NATIONAL LIBRARY OF SCOTLAND

RARE BOOK COLLECTIONS DIVISION

CATALOGUING MANUAL
2005

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PREFACE

This manual sets out the bibliographic standards and procedures followed for the cataloguing of older printed books (currently defined as pre-1801 items) in the National Library of Scotland. It is a revision of the manual drawn up in 1993 and subsequently updated in 1995.

It is designed to provide the Library's cataloguing staff with all the information they need to catalogue an older printed book whether by recording that information here or by giving references to other readily available sources for that information. In so far as it contains matters of interpretation and policy not found in published sources, it may also be of interest to librarians elsewhere. It should be noted many of the procedures outlined in this document reflect the fact that the Library currently uses the Voyager cataloguing system.

This manual is the work of staff of the Library's Rare Book Collections division. Comments and suggestions for amendments should be passed to rarebooks@nls.uk.

2005

GUIDING PRINCIPLES

- All items should be catalogued as if the 'ideal' printed copy were being catalogued.

- All pre-1801 material is catalogued in accordance with AACR2 and DCRB. We have incorporated into the Manual those changes proposed during the current revision process towards the new edition of DCRB (Descriptive Cataloguing of Rare Materials (Books) DCRM(B)) that seem to be already widely accepted by rare book cataloguers and in our opinion are likely to be incorporated in the new edition. We have an input into the revision process and are carefully monitoring it.

- Where appropriate, catalogue records should emphasise the features of items catalogued that explain their inclusion in the National Library of Scotland's collections.

- No access points not readily explained by information from the title should be included without an explanatory 500 note.

LIST OF ABBREVIATIONS

AACR2 – Anglo-American Cataloging Rules, 2nd edition, 1974.

AAT – Art and Architecture Thesaurus

ALA – American Library Association

CERL – Consortium of European Research Libraries

CURL – Consortium of Research Libraries

DCRB – Descriptive Cataloging of Rare Books, 2nd edition, 1991.

DCRB(M) – Descriptive Cataloging of Rare Materials (Books)

ECCO – Eighteenth Century Collections Online

EEBO – Early English Books Online

ESTC – English Short-Title Catalogue

ISBD – International Standard Bibliographic Description

ISTC – Incunabula Short -Title Catalogue

LC – Library of Congress

LCNAF – Library of Congress Name Authority File

LCSH – Library of Congress Subject Headings

MARC21 – Machine Readable Cataloguing for the 21st Century

MS – Manuscript Collections

NLM – National Library of Medicine

NLS – National Library of Scotland

OCLC – Online Computer Library Center

OPAC – Online Public Access Catalogue

RB – Rare Book Collections

RLIN – Research Libraries Information Network

SCOLCAP – Scottish Libraries Cooperative Automation Project

STC – Short Title Catalogue

LEADER FIELD

The Leader is the first field of a bibliographic record. The Leader consists of data elements that contain numbers or coded values that provide information for the processing of the record.

The Leader is not repeatable and has no indicators or subfield codes. The data elements are positionally defined.

RECORD STATUS

The Record status character position contains a one-character alphabetic code that indicates the relationship of the record to a file for file maintenance purposes.

a: Increase in encoding level

Code a indicates that the Encoding level of the record has been changed to a higher encoding level. This indicates an increase in the level of cataloguing. Remember to use this option when the encoding level is changed to full (i.e. when cataloguing book-in-hand).

c: Corrected or revised

Code c indicates that an addition or change has been made to the record. The change, however, does not constitute an increase in the Encoding level of the record.

d: Deleted indicates that the record has been deleted from the file.

n: New indicates that the record is a newly input record.

This is used when a new record is created book-in-hand, or when a record is downloaded.

p: Increase in encoding level from prepublication.

Code p indicates that the prepublication record has had a change in cataloguing level resulting from the availability of the published item.

TYPE OF RECORD

The Type of record character position contains a one-character alphabetic code that indicates the characteristics of and defines the components of the record, usually describing in general the type of material, for example printed music, musical sound recording or kit. The code is also used to determine the appropriateness and validity of certain data elements in the record.

The most commonly used option here is a: language material, which indicates that the content of the record is for non-manuscript language material. Code a is also used for microforms that are basically textual in nature, whether they are reproductions from print or originally produced.

BIBLIOGRAPHIC LEVEL

The Bibliographic level character position contains a one-character alphabetic code that indicates the bibliographic level of the record.

The default is set to m – monograph item

Other options to note include:

a – monographic component part. This is a bibliographic unit that is physically attached to or contained in another monographic unit such that the retrieval of the component part is dependent on the physical identification and location of the host item or container. Examples of monographic component parts with corresponding host items include an article in a single issue of a periodical, a chapter in a book, a band on a phonodisc, and a map on a single sheet that contains several maps.

c – collection. A collection is a made-up multipart group of items that were not originally published, distributed, or produced together. The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system; i.e. a collection-level record.

s – serial. An item issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series, etc.

TYPE OF CONTROL

The Type of control character position contains a one-character code that indicates the type of control.

The default is set to '_No specific type of control'.

CHARACTER CODING

The Character coding scheme character position contains a one-character code that identifies the character coding scheme used in a record. The coding scheme used affects the number of octets needed per character, the placement of non-spacing characters, and the use of escape sequences, and may affect the character repertoire.

The default is set to '_Marc-8'

ENCODING LEVEL

The Encoding level character position contains a one-character alphanumeric code that indicates the fullness of the bibliographic information and/or content designation of the MARC bibliographic record.

'_Full level' is used when an item is catalogued book in hand

'1 Full level, material not examined' is used for retroconverted records, where full records have been downloaded

'2 Less-than-full-level, material not examined' is used for retroconverted records where full records are not created (e.g. because there is no subject access).

CATALOGUING FORM

The Descriptive cataloguing form character position contains a one-character alphanumeric code that indicates characteristics of the descriptive data in the record through reference to cataloguing norms. The code particularly indicates whether the descriptive part of the record exemplifies the rules of the International Standard Bibliographic Description (ISBD), either within or outside of the framework of the Anglo-American Cataloguing Rules, 2nd Edition (AACR 2). Subfield ‡e (Description conventions) of field 040 (Cataloguing Source) may be used to further identify the specific cataloguing rules used.

Many downloaded records will have _:non-ISBD or i: ISBD. This should be amended to a: AACR2.

006 FIELD – ADDITIONAL MATERIAL CHARACTERISTICS

This field is not currently used in NLS

007 FIELD

The 007 field in the bibliographic record should not be used for copy specific information, such as microform format. Copy specific information should be added to the 007 in the holdings record.

This field allows the cataloguer to add a description of the physical form of the work. Selection is made from pre-defined screens for the type of physical form and drop down menus specific to the chosen form.

It is rarely used in this department, but can be useful for some works.

To create an 007 click on the 007 button, select the type of physical form, click on new, select the appropriate codes from the drop down lists, click apply, click Close.

EXAMPLE:

This is an example of an 007 for a print mounted in a card frame. It does give a bit of extra information, not otherwise contained in the catalogue record.

Note that selecting the 'Projected Graphic' option displays as 'k' in 007 field, and how this changes 008.

008 FIELD

As NLS practice is to use all available codes, being as specific as possible, all full cataloguing done book in hand should have the following options selected. No fill characters should be used.

This field contains 40 character positions (00-39) that provide coded information about the record as a whole and about special bibliographic aspects of the item being catalogued. These coded data elements are potentially useful for retrieval and data management purposes.

This field has no indicators or subfield codes; the data elements are positionally defined by type of material.

TYPE OF DATE/PUBLICATION STATUS

All valid codes are available from a drop down menu.

s – Use for a single known or probable date. When code s is used there should be no information in Date 2. Use this code and not q for a 260 subfield ‡c such as [ca. 1540] or [1710?]

m – Use for a range of dates for multipart items. When code m is used place the earliest date in Date 1 and the latest in Date 2.

q – Use for a range of dates for a single item of questionable date; e.g. ‡c of the 260 field reads [between 1543 and 1560]. When code q is used place the earliest probable date in Date 1 and the latest in Date 2.

e – Use when a detailed date is provided in the subfield ‡c of the 260 field; e.g. Printed on the 12th of October 1772. When code e is used place the year in Date 1 and the month and day (in that order) in Date 2; e.g. 1772,1012. This should only be used when the full date is contained in the imprint. If the date is, for example, 1st January 1788 input 1788,0101. Do not use this option for dates contained within a proclamation etc.

DATE 1

It is only permissible to record one date if the Type of date/Publication status reads s.
The date in this element is chiefly derived from the subfield ‡c of the 260.
Use u as the fill character when the exact digit of a date is missing e.g. 16uu or 175u.

DATE 2

Include a second date when an item was printed over a period of years; e.g. if volume 1 was printed in 1767 and volume 5 in 1780, then record Date 1 as 1767 and Date 2 as 1780. Type of date/Publication should read m.

If a date is unknown but a range is suggested in subfield ‡c of the 260 field; e.g. ‡c [between 1543 and 1560] record date 1 as 1543 and date 2 as 1560. Type of date/Publication should read q.

Use Date 2 in order to record the month and day (in that order) of a detailed date; e.g. 1772,1012. Type of date/Publication should read e.

Use u as the fill character when the exact digit of a date is missing e.g. 16uu or 175u.

PLACE OF PUBLICATION

All valid codes are available from a drop down menu.

Enter the place of publication based on the content of the subfield ‡a of the 260 field.

If an item is published in a country that has since changed name or possession, use the code for the present country.

If there is no place of publication in the subfield ‡a of the 260 field i.e. [S.l.] use code xx.

If there are multiple places listed in the imprint, use the code for the country of the first place listed.

If a question mark follows the place of publication in the imprint or if it appears in square brackets, code as if there is no doubt about the place of publication.

If field 260 names a place of publication known to be false (e.g. Edinburgh but known to be printed in London) use the code for the real place if known. If the place of publication is falsely given as Edinburgh but the actual place of publication is unknown, use the code for Edinburgh.

ILLUSTRATIONS

Illustrations 1 – record the existence or otherwise of illustrations.

Illustrations 2-4 – describe the specific type of illustrations maps, plans, ports, music, coats of arms etc.

a - Code a indicates that an item contains illustrations. Types of illustrations not covered by any of the more specific codes are coded using code a.

As there are only four fields which can be completed, recording the type (port., maps, plans etc.) of illustration should take precedence over, for example, plates when there are more than four types to be recorded.

b - Maps
Code b indicates that an item contains maps. It is used when the term map or maps is present in field 300.

c - Portraits
Code c indicates that an item contains portraits. It is used when the term port. or ports. is present in field 300.

d - Charts
Code d indicates that an item contains charts. It is used when the term chart or charts is present in field 300.

e - Plans
Code e indicates that an item contains plans. It is used when the term plan or plans is present in field 300.

f – Plates
Code f indicates that an item contains plates. It is used when the term plate or plates is present in field 300.

A plate is defined as 'a primarily illustrative leaf that is not an integral part of a gathering, excepting an illustrated title page (including half title and added title page). Tables printed on leaves that are not an integral part of a gathering are also treated as plates, unlike other textual leaves, which are excluded from consideration as plates'. (DCRB Appendix G)

g - Music
Code g indicates that an item contains music. It is used when the term music is present in field 300.

h - Facsimiles
Code h indicates that an item contains facsimiles. It is used when the term facsim. or facsims. is present in field 300.

i - Coats of arms
Code i indicates that an item contains coats of arms. It is used when the term coat of arms or coats of arms is present in field 300.

j - Genealogical tables
Code j indicates that an item contains genealogical tables. It is used when the term geneal. table or geneal. tables is present in field 300.

k - Forms
Code k indicates that an item contains forms. It is used when the term form or forms is present in field 300.

l - Samples
Code l indicates that an item contains samples (e.g. textile samples). It is used when the term sample or samples is present in field 300.

m - Phonodisc, phonowire, etc.
Code m indicates that an item contains a phonodisc, phonowire, etc. It is used, on current records, when the following terms are present in field 300: sound disc, sound cartridge, sound tape reel, sound cassette, roll, and cylinder. On older records, code m is used for any term beginning with phono, e.g., phonodisc.

o - Photographs
Code o indicates that an item contains photographs. It is used when the term photo. or photos. is present in field 300.

p - Illuminations
Code p indicates that an item contains illuminations

Audience

A one-character alphabetic code describes the intellectual level of the target audience for which the material is intended.

Use blank or j (for children's books). Where applicable this code should be used for school textbooks. Remember to add ‡v Juvenile fiction/poetry/drama/literature as appropriate in the 6xx fields when using 'j'.

FORM

A one-character alphabetic code specifies the form of material for the item in hand.

Use all the available codes.

For RB purposes we would use 'None of the following', which indicates that none of the choices in the drop-down menu are appropriate.

Contents

One-character alphabetic codes indicate that an item contains certain types of materials. Generally, a specific code is used only if a significant part of the item is the type of material represented by the code. Information for these character positions is usually derived from other areas of the bibliographic record (e.g., field 245 (Title Statement), 5XX (Note) fields, or 6XX (Subject Added Entry) fields). Up to four codes may be recorded, in alphabetical order. If fewer than four codes are assigned, the codes are left-justified and unused positions contain blanks (_). If more than four codes are appropriate to an item, the four most significant are selected. If no codes are applicable, all positions contain blanks (____).

Use all the available codes.

Ensure the appropriate LCSH subheading, ‡v or ‡x, is used in the 6xx field when for example 'd' (dictionaries) is coded in this part of 008.

GOVT. PUBLICATION

A one-character alphabetic code indicates whether or not the item is published or produced by or for an international, national, state, provincial, or local government agency, or by any subdivision of such a body. The code also describes the jurisdictional level of the government agency associated with the item. A government body and all its subdivisions are treated as government bodies regardless of how they may be entered as headings (i.e., entered under jurisdiction or not). In the bibliographic record, the body does not have to be a main or added entry, but it should be named as publisher, etc. in the publication, distribution, etc. area, or have caused the item to be published (usually inferred when the governmental body is responsible for the content of the work). When in doubt, treat the item as a government publication.

Use the following codes: blank – Not a government publication
f – federal/national
i – international/intergovernmental
l - local

CONF. PUBLICATION

A one-character numeric code indicates whether a work consists of the proceedings, reports, or summaries of a conference. ‡v Congresses should be added to the 6xx fields.

Use codes 0 or 1

FESTSCHRIFT

A one-character numeric code indicates whether or not the work is a festschrift. A festschrift is defined as a complimentary or memorial publication usually in the form of a collection of essays, addresses, or biographical, bibliographic, scientific, or other contributions.

Use codes 0 or 1

INDEX

A one-character numeric code indicates whether or not an item includes an index to its own contents. Add a 500 note "Includes index.".

Use codes 0 or 1

LITERARY FORM

A one-character code used to indicate the literary form of an item. Numeric codes 0 and 1 provide a generic identification of whether or not the item is a work of fiction. Alphabetic

codes may be used to identify specific literary forms. The appropriate ‡v should be added to the 6xx field.

Use all the available codes

BIOGRAPHY

A one-character alphabetic code indicates whether or not an item contains biographical material, and if so, what the biographical characteristics are.

Use all the available codes

LANGUAGE

A three-character alphabetic code indicates the language of the item. The source of the code is MARC Code List for Languages that is maintained by the Library of Congress http://lcweb.loc.gov/marc/languages/ Choice of a MARC code is based on the predominant language of the item.

All available codes are contained in a drop down list.

MODIFIED RECORD

A one-character alphabetic code indicates whether any data on a bibliographic record is a modification of information that appeared on the item being catalogued or that was intended to be included in the machine-readable record. Such modifications include: the romanization of data that originally appeared in a non-roman script; substitution of characters available for those characters that could not be converted to machine-readable form (e.g., special symbols, "]" or transliteration of words from another language.

Add a 500 note explaining the modification.

    500 _ _   ‡a First 4 words of title transliterated from Greek.

Use all the available codes.

CATALOGUING SOURCE

A one-character code indicates the original cataloguing source of the record. If the cataloguing source is known, it is identified in subfield ‡a of field 040 (Cataloguing Source).

Use code d for original cataloguing; if downloading records do not change the code in this field.

040 CATALOGUING SOURCE

DEFINITION

The original source of the cataloguing data, the contributor of cataloguing data, and, if applicable, the modifier of the cataloguing data.

Field 040 may also have data that identifies the rules for descriptive cataloguing used to create the record.

‡a Original cataloguing agency – identifies the institution that created the record.

‡b Language of cataloguing – only used by libraries for which English is not the language of the cataloguing agency and so not applicable to NLS.

‡c Transcribing agency – the institution that input the record.

‡d Modifying agency - Subfield ‡d contains the MARC code or the name of the organisation responsible for modifying a MARC record. Add StEdNL when a downloaded record is modified.

‡e Description conventions – All pre-1801 material catalogued book-in-hand should include ‡e dcrb. This subfield should always follow ‡a

In records downloaded from ESTC the subfields ‡a and ‡c will contain the codes for the ESTC at the British Library or at University of California Riverside.

COMMENTS

- When creating a new cataloguing record the 040 field should read

  040 ‡a StEdNL ‡e dcrb

  The subfield ‡a contains the NLS code and the subfield ‡e the description convention for the descriptive cataloguing of rare books

- After downloading a record from ESTC the 040 will probably look something like

  040 ‡a Uk-ES ‡c Uk-ES ‡d CStRLIN

  This should be amended to read

  040 ‡a Uk-ES ‡e dcrb ‡c Uk-ES ‡d CStRLIN ‡d StEdNL

  This shows that NLS has modified the record to dcrb standards

- When upgrading a pre-1701 record already batch downloaded from ESTC the 040 may look something like

040 ‡a Cu-RivES ‡e dcrb ‡c Cu-RivES ‡d CStRLIN ‡e dcrb

This should be amended to read

040 ‡a Cu-RivES ‡e dcrb ‡c Cu-RivES ‡d CStRLIN ‡d StEdNL

The subfield ‡e is non-repeatable and therefore the second ‡e should be deleted to reflect NLS's modification of the record.

- When upgrading an 18ᵗʰ century record already batch downloaded from ESTC the 040 may look something like

  040 ‡a Uk-ES ‡e estc ‡c Uk-ES ‡d Cu-RivES ‡d CStRLIN

  This should be amended to read

  040 ‡a Uk-ES ‡e dcrb ‡c Uk-ES ‡d Cu-RivES ‡d CStRLIN ‡d StEdNL

- Note: If the item is being retroconverted from a card and not book-in-hand do not amend the subfield ‡e

041 LANGUAGE CODE

DEFINITION

The three-character codes of languages associated with an item when the 008 field element language is insufficient to convey full information for a multilingual item or for items that involve translation.

Use 041 field when

- The item contains more than one language.
- The item is or includes a translation .
- The language of the summaries, abstracts, or accompanying material differs from the language of the main item.
- The language of a table of contents differs from the language of the main item.

The first code in subfield ‡a must be the same as the code in the 008 field Language.

Multilingual items

If the item is primarily in French, with some parts in English, enter:

041 0 _   ‡a fre ‡a eng

If the item is in English, French, and Arabic, enter:

    041 0 _   ‡a eng ‡a fre ‡a ara

Enter codes in order of their predominance. If this cannot be determined, enter the codes in alphabetical order.

Up to six language codes can be entered by repeating subfield ‡a. If the text is in more than six languages, enter the code for the language of the first title followed by mul.

    041 0 _   ‡a eng ‡a mul

Items involving translation

If the item is in English translated from the French, enter:

    041 1 _   ‡a eng ‡h fre

If the item is in French and English, and was translated from Latin, enter:

    041 1 _   ‡a fre ‡a eng ‡h lat

If the item is in English, translated from Latin, but was originally written in Greek, enter:

    041 1 _   ‡a eng ‡h lat ‡h grc

If the item contains works that were translated from more than one original language, enter up to six language codes by repeating subfield ‡h

If the title of the work in its original language is known this should be entered in a 240 field.

    041 1 _   ‡a eng ‡h spa
    240 1 0   ‡a Don Quixote. ‡l English. ‡f 1770
                   (Record ID 370507)

If the original title cannot be identified enter the following note.

    500 _ _   ‡a Original title not traced.

043 GEOGRAPHIC AREA CODE

DEFINITION

Provides a hierarchical breakdown of geographical and/or political entities.

Use a maximum of three codes. Base code selection on geographic names and/or subdivisions in 6xx subject added entry and index term fields. Enter codes in order of importance, usually the same order as the geographic names and/or subdivisions in the 6xx fields.

Each geographic area code has seven character positions, which use lower case letters or hyphens. For example

Europe =	*e------*
Great Britain =	*e-uk---*
Scotland =	*e-uk-st*

COMMENTS

Do not assign geographic area codes for linguistic works.
If several geographic areas are involved, assign multiple area codes, but not more than three. If necessary assign the code for a larger geographic area in order to avoid using more than three codes – e.g. do not code separately for England, Wales and Scotland.

100 MAIN ENTRY – PERSONAL NAME

DEFINITION

A personal name used as a main entry heading. A personal name is the name of the person responsible for the creation of the intellectual or artistic content of an item.

COMMENTS

AUTHORITIES

Name headings should be in accordance with AACR2 (1988) and conform to the LC name authority file where that is available. Where an LC heading differs from an existing NLS heading Authority Control Unit (ACU) should be informed by e-mail:
DL-Authority Changes

IF AN AUTHORITY HEADING IS NOT FOUND ON LC:

For authors known or assumed to be Scottish, consult the sources listed in Appendix 8. If an appropriate heading is not found, construct heading from item in hand or other items (where appropriate) from NLS catalogue. Add 'floruit' (fl.) dates (see also below) from date of publication of item or other items (where appropriate) from NLS catalogue.

For authors known or assumed to be non-Scottish, construct heading from item in hand or other items (where appropriate) from NLS catalogue. Add 'fl.' dates (see also below) from date of publication of item or other items (where appropriate) from NLS catalogue.

If no statement of responsibility appears in the item and facts relative to authorship are available, give this information in a 500 note. Include the authority for the attribution whenever possible and useful.

‡A PERSONAL NAME – MAIN ENTRY.

When cataloguing legal items (e.g. petitions) the main entry heading should not be given to the signatory on the final page, but to the petitioner or respondent.

EXAMPLE:

> 100 1 _   ‡a Gordon, James, ‡c of Ellon.
> 245 1 _   ‡a Answers for James Gordon of Ellon; : ‡b to the petition of
>   Alexander Leith of Freefield..
>   (Record ID 2331798)

INITIALS

Names consisting of initials should be recorded in direct order and with spaces between the letters:

EXAMPLE:

> 100 0 _   M. W.

‡C TITLES AND OTHER WORDS ASSOCIATED WITH A NAME.

In the absence of birth, death or floruit dates; titles, professions or placenames used in this field can be extremely useful in distinguishing between people with the same names.

EXAMPLE:

> 100 1 _   ‡a Ramsay, James, ‡c of London, sadler.
>   (Record ID 3365329)

Headings in placeholder records from ESTC should be checked against LC.

‡D DATES ASSOCIATED WITH A NAME.

For pre-twentieth century persons, 'fl.' dates may be used. But note that 'fl.' dates normally express a span of years or activity. A single year 'fl.' may be used only in exceptional cases, as when a reference source designates the date in this way or there is only one publication or other event in a person's life known to be the single or at least primary basis for a single year. These 'fl.' dates should not be accepted without checking LCNAF. Contact ACU if fl. dates conflict with an existing LC heading.

Use '?' for probable dates of birth/death.

EXAMPLE:

> *100   1   _   ‡a Kinloch, James, ‡c Sir, ‡d 1680?–1744.*
> *(Record ID 3088304)*

Use 'ca.' for approximate dates of birth/death.

EXAMPLE:

> *100   1   _   ‡a Angliolieri, Cecco, ‡d ca. 1258-ca. 1312.*
> *(Record ID 2406680)*

Use e.g.'12th cent.' where the century is known but the dates of birth/death/activity are unknown.

EXAMPLE:

> *100   1   _   ‡a Andrewes, Thomas, ‡d 18th cent.*
> *(Record ID 441614)*

‡E RELATOR TERMS.

Relator terms are valid for use in this field, but NLS practise is not to use the relator term in this field, but rather in the 700 field.

110 MAIN ENTRY – CORPORATE NAME

DEFINITION

A corporate name used as a main entry heading. Corporate names are the names of associations, institutions, businesses, firms, nonprofit enterprises, governments, agencies, performing groups, etc.

COMMENTS

Authorities: Corporate name headings should be in accordance with AACR2 (1988) and conform to the LC name authority file where that is available. Where an LC heading differs from an existing NLS heading Authority Control Unit (ACU) should be informed by e-mail: DL-Authority Changes

IF AN AUTHORITY HEADING IS NOT FOUND ON LC:

For corporate bodies known or assumed to be Scottish, consult the sources listed in Appendix 8. If an appropriate heading is not found, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

For corporate bodies known or assumed to be non-Scottish, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

EXAMPLES:

‡A CORPORATE NAME OR JURISDICTION NAME AS MAIN ENTRY ELEMENT.

> *110 2 _   ‡a Royal College of Physicians of Edinburgh.*
> *(Record ID 789838)*

Headings in placeholder records from ESTC should be checked against LC

‡B SUBORDINATE UNIT.

> *110 2 _   ‡a Faculty of Advocates (Edinburgh, Scotland). ‡b Library.*
> *(Record ID 3329240)*

> *110 1 _   ‡a Edinburgh (Scotland). ‡b Town Council.*
> *(Record ID 3062207)*

> *110 1 _   ‡a Great Britain. ‡b Sovereign (1685-1688 : James II)*
> *(Record ID 2318183)*

> *110 2 _   ‡a Church of England. ‡b Archdeaconry of Nottingham.*
> *‡b Archdeacon (1766-1809 : Kaye)*
> *(Record ID 64158)*

‡C LOCATION OF MEETING.

> *110 2   _   ‡a Church of Scotland. ‡b General Assembly ‡d (1714 : ‡c*
> *Edinburgh, Scotland)*
> *(Record ID 3078738)*

‡D DATE OF MEETING OR TREATY SIGNING.

> *110 2   _   ‡a Church of Scotland. ‡b Presbytery of Dumfries ‡d (1718)*
> *(Record ID 1005088)*

‡E RELATOR TERM.

> *110 2 _   ‡a East India Company.*
> *710 2 _   ‡a East India Company, ‡e defendant.*

NOTES

Headings giving no indication of the body's geographic location should be qualified accordingly.

EXAMPLE:

110 2 _   ‡a Cambridge Anti-War Council (Cambridge, England)

Cities and towns should be qualified by country.

A king, queen, archbishop etc. who gives a speech in their official role should be entered under their country, church etc. in a 110 not as an individual in a 100.

Names of conferences, conventions etc. that appear under the name of a corporate body can be entered in a 110.

111 MAIN ENTRY – MEETING NAME

DEFINITION

To be used when a conference, meeting, exhibition, exposition, festival, athletic contest or scientific expedition name is being used as a main entry heading. LC headings should be used for this field.

COMMENTS

Qualifying information such as dates and locations should appear in parenthesis:
‡d (1756 : ‡c Scotland, Largs). Any subordinate committee or meeting is not contained in these parentheses.

EXAMPLES:

111 2 _   ‡a Scottish National Antarctic Expedition ‡d
              (1902-1904)
              (Record ID 128300)

111 2 _   ‡a Highland Gathering and Scottish Music
              Festival ‡d (1929 : ‡c Banff : Alberta)
              (Record ID 951216)

111 2 _   ‡a Scottish Sabbath School Convention
              (Record ID 2750080)

111 2 _   ‡a Scottish Protestant Congress ‡d (1923 : ‡c
              Edinburgh)
              (Record ID 1563293)

111 2 _   ‡a Scottish Printing Exhibition
     (Record ID 1806785)

111 2 _   ‡a Scottish National Convention ‡d (1939 : ‡c
     Glasgow)
     (Record ID 79135)

130 MAIN ENTRY – UNIFORM TITLE

DEFINITION

A uniform title used as a main entry heading. Uniform titles bring together records for the same item if different manifestations appear under different titles. A uniform title is also used if wording on the item obscures the title.

If the record has another 1xx field this information should be entered in a 240 field.

COMMENTS

Uniform titles should conform to LCNAF. If not found in LC they should be constructed according to AACR2 (1988).

This field is particularly used for Bibles. It is important to add (in this order) the following subfields ‡p (part), ‡l (language), ‡s (version), ‡k (form), ‡n (number) and ‡f (date).

EXAMPLES:

130 0 _   ‡a Bible. ‡p N.T. ‡l Greek. ‡f 1609.
245 1 0   ‡a Nouum testamentum graecum, cum vulgata
     interpretatione latina graeci contextus lineis
     inserta ....
     (Record ID 837577)

130 0 _   ‡a Bible. ‡p O.T. ‡p Psalms. ‡l English. ‡s
     Sternhold and Hopkins. ‡f 1609.
245 1 4   ‡a The vvhole booke of Psalmes. Collected into
     English meeter by Thomas Sternhold, Iohn Hopkins and others, conferred with
     the Hebrewe, with apt notes to sing them with all.
     (Record ID 3169811)

130 0 _   ‡a Bible. ‡l English. ‡s Geneva. ‡f 1609.
245 1 4   ‡a The Bible. : ‡b That is, the Holy Scriptures
     conteined in the Old and New Testament. Translated according
     to the Ebrew and Greeke, and conferred with the best
     translations in diuers languages.
     (Record ID 3097854)

NOTES

Full stop at the end of the field.
In ‡l 'English and Latin' should read 'English & Latin'.

240 UNIFORM TITLE

DEFINITION

The uniform title for an item when the bibliographic description is entered under a main entry field that contains a personal (field 100), corporate (field 110), or meeting (111) name.

COMMENTS

Uniform titles should conform to LCNAF. If not found in LC, they should be constructed in accordance with AACR2 (1988).

Field 240 is not used when field 130 (Main Entry-Uniform Title) is present.

'Works', 'Selections' and other collective uniform titles should always be used where instructed by AACR2(1988). 'Works' should be used for an item that consists of, or purports to be, the complete works of a person, including those that are complete at the time of publication (as the date of publication may therefore be significant for the content of 'Works', it is essential that it should always be added). For authors who publish in one form only, 'Works' takes precedence over other collective uniform titles: e.g. for the complete works of an author who publishes nothing but plays, use 'Works' and not 'Plays'.

EXAMPLE:

    100 0 _   ‡a Ovid, ‡d 43 B.C.-17 or 18 A.D.
    240 1 0   ‡a Works. ‡f 1629
    245 1 0   ‡a Pub: Ovidii Nasonis Opera. / ‡c Daniel Heinsius textum
                  recensuit. Accedunt breves notae ex collatione codd.
                  Scaligeri et Palatinus Iani Gruterii.
                  (Record ID 1786242)

Uniform titles of works should be used to identify works published under varying titles, including in translation, and to enable all editions of a work to be retrieved through one search. Uniform titles should not be created to provide additional access points with different (e.g. regularised) spelling or to other titles by which works are known (for these cases see 246 below).

In the case of translations, the name of the language should always be added. This helps to group titles presented under an author search, and also enables translations of works to be retrieved by language.

EXAMPLE:

> *100 0 _*   *‡a Homer.*
> *240 1 0*   *‡a Iliad. ‡l English. ‡f 1790*
> *245 1 4*   *‡a The Iliad / ‡c of Homer. Translated from the Greek by*
>   *Alexander Pope, Esq.*
>   *(Record ID 3073322)*

When a uniform title is being used, the date of publication should be added in ‡f in all cases in order to refine further the presentation of titles under an author search and is particularly useful for works published frequently in translation. Guidance on the form of date to be used in ‡f can be found in AACR2(1988) 25.18A13 and, in greater detail, in LCRI 25.8. The main models are:

▸ [1978?] **(in 260 field)**   1978 **(in 130/240)**

▸ [ca. 1978]   1978

▸ [18--]   1800

▸ [197-]   1970

▸ 1969 (1971 printing)   1969

Facsimiles are given the year of the original with an added entry containing the date of the facsimile.

NOTES

No full stop at the end of the field.

In ‡l 'English and Latin' should read 'English & Latin'.

It is not NLS practice to use 243 (collective uniform title) and any 243 found should be altered to 240.

Add 041 when the item in hand is a translation

The implication of not adding dates to uniform titles should be kept in mind: editions without dates file first on the online system.

245 TITLE STATEMENT

DEFINITION

This field contains the title and statement of responsibility area of a bibliographic record. The Title Statement field consists of the title proper and may also contain remainder of title, the general material designation (medium), other title information, the remainder of the title page transcription, and statement(s) of responsibility. The title proper includes the short title and alternative title, the numerical designation of a part/section and the name of a part/section.

COMMENTS

TRANSCRIPTION (DCRB 0B-K)

Transcribe the title in its entirety including epithets. Do not include quotations etc. Include information such as price or "Cum privilegio" etc. in a 500 field, noting their position on the page.

PUNCTUATION (DCRB 1A1)

Full double punctuation (i.e. original followed by prescribed punctuation) is recorded. However no prescribed punctuation is entered other than immediately preceding a subfield mark (e.g. : ‡b) or at the end of a field. For the treatment of books wanting title pages prescribed punctuation only should be recorded.

Note: NLSwill not use AACR2 standard punctuation for alternative titles (DCRB 0E and 1A1)
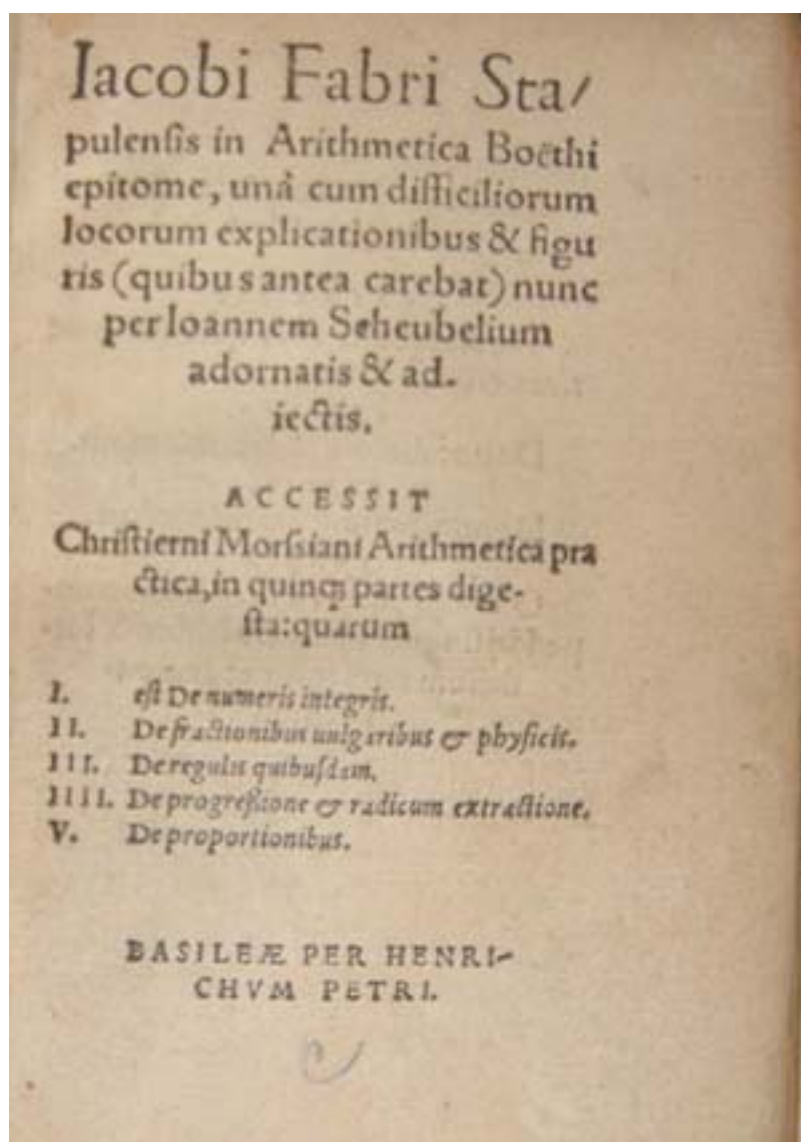
If, exceptionally, it is essential to add any punctuation not present in the book, it should be added within square brackets and an explanatory 500 note made. (DCRB 1A2)

DIACRITICS

In general do not add accents and other diacritical marks that are not present in the source. Transcribe letters as they appear. However follow guidelines for transcription of I/J/U/V letter forms as outlined in DCRB Appendix B.

EXAMPLES:

Iacobi Fabri Sta/
pulensis in Arithmetica Boëthi
epitome, uná cum difficiliorum
locorum explicationibus & figu
ris (quibus antea carebat) nunc
per Ioannem Scheubelium
adornatis & ad.
iectis,

ACCESSIT
Christierni Morsiani Arithmetica pra
ctica, in quinq partes dige-
sta:quarum

I.   est De numeris integris.
II.   De fractionibus uulgaribus & physicis.
III.   De regulis quibusdam.
IIII. De progressione & radicum extractione.
V.   De proportionibus.

BASILEÆ PER HENRI-
CHVM PETRI.

*245 1 0   ‡a Iacobi Fabri Stapulensis In Arithmetica Boëthi epitome : ‡b
uná cum difficiliorum locorum explicationibus & figuris (quibus antea carebat)
nunc per Ioannem Scheubelium adornatis & adiectis. Accessit Christierni
Morsiani Arithmetica practica, in quinq[ue] partes digesta: quarum I. est De
numeris integris. II. De fractionibus uulgaribus & physicis. III. De regulis
quibusdam. IIII. De progressione & radicum extractione. V. De proportionibus..*

*246 1   _   ‡a Jacobi Fabri Stapulensis In Arithmetica Boëthi epitome
(Record ID 3598319)*
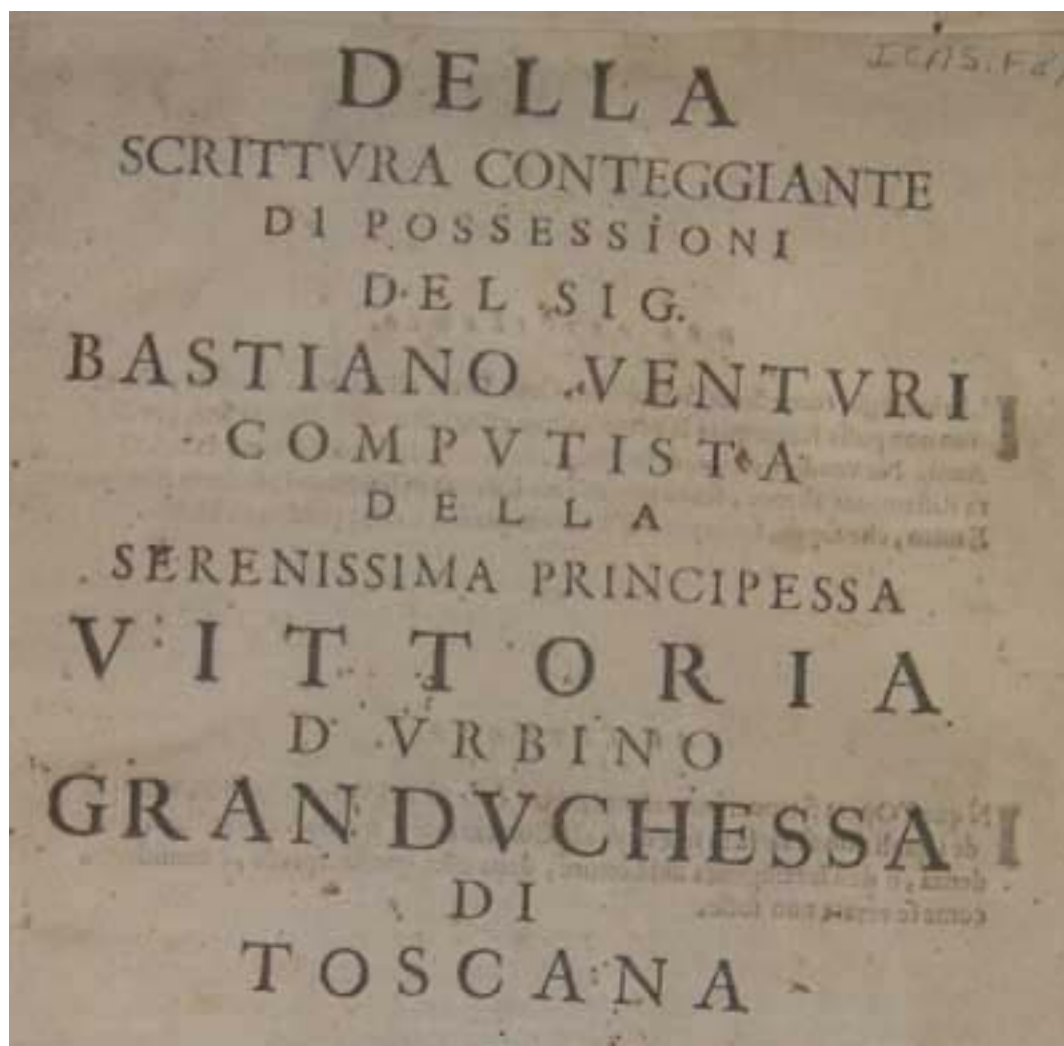
> 245 I 0   ‡a Della scrittura conteggiante di possessioni del Sig. Bastiano Venturi,
> computista della serenissima principessa Vittoria d'Vrbino, Gran Duchessa
> di Toscana.
> (Record ID 3664974)

When transcribing characters remember to change the 'Modified Record' status in the 008 field.

LIGATURES

In most languages, including Latin, transcribe a ligature by giving its component letters separately. Do not, however, separate the component letters of æ in Anglo-Saxon; œ in French; or æ and œ in ancient or modern Scandinavian languages. When there is any doubt as to the correct conversion of elements to modern form, transcribe them from the source as exactly as possible. (DCRB 0F)

When transcribing characters remember to change the 'Modified Record' status in the 008 field.

INDICATORS

First Indicator - Title added entry

The first indicator position contains a value that specifies whether a title added entry is made.

0 - No added entry
Value 0 indicates that no title added entry is made. It is always used when a 1XX heading field is not present in the record.

EXAMPLE:

    245 0 0   Bothwell lines..
                  (Record ID 2915394)

1 - Added entry
Value 1 indicates that a title added entry is made.

EXAMPLE:

    245 1 4   The Holy Bible. :
                  (Record ID 3400168 - record has a 130 field)

Second Indicator - Nonfiling characters

The second indicator position contains a value that specifies the number of character positions associated with a definite or indefinite article (e.g., Le, An) at the beginning of a title that are disregarded in sorting and filing processes.

0 - No nonfiling characters
Value 0 indicates that there are no initial articles.

EXAMPLE:

    245 0 0   Bothwell lines..
                  (Record ID 2915394)

1-9 - Number of nonfiling characters
A non-zero value indicates that a title begins with a definite or indefinite article that is disregarded in sorting and filing processes. A diacritical mark or special character associated with the article, e.g. 'a' or 'the', is included in the count of nonfiling characters. Any diacritic or special character associated with the first filing character is not included in the count of nonfiling characters.

EXAMPLE:

    245 1 4   ‡a The Holy Bible. :
                  (Record ID 3400168)

> *245 0 8   ‡a Ta t ̄on mous ̄on eisodia: : ‡b The muses welcome to the high*
> *and mighty Prince Iames …*
>   *(Record ID 1932494)*

The latter example shows diacritics associated with the article which are included in the count of nonfiling characters.

> *245 1 0   ‡a [7 illustrated Bohemian song sheets.]*
> *(Record ID 998424)*

Here the first square bracket is not included in the count of nonfiling characters.

If translating from a foreign language cataloguers should check the Rare Books list of staff interests on the Intranet and ask the assistance of an appropriate curator.

Alternative titles (including those after 'Or …', or foreign language equivalent, e.g. 'ou' or 'oder') are treated as part of the title proper and therefore are transcribed in ‡a. A 246 field should be added for the alternative title with any nonfiling characters removed. (DCRB 1B3)

EXAMPLE:

> *245 0 2   ‡a A lash for a lyar. Or a word of warning to all christians to take*
> *heed. : ‡b …………..*
> *246 1 0   ‡a Word of warning to all christians to take heed*
> *(Record ID 3343260)*

Replace symbols or other matter that cannot be reproduced by the typographical facilities available with a cataloguer's description in square brackets. Make an explanatory note if necessary.

If an ampersand (&) or other contraction occurs in a part of the title likely to be used for retrieval, a 246 should be added with 'and' or other appropriate expansion.

EXAMPLE:

> *245 1 4   ‡a The acts & orders of the meeting of the estates of the kingdom*
> *of Scotland, …*
> *246 1 0   ‡a Acts and orders of the meeting of the estates of the kingdom of*
> *Scotland*
> *(Record ID 1015476)*

Misprints, etc. (DCRB 0G): In an area where transcription from the publication is required, transcribe a misprint as it appears in the publication. Follow such an inaccuracy by "[sic]" or by the abbreviation "i.e." with the appropriate correction, supplying missing letters in square brackets. Add a 246 field for the corrected title, if appropriate.

EXAMPLES:

> 245 1 4   ‡a *The A, B, C. Or, A catechisme for yong [sic] children.*
> 246 1 0   ‡a *Catechisme for yong children*
> 246 1 0   ‡a *Catechisme for young children*
>   *(Record ID 2498571)*

> 245 1 4   ‡a *The hnmble [sic] address of the wives of the Bow, to His Majeity*
>   *[sic] King George.*
> 246 1 _   ‡a *Humble address of the wives of the Bow, to His Majesty King*
>   *George.*
>   *(Record ID 3085239)*

In the second example check our copy against any commercial microfilm copy, ECCO/EEBO and/or other catalogue records. If NLS copy differs add a ‡5 StEdNL and notify Robert L. Betteridge for reporting to ESTC. (DCRB OG)

One day's d[u]ty (with a 500 note explaining).

The above example uses "d[u]ty" in transcribing "d ty" where the letter has failed to print.

One day's dty [sic]

This second transcription represents a case where the printer has set "dty" in error for "duty".

When the printer has left blank space for an initial letter, supply the intended letter in square brackets, regardless of whether the letter has been executed in ms. If a guide letter is printed, transcribe it without square brackets. Make a note to show the copy's actual state in this respect.

EXAMPLE:

> 500 _ _   ‡a *Space for initial letter of first word of title left blank by printer.*
> 500 _ _   ‡a *Initial letter supplied in red and green ink*

Do not correct words spelled according to older or non-standard orthographic conventions, e.g., "françoise" for "française," or "antient" for "ancient."

SUBFIELDS

‡A – TITLE.

Subfield ‡a contains the title proper and alternative title, excluding the designation of the number or name of a part. Subfield ‡a also contains the first title of separate works (by the same or different authors/composers) in a collection lacking a collective title.

‡B - REMAINDER OF THE TITLE INFORMATION.

Subfield ‡b contains the remainder of the title information. The data includes parallel titles, titles subsequent to the first (in items lacking a collective title), and other title information.

Records downloaded from ESTC often begin the subfield ‡b in inappropriate places and need to be changed.

‡C - STATEMENT OF RESPONSIBILITY, ETC.

Subfield ‡c contains the first statement of responsibility and remaining data in the field that has not been subfielded by one of the other subfield codes.

Do not capitalise the first letter of the first word in this subfield unless it is at the beginning of a sentence.

‡N - NUMBER OF PART/SECTION OF A WORK.

Subfield ‡n contains a number designation for a part/section of a work used in a title. Numbering is defined as an indication of sequencing in any form, e.g., Part 1, Supplement A, Book two. In music titles, the serial opus or thematic index number are generally not contained in subfield ‡n.

Subfield ‡n data follows a full stop (.) – i.e. use prescribed full stop. Multiple alternative numberings for a part/section are contained in a single subfield ‡n.

‡P - NAME OF PART/SECTION OF A WORK.

Subfield ‡p contains a name of a part/section of a work in a title. Subfield ‡p data follows a full stop (.) when it is preceded by subfield ‡a or another subfield ‡p. Subfield ‡p follows a comma (,) when it follows subfield ‡n.

Prescribed punctuation will be given in addition to the original: ‡n is preceded by a full stop, and ‡p either by a comma, if ‡n is present, or by a full stop if ‡n is not present.

‡n and ‡p are not normally used unless cataloguing a single part for which it is not known if any further parts were printed.

EXAMPLES:

EXAMPLE 1:

This shows an example of an alternative title, preceded by the word 'or' being included in the proper title. In instances such as this the ‡b should never be inserted before the word 'or' or the alternative title. The ‡b should follow the alternative title. A 246 field should be added for the alternative title.

245 1 2   ‡a A lash for a lyar. Or a word of warning to all christians to take
heed of Thomas Tillam: : ‡b who is now discovered by his preaching and printing,
to be a common slanderer of as many as are contrary to his opinions: as it is
ready to be proved, provided the hearing be judicial, and the issue recorded / ‡c
by William Jennison..
(Record ID 3348260)

EXAMPLE 2:

245 0 8   ‡a Ta t̄ on mous̄ on eisodia: : ‡b The muses welcome to the high
and Mighty Prince Iames by the grace of God King of Great Britaine
France and Ireland, defender of the faith, &c. At his Majesties happie returne to
his olde and natiue kingdome of Scotland, after 14 yeeres absence, in anno
1617. / ‡c Digested according to the order of his Majesties progresse, by I. A..
(Record ID 1932494)

(Ta and t̄ on are both definite articles in Greek, literally 'the of the muses
welcome').

EXAMPLES 3 & 4:

These examples illustrate how to deal with items in which the titles of successive volumes
differ from that of the first.

245 1 0   ‡a Instrumenta virtutum seu bonorum operum. : ‡b Id est.
Septuaginta selectissima virtutu[m] & bonorum operum genera. / ‡c A S.P.
Benedicto conscripta & praescripta in sacrae Regulae cap. IV. Non solum
religiosis omnibus, sed omnibus omnino Christianis utilia, necessaria ac
consentanea. ... Authore P. Basileo Finckeneis, ordinis S. Benedicti, liberi &
exempti monasterij ad S. Lambertum in Styria professo..

500 _ _   ‡a Title pages of vols 2-4 differ from vol. 1 after first five words –
full contents are given below.

505 0 _   ‡a Vol. I. Pars prima. Complectens praecipué virtutes & bona
opera ex praeceptis decalogi desumpta, & opera misericordia. Sic omnibus
Christianis communia, ut tamen religiosis vel maximè accomodentur tanquam
propria. – Vol. II. Continuatio sive pars II. Complectens triginta virtutes â S.P.
Benedicto conscriptas, & praescriptas in sacra regulae capitae IV. Quae in
religioso desiderari possunt, & amari ac suspici etiam in seculari. Ab instrumento
XX. usque ad L. Ex quibus non solùm religiosi omnes, omnes ecclesiastici, ac
verbi divini praecones, aut animarum directores, sed & alij pié vivere volentes
seculares & sodales, uberem utilitatem possint haurire. -- Vol. III. Continuatio sive
pars III. Complectens sedecim selectas virtutes ... Ab instrumento L. usque ad
LXVI. ... . – Vol. IV. Continuatio sive pars IV. Complectens octo selectas virtutes ...
Ab instrumento LXVI. usq[ue] in finem. ... .
(Record ID 3498452)

245 1 0   *‡a Opera divi Hieronymi Stridoniensis, ecclesiae doctoris: / ,c per Marianum Victorium Reatinum ex manuscriptis codicibus multo labore emendata, & ab innumeris erroribus vindicata. Cum indice copiosissimo..*

500 _ _   *‡a Printed in 10 volumes with a collective title page; vols. 1-3 share a title page; vols. 4-10 with separate title pages; vol. 10 is an index.*

505 0 _   *‡a Tomi I. II. et III. D. Hieronymi, Stridoniensis, continentes eius epistolas, et libros contra haereticos; ex antiquissimis exemplaribus, opera ac studio Mariani Victorij Reatini emendat, argumentis & scholiis illustrati. ... M. D. LXXVIII. –Tomus IIII. Operum D. Hieronymi, A Mariano Victorio Reatino, Canonico, et sacrae theologiae professore; ad fidem vetustissimorum exemplarium, octingentis & ampliáus sublatis erroribus, emendatus, continens commentaria in quatuor prophetas maiores. ... M.D.LXXVIII. –Tomus V. Operum D. Hieronymi ... trecentis & amplius sublatis erroribus, emendatus; continens ecclesiasten, & duodecim prophetas minores. ... M.D.LXXIX. –Tomus VI. Operum ... ducentis circiter sublatis erroribus, emendatus; continens commentaria in Matthaeum, & epistolas Pauli ad Galatas, ad Ephesos, ad Titum, & Philemonem, & librum Didymi de spiritu sancto áa Hieronymo versum. ... M.D.LXXVIII. –Tomus VII. Commentariorum D. Hieronymi, super Psalmos; quibus accessit psalterium ipsum ex Hebraico ab ipso Hieronymi Latinitate donatum. Omnia, opera ac studio Mariani Victorij Reatini, Episcopi Amerini, multis in locis aucta, & emendata. Operis autem censuram, qua commentarios hos D. Hieronymi esse probatur, inuenies statim post sequentem epistolam. ... M. D. LXXVIII. –Tomus VIII. Commentariorum D. Hieronymo ad scriptorum, in quo haec continentur: Commentarij in Iob. Commentarij in Prouerbia Salmonis. Homiliae quatuor Origenis in canticum canticorum. Commentarij in omnes Pauli apostoli epistolas. Quae omnia ad fidem vetustissimorum exemplarium multis mendis sublatis correcta sunt, opera ac diligentia Mariani Victorii Reatini episcopi Amerini. Qui autem horum commentariorum auctores credantur, sequenti censura apparebit. ... M.D.LXXVIII. –Tomus IX. Epistolarum D. Hieronymo falso adscriptarum: in cuius prima parte locatae sunt epistolae doctae quidem, & eruditae, quarum tamen ignorantur auctores: in secunda, posita sunt ea quae suis titulis proprios testantur auctores. In tertia, quae suos auctores ipsa etiam prae se ferant: veráum non ita docta, & erudita sunt, vt illa quae in prima, & secunda classe continentur. Omnia diligentius recognita, & ad fidem vetustissimorum exemplarium multis erroribus expurgata, opera & labore Mariani Victorii Reatini Episcopi Amerini. ... M.D.LXXIX. –Index locupletissimus in omnes tomos operum D. Hieronymi, Quammaxima diligentia collectus. Accessit index locorum sacrae scripturae, qui sunt in his tomis áa Diuo Hieronymo explicati. Quae veráo singulis tomis continentur, versa pagina indicabit. ... M. D. LXXIX.*

EXAMPLE 5:

This example illustrates how to record title information when the item is lacking the title page and the when the title cannot be traced from any other source.

*245 1 0   ‡a To the reader, : ‡b ye must not read this discourse as ye read some of
            my drol papers I wrote before to his Majesty King George, to Queen Anne
            and to the Bishop of Canterbury to the King of France, and to the Pope, ...
            (Record ID 3613510)*

500 _ _   ‡a Title from caption and opening lines on page 1.

246 VARYING FORM OF TITLE

DEFINITION

Varying forms of title associated with the item, whether or not the title is on the item. Use field 246 if a title differs substantially from the title statement in field 245 or if it contributes to further identification of the item. Also use field 246 for tracing portion of the title.

COMMENTS

Do not enter initial articles in subfield ‡a and do not include punctuation at the end of the field unless the field ends with an abbreviation e.g. etc.

The first indicator contains a value which indicates whether a note and/or added entry is generated from the field. Use indicator 1 in the first indicator position to generate a title added entry. If indicator 2 is used, a title search will retrieve but the added entry does not display.

Use the second indicator whenever possible to generate a Voyager label – i.e. 'spine title' or 'cover title'.

A 500 note should be added where appropriate to provide any additional explanation.

Do not use subfield ‡i. A 500 note can be used to cover any display text not covered by the second indicator.

Do not enter 246s to modernise spelling, only to resolve any possible conflict over early letter forms or misprints where [sic] is included.

Do not confuse the 246 with the 740 field. The 740 should only be used for independent works contained within the item and for titles of related items.

EXAMPLES:

If a title is associated with an item whether or not the title is on the item.

    245 1 0   ‡a [Biblia Latina]
    246 1 _   ‡a Gutenberg Bible
    246 1 _   ‡a Mazarine Bible
    246 1 _   ‡a 42-line Bible
    500 _ _   ‡a Variously known as The Gutenberg Bible, The Mazarine
                   Bible or The 42-line Bible.
                   (Record ID 1853371)

If a title has characters which can be interpreted in different ways.

    245 1 2   ‡a A free and offenceles iustification, of a lately publisht and
                   most maliciously misinterpreted poeme: entituled Andromeda
                   liberata..
    246 1 _   ‡a Free and offenceles justification
    246 1 _   ‡a Free and offenceless justification
    246 1 7   ‡a Iustification of Perseus and Andromeda
    246 1 _   ‡a Justification of Perseus and Andromeda
    500 _ _   ‡a Running title: The iustification of Perseus and Andromeda.
                   (Record ID 2229208)

If a title has a misprint qualified by [sic]

    245 1 2   ‡a The hnmble [sic] address of the wives of the Bow, to His Majeity
                   [sic] King George, : ‡b their thanks for His Majestys gracious answer, to the
                   ministers address..
    246 1 _   ‡a Humble address of the wives of the Bow, to His Majesty King
                   George
    246 1 _   ‡a Hnmble address of the wives of the Bow, to His Majesty King
                   George
                   (Record ID 3085239)

If a title begins generically thereby making it indistinct and likely to produce a large number of hits.

    245 1 0   ‡a Unto the Right Honourable the Lords of Council and Session, the
                   petition of James Stewart junior, writer in Edinburgh;.
    246 1 0   Petition of James Stewart junior, writer in Edinburgh
                   (Record ID 443974)

If a work has two titles separated by "or".

    245 1 0   ‡a All for love: or, The world well lost. : ‡b A tragedy. / ‡c By
                   John Dryden, Esq; to which is prefixed, The life of the author..
    246 1 0   ‡a World well lost
                   (Record ID 886849)

If a work has a parallel title in another language.

> 245 1 0   ‡a Psalterion = ‡b Psalterium. Juxta exemplar Alexandrinum.
> 246 1 1   ‡a Psalterium
> (Record ID 2896332)

If a work has an added title page e.g. an engraved title page on which the title differs from that found on the main title page.

> 245 1 4   ‡a The gentlemans companion: or, A character of true nobility, and
>   gentility: : ‡b in the way of essay. / ‡c By a person of quality. Written at first for
>   his own private use, and now published for the benefit of all..
> 246 1 0   ‡a Character of true nobility, and gentility
> 246 1 5   ‡a Character of the nobility and gentility
> 500 _ _   With an added engraved title page, with title "The character of the
>   nobility and gentility", signed W. Sherwin sculr.
>   (Record ID 789359)

If a docket or half title exists which differs from the title found on the main title page.

> 245 1 0   ‡a To His Grace, Her Majesty's High Commissioner, and the Right
>   Honourable Estates of Parliament. : ‡b The humble representation of the
>   Council-General of the Company of Scotland Trading to Africa and the Indies..
> 246 1 0   ‡a Humble representation of the Council-General of the Company
>   of Scotland Trading to Africa and the Indies
> 246 1 3   ‡a Representation to the Parliament, by the Indian & African
>   Company. 1706
> 500 _ _   ‡a Docket title: Representation to the Parliament, by the Indian &
>   African Company. 1706.
>   (Record ID 3082144)

If a new caption or half title appears within the body of an item.

> 245 1 4   ‡a The compleat office of the Holy Week. : ‡b With notes and
>   explications. / ‡c Translated out of Latin and French. Published with
>   allowance..
> 246 1 3   On Palm-Sunday at Even-Song
> 500 _ _   ‡a Caption title: "On Palm-Sunday at Even-Song" begins new
>   pagination on 2B1r.
>   (Record ID 1668552)

If a title repeated at the top or bottom margin of each page in a publication differs from the title found on the main title page.

> 245 1 0   ‡a Psalterion = ‡b Psalterium. Juxta exemplar Alexandrinum.
> 246 1 1   ‡a Psalterium
> 246 1 7   ‡a Psalterion. Liber Psalmorum
> 500 _ _   ‡a Running title: Psalterion [Greek]. Liber Psalmorum.
>   (Record ID 2896332)

If an item has a spine title that differs from the title on the main title page. This can be used for items in which the title is indistinct and the spine title provides a useful added entry.

> *245 1 2   ‡a Miscellaneous poems: : ‡b consisting of originals and*
> *translations. / ‡c By Vincent Bourne, M. A. Formerly fellow of Trinity College,*
> *Cambridge, and usher of Westminster School..*
> *246 1 8   ‡a Bourne's poems. ‡5 StEdNL*
> *(Record ID 3066192)*

250 EDITION STATEMENT

DEFINITION

This field contains information relating to the edition of a work.

COMMENTS

Transcribe the statement relating to an edition of a publication in the terms in which it appears. Give the exact wording if the edition statement is taken from a prescribed source for area 2. If it is taken from a source other than a prescribed source for area 2 standard abbreviations and arabic numerals may be given in place of words. Include explanatory words or phrases appearing with the edition statement. (DCRB 2B1)

EXAMPLE:

> *250 _ _   ‡a The fourth edition. : ‡b With some further corrections and*
> *improvements.*
> *(Record ID 791605)*

The prescribed sources of information for the edition area are the title page, other preliminaries, and colophon, in that order of preference. If an edition statement is not present in any of these sources, take it from any source within the publication and enclose it within square brackets. If the edition statement, or any part of the edition area, is taken from elsewhere than the title page, indicate its source in the note area. (DCRB 2A2)

When the title page bears the titles of two or more individual works contained in the publication, and one or more of these works has an edition statement associated with it, transcribe each edition statement in the title and statement of responsibility area along with the title to which it pertains. (DCRB 2F)

When an edition statement is an inseparable part of another area, and has been transcribed as such, do not repeat it as an edition statement. (DCRB 2B6)

When information pertaining to other elements of the description (e.g., an original title or other information concerning the original work) is an inseparable part of an edition statement, transcribe it as part of the edition statement. (DCRB 2B8)

When statements such as "in two volumes" appear with an edition statement, transcribe them as they appear. (DCRB 2B8)

EXAMPLE:

 250 _ _ ‡a A new edition. : ‡b In two volumes.

 250 _ _ ‡a 11th ed., corrected and revised : ‡b with considerable
          additions from the eighth edition of the original.

DCRB prefers to transpose edition statements to the 250 field. However if edition statements are an inseparable part of the title element, they should not be transposed. NLS will not normally make any transpositions but if so will consider the note obligatory. (DCRB 2B6, 2B7, 2C2)

EXAMPLE:

 245 1 2 ‡a A sermon against persecution. Preached March 26. 1680. Being
        the fourth Sunday in Lent, (on GAL. IV. 29. Part of the Epistle
        for that day.) And the time when the brief for the persecuted
        protestants in France, was read in the parish-church of Shapwicke :
        ‡b And now published to the consideration of violent
        and head-strong men. As well as to put a stop to
        false reports. The fourth edition. / ‡c By S.A.
        Bolde, Vicar of Shapwicke in Dorsetshire..
        (Record ID 2958834)

If the publication bears both an edition statement and a statement indicating an unchanged impression of that edition, generally do not transcribe the impression statement in the edition area. Rather, transcribe it as a local note. (DCRB 2D3)

The edition statement normally includes either the word "edition" (or its equivalent in other languages), or a related term such as "revision" or "issue." Treat a phrase such as "newly printed" as an edition statement unless it is part of a statement being transcribed in the publication area. (DCRB 2B2)

EXAMPLE:

 250 _ _ ‡a Editio novissima jussu Sac. Congregationis revisa & correcta.
        (Record ID 836985)

When the edition statement consists of one or more letters or numbers without accompanying words, add an appropriate word or abbreviation in the language of the title proper, in square brackets. (e.g.: 3e [éd.]) Do the same when the edition statement consists solely of words that convey numbers. (DCRB 2B4)

When the publication does not contain an edition statement, but is known to contain significant changes from other editions, or an edition statement for it is provided by a reference source, give this information in a note. (DCRB 2B5)

260 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)

DEFINITION

The imprint statement is the place of publication, place of distribution, publisher, distributor, date of publication, date of distribution, and, when appropriate, place of manufacture, manufacturer, and date of manufacture.

COMMENTS

The prescribed sources of information for the imprint are the title page, colophon, and other preliminaries, in that order of preference. If the information for an element (place, publisher, or date) is not present in these sources, any source may be used to supply needed information, which is then enclosed in square brackets. This means that when statements belonging to the different elements are found in separate sources, they should be combined to make a complete imprint area, with square brackets used as necessary – i.e. only if not from a prescribed source. If any part of the imprint is taken from other than the title page, indicate its source in the note area.

Transcribe imprint information in full, as it appears in the publication.

‡A PLACE OF PUBLICATION, DISTRIBUTION, ETC.

Transcribe the most prominently indicated (generally the first) place of publication as it is found in the source of information used. If the place of publication appears with any prepositions or a larger jurisdiction include these as well.

If considered necessary for identification, supply in square brackets the modern English form of the name of the place. Be careful not to confuse the native spelling of a place with the modern English form e.g. do not translate Firenze into Florence. It would not be considered necessary to qualify such early forms as Edinburgi or Londini as they are easily understood. (DCRB 4B3)

When the place of publication appears within the publisher statement, transcribe it in modern English form as part of the publisher statement, even though it is also recorded in square brackets as the first element of the area. (DCRB 4C3)

EXAMPLE:

   260 _ _   ‡a [Lyon] : ‡b Apud Seb. Gryphium Lugduni,,
                 (Record ID 3498569)

‡B NAME OF PUBLISHER, DISTRIBUTOR, ETC.

Transcribe the name of the publisher as it appears in the publication. Include addresses and phrases such as "printer to His Majesty" etc. following the capitalisation as it is given. (DCRB 4C6) NLS will normally record all Scottish publishers, booksellers, etc. Otherwise NLS will always record the first five (or six if there are only six), and if there are more will exercise the option of omitting them. Add in square brackets the number omitted e.g. '[and seven others]'.

‡C DATE OF PUBLICATION, DISTRIBUTION, ETC.

Transcribe the year from the publication, together with the day and month, if present. Also transcribe words and phrases such as "printed in the year" and "anno". (DCRB 4D1)

If the date is not given, provide a probable date or period of publication according to one of the patterns shown in DCRB 4D6.

Transcribe roman numerals with apostrophic forms (turned Cs as M and D) as appropriate, making an explanatory note if desired. (DCRB 0F2)

EXAMPLE:

> 260 _ _   ‡a Edenburgi. [i.e. London : ‡b B. Alsop and T. Fawcet], ‡c M. CD. XXIX.
>   [1629]
> 500 _ _   ‡a Roman numeral date in the imprint is attempted to be made with
>   turned Cs, which are incorrectly set backward.
>   (Record ID 3513863)

If the year appears in roman numerals transcribe the date as it appears with arabic numerals in square brackets. (DCRB 0F, 4D2)

Title page:
London: Printed for A. Millar, over-against Catharine-street in the Strand. M,DCC,LI.

Transcription:
London: : Printed for A. Millar, over-against Catharine-street in the Strand., M,DCC,LI. [1751]

When dealing with multi-volume works printed over a number of years transcribe the imprint dates from the first and last volumes in the 260. Use a 500 note to indicate in which years the other volumes were printed. Remember to put an m in the Type of date, and the start and end dates in Date 1 and Date 2 of the 008 field. If the format of the date in the other volumes (i.e. arabic or roman) varies from the style used in the first volume, indicate this in the same 500 note. (DCRB 4D7)

Remember it is also possible to enter an exact date in this subfield. 'Printed on the 5th of October 1708' can be transcribed as such and the detailed date option used in the publication status section of the 008 field.

See Appendix 12 for explanation of the French Republican and Julian calendars and the Masonic dating system.

If place, name or date cannot be found within item:

In some cases there is no substitute for experience in this area but there are sources available.

Compositorial practices and the localization of printed books, 1530-1800 by R.A. Sayce. Oxford: Oxford Bibliographical Society, 1979.
Shelfmark: NRR or HP3.80.1

This is particularly useful for identifying the probable country and perhaps even place of printing for continental items.

The Scottish Book Trade Index (SBTI)
http://www.nls.uk/catalogues/resources/sbti/index.html

If the name of the printer is known this can be used to find the place of printing and a date or range of dates for Scottish items.

The British Book Trade Index (BBTI)
http://www.bbti.bham.ac.uk/

Search other library catalogues to see if they contain any unknown imprint details.

Latin place names
http://www.lib.byu.edu/~catalog/people/rlm/latin/names.htm

If a place name is provided in a Latin form this can be used to find the modern equivalent. However the place should still be transcribed as it appears in the item with the modern equivalent following in square brackets.

Although an item may have no imprint details in the prescribed sources of information it is often possible to gather this conjecturally by reading through the text looking for clues such as dated letters or the subject matter. Check the paper as it is sometimes watermarked with a date. In 1794 it became a legal requirement in Britain to watermark paper with a date. Note however that if no further evidence is available this should only be used to provide a "not before" date.

CAPITALISATION

Capitalise the names of places, publishers, distributors and manufacturers.

The first letter of subfield ‡b should be capitalised. This is not prescribed but is common AACR2 practice. This practice should be followed in all records except in particular cases when to do so seems unacceptable.

Capitalise only the 's' of S.l. Do not capitalise s.n. e.g. [S.l. : ‡b s.n.]

The first letter of subfield ‡c does not need to be capitalised unless required by a date
e.g. ‡c March … or ‡c MCXXI.

EXAMPLES:
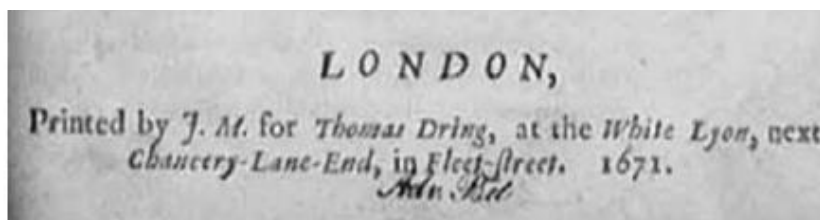
    *260 _ _   ‡a London, : ‡b Printed by J.M. for Thomas Dring, at the
White Lyon, next Chancery-Lane-End, in Fleet-street., ‡c
1671..*
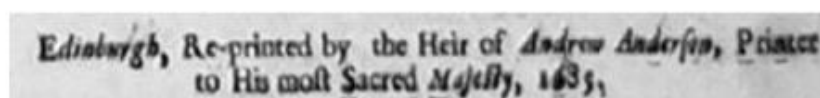
    *260 _ _   ‡a Edinburgh, : ‡b Re-printed by the Heir of Andrew
Anderson, Printer to His most Sacred Majesty,, ‡c 1685..*
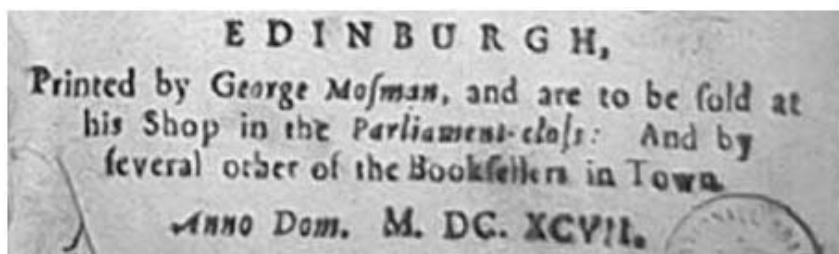
    *260 _ _   ‡a Edinburgh, : ‡b Printed by George Mosman, and are to
be sold at his Shop in the Parliament-closs: and by
several other of the Booksellers in Town., ‡c anno Dom.
M. DC. XCVII. [1697]*

300 PHYSICAL DESCRIPTION

DEFINITION

This field contains the physical description of the item which consists of the extent of the
item and its dimensions and that may also include other physical details of the item and
information concerning accompanying material.

Wherever 300 formulation is inadequate, cataloguers should use 500 notes to provide a satisfactory description of the book.

COMMENTS

‡A EXTENT

Count all pages including blanks belonging to the bibliographical work (i.e. not binding leaves). Include any blank pages that form part of the outer gatherings and add a 500 note, e.g. First leaf is blank, Leaf A4 is blank, etc.

Note changes from roman to Arabic numerals i.e. if a book has 270 p., but the pagination is xiv, 15-270 p. it should be recorded as such in the ‡a rather than simply as 270 p.

Transcribe roman numerals uppercase or lowercase as they appear, e.g. XX and xiij should be recorded as such. (DCRB 5B1)

Folded leaves should be described as such. (DCRB 5B10)

EXAMPLE 1:

    300 _ _   *‡a ix, [1], 78, [2] p., [3] folded leaves*
                     (Record ID 1716693)

EXAMPLE 2:

    300 _ _   *‡a [16], 507, [37] p., [16] leaves of plates (some folded)*
                     (Record ID 3154462)

Single sheets should be recorded as such. The term broadside, though it applies to items printed on one side only, is not employed in this field. (DCRB 5B15)

    300 _ _   *‡a 1 sheet ([1] p.)*
                     (Record ID 3174921)

This item is printed on one side only, unnumbered.

    300 _ _   *‡a 1 sheet ([2] p.)*
                     (Record ID 3466099)

This item is printed on both sides, unnumbered.

    300 _ _   *‡a 1 sheet ([3] p.)*
                     (Record ID 3164796)

This item consists of a folded sheet with the title and colophon printed as 2 pages on the 'outside'; all text printed as one page (i.e. running across the page) occupying the entire inside. (DCRB 5B15)

Use '+' when uncertain of the terminal pagination of an imperfect, unique copy. (DCRB 5B12)

  300 _ _ ‡a [10], cclxxxv+ leaves

In general record the sequences exactly as they appear. However where there are significant discrepancies in the terminal numbering, follow the pattern '20, 31-40 p.' rather than '40 [i.e. 30] p.' However when only the last page is incorrectly numbered follow the pattern '40 [i.e. 30] p.' If necessary use a 500 note to clarify the situation.

When the publication has duplicate sequences of numbering, as is the case with parallel texts or early accountancy manuals, give both pagings and make an explanatory note. (DCRB 5B6)

  300 _ _ ‡a [9], 6-57, 6-57, [1] p. ; ‡c 17 cm. (8vo)
  500 _ _ ‡a Opposite pages have duplicate numbering.
      (Record ID 3684357)

Use 500 notes to record misnumberings. However excessive misnumberings need not be recorded in detail if the 500 note "*Numerous errors in pagination*" is used.

If text and signatures are unaffected by misnumberings add a 500 note: *Text and register continuous despite pagination.*

When a publication is issued in more than one physical unit, give the appropriate designation preceded by an Arabic numeral indicating the number of such units. (DCRB 5B16)

When the pagination of a publication in more than one physical unit is not continuous, NLS prefers to follow the option of placing this information in parentheses after the number of units. However if this results in a very long pagination statement in instances of books with prelims, plates etc. then it is preferable to put this information in a note. (NLS interpretation of DCRB 5B20)

Example for a multi-volume work:

  300 _ _ ‡a 3 v. (40, [8], 706, [14]; [8], 725, 11; [8], 674, [11] p.)
      (Record ID 837670)

‡B ILLUSTRATION

Do not regard illustrated title pages or added illustrated title pages as illustrations. (DCRB 5C1). However add a 500 note to mention the existence of such pages and add 'f' in the 008 field if they are plates. (Record ID 3625644)

'ill.' is entered in this subfield even if there is no illustration except on the leaf/leaves of plates.

Do not exercise the option to add the graphic process or technique.

Where illustrations are all or chiefly of one type - e.g. if all illustrations are portraits, use ports. only (DCRB 5C6)

Maps in books are catalogued separately by the Map Library – brief details of such maps should be passed to the Map Cataloguer together with the Record ID number of the book. e.g. *Map of x in Record ID xxxxxx ([shelfmark]).*

Describe coloured illustrations as such. (DCRB 5C3)

‡C SIZE AND FORMAT

The height should be recorded in cm and rounded up to the next cm above; e.g. if a book 13.1 cm high it should be recorded 14 cm in this field. The format should be put within parentheses.

If the chain-lines run in the opposite direction expected of a format include a 500 note. e.g. Horizontal chain-lines.

For single sheets do not add bibliographical format (5D1 NLS Interpretation of DCRB).

For single sheets issued unfolded, record the width and the height. (DCRB 5D5)

    300 _ _   ‡a 1 sheet ([1] p.) ; ‡c 29 x 18 cm.
    (Record ID 3173318)

To ascertain or verify the format check Gaskell.

If there is a discrepancy regarding the format between the copy in hand and an otherwise matching ESTC record, with no other ESTC record of the correct format, record the format of the copy in hand and add a 500 note mentioning the discrepancy. Send a query to ESTC if there is an obvious discrepancy (e.g. between quarto and folio) between our copy and their record.

RECORDING THE FORMAT OF A WORK IN 300 ‡C

The following table illustrates the common formatting abbreviations found in downloaded records and how they are recorded in the 300 ‡c field in NLS records. **Note that in catalogue records the abbreviation is recorded within parentheses.**

Abreviation	Format	How abreviation is displayed in 300 ‡c
Brs.	Broadside	29 x 18 cm. (Record single sheet items by size not format.)
Broadside	Broadside	29 x 18 cm. (Record single sheet items by size not format.)
Fol.	Folio	fol.
Folio	Folio	fol.
2°	Folio	fol.
4°	Quarto	4to
4to	Quarto	4to
8°	Octavo	8vo
8vo	Octavo	8vo
12°	Duodecimo	12mo
12mo	Duodecimo	12mo
16°	Sextodecimo	16mo
16mo	Sextodecimo	16mo
24°	Twenty-fours (Vicesimoquarto)	24mo
24mo	Twenty-fours (Vicesimoquarto)	24mo
32°	Thirty-twos	32mo
32mo	Thirty-twos	32mo
64°	Sixty-fours	64mo
64mo	Sixty-fours	64mo

440 SERIES AREA

Series statements are relatively rare in items printed prior to 1800.

However when they do occur series titles and numbers should be transcribed exactly as they appear in the publication. Do not convert roman or spelled-out numerals to arabic.

EXAMPLE:

245 _ _ ‡a An affecting history of an inn-keeper in Normandy: : ‡b together with A tragical story, on the unhappy consequences of an immoderate attachment to riches..
440 _ _ ‡a Cheap tracts ; ‡v No. XIII
    (Record ID 3708831)

500 GENERAL NOTE

Notes contain useful descriptive information that cannot be fitted into other areas of the description and they can transcribe what doesn't fit in elsewhere. When appropriate, combine two or more notes to make one note.

Add appropriate access points (6XX and 7XX fields) for any people or places named in 500 notes.

Notes can also be used to give additional information relating to a work.

500 _ _   ‡a Sometimes attributed to Daniel Defoe (Crossley, Trent, Hutchins, Moore, Novak). Attribution disputed by Furbank and Owens, Defoe de-attributions.
    (Record ID 3078728)

Notes should always be listed in the format and order in which they are listed here. However, give a particular note first when it has been decided that this note is of primary importance.

In the 500 field, avoid unnecessary abbreviations; separate each stage of the note with a semi-colon; precede a transcription of text with a colon instead of using quotation marks.

If appropriate quote the source of the information in the note.

500 _ _   ‡a According to Wing, W.R. Master of Arts = William Richards

500 _ _   ‡a Date and place of imprint from Wing

NATURE, SCOPE, OR ARTISTIC FORM. (DCRB 7C1)

Make notes on such matters when useful to amplify or explain the title proper and other title information.

A satire against William Pulteney.

According to ESTC this is in fact a supplement to the London Gazette.
An advertisement.
Comedy in two acts.
In verse.
Prospectus for: Pope's Essay on criticism. London, 1745.

LANGUAGE OF THE ITEM; TRANSLATION OR ADAPTATION. (DCRB 7C2)

Make notes on the language of the publication, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

Adaptation of: Breviarium monasticum.
Author's adaptation of his Latin text.
Commentary in English.
English text with Latin and French prose translations.
In part a translation of: Le déserteur, by M.J. Sedaine.
Parallel Latin and English texts.
Poems in Greek, Latin, French and Italian.
The first 3 words are transliterated from the Greek.
Translation of: Gulliver's travels.

SOURCE OF TITLE PROPER. (DCRB 7C3)

Always make a note on the source of the title proper if it is from a substitute for the title page.

Caption Title.
Title from colophon.
Title from container.
Title from descriptive insert.
Title from incipit on leaf [2]a.

VARIATIONS IN TITLE. (DCRB 7C4)

Make notes on titles borne by the publication other than the one chosen as the title proper. If desired, give a romanization of the title proper. Use 246 field instead when appropriate. Alternatively romanize the title in the 245 field and note the original in the 500 field.

Engraved title page reads: ...
Spine title: Bath Road acts.
Title on added title page: La naturaleza descubierta en su modo de ensenar las
  lenguas...

Make notes on titles by which a bibliographic resource is commonly known or on titles borne by the resource other than the title proper if considered to be important.

Commonly known as: LCIB.

Cover title: Giovanni da Firenze.
Original title: L'éducation sentimentale.

PARALLEL TITLES AND OTHER TITLE INFORMATION (DCRB 7C5)

Parallel titles and additional title pages should be entered in 246 fields. However additional information can be listed in 500 notes if considered important.

Half title reads:
Nicolai Heinsii Daniel. fil. in Claudiani poèmata notae: 276 p. at end, with
   separate title page with printer's device (The hermit). The imprint reads:
   Ex officinâ Elsevirianâ.
Subtitle: Burn's poems.
There are separate titlepages, dated 1603, for 'Poesies chrestiennes' and
   'Quelques prieres et meditations chrestiennes'.
Title on added title page: The book of exposition = Liber rubens.
Title on container: The four seasons.

STATEMENTS OF RESPONSIBILITY (DCRB 7C6)

Make notes to convey the following information:

Authorship. If the statement of responsibility transcribed in the title and statement of responsibility area appears in a source other than the recto of the title page, make a note to indicate this source.

Author statement taken from verso of title page.

If a statement of responsibility appears in the item but outside the sources for the statement of responsibility, give it and its source in a note.

Dedication signed: Increase Mather.
Edited by Josse Badius and Ivo Cavellatus. Editorship from internal evidence.
Editor's dedication signed: Ioannes Adamides.
Signed at end: A lover of truth.
Translator's dedication signed: Dudley Fenner.

If no statement of responsibility appears in the item and facts relative to authorship are available, give this information in a note. Include the authority for the attribution whenever possible and useful.

Anonymous. According to ESTC: sometimes attributed to Sir T. Hamilton.
Attributed to Jonathan Swift. Cf. H. Teerink. Swift (2ⁿᵈ ed.), 598.
Bp. Lighton = Robert Leighton.
Edited by Josse Badius and Ivo Cavellatus. Editorship from
   internal evidence.
Most of the pieces are either by or attributed to Voltaire. Cf. NUC pre-1956, v. 642, p.
   47.

Published anonymously. By Cotton Mather. Cf. T.J. Holmes. Cotton Mather, 111.
The author of The whole duty of man, etc. = Richard Allestree.
Translated by Peter J. de la Garza. Cf. hand-written card inserted in LC copy.

If variously attributed to X and Y, give added entries to X and Y.

If the statement of responsibility recorded in the title and statement of responsibility area or in a note is known to be fictitious or incorrect, make a note stating the true or most generally accepted attribution. Normally give the authority for the information.

Preface signed: S.E.B. By Egerton Brydges; cf. Halkett & Laing (2nd ed.), v. 5, p.
  276.
By John Locke. Author's name first appears on title page of third and subsequent
  editions.
Introduction (p. xxix) refutes attribution to Petronius.
Misattributed by Wing to Richard Butler, Earl of Arran.

"[Gregory King] was consulted about the coronation ... and was the principal author of the ... volume containing descriptions and splendid engravings of that ceremony ... though he allowed Francis Sandford to affix his name to the title-page"—Dictionary of National Biography, v. 10, p. 131

"The identity of Junius, which he concealed with great skill, has never been definitely established ... He is now thought to have been Sir Philip Francis"--Drabble, M. Oxford companion to Engl. lit., p. 523 (The pseudonym "Junius" appears on the title page)

False attributions appearing in the bibliographical literature or in library catalogues may also be noted, along with the authority for the false attribution and the authority for questioning it.

A.W. Robert Dury's Journal and other studies.
Attributed to Daniel Defoe (cf. J.R. Moore. Defoe, 511); attribution challenged by Secord.

Other statements. Give the names of persons or bodies connected with a work, or with previous editions of it, if they have not already been named in the description; give the authority for the information, if necessary. The source for this information could be from elsewhere in the volume – preface, motto etc.

At head of title: [name not used in the main entry heading and with indeterminate
    responsibility for the work].
Illustrations are woodcuts by Dora Carrington. Cf. B.J. Kirkpatrick. Virginia Woolf,
    A2a.
Woodcuts on leaves B2b and C5b signed: b.

Variant names. Give variant names of persons or bodies named in statements of responsibility if the variant forms clarify the names used in main or added entry headings.

Bp. Lighton = Robert Leighton.

EDITION AND BIBLIOGRAPHIC HISTORY. (DCRB 7C7)

Make notes relating to the edition being described or to the bibliographic history of the work. In citing other works and other manifestations of the same work (other than different editions with the same title proper), give whatever information is appropriate, such as the title proper (or uniform title), statement of responsibility, edition statement, or date of publication. Arrange the information provided in the form that makes most sense in the particular case. (In citing bibliographies and catalogues, however, use the pattern for references to published descriptions shown in 7C14 whenever such a citation occurs in a formal "References:" note.)

A reissue of the 1756 edition, without the plates.
Another state of the 1618 edition. In this state there is no Royal coat of arms on the title page.
Detailed description of plates in: Abbey, J.R. Travel in aquatint and lithography, 23.
Previous edition.: Norwich, Conn., Trumbull, 1783.
Revision of: 2nd edition, 1753.
Sequel to: Mémoires d'un médicin.
Sequel to: Typee.

If a statement as to a limited number of copies of the edition appears, give this statement of limitation in a note, preferably in quoted form.

Preface: 250 copies printed.
Verso of title page: Limited edition of 20 copies.

When the statement of limitation includes the unique number of the copy being catalogued, give only the statement of limitation here. Give the copy number as a copy-specific note (cf. 7C18).

Edition note: "Special edition of 200 copies on handmade paper"—Colophon.
[Copy-specific note:] LC.345 has no. 20, signed by author. ‡5StEdNL: LC.345

Alternatively, give the entire statement of limitation and the copy number as a copy-specific note.

There should be separate records for large and ordinary paper issues of the same item. A note should be added indicating the height and gutter dimension of the copy in hand:

500 _ _ ‡a Ordinary paper issue.
500 _ _ ‡a Height: 26 cm; gutter 2.5 cm. ‡5 StEdNL
         (Record ID 845445)

500 _ _ ‡a Large paper issue.
500 _ _ ‡a Height: 29cm; gutter 3.4 cm. ‡5 StEdNL
         (Record ID 3569588)

PUBLICATION, DISTRIBUTION ETC. (DCRB 7C8)

Make notes on publication details that are not included in the publication area if they are considered to be important. When imprint elements have been taken from a source other than the title page, make a note specifying the source.

At end of text: Given at Edinburgh 1606.
At head of title: On the day of Lord Byron's death 1824.
At head of title: Whitehall, April 24, 1696.
Began in 1791.
Began publication in 1791; ceased in 1798.
Below title: Published by Authority.
Completed publication in 1798.
Completed publication with v. 6.
Copyright 1784.
Corrected date from internal evidence.
Date and place of imprint from Wing.
Date appears to the left and right of printer's device on title page.
Dated from internal evidence.
Distributed in the U.K. by: EAV Ltd.
Imprint date conjectured by ESTC.
Imprint date from ESTC/Wing/Aldis.
Imprint from colophon.
Imprint judged to be false on the basis of printing of catchwords and signatures. Cf. R.A. Sayce. Compositorial practices, p. 116.
No more published.
Printed by James Watson.
Printer's device (McKerrow 327) on title page.
Printer's device below title.
Printer's device has motto: Het huys opeen steen rot ghegront.
Printer's device on each title page.
Printer's device on title page, vignette of printing shop with "Prelu[m] Asce[n]sianu[m]" on head of press; Silvestre, Marques typographiques, no. 7.
Printer's device on title page.
Printer's device on verso of last leaf.
Publication date from Evans.
Publication date from p. [4] of cover.
Published in London or Manchester, 1807-1899.
Published in parts.
Publisher named in privilege statement as Sulpice Sabon.
Publisher statement on cancel slip. Original publisher statement reads: Sold by G. Walsh.
Suggested printer from internal evidence.
The last leaf bears the printer's device.
Title vignette (printer's device).
'Price one penny' – title page. (Note the 365 field should be used to record the current trade price).

SIGNATURES (DCRB 7C9)

For all unpaginated volumes, make a note giving details of the signatures. The pagination should be recorded in square brackets in the 300 field. Give these details generally according to Gaskell's formula (cf. Gaskell, p. 328-332), insofar as typographical facilities permit. Preface this note with the word "Signatures" and a colon.

Signatures: $[A]^4$ B-C^4 D^2 E-G^4 H^2

For incunabula, only provide signatures if they are not listed fully in a standard bibliographic source such as *the Gesamtkatalog der Wiegendrucke* (GW), or the *Catalogue of Books Printed in the XVth century now in the British Museum* (BM 15th cent). See also Appendix 4.

If the gatherings are signed with one of the special characters used as abbreviation marks (cf. 0J2) but not permitted by available typographical facilities, substitute the spelled out form and enclose it in square brackets.

[con]

[et]   τ

[rum]

If the gatherings are signed with other unavailable characters, substitute a descriptive term or an abbreviation for that term if a standard one exists.

[dagger] (Gathering is signed with †)

[fleuron] (Gathering is signed with ❧)
[par.] (Gathering is signed with a paragraph mark: ¶)
[sec.] (Gathering is signed with a section mark: §)

If the characters for π [pi] and χ [chi] are not available, use the roman-alphabet forms "pi" and "chi" in the normal situation where they represent unsigned leaves (cf. Gaskell, p. 330). In order to avoid the impression that signatures printed with either the Greek or Roman-alphabet forms are being accounted for, do not use square brackets. In the special situation where superscript π and Χ are required to indicate partial duplication of an alphabet, and if typographical facilities are not available, substitute "[superscript pi]" and "[superscript chi]," the brackets added for clarity of the entire signature statement.
See also Bowers, p. 219-222.

π^4 A-Z^4
pi^4 A-Z^4

^{π} A^4 A-Z^4
[superscript pi]A^4 A-Z^4

Alternatively, instead of making a note for signatures, make a note to provide a full collation.

Where two items with separate title pages (eg. a Bible and a Book of Psalms) are bound together check whether the register of signatures is continuous. If so, make a note to this effect in the bibliographic record that covers both items. If each item is signed separately, create two bibliographic records. Remember to check that there are separate ESTC records.

See record IDs 3523737 and 1888984 for examples of the same titles and imprints bound together but which are signed differently.

Collation: 8v: A-H⁴; 32 leaves: p. [1-2] 3-62 [63-64];

PHYSICAL DESCRIPTION (DCRB 7C10)

Make notes on important physical details that are not already included in the physical description area. For incunabula routinely and for later publications optionally, give the number of columns if more than one, number of lines, and type measurements if no account is found in a bibliographical source and the printer is unidentified or has been identified from this information. Give fuller details of the illustrations if these are considered necessary. Make a note on colour printing if it is an important feature. Always note colour printing in incunabula. For a description of the physical parts of a work see Appendix 9. Enter binding information in 563 field.

Manuscript inscription at head of title page '1679'. ‡5 StEdNL
24 lines; type 24G.
Engraved title page
Final leaf is blank except for printer's device on verso.
Final leaf is blank.
Frontispiece portrait (plate) signed: I.A. Painter.
In the title, the figure "1/2" is represented by a 1 written over a 2 with no dividing punctuation.
In two columns, roman.
In two parts with separate pagination and registers.
Includes index.
Interleaved with blank leaves which have been included in the pagination. Pagination of printed leaves: [xxx].
Leaf [dagger]6 is blank.
Leaf C3 mis-signed C2.
Numerous errors in pagination.
On rear pastedown are the remains of a wax seal. ‡5 StEdNL
On verso of last leaf: The ladies calling.
P. [12] is blank.
Page xxx misnumbered 'zzz'.
Printed in red and black.
Printed on a quarter sheet.
Printed on vellum.
Text continuous despite pagination.
Text and register continuous despite pagination.
The first and last leaves are blank.
The text of psalm 52 is quoted on the title page, following the word 'lyar.'.

Title and headings printed in red.
Title in red and black.
Title page is engraved.
Title within engraved border.
Title within border formed by the arms of the Danish provinces.
Various manuscript annotations to the text throughout the volume. ‡5 StEdNL
Inscription on title page in contemporary hand: By Master George Lightbodie.
    ‡5 StEdNL
Volumes numbered: I, 2A, 2B, 2C, 3.
With a final advertisement leaf.
With an added engraved title page reading: The whole duty of man. Necessary for all families.
With half title.
With royal coat of arms at head of title.
Woodcut on verso of 8th preliminary leaf.
Woodcuts: illustrations, initials, publisher's and printer's devices.

Details of physical description given here usually apply to all copies of an edition or issue. If copy-specific information is noted, it should be given separately.

ACCOMPANYING MATERIAL

Make notes for any accompanying material not recorded in the physical description area. Give the location of accompanying material if appropriate. Inserts such as pressed flowers should be discarded; other inserts such as letters or catalogue descriptions, should be stamped and placed in transparent 'Secol' pockets, which should be shelfmarked with the shelfmark of the main work. The Secol pockets are available from the Conservation Workshop and in Rare Book Collections.

The 563 field should be used to record all binding information

504 BIBLIOGRAPHY, ETC. NOTE

This field contains a note indicating the presence of a bibliography(ies), discography(ies), filmography(ies), and/or other bibliographic references in an item. It may also indicate the presence of a bibliography, etc. in accompanying material that is described in the record. For multipart items, including serials, the note may pertain to all parts or to a single part or issue.

Notes referring to tables of cases, statutes, and regulations are not recorded in this field. They are recorded in field 500 (General Note). When the presence of an index is also mentioned in a bibliography note, field 504 is used. If a note mentions contents in addition to the bibliography, and the bibliography is not deemed sufficiently extensive to warrant a separate note, the note is recorded in field 500 (General Note). In cases of doubt as to whether the note is bibliographical or not, field 504 is used rather than in field 500 (General Note).

The most common form of wording for notes in this field is:

'*Includes bibliographical references*' and '*Includes bibliographical references and index*'. In the latter case there is no need to also use a 500 note '*Includes index*'.

505 FORMATTED CONTENTS NOTE

This field contains a formatted contents note. Contents information may be encoded at one of two levels; basic or enhanced. A contents note usually contains the titles of separate works, or parts of an item, and may also include statements of responsibility associated with the works or parts. Volume numbers and other sequential designations are also included in a contents note, but chapter numbers are generally omitted.

Unformatted contents notes are recorded in field 500 (General Note).

This field is useful for recording the contents of multi-volume works.

EXAMPLES:

> 505 0 _   ‡a Vol. I. Containing a new anatomy of plants – Vol. II. Containing
> the whole series of plants with radiated flowers – Vol. III. Containing the two
> entire classes of plants with tubulate and ligulate flowers -- Vol. IV. Containing the
> whole class of associates or capitate plants – Vol. V. Containing the entire class
> of aggregate or cluster-headed plants: ...
> (Record ID 3473719)

The above record refers to a 26 volume work where the individual volumes do not have separate titles.

> 505 0 _   ‡a Tomus I. De re rustica... – Tomus II. De re rustica L. Iunij
> Moderati Columellae libri XIII – Tomus III. Priscarum uocum in libris de re rustica
> enarrationes / ‡c per Georgium Alexandrinum, Philippi Beroaldi in libr. XIII
> Columellae annotationes, Aldus de dierum generibus simulq[ue] de umbris &
> horis quae apud Palladium.
> (Record ID 3498569)

A 500 note in the above record explains why a contents note is necessary in this case.

> 500 _ _   ‡a Although they have the numbering "tomus I," "tomus II, " and
> "tomus III, " the three volumes have no collective title.

In cases where the full contents of a multi-volume work cannot be verified (e.g. where there are only 5 out of 10 volumes to hand and there is no way of establishing the contents of the remaining volumes) then a partial contents note – 505 1– should be used.

509 LOCAL NOTE

This field should now only be used to flag up items not recorded in Wing/STC/ESTC, but please note the following:

When items are not found in what are obligatory references for NLS, add e.g.
    509 _ _   ‡b Not in ESTC, etc.

and

    510 4 _   ‡a ESTC ‡c not recorded in ESTC

Do not use ???? in the ‡c

Subfield ‡b was used for notes not to be displayed to the public. Information entered in this field is useful for stock management and in the past was used for cataloguing purposes.

Notes on imperfections should be included in the holdings record (field 852 subfield ‡z)

EXAMPLES:

    *509 _ _   ‡b Previously shelved at Ry.VII.g.43
                    (Record ID 3172496).*
    This information is now recorded on the holdings screen in 852 ‡z.

    *509 _ _   ‡b Printout for ESTC
                    (Record ID 1865274)*
    This note is no longer used since records can sent by ftp to ESTC.
    If you encounter such records, check ESTC to ensure the required amendment has
    been made and then delete this field. If the amendment has not been made pass
    the details to the curator with responsibility for liaising with ESTC.

    *509 _ _   ‡b NOT IN ALDIS
                    (Record ID 3173080)*
    This note is no longer used.

510 CITATION/REFERENCES NOTE

DEFINITION

This field contains notes that give citations or references to published bibliographic descriptions or reviews of an item.

COMMENTS

Use to specify where an item has been cited or reviewed, i.e. when it is desirable to cite a source containing a more detailed description of the publication being catalogued or when the source identifies a particular edition of a particular work.

A separate 510 field is used for

(A) EACH CITATION

EXAMPLE:

```
510  4  _      ‡a ESTC ‡c R232016
510  4  _      ‡a Aldis, H.G.  Scotland, ‡c 3544
510  4  _      ‡a Wing (2nd ed.) ‡c W5591
510  4  _      ‡a Scott, J.  "Darien Company."  PEBS 6 (1901-1904): 19-70,
               ‡c 15
               (Record ID 1997096)
```

Vol 1 of Wing (references before E2927L) should be cited from the 1994 revision of the 2nd edition e.g.

```
510  4  _      ‡a Wing (2nd ed., 1994) ‡c E1234
```

(B) MULTIPLE TITLES WITHIN A WORK

i.e. where parts of a publication have separate bibliographical references, explain those in the 500 and record the references in repeat 510s.

EXAMPLE:

```
500  _  _      ‡a 'The humble remonstrance of Sir Frederick Hammilton, Knight
               and Colonell. To the Right Honourable the Committee of Both
               Kingdoms' on final four leaves has own caption title and was also
               published separately (Wing 2nd ed., H477B).
510  4  _      ‡a Wing (2nd ed.) ‡c T2913
510  4  _      ‡a Wing (2nd ed.) ‡c H477B
510  4  _      ‡a  ESTC ‡c R185677
               (Record ID 600502)
```

(C) MULTI-VOLUME SETS

Complex multi-volume works with varying titles, imprint details or edition statements are sometimes more usefully catalogued at volume level. If the decision is taken to use a single record where (e.g.) ESTC uses several, the single record will require multiple 510s.

NLS also follows *Standard Citation Forms for Published Bibliographies and Catalogs used in Rare Book Cataloging*, 2nd edition (LC, 1996), at p. xxvii, in its recommendations for MARC

application that there should be no final punctuation at the end of each field (i.e. a full stop is not required).

EXAMPLE:

510 4 _   ‡a ESTC ‡c R232016 (**not** ESTC ‡c R232016.)

All ESTC numbers should have 6 digits following the initial letter. If the number contains fewer digits prefix the digits with 0s (zeros).

Enter citations or references following the pattern set out in *Standard Citation Forms.*

Additional information about the citation may be given in a general note.

EXAMPLE:
General note (500) field:
*500 _ _   ‡a Place and date of publication from Foxon. A reply to Foxon
               B566.*

Citation/references note (510) field:
*510 4 _   ‡a Foxon ‡c A244
               (Record ID 3208780)*

A 700 ‡t should be added for the above example.

SUBFIELDS

‡a contains the name of the source in which the reference or citation appears; ‡c the specific location of the citation or reference within the source, e.g. page number, item number, etc.

The first indicator position contains value 4 (Location in source given) when subfield ‡c is present; the first indicator position contains value 3 (Location in source not given) when subfield ‡c is not present.

EXAMPLE:

Content designated fields:
510 3 _   ‡a Hiler, H. Bib. of costume (from *Standard Citation Forms*,
               p.xxvi)
*510 4 _   ‡a Wyn Evans, D. James Watson, ‡c 53
               (Record ID 2198739)*

NLS follows *Standard Citation Forms* both in using established forms and when constructing new citation forms.

Both in using established citation forms and when constructing new ones, if a work is entered under a personal name, generally give the citation in the following pattern:

Surname, Forename Initial(s). Keyword of title

Leave two spaces after the full stop separating the forename initials from the title word(s). Do not leave any spaces between forename initials. (*Standard Citation Forms, p. xvii*)

EXAMPLE:

510 4 _   ‡a Aldis, H.G.   Scotland, ‡c 3277
(Record ID. 3175050)

Expressed another way, references beginning with a person's surname and initials require a comma after the surname but not after the initials. These are followed by the recommended double space (see above) and then by an abbreviated title which also requires a comma after the title and before the ‡c.

EXAMPLE:

510 4 _   ‡a Gaskell, P. Foulis Press, ‡c 167
(Record ID. 2114983)
510 4 _   ‡a Aldis, H.G. Scotland, ‡c 1360
(Record ID.3172234)

Single word/acronym references do not require any punctuation between the word/acronym and the ‡c.

EXAMPLE:

510 4 _   ‡a ESTC ‡c S106899 (**not** ESTC, ‡c S106899)
(Record ID 2862743)

Letters used in conjunction with reference numbers are always capitalised, with the exception of ISTC references. Edition statements are given in brackets with an appropriate date.

EXAMPLE:

510 4 _   ‡a ESTC ‡c T051777
(Record ID 1778287)

510 4 _   ‡a Wing (2nd ed., 1994) ‡c A1953
(Record ID 2005679)

510 4 _   ‡a STC (2nd ed.) ‡c 1109
(Record ID 2862743)

BUT:

510 4 _   ‡a ISTC ‡c id00395000
*   (Record ID 226678)*

When citing an unnumbered bibliography, or referring to an item without a number in a bibliography, specific page numbers are given (e.g. Foxon ‡c p. 381). Volume numbers are usually given in upper case roman numerals followed by a comma then the page reference (or item number, if present).

EXAMPLE:

510 4 _   ‡a Alston, R.C. Engl. language, ‡c I, 208
*   (Record ID 54618)*
510 4 _   ‡a BM 15th cent., ‡c V, p. 302 (IA.21547)
*   (Record ID 226678)*

The same rules apply for longer citation forms.

EXAMPLE:

510 4 _   ‡ a Scott, J. "Darien Company." PEBS 6 (1901-1904): 19-70,
*   ‡c 15*
*   (Record ID 1997096)*

OBLIGATORY REFERENCES/CITATIONS IN NLS ARE:

FOR INCUNABULA:

BM 15th cent
GW
Goff
ISTC

FOR 16TH CENTURY BOOKS PRINTED IN EUROPE:

Adams
Index Aureliensis

1475-1640 ITEMS:

Adams
ESTC
STC
STC (2nd ed.)

1641-1700 ITEMS:

ESTC
*Wing (2nd ed.) [where ‡c = letters E2927 – Z]
*Wing (2nd ed., 1994)   [where ‡c = letters A – E2926L]

1701-1800:

ESTC
Foxon

SCOTTISH IMPRINTS:

*Aldis, H.G. Scotland
*Gaskell, P. Foulis Press

When items are not found in what are obligatory references for NLS, add e.g.
    509 _ _   ‡b Not in ESTC, etc.

and a

    510 4 _   ‡a ESTC ‡ not recorded in ESTC

Do not use ???? in the ‡c

Remember to annotate/update these resources and also those listed in Appendix 15.

OTHER POINTS

Records of unique items or items which are not to be found on ESTC should be double-checked by another cataloguer. Particular attention should be paid to title-page transcription.

Occasionally, you may come across bibliographical citations/references in a 534 field. This was the UKMARC field, retained in SCOLCAP records when they were converted to USMARC. If so, change to a 510.

Where NLS holds a reproduction/surrogate of the original, still use the citation for the original as such items are catalogued as though we hold the original.

A list of additional forms - or variations from the prescribed forms in cases where NLS already has too many instances to change – has been separately maintained. See Appendix 11.

530 ADDITIONAL PHYSICAL FORM AVAILABLE NOTE

DEFINITION

This field contains information concerning a different physical format in which the described item is available. If the publisher of the additional physical form is different from the publisher of the item being catalogued, this field also contains source and order number information for the additional form.

COMMENTS

Field 530 is used only for notes describing different physical formats. Notes conveying information about other editions (e.g., earlier versions, shorter versions, different language versions) are recorded in field 500.

Although the NLS does not subscribe to *Early English Books Tract Supplement* or the *Goldsmiths'-Kress Library of Economic Literature,* it is important to retain information on these series within the bibliographic record.

EXAMPLE:

> 530 _ _   ‡a Microfilm. ‡b New Haven, Conn. : Research Publications, Inc.,
> 1974.‡d Goldsmiths'-Kress Library of Economic Literature ; reel
> 260, no. 4302.
> (Record ID 3069473)

If you are amending a record in which a microfilm series NLS subscribes to is found in a 530 or 533 field then cut and paste the information into a holdings record.

Shelfmark	Series
Mf.99	Early English Books, 1475-1640
Mf.98	Early English Books, 1641-1700
Mf.134	The Eighteenth Century
Mf.83	Early Eng. Newspapers 1601-1900
Mf.102	Thomason Tracts

PROCEDURE

Cut the data from the 530/533 field and paste it into an 843 field in the holdings record. Then, create an 852 field that incorporates the shelfmark of the corresponding microfilm series and includes the relevant reel and number of the item on the reel. Also delete any 509 or 590 fields from the bibliographic record which state the following: THE MICROFILM CITED IS AVAILABLE IN THIS LIBRARY

EXAMPLE:

> 533 _ _   ‡a Also reproduced on microfilm. ‡b Woodbridge, Conn. : Research
> Publications Inc., 1986. 1 microfilm reel ; 35 mm. ‡d The
> Eighteenth Century ; reel 3109, no. 10

Cut the data from the 530/533 field and also delete the 530/533 tag from the bibliographic record.

Paste the data into an 843 field in the holdings record. Retain only the word 'Microfilm' in the ‡a. Change any US state abbreviations to their AACR2 form, e.g. CT = Conn. Use the following table of subfields to correctly code the 843 field.

‡a Type of reproduction (end with a full stop)
‡b Place of reproduction (end with space, colon, space)
‡c Agency responsible for reproduction (end with a comma; if no ‡d end with a full stop)
‡d Date of reproduction (end with a full stop)
‡e Physical description of reproduction (end with a full stop)
‡f Series statement for reproduction (end with full stop)

> 843 _ _   ‡a Microfilm. ‡b Woodbridge, Conn. : ‡c Research Publications,
> Inc., ‡d 1986. ‡e 1 reel, 35 mm. ‡f The Eighteenth Century, reel
> 3109, no. 10.

Then, create an 852 field in the holdings record incorporating the relevant shelfmark for the series and separating the data for the reel number and number of the item on the reel by commas. Note: there is no full stop at the end of the 852 field.

> 852 8 _   ‡b 00Mf ‡h Mf.134, reel 3109, no. 10

561 PROVENANCE NOTE

DEFINITION

Notes about the history of the materials from the time of their creation to the time of their accession. For a collection level record include the date at which individual items were first brought together in their current arrangement or collation.

COMMENTS:

Provenance information can be gathered from anywhere within the item. It is however chiefly to be found on the pastedowns*, endpapers*, title page or binding*.
NLS prefer to follow 'more detailed' options as outlined in DCRB 7C18.

It can take several different forms including manuscript inscriptions, bookplates or labels, stamps, or be part of the binding, e.g. a coat of arms gold-tooled onto the boards.

Both the 561 and accompanying 700/710 fields should be followed by subfield ‡5 StEdNL. They should also be qualified by shelfmark if there is more than one holding.

In the 561, avoid abbreviations; separate each stage of the note with a semi-colon; precede a transcription of text with a colon instead of using quotation marks.

Do not begin the field with "Provenance:" as this note is automatically generated in the OPAC.

Include all the provenance information for each holding in a single 561. If a record has multiple holdings with provenance information begin a new 561 for each holding.
Do not add the provenance of an individual or organisation to whom an item once belonged if the item is from that individual's/organisation's named printed collection as the provenance is understood. E.g. if an item in the Warden collection bears the blind stamp of John Warden do not include this in a 561. This kind of information can be added if necessary to a collection-level record. (See also Appendix 3).

When describing provenance in a 561 field, use terms found in the Association of College and Research Libraries' Provenance evidence thesaurus.

If a provenance note requires any further explanation feel free to cite any relevant sources within the note. e.g.

EXAMPLE:

> 561 _ _   *‡a With a contemporary inscription on front free endpaper :*
> *Jos: Moyle, and with the die-sinker bookplate of Sir Joseph Copley Bart. on front*
> *pastedown. Sir Godfrey Copley died in 1709 and left an only daughter,*
> *Catherine, who became the wife of Joseph Moyle, in favour of whose*
> *descendants the Copley baronetcy was revived in 1778. The Moyles assumed the*
> *name of Copley in 1768 (DNB). ‡5 StEdNL: [Ao].8/3*
> *(Record ID 3070251)*

FORMS OF PROVENANCE

INSCRIPTIONS

Writing one's name in a book is the simplest way to indicate ownership and therefore the most common form of provenance information. Include (within reason) the entire inscription.

If an inscription is proving hard to decipher, uncertainties with particular letters can often be resolved by looking for recurrences of the same letter in other words. Ask someone else to have a look as a second pair of eyes often helps. If part of an inscription remains illegible replace with a question mark in square brackets.

BOOKPLATES, LABELS AND STAMPS

A bookplate is an ownership label printed from an engraved or etched block, cut in metal or wood. The design is usually armorial or pictorial, and it normally (but by no means always) incorporates the owner's name or initials.

A book label is created from printers' type and possibly type ornaments, and printed by letterpress. Book labels are typically smaller and less ornate than bookplates.

A book stamp is used to stamp an owner's name in ink onto a book or in the case of a blind stamp, to make an embossed mark.

CREATING AUTHORITY HEADINGS FROM PROVENANCE INFORMATION

Sometimes it is not possible to accurately trace an individual whose provenance you are wishing to document. In such cases use what information is available within the item and follow the guidelines for creating a heading in the 100/110 field. Include any given dates, place names etc. if this helps to make identification more accurate. Changing fashions in handwriting, bookplates etc. means that it is often possible to date a previous owner to within 50 years or so. If you have reason to believe that an inscription was made in a book at roughly the same time it was printed include this in the 561 field e.g. "Contemporary inscription on front pastedown". Note that English names are often Latinised e.g.; William Watson becomes Gulielmus Watsonus, John Brock becomes Joannes Brocus etc. If an authority heading needs to be created for such a name it should be entered in its English form.

EXAMPLE:

561 _ _ ‡a Ink inscription on verso of last leaf: Ex libris
Gulielmi Rickart 1697. Gilt initials W R on upper and lower boards of binding. ‡5
StEdNL
700 1 _ ‡a Rickart, William, ‡d 17th century, ‡e former owner.
‡5 StEdNL
(Record ID 837496)

If the item being catalogued falls within the scope of Durkan and Ross's *Early Scottish libraries* (books owned by Scots printed between 1470 and 1560), the copy of this at SU.37 should be checked and annotated.

REFERENCES

GENERAL

Association of College and Research Libraries. *Provenance evidence*. Chicago: The Association, 1988. Shelfmark: SU.37(8.5 ACRL)

Burke, Bernard. *Burke's genealogical and heraldic history of the landed gentry*. London: Burke's Peerage, 1940. Shelfmark: NRR

Carter, John. *ABC for book collectors*. London: Granada, 1980. Shelfmark: H2.82.356

Pearson, David. *Provenance research in book history: a handbook*. London: British Library, 1998. Shelfmark: GBE.1998.1.11

Dictionary of national biography. Oxford: Oxford University Press, (various dates) Shelfmark: NRR. Up-to-date version available over the Electronic Resources Network.

PALAEOGRAPHY

Scottish handwriting 1500-1700: a self-help pack. [Edinburgh] : Scottish Record Office, 1994. Shelfmark: NRR

Simpson, Grant G. *Scottish handwriting, 1150-1650: an introduction to the reading of documents*. East Linton: Tuckwell Press, 1998. Shelfmark: NRR

BOOKPLATES

Franks bequest. Catalogue of British and American book plates bequeathed to the trustees of the British Museum by Sir Augustus Wollaston Franks, K.C.B. London, 1903-1904.
Shelfmark: SU.37(3.11 Fra)

Davies, Arthur Charles Fox. *Armorial families*. London: Hurst & Blackett, 1929-1930. Shelfmark: Her.5.3.D

Davies, Arthur Charles Fox. *The book of public arms*. London: T.C. & E.C. Jack, 1915. Shelfmark: Her.7.3.D

Elvin, Charles Norton. *Elvin's handbook of mottoes*. London : Heraldry Today, 1971. Shelfmark: Her.8.3.E

Lee, Brian North. *British royal bookplates* and *ex-libris of related families*. Aldershot: Scolar, 1991.
Shelfmark: SU.37(3.11 Lee)

Fairbairn, James. *Fairbairn's book of crests of the families of Great Britain and Ireland*. London: T.C. & E.C. Jack, 1905. Shelfmark: Her.8.3.F

Stevenson, John Horne and Wood, Marguerite. *Scottish heraldic seals, royal, official, ecclesiastical, collegiate, burghal, personal*. Glasgow: Privately printed, 1940. Shelfmark: Her.8.4.S

IN-HOUSE RESOURCES

Henderson Smith Collection. A large collection of bookplates mounted in 40 volumes. The collection has a slip catalogue of the bookplates arranged alphabetically under the names of owners, with brief descriptions of the bookplates.

As provenance is now added to all items catalogued book-in-hand the following resources are now 'closed':

The Manuscripts Collection has a list of mainly 17th century inscriptions in printed books arranged by shelfmark and indexed by inscriber.

Booksellers' and auctioneers' catalogues are often a good source of provenance information. There is a sheaf index in the Rare Books office to auction catalogues which is indexed by the name of the seller.

Bookplate index. This provides a list of bookplates with brief author/title details, date, shelfmarks (usually) and is indexed by the name on the bookplate.

The Blairs College Library collection has a list of inscriptions indexed by inscriber and bookplates indexed by owner.

EXAMPLE 1:
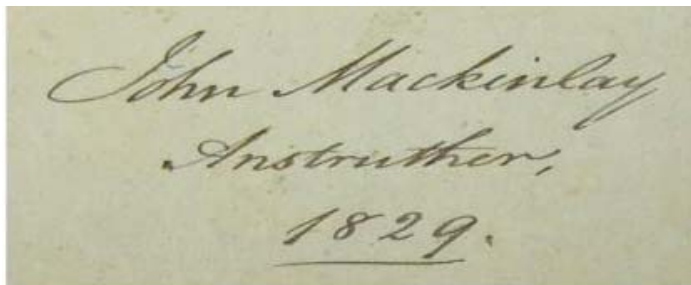
561 _ _   ‡a Inscription on front pastedown: John Mackinlay Anstruther,
           1829. ‡5 StEdNL
700 1 _   ‡a Mackinlay, John, ‡c of Anstruther, ‡d fl. 1829, ‡e former owner.
           ‡5 StEdNL
           (Record ID 3382788)

EXAMPLE 2:

561 _ _   ‡a Book stamp of H. Wood Bramling House 1806 on front free endpaper. Inscription on title page: Henry Wood June 20th 1808. ‡5 StEdNL

700 1 _   ‡a Wood, Henry, ‡c of Bramling House, ‡d fl. 1806, ‡e former owner. ‡5 StEdNL
(Record ID 1100463)

EXAMPLE 3:

561 _ _   ‡a Contemporary inscription on front free endpaper: Edith E. Hanwell Freeman the Gift of her Grand Papa Clarke. ‡5 StEdNL

700 1 _   ‡a Hanwell Freeman, Edith E., ‡e former owner. ‡5 StEdNL
(Record ID 3412239)

EXAMPLE 4:
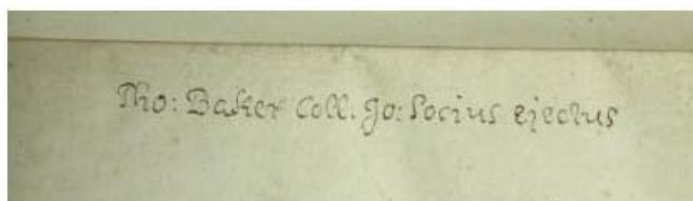
561 _ _   ‡a Inscription on title page: Thomas Stanley. Inscription on front-free endpaper: Tho: Baker Coll. Jo: Socius ejectus. Bookplate of Signet Library on front pastedown. ‡5 StEdNL

700 1 _   ‡a Stanley, Thomas, ‡d 1625-1678, ‡e former owner. ‡5 StEdNL

700 1 _   ‡a Baker, Thomas, ‡d 1656-1740, ‡e former owner. ‡5 StEdNL

710 2 _   ‡a Signet Library (Great Britain), ‡e former owner. ‡5 StEdNL
(Record ID 747835)

EXAMPLE 5:

561 _ _   ‡a Armorial bookplate of Burnett of Kemnay (i.e. Alexander
     Bannerman) on front pastedown. ‡5 StEdNL: L.C.1252
700 1 _   ‡a Bannerman, Alexander, ‡c Sir, ‡d 1741-1813, ‡e former owner.
     ‡5 StEdNL: L.C.1252
     (Record ID 1802119)

EXAMPLE 6:
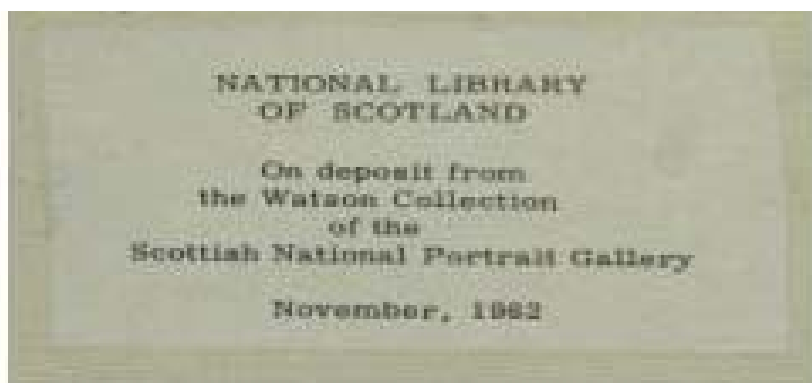
561 _ _   ‡a Label: On deposit from the Watson Collection of the Scottish
     National Portrait Gallery. November 1962. ‡5 StEdNL
700 2 _   ‡a Scottish National Portrait Gallery, ‡e depositor. ‡5 StEdNL
     (Record ID 3455491)

563 BINDING INFORMATION NOTE

DEFINITION

A note with free text providing specific information about the covers, enclosure or endpapers of a printed item.

COMMENTS

The 563 field is used to record notes about a binding, when the cataloguer judges that the binding is worth describing in its own right. Notes should be given for bindings on books which have been recently purchased for their binding, bindings by known binders such as James Scott, fine or interesting bindings generally. For post-1800 items, it is only necessary to describe bindings of particular significance (e.g. armorial, signed or prize-winning bindings). There is rarely any point in recording post-1900 rebindings. If a 563 field is used, it should ideally include at least a basic description of the covering material and an approximate date.

NLS prefer to use 'more detail' option as outlined in DCRB 7C18.

In the 563 field, information should be entered in approximately this order:

(1) Styles (e.g. Masonic bindings)

(2) Materials (e.g. leather bindings, Dutch gilt papers)

(3) Structure (e.g. spine, cords)

(4) Text block (e.g. gilt edges)

Specific binding terminology is used in the 655 field, taken from the ACRL/ALA *Binding Terms* thesaurus, designated by ‡2 rbbin. The 563 field is for text of a more descriptive nature, but still using standardised vocabulary where possible. In the 563, avoid abbreviations; separate each stage of the note with a semi-colon; precede a transcription of text with a colon instead of using quotation marks.

All 563s will be copy-specific and so should conclude with ‡5 StEdNL: [shelfmark]. Only add the shelfmark if there is more than one copy. (Earlier practice was to put the shelfmark at the start and end of the note, but it is now agreed that the shelfmark should come at the end only). There is no necessity to preface this field with 'Binding' as the system generates a 'Binding' tag.

563s should describe damage to a binding but not misbindings or imperfections of the contents, which are described in the holdings record.

We sometimes have to deal with substantial collections in uniform bindings (e.g. Mercier). There is no need to create a detailed description of the binding for each individual record: at some stage a binding record can be created and applied to all the relevant records. A

collection-level record can be created if necessary. The same applies to collections where most of the books have the same bookplate (e.g. Rosebery).

Information about provenance (e.g. bookplates, manuscript annotations) should be entered separately using fields 561 / 700. Bindings which give clear evidence for ownership such as stamped initials or coats of arms need a brief entry in field 561 (e.g. 'Armorial binding with arms of X'); the fuller description should come in the 563 field.

EXAMPLES:

EXAMPLE 1:

    561 _ _   *‡a Armorial bookplate, early 18th-century, on front paste-down: The Honourable John Hay of Lawfield Esqr. Letters I.H. stamped in gilt on leather turn-in of upper board. ‡5 StEdNL*

    563 _ _   *‡a Bound in Scotland, 1702. Bound in black morocco with gold tooling in a herringbone design within several rectangular panels with fleurons at their outer corners and floral tools filling the spaces between the rectangles. Five raised bands on spine forming six compartments tooled in gold. Gilt and decorated paper edges; marbled endpapers. Turn-in of upper board stamped "I.H."; turn-in of lower board stamped "Agust 20 1702". ‡5 StEdNL*

    655 _ 7   *‡a Monogrammed bindings (Binding) ‡z Scotland ‡y 1701-1800. ‡2 rbbin. ‡5 StEdNL*

    700 1 _   *‡a Hay, John, ‡d 1698-1758, ‡e former owner. ‡5 StEdNL (Record ID 710577)*

EXAMPLE 2:

    563 _ _   *‡a Bound with two other items in a contemporary embroidered binding probably created in Scotland. The design on front and rear boards is a silver wirework crown above a lily executed in green, pink and gold silks, enclosed within an oval surrounded by foliage. The spine is decorated with formal designs of foliage within six panels. The binding has been restored and remounted, with the addition of new pink silk ties dyed to match the originals. Gilt paper edges. ‡5 StEdNL*

    655 _ 7   *‡a Embroidered bindings (Binding) ‡z Scotland ‡y 1601-1700.. ‡2 rbbin. ‡5 StEdNL (Record ID 2963241)*

EXAMPLE 3:

    563 _ _   *‡a In a calf leather panel binding, covered by a pigskin (?) chemise with fur (cow?) panels. ‡5 StEdNL: Bdg.m.149*

    655 _ 7   *‡a Chemises (Binding) ‡z Scotland ‡y 1701-1800. ‡2 rbbin ‡5 StEdNL: Bdg.m.149*

    655 – 7   *‡a Fur bindings (Binding) ‡z Scotland ‡y 18th century. ‡2 rbbin ‡5 StEdNL:Bdg.m.149 (Record ID 836681)*

EXAMPLE 4:

563 _ _   *‡a Bound in two volumes in black goatskin with gold-tooling. The contemporary design is unusual: each board has a central column of eight roundels with dotted centres, which are flanked by elegant floral tooling, all within a dog-tooth roll border. The design was clearly considered thoughtfully, and the blind guide-lines around which it is structured are still visible. Additionally, there are green and gilt endpapers with a floral design. The spines are finely tooled with five panels separated by raised bands; the second gilt compartment contains the volume number, the other compartments have a saltire design. There is gilt roll tooling to the board edges, and an attractive floral roll on the turn-ins. ‡5 StEdNL*

655 _ 7   *‡a Gold tooled bindings (Binding) ‡z Scotland ‡y 1701-1800.
‡2 rbbin ‡5 StEdNL
(Record ID 3431322)*

There are also useful examples on the NLS website
http://www.nls.uk/digitallibrary/bookbinding/index.html Many of the Voyager records for these items have 856 links to the site – see Record ID 3070696 and 113996.

If the item being catalogued was bound by or attributed to William or James Scott, the interleaved volume of Loudon's catalogue at SU.37(3.9.1 Lou) should be checked and annotated.

600 SUBJECT ADDED ENTRY

DEFINITION

Use for personal names used as subject added entries. For example
- Names of persons who actually or probably lived – names of legendary/fictitious characters (e.g. Robin Hood/Superman) are entered in the 650 field
- Personal author/title subject added entries
- Names of families

AUTHORITIES

Name headings should be in accordance with AACR2(1988) and conform to the LC name authority file where that is available. Where an LC heading differs from an existing NLS heading Authority Control Unit (ACU) should be informed by e-mail: DL-Authority

If an authority heading is not found on LC:

For names known or assumed to be Scottish, consult the sources listed in Appendix 8. If an appropriate heading is not found, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

For names known or assumed to be non-Scottish, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

The subfield ‡v Early works to 1800 should be added to subject headings for all pre-1800 books.

EXAMPLES:

EXAMPLE 1:

245	1	0	‡a Answers for the Moderator of the Presbytery of Stirling, to the bill of suspension offered for Mr. John Skinner late incumbent at Bothkinnar..
600	1	0	‡a Skinner, John, ‡d 1649-1724 ‡v Trials, litigation, etc. ‡v Early works to 1800. (Record ID 3352146)

EXAMPLE 2:

245	1	3	‡a An essay on Milton's use and imitation of the moderns, in his Paradis lost..
600	1	0	‡a Milton, John, ‡d 1608-1674. ‡t Paradise lost ‡x Criticism and interpretation ‡v Early works to 1800. (Record ID 3088676)

610 SUBJECT ADDED ENTRY – CORPORATE NAME

DEFINITION

Use for corporate names used as subject added entries. Corporate names are the names of associations, institutions, business firms, nonprofit enterprises, governments, and agencies.

COMMENTS

610 should also be used for special corporate names such as:

Names of vessels
Castles, cathedrals, churches, etc.

Authorities: Corporate name headings should be in accordance with AACR2(1988) and conform to the LC name authority file where that is available. Where an LC heading differs from an existing NLS heading Authority Control Unit (ACU) should be informed by e-mail: DL-Authority

If an authority heading is not found on LC:

For corporate bodies known or assumed to be Scottish, consult the sources listed in Appendix 8. If an appropriate heading is not found, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

For corporate bodies known or assumed to be non-Scottish, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

Corporate bodies giving no indication of the body's geographic location should be qualified accordingly.

Cities and towns should be qualified by country.

A king, queen, archbishop etc. who gives a speech in their official role should be entered under their country, church etc. in a 610, not as an individual in a 600.
Names of conferences, conventions etc. that appear under the name of a corporate body can be entered in a 610.

EXAMPLES:

> 610 2 0   ‡a Bounty (Ship) ‡v Early works to 1800.
> (Record ID 599645)

> 610 2 0   ‡a Edinburgh Castle (Edinburgh, Scotland) ‡v Early works
> to 1800.
> (Record ID 3420784)

> 610 1 0   ‡a Edinburgh. ‡b Town Council ‡x Elections, 1780 ‡v Early
> works to 1800.
> (Record ID 3469456)

> 610 2 0   ‡a Church of Scotland. ‡b Parish of Lochmaben ‡x Clergy
> ‡x Appointment, call, and election ‡y 18th century ‡v Early
> works to 1800.
> (Record ID 381551)

611 SUBJECT ADDED ENTRY – MEETING NAME

GENERAL

To be used when a conference, meeting, exhibition, exposition, festival, athletic contest or scientific expedition name is being used as an added subject entry heading. LC headings should be used for this field.

The 611 field is used for conference or meeting names which are being used as a subject added entry.

Subject heading entries are repeatable.

If the conference or meeting is the main entry, not just a subject, the 111 field should be used, unless another main entry heading (1XX) is being used and in which case a 711 added entry should be used.

Qualifying information such as dates and locations should appear in parenthesis. Any subordinate committee or meeting is not contained in these parentheses.

> *611 2 0   ‡a Inverness, Highlands and Islands Festival ‡c (Inverness :*
> *‡d 1951)*
> *(Record ID: 1757927)*

> *611 2 0   ‡a Inverness Highland Food Festival ‡n (1st : ‡d 1998 :*
> *‡c Inverness, Scotland)*
> *(Record ID: 660764)*

> *611 2 0   ‡a International Festival of Youth Orchestras and Performing*
> *Arts ‡n (6th : ‡d 1974 : ‡c Aberdeen, Scotland, and London,*
> *England)*
> *(Record ID: 1826157)*

> *611 2 0   ‡a Aberdeen and North-East of Scotland Music Festival*
> *‡n (42nd : ‡d 1965 : ‡c Aberdeen, Scotland). ‡e Speech and Drama*
> *Section*
> *(Record ID: 3413910)*

630 SUBJECT ADDED ENTRY – UNIFORM TITLE

DEFINITION

Use for uniform titles used as subject added entries.

COMMENTS

Uniform titles should conform to LCNAF. If not found in LC they should be constructed according to AACR2 (1988).

A work with an identifiable author should be entered in a 600 after the author's name. See example 2 in the 600 field.

EXAMPLES:

EXAMPLE 1:

| 245 1 0 | ‡a Adam's fall; or, Antiburgerism exploded, with respect to the non-observance of Royal fasts :‡b being an answer to a pamphlet, intitled, A review of the letter on Royal fasts, ... |
| 630 0 0 | ‡a Review of the letter on Royal fasts ‡v Early works to 1800.
(Record ID 39753) |

EXAMPLE 2:

| 245 0 2 | ‡a A directory for the publique worship of God throughout the three Kingdoms of England, Scotland, and Ireland. Together with an ordinance of parliament for the taking away of the Book of Common Prayer: and for establishing and observing of this present directory throughout the Kingdome of England, and dominion of Wales. With propositions concerning church-government, and ordination of ministers.. |
| 630 0 0 | ‡a Book of common prayer ‡v Early works to 1800.
(Record ID 3172986) |

EXAMPLE 3:

| 245 1 0 | ‡a Abraham offering up his son Isaac. :‡b A sermon, / ‡c by George Whitefield, A.B. late of Pembroke-College, Oxford, corrected and revised, by the author, ... |
| 630 0 0 | ‡a Bible. ‡p O.T. ‡p Genesis ‡v Sermons ‡v Early works to 1800.
(Record ID 39668) |

650 SUBJECT ADDED ENTRY – TOPICAL TERM

DEFINITION

A subject added entry in which the entry element is a topical term. Subject headings should be correct in form, appropriately chosen, and helpful to library users.

COMMENTS

NLS only uses LC subject headings (note that this means American spelling). The field is repeatable - normally up to four subject headings may be used, though situations may arise where more are justified. The entry is always concluded with a full stop. Try to use subject headings that are as specific as possible.

The 650 field should be used in conjunction with a 043 field when subdivision ‡z is used (see below).
The 650 field may be used in conjunction with a 651 field and/or a 610 field.

Subject headings should take the form ‡a Topic ‡x General ‡z Geographical ‡y Chronological ‡v Form subdivisions.

USE OF SUBFIELDS

Subfields must be used in conjunction with LCSH rules as not all subfields can be added under all main headings. Use LCNAF to check validity.
Free-floating subdivisions may be used under designated subjects without the usage being established editorially, and, as a consequence, without an authority record being created for each main heading/subdivision combination that might be needed.

‡a Entry element. May include parenthetical qualifying information

EXAMPLE:

> 245 0 4   *‡a The English archer; or, Robert earl of Huntington, vulgarly called Robin Hood..*
> 650 _ 0   *‡a Robin Hood (legendary character)*
> *(Record ID 2230324)*

‡X GENERAL SUBDIVISION

Subfield ‡x contains a subject subdivision that is not more appropriately contained in subfields ‡v Form subdivision, ‡y Chronological subdivision, or ‡z Geographic subdivision.

EXAMPLE:

245	0	4	‡a The Honourable the Body of Scavangers and Sootymen of the city of Edinburgh, being assembled, with a view to consider the important affair of drink-money;
650	_	0	‡a Refuse collectors ‡x Alcohol use ‡z Scotland ‡z Edinburgh ‡v Early works to 1800. (Record ID 3420143)

‡Y CHRONOLOGICAL SUBDIVISION

245	0	0	‡a Remedio per seruitio de contadini sopra li carboncoli, e buboni..
650	_	0	‡a Plague ‡z Italy ‡z Rome ‡x History ‡y 17th century ‡v Sources ‡v Early works to 1800.
650	_	0	‡a Medicine ‡z Italy ‡z Rome ‡y 15th-18th centuries ‡v Sources ‡v Early works to 1800. (Record ID 1850590)

‡Z GEOGRAPHICAL SUBJECT SUB-DIVISION

650 _ 0 ‡a Trials (Treason) ‡z Scotland ‡v Early works to 1800.

When this subdivision is used, a 043 field should also be added.

Subfield ‡z can be repeated to specify a town within a country.

EXAMPLE:

043	_	_	‡a e-uk-st
245	1	2	‡a A letter from Scotland, with observations upon the anti-Erastian, anti-praelatical, and phanatical Presbyterian party there: : ‡b By way of dialogue between Anonymus and Antipraelatus..
650	_	0	‡a Church and state ‡z Scotland ‡v Early works to 1800.
650	_	0	‡a Presbyterian Church ‡z Scotland ‡x Controversial literature ‡v Early works to 1800.
651	_	0	‡a Scotland ‡x Church history ‡y 17th century ‡v Sources ‡v Early works to 1800. (Record ID 933357)

May be used in conjunction with 651 field

Subfield ‡z can be repeated to specify a town within a country.

110 1 _   ‡a Scotland. ‡b Lord Protector (1653-1658 : O. Cromwell)
245 1 0   ‡a By His Excellency. Whereas it hath pleased God by his gracious
              providence and goodnesse, to put the city of Edinburgh, and towne of Leith under
              my power; ....
650 _ 0   ‡a Markets ‡z Scotland ‡z Edinburgh ‡v Early works to 1800.
651 _ 0   ‡a Great Britain ‡x History ‡y Commonwealth and Protectorate,
              1649-1660 ‡v Sources ‡v Early works to 1800.
651 _ 0   ‡a Scotland ‡x History ‡y 1649-1660 ‡v Sources ‡v Early works to 1800.
              (Record ID 3174450)

‡V FORM SUBDIVISION

The 6XX field (except 655) of a pre-1800 work should always have ‡v Early works to 1800
as its final subfield. Also include a ‡v field for any other information about the form of a
work. **Older records may use subfield ‡x for this information: please amend to
subfield ‡v.** If a subfield ‡v has a corresponding code in the 008 remember to include this
e.g. ‡v Dictionaries or ‡v Congresses.

EXAMPLE:

245 1 0   ‡a Cassandra. (But I hope not) : ‡b Telling what will come of it..
650 _ 0   ‡a Presbyterian Church ‡x Controversial literature ‡v Periodicals
              ‡v Early works to 1800.
              (Record ID 3437161)

Most form subdivisions coded ‡v may also be used as topical subdivisions coded ‡x when
assigned to works about the form.

EXAMPLE:

245 1 2   ‡a A view of the Edinburgh review, pointing out the spirit and
              tendency of that paper.
650 _ 0   ‡a Newspapers ‡z Scotland ‡z Edinburgh ‡v Early works to 1800.
              (Record ID 3088658)

Do not use field 650 for Bibles (including parts of Bibles e.g. Psalters). Works about the
Bible, etc., should have an entry in the 630 field.

EXAMPLE:

100 1 _   ‡a Bythner, Victorinus, ‡d 1605?-1670?.
245 1 0   ‡a Lyra prophetica Davidis Regis; sive Analysis critico-practica
              Psalmorum
630 0 0   ‡a Bible. ‡p O.T. ‡p Psalms ‡v Commentaries ‡v Early works to
              1800.
630 0 0   ‡a Bible. ‡p O.T. ‡p Psalms ‡x Criticism, Textual ‡v Early works to
              1800.
650 _ 0   ‡a Hebrew language ‡x Grammar ‡v Early works to 1800.
              (Record ID 2858521)

Use as a form subdivision under historical topics, and headings for systems of law for collections of source materials of all types on those topics or systems. Also use under names of individual persons for collections of materials that served as sources of their ideas or inspiration.

Often an item will focus on a subject that is a small part of a larger one e.g. the execution of a Jacobite leader. Other than a 600 field for the name of the condemned a 650 for Jacobite Rebellion, 1745-1746 would also be a useful access point. However if the item is concerned only with the execution and is not a wider treatment on the whole Rebellion then it should be qualified with ‡v Sources.

EXAMPLE:

245 0 0   *‡a The genuine dying speech of the Reverend Parson Coppock, pretended Bishop of Carlisle: ‡b who was drawn, hanged and quartered there, Oct. 18. 1746, for high treason and rebellion; containing an account of his education, his method of obtainingorders, the motives of his going into the Rebellion, and the conduct of some of his brethren, with many other curious particulars. Publish'd by Parson Coppock's order, for the satisfaction of the publick*

600 1 0   *‡a Coppock, Thomas, ‡d 1719-1746 ‡v Early works to 1800.*

650 _ 0   *‡a Jacobite Rebellion, 1745-1746 ‡v Sources ‡v Early works to 1800 (Record ID 41933)*

Use a 655 field to describe what something is rather than what it is about.

Works of the imagination (e.g. novels, plays and poetry) should not normally be subject-indexed, unless they cover a specific event or subject, especially of Scottish interest.

EXAMPLE:

650 _ 0   *‡a Jacobite Rebellion, 1745-1746 ‡v Poetry ‡v Early works to 1800. (Record ID 3384923)*

Sermons may be subject-indexed by topic (e.g. 'Beatitudes - Sermons'), and/or by denomination (using 610 field), and/or by the text of the sermon (using 630 field) and/or by occasion (e.g. 'Christmas Sermons'). The general topic 'Sermons' should only be used for collections of sermons which cannot be otherwise categorized, although 'Sermons, (qualifier)' may be used where helpful.

EXAMPLES:

EXAMPLE 1:

245 1 4   *‡a The Lord's prayer, in John XVII. 24. discoursed on, in XVI. sermons. / ‡c By Robert Trail ....*

650 _ 0   *‡a Lord's prayer ‡v Sermons ‡v Early works to 1800. (Record ID 2500957)*

EXAMPLE 2:

245 1 0   ‡a Sermons / ‡c by J.B. Massillon, Bishop of Clermont
610 2 0   ‡a Catholic Church ‡v Sermons ‡v Early works to 1800.
650 _ 0   ‡a Sermons, French ‡v Translations into English ‡v Early works
*   to 1800.*
*   (Record ID 2935287)*

Includes a 610 field for the denomination in which the sermon was preached and a 650 field showing the original language and translation.

EXAMPLE 3:

245 1 0   ‡a Abraham's offering up his son Isaac. : ‡b A sermon
630 0 0   ‡a Bible. ‡p O.T. ‡p Genesis XXII, 12 ‡v Sermons.
*   (Record ID 1723445)*

Has 630 field for text of sermon and no 650 field.

DOWNLOADED SUBJECT HEADINGS:

New catalogue records should always use NLS-style subject headings, i.e. alter downloaded subject headings if necessary. Headings of downloaded records should be verified and checked in LC authority files.

Headings with second indicator 2 are NLM subject headings which should be verified and/or replaced with LCSH headings. Headings with any other second indicator should be changed to second indicator 0 and verified in LCSH

651 SUBJECT ADDED ENTRY – GEOGRAPHIC NAME

DEFINITION

To be used for subject added entries relating to geographic names.
Where appropriate, subdivisions are to be added in the following order: chronological (‡y) before form (‡v) subdivisions.

COMMENTS

The field is repeatable. The entry is always concluded by a full stop.
Subfields ‡v, ‡x, and ‡z in the 651 field are repeatable.
Subfields ‡v, ‡x, ‡y, and ‡z do not have to be in alphabetical order.
Use subfield ‡v for Early works to 1800 after geographical names.
When entering information in the 651 field, also create a 043 (Geographic Area Code) field.
The source of the codes in subfield ‡a is *MARC Code List for Geographic Areas* maintained by

the Library of Congress http://lcweb.loc.gov/marc/geoareas/ (and available on Cataloguers' Desktop)

Headings for geographic names fall into two categories:
- names of political jurisdictions: Headings are established according to descriptive cataloguing conventions with authority records that reside in the LC name authority file.
- Non-jurisdictional geographic names: Headings are established with authority records that reside in the LC subject authority file.

EXAMPLE:

> 651 _ 0   ‡a Union Canal (Scotland) ‡x Design and construction
> ‡v Early works to 1800.
> (Record ID 2373347)

Headings for entities having geographic extent, including certain types of engineering constructions, are treated as geographic headings. The following is a representative list of such entities:

Archaeological sites, historic sites, etc.
Areas and regions (when not free-floating)
Canals
Dams
Extinct cities (pre-1500)
Farms, ranches, gardens
Forests, grasslands, etc.
Geographic features (e.g. caves, deserts, non-jurisdictional islands, lakes, mountains, ocean currents, plains, rivers, seas, steppes, undersea features)
Geologic basins, geologic formations, etc.
Mines
Parks, reserves, refuges, recreation areas, etc.
Reservoirs
Roads, streets, trails
Valleys.

Note that special corporate names such as names of abbeys, cathedrals, churches, denominations, monasteries, missions, parishes, priories and vessels (e.g. Catholic Church, Monasterio Las Descalzas (Lima, Peru) are to be entered in a 610 field.

EXAMPLES:

> 610 2 0   ‡a Edinburgh Castle (Edinburgh, Scotland) ‡v Maps ‡v Early
> works to 1800.
> (Record ID 3342549)
> 610 2 0   ‡a Titanic (Steamship)
> (Record ID 961265)
> 610 2 0   ‡a Benedictines ‡z Spain ‡x Prayer-books and devotions
> ‡v Early works to 1800.
> (Record ID 1915020)

'Mount' and 'Saint' should always be used, never 'Mt.' and 'St.'.

EXAMPLE:

    651 _ 0   ‡a Great Britain ‡x Economic conditions ‡v Early works to 1800.
    (Record ID 3211260)

Some older records which were migrated into Voyager will have a second indicator 4. This used to indicate the British Library, but has been superseded in MARC21. The second indicator should be changed to 0, indicating LCSH, and the subject entry checked against the LCSH authority file and verified. This procedure should always be followed when coming across migrated records with second indicator 4 in 651 fields.

    651 _ 0   ‡a Germany ‡x History ‡y Charles V, 1519-1556.
    (Record ID 57897)

    651 _ 0   ‡a Forth, Firth of (Scotland) ‡v Maps ‡v Early works to 1800.
    (Record ID 3420421)

655 INDEX TERM – GENRE/FORM

DEFINITION

Index terms that describe the genre, form or physical characteristic of the item. Genre terms designate specific kinds of materials distinguished by the style or technique of their intellectual content.

COMMENTS

The 655 field can be used to describe what an item actually is, rather than a 650 describing what it is about.

If a record contains a 563 describing a binding, if appropriate add a relevant 655;
for example if an item has been purchased specifically because of the binding design.

Include a subfield ‡y for chronological subdivisions. Dates should be expressed in Arabic form and follow the pattern 1701-1800 rather than 1700-1799 or 18th century. Headings should be subdivided by country (‡z) if possible. Only in cases of doubt should broader political subdivisions by allocated – i.e. Great Britain instead of Scotland or England

Use ‡2 to cite the thesaurus the term was taken from.

Include a subfield ‡5 where necessary to distinguish between holdings.

Apply selectively whichever terms are relevant and useful to those using the catalogue; for example a gold-tooled binding with an armorial stamp on the covers should be assigned the terms 'Armorial bindings' and 'Gold-tooled bindings'. For all terms which include the work

'bindings' in the string, the qualifier (binding) is required to be used. If in doubt check the ACRL thesauri.

Terms should be assigned to collection level records – in many cases this may be more appropriate than assigning them to all the items in a collection. For example the term 'Prize books' could be assigned to the collection level record for the School Prize Collection or 'Armorial bookplates' could be used in the collection level record for the Alva Collection rather than for the individual items in the collection.

EXAMPLES:

EXAMPLE 1:

    563 _ _   ‡a Bound in red morocco with gold tooled border, six compartments
                      on spine and gilt edges. ‡5 StEdNL
    655 _ 7   ‡a Gold tooled bindings (Binding) ‡z Scotland ‡y 1701-1800.
                      ‡2 rbbin.
                      (Record ID 3388770)

EXAMPLE 2:

    655 _ 7   ‡a Bound in black goatskin, with gilt tooling combining elements
                      from the 'herring-bone' and 'wheel' designs. Many different tools are used, such
                      as stars, flowers, spear-heads; the spine is tooled to a saltire design; there are gilt
                      decorated endpapers signed 'Apolonia Maiestderin'. ‡5 StEdNL: Bdg.m.151(2)
    655 _ 7   ‡a Decorated papers ‡z Scotland ‡y 1701-1800. ‡2 rbbin.
                      ‡5 StEdNL: Bdg.m.151(2)
    655 _ 7   ‡a Gold tooled bindings (Binding) ‡z Scotland ‡y 1701-1800. ‡2
                      rbbin. ‡5 StEdNL: Bdg.m.151(2)
                      (Record ID 3068086)

EXAMPLE 3:

    655 _ 7   ‡a Chapbooks ‡z Scotland ‡z Edinburgh ‡y 1701-1800. ‡2 rbgenr.
                      (Record ID 1907175)

LIST OF 655 HEADINGS TO BE APPLIED

Academic dissertations – country – city – century (rbgenr)
With see reference from Theses

Almanacs – country – city – century (rbgenr)

Armorial bindings – country – century (rbbin)
To be used on its own or in conjunction with other headings for binding/provenance

Armorial bookplates – country – century (rbprov)
To be used on its own or in conjunction with other headings for binding/provenance

Authors' inscriptions – country – century (rbprov)

Authors' presentation inscriptions
Use Authors' inscriptions

Ballads – country – century (rbgenr)

Binders' labels
Use Binders' tickets

Binders' tickets – country – town – century (rbbin)

Bookmarks – country – century (local)
term not in ALA thesauri

Bookplates – country – century (rbprov)
Not to be used in conjunction with Armorial bookplates

Books for the visually impaired – country – century (rbgenr)

Booksellers' advertisements – country – town – century (rbgenr)
655 headings should be assigned for all advertisements over 1 p. long. If advertisements are not bibliographically part of the book they should be catalogued as a separate item.

Booksellers' labels – country – town – century (rbprov)

Broadsides – country – century (rbgenr)

Catechisms – country – century (rbgenr)

Chapbooks – country – town – century (rbgenr)

Clasps – country – century (rbbin)

Decorated papers – country – century (rbbin)
Use for the occurrence of such papers as any part of bindings, cases or endpapers

Dutch gilt papers – country – century (rbbin)

Embroidered bindings – country – century (rbbin)

Fore-edge paintings – country – century (rbbin)

Gallows speeches – country – town – century (rbgenr)

Gold-tooled bindings – country – century (rbbin)

Hornbooks – country – century (rbgenr)

Indulgences – country – period (rbgenr)

Legal petitions – country – century (rbgenr)

Mauchline ware bindings – country – century (local)
term not in ALA thesauri

Miniature books – country – century (local)
term not in ALA thesauri

Playbills – country – town of theatre – century (rbgenr)

Prize books – country – town of school – century (rbgenr)

Proclamations – country – century (rbgenr)

Publishers' advertisements – country – town – century (rbgenr)
655 headings should be assigned for all advertisements over 1 p. long. If advertisements are not bibliographically part of the book they should be catalogued as a separate item.

Scottish herringbone design bindings – country – century (rbbin)

Scottish wheel design bindings – country – century (rbbin)

Sermons – country – town of sermon – century (rbgenr)

Silk books – country – century (local)
term not in ALA thesauri

Silver bindings – country – century (rbbin)

BIBLIOGRAPHY

The following works (all at SU.37 8.5 ACRL) published by Standards Committee of the Rare Books and Manuscript Section (ACRL/ALA) contain the terms most likely to be used when cataloguing pre-1801 material.

Genre terms : a thesaurus for use in rare book and special collections cataloguing. 2nd ed. 1991

Binding terms : a thesaurus for use in rare book and special collections cataloguing. 1988

Provenance evidence : thesaurus for use in rare book and special collections cataloguing. 1988

Paper terms : a thesaurus for use in rare book and special collections cataloguing.
1990

Printing and publishing evidence : thesauri for use in rare book and special collections cataloguing.
1986

The Art and Architecture Thesaurus (AAT) also contains many genre and physical characteristic terms and unlike the ALA lists has very useful scope notes. http://www.getty.edu/research/tools/vocabulary/aat/

SUBMITTING NEW TERMS

New terms for the ALA thesauri should be researched by consulting standard reference sources and other works (e.g. for Mauchline ware bindings, Baker, John. *Mauchline ware and associated Scottish souvenir ware.* (Shire Album 140) 1985. HP2.85.3149, could be cited as 'literary warrant' for the term.)
Information about new genre terms should be sent to the thesaurus editor, Beth Russell, at Ohio State University Libraries russell.363@osu.edu

A list of acceptable subfield ‡2 codes and their respective thesauri can be found at http://www.loc.gov/marc/relators/relasour.html#rela655b

700 ADDED ENTRY – PERSONAL NAME

DEFINITION

Use for personal names used as added entries.

COMMENTS

Authorities: Name headings should be in accordance with AACR2(1988) and conform to the LC name authority file where that is available. In cases where there are deviations from LCNAF or where an LC heading differs from an existing NLS heading Authority Control Unit (ACU) should be informed by e-mail: DL-Authority

If an authority heading is not found on LC:

 For authors known or assumed to be Scottish, consult the sources listed in Appendix 8. If an appropriate heading is not found, construct heading from item in hand or other items (where appropriate) from NLS catalogue. For pre-twentieth century persons, 'floruit' (fl.) dates may be used. But note that 'fl.' dates normally express a span of years or activity. A single year 'fl.' may be used only in exceptional cases, as when a reference source designates the date in this way or there is only one publication or other event in a person's life known to be the single or at least primary basis for a single year. These 'fl.' dates should not be accepted without checking LCNAF. Contact ACU if fl. dates conflict with an existing LC heading.

For authors known or assumed to be non-Scottish, construct heading from item in hand or other items (where appropriate) from NLS catalogue. Add 'fl.' dates from date of publication of item or other items (where appropriate) from NLS catalogue.

Remember to add relator terms where appropriate (e.g. former owner, translator, defendant etc.), but do not abbreviate any headings. Lists of relator terms can be found online at http://www.loc.gov/marc/relators/relaterm.html (Library of Congress)

http://www.ala.org/acrl/guides/relator.html (American Library Association)

EXAMPLES:

EXAMPLE 1:

245 0 0   ‡a Adresse présentée à M. de La Fayette par les députés des
             Gardes nationales de France..
700 1   ‡a Lafayette, Marie Joseph Paul Yves Roch Gilbert Du Motier,
             ‡c marquis de, ‡d 1757-1834.
             (Record ID 2221713)

EXAMPLE 2:

245 1 0   ‡a Disputatio medica inauguralis, de phthisi pulmonum
             tuberculosa,: ‡b quam, annuente summo numine, ex auctoritate reverendi
             admodum domini D. Georgii Baird, S.S. T. P. Academiae Edinburgenae praefecti;
             necnon amplissimi senatus academi consensu, et nobilissimae facultatis medicae
             decreto, pro gradu doctoris, summisque in medicina honoribus ac privilegiis rite et
             legitime consequendis; / ‡c eruditorum examini subjicit Philippus Dowe, Hibernus.
             Ad diem 12 Septembris, hora locoque solitis..
700 1 _   ‡a Baird, George Husband, ‡d 1761-1840.
             (Record ID 3400381)

EXAMPLE 3:

245 1 2   ‡a A double of the interlocutor concerning Mr. Peter Hadden..
561 _ _   ‡a Three inscriptions on verso, early 18th century: John Loure.
             ‡5 StEdNL: RB.l.106(6)
700 1   ‡a Loure, John, ‡d 18th century, ‡e former owner.
             ‡5 StEdNL: RB.l.106(6)
             (Record ID 944932)

SUBFIELD ‡t

Contains a uniform title, a title page title of a work, or a series title used in a name/title field.

245 1 4   ‡a The life and adventures of Alexander Selkirk, : ‡b containing the
             real incidents upon which the romance of Robinson Crusoe is founded ... with an
             appendix, comprising a description of the Island of Juan Fernandez, and some
             curious information relating to his shipmates, &c. / ‡c by John Howell ...
700 1 2   ‡a Defoe, Daniel, ‡d 1661?-1731. ‡t Robinson Crusoe.
             (Record ID 156127)

2ND INDICATOR 2

Indicates that the item in hand contains the work that is represented by the added entry.

EXAMPLE:

100	0		‡a Sallust, ‡d 86-34 B.C.
240	1	0	‡a Bellum Catilinae
245	1	0	‡a C.Crispi Sallustii Belli Catilinarii et Jugurthini historiae.
700	0	2	‡a Sallust, ‡d 86-34 B.C. ‡t Bellum Jugurthinum.
			(Record ID 1604042)

710 ADDED ENTRY – CORPORATE NAME

DEFINITION

Use for corporate names used as added entries. Corporate names are the names of associations, institutions, businesses, firms, nonprofit enterprises, governments, agencies, performing groups, etc.

COMMENTS

AUTHORITIES

Corporate name headings should be in accordance with AACR2(1988) and conform to the LC name authority file where that is available. In cases where there are deviations from LCNAF or where an LC heading differs from an existing NLS heading Authority Control Unit (ACU) should be informed by e-mail: DL-Authority

If an authority heading is not found on LC:

For corporate bodies known or assumed to be Scottish, consult the sources listed in Appendix 8. If an appropriate heading is not found, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

For corporate bodies known or assumed to be non-Scottish, construct heading from item in hand or other items (where appropriate) from NLS catalogue.

EXAMPLES:

710	2	_	‡a Nederlandsche Oost-Indische Compagnie.
			(Record ID 3154591)
710	2	_	‡a Scottish National Portrait Gallery, ‡e depositor. ‡5 StEdNL
			(Record ID 3455491)

NOTES

Corporate bodies giving no indication of the body's geographic location should be qualified accordingly.

Cities and towns should be qualified by country.

A king, queen, archbishop etc. who gives a speech in their official role should be entered under their country, church etc. in a 710 not as an individual in a 700.
Names of conferences, conventions etc. that appear under the name of a corporate body can be entered in a 710.

711 ADDED ENTRY – MEETING NAME

GENERAL

To be used when a conference, meeting, exhibition, exposition, festival, athletic contest or scientific expedition name is being used as an added entry heading. LC headings should be used for this field.

This can be used when one of the main entry headings (1XX) is already being used and therefore preventing this information appearing in the 111 field. A 611 field should be used if the meeting is being used as a subject.

Qualifying information such as dates and locations should appear in parenthesis. Any subordinate committee or meeting is not contained in these parentheses.

EXAMPLES:

> 711 2 _   ‡a International Festival of Film and Television in Celtic Countries
> ‡n (12th : ‡d 1991 : ‡c Inverness, Scotland)
> (Record ID 1813236)

> 711 2 _   ‡a International Conference on Scottish Language and Literature,
> Medieval and Renaissance ‡n (1st : ‡d 1975 : ‡c Edinburgh,
> Scotland)
> (Record ID 2936876)

> 711 2 _   ‡a Conference on Air Services in Scotland ‡d (1992 : ‡c Renfrew,
> Scotland)
> (Record ID 1981877)

730 ADDED ENTRY – UNIFORM TITLE

DEFINITION

Use for uniform titles used as added entries.

COMMENTS

Uniform titles should conform to LCNAF. If not found in LC they should be constructed according to AACR2 (1988).

Please note there are numerous 730s on downloaded records which should really be recorded as 246s or 740s.

EXAMPLE:

245	1	0	*‡a Abbrégé de la morale de l'Ancien Testament; ou extraits des livres sapientiaux & des ecrits des prophètes, avec des éclaircissements..*
500	_	_	*‡a Includes extracts from the Old Testament.*
730	_	2	*‡a Bible. ‡p O.T. ‡k Selections. ‡l French.*
			(Record ID 2329099)

740 ADDED ENTRY – UNCONTROLLED RELATED/ANALYTICAL TITLE

DEFINITION:

This field is used for added entries for uncontrolled related titles and uncontrolled analytical titles. Uncontrolled means that the title is not controlled through an authority file or another bibliographic record.

COMMENTS:

- Remember that the 246 is used to record variant forms of the title recorded in field 245 and variants of the first title in field 245 for collections lacking a collective title. Some pre-1993 records may have 740s that, when encountered, should now be transferred to 246.

- Do not confuse with 700 ‡t (name added entry) – any 740s which duplicate 700 ‡t or 240 should be deleted.

- End with a full stop

EXAMPLES:

EXAMPLE 1:

    245 1 0   *‡a Animadversions upon a letter and paper, first sent to His Highness by certain gentlemen and others in VVales: : , ‡b and since printed, and published to the world by some of the subscibers. / ‡c By one whose desire and endeavor is, to preserve peace and safety, by removing offence and enmity..*

    500 _ _   *‡a Includes a copy of the letter and paper, entitled: A word for God, or, A testimony on truths behalf from several churches and diverse hundreds of Christians in Wales (and some few adjacent) against wickednesses in high places : with a letter to the Lord Generall Cromwell, both first presented to his own hand and now published for further information. Also includes replies to the letter and paper.*

    740 0 2   *‡a Testimony on truths behalf from several churches and diverse hundreds of Christians in Wales (and some few adjacent) against wickednesse in high places. (Record ID 2389405)*

EXAMPLE 2:

    245 0 0   *‡a Two excellent new songs. : ‡b I. The lamentations of James the Jesuit, and of Charles the young man..*

    500 _ _   *‡a Also includes, with caption title on page 4: II. A true and genuine description of the Duke of Cumberland's Victory over the Rebels, April 16. 1746.*

    740 2 2   *‡a A true and genuine description of the Duke of Cumberland's victory over the rebels, April 16. 1746. (Record ID 3369899)*

856 ELECTRONIC LOCATION AND ACCESS

DEFINITION

The information required, to locate and retrieve, an electronic item. Use to provide information that identifies the electronic location containing the items or from which the resource is available.

COMMENTS

Use to link a record with binding information to an image of the binding on the NLS web site.

563 _ _　　　‡a *Bound in black morocco with gold tooled wheel design in centre*
　　　　　　　and hunting scene around border; spine has six raised bands forming seven gold
　　　　　　　tooled compartments. ‡5 StEdNL: Bdg.m.3
856 4 _　　　‡u http://www.nls.uk/digitallibrary/bookbinding/img/00002706.jpg
　　　　　　　‡z View image of Bdg.m.3 binding
　　　　　　　(Record ID1827506)

The procedure for this is as follows.

From the front page of the NLS web site go to the Scottish bookbinding section of the Digital library

Search to see if there is an image of the required binding

Click on the binding to open a larger image in a new window

Right click on this image and select Copy image location

Paste this into the subfield ‡u of the 856 field

It is important to be as specific as possible in the ‡z field in referring to which part of the book is shown.

It has also been used in collection level records to link to further information on the NLS web site.

EXAMPLE:

245 0 0　　　‡a *[Moir Rare Book Collection. …*
856 4 _　　　‡u http://www.nls.uk/catalogues/online/pdf/moir_collection.pdf
　　　　　　　‡z View a list of the Moir Rare Book Collection arranged by
　　　　　　　shelfmark
　　　　　　　(Record ID 3435119)

HOLDING AND ITEM RECORDS FOR MULTI VOLUME WORKS

A holding record must exist to cover all shelfmarks used and an item record must exist to cover each individual volume. The notes below refer to items that have already been shelfmarked. See Appendix 16 on shelfmarking for adding holdings and items to newly acquired material.

A set of volumes with the same shelfmark will need:
1 holding record
An item record for each individual volume, with the enumeration field completed "Vol. 1" etc.
(Record ID 3093739)

A set of 2 volumes with the same shelfmark in which volume 2 is bound in 2 volumes will need:
A holding record with a subfield z "Volume 2 bound in 2 volumes"

Three item records enumerated Vol. 1, Vol. 2[1] and Vol. 2[2] respectively
(Record ID 831216)

A set of 4 volumes bound as 2 with the same shelfmark will need:
A holding record with a subfield z "Bound in 2 volumes"
Two item records enumerated "Vol. 1-2" and "Vol. 3-4" respectively
(Record ID 2326079)

A set of volumes with different shelfmarks will need:
A holding record for each shelfmark with a subfield z to show the volume number(s) at that shelfmark.
An item record for each holding record.
(Record ID 837823)

Please note that information recorded in the enumeration field of the item record does not display in the OPAC.

HOLDINGS RECORDS (MONOGRAPHS)

The holdings and item records contain all the information relating to the location and shelfmark of a monograph and the location shelfmark and abbreviated holdings information of a serial. It is this information that allows the item to be located and retrieved from the shelf.

Once catalogued, every item must have its own holdings and items records created.

Where each item has been assigned an individual shelfmark a separate holding and item record must be attached to the bibliographic record for the item. Each copy of a monograph work should have its own holdings record.

Where there is only one shelfmark present for a multi-volume monograph then one holding record and a separate item record for each volume should be assigned. Where a separate shelfmark has been allocated to each volume a separate holding record, with its corresponding item record, should be created for each shelfmark.

This way of shelfmarking and assigning holdings and item records only occurs when the item is part of a named special collection.

ADDING A HOLDING RECORD

A holdings record can only be created from the bibliographic record it will correspond to.

Once the bibliographic record has been saved to the system (boated), a new holding record can be created by clicking on the 'New Hldgs' icon on the toolbar.

This will produce the blank holdings screen according to the template set in your file preferences.
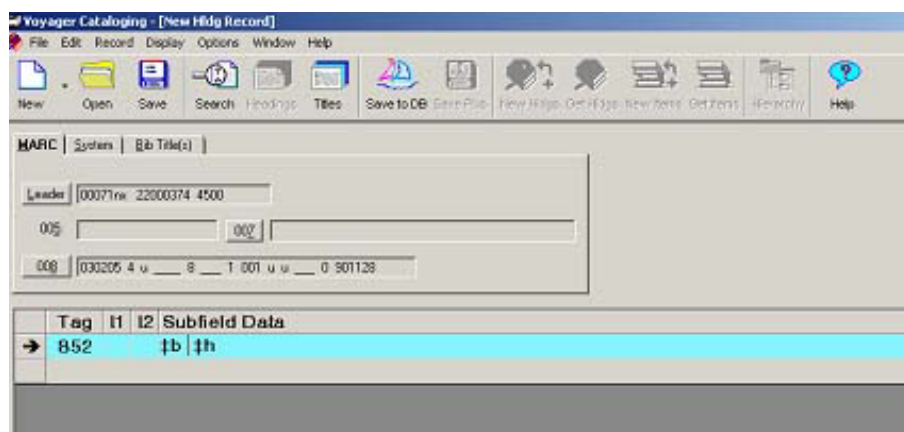
Example blank holding screen.

Every holdings record must contain the 852 ‡b field before it can be saved to the system.

The systems tab, next to the MARC tab, contains a checkbox "Suppress from OPAC" which, if checked, prevents the holdings record and it's attached items record from displaying in the OPAC module. When upgrading downloaded records ensure this box has not been checked.

The MARC tab of a holdings record contain a Leader, and 007 and 008 fields as well as the variable fields declared by the cataloguer. All values correspond to the published MARC standard. Fields should be completed using all available codes.

Once the holdings record has been saved to the database the title of the associated bibliographic record is displayed on the title bar of the holdings record, and on the "Bib Title(s)" tab at the top of the record.

Each Holdings record will be allocated a record number automatically by the system and this will be in the same format as the bibliographic record number.

FIXED FIELDS

LEADER

Status:
    n: new – use n for a new holdings record to be added to the database.
    c: corrected or revised – use c for a holdings record which is being amended.
    d: deleted – change the status of a holdings record to d before deleting it from the system.

Type of record:
    x: single-part item holdings
    v: multi-part item holdings (multi-volume works)
    y: serial item holdings

Encoding level:
    1: holdings level 1
    2: holdings level 2
    3: holdings level 3
    4: holdings level 4
    5: holdings level 4 with piece designation
    m: mixed levels
    u: unknown
    z: other level

Use encoding level 1 for single and multi-volume monographs.

005 DATE AND TIME OF LAST TRANSACTION

This field is generated automatically by the system.

007 PHYSICAL DESCRIPTION FIELD

The 007 field contains information on many aspects of the physical attributes of the item being catalogued.

It is used in the Rare Book Collections to record the physical aspects of our microfilms.

Clicking on the 007 button will produce a screen similar to this. Click on the tab for the physical form you are recording details of and click new to produce the blank form. Use the drop down menus to complete each the details on individual form. Click Apply to finish when the completed form is ready, click close when all forms have been completed. Multiple forms can be attached if required. A preservation microfilm created in NLS will need 2 microform 007 forms created – one for the working positive copy and the other for the working negative copy – as can be seen in this example. See also p. ??.

Maps should also be notified to the Map Library, with full bibliographic details of the book, the location of the map(s) within the book and the shelfmark.

008

This field contains 40 character positions (00-39) that provide coded information about the details of the physical volume being catalogued.

This field has no indicators or subfield codes; the data elements are positionally defined by type of material.

RECEIPT STATUS

For use mainly with multipart or serial items

> 0: unknown status
> 1: other receipt or acquisition status
> 2: completed: use when all parts of a multipart or serial item have been received; also use for single-part items
> 3: on order: do not use at cataloguing /shelfmarking stage
> 4: currently received: use for multi-part publications which are not complete; change to 2 when publication is complete
> -: no attempt

METHOD OF ACQUISITION

> c: use for legal deposit material received via the Copyright Agency
> d: use for legal deposit material received direct from the publisher
> e: use for material received via exchange agreements
> f: this is for 'free' material. Do **not** use for donated material
> g: use for donated material
> h: use for deposited material
> p: use for purchased material
> u: use if method of acquisition is unknown

CANCELLATION DATE

For use with serial titles only; for monograph material, leave field blank

GENERAL RETENTION POLICY
Use 8 (permanently retained)

SPECIFIC RETENTION POLICY
Do not use

COMPLETENESS
To indicate an estimation of the general extent of the holdings for a multipart or

serial item.

1: complete
2: incomplete
3: scattered
4: not applicable: use for single-item monographs

NUMBER OF COPIES

Will normally be 1. This will only differ if there are multiple copies of the item sharing this same shelfmark.

LENDING POLICY

Within NLS this is to be understood as <u>circulation policy</u>, i.e. an item is available to readers via a book application slip; all NLS stock is therefore treated as available (will lend), except for material on open access in the reading rooms (will not lend).

a: will lend: use for all NLS stock except open access reading room material
b: will not lend: use for open access reading room material

REPRODUCTION POLICY

a: will reproduce: this means that material will be reproduced within the limits of the Library's reproduction policy; all of the Library's collections will normally receive this code
u: will not reproduce. This is not generally used, but may be applicable to some restricted collections.

LANGUAGE

A code to indicate the language of the coded data in the **863-865** enumeration and chronology fields that require a language table to generate chronological terms or ordinal numbers. It therefore follows that non-serial material does not require any language code. Use blanks (at top of drop-down menu)

SEPARATE OR COMPOSITE COPY REPORT

Select `Separate'.

DATE OF REPORT

System generated.

VARIABLE FIELDS

852

The Variable Field grid allows you to add Tags (with First and Second Indicators), and Bibliographic Data (subfields). The system provides the required Location/Call Number (852

tag) row with the subfield ‡b entered with the location specified in the template named in the users preferences.

852 field is a required field in NLS holdings records. Subfield ‡b contains coded information on the storage and reading room for the shelfmark. Subfield ‡h contains information on the shelfmark of the item corresponding to the bibliographic record. NLS is currently moving towards a system of individual shelfmarks for every bibliographic item to aid identification and retrieval. Add any imperfection notes to the ‡z in the 852 field, instead of the 509 in the bibliographic record.

Field 852 contains the shelfmark information

First indicator
    use 1 for Dewey shelfmarks
    use 8 for other NLS non-standard shelfmark schemes.

Second indicator
    Leave blank

Subfield b: location code
    Each shelfmark has an associated location code. This is the information required to generate the storage and reading room information displayed in the OPAC. Using Ctrl-L when the cursor is positioned within the subfield can access the full location codes list.

Subfield h: shelfmark

    The shelfmark should be entered accurately and consistently; differences in spacing and capitalisation will affect the filing

Subfield l: cutter number
    Do not use. Only for use in SSL records

Subfield k: shelfmark prefix
    Do not use. Only for use in SSL records

Subfield x: non-public note
    This will be used for non-public information, which will not display in the OPAC.

Subfield z: public note
    Use this subfield to record public information such as copy specific imperfections or limited edition notes, which will display in the OPAC. Also used to record information such as 'Vol.1' in multi-volume works.

    The following examples show the lay-out and also ways of expressing different types of imperfection note. It is preferable not to use "Imperfect" or "wanting" where it is not certain that something is called for or where the missing leaves were blank.
    ‡z Another copy; imperfect: wanting leaves C3-4
    ‡z Bound in 2 v.
    ‡z Imperfect: wanting all after leaf 2T6
    ‡z Imperfect: wanting all before p. 3

‡z Imperfect: wanting half-title
‡z Without blank leaves Z11-12
‡z Without the final, blank leaf
‡z Bound in 2 v.; imperfect: wanting all after p. 102

Rare Book Collections will record previous shelfmark information in this subfield, to allow all users to compare current holdings information against catalogue 1 information.

843 REPRODUCTION NOTE

This field is used to describe any reproduction copy of a work.

NLS policy is to catalogue any reproduction as though it were the original item, then to specify the reproduction details in the 843 field of the holdings record.

If the reproduction copy is held in NLS the information should be recorded in the 843. If a reproduction is known to be commercially available but the series is not held by NLS the information will be included in the 530 field.

ITEM RECORDS

Items are any kind of library material managed as a single physical unit for purposes of processing, inventory control, storing, tracking and circulation. An item consists of one or more separate parts, called pieces, which may be contained in a binding, box, folder, wrapper, jewel case, sleeve or some other kind of container to form a physical unit to be treated at the item level. A copy of a work may be made up of more than one item (volumes, etc). Each of these items comprising the work will have a separate item record.

The exception to this is where a multi-volume work is published as a pack, and is clearly not intended to be issued to readers volume by volume (e.g. some publications intended for use by children, such as `My Mr Men Library' (43 volumes published in a `house-shaped box') – see Record ID 305523 and the associated holdings and item records)

Item records will not normally be created for serial titles.

CREATING AN ITEM RECORD

An item record is attached to the holdings record and can be created by selecting
Record>Create Items, or by clicking the Create Items button when a bibliographic or holdings record is the active record.

As a general rule amendments need only be made to this screen if the item type of the relevant holding is a microform.   (In which case the item type should be changed to microform).

CONTENT OF ITEM RECORD

Title: the title is generated automatically from the holdings record

Location: the location is generated automatically from the holdings records

Call number: the call number, or shelfmark, is generated automatically from the holdings record

Permanent location: the permanent location is also generated automatically from the location code in the holdings record. But, if the location of an item is changed in the holdings record after the initial creation of the item record (i.e. the location code is changed) the permanent location field in the item record does not change automatically, but must be adjusted manually.

Item type: a default item type can be set by using Options in the tool-bar (Options>Preferences>Item defaults); the drop-down menu can be used to make any alterations to the default for a particular item.

Temporary location: leave blank

Temporary type: leave blank

Media type: leave blank

Enumeration: Add the volume number of a publication which has more than one item record in the enumeration field; use the language of the publication for the volume description; use standard abbreviations, e.g. Vol.1, Bd.2, t.3

Chronology: use for serials only

Year: the publication date of an individual volume; not required in NLS

Caption: use for additional title information, e.g. Letters, 1900-1910 (where Vol.1 is entered in the enumeration field)

Free text: the use of this field in NLS will develop with experience. As this field can be displayed in the OPAC, any notes entered here should only be those meant for the public

Spine: for use in creating spine labels

Copy number: set as `0' as default; do not alter

Pieces: the number of pieces that an item consists of. The purpose of this is to ensure that it is possible to verify that a reader has returned all material issued. For most straightforward monographs, the pieces count will be one. A book with a disk attached counts as two pieces; a book with 10 maps in a pocket consists of 11 pieces. If a book or pack of material is held in a container, the container should be counted as a piece; this should be explained in the notes area (see section 19 below) – a children's pack of ten books in a slip-case would be listed, therefore, as 11 pieces in the pieces field, with an annotation in the note area `10 books and slip-case' Do not count cassette boxes or CD jewel cases as pieces.

Item status : this is currently disabled, so that the OPAC does not display incorrect availability information; the use of this field will have to be re-examined following the implementation of the Voyager circulation module.

Item statistical category : this field will not be used in NLS meantime

Note : for additional non-public information about the item; information is seen most easily in the staff circulation module. The note icon is also highlighted in the cataloguing module when information has been entered. Examples of the use of this field are a note of the existence of written annotations in a book made by a reader, an explanation of the number of pieces (see section 16 above), or a note of missing pages.

Price: do not alter or use

PRESERVATION MICROFILMS

Every preservation microfilm created for Rare Books Collections will have the microfilm holdings added to the catalogue record.

A preservation microfilm created by NLS consists of 3 copies – the preservation master, the working negative and the working positive. The preservation master is sent to Aberystwyth

for secure storage outwith NLS buildings in line with conservation recommendations for the secure storage of preservation masters. This copy is not recorded in the catalogue.

The working negative is stored by Reprographics Unit and is the copy used for creating duplicates, or for printing electrostatic prints from. This copy will be allocated the same shelfmark as the working positive copy for ease of identification when required by Reprographics Unit. The working negative is neither stored with main library stock, nor is it used for readers or departmental staff work. It is not therefore allocated a holdings or item record on Voyager. However, to record the existence of this copy we create microfilm information within the 007 field of the holdings record.

The working positive is the copy stored with our microfilm collections and used by readers and staff.

When creating a holdings record for a preservation microfilm click on the holdings record 007 field, then on the Microfilm tab. Click 'New' and select the following options for the positive microfilm. Clicking 'Apply' will attach these settings to the record. Clicking 'New' again will create another microform information screen which can be altered and saved to record all the details of the negative microfilm copy. Click apply then close to finish.

Positive copy of a microfilm.

Negative copy of a microfilm.

When information on both copies of the microfilm has been entered, close the window and the information will be saved with the record.

Add an **843** with information showing NLS as the publisher.

843

- $a Microfilm
- $b Edinburgh :
- $c National Library of Scotland,
- $d [year of production].
- $e 1 microfilm reel : positive ' 35 mm.

852

- 1st indicator 8
- 2nd indicator blank.
- $b [location code]
- $h [shelfmark: reel and reel position number]
- $z Microfilm of [shelfmark of filmed copy]
    - o Details of volumes/parts of work if work is contained on more than 1 reel.
    - o Any imperfections.

Add the shelfmark, including the reel and position number, to the 852 subfield ‡h and detail which copy of the work the microfilm was taken from in subfield ‡z.

While an item is at filming, the phrase 'AWAITING FILMING' should be added to the 852 ‡z field: e.g. ‡z Microfilm of ABS.1.90.17 : AWAITING FILMING.

Once filming has been completed and the reels checked against the book, this phrase should be replaced with the number of frames: e.g. 61 fr.

Save the completed holdings record and create the item record as usual. The item record should be set to Item type "microfilm".

APPENDICES

APPENDIX 1

NLS INTERPRETATION OF DCRB

This includes text reproduced from: National Library of Scotland. Department of Printed Books. *Descriptive Rules for the Cataloguing of Older Books* (NLS, 1991), which was implemented from 1 December 1991, together with alterations and additions subsequently agreed by the Forum.

OA NLS will apply these rules consistently to books printed before 1801 and to one-off photoreproductions of the same (following LC policy; cf. OCLC. *Bibliographic Standards and Formats* [1993], 3.2). They may also, but only exceptionally, be applied to later publications which for various reasons (for example, rarity or value) require more detailed description than they would normally receive.

0B2 While following the original punctuation option, if describing a book wanting title page or v. 1 and using data from secondary sources or other volumes, NLS will create a prescribed-punctuation-only record and make a local note[*] saying 'Original punctuation not recorded'. [agreed 2.7.93]

OE NLS will use these rules for creating records in MARC format, and so will ignore as irrelevant all instructions for punctuation that relate to the setting-out of catalogue records on cards.

NLS will interpret the instruction that prescribed commas and periods are not preceded by a space as taking precedence over the later instruction that the mark of omission should be followed by a space. [agreed 5.8.94]

NLS will not use *AACR2* standard punctuation for alternative titles. [agreed 2.7.93]

NLS will follow the option of recording all of the punctuation that is found in the source of information (and none that is not found there) and giving the prescribed punctuation as well, although the latter will be given **only at the ends of subfields**, where it can be systematically removed so as to leave behind the punctuation as it is in the book. Therefore any instructions to introduce prescribed punctuation elsewhere, for example to separate off additional statements of responsibility, will be ignored (**1A1**; also **1D2, 1E1-2, 1G14, 2C1, 4C6**). See further on **1A1, 2A1,** and **4A1**. NLS will not use AACR2 standard punctuation for alternative titles. [agreed 2.7.93]

NLS will continue to follow the BDRB rule not to transcribe a mark of punctuation that precedes the mark of omission unless it is a mark of abbreviation or of final punctuation.

NLS will transcribe a virgule (/) as a comma.

Curly brackets { } should not be transcribed as such. Ignore them in transcription, and use notes such as the following: 'The words "Blah ... blah" are bracketed together on title page' (for single brackets), 'The words "Blah ... blah" are enclosed in brackets on title page' (for double brackets), or, in really intractable cases, 'The words "Blah ... blah" are joined by a complex system of brackets on title page'. [agreed 15.4.94]

OF NLS will use appropriate LC romanization standards.

0G Where it is not possible to transcribe misprints, etc. as they appear (e.g. upside-down letter), NLS will transcribe them with corrections, making a note to indicate what is on the title page. [agreed 2.7.93]

0H [1st para] NLS will consider 'in general' to mean that when transcribing from upper to lower case, accents may be added when the printer's usage suggests it. [agreed 2.7.93]

[2nd para] NLS will transcribe 'AE' in ligature in upper case at the beginning of a word as 'Ae'. [agreed 2.7.93]

0J2 NLS will transcribe 'q;' as 'q[ue]'. [agreed 2.7.93]

* Once the record is outside NLS's system, there would be no presumption that it does carry original punctuation and therefore no need for a general note to the effect that it does not.

1A1 Except for the use of an equals sign (=) to indicate parallel titles, NLS will limit prescribed punctuation to the ends of ‡a (: or / if ‡c but not ‡b is present or . if neither ‡b nor ‡c is present), ‡b (/ or . if ‡c is not present) and ‡c (.). Additional statements of responsibility will not be separated off by semicolons.

1B1 In the Title proper NLS will normally include, in the order presented, everything (except where omissions from lengthy titles proper are considered advisable) on the title page preceding the beginning of Other title information or Statement of responsibility (whichever comes first); appropriate additional title access points should be made. Exceptions will be, eg, clearly separable edition statements standing at the head of the title page.

1B6 See on **1B1**

1B7 To facilitate retrieval, NLS will make no exceptions to the rule of never abridging the title proper before the sixth word.

1D2 NLS will not make it obligatory to record formal, and separable, statements of contents in a note rather than in the Title and statement of responsibility area.

1E2 NLS will prefer to use the note area.

1G3 NLS will normally prefer to retain the order on the title page, and will not follow the example given here.

1G6 NLS will normally follow the sequence on the title page.

1G9 NLS will not normally make an addition to the Title and statement of responsibility area, but will prefer to use the note area.

1G10 NLS will follow the order presented on the title page.

2A1 NLS will limit prescribed punctuation to the ends of ‡a (/ or . if ‡b is not present) and ‡b (.).

2B1 NLS will give the exact wording in all cases in which an edition statement is taken from a source within the publication.

2B7 See on **1B1**. If an edition statement is transposed, NLS will consider the note obligatory.

2C2 If a statement of responsibility applies to all editions of the work but follows the edition statement, NLS will include in the Title and statement of responsibility area everything down to the end of the statement of responsibility (therefore NLS will not follow the example given).

2C3 NLS will not normally make such transpositions; but if so will consider the note obligatory.

4A1 NLS will limit prescribed punctuation to the ends of ‡a (:), ‡b (,) and ‡c (.). These subfields are not normally repeated, and other subfields are not normally used. [agreed 2.7.93]

4A3 NLS will transcribe imprint information from the main prescribed source in the order in which it is found (whether inseparably linked to the data transcribed as part of another element or not, pace **4D1**), if necessary repeating the information within square brackets in the appropriate place. In whichever subfield the date is transcribed, it will normally (cf. **4D2**) be transcribed in Arabic. [agreed 15.4.94]

4B9-12 In such cases NLS will not normally expect the source or basis for correcting or supplying information to be given in a note unless by a precise reference (similarly **4D3, 4D5**).

4C2 NLS notes, and will normally follow, the practice of capitalizing the first letter in ‡b, but as this is not explicitly prescribed, NLS will not retrospectively 'correct' lack of capitalization, and this practice need not be followed in any instance where to do so seems particularly inappropriate. [agreed 2.7.93]

4C4-5 See on **4B9-12**

4C6 NLS will normally record all Scottish publishers, booksellers, etc. Otherwise, NLS will always record the first five (or six if there are only six), and if there are more will exercise the option of omitting them.

4C8 See on **4B9-12**

4D1 [last para] See on **4A3**. [agreed 15.4.94]

4D2 For a date in Roman numerals NLS will not normally follow the option of transcribing it as it appears. In the case of fictitious or incorrect dates, CI and I will be transcribed as M and D respectively.

When a publication date is derived from a chronogram, NLS will always state this fact in a note, and will transcribe the chronogram in the note area if its transcription is not being incorporated in another area.

NLS will give modern equivalent dates selectively where the cataloguer judges that the user might need help (cf. 4B3 on place names). [agreed 2.7.93]

If two consecutive years appear as the publication date, NLS will transcribe both, in the form '1690/1' or '1690/1691' (whichever is the more appropriate).

5B3 NLS will record in their place blank pages or blank leaves interrupting a numbered sequence, and so will not follow the option of correcting the terminal numbering.

5B5 NLS will mention the presence of advertisements in a note rather than in the statement of extent, but will not normally do so except when they account for whole leaves.

5B6 NLS will also follow the example 'xii, 13-176 p.' where p. 13 is not itself numbered but clearly belongs to the following sequence (otherwise: xii, [1], 14-176 p.).

If there are judged to be too many sequences to record them all in the statement of extent, NLS will prefer method (a) ('1024 p. in various pagings') but will not normally follow the option of recording all of the sequences in a note.

5B6 When a volume is in 'parts', as delimited by (e.g.) separate title pages, NLS allows cataloguers discretion to use a semi-colon if this clarifies the sequences.

x, 68, [2]; [4], 111, [1] p. [agreed 2.7.93]

5B7 For giving more precise information about aspects of collation, NLS will prefer to use notes.

When incorrect pagination can be recorded as it stands, NLS will prefer to do so (eg '232, 221-264 p.'). If pagination is corrected in the statement of extent, NLS will provide notes.

5B9 While treating non-integral tables as leaves or pages of plates, NLS will describe them as 'leaves/pages', not 'leaves/pages of plates'.

5B10 NLS will normally describe folded leaves as such only when unfolded they would not have fitted within the book.

5B20 NLS will not normally exercise this option. When it does so, it will prefer to do so in the Physical description area.

In the case of multi-volume works NLS will normally record plates if numbered (eg '3 v., 24 leaves of plates'). Where plates are unnumbered, they will not normally be recorded as such (rather (eg '3 v. : ill.') but may be if the information is considered to be important (eg '3 v., [24] leaves of plates').

5C1-2 NLS interprets this to prescribe '492 p., [1] leaf of plates : ‡b ill.' even if there is no illustration except on the leaf of plates. If the plate contains no illustration (e.g. is an engraved dedication), 'ill.' will not be added. [agreed 2.7.93]

5C1 NLS will exercise the option to disregard minor illustrations.

NLS will not normally exercise the option to add the graphic process or technique.

5C2 NLS will specify 'maps' when they are present.

5D1 When the height of publication and height of binding differ by 3 cm or more, NLS will specify only the height of the publication.

For single sheets NLS will not add bibliographical format.

5E1 NLS will prefer the alternative of describing accompanying material independently or mentioning it in a note, as appropriate.

7C NLS will input general notes, or copy-specific notes of general interest, into US MARC fields 500, 501, 502, 504, 505, 510, 533. Within these constraints, NLS will follow the order of notes here prescribed.

7C7 NLS will normally make bibliographic history notes only if the information is at hand.

For limited editions, NLS will prefer to use the combination of general and copy-specific notes.

7C9 NLS will not require signatures except for incunabula whose signatures are not available in a published description included in a bibliographic reference cited in the record. [agreed 2.7.93]

7C10 For incunabula if described elsewhere and for later imprints whether described elsewhere or not, NLS will not require these notes.

NLS will require a note specifying any blank leaves which have been included in the statement of extent.

NLS will normally treat information relating to the material used (vellum, type of paper, etc) as copy-specific information.

7C14 NLS will abide by the recommendations of Standard Citation Forms that multiple references should be in repeat notes, that the 'references' note should be a simple citation, and that additional information about the citation should be given in a general note.

For NLS catalogue records the obligatory references are:

STC (2nd ed.)

Wing (2nd ed.)

Aldis, H.G. Scotland

Index Aureliensis

Adams

Gaskell, P. Foulis Press

ESTC [agreed 2.7.93]

and for incunabula:

Goff

BM 15th cent.

GW

NLS will not give bibliographic references which add no details not included in the record in hand or which are insufficiently detailed to make reliable identification possible. [agreed 2.7.93.]

7C18 For the time being, NLS will not normally record details of provenance and binding as part of a catalogue description.

Details of imperfection and other copy-specific notes (eg 'With MS notes', 'Interleaved', 'On vellum', 'In original wrappers') will be included as shelf-mark notes (955 ‡b).

8 Where fingerprints are to be recorded (at present for pre-1701 foreign imprints), NLS will record them according to the rules laid down in Fingerprints = Empreintes = Impronte and Nouvelles des empreintes = Fingerprint Newsletter. In this area ligatures 'ae' and 'oe' will be recorded as such.

APPENDIX A

NLS endorses the importance of title access and will seek to make all the additional title added entries required for facilitating the retrieval of records on its system.

APPENDIX C

NLS will implement this Appendix as follows.

1.1 Generally NLS will apply these rules to serials which *began publication* before 1801 or are otherwise covered by the NLS interpretation of **0A** (see above).

In applying DCRB **0-4** and **7** the above NLS interpretation should be used, with these exceptions:

General Common sense should be used to avoid problems which would be brought about by treating serials with the same attention to detail as with monographs: e.g. variation between title pages arising from misprints should be ignored.

0E Follow the first option: 'Generally follow conventions of modern punctuation in transcribing information according to these rules, except where ISBD marks of punctuation provide the punctuation. Otherwise, common sense may be used in transcribing or omitting punctuation found in the source.' (The original-punctuation option is *not* followed.)

To 'CEG' add 'CCM'.

1.2 In following this (see especially *AACR2* 12.1B7), NLS cataloguers will exercise judgement in providing any extra title-access points needed to facilitate retrieval from the beginning of the title page as found.

1.8 In cases where separate records are created in addition to a serials record, NLS will include in the serials record a local note 'Some issues catalogued separately', and in the separate record a local note 'This title is also catalogued as a serial' and a 730 (without volume or part number etc.) for the serial title.

1.9 At present relator terms will be used in 710 but not 700.

2.2 Delete 'and 740'.

2.4 Delete. (This field has been made obsolete by format integration.)

2.5-2.7 At present NLS will not use these fields when creating records but will retain them in downloaded records.

2.8 NLS will not use this field.

2.9 At present NLS will use subfield ‡e in 710 but not 700.

2.10 NLS will not use subfield ‡4 when creating records but will retain it in downloaded records.

3.1 As follows from **3.3**, NLS will describe individual issues using its standard interpretation of DCRB (i.e. ignoring the exceptions set out in **1.1**).

When creating separate records for individual issues of serials, NLS will always do so in addition to a record for the serial as a whole.

3.3 NLS will not use subfields ‡n and ‡p other than directly after subfield ‡a.

Prescribed punctuation will be given in addition to the original: ‡n is preceded by a period, and ‡p either by a comma, if ‡n is present, or by a period if ‡n is not present.

3.4-5 NLS will apply **1.8** above when creating records, and will amend downloaded records so as to conform.

[proposed 10.6.94]

APPENDIX E

Following these guidelines, NLS will use 040 ‡e dcrb for all original catalogue records for pre-1801 imprints and for all records from other sources which are amended/upgraded so as to conform to DCRB.

APPENDIX 2

AUTHORIZED NLS INTERPRETATION OF DCRB FOR 1801-1900 IMPRINTS IN BOOKS FORMAT

INTRODUCTION

This document sets out the interpretation of *Descriptive Cataloging of Rare Books* (Library of Congress, 1991) (*DCRB*) which will be followed by NLS in its descriptive cataloguing of 1801-1900 imprints in books format (the application of *DCRB* to imprints in serials format will be postponed). This interpretation is based on that used for pre-1801 imprints, but results in a less rigorous description.

APPLICATION OF DCRB

DCRB will not be applied uniformly to all 1801-1900 imprints in books format, but rather on a selective basis, with particular attention paid to the Scottish interest of material and whether or not the cataloguing is done book-in-hand. Its possible application to serials will be examined at a later date.

DCRB will be applied to the following categories of material:

1   All 19th-century "Scottish" material being catalogued book-in-hand (including the recataloguing of "Scottish" items carried out as part of the retroconversion project) will be catalogued in accordance with *DCRB*. As "Scottish" (i.e. of Scottish relevance) material is the category of material for which NLS has the primary responsibility for producing good-quality records, this is an over-riding guideline.

2   Within special collections:

2.1 All 19th-century material - "Scottish" or not - in pre-1901 special collections which are being catalogued for the first time will be catalogued in accordance with *DCRB*.

3   Outwith special collections:

3.1 All purchased 19th-century material will be catalogued in accordance with *DCRB*.

3.2 Donated 19th-century material other than "Scottish" material (see 1 above) will be catalogued in accordance with *AACR2*, though cataloguers will have the discretion to apply *DCRB* in any appropriate cases.

3.3 Deposited 19th-century material will be treated in the same way as donated material.

4 It is another over-riding guideline that no 19th-century material will be catalogued in accordance with *DCRB* except book-in-hand.

INTERPRETATION OF DCRB

NLS will implement *Descriptive Cataloging of Rare Books* (Library of Congress, 1991) as follows.

NOTE. DCRB rules which allow the cataloguing institution a choice - however referred to (option, preference, "if desired") - are here marked out as "(option)".

OA NLS will apply these rules as interpreted in this document to selected books printed 1801-1900 and to one-off photoreproductions of the same (see OCLC. *Bibliographic Formats and Standards* 3.2). They may also, but only exceptionally, be applied to even later publications for which - for various reasons, such as rarity or value or inclusion in a collection - they may be more appropriate than the rules that would normally be applied. Similarly, some 1801-1900 imprints may be catalogued using the rules for pre-1801 imprints.

OE NLS will use these rules for creating records in MARC format, and so will ignore as irrelevant all instructions for punctuation that relate to the setting-out of catalogue records on cards.

While generally following conventions of modern punctuation, NLS cataloguers will not add punctuation, or remove it, unnecessarily. In addition to ISBD marks of punctuation, NLS will follow the instructions in AACR2 1.1B1 for the punctuation and capitalization of alternative titles.

(option) NLS will not follow the option of recording all of the punctuation that is found in the source of information.

NLS will not leave a space after the mark of omission when it is followed by a prescribed comma or full stop.

NLS will follow the BDRB rule not to transcribe a mark of punctuation that precedes the mark of omission unless it is a mark of abbreviation or of final punctuation.
OF NLS will use appropriate LC romanization standards.

0G Where it is not possible to transcribe misprints, etc. as they appear (e.g. upside-down letter), NLS will transcribe them with corrections, making a note to indicate what is on the title page.
0H NLS will consider "in general" [1st para] to mean that when transcribing from upper to lower case, accents may be added when the printer's usage suggests it.

NLS will transcribe "AE" in ligature in upper case at the beginning of a word as "Ae".

1B7 To facilitate retrieval by title in automated systems, NLS will make no exceptions to the rule of never abridging the title proper before the sixth word.

1D2 NLS will not make it obligatory to record formal, and separable, statements of contents in a note rather than in the Title and statement of responsibility area.

4A2 NLS will not follow the exception (cf. 4C6).

4A3 NLS will transpose whole elements as necessary (without notes) except where the syntax dictates otherwise (cf. 4B8, 4C3, 4D1), while retaining within each element the order of data as it appears in the publication. For example, if the imprint reads "William Blackwood / Edinburgh and London / MCMII":

    Edinburgh and London : William Blackwood, 1902.

4B9-12 In such cases NLS will not normally expect the source or basis for correcting or supplying information to be given in a note unless by a precise reference (similarly 4D3, 4D5).

4C4-5 See on 4B9-12

4C6 NLS will normally record all Scottish publishers, etc.

In the case of multiple statements appearing in more than one source where one is a publisher statement and the other is a printer statement, NLS will not transcribe them both in the publication, etc., area, but use a note to record what is not there transcribed.

4C8 See on 4B9-12

4D2 (option) Roman numerals. NLS will not follow the option of transcribing the date as it appears in roman numerals.

When a publication date is derived from a chronogram, NLS will normally transcribe the chronogram in the note area if its transcription is not being incorporated in another area.

4D7 NLS will not normally give the date of each volume in a note.

5B3 (option) NLS will not follow the option of including in the count initial or final blank leaves.

(option) NLS will record in their place blank pages or blank leaves interrupting a numbered sequence, and so will not follow the option of correcting the terminal numbering.
5B6 In the example given, where p. 13 is unnumbered, NLS will record "xii, [1], 14-176 p.".

(option) If there are judged to be too many sequences to record them all in the statement of extent, NLS will prefer method (c) ("1 v. (various pagings)") but will not normally follow the option of recording all of the sequences in a note.

When a volume is in "parts", as delimited by (e.g.) separate title pages, NLS allows cataloguers discretion to use a semi-colon if this clarifies the sequences.
    x, 68, [2]; [4], 111, [1] p.

5B7 (option) For giving more precise information about aspects of collation, NLS will prefer to use notes.

(option) When incorrect pagination can be recorded as it stands, NLS will prefer to do so (eg "232, 221-264 p."). If pagination is corrected in the statement of extent, NLS will provide notes.

5B9 While treating non-integral tables as leaves or pages of plates, NLS will describe them as "leaves/pages", not "leaves/pages of plates".

5B10 NLS will normally describe folded leaves as such only when unfolded they would not have fitted within the book.

5B20 (option) NLS will not normally exercise this option. When it does so, it will prefer to do so in the Physical description area.

5C1 (option) NLS will exercise the option to disregard minor illustrations.
 (option) NLS will not normally exercise the option to add the graphic process or technique.

5C2 NLS will specify "maps" when they are present.

5D1 When the height of publication and height of binding differ by 3 cm or more, NLS will specify only the height of the publication.

5E1 (option) NLS will prefer the alternative of describing accompanying material independently or mentioning it in a note, as appropriate.

7C NLS will input notes into US MARC fields 500, 501, 502, 504, 505, 510, 533. Within these constraints, NLS will follow the order of notes here prescribed.

7C7 NLS will normally make bibliographic history notes only if the information is at hand.

(option) For limited editions, NLS will prefer to use the combination of general and copy-specific notes.

7C9 (option) NLS will not normally give details of signatures.

7C10 (option) NLS will not exercise the option for giving number of columns, lines, etc. for post-1500 books.

NLS will normally treat information relating to the material used (vellum, type of paper, etc) as copy-specific information.

7C14 NLS will abide by the recommendations of *Standard Citation Forms* that multiple references should be in repeat notes, that the "references" note should be a simple citation, and that additional information about the citation should be given in a general note.

For 1801-1900 imprints NLS specifies no obligatory references.

7C18 NLS will normally include details of imperfection and other copy-specific notes (eg "With MS notes", "Interleaved", "On vellum", "In original wrappers") in local fields.

[proposed additions of 7C18 and 7C19 -- will need modification -- as made for pre-1801 interpretation]

7C18 NLS will make copy-specific notes -- in the appropriate fields and subfields as set out in this manual -- on:

- imperfections (including cropping where any printed matter is lost), normally specifying leaves affected
- number of physical units when it differs from numbered units recorded in the Physical Description area
- misbinding
- interleaving
- colour of paper, if one record is used for copies on differently coloured paper
- variants, if one record is used for several variants
- manuscript annotation
- bookplates
- armorial bindings, signed bindings, and other very significant bindings at the discretion of the cataloguer (i.e. bindings are not described as a matter of course) [draft of proposed addition]

7C19 NLS will not use "With:" notes to describe bibliographically separate items in a volume unless there is particular reason to suspect that the items were issued together [draft of proposed addition]

APPENDIX A

NLS endorses the importance of title access and will seek to make all the additional title added entries required for facilitating the retrieval of records on its system.

APPENDIX D

NLS will be guided by these recommendations in situations where it is decided to create less-than-full records.

APPENDIX E

NLS will use 040 ‡e DCRB as here instructed for all original catalogue records and for all records from other sources which are amended/upgraded so as to conform to *DCRB*.

APPENDIX 3

COLLECTION-LEVEL CATALOGUE RECORDS

Guidelines for creating collection-level records in the Main Catalogue

CONTENTS

1 **Rationale**
1.1 The Library recognises three rationales for creating collection-level records (CLRs):

1.1.2 as a cost-effective means of providing control for what the Library deems low-priority items, e.g. ephemera, some theatre bills;

1.1.3 as a means of providing temporary control of unprocessed collections and facilitating access in lieu of full item-level records;

1.1.4 as a means of highlighting shared characteristics in a collection by providing summary-level descriptions.

1.2 CLRs are used for control of, and access to the Library's manuscript and archive collections, and increasingly to provide access to digital resources through the Encompass digital object management system. Separate guidelines are applicable to these services. The guidelines that follow apply only to the creation of CLRs for physical collections recorded the NLS Main Catalogue.

1.2.1 Where a collection contains material recorded in more than one database, links between the CLRs should be provided. The CLR should not attempt to describe parts of the collection recorded in other databases.

2 **Definition**

2.1 Physical collections normally fall into one of the following three categories:

2.1.1 groups of items organised by a previous owner;

2.1.2 groups of items from a single source but with little or no organisation;

2.1.3 groups of items assembled into collections by the Library for the purpose of processing or storage;

2.2 Groups of items received through Legal Deposit, purchase or donation with no other unifying factor (as defined in 2.1.1-2.1.3) will not normally merit CLRs.

2.3 The identification and prioritisation of incoming and existing collections meriting CLRs, and the sub-division of collections in order to aid control and access should be made:

2.3.1 in accordance with the Library's strategic aims and corporate plan;

2.3.2 in conjunction with appropriate curators;

2.3.3 with the approval of the Cataloguing Services Manager, or his nominee.

2.4 The creation of a CLR as a means of temporary control should normally be undertaken only when a collection exceeds 50 items. Groups of 50 or less items that do not fall into categories 1.1.2 or 1.1.4 should be catalogued at item-level.

2.5 A full list of unprocessed groups of items awaiting CLRs and\or item level description can be found at:
V:\Collection Management\Collections\Unprocessed collections.xls.
The list is maintained by the [Collections Support Services Supervisor[1]].

3   Location and press-marking

3.1 Shelf space for collections should be allocated by the [Collections Support Services Supervisor [1]].

3.2 The [Collections Support Services Supervisor [1]] must be consulted before an existing collection is catalogued, particularly where the collection has to be re-arranged or re-located.

3.3 Decisions about arrangement should be made on a collection-by-collection basis.

3.4 The press-mark for a collection will normally comprise of the collection name (expressed as a single word), acronym or abbreviation followed by running number. Numbering should normally be continuous, regardless of size.

Lamont. 5 – 27
Bor. 3 – 16

3.5 A collection should normally be placed and arranged prior to press-marks being added to items. It is recommended that finding aids created by cataloguers or curators be compiled to reflect the shelf arrangement.

4   Associated finding aids

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[1] The post is due to come into existence pending approval of Organisational Development proposals.

Finding aids associated with CLRs can improve access and retrieval in lieu of item level records.

4.2 In cases where finding aids have been produced for collections, consideration should be given to annotating the finding aid with the press-mark allocated to item(s) or groupings within the collection.

4.2 Where no finding aid exists, the cataloguer and appropriate curator should consult on the creation and form of a temporary finding aid associated with the CLR. See Appendix 3 for recommendations.

4.3 Where a finding aid is provided an appropriate note should be made. See 6.9 Finding aids below.

4.4 When items are added to, or removed from the collection the finding aid should be amended accordingly. See 6.4 Physical description below.

4.5 Where a finding aid is not provided, a note directing enquiries to Enquiry & Reference Services should be provided. See 6.5 General and local notes below.

5   Standards

5.1 The basic rules that guide the bibliographic description and added entry access portions of collection-level cataloguing are the *Anglo-American cataloguing rules* 2nd ed. rev. (AACR2R), the *Library of Congress rule interpretations* (LCRI) and for pre-1801 imprints, *Descriptive cataloguing of rare books* 2nd ed. (DCRB). These resources are available through Cataloger's desktop. The rules that follow are also based heavily upon the Library of Congress "Collection –level cataloguing" published in *Cataloging service bulletin*, no. 78 (Fall 1997) pp. 8-27.

5.2 Records will be created in the Library's Voyager system in MARC 21 format.

5.3 For subject access, Library of Congress subject headings (LCSH) are used.

6   Bibliographic records

See Appendix 1 for MARC codes.

6.1 Title

6.1.1 When material incorporated into collection-level cataloguing records has diverse authorship, collection-level records should be entered under title main entry. The title of each record should be constructed by the cataloguer, if necessary following consultation with the appropriate curator. Titles will generally be in English with an attempt to make them both descriptive and distinctive, highlighting the factor(s) that hold the collection together. Types of data appropriate for supplied title statements may include:

name of collection (for previously named collections);
name of creator, creating body, collector or source (provenance);

languages;
geographic locations;
genre or form;
principal subjects: persons, events, topics, activities, objects, and dates of subject coverage.

> *245_ _ ‡a [Mining archive : ‡b newspaper clippings of Miners' Strike,*
> *1984-85 and beyond, and clippings on other topics including printed*
> *pamphlets, photographs and videos connected with coal mining industry].*
> *(Record ID 41933)*

6.2 Name

6.2.1 A name should only be used for a CLR main entry (MARC fields 1XX) when the collection includes works by one personal author only or emanate from a single corporate body.

6.3 Imprint

6.3.1 Generally, owing to the diversity of the material incorporated, only the date element (MARC subfield ‡c) will be recorded, and should include inclusive dates

260 _ _ ‡c 1780-1977.

6.3.2 When items are added to or removed from the collection the inclusive dates should be amended if necessary.

6.3.3 Place of publication and publisher elements (MARC subfields ‡a and ‡b) will only be used where the collection emanates from one publisher.

6.4 Physical description

6.4.1 The extent of the collection is given by counting the number of items it contains. Provide a single physical description statement for a collection.

> *300_ _ ‡a 17 v.*
> *300_ _ ‡a 90 sound recordings*
> *300_ _ ‡a ca. 350 pieces*

6.5 General and local notes

6.5.1 Prefer the local note (MARC field 590) to the general note (MARC field 500) for information that will help provide collective context to the materials being described. Use this note also to direct enquiries to Enquiry & Reference Services about collection contents, where finding aids are not provided.

> *590 _ _ ‡a Related maps in Map Library*
> *590 _ _ ‡a Some material inscribed*
> *590 _ _ ‡a Items also catalogued separately*
> *590 _ _ ‡a For further information on collection contents consult Enquiry & Reference*
> *Services*

6.6 Contents notes

6.6.1   The formatted contents note (MARC field 505) should not normally be used. The summary note (MARC field 520) should be preferred, and where possible, a finding aids note (MARC field 555) and a link to an online finding aid (MARC field 856) supplied.

6.7 Restrictions

6.7.1 When access to a collection or a portion thereof is restricted, a note (MARC field 506) should be constructed to describe the nature and the extent of the restrictions).

> *506 _ _ ‡a Restricted access; ‡c Written permission required; ‡b Donor.*

6.7.2 Where there are restrictions on the further use of materials within the collection once access has been granted a note should be made to explain the restrictions (MARC field 540)

> *540 _ _ ‡a Restricted; information about rights of reproduction available at Reference Desk.*

6.8 Summary notes

6.8.1 A summary note (MARC field 520) should be used in preference to a contents note (MARC field 505). Summary notes are narrative, freetext form, and are normally used to provide information about the scope and contents of collections. Types of information to be recorded in summary notes may include: types and forms of materials, their arrangement, dates of subject coverage, and the most significant topics, persons, places, or events.

6.9 Finding aids

6.9.1 The existence of a separate finding aid created for the collection should be specified (MARC field 555). Finding aids may be defined as any descriptive media – electronic or manual – that provide intellectual or administrative control over elements within the collections. Separate finding aids are commonly used for collections whose contents are extensive, and/or whose internal relationships are highly complex.
Provide a link to an online finding aid if applicable.

> *555 8 _ ‡a Inventory in Map Library*
> *555 8 _ ‡a Finding aid available in North Reading Room, George IV Building and on Internet ‡u [URL]*

6.9.2 The location and/or means of access to electronic finding aids prepared for the collection or portions thereof should be specified (MARC field 856). This provides the active hypertext link to the electronic file.

> *856 4 2 ‡3 Finding aid ‡u http://lcweb2.loc.gov/ammem/ead/jackson.sgm*

6.10 Subject headings

The assigned subject headings serve as a primary means of access to material of all kinds described in CLRs. Types of headings assigned include topical, personal, geographic,

corporate, etc. Assigned subject headings should be as specific as the collection warrants. There is no limit to the number of subject headings that may be assigned, but, in the cases of collections constructed for reasons of economy in processing, a reasonable limitation (based on cataloguer's judgment) should be observed. The applicability of terms referring to only portions of the collections may be specified (MARC fields 6XX subfield ‡3.

> *650 _ 0 ‡a Coalmines and mining ‡z Great Britain ‡v Miscellanea*

6.11 Genre headings

Genre headings should be added where appropriate.

> *655 _ 7 ‡a Chapbooks ‡2 rbgenr (Lauriston Castle Collection)*

> *655 _ 7 ‡a Bookplates ‡z Scotland ‡2 rbgenr (Henderson Smith Collection)*

7 Holdings Records

7.1 A holdings record or records should be created by the cataloguer indicating the range of shelf marks applicable to the collection (MARC field 852)

> *852 8 _ ‡b2SMA ‡h SMA.1-113*

8 Amendments to this guideline

8.1 Corrections or amendments to this guideline should be sent to the document creator, Graeme Forbes.

Appendix 1: MARC CODING GUIDELINES FOR COLLECTION-LEVEL RECORDS

The table below gives the MARC tags, indicators, fields and sub-fields relevant for the creation of collection-level records in NLS Main Catalogue. If further detail is required consult MARC formats in *Cataloger's desktop*.

FIXED FIELDS					
Field				*Position*	*Notes*
Leader				06	Enter value according to the format of the collection. Generally value a for language, or p for mixed materials
				07	Enter value c indicating "collection."
				17	Enter value 7 indicating "minimal level cataloguing."
				18	Enter value a indicating AACR.
008				06	Enter code i if dates given in field 260 are inclusive, code k if a range of years for the bulk of the collection is given or m where multiple dates are given.

				07-10	Enter the earliest imprint date
				11-14	Enter the latest date unless the value given in 008/06 is m when the value 9999 should be entered
				15	Enter country code only if all items in the collection were published in the same country. Enter code vp- if the items were published in more than a single country.
				24-27	Use only if all items in the collection meet the nature of contents criteria.
				33	Use only if all items in the collection meet the literary form criteria.
				34	Use only if all items in the collection meet the biography criteria.
				39	Use code d for cataloguing source.

Variable fields

Field	R/NR	Ind.1	Ind.2	Subfield	Notes
040	NR	#	#	a	Enter NLS code StEdNL
100	NR	0-1,3	#	a q b c d	Use for collections of works, papers, etc., by one personal author.
110	NR	1-2	#	a b n e	Use for collections of works, papers, etc., emanating from a single corporate body.
111	NR	2	#	a d c e	Use for collections of works, papers etc., emanating from a single event.
240	NR	1	0	a	Use only for collections of law materials as instructed in AACR2R 25.15A1
245	NR	1	0-9	a b c	Enclose given titles in square brackets
260	NR	#	#	c	Give inclusive dates covering the range of imprints, or open date if additional material are to be added
300	NR	#	#	a	Do not repeat field.
500	R	#	#	a	
505					Do not use. Prefer 520 summary note and link to inventory.
506	R	#	#	a b c d e u 3	Use only when access to a collection or a portion thereof is restricted. See also field 540.
520	R	#	#	a b	Prefer to 505. Avoid repeating information already contained in 245.
540	R	#	#	a b c d	Use only to explain restrictions on the further use of materials within the collection once access has been granted. See also field 506.
555	R	0	#	a u	Use if finding aid is available.
590	local	#	#	a	Use for local notes
594	local	#	#	b	Enter phrase "Collection-level record."
561	R	#	#	a 5	Use for provenance.
600	R	0-1,3	0	a q b c d e	
610	R	2	0	a b n e	

611	R	2	0	a e n d c	
650	R	#	0	a x y z v	
651	R	#	0	a x y z v	
655	R	#	7	a x y z v 2	
700	R	0-1,3	#	a q b c d e 5	Use for personal authors whose works, papers, etc., form a significant part of the collection. Use for the creator of the collection adding the relator term
710	R	1-2	#	a b e n 5	Use for corporate bodies producing works, papers, etc., that form a significant part of the collection
711	R	2	#	a d c e 5	Use for events, conferences producing works, papers, etc., that form a significant part of the collection
856	R	4	2	3 u z	Use to link to electronic inventory.

Appendix 2: EXAMPLE OF A COLLECTION-LEVEL RECORD

Tag Ind1 Ind2 Field data
000 02276cac__22003737a_4500
001 3554379
005 20040123104800.0
008 031117k16501963vp_____000_0_|||_d
040 ‡a StEdNL
043 ‡a e-uk— ‡a e-ur—
245 0 0 ‡a [Keir Hardie/Emrys Hughes collection formerly in the custody of Keir Hardie and later in the custody of his son-in-law Emrys Hughes : ‡b mainly radical, political and sociological material written or collected by Hardie and Hughes].
260 ‡c [1650-1963]
300 ‡a 164 v.
520 ‡a A collection of broadsheets, pamphlets, hardbacks in various formats, illustrated material in large format and newspaper extracts primarily covering the following topics: early Labour Party politics, Soviet politics in the Stalinist era, pacifism, working-class socio-economic conditions, religion and society, expressions of folk art, and 17th century religious and political material. The individuals Keir Hardie, Emrys Hughes, Stalin, and Leo Tolstoy are given particular coverage. Notable events include the emergence of the Independent Labour Party around the start of the 20th century and the Stalinist show trials of the 1930s.
555 0 ‡a Inventory available at location and on Internet.
590 ‡a Items also catalogued separately.
590 ‡a Related manuscript material in the Manuscript Department.
594 ‡b Collection-level record.
600 1 0 ‡a Hardie, James Keir, ‡d 1856-1915.

600 1 0 ‡a Hughes, Emrys, ‡d 1894-1969.

650 0 ‡a Christian ethics.

650 0 ‡a Labor movement.

650 0 ‡a Socialism.

650 0 ‡a World politics.

651 0 ‡a Great Britain ‡x Politics and govrnment.

651 0 ‡a Great Britain ‡x Military policy.

651 0 ‡a Soviet Union ‡x Politics and government.

700 1 ‡a Hardie, James Keir, ‡d 1856-1915.

700 1 ‡a Hughes, Emrys, ‡d 1894-1969.

700 1 ‡a Hughes, Emrys, ‡d 1894-1969, ‡e collector.

710 2 ‡a Independent Labour Party (Great Britain)

710 2 ‡aKommunisticheskaia partiia Sovetskogo Soiuza. [diacritcs excluded]

856 4 2 ‡u http://www.nls.ac.uk/print_collect/list.cfm?letter=K ‡y Keir Hardie/Emrys Hughes Collection ‡z View collection description

856 4 2 ‡u http://www.nls..uk/catalogues/online/snpc/inventories/hardie1.html ‡y Keir Hardie/Emrys Hughes Collection ‡z View collection inventory

Appendix 3: RECOMMENDATIONS FOR CREATING FINDING AIDS ASSOCIATED WITH COLLECTION-LEVEL RECORDS

A3   Finding aids may be in manual or electronic form, though electronic form should be preferred.

A3.1   For the purposes of this guideline, finding aids may take the form of an inventory or list of items, containers or groupings of items or combinations of these.

A3.2   In cases where a finding aid has been produced for a collection, it is recommended that it be annotated with the shelf mark allocated to item(s).

A3.3   Where there is no finding aid, consideration should be given by the cataloguer and appropriate curator to creating a temporary finding aid, preferably in machine- readable form. The following questions should be considered:

A3.3.1   Will the finding aid enhance access to the collection?

A3.3.2   Will the finding aid facilitate retrieval of material from the collection?

A3.3.3   Does the collection merit an item-level finding aid?

A3.3.4   Will the time taken to create the finding aid be significantly less than the time required to create item-level catalogue records?

A3.3.5   Is it likely that the collection will be catalogued at item level within two years of the temporary finding-aid being completed?

A3.3.6   Are there sufficient resources available to create a temporary finding aid?

A3.4   Where there is disagreement on the action to be taken the issue should be referred to the appropriate divisional heads for resolution.

A3.5   It is recommended that item-level finding aids for printed materials provide a minimum of:

A3.5.1   Short title;

A3.5.2   Author, if applicable

A3.5.3   Imprint date(s);

A3.5.4   Nls shelf mark from item

A3.6   It is recommended that finding aids for containers or groupings of items within a collection provide:

A3.6.1   Short title assigned by the cataloguer for the container;

A3.6.2   Nls Shelf Mark(s) From Container;

A3.6.3   Itemised contents, at the discretion of the cataloguer. In such cases the cataloguer should judge whether boxed items should contain item-level shelf marks.

A3.7   It is recommended that machine-readable finding aids should be made available on the nls web-site at catalogues > online catalogues > special & named printed collections > [name of collection]. A link should be made from the catalogue record to the web page (marc field 856)

APPENDIX 4

CATALOGUING INCUNABLES

This section of the cataloguing manual contains procedures for incunabula:
1. Cataloguing.
2. Shelfmarking
3. Reporting to ISTC.
In general, cataloguing of incunabula should be done as for other pre-1800 items with a few peculiarities, but the procedures for shelfmarking (and therefore holdings records) are very different. All new pre-1501 acquisitions need to be reported to ISTC, and any retroconverted incunabula need to be checked against ISTC where they should already be recorded.

BEFORE YOU START

You will need the following books:
Reference Sources
Gesamtkatalog der Wiegendrucke: multi-volume, organized alphabetically by author; last published volume ends at 'Hierocles'. Abbreviation: GW (NRR)
Catalogue of books printed in the XVth century now in the British Museum: multi-volume, organized by place of publication. (These books are now in the British Library). Complete. Abbreviation: BM 15th cent (in Library of Congress *Standard Citation Forms*); BMC (in most other references) (NRR)
F.R. Goff: *Incunabula in American Libraries* 3rd ed. 1973. Single volume. Abbreviation: Goff (NRR)
NLS holdings information
William Beattie: *Supplement to the hand-list of incunabula in the National Library of Scotland* (SU.37)
Marked-up list of ISTC holdings (SU.37)
You will also need the 3rd edition ISTC (CD-Rom) which is already loaded onto the corner PC in the Rare Books office.

CATALOGUING

Incunabula should be catalogued as other pre-1800 books. The cataloguing manual contains the following special instructions for incunabula:

500 Notes
For incunabula only provide signatures if they are not listed fully in a standard bibliographic source such as the *Gesamtkatalog der Wiegendrucke* (GW), or the *Catalogue of Books Printed in the XVth century now in the British Museum* (BM 15th cent).
(See the rest of the 500 section for how to describe signatures).
For incunabula give the number of columns if more than one, number of lines and type measurements – all three only if no account is found in a bibliographical source and the printer is unidentified or has been identified from this information. Give fuller details of the illustrations if these are considered necessary. Always note colour printing in incunabula (note that sometimes care is needed to distinguish colour printing from rubrication and the addition of colour after printing).

510 Standard citations

BM 15th cent
GW
Goff
ISTC

For incunabula printed in the British Isles
Adams
ESTC
STC
STC (2nd ed.)

519
Previous practice stated that incunables were to be indexed as INC in the 519 field. This was because of the situation whereby incunables can have two shelfmarks, so that a list of incunables could be generated. This practice no longer applies, but do not delete 519 fields from old records.

530 Microfilms
For incunabula printed in the British Isles: References to the microfilm series Early English Books, 1475-1640 should be included. See 530 for details.

Holdings records

The procedure has to reflect the fact that incunables can have two shelf-marks. All incunabula need an incunable shelfmark (Inc.xxx). This applies to incunabula which belong to a named special collection, which therefore will have two shelfmarks, one as Inc.xxx, and the other the special collection (e.g. Nha.M1A). Named special collection incunabula may be shelved either with the collection or with the other incunables (ideally, with the collection, unless it is not held in a strongroom).

For incunables which belong to other named collections the shelfmarks of the named collection constitute the primary shelfmark. Create a holdings record with this shelfmark in ‡a (to facilitate creation of shelf catalogues of special collections) with details of the 'Inc' shelfmark (which all incunables have) in ‡z, as follows:
    For books shelved as incunables:
       Nha.M1A(1) ‡z Shelved at Inc.177.2; without the final, blank leaf
    For books shelved with the original collection:
       Sund.25 ‡z Also recorded as Inc.144.4
You will then need to create a second holdings record with complementary information:
    For books shelved as incunables:
       Inc.177.2 ‡z Also recorded as Nha.M1A(1); without the final, blank leaf
    For books shelved with the original collection:
       Inc.144.4 ‡z Shelved at Sund.25

SHELFMARKING

Incunables which are part of a special collection may be shelfmarked as part of the special collection in the usual way.

All incunables, including those shelfmarked as special collections, need an incunable shelfmark (Inc.xxx). These shelfmark numbers follow 'Proctor order', by country/city/printer/date of publication. This is chronological i.e. the order of country/city/printer is the order in which printing first reached the country, then the city, followed by the order in which printers began their careers.

You need Beattie's catalogue shelfmark list and the ISTC printout.
Our ISTC printout includes our shelfmark + ISTC number + letter (S/M/L) + number (Goff number)

Find the relevant entries and slot your book into them e.g.
219.1
  → where the new item would go (probably as 219.15 - but see below)
219.2
219.3

Proctor order is the order used by the BMC, so our numbers should follow the same order as theirs (though since we have different holdings the actual numbers may be vastly different).
E.g.
203   IA.1479
204   IA.1499
205   IA.1510[2]

When assigning a number, place it on the side nearest the chronologically closest entry.
e.g.
205   December 1479
205.3 June 1480
the new item is dated May 1480
therefore 205.2 (rather than 205.1)

Finally size: incunable *numbering* does not take account of size but *shelving* does. Therefore you have to allocate a size: Small (up to 9" binding height), Medium (up to 12") or Large (over 12"). Make sure there is room on the shelf at the appropriate point if the item is to be shelved with the other incunables. This size is not recorded as part of the holdings record but is recorded on the Incunable shelving list (H:\Rare Books\Collections\Incunables\Incunable Finding List).

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[2] A brief explanation of British Library shelfmarks:
BMC shelfmarks:
IA.24947
I=incunable
A= size (A/B/C)
24947= running order

Composite items

Where there are two or more incunables in a single volume, each is given a separate incunable number based on the shelfmarking procedures above. These items can be located through the Incunable Finding List
Inc.150 bound after Inc.250 S

For composite volumes containing non-incunables: if this item is shelved as an incunable, the item should be given an RB. shelfmark (following usual RB shelfmarking procedures). The holdings record will therefore be:
RB.s.xxx ‡z Bound with Inc.xxx

A slip should be placed at the RB shelfmark to indicate that the item is shelved at Inc.xxx

This procedure will be finalised when the existing 'bound with' items are reshelfmarked.

Duplicates

New duplicate copies are given the same shelfmark, with an asterisk.
Thus:
Inc.222
Inc.222* = 2nd copy
Inc.222** = 3rd copy
(Note that previous practice was to give duplicates adjacent shelfmarks, e.g. Inc.214 and Inc.215 are copies of the same edition).

Finally: Update the Incunable shelving list with details of the new item. A copy of the updated list will need to be placed in the strongroom beside the incunables, and the previous copy removed.

REPORTING TO ISTC

Currently Helen Vincent is responsible for all ISTC reporting.
The current contact for ISTC reporting is Kristian Jensen at the British Library. New acquisitions should be reported to him with details of the standard references and whether our copy is an exact match or how it differs.

Compare the item with any images available on ISTC and to any detailed information, not just the standard references but to detailed library catalogues listed in the ISTC references.

Report items to ISTC in the following way:
At the shelfmark Inc.205.2
we have a copy of ISTC (also give the GW, Goff and BMC references).
It has the following differences/ exactly matches

APPENDIX 5

RARE SERIALS

BIBLIOGRAPHIC RECORD

LEADER

Ensure the Bibliographic level is set to "s" for Serial.

008

Dates are based on the chronological designation contained in 362 not the publication date 260.

When dates are multiple, it is the latest date which is used in 008 e.g.

   008   1785-1790
   362 0 _   ‡a 1784/5-1789/90.

Publication status will usually be 'd' - Serial item ceased publication

Values should be assigned to the 'Frequency' and 'Regularity' fields if this information can be established.

260

‡c Beginning and end dates should match the dates in the 008 field.

300

‡a Use 'v.' not 'p.'. Give bibliographical not physical units. If this cannot be established use 'v.' alone.

310

Record latest or current frequency.

321

Record former frequency.

362

Record chronological and/or numerical designation. To be used only when first and/or last issue(s) in hand or when information on the start or end of serial is known.

515

Use to record numbering peculiarities.

590

Use to record when an issue of a serial is catalogued as a monograph. Recommended wording: No x, date y, also catalogued as a monograph. In the monograph record the 590 should read: Also catalogued as a serial.

780

Preceding title.

785

Succeeding title.

969

Use to record summary holdings if NLS does not hold the issued run. It is input like 362 e.g.

362   0 _   ‡a Vol. 1, no. 1 (Jan.1750)-v. 20, no. 5 (May 1770).
969   _   _   ‡a Vol. 10, no. 2 (Feb.1760)-v.20, no.5 (May 1770).

If there are gaps in the NLS run 866 fields should be added to the holdings record to detail our holdings and the gaps in our holdings.

If NLS has more than one shelfmark for issues of the title, a separate holdings record should be added for each shelfmark, detailing the issues held at that shelfmark in 866 fields.

HOLDINGS RECORD

A separate holdings record should be created for each individual shelfmark. As usual an 852 should be added with the location code and shelfmark, but ‡m SER is used to indicate any run of serials which has a purchase order. An 866 field should be created indicating which copies are held at this shelfmark, if NLS has more than one shelfmark for issues of the title, or if there are gaps in NLS run of the title as stated in the 969 field..

LEADER:

Type of record – choose **y** – serial item holdings

008

The drop down menus should be used to set all the fields.

Receipt Status: 5 – not currently received, unless you are sure NLS holds a full run of all the published editions at this location. Then the receipt status can be set to 2 – completed.

Completeness:
1 – Complete. If full run, with no issues lacking, is placed at this shelfmark.
2 – Incomplete. If lacking up to 40% of the issued run.
3 – Scattered. If lacking more than about 40% of the issued run, or we only have odd issues at this shelfmark.

Lending policy: a – will lend. This means we will lend to readers in the reading room.

Reproduction policy: a – will reproduce. This means we will allow copies to be made – within copyright or other set restrictions.

Number of copies: This would only be changed from 001, if we had more than one copy placed on this shelfmark (i.e. if we had 3 copies of one issue of a serial placed in a box together and sharing the same shelfmark, we would set this to 003).

866

Use this field to record Library's holdings in free text.

First indicator – blank

Second indicator – 0

The first subfield is ‡8, which is immediately followed by the Sequence Control Number (SCN). This number will control the order in which the 866s are displayed in the OPAC. Hence 866 ‡8 1 will be the first 866 and 866 ‡8 99 will be the last.

The first 866 added should use ‡8 7. When you need to use more than one SCN, you would add 866 fields and prefix them with ‡8 8, ‡8 9, ‡8 10 etc. SCN should be set to ensure all holdings information displays chronologically in the OPAC.

All issues placed at this shelfmark should be recorded in a single 866. ‡a should prefix details of precise issues held by the Library. Where possible, use volume and issue numbers and dates, giving as much detail as possible. Use semi-colons to separate different runs.

Add another 866 to indicate details of any copy(ies) the Library lacks. Use SCN 98 to ensure this information displays at the end of the holdings information in the OPAC. The information should be preceded by :

‡8 98 ‡a LIBRARY LACKS:

EXAMPLE:

866 _ 0 ‡8 7 ‡a 7 Jan. 1799 ; 11 Jan. 1815-7 Feb. 1816, 21 Feb. 1816-26 Feb. 1817, 12 Mar-17 Dec. 1817 ; 7 Jan. 1818-27 Dec. 1820 ; 10 Oct. 1821 ; 29 May 1822 ; 10 Oct. 1827 ; 9-16 Jan. 1828 ; 5 June 1839 ; 16 Sept. 1840 ; …

866 _ 0 ‡8 98 ‡a LIBRARY LACKS: 22 Sept. 1859-Dec. 1861
(Record ID 2721563; HOLDINGS ID 2825875)

When it is known that an issue was not published the information should not be added to the Library Lacks note. This should be added to an 866 ‡8 97 ‡a NOT PUBLISHED: to avoid any confusion for users.

Supplements to a serial can be added to an 867. This is another free text field, which uses its own run of Sequence Control Numbers.

Indices can be added to the 868 field, which again is free text and uses its own run of Sequence Control Numbers.

ITEMS

Do not add item records for serials.

APPENDIX 6

CATALOGUING MICROFORM SERIALS (NEWSPLAN)

Note: *The procedures for cataloguing microfilms produced as part of the Newsplan Project are different from those mentioned elsewhere in this manual. Newsplan Project microfilms are catalogued and have holdings records created to the standards set by the Serials Department.*

Adding MF holding to an existing record:

Code the 007 fixed field for microform

If needed, emend and upgrade the bibliographic record

Add a 530 field to indicate that the material is available in an additional physical form
e.g. ‡a Also available on 35 mm. microfilm; ‡b NEWSPLAN 2000 Project

Add a 655 field: ‡a Newspapers ‡z Scotland ‡y 18th century. ‡2 rbgenr

Add a 710 field: ‡a NEWSPLAN 2000 Project. ‡5 NLS

Use the microform holdings to flesh out the 969 field. The 969 field is a local version of the 362 to indicate NLS holdings. <u>Do not</u> use the 969 field if the NLS run is the <u>same</u> as the issued run (362 0) i.e. complete

CREATING A NEW BIBLIOGRAPHIC RECORD WHEN WE *ONLY* HAVE THE MICROFORM

Code Leader, 007 and 008 for microforms

Do not use a 500 "Description based on vol. note" if the description is based upon the first issue published under that title

Add a 533 field with the reproduction details
e.g. ‡a Microform. ‡b [London, England] : ‡c NEWSPLAN 2000 Project, ‡d 2003. ‡e 2 microfilm reels.

Add a 655 field: ‡a Newspapers ‡z Scotland ‡y 18th century. ‡2 rbgenr

Add a 710 field: ‡a NEWSPLAN 2000 Project. ‡5StEdNL

No full stop is used at the end of either the 780 or 785 fields. Also, titles in these fields are entered in ‡t <u>not</u> ‡a as '‡a' indexes as an author

The 969 field is a local version of the 362 to indicate NLS holdings; the spacing etc. should match that used for the 362 field. Use the NEWSPLAN microform holdings to create the 969 field.

Do not use the 969 field if the NLS run is the <u>same</u> as the issued run (362 0) i.e. complete

<u>Holdings record</u>

Add an 843 field as you would for other MF holdings

The 866 is a <u>free text field</u> and part of the MARC21 holdings format.

866 _ 0 ‡8 start with the number '7' or '8' This is used for ordering the shelfmark entries

For incomplete holdings use 866 _ 0 ‡8 97 [or 98] ‡a LIBRARY LACKS: etc etc.

Note: missing vols and numbers should be found at the beginning of each reel.

When the records have been completed send the reels to Jim Young at Causewayside for shelfmarking.

Fixed fields

BIBIOGRAPHIC RECORD

Leader
Record status	c:corrected or revised [new]
Type of record	a: language material
Bibliographic level	s: serial
Type of control	no specific type of control
Character coding	MARC 8
Encoding level	Full level
Cataloging form	a: AACR2

007
Microfilm

Specific Material Designation	d: microfilm reel
Original vs Reproduction aspect [obsolete]	obsolete
Positive/Negative aspect	a: positive
Dimensions	f: 35 mm Microfilm
Reduction Ratio Range	no attempt to code
Reduction Ratio	[blank]
Color	b: black and white
Emulsion on Film	a: silver halide
Generation	c: service copy
Base of film	a: Safety base, undetermined

008

Publication status	d: serial item ceased publication
Date 1	date
Date 2	date
Place of publication	stk etc.
Frequency	u: unknown
Regularity	u: unknown
ISSN centre	No ISSN centre code assigned
Type of Serial	n: newspaper
Original item	e: newspaper format
Form of Item	a: microfilm
Nature of entire work	No attempt to code
Nature of contents 1	Not specified
Nature of contents 2	Not specified
Nature of contents 3	Not specified
Govt. publication	Not a government publication
Conf. publication	0: Not a conference publication
Alphabet	a: basic Roman
Type of entry	0: successive entry
Language	eng: English
Modified source	Not modified
Cataloguing source	Other

Holdings Record

Leader

Record Status	c: Corrected or revised
Type of Record	y: Serial item holdings
Encoding level	3: Holdings level 3

008

Receipt status	5: not currently received
Method of acquisition	p: purchase [or other method?]
Cancellation date	[blank]
General Retention Policy	8: permanently retained
Specific retention Policy – Policy type	no specific retention policy
Specific retention Policy – Number of units	unspecified
Specific retention Policy – Unit type	unspecified
Completeness	O: other
Number of copies	001
Lending policy	u: unknown
Reproduction policy	u: unknown
Language	eng: English
Copy Report	0: Separate
Date of Report	System generated

APPENDIX 7

CATALOGUING AND ESTC

1. ACCESSING, SEARCHING AND DOWNLOADING FROM ESTC

CURRENT ESTC FACILITIES AND ACCESS FOR NLS

ESTC ON RLIN

This is the most up-to-date version of the ESTC; apart from deletions, any changes made within it are instantly visible. We have two different accounts which enable us to search the RLIN ESTC database:

URL	Account source	Access to:
http://rlin21.rlg.org/ Eureka/zgate2.prln	CERL	HPB and ESTC (reference use)
http://rlin21.rlg.org/	CURL	Ref.-only use of many files (incl. ESTC) in Eureka

Contact Rare Book Collections if you require access to these resources.

SEARCHING:

The most

useful index labels to use in 'command line' searching are:

tw – title
pn – personal name
tp – title phrase
imw – imprint word
imp – imprint phrase
iyr – imprint year
pyr – for range of publications dates (use 'before/after' and 'from/to' in this
        construction)
id – ESTC number
nrw – citation reference (e.g. for searching by Wing no.)

Other labels which are occasionally used include

lib – codes of holding libraries
lw – library or place name
smk – shelfmark

DOWNLOADING

Once you have found a record to match the item or card in hand click on the 'export'
radio button to download to Voyager. You should have already set up a folder (using
Options – Preferences – Folders and files - Import) on Voyager in order to access these
records.

2. ADDING NLS HOLDINGS INFORMATION ON THE ONLINE ESTC

STAR DATABASE

Available at http://estc.ucr.edu/EstcPasswordTest.html
This is the interface now used for adding our holdings to ESTC.

This is a separate version of the ESTC database which is held and managed by ESTC/NA. There is no direct link between it and the version on RLIN. Once a month, all records that have been added or amended on RLIN are uploaded into it from a tape sent by RLIN, which means that it can be up to a month out of date. New holdings added by libraries on STAR are held in a special database and appear first at the very bottom of records. Holdings in this state can be altered using the 'Oopsies' page. Once a month these new holdings are sent to RLIN on a tape. They then come back to STAR with the next RLIN update, and only then will the newly-added holdings display in the right place on the records in STAR.

MATCHING HOLDINGS USING STAR DATABASE

Enter search terms:

Click on 'display records'
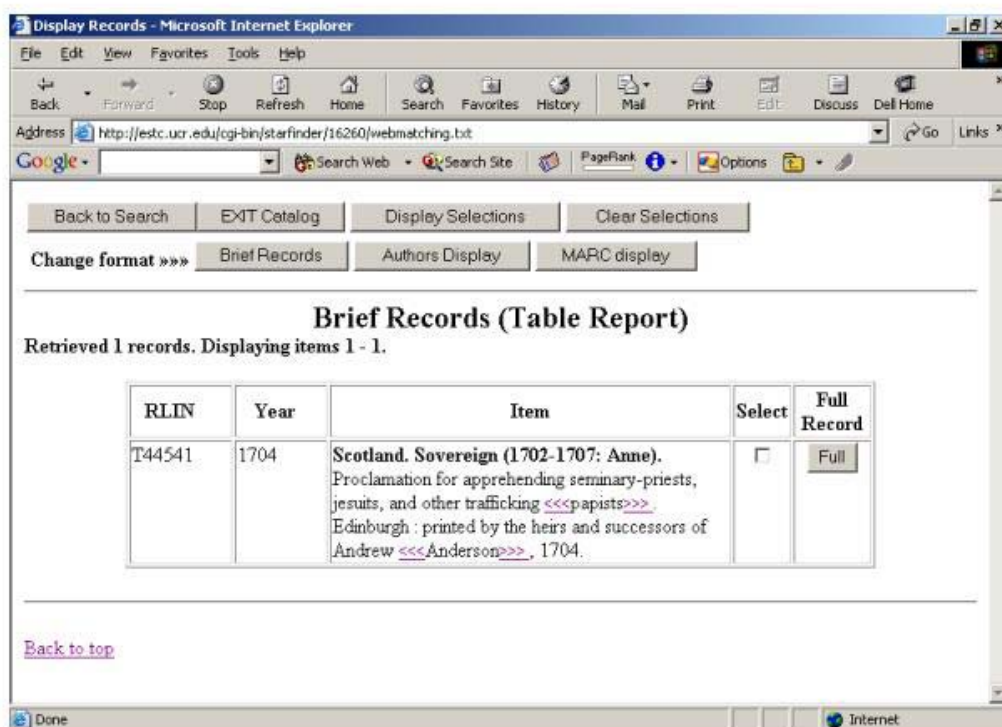
Click on 'full' for T44541
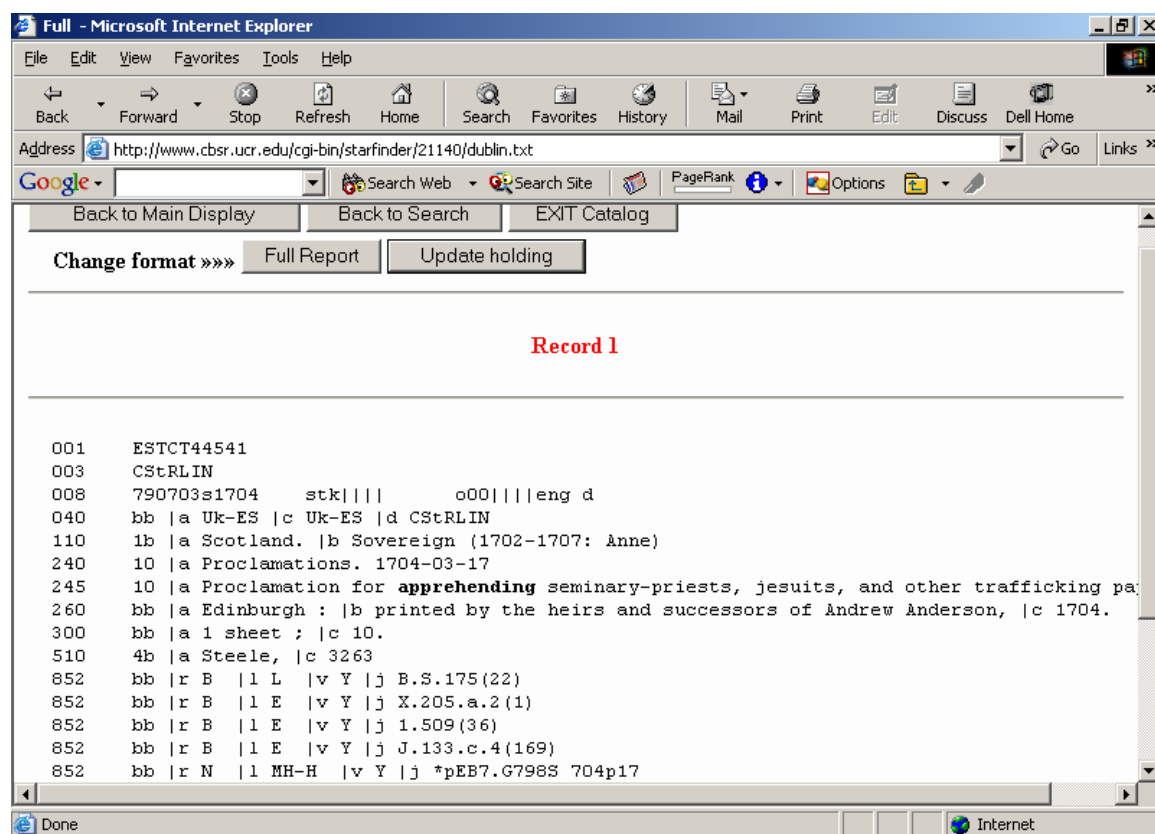
Click on 'add holding'.
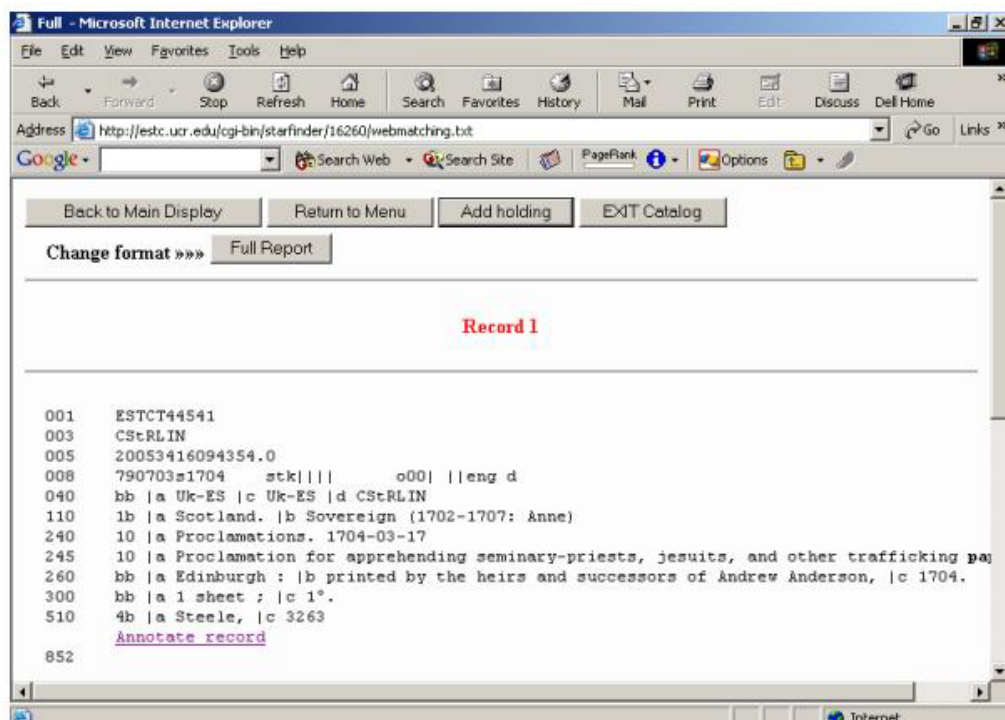
Add shelfmark and any other information if relevant.

3. PROCEDURES FOR ESTC REPORTING

For items not in ESTC

Catalogue item book in hand adding

509 _ _ ‡b NOT IN ESTC
510 4_ ‡a ESTC ‡c Not recorded in ESTC
955 _ _ ‡a [Shelfmark]

Save this record to your own folder for each month using the Voyager id number as the filename e.g.

X:\Rare Books Collections\Cataloguing files\ESTC\FTP Records\2005\AUG 2005\Robert \[id]

Saved records are FTP'd to ESTC at the end of every month.

The 955 is included so that ESTC can use it to create a holdings record with the Library's shelfmark but it is not necessary to retain this field in Voyager. After saving the record to the shared drive for FTP the record you see in front of you is not the one in the main Voyager database. To remove the 955; close the record, open the version saved to Voyager, remove the 955 and then click on the ship icon to save the record to Voyager again.

For queries, discrepancies, etc.

If an ESTC record has any errors, discrepancies from NLS copy, or you wish to ask ESTC to check with other libraries regarding their copies then send an e-mail to Robert explaining all the relevant points and he will pass them on to the relevant ESTC contact.

ESTC ABBREVIATIONS FOR MATCHING AND REPORTING

When matching items against ESTC records and reporting them on the ESTC sheet provided, these are the abbreviations that should be used.

This list also shows what points should, and what points should not, be noted (n.b. not misbindings).

-	Without or wanting
+	With (as in "with errata slip")
?	May be lacking
Imp.	Seriously imperfect, with text much impaired
-tp	wanting the title page.
-pp	Wanting pages X-X.
-err	Wanting the errata
-ht	Wanting the half-title
-adv.	Wanting the advertisements (no matter how many advertisement leaves are called for in the note field).
-v.2	Wanting volume 2 (NEVER put vol., vols. or vv.).
var.	Variant (If more than 2 variants, use var.1 for the first one)
var.2	Variant 2.
State unknown	for use when library will not answer queries.
Pl.	Plate.
Pls.	Plates.
Frontis.	Frontispiece illustration.
p.l.	Preliminary leaf/leaves (e.g. –2p.l.).
f.l.	Final leaf/leaves (e.g. –1f.l.)
tables	Tables
ded.	Dedication.
Sub.list	Subscription list
Epil.	Epilogue
App.	Appendix
Supp.	Supplement
MS Notes	Manuscript notes.
MS. Notes by X	Manuscript notes by [name].
MS. Corr.	Manuscript corrections.
MS. Date	Manuscript date used to date record.
Author's pres. Copy	Authors presentation copy.
Grangerised	Extra-illustrated.
Cropped	Only where text or imprint are affected, not pagination.

ESTC IS NOT INTERESTED IN THE FOLLOWING.

Misbindings
Two vols. Bound as one, etc.
Provenance, unless of use in explaining authorship.
Bindings.

APPENDIX 8

SOURCES FOR BIOGRAPHICAL INFORMATION

This is a list of sources primarily for locating biographical details (especially fl. dates) for Scottish people (whether authors, illustrators, owners etc.) not in the Library of Congress authority files.

It's always worth typing the name into Google though obviously the results may not have any kind of authority.

If you are dealing with a book on a particular subject, a history of this subject may throw up some details; similarly, if a book was published outside Edinburgh/Glasgow, a history of the place may have some information; similarly with histories of notable families.

The main Reading Room contains an index of Biographical Dictionaries and the British Biography Index (at the end of the Biography section)

GENERAL RESOURCES

Electronic
- DNB: now available via the ERN and online by subscription. Hard copy (SU.37(0.9 DNB)) and Biog.D.6.1.D7) and CD-Rom (CDROM.31, in Issue Hall) also available.
- http://www.electricscotland.com/history/significant_scots.htm (a lot of the information comes from Chambers' Eminent Scotsmen, below).
- See people option in the Gazetteer for Scotland http://www.geo.ed.ac.uk/scotgaz/

Other
- NLS Manuscript catalogues: full cumulative index to MS catalogue vols 1-13, and indexes to subsequent vols, in MS office; Index to Accessions in NRR Reception; Index to Advocates' MSS in NRR Reception.
- Books on open shelves in the General Reading Room biography section
- Joseph Irving: *Book of eminent Scotsmen*, 1881 (Biog.D.5)
- *Chambers' Eminent Scotsmen*, 1875 (Biog.D.5)
- *Dictionary of C17th British Philosophers*, 2000 (Biog.D.65.P)
- *Dictionary of C18th British Philosophers*, 1999 (Biog.D.65.P2)
- *Scotland's Cultural Heritage* [Fellows of the Royal Society of Edinburgh – Literature, Science, etc], 1981 (Biog.D.77.S1-4)
- *Munk's Roll* [Royal College of Physicians] (Biog.D.75.M)
- Donaldson and Morpeth: *Who's Who in Scottish History*, 1973 (Biog.D.5.1.D)

Books elsewhere
- Thomas Aitchison: *Directory for Edinburgh Leith Musselburgh and Dalkeith…* 1794 (RB.s.1205)
- Johnstone et al: *Bibliographia Aberdonensis* 1929-30 (SU.37(4.2Abe))
- John Stark *Biographia Scotica* 1805 (BCL. B5405)

Book Trade
- Durkan and Ross. *Early Scottish Libraries*, 1961 (SU.37(5.5Dur)
- Dickson and Edmond. *Annals of Scottish Printing*, 1890 (SU.37(4.2.1Dic)
- Scottish Book Trade Index http://www.nls.uk/catalogues/resources/sbti/index.html

Education
- University alumni registers - those for Aberdeen, Edinburgh, Glasgow, St Andrews, Oxford, Cambridge and Dublin are on the open shelves in the main Reading Room (Biog.D. section)
- Innes, Cosmo. *Fasti Aberdonenses*: Selections from the records of the University and King's College of Aberdeen 1494-1854 (Main Reading Room SCO)
- Bell, Graham et al *Edinburgh University Worthies* … pre-1901, 1999 (HP4.99.1517)
- Law, Alexander. 'Teachers in Edinburgh in the 18th century', pp.108-157 in *The book of the Old Edinburgh Club,* vol. 32, 1966. (SCS.OEC)

Legal
The following are on the open shelves of the main Reading Room
- *Register of the Society of Writers to HM Signet*, 1983 (Biog.D.59.R)
- *Faculty of Advocates in Scotland 1533-1943*, with genealogical notes (Biog.D.59.G); also at SU.37(0.6Fac))
- *Faculty of Advocates 1800-1986* (Biog.D.59.W)

Literary
The following are on the open shelves of the main Reading Room, shelfmark Lit.S.1
- Royle, Trevor. *Mainstream companion to Scottish literature*, 1993
- Aikten, W.R. *Scottish literature in English and Scots*, 1982
- Millar, John. *Literary history of Scotland*, 1903
- Glen, Duncan. *The poetry of the Scots, 1991* (includes those who wrote in Latin)

Political
The following are on the open shelves of the main Reading Room
- *Biographical Dictionary of Modern British Radicals* [1770-], 1979 (Biog.D.55.B4)
- *Scottish members of Parliament 1357-1882* (Biog.D.55.G)
- *Dictionary of Labour Biography*, 1972 (Biog.D.55.D1-11)

Religion
The following are on the open shelves in the main Reading Room:
- *Fasti Ecclesiae Scotiani* (for Church of Scotland) (Biog.D.46.CS1)
- *Annals of the Free Church* (Biog.D.46)
- *Annals of the Original Secession Church* (Biog.D.46.OSC)
- *Catholic Hierarchy of Scotland* (Biog.D.46.RC1)
- *Scottish Secular Clergy* [Catholic] (Biog.D.46.RC2)
- *Fasti of the Scottish Congregational Church* (Biog.D.46.SC)
- *Fasti of the United Free Church* (Biog.D.46)
- *Fasti of the United Presbyterian Church* (Biog.D.46.UP.2)

Peerage & Heraldry

- *Burke's Peerage*: back issues from 1829 at HJ4.1778; current year at Biog.D.26.2B
- *The Scots Peerage*, 1914 (Biog.D.25)
- *Complete Baronetage*, 1906 (Biog.D.26)

APPENDIX 9

TERMINOLOGY TO BE USED IN DESCRIBING VARIOUS PARTS OF THE BOOK

The descriptive terminology for the different physical components of a book has not been univerally standardised, and there are several different resources which can be used by cataloguers. If in doubt, it is better to describe what you see in everyday language rather than using obscure or unclear terminology.

The ACRL/ALA *Binding Terms* thesaurus is widely used for terms to describe the covers of a book, but can also be used for describing a book's structure.

The National Preservation Office glossary is of use:
http://www.bl.uk/services/npo/glossary/pdf

Another useful web glossary is:
http://www.aracnet.com/~plumtree/glossary.html

The most detailed information, however, is to be found in books such as Geoffrey Ashall Glaister, *Glaister's Glossary of the Book*, 1960, revised edition 1979 and John Carter's *ABC for book collectors* 1952, 7th ed. 1994. Philip Gaskell, *New Introduction to Bibliography*, 1972, revised 1974, is not primarily concerned with the structure of the book, but does have useful passages explaining how a book was put together.

It is not considered necessary to enumerate all the different terms which may be used to describe parts of the book. However, there are some key features which are commonly referred to in different ways, and which need additional clarification:

Title page. The chief source of information other than a broadside or a single sheet on which the chief title appears. (DCRB 0C1) When used in reference to "chief source of information" and "prescribed sources of information," "title page" refers only to the recto of the leaf. (The verso of this leaf is not a part of the "title page"; instead it is one of the "preliminaries." Cf. the definition of "preliminaries" in the AACR 2 Glossary).

Endpapers / pastedowns / flyleaves. Sometimes these terms are confused. The endpapers are all the leaves added by the binder at the front and back of the book to cover the insides of the boards, to reinforce the joints and to add finish. The pastedown is the leaf of the endpaper stuck to the boards; the conjugate leaf of this endpaper which is not stuck down is the free endpaper. If there are further free endpapers, they are called flyleaves. So you might discuss the front pastedown, which is followed by the front free endpaper, then the first flyleaf. Endpapers at the end of the book are back endpapers.

Covers / boards (head, tail, upper, lower). Occasionally problematic is the terminology used to refer to different parts of the covers. 'Head' and 'tail' denote the upper and lower parts of either the front cover or the back cover. Only use the term 'board' if there actually is a board (i.e. not for vellum covers).

Cancellandum (-anda) (English - cancelland (-ands). A leaf containing an error or errors which is to be removed from a gathering and replaced by an amended leaf called the

cancellans (-antia) (English - cancel (-cels). Once the leaf with errors was replaced it was termed a **cancellatum (-ta)** (English -cancelled).

APPENDIX 10

EDITION/ISSUE/IMPRESSION/STATE

Possible definitions:

An edition is, all the copies printed from substantially the same setting of type. For a work to be described as a new edition, most of the type must have been reset. The same edition can remain in print for many years: it could be argued that a modern facsimile reproduction of the first quarto of *Hamlet* is still part of that first edition. It would, however, be a new impression.

An impression is all the copies printed from substantially the same setting of type at any one time. In the hand-press period, it was unusual to keep type standing for long periods of time, so different printings of a work usually need to be described as new editions. In the machine-press period, it was common to keep plates of works in use for many years, resulting in many near-identical impressions.

An issue describes a group of copies of an edition or impression in which the publisher wished the public to recognise as a unit. For example, if some sheets of an impression were released with a new title, or an additional lengthy appendix, this would usually be described as a new issue. If changes have been made which the public were not expected to notice, however, such as corrections and minor alterations, this is simply a matter of state.

State refers to variations affecting a small part of a book only – we talk about pages existing in different states. Unless you can prove that the differences between two copies, reflects issue, it is safest to say state. Note that state does not describe imperfections resulting from mis-binding, damage to the paper, cropping or mutilating, because these are changes that took place after the book had been printed and published.

Reading / glossaries:

McKerrow, Ronald B. *Introduction to Bibliography*, 2nd impression, Oxford, 1928, pp. 175+

Bowers, Fredson. *Principles of Bibliographical Description*, Princeton: Princeton University Press, 1949

Gaskell, Phillip. *New Introduction to Bibliography*, 2nd impression reprinted with corrections, Oxford: Clarendon Press, 1974, esp. pp. 313+

Tanselle, G. Thomas. 'The Bibliographical Concepts of *Issue* and *State*', *Papers of the Bibliographical Society of America* 69 (1975), 17-66

DCRB, 2nd edition, 1991, esp. pp. 81-2

http://www.sc.edu/fitzgerald/essays/editorial/editorial.html

EDITIONS, IMPRESSIONS, ISSUES AND STATES

Examples used in discussion 5/7/01:

(I) EDITION & IMPRESSION:

Stevenson, R.L. *Treasure Island*, Cassell & Co., 1883, shelfmark F.5.e.26 (first edition, first impression, page 127 in uncorrected state)

___, ___, 1883, shelfmark F.7.d.9 (first edition, first impression, page 127 in corrected state)

___, ___, 1884, shelfmark NG.1170.d.3 (first edition, second impression)

(II) ISSUE:

Sage, John. *Fundamental Charter of Presbytery*, f. C. Brome, 1695, shelfmark BCL.B5272

Sage, John. *Presbytery untwisted from the bottom*, f. Charles Brome, 1709, shelfmark ABS.2.91.6 (reissue of 1695 sheets with new title-page and contents leaves)

(III) STATE:

Cambridge, Richard. *The Scribleriad*, f. R. Dodsley, s.b. M. Cooper, 1751, shelfmarks [Ak].2/2.24, Nha.R59(3). (Book four p.17 and book five p.32 in different states)

Fenton, James. *The Memory of War*, Edinburgh: Salamander Press, 1982, shelfmark FB.s.286 (Three copies in different states (issues???))

(IV) Burke, Edmund. *Reflections on the Revolution in France (1790)*

The copies at these shelfmarks were matched to the given reference number from William Todd's *Bibliography of Edmund Burke*:

Todd 53b – Crawford.FR.999(1), Crawford.ET.1790 (these copies have pages in different states)

Todd 53d – BCL.D5771(1)

Todd 53e – Nha.B221(1) (with variant press-figure p.77 not recorded by Todd)

Todd 53h – BCL.D5778(1), Crawford.FR.329 (with title-pages in different states – possibly different issues?)

Todd 53i – Dry.224

Todd 53j – L.C.1518(1)

TODD 53L – L.C.1519

APPENDIX 11

STANDARD CITATION FORMS: ADDITIONAL REFERENCES

The following are common references additional to *Standard Citation Forms for Published Bibliographies and Catalogs used in Rare Book Cataloguing* 2nd ed. (LC, 1996) and variations from the prescribed forms in cases where NLS already has too many instances to change.

The asterisk (*) preceding an entry indicates NLS have an annotated copy of this reference, which should be updated.

Black, H.M. Emblem Books = Hester M. Black, *A short-title catalogue of the emblem books and related works in the Stirling Maxwell collection of Glasgow University Library (1499-1917)* edited and revised by David Weston (Aldershot, 1988)

Cowan, W. Book of Common Order = William Cowan, *A bibliography of the book of common order and Psalm book of the Church of Scotland: 1556-1644* (Edinburgh, 1913)
Cowan, W. "Church of Scotland 1556-1644" PEBS 10 (1911-1913): 53-100 = William Cowan, "Church of Scotland 1556-1644", *Papers of the Edinburgh Bibliographical Society*, 10 (1911-1913), 53-100.

Cowan, W. "The Holyrood Press 1686-1688." PEBS 6 (1901-1904): 83-100 = William Cowan, "The Holyrood Press 1686-1688", *Papers of the Edinburgh Bibliographical Society*, 6 (1901-1904), 83-100.

Darlow & Moule = British and Foreign Bible Society, *Historical catalogue of the printed editions of Holy Scripture in the Library of the British and Foreign Bible Society* compiled by Thomas Herbert Darlow and Horace Frederick Moule (London, 1903-11)

   Note: if creating a record book-in-hand, use: Herbert, A.S.   Engl. Bible

Dickson & Edmond = Robert Dickson and John Philip Edmond, *Annals of Scottish printing: from introduction of the art in 1507 to the beginning of the seventeenth century* (Cambridge, 1890)

Dix = Ernest Reginald McClintock Dix, *Catalogue of early Dublin printed books, 1601-1700* (Dublin, 1898-1905)

Doughty, D.W. Tullis Press = Denis William Doughty, *The Tullis Press, Cupar, 1803-1849* (Dundee, 1967)

Dunlop & McIntyre. Burns = *Index of the books in Burns Cottage and Burns Monument and in the hands of the Hon. Secretary*, compiled by W.H. Dunlop and assisted by Marjorie McIntyre [Edinburgh, 1980]

Durkan, J.   Buchanan = John Durkan, *Bibliography of George Buchanan*, by John Durkan with the assistance of Moira J. McKeeman and Helen Cummings (Glasgow, 1994)

Egerer = Joel Warren Egerer, *Bibliography of Robert Burns* (Edinburgh, 1964), reissued 1965.

Ferguson, F.S. "Sir George MacKenzie" EBST, 1 (1935-38): 1-60 = Frederick Sutherland Ferguson, "Sir George MacKenzie", *Edinburgh Bibliographical Society Transactions*, (1935-38): 1-60.

*Gaskell, P. Foulis Press = Philip Gaskell, *A bibliography of the Foulis Press*. 2nd ed. (Winchester, 1986)

Gibson, R.W. Francis Bacon = Reginald Walter Gibson, *Francis Bacon: a bibliography of his works and of Baconiana to the year 1750 (Oxford, 1950)*

Goldschmidt & Naef. Truthful Lens = Lucien Goldschmidt and Weston J. Naef, *The truthful lens : a survey of the photographically illustrated book 1844-1914 (New York, 1980)*

Hall, R. Hume = Roland Hall, *A Hume bibliography, from 1930* (York, 1971)

*Jessop = Thomas Edmund Jessop, *A bibliography of David Hume and of Scottish philosophy from Francis Hutcheson to Lord Balfour* (New York, 1966)

Johnston, G.P. "William Mitchel." PEBS 11 (1912-1920): 113-137 = George P. Johnston, "William Mitchel, The "Tincklarian Doctor" A Bibliography: 1711-39", *Papers of the Edinburgh Bibliographical Society*, 11 (1912-1920), 113-137.

Macdonald & Hargreaves = Bibliographical Society (Great Britain). *Thomas Hobbes: a bibliography*, by Hugh Macdonald and Mary Hargreaves (London, 1952)

Macdonald, H. John Dryden = Hugh Macdonald, *John Dryden, A bibliography of early editions and of Drydeniana* (Oxford, 1939)

Madan, F.F. Eikon Basilike = Francis F. Madan, *A new bibliography of the Eikon Basilike of King Charles the First with a note on the authorship* (London, 1950)

Martin & Oliver = *The works of Allan Ramsay,* edited by Burns Martin and John W. Oliver [Alexander M. Kinghorn and Alexander Law] (Edinburgh, 1945-1974)

Martin & Walter = Bibliotheque nationale (France). Departement d'imprimes. *Catalogue de l'histoire de la revolution francaise,* par Andre Martin et Gerard Walter (Paris, 1936-1955)

Martin, B. "Allan Ramsay" RGBS, 10 = Burns Martin, "Bibliography of Allan Ramsay" *Records of the Glasgow Bibliographical Society 10 (1931)*

Moore, J.R. Daniel Defoe = John Robert Moore, *A checklist of the writings of Daniel Defoe.* 2nd ed. (Hamden, Conn., 1971)

Moule, T. Bibliotheca heraldica = Thomas Moule, *Bibliotheca heraldica Magnae Brittaniae* (London, 1822)

Pollard & Potter.   Early Bookbinding Manuals = Graham Pollard. *Early bookbinding manuals: an annotated list of technical accounts of bookbinding to 1840,* continued by Esther Potter (Oxford, 1984)

Pottle, F.A. Literary Career of James Boswell = Frederick Albert Pottle, *The literary career of James Boswell: being the bibliographical materials for a life of James Boswell* (Oxford, 1929)

Roscoe, S. John Newbery = S. Roscoe, *John Newbery and his successors, 1740-1819: a bibliography* (Wormley, 1973)

Roscoe & Brimmell. James Lumsden = Roscoe, S. & Brimmell, R.A. *James Lumsden & Son of Glasgow: their juvenile books and chapbooks.* (Pinner, 1991)
Scott, J. "Darien Company." PEBS 6 (1901-1904): 19-70 = John Scott, "A bibliography of printed documents and books relating to the Scottish company, commonly called the Darien Company", *Papers of the Edinburgh Bibliographical Society*, 6 (1901-1904), 19-70.

Shawcross, J. Milton = John T. Shawcross, *Milton: a bibliography for the years 1624-1700* (Binghamton, NY, 1984)

Steele = Crawford, James Ludovic Lindsay, Earl of. *A bibliography of royal proclamations of the Tudor and Stuart sovereigns and of others published under authority, 1485-1714.* With an historical essay on their origin and use by Robert Steele. (Oxford, 1910) 2 vols.
Contents: v. 1. England and Wales -- v. 2 pt. 1 Ireland, pt. 2. Scotland.

Also published as volumes 5-6 in the series *Bibliotheca Lindesiana*.
Also issued under title: *Tudor and Stuart proclamations, 1485-1714.*

The '*Handlist of proclamations issued by royal and other constitutional authorities, 1714-1910, George I to Edward VII, together with an index of names and place's, (*Aberdeen, 1913) was published as volume 8 of Bibliotheca Lidesiana.

Note: Do not follow *Standard Citation Forms*.
NLS records these references in the format:
510 4 _ ‡a Steel ‡c 1, 234.   Where ‡c represents [vol], [reference number].

Todd = William B. Todd, *A bibliography of Edmund Burke* (London, 1964)

Todd & Bowden = William B. Todd and Ann Bowden, *Sir Walter Scott: a bibliographical history, 1796-1832* (Newcastle, DE, 1998)

Todd W.B. "David Hume." In Hume and the Enlightenment, 108-205 = William B. Todd, "David Hume a preliminary bibliography" in *Hume and the Enlightenment: essays presented to Ernest Campbell Mossner*, edited by W.B. Todd (Edinburgh/Austin, Texas, 1974), 189-205.

Willems = Alphonse Charles Joseph Willems, *Les Elzevier : histoires et annales typographiques* (Brussels, 1880)

Wyn Evans, D. James Watson = D. Wyn Evans, "James Watson of Edinburgh: a bibliography of works from his press 1695-1722", *Edinburgh Bibliographical Society Transactions* V, Part 2 (1982)

APPENDIX 12

ALTERNATIVE DATING SYSTEMS

French Republican calendar

See also:

www.gefrance.com/calrep/calen.htm

www.francogene.com/search-fr/calrep.html

Table de concordance des calendriers Republicain et Gregorien.

	An II 1793-94	An III 1794-95	An IV 1795-96	An V 1796-97	An VI 1797-98	An VII 1798-99	An VIII 1799-1800	An IX 1800-01	An X 1801-02	An XI 1802-03	An XII 1803-04	An XIII 1804-05	An XIV 1805
I Vendemiaire	22 Sept. 1793	22 Sept. 1794	22 Sept. 1795	22 Sept. 1796	22 Sept. 1797	22 Sept. 1978	23 Sept. 1799	23 Sept. 1800	23 Sept. 1801	23 Sept. 1802	24 Sept. 1803	23 Sept. 1804	23 Sept. 1805
I Brumaire	22 Oct. - ---	22 Oct. - ---	22 Oct. - ---	22 Oct. - ---	22 Oct. - ---	22 Oct. - ---	23 Oct. ----	23 Oct. ----	23 Oct. ----	23 Oct. ----	24 Oct. ----	24 Oct. ----	24 Oct. ----
I Frimaire	21 Nov. ----	21 Nov. ----	22 Nov. ----	21 Nov. ----	21 Nov. ----	21 Nov. ----	22 Nov. ----	22 Nov. ----	22 Nov. ----	22 Nov. ----	23 Nov. ----	23 Nov. ----	23 Nov. ----
I Nivose	21 Dec. ----	21 Dec. ----	22 Dec. ----	21 Dec. ----	21 Dec. ----	21 Dec. ----	22 Dec. ----	22 Dec. ----	22 Dec. ----	22 Dec. ----	23 Dec. ----	22 Dec. ----	22 Dec. ----
I	21	20	21	20	20	20	21 Janv.	21	21	21	22	21	

Pluviose	Janv. 1794	Janv. 1795	Janv. 1796	Janv. 1797	Janv. 1798	Janv. 1799	1800	Janv. 1801	Janv. 1802	Janv. 1803	Janv. 1804	Janv. 1805	
1 Ventose	19 Fevr. ----	19 Fevr. ----	20 Fevr. ----	19 Fevr. ----	19 Fevr. ----	19 Fevr. ----	20 Fevr. ----	20 Fevr. ----	20 Fevr. ----	20 Fevr. ----	21 Fevr. ----	20 Fevr. ----	
1 Germinal	21 Mars ----	21 Mars ----	21 Mars ----	21 Mars ----	21 Mars ----	21 Mars ----	22 Mars ----	22 Mars ----	22 Mars ----	22 Mars ----	22 Mars ----	22 Mars ----	
1 Floreal	20 Avr. ----	20 Avr. ----	20 Avr. ----	20 Avr. ----	20 Avr. ----	20 Avr. ----	21 Avr. ----	21 Avr. ----	21 Avr. ----	21 Avr. ----	21 Avr. ----	21 Avr. ----	
1 Prairial	20 Mai ----	20 Mai ----	20 Mai ----	20 Mai ----	20 Mai ----	20 Mai ----	21 Mai ----	21 Mai ----	21 Mai ----	21 Mai ----	21 Mai ----	21 Mai ----	
1 Messidor	19 Juin ----	19 Juin ----	19 Juin ----	19 Juin ----	19 Juin ----	19 Juin ----	20 Juin ----	20 Juin ----	20 Juin ----	20 Juin ----	20 Juin ----	20 Juin ----	
1 Thermidor	19 Juil. ----	19 Juil. ----	19 Juil. ----	19 Juil. ----	19 Juil. ----	19 Juil. ----	20 Juil. ----	20 Juil. ----	20 Juil. ----	20 Juil. ----	20 Juil. ----	20 Juil. ----	
1 Fructidor	18 Aout ----	18 Aout ----	18 Aout ----	18 Aout ----	18 Aout ----	18 Aout ----	19 Aout ----	19 Aout ----	19 Aout ----	19 Aout ----	19 Aout ----	19 Aout ----	
1 sans-culottides 6 ----	17 Sept. 1794	17 Sept. 1795 22 ---- ----	17 Sept. 1796	17 Sept. 1797	17 Sept. 1798	17 Sept. 1799 22 ---- ----	18 Sept. 1800	18 Sept. 1801	18 Sept. 1802	18 Sept. 1803 23 ---- ----	18 Sept. 1804	18 Sept. 1805	

The above table shows the Gregorian equivalents of dates in the French Republican calendar.

The above years, the 'Ans de la Republique' , began with 1 Vendemiaire, which corresponded to 23/23/24 September. If the Revolutionary month is given, a precise equivalent year in the Gregorian calendar can be used: otherwise an imprint date should be given as (e.g.) '[1794 or 1795]' (use 's' in 008 and enter the first year only in the date field).

The table begins with 22 September 1793 (the beginning of 'An 2'), but though 'An 1' is not widely found in imprints, there are some genuine example, dates, which are usually given in the form 'An II' etc., should not be confused with other temporal references used following the Revolution, for example 'Ans de la Liberte', which was used from July 1789.

JULIAN CALENDAR

Some early printed items will have 'old style' from the Julian calendar dates in the imprint – e.g. 1711/12. The only difference between the English Old Style and the Julian was that the year began on March 25. That is, the day after March 24, 1711 was March 25, 1712.

In the 1600's and first half of the 1700's nearly all of Europe (and Scotland) used the Gregorian calendar, but the English continued to use their Old Style Calendar. Thus, dates before March 25 were in one year for the English but in the next year for others. The convention began to write both years to avoid any confusion; thus, 1731/32 means it was the year 1731 in England, but 1732 on the Gregorian calendar. The Gregorian date should be used in the 008 field.

See also AACR2 22.17A and
http://www.library.yale.edu/cataloging/rarebookteam/rbtnaco/oldstyle.htm

http://www.math.sfu.ca/histmath/calendars/gregorian.html

MASONIC DATING SYSTEM

A number of dating systems are used by the Freemasons which may appear in books by or about them.

The ordinary calendar year, the year of the "vulgar era" is reckoned from the birth of Christ, and we speak of it as being "AD", or Anno Domini, meaning "In the Year of Our Lord." Craft Freemasonry officially uses that calendar plus its own "Anno Lucis", meaning "In the Year of Light", abbreviated as "AL".

Anno Lucis is " The Year Of Masonry," and is mentioned in the *Constitutions* of 1723 by James Anderson, who arrived at it by adding to the calendar year 4000, representing the number of years once supposed to have elapsed since the beginning of the world. Craft Masonry observes this custom today, and in the certificate issued by the United Grand Lodge (of England) we find the phrase, "In testimony whereof I have hereunto subscribed my Name and affixed the Seal of the Grand Lodge at London this…day of [let us say] AL 5951, A.D.1951."
But it is confusing to find that the year 'AL' is sometimes found by adding 4004 to the calendar year, this being in accordance with the chronology of Archbishop Usher. It is not officially observed today in craft masonry (although one of the additional degrees, the Rite

of Misriam, adopts it), but it is not without the justification of eighteenth century usage, inasmuch as the lodge constituted in 1742 used to print these summons from an old plate bearing the words "constituted AD 1742, AL 5746."

The abbreviation 'A.H.' means Anno Hebracio, "In the Hebrew Year," the calendar used in the Ancient and Accepted Scottish Rite. This is found by adding 3760 to the ordinary calendar year, but after September in each year it is necessary to add one more – that is, 3761 – owing to the Hebrew year beginning in September. 'A.M.' (Anno Mundi) – In the year of the world – agrees with 'A.H.'

A diploma issued by the Supreme Grand Royal Arch Chapter of Scotland was dated Anno Domini, Anno Lucis, and Anno Inventionis. The last name means "In the Year of the Discovery" and alludes to the year in which Zerubbabel began to build the second temple, 530B.C; accordingly the year 'AL' is found by adding 530 to the ordinary calendar year.

The Knights Templar observed the form "In the Year of the Order", abbreviated 'AO' subtract 1118 from the calendar year; thus1950 less 1118=832 AO.

Another of the additional degrees – Royal and Selected Masters – speaks of "In the Year of the Deposit", represented by "A.Dep." abbreviated form Anno Depositionis. To find the year 'A. Dep.' you need to add 1000 to the calendar year; thus, 1950 AD add 1000 A.Dep. The year of the Strict Observance, reckoned from the destruction of the Templars in AD 1314, is found by subtracting 1314 from the calendar year.

APPENDIX 13

The following are <u>brief</u> guidelines, which should be used in conjunction with pp. 48-49 of the ALA-LC Romanization Tables (Library of Congress, 1991). In keeping with AACR2 policy accents have been omitted from the Greek text in this appendix. Lists of old Greek typefaces can be found on pp. 128-131 of Nicolas Barker's "Aldus Manutius and the Development of Greek Script & Type in the Fifteenth Century" 2nd ed. (N.Y., 1992) (shelf mark: H9.93.344)

<u>Classical or Modern Greek?</u>

Virtually all of the printed items you are likely to encounter will be Classical Greek authors/texts; if you are unable to find out from OCLC whether a particular author or text dates from after 1453 (the year of the capture of Constantinople by the Ottomans), always assume that the item is Classical Greek for transliteration purposes.

<u>Alterations to existing records (e.g. Catalogue 1 cards keyboarded by Saztec)</u>

<u>008 field</u>
Language code should be changed to grc if text is Classical Greek.

<u>1XX and 240 fields (optional)</u>
If you have gone into OCLC authority file to check on an author or uniform title, the authorised heading/title should be used instead of the Cat. 1 heading.

<u>245 field</u>
Check value of second indicator, in particular when there are two initial articles in the first words of the title (see copy of Kay Guiles's response to Dr. Hillyard's email of 16.10.95). The Greek definite article can appear in the following forms (capitalised version first):

Ὁ ὁ = Ho
Ἡ ἡ = Hē
Το το = To
Τον τον = Ton
Την την = Tēn
Του του = Tou
Τῆς τῆς = Tēs
Τῷ τῷ = Tō
Τῇ τῇ = Tē
Οἱ οἱ = Hoi

Ai αi = Hai
Τα τα = Ta
Τους τους = Tous
Τας τας= Tas
Τῶν τῶν= Tōn
Τοῖς τοῖς = Tois
Ταῖς ταῖς= Tais

Remember that for cataloguing purposes the macron used in transliteration of the letters η and ω ' ¯ ' counts as a non-filing character, e.g. a title beginning τῆς καινης διαθηκης (literally 'Of the New Testament') will be transliterated as:
T̄es kain̄es diath̄ek̄es with the second indicator in the 245 field being '5' (see final paragraph of Kay Guiles's response).

Rough breathing mark

Look out for the rough breathing ' before the vowels A E H I O Y Ω (lower case α ε η ι ο υ ω) and the letter rho P ρ, or above the second vowel in dipthongs, which leads to an 'h' being placed before the first vowel, e.g. οἱ = *hoi* - EXCEPT in the case of the letter 'rho' P ρ, in which case the 'h' is placed after the letter e.g. = *rh*. If there is no breathing before the vowel, check Liddell & Scott's Greek–English lexicon or consult with Dr Hogg or Dr Hillyard.

NB the soft breathing ' before the above letters should always be omitted.

Single letters used to denote number of books/volumes

Ancient Greek had no cyphers (characters 0-9) as we have today. Instead, the alphabet itself, including 3 disused letters, was made to serve a dual purpose. Thus a given character had its corresponding number. For example, the letter alpha A α also stood for the number 1. Guides to Greek alphabetic numerals can be found at:

http://www.fargonasphere.com/piso/numcode.html
http://mkatz.web.wesleyan.edu/grk202/vocabulary/greek_numerals.html

as well as p. 49 of the ALA-LC Romanization Tables.

In titles in Greek text a letter of the alphabet can be used to denote the number of books or parts contained within the work, e.g. Ἡρωδιανου ἱστοριων βιβλια H / (or lower case η) literally translated is 'Of the histories of Herodian books 8'. If you spot a single Greek letter near the beginning of the title without any breathing mark (rough or smooth), usually between letters α - θ, you can assume that it denotes a number. You should therefore supply the Arabic number in its place when transliterating the title, e.g. (using the title above) *H̄er̄odianou historīon biblia 8*.

Greek letters with accents can also be used in imprint dates, e.g.
α ψ ϟ β = 1792 (α′ [alpha] = 1, ψ′ [psi] = 700, ϟ′ (or ϙ′) [koppa] = 90, β′ [beta] = 2)
(BIB: 3580190)

Common transliteration errors

The following errors can appear in Catalogue 1 retroconverted records, or in records from OCLC or the HPB, some of them are due to text being treated as Modern rather than Classical Greek:

- The dipthongs ου and ευ are transliterated as 'oy' and 'ey' when they should be *ou* and *eu* αἰτιων

- The letter upsilon υ is transliterated as 'n' when it should be *y* or *u* in dipthongs (see above)

- The masculine plural definite article οἱ is transliterated as 'oi' or 'ohi' when it should be *hoi*, similarly the word αἰτιων should be transliterated as *haitiōn* and not as 'ahitiōn'

- The letter beta Β β is transliterated as 'v' when it should be *b*

- The letter sigma, when it appears at the beginning or middle of a word, σ, is transliterated as an 'o' when it should be *s*

NB Watch out for the transliteration of the letter gamma γ (when it appears in the following combination of letters within a word:

γγ = *ng* NOT 'gg', e.g. Ἐυαγγελιου = *Euangeliou* NOT 'Euaggeliou'
γκ = *nk* NOT 'gk'
γξ = *nx* NOT 'gx'
γχ = *nch* NOT 'gch'

APPENDIX 14

ACCESSION STAMPING IN THE NATIONAL LIBRARY OF SCOTLAND

Crown Stamps:

Legal Deposit, received direct from publisher.

Legal Deposit, received from London Agent.

Bought/Purchased

Donated Plain.

Crown Stamp

Oblong Rubber date stamp

FtUld Stamp

Transfer stamp

Wafer stamp
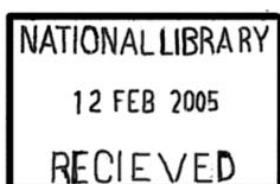
Newspaper Date Stamp

(Black if received direct; Red if received via London Agent).

APPENDIX 15

REFERENCE RESOURCES TO BE UPDATED

Aldis. H.G. Aldis. *List of books printed in Scotland before 1700.* **Master file on RB shared drive. (See also Appendix 20)**

Bannerman. List of books by Helen Bannerman in NLS on RB shared drive in 'children's books' folder.

Bindings. Binders of rubbings/photos in RB office

Durkan & Ross. John Durkan and Anthony Ross, *Early Scottish Libraries* (Glasgow, 1961) **interleaved** SU.37(5.5.1 Dur)

Gaskell. Philip Gaskell, *A bibliography of the Foulis Press.* 2nd ed. (Winchester, 1986) **annotated** SU.37(3.1 Gas)

Jessop. Thomas Edmund Jessop, *A bibliography of David Hume and of Scottish philosophy from Francis Hutcheson to Lord Balfour* (New York, 1966) **annotated** SU.37 (1.1 Hume)

Loudon. J.H. Loudon *James Scott and William Scott bookbinders.* (London, 1980) **loose-leaf binders** SU.37

Roscoe. S. Roscoe and R.A. Brimmell. *James Lumsden & Son of Glasgow.* (Pinner, 1981) **annotated** SU.37(5.2 Ros)

Sinclair. List of books by Catherine Sinclair in NLS on RB shared drive in 'children's books' folder.

Wing. Wing, Donald. *Short-title catalogue.* (New York, 1972) **annotated** SU.37(1.3 Win)

APPENDIX 16

SHELFMARKING

<u>Antiquarian material (excluding Special Collections).</u>

All works published before 1901 are treated as 'Antiquarian'; this includes books, pamphlets and single sheets.

All such material is classified in terms of being either of Scottish interest, or not of Scottish interest.

<u>Material of Scottish interest includes:</u>

Works published by Scottish publishing houses;

Works by Scottish authors;

Works not by Scottish authors or produced by Scottish publishing houses but where the works relate entirely, or in significant part, to Scottish history and culture.

All such material will be classified as either:

ABS (Antiquarian Books Scottish): Hardback material.

APS (Antiquarian Pamphlets Scottish): Pamphlet material.

S.Sh.S. : Single sheet publications of Scottish interest.

<u>Antiquarian material which is not considered to be of Scottish interest is classified as:</u>

AB (Antiquarian Books): Hardback material.

AP (Antiquarian Pamphlets): Pamphlet material.

S.Sh. : Single sheet publications not considered to be of Scottish interest.

<u>Sizing.</u>

The sizing of antiquarian material should be done with the standard sizing board, or, for larger material, with a ruler or tape measure.

When sizing the material, consideration should be given to the possibility that the material may change size or format, depending on whether conservation work needs to be done.

Examples:

1) An item which is received as a pamphlet but which requires a new pamphlet binding may change from a size 1 (for example) to a size 2 if the original pamphlet size was close to the limit of the size 1. The new binding will extend beyond the pamphlet to a slight degree. A judgement must be made as to whether the new binding is likely to extend so much as to mean that the pamphlet should be shelfmarked as a size 2.

    The same principal applies when material is to be placed in a box-board enclosure or in a drop-spine box. The box will add something to the dimensions of the item and this must be taken into account when sizing.

2) It may be decided that a substantial pamphlet is best placed in a box-board enclosure rather than with other pamphlets in a general pamphlet box. In such a case the pamphlet would be treated as a hardback for placing, rather than as a pamphlet, and would be given an AB/ABS shelfmark.

3) Very thin, flimsy bound volumes are best treated as pamphlets.

Antiquarian Books. (Hardback)		
Shelfmark and description:	Size	Notes:
	1	Material not higher than size 1 and not more than 2.5cms over the width of size 1*. Where the material is not higher than size 1 but wider it should be placed in size 8, unless the width exceeds that of size 8 by more than 2.5cms in which case it should be placed in size 10
	2	Material higher than size 1 but not higher than size 2 and not more than 2.5cms over the width of size 2*. Where the material is not higher than size 2 but wider it should be placed in size 8, unless the width exceeds that of size 8 by more than 2.5cms in which case it should be placed in size 10.
ABS.

Antiquarian material which is bound (or boxed and treated as a bound work) and which is considered to be of Scottish interest. | 3 | Material higher than size 2 but not higher than size 3 and not more than 2.5cms over the width of size 3*. Where the material is not higher than size 3 but wider it should be placed in size 8, unless the width exceeds that of size 8 by more than 2.5cms in which case it should be placed in size 10. |
| | 4 | Material higher than size 3 but not higher than size 4 and not more than 2.5cms over the width of size 4*. Where the material is not higher than size 4 but wider it should be placed in size 8, unless the width exceeds that of size 8 by more than 2.5cms in which case it should be placed in size 10. |
| AB.

Antiquarian material which is bound (or boxed and treated as a bound work) and which is NOT considered to be of Scottish interest. | 8 | Material higher than size 4 but not higher than size 8 and not more than 2.5cms over the width of size 8*. Where the material is not higher than size 8 but wider it should be placed in size 10. |
| | 9 | Material higher than size 8 but not higher than size 9 and not more than 2.5cms over the width of size 9*. Where the material is not higher than size 9 but wider it should be placed in size 10. |
| | 10 | **All** volumes over size 9 in height **or** which are less than size 9 in height but more than 2.5cms over the **width** of shelf sizes 8 and 9. |

*An allowance may be made of 2.5cm over the width margin shown on the sizing board.

Antiquarian Pamphlets.			
Shelfmark.	Description.	Size	Notes.
APS. AP.	Antiquarian pamphlets considered to be of Scottish interest. Antiquarian pamphlets which are NOT thought to be of Scottish interest.	1	Material not larger than pamphlet size 1. (Including single sheets)
		2	Material larger than pamphlet size 1 but not larger than pamphlet size 2. (Including single sheets)
		3	Material larger than pamphlet size 2 but not larger than pamphlet size 3. (Including single sheets)
		4	Material larger than pamphlet size 3 but not larger than pamphlet size 4. (Including single sheets)
		5	Pamphlets (**excluding single sheets**) over pamphlet size 4 but not larger than 8th series: (37.5cm by 28cm) - (60cm by 39.5cm)
		el.	Pamphlets (**excluding single sheets**) larger than 8th series: (60cm by 39.5cm) -
S.Sh.S. S.Sh.	Single sheets (**of all publication dates**) which are considered to be of Scottish interest. Single sheets (**of all publication dates)** which are NOT considered to be of Scottish interest.	1	Single sheets over pamphlet size 4 but not larger than 8th series: (37.5cm by 28cm) - (60cm by 39.5cm)
		2	Single sheets larger than 8th series (60cm by 39.5cm) - ALL ITEMS WHICH ARE PLACED IN S.Sh.S. or S.Sh. ARE ENCAPSULATED.

Shelfmark format

Shelfmarks for general antiquarian material take the following format:

[Classification].[Size indicator].[Year indicator].[Running number]

i.e.

AB.1.203.55

S.Sh.S.1.203.10

The format of a particular shelfmark is shown at the top of the relevant excel shelfmark sheet.

Position of the shelfmark:

All shelfmarks are written in pencil on the upper right corner of the front free end-paper.

	ABS.1.203.010
(Front cover)	
	(Free end paper)

Shelfmarking - general .

1. Select the excel worksheet for the relevant classification from the Collection Management folder on the Vectra.

    It is a good idea to set up a short cut to this folder from the 'Start menu'.

    Within the Collection Management folder the sub folders are arranged by classification.

2. Where the last numbers to have been used have not been checked they will need to be checked. Check the number sequence against the OPAC to ensure that the sequence is complete and that there are no double numbers. Where there are errors they should be checked and corrected.

3. If the numbers are in the correct order and there are no errors, initial the sheet in the 'Checked' column (unless the last batch was done by you: see 6.)

4. Enter the next number (the first number of the new batch), initial and date the sheet.

5. Process the material following the shelf marking procedures. (See below)

6. Once a batch has been completed close off the entry on the worksheet and check the sequence against the OPAC. Correct any errors before sending the material for placing.

    When checking your own work do not initial the 'Checked' box on the worksheet. This will be done when the secondary check is done by someone else.

    Where only one number has been used enter that number in both the 'From' and 'To' columns of the worksheet.

7. Send the material to be placed or for conservation, whichever is appropriate.

Procedures.

Once the material has been sized:

1. Call up the record for the item being processed using one of the following methods:
    Keyboard shortcut; (alt r i b)
    'Search' icon;
    Toolbar heading: Record> Search

2. Check that the record is the correct one for the item being processed.

3. Ensure that the bibliographic record is unsuppressed.

4. Using either the 'New hldgs' icon or the toolbar headings add a holdings record.

5. Follow the separate procedures for 'Holdings records' when completing the 'Leader' and '008' entries.

6. The pressmark field on the holdings record is the 852.

    To add an 852:

    Insert a new field into the holdings record and add the following information:

    Tag: 852

    1st indicator: 8. If this indicator is not included the record cannot be searched in the OPAC. Where Donation or Purchase records already have existing holding ('In proc' or copy specific notes, etc.) the 1st indicator will usually be 0 - **THIS MUST BE CHANGED TO 8.**

2ⁿᵈ indicator: Blank

Subfield data:

Subfield b: Location code. A full list of location codes can be seen by placing the cursor immediately to the right of the subfield b and then pressing and holding down both Ctrl + L.
Double clicking on the relevant code in the selection box will add the location code to the 852.

Subfield h: Shelfmark. Enter the relevant shelfmark.

Other commonly used subfields:

x - for non-public notes; i.e. notes that are not meant to be viewed in the OPAC.

z - for public notes; i.e. notes that are meant to be seen in the OPAC. For example, copy specific information - 'No. 53 of a limited ed. of 100'

7. Once the 'Leader' and '008' have been amended, and the 852 has been added, save the record.

8. Using the 'New items' icon or the toolbar headings create a new item record.

    For new item records all of the relevant shelfmark fields will be completed by the Voyager system. However, other information may have to be added such as enumeration, caption titles, etc. Instructions for completing these details are shown separately.

    Note: W*hen re-placing material the 'Perm.Loc' entry on the item record will have to be changed manually.*

9. Save the item record to the database.

10. As a final check to ensure that the record structure is correct use the 'Hierarchy' icon.
Composite volumes.

Where several titles are bound together in one volume and where each title is catalogued separately a composite shelfmark should be used.

The volume will be given a single shelfmark and each title within the volume will be identified by a bracket number: (1) for the first title ; (2) for the second title, etc.

The volume will be shelfmarked in the usual place but the format will be as follows:

(Front cover)	ABS.1.203.011(1-*) (Free end paper)

* being however many titles there are in the volume.

Each title page should be annotated in the upper right corner with the relevant bracket number:

	(1) Sir Walter Scott The lay of the last minstrel. Edinburgh, 18--

The subfield h in the 852 of each record will show the shelfmark followed immediately by the relevant bracket number. For the example above this would be:

ABS.1.203.011(1)

Multi-volume works.

Multi-volume monographs issued as a complete set but held within a bibliographically significant container or slip-case:

Where a multi-volume monograph is issued as a complete set the following procedures should be followed:

Has the set been issued in a slip-case or container? If so, has the slip-case or container been mentioned on the bibliographic record in a significant way; i.e. 'Title taken from the slip-case'.

If it has the following applies:

Unsuppress the bibliographic record and save it to the database.

Create a holdings record, but do so as if the work were a single volume so that the Leader details show N X 1. The X designates that only a single item record is attached.

The following fields in the '008' should be amended:

Receipt status: 2 'Completed'

Completeness: 4 'Not applicable'

Create an item record. Because the work is intended to be issued as a complete set, including the slip-case or container, only one item record is required. The item record must however, be annotated to indicate the number of pieces in the set. Count the set including the container and amend the 'Pieces' box at the bottom of the item record.

No other information need be added.

Multi-volume works issued as a set without a container or with a slip-case that has no significance beyond protection.

Slip-cases should always be retained but where they have no bibliographic significance they should be ignored when processing a work.

Unsuppress the bibliographic record and save it to the database.

Assign a single shelfmark to the set. Because the volumes of the work are related but can be issued separately each volume will have a separate item record.

Create the holdings record in the normal way, but amend the 'Leader' to show N V 1, where V designates that muliple items are attached to the holdings.

The following fields in the '008' should also be amended:

Receipt status: 2 'Completed'

Completeness: 1 'Complete'

For each volume add a new item record.

Each item record should be annotated to show the volume enumeration, caption title, or both if the volumes have both.

Enumeration means a volume or part indicator:

Vol. 1
Pt. 2
Vol. 1, pt. 2 etc.

Abbreviations should be used. Enter the enumeration into the 'Enum' box on the item record.

Caption titles are sub-titles. The 505 field in the bibliographic record will show the relevant caption titles. Simply 'copy' a title from the 505 and 'paste' it into the 'Caption' box on the item record for the relevant volume.

Once the item records have been added check the record structure using the 'Hierarchy' screen. Ensure that only the correct number of item records have been added; that they are in the correct sequence, and that the enumeration entries display uniformly - i.e. letter case, spacing, etc.

If the item records are not showing in the correct sequence close the hierarchy screen and select 'Get items'. A screen will be shown listing the item records that are attached to the holdings. Using the instructions to the right of the box re-organise the item records into the correct sequence.

Save the changes.

Re-check the sequence in the hierarchy screen.

Where a multi-volume work is incomplete the '008' should be amended to show the 'Completeness' box as '2 - Incomplete'.

Provenance notes.

Where more than one copy of a work is held and where each copy is included as a separate holding attached to one bibliographic record, any provenance notes will have to be qualified to show which copy of the work the note refers to. The note should be qualified by adding the shelfmark of the relevant work to the provenance note.

Conservation queued.

At present only those works which require urgent treatment or those which are of delicate material which needs to be protected should be sent to preservation. All others should be 'Conservation queued'. This means that once the work has been shelfmarked it should be flagged with a 'Conservation queued' slip. These are provided by the Preservation Support Unit. Supplies may be obtained by contacting John Shearer. Once John has seen the book and recorded the treatment required on Dataease, he will send the book for shelving.

APPENDIX 17

SIGNS/SYMBOLS USED IN NLS SHELFMARKS

Sign	*Shelfmark*	*Origin*
φ	[Phi]	Phi (Greek alphabet)
&	[Amp]	Ampersand
♉	[Tau]	Taurus (Zodiac sign)
ψ	[Psi]	Psi (Greek alphabet)*
Ω	[Ome]	Omega (Greek alphabet)**
♃	[Jup]	Jupiter (Astrological sign)
♂	[Mar]	Mars (Astrological sign)
♀	[ven]	Venus (Astrological sign)
♍	[Vir]	Virgo (Zodiac sign)
ξ	[Xi]	Xi (Greek alphabet)

Volumes may have had the shelfmark written on them using the 'sign' and catalogue 1 records may also show this sign as the shelfmark. For all current cataloguing we should replace the sign with the appropriate phrase in square brackets, as shown above. (The term shelfmark is now used in preference to the older term shelfmark).

The greek α [alpha] sign is also found as part of some shelfmarks, on both the volumes and the catalogue 1 record, (eg: M.23.a.1.α). This should be transcribed as [alpha] (eg: M.23.a.1.[alpha]). Caution should be taken as the α [alpha] sign can be easily confused with the letter 'a' which is also used in this area of the shelfmark.

* Also taken to be the astrological sign for Neptune.
** Also taken for Leo (Zodiac Sign).

APPENDIX 18

QUALITY ASSURANCE

The idea behind the quality assurance process is to ensure that a high and consistent standard of cataloguing is maintained by all those cataloguing material in the division.

To be satisfactory, a cataloguer's work does not need to be error-free, but should have the following fields accurate and correct. Particular attention should be given to the items in bold below. Cataloguers are encouraged to check their records once completed.

Fixed and 0xx fields **(date, country and language codes)**

Field numbers and indicators

1xx and 7xx access points (correct in form and correctly chosen)

240 access point (correct in form and correctly chosen)

300 field

600/610 access points (correct in form, appropriately chosen and helpful to catalogue users)

650/651 access points (correct in form, appropriately chosen and helpful to catalogue users)

transcription in 245, 250 and 260

500 obligatory notes

510 obligatory citations

Shelfmark and statement of imperfection

Cross in pencil at back of volume

All unique items should be double-checked book-in-hand.

At present 5% of each cataloguer's output is checked by comparing the record to the book. When there are errors the book and a printout of the record are returned to the cataloguer for corrections to be made. A record of items checked will be kept and reviewed annually.

APPENDIX 19

GUIDELINES FOR RECORDING CATALOGUING STATISTICS

Pre-1701/1701-1800 – **only retro cataloguers need to tick this box**

New cataloguing – used when records are created book-in-hand

RLIN (includes ESTC & HPB)/CURL/OCLC – used when records are downloaded onto Voyager from external databases

Records upgraded – should only be ticked when the Encoding Level in the Leader field of a bibliographic record is changed to a higher value, e.g. from 5 to 1.

Holdings/items amended - when amendments are made to holding or item records *already on* Voyager

Holdings/items added – should be ticked only when new holdings/items are added to new or existing records

Cards converted – only retro cataloguers need to tick this box; includes unsuppressing pre-1701 British material currently suppressed and 'crossing off' 18th century retro cards for material on Voyager.

Unique items – this should be ticked when cataloguing 'only known copies' or items not on ESTC. All such items should be double-checked by another cataloguer as a matter of course.

Maintenance – this should be ticked when bibliographic records are amended as a result of the detection of errors, or the availability of new information, with no change to the Encoding Level in the Leader field.

APPENDIX 20

ALDIS ITEMS

This section deals with items recorded in H.G. Aldis's *A list of books printed in Scotland before 1700,* first published in 1904, revised in 1970 and also online at
http://www.nls.uk/catalogues/resources/scotbooks/index.html

When cataloguing items which are 'Not in Aldis', we should no longer add 509 ‡b NOT IN ALDIS and 510 Aldis, H.G. Scotland ‡c ????. After checking the master lists on the shared drive add a new Aldis number. The system of numbering follows Incunable numbering. This means if you have an 1665 item which slots between 'Taylor, D.' (2501) and 'True' (2502) it should be given 2501.5 (not 2501.1) so as to allow other items to slotted in at a later stage. If everything between 2501.1-2501.9 is filled in, and you had to slot in something between Taylor, J.(2501.1) and Taylor, M. (2501.2) then you would use 2501.15.

If an item is given the wrong number (say for example you discover further information which dates a particular item with more certainty), assign a new number, but do not re-use or delete the old number. Instead place a note at that number directing users to the new number etc.

If you come across items which are on the master file or electronic Aldis but do not have a shelfmark, check Voyager and add the shelfmark in place of the 'A' symbol.

Ignore punctuation // in master file for the later period.

It is important that any amendments made to the Aldis Master files be done carefully and if possible the information should be double-checked.

Each entry should follow the format below:

989 An assertion of the government of the Church of Scotland, in the points of ruling-elders, and of Presbyteries and Synods. With a postscript …. 4to. Edinburgh: For J. Bryson, 1641.
Wing G745; by George Gillespie [Voyager 1954105]
NLS holdings: Ferg.97 (imperfect: wants Postscript)
Other locations: B Y Leighton

Details of microfilms should also be included, indicating the source of the microfilm – e.g. Mf.BH.016(2) (microfilm of 1.2(34))

If unsure about any of the above procedures, please forward Record ID for any item not found in Aldis to the curator with lead responsibility for cataloguing.

APPENDIX 21

BIBLIOGRAPHY

GENERAL

Carter, John. *ABC for book collectors.* London, 1952.

Descriptive cataloguing of rare books. 2nd ed. Washington, 1991.

Examples to accompany Descriptive cataloguing of rare books. Chicago, 1999.

Gaskell, Phillip. *An introduction to bibliography.* Oxford, 1972.

Glaister, Geoffrey Ashall. *Encyclopaedia of the book.* London, 1960.

Guidelines for the cataloguing of rare books. London, 1997.

Sayce, R.A. *Compositorial practices and the localization of printed books 1530-1800.* Oxford, 1979.

Bibliographic description
http://www.sc.edu/fitzgerald/essays/editorial/editorial.html

Bibliographic information by language
http://130.15.161.74/techserv/biblang.html

Book terms
http://www.aracnet.com/~plumtree/glossary.html

http://www.bl.uk/services/npo/glossary/pdf

Cataloger's Desktop
http://desktop.loc.gov/

CATALOGUING - AUTHORITY CONTROL / THESAURI

Art and Architecture Thesaurus (AAT)
http://www.getty.edu/research/tools/vocabulary/aat/

Getty Thesaurus of Geographic Names
http://www.getty.edu/research/conducting_research/vocabularies/tgn/

Library of Congress Authorities
http://authorities.loc.gov/

CATALOGUING - MARC CODE LISTS

Country codes (008)
http://www.loc.gov/marc/countries/cntrhome.html

Geographic area codes (043)
http://lcweb.loc.gov/marc/geoareas/

Language codes
http://lcweb.loc.gov/marc/languages/

Relator codes
http://www.loc.gov/marc/relators/relators.html

4) CATALOGUING - PLACENAMES

Latin placenames
http://www.lib.byu.edu/~catalog/people/rlm/latin/names.htm

Names of printing towns
http://www.bibsoc.org.uk/cathlibs/towns/towns.htm

5)CATALOGUING – RARE SERIALS

Rare serials cataloguing
http://www.library.yale.edu/conser/documents/dcrs.html

6) CALENDARS

French republican calendar
www.gefrance.com/calrep/calen.htm
www.francogene.com/search-fr/calrep.html

Julian calendar (or Old Style or Lady Day dating)
http://www.library.yale.edu/cataloging/rarebookteam/rbtnaco/oldstyle.htm

Gregorian calendar
http://www.math.sfu.ca/histmath/calendars/gregorian.html

7) DECIPHERING

Transliteration
http://www.cyndislist.com/language.htm

8) Descriptive Cataloguing of Rare Books (DCRB)

DCRB - Descriptive Cataloging of Rare Books
http://www.tlcdelivers.com/tlc/crs/rare0170.htm

DCRB revision
http://www.folger.edu/bsc/dcrb/DCRMBepsilon20050531rcleancopy.doc

DCRB/AACR2 concordance
http://www.itsmarc.com/crs/rare0362.htm

9) English Short Title Catalogue (ESTC)

ESTC North America
http://cbsr26.ucr.edu/estcmain.html

ESTC web matching interface
http://estc.ucr.edu/EstcPasswordTest.html

10) Catalogues

Pollard, A.W. and Redgrave, G.R. *A Short-title Catalogue of Books printed in England, Scotland, & Ireland and of English Books printed abraod 1475-1640.* 2nd ed., London 1986. ("STC")

Wing, Donald. *Short-title Catalogue of Books printed in England, Scotland, Ireland, Wales, and British America and of English Books printed in other countries 1641-1700.* 2nd ed. New York 1994. ("Wing")

Early English Books Online: http://eebo.chadwyck.com/home
("EEBO") Full text access (subscription required)

Eighteenth Century Collections Online http://www.gale.com/EighteenthCentury/
("ECCO") full text access (subscription required)

11) Rare books librarianship (with a Scottish slant)

The amount published on bibliography and book history is vast and most of these works contain useful bibliographies that will offer numerous other titles. However, works dedicated to printing history in Scotland are very thin on the ground, though the history of the book in Scotland projects should go some way to addressing this gap. Journals offer a treasure trove of interesting work on Scottish subjects, especially *Records of the Glasgow Bibliographical Society*, *Edinburgh Bibliographical Society Transactions* and the *Bibliotheck*.

Aldis, Harry G. *The Printed Book.* Cambridge, 1916.

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Aldis online
http://www.nls.uk/catalogues/resources/scotbooks/

Aldis, Harry G. 'The book-trade, 1557-1625' in The Cambridge History of English Literature. *vol.iv (1909).*

Carter, J. & Muir, P. H. *Printing and the Mind of Man: a descriptive catalogue illustrating the impact of print on the evolution of Western civilization during five centuries.* London, 1967.

Dickson, Robert & Edmond, John Philip. *Annals of Scottish Printing, from the introduction of the art in 1507 to the beginning of the seventeenth century.* Cambridge, 1890.

Durkan, John & Ross, Anthony. *Early Scottish Libraries.* Glasgow, 1961

Hillyard, Brian. 'Scottish bibliography for the period ending 1801' in Peter Davison ed., *The Book Encompassed.* Cambridge, 1992. pp.182-192.

Mann, Alastair. *The Scottish Booktrade, 1500-1720.* East Lothian, 2000.

Gazetteer for Scotland
http://www.geo.ed.ac.uk/scotgaz/

Scottish Book Trade Index
http://www.nls.uk/catalogues/resources/sbti/index.html

INDEX TO THE NLS RARE BOOKS COLLECTIONS DIVISION CATALOGUING MANUAL