**ANGLO-AMERICAN CATALOGUING RULES, SECOND EDITION, 1998 REVISION:**

**HEADINGS, UNIFORM TITLES, AND REFERENCES**

**Choice of Access Points**

Some general rules about the choice of access points that every library technician should know are extracted from AACR2R and explained in this section:

1. Access points include main entry headings and added entry headings.
2. The chief source of information is used to determine the access points.
3. Enter a work by one or more persons under the principal author or the author named first. Make added entries for other names. (Rules 21.1 A2, 21.4 A1, 21.6 B1 B2 C1)

**Example:** Introduction to Technical Services /Marty Bloomberg,

G. Edward Evans

Main entry: Bloomberg, Marty

Added entry: Evans, G. Edward

1. Works such as internal policies, annual reports, directories, etc., of a corporate body are entered under the name of the corporate body. (Rules 21.1 B1 B2)

**Example:** ALA hand book of organization and membership

directory 1999-2000

Main entry: American Library Association

1. Enter a work under its title if the following circumstances exist. (Rules 21.1 C1, 21.6 C2, 21.7 A1 B1)

**a.** The personal authorship is unknown.

**b.** The work is not the official publication of the corporate body.

**c.** It is a collection of works by many authors. Make an added entry for the compiler or the editor in such a case.

**Example:** The virtual library : visions and realities / edited by

Laverna M. Saunders

Main entry: The virtual library

Added entry: Saunders, Laverna M.

**d.** Editor instead of author is named.

**Example:** The nature and future of the catalog / edited by

Maurice J. Free man and S. Michael Malinconico

Main entry: The nature and future of the catalog

Added entry: Malinconico, S. Mi chael

**e.** If responsibility is shared and there are more than three compilers/editors, make an added entry for the first or principal compiler/editor.

**Example:** Texas county / Willie Nelson . . . [et al.]

Main entry: Texas county

Added entry: Nelson, Willie

1. If the title of a serial changes, make a separate main entry for each title. If any word of the title of a publication changes, consider it changed and enter it as a separate work. (Rules 21.2 A1 B1 C1)
2. Enter work that is modified or adapted from other work under the adapter or the modifier if the modification has substantially changed the nature of the work and if the work is paraphrased or rewritten. (Rules 21.9, 21.10)

**Example:** Roget’s the saurus of English words and phrases /

completely revised and modernized by Robert A.

Dutch

Main entry: Dutch, Robert A.

1. Enter a work that consists of both text and illustrations under the name appropriate to the text. Make an added entry for the illustrator. (Rule 21.11)

**Example:** Insect / by Herbert S. Zim ; illustrated by James

Gordon Irving

Main entry: Zim, Herbert S.

Added entry: Irving, James Gordon

**9.** Enter a work that is revised, updated, or enlarged:

**a.** Under the original author if the original author is named as being responsible for the work, make an added entry for the reviser. (Rule 21.12 A1)

**b.** If the original author is not considered to be responsible for the work for the newer edition, enter it under the reviser, or under the title, as appropriate. Make a name-title added entry for the original author. (Rule 21.12 B1)

**10.** Enter a translation under the heading appropriate to the original. Make an added entry for the translator. (Rule 21.14 A)

**11.** Enter a musical work under the composer. Make added entries for arranger, transcriber, writer, etc. If it is by various composers, enter it under title. Make an added entry for adaptor or arranger. (Rule 21.19 C1)

**12.** Enter a sound recording of one or more works by the author or the composer, whoever is appropriate. Make added entries for performers. In case of more than three performers, make an added entry for the first one only. (Rules 21.23 A1 B1)

**13**. If a sound recording contains works by different persons, enter it under the principal performer. If there are two or more performers, enter it under the first named and make added entries for the others. If four or more performers are listed, enter the recording under the title. (Rule 21.23 C1)

**14.** Added entries should be made as summarized in the following. (Rules 21.30 A1 B1 D1 E1 H1 J1 K1 K2 L1 M1).

**a.** When the name of one person or one corporate body is used for the main entry, but two or three persons are responsible for the work, make added entries for the rest. If four or more names are involved, make an added entry for the one named first.

**b.** When the editor or compiler is prominently named.

**c.** When the corporate body or publisher has a substantial responsibility for the work.

**d**. For any other name that would provide an important access point.

**e.** For the illustrator.

**f.** For the translator.

**g.** For the heading of a series.

**h.** For an analytical heading for a work contained within the item.

**i.** For the title of every item entered under a personal or corporate entry.

**15.** Enter laws governing one jurisdiction under the heading for the jurisdiction and add a uniform title [Laws, etc.]. Make added entries for persons or corporate bodies responsible for compiling and issuing the laws. (Rule 21.31 B1).

**Example:** General statutes of Connecticut : Revision of 1998

Main entry: Connecticut

[Laws, etc.]

Added entry: Connecticut. Legislative Commissioners’

Office

The previous information concludes Chapter 21 of AACR2R, “Choice of Access Point.” Originally, AACR2R was designed for the card environment, and, therefore, the rules show the distinction between the main and added entries, and how to choose both the main and added entries. In an automated environment, when cataloging is done on the computer using the MARC format, although main and added entries are entered into different fields, they are considered equally as access points and can be retrieved equally. The emphasis now is on ensuring that all the access points are entered in the MARC format. Now that the main entry and the added entries are identified properly, rules for stating them correctly must be learned. These headings usually come in four different forms: persons, geographic names, corporate bodies, and uniform titles. Chapters 22 through 25 of AACR2R explain the rules for each of these four types of headings.

**Headings for Persons (Chapter 22)**

**1.** Use the name by which the person is commonly known. This may be a real name, pseudonym, title of nobility, nickname, initials, or other appellation. Treat a Roman numeral associated with a given name as part of the name. Determine the name from the chief source of information. (Rules 22.1 A B)

**Examples:** Twain, Mark

Theresa, Sister

Seuss, Dr.

Pope, John Paul II

**2.** If a person has changed his or her name, choose the latest name unless another name is better known. (Rules 22.2 C1, 22.3 A)

**Examples:** Onassis, Jacque line Kennedy

Taylor, Elizabeth

**3.** If a person uses more than one name, use the name appearing in the work. Make references to connect the name. (Rule 22.2 B3)

**Example:** Fast, Howard

Reference: Fast, Howard

See also

Ericson, Walter

Cunningham, E. V.

**4.** Enter a name containing a compound surname (consists of two or more proper names) under the element by which the person prefers to be entered. If this is unknown, check reference sources, such as a biographical dictionary, and follow the practice. (Rule 22.5 C2)

**Example:** Lloyd George, David

**5.** Hyphenated names and other compound names are entered under the first element of the name. (Rules 22.5 C3 C4)

**Examples:** Day-Lewis, C.

Johnson Smith, Geoffrey

**6.** Enter a name that is a phrase or appellation in direct order. (Rules 22.11 A D)

**Example:** Poor Richard

Author of The moon river

**7.** Additions to a name are made by adding the appropriate title or terms of address to the name in the vernacular. Add title to the name of a nobleman or noblewoman. Add Saint after the name of a Christian saint. Add a word or associated phrase when the name consists only of a surname. Add Mrs. to a married woman’s name if she is only identified by her husband’s name. For royalty, add a person’s title. (Rules 22.12 A1, 22.13 A, 22.15 A)

**Examples:** Bismarck, Otto, Furst von

Gordon, Lord George

More, Sir Thomas, Saint

Smith, Mrs. Charles

Charles IV, King of France

**9.** Add a person’s dates if the heading is otherwise identical to others. (Rule 22.17 A)

**Example:** Smith, Robert

Smith, Robert, 1942-

Smith, Robert, 1887-1953

**10.** Fuller names are added to the commonly used names if they are identical. (Rule 22.18 A)

**Example:** Johnson, A.H. (Allison Heartz)

Johnson, A.H. (Arthur Henry)

**11.** Consult rules 22.22 through 22.28 for names in certain languages other than English or those already mentioned.

**Geographic Names (Chapter 23)**

**1.** Use the English form of the place if there is one in general use. Use the name in the official language of the country if there is no English name for it. (Rules 23.2 A1 B1)

**Examples:** Austria (not Österreich)

Buenos Aires (no other English form in general use)

**2.** Add the name of a state, province, etc., to the name of a place for Australia, Canada, Malaysia, the United States, the former Soviet Union, and the former Yugoslavia. The names of states, provinces, territories, etc., of these countries are stated as is and need no addition. For other countries not listed here, add the name of the country in parentheses. (Rules 23.4 A1 B1 C1 C2)

**Examples:** Emeryville (California)

Connecticut

Prince Edward Island

Shangdong (China)

**3.** No addition is needed for the names of all parts of the British Isles. Add the name of the part in parentheses to the name of the place located there.

**Examples:** Northern Ireland

Wales

Bangor (Northern Ireland)

Powys (Wales)

**4.** To further identify the place, give the name of an appropriate smaller place before the name of a larger place in parentheses. (Rule 23.4 F2)

**Example:** Mohegan Park (Norwich, Conn.)

**Headings for Corporate Bodies (Chapter 24)**

**1.** Enter a corporate body directly under the name by which it is commonly identified. If the name consists of initials, omit or include a full stop according to the predominant usage. Do not leave space between the full stops. Do not leave space between the letters of an initialism written without full stops. (Rule 24.1 A)

**Example:** EDUCOM

H.W. Wilson Foundation

AFL-CIO

**2.** Use the conventional name of a government. (Rule 24.3 E1)

**Examples:** France (not République Française)

Massachusetts (not Commonwealth

of Massachusetts)

**3.** If the name alone does not convey the idea of a corporate body, add a general designation in English in parentheses. (Rule 24.4 B1)

Example: Apollo II (Spacecraft)

**4.** To distinguish between two of the same or similar names, a word or phrase in parentheses may be added to the headings. (Rules 24.4 C1-C7)

**Examples:** Democratic Party (Conn.)

Asian Heritage Club (Stanford University)

Pomona College (Claremont, Calif.)

**5.** For conferences, congresses, and meetings, add to the name the number, year, and place in parentheses. Separate these elements by a space, colon, space. (Rules 24.7 B2-B4)

**Example:** Off-Campus Quality Education Conference (13th :

1985 : Clearwater, Fla.)

**6.** If a subordinate of a corporate body is itself identifiable, enter under its own name. If it is not, make it a subheading. (Rules 24.12,24.13)

**Examples:** Harvard Law School

Stanford University. Department of Economics

Yale University. Library

**7.** Enter the corporate body with a hierarchy under its name, with a subheading of its lowest element. For a government agency, enter under the government, and use the lowest element in the hierarchy as the subheading. Skip the names in the middle. (Rules 24.14, 24.19)

**Example:** American Library Association. Committee on Education

for Library/Media Technicians

Hierarchy: American Library Association

Association of College and Research

Libraries

Junior and Community College Library

Services

Committee on Education for Library/

Media Tech-Technicians

United States. Office of Human Development Services

Hierarchy: United States

Department of Health, Education, and

Welfare

Office of Human Development Services

**9.** For presidents and other heads of state, use the heading for the jurisdiction, followed by the title of the official, and add the years of the reign and the name of the person in a brief form. (Rule 24.20 B1)

**Example:** United States. President (1953-1961: Eisenhower)

**10.** For legislative bodies, enter under the name of the jurisdiction. Enter a committee or other subordinate unit as a subheading. Add the number and years in parentheses if available. (Rules 24.21 A-D)

**Examples:** United States. Congress. Joint Committee of the

Library

United States. Congress (87th : 1961-1962). House

of Representatives

United Kingdom. Parliament. House of Commons

Many more rules are listed in Chapter 24 of AACR2R. If in doubt, consult the book for the correct form for the corporate headings.

**Uniform Titles (Chapter 25)**

Some works are published under various titles. The case may be a different edition of the book or a translation of a work into a different language. It may also be a collection of different works. There is a need to bring all various titles together. AACR2R contains rules in Chapter 25 to take care of these situations by using what is called uniform title. Uniform title means one title is chosen for all variations of the titles, so that all titles are listed together in the catalog.

**1.** Select one title as the uniform title if the work appears in various titles. Enclose the uniform title in square brackets before the title proper. For a title entry, it is optional whether or not to use the brackets. (Rule 25.2 A)

**Examples:** Dickens, Charles

[Pickwick papers]

The posthumous papers of the Pickwick Club

Arabian nights

One thousand and one nights

**2.** Use the collective title Works for complete works of a person. Use the collective title Selections for items consisting of three or more works in various forms. Use the following collective titles for complete works of a person in a single form: Correspondence, Essays, Novels, Plays, Poems, Prose Works, Short Stories, Speeches. If the collection or selection of works is in a different language, add the language to the collective title in the brackets. (Rules 25.8 A, 25.9 A, 25.10 A, 25.11 A)

**Examples**: Maugham, W. Somerset

[Works]

Complete works

Maugham, W. Somerset

[Selections]

Selected writings of Somerset W. Maugham

Maugham, W. Somerset

[Plays. Selections]

Six great plays of Somerset W. Maugham

Maugham, W. Somerset

[Short stories. Spanish. Selections]

En los mares del sur

**3.** Rules of uniform titles for musical titles are described together here:

**a.** Use the composer’s original title. (Rule 25.27 A1)

**Example:** Wagner, Richard

[Die meistersing von Nürnberg]

The master singers of Nürnberg

**b.** If the title includes the name of a type of composition, use the name of the type as the uniform title. (Rule 25.27 D)

**Example:** Beethoven, Ludwigvan

[Symphonies . . .]

Sinfonia eroica

These are just a few of the most commonly used rules. For any other situation not mentioned here, consult Chapter 25 of AACR2R. When cataloging musical works such as print music or recordings, the library technician must be familiar with all rules in AACR2R that govern musical works including Chapters 5, 6, and the appropriate section in Chapter 25.

**References (Chapter 26)**

This last chapter is about references. Depending on the needs, four types of references may be made. (Rules 26.1 B C D E)

**1.** See references. Make see references from a form that the library user may know to the form that has been chosen as the heading.

**Examples:** Clemens, Samuel Langhorne

See

Twain, Mark

IBM

See

International Business Machine Corporation

**2.** See also references. Make see also references from one heading to another related heading.

**Examples:** Pennsylvania. Department of Public Assistance

See also

Pennsylvania. Department of Welfare

Hibbert, Eleanor

See also

Carr, Philippa

Holt, Victoria

Kellow, Kathleen

(A person who writes under different names)

**3.** Name-Title references. Make a see or see also reference from a title that has been entered as part of the title in another entry.

**Example:** Tolkien, J.R.R.

Lord of the rings. 2, Twotowers

See

Tolkien, J.R.R. Two towers

**4.** Explanatory references. Make an explanatory reference giving more explicit guidance when see and see also references are not adequate. The cataloger decides what explanatory references are needed and their wording.

**Example:** Conference . . .

Conference proceedings are entered under the name

of the conference, or the title of the publication of

the conference.