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# Transcription in Rare Books Cataloguing

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(read by Krister Östlund)



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It is important to transcribe the title page, or its equivalent, **verbatim**, in order to make it possible to distinguish among different editions. It is more important to describe the original correctly than to follow the ISBD-structure.

In field 245 we enter the entire reference title **just as it is in the printed item**.



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All forms of commas and hyphens that can be found in the original should be transcribed as an ordinary comma or hyphen.



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The title should be transcribed exactly, as far as spelling and punctuation is concerned. The use of lowercase and uppercase letters, however, is normalized according to modern principles. During the hand press period uppercase and lowercase were often used quite randomly, and not according to strict linguistic rules. Therefore we normalize.



Users of rare materials often require fuller, more faithful transcriptions, greater detail in the physical description area [etc.]

Users of rare materials frequently perform identification and selection tasks under circumstances that require the bibliographic description to stand as a detailed surrogate for the item.

Transcribe information in the form and order in which it is presented in the source, according to these general rules 0B-0G, unless instructed otherwise by specific rules.



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Convert letters to uppercase or lowercase according to the rules for capitalization in AACR2, Appendix A. Do not convert case when transcribing Roman numerals

If the rules for capitalization require converting **I** or **V** to lowercase, or **i**, **j**, **u**, or **v** to uppercase, follow the pattern of usage in the text to determine which letterform to use in the transcription.



Do not confuse a virgule (∕) in gothic typefaces with a slash; replace it with a comma or omit it, as appropriate

Transcribe a misprint as it appears in the publication, follow such an inaccuracy either by “[sic]” or by the abbreviation “i.e.” and the correction within square brackets.

Transcribe a turned letter (i.e., a letter set upside-down), whether inadvertent or deliberate, as the intended letter.  
Transcribe two letters used to approximate a third letter as the intended letter.



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Gud, Gudh, Guud, Guudh, Gvd,  
Gvdh, Gvvd, Gvvdh, Gwd, Gwdh





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245 #0 \$a Statisical methods in bioinformatics

246 1\_ \$i Title should read: \$a Statistical methods in bioinformatics

245 #0 \$a STROZII POETAE PATER ET FILIVS.

246 1\_ \$i Normalized title: \$a Strozii poetae pater et filius.



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VOLVIT

*voluit (volo)*

or

*volvit (volvo)*



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