2xx Fields

Chapter Summary

2xx Introduction

2xx fields

The 20x–24x fields contain the title of the item and the variant and former titles that apply to that item. Use field 245 (Title Statement) for the title as it appears on the chief title source for an item or a title formulated according to cataloging guidelines. The uniform title is the primary collecting title for items appearing under multiple titles. The key title is a special unique title for continuing resources (serials and integrating resources). Use the indicator values of these fields entered under a name heading to generate access points and display notes.

Use the 25x–28x fields for descriptive information about the item, other than title related data. This includes the edition statement, descriptive information related to specific forms of materials, imprint and other publication source information and addresses.

210 Abbreviated Title (R)

Input Standards

Optional/Optional

1st Indicator Title added entry

0   No added entry

1   Added entry

2nd Indicator Type

b   Abbreviated key title

0   Other abbreviated title

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Abbreviated title (NR)	Mandatory/Mandatory
‡b Qualifying information (NR)	Required if applicable/Required if applicable
‡2 Source (R)	Required if applicable/Required if applicable

Definition	The title of an item as abbreviated for purposes of indexing or identification. An abbreviated key title is supplied by ISSN centers based on field 222 (Key Title). Other abbreviated titles are supplied by cataloging agencies, including abstracting and indexing services. The abbreviated title is either created by the agency supplying the field or taken from the item.
1st Indicator	**Title added entry.** A value that indicates whether an added entry is to be generated for the abbreviated title.
	0 No added entry. No title entry is to be generated.
	1 Added entry. A title entry is to be generated.
2nd Indicator	**Type.** A value that indicates the type of abbreviated title.
	b Abbreviated key title. The abbreviated title is based on the title contained in field 222 (Key Title). The title is assigned by national centers under the auspices of the ISSN Network in accordance with ISO 4, *Documentation–Rules for the Abbreviation of Title Words and Titles of Publications and List of Serial Title Word Abbreviations*. The abbreviated key title is agency-assigned.
	0 Other abbreviated title. The abbreviated title is other than an abbreviated key title.
Subfields	
‡a Abbreviated title	The complete abbreviated key title.

    210 0   Manage. improve. cost reduct. goals
    222   0 Management improvement and cost reduction goals

‡b Qualifying information	The qualifying information. When qualifying information is present in the key title, the same information is added to field 210 in the appropriate abbreviated form. The qualifiers are always enclosed in parentheses.

    210 0   Plant prot. bull. ‡b (Faridabad)
    222   0 Plant protection bulletin ‡b (Faridabad)

‡2 Source The code for the source of the abbreviated title, if the source is known. Use when the 2nd indicator value is *0*. Also use when the 2nd indicator value is *b̸* and another abbreviated title list uses the same abbreviation as the abbreviated key title. See *MARC Code Lists for Relators, Sources, Description Conventions* (http://lcweb.loc.gov/marc/relators).

Printing Field 210 does **not** print.

222 Key Title (R)

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Nonfiling characters

0   No nonfiling characters

1-9 Number of nonfiling characters present

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Key title (NR)	Mandatory/Mandatory
‡b Qualifying information (NR)	Required if applicable/Required if applicable

Definition	ISSN national centers use field 222 for a unique title assigned to a continuing resource (serial or integrating resource) in conjunction with an International Standard Serial Number in field 022. The title is formed from title information transcribed from a piece of the continuing resource and is constructed with qualifiers to make it unique when necessary.
	National centers assign ISSNs and key titles. You may enter the ISSN and key title if you are inputting a new record and the ISSN and key title are clearly labeled on the item.
	If you are inputting a record for a microform or photocopy reproduction, you may transfer the ISSN and key title from the record for the original item to the record for the reproduction.
Punctuation	Omit final punctuation unless the last word in the field is an abbreviation or ends with a closing parenthesis.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Nonfiling characters.** The number of character positions associated with a definite or indefinite article (e.g., *An* or *The*) at the beginning of a title and that are disregarded in sorting and filing processes.
	0 No nonfiling characters. No initial article character positions are disregarded. Use value *0* if the title does **not** begin with an article.
	Diacritical marks or special characters at the beginning of a field that does **not** begin with an initial article are **not** counted as nonfiling characters.
	1-9 Number of nonfiling characters present. A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word.
	Any diacritical mark or special character associated with the first filing character is **not** included in the count of nonfiling characters.
Subfields	
‡a Key title	The key title.
	222 0 Soviet astronomy letters
	222 0 Municipal salary survey. Bench-mark jobs

222 0 Report - North Dakota State Department of Health

222 0 LDR. Lawyers desk reference

222 0 Journal of polymer science. Part B. Polymer letters

‡b Qualifying information

Information that qualifies the title to make it unique. Always enclose in parentheses.

222 0 Medicina ‡b (Tokyo)

222 0 Medicina ‡b (Madrid)

222 0 Recherches ‡b (Paris. 1953)

222 0 Recherches ‡b (Paris. 1961)

Printing

Field 222 prints as the last note. If an ISSN (field 022) is present, it prints in the note. If a record contains more than one 222 field, only the first prints.

AACR2 records. The ISSN precedes the key title. The print program supplies *ISSN* before the ISSN and a space equal-sign space (=) between the ISSN and the key title.

022 1 0479-7469
222 0 Volunteer ‡b (Washington)

Prints as:

ISSN 0479-7469 = Volunteer (Washington)

Pre-AACR2 records. The key title precedes the ISSN. The print program supplies *Key title:* before the key title and *ISSN* before the ISSN and a comma after the key title.

022 1 0093-9390
222 0 Comprehensive law enforcement and criminal justice ‡b (Lansing)

Prints as:

Key title: Comprehensive law enforcement and criminal justice (Lansing), ISSN 0093-9390

240 Uniform Title (NR)

1st Indicator Uniform title printed or displayed

0   Not printed or displayed

1   Printed or displayed

2nd Indicator Nonfiling characters

0   No nonfiling characters

1-9 Number of nonfiling characters present

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Uniform title (NR)	Mandatory/Mandatory
‡d Date of treaty signing (R)	Required if applicable/Required if applicable
‡f Date of a work (NR)	Required if applicable/Required if applicable
‡g Miscellaneous information (NR)	Required if applicable/Required if applicable
‡h Medium (NR)	Optional/Optional
‡k Form subheading (R)	Required if applicable/Required if applicable
‡l Language of a work (NR)	Required if applicable/Required if applicable
‡m Medium of performance for music (R)	Required if applicable/Required if applicable
‡n Number of part/section of a work (R)	Required if applicable/Required if applicable
‡o Arranged statement for music (NR)	Required if applicable/Required if applicable
‡p Name of part/section of a work (R)	Required if applicable/Required if applicable
‡r Key for music (NR)	Required if applicable/Required if applicable
‡s Version (NR)	Required if applicable/Required if applicable

Definition	The uniform title identifies an item if it has appeared under varying titles. It brings together records for items entered under both personal and corporate names and bearing variant titles. Use for uniform titles that follow the main entry (field 100, field 110 or field 111). Use field 130 for uniform titles that are the main entry.
	For current cataloging, construct uniform titles according to AACR2 and LC practice. Search the OCLC Authority File to verify forms of entry. Use the current AACR2 or AACR2-compatible form of entry. If that form is unknown, construct the heading according to AACR2.
	For retrospective cataloging, search the OCLC Authority File to verify forms of entry. Use the current AACR2 or AACR2-compatible form of entry. If that form is unknown, you may enter the pre-AACR2 form, but you are encouraged to construct the heading according to AACR2.
	Do **not** enter field 240 and field 243 in the same record.
REC, SCO	The following guidelines are for entering uniform titles for music scores, sound recordings, and music related components of uniform titles for other materials.

- Usually, enter each component of a music uniform title in a separate subfield. For example, enter nonadjacent multiple iterations of the same type of data (i.e., data that suit the definition of the same subfield) in two subfields.

    240 10 Pièces de violes, ‡n 4e livre. ‡n lère partie. ‡p Suitte, ‡n no. 6. ‡p Matelotte

    Use two subfields for adjacent multiple iterations of the same type of data that are separated by a full or implied stop.

    240 10 Sonatas ‡n (ca. 1710). ‡n No. 4-6

However, enter adjacent multiple iterations of the same type of data separated with a comma in the same subfield.

240 10 Quintets, ‡m violins, violas, violoncello

240 10 Concertos, ‡m piano, orchestra, ‡n no. 5, op. 103, ‡r F major

240 10 Songs, ‡m viola, piano acc.

240 10 Sonatas, ‡m piano, ‡n no. 17, op. 31, no. 2, ‡r D minor

- Enter qualifying information in parentheses in the same subfield as the information it qualifies.

240 10 Goyescas (Opera)

240 10 O Ewigkeit, du Donnerwort (Cantata), ‡n BWV 60

240 10 Sonatas, ‡m violin, continuo (Bayerische Statsbibliogthek: Mus. Ms. 4123). ‡p Passacaglia

However, enter parenthetical dates used as numbers in separate subfields if the date is not adjacent to another number element.

240 10 Concertos, ‡m violin, orchestra ‡n (1938)

240 10 Concertos, ‡m violin, orchestra ‡n (1907-08)

240 10 Folk song arrangements ‡n (1943-1961), v. 3 ‡p O waly, waly

- Enter titles of excerpts and components as if they were names of parts.

240 10 Aïda. ‡p Celeste Aïda

240 10 Rienzi. ‡p Ouvertüre

240 10 Traviata. ‡n Atto 3o. ‡p Preludio

240 10 Symphonies, ‡n no. 1, op. 21, ‡r C major. ‡p Andante con moto

240 10 Plow that broke the plains. ‡p Suite

- Enter the following types of data as if they were numbers of parts: (1) numbers used to distinguish excerpts, (2) designations such as book, livre, collection, Theil, volume, etc.

240 10 Ungarische Tänze. ‡n Nr. 5

240 10 Symphoniae sacrae, ‡n 3 pars. ‡p Komm, heiliger Geist, Herre Gott

240 10 Wohltemperierte Klavier, ‡n 1. T. ‡n Nr. 24. ‡p Fuga

240 10 Musique de table. ‡n 2e production. ‡p Concert

240 10 Madrigals, ‡m voices (4-6), ‡n book 1. ‡p Fuggito è 'l sonno

240 10 Chansons, ‡n 1. livre

240 10 Cançons populars de Catalunya, ‡n 1. sèrie

240 10 Lieder ohne Worte. ‡n Heft 2

240 10 Airs, ‡m recorder, continuo, ‡n 3rd collection

- Enter the following subheadings (used for various versions of works in the larger vocal forms) as version statements: Chorus score, Libretto, Text, Texts, Vocal score.

> 240 10 Fanny. ‡s Libretto. ‡l English

> 240 10 Deutsches Requiem. ‡s Vocal score. ‡l English & German

1st Indicator

Uniform title printed or displayed. Controls printing. Your profile designation and the 1st indicator of field 240 determine printing. See also "Printing."

0 Not printed or displayed. The uniform title is **not** printed or displayed.

1 Printed or displayed. The uniform title is printed or displayed.

2nd Indicator

Nonfiling characters. The number of character positions associated with a definite or indefinite article (e.g., *An* or *The*) at the beginning of a title and that are disregarded in sorting and filing processes.

Current practice is to enter the title without articles and use 2nd indicator value *0*.

0 No nonfiling characters. No initial article character positions are disregarded. Use value *0* if the title does **not** begin with an article.

Diacritical marks or special characters at the beginning of a field that does **not** begin with an initial article are **not** counted as nonfiling characters.

1-9 Number of nonfiling characters present. A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word.

Any diacritical mark or special character associated with the first filing character is **not** included in the count of nonfiling characters.

Subfields

Do **not** enter brackets around the text of the uniform title. The print program supplies brackets. Do **not** enter a period at the end of the uniform title. Enter necessary punctuation at the end of the field if it ends in an abbreviation.

‡a Uniform title

Contains the uniform title. Parenthetical information added to make a title distinctive is **not** separately subfield coded except in the case of the date of signing added to a uniform title of a treaty. See subfield ‡d.

> 240 10 Mass, Easter (Ms. Stiftsbibliothek Sankt Gallen. 339)

> 240 10 Ballades

> 110 1   Alaska.
> 240 10 Laws, etc.

> 110 1   India. ‡b Dept. of Petroleum.
> 240 10 Annual report (1980)

> 240 10 Man against the elements

> 240 10 Art de la nouvelle

‡d Date of treaty signing

The date of meeting or date a treaty was signed.

> 110 1   France.
> 240 10 Treaties, etc. ‡g Poland, ‡d 1948 Mar. 2. ‡k Protocols, etc. ‡d 1951 Mar. 6

‡f Date of a work	The date of publication used with the uniform title.
‡g Miscellaneous information	Data **not** identified in other subfields (e.g., the other party in a treaty heading).
‡h Medium	For BKS, CNR, VIS, MIX, MAP, SCO, and COM do **not** use. Use field 245. For REC, use for pre-AACR2 cataloging only.
‡k Form subheading	Standardized terms, such as *Manuscripts*, *Protocols*, and *Selections*, added to headings to gather records for certain kinds of materials.

    240 10 Organ music. ‡k Selections

    240 10 Carmen. ‡k Selections

    240 10 History of the decline and fall of the 2xx, Empire. ‡k Selections

‡l Language of a work	Use if the linguistic content of the item is different from the original work. For example, if the item is a translation, the language of the translation follows the uniform title. (Uniform titles are usually in the original language.) Spell out the name of the language.

    240 10 Let it be. ‡l French & English

    240 10 De bello Gallico. ‡l French

    240 10 Opera completa di Watteau. ‡l English

‡m Medium of performance for music	Terms designating the medium of performance. Use also for data about accompaniment.

    240 10 Sonatas, ‡m piano

    240 10 Madrigals, ‡m voices (5)

    240 10 Chansons, ‡m guitar acc.

‡n Number of part/ section of a work	The number designations of a part/section of an item. If you are cataloging a score or sound recording, use for the serial, opus, thematic catalog number or date used as a number.

    240 10 Symphonies, ‡n no. 5

    240 10 Album für die Jugend. ‡n Nr. 14, ‡p Kleine Studie

    240 10 Iliad. ‡n Book 1-6

‡o Arranged statement for music	The abbreviation *arr.* used in the title field.

    240 10 Corsaire; ‡o arr.

‡p Name of part/ section of a work	The name designation of the part or section.

    240 10 Aïda. ‡p Celeste Aïda

‡r Key for music	The statement of key in which the music is written.

    240 10 Trios, ‡m piano, strings, ‡n no. 2, op. 66, ‡r C minor

‡s Version	The version, editions, etc., information.

    240 10 Messiah. ‡s Vocal score. ‡l Dutch & English

240 Uniform Title (NR) (cont.)

Printing

Field 240 prints on the line below the name main entry and on the line above the title. Field 240 does **not** print as an added entry. Your profile and the 1st indicator of field 240 determine printing.

Profile designation	Printing of field 240
All uniform titles	Prints regardless of 1st indicator
LC uniform titles	Prints if the 1st indicator value is *1*
No uniform titles	Does **not** print

AACR2 records. The print program supplies brackets around the entire uniform title.

```
100  1   Brunhoff, Jean de, ‡d 1899-1937.
240  10  Babar en famille.  ‡l English
245  10  Babar and his children...
```

Prints as:

Brunhoff, Jean de, 1899-1937.
[Babar en famille. English]
Babar and his children...

Pre-AACR2 records. The print program supplies brackets around the uniform title, excluding the media qualifier (i.e., around subfields up to subfield ‡h).

If brackets are **not** displayed on the record around the media qualifier in subfield ‡h, the print program supplies a pair of brackets. If any subfields follow subfield ‡h, the subfields print without brackets.

```
110  2   Catholic Church.
240  10  Mass, Easter  ‡h Sound recording
245  14  The traditional Catholic Easter Mass.
```

Prints as:

Catholic Church.
[Mass, Easter] [Sound recording]
The traditional Catholic Easter Mass.

242 Translation of Title by Cataloging Agency (R)

Input Standards

Optional/Optional

1st Indicator Title added entry

0   No title added entry

1   Title added entry

2nd Indicator Nonfiling characters

0   No nonfiling characters

1-9 Number of nonfiling characters present

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Title (NR)	Mandatory/Mandatory
‡b Remainder of title (NR)	Optional/Optional
‡c Statement of responsibility (NR)	Optional/Optional
‡h Medium (NR)	Do **not** use/Do **not** use
‡n Number of part/section of a work (R)	Required if applicable/Required if applicable
‡p Name of part/section of a work (R)	Required if applicable/Required if applicable
‡y Language code of translated title (NR)	Mandatory/Mandatory

Definition	A title that is a translation of the title proper by the cataloging agency. If the translated title (parallel title) is on the item, use field 245. Use only for translations, **not** transliterations.
1st Indicator	**Title added entry.** Field 242 does **not** print. Nevertheless, use the 1st indicator to show whether a title added entry would be provided if it did print.
	0 No title added entry. No title entry is to be generated.
	1 Title added entry. A title entry is to be generated.
2nd Indicator	**Nonfiling characters.** The number of character positions associated with a definite or indefinite article (e.g., *An* or *The*) at the beginning of a title and that are disregarded in sorting and filing processes.
	Current practice is to enter the title without articles and use 2nd indicator value *0*.
	0 No nonfiling characters. No initial article character positions are disregarded. Use value *0* if the title does **not** begin with an article.
	Diacritical marks or special characters at the beginning of a field that does **not** begin with an initial article are **not** counted as nonfiling characters.
	1-9 Number of nonfiling characters present. A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word.
	Any diacritical mark or special character associated with the first filing character is **not** included in the count of nonfiling characters.
Subfields	Enter a translated title according to guidelines for the title (field 245).
‡a Title	The title proper and alternative title, excluding the designation of the number or name of a part. Use subfield ‡a for the first title of separate works (by the same or different authors/composers) in a collection lacking a collective title.
	In records formulated according to ISBD principles, subfield ‡a includes all the information up to and including the first mark of ISBD punctuation (i.e., an equal

	sign [=], a colon [:], a semicolon [;] or a slash [/]) or the medium designator (e.g., [microform]).
‡b Remainder of title	The remainder of the title information. Include parallel titles, titles subsequent to the first (in items lacking a collective title) and other title information.
	In records formulated according to ISBD principles, subfield ‡b includes all the data following the first mark of ISBD punctuation up to and including the mark of ISBD punctuation that introduces the first author statement (i.e., the first slash [/]). Do **not** repeat subfield ‡b when more than one parallel title, subsequent title and/or other title information are given in the field.
‡c Statement of responsibility	The first statement of responsibility and/or remaining data in the field that has **not** been coded in one of the other subfields.
	In records formulated according to ISBD principles, subfield ‡c contains all data following the first slash (/).
‡h Medium	Do **not** use.
‡n Number of part/ section of a work	A number designation for a part/section of a work used in a title. Numbering is an indication of sequencing in any form (e.g., Book two, Part 1 or Supplement A). In music titles, do **not** use subfield ‡n for the serial opus or thematic index number.
	In records formulated according to ISBD principles, subfield ‡n data follows a period (.). Use a single ‡n for multiple alternative numberings.
‡p Name of part/ section of a work	A name of a part/section of a work in a title.
	In records formulated according to ISBD principles, subfield ‡p data follows a period (.) when it is preceded by subfield ‡a or another subfield ‡p. Subfield ‡p follows a comma (,) when it follows subfield ‡n.
‡y Language code of translated title	A three-character language code that indicates the language of the translated title. See *MARC Code List for Languages* (http://www.loc.gov/marc/languages/). Do **not** enter punctuation in subfield ‡y.

242 00 Political behavior in Chile, 1958. ‡y eng
245 10 Comportamiento politico en Chile, 1958

Printing	Field 242 does **not** print.

243 Collective Uniform Title (NR)

Input Standards

Optional/Optional

1st Indicator Uniform title printed or displayed

0   Not printed or displayed

1   Printed or displayed

7   Works

8   Selections

9   Other collective titles

2nd Indicator Nonfiling characters

0   No nonfiling characters

1-9 Number of nonfiling characters present

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Uniform title (NR)	Mandatory/Mandatory
‡d Date of treaty signing (R)	Required if applicable/Required if applicable
‡f Date of work (NR)	Required if applicable/Required if applicable
‡g Miscellaneous information (NR)	Optional. Pre-ACCR2 only/Optional. Pre-ACCR2 only
‡h Medium (NR)	Do **not** use/Do **not** use
‡k Form subheading (R)	Required if applicable/Required if applicable
‡l Language of a work (NR)	Required if applicable/Required if applicable
‡m Medium of performance for music (R)	Required if applicable/Required if applicable
‡n Number of part/section of a work (R)	Required if applicable/Required if applicable
‡o Arranged statement for music (NR)	Required if applicable/Required if applicable
‡p Name of part/section of a work (R)	Required if applicable/Required if applicable
‡r Key for music (NR)	Required if applicable/Required if applicable
‡s Version (NR)	Required if applicable/Required if applicable

Definition	A generic title constructed by the cataloger and used to collect works by a prolific author.
	Use field 243 for uniform titles of a collective nature (e.g., *Works*) that are **not** distinctive enough for a title added entry. LC does **not** use field 243. LC enters all uniform titles (including collective uniform titles) in field 240 (Uniform Title). OCLC encourages you to use field 240.
	Do **not** enter field 243 and field 240 in the same record.
1st Indicator	**Uniform title printed or displayed.** Your profile designation and the 1st indicator of field 243 determine printing. See "Printing" for more information.
	0 Not printed or displayed. The uniform title is **not** printed or displayed.
	1 Printed or displayed. The uniform title is printed or displayed. Use on records that you input into WorldCat. Value *1* prints for institutions whose profile designation is **LC** or **ALL**. OCLC defines values *7–9* for United Kingdom libraries. Libraries profiled for **all** uniform titles may use 1st indicator values *7*, *8* and *9* to print field 243.
	7 Works. United Kingdom library use only.
	8 Selections. United Kingdom library use only.
	9 Other collective titles. United Kingdom library use only.

2nd Indicator	**Nonfiling characters.** The number of character positions associated with a definite or indefinite article (e.g., *An* or *The*) at the beginning of a title and that are disregarded in sorting and filing processes.
	Current practice is to enter the title without articles and use 2nd indicator value *0*.

0 No nonfiling characters. No initial article character positions are disregarded. Use value *0* if the title does **not** begin with an article.

Diacritical marks or special characters at the beginning of a field that does **not** begin with an initial article are **not** counted as nonfiling characters.

1-9 Number of nonfiling characters present. A field begins with a definite or indefinite article that is disregarded in sorting and filing processes. Enter the number of characters in the article, plus spaces, punctuation, diacritical marks and special characters that precede the first significant word.

Any diacritical mark or special character associated with the first filing character is **not** included in the count of nonfiling characters.

Subfields	Do **not** enter brackets around the text of the uniform title because the print program supplies brackets. Do **not** enter a period at the end of the uniform title. Enter necessary punctuation at the end of the field if it ends with an abbreviation.
	Enter a collective uniform title (field 243) according to guidelines for the uniform title (field 240).
‡a Uniform title	Contains the uniform title. Enter parenthetical information added to make a title distinctive in subfield ‡a.
‡d Date of treaty signing	Date of signing in a uniform title for a treaty or other intergovernmental agreement.
‡f Date of work	The date of publication.
‡g Miscellaneous information	Data **not** identified in other subfields. Pre-AACR2 headings only.
‡h Medium	Do **not** use.
‡k Form subheading	A form subheading.
‡l Language of a work	Use if the linguistic content of the item is different from the original work. For example, if the item is a translation, the language of the translation follows the uniform title. (Uniform titles are usually in the original language.) Spell out the name of the language.
‡m Medium of performance for music	Terms designating the medium of performance.
‡n Number of part/ section of a work	The number designation of a part or section of the work.
‡o Arranged statement for music	The abbreviation *arr.* used in a collective title.
‡p Name of part/ section of a work	A name designation of a part/section of the work.
‡r Key for music	The statement of key in which the music is written.
‡s Version	The version, editions, etc., information.

Printing

Field 243 prints on the line below the name main entry and the line above the title. Field 243 does **not** print as an added entry. Your profile and the 1st indicator determine printing of field 243.

Profile designation	Printing of field 243
All uniform titles	Prints regardless of 1st indicator
LC uniform titles	Prints if the 1st indicator value is *1*
No uniform titles	Does **not** print

AACR2 records. The print program supplies brackets around the entire collective uniform title:

100 1   Morris, William, ‡d 1834-1896.
243 10 Selections. ‡f 1973
245 00 Selected writings and designs

Prints as:

Morris, William, 1834-1896.
[Selections. 1973]
Selected writings and designs

Pre-AACR2 records. The print program supplies brackets around the collective uniform title, excluding the media qualifier (i.e., subfields up to ‡h).

If brackets are **not** displayed on the record around the media qualifier, the print program supplies a pair of brackets. If any subfields follow subfield ‡h, the subfields print without brackets.

100 1   Ruskin, John, ‡d 1819-1900.
243 10 Selections. ‡l Italian ‡h Microform
245 10 Venezia / ‡c John Ruskin

Prints as:

Ruskin, John, 1819-1900.
[Selections. Italian] [Microform]
Venezia / John Ruskin

245 Title Statement (NR)

Input Standards

Mandatory/Mandatory

1st Indicator Title added entry

0   No added entry

1   Added entry

2nd Indicator Nonfiling characters

0   No nonfiling characters

1-9 Number of nonfiling characters present

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Title (NR)	Mandatory/Mandatory **MIX:** Required if applicable/Required if applicable
‡b Remainder of title (NR)	Required if applicable/Required if applicable **CNR:** Optional/Optional
‡c Statement of responsibility, etc. (NR)	Required if applicable/Required if applicable
‡f Inclusive dates (NR)	Required if applicable/Required if applicable
‡g Bulk dates (NR)	Required if applicable/Required if applicable
‡h Medium (NR)	Required if applicable/Required if applicable
‡k Form (R)	Required if applicable/Required if applicable
‡n Number of part/section of a work (R)	Required if applicable/Required if applicable
‡p Name of part/section of a work (R)	Required if applicable/Required if applicable
‡s Version (NR)	Required if applicable/Required if applicable

Definition	The title and statement of responsibility. Field 245 consists of the title proper and may also contain the general material designation (medium), remainder of title, 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.
Archival materials	The name by which the material is known. In addition to the title, remainder of title and remainder of title-page transcription, the title statement may include inclusive dates (subfield ‡f) and bulk dates (subfield ‡g).
	Use subfield ‡k (Form) for materials with no formal bibliographic title as the first subfield when the form of material is the only title information. If your local system requires a subfield ‡a as the first subfield, you may enter a "form of material" statement in subfield ‡a. Use subfield ‡k also to indicate "form" even if a formal title is given in subfield ‡a, ‡b and ‡c.
1st Indicator	**Title added entry.** A value that specifies whether a title added entry is made.

0 No added entry. No title added entry is made. Value *0* is always used when a 1xx heading field is **not** present in the record.

    245 00 [Man smoking at window].

    245 03 Le bureau ‡h [filmstrip] = ‡b La Oficina = Das Büro.

1 Added entry. A title added entry is made.

    245 10 Cancer research : ‡b official organ of the American Association for Cancer Research Inc.

    245 10 [Nocturne, dance house].

    245 10 Statistics : ‡b facts or fiction.

2nd Indicator
Nonfiling characters. The number of character positions associated with a definite or indefinite article (e.g., *An*, *Le* or *The*) at the beginning of a title that are disregarded in sorting and filing processes.

0 No nonfiling characters. No initial article character positions are disregarded. Use value *0* if the title does **not** begin with an article.

    245 10 Harvard project manager.

    245 10 War of the worlds.

Diacritical marks or special characters at the beginning of a title field that does **not** begin with an initial article are **not** counted as nonfiling characters.

    245 00 [Diary].

    245 10 --as others see us

1-9 Number of nonfiling characters present. A non-zero value indicates that a title begins with a definite or indefinite article that is disregarded in sorting and filing processes. Any diacritical mark, space, mark of punctuation associated with the article and any space or mark of punctuation preceding the first filing character 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.

    245 00 A to Z drug fact.

    245 04 The year book of medicine.

    245 05 [The part of Pennsylvania that ... townships].

    245 12 A report to the legislature for the year ...

    245 12 L'enfant criminal.

    245 12 L'été

    245 13 An A--Z of employment law.

    245 15 The "winter mind" : ‡b William Bronk and American letters / ‡c Burt Kimmelman.

    245 15 "The eve that never sleeps ... "

    245 16 --the serpent--snapping eye.

    245 18 The ... annual report to the Governor.

Subfields

Archival materials
The descriptive cataloging conventions used to create the record influence the use and placement of subfields. Use of tags and subfields should follow the intent of the descriptive conventions. Use the following guidelines:

- AACR2 prescribes that the date be incorporated into the title statement for radiograms, telegrams, single letters, etc., and that the date of signing be incorporated into the title statement for commissions, deeds, leases, mortgages, warrants, wills, etc. Enter titles with such dates as follows:

245 10 ‡a [Letter, 1901 March 6: ‡b Dublin to Henrik Ibsen, Kristiania, Oslo].

245 10 Postcard, 1898 March 1, Rome [to] H.G. Wells, Worcester Park, Surrey.

- However, AACR2 prescribes that titles for items other than those in the preceding paragraph generally would **not** contain a date or dates. Instead, the date or dates would be treated as imprint information and would therefore be entered in field 260 (Publication, Distribution, Etc. [Imprint]) subfield ‡c.

  245 10 Alice's adventures under ground : ‡b a Christmas gift to a dear child in memory of a summer day / ‡c Lewis Carroll (Rev. C.L. Dodgson)
  260　　‡c 1864.

  245 10 Records / ‡c American Colonization Society.
  260　　‡c 1816-1908.

  245 10 Exil / ‡c St.-J. Perse.
  260　　‡c 1941.

- *Describing Archives: A Content Standard* prescribes that you treat dates as part of the title statement.

  245 10 ‡k Letter, 1901 March 6: ‡b Dublin to Henrik Ibsen, Kristiania, [Oslo].

  245 00 ‡k Autograph collection, ‡f 1600-1882.
  [No 260 field is used. The main entry is for collector's name.]

  245 00 ‡k Diary, ‡f 1789 Jan. 1-1791 Mar. 17.
  [No 260 field is used. The main entry is for the name of the diarist.]

  245 00 Leaves of grass : ‡b holograph manuscript, ‡f 1855.
  [No 260 field is used.]

  245 00 ‡k Records, ‡f 1939-1973.
  [No 260 field is used. The main entry is for the Bollingen Foundation.]

  245 10 Janet Flanner-Solita Solano papers, ‡f 1870-
  [No 260 field is used.]

  245 10 ‡k Papers, ‡f 1932-1971
  [No 260 field is used. The main entry is for the Schramm family.]

- Whether you enter the date or dates in field 245 or field 260, code the fixed-field elements *DtSt* and *Dates* according to date information in the field you chose.

‡a Title

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

In records formulated according to ISBD principles, subfield ‡a includes all the information up to and including the first mark of ISBD punctuation (i.e., an equal sign [=], a colon [:], a semicolon [;] or a slash [/]) or the medium designator (e.g., [microform]).

245 00 Concerto for piano, with chamber music ensemble, op. 26 (1961).

245 00 ETZ : ‡b ...

245 00 Hamlet ; ‡b Romeo and Juliette ; Othello ...

245 00 John Eager Howard.

245 00 Oklahoma ‡h [sound recording] ; ‡b Carousel ; South Pacific ...

    245 00 Proceedings / ‡c ...

    245 10 [Seventeen poems].

    245 10 Map of Amish farmland, Lancaster County, Pennsylvania.

    245 10 Under the hill, or, The story of Venus and Tannhauser.

    245 13 An interpretation of Zarahemla ...

Treat a set of initials, an initialism or an acronym in the title proper as a distinct word. Do **not** enter spaces between the letters or periods within the initials, initialism or acronym. Enter one space between a set of initials, initialism or acronym and the preceding and following data.

    245 00 H.G. Wells and the world state

    245 00 IAVRI bulletin

    245 10 NAL newsletter

    245 14 The most of S.J. Perelman

For marks of omission (...) appearing on the item, substitute a dash (--). If the dash occurs within or at the end of the subfield, enter one space following the dash. If the dash occurs at the beginning of the subfield, do **not** enter a space.

    245 10 --and then there were none
    [Title page: ...and then there were none]

    245 10 Getting around-- in Germany
    [Title page: Getting around...in Germany]

If the item lacks a collective title, input the first title in subfield ‡a. Input subsequent titles in field 245 subfield ‡b, as appropriate. (Use field 740 [Added Entry–Uncontrolled Related/Analytical Title] for uncontrolled title access to each of the titles in subfield ‡b, as appropriate.)

    245 00 Speedway! ; ‡b Spin-out! ; Crypto-logic!

    245 10 Four small dances ‡h [sound recording] ; ‡b and, Six Hungarian folksongs

    245 10 Lobet den Herrn, alle Heiden ‡h [sound recording] : ‡b BWV 230 ; Jesu, meine Freude : BWV 227

    245 10 Lord Macaulay's essays ; ‡b and, Lays of ancient Rome

‡b Remainder of title The remainder of the title information. The data includes parallel titles, titles subsequent to the first (in terms lacking a collective title) and other title information. Do **not** repeat subfield ‡b when more than one parallel title, subsequent title and/or other title information is given in the field.

In records formulated according to ISBD principles, subfield ‡b contains all the data following the first mark of ISBD punctuation and up to and including the next mark of ISBD punctuation. That next mark of punctuation may be:

- a slash (/) introducing the first author statement,
- a period (.) preceding the number of a part/section of a work (subfield ‡n), or
- a period (.) preceding the name of a part/section of a work (subfield ‡p).

245 00 1999 Bracebridge map : ‡b the heart of Muskoka, Ontario, Canada.

245 00 Animalsk production = ‡b Tiererzeugung = Animal production.

245 00 Colorado heritage : ‡b the journal of the Colorado Historical Society.

245 00 Love from Joy : ‡b letters from a farmer's wife. ‡n Part III, ‡p 1987-1995, At the bungalow.

245 10 Ceramic forum international : ‡b CFI : Berichte der DKG.

245 10 Conference on Industrial Development in the Arab Countries : ‡b [proceedings].

245 10 Distribution of the principal kinds of soil : ‡b orders, suborders, and great groups : National Soil Survey Classification of 1967.

245 10 Gentlemen's quarterly ‡h [microform] : ‡b GQ.

245 10 Private eyeballs : ‡b golden treasury of bad taste.

245 10 Trade Union Fellowship Program : ‡b [announcement].

245 10 International review of applied psychology : ‡b the journal of the International Association of Applied Psychology = Revue internationale de psychologie appliquée.

246 11 Revue internationale de psychologie appliquée

‡c Statement of responsibility, etc.

The first statement of responsibility and/or remaining data in the field that has **not** been coded in one of the other subfields. Once subfield ‡c has been recorded, no further subfield coding of field 245 is possible.

In records formulated according to ISBD principles, subfield ‡c contains all the data following the first slash (/).

245 00 Management report. ‡n Part I / ‡c U.S. Navy's Military Sealift Command.

245 00 Retail et volaille / ‡c Bureau des statistiques de Québec = Livestock and poultry / Quebec Bureau of Statistics.

245 04 The plays of Oscar Wilde / ‡c Alan Bird.

245 10 He who hunted birds in his father's village : ‡b the dimensions of a Haida myth / ‡c Gary Snyder ; preface by Nathaniel Tarn ; edited by Donald Allen.

245 10 How to play chess / ‡c Kevin Wicker ; with a foreword by David Pritchard ; illustrated by Karel Feuerstein.

245 10 Island series. ‡p Penrhyn, bathymetry / ‡c compilation by K.B. Lewis, P. Larkin, and T.T. Rongo ; Bathymetric compilation and contouring by K.B. Lewis, T.T. Rongo and A.T. Utanga ; drawn by S.C. Glover.

245 10 Project directory / ‡c TDC = Répertoire des projets / CDT.

245 14 The analysis of the law / ‡c Sir Matthew Hale. The students companion / Giles Jacob.

‡f Inclusive dates   The time during which the entirety of the contents of the described record unit were created. Use for archival materials.

> 245 00 Short-Harrison-Symmes family papers, ‡f 1760-1878.

> 245 00 ‡k Letter, ‡f 1901 March 6, ‡b Dublin, to Henrik Ibsen, Kristiana [Oslo].

‡g Bulk dates   The time period during which the bulk of the described materials were created. Use for archival materials.

> 245 00 ‡k Records, ‡f 1939-1973 ‡g 1965-1972.

> 245 10 ‡k Employment applications ‡g Jan.-Dec. 1985.

‡h Medium   A medium designator used in the title statement. See "GMDs and Library of Congress Rule Interpretations" in section 2.1 for a list of GMDs.

In records formulated according to ISBD principles, the medium designator appears in lowercase letters and is enclosed within brackets. It follows the title proper (which consists of subfields ‡a and any subfields ‡n and/or ‡p that follow immediately) and precedes the remainder of the title (which consists of subfield ‡b plus any subfields ‡n and/or ‡p that follow it), subsequent titles (in items lacking a collective title) and/or statement(s) of responsibility, etc., (subfield ‡c).

> 245 00 [Geode] ‡h [realia].

> 245 00 Daily report. ‡p People's Republic of China ‡h [microform] / ‡c FBIS.

> 245 03 La mer ‡h [sound recording] ; ‡b Khamma ; Rhapsody for clarinet and orchestra / ‡c Claude Debussy.
> *[Item lacks a collective title.]*

> 245 04 The Green bag ‡h [microform] : ‡b a useless but entertaining magazine for lawyers.

> 245 14 The New Lost City Ramblers with Cousin Emmy ‡h [sound recording].

> 245 14 The printer's manual ‡h [microform] / ‡c by Caleb Stower ; with a new introduction by John Bidwell. The printer's companion / by Edward Grattan ; with a new introduction by Clinton Sisson.

‡k Form   The form of the material. Specific kinds of materials are distinguished by an examination of their physical character, the subject of their intellectual content or the order of information within them (e.g., daybooks, diaries, directories, journals or memoranda). Use for archival materials.

> 245 10 Four years at Yale : ‡k diaries, ‡f 1903 Sept. 16-1907 Oct. 5.

> 245 14 The charity ball : ‡b a comedy in four acts : ‡k typescript, ‡f 1889 / ‡c by David Belasco and Henry C. DeMille.

‡n Number of part/ section of a work   The 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., Book two, Part 1 or Supplement A). Multiple numberings for a part/section are contained in a single subfield ‡n. Separate multiple numberings with a comma. In music titles, the serial opus or thematic index number are generally **not** contained in subfield ‡n.

In records formulated according to ISBD principles, subfield ‡n follows a period (.).

> 245 00 Etudes et documents tchadiens. ‡n Série B

245 00 Comptes rendus Lebdomadaires des séances de l'Académie des Sciences. ‡n A, ‡p Sciences mathématiques. ‡n B, ‡p Sciences physiques.

‡p Name of part/ section of a work

A name designation of a part/section of a work.

In records formulated according to ISBD principles, subfield ‡p follows a period (.) when it is preceded by subfield ‡a, ‡b or another subfield ‡p. Subfield ‡p follows a comma (,) when it follows subfield ‡n.

245 00 Deutsche Bibliographie. ‡p Wöchentliches Verzeichnis. ‡n Reihe B, ‡p Beilage, Erscheinungen ausserhalb des Verlagsbuchhandels : ‡b Amtsblatt der Deutschen Bibliothek.

245 10 Manufacturing industries of Canada. ‡p Geographical distribution = ‡b Industries manufacturiéres du Canada. ‡p Réparition géographique.

Repeat subfields ‡n and ‡p only when following a subfield ‡a, ‡b, ‡n or ‡p. If a title recorded in subfield ‡c includes the name and/or number of a part/section, those elements are **not** separately subfield coded.

245 00 Zentralblatt für Bakteriologie, Parasitenkunde, Infektionkrankheiten und Hygiene. ‡n 1. Abt. Originale. ‡n Reihe B, ‡p Hygiene, Krankenhaushygiene, Betriebshygiene, präventive Medizin.

245 00 Annual report of the Minister of Supply and Service Canada under the Corporations and Labour Unions Returns Act. ‡n Part II, ‡p Labour unions = ‡b Rapport annuel du ministre des Approvisionnements et services Canada présenté sous l'empire et des syndicates ouvriers. ‡n Partie II, ‡p Syndicats ouvriers.

245 00 Concerto per piano n. 21, K 467 ‡h [sound recording] / ‡c W.A. Mozart. L'assedio di Corinto. Ouverture / G. Rossini.

‡s Version

The name, code or description of a copy of the described materials that was generated at different times or for different audiences. Use for archival materials.

245 10 Director's report of the Association of Insurance Adjusters. ‡s Member release.

Printing

Field 245 prints in the title paragraph before the edition statement or imprint. The print program supplies a space-dash-space (--) between the title statement and the next field. You should enter brackets around the GMD in subfield ‡h (Medium). For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/ documentation/worldcat/cataloging/cards/default.htm.

If the 1st indicator value is *1*, the print program provides an added entry and tracing. The title proper (subfields ‡a, ‡n and ‡p) prints as the added entry. The word *Title:* and the appropriate Roman numeral print with the tracing.

246 Varying Form of Title (R)

Input Standards

Required if applicable/Optional

1st Indicator Note/added entry controller

0   Note, no added entry
1   Note, added entry
2   No note, no added entry
3   No note, added entry

2nd Indicator Type of title

ƀ   No type specified
0   Portion of title
1   Parallel title
2   Distinctive title
3   Other title
4   Cover title
5   Added title page title
6   Caption title
7   Running title
8   Spine title

Subfields (R=Repeatable NR=Nonrepeatable)   **Input Standards**

‡a	Title proper/short title (NR)	Mandatory/Mandatory
‡b	Remainder of title (NR)	Required if applicable/Required if applicable
‡f	Designation of volume and issue numbers and/or date of a work (NR)	Required if applicable/Required if applicable
‡g	Miscellaneous information (NR)	Required if applicable/Required if applicable
‡h	Medium (NR)	Do **not** use/Do **not** use
‡i	Display text (NR)	Required if applicable/Optional
‡n	Number of part/section of a work (R)	Required if applicable/Required if applicable
‡p	Name of part/section of a work (R)	Required if applicable/Required if applicable
‡5	Institution to which field applies (NR)	Required if applicable/Optional

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 and if it contributes to further identification of the item. Also use field 246 for tracing a portion of the title.

Do **not** enter initial articles in subfield ‡a. Do not enter punctuation at the end of the field unless the last word in the field is an abbreviation, letter, or data that ends with a mark of punctuation.

For items including several works but lacking a collective title, field 246 is used only for titles related to the title selected as the title proper, usually the first work named in the chief source of information. Titles related to other works are recorded in field 740 (Added Entry—Uncontrolled Related/Analytical Title) or one of the other 7xx Fields (Added Entry fields).

Multiple 246 fields
Use separate 246 fields for each varying form of title. Enter multiple 246 fields in the following order:

246 fields with 2nd indicator value *0*
246 fields with 2nd indicator value *1*
Other 246 fields in the note printing order

1st Indicator

Note/added entry controller. Whether a note and/or added entry is generated from the field.

0 Note, no added entry. Use if you want the varying form of the title to print as a note (according to the 2nd indicator), but **not** as a title added entry.

1 Note, added entry. Use if you want the varying form of title to print as a note (according to the 2nd indicator) and as a title entry.

2 No note, no added entry. Use if you do **not** want the varying form of title to print as a note or as an added entry.

3 No note, added entry. Use if you want the varying form of title to print as an added entry but **not** as a note.

2nd Indicator

Type of title. The type of title recorded in field 246. Information may be provided in subfield ‡i when a special display is needed or for titles not handled by the other values.

ƀ No type specified. Use with subfield ‡i when you want a special display. Use also for titles **not** accommodated by other 2nd indicator values.

> 245 10 Father & son ‡h [sound recording].
> 246 3 Father and son

> 245 10 Live at Moers Festival ‡h [sound recording]...
> 246 1 ‡i Additional title on container: ‡a Live at International New Jazz Festival

- Use for corrected forms of titles.

  > 245 10 Tillie Olson [i.e., Olsen], a profile.
  > 246 3 Tillie Olsen, a profile

- Use for titles from sources other than 245.

  > 246 1 ‡i Publisher's catalog title: ‡a Phyllis Diller--in a man's world

- Use for binder's titles, colophon titles, and half titles when you want to specify the source.

  > 246 1 ‡i Half title: ‡a Poljica kod Splita

- Use for "At head of title" notes.

  > 245 00 Bulletin of atomic scientists
  > 246 1 ‡i At head of title: ‡a Science and public affairs ‡f Jan. 1970-Apr. 1974

  > 245 10 Chicago & vicinity 6 county Streetfinder / ‡c Rand McNally
  > 246 3 Chicago & vicinity six county Streetfinder
  > 246 3 Rand McNally, Chicago Tribune, Chicago & vicinity 6 county Streetfinder
  > 500   At head of cover title: Rand McNally, Chicago Tribune.

- Use for panel titles found on maps.

  > 246 1 ‡i Panel title: ‡a Welcome to big Wyoming

- Use for container titles found on audiovisual and sound recording material.

  > 246 1 ‡i Title on container: ‡a Papaya and guava

- Use for acronym titles.

    245 10 Computerized engineering index.
    246 1 ‡i Also known as: ‡a COMPENDEX

- Use for alternate forms of title

    245 00 4 corners power review.
    246 3 Four corners power review

    245 10 Beauty & the beast.
    246 3 Beauty and the beast

0 Portion of title. Any portion of the full title (except parallel titles) required for added entry access.

- Use for portion of title.

    245 04 The Berkeley book of modern writing.
    246 30 Modern writing

- Use for an added entry portion of the full title.

    245 00 Journal of polymer science. ‡n Part C, ‡p Polymer symposia.
    246 30 Polymer symposia

- Use for alternative titles.

    245 04 The Sacred harp, or Eclectic harmony.
    246 30 Sacred harp
    246 30 Eclectic harmony

- Use for other title information when field 245 subfield ‡b consists of an initialism or full form of title rejected as title proper.

    245 00 Library resources market place : ‡b LRMP.
    246 30 LRMP

1 Parallel title. Titles in another language. Use if you want to create an added entry for a parallel title in field 245. Use a separate 246 field for each parallel title.

If a title page has titles in two or more languages, use field 245 for the full title (title proper and parallel titles). Use field 245 subfield ‡a for the first title and field 245 subfield ‡b for all parallel titles.

    245 00 Tekstiiliteollisuuden vuosikirja = ‡b Textilindustrins årsbok = The Textile industry yearbook
    246 31 Textilindustrins årsbok
    246 31 Textile industry yearbook

    245 00 Keizai antei shiryo = ‡b E.S.B. bulletin.
    246 31 E.S.B. bulletin

    245 00 Japan report = ‡b Nihon.
    246 31 Nihon

2 Distinctive title. A special title that appears in addition to the regular title on individual issues of an item and by which the issue may be known. They are most common on annual reports, yearbooks, or conference proceedings when an issue

is dedicated to a particular topic or theme. Do not confuse distinctive titles with individual titles (e.g., analytics) within a series. Used primarily for serials.

Enter distinctive titles in field 246 if the individual volume is likely to be known by the special title. Always use subfield ‡f with a distinctive title. 2nd indicator value *2* generates the display constant *Distinctive title:*.

    246 12 Contrasting concepts in campus planning ‡f 1966
    246 12 Campus planning ‡f 1967

3 Other title. Titles not specified by other 2nd indicator values and not identified using subfield ‡i. Other titles include masthead titles, half-titles, binder's titles, colophon titles, parallel titles not in field 245, and cover titles in inverted form. **Used primarily for serials.** 2nd indicator value *3* generates the display constant *Other title:* .

    246 13 RVR ‡f <Feb. 1973->

    246 13 Annals of sociology ‡f 1962-73

    246 13 Shanxi venyi ‡f July 1973-

4 Cover title. Titles printed on the original covers of a publication or lettered or stamped on the publisher's binding (as distinguished from the title lettered on the cover by a bindery). 2nd indicator value *4* generates the display constant *Cover title:* .

    245 00 Monthly checklist of state publications.
    246 14 State publications monthly checklist

    246 14 Statistics of criminal and other offences ‡f 1969-

    245 00 Sonata 1 : ‡b Six sonatas, c. 1700 / ‡c Godfrey Keller ; edited by Peter Holman
    246 04 Sonata 1 in D major

5 Added title page title. Item has two title pages (usually in different languages), found on a title page preceding or following the title page used as chief source or on an inverted title page at the end of the publication. Use field 246 for the title on the "second" title page if access is deemed necessary. 2nd indicator value *5* generates the display constant *Added title page title:* .

    245 00 Service to the Public Task Force report : ‡b for discussion, October 12, 1990.
    246 15 Service au public, rapport de Groupe de travail.

6 Caption title. Titles printed at the head of the first page of text or music. 2nd indicator value *6* generates the display constant *Caption title:* .

    245 10 Newspaper geog. list ‡h [microform] / ‡c Carleton University.
    246 16 Newspaper index ‡f Jan. 1982-

    245 00 Impromptus für Klavier, op. 5.
    246 16 Impromptus über ein Thema von Clara Wieck

7 Running title. Titles repeated in the top or bottom margin of each page in a publication. Use for the eye-readable header on microfiche. 2nd indicator value *7* generates the display constant *Running title:* .

245 00 Bangladesh Education Extension Centre bulletin.
246 3   BEEC bulletin
246 17 B.E.E.C. bulletin

245 00 2005 VCC crime codes : ‡b listed alphabetically and by statute.
246 30 VCC crime codes listed alphabetically and by statute
246 17 Virginia crime codes

8 Spine title. Titles on the spine (publisher's title, not library binder's title). The spine title is often a short or partial form of the full title given on the title page. 2nd indicator value *8* generates the display constant *Spine title:* .

245 00 Chartbook of federal programs on aging / ‡c Irma Schechter.
246 18 Chartbook on aging

245 12 A handbook on electrical filters : ‡b synthesis, design and application / ‡c by Donald R.J. White.
246 18 Electrical filters

Subfields

Arrange data so that dates and/or volume designations follow the title. Enter an identifying phrase only when using subfield ‡i. In other cases, the print program generates the display constant based on the 2nd indicator value.

‡a Title proper/short title

The title proper should be long enough to identify the item and should be comprehensible. Do **not** repeat subfield ‡a.

245 00 Journal of polymer science. ‡n Part C, ‡p Polymer symposia.
246 30 Polymer symposia

245 00 Tekstiiliteollisuuden vuosikirja = ‡b Textilindustrins årsbok = The Textile industry yearbook
246 31 Textilindustrins årsbok
246 31 Textile industry yearbook

‡b Remainder of title

Other title information (e.g., subtitles, parallel titles, etc.). Do **not** repeat subfield ‡b. Enter multiple subtitles and/or parallel titles in the same subfield ‡b.

245 00 Frauen komponieren : ‡b 14 Stücke für Violoncello und Klavier = Female composers : 14 pieces for violoncello and piano / ‡c herausgegeben von Barbara Heller und Eva Rieger.
246 31 Female composers : ‡b 14 pieces for violoncello and piano

‡f Designation of volume and issue numbers and/or date of a work

Do **not** enter punctuation in the subfield preceding subfield ‡f unless the preceding subfield ends with an abbreviation or with parentheses. The print program supplies a comma and a space before the data in subfield ‡f. Do **not** enter final punctuation at the beginning or the end of subfield ‡f, except, where appropriate, a hyphen or an angle bracket.

246 14   Prisons ‡f 1952-1956

246 14   Guards and prisons ‡f 1957-

246 13 Annals of sociology ‡f 1962-1973

246 13 Itogi naukii tekhniki. ‡p Serii a Mekhanika tverdykh deformiruemykh tel ‡f v. 5-6

246 13 Shanxi wenyi ‡f July 1973-

Use the following guidelines for entering incomplete date or volume designations in subfield ‡f:

- Enter incomplete data in angle brackets < >. Angle brackets and the data within them print on cards.

    246 14   Crime and delinquency in North Dakota ‡f <1971-1972>

    246 16   Pacific and its wonders ‡f 19<54>-1956

- If you do **not** want part of the date or volume information to print because that data is not provided, enter up to three spaces between the parts. Enter one or two spaces if one or two suffice.

    246 04   Annual report ‡f 19 -1964

    246 04   Annual report ‡f 187 -1889

‡g Miscellaneous information

Data **not** identified in other subfields.

246 13   Review of polymorphous material ‡g (varies slightly) ‡f 1965-68

‡h Medium

Do **not** use.

‡i Display text

Text to be displayed when none of the other second-indicator display constants is adequate. When you use subfield ‡i, the 2nd indicator is ∅. Subfield ‡i precedes subfield ‡a.

245 00   Bulletin of atomic scientists.
246 1   ‡i At head of title: ‡a Science and public affairs ‡f Jan. 1970-Apr. 1974

245 00   Quartetti per archi.
246 1   ‡i Colophon title: ‡a Smyccove kvartety

246 1   ‡i Panel title: ‡a Welcome to big Wyoming

245 04   The Bluegrass album ‡h [sound recording].
246 1   ‡i Vol. 3 has title: ‡a California connection

‡n Number of part/ section of a work

A number designation for a part/section of a work. 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.

‡p Name of part/ section of a work

A part or section name that qualifies the title proper (subfield ‡a).

246 11   Archives for meteorology, geophysics, and bioclimatology. ‡n Series A, ‡p Meteorology and geophysics

‡5 Institution to which field applies

The code of the institution holding the copy to which the added entry applies. It is used in an added entry (1st indicator value *1* or *3*) that does **not** apply to the universal description of the item.

Printing

Field 246 prints as a note and/or an added entry and tracing. You control printing using indicator values. Subfields ‡g and ‡5 do **not** print. Subfield ‡i prints in a note as entered. It does not print in an added entry or tracing.

If the 1st indicator value is 1 or 3, field 246 prints as an added entry and tracing. The title proper (subfields ‡a, ‡n and ‡p) prints as the added entry. The print program supplies a period at the end of the added entry unless the final character is a hyphen (-) or a mark of final punctuation (. ? !).

In the tracing paragraph the title is preceded by the word *Title:* and the appropriate Roman numeral.

If the 1st indicator value is 0 or 1 and the 2nd indicator value is 2, 3, 4, 5, 6, 7 or 8, field 246 prints as a note. The print program supplies a display constant at the beginning of the note according to the value of the 2nd indicator.

2nd indicator	Display constant
2	Distinctive title:
3	Other title:
4	Cover title:
5	Added title page title:
6	Caption title:
7	Running title:
8	Spine title:

If the 1st indicator value is 0 or 1 and the 2nd indicator value is ᵇ (blank), field 246 prints as a note. 2nd indicator value ᵇ (blank) does **not** generate a display constant.

The print program supplies a comma and a space before the date or volume information (subfield ‡f). Incomplete data enclosed in angle brackets also prints. The print program supplies a period at the end of the note unless the final character is a hyphen (-) or a mark of final punctuation (. ? !).

246 14 Statistics of criminal and other offences ‡f 1969-

Prints as an added entry:

Statistics of criminal and other offences.

Prints as a note:

Cover title: Statistics of criminal and other offences, 1969-

246 15 Population and housing census in Göteborg

Prints as an added entry:

Population and housing census in Göteborg

Prints as a note:

Added title page title: Population and housing census in Göteborg

246 16 Pacific and its wonders ‡f 19<54>-1956

Prints as an added entry:

Pacific and its wonders.

Prints as a note:

Caption title: Pacific and its wonders, 19<54>-1956.

246 1 ‡i At head of title: ‡a Science and public affairs ‡f Jan. 1970-Apr.1974

Prints as a note:

At head of title: Science and public affairs, Jan. 1970-Apr. 1974.

Printing multiple 246 fields

If a record has multiple 246 fields with the same 2nd indicator, the multiple fields print in one paragraph, in order of appearance in the record. The print program supplies the appropriate display constant at the beginning of the note, and a semicolon between each title in the note. If subfield ‡f has a hyphen as the final character, the print program supplies two spaces and a semicolon before the next title.

246 12 Contrasting concepts in campus planning ‡f 1966
246 12 Campus planning ‡f 1967

Prints as added entries:

Contrasting concepts in campus planning.
Campus planning.

Prints as a note:

Distinctive title: Contrasting concepts in campus planning, 1966; Campus planning, 1967.

246 14 Prisons ‡f 1952-1956
246 14 Guards and prisons ‡f 1957-

Prints as added entries:

Prisons.
Guards and prisons.

Prints as a note:

Cover title: Prisons, 1952-56; Guards and prisons, 1957-

247 Former Title (R)

Input Standards

Required if applicable/Required if applicable

1st Indicator Title added entry

0   No added entry

1   Added entry

2nd Indicator Note controller

0   Display note

1   Do not display note

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Title (NR)	Mandatory/Mandatory
‡b Remainder of title (NR)	Required if applicable/Required if applicable
‡f Designation of volume and issue numbers and/or date of work (NR)	Required if applicable/Required if applicable
‡g Miscellaneous information (NR)	Required if applicable/Required if applicable
‡h Medium (NR)	Do not use/Do not use
‡n Number of part/section of a work (R)	Required if applicable/Required if applicable
‡p Name of part/section of a work (R)	Required if applicable/Required if applicable
‡x International Standard Serial Number (NR)	Required if applicable/Required if applicable

Definition A former title proper when one cataloging record represents all former titles proper of a continuing resource (serial or integrating resource).

- Under pre-AACR2 rules, catalog a serial under the latest title, with former titles noted in the **same** record in a *title varies* note.
- Under AACR2, catalog an integrating resource under the latest title, with former titles noted in field 247 in the **same** record. Former titles proper are sometimes also recorded in field 547. Field 547 is most often used when multiple former titles are described in a single note.
- Under AACR2, create separate bibliographic records when a major change in a serial title has occurred. When separate records are made for change of title, use the linking entry fields 780 and 785 to show the preceding and succeeding entries.

Existing bibliographic records Since 1981, all current cataloging for serials affected by major changes in title or main entry must be successive entry cataloging. Use the following guidelines to determine cataloging practice for existing records (printed and machine-readable):

- If you find only a latest entry record, you may use that record or enter a separate successive entry record for each title held by your institution. Treat these successive entry records as current original cataloging.

- If you find successive entry records for some but **not** all of the titles that your institution holds, enter separate successive entry records for the titles not already represented.

- If you have printed, latest entry records, and you find successive entry records for all of the titles represented, do **not** input the latest entry record. Use the successive records for your institution's holdings.

- If you are transcribing printed cataloging copy that has latest entry records, create a separate successive entry record for each title held by your institution. Treat the records as current original cataloging.

In some cases, LC used field 247 for successive entry cataloging. LC used field 247 for a minor title variation that ceased by the time of cataloging. For example, LC used field 247 if the title on one piece consisted of a generic term **not** grammatically linked to the name of the issuing body; and on another piece, the same generic term was grammatically linked to the name of the issuing body. Some records may still contain such cataloging.

1st Indicator

Title added entry. A value that specifies whether a title added entry is made.

0 No added entry. No title entry is made.

247 00 Statistical bulletin of the American Tariff League ‡f Nov. 1928-Feb. 1931
710 22 American Tariff League. ‡t Statistical bulletin of the American Tariff League.

1 Added entry. A title added entry is made.

2nd Indicator

Note controller. A value that specifies whether or not a note is made from data in this field. Whenever an intelligible note cannot be made from data in this field, a textual note is recorded in field 547 and this indicator is set to value *1*.

0 Display note. A note is displayed.

1 Do not display note. A note is **not** displayed.

Subfields

Arrange data so that dates or volume designations follow the title. Do **not** enter identifying phrases (e.g., *Title varies*). Do not enter a period at the end of the field unless the field ends with an abbreviation. Enter each former title or title variation in a separate 247 field.

‡a Title

The title proper and alternative title, excluding the designation of the number or name of the part. The title proper should be long enough to identify the item and should be comprehensible. Enter alternative titles in subfield ‡a. Do **not** repeat subfield ‡a. Use subfield ‡b for parallel titles.

247 10 Medical world news annual review of medicine

‡b Remainder of title

Other title information (e.g., subtitles, parallel titles, etc.). Do **not** repeat subfield ‡b. Enter multiple subtitles and/or parallel titles in the same subfield ‡b. If the **other** title information has a part or section number or name, enter the number or name in subfield ‡b, **not** in subfield ‡n or ‡p.

‡f Designation of volume and issue numbers and/or date of work

The dates or volume and issue numbers that relate the former variant title to the record. Do **not** enter punctuation at the end of subfield ‡f except, where appropriate, a hyphen or an angle bracket.

247 10 British Columbia financial times ‡f 1914-June 1951

247 10 British Columbia economic times ‡f July 1951-1952

247 10 Medical world news annual review of medicine ‡f 1963-

247 00 Chemical age yearbook ‡g (varies slightly) ‡f 1957-

Use the following guidelines for entering incomplete date or volume designations in subfield ‡f.

- Enter incomplete data in angle brackets < >. Angle brackets and the data within them print on cards.

‡g Miscellaneous information	Data **not** identified in other subfields.
	247 00 Chemical age yearbook ‡g (varies slightly)
‡h Medium	Do **not** use.
‡n Number of part/ section of a work	A number designation for a part/section of a work. 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.
‡p Name of part/ section of a work	A part or section name that qualifies the title proper (subfield ‡a).
	247 11 Annual report of scientific research grants, Ministry of Education, ‡p Sciences.
‡x International Standard Serial Number	The International Standard Serial Number (ISSN) for the serial title.

Printing

Field 247 prints as a note and/or added entry and tracing. You control printing using the indicators. Subfields ‡x and ‡g do **not** print.

If the 1st indicator value is 1, field 247 prints as an added entry and tracing. The title proper (subfields ‡a, ‡n, ‡p) prints as the added entry.

In the tracing paragraph, the print program supplies the text *Title:* and the appropriate Roman numeral.

If you want the former title to print as an author/title added entry (instead of a title added entry), use 1st indicator value *0* and enter the author/title added entry in field 700, field 710 or field 711.

247 00 Statistical bulletin of the American Tariff League ‡f Nov. 1928-Feb. 1931
710 22 American Tariff League. ‡t Statistical bulletin of the American Tariff League.

If the 2nd indicator value is 0, field 247 prints as a note. The print program supplies the text *Title varies:* at the beginning of the note. The print program supplies a period at the end of the note unless the final character is a hyphen. The print program supplies a comma and a space before the date or volume information (subfield ‡f). Data enclosed in angle brackets print on cards.

247 10 Medical world news annual review of medicine ‡f 1963-

Prints as:

Title varies: Medical world news annual review of medicine, 1963-

247 10 Directorio universal de tabacos ‡f <1951/52-1961/62>

Prints as:

Title varies: Directorio universal de tabacos, <1951/52-1961/62>

Unintelligible notes

If you cannot create an intelligible note from field 247, use 2nd indicator value *1* and enter the note in field 547. For example, use field 547 for a title varies note if

the note has titles in more than one language or describes a title variation for a parallel title.

        247 01 Rapport annuel ‡f 1967
        247 01 Annual report ‡f 1967
        547   Title varies: 1967, rapport annuel. Annual report.

Use field 547 for an "Edition varies" note.

        245 00 Printing trades blue book.
        247 11 Printing trades blue book. ‡p New York edition ‡f 1916
        250   Metropolitan ed.   Greater New York and New Jersey.
        547   Edition varies: 1916, New York edition.

Multiple 247 fields   Multiple 247 fields, which print as notes, print in one paragraph, in order of appearance in the record. The print program supplies a display constant at the beginning of the note and a dash between each title.

        247 10 British Columbia financial times ‡f 1914-June 1951
        247 10 British Columbia economic times ‡f July 1951-1952

Prints as:

Title varies: British Columbia financial times, 1914-June 1951--British Columbia economic times, July 1951-1952.

250 Edition Statement (NR)

Definition   The edition statement proper and any other information up to the imprint. Use only if the edition statement is self-defining, that is, uses words such as *edition, issue,* and *version.* Numbers also may appear with an edition statement.

> Ed. 1965-66.

> 1st ed., new corr. printing.

> 3rd impression (with minor revisions)

Treat items that use the word *revised* alone, with modifications, or as a modifier, as editions.

> [Rev. and up-to-date]

> Rev. ed.

> Rev.

> Rev. 2nd ed.

> [Slightly rev.]

An edition statement may include a personal name:

> 2nd ed. / revised by M.C.F. Proctor.

However, a phrase that includes only the word *revised* and a personal name is **not** itself an edition statement. The following phrases are statements of responsibility (use field 245 subfield ‡c), **not** edition statements: *revised and edited by Edwin Essex* or *Rev. by Erica Sabarth and Henry N. Williams.*

An edition statement may include information about new material.

> 2nd ed. / edited with an introduction and notes by H.A. Rose, new impression.

A phrase that includes only information about new material is **not** itself an edition statement. The following statements are statements of responsibility (use field 245, subfield ‡c), **not** edition statements: *with a new introduction by Rupert C. Jarvis* or *With a new introductory essay by William W. Brickman, Francesco Cordasco [and] Thomas H. Richardson.*

Use field 250 for the edition designation if different editions have identical titles. Use separate records for different editions as long as the editions can be identified.

The following categories of different editions may have identical titles. Use separate records for such editions:

- Geographic editions (e.g., *West Coast edition*)
- Special group or special interest editions (e.g., *Dry cleaners' edition* or *Ed. pour le medicin*)
- Special format or physical presentation statements (e.g., *Airmail ed., Braille ed., Library ed.* or *Microform ed.*)
- Different language editions if the original title exists on the title page along with an edition statement
- Reprint or reissue statements that indicate a reissue or revision of the serial as a whole
- General editions (e.g., editions that contain complete contents, whereas their special editions have only portions of the contents)

Note that some edition statements in foreign language items reflect printing information, not editions. See "250 Edition Statement ‡a Edition statement" in chapter 4: When to Input a New Record.

Guidelines

CNR   Do **not** note editions that differ only in advertising content.

MIX   Use for statements relating to versions of manuscript works existing in two or more versions or states in single or multiple copies (e.g., different manuscript drafts of a film script).

SCO   Use for a statement designating the voice range for the score (as distinguished from a statement of the medium of performance) that is not grammatically linked to the title, or for other title information considered an edition statement, whether or not it includes the word edition or its equivalent.

High key in f.
Ausg. für hohe Stimme.

COM   Use for computer files that have statements referring to the file itself, not just to the documentation. Evidence of a new edition of a file may be:

- The appearance of an explicit edition statement relating to the file
- Significant additions or deletions to the contents of a monographic file
- Significant changes in the structure of content of the field (e.g., a change in program language)

Do **not** make new edition statements for the following:

- Additions or deletions to a serial or dynamic database
- Changes in the arrangement of a file's contents
- Changes in the physical format of input, output, or storage
- Changes of a minor nature

Describe such changes in local notes.

1st Indicator   **Undefined.** The 1st indicator position is undefined and contains a blank (Ⴆ).

Ⴆ **Undefined**

2nd Indicator   **Undefined.** The 2nd indicator position is undefined and contains a blank (Ⴆ).

Ⴆ **Undefined**

Subfields

‡a Edition statement	The edition statement includes the words and numbers describing the edition, including terms such as *revised* or *enlarged*. In general, the edition statement should distinguish the edition being described from any other edition.

250	1974 issue.
250	Version 1.1.
250	ICPSR ed., OSIRIS IV version.
250	4th ed.
250	Medium-high voice ed.
250	1st ed., rev. impression.
250	Rev.
250	[Slightly rev.]
250	World Cup ed.

245	00	Cambridgeshire farmers journal.
250		Northern ed.

245	00	UNITAS.
250		English ed.

‡b Remainder of edition statement	A parallel edition statement or a statement of responsibility, or a personal or corporate responsibility statement that applies only to a particular edition.

250	Rev. ed. / ‡b program has been converted from BASIC to FORTRAN IV by Allen P. Smith.
250	2nd ed., rev. and enl. / ‡b by W.H. Chalmer.
250	New rev. and enl. ed. / ‡b with appendix: the coins and bank notes of the British Mandatory Government of Palestine.
250	4th ed. / ‡b revised by H.G. LeMesurier and E. McIntosh, repr. with corrections.
250	2nd ed. / ‡b revised by Ann Jones ; foreword by James Jones.
250	Canadian ed. = ‡b Ed. canadienne.
250	Neue, kritisch durchgesehene Ausg. / ‡b von L. Benda, Ausg. für hohe Stimme.
250	3rd draft / ‡b edited by Paul Watson.

Printing	Field 250 prints in the title paragraph. For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/#4 .

254 Musical Presentation Statement (NR)

Input Standards

Required if applicable/Required if applicable

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Musical presentation statement (NR)	Mandatory/Mandatory

Definition	The musical presentation statement for printed or manuscript music. Transcribe the statement from the item. The statement describes the particular format of the edition in hand, which may differ from the format of another edition of the same work (e.g., a string quartet published as a score, study score, score and parts, or a set of parts).
	Use for statements that indicate the physical presentation of the music (e.g., *score and parts, study score* or *miniature score*). However, treat statements that indicate an arrangement or edition of a musical work (e.g., vocal score, version with orchestra accompaniment, Klavierauszug) as subsequent statements of responsibility (field 245 subfield ‡c), regardless of whether a name appears in conjunction with the statement.
	Use field 254 only in records cataloged according to AACR2.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	
‡a Musical presentation statement	The entire musical presentation statement.
	254 Study score.
	254 Miniature score.
Printing	Field 254 prints in the title paragraph following the title (field 245) or edition statement (field 250). Field 254 prints exactly as entered, including punctuation. The print program supplies a space-dash-space (--) between information in field 254 and the fields that precede and follow it. For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

255 Cartographic Mathematical Data (R)

Input Standards

Required if applicable/Required if applicable

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Statement of scale (NR)	Mandatory/Mandatory
‡b Statement of projection (NR)	Required if applicable/Required if applicable
‡c Statement of coordinates (NR)	Required if applicable/Required if applicable
‡d Statement of zone (NR)	Required if applicable/Optional
‡e Statement of equinox (NR)	Required if applicable/Optional
‡f Outer G-ring coordinate pairs (NR)	Required if applicable/Optional
‡g Exclusion G-ring coordinate pairs (NR)	Required if applicable/Optional

Definition	Mathematical data associated with cartographic material, including a statement of scale, statement of projection and/or a statement of bounding coordinates. The coordinates can represent a bounding rectangle, the outline of the area covered, and/or the outline of a statement of bounding coordinates. For celestial charts, it may also contain a statement of zone, declination data, and/or right ascension data, and/or equinox.
	Enter coded mathematical data in field 034.
	Use field 500 for additional information about projection, coordinates, zone, and equinox.
	Use separate 255 fields for a multipart item with two different scales or a single item with components having two different scales. If a multipart item has three or more different scales, use one 255 field and enter *Scales differ.* See *Cartographic Materials*, *Map Cataloging Manual* and the *Cataloging Service Bulletin* for more information.
	If you are entering a scale note for pre-AACR2 cataloging, use field 507.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	
‡a Statement of scale	The entire scale statement including any equivalency statements. Vertical scales or vertical exaggeration statements for relief models or other three-dimensional items are also included in subfield ‡a.

> 255   Scale 1:24,000.
>
> 255   Scales differ.
>
> 255   Scale not given.
>
> 255   Scale ca.1:63,360.

‡b Statement of projection

The entire projection statement.

255   Scale not given ; ‡b Conic equidistant proj.

‡c Statement of coordinates

The coordinates are recorded in the order of westernmost longitude, easternmost longitude, northernmost latitude and southernmost latitude.

255   Scale 1:250,000 ; ‡b Transverse Mercator proj. Everest spheroid ‡c (W 74°50´ --W 74°40´/N 45°05´--N 45°00´).

255   Scale 1:7,500,000 ‡c (W 125°--W 65°/N 49°--N 25°).

Entering coordinates. Use the following to create degrees, minutes, and seconds:

Symbol	Action
Degrees	Use the degree symbol.
Minutes	Use a "miagkii znak."
Seconds	Use the "tverdyi znak."

‡d Statement of zone

The statement of zone for celestial charts.

255   Scales vary ‡d (Zones +90° to +81° to 63°, -81° to 98° ; ‡e eq. 1950).

‡e Statement of equinox

The statement of equinox or epoch.

255   Scale not given ‡d (RA 0 hr. to 24 hr./Decl. +90° to -90° ; ‡e eq. 1980).

‡f Outer G-ring coordinate pairs

Coordinate pairs that identify the closed nonintersecting boundary of the area covered.

‡g Exclusion G-ring coordinate pairs

Coordinate pairs that identify the closed nonintersecting boundary of the area contained within the excluded G-polygon outer ring.

Printing

Field 255 prints in the title paragraph following the title (field 245) or edition statement (field 250). All subfields of field 255 print in the order entered, exactly as entered, including punctuation. If you use multiple 255 fields, only the first two print. The print program supplies a space-dash-space (--) between information in field 255 and the fields that precede and follow it. For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

256 Computer File Characteristics (NR)

Input Standards

Required if applicable/Required if applicable

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Computer file characteristics (NR)	Mandatory/Mandatory

Definition	Computer file characteristics that include the type of file (e.g., Electronic program) and the number of records, statements, etc. (e.g., 1250 records, 5076 bytes).
	Note: According to AACR2, this area is no longer used for electronic resources.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	
‡a Computer file characteristics	File characteristics that include the type of file and the number of records. In records formulated according to ISBD principles, the number of records, statements, bytes, etc., is enclosed in parentheses.

     256   Electronic data (2 files : 800, 1250 records) and programs (3 files : 7260, 3490, 5076 bytes)

     256   Electronic program (1 file : 200 statements)

     256   Electronic programs (2 files : 4300, 1250 bytes)

Printing	Field 256 prints in the title paragraph following the title (field 245) or edition statement (field 250). The print program supplies a space-dash-space (--) between field 256 and the fields that precede and follow it. Field 256 prints following field 245 or field 250 and preceding field 362 with 1st indicator value *0*. For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

257 Country of Producing Entity for Archival Films (NR)

Input Standards

Optional/Optional

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Country of producing entity (NR)	Mandatory/Mandatory

Definition	The names (or abbreviations) of the countries where the principal offices of the producers of a moving-image item are located.
	Information in field 257 should correspond to information in the statement of responsibility (field 245 subfield ‡c). If no statement of responsibility is available, use the best information available.
	Use field 257 only if you are cataloging according to chapter 3 of *Archival Moving Image Materials*. MARC 21 records cataloged according to *Archival Moving Image Materials* have the full form of the name of the countries in field 257.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	
‡a Country of producing entity	The name or abbreviation of the name of the country(s) where the principal offices of the producing entity(s) of an archival film are located. The subfield may contain an indication that the country is unknown, e.g., *S.l.*

     257   United States.

     257   Spain ; Italy ; Austria.

     257   [S.l.].

Printing	Field 257 prints in the title paragraph following the title (field 245) or edition statement (field 250). The print program supplies a space-dash-space (--) between field 257 and the fields that precede and follow it. For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

258 Philatelic Issue Data (R)

Input Standards

Optional/Optional

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)   **Input Standards**

‡a   Issuing jurisdiction (NR)   Required if applicable/Required if applicable

‡b   Denomination (NR)   Required if applicable/Required if applicable

Definition	Information about stamps, postal stationery and all other documents created and/or used to signify pre-payment or payment due for postal services; stamps or other labels resembling the material described above, but which have no postal value; cancellations or other marks created and/or used by a postal administration to show evidence of postal usage; material bearing one or more of the items described above.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	
‡a Issuing jurisdiction	The name of the administrative territory or entity that has the overall authority for creating the philatelic material and for regulating its use.
	258 Newfoundland : ‡b 5 pence.
	258 Nippon : ‡b 120.
‡b Denomination	The monetary value assigned to the unit by the issuing jurisdiction.
	258 Canada : ‡b 1 cent, 5 cents, 10 cents.
	258 United States of America and other jurisdictions : ‡b various denominations.
Printing	Field 258 does not print.

260 Publication, Distribution, Etc. (Imprint) (NR)

Input Standards

Required if applicable/Required if applicable
CNR: Mandatory/Mandatory

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Place of publication, distribution, etc. (R)	Required if applicable/Optional **CNR:** Mandatory/Required if applicable except for "in" analytics
‡b Name of publisher, distributor, etc. (R)	Required if applicable/Required if applicable **CNR:** Mandatory/Required if applicable except for "in" analytics
‡c Date of publication, distribution, etc. (R)	Required if applicable/Required if applicable **BKS:** Mandatory/Required if applicable except for "in" analytics
‡d Plate or publisher number (R)	**SCO:** Optional. Pre-AACR2 only/Optional. Pre-AACR2 only
‡e Place of manufacture (R)	Required if applicable/Optional
‡f Manufacturer (R)	Required if applicable/Optional
‡g Date of manufacture (R)	Optional/Optional

Definition	Information relating to the publication, printing, distribution, issue, release or production of a work.
	For unpublished items or materials that are collectively controlled, field 260 may **not** be included in a record or may contain only subfield ‡c (Date of publication, distribution, etc.).
Guidelines	Use the following guidelines for entering data in field 260:

- Enter multiple place names or publisher names in separate subfields.
- Enter multiple occurrences of other components, such as dates, in separate subfields only if a different type of component intervenes.
- Enter components of "real" imprints (carried in brackets and identified by the phrase *i.e.*) in separate subfields only if a different type of component intervenes.
- Enter the qualification of a place in the same subfield as the place name.
- Enter the statement of the function of a publisher in the same subfield as the publisher's name.

In Connexion client, if field 260 subfield ‡c contains a date and in the fixed field *Dates*, element *Date 1* is blank, the client transfers the date in 260 subfield ‡c to *Date 1* upon reformatting the record.

Do **not** enter field 260 in the same record with field 261 or field 262.

VIS	If you are cataloging locally produced audiovisual items and off-air videorecordings that are not released, published, or similarly issued in multiple copies as an edition, you may enter only a date in field 260. Or, if you enter the date elsewhere in the record, you do not have to enter any information in field 260. See section 3.7, "Locally Made Videorecordings," for more information.

If you are inputting audiovisual media cataloging created prior to AACR1 revised chapter 12 cataloging rules (which follow ISBD specifications), use field 261 for production and release information (Connexion does not automatically transfer dates from field 261).

If you are cataloging two-dimensional nonprojected graphic materials, use field 260 for publication data for both pre-AACR2 and AACR2 records.

Archival material	Use field 260 for the date or inclusive dates for a single manuscript or a collection, unless the date is part of the title.
REC	If you are inputting pre-AACR2 cataloging, use field 262 for imprint information (Connexion does not automatically transfer dates from field 262).
COM	Use subfields ‡a, ‡b and ‡c for producer and distributor data. Use subfields ‡e, ‡f and ‡g for generator data.

The **producer** is the person or corporate body with the financial and/or administrative responsibility for the physical processes whereby the file is brought into existence. The producer may also be responsible for the collection of data and their conversion into machine-readable form.

A **distributor** is a person or organization designated by the author or producer to reproduce copies of the file.

A **generator** is a person or corporate body with responsibility for the physical process by which a file is converted into machine-readable form (e.g., keypunching), but whose responsibility does not extend beyond data conversion.

1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (b̷).
	b̷ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (b̷).
	b̷ Undefined

Subfields

‡a Place of publication, distribution, etc.	The place of publication and any additions to the name of a place, including an address, bracketed correction to erroneous information, or bracket clarification of a fictitious place.

260	Stony Brook, N.Y.
260	Toronto
260	New York
260	[Hamburg?]
260	Rio [de Janeiro]
260	Belfast [i.e. Dublin]
260	London [Ont.]
260	London (35 Notting Hill Gate, London, W.11)

If two places are recorded, enter each place name in a separate subfield ‡a.

260	Philadelphia : ‡b Independent Productions ; ‡a London
260	London ; ‡a New York
260	München ; ‡a Hannover

	260 New York : ‡b Wiley ; ‡a Oxford
	260 Paris : ‡b Gauthier-Villars ; ‡a Chicago

If the probable place of publication cannot be determined, use the abbreviation *[S.l.]*

260   [S.l.]

‡b Name of publisher, distributor, etc.
The name of the publisher or distributor and any qualifying terms, such as an indication of function (other than solely publishing) performed by the person or body.

260   [Chicago, Ill.] : ‡b Produced by National Opinion Research Center as part of the National Data Program for the Social Sciences

260   [London] : ‡b Warner

260   New York : ‡b RCA Victor

260   New York : ‡b Audio-Visual Division, Popular Science Pub. Co.

260   London (25 Notting-Hill Gate, London, W. 11) : ‡b Sussex Tapes

260   New York : ‡b Released by Beaux Arts

260   Montréal : ‡b National Film Board of Canada [production company]

260   Manchester : ‡b University of Manchester, Dept. of Medical Biochemistry [distributor]

260   New York ; ‡a London : ‡b McGraw-Hill

260   London : ‡b On Target Publications

260   [London] : ‡b Royal Geographical Society

260   Edinburgh : ‡b Palingenesis Press

260   New York : ‡b Distributed by New York Graphic Society

If two publishers, distributors, etc., are named, enter each name in a separate subfield ‡b.

260   New York : ‡b American Broadcasting Co. [production company] : ‡b Released by Xerox Films

260   Montréal : ‡b National Film Board of Canada [production company] ; ‡a London : ‡b Guild Sound and Vision [distributor]

260   San Francisco : ‡b Davidson Films [production company] ; ‡a Morristown, N.J. : ‡b Silver Burdett [publisher]

260   London : ‡b Iron and Steel Board : ‡b British Iron and Steel Federation

260   New York : ‡b Wiley ; ‡a Oxford : ‡b Pergamon [distributor]

260   London : ‡b Shepherd-Walwyn ; ‡a New York : ‡b Distributed by International Publications Service

If the probable publisher, distributor, etc., is unknown, use the abbreviation *[s.n.]*.

260   London : ‡b [s.n.]

260   [S.l. : ‡b s.n.]

CNR	Enter only the first publisher or distributor in field 260. Enter the names of later publishers in note form in the appropriate 5xx Fields. Enter any necessary added entries in field 700, field 710 or field 711.
‡c Date of publication, distribution, etc.	The date of publication. If the date of manufacture is substituted for the date of publication, use subfield ‡c. If there is a date of publication and a date of manufacture, use subfield ‡g for the date of manufacture.

The date represents the date of publication of the edition specified in field 250, not the date of a subsequent printing. A difference in the date of publication of an edition justifies a new record. If the date is unknown or estimated (e.g., [197-?.] vs. [1965?]), use judgment.

Summary of Field 260 ‡c, Date of Publication

Book	Publication Date	Copyright Date	Printing Date	Field 260 ‡c	DtSt / Date1
Publication date only	2001			2001	s / 2001
Copyright date only		c2000		c2000	s / 2000
Printing date only			2001 printing	[2001]	s / 2001
Printing date only [not 1st impression]			15th impression, 2001	[2001]	s / 2001
Publication date = copyright date	2001	c2001		2001	s / 2001
Publication date > copyright date	2001	c2000		2001	s / 2001
Publication date < copyright date	2000	c2001		2000	s / 2000
Publication date < 1st impression date	2000		1st printing, 2001	2000 [i.e., 2001]	s / 2001
Publication date < other impression date (not 1st)	2000		15th impression, 2001	2000	s / 2000
Copyright date = year of manufacture		c2000	2000 printing	c2000	s / 2000
Copyright date does **not** = year of manufacture		c2000	2001 printing	c2000	s / 2000
Explicit copyright renewal dates ignored for works copyrighted before 1978		c1925, copyright renewed 1953		c1925	s / 1925

Summary of Field 260 ‡c, Date of Publication

Book	Publication Date	Copyright Date	Printing Date	Field 260 ‡c	DtSt / Date1
Multiple copyright dates with first date after 1977		c1978,... c2001		c2001	s / 2001
Received in [year]; publication date in year following	2002 [book received in 2001]			2002	s / 2002
Received in [year]; copyright date in year following		c2002 [book received in 2001]		c2002	s / 2002

Table adapted from an original reprinted by permission of The Public Library of Cincinnati and Hamilton County.

> 260   Stony Brook, N.Y. : ‡b Krell Software Corp., ‡c c1982.

> 260   [Chicago, Ill.] : ‡b Produced by National Opinion Research Center as part of the National Data Program for the Social Sciences ; ‡a Storrs [Conn.] : ‡b Data distributed by Roper Public Opinion Research Center, University of Connecticut, ‡c 1980.

> 260   Santa Ana, Calif. : ‡b Doubleday Multimedia, ‡c 1973.

> 260   New York : ‡b American Broadcasting Co. [production company] : ‡b Released by Xerox Films, ‡c 1973.

> 260   London : ‡b Methuen, ‡c 1976-

> 260   London : ‡b Faber Music, ‡c 1697 [i.e. 1967]

If you are cataloging a single manuscript, map manuscript, music manuscript, or thesis according to manuscript rules, enter only one date.

> 260   ‡c 1981.

> 260   ‡c 1813 Dec. 17.

> 245 10 Letter, 1854 Dec. 22, Washington, D.C. [to] Abraham Lincoln, Springfield, Ill.
> *[No 260 field is used.]*

If the publication date differs from the date of distribution, add the date of distribution if it is considered to be significant by the cataloguing agency.

> 260   London : ‡b Macmillan, ‡c 1971 [distributed 1973]
> 260   London : ‡b BBC-TV, ‡c 1972 ; ‡a New York : ‡b Released by Time-Life Films, ‡c 1975.

Enter multiple dates in the same subfield ‡c unless a different type of component intervenes.

> 260   London : ‡b Macmillan, ‡c 1697 [i.e. 1967]

> 260   New York : ‡b McGraw-Hill, ‡c 1967, c1965.

> 260   Paris : ‡b Impr. Vincent, ‡c 1798 ‡a [i.e. Bruxelles : ‡b Moens, ‡c 1883]

If a date is unavailable, enter an approximate date. Use brackets [ ] around the date.

260 Big Spring, Tex. : ‡b Creative Visual, ‡c [197-?]

260 London : ‡b Macmillan, ‡c [1971 or 1972]

260 London : ‡b Macmillan, ‡c [1990?]

260 London : ‡b Macmillan, ‡c [199-?]

260 Paris : ‡b [s.n., ‡c ca. 1898]

If you are cataloging a reprint, enter the date of the reprint in field 260.

260 Ithaca, N.Y. : ‡b Press of Andrews & Church, ‡c 1970-
362 0 Vol. 1, no. 1 (June 1894)-

If you are cataloging unpublished items, enter only a date in field 260.

260 ‡c [198-]

REC guidelines for ‡c

If the date of recording differs from the date of publication, enter the recording in coded form in field 033 and in textual form in field 518.

033 00 1961----
260 [New York] : ‡b Music Guild, ‡c 1971.
518 Recorded in 1961.

CNR guidelines for ‡c

Enter the date in field 260, even if it coincides with the date given in a "formatted" 362 field.

260 Mount Vernon, NY : ‡b Consumers Union of United States, ‡c 1942-
362 Vol. 7, no. 6 (June 1942)-

If no subfield ‡c is present (because the cataloging is **not** based on the first issue), do not use any final punctuation at the end of the data in subfield ‡b.

260 Des Moines, IA : ‡b Special Interest Publications
500 Description based on: Fall 1981; title from cover.

Archival material guidelines for ‡c

Enter the date as a year or years. If you are cataloging a single manuscript according to AACR2, you may include the month and day (in that order) following the year.

245 10 Life of Romney.
260 ‡c 1807.

245 10 Exil / ‡c St.-J. Perse.
260 ‡c 1941

245 10 Alice's adventures under ground : ‡b a Christmas gift to a dear child in memory of a summer day / ‡c [Lewis Carroll (Rev. C.L. Dodgson)].
260 ‡c 1864.

245 10 Sonnet, To Genevra / ‡c [Lord Byron].
260 ‡c 1813 Dec. 17.

245 00 Letter, 1854 Dec. 22, Washington, D.C. [to] Abraham Lincoln Springfield, Ill.
[No 260 field is used.]

‡d Plate or publisher number	Prior to AACR2, practice was to enter the plate number or publisher number in the imprint. AACR2 prescribes that you enter the plate or publisher number as a note (field 028 and/or field 500). Pre-AACR2 records may have plate or publisher numbers in field 260. Do **not** use subfield ‡d for plate or publisher numbers for current cataloging.

260 0   [Zürich] ‡b Universal Edition ‡c [c1965] ‡d Pl. no. UE 135312. *[Pre-AACR2.]*

‡e Place of manufacture	Enter place of manufacture only if necessary to identify the item. Ordinarily, do **not** enter the information to represent different printings of the same edition.

260   [S.l. : ‡b s.n.], ‡c 1991 ‡e (London)

‡f Manufacturer	Enter manufacturer only if necessary to identify the item. Ordinarily, do **not** enter the information to represent different printings of the same edition.

260   Paris : ‡b [s.n., ‡c ca. 1898] ‡e (Paris : ‡f LeBrun)

‡g Date of manufacture	Enter date of manufacture only if necessary to identify the item. Ordinarily, do **not** enter the information to represent different printings of the same edition.

260   London : ‡b Laurie & Whittle, ‡c 1804 ‡g (1810 printing)

Printing	Field 260 prints in the title paragraph. For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

261 Imprint Statement for Films (Pre-AACR1 Revised) (NR)

Input Standards

Pre-ISBD cataloging only

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Producing company (R)	Required if applicable/Required if applicable
‡b Releasing company (primary distributor) (R)	Required if applicable/Required if applicable
‡d Date of production, release, etc. (R)	Required if applicable/Required if applicable
‡e Contractual producer (R)	Required if applicable/Required if applicable
‡f Place of production, release, etc. (R)	Required if applicable/Required if applicable

Definition	The production and release information for projected audiovisual media **not** cataloged according to the provisions of ISBD (i.e., prior to AACR1, revised chapter 12). Use field 261 for:
	• The name of the releasing agent, publisher, or other corporate body or person that issued or sponsored the work
	• The location of the issuing or sponsoring agency
	• The year of release or publication and, if different, the year of production or copyright
	If you are inputting current cataloging, use field 260. Do **not** enter field 261 and field 260 in the same record.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	All subfield codes are repeatable. After the first subfield ‡a, you may enter subfields in any order.
‡a Producing company	The organization or individual that exercises the immediate overall responsibility for the physical processes involved in making the audiovisual item.
	Treat two producers' names joined by the word *and* as co-producers. Enter the names in the same subfield ‡a unless there is an intervening subfield. If there is an intervening subfield, enter the word and the second name in the second subfield ‡a.

    261   Burt Munk and Society for Visual Education. ‡b Released by Society for Visual Education, ‡d 1964.

    261   Les Films du siécle, ‡f Paris, ‡a and Dear film produzione, ‡f Rome. ‡b Released in the U.S. by International Classics, ‡d 1965.

You may also enter production and release statements for co-productions as follows:

    261   Produzioni europee associates, ‡f Rome; ‡a Arturo Gonzalez, ‡f Madrid ; ‡a Constantin Film, ‡f Munich. ‡b Released in the U.S. by United Artists Corp., ‡d 1967.

However, a name that follows a phrase, such as *in association with, in collaboration with* or *in cooperation with* is **not** a co-producer. Enter such phrases, and the names that follows them, in subfield ‡a or ‡f.

> 261   Audio Visual Aid, ‡f New Zealand, in association with Morton Schindler. ‡b Released in the U.S. by Weston Woods Studios, ‡d 1969.

> 261   Education Development Center in association with National Film Board of Canada, ‡d 1967. ‡b Released by National Film Board of Canada, ‡d 1969.

‡b Releasing company (primary distributor)

If a U.S. or Canadian company other than the producer releases the item, enter the name of that company in subfield ‡b. The releasing company is the primary distributor of a film. Use also for combined *made by* and *released by* statements.

> 261   Association of Classroom Teachers. ‡b Made and released by National Education Association, Publications Division, ‡d 1972.

> 261   Boulton-Hawker Films, ‡f Hadley, Eng. ‡e Made by D.C. Chipperfield. ‡b Released in the U.S. by International Film Bureau, ‡d 1971.

Use if the place name is imbedded in the same statement as the name of the releasing company.

> 261   Archers Film Production ‡f London, ‡d 1947. ‡b Released in the U.S. by Universal International Films, ‡d 1948.

‡d Date of production, release, etc.

Enter both dates if date of production and date of release differ by more than a year.

> 261   Burt Munk and Society for Visual Education. ‡b Released by Society for Visual Education, ‡d 1964.

> 261   Education Development Center in association with National Film Board of Canada, ‡d 1967. ‡b Released by National Film Board of Canada, ‡d 1969.

‡e Contractual producer

The organization or individual other than the producing company that "made" the film (i.e., photographed, edited, or recorded it). Enter the phrase *made by* before the name of the contractual producer in subfield ‡e.

> 261   Boulton-Hawker Films, ‡f Hadley, Eng. ‡e Made by D.C. Chipperfield. ‡b Released in the U.S. by International Film Bureau, ‡d 1971.

‡f Place of production, release, etc.

The location (country or city) of the main office of the producing and/or releasing company. Usually, you use subfield ‡f for foreign producers, but you may use subfield ‡f for a U.S. producer to distinguish two producers with the same name.

> 261   Hulton Educational Publications, ‡f London, ‡d 1974.

> 261   Good Samaritan Hospital, ‡f Portland, Ore., ‡d 1975.

If no place is given, assume the place to be the United States.

Printing

Field 261 prints in the title paragraph following the title (field 245) or edition statement (field 250). For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

262 Imprint Statement for Sound Recordings (Pre-AACR2) (NR)

Input Standards

Pre-AACR2 cataloging only/Pre-AACR2 cataloging only

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)   **Input Standards**

‡a Place of production, release, etc. (NR)	Required if applicable/Required if applicable
‡b Publisher or trade name (NR)	Required if applicable/Required if applicable
‡c Serial identification (NR)	Required if applicable/Required if applicable
‡d Date of production, release, etc. (NR)	Required if applicable/Required if applicable
‡e Matrix and/or take number (NR)	Required if applicable/Required if applicable

Definition	Imprint data for sound recordings **not** cataloged according to AACR2. Use field 262 for the trade name of the publisher, the serial identification (record or album numbers), and the date of release. Substitute place and name of the publisher for the trade name if the publisher is **not** known as a record publisher. If you are cataloging archival material, enter the matrix and take number. If you are inputting current cataloging, use field 260.
	Do **not** enter field 262 and field 260 in the same record.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	
‡a Place of production, release, etc.	The place of publication.
	262 [New York] ‡b Society for the Preservation of the American Musical Heritage ‡d [1959] ‡c MIA-111.
‡b Publisher or trade name	The trade name of the publisher for record publishers or the name of the publisher for publishers known **not** to be primarily record publishers.
	262 New Haven, ‡b Yale University Press ‡d [1954] ‡c TV 19232-19233.
‡c Serial identification	The serial identification. Enter a period following the serial identification. If the imprint has the trade name of the publisher, enter the serial identification between the publisher (subfield ‡b) and the date of release (subfield ‡d).
	262 ‡b Telefunken ‡c SLT 43091. ‡d [1966]
	If the imprint has the publisher's place and name (subfields ‡a and ‡b), enter the serial identification following the date of release.
	262 [Louisville, Ky., ‡b Louisville Orchestra, ‡d 1967] ‡c LS 671.
‡d Date of production, release, etc.	The date of release.
	262 ‡b Columbia ‡c ML 5452. ‡d [1960]

262 Imprint Statement for Sound Recordings (Pre-AACR2) (NR)

‡e Matrix and/or take number

The matrix and or take number. These numbers are used primarily for archival purposes.

> 262 ‡b Okeh ‡c 4001. ‡d [1919?] ‡e S-753-B

Printing

Field 262 prints in the title paragraph following the title (field 245) or edition statement (field 250). For more information, see *OCLC Catalog Cards*: http://www.oclc.org/support/documentation/worldcat/cataloging/cards/default.htm.

263 Projected Publication Date (NR)

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Projected publication date (NR)	Mandatory/Mandatory

Definition	The projected date of publication for Cataloging-in-Publication (CIP) and National Serials Data Program (NSDP) records. Such advance information comes from the publisher.
1st Indicator	**Undefined.** The 1st indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
2nd Indicator	**Undefined.** The 2nd indicator position is undefined and contains a blank (ƀ).
	ƀ Undefined
Subfields	
‡a Projected publication date	The date may be in the form *yyyymm* or *yymm*. For example, if a projected date is December 2001, the field is *200112* or *0112*. For a projected date of 2004 (month unknown) the date is *2004--* or *04--*.
	LC reissues CIP records with corrected dates if a publisher delays publication and LC obtains a revised date from the publisher.
	If LC cannot obtain the item after publication, LC changes the date to four hyphens.
Printing	Field 263 does **not** print.

265 Source for Acquisition/Subscription Address (NR)

Input Standards

Obsolete. Do **not** use/Obsolete. Do **not** use

1st Indicator Undefined

ƀ   Undefined

2nd Indicator Undefined

ƀ   Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Subscription address (R)	Obsolete. Do **not** use/Obsolete. Do **not** use

Definition	Field 265 was formerly used for the name and address of the publisher or distributor, or for the source of reproductions for archival materials. Use field 037 subfield ‡b for acquisition/subscription address information.
1st Indicator	**Undefined.** Obsolete. Do **not** use.
	ƀ Undefined
2nd Indicator	**Undefined.** Obsolete. Do **not** use.
	ƀ Undefined
Subfields	
‡a Subscription address	Obsolete. Do **not** use.
Printing	Field 265 does **not** print.

270 Address (R)

1st Indicator Level

ƀ   No level specified

1   Primary

2   Secondary

2nd Indicator Type of address

ƀ   No type specified

0   Mailing

7   Type specified in subfield ‡i

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Address (R)	Optional/Optional
‡b City (NR)	Optional/Optional
‡c State or province (NR)	Optional/Optional
‡d Country (NR)	Optional/Optional
‡e Postal code (NR)	Optional/Optional
‡f Terms preceding attention name (NR)	Optional/Optional
‡g Attention name (NR)	Optional/Optional
‡h Attention position (NR)	Optional/Optional
‡i Type of address (NR)	Optional/Optional
‡j Specialized telephone number (R)	Optional/Optional
‡k Telephone number (R)	Optional/Optional
‡l Fax number (R)	Optional/Optional
‡m Electronic mail address (R)	Optional/Optional
‡n TDD or TTY number (R)	Optional/Optional
‡p Contact person (R)	Optional/Optional
‡q Title of contact person (R)	Optional/Optional
‡r Hours (R)	Optional/Optional
‡z Public note (R)	Optional/Optional
‡4 Relator code (R)	Optional/Optional

Definition	Addresses and electronic access data (such as telephone, fax, TTY, etc.) associated with a bibliographic item. Enter multiple addresses (such as mailing addresses or addresses corresponding to different physical locations of an item or facilities) in separate 270 fields.
	Punctuation. Omit punctuation at the end of the field unless the field ends with an abbreviation, initial/letter, or other data that requires punctuation.
1st Indicator	**Level.** A value that specifies the level of the address. Use to distinguish primary and additional (secondary) addresses.
	ƀ **No level specified.** Type of address is **not** specified.
	1 **Primary.** The information relates to a primary address.
	2 **Secondary.** The information relates to an address that is **not** the primary address.
2nd Indicator	**Type of address.** A value that specifies the type of the address for cases when identification of the type is needed at the field level. At present, only one type of address is accommodated by a specific 2nd indicator value. Indicate other types in subfield ‡i (Type of address).

  ƀ **No type specified.** Type of address is **not** specified.

  0 **Mailing.** The field contains a mailing address.

  7 **Type specified in subfield ‡i.** The address is other than a mailing address and its type is identified in subfield ‡i (Type of address).

Subfields

‡a Address

All address information preceding the name of the city or town except attention information, which you enter in subfields ‡f, ‡g and ‡h. Use also to indicate if no address information is available. Repeat subfield ‡a to indicate separations of information, such as when parts of the address preceding the name of the city or town need to be printed on separate lines.

  270   No address given/sin dirección

  270 1 Gateway Publishing ‡a P.O. Box 786 ‡b North Adams ‡c MA ‡e 01247 ‡k 1-414-664-9343 ‡m info@prgguide.com

‡b City

The name of the city or town.

  270 1 Claims Providers of America ‡a P.O. Box 395 ‡b Esparto ‡c CA ‡e 95627 ‡k 1-800-735-6660 ‡l 1-916-796-3631 ‡m info@claims.com

‡c State or province

The name of the state, province, or next larger jurisdiction, when this information is an integral part of the address. For states in the United States, use the two-character U.S. Postal Service abbreviations.

  270   American National Standards Institute ‡a 11 West 42 Street ‡b New York ‡c NY ‡e 10036 ‡k 1-212-642-4900 ‡l 1-212-398-0023

‡d Country

For the United States, use **U.S.** For other countries, use the full name, **not** one of the standard international codes (e.g., Netherlands, **not** NL).

  270   International Atomic Energy Agency ‡a P.O. Box 100 ‡a Wagramer Strasse 5, ‡e A-1400 ‡b Vienna ‡d Austria ‡k +43-1-2600-0 ‡l +43-1-2600-7 ‡m officialmail@iaeo.org

  270 1 GaleNet ‡a 835 Penobscot Bldg. ‡b Detroit ‡c MI ‡d U.S. ‡e 48226-4094 ‡m galenet@gale.com

‡e Postal code

The alphanumeric code assigned the postal delivery area by a national postal agency. For the United States, use a five-digit ZIP or nine-digit ZIP + four code. Omit alphabetic country codes that are sometimes given with the postal code (e.g., omit *D* from the German code *D-01437*).

  270   Bibliothèque américaine à Paris ‡a 10 rue du Général Camou ‡b Paris ‡d France ‡e 75007

  270   University of Alaska ‡a 707 A St. ‡b Anchorage ‡c AK ‡e 99501 ‡k 1-901-279-4523

‡f Terms preceding attention name

The title associated with the attention name (e.g., General, Dr. or Reverend) when the title precedes the name.

  270 1 ‡f Dr. ‡g George Smith ‡h Director ‡a 8899 South Lobo St. ‡b Vancouver ‡c BC ‡d Canada ‡e V2N 1Z5 ‡j 1-800-543-1234 ‡k 1-604-947-1255 ‡l 1-604-947-0505 ‡m GSMITHBC

‡g Attention name	The attention name (e.g., the name of a person) when an item is to be sent to the attention of a particular person.

    270 10 ‡g Kerry Cook ‡a 6172 Devon Drive ‡b Columbia ‡c MD ‡e 21045 ‡k 1-301-596-101

‡h Attention position	The title associated with the attention name (e.g., M.D.) when the title follows the name of the person.

    270 ‡g Robert Jones ‡h Executive Director ‡a 3701 Old Court Road, Suite 20 ‡b Baltimore ‡c MD ‡e 21208 ‡k 1-410-486-5515

‡i Type of address	One or more words denoting the kind of address found in the field (e.g., Mailing). Enter subfield ‡i first in the field.

    270 17 ‡i Billing address: ‡a Sears Credit ‡a 7023 Albert Pick Rd. ‡b Greensboro ‡c NC ‡e 27409 ‡d USA ‡j 1-800-347-8425

    270 27 ‡i Mailing: ‡g c/o M. Ballweg ‡a 87 Woodward Ave. ‡b Staten Island ‡c NY ‡e 10314 ‡k 1-718-761-5679
    [The society has no physical location.]

‡j Specialized telephone number	An important service number (as opposed to an administrative telephone number in subfield ‡k.) For example, hotline numbers, toll-free "800" numbers, emergency numbers, etc. For multiple numbers, enter each in a separate subfield ‡j. Hotline numbers precede other specialized telephone numbers. Enter numbers as follows: **[country code]-[area/city code]-[line number].** If an extension applies, add it to the telephone number preceded by **x.**

    270 10 P.O. Box 50007 ‡b Pasadena ‡c CA ‡e 91115 ‡j 1-213-681-2626 (24 hour hotline)

    270 2 666 Broadway ‡b New York ‡c NY ‡e 10012 ‡j 1-800-221-4602 ‡k 1-212-460-9330 ‡p Donna M. Rosenthal

‡k Telephone number	A regular telephone number associated with the address and/or the public information contact person at that address. Use also for information that no telephone number is available. For multiple numbers, enter each in a separate subfield ‡k.

    270 ‡k 1-800-522-7116 ‡n 1-800-523-3494 (TTY)
    [The association has no physical location.]

    270 1 4844 Broadway ‡b New York ‡c NY ‡k 1-212-569-5050

    270 1 8950 Route 108 ‡a Gorman Plaza, Suite 116 ‡b Columbia ‡c MD ‡e 21045 ‡j 1-410-997-CASA (hotline) ‡k 1-410-997-0304

    270 2 Florence Bain Center ‡a 5470 Beaverkill Road ‡b Columbia ‡c MD ‡k 1-410-964-0415 (Eve) ‡k 1-410-461-0275 (Day)

Input order of regular telephone numbers. For an address in which the regular and a contact person's telephone number are different, enter the telephone number associated with the address after the address information (subfields ‡i, ‡a–‡h). Enter the telephone number associated with the contact person after the name of the contact person (subfield ‡p) and the contact person's title (subfield ‡q).

270   1500 Greenmount Ave. ‡b Baltimore ‡c MD ‡e 21202 ‡k 1-410-361-4669 ‡p Donna Green ‡k 1-410-361-4671 ‡p Shirley Price ‡k 1-410-361-4674

If the telephone numbers are the same, enter the number after the address.

‡l Fax number

The fax number associated with the address. For multiple numbers, enter each in a separate subfield ‡l.

270 1   Hoover's, Inc. ‡a 1033 La Posada Dr., Suite 250 ‡b Austin ‡c TX ‡e 78752 ‡k 1-512-374-4500 ‡l 1-512-374-4501 ‡m info@hoovers.com

‡m Electronic mail address

The electronic number address associated with the address. For multiple addresses, enter each in a separate subfield ‡m.

270   Library of Congress ‡a Network Development and MARC Standards Office ‡b Washington ‡c DC ‡d U.S. ‡e 20540-4102 ‡l 1-202-707-0115 ‡m ndmso@loc.gov

‡n TDD or TTY number

The TDD or TTY numbers associated with the address. If there is both a TDD number and a TTY number (and/or more than one of each), enter each in a separate subfield ‡n.

270   Little Patuxent Parkway ‡b Columbia ‡c MD ‡k 1-410-992-4800 ‡n 1-410-992-4822 (TDD)

‡p Contact person

The name of a contact person at the address. For multiple contact people, enter each name in a separate subfield ‡p. If the name is the same as the attention name (subfield ‡g), do **not** repeat the name in subfield ‡p.

270   P.O. Box 223 ‡b Broken Arrow ‡c OK ‡e 74013 ‡p Sgt. Kathy Hibner

‡q Title of contact person

The title of the contact person.

270   Hannah More Academy Center ‡a 12035 Reisterstown Rd. ‡b Reisterstown ‡c MD ‡e 21136 ‡k 1-410-887-1139 ‡p Ian J. Forrest ‡q Bureau Chief

‡r Hours

The hours that access to the address, contact, and/or telephone numbers is available. Use only for the hours associated with address information. If you want to enter the hours for a system or service, use field 307 (Hours, Etc.), **not** field 270 subfield ‡r. (Days of the week and global time zone usually accompany hours.)

270   Johns Hopkins University ‡a 5457 Twin Knolls Road ‡b Columbia ‡c MD ‡e 21045 ‡k 1-410-997-8045 ‡r M-F 8:30am-5:00 pm USA EST

‡z Public note

Notes relating to the address information.

‡4 Relator code

Contains a code that specifies the relationship between information in field 270 and the item described in the record. More than one code may be used when more than one relationship exists. See *MARC Code Lists for Relators, Sources, Description Conventions* (http://lcweb.loc.gov/marc/relators).

270 1   OCLC Online Computer Library Center, Inc. ‡a 6565 Kilgour Pl. ‡b Dublin ‡c OH ‡e 43017 ‡4 org

Printing

Field 270 does **not** print.