. Part 2, Optimization of key-sets, and evaluation of their retrieval efficiency / Dirk W. Fokker and Michael F. Lynch. // *J. libr. autom.* ISSN 0022-2240. 7:3 (Sept. 1974) 201-213
- 1.1.1.2 Wpływ rozkładu mas cząsteczkowych na własności lepkosprężyste polidwumetylosiloksanów. Cs. 1, Metodyka i wyniki badań doświadczalnych / Alina Raszczuk. // *Polimery.* ISSN 0032-2725. 25:1 (1980) 91-3.
- 1.1.1.3 What the computer center should do for a library / Hugh Standifer. // *J. libr. autom.* ISSN 0022-2240. 12:4 (Dec. 1979) 362-366.
- 1.1.2 Bibliographies, their aims and methods, by D.W. Krummel : [review] / Eric L. Swanick. // *Can. libr. j.* ISSN 0008-4352. 42:3 (June 1985) 168.
- 1.2.1 *Szczenięce lata* / Melchior Wańkowicz. Wyd. 3. // *Czerwień i amarant* / M. Wańkowicz. Wyd. 1. Kraków : Wydawnictwo Literackie, 1974. p. 5-143.
- 1.3.1 The tree fruit grower's newsletter. Jan. 1979- // *B. C. grow.* ISSN 0709-0102. 1:1 (Jan. 1979)- .
- 1.3.1 Suomen Satamaliiton tilastot = Finlands hamnförbunds statistik = Statistics. 1980-. // *Kertomus Suomen Satamaliiton hallituksen toiminnasta vuodelta ...* [Helsinki]. ISSN 0358-5700. 1980- ,
- 1.4.1 *Indians without tipis : a resource book by Indians and Métis* / edited by D. Bruce Sealey and Verna J. Kirkness for Project Canada West. 261 p. ISBN 0-88888-000-6. // *Tawow [multimedia]* / D. Bruce Sealey. [Agincourt, Ont.] : Book Society of Canada, c1975. ISBN 0-7725-5250-9.
- 1.5.1.1 *People of the Margaree : portrait of a good place* / by Lynn Zimmerman ; photography by George Thomas. // *Harrowsmith.* ISSN 0381-6885. 3, 3:15, p. 74-83.
- 1.5.1.1 *A acucareira do Umbelúzi.* cccxii p. // *A questão nacional* / Eduardo D'Almeida Saldanha. Vila-Nova-De-Famalição : Tipografia "Minerva", 1932.
- 1.5.1.1 Plan shewing the region explored by S.J. Dawson ... from 1st of August 1857 to 1st November 1858. Scale [1:633 600] W 105°--W 87°/N 54°--N 48°. 1 map ; 112 x 203 cm, folded to 28 x 23 cm. // *Report on the exploration of the country between Lake Superior and the Red River settlement* / by S. J. Dawson. Toronto : John Lovell, Printer, 1859. Following text.
- 1.6.1 The application of *Precis* in French / by Germaine Lambert. (*Precis* in a multilingual context ; part 4). // *Libri.* ISSN 0024-2667. 26:4 (1976) 302-324.
- 1.6.1 Progrès de la recherche en démographie juive / Roberto Bachi. (*Études démographiques récentes sur le judaïsme* ; 2). // *Démographie et identité juives dans l'Europe contemporaine.* Bruxelles, Belgique : Éditions de l'Université de Bruxelles, c1972. p. [37]-47.

- 1.7.1 Trekkers round the world / John Guzzwell. // Great voyages in small boats. Clinton Corners, N.Y. : John de Graff, 1976. ISBN 0-8286-0079-1. p. 1-195.
- 1.7.1 Simon Boccanegra : revised (1881) version / Verdi. // Simon Boccanegra : original (1857) version / Verdi. [Oakland, Calif.] : Voce, [1979]. Voce-9. Side 6.
- 1.7.1 Martí y Francia. // Ensayos / Alejo Carpentier. Ciudad de La Habana, Cuba : Editorial Letras Cubanas, 1984. p. [255]-271.
- 1.7.1 Canadian-owned paper industries = Industrie des pâtes et papiers de propriété canadienne / compiled by D. Michael Ray ; cartography by Policy Research and Coordination Branch. Scale [1:95 000 000] (W 134°--W 52°/N 57°--N 42°). 1 map : col. ; 25 x 58 cm, folded to 28 x 20 cm. // Dimensions of Canadian regionalism / D. Michael Ray. Ottawa, [Ont.] : Policy Research and Coordination Branch, Dept. of Energy, Mines and Resources, 1971. Fig. 26, following p. 30.
- 1.8.1 Defeathering the Indian / Emma La Rogue. xiii, 82 p. : ill. ; 23 cm. ISBN 0-7725-5028-X. // Tawow / D. Bruce Sealy. [Agincourt, Ont.] : Book Society of Canada, c1975. ISBN 0-7725-5250-9.
- 2.1.1 Spirit is flesh this night / Godfrey Ridout // Veni : music for Advent and Christmas. Oshawa, Ont. : World Records, 1978. World Records: SMM 7807. Side 2, band 7.
- 2.2.3 Where do I go? / words by James Rado, Jerome Ragni ; music by Galt MacDermot. // Vocal album from the musical production Hair. London : United Artists Music, c1967. p. 8-9.
- 2.2.4 Newfoundland, St. Lawrence Bay, the fishing banks, Acadia, and part of New Scotland / by H. Moll. (W 68°--W 52°/N 52°--N 43°). 1 slide : col. // The discovery and settlement of North America : 1500-1865 / by George Kish. Hagerstown, Md. : Harper and Row, c1978. Slide no. 91.
- 3.1.1 Visiting / composed by Will Ackerman ; Will Ackerman, guitar ; Chuck Greenberg, lyricist ; Michael Manning, bass. // An evening with Windham Hill live. [Stanford, Calif.] : Windham Hill Records, c1983. Windham Hill Records: WH-01026. Side 2, band 2.
- 3.1.1 Lokalizacja i wyznaczanie szerokości rozwarcia rysy metodami elastooptycznymi / Wojciech Łoziński. // Studium nad metodą rejestracji izopach w warstwach wyciętych z zamrożonych modeli EO / Marek Skłodowski. Lokalizacja i wyznaczanie szerokości rozwarcia rysy ... / W. Łoziński. Warszawa : Instytut Podstawowych Problemów Techniki PAN, 1977. p. 9-27.
- 3.1.2 Map of the Canadian Pacific Railway and its connections. Scale [ca 1:9 200 000] (W 131°--W 59°/N 53°--N 38°). 1 map ; 18 x 57 cm. // Building the Canadian Pacific Railway / produced by the National Film Board of Canada. [Ottawa, Ont. : National Film Board of Canada, 1979].
- 3.1.3 Sonata in d-Moll = Sonata in D minor : op. 9 / Karol Szymanowski. // Gesamtausgabe / Karol Szymanowski ; editor, Teresa Chylińska. Kraków : PWM, 1978. Bd. 9, p. 1-24.
- 3.1.4 Cancer : don't become a victim / by Mary MacKay. // Performance. ISSN 0832-1213. 1:1 (9 April 1986) 2.
- 3.1.5 A stylometric study of Aristotle's Metaphysics / Anthony Kenny. // Bull. Assoc. Lit. Linguist. Comput. ISSN 0305-9855. 7:1 (1979) 12-20.
- 3.2 Les limites de la notion de structure en ethnologie / Claude Lévi-Strauss. // Sens et usages du terme structure dans les sciences humaines et sociales / édité par Roger Bastide. 2me éd. The Hague : Mouton, 1972. p. 40-45.
- 3.2 General sketch-chart of the oceanic currents. – Scale [1:135 000 000] (W 180°--

- E 180°N 76°--S 56°). – 1 map : engraved, col. ; 16 x 30 cm. // The physical atlas of natural phenomena / by Alexander Keith Johnston. – A new and enlarged ed. – Edinburgh, [Scotland] : William Blackwood and Sons, 1856. – p. 47.
- 3.4.1 Origine, discendenza, catalogo, et nome di tutti i prencipi, re, & potentati, c'hanno regnato nel mondo, dal principio della sua creatione sino a questi tempi / di Gio. Nicolo Doglioni. // Compendio historico universale di tutte le cose notabili già successe nel mondo dal principio della sua creatione sin' hora / di Gio. Nicolo Doglioni. In Venetia : Appresso Nicolo Misserini, 1605. p. [961]-[984].
- 3.4.2 Conocimiento empírico, magia y religión en la medicina popular de los departamentos de Esquina y Goya (Corrientes) / Silvia Garcia. // Cultura tradicional del área del Paraná Medio / Ministerio de Educación y Justicia, Secretaria de Cultura, Instituto Nacional de Antropología. Buenos Aires : Fundación G.F.G. Bracht Editor, 1984. p. 257-267.
- 3.6 Private Kunstförderung im Kaiserreich am Beispiel Krupp / Renate Köhne-Lindenlaub. // Kunstpolitik and Kunstförderung im Kaiserreich / herausgegeben von Ekkehard Mai, Hans Pohl und Stephan Waetzoldt. Berlin : Mann, c1982. ISBN 3-7861-1322-X. p. 55-81.
- 3.8.1 Domini est terra / Heinrich Schütz ; Ensemble vocal du Choeur national ; Ensemble instrumental Ars Europea. // Polyphonie sacrée de la renaissance. [St-Michel de Provence] : Harmonia Mundi, [1980]. Harmonia Mundi: HMV 2.473. Disque 2, face B, bande 4.
- 3.8.2 L'auto-évaluation en lère année et au ler cycle / par Louise Royal. // Place publique (Lasalle). ISSN 0833-8922. 1:1 (mai 1986). 16-19.
- 4.1.1 Mental health services in the developing countries : the issues involved / T.W. Harding. // Mental health services in developing countries / edited by T.A. Baasher. Geneva : World Health Organization, 1975. p. 1-5.
- 4.1.1 Lettre à M. Louis ... pour justifier le rapport des causes de mort de Claudine Rouge ... avec la réponse de M. Louis. // Mémoires intéressans sur la mort de Claudine Rouge. À Lyon : De l'imprimerie d' Aimé la Roche et à Paris, chez la veuve Duchêne, libraire ..., 1768. p. [2]-84.
- 4.2.1 The clam made a face / Eric Nicol. // A collection of Canadian plays / general editor, Roy Kalman. Toronto : Bastel Books, 1972- . Vol. 4, p. B1-B21.
- 4.3.1 Der freundliche Autofahrer / Musik, Felix Parday ; Text, Jürgen Albrecht. // Die Abenteuer des Mädchens Britta. Hamburg : Dt. Grammophon-Ges., 1979. Best. Nr. Poly: 2961226. S. 2.
- 4.4.1 Prelude and fugue for 18-part string orchestra / Britten. // L'Orchestre mondial des Jeunesses musicales, 1970-1989. [Montréal] : Radio Canada International, [1980]. Disk 5, side 1.
- 4.5.1 A data structure for family relations / F. Mavaddat and B. Parhami. // Comput. j. ISSN 0010-4620. 22:2 (May 1979) 110-113.
- Appendix A *Precis in a multilingual context.* // Libri. ISSN 0024-2667. 26:1-4 (1976) 1-37, 108-139, 181-215, 302-324.
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- Part 3: *Multilingual experiments, proposed codes, and procedures for the Germanic languages* / by Jutta Sorensen and Derek Austin. // Libri. 26:3 (1976) 181-215.
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