8.0 OBJECTIVES

This Unit aims to give an overview of the bibliographic description of the various types of non-book material and the rules followed for their cataloguing according to AACR-2R.

After reading this unit, you will be able to:

- identify and describe the bibliographic information about each item of non-book material as prescribed in AACR-2R;
discuss the relevant rules for effective cataloguing of non-book material;

• identify and mention access points for different items to be catalogued; and

• catalogue electronic resources according AACR 2002, RDA and FRBR.

8.1 INTRODUCTION

Library is a centre for the communication of ideas and knowledge. It is also a repository of records of human civilisation serving as an information clearing house to the community. The librarian must organise and order the flow of information so as to maximise the use of the resources of a library. In the present era of scientific and technological advancement, the sources of knowledge are not confined to conventional print media only. The impact of ICT has directly caused the spread of non-print materials. These documents are responsible for the communication of recent information and new knowledge. As a result, the libraries world over have acquired large collection of such materials. These materials need to be collected, organised and disseminated at the right time. The information looses its dynamism if not communicated timely. The nature of non-print material demands a separate treatment for organisation that forms the subject of the present Unit.

Evolution of Non-Book Materials (NBM)

The most primitive media for recording knowledge were stones, rocks, clay tablets, parchment, vellum, papyrus and palm leaf. The book in paper medium is the outcome of the printing press of John Gutenberg. The advent of microforms or non-book material goes back to 1953 with the invention of microphotography. Although these have been available for a considerable time, it is only in the past six decades that we have seen their active use and availability in the library market.

The educational use of audio-visual materials began during the 1950s and libraries started acquiring the materials in the late 1960s. During this time the governments and national professional organisations became interested in the educational possibilities of the materials as opposed to their entertainment value they had been labelled with previously. Thus, the history of the non-book materials has passed from the stone age to the electronic age. Libraries have been providing information in many different media. They circulate books, microforms, art prints, periodicals, disc records, audio and video tapes, games and simulations, motion pictures, films, slides, film strips, models, realia and so on.

The world is now witnessing an exponential growth of information and there is a need to provide quick access to information. The exorbitant cost of printing and publishing and the need to reduce time lag in conventional printing necessitated the shift in focus from traditional print media to non-print media. Over the last two decades, there has been tremendous growth in the development of new technologies in photographic, micrographic, computers, fiber-optics and telecommunications technologies that affect the preparation, organisation, storage and retrieval of information.

8.2 NON-BOOK MATERIAL

NBM are those materials which do not come within the definition of a book, periodical or pamphlet and which require special holding e.g. audio-visual materials, microforms or computer files, electronic resources. It is generally understood to be any resource material, which is not a printed book but contributes to the learning process. The NBM require special treatment in terms of their bibliographic description in order to exploit
information from those formats. Webster’s Third New International Dictionary defines “Non-book being something other than a book; being a manuscript, microfilm, map on other library holding that is not a book.” Harrold’s Librarian’s Glossary describes NBM as “those library materials which come with in the definition of special holding, i.e., audio-visual materials, vertical file materials, microforms or computer software.”

### 8.2.1 Types of Non-Book Material

There are various types of NBM which are mentioned as under:

<table>
<thead>
<tr>
<th>Cartographic Materials</th>
<th>Manuscripts</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ariel Chart</td>
<td>- Item (for collection of manuscripts.)</td>
</tr>
<tr>
<td>- Leaf</td>
<td>- Box</td>
</tr>
<tr>
<td>- Ariel Remote Sensing image</td>
<td><strong>Music</strong></td>
</tr>
<tr>
<td>- Atlas</td>
<td>- Score</td>
</tr>
<tr>
<td>- Celestial Globe</td>
<td>- Condensed</td>
</tr>
<tr>
<td>- Chart</td>
<td>- <strong>Minature Score</strong></td>
</tr>
<tr>
<td>- Globes</td>
<td>- <strong>Chorus Score</strong></td>
</tr>
<tr>
<td>- Map</td>
<td><strong>Sound Recordings</strong></td>
</tr>
<tr>
<td>- Plan</td>
<td>- Sound Cartridge</td>
</tr>
<tr>
<td>- Relief Model</td>
<td>- Sound Cassette</td>
</tr>
<tr>
<td>- Remote Sensing Image</td>
<td>- Sound Disc</td>
</tr>
<tr>
<td>- Space Sensing Image</td>
<td>- Sound Track Film Reel (Cassette)</td>
</tr>
<tr>
<td>- Topographic Drawings</td>
<td><strong>Computer Files</strong></td>
</tr>
<tr>
<td><strong>Motion Pictures and Video Recordings</strong></td>
<td></td>
</tr>
<tr>
<td>- Film Catridge</td>
<td>- Data Files</td>
</tr>
<tr>
<td>- Cassette</td>
<td>- Program File</td>
</tr>
<tr>
<td>- Video Cassette</td>
<td>- Object Program</td>
</tr>
<tr>
<td>- Video Disc</td>
<td><strong>Three-Dimensional Artefacts and</strong></td>
</tr>
<tr>
<td>- Video Reel</td>
<td><strong>Realia:</strong></td>
</tr>
<tr>
<td><strong>Graphic Materials</strong></td>
<td>- Art Original</td>
</tr>
<tr>
<td>- Art Original</td>
<td>- Realia</td>
</tr>
<tr>
<td>- Art Print</td>
<td>- Game</td>
</tr>
<tr>
<td>- Art Reproduction</td>
<td>- Diorama</td>
</tr>
<tr>
<td>- Chart</td>
<td>- Model</td>
</tr>
<tr>
<td>- Film Strip</td>
<td><strong>Microform</strong></td>
</tr>
<tr>
<td>- Kit</td>
<td>- Aperture Card</td>
</tr>
<tr>
<td>- Photograph</td>
<td>- Microfiche</td>
</tr>
<tr>
<td>- Picture</td>
<td>- Micro Film Cartridge Cassette Reel</td>
</tr>
<tr>
<td>- Post Card</td>
<td></td>
</tr>
<tr>
<td>- Slide</td>
<td></td>
</tr>
<tr>
<td>- Technical Drawing</td>
<td></td>
</tr>
<tr>
<td>- Transparency</td>
<td></td>
</tr>
</tbody>
</table>
8.2.2 Utilities of Non-Book Material

Following are some of the utilities of NBM:

- NBM as storage media provide potential alternative access to information, which has enormous information storage capacity with low cost.

- Data damage is drastically reduced with NBM and information can be retrieved and transferred speedily and accurately.

- Their durability quality provides the benefit of repetitive use of information without deterioration or loss.

- Presently there is a trend towards compressing information carriers so that they occupy less space and make storage and distribution easy. Books are “space eaters” where as NBM are “space savers”.

- They have the quality of security, accessibility, portability, reliability, economy, easy retrieval and easy updating.

- Rare books can be stored in microform. The whole set of Encyclopedia Britannica; Chemical Abstracts and Biological Abstracts can be stored in a CD-ROM.

- Monotonous topics in history produced in coloured picture with enchanting voice as videotapes helps to remember and grasp the topic easily as media resources are powerful forms of communication. It has been ascertained that a person can remember 10% of information on reading, 20% of what is heard, 30% of what is viewed, but 50% of information are remembered if it is heard, seen and discussed which can only be possible with the audio-visual materials.

8.2.3 Constraints of Using Non-Book Material

Following are some constraints in using NBM:

- In a paper oriented society majority of the people still are not acquainted with microform or the screen display of information and this, they are not quite reconciled to this change.

- Special methods of handling materials are troublesome to operate. Hence, special awareness program to users are very much essential.

- Reading NBM sometimes gives strain to the eyes.

- Acquiring of equipments for operation of NBM, its maintenance and storage facilities amounts to high cost.

- Like books, NBM are not issued for use at home.

- The cost of microfilming may not be justified if the record has short retention schedule with little or no reference. It requires special storage devices for the NBM.

- Special types of equipment are required to retrieve the information from different types of materials, e.g., microfilm reader or reader/printer is required to retrieve information from microform.

- As and when necessary, information on microform can’t be manually changed or updated as on paper.

- High obsolescence of equipment due to technology adds on to cost.
Self Check Exercise

Note:  i) Write your answers in the space given below.
        ii) Check your answers with the answers given at the end of this Unit.

1) State the important reasons for advent of non-book materials.
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

2) State the different types of NBM.
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................
   ........................................................................................................................................

8.3 PROBLEMS OF CATALOGUING NON-BOOK MATERIAL

New media materials due to their inherent peculiar format, very frequently pose serious problems in their arrangement, cataloguing and retrieval of information contained in them. Hence, the cataloguer may encounter the following possible problems.

- Information may be difficult to obtain from the documents to be catalogued than with conventional documents having title page.
- Information collected from one source in the NBM may differ with that obtained from another source of documents.
- It may be harder to reach the cataloguing decisions with reference to choice of access point i.e. determination of heading or in other words to decide the person who is chiefly responsible for the intellectual content of the document, which is less experienced in case of books and serials.
- Information about physical description of different types of NBM definitely creates problems for cataloguer rather than that for conventional documents.
- Not possible to obtain information through the naked eyes as it requires special equipments.

Cataloguing of NBM in comparison to books has a number of special problems. Eric J. Hunter has pointed out some specific problems regarding frequent variation in its physical forms and difficulties in getting the author equivalent. John Horner at the same time in his book Special Cataloguing has discussed a number of possible problems along with the two above problems as stated by Hunter. The problems stated by Horner are:

a) Machinery may be needed to use the documents.

b) The materials may be more fragile, rare and expensive than normal book-form materials.
c) Special subject knowledge and that of the relevant rules in catalogue code may be needed to catalogue the materials thoroughly and quickly.

d) Special knowledge and experience of the physical form may be needed.

e) Special cataloguing tools that is, codes and thesauri may be needed.

f) Hence, it may be necessary to compile one’s own aids because of the variety of the type of material.

Despite these bottlenecks, the entire spectrum of the new media cannot be kept out of the libraries of today and tomorrow. With the publication of AACR-2, Amendments and AACR-2002, the cataloguing of NBM has become easy, clear and standardised. Hence, through proper cataloguing their use in the libraries gets facilitated.

Self Check Exercise

Note:  

i) Write your answer in the space given below.

ii) Check your answer with the answer given at the end of this Unit.

3) Mention the major problems of cataloguing of NBM.

........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................
........................................................................................................................................................

8.4 CATALOGUING OF NON-BOOK MATERIAL

AACR-2 specifies sources of information to be used in describing a publication; in the case of printed monograph, for example, such sources include the title page, the verso of the title page, etc. Of these, the source of bibliographic data to be given first preferences as the source from which a bibliographic description is prepared is called the chief source of information. The rules identify a chief source of information for each type of material.

Chief Sources of Information

<table>
<thead>
<tr>
<th>Type of Materials</th>
<th>Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartographic materials</td>
<td>Cartographic item itself</td>
</tr>
<tr>
<td></td>
<td>Container or case, the cradle and stand of globe, etc.</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>Title page and Colophon</td>
</tr>
<tr>
<td>Music</td>
<td>Title Page</td>
</tr>
<tr>
<td>Sound recordings</td>
<td></td>
</tr>
<tr>
<td>Disc</td>
<td>Label</td>
</tr>
<tr>
<td>Tape (open reel-to-reel)</td>
<td>Reel and label</td>
</tr>
<tr>
<td>Tape Cassette</td>
<td>Cassette label</td>
</tr>
<tr>
<td>Tape Cartridge</td>
<td>Cartridge and label</td>
</tr>
<tr>
<td>Sound recording on film</td>
<td>Container and label</td>
</tr>
<tr>
<td>Motion picture and video</td>
<td>Film itself and its container</td>
</tr>
</tbody>
</table>
### 8.4.1 Punctuation Marks

One of the significant features of the ISBD is a set of prescribed punctuation. The prescribed punctuation mark precedes each element in the description and signifies the nature of that element. The prescribed punctuation marks are used as a device of recognition for both machine and human manipulation of bibliographic records.

Specific and detailed rules with regard to prescribed punctuation are given in each chapter in AACR-2. The details of punctuation marks of ISBD (G) has been provided in Unit 7. Besides some punctuation marks necessary for NBM have been given below:

#### Parentheses ( )

Parentheses are used to:

1. enclose physical details of accompanying material.
2. enclose the number of logical records after the designation for a data file; the number of statements and the name of programming language the designation for a program file; the number of logical records, or statements in each file after the designation for a multipart file; or the name, number, etc. mentioned after the designation for an object program.
3. enclose the number of frames of microforms a filmstrip and the speed of a film or recording.

#### Plus Sign +

1. precedes a statement of accompanying material.
2. is used to indicate the Northern Hemisphere when giving the declination of the center of a celestial chart.

#### Square Brackets [ ]

(1) enclose information taken from outside the prescribed source or sources.
(2) enclose the general material designation.

### 8.4.2 Areas of Description

AACR-2 prescribes detailed rules for each area of description. The general rules are presented in AACR2R Chapter 1 and rules for specific types of materials are given in chapters 2 to 12. Adequate examples are included to illustrate the rules. The major elements in bibliographic description are discussed below.

In presenting data in the bibliographic description, information taken from the chief
source of information is preferred. If the information required is not available or is insufficient from the chief source, other sources are used. Rules for each area are enumerated in Chapters 2 to 12. Information taken from outside the prescribed sources is enclosed in brackets.

### 8.4.3 Structure of Description

The bibliographic description of NBM follows the same norms as for books and other materials. The main structure of the bibliographic entry comprises the heading, the description and the subject description. The structure of the bibliographic description according to AACR 2R is given below.

**First Level (1.OD1)**

The level was designed for minor-item and for entries in catalogues with a policy of minimum description. The bibliographic elements to be included are set forth in the following schematic illustration.

Title proper/First statement of responsibility, if different from main entry heading in form of number or if there is no main entry heading. Edition statement. Material (or type of publication) specific details first publisher, etc., date of publication, etc. Extent of item – Note(s) – Standard number.

It would primarily be sufficient to identify item in a small library collection

<table>
<thead>
<tr>
<th>Shastri Ravindra</th>
</tr>
</thead>
<tbody>
<tr>
<td>1946</td>
</tr>
<tr>
<td>Hamare Deshbashiyan[manuscript].-[s.l:s.n], 10 leaves; 24cm. Holograph, signed poem in Hindi. Two leaves are stained by water.</td>
</tr>
</tbody>
</table>

1. Hindi Poetry. I. Title.

**Second Level (1.OD2)**

This level was designed for the standard range of item found in the library and for entries in catalogues with a policy of standard description. The following elements are included:

Title proper [General material designation] = Parallel title: other title information/First statement of responsibility, Each subsequent statement of responsibility. – Edition statement/First statement of responsibility relating to the edition, – Material (or type of publication) specific details, – first place of publication, etc.: First publisher, etc., Date of publication, etc. – extent of item: other physical details; Dimensions. – (Title proper of series/Statement of responsibility relating to series, ISSN of series; Numbering within the series. Title of sub-series, ISSN of sub-series; Numbering within sub-series) – Note(s). – Standard number. This level might appropriately be used in medium sized library.
Third Level (1.0D3)

It includes all the rules applicable to the item being catalogued. This level represents full
description and is recommended for items which, in the context of the catalogue are
considered to be important and rare. All elements set forth in the rules which are applicable
to the item being described are included, it is appropriate to large libraries and research
collections.

8.4.4 GMD (General Material Designation)

GMD prescribes the broad class of publication to which the item belongs, for example,
sound recording, music, map, film- scripts, microform, motion picture, machine-readable
data file will be replaced by computer file etc.

This is an optional addition in AACR-2. The use of GMD is very much essential in case
of non-book materials and it may not be preferred by the libraries for book form
materials. For the purpose of using GMD the cataloguer may use the following terms
immediately following the title proper enclosed in square brackets:

Cartographic Materials

Computer File

Graphic Materials

Map

Globe

Computer File

Art Original

Art Reproduction

Chart

Filmstrip

Flash Card

Kit

Picture

Slide

Technical Drawing

Transparency

<table>
<thead>
<tr>
<th>Shastri Ravindra</th>
<th>Hamare Deshbashiyon[manuscript].-[s.l:s.n],</th>
</tr>
</thead>
<tbody>
<tr>
<td>1946</td>
<td>10 leaves; 24cm.</td>
</tr>
<tr>
<td></td>
<td>Holograph, signed poem in Hindi.</td>
</tr>
<tr>
<td></td>
<td>Two leaves are stained by water.</td>
</tr>
</tbody>
</table>

1. Hindi Poetry. I. Title.
V arious types of NBMs along with relevant rules of AACR 2, 1988 Rev have been discussed with examples for your better understanding about their bibliographic description.

8.5.1 Cartographic Materials

**Rule 3.01A Scope**

The rules in this chapter cover the description of cartographic materials of all kinds. Cartographic materials include all materials that represent the whole or part of the earth or any celestial body. These include two and three – dimensional maps and plans (including maps of imaginary places); aeronautical, navigational and celestial charts; globes; block diagrams; sections; aerial photographs with a cartographic purpose; birds eye-views (map views), etc.

**Rule 3.0 B2 Chief Source of Information**

The chief source of information (in order of preference) is:

a) The cartographic item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself.

b) Container (portfolio, cover, envelope, etc.) or case, the cradle and stand of a globe, etc.

Rule 3.1B: Title proper, 3.1C: GMD, 3.1D: Parallel title and 3.1E including 3.4 follows the rules given in rule 1 and applicable to cartographic materials.
Rule 3.3B1  Give the scale of a cartographic item (except as noted below) as a representative fraction expressed as a ratio (1). Precede the ratio by scale. Give the scale even if it is already recorded as part of the title proper or other title information.

Scale ca 1: 45, 00000

If a scale statement found in the chief source of information or accompanying material is not expressed as a representative fraction, give it as a representative fraction in square bracket.

Scale [1:221,440]

Rule 3.3B3  If the scale within an item varies and the outside values are known give scales connected by a hyphen.

Scale 1: 11,000-1:20,000

If the values are not known, mention that scale varies

Rule 3.3C  Statement of Projection

Give the statement of projection if found in the item, e.g. conic equidistant projection

Rule 3.5B2  If there is more than one map, etc. or one or more sheets, specify the number of maps and number of sheets. e.g. 6 maps on 1 sheet.

Rule 3.5D5  Give the physical description of maps and globes as follows:
1 globe: col., plastic, on metal stand; 22 cm. in diam. no box 12 × 10 × 10 cm.
1 map: col.; 200 × 350 cm. folded to 20 × 15 cm. in plastic case 25 × 20 cm.

There are various types of Notes given in chapter/rule 3.7B for benefit of the cataloguer

Cataloguing of a Map: For Example:

Tourist map of West Bengal. Department of Tourism. Editor. A.K. Ghosh. -Scale 1:250,000 – 1:3500,000.- Kolkata: Government Printing Press. 2007. There are 15 coloured maps on sheet 20" x 12" folded to 25 x 12 cm. Place names are in Bengali and English in red coloured ink. Also shown important tourist places in West Bengal.
8.5.2 Manuscripts (Including Manuscript Collections)

Rule 4.0a. Scope

Rule 4.0A10

The rules in this chapter cover the description of manuscripts (including type-script) materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., legal papers (including printed forms completed in manuscript), and collections of such manuscripts for reproductions of manuscripts published in multiple copies, see chapter 2 or 11 as appropriate for manuscript cartographic items, see also chapter 3 for manuscript music and chapter 5 of AACR2R.

Rule 4.0B1 Chief Source of Information

The chief source of information for manuscripts is the manuscript itself. Within manuscripts, use (in this order of preference) information from the: Title page, Colophon Caption, Heading etc., Content of the manuscript and reference sources. For collection of manuscripts, treat the whole collection as the chief source.

Rule 4.2B. Edition statement:

Transcribe a statement relating to a version of a manuscript that is different from other versions.

Rule 4.4B. Date of manuscript

Rule 4.5B1. Give the number of leaves or pages

  e.g. VII, 18 leaves; leaves 43-43; [3], 122 p.

Rule 4.5C1. (Physical Details):

Name the material on which the item being described is written if it is other than paper e.g. [2] leaves : vellum; [1] leaf : parchment.

Rule 4.5 D for dimensions

Rule 4.6. Series area:
This area is not used for manuscripts

*Rule 4.7B*  Notes Area

Edition, place of publication, name of publisher, series, ISBN and materials are not used as these are irrelevant to manuscript. If it is handwritten, the word is used as holograph(s). Ms will be used for manuscript and Mss for collections of manuscripts.


10 leaves. 2 leaves stained by water. There is a signed holograph on the manuscript. Author- Ravindra Shastri

**Example**

Shastri, Ravindra

Hamare Dhashashiyon [manuscript]/ by Ravindra Shastri. – 1946

10 leaves; 24cm.

Holograph, signed

Poem

In Hindi

Two leaves are stained by water

1. Hindi Poetry I Title

<table>
<thead>
<tr>
<th>Shastri Ravindra</th>
<th>1946</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hamare Deshashiyon [manuscript]/ by Ravindra Shastri. – [s.l.:s.n], 10 leaves; 24cm. Holograph, signed poem in Hindi. Two leaves are stained by water.</td>
</tr>
</tbody>
</table>

1. Hindi Poetry. I. Title.
8.5.3 Music

Rule 5.0a Scope

The rules in chapter 5, AACR 2 (Music) cover the description of published music. They do not cover the other unpublished music in detail, though the use of an additional term in the physical description (5.58) and the use of specific provisions of chapter 4 (Manuscripts) will furnish a sufficiently detailed description for the general library catalogue. For the description of recorded music, see chapter 6. For microform reproduction of music, see chapter 11.

Rule 5.0B 1 Chief Source of Information

If the title page consists of a list of titles including the title of the item being catalogued, use as the chief source of information whichever of these: title page, the cover, or the caption furnishes the fullest information. In all other cases, use the title page or title page substitute (see 2.0B1) as the chief source of information. If information is not available from the chief source, take it from the following sources (in this order of preference): Caption, Cover, Colophon, Other Preliminaries and other sources.

Rule 5.5 B 1 – 5.5 B 3: Extent of item

For example: 1 score + 1 piano conductor or part (Bp.) + 16 parts.

Rule 5.5 C 1 : Illustration

Rule 5.5 D 1 : Dimensions

Rule 5. E 1 : Accompanying material

Rule 5.7 B 1-5.7 B 20, : Note area

For Example:


One vocal score. 10 inches.
8.5.4 Sound Recordings

Rule 6.01 Scope

In Chapter 6 of AACR2R, the rules cover the description of sound recording in all media, i.e. discs, tapes (open reel to reel, cartridges, cassettes) piano rolls and sound recordings on film. The use of appropriate specification in the physical description (Rule 6.5) and special notes will furnish a sufficiently detailed description for such item.

Rule 6.0 B1 Chief Source of Information

The chief source of information for each major type of sound recording is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Chief Source of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc</td>
<td>Dis and label</td>
</tr>
<tr>
<td>Tape (open reel-to-reel)</td>
<td>Reel and label</td>
</tr>
<tr>
<td>Tape cassette</td>
<td>Cassette and label</td>
</tr>
<tr>
<td>Tape cartridge</td>
<td>Cartridge and label</td>
</tr>
<tr>
<td>Roll</td>
<td>Label</td>
</tr>
<tr>
<td>Sound recording on film</td>
<td>Container and label</td>
</tr>
</tbody>
</table>

Treat accompanying textual material or container as the chief source of information if it furnishes a collective title. If information is not available from the chief source, take it from the following sources (in this order of preference).

Accompanying textual material

Container (sleeve, box, etc.) and other sources.

Rule 6.1E Other Title Information:

If any sub-title i.e. the other title information is to be transcribed after the title putting a colon (Rule 6.1E)

Hello Dolly! [GMD] : Original motion picture sound track
**Rule 6.1F  Statement of Responsibility :**

It relates to the heading chosen for the type of sound recording which is to be incorporated by giving a diagonal slash after the Title/Sub-title (Rule 6.1F). e.g. Melville [GMD]/ written and narrated by Thomas Heath. It is to be remembered that, the cataloguer is required to add a word or short phrase to the statement of responsibility if the relationship between the title and the person(s) or body named in the statement is not clear, e.g. Born to run [GMD]/ [written and performed by] Ken Russel.

**Rule 6. 7B 21  Items without a Collective Title :**

In case a sound recording lacks a collective title, either it is to be described as a unit or separate description for each separate titled part is to be made as mentioned in the Notes section (6.7B 21).

**Place of Publication, Distribution etc. :** e.g. London : RCA Victor : Distributed by Middle Earth Co.

It is more appropriate to prefer a trade or brand name rather than the name of the publisher if both appear on the label. Prefer label information rather than information appearing in accompanying material or container.

If the statement of function of publisher, distributor is found, the information is to be added as mentioned below.


The date of a published sound recording is to be provided after the name of publisher after giving a comma.

**Rule 6. 7B7  But if the date of recording appears on a published sound recording, it is to be given in a note (Sec 6. 7B7)**


Note : Recorded in 1965.

Sometimes the name of the publisher is unknown, whereas the place and name of the manufacturer are found in the item, then that place and name are to be cited.

[s.l. : s.n.], 1986 (London : High Fidelity Sound Studies)

**Rule 6.5B  Extent of Item**

The number of physical units of sound recording be noted as

1) Sound discs
2) Sound cassettes

The playing time of a sound recording is to be transcribed as in many cases, playing time is included on the item as part of the information on the label, container or accompanying material. e.g. 2 sound cassettes (35 min. each). 1 sound disc (45 min.)

**Rule 6.5C  Other Physical Details**

The type of recording i.e. the way in which the sound is encoded on the item. e.g. 1 sound cassette (50 min.) : digital
In case of a sound cassette, the playing speed can be given.
e.g. 1 sound cassette (40 min.) : analog, 1 5/16ips.

Rule 6.5D5  Dimension for Sound Cassette

Give the dimensions of a cassette if other than the standard dimension (e.g. the standard dimensions of an analog cassette are 3 7/8 × 2 1/2 in.). Give the width of a tape if other than the standard width (e.g. the e.g. 1 sound cassette (85 min. ): analog, mono, 71/4 × 31/2 in; ¼ in. tape.

Rule 6.6B  Series Statement

The series statement is to be recorded in parentheses after the last element of the physical description preceded by a full stop, space, dash, space.
e.g. (Audio – cassette library for professional librarians; 48).

Rule 6.7B  Notes

There are 19 types of notes given and if the cataloguer decides that a particular information is of importance for the users’ viewpoint, then it can be mentioned in the order as mentioned below by starting a new paragraph for each note or precede each note by a full stop, dash, space.

Example

Farewell My Friend. Sound Recordings. Arranged and composed by Roger Taylor. Stereo. Also issued in cassette

Songs: Roger Taylor with orchestra and in part

With background vocals

Taylor, Roger


1 sound disc: 33 1/3 rpm, stereo: 12 in.

Title from container

Also issued in cassette tape

Songs: Roger Taylor with orchestra and in part

With background vocals
8.5.5 Motion Pictures and Video Recordings

In AACR 2, Chapter 7 prescribes rules for the descriptive cataloging of all types of media involving a sequence of images projected in rapid succession so that they can create the illusion of movement. These include video recordings with all of their manifestations. This chapter also includes motion pictures which come in many packages such as film cassette and film reels, etc.

**Rule 7.0B Sources of Information**

The chief source of information for motion pictures and video recordings as it is for other library items, is the work itself. As you know, when a book is catalogued, the title page is the chief source of information. Likewise for motion pictures and video recordings the chief source of information is the item itself, its container (and container label) if the container is an integral part of the piece. However, if the information is not available from the chief source, then the following sources can be consulted:

a) Accompanying textual material (e.g. scripts, shot lists, publicity material).

b) Container (if not an integral part of the piece.) and other sources.

**Rule 7.1B – 7.1E1** (For title proper, GMD, Paralle titles and other title information).

The rules for description of information are identical as for sound recordings.

**Rule 7.1E2**

If the item is a trailer containing extracts from a larger film, add [trailer] as other title information.

Home sweet home [GMD] : [trailer]

**Rule 7.1F Statement of Responsibility:**

This area covers those persons or bodies credited in the chief source of information with participation in the production of a film (e.g. as producer, director, animator) that are considered to be of major importance, while all other statements of responsibility are to be recorded in Notes.

Classroom control [GMD]/ University of London
Audiovisual centre ; produced and directed by W.C. Collins.

Rule 7.1G  Items without a Collective Title : Follow the rules for description as mentioned under 6.1 G.


Rule 7.4. Publication, Distribution, etc. : Exactly identical with sound recording.

Rule 7.5 Extent of Item

The physical units of a motion picture or video recording can be given the number of parts in Arabic numerals as mentioned under : (a) 1 videocassette (b) 2 video discs (c) 3 film reels.

Rule 7.5B2  Playing Time:

It is to be recorded as indicated in the item. If the playing time is mentioned as ‘about 10 minutes’, then it will be written as (ca. 10 min.). (a) 2 film cassettes (25 min. each) (b) 1 Video reel (4 min., 20 sec.)

Rule 7.5C  Other Physical Details:

It recommends to give sound characteristics, colour etc in extent of item area.

1 video cassette (20 min.) : sd., col. with b & w sequences.

Rules 7.5D and 7.5E:

for incorporating the dimension and accompanying material.

Rule 7.7 Note Area

It facilitates scope for recording 18 types of notes for essential information about the item which are not recorded previously in the entry.

Rule 7.7B1  Nature or Form:

Make notes on the nature or form of a motion picture or video recording.

Documentary, T.V. Play

Rule 7.7B6  Statement of Responsibility:

List featured players, performers, narrators, and /or presenters.

Presenter: Chris Lewis

Cast: Jack Robinson

Credits : The persons who have contributed to the artistic/or technical production of a motion picture or video recording whose name(s) are not named in the state of responsibility.

Credits : Screen play, A. Ronaldo; music, Robin Smith and followed by name for camera, editor, etc.

Rule 7.7B10  Physical Description:

It consists of sound characteristics, length of the film, technicolour, video recording system (laser optical CAV, VHS Hi-Fi) and three-dimensional film.
Rule 7.7B11 Accompanying Material:

The information like ‘cast list and credits on box’; ‘with shot list’ be provided in this note area.

Rule 7.7B14 Audience:

Make a brief note of the intended audience.

Intended audience: Elementary grades.

Rule 7.7B16 Other Formats:

Give the details of other formats in which the content of the item has been issued.

Issued also as cassette (VHS or Sony U-Matic).

Rule 7.7B17 Record a brief objective summary of the contents of an item.

Rule 7.7B18 Contents:

Give the titles of individual works contained in, or the parts of a motion picture or video recording. Add to each title, if any statement of responsibility area and the duration if indicated.

Example


International Film Bureau. 1989. One film reel. 52 minutes. Teacher’s guide also attached. For primary and intermediate students. Produced to show that snacks fulfill nutritional needs of students and cannot be equated with junk food.

<table>
<thead>
<tr>
<th>Nutritional</th>
<th>Snacks and fast foods [motion picture]/National Film Board of Canada;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children</td>
<td>Director, Jojny Lever. - Toronto: International Film Bureau, 1989.</td>
</tr>
<tr>
<td></td>
<td>1 film reel (52min.); sd, col.; 16mm. + 1 teacher guide.</td>
</tr>
<tr>
<td></td>
<td>Title from data sheet.</td>
</tr>
<tr>
<td></td>
<td>Technicolour.</td>
</tr>
<tr>
<td></td>
<td>Intended audience: Primary and Intermediate Grade.</td>
</tr>
<tr>
<td></td>
<td>Summary: Shows that snacks fulfill all the nutritional need of the and can not be equated with junk food.</td>
</tr>
</tbody>
</table>
8.5.6 Graphic Materials

Rule 8.0A. Scope

It covers the description of graphic materials of all kinds whether opaque (e.g. two dimensional art originals and reproductions, charts, photographs, technical drawings) or intended to be projected or viewed (e.g. filmstrips, radiographs, slides) and collections of such graphic materials.

Rule 8.0B1. Chief Source of Information:

It is the item itself including any labels, etc. that are permanently affixed to the item or a container that is an integral part of the item. If the item being described consists of two or more separate physical parts (slide set, etc), treat a container that is the unifying element as the chief source of information if it furnishes a collective title and the items themselves and their labels do not. If the information is not available form the chief source, take it form the following source (in order of preference):

- Container (box, frame, etc.)
- Accompanying textural materials (manuals, leaflets, etc.)
- Other sources

Rule 8.4: Publication, Distribution etc. Area.

Rule 8.4 F2

Record the date of creation of an art original, unpublished photograph, or other unpublished graphic item.

- Portrait of Charles Dickens – 1964
- Garden flowers [GMD]/Geoff Arnold. — [1898 ?]
- Fair Resemund. — [1910-1973]
(Unpublished photographs)

Rule 8.4 G: Place of manufacture, name of the manufactures, date of manufacture.

Rule 8.4 G 1: If the name of publisher is unknown, give the name of place and manufacturer as instructed in 1.4 G, if they are found in the item and have not been recorded in a statement of responsibility.

Fig.: (s.l. : s.n , 1966 ?) (London: Allen press)

Rule 8.5 B1: Record the number of physical units of a graphic item.

- 4 wall charts
- 1 filmstrip catridge
- 200 slides
- 6 stereograph reels

Rule 8.5 B2: Add to the designation for a filmslip, filmstrip, etc. like

- 1 filmstrip (26 fr.)
- 1 flip chart (6 sheets)

Rule 8.5 C: Other physical details.
**Rule 8.5C 1**: (a) Art originals. Give the medium (Chalk, Oil, Pastel etc.) and the base

(board, canvas, fabric, etc.)

1 art original: Oil on canvas.

(b) Art prints: Give the process in general terms (engraving, lithograph, etc.)

(c) Charts and flip charts e.g. 1 flip chart (8 sheets): double sided.

(d) Filmstrips and filmslips. Give an indication of the sound if the sound integral.

1 filmstrip (30 fr., 2 title fr.): sd., col.

(e) Flash cards: 12 flash cards: col.

(f) Photographs. If the photograph is a transparency not designed for projection or negative print, indicate this. Give an indication of the colour.

1 photo: negative, b & w

(h) Slides. Give the indication of the sound if the sound is integral. Add the name of the system e.g. (3 M talking slide) after the indication of the sound.

10 slides: sd. (3 M Talking Slide), col.

(j) Technical Drawing. Give the method of reproduction if any (blue print, photocopy etc.)

1 technical drawing: blue print

**Rule 8.5D**: Dimensions.

Give for all graphic materials except film strips, filmslips and stereograph the height and the width in centimeters to the next whole centimeter up.

1 Technical drawing: blue print, 87 X 87 cm.

28 photographs: b & w; 13 x 8 cm.

**Rule 8.5 D5**: Slides.

Do not give the dimensions if they are 5 X 5 cm (2 x 2 in.)

1 slide: col.

1 slide: col.; 7 x 7 cm

**Rule 8.5E**: Accompanying material.

**Rule 8.5 E 1**: 30 slides: col. + 1 sound disc

(30 min. analog 33 1/3 rpm. mono.; 12 in.)

**Rule 8.7 B 1 to 8.7 B 19**: Refer for various kinds of notes.
Rule 9.0A

SCOPE

The rules in this chapter cover the description of files that are encoded for manipulation by computer. These files comprise data and programs. Computer files may be stored on, or contained in carriers, available for direct access or by remote access.

The rules in this chapter do not cover electronic devices such as calculators etc.; see chapter 10 for such materials. Programs residing in the permanent memory of a computer (ROM) or firmware are considered to be part of the device and should be described in conjunction with the device (e.g. the programming language of a particular computer, such as: Applesoft in ROM).


The chief source of information for computer files is the title screen (s). If there is no title screen take the information form other formally presented internal evidence (e.g. main menus and program statements).

If the information required is not available from the internal sources or the sources existed above, take it from the following sources (in this order of preference): Physical
carrier or its labels

Other published description of the file and other sources

Rule 9.3  File Characteristics Area

Rule 9.3B1  Designation:

When the information is readily available indicate the type of file. Use one of the following terms:

Computer data, Computer program (s), Computer data and program (s)

Optionally, if GMD are used (see 1.1 C1), omit computer from the file designation.

Rule 9.3B2.  Number of records, statements, etc.

If a file designation is given and if the information is readily available, give the number of approximate number of files that make up the content (use file or files preceded by an Arabic numeral) and/or these other details:

a) Data. Give the number or approximate number of records and/or bytes.

   Computer data (1 file: 600 records, 2400 bytes)

b) Programs. Give the number or approximate number of statement and/or bytes.

   Computer program (1 file: 200 statements)

c) Multipart files. Give the number or approximate number of records and/or bytes, or statements and/or bytes, in each part.

   Computer data (2 files: 800, 1250 record) and programs (3 files: 7260, 3490, 5076, bytes)

Rule 9.5 Physical Description Area

Rule 9.5 B1

Record the number of physical units of the carrier by giving the number of them in Arabic numerals and one of the following terms as appropriate.

Computer cartridge, Computer disc, 3 computer cassettes, 2 computer laser optional card

Rule 9.5 C1

If the file is encoded to produce sound, give sd. If the file is encoded to display in two or more colours, give col.

   1 computer disc : sd., col., single sided, single density, softsectored.

Rule 9.5 D 1  Give the dimensions of the physical carrier

   1 computer disk : col. ; 5 ¼ in.

   a) Cartridge.

      1 computer chip cartridge ; 3 ½ in.

Rule 9.5E1.

Give the details of accompanying material as instructed in 1.5E. 1 computer disk; 5 ¼
Rule 9.7 Note area:

The cataloguer is free to provide any one of the notes.

Example

Wizard master. computer programme. Conceived and designed by Edward Miller. 4 files.


1 basic game. Along with a manual. System requirements: Atari 2600, left joystick container.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>([63p.]: col. ill. Left joystick)</td>
<td>1 computer chip cartridge: col.; 3 1/4 in. + 1 base game manual; 18 cm.) + 1 updated game manual system requirements: Atari 2600; container.</td>
</tr>
<tr>
<td></td>
<td>Title from cartridge label. I.</td>
</tr>
<tr>
<td></td>
<td>Title.</td>
</tr>
</tbody>
</table>

8.5.8 Three Dimensional Artifacts and Realia

Rule 10.0A Scope

Rule 10.0A1

The rules in this chapter cover the description of three-dimensional objects of all kinds (other than those covered in previous chapter), including models, dioramas, games (including puzzles and simulations), braille cassettes, sculptures and other three-dimensional artworks, exhibits, machines and clothing. They also cover the description of nature all/occurring objects, including microscope specimens (or representations of them) and other specimens mounted for viewing. For the description of three-dimensional cartographic materials (e.g. relief models, globes), see chap. 3 of AACR2R.
Rule 10.0B1 Chief Source of Information:

The chief source of information for the materials covered in this chapter is the object itself together with any accompanying textual material and container issued by the publisher or manufacturer of the item. Prefer information found on the object itself (including any permanently affixed labels) to information found in the accompanying textual material or on a container.

Rule 10.4 Publication, Distribution, etc. area.

Rule 10.4 C. Place of Publication, Distribution etc.

Rule 10.4C2.

Do not record a place of publication, distribution, etc., for a naturally occurring object (other than on mounted for viewing or packaged for presentation) or for an artifact not intended primarily for communication. Do not record s.n. in such a case.

Rule 10.5 Physical Description Area

Rule 10.5 B Extent of Item (including specific material designation)

Rule 10.5B1 Record the number of physical units of a three dimensional artifact or object by giving the number of parts in arabic numerals and one of the terms listed below, as appropriate.

Art original, Art reproduction, Braille cassette, Diorama, Exhibit, Game, Microscope slide, Mock – up, Model, if none of these terms is appropriate, give the specific name of the item or the names of the parts of the item as concisely as possible.

1 Clockwork toy train, 2. Jigsaw puzzles, 3. quilts

Rule 10.5C Other Physical Details

Rule 10.5C1 Material, When appropriate, give the material(s) of which made. If the material(s) cannot be named concisely, either omit the statement or give it in a note. Give the material of which a microscope slide is made if it is other than glass. Such as

2 models (various pieces): polystyrene

1 diorama (various pieces): Polystyrene

1 statue: marble

1 quilt: cotton

Rule 10.5D Dimensions

Rule 10.5D2 If the object is in a container, name the container and give its dimensions either after the dimensions of the object or as the only dimensions.

1 model 10 pieces: col.; 16 x 32 x 3 cm. in case 17 x 34 x 6 cm.

1 Jigsaw puzzle: wood, col.; in box 25 x 32 x 5 cm.

Rule 10.5D3 If, in a multipart item, the objects and/or their largest or larger size, separate by a hyphen.

3 sculptures: marble; 150 – 210 cm. high.

Rule 10.7 Note area

Rule 10.7B1 Nature of the item.
Give the nature of the item unless it is apparent from the rest of the description.

Study of a figure on motion
Section of fetal pig mandible

Rule 10.7B10. Physical Description.

Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item. If the physical description includes various pieces and a description of the pieces is considered to be useful, give such a description.

Four times actual size – The parts of the ear are painted to show anatomical structure.

Includes headdress, beaded shirt, trousers, and moccasins pattern: Pennsy lvania wild goose.

Contains 1 small stage, 5 foreground transparencies, 2 backgrounds, 5 story sheets, and 1 easel.

Example:

<table>
<thead>
<tr>
<th>Meher, Ramesh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand weaving [art original].-[s.l.s.n].-1968.</td>
</tr>
<tr>
<td>1 sampler: cotton, ccol.; 125x30 cm.</td>
</tr>
<tr>
<td>Woven by Ramesh Meher.</td>
</tr>
<tr>
<td>Pattern: Suresh Meher.</td>
</tr>
<tr>
<td>I. Meher, Suresh. II. Title.</td>
</tr>
</tbody>
</table>

Patterns by Suresh Meher.
Coloured sampler. Cotton.
8.5.9 Microforms

Rule 11.0A Scope

It includes microfilms, microfiches, microopaques and aperture cards. Microforms may be reproductions of existing textual or graphic material or they may be original publications.

Rule 11.0B1 : Chief Source of Information

The chief source of information for microfilms is the title frame (i.e. a frame, usually at the beginning of the item, bearing the full title and, normally, publication details of the item.) The chief source of information for aperture cards is, in the case of a set of cards, the title card, or, in the case of a set of cards microfiche, and microopaques is the title frame. If there is no such information or if the information is insufficient, treat the eye-readable data printed at the top of the fische or opaque as chief source of information.

If information is not available from the chief source, take it from the following sources (in order of preference):

The rest of the item (including a container that is an integral part of the item)
Container, Accompanying eye-readable material, Any other source

Rule 11.3 :

Special data for cartographic materials, music and serials

Rule 11.3A : Cartographic materials

Rule 11.3A1 : Give the mathematical data of a cartographic item in microform as instructed in 3.3.

Rule 11.3B : Music.

Rule 11.3B1 : Give the physical presentation of music in microform as instructed in 5.3.

Rule 11.3C : Serials

Rule 11.3C1 : Record the numeric and/or alphabetic chronological or other designation of a serial microform or a serial reproduced in microform as instructed in 12.3.

Rule 11.5B1 : Record the number of physical units of a microform as: 20 aperture cards; 3 microfilms reels, 4 microfiches, etc.

Rule 11.5C1 : If a microform is negative, then indicate as: 1 microfilm: negative.

Rule 11.5C2 : If it consists of, illustrations, then indicate as: 3 microfiche: ill. 2 microfilm reels: col. ill.

Rule 11.5D2 : Aperture card. Give the height and the width of an aperture card mount in cms.

e.g. 10 aperture cards 9 X 19 cms. 16 aperture cards. 6 x 16 cm.

Rule 11.5D3 : Microfiches. Give the height X width of a microfiche in cm.

e.g. 2 microfiches; 10 x 15 cm – 14 x 17 cm

Rule 11.5D4 : Give the width of a microfilm in millimeters.

1 microfilm reel, 16 mm.
1 microfilm cartridge, 35 mm.
Rule 11.5E : Accompanying material
1 microfilm reel, 16 mm + 1 pamphlet (30 p. : ill., 20 cm.)

Rule 11.7B : Notes

Rule 11.7B1 : Nature, scope, or artistic or other form of an item,

Rule 11.7B2 : Language
French, with English translations

Rule 11.7B3 : Source of title proper. Make notes on the source of the title proper if it is other than the chief source of information.
Title from container.

Rule 11.7B14 : Audience. Make a brief note of the intended audience.
For high school students.

Rule 11.7B17 : Summary

Rule 11.7B18 : Contents.

Example:


Editor: Ray and K. Rao. ONGC.

4 microfiches : negative

<table>
<thead>
<tr>
<th>Conference</th>
<th>on Alternative to Fuel(6th:2007:Mumbai)</th>
</tr>
</thead>
</table>
8.5.10 Electronic Resources

Scope

The rules in chapter-9 of AACR2R cover the description of electronic resources. Electronic resources consist of data (information representation numbers, text, graphics, images, maps, moving images, music, sounds, etc.) programs (instruction, etc., that process the data for use), or combinations of data and programs. (Rule 9.OA1)

Prescribed Sources of Information:

Information issued by the publisher, creator, etc., container

The title and statement of responsibility, GMD, parallel titles, other title information, Edition are same as other NBM.

But if an electronic resource lacks an edition statement but is known to contain significant changes from other editions (e.g., changes in the data involving content, standardized coding, etc.; changes in the programming including changes in the program statements, programming language, and programming routines and operation; the addition of sound of graphics; improvement of graphics), supply a suitable brief statement in the language and script of the title proper and enclose it in square brackets. (Rule 9.2B3)

[Windows 95 ed.]

Types of Resource: The term for the electronic resource to be catalogued be indicated. e.g. Electronic data and program(s)

Extent of Resource: The number of records be given

Electronic data (1 file: 500 records, 180,000 bytes)

Electronic program (1950 statements)

Electronic data (2 files: 800, 1250 records) and programs (3 files: 7260, 3490, 5070 bytes)

Publication, Distribution, etc. Area

The bibliographic description of the above areas are exactly same as other materials. However do not record the place of publication, distribution, publisher, distributor for an unpublished electronic resource, so do not record s.l. and s.n. in such cases.

Extent of Item: The number of physical units of the carrier be given

e.g. 1 computer disk

2 Photo CDs

Other Physical Details

e.g. 1 computer disk: sd., col., single sided, . Single density, soft sectored

1 computer optical disk: col. ; 4 ¾ in.

1 computer tape cassette ; 3 ½ × 2 ½ in.

For accompanying material:

1 computer disk; 3 ½ in. + 1 demonstration disk.
Rule 9.7B Note Area

There are 22 types of notes are provided for the benefit of the cataloguer. Most of the notes are just same as other non-book materials. However some of the notes are different are provided below:

Rule 9.7B1. Nature and scope, system requirement, and mode of access

Rule 9.7B8 Type and extent of resources.

e.g. File size: 520,300,280,400,320 records

File size unknown

Rule 9.7B19 Numbers.

Give important numbers associated with the item other than ISBN or ISSN. e.g. APX-10050

Rule 9.7B22. Item described.

For remote access resources, always give the date on which the resource was viewed for description.

e.g. Description based on contents viewed June. 16, 2008.

8.6 CHANGES IN AACR 2R AND AMENDMENTS 2002

There are significant changes in the 2002 revision which are discussed below:

Chapter 3 (Cartographic Materials)

The changes to chapter 3 are of three major types:

- Additional rules or additions to existing rules for the description of cartographic materials in electronic form;
- Miscellaneous changes to existing rules to bring them into line with current practice;
- Editorial changes.

The first category is the most substantial, involving changes to the mathematical and other material specific details area (formerly: Mathematical data area). Three new rules were added: rule 3.3E (Type and extent of resources); rule 3.3F (Digital graphic representation); and, rule 3.3G (Numbering related to serials). The overall goal is to enable more accurate description of cartographic materials that are electronic resources and/or continuing resources. Rule 3.3D (Statement of coordinates and equinox) has been changed to allow the recording of coordinates in decimal degrees as well as in degrees, minutes, and seconds. Additional examples have been added to rule 3.7B8 (Mathematical and specific details) to reflect the addition of rule 3.3F and the changes to rule 3.3D changes in the second category include: the changing of “of map section” to “section,” and “relief model” as other physical details in rule 3.5C1. Editorial changes have been made as necessary to match new terminology and to relief changes made in other chapters.

Chapter 12 (Continuing Resources) and other Related Rules
The scope of chapter 12, now called “Continuing Resources” instead of serials, expanded to include resources that have either not been covered in the rules or not adequately covered. Chapter 12 now encompasses:

- Successively issued resources (i.e., serials);
- Ongoing integrating resources (e.g., updating loose-leaves, updating Web sites);
- Some categories of finite resources i.e., reprints of serials, resources with character of serials but whose duration is limited, and finite integrating resources).

**General Material Designation for Cartographic Materials**

The general material designations “globe” and “map” in list 2 in rule 1.1C1 have been replaced with the single general material designation “cartographic material.”

**Chapter 9 (Electronic Resources) and other Related Rules**

The revision to chapter 9, now called “Electronic Resources,” fall into two categories:

- Changes to align to the International Standard Bibliographic Description for Electronic Resources (ISBD(ER));
- Changes to accommodate the particular nature of electronic resources.

Changes falling in the first category include: the clarification of the scope of chapter 9 and the provision of a distinction between direct access and remote access electronic resources; the addition of an instruction at new rule 9.4B2 to consider all remote access electronic resources as published; and, changing the name of the file, characteristics area (9.3) to “Type and extent resource area.”

Changes in the second category include: changing of the chief source of information from the title screen to the resource and the removal of the preference given to internal sources; the addition of an option at rule 9.5B1 to allow for the use of conventional terminology to describe a physical carrier e.g., “1 CD-ROM” instead of “1 computer optical disc”; and, the addition of rule 9.7B22 (item described) to instruct the cataloguer to always give the date viewed when describing remote access electronic resources. In addition, more current examples of electronic resources have been included and the glossary has been updated with new and revised definitions.

The general material designation in list 1 and list 2 of rule 1.1C1 has been updated from “computer file” to “electronic resource.”

**“Work” in Music**

**Uniform Titles**

Changes have been made in chapter 25 to clarify the use of the term “work” in the rules for music uniform titles, including moving the definition in the glossary for “musical work” to a footnote to rule 25.25A

8.7 **RESOURCES DESCRIPTION AND ACCESS (RDA)**

**What is RDA?**

RDA stands for “Resources Description and Access”, the new standard that will be the successor to AACR2R.
Introduction

RDA has been developed as a new standard resource description and access design for the digital world.

It has two parts (A and B) instead of the three parts (Parts I, II, and III) originally proposed. Part A covers description and access elements and part B covers authority control for the form of access point.

It provides:

- A flexible framework for describing all resources – analog and digital
- Data that is readily adaptable to new and emerging database structures
- Data that is compatible with existing records in online library catalogues.

Objectives and Principles for the Design of RDA

The objectives and principles set out in this section are those that govern the overall design of RDA as a standard for resource description and access. They address matters of scope, formulation, currency, etc.

Comprehensiveness, Consistency, Clarity, Rationality, Currency, Compatibility, Adaptability, Ease and efficiency of use, Format, Generalisation, Specificity, Non-redundancy, Terminology, Reference structure,

The Key Features of RDA

The first key feature is that RDA will be designed as an online product for use in a web environment. This will allow different views of the rules to be presented, for example to present a concise version of the rules, or rules of particular interest to, say, those cataloguing music. The second key feature is that the structure will be aligned more directly with the FRBR and FRAR models. This more flexible framework will help address the challenges of describing digital resources. The data that is produced should also be more readily adaptable to newly emerging, more efficient, database structure.

The third key feature is that instructions for recording data will be presented independently of guidelines for data display. This will provide more flexibility, enabling the records to be used in a variety of online environments with different structure of syntax for data storage or display.

The final key feature is that RDA will contain clear general instructions, written in plain English. The instructions will be supplemented by detailed rules or by references to other standards as needed, and they will be backed by guidance on the principles behind the rules. This will enable the code to be used more readily beyond the library world. Together these changes will pave the way for improved catalogue design and a greater user focus.

Purpose of RDA

RDA – Resource Description and Access will be a new standard for resource description and access, designed for the digital world.

Built on foundations established by the Anglo–American Cataloguing Rules (AACR), RDA will provide a comprehensive set of guidelines and instructions on resource description and access covering all types of content and media.
RDA will enable users of library catalogues and other systems of information organisation to find, identify, select, and obtain resources appropriate to their information needs.

**Need of a New Standard**

AACR2 was first published in 1978. Although it has been updated many times through the revision process that was established by the JSC, it is largely designed for an environment dominated by the card catalog. The International Conference on the Principles and Future Development of AACR that was held in Toronto in 1997 identified substantive problems with AACR2. Although the updates issued in the years following that conference addressed some of these problems, it became clear that a fundamental rethinking of the code was required to respond fully to the challenges and opportunities of the digital world.

**FRBR and its Relationship with RDA**

The acronym “FRBR” stands for Functional Requirements for Bibliographic Records. FRBR was developed by an IFLA Study Group (1992-1997), and IFLA continues to monitor the application of FRBR and promotes its use.

FRBR includes a conceptual model of entities and relationship and attributes; identifies specific user tasks that bibliographic records are intended to fulfill: find, identify, select, obtain; and recommends a set of elements for inclusion in national bibliographic records.

FRBR provides the conceptual foundation for RDA. RDA includes the FRBR terminology when appropriate (for example, use of the names of bibliographic entities: “work”, “expression”, “manifestation”, and “item”), will use the FRBR attributes as the basis for specific data elements to be included in bibliographic descriptions, will address FRBR relationship, and will use the FRBR user tasks (find, identify, select, obtain) as the basis for defining a set of mandatory data elements. RDA will also use FRAD (Functional Requirements for Authority Data) as the basis for instructions on authority control.

Each section contains general guidelines and a chapter for each entity. Each chapter is associated with an FRBR user task. The chapters on recording attributes and relationships for concepts, objects, and events are placeholders for completeness in mapping to FRBR and FRAD and may be developed further in future releases of RDA. The instruction on recording attributes and relationship for places will not initially go beyond the scope of AACR2 – chapter 23

**Outline of the RDA Structure**

There are 10 sections which focus firstly on recording attributes for FRBR entities, and then on recording relationship between these entities.

Recording attributes (Section 1-4)

Recording relationships (Section 5-10)

RDA does not include instructions on how to create or format subject headings, it does refer to them with regard to their relationship to Group 1 FRBR entities. One of a number of key elements in RDA is that it establishes a clear line of separation between the recordings of data and presentation of data. The ISBD order of areas, data elements and punctuation will not be required. Information on presenting data RDA data in an ISBD display have been provided separately. The concept of main entry as used in a card catalogue is no longer applicable in online catalogues, and this term will not be
used in RDA. That records created by using RDA would be compatible with AACR2 records.

AACR 2 and MARC 21 are two different standards designed for two different purposes. AACR 2 is largely a content and display standard while MARC 21 is largely an encoding standard. RDA is being developed only as a content standard rather than an encoding standard.

**Self Check Exercise**

**Note:**

i) Write your answer in the space given below.

ii) Check your answer with the answer given at the end of this Unit.

4) State the physical description of microform.

.....................................................................................................................
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8.8 SUMMARY

In this Unit, attempt has been made to describe the cataloguing rules item-wise for each of the non-book materials as laid down in AACR-2. Also many appropriate and relevant examples are provided along with each area of bibliographic description for easy understanding. Besides, the physical description of each type of non-documentary resource which differ from one another are also mentioned exhaustively after explaining rules vividly and clearly. The ‘Entry Format’ providing all the necessary items of bibliographic descriptions provided at the end of description of various types of non-book materials are discussed from 2.3 – 2.10. Even in many cases, entries are prepared citing the information about a non-book material following the rules for cataloguing (including the choice of access point and areas of description) for quick and easy understanding. There is also a discuss in about electronic resources, FRBR and RDA.

8.9 ANSWERS TO SELF CHECK EXERCISES

1) 1) Bringing direct solution to the space problem in the libraries felt world over, it saves 70 to 90% less space than the books.

2) Transporting these documents easily from one library to other, having the quality of portability.

3) Saving the documents from its decay as felt in case of conventional documents of hard copies on paper.

4) Requiring special storing devices, which makes it possible to store the collection of a large library in a limited space.

5) Audio-visual documents require the help of machine process to read which increase the reading interest of the users.

2) Types of NBM

There are various types of non-book materials which are mentioned as under:

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.....................................................................................................................
.....................................................................................................................
.....................................................................................................................
<table>
<thead>
<tr>
<th>Cartographic Materials:</th>
<th>Manuscripts:</th>
<th>Cataloguing of Non-Book Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ariel Chart.</td>
<td>- Leaf.</td>
<td></td>
</tr>
<tr>
<td>- Ariel Remote Sensing image.</td>
<td>- Item (For Collection of Mans.)</td>
<td></td>
</tr>
<tr>
<td>- Atlas.</td>
<td>- Box.</td>
<td></td>
</tr>
<tr>
<td>- Celestial Globe.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Chart.</td>
<td>- Score.</td>
<td></td>
</tr>
<tr>
<td>- Globes</td>
<td>- Condensed</td>
<td></td>
</tr>
<tr>
<td>- Map.</td>
<td>- Minature Score.</td>
<td></td>
</tr>
<tr>
<td>- Plan.</td>
<td>- Chorus Score.</td>
<td></td>
</tr>
<tr>
<td>- Relief Model.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Remote Sensing Image.</td>
<td>- Sound Catridge</td>
<td></td>
</tr>
<tr>
<td>- Space Sensing Image.</td>
<td>- Sound Cassette.</td>
<td></td>
</tr>
<tr>
<td>- Topographic Drawings.</td>
<td>- Sound Disc</td>
<td></td>
</tr>
<tr>
<td>- Plan.</td>
<td>- Sound Track Film Reel. (Cassette).</td>
<td></td>
</tr>
</tbody>
</table>

**Motion Pictures and Video Recordings:**

<table>
<thead>
<tr>
<th>Motion Pictures and Video Recordings: Computer Files:</th>
<th>Graphic Materials:</th>
<th>Three-Dimensional Artefacts and Realia:</th>
<th>Microform:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Film Catridge</td>
<td>- Art Original</td>
<td>- Art Original</td>
<td>- Aperture Card.</td>
</tr>
<tr>
<td>- Cassette.</td>
<td>- Realia.</td>
<td>- Game</td>
<td>- Microfiche</td>
</tr>
<tr>
<td>- Video Cassette</td>
<td>- Game</td>
<td>- Diorama</td>
<td>- Micro Film Catridge Cassette Reel</td>
</tr>
<tr>
<td>- Video Disc</td>
<td>- Model</td>
<td>- Model</td>
<td>- Object Program</td>
</tr>
<tr>
<td>- Video Reel</td>
<td>- Diorama</td>
<td>- Model</td>
<td>- Art Original</td>
</tr>
</tbody>
</table>

**Sound Recordings:**

- Remote Sensing Image.
- Sound Catridge
- Sound Cassette.
- Sound Disc
- Sound Track Film Reel. (Cassette)
3) Information collected from one source in the NBM may differ with that obtained from another source of the documents.

It may be harder to reach the cataloguing decisions with reference to choice of access point i.e. determination of heading or in other wards to decides the person who is chiefly responsible for the intellectual content of the document, which is less experienced in case of books and serials.

Information about physical description of different types of NBM definitely creates problem for cataloguer rather than that of conventional documents.

Very difficult to obtain information through the naked eyes as it requires special equipments.

4) The chief source of information for motion pictures and video recordings as it is for other library items, is the work itself. As you know, when a book is catalogued, the title page is the chief source of information. Likewise the item itself, its container (and container label) if the container is an integral part of the piece. However, if the information is not available from the chief source, then the following sources can be consulted:

c) Accompanying textual material (e.g. scripts. shot lists, publicity material).

d) Container (if not an integral part of the piece.) and Other sources.

The chief source of information for computer files is the title screen (s). If there is no title screen take the information form other formally presented internal evidence (e.g. main menus, program statements).

5)  

11.5B1 : Record the number of physical units of a microform as: 20 aperture cards; 3 microfilms reels, 4 microfiches etc.

11.5C1 : If a microform is negative, then indicate as: 1 microfilm: negative.

11.5C2 : If it consists of illustrations, then indicate as 3 microfiche: ill. 2 microfilm reels: col. ill.

11.5D2 : Aperture card. Give the height and the width of an aperture card mount in cms.

e.g. 10 aperture cards 9 X 19 cms. 16 aperture cards. 6 x 16 cm.

11.5D3 : Microfiches. Give the height X width of a microfiche in cm.

e.g. 2 microfiches; 10 x 15 cm – 14 x 17 cm

11.5D4 : Give the width of a microfilm in millimeters.

1 microfilm reel, 16 mm.

1 microfilm cartridge, 35 mm.

11.5E : Accompanying material

1 microfilm reel, 16 mm + 1 pamphlet (30 p. : ill., 20cm.)
8.10 KEYWORDS

Access Point : A name, term, etc under which a bibliographic record may be searched and identified.

Accompanying Materials : Material issued with and intended to be used with, the item being catalogued.

Artifact : Any object made or modified by one or more persons.

Art Original : An original two – or three – dimensional work of art created by the artist (e.g. a painting, drawing or sculpture).

Audio Tape : A generic term designating a sound recording on magnetic tape.

Computer File : A file (data and / or programs) encoded for manipulation by computer.

Digital : Refers to the use of discrete signals for representing data in the form of numbers or characters. Most forms of digital representation in data processing have been done on the basis of binary numbers.

Film Strip : A length of film containing a succession of images intended for projection one at a time, with or without recorded sound.

Microform : A generic term for any medium, transparent or opaque, bearing micro-images.

Realia : An artifact or a naturally occurring entity, as opposed to a replica.

Score : A series of staves on which all the different instrumental and/or vocal parts of a musical work are written.

Sound Recording : A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced.

Title Frame : A frame containing printed or written material not part of the subject content of the item.

Video Recording : A recording on which visual images, usually in motion and accompanied by sound, have been registered; designed for playback by means of a television set.

8.11 REFERENCES AND FURTHER READING


Websites

http://www.collectioncanada.gc.ca/jsc/rdafaq.html

http://lcweb.loc.gov/marc/umb/

http://www.csdl.tamu.edu/DL95/papers/levy/levy.html

http://lcweb.loc.gov/catdir/bibcontrol/huthwaite_paper.html

http://www.ifla.org/VII/S13/wgfrbr/faq.htm


http://lcweb.loc.gov/catdir/bibcontrol/huthwaite_paper.html

http://lcweb.loc.gov/catdir/bibcontrol/beacom_paper.html