

INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS

ISBD(NBM):

International Standard Bibliographic Description for Non-Book Materials

Revised edition

Recommended by the ISBD Review Committee

Approved by the Standing Committee of the IFLA Section on Cataloguing

IFLA Universal Bibliographic Control and International MARC Programme
British Library Bibliographic Services
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CONTENTS

Introduction	iii
Preliminary notes	1
Scope, purpose and use	1
Definitions	2
Comparative outline of the ISBD(G) and the ISBD(NBM)	8
Punctuation	13
Sources of information	14
Language and script of the description.....	15
Abridgements and abbreviations.....	16
Capitalization.....	16
Examples	16
Misprints.....	17
Symbols, etc.....	17
Specification of elements.....	18
1 Title and statement of responsibility area	18
2 Edition area	33
3 Material (or type of publication) specific area	37
4 Publication, distribution, etc., area	38
5 Physical description area.....	45
6 Series area.....	55
7 Note area.....	59
8 Standard number (or alternative) and terms of availability area.....	63
Appendices.....	66
A. Multi-level description	66
B. Bi-directional records.....	68
C. General and specific material designations	69
D. Recommended abbreviations for use in English language records based on ISBD(NBM).....	75
E. Examples	76
Index.....	78

INTRODUCTION

International Standard Bibliographic Description arose out of a resolution of the International Meeting of Cataloguing Experts, organized by the IFLA Committee on Cataloguing at Copenhagen in 1969, that a standardization of the form and content of bibliographic description be established.¹ The International Standard Bibliographic Description for Monographic Publications was the first of the ISBDs created pursuant to the mandate of 1969. The first text of the ISBD(M) was published in 1971 as a set of recommendations. By 1973 this text had been adopted by a number of national bibliographies and, with translations of the original English text into several other languages, had been taken into account by a number of cataloguing committees in redrafting national rules for description. By this time it had also been noted that the printed word is only one of the means of documentary transmission through which the communication needs of individuals and institutions are served, and that a standardized descriptive structure for documentary materials other than books should be addressed by IFLA's programme for International Standard Bibliographic Description. Accordingly, the IFLA General Council at Grenoble in 1973 recommended that an ISBD(NBM) Working Group be constituted. The group was constituted at the beginning of 1975, and two years of intense work followed, with three successive drafts of the full text produced.

In August 1975 the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules proposed to the IFLA Committee on Cataloguing that a general international standard bibliographic description suitable for all types of library materials should be developed, and the ISBD(G) was published in 1977. The work on the ISBD(NBM) was fully coordinated with the developing ISBD(G), and 1977 also saw the publication of the first edition of the ISBD(NBM), which conformed to the structure of the ISBD(G).

In August 1977, at meetings held during the IFLA World Congress, Brussels, the Standing Committee of the IFLA Section on Cataloguing made important new decisions in relation to IFLA's programme of ISBDs. It was agreed that all ISBD texts would be fixed to a life of five years, after which revision would be considered for all the texts, or for particular texts. Consequent on this decision, an ISBD Review Committee was formed by IFLA and met in London on 10-11 August 1981. Plans were made to review and revise as necessary the four ISBDs: ISBD(CM), ISBD(NBM), ISBD(S) (all first published in 1977), and ISBD(M) (latest edition published in 1978). A working group was appointed for each ISBD, with the chairman in each case selected from the membership of the ISBD Review Committee. Several years of experience with these four ISBDs had shown that they are widely consulted (as when used as standard source documents for the production of cataloguing codes) and are also widely applied (as in the case of countries without national cataloguing codes). This practical experience with the texts provided many valuable ideas for their further improvement, and the following major actions were identified as necessary:

- (1) clarify wording and achieve consistency of definitions and stipulations;
- (2) make the ISBDs hospitable to non-roman scripts;
- (3) review the use of the equals sign;
- (4) include more and better examples;
- (5) make the ISBD(NBM) more adequately describe the material it covers in the light of comments received from IAML and IASA.

¹ Report of the International Meeting of Cataloguing Experts, Copenhagen, 1979. *Libri*, vol. 20, no. 1, 1970; pp. 115-116.

In order to ascertain the requirements for describing the many different materials covered by ISBD(NBM), an ad hoc committee of media specialists was enlisted as advisors for the first phase of the revision.

The need for action relating to consistency arose from the fact that the separately produced texts needed particularly to be harmonized for wording, inclusion of stipulations, etc., with specifications made identical in the four texts, insofar as the characteristics of the four different categories of material would allow.

When it became clear that the harmonization mentioned above would entail most of the work, the IFLA International Office for UBC produced an editorial document to guide the task of harmonization. A second meeting of the ISBD Review Committee was held, also in London, 19-21 January 1983, and the first revised drafts were mailed soon thereafter, with a review period held 31 July 1983-31 January 1984. Comments were received from individuals and institutions worldwide, providing many helpful points for the working groups to consider as they continued to work on the necessary revisions.

The chairmen of the working groups produced a second draft of the four revised texts taking all suggestions and comments into account, and a third draft was subsequently produced by staff at the Library of Congress on the basis of a harmonizing comparison of the four texts. This third draft was resubmitted to the chairmen who reviewed it, made necessary emendations and pointed to unresolved problems. In a final exercise, in consultation with the four chairmen and with Barbara Jover (UBC Programme Officer), all problems were resolved and a final text was produced. All of the work from the point of the first drafts onward entailed more time and more work than was anticipated by the schedules formulated in 1981 and 1983. Acknowledgement must be given to all who commented on drafts or who served in any other way as informal consultants. For the work done for all texts, to ensure that decision making was coordinated and that decisions made were implemented accurately, special thanks are due also both to Barbara Jover and to staff at the Library of Congress.

The ISBD(NBM) includes an index and five appendices. The first appendix offers a generally standardized prescription for the special technique of multi-level description. The second appendix carries out a measure of the thrust mentioned above to satisfy users working with oriental publications: it provides a brief sketch of the way in which data should be transcribed when partly in a script reading from right to left and partly in a script reading from left to right. The third appendix contains lists of general and specific material designations, with definitions, for the variety of categories of materials covered by the ISBD(NBM). The fourth appendix gives recommended abbreviations for use in English-language records. A final appendix conveys the examples formulated to offer an illustration of the result of applying ISBD stipulations in all areas of a record.

When the IFLA meeting of 1981 in Leipzig decided against a separate ISBD for sound recordings, it was urged that the revision of the ISBD(NBM) (as part of the review of the four ISBD texts mentioned above) should expand its stipulations particularly to improve the coverage of sound recordings. The revised ISBD(NBM) has carried out this mandate thoroughly. In fact, it can now be said that together with the ISBD(CM), ISBD(PM), and the ISBD(S), the ISBD(NBM) covers all current library materials in the non-book categories except for one: computer files. An ISBD for computer files is now in progress.

This new edition of the ISBD(NBM) has been approved by the IFLA Section on Cataloguing.

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February 1987

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0 PRELIMINARY NOTES

0.1 Scope, purpose and use

0.1.1 Scope

The International Standard Bibliographic Description for Non-Book Materials – referred to hereinafter as the ISBD(NBM) – specifies the requirements for the description and identification of non-book items, assigns an order to the elements of the description and specifies a system of punctuation for the description. Its provisions relate first to the bibliographic records produced by national bibliographic agencies (in issues of the printed national bibliography, in other printed records, and in associated machine-readable data files), and second to bibliographic records of other cataloguing agencies, whether in machine-readable or printed form. (In the case of bibliographic data stored in a machine-readable medium, the ISBDs prescribe display conventions for eye-readable output, such as online displays or printed products, rather than the data structure used within the machine-readable medium itself.)

By monographic non-book items is to be understood a range of materials (other than those which are the subjects of other ISBDs) having for their primary purpose the transmission of ideas, information or aesthetic content. The definition is to be taken as applying for the most part to items in multiple copies; it therefore excludes original works of art and specimens of found objects, except in so far as such objects are packaged and marketed commercially. (Art prints published in a limited artist's edition are however included.) Book jackets are examples of other items receiving no explicit treatment, even though they may be collected by libraries. The boundaries indicated are not, however, rigidly circumscribed, and it is recognized that for many purposes objects outside the intended scope of the ISBD(NBM) may be satisfactorily described within its terms. Because of the rapid changes in the characteristics of computer files, stipulations for the description of this material have been removed from ISBD(NBM). A separate ISBD(CF) is being developed for the description of this material.

ISBD(NBM) is one of several published ISBDs; the others cover serials (ISBD(S)), monographic publications (ISBD(M)), cartographic materials (ISBD(CM)), pre-1801 monographs (ISBD(A)) and printed music (ISBD(PM)). Each ISBD is intended to embody a coherent set of provisions for its own type of publication, but there has been no attempt to make any ISBD exclusive. Users will, on occasion, need to refer to several ISBDs when, for example, the item for description exhibits the characteristics described in other ISBDs, such as a non-book item published as a serial, or a sound recording with an accompanying monograph. All the ISBDs are based on the general ISBD (ISBD(G)) (see comparative outline at 0.3).

When the item for description is one of the special sound recordings conveying printed texts to the visually handicapped ("talking books"), such a surrogate may be described alternatively with an emphasis on the original printed text.²

The ISBD(NBM) is primarily concerned with the current needs of libraries, national bibliographic agencies and resource centres. It therefore may require elaboration before being applied to obsolete categories of material, or to meet the requirements of sound, film and other archives.

At the same time, since many of the categories of material described in ISBD(NBM) are products of volatile technologies, the specific stipulations of this ISBD, particularly in area 5 (Physical

² See *International Exchange of Bibliographic Information on Materials for the Blind and Physically Handicapped* / by Pieter J. A. de Villiers and David E. Shumaker; Round Table of Libraries for the Blind, International Federation of Library Associations. – Washington, D.C. : The Round Table, Executive Secretariat, 1980.

description), will need to be amended as appropriate to handle properly newly developing forms of material.

0.1.2 Purpose

The primary purpose of the ISBDs is to provide the stipulations for compatible descriptive cataloguing worldwide in order to aid the international exchange of bibliographic records between national bibliographic agencies and throughout the international library and information community. By specifying the elements which comprise a bibliographic description and by prescribing the order in which those elements should be presented and the punctuation by which they should be demarcated, the ISBDs aim to (A) make records from different sources interchangeable, so that records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country; (B) assist in the interpretation of records across language barriers, so that records produced for users of one language can be interpreted by users of other languages; and (C) assist in the conversion of bibliographic records to machine-readable form.

0.1.3 Use

The ISBDs provide stipulations to cover the maximum amount of descriptive information required in a range of different bibliographic activities, and therefore include elements which are essential to one or more of those activities but not necessarily to all.

It is recommended that the national bibliographic agency in each country, in accepting the responsibility of creating the definitive record for each publication issued in that country, prepare the definitive description containing all the mandatory elements set out in the relevant ISBD insofar as the information is applicable to the item being described. Certain elements are designated as optional and information on these elements can be included or omitted at the discretion of the agency.

Other cataloguing organizations have a wider choice as they are not providing the definitive record for international exchange. They can select ISBD elements, mandatory or optional, for inclusion in their own records, provided that the elements selected are given in the prescribed order and transcribed with the prescribed punctuation according to the relevant ISBD.

The ISBD description forms a part of a complete bibliographic record and is not normally used by itself. The other elements which make up a complete bibliographic record, such as headings, subject information, uniform titles, filing devices and tracings, are not included in the ISBD stipulations. The rules for such elements are normally given in cataloguing codes.

0.2 Definitions

Definitions are given for those terms used in the ISBD(NBM) in a special sense, or in one of several senses in general use. Some terms used in the normal bibliographic sense are also defined. Terms for categories of materials are defined in Appendix C.

Accompanying material	Any material accompanying the main part(s) of the item being described, and intended to be used with it.
Accompanying material statement	A brief description of accompanying material.

Alternative title	The second part. of a title proper that consists of two parts (each of which has the form of a title), joined by the word "or" or its equivalent in another language.
Area	A major section of the bibliographic description, comprising data of a particular category or set of categories.
Avant-titre	Other title information introducing the title proper and occurring above the item's title proper on the prescribed source of information for the title and statement of responsibility area.
Bibliographic description	A set of bibliographic data recording and identifying an item.
Cine mode	Microfilm and filmstrips having the base of each frame perpendicular to the sides of the film.
Comic mode	Microfilm and filmstrips having the base of the frame parallel to the sides of the film.
Common title	That part of the title which is carried by a group of related items in addition to their different section titles. The common title serves to indicate this relationship and together with the section title identifies a given item. The common title may also be common to a main item and its supplement(s) and to a main series and its sub-series when the supplement(s)/sub-series has (have) dependent title(s).
Container	Any housing for an item, a group of items, or a part of an item, which is physically separable from the material being housed. (The sleeve, album or slipcase for a set of discs is a container; a cassette or cartridge is not.)
Dependent title	A title which by itself is insufficient to identify an item and which requires the addition of the common title, or the title of the main item or the title of the main series. Examples are section titles, some supplement titles and some titles of sub-series.
Edition	All the copies of an item produced from substantially the same master copy and published or issued by a particular publishing agency or group of agencies. Provided that these conditions are fulfilled, a change in the identity of the distributor of the item does not constitute a change of edition. For sound recordings, all the copies of an item produced from the same fixing of the sound from the same takes.
Edition statement	A word or phrase, or a group of characters, indicating that an item belongs to an edition.

Element	A word or phrase, or a group of characters, representing a distinct unit of bibliographic information and forming part of an area of the bibliographic description.
Fixing of the sound	The process involved in determining and creating the version which is issued as a recording. It may result from the mix of several takes.
General material designation	A term indicating, broadly, the class of material to which an item belongs (see Appendix C).
ISBN (International Standard Book Number)	A ten-figure number including a check digit and preceded by an alphabetic prefix. The ISBN identifies an edition of a work issued by one specific publisher and is unique to that edition. It is assigned by the national ISBN agency and is based on the ISO standard ISO 2108-1978.
ISSN (international Standard Serial Number)	An eight-figure number including a check digit and preceded by an alphabetic prefix. The ISSN together with the key title uniquely identifies a particular serial title (see <i>ISDS Manual</i> , Part 1). It is assigned by the International Serials Data System (ISDS) and is based on the ISO standard ISO 3297-1986.
Item	A physical manifestation of a work or group of works in any form, considered as an entity and as such forming the subject of a single bibliographic description.
Key title	The unique name assigned to a serial by the International Serials Data System (ISDS), and inseparably linked with its ISSN.
Label name	The brand or trade mark name associated with all or some of the products of a publisher or production company, particularly for sound recordings.
Main series	A numbered series which contains one or more sub-series.
Multi-level description	A method of bibliographic description based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main item. The second and subsequent levels contain information relating to the individual unit.
Multi-part item	Material comprising two or more distinct items, no one of which is identifiable as being of primary importance.
Numbering	The identification of each of the successive issues of a series. The designation can include a number, a letter, any other character or the combination of these and the pertaining denomination (volume, number, etc.), and/or a date.

Other title information	A word or phrase, or a group of characters, appearing in conjunction with, and subordinate to, the title proper of the item. Other title information also occurs in conjunction with, and subordinate to, other titles (e.g. parallel titles, titles of individual works contained in the item, titles in series/sub-series statements). Other title information qualifies, explains or completes that title to which it applies, or is indicative of the character, contents, etc., of the item or the works contained in it, or is indicative of the motive for, or the occasion of, the item's production. The term includes sub-titles and avant-titres, but does not include variant titles (e.g. sleeve titles) found in the item but not on the prescribed source of information.
Parallel edition statement	The edition statement in another language and/or script.
Parallel title	The title proper (or the title of an individual work given in an item with no collective title proper) in another language and/or script; or a title in another language and/or script presented as an equivalent of the title proper. Parallel titles also occur in conjunction with the titles proper in series/sub-series statements.
Phonogram ("p") date	The copyright symbol "p" followed by a date is commonly known as the "phonogram date". It has variant meanings under different copyright conventions and laws but generally indicates the first date of the sound recording.
Prescribed punctuation	Punctuation supplied by the bibliographic agency to precede or enclose the information in each element (except the first element of area I) or area of the bibliographic description.
Prescribed source of information	The source or sources from which information is taken for entry in each element or area of the bibliographic description.
Producer (Motion picture)	The individual designated as "producer" who has overall responsibility for bringing a motion picture into existence. Specific responsibilities may relate in varying degrees to the creative, technical and financial aspects of a particular production.
Producer (Sound recordings)	The person who has technical responsibility for the fixing of the sound. A producer may also be responsible in varying degrees for the creative and other aspects of a sound recording.
Production company (Motion picture)	A company exercising overall responsibility for the financial, technical and organizational management of the creation of a motion picture.
Production (i.e. recording) company (Sound recording)	a) The company responsible for the fixing of the sound at a recording session. b) The company responsible for the mass production of the

	sound recording (e.g. pressing of discs or replication of tape copies).
Realization	The mounting, staging or otherwise bringing into existence of a work by performance.
Reissue	A named or otherwise identified batch of copies of an item produced from the same master copy as an earlier issue, in the same physical form, and emanating from the same publishing or production agency. (See also Edition).
Reissue (Motion picture)	A later issue of a work by a distributor other than the original distributor. A later release by the original distributor is called a "rerelease."
Section title	The title specific to a section which serves to distinguish one part of a group of related series having a common title. The section title is dependent on the common title for identification of a series whether distinctive or not.
Series	A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole, i.e. the title proper of the series. The separate items may or may not be numbered.
Series statement	The main elements identifying a series, including any numbering of the separate items within the series. Also includes a statement that an item forms part of a multi-part item. (See also Sub-series statement).
Specific material designation	The term indicating the specific class of material to which the item belongs (see Appendix C).
Statement of responsibility	Name(s), phrase(s) or group(s) of characters relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation or realization of the intellectual or artistic content of a work. Statements of responsibility may occur in conjunction with titles (e.g. the title proper, parallel title, titles of individual works contained in the item, titles in series/sub-series statements) or in conjunction with edition statements.
Sub-series	A series which appears as part of a numbered series (main series). The sub-series may or may not have a title dependent on that of the main series. (See also Common title, Dependent title).
Sub-series designation	Word or lettering or numbering or a combination of these, following the title of the main series, which can stand alone or in conjunction with the title of the sub-series.

Sub-series statement

The main elements identifying a sub-series, including any numbering of the separate items within the sub-series. In the case of a sub-series the title of which is dependent on the title of the main series, the sub-series statement includes both the title of the series and the sub-series, and may include a sub-series designation. (See also Series statement).

Title

A word or phrase, or a group of characters, usually appearing in an item, naming the item or the work (or any one of a group of individual works) contained in it. An item will usually contain several titles (e.g. on the item itself or on the front or the spine of the container), and these titles may be identical or may differ from one another.

Title proper

The chief title of an item, i.e. the title of an item in the form in which it appears in the prescribed source of information for the title and statement of responsibility area. The title proper includes any alternative titles but excludes parallel titles and other title information. For items containing several individual works, the title proper is the collective title. Items containing several individual works and lacking a collective title are considered not to have a title proper. A series or sub-series also has its own title proper. Certain titles proper are made up of multiple titles, called common title and dependent title(s).

**Trade mark name
see Label name**

0.3 **Comparative outline of the ISBD(G) and the ISBD(NBM)**

0.3.1 Outline of the ISBD(G) see p. 9, 11.

0.3.2 Outline of the ISBD(NBM) see p. 10, 12.

0.3.1 Outline of the ISBD(G)

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
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Note: Each area, other than the first, is preceded by a point, space, dash space (. –).

1. Title and statement of responsibility area	[] = : / ;	1.1 Title proper 1.2 General material designation 1.3 Parallel title 1.4 Other title information 1.5 Statements of responsibility First statement Subsequent statement
2. Edition area	= / ; , / ;	2.1 Edition statement 2.2 Parallel edition statement 2.3 Statements of responsibility relating to the edition First statement Subsequent statement 2.4 Additional edition statement 2.5 Statements of responsibility following an additional edition statement First statement Subsequent statement
3. Material (or type of publication) specific area		
4. Publication, distribution, etc., area	; : [] , (: ,)	4.1 Place of publication, distribution, etc. First place Subsequent place 4.2 Name of publisher, distributor, etc. 4.3 Statement of function of publisher, distributor, etc. 4.4 Date of publication, distribution, etc. 4.5 Place of manufacture 4.6 Name of manufacturer 4.7 Date of manufacture
5. Physical description area	: ; +	5.1 Specific material designation and extent of item 5.2 Other physical details 5.3 Dimensions of item 5.4 Accompanying material statement

0.3.2 Outline of the ISBD(NBM)

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
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Note: Each area, other than the first, is preceded by a point, space, dash, space (. –).

1.	Title and statement of responsibility area	1.1 Title proper [] 1.2 General material designation (<i>optional</i>) = *1.3 Parallel title : *1.4 Other title information 1.5 Statements of responsibility / First statement ; *Subsequent statement
2.	Edition area	2.1 Edition statement = *2.2 Parallel edition statement (<i>optional</i>) 2.3 Statements of responsibility relating to the edition / First statement ; *Subsequent statement , *2.4 Additional edition statement 2.5 Statements of responsibility following an additional edition statement / First statement ; *Subsequent statement
4.	Publication, distribution, etc., area	4.1 Place of publication and/or distribution First place ; *Subsequent place : 4.2 Name of publisher and/or distributor [] *4.3 Statement of function of distributor (<i>optional</i>) , 4.4 Date of publication and/or distribution (*4.5 Place of manufacture (<i>optional</i>) : *4.6 Name of manufacturer (<i>optional</i>) ,) 4.7 Date of manufacture (<i>optional</i>)
5.	Physical description area	5.1 Specific material designation and extent : 5.2 Other physical details ; 5.3 Dimensions + *5.4 Accompanying material statement (<i>optional</i>)

0.3.1 Outline of the ISBD(G) contd.

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
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Note: Each area, other than the first, is preceded by a point, space, dash space (. –).

6. Series area		6.1 Title proper of series
<i>Note: A series statement is enclosed by parentheses. When there are two or more series statements, each is enclosed by parentheses</i>	=	6.2 Parallel title of series
	:	6.3 Other title information of series
	/	6.4 Statements of responsibility relating to the series
	;	First statement
	,	Subsequent statement
	;	6.5 International Standard Serial Number of series
	;	6.6 Numbering within series
	.	6.7 Enumeration and/or title of sub-series
	=	6.8 Parallel title of sub-series
	:	6.9 Other title information of sub-series
	/	6.10 Statements of responsibility relating to the sub-series
	;	First statement
	;	Subsequent statement
	,	6.11 International Standard Serial Number of sub-series
	;	6.12 Numbering within sub-series
7. Note area		
8. Standard number (or alternative) and terms of availability area	=	8.1 Standard number (or alternative)
	:	8.2 Key title
	()	8.3 Terms of availability and/or price
		8.4 Qualification (in varying positions)

0.3.2 Outline of the ISBD(NBM) contd.

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
6. Series area <i>Note: A series statement is enclosed by parentheses. When there are two or more series statements, each is enclosed by parentheses</i>	= : / ; ,	6.1 Title proper of series or sub-series *6.2 Parallel title of series or sub-series *6.3 Other title information of series 6.4 Statements of responsibility relating to the series or sub-series First statement *Subsequent statement
	;	6.5 International Standard Serial Number of series or sub-series
	;	6.6 Numbering within series or sub-series
7. Note area		
8. Standard number (or alternative) and terms of availability area	:	8.1 Standard number (or alternative) 8.3 Terms of availability and/or price <i>(optional)</i>

General notes on the outline of ISBD(NBM)

- A. Optional elements are indicated as such (see 0.1.3).
- B. Elements preceded by an asterisk can be repeated when necessary.
- C. Areas 6 (Series), 7 (Note) and 8 (Standard number, etc.) can be repeated when necessary. In addition, area 5 (Physical description) can be repeated under certain circumstances (see area 5, Introductory note).
- D. In the above outline, the terms "first statement," "subsequent statement," and the like, denote the order in which these statements are given in the description and have no other connotation.
- E. No provisions are included in the ISBD(NBM) for area 3 of the outline of ISBD(G) (Material (or type of publication) specific area), or for element 8.2 of the ISBD(G) (Key title). Provisions regarding qualifications to a standard number (or alternative) or to a statement of terms of availability and/or price (element 8.4 of the ISBD(G)) are included in elements 8.1 and 8.3 respectively, rather than as a separate element.
- F. Whenever information normally associated with one area or element appears in the item linked linguistically as an integral part of another area or element, it is transcribed as such.

0.4 Punctuation

0.4.1 Each element of the description, except the first element of area 1, is either preceded or enclosed by prescribed punctuation (see 0.4.3 for other exceptions). Prescribed punctuation is preceded and followed by a space (a single space on a typewriter or an em space in printing) with the exception of the comma (,) and point (.) which are only followed by a space. The inclusion of other punctuation is at the discretion of the national bibliographic agency or cataloguing organization, as is the spacing before and after such punctuation. ISBD punctuation is retained even when this results in double punctuation (but see 0.4.7). For the punctuation of scripts written from right to left, see 0.4.11.

0.4.2 Parentheses, i.e. curved brackets (()) and square brackets ([]) (see 0.4.8), are each to be treated as a single punctuation symbol, and the preceding space comes before the first (opening) parenthesis or square bracket and the following space comes after the second (closing) parenthesis or square bracket (but see 0.10). If parentheses or square brackets are preceded or followed by prescribed punctuation that ends or begins with a space, only one space is given.

0.4.3 Each area of the ISBDs other than area 1 is preceded by a point, space, dash, space (. –), unless that area is clearly separated from the preceding area by paragraphing, typography or indentation, in which case the point, space, dash, space may be omitted or replaced by a point (.) given at the end of the preceding area.

0.4.4 When the first element of an area is not present in a description, the prescribed punctuation of the first element that is present is replaced by a point, space, dash, space (. –) preceding the area.

0.4.5 When an area is repeated, each repetition is preceded by a point, space, dash, space (. –), except (A) in the condition described in 0.4.3, and (B) as provided by area 6, Punctuation pattern B-C for multiple series statements.

0.4.6 When an element is repeated, each repetition is preceded by the prescribed punctuation appropriate to the element.

0.4.7 When an element ends with a point and the prescribed punctuation for the element which follows begins with a point, only one of the two points is given.

e.g. 3rd ed. –
not 3rd ed. –

and then ... – 4th ed.
not and then – 4th ed.

0.4.8 Three punctuation symbols can be used in most areas:

A. Square brackets ([]) are prescribed punctuation to enclose particular elements in area 1 (see 1.2) and area 4 (see 4.3) and are prescribed punctuation within an element in area 5 (see 5.1). Square brackets enclose information found outside the prescribed sources of information (see 0.5.2) and interpolations in the description (see 0.6, 0.7, 0.10 and 0.11).

When successive elements within the same area are obtained from outside the prescribed source, they are enclosed in a single pair of square brackets unless one element is the general material designation, which is always enclosed in its own pair of square brackets. When successive elements are in different areas, each element is enclosed in a separate pair of square brackets.

- B. Marks of omission, i.e. three points (...) indicate the omission of some part of an element (see 0.7.1, 0.7.2).

One punctuation symbol, the plus sign (+) preceded and followed by a space, is prescribed punctuation in area 5 (see 5.4).

- C. Parentheses (()) are prescribed punctuation to enclose each series statement in area 6, to enclose certain elements in area 4, and to enclose information within particular elements of areas 1, 5 and 8.

0.4.9 When in an area or an element the same information appears in two or more languages and/or scripts, the following provisions apply:

When one element is recorded in two or more languages and/or scripts, the information in each language and/or script after the first is preceded by a space, equals sign, space.

When, in a single area, two or more elements are recorded in two or more languages and/or scripts, the elements in each language and/or script are given together with the appropriate preceding punctuation for each element. The whole group of elements for the first language and/or script recorded is preceded by punctuation appropriate to the first element and each group after the first is preceded by a space, equals sign, space.

0.4.10 An area or element that does not apply to the publication is not included in the description. The preceding or enclosing prescribed punctuation of such an area or element is also omitted.

0.4.11 When information is given in scripts written from right to left, commas and semi-colons used as prescribed punctuation are reversed when that is the style of the script. Similarly, the point, space, dash, space combination of prescribed punctuation reads from right to left and the meanings of open and closed parentheses and square brackets are reversed. The diagonal slash and groups of western arabic numerals which are not reversed in such scripts are not reversed when given.

See Appendix B for the treatment of information given both in scripts written from left to right and in scripts written from right to left.

The complete Punctuation pattern for each area is set out at the beginning of the area.

0.5 Sources of information

0.5.1 Order of preference of sources

For many kinds of non-book materials the formulation of an adequate bibliographic description is problematic because of the absence of any title-page or single equivalent source of information. In describing an item it may therefore be necessary to select from such disparate sources of information as the item itself (where the data may be given in a visual or auditory form or both), an affixed label, a container or an enclosure or other accompanying textual matter such as a manual. In deciding an order of preference among these sources of information the following principles should be observed:

- A. Sources permanently associated with the item will normally be preferred to sources having only an accidental or fugitive connection with it. Thus the title frames of a motion picture, the labels on the two sides of a sound disc or the central area of a stereograph reel will normally be preferred to the container or accompanying textual matter found with any of these items.

- B. However, preference should be given to the source which most adequately identifies the work or works:
- a) when a source which would have been preferred following principle A contains insufficient data for cataloguing purposes (because the information found therein is ambiguous or incomplete); and
 - b) when no source can be identified as being permanently associated with the item.

On occasion the descriptive insert issued with a sound cassette may thus be preferred as a source of data to the label on the cassette itself, particularly when the item contains two or more works and when the descriptive insert is the only source for a collective title proper. Similarly for multipart items a unifying container will normally be preferred to the labels, etc. of individual parts, particularly when the unifying container is the only source for a collective title proper.

C. Textual sources will normally be preferred to sound sources. However, when textual information is deficient or clearly erroneous and the integral sound source is more adequate, the latter may be preferred.

0.5.2 Prescribed sources of information

The term "prescribed source" is used in the text of the ISBD(NBM) to characterize a source of information selected in accordance with the foregoing principles. It is emphasized that the prescribed source of information will not in all cases be unitary in character: the title sequence of a motion picture or videorecording (including end frames or sequence) may for example be regarded as constituting collectively the prescribed source of information for the item in question.

When the elements recorded in area 1, area 2 or area 4 are taken from a source other than that which would have been selected following principle A, the source of such information is indicated in a note. When one or more of the elements (but not all of the elements) recorded in any one of these areas is taken from such a source, the source both of the main description and of the interpolated statement may be indicated in a note. No such note is given regarding statements in area 6 provided that such statements are taken from the item itself, its container or accompanying textual matter.

Statements in areas 1, 2, 4 and 6 which derive from sources other than the item itself, its container or accompanying textual matter are normally enclosed in square brackets. Statements in areas 5, 7 and 8 can be supplied from any source without the use of square brackets.

0.6 Language and script of the description

Elements in areas 1, 2, 4 and 6 are normally transcribed from the item and are, therefore, wherever practicable, in the language(s) and/or script(s) in which they appear there. Interpolations in these areas are enclosed in square brackets and are given in the language and/or script of the context of that part of the description, except:

- prescribed abbreviations (see 0.7) and prescribed interpolations (see 0.10, 0.11);
- general material designations (see 1.2) and statement of function of distributor (see 4.3) which, when supplied, are given in the language and/or script chosen by the national bibliographic agency.

Terms used in areas 5, 7 and 8 are not enclosed in square brackets and are given in the language and/or script of the national bibliographic agency, except:

- when original title or variant title is provided in area 7;

- when quotations are provided in area 7;
- when key-title is given in area 8.

The description of items appearing in scripts other than that used by the national bibliographic agency may, if necessary, be transliterated or transcribed without brackets into the script used by the agency.

0.7 Abridgements and abbreviations

0.7.1 In exceptional cases the abridgement of certain elements in the description is permitted, provided the omission takes place at the end or in the middle of the element (e.g. a lengthy title proper, see 1.1.4.1). In such cases, the omission is indicated by marks of omission.

0.7.2 In the case of the abridgement of a single statement of responsibility consisting of the names of several persons or corporate bodies (see 1.5.4.3), the omission is indicated by marks of omission and the insertion of the prescribed abbreviation "et al." (= *et alii*, and others) enclosed in square brackets (or for non-roman script records, its equivalent in another script).

0.7.3 Other abbreviations are prescribed in specific stipulations (e.g. 4.1.15, 5.3.1.)

0.7.4 In various stipulations in the ISBDs, provision is made for the use of "standard abbreviations" (e.g. in the edition statement, see 2.1.2) without specifying the forms of the abbreviations to be followed. These abbreviations are not prescribed and it is recommended that ISO 832-1975, *Documentation – Bibliographical references – Abbreviations of typical words*, or similar national standards, be used.

The abbreviations used throughout the ISBDs in the examples, other than those prescribed above in 0.7.2 and 0.7.3, are illustrative and not prescriptive (see also Appendix D).

0.7.5 Except for specifically prescribed or permitted abridgements and abbreviations, the transcription of data in areas 1, 2 and 6 does not show abbreviations unless they appear in the source.

0.8 Capitalization

In general, the first letter of the first word of each area should be a capital; the first letter of the first word of some elements (e.g. general material designation, parallel title, alternative title, section title) should also be a capital. Other capitalization should follow the appropriate usage for the language(s) and/or script(s) used in the description (see 0.6). When more than one language and/or script appears in the description, each should be capitalized in accordance with the usage of that language and/or script even when this produces an inconsistent pattern of capitalization for the description as a whole.

0.9 Examples

The examples given throughout the ISBDs are illustrative and not prescriptive except when the stipulations specify that the form found in the example(s) is to be followed. Most examples are based on the description of existing items but some fictitious examples have been included.

In the English text of the ISBDs the terms used and the words or short phrases added to the examples in areas 5, 7 and 8 are in English. It is anticipated that in translations of the ISBDs, such terms and words and phrases will be given in the language of the translation.

0.10 Misprints

Inaccuracies or misspelled words are transcribed as they appear in the item. They may be followed by "sic" or "!", enclosed in square brackets which are preceded and followed by a space ([sic] or [!]). Alternatively, the correct version may be added, enclosed in square brackets, the correction being preceded by "i.e.", or its equivalent in another language and/or script. Letters which have been omitted from misspelled words maybe inserted, enclosed in square brackets (in this case not preceded or followed by a space).

0.11 Symbols, etc.

A symbol or other matter that cannot be reproduced by the typographic facilities available (normally, characters that are neither numeric nor alphabetic) is replaced by its description or its equivalency in letters or words, as appropriate. The substitution is placed in square brackets and an explanatory note is made if necessary.

e.g. / by [E.B.C]

Note: Author's initials represented on item by musical notes.

[3rd] ed.

Note: Number of edition represented on item by three asterisks.

I [love] Paris

Note: The word `love' in the title is represented on item by a heart symbol.

SPECIFICATION OF ELEMENTS

1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- Contents**
- 1.1 Title proper
 - 1.2 General material designation (*optional*)
 - 1.3 Parallel titles
 - 1.4 Other title information
 - 1.5 Statements of responsibility
- Punctuation pattern**
- A. The general material designation is enclosed in square brackets, the first bracket being preceded and the second followed by a space ([]).
 - B. Each parallel title is preceded by a space, equals sign, space (=).
 - C. Each unit of other title information is preceded by a space, colon, space (:), unless a word or phrase is given in the item to link a second or subsequent unit with the preceding unit.
 - D. The first statement of responsibility following any title is preceded by a space, diagonal slash, space (/).
 - E. Each subsequent statement of responsibility is preceded by a space, semi-colon, space (;), unless the statements are considered to form a single phrase.
 - F. Titles of individual works by different authors, composers, artists, etc. contained in an item, are separated by a point, space (.), unless a linking word or phrase is given in the item.
 - G. Titles of individual works by the same author, composer, artist, etc. contained in an item, are separated by a space, semi-colon, space (;).
 - H. In the case of titles made up of common and dependent titles, each dependent title designation, if any, or each dependent title following the common title is preceded by a point, space (.).
 - I. Each dependent title following a dependent title designation is preceded by a comma, space (,).

Examples

Title proper [General material designation] = Parallel title = Parallel title / statement of responsibility

Title proper [General material designation] : other title information : other title information / statement of responsibility

Title proper [General material designation] : other title information = Parallel title : parallel other title information / statement of responsibility

Title proper [General material designation] / statement of responsibility = Parallel title : parallel other title information / parallel statement of responsibility

Title proper [General material designation] / statement of responsibility ; second statement of responsibility ; third statement of responsibility

Title [General material designation] / statement of responsibility. Title / statement of responsibility

Title [General material designation] : other title information ; Title : other title information / statement of responsibility

Title [General material designation] = Parallel title ; Title = Parallel title / statement of responsibility

Common title. Dependent title designation, Dependent title [General material designation]

Common title. Dependent title [General material designation]

1.1 Title proper

1.1.1 The title proper is the first element of the description even when it is preceded on the prescribed source of information by statements of responsibility, edition statements, series statements, publication/distribution statements, date, price or other matter which is not title information.

e.g. Goal! (Motion picture)³
Four watercolours of Maori life in 1844 (Graphic)
La vie de William Shakespeare [Sound recording]
Gedichte, Reden, Interview [Sound recording]
Nicke Nyfiken får en cykel [Visual projection]
Prawidłowy załadunek wagonu towarowego [Motion picture]
Barokní Praha [Graphic]

1.1.2 The title proper is the chief title of an item. The title proper can take various forms:

1.1.2.1 The title proper can consist solely of term(s) indicating a type of work or its intellectual or artistic content.

e.g. Concerto
Collected works
Drawings

1.1.2.2 The title proper can consist of the name of a person or corporate body when the prescribed source of information bears no title other than that name.

e.g. Adlai Stevenson [Motion picture]
The Beatles [Sound recording]
Michigan Institute on the Teaching of Librarianship [Sound recording]

1.1.2.3 The title proper can consist of or include a set of initials or an acronym prominently displayed on the prescribed source of information.

³ In the interest of clarity all examples relating to element 1.1 have been provided with general material designations. For provisions relating to the general material designation itself, see 1.2.

e.g. IQ [Motion picture]

The expanded form, when present on the prescribed source of information but not selected as the title proper (see 1.1.3), is given as other title information (see 1.4.3) or as a statement of responsibility (see 1.5.4).

1.1.2.4 The title proper can consist of two parts (each of which may be considered to be a title) linked by the word "or" (or its equivalent in another language). (The second part is defined as the alternative title.)

e.g. Dr. Strangelove, or, How I learned to stop worrying and love the bomb [Motion picture]
Marcel Marceau, ou, L'art du mime [Motion picture]

1.1.2.5 The title proper can include numbers or letters when these are essential information in order to distinguish the title proper from other titles.

e.g. Knitting I [Sound recording]
Knitting II [Sound recording]

1.1.2.6 The title proper can include a statement of responsibility, name of publisher, or details relating to other descriptive elements (e.g. edition statement) when such information is linguistically an integral part of the title.

e.g. Bernard Miles on gun dogs [Motion picture]
Речи В. И. Ленина [Sound recording]
Ernest Günther läser Balzac [Sound recording]
Joze Cerne poje slovenske narodne v priredbi Avgusta Stanka [Sound recording]
Le petit théâtre de Jean Renoir [Motion picture]
Braverman's condensed cream of Beatles [Motion picture]
The Esso student's business game [Multi-media]
The Sunday Times guide to the modern movement in the arts [Graphic]

Note, however, that in the case of film and video materials,⁴ credits for performer, author, director, producer, "presenter", etc., when preceding or following the title proper are generally not considered as part of the title proper, even if the credits are linguistically connected with the title.

e.g. Star wars [Motion picture]
Editorial note: Title frame reads: Twentieth Century Fox presents Star wars
Thief [Motion picture]
Editorial note: Title frame reads: Thief, with James Caan

1.1.2.7 When an item contains two or more individual works and bears a collective title as well as the titles of the individual works on the prescribed source of information, the collective title is chosen as the title proper.

The titles of the individual works may be given in area 7.

e.g. Disneyland [Visual projection]
Contents: Tomorrow ; Fantasyland ; Frontierland ; Adventureland ; Main Street, USA

⁴ "Film and video material" here refers to motion pictures, filmstrips, slides and other projected material.

Dansons avec le Ry-Co jazz [Sound recording]

Contents: Bolingo habiba : cara cara (24 min., 45 sec.). Liwa ya tata : boléro (3 min., 30 sec.). Bina charanga : charanga (3 min., 10 sec.). M'paugi ya munu : cha cha cha (3 min.)

1.1.2.8 The title proper can consist of a common title and a dependent title when a section, supplement, part, etc., has a title or designation insufficient to identify it without the inclusion of the common title or title of the main item.

e.g. The German pre-classics. Series A, George Philipp Telemann [Sound recording]

1.1.2.9 The title proper can consist of the title of a section, supplement, part, etc., alone when this title can be disassociated from the common title or title of the main item. The common title is given if appropriate in area 6.

e.g. Art music from the Far East [Sound recording]
In area 6: (Musical sources)

When the common title or title of the main item is linguistically an integral part of the title of the section, supplement, part, etc., the title proper consists of the integrated statement of both titles.

e.g. Supplementary material for Skewed views of civics [Multi-media]

1.1.2.10 There is no title proper for an item containing two or more individual works but lacking a collective title. For the transcriptions of such titles, see 1.1.4.2.1.

1.1.3 Choice of title proper

1.1.3.1 Item with one prescribed source of information

When two or more variant titles in the same language and/or script appear on the prescribed source of information, the title proper is selected by reference to the typography (see for example 1.1.2.3) or the sequence of titles on the prescribed source of information.

When the titles are in different languages and/or scripts (i.e. parallel titles, see 1.3), the title proper is the title in the language and/or script of the content of the item. When this criterion cannot be applied, the title proper is selected by reference to the typography or sequence of the titles on the prescribed source of information.

1.1.3.2 Item with more than one prescribed source of information

When an item has more than one prescribed source of information, as in the case of a multi-language or multi-script item presenting separately titled information in each language or script, the title proper is selected from the prescribed source of information that is in the language and/or script of the item.

When this criterion cannot be applied (either because the item has no language or because its content is presented in two or more languages or scripts), the first of two or more sequentially presented sources of information is chosen as the source of the title proper, or in the case of items having the characteristics of a printed book (e.g. microreproductions), the right hand (recto) of two facing title-pages.

1.1.3.3 Variant titles (other than parallel titles, see 1.3) not selected as title proper, are treated as other title information when they appear on the prescribed source of information. Variant titles appearing elsewhere in the item are given in area 7.

- e.g. Symphony no. 3 : Eroica [Sound recording]
Barbara [Sound recording]
Note: Sleeve-title: Barbara, l'aigle noir

1.1.4 Transcription

1.1.4.1 The title proper is transcribed from the prescribed source of information exactly as to wording, but not necessarily as to capitalization or punctuation (see also 0.4, 0.6, 0.7). Exceptionally, a very lengthy title proper may be abridged in the middle or at the end, if this can be done without changing the meaning of the title, without loss of essential information and without introducing incorrect grammar. Omissions are indicated by marks of omission.

1.1.4.2 Item without a title proper

1.1.4.2.1 When the item comprises two or more works without a title proper (see 1.1.2.10), the titles of the individual works are given in the order indicated by the typography of, or the sequence of titles on, the prescribed source of information.

- e.g. Infancy [Videorecording] ; Childhood / Thornton Wilder

When the number of individual works is very large, the first three titles may be given, followed by marks of omission. The complete contents may be given in area 7.

- e.g. Dixit Dominus [Sound recording] : RV59 4; Stabat mater : RV621 ; Gloria in D major : RV588 ... / Antonio Vivaldi

1.1.4.2.2 When the item has a displayed text but no title proper (as in the case of some posters, wallcharts, etc.), the text is transcribed either in full or in an abridged form. Omission of complete phrases or sentences is not indicated; abridgement of phrases or words is indicated by marks of omission. The order of statements in the transcription is determined by reference to the character of the statements appearing in the item, their typography and the layout of the item. Important parts of the content of the text, such as the names of products or organizations and the names, places and dates of events, are retained. Additional information on these or on any other aspect of the content may be given in area 7. Punctuation is at the discretion of the bibliographic agency, except that combinations of symbols and spacing which have a special function within this area of the ISBD outline are to be avoided.

- e.g. Emprunt national 1920 – Souscrivez – Banque de Paris et des Pays-Bas [Graphic]
Tales of wonder, no. 3 – The horror in the telescope, by Edmond Hamilton [Graphic]
Note: Transcription of text from enlarged reproduction of magazine cover
'Comment trouvez-vous ce petit vin-là ...' [Graphic]
Note: Caption title abridged

1.1.4.2.3 When the item lacks a collective title (otherwise than in the case of an item comprising two or more works without a collective title proper, see 1.1.4.2.2), an appropriate statement is supplied in its own set of square brackets using the language and script of the item, or *optionally* (particularly for an item having no language) the language and script of the bibliographic agency.

- e.g. [Moon buggy] [Object]
[Phantom jet fighter landing at R.A.F. Leuchars, July 1971] [Motion picture]

1.2 General material designation (*optional*)

1.2.1 The purpose of the general material designation is to indicate, in general terms and at an early point in the description, the class of material to which the item belongs. The general material designation is given immediately after the title proper. It is given in the language and script chosen by the bibliographic agency.

1.2.2 Inclusion of the general material designation is especially useful for non-book materials included in integrated catalogues or bibliographies. A list of the recommended English language designations appears in Appendix C.

1.2.3 When the item comprises a primary component with a subsidiary component(s) not of the same general material category (e.g. a filmstrip accompanied by a descriptive leaflet, a sound disc accompanied by a leaflet and a wallchart), the general material designation refers only to the primary component.

e.g. Examining documents [Visual projection]
Note: Slides with accompanying sound, teacher's guides, workbooks and quiz questions

1.2.4 When the item comprises components belonging to two or more general material categories, no one of which is predominant (e.g. a collection of teaching materials including a sound recording, filmstrips and wallcharts), the general material designation "Multi-media" or "Kit" (or equivalent) is used as appropriate (see definitions in Appendix C).

1.2.5 Item without a title proper

1.2.5.1 When an item comprises two or more works without a title proper (see 1.1.2.10), the general material designation is given after the first title.

e.g. La mer [Sound recording] ; Khamma ; Rhapsody for clarinet and orchestra / Claude Debussy
A Shopshire lad [Sound recording] ; The banks of green willow ; Two English idylls / George Butterworth. Variations on a theme of Frank Bridge, op. 10 / Benjamin Britten ; Academy of St. Martin-in-the-Fields ; directed by Neville Marriner

1.2.5.2 When an item having no collective title proper comprises two interdependent components belonging to distinct material categories, the appropriate general material designation is given after each title.

e.g. Life in the time of Charles Dickens (Visual projection) / editor, Albert Ammerman.
The time, the life, the works of Charles Dickens, and excerpts from Dickens on America [Sound recording] / read by Ian Brett and Peter Howell

1.3 Parallel titles

1.3.1 When on the prescribed source of information there are titles in more than one language and/or script, the titles not chosen as title proper (see 1.1.3) are transcribed as parallel title(s).

e.g. Herfra til evigheden [Motion picture] = From here to eternity

1.3.2 A parallel title, as an equivalent of the title proper, can take the same various forms (see 1.1.2).

1.3.3 The original title in a language other than that of the title proper appearing on the prescribed source of information and not linguistically linked to other descriptive elements (for example, as an alternative title, see 1.1; as part of other title information, see 1.4; as part of a statement of responsibility, see 1.5; or as part of an edition statement, see area 2) is treated as a parallel title.

For the original title in the language of the title proper, see 1.1.3.3.

1.3.4 Transcription

1.3.4.1 A parallel title appearing on the prescribed source of information is transcribed exactly as to wording, but not necessarily as to capitalization and punctuation. Exceptionally, a parallel title may be abridged. Omissions are indicated by marks of omission.

e.g. French colonies in America [Visual projection] = Colonies françaises d'Amérique

1.3.4.2 When a prescribed source of information bears more than one parallel title, these titles are transcribed in the order indicated by the typography of, or sequence of statements on, the prescribed source.

e.g. Quattro concerti per l'organo ed altri stromenti [Sound recording]
= Vier Orgelkonzerte = Four organ concertos = Quatre concertos pour orgue

1.3.4.3 Item without a title proper.

When the item comprises two or more works without a title proper (see 1.1.2.10), and when each or any of the individual works has a parallel title or titles, the parallel titles are given following the titles to which they apply.

e.g. The enticing products of France [Visual projection] = Les produits séduisants de la France. Grape harvesting in Languedoc = La vendange en Languedoc

1.3.4.4 A parallel title appearing in the item but not on the prescribed source of information may be in square brackets in area 1 or may be given in area 7.

1.4 Other title information

1.4.1 Other title information can appear in conjunction with and subordinate to the title proper, parallel title(s) or titles of individual works contained in the item.

1.4.2 A statement of other title information can include a statement of responsibility, a statement relating to publication or distribution or details relating to other descriptive elements (e.g. edition statement) when such a statement is linguistically an integral part of the other title information.

1.4.3 The expanded form of a title proper that consists of a set of initials or an acronym is treated as other title information when the expanded form appears on the prescribed source of information.

1.4.4 Transcription

1.4.4.1 A statement of other title information is transcribed following the title to which it applies (see also 1.4.4.6).

1.4.4.2 A statement of other title information is transcribed exactly as to wording, but not necessarily as to capitalization or punctuation. Exceptionally, other title information may be abridged. Omissions are indicated by marks of omission.

1.4.4.3 A statement of other title information appearing on the prescribed source of information before the title proper (e.g. an avant-titre) is transcribed following the title proper when this is linguistically or otherwise possible. When this is not possible, an avant-titre is given in area 7

e.g. Women's track and field [Visual projection]
Note: At head of title: Here are your color slides ...

1.4.4.4 When a prescribed source of information bears more than one statement constituting other title information, these statements are transcribed in the order indicated by the typography of, or the sequence of statements on, the prescribed source of information.

e.g. Animal stories [Sound recording] : dramatized readings : a recorded anthology
The Hammons family [Sound recording] : a study of a West Virginia family's traditions :
from the Archive of Folk Song

1.4.4.5 Item without a title proper

1.4.4.5.1 When the item has no title proper (see 1.1.2.10), and when there are statements of other title information relating to one or more of the titles of individual works present, these statements are given following the titles to which they apply.

e.g. Leonardo da Vinci [Visual projection] : a pictorial biography ; The Medici : power and patronage in Renaissance Florence

1.4.4.5.2 A statement on the prescribed source of information constituting other title information and relating to more than one work by the same author is transcribed following the titles of the works to which it applies if this is possible. Otherwise, for example, if the works by one author are not consecutive, the statement is given in area 7.

1.4.4.5.3 A statement on the prescribed source of information constituting other title information and relating to all the works in an item, although they are by different authors, is given in area 7.

1.4.4.5.4 When the relationship between the statement constituting other title information and the titles of the individual works is not clear, brief explanatory words may be added in square brackets. Alternatively, the statement of other title information may be given in area 7.

1.4.4.6 Parallel titles and parallel other title information

1.4.4.6.1 When a prescribed source of information bears one or more parallel titles and other title information in more than one language and/or script, each statement of other title information follows the title to which it is linguistically related.

e.g. Apocalypse de Jean [Sound recording] : lecture = Apocalyps [sic] of John : a reading

1.4.4.6.2 When a prescribed source of information bears one or more parallel titles, but the statement of other title information is in only one language and/or script, the other title information is given after the last parallel title transcribed.

1.4.4.6.3 When a parallel title combines in itself the content of both the title proper and other title information written in the language of the title proper, the other title information is given following the title proper and before the parallel title.

e.g. Blockflötenmusik der Renaissance [Sound recording] : Italien = Recorder music =

Musique pour flûte à bec

1.4.4.6.4 When there is no parallel title, but statements of other title information appear on the prescribed source of information in more than one language and/or script, the statement in the language and/or script of the title proper is given. When this criterion does not apply, the first statement appearing on the prescribed source of information is given. The other statements may also be given, each preceded by a space, equals sign, space.

e.g. Astérix [Graphic] : calendar = calendrier = Kalender = calendario

1.4.4.7 When the title proper consists of a common and a dependent title (see 1.1.2.8), individual statements of other title information are given following the title(s) to which they apply. In case of doubt, a statement of other title information is given following the title proper as a whole.

e.g. Jigsaw puzzles [Visual projection] : a visual survey. Children's art : a decade of examples

1.4.5 A statement of other title information appearing in the item but not on the prescribed source of information may be given following the title proper or parallel title to which it applies, enclosed in square brackets, when it is considered important for the identification of the item or the clarity of the description. Normally such a statement is given in area 7.

1.5 Statements of responsibility

1.5.1 A statement of responsibility can be given with respect to any entity (person or corporate body) responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item described, or for its realization (including performance).

1.5.2 A statement of responsibility can relate to such entities as:

writers, composers, graphic artists, choreographers, etc., whose work is embodied in the item, whether directly (e.g. author of text, editor, compiler, translator, illustrator, engraver, composer of music) or indirectly (e.g. author of the novel on which a film script is based);

adapters of an already existing work whether in the same medium as the original or in another;

collectors of anthropological and other field-recordings;

persons responsible for the direction of a performed work;

organizations or individuals sponsoring the work of any of the above;

producer of a popular music recording;

performers.

In principle such responsibility is vested not only in individual or corporate entities having a manifestly significant role in the creation or realization of the work, but also in entities whose role is comparatively minor (e.g. historical consultants) but who are nevertheless named in the prescribed source of information. Statements relating to entities judged to have a minor role may be given in a note (see 7.1.5).

For motion pictures and similar items having numerous and complex statements of responsibility, record the names of production companies and individuals such as producers, directors, or others having some degree of overall responsibility for the work. Individuals who have specific responsibilities may also be

recorded in the statement of responsibility when in the context of a particular film, or particular type of film, they have a major creative role (e.g. the cinematographer, writers of screenplays or animators of animated films). Entities whose contributions to such a work are comparatively minor, purely technical, or related only to a segment of the work, may be given in a note (see 7.1.5) or omitted.

A statement of responsibility can take various forms:

1.5.2.1 It can consist of the name(s) of person(s) or corporate body or bodies, with or without a linking word or short phrase indicative of the role of the person or corporate body (see also 1.5.2.6).

e.g. Model planetarium [Object] / Cary Johnson

1.5.2.2 It can consist of a phrase without a name when such a phrase describes an intellectual contribution or is otherwise significant.

e.g. Autumn leaves [Multi-media] / by a group of teachers representative of primary grades

Art explained / Dieter Kendrick ; with spoken commentary by various artists

1.5.2.3 It can include a noun or noun phrase as well as name(s) when such a phrase is indicative of the role of the person or corporate body rather than of the nature of the work.

e.g. Roman Britain [Visual projection] / research and text by Colin Barham

Other nouns or noun phrases are normally treated as other title information (see 1.4).

1.5.2.4 It can include details relating to other descriptive elements (e.g. original title, information about the edition of the work translated) when such details are linguistically an integral part of the statement of responsibility.

e.g. High comedy [Microform] / selected and translated from La divina commedia, by J.G. Roman

1.5.2.5 It can consist of statements relating to appendices and other supplementary matter when such statements appear on the prescribed source of information (see also 1.5.3.3).

e.g. Barring the stars [Hologram] / by Fantasies Unlimited ; with descriptive notes by a specially constellated task force

1.5.2.6 It can consist of the name(s) of a corporate body acting as sponsor of an item when the corporate body is named on the prescribed source of information and the relationship between the sponsor and the item is explicitly stated (or can be expressed by the addition of an appropriate word or short phrase).

e.g. Oil over the Andes [Motion picture] / [sponsored by] Occidental Petroleum Corporation ; made by Sandler Institutional Films, Inc.

A sponsoring body when its name forms an integral part of the publication, distribution, etc. area (i.e. prefaced by a phrase such as "published for ...") is included in area 4.

1.5.2.7 A statement that is not connected with responsibility for the intellectual or artistic content of the item is not considered a statement of responsibility. Statements such as mottoes, dedications, and

statements of patronage or prizes (e.g. "Winner of the Tchaikovsky Award, 1971 ") may be omitted or given in area 7. Information such as "accompanying gramophone record" is given in area 5.

1.5.2.8 A statement of responsibility is not considered appropriate for the name of a responsible entity which is linguistically an integral part of other descriptive elements and which has been transcribed as such (e.g. as part of the title proper, see 1.1.2.6; as part of other title information, see 1.4.2; as part of the statement of publication, distribution, etc., see area 4).

e.g. Sargent conducts Vaughan Williams [Sound recording]

An exception is made when the name of the responsible entity is explicitly repeated on the prescribed source of information in a formal statement of responsibility.

e.g. Loto rythmique Martenot [Multi-media] / par Maurice Martenot

1.5.2.9 A statement of responsibility is not considered appropriate for the name of a corporate body which appears on the prescribed source of information whenever the function of the body is not specified and cannot be determined from the item being described or elsewhere. The name is given instead in area 7.

1.5.3 One or more statements of responsibility

1.5.3.1 A single statement of responsibility occurs when the wording on the prescribed source of information shows a single statement. More than one person or corporate body may be named in such a statement, as when they are represented as performing the same function or, although performing different functions, their names are linked by a conjunction.

1.5.3.2 More than one statement of responsibility occurs when the wording shows multiple statements, as when more than one person or corporate body is represented as performing different functions and these are not linked by a conjunction.

1.5.3.3 A statement of responsibility relating to appendices and other supplementary matter (see 1.5.2.5) is treated as an additional statement of responsibility following the statement relating to the whole item or to the main part of an item.

1.5.4 Transcription

1.5.4.1 A statement of responsibility is transcribed expressed in the terms in which it appears on the item.

e.g. Chants mongols et bouriates [Sound recording] / enregistrements de Roberte Hamayon
American literature [Sound recording] / co-ordinated for the Voice of America by Tristram Coffin
Japanese families on Dorn Island [Videorecording] / Tatsuro Suzuki interviewed by Maya Koizumi [Sound recording]
Les rois maudits [Videorecording] / réalisateur, Claude Barma : d'après Maurice Druon ; auteur de la musique, Georges Delerue ; directeur de la photo, Pierre Mareschal ; Gilles Behat (Charles IV le bel) ; Jean Deschamps (Charles de Valois) ; Hélène Duc (Mahaut d'Artois) ...
Bilder einer Ausstellung [Sound recording] / Modest Mussorgsky ; in der Instrumentation von Maurice Ravel
The life cycle of the bean [Visual projection] / scriptwriter, Allan S. Mitchell ; consultants, Joan M. Clayton and Simon Randolph

Visite à Jean Rostand, Ville d'Avray, printemps 1970 [Multi-media] / montage Michel Algrain
Ecce ancilla Domini [Graphic] / Eques I.F. de Troy pinxit Romae ; Gio B. Hutin sculp. Romae 1750
Les géorgiques [Graphic] / André Dunoyer de Segonzac ; tirage de Jacques Frélaud
La noblesse française à l'église [Graphic] / Abraham Bosse d'après Jean de Saint-Igny

1.5.4.2 A statement of responsibility appearing not on the prescribed source of information but elsewhere in the item is transcribed enclosed in square brackets. Statements of responsibility taken from outside the item may be given in area 7 (see 7.1.5).

1.5.4.3 When the names of several persons or corporate bodies are represented in a single statement of responsibility (see 1.5.3.1), the number of names transcribed is at the discretion of the bibliographic agency. Multiple names transcribed may be separated by commas or connected by linking words, as appropriate. If linking words are supplied, they are enclosed in square brackets. Omissions are indicated by marks of omission and "et al." or its equivalent in another script, enclosed in square brackets.

e.g. Phoenix in flames [Graphic] / prepared by Albert Kreissinger, Ken Merrill [for] Alpha Unlimited

1.5.4.4 When names of persons or bodies appear in a statement of responsibility in a less than full form, e.g. in the form of an acronym, the expanded form may be given in area 7 (see 7.1.5).

1.5.4.5 Names of individual members of musical or other ensembles may, when present in the prescribed source of information, be given in parentheses following the name of the ensemble. Alternatively, the names may be given in a note in area 7 or omitted.

e.g. Quartet in F major [Sound recording] / Ravel ; Budapest String Quartet (J. Roismann and A. Schneider, violins ; B. Kroyt, viola ; M. Schneider, cello)

1.5.4.6 Initials indicating membership of societies, academic degrees, etc., and statements of positions held and qualifications following a person's name are transcribed when the initials, etc., are necessary linguistically, or for the identification of the person or in establishing a context for the person's activity.

In all other cases initials, etc., are not considered part of the statement of responsibility and are omitted (see 1.5.2.7).

1.5.4.7 A statement of responsibility which precedes the title proper on the prescribed source of information is transcribed following the title proper and other title information unless it is linguistically linked to such information (see 1.5.2.8).

The original position of the statement of responsibility may be stated in area 7.

1.5.4.8 A statement of responsibility which includes the name of a corporate body expressed in a hierarchical form is transcribed in the form and order given in the item.

1.5.4.9 When the statement of responsibility has no linguistic relationship to the title to which it relates, the name of the person or corporate body is given following the diagonal slash.

e.g. The marriage of Figaro [Sound recording] / Mozart

1.5.4.10 When the relationship between a statement of responsibility and a title is not clear, a linking word or short phrase is added, enclosed in square brackets.

e.g. Baijun ballads [Sound recording] / [collected] by Chet Williams
Vue de la ville de Rouen [Graphic] / [graveé par] Ch. Lemas
One man in his time [Sound recording] / William Shakespeare ; [read by] Sir John
Gielgud

1.5.4.11 When there is more than one statement of responsibility, the order of these statements in the description is that indicated by the typography of, or their sequence on, the prescribed source of information without taking into account the extent or degree of responsibility implied by the various statements. When the statements are not taken from the prescribed source of information, they should be given in a logical order if such an order applies, and enclosed in square brackets.

1.5.4.11.1 When the prescribed source of information is composite in character (as in the case of a multi-media item having no unifying principal source, or the credit sequence of a motion picture), the statements of responsibility are given in a logical order. Alternatively, the separate parts of the item may be described following the multi-level method (see Appendix A).

1.5.4.11.2 For sound recordings that have more than one statement of responsibility, the order of these statements in the description should be arranged so that the different categories of responsibility fall in a sequence, viz. composer(s) of the music, including persons whose improvisatory roles are deemed part of the creative process; author(s) of the text; performers in the following order: soloist(s)/actor(s)/reader(s); chorus; director of the chorus; orchestra; director of the orchestra; director of a dramatic production; producer of a popular music recording.

1.5.4.12 Parallel titles and parallel statements of responsibility

1.5.4.12.1 When a prescribed source of information bears one or more parallel titles and/or parallel statements of other title information, but also has statements of responsibility in more than one language and/or script, each statement of responsibility follows the title or other title information to which it is linguistically related.

e.g. Familias norte-americanas [Visual projection] : los De Stefano / colaborador de educación, Beryl L. Bailey = American families : the De Stefanos / educational collaborator, Beryl L. Bailey

1.5.4.12.2 When it is not possible to give the appropriate statement of responsibility after each title or other title information, the statements of responsibility are given together following the last parallel title or parallel other title information. Each parallel statement of responsibility is preceded by a space, equals sign, space.

1.5.4.12.3 When a prescribed source of information bears one or more parallel titles and/or parallel statements of other title information, but the statement of responsibility is in only one language and/or script, the statement of responsibility is given after the last parallel title or (parallel) other title information transcribed.

e.g. Svensk kyrkomusik [Sound recording] = Schwedische Kirchenmusik = Swedish church music / Vokal- und Instrumentalensemble der Rundfunkchor ; Leitung, Eric Ericson

1.5.4.12.4 When there is no parallel title, but statements of responsibility appear on the prescribed source of information in more than one language and/or script, the statement in the language and/or script of the title proper is given; when this criterion does not apply, the statement indicated by the typography of,

or the sequence on, the prescribed source of information is given. The other statements may also be given, each preceded by a space, equals sign, space.

- e.g. Madame Bovary [Videorecording] / réalisateur, Jean Marais ; d'après le roman de Flaubert = director, Jean Marais ; after the novel by Flaubert

1.5.4.13 Item without a title proper

1.5.4.13.1 When an item has no title proper (see 1.1.2.10), and when all the individual works have the same statement of responsibility, the statement of responsibility is given after all the titles, parallel titles and statements of other title information.

- e.g. Duo Nr. 1 G-Dur, KV 423, für Violine und Viola [Sound recording] ; Duo Nr. 2 B-Dur, KV 424, für Violine und Viola / Wolfgang Amadeus Mozart ; Susanne Lautenbacher, violin ; Ulrich Koch, viola

1.5.4.13.2 When the individual works have different statements of responsibility, each statement is given after the title(s), parallel title(s) and statement(s) of other title information to which it applies.

- e.g. Fantasy and fugue for orchestra and organ, op. 10 (1963) [Sound recording] / Wallingford Riegger ; Polish National Radio Orchestra ; Jan Krenz, conductor. Synthesis for orchestra and electronic sound (1960) / Otto Luening ; Hessian Symphony Orchestra ; David Van Vactor, conductor. Nocturne (1958) / Colin McPhee ; Hessian Radio Symphony Orchestra ; David Van Vactor, conductor. Fantasia for organ (1929) / Otto Luening ; Ralph Kneeream, organist

1.5.4.13.3 When the individual works have statements of responsibility relating to some but not all titles, each statement is given after the title(s) to which it applies.

- e.g. Rhapsody in blue [Sound recording] ; Prelude for piano no. 2 / George Gershwin. Symphonic dances from West Side story / Leonard Bernstein

1.5.4.13.4 When the individual works have their own statement(s) of responsibility and the prescribed source of information shows also statement(s) of responsibility applicable to the whole item, the latter are placed after all other statements, preceded by a space, semi-colon, space. The relationship between the last named statement of responsibility and the preceding transcription should be made clear by the addition of a linking word or short phrase, enclosed in square brackets.

- e.g. Symphony no. 4 in A major, op. 90 [Sound recording] : Italian / Mendelssohn. Symphony in C major / Bizet ; [both works performed by] National Philharmonic Orchestra ; Leopold Stokowski

If this addition is linguistically impossible or would result in an awkward or cumbersome statement, the relevant portion of the statement of responsibility and/or the explanation is given in area 7.

- e.g. Andante cantabile : für Cello und Streicher ; Nocturne : op. 19, für Cello und Streicher / Tschaiakowsky. Idyll : für Horn und Streicher / Glasunow. Adagio tragico : op. 21, für Streichorchester / Sinigaglia. An English suite / Parry. Capriol suite / Warlock
Note: René Forest, violoncello (1st- 2nd works) ; Anton Hammer, horn (3rd work) ; RIAS-Sinfonietta Berlin ; David Atherton (last 2 works), Jiri Starek (remainder), conductors

1.5.4.13 When the title proper consists of a common title and a dependent title, statements of responsibility are given after the parts of the title proper to which they refer. In case of doubt or if the statement of responsibility refers to the title proper as a whole, it is given after the title proper.

2 EDITION AREA

- Contents**
- 2.1 Edition statement
 - 2.2 Parallel edition statement (*optional*)
 - 2.3 Statements of responsibility relating to the edition
 - 2.4 Additional edition statement
 - 2.5 Statements of responsibility following an additional edition statement

- Punctuation pattern**
- A. The edition area is preceded by a point, space, dash, pattern space (. –).
 - B. Each parallel edition statement is preceded by a space, equals sign, space (=).
 - C. The first statement of responsibility relating to the edition (or following an additional edition statement) is preceded by a space, diagonal slash, space (/).
 - D. Each subsequent statement of responsibility relating to the edition (or following an additional edition statement) is preceded by a space, semi-colon, space (;).
 - E. An additional edition statement following either an edition statement or a statement of responsibility relating to the edition is preceded by a comma, space (,).

Examples

- . – Edition statement
- . – Edition statement / statement of responsibility ; second statement of responsibility
- . – Edition statement / statement of responsibility = parallel edition statement / parallel statement of responsibility
- . – Edition statement / statement of responsibility, additional edition statement / statement of responsibility

2.1 Edition statement

2.1.1 The edition statement consists of a term, phrase or group of characters relating to:

- A. all the copies of an item formally identified as constituting a named and/or numbered edition,

or

- B. all the copies of an item in a particular form of presentation having significant differences, in intellectual or artistic content, from other copies in the same form of presentation, whether or not the item bears any formal statement to this effect. Note however that only different fixings of the same take(s) can constitute a new edition of a sound recording.

The edition statement normally includes either the word "edition" (or its equivalent in another language), or a related term such as "version" or "state" (for prints), together with an ordinal number ("2nd edition", etc.), or a term indicating difference from other editions ("new edition", "revised edition", "fourth state", "May 1970 script", etc.).

The edition statement can also include other phrases, which may be linguistically associated, linking the edition to other elements of the description (e.g. original title in a form such as "reissue of ...").

In a recorded performance, a statement which appears in the item and which indicates the edition or version from which the performance is drawn is not regarded as an edition statement, but may be recorded in area 7.

2.1.2 The edition statement is transcribed in the terms in which it appears in the item. It is enclosed in square brackets if it does not appear on the prescribed source of information. Standard abbreviations may be used. Arabic numerals are substituted for other numerals or spelled out numbers. Explanatory phrases appended to the edition statement may be given when they are considered necessary for identification of the edition (see 2.3.3).

- e.g. How we elect our representatives [Motion picture]. – 2nd ed.
Geography cards for infants and juniors [Kit] / by Gladys Staines. – Revised ed.
Viens vers le Père [Sound recording] / Office catéchistique provincial de
Québec. – Ed. spéciale.
Subbuteo table soccer [Multi-media]. – World Cup ed.

If the edition statement consists solely or chiefly of characters that are neither numeric nor alphabetic, which cannot be reproduced by the typographic facilities available (cf. 0.11), the characters are replaced by words or numbers, as appropriate, in square brackets. An explanation may be given in area 7 (see 7.2).

2.1.3 When no edition statement appears in the item, although it is known that the item contains significant changes from previous editions, a suitable edition statement in the language of the prescribed source and in accordance with the provisions of 2.1.2 may be supplied, enclosed in square brackets.

- e.g. . – [New ed.]
. – [3½a ed.]
. – [2. Aufl.]
. – [Сост. 2е]
. – [1974 issue]

2.1.4 The following edition statements are not transcribed in the edition area:

2.1.4.1 The edition statement which is an integral part of an element in another area (such as title proper) and has been treated as such (see 1.1.2.6) is not repeated in the edition area.

2.1.4.2 The edition statement(s) associated with one or more works which are included in a publication containing a number of works, but lacking a collective title, is (are) not given in the edition area, but in area 1, with conventional punctuation (see 1.1.4.2).

- e.g. My very first prayer time book [Visual projection] / by Mary Fletcher ; illustrations by
Treyer Evans, Revised ed. Now I lay me down to sleep / text and pictures by Rex
Catto.

2.1.4.3 The edition statement which identifies a first edition is not normally transcribed.

2.2 Parallel edition statement

When the prescribed source of information bears edition statements in more than one language and/or script, the statement in the language and/or script of the title proper is given. When this criterion cannot be applied, the edition statement made prominent by typography or the one appearing first is given. The parallel statement(s) may be given.

e.g. . – Students' ed. = Ed. pour les étudiants

2.3 Statements of responsibility relating to the edition

2.3.1 Statements of responsibility relating to the edition can refer to persons or to corporate bodies and can indicate functions such as that of a reviser of a new edition, or can name the person or body responsible for the provision of supplementary matter, of appendices, etc., in a new edition. Names of performers contributing to the edition in hand but not to all editions of the work are also included.

e.g. Soil [Visual projection] : the earth's greatest treasure. – Revised version /
photographer, William P. Gottlieb

The EEC and its member states [Motion picture]. – English language ed. / with
commentary spoken by John Parrinder

2.3.2 Statements of responsibility relating to the edition in hand, or to parts of the edition in hand, but not to all editions of the work are given, in accordance with the provisions of 1.5, in the edition area when found on the prescribed source of information.

e.g. Roman Britain [Multi-media] / Curriculum Development Team, Culshott Educational
Foundation. – 2nd ed. / with a historical time chart newly devised by M.A. Stuart

2.3.3 Statements of responsibility relating to the edition in hand (as described in 2.3.2) but which do not name or otherwise identify a person or corporate body, are given as part of the edition statement (see 2.1.1). Such statements often appear as explanatory phrases.

2.3.4 The following statements of responsibility relating to the edition are not transcribed in the edition area:

2.3.4.1 Statements of responsibility which clearly relate to the first edition or to all editions of a work are given in area 1.

2.3.4.2 Statements of responsibility which do not clearly relate to only one or only some editions of a work are given in area 1.

2.3.5 Parallel statements of responsibility relating to the edition may be given, preceded by a space, equals sign, space.

2.4 Additional edition statement

2.4.1 An additional edition statement is given when the item carries a formal statement identifying it as belonging to an edition within an edition, or to an edition which is equivalent to the first named edition.

e.g. . – 2nd ed., Revised issue

2.4.2 Additional edition statements are transcribed in accordance with the provisions of 2.1.2 and 2.1.3.

2.4.3 Additional edition statements naming an unchanged reissue may be given.

e.g. . – Italian version, reissued.

2.4.4 Parallel additional edition statements may be given, preceded by a space, equals sign, space.

2.5 **Statements of responsibility following an additional edition statement**

2.5.1 Statements of responsibility following an additional edition statement are transcribed in accordance with the provisions of 2.3.

e.g. . – 2nd ed., reissued / with an afterword by the course convener

2.5.2 Parallel statements of responsibility following an additional edition statement may be given, preceded by a space, equals sign, space.

3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC AREA

General note

No general use of this area is made for non-book materials. However, in using ISBD(NBM) to describe items which by their content fall within the scope of other special ISBDs (e.g. a non-book item issued as a serial), it is recommended that the provisions for this area of the appropriate special ISBD be followed.

4 PUBLICATION, DISTRIBUTION, ETC., AREA

Introductory note The term "publication or distribution", as used in sections 4.1-4.4, is intended to cover all types of publication, distribution, issuing and release activities. These activities are distinct from the activities connected solely with the physical manufacture of the item (see 4.5-4.7), though both may be executed by the same person or body. When a person or body combines the activities of publication, distribution, etc., with those of physical manufacture or when it is uncertain whether the person or body is responsible for publication, distribution, etc., or for physical manufacture alone, the statement is treated as one relating to publication, distribution, etc.

Contents

- 4.1 Place of publication and/or distribution
- 4.2 Name of publisher and/or distributor
- 4.3 Statement of function of distributor (*optional*)
- 4.4 Date of publication and/or distribution
- 4.5 Place of manufacture (*optional*)
- 4.6 Name of manufacturer (*optional*)
- 4.7 Date of manufacture (*optional*)

Punctuation pattern

- A. The publication, distribution, etc., area is preceded by a point, space, dash, space (. –).
- B. A second or subsequent place is preceded by a space, semi-colon, space (;).
- C. Each name is preceded by a space, colon, space (:).
- D. A supplied statement of function of a distributor is enclosed in square brackets ([]).
- E. The date is preceded by a comma, space (,).
- F. The place of manufacture, name of manufacturer and date of manufacture are enclosed in one pair of parentheses (()). Within the parentheses the same punctuation is used as in B, C and E.

Examples

- . – Place of publication : name of publisher, date
- . – Place of publication : name of publisher ; place of publication : name of publisher, date
- . – Place of publication ; place of publication : name of publisher, date (place of manufacture : name of manufacturer, date)
- . – Place of publication : name of publisher, date ; place of distribution : name of distributor [function], date

4.1 Place of publication and/or distribution

4.1.1 The place of publication or distribution is the name of the town or other locality associated on the prescribed source of information with the name of the publisher (or principal publisher if more than one name appears) or distributor. If no publisher or distributor is named, it is the place from which the item was issued or distributed.

4.1.2 If the information appearing in the item is known to be incorrect, a correction may be supplied in square brackets (see 0.10) or given in area 7.

e.g. . – London [i.e. Maidenhead]
. – Dublin

Note: Known to be published in Belfast

4.1.3 When more than one place is associated with the name of a single publisher or distributor, the place made more prominent by typography or sequence is given. When there is no typographical distinction and the places do not appear in sequence, the place considered most important by the bibliographic agency is given.

4.1.4 A second or subsequent place may be given.

4.1.5 When a second or subsequent place is omitted, the omission may be indicated by "etc." or its equivalent in another script, enclosed in square brackets.

4.1.6 When the names of more than one publisher are given, the place of publication for each publisher is given immediately before the name, unless it is the same as that of the first named publisher.

e.g. . – New York : Columbia Records : Harper & Row

4.1.7 When both a publisher and a distributor are given, the place of distribution is given if it differs from the place of publication.

e.g. . – Washington (D.C.) : Smithsonian Institution ; New York : distributed by W.W. Norton

4.1.8 The place of publication or distribution is given in the orthographic form and grammatical case in which it appears on the item.

e.g. . – V Praze

4.1.9 If it seems necessary for identification, a qualifier such as the name of a country, state, etc., may be added to the place of publication or distribution. It is enclosed in parentheses if transcribed from the prescribed source of information or in square brackets if transcribed from another source.

e.g. . – Cambridge (Mass.)
. – London [Ontario]
. – New Haven [Connecticut]
. – Santiago [Chile]

When it seems necessary for identification, the full address of the publisher or distributor may be added to the place name. It is enclosed in parentheses if transcribed from the prescribed source of information or in square brackets if transcribed from another source.

e.g. . – [England] : Glyndebourne Festival Opera, 1977 ; New York (P.O. Box 153, Ansonia Station, New York, N.Y. 10032) : [distributed by] Video Arts International, 1985

4.1.10 If it is considered necessary for identification, an alternative or corrected version of the place name may be supplied (see 0.10), enclosed in square brackets.

e.g. . – Christiania [i.e. Oslo]
. – Lerpwl [i.e. Liverpool]

4.1.11 When the name of the place of publication or distribution appears on the prescribed source of information in more than one language and/or script, the form of name made prominent by typography or, if there is no typographical distinction, the form of name that appears first is given. If neither of these criteria applies, the linguistic form that corresponds to the language of the item is given.

4.1.12 Parallel statements may be given, preceded by a space, equals sign, space. If these are not given, no indication is made of the omission.

4.1.13 When a place of publication or distribution does not appear anywhere in the item, the name of the known city or town is supplied in square brackets. If the city or town is uncertain, or unknown, the name of the probable city or town followed by a question mark is supplied in square brackets.

e.g. . – [Hamburg?]

4.1.14 When the name of a city or town cannot be given, the name of the state, province or country is given, according to the same stipulations as are applicable to the names of cities or towns.

e.g. . – Canada

Editorial comment: Known as place of publication; appears in prescribed source

. – [Surrey]

Editorial comment: Known as place of publication; appears outside prescribed source.

. – [Guatemala?]

Editorial comment: Uncertain as place of publication

4.1.15 When no place can be given, the abbreviation "s.l." (*sine loco*) or its equivalent in another script, is supplied, enclosed in square brackets.

e.g. . – [S.l.]

. – [б.м.]

4.2 Name of publisher and/or distributor

4.2.1 When more than one publisher is named on the prescribed source of information, the name made more prominent by typography or, if there is no typographical distinction, the name that appears first is given. If there is no typographical distinction and the names do not appear in sequence, the name considered most important by the bibliographic agency is given.

e.g. . – London : Pictorial Charts Educational Trust

. – Firenze : La Nuova Italia

. – Москва : Изогиз

4.2.2 Second and subsequent publishers may be given.

e.g. . – London : National Savings Committee ; Edinburgh : National Savings Committee for Scotland

4.2.3 When second or subsequent publishers are omitted, the omission may be indicated by "etc." or its equivalent in another script, enclosed in square brackets.

e.g. . – Washington, D.C. : Evaporated Milk Association [etc.]

4.2.4 When the names of both a publisher and a distributor appear on the prescribed source of information, the name of the distributor may be given. When the name of the distributor appears in any other source, it may be given in area 7. If only the distributor is named, this must be given.

e.g. . – London : Technical and Scientific Films : Film Producers Guild

4.2.5 The name of a publisher or distributor may be given in a shortened form, provided it can be understood and identified without ambiguity.

e.g. : Invicta
Editorial comment: Publisher's name appears as Invicta Plastics Ltd.
: Readex
Editorial comment: Publisher's name appears as Readex Microprint Corporation

4.2.6 When the name of the publisher or distributor appears in full in area 1, either the full form may be repeated in area 4, or an abbreviated form or identifying phrase may be given there. No square brackets are used for such shorter forms given in place of the full form, even if the shorter form is not shown on the prescribed source of information.

e.g. The wonder of new life [Visual projection] / Cleveland Health Museum. – Cleveland : The Museum
Fichier de terminologie [Microform] / Québec (Province) Office de la langue française, Centre de terminologie. – Québec : O.L.F.

4.2.7 When the name of a publisher or distributor appears on the prescribed source of information in more than one language and/or script, the form of name made more prominent by typography or, if there is no typographic distinction, the form that appears first is given. If neither of these criteria applies, the linguistic form that corresponds to the language of the publication is given.

4.2.8 Parallel statements may be given, preceded by a space, equals sign, space. If these are not given, no indication is made of the omission.

4.2.9 The name of the manufacturer is not given as a substitute for the name of an unknown publisher or distributor. However, when a person or corporate body combines the activities of manufacturing and publication or distribution, or when the responsibility is uncertain, a named manufacturer is assumed also to be the publisher.

4.2.9.1 In describing a microreproduction, the name of the microform publisher is given in the publication, distribution, etc., area. The name of the publisher of the document reproduced is given in a note on the bibliographic history of the document (see 7.2).

4.2.9.2 A label name appearing in conjunction with the name of a publisher or production company on items such as sound discs, cassettes, etc., is not transcribed in the publication, distribution, etc., area. It may be given in the series area (if the label name is considered to be a series title (see area 6)), or in the standard number (or alternative) and terms of availability area, if the name is accompanied by a number prescribed as an alternative to a standard number (see area 8).

A label name appearing on the prescribed source of information unaccompanied by the name of a publisher or production company is regarded as being analogous to the name of a publisher or production company and is transcribed in the publication, distribution, etc. area.

4.2.10 When no name can be given as that of the publisher or distributor, the abbreviation "s.n." (*sine nomine*) or its equivalent in another script is supplied, enclosed in square brackets.

e.g. . – Paris : [s.n.]
. – [S.l. : s.n.]

4.3 **Statement of function of distributor** (*optional*)

4.3.1 When the prescribed source of information includes as an integral part of the publication statement an indication of the function performed by the distributor, the statement is transcribed in full.

e.g. . – New York : released by Beaux Arts Co.
. – London : Educational Productions ; Nottingham : produced for Bairmswear
. – Tavistock ; Nairobi : produced and published by the University Press of Africa ;
London : presented by Shell Education Service

4.3.2 When the function performed by the distributor is not explicitly stated, a brief word or phrase indicating the nature of the activity may be added, enclosed in square brackets.

4.4 **Date of publication and/or distribution**

4.4.1 The date of publication of the item described is given.

e.g. . – London : Chandos, 1979

4.4.2 When the same date applies to both publication and distribution or to more than one publisher or distributor, it is given after the last name or statement of function.

e.g. . – Montreal : National Film Board of Canada ; London : Guild Sound and Vision
[distributor], 1968

4.4.3 If the publication date differs from the date of distribution, each date is given after the appropriate name or statement of function.

e.g. . – London : Educational Records, 1973 ; New York : Edcorp [distributor], 1975

4.4.4 Dates of the Gregorian calendar are given in arabic numerals. Dates not of the Gregorian calendar are given as they appear in the item with the equivalent date of the Gregorian calendar added in square brackets when it can be established.

e.g. , 1969
, 5730 [1969 or 1970]
, 4308 [1975]

4.4.5 When the date that appears in the item is known to be incorrect, it is transcribed as it appears and a correction is given in square brackets.

e.g. , 1697 [i.e. 1967]

4.4.6 When there is no date of publication or distribution in the item, the copyright date or date of manufacture is given in its place. Both dates are indicated as such.

e.g. , cop. 1969
, 1986 manufacture

For sound recordings, "p" (phonogram) dates are transcribed as

, p 1982

4.4.7 A copyright date may be added to the date of publication or distribution when the bibliographic agency considers it to be important.

e.g. , 1972, cop. 1954 ,1981, p 1972

4.4.8 When no date of publication or distribution, copyright date or date of manufacture can be ascertained for the item, an approximate date of publication or distribution is given in square brackets.

e.g. , [ca. 1960]
, [1969?]
, [197-?]

4.4.9 In describing a multi-media or other composite item published or issued over a number of years, the dates of the first issued part and the last issued part are both given and connected by a hyphen.

e.g. , 1968-1973

4.4.10 When the parts of such an item have not all been received, the date of the first issued part is given, followed by a hyphen.

e.g. , 1968-

4.4.11 When copyright dates are given for each work brought together in an item such as a sound recording, these dates are not transcribed in the publication, distribution, etc., area. They may be given either in a note on the publication, distribution, etc., area (see 7.4) or in a contents note (see 7.7); or the multi-level method of description provided in Appendix A may be utilized.

4.5 **Place of manufacture** (*optional*)

&

4.6 **Name of manufacturer** (*optional*)

4.5.1 The place of manufacture and the name of the manufacturer must be given when they
& appear in the item and both the place of publication or distribution and the name of the
4.6.1 publisher or distributor are unknown.

e.g. . – [S.l. : s.n.], 1970 (London : High Fidelity Sound Studios)

4.5.2 When the place of manufacture and the name of the manufacturer appear in the item,
& they may be given in addition to either one or both of the following: the place of
4.6.2 publication or distribution and the name of the publisher or distributor.

e.g. . – Firenze : Scala, 1969 (Siena : Meini)

4.5.3 When multiple places of manufacture and multiple names of manufacturers are given,
& the same punctuation is used as for multiple places of publication or distribution and
4.6.3 multiple names of publishers or distributors.

4.7 **Date of manufacture** (*optional*)

4.7.1 When the date of manufacture is given in place of the date of publication or distribution (see 4.4.6), it is not repeated here.

4.7.2 When the date of manufacture differs from known dates already given (date of publication or distribution, or copyright date), it may also be given.

4.7.3 The date of manufacture may be given either as an element following the name of the manufacturer or by itself. In the latter case, a word or brief phrase is added to clarify the date.

e.g. (London : High Fidelity Sound Studios, 1981) (1968 printing)
, p 1973 (manufactured 1979)

5 PHYSICAL DESCRIPTION AREA

Introductory note The materials described in ISBD(NBM) are products of a constantly changing technology. Adaptations to provide for technological change will continue to be required.

The following provisions describe items which are available in a single physical format. When alternative formats are available (as in the case of a sound recording available on disc, cassette and cartridge), a distinct physical description is provided for each material, each such description occupying a separate line. For the treatment of alternative types of material occurring within one basic format, see 5.2.9 and 5.3.8. For accompanying material available in alternative formats, see 5.4.3. Alternatively, the cataloguing agency may choose to make separate bibliographic descriptions for alternative formats of an edition.

Contents

- 5.1 Specific material designation and extent
- 5.2 Other physical details
- 5.3 Dimensions
- 5.4 Accompanying material statement (*optional*)

Punctuation pattern

- A. The physical description area is preceded by a point, space, dash, space (. –).
- B. The first statement regarding other physical details is preceded by a space, colon, space (:).
- C. The first dimensions statement is preceded by a space, semi-colon, space (;).
- D. Each accompanying material statement is preceded by a space, plus sign, space (+).

Example

. – Specific material designation and extent : other physical details ; dimensions + accompanying material statement

5.1 Specific material designation and extent

5.1.1 The first element of the physical description area names and numbers the physical unit or units constituting the item, adding other measures of extent as appropriate. The specific material designation identifies the particular class of material to which the item belongs and is given in the language of the bibliographic agency. A selective list of specific material designations recommended for use in English appears in Appendix C.

5.1.2 The number of physical units constituting the item is given in arabic numerals before the specific material designation.

e.g. . – 1 sound disc
. – 36 slides
. – 3 stereograph reels

5.1.3 A trade name or other indication of a particular technical system is recorded in parentheses after the specific material designation when the use of the item is conditional upon this information.

e.g. . – 1 sound cassette (Elcaset)
. – 1 videocassette (U-matic)
. – 1 videoreel (Ampex 7003)
. – 1 sound disc (Cook binaural)

- . – 24 slides (3M Talking Slide)
- . – 1 sound disc (CD)

5.1.4 As a further measure of extent, the pieces of an item are specified as appropriate (i.e. the number of sheets, frames, pieces, etc.), and (where applicable) the playing time (see 5.1.15-5.1.18). This further statement of extent is enclosed in one pair of parentheses (()).

5.1.5 When the item consists of leaves, sheets, etc., the number of leaves, sheets, etc., is given (or for a transparency, the number of overlays; attached or unattached overlays may be indicated as such).

- e.g.
- . – 1 flipchart (8 sheets)
 - . – 1 portfolio (26 leaves)
 - . – 1 transparency (4 unattached overlays)

Special characteristics of the leaves, sheets, etc., may be recorded in a note (see 7.5)

- e.g.
- . – 1 flipchart (6 sheets)
Note: Sheets printed on both sides

5.1.6 When the item consists of a series of frames for projection or viewing individually, the number of frames (or of pairs of frames in the case of stereographs) is given. Double frames are so described.

- e.g.
- . – 1 filmstrip (44 fr.)
 - . – 1 filmstrip (6 double fr.)
 - . – 1 stereograph reel (7 pairs of fr.)

5.1.7 For original publications in microform, pagination statements are given in accordance with the provisions of the ISBD(M) (q.v.), except that in the case of unpaginated microforms, statements regarding the number of frames or pages are omitted. However, in the case of a microreproduction, the pagination of the original is given in a note (see 7.2).

- e.g.
- . – 1 microfilm reel (xii, 317 p.)
Editorial comment: Original publication in microform, which reproduces paged text
 - . – 1 microfilm reel
Editorial comment: Original publication in microform; reproduced text is unpaginated
 - . – 1 microfilm reel
Editorial comment: Reproduction of published book
Note: Original ed.: xiv, 624 p.

5.1.8 When the item is an object made up of separate pieces, the number of pieces is given.

- e.g.
- . – 1 model (4 pieces)
 - . – 1 game (350 pieces)

5.1.9 For multi-media items, the contents are named and numbered in succession. Normally, the more important component or components are given first; when it is impossible to apply this criterion, the alphabetical order of the names of the components is followed.

- e.g.
- . – 3 filmstrips, 1 map, 13 rocks and minerals, 1 wallchart

Alternatively:

A. The general material designator "multi-media" or "kit" may be used as a specific material designator to provide a very general physical description.

e.g. . – 1 multi-media

B. A separate physical description may be given for each component.. This method should be used only when the materials are few in number and a full physical description for each component is desired.

e.g. . – 3 filmstrips (96 fr.) : col. ; 35 mm
. – 1 map : col. ; 25 x 25 cm folding to 10 x 18 cm
. – 13 rocks and minerals ; in container, 14 x 9 x 2 cm
. – 1 wallchart : col. ; 48 x 90 cm folding to 24 x 15 cm

C. Multi-media items may also be described by the multi-level method of description used for multiple unit items (see Appendix A).

5.1.10 When the pieces of an item are numerous and/or miscellaneous, the number of pieces may be approximated. Alternatively, the term "various pieces" or its equivalent may be used.

e.g. . – 1 jigsaw puzzle (ca. 1000 pieces)
. – 1 laboratory kit (various pieces)

5.1.11 In recording a numerical description of the pieces of an item, no distinction is made between numbered and unnumbered sequences of leaves, sheets, frames, etc., (i.e. totals supplied by the bibliographic agency are given without square brackets). In the case of numbered sequences of leaves, sheets, frames, etc., the number on the last numbered leaf, sheet, frame, etc., of each numbered sequence is recorded, irrespective of whether this total includes any unnumbered sequences (e.g. title frames, end frames and interspersed non-content frames of a filmstrip).

5.1.12 When the item consists of more than one unit of the same physical form (i.e. more than one filmstrip, portfolio, etc.) and when the pieces of each unit are continuously numbered, the total number of leaves, sheets, frames, etc., is given in addition to the number of units. (Microforms constitute an exception to this rule, see 5.1.7)

e.g. . – 4 filmstrips (220 fr.)

When the units constituting such an item consist of individually numbered sequences of leaves, sheets, frames, etc., the numbers of leaves, sheets, frames, etc., may be given in addition to the number of units when this is considered necessary by the bibliographic agency. In other cases, the number of leaves, sheets, frames, etc., is omitted.

e.g. . – 3 filmstrips (60, 52, 58 fr.)
. – 2 flipcharts (6, 8 sheets)
. – 12 filmstrips

In the case of a set of transparencies with overlays, the presence of overlays is indicated but their number may be omitted.

e.g. . – 12 transparencies (with overlays)

In the case of a set of filmstrips, the statement of frame characteristics should be retained where appropriate even though no statement regarding the number of frames is recorded.

e.g. . – 3 filmstrips (double fr.)

If preferred, all information relating to a single unit, but not to the item as a whole (such as the number of leaves, sheets, frames, etc.) may be given at the second level (see Appendix A).

5.1.13 When the item consists of leaves, sheets, frames, etc. numbered as part of a larger sequence (e.g. one filmstrip from a set whose frames are numbered consecutively), the numbers on the first and last leaf, sheet, frame, etc., are recorded, the word or abbreviation indicating leaves, sheets, frames, etc., being given before the numbers.

e.g. . – 1 filmstrip (fr. 120-143 (double fr.))

When such an item is numbered both of itself and as part of a larger sequence, the numbering of the item itself is recorded, and the numbering from the larger sequence is given in a note (see 7.5).

e.g. . – 1 filmstrip (24 double fr.)
Note: Frames also numbered 120-143.

5.1.14 When the number of the last numbered leaf, sheet, frame, etc., of a sequence is incorrect, it is recorded as given in the item and corrected in square brackets.

e.g. . – 1 filmstrip (64 [i.e. 46] fr.)

5.1.15 The extent of any item having an inherent durational aspect is recorded in terms of playing time. *Optionally* for motion pictures, the length of the film may be added to the statement of playing time.

e.g. . – 1 film reel (22 min., 577 m)

5.1.16 The playing time recorded is normally that of the whole item. It is recorded as given. When no indication of duration appears on the item, its container or accompanying textual matter, an approximation of the playing time may be recorded. If it is impossible to give either a precise statement of playing time or an approximation, the statement is omitted.

e.g. . – 1 videocassette (U-matic) (ca. 60 min.)
. – 1 sound reel (37 min., 18 sec.)
. – 1 sound cartridge (90 min.)
. – 1 sound disc (ca. 50 min.)
. – 1 filmloop (4 min., 20 sec.)

5.1.17 When the item consists of more than one unit of the same physical form (i.e. more than one disc, cassette, etc.), each of which has its own statement of playing time, the playing times of the individual units are recorded instead of that of the whole item.

e.g. . – 3 sound reels (25, 30, 27 min.)
. – 2 sound cassettes (30, 90 min.)

5.1.18 When the item contains two or more works, the playing times of the individual works, if given in the item, are recorded in a note. Such a note may be combined with the contents note (see 7.7). When the playing times of individual works are recorded in the note area, the playing time of the whole item may be omitted from the physical description area.

5.2 Other physical details

5.2.1 The second element of the physical description area is a statement particularizing other physical characteristics of the item, excluding dimensions. Any characteristic implicit in the specific material designation is omitted; for example, the characteristic "sd." (see 5.2.7) is not given for a sound recording. The specifications constituting other physical details are presented as appropriate in the following order.

5.2.2 Statements relating to the material of which the item is composed.

- e.g. . – 1 sound reel (27 min.) : paper
. – 1 model (4 pieces) : polystyrene
. – 1 diorama : various materials
. – 1 microfilm reel : diazo
. – 1 film reel (11 min.) : nitrate

Such statements are *optional* except for material requiring particular equipment.

5.2.3 Reduction ratio (microforms)

5.2.3.1 An indication of the reduction ratio is given for microforms having a reduction outside the standard range 16x-30x. Where possible the ratio is expressed numerically.

- e.g. . – 1 microfilm reel : diazo, 14x
. – 6 microfiches : silver halide, 150x

5.2.3.2 The terms "low reduction" (up to 15x), "high reduction" (31x–60x), "very high reduction" (61x-90x) and "ultra-high reduction" (91x and upwards) or their equivalents in other languages and/or scripts are used in cases where the reduction ratio cannot be specified exactly.

- e.g. . – 3 microfiches : ultra-high reduction

5.2.4 Mode (microforms and filmstrips)

For microfilm reels and microfilm slips a statement of frame alignment is given.

- e.g. . – 1 microfilm reel : cine mode
. – 3 microfilm slips : diazo, comic mode

Frame alignment may also be given for filmstrips.

- e.g. . – 1 filmstrip (42 double fr.) : comic mode

5.2.5 Illustration statement

5.2.5.1 For original publications in microform, illustration statements are given in accordance with the provisions of the ISBD(M) (q.v.). For microreproductions, illustration statements are given (where appropriate) in a note (see 7.2).

5.2.5.2 Other visual materials for which the ISBD(NBM) is intended have illustration as an almost invariable property. For these materials accordingly no statement regarding the presence of illustrations is made. However, the presence of particular types of illustration and their number may be indicated.

- e.g. . – 24 slides : facsim.

- . – 1 portfolio (16 leaves) : maps
- . – 1 filmstrip (63 fr.) : chiefly diagrams
- . – 1 filmstrip (24 double fr.) : 10 maps

5.2.6 Statements relating to the presence of colour

5.2.6.1 The colour characteristics of the item are given as appropriate. Colour characteristics are distinguished by the use of the abbreviations "col." or "b&w" (or their equivalents in other languages and/or scripts), or by the enumeration of not more than three specific colours. For microscope slides the presence of staining is indicated.

- e.g.
- . – 1 film reel (20 min.) : col.
 - . – 1 filmstrip (64 fr.) : b&w
 - . – 1 model : wood, blue and white
 - . – 6 microscope slides : stained

5.2.6.2 An item having both colour and black and white sequences is so described.

- e.g.
- . – 1 film reel (20 min.) : col. with b&w sequences
 - . – 1 filmstrip (64 fr.) : col. and b&w

5.2.6.3 Brief explanatory phrases may be inserted in parentheses after the statement.

- e.g.
- . – 1 film reel (30 min.) : col. (Ektachrome)

5.2.7 Statements relating to the presence of integral sound

5.2.7.1 The abbreviations "sd." or "si." (or their equivalents in other languages and/or scripts) are given as appropriate for materials of which integral sound may be a feature and for which the presence of sound is not implicit in the specific material designation.

- e.g.
- . – 1 film reel (20 min.) : b&w, si.
 - . – 1 videocassette (U-matic) (30 min.) col., sd.

5.2.7.2 Brief explanatory phrases may be inserted in parentheses after the statement "sd.".

- e.g.
- . – 1 videocassette (Beta) (120 min.) : col., sd. (Beta HiFi)

5.2.7.3 In the case of a material (e.g. slides) for which integral sound is present only exceptionally, use of the statement "si." to indicate its absence is *optional*.

5.2.8 Other technical specifications (dynamic media)

Table of Technical Specifications and Industry Norms for Sound Recordings

This table indicates which specifications apply to each type of sound recording. Specifications which are applicable are marked A, those which are not applicable are marked N/A. If there is a norm for a specification and type of recording it follows the letter A.

Give all applicable specifications shown in the table, in the order in which they appear here, following rules 5.2.8.1 through 5.2.8.5 However, if an industry norm is listed in the table give the specification *only* if it differs from that norm.

Specification	Analogue disc		Digital disc	Reel	Cassette	Cartridge
	78 rpm	Other speeds				
Speed	A	A	1.4 m/s.	A	A: 4.76 cm/s.	A: 9.5 cm/s.
Recording method	A: electric	A: electric	N/A	N/A	N/A	N/A
Groove direction	A: lateral	A: lateral	N/A	N/A	N/A	N/A
Groove size	A: coarse	A: micro	N/A	N/A	N/A	N/A
No. of tracks	N/A	N/A	N/A	A	A	A:S
Track configuration	N/A	N/A	N/A	A: alternate	N/A	N/A
No. of sound channels	A: mono	A	A	A	A	A: stereo
Equalization system	N/A	N/A	N/A	A	A	A: 50 μ s
Noise reduction system	N/A	N/A	N/A	A	A	A

5.2.8.1 The playing speed of the item is given in appropriate terms.

- e.g. . – 1 sound disc : 33 1/3 rpm
. – 1 sound reel (100 min.) : 19 cm/s.
. – 2 videodiscs (24 min.) : 1500 rpm

5.2.8.2 For sound discs the recording method, groove direction and groove size are given if known.

- e.g. . – 1 sound disc : 78 rpm, vertical
. – 1 sound disc : 33 1/3 rpm, coarse

5.2.8.3 For items employing magnetic tape, the number of tape tracks is given.

- e.g. . – 1 sound reel (100 min.) : 19 cm/s., 2 track

For sound reels recorded on four or more tracks, the track configuration is specified.
systems

- e.g. . – 1 sound reel (90 min.) : 19 cm/s., 4 track, adjacent

5.2.8.4 The number of sound channels is given.

- e.g. . – 1 sound disc : 33 1/3 rpm, mono
. – 1 sound reel (50 min.) : 38 cm/s., 2 track, stereo

5.2.8.5 For items employing magnetic tape, the equalization and noise reduction systems employed may be given if known.

- e.g. . – 1 sound reel (45 min.) : 19 cm/s., 4 track, NAB

. – 1 sound cassette (60 min.) : Dolby processed

5.2.9 When the item is available in alternative formats differing at the level covered by this element, the physical details in question are omitted from the physical description area and given in area 8 or in a note (see 7.5).

e.g. . – 1 microfilm reel : comic mode
Note: Available on diazo or silver halide film

5.3 Dimensions of item

5.3.1 The third element of the physical description area is a statement regarding the dimensions of the item, expressed in terms of centimetres rounded up to the next whole centimetre. The term is abbreviated as "cm" (or its equivalent in another language and/or script).

5.3.2 The dimensions of two-dimensional items (wallcharts, microfiches, slides, transparencies, pictures, etc.) are given in the form height x width. For circular two-dimensional items (with the exception of sound discs and videodiscs, see 5.3.4) the diameter is given, followed in parentheses by the abbreviation "diam." or its equivalent in another language and/or script. For oval two-dimensional items the length of the vertical axis is given, followed in parentheses by "oval" or its equivalent. Dimensions relate to the sheet or other surface, but when there is a significant difference between the dimensions of the sheet and the dimensions of the printed area, the latter may be given in a note (see 7.5).

e.g. . – 1 wallchart : col. ; 24 x 48 cm
. – 20 slides : col. ; 5 x 5 cm
. – 1 picture : col. ; 36 cm (diam.)
. – 3 stereograph reels (21 pairs of fr.) : col. ; 9 cm (diam.)

When the item consists of a set of such two-dimensional units and the individual units vary in size, the dimensions of the largest are given followed by "and smaller" (or its equivalent in another language and/or script).

e.g. . – 6 wallcharts : col. ; 60 x 98 cm and smaller

Alternatively, the dimensions of all the units may be given in a note (see 7.5).

For a folding sheet, two dimensions statements are given.

e.g. . – 1 wallchart : col. ; 48 x 90 cm folding to 24 x 15 cm

5.3.3 The dimensions of three-dimensional items (dioramas, models, etc.) are given in the form height x width x depth, or when this is inappropriate, height alone. Very complex dimensions statements may be given in a note (see 7.5) or omitted.

e.g. . – 1 diorama : various materials, col. ; 9 x 30 x 20 cm
. – 1 model : plastic, b&w ; 15 cm

When an integral container or mounting is to form part of the description, two dimensions statements may be given. Alternatively, the dimensions of the whole item, including container or mountings, may be given alone.

e.g. . – 1 model : plastic, pinky beige ; 55 cm on stand, 30 cm
. – 1 diorama : col. ; in glazed case, 35 x 60 x 24 cm

5.3.4 In the case of items requiring the use of equipment (discs, cassettes, reels of tape or motion pictures), the principal dimensions given are those of the item itself, irrespective of the external dimensions of any container such as an album or sleeve (for the treatment of a container for a set of such items see 5.3.7). Measurements of the diameter of circular items (discs, reels, etc.) are given without additions.

- e.g. . – 1 sound disc (53 min.) : 33 1/3 rpm, stereo ; 30 cm
. – 1 sound reel (100 min.) : 19 cm/s., 4 track, mono ; 12.7 cm
. – 1 sound disc (CD) (60 min.) : stereo ; 12 cm

The statement is omitted in the case of materials (e.g. sound cassettes and cartridges of a standard type) whose dimensions are implicit in other parts of the description.

These standard dimensions are:

Cassette 10 x 6.4 x 1.2 cm
Cartridge 13.5 x 10 x 2.2 cm

5.3.5 When a sound disc is of a non-standard shape (i.e. when the playing surface has an irregularly shaped surround), the diameter of the playing surface is given in the physical description area. A statement regarding the external dimensions of the item is given in a note (see 7.5).

- e.g. . – 1 sound disc (11 min.) : 45 rpm., mono ; 17.5 cm
Note: Disc impressed on rectangular surface, 20 x 20 cm

5.3.6 In the case of items employing film or magnetic tape, the gauge of the film or width of the tape are given. Super 8 mm and standard 8 mm film are recorded as such. Measurements which are implicit in other parts of the description (e.g. tape width for a standard sound cassette or cartridge) are omitted.

These standard widths are:

Sound reel 6.3 mm
Sound cassette 3.8 mm
Sound cartridge 6.3 mm

- e.g. . – 6 microfilm reels : Kalvar, cine mode ; 35 mm
. – 1 sound reel (45 min.) : 19 cm/s., 2 track, mono ; 12.7 cm, 6 mm tape
. – 1 film loop (4 min., 10 sec.) : col. ; super 8 mm

5.3.7 For boxed materials such as multi-media, sets of sound discs, etc., the dimensions of the container may be given. Alternatively, the phrase "in container" (or its equivalent in another language and/or script) may be used, or the statement may be omitted.

- e.g. . – 1 laboratory kit (various pieces) ; in container, 12 x 36 x 20 cm
. – 5 sound discs (256 min.) : 33 1/3 rpm, stereo ; 30 cm in container

5.3.8 When the item is available in alternative formats differing at the level covered by this element., the dimensions in question are omitted from the physical description area and given in area 8 or in a note (see 7.5).

- e.g. . – 1 film loop (4 min., 30 sec.) : col.
Note: Available in standard 8 mm and super 8 mm versions.

5.4 Accompanying material statement (*optional*)

5.4.1 The fourth element of the physical description area is the accompanying material statement. The term accompanying material is used to denote any physically separable part of the item not so far specified in the physical description area. Such a part may form one of two or more mutually interdependent systems (e.g. a slide set combined with a sound tape) or may be a minor part of the item (e.g. an explanatory leaflet accompanying a filmstrip).

5.4.2 Accompanying material is normally described according to the provisions of 5.1 to 5.3 of the appropriate ISBD.

e.g. . – 47 slides : col. ; 5 x 5 cm + 1 sound cassette (25 min.) : mono

However, when the accompanying material is a minor part of the item, it may be named, either in the terms in which it appears in the item or by means of an appropriate specific material designation (see Appendix C), without further elaboration.

e.g. . – 1 filmstrip (43 fr.) : col. and b&w ; 35 mm + teacher's notes
 . – 1 wallchart : col. ; 65 x 97 cm + chart notes
 . – 1 sound disc (55 min.) : 33 1/3 rpm, mono ; 30 cm + 1 pamphlet

5.4.3 When accompanying material is available in alternative physical formats (e.g. as a sound disc or cassette), the accompanying material statement consists of an appropriate general term. Details of the alternative formats are given in a note (see 7.5).

e.g. . – 47 slides : col. ; 5 x 5 cm + 1 sound recording
 Note: Sound recording available as: sound disc (14 min.) : 33 1/3 rpm, mono ; 17.5 cm, or sound cassette (14 min.)

5.4.4 When the whole item, including accompanying material, is housed in a container, details of the container (if required) are given in a note (see 7.5).

5.4.5 Accompanying material may also be described independently or by the multi-level method of description (see Appendix A).

6 SERIES AREA

Introductory note Area 6 is only used when all parts of the item are published (or are intended to be published) in the same series or sub-series. In other cases the series or sub-series statement(s) may be given in area 7.

When an item belongs to more than one series and/or sub-series, the area is repeated. The order of the statements is determined by the order of preference of the sources for the area; in the case of these being of equal value, the order follows the sequence of information found in the chosen source.

In the case of series and sub-series, it is necessary to consult ISBD(S) for an understanding of the elements pertaining to area 6 (e.g. selection of sources, transcription of data). Especially important to note is the explanation of the terms "common title" and "dependent title" in ISBD(S) 0.3.3.1, which states that these terms, as used in stipulations, cover a) all common/section titles and b) those main/subseries titles in which the sub-series title is dependent.

- Contents**
- 6.1 Title proper of series or sub-series
 - 6.2 Parallel title of series or sub-series
 - 6.3 Other title information of series or sub-series (*optional*)
 - 6.4 Statements of responsibility relating to the series or sub-series
 - 6.5 International Standard Serial Number of series or sub-series
 - 6.6 Numbering within the series or sub-series

- Punctuation pattern**
- A. The series area is preceded by a point, space, dash, space (. –).
 - B. Each series statement is enclosed in parentheses (()).
 - C. A second and each subsequent series statement is preceded by a space.
 - D. Each parallel title is preceded by a space, equals sign, space (=).
 - E. Each statement of other title information is preceded by a space, colon, space (:).
 - F. The first statement of responsibility is preceded by a space, diagonal slash, space (/).
 - G. Each subsequent statement of responsibility is preceded by a space, semi-colon, space (;), unless the statements are considered to form a single phrase.
 - H. The International Standard Serial Number is preceded by a comma, space (,).
 - I. Numbering within a series or sub-series is preceded by a space, semi-colon, space (;).
 - J. The section or sub-series designation or dependent title following a common title is preceded by a point, space (.).

K. The dependent title following a section or sub-series designation is preceded by a comma, space (,).

Examples

- . – (First series) (Second series)
- . – (Title proper of series = Parallel title of series)
- . – (Title proper of series : other title information of series / statement of responsibility relating to series ; numbering within series)
- . – (Title proper of series, ISSN ; numbering within series)
- . – (Common title. Section or sub-series designation, Dependent title)
- . – (Common title. Dependent title = Parallel common title. Parallel dependent title)

6.1 Title proper of series or sub-series

6.1.1 The title proper of the series or sub-series corresponds to the title proper in the bibliographic description of the series or sub-series when it is described as a serial according to the provisions of area 1 of ISBD(S).

- e.g.
- . – (Premiers pas)
 - . – (Collection Trésors classiques)
 - . – (Beatrix Potter jigsaw puzzles)
 - . – (Právjljice na plóšči)

6.1.2 The title proper is given as it is found on the prescribed source of information. It is transcribed exactly as to wording, but not necessarily as to capitalization and punctuation.

6.1.3 When a sub-series has a distinctive title, this is given in area 6. The title of the main series is given in area 7.

- e.g. . – (An anthology of oriental music ; 4)
Note: The main series: An anthology of the world's music

6.1.4 When the title proper is made up of a common title and the title of a section or dependent title of a sub-series, the common title is given first, followed by the section or sub-series designation and/or the section or sub-series title. The common title is not repeated in area 7.

- e.g.
- . – (Standard radio super sound effects. Trains)
 - . – (Xle domaine de recherches. Série B, A la cour de Frédéric II)
 - . – (Arithmética para principiantes. Serie 2, Conceptos numéricos)
 - . – (Machine sewing. Series 1 ; 3)

6.1.5 When the item described is a separate part of a multi-part item, the title proper of the series is the title proper of the multi-part item described as a whole according to the provisions of area 1 of ISBD(NBM).

- e.g.
- . – (Puzzles for distributive education classes ; pt. 4)
 - . – (L'arte in diapositive ; n° 1)

6.2 Parallel title of series or sub-series

6.2.1 When the title proper of the series or sub-series appears on the prescribed source of information in more than one language and/or script, the parallel series titles are given.

e.g. . – (Jeux visuels = Visual games ; 13)

6.2.2 When the title proper consists of a common title and a dependent title, the parallel common title and parallel dependent title are given after the whole title proper.

e.g. . – (Sounds of the theatre. Music = Voci del teatro. La musica ; 4)

6.3 Other title information of series or sub-series (*optional*)

6.3.1 Other title information relating to the series or sub-series may be given when it appears in the item and is considered necessary for the identification of the series.

e.g. . – (Words : their origin, use, and spelling)
. – (The Middle East : young people and their families)

6.3.2 When the title proper consists of a common title and a dependent title, other title information, if given, follows the part of the title proper to which it applies. In case of doubt, it is given after the whole title proper.

6.3.3 The edition statement relating to a series is treated as other title information. It is given according to the provisions of area 2.

e.g. . – (Early learning series : 2. ed.)

6.4 Statements of responsibility relating to the series or sub-series

6.4.1 When the title proper of the series or sub-series is a generic term, the first statement of responsibility is *mandatory*. In other cases, first and subsequent statements of responsibility may be given when they appear in the item and are considered necessary for the identification of the series. Parallel statements of responsibility may be given, each preceded by a space, equals sign, space.

e.g. . – (Dzieła wszystkie = Complete works / Fryderyk Chopin)

6.4.2 When the title proper consists of a common title and a dependent title, each statement of responsibility is given after the part of the title proper to which it refers. In case of doubt, it is given after the whole title proper.

6.5 International Standard Serial Number of series or sub-series

6.5.1 The International Standard Serial Number (ISSN) relating to the series or sub-series is given when it is known and is transcribed in accordance with the relevant standard.

e.g. . – (Other lands packs, ISSN 0037-5834)

6.5.2 When the title proper consists of the distinctive title of a sub-series, the ISSN of the main series is given with its title in area 7.

6.5.3 When the title proper consists of a common title and a dependent title, the ISSN of the common title is omitted in area 6 and is given in area 7.

e.g. . – (Classic orators. Europe, ISSN 0082-927X)
Note: ISSN of main series: ISSN 0081-1236

6.6 Numbering within series or sub-series

6.6.1 The numbering of the item within a series or sub-series is given in the terms in which it appears in the item. Standard abbreviations may be used. Arabic numerals are substituted for other numerals or spelled out numbers.

e.g. . – (Forsytesagaen ; 1)
. – (Avant-scène du cinéma ; 4)
. – (A Sunday Times guide to Shakespeare's characters ; 7)
. – (Famous scientists ; chart 13)
. – (At-a-flash time line cards ; set 2)

6.6.2 When the title proper consists of a common title and a dependent title, the numbering of the common title is omitted. An appropriate note or the collocation of the numbering of the series and sub-series may be given in area 7.

e.g. . – (Arte moderna straniera. Serie C, Disegnatori ; n. 1)
Note: Numbering of the main series: n. 8

6.6.3 When the parts of a multi-part item within a series are numbered, the first and last numbers and/or letters are given and connected by a hyphen when the numbering is continuous. In other cases, all the numbers/letters are given.

e.g. ; 4-7
; 2, 6, 13
; A-F

7 NOTE AREA

Contents Notes qualify and amplify the formal description where the rules for such description do not allow certain information to be included. They can, therefore, deal with any aspect of the physical make-up of the item or its contents.

Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of the ISBD(NBM). In addition to notes relating to these areas, there may be notes relating to the description of the item which do not correspond to any specific ISBD area. Except where otherwise indicated, notes and their order of presentation are *optional*.

Punctuation pattern Each note is separated from the next one by a point, space, dash, space (. –). These are omitted, or replaced by a point, when each note is given on a separate line.

Within notes it is recommended, where appropriate, that the prescribed punctuation of areas 1-6 be followed; for example, a title is separated from a statement of responsibility by a space, diagonal slash, space (/).

7.1 Notes on the title and statement of responsibility area

7.1.1 Notes on the title proper

7.1.1.1 Notes on the language of the work and on translation or adaptation

When the work contained in the item being described is a translation or adaptation, the title of the original work is given in a note. This note may specify the language used in the item and indicate its relationship to other items.

- e.g. . – Commentary spoken in English
. – Dubbed into English
. – French dialogue, English sub-titles
. – Based on the book of the same title by Ludwig Bemelmans
. – Based on: The treasure of Franchard / by Robert Louis Stevenson

7.1.1.2 Notes on the source of the title proper

When the source of the title proper is other than a source permanently associated with the item (see 0.5), the source is given in a note.

- e.g. . – Title from container
. – Title from descriptive insert
. – Title supplied by cataloguer

7.1.1.3 Notes giving variant and transliterated titles

- e.g. . – Sleeve title: William Shakespeare, 1564-1964
. – Title transliterated: Leningrad : na Maloi Neve

7.1.2 Notes on the nature, scope, artistic form or purpose of the item

The genre or other intellectual category to which the item belongs may be given in a note.

- e.g. . – Comedy in two acts
 . – Documentary production
 . – Historical time-chart

7.1.3 Notes on parallel titles and other title information

&

7.1.4 Parallel titles and other title information appearing on the prescribed source of information may be given in a note when they cannot be fitted into area 1.

- e.g. . – Parallel title (from container): The four seasons
 . – Sub-title (from container): Songs of redemption

7.1.5 Notes on the statements of responsibility

These may include statements of responsibility not taken from the item, its container or accompanying textual matter (see 1.5.5), notes on variant or expanded forms of names of persons or corporate bodies, notes on persons or corporate bodies connected with the work which cannot be included in other areas of the description (because, for example, their function is not specified) and notes on persons or corporate bodies connected with previous editions but not with the edition in hand. Also included are notes on the staging, instrumentation, etc., of performed works.

- e.g. . – Attributed to Thomas Dekker
 . – Label on container reads: The Schools Council
 . – Played on an 1841 Erard concert grand
 . – Special performance to mark the bi-centenary of Schiller's birth
 . – Adaptation, Louis Daquin and André Cerf ; dialogue, Roger Vaillant ; music, Jean Wiener ; sound, Lucien Legrand ; decor, Paul Bertrand ; Madeleine Robinson (Julie Moret), Albert Préjean (Leon Bouquiquant), Roger Pigaut (Pierre Bouquiquant), Jean Vilar (The Priest)

Statements of responsibility relating to supplementary matter appearing on the item but not on the prescribed source of information may be given in a note.

When the statement of responsibility has been obtained from a source other than the prescribed source of information, the source from which such a statement has been obtained may be given in a note.

7.2 Notes on the edition area and the bibliographic history of the item

These notes may include the source of the edition statement and details of the item's relationship to other items and to other editions, including reissues.

- e.g. . – Formerly available as: CAS 675
 . – Revised version of the filmstrip issued in 1969 under title: Maps and atlas survey
 . – Edited version of 1972 motion picture entitled: The miracle of Bali : a recital of music and dancing
 . – Originally issued in 1965

7.3 Notes relating to material (or type of publication) specific area

Normally not applicable, see General note on area 3.

7.4 Notes on the publication, distribution, etc., area

These may include details of other publishers or distributors of the item, notes on variant publication, distribution, etc., information and additional dates.

- e.g. . – From recordings made between 1953 and 1968
. – Cop. 1954, 1957, 1962, 1968
. – Distributed in the UK by EAV Ltd., London

7.5 Notes on the physical description area

These may include additional physical description of the item supplementing the formal statement given in area 5, and statements on particular physical peculiarities.

- e.g. . – Disc impressed on rectangular surface, 20 x 20 cm

These may also include notes on variations in format or duration occurring within the units constituting an item, notes on the availability of an item in alternative formats, notes on characteristics peculiar to special categories of material, notes on mounts, stands, containers, etc., notes on equipment requirements, notes on the relationship between distinct categories of material in a single item and notes on minor accompanying material.

- e.g. . – Versos of leaves blank
. – Sheets measure 24 x 48 cm, 16 x 42 cm, 16 x 28 cm
. – Printed area measures 30 x 46 cm
. – Height when mounted: 114 cm
. – Animated transparencies for use with the Photo Motion Activator
. – Visible using an incandescent bulb
. – Projected by means of a laser beam
. – Electronically adapted to simulate stereo
. – Synchronized to USPEC 2 standard
. – Synchronized by means of Philips N2209/LFD3442 pulses
. – Available in 8 mm or 16 mm versions
. – Also issued as glass slides
. – Text of the poems printed on sleeve

7.6 Notes on the series area

These may include notes giving information about series in which the item has been issued.

- e.g. . – Originally issued in the series: British steam trains

7.7 Notes relating to the contents

These may include the list of contents of an item, including where desirable statements of responsibility, statements of extent, etc., notes on other inclusions, such as indexes, inserts, etc.

Durations of individual works if given in the Contents note should be placed immediately after the bibliographic description.

- . – Contents: Pt. 1: The cause of liberty (24 min.) ; Pt. 2: The impossible war (25 min.)
. – Contents: The fourth millenium / Henry Brant (9 min.). Music for brass quintet / Peter Phillips (14 min.)
. – Contents: Getting ahead of the game (81 fr.) ; Decisions, decisions (55 fr.) ; Your money (72 fr.) ; How to be a loser (65 fr.) ; The law and your pocketbook (70 fr.) ; The all-American consumer (63 fr.)

- . – Contents: Klarinettenquintett A-Dur, KV 581 / Wolfgang Amadeus Mozart (29 min.).
Klarinettenquintett B-Dur, op. 31 / Carl Maria von Weber (24 min., 14 sec.)
- . – Includes a list of works for further study
- . – Also includes newsfilms on Trooping the Colour

For multi-level description, see Appendix A.

7.8 **Notes relating to availability**

These may include notes of limited issues or limited distribution.

- e.g. . – Limited demonstration package

7.9 **Notes relating to the copy in hand**

- e.g. . – This copy hand tinted

7.10 **Notes providing a summary**

The summary provides a factual, non-evaluative account of the subject coverage. In content and expression the note may draw upon statements found in the item, its container or accompanying textual matter. Information on the use of special techniques or processes may also be included.

- e.g. . – Pictures the highlights of the play Julius Caesar using photographs of an actual production
- . – Uses animation techniques to describe cycloidal curves and their applications, and to show how their properties can be used to explain the design of the Wankel rotary engine
- . – Uses time-lapse photography to illustrate the growth of crystals

7.11 **Notes relating to use/audience**

These notes, normally taken from statements on or in the item, provide non-evaluative information as to the potential or recommended use of the item and/or the intended audience.

7.12 **Any other notes particular to the specialized ISBDs or considered important in the context of the bibliographic agency or cataloguing organization.**

8 STANDARD NUMBER (OR ALTERNATIVE) AND TERMS OF AVAILABILITY AREA

Introductory note The area may be repeated when an item has more than one standard number (or alternative)

A. because it is issued in more than one format or by more than one publisher, distributor, etc.

or

B. because it has a standard number (or alternative) for the individual unit and also a standard number (or alternative) for the whole group of which it is a part.

In both cases, the standard number (or alternative) that specifically identifies the item being described is given first. Other numbers (e.g. for the whole group, for other publishers) are given next, as repetitions of the area.

If the title of the whole group is given in area 6, the standard number (or alternative) for the whole group is not given with it, but is given in area 8, with the standard number(s) (or alternative(s)) for the individual unit(s).

Each standard number (or alternative) recorded may be followed by any qualification needed to identify it further and/or by its terms of availability and/or price, which may also be followed by a qualification. Standard numbers (or alternatives) that are repetitions of the area must be qualified.

e.g. . – RK 11719 (stereo)

Standard numbers (or alternatives) appearing in the item that relate to its bibliographic history (e.g. the label name and issue number of a previous issue of a sound recording) are not given in area 8. When considered important, they may be given in area 7.

Contents 8.1 Standard number (or alternative)
8.3 Terms of availability and/or price (*optional*)

Punctuation pattern A. The standard number (or alternative) and terms of availability area is preceded by a point, space, dash, space (. –).
B. Terms of availability and/or price are preceded by a space, colon, space (:).
C. A qualification added either to a standard number (or alternative) or to the terms of availability and/or price is enclosed in parentheses (()).
D. Each subsequent standard number (or alternative) and terms of availability statement is preceded by a point, space, dash, space (. –) unless the areas are clearly separated by paragraphing, typography or indentation, in which case the point, space, dash, space may be omitted or replaced by a point given at the end of the preceding area.

Examples

e.g. . – ISBN (qualification) : price

- . – ISBN (qualification) : price. – ISBN (qualification) : price
- . – ISBN : price (qualification)
- . – Terms of availability

8.1 Standard number (or alternative)

8.1.1 The ISBN or other standard number is given when known.

8.1.2 The standard number is preceded by the letters ISBN, ISSN, etc., and transcribed in accordance with the relevant standard.

8.1.3 When a standard number is incorrectly printed in the publication, the corrected number is given, if known, followed by a point, space, dash, space and the invalid number is given as it appears, with the qualification "invalid" (or its equivalent in another language and/or script) enclosed in parentheses.

e.g. . – ISBN 0-340-16427-1. – ISBN 0-340-16427-2 (invalid)

8.1.4 A brief statement of format, etc., sufficient to relate any standard number (or alternative) to the material to which it belongs may be supplied as a qualification of the number. Standard abbreviations in the language of the bibliographic agency may be used.

e.g. . – RK 11719 (stereo)
 . – ISBN 0-525-56142-X (Beta)

8.1.5 When there is no standard number (or alternative), a brief statement of format, etc., may be given as the first statement in the area, enclosed in parentheses.

e.g. . – (artist's signed edition)

8.1.6 Whether or not a commercially issued sound recording has a standard number, the label name and all issue numbers supplied by the issuing company must be given.

8.1.7 The issue number must include a label name, which can be followed by a numerical symbol alone or by a symbol composed of letters and numbers; spaces and marks of punctuation are transcribed exactly as they appear on the source of information.

e.g. . – Telefunken 6.35368
 . – Pathé 2C 066-16.130

8.1.8 When the item consists of two or more units numbered consecutively, the issue number is given as an inclusive figure.

e.g. . – La voix de son maître AN 133-134

When the numbering is not consecutive, the numbers are transcribed in full.

e.g. . – HMV XQD 1784, NQD 1003-1004

When there is an issue number for the whole item and also numbers for the individual units, the issue number for the whole item is given. The numbers of the individual units must be given in parentheses following the number for the item as a whole.

e.g. . – Erato ERA 9156 (9157-9162)

Terms identifying the source of the number may be added in parentheses following the number.

- e.g. . – FSM Toccata: 53 617 toc (on container)
. – ED 76C34Z (in slide publisher's catalogue)

When an item has more than one standard number (or alternative) because it is issued in more than one format or by more than one publisher, distributor, etc., each standard number (or alternative) is recorded followed by the qualification and terms of availability or by the name of the publisher, distributor, etc. relating to the number. Successive statements are preceded by a point, space, dash, space (. –).

- e.g. . – CBS M-34129 (disc)
. – CBS MT 35158 (cassette)

8.1.9 For commercially issued slide sets, the company name and number is given.

- e.g. . – Sandak Set no. 782

8.3 Terms of availability and/or price (*optional*)

8.3.1 A statement of the terms on which the item is available may be given. In the case of an item offered for sale, the price of the item is given in numerals with the official standard symbol for the currency. Terms for items available for hire are recorded as such.

- e.g. : £2.05
: 90F
: private recording, not for sale
: free loan
: hire

8.3.2 Qualifications to the terms of availability and/or price are enclosed in parentheses.

- e.g. : £1.00 (£0.50 to members)
: £8.16 (£6.25 until 1 January 1977)
: C\$25.00 (National Film Board of Canada)

General notes relating to terms of availability and/or price may be given in area 7 (see 7.8).

APPENDIX A: MULTI-LEVEL DESCRIPTION

Multi-level description is one of a number of choices for the bibliographic description of parts. Solely as an illustration of the various choices resulting in descriptions on a single level, see the following examples:

- A. certain descriptions showing as the title proper the title common to the parts, with the titles of individual parts given in a contents note (cf. 7.7);
- B. certain descriptions showing as the title proper the title of each individual part, with the title common to the parts given in the series area (cf. 6.1.5);
- C. certain descriptions showing as the title proper a combination of (a) the title common to the parts and (b) the title of each individual part (cf. 1.1.2.8);
- D. certain descriptions showing *component part* analysis (cf. the *IFLA Guidelines for the Application of the ISBDs to the Description of Component Parts*).

Multi-level description is based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main item. The second and subsequent levels contain information relating to the individual separable unit. The process is carried out for as many levels as are required to describe fully the item and its units.

At each level the elements of the description are given in the same order and with the same punctuation as for unitary items. Some elements may be recorded at more than one level. When the title of a unit of an item is preceded by a number or unit designation, the two statements are separated by a colon, space (:).

In ISBD(NBM) the applications of multi-level description are:

A. The description of physically separate units of a multi-part item.

- e.g. Footnotes to jazz [Sound recording] / edited and with notes by Frederic Ramsey, Jr. – New York : Folkways Records, 1951- . – sound discs : 33 1/3 rpm., mono ; 25 cm. – (Jazz history series). – Folkways FP 30-

Vol. 2: Jazz rehearsal / with the Art Tatum Trio. – 1952. – 1 sound disc (24 min.) : 33 1/3 rpm, mono ; 25 cm + Descriptive notes (4 p.). – Recorded in 1944. – Folkways FJ 2293 : \$3.25

Typewriting [Videorecording] / teacher, Guy Richards. – Chicago : TV College, WTTW-TV ; Lincoln (Neb.) : distributed by Great Plains National Instructional Television Library

Unit 2: Skill development

Program 1: Skill drills : vertical and horizontal centering, typing all capitals. – 1973 . – 1 videocassette [Philips VCR 1500] (30 min.) : b&w, sd. + Study guide

B. The description of (physically) separate items supplementary to, or accompanying, another item (see 5.4.5 and 7.7).

- e.g. The record of singing [Sound recording] : volume two : 1914-1925. – England : EMI, 1979. – 13 sound discs : 33 1/3 rpm., stereo ; 30 cm. – His master's voice RLS 743 (box), HLM 7181-7192

The record of singing : volume 2 : 1914-1925 / Michael Scott. – [London] : Duckworth, [1979]. – 262 p. : ill. ; 28 cm. – ISBN 0-7156-1341-3

C. The description of physically separate units of a multi-media item.

e.g. Minnesota politics and government [Multi-media] : a history resource unit / Educational Services Division, Minnesota Historical Society. – [St. Paul : Minnesota Historical Society, 1976]. – 3 cases in 1 : 34 cm.

People serving people / by Judy A. Poseley. – 30 p. : ill. ; 28 cm

Voices of Minnesota politicians (Sound recording). – 1 sound disc : 33 1/3 rpm. ; 30 cm

Alternatively, the whole item may be described on a single level, with the individual units given in a contents note.

e.g. Footnotes to jazz [Sound recording] / edited and with notes by Frederic Ramsey, Jr. – New York : Folkways Records, 1951- . – sound discs : 33 1/3 rpms., mono. ; 25 cm. – (Jazz history series). – Contents: Vol. 1: Baby Dodds talking and drum solos. – Folkways FJ 2290 : \$3.25. Vol. 2: Jazz rehearsal / with the Art Tatum Trio. – Folkways FJ 2293 : \$3.25

APPENDIX B: BI-DIRECTIONAL RECORDS

Bi-directional records are multi-script records in scripts written from left to right and scripts written from right to left.

Unless the direction of the script changes within an element, each change of script begins on a new line of the description at the appropriate margin. Prescribed punctuation is given at the start of the new element in the style required by the script, except for the prescribed point, comma or semi-colon, which are given at the end of the previous element in the style required by the script (see also 0.4 Punctuation). Thus, the point of the point, space, dash, space (. –) ends the previous element and the dash begins the following element on a new line at the appropriate margin.

e.g.

Chava Alberstein live [Sound recording] / Alex Weiss, musical director and arranger
= חַוָּה אַלְבֶּרְשְׁטֵיין לִיבֵּינְג / אֶלֶכְס וָוֵיס, עֵיבֹרֵד וְנִיהוּל מוֹסִיקָאלי.

- [Israel] : CBS, [197-?]

(English data transcribed first)

חַוָּה אַלְבֶּרְשְׁטֵיין לִיבֵּינְג (סָאונְד רֵקאָרְדִינג) / אֶלֶכְס וָוֵיס, עֵיבֹרֵד וְנִיהוּל מוֹסִיקָאלי.

= Chava Alberstein live / Alex Weiss, musical director and arranger - [Israel] : CBS, [197-?]

(Hebrew data transcribed first)

Kitab al-Taharah [mikerofis]

= كِتَاب الطَّهَارَةِ

/ [oleh M. Said]. – Kuala Lumpur :
Pustaka Melayu Baru, 1977.

(Right-left parallel title within left-right data)

تَلَا جِرَان تَفْسِير جَزْءِ [مِكْرُوْفِيش]

= Pelajaran tafsir juzu'amma

/ أَوَّلُهُ سَيَدِّعُ تَفَارِغُ تَمْسَاكِ اَمِنْ

- Kota Bharu : Pustaka Aman Press, 1976.

(Right-left data followed by left-right data, right-left data, and left-right data)

APPENDIX C: GENERAL AND SPECIFIC MATERIAL DESIGNATIONS

The following lists of General and Specific material designations with their definitions are offered as recommendations for use in English-language records based on the 1SBD(NBM). Terms in the right-hand column represent only a sample from the range of materials currently available.

GENERAL MATERIAL DESIGNATION	SPECIFIC MATERIAL DESIGNATION
Graphic	art reproduction flashcard flipchart jigsaw puzzle photograph picture playing cards postcard poster print, or specific graphic process (e.g. woodcut, lithograph, etching) as appropriate stereograph card study print technical drawing wallchart
Hologram	hologram film hologram plate
Kit see Multi-media	
Microform	aperture card microopaque microfiche microfilm cartridge microfilm cassette microfilm reel microfilm slip
Motion picture	film cartridge film cassette Filmloop film reel
Multi-media (or Kit)	construction set game laboratory kit
Object	diorama model planetarium
Sound recording	sound cartridge sound cassette sound disc

	sound reel
Videorecording	videocartridge videocassette videodisc videoreel
Visual projection	filmslip filmstrip microscope slide slide stereograph reel transparency

DEFINITIONS

1. General material designations

Graphic	A two-dimensional image (or set of images) produced in its original form by such techniques as drawing, painting or photography. Graphics are normally accessible to the naked eye, though in one instance (stereographs) special viewing equipment is needed for their use.
Hologram	A three-dimensional image made by a process based on the principle of light interference.
Kit see Multi-media	
Microform	Micro-record of text or other visual material. (The term "microform" should be reserved for micro-records whose use is conditional on the availability of specialized reading equipment.)
Motion picture	A length of film, with or without a magnetic or optical sound track, bearing a sequence of images which create the illusion of movement when projected in rapid succession.
Multi-media or kit	Material comprising two or more distinct media or differing forms of the same medium, no one of which is identifiable as being of primary importance. Usually intended for use as a unit.
Object	Three-dimensional artefact. The term may be used to refer either to a single object or to an assemblage of separate parts.
Sound recording	A recording of sound, unaccompanied by visual images.
Video-recording	A recording of visual images, usually in motion and with sound accompaniment, designed for playback via a television receiver.

Visual projection A two-dimension image (or set of images) produced in its original form by such techniques as drawing, painting or photography, and designed for use with a projector or a magnification device such as a viewer or microscope.

2. Specific material designations

Note: The following list is selective, and aims merely to provide operational definitions for those terms which are most commonly encountered.

General note on cartridges and cassettes:

Cartridge, in its primary meaning, denotes a permanently encased single reel of film or magnetic tape whose ends are joined together to allow continuous playback without rewinding. **Cassette**, in its primary meaning, denotes a permanently encased film or magnetic tape system incorporating both supply and take-up reels. While these meanings are recommended to bibliographic agencies as the nearest approach to a standard English-language use, the varying and inconsistent employment of both terms in catalogues and trade literature cannot but be a frequent cause of ambiguity. Whenever the physical characteristics of a cartridge, cassette, magazine or other housing for film or magnetic tape are not clear, the bibliographic agency is advised to add the name of the technical system (see 5.1.3).

Aperture card A card containing an aperture or "window" in which one or more microphotographs on film are mounted.

Art reproductions A mechanically reproduced art work in a commercial edition.

Diorama A three-dimensional representation of a scene, created by placing objects, figures, etc., in front of a two-dimensional painted background.

Film cartridge/Film cassette/Filmloop/Film reel Alternative forms of storage for motion picture film. For a note on the term "film cartridge" and "film cassette", see the "General note on cartridges and cassettes" above. **Filmloop** is a continuous loop of film, usually in the form of a cartridge utilizing 8mm film and having a maximum running time of 4 1/2 min. **Film reel** is an open reel of motion picture film designed for use with a projector having its own take-up reel. (*Note:* A film reel may be inserted in a specialized case or magazine (sometimes called a "cassette" or "cartridge") before threading. For cataloguing purposes, such an item remains a film reel.)

Filmstrip A roll of film, usually 16 mm or 35 mm, containing a succession of images designed to be viewed frame by frame, with or without integral sound. If the shorter side of the frame runs parallel to the sprocket holes, the filmstrip is described as "single frame"; if the longer side of the frame runs parallel

	to the sprocket holes, it is described as "double frame".
Flash card	A card or other opaque material printed with words, numerals or pictures and designed for rapid display.
Flip chart	A set of subject-integrated data sheets, hinged together at the top or side and designed for presentation on an easel.
Game	A set of materials designed for use according to prescribed rules in play and/or instruction.
Jigsaw puzzle	A puzzle involving the reconstruction of a picture or other visual image from matching or interlocking pieces of card, wood, etc., each showing a portion of the whole.
Laboratory kit	A specialized form of kit designed to promote specific learning experiences in laboratory work.
Microfiche	A rectangular sheet of film carrying a set of microphotographs in two-dimensional array. Microfiches usually include a title and other bibliographic data which can be read without magnification.
Microfilm cartridge/ Microfilm cassette/ Microfilm reel/ Microfilm slip	Alternative forms of storage for microfilm. For a note on the terms "microfilm cartridge" and "microfilm cassette," see the "General note on cartridges and cassettes" above. Microfilm reel is an open reel containing a length of film carrying a set of microphotographs in linear array. (<i>Note:</i> A microfilm reel may be inserted into a specialized case or magazine (sometimes called a "cassette" or "cartridge") before threading. For cataloguing purposes, such an item remains a microfilm reel.) Microfilm slip is a short length of film not contained on a reel.
Microopaque	A rectangular opaque card carrying a set of microphotographs in two-dimensional array.
Model	A three-dimensional replica of a real or imagined object, either of the exact size as the original or to scale.
Photograph	An opaque print produced by the action of light on sensitive film.
Picture	A two-dimensional visual image accessible to the naked eye and generally on an opaque backing. To be used when more specific terms (e.g. "art reproduction", "photograph", "postcard") are

	inappropriate.
Planetarium	A model or structure representing the solar system; an orrery.
Postcard	A picture (q.v.) produced on card and designed for transmission through the mail without the use of an envelope.
Poster	A bill or placard intended for public display.
Print	An etching, engraving, lithograph, etc., in a limited artist's edition. Alternatively, use the specific name of the process.
Slide	A two-dimensional image on film or other transparent material, mounted in a frame and designed for use in a projector or viewer.
Sound cartridge/ Sound cassette/ Sound reel	Alternative forms of storage for magnetic tape carrying sound signals designed for playback via a tape recorder or cassette or cartridge player. Sound cartridge is a permanently encased single reel of sound tape whose ends are joined together to provide continuous playback without re-winding. Normally sound cartridges contain eight sound channels in four pairs, with the sound recorded in opposite directions on alternate pairs of channels. Sound cassette is a permanently encased sound tape system incorporating both supply and take-up reels. The term "sound cassette" as used in this document refers to the system of Compact Cassette standardized by Philips. Cassettes manufactured in any other system must be fully identified and described (see 5.2.8). Sound reel is an open reel containing sound tape.
Sound disc	A disc of plastic or other material on which sound vibrations are registered.
Stereograph	Slides (q.v.) or pictures (q.v.), mounted in pairs, designed to produce a three-dimensional optical effect when used with a stereoscopic viewer. Stereographic images may also be printed on an opaque surface for use with a hand viewer consisting of bicoloured lenses mounted in a card frame; this type of stereograph usually appears as a book illustration.
Study print	A picture (q.v.) accompanied by questions or explanations, which are often printed on the verso.
Transparency	A sheet of transparent material, which may be mounted in a card frame, bearing an image and

designed for use with an overhead projector or light box; a single transparency may be furnished with overlays.

Videocartridge/ Videocassette/ Videoreel

Alternative forms of storage for magnetic tape carrying video images and designed for playback via a television receiver. For a note on the terms "videocartridge" and "videocassette", see the "General note on cartridges and cassettes" above. **Videoreel** is an open reel containing videotape.

Videodisc

A disc of plastic or other material on which video signals, with or without sound, are recorded for playback via a television receiver.

Wallchart

An opaque sheet designed for display and exhibiting data in graphic or tabular form.

APPENDIX D: RECOMMENDED ABBREVIATIONS FOR USE IN ENGLISH LANGUAGE RECORDS BASED ON ISBD(NBM)

Use of the following abbreviations is recommended but not prescribed.

b&w	black and white
CD	Compact Disc (sound recordings)
cm/s	centimetres per second
col.	colour
diam.	diameter
fr.	frame(s)
ips	inches per second
m/s.	metres per second
min.	minute(s)
mono	monophonic/monaural
p	phonogram date
quad	quadraphonic
rpm	revolutions per minute
sd.	sound
sec.	second(s)
si.	silent
stereo	stereophonic

APPENDIX E: EXAMPLES

1. Richard III [Graphic] / artist unknown. – London : Her Majesty's Stationery Office, 1973. – 1 poster : col. ; 74 x 48 cm.

From the painting in the National Portrait Gallery, London.

ISBN 11-290175-1 : £0.35
2. Tacoma Narrows Bridge collapse [Motion picture]. – Cambridge, Mass. : Ealing Film-loops, 1963. – 1 filmloop (4 min., 40 sec.) : col., si. ; super 8 mm.

Notes printed on container.

£4.75
3. Ray Keene, Grand Master [Sound recording]. – Chessington, Sy. : Audio Chess, 1976. – 1 sound cassette (60 min.) : mono.

Analysis by Keene of games from the Haifa Chess Olympiad, 1976. – Copies purchased before January 1977 are personally autographed.

£2.00
4. 14th century nobleman [Visual projection] / written and produced by Diana Wyllie. – London : Wyllie, [1958]. – 1 filmstrip (29 double fr.) : facsim., col. ; 35 mm + notes (8 p.).

Illuminations from manuscripts of Froissart's Chronicles. – Contents: Page, squire and knight (9 fr.). War between England and France (8 fr.). England under Richard II (8 fr.). Accession of Henry IV (4 fr.).

£2.50
5. Our planet earth [Graphic] : geology. – New York : GAF Corporation, 1969. – 3 stereograph reels (21 pairs of fr.) : col. ; 9 cm (diam.) + notes. – (View-master science series ; 2).

Photographs of natural features in several countries.

£1.10
6. Jaberwocky [Kit] : the mastery/mystery of English game / Allan Wakeman. – London: Longman, 1974. – 1 game (various pieces) ; in container.

Game for 2-6 players. – Includes Notes for teachers (10 p.) and General rule book (10 p.).

ISBN 0-582-55054-8 : £4.20
7. Litter [Multi-media] : an environmental project / produced by the Keep Britain Tidy Group Schools Research Project, Brighton Polytechnic. – Brighton : the Group, 1975 (Brighton : Kensington Press). – 1 filmstrip (37 double fr.) : col. ; 35 mm + 58 work cards + 3 wallcharts ; 48 x 73 cm and smaller + 40 pairs of disposable polythene gloves + self-adhesive labels.

Boxed learning kit for 10-11 year olds, designed to increase children's awareness of environmental problems.

£8.00

8. Mike Oldfield boxed [Sound recording]. – London : Virgin Records, 1976. – 4 sound discs (52, 40, 37, 38 min.) : 331 rpm., quad. ; 30 cm, in container.

Includes pamphlet (12p.).

V BOX 1 : £7.99

Record 1: Tubular bells / composed by Mike Oldfield, except The Sailor's Hornpipe (Trad. arr. Oldfield).

Originally released: 1973. – Re-mixed in quad. by Phil Newell, assisted by Alan Perkins

Record 2: Hergest Ridge / composed by Mike Oldfield.

Originally released: 1974. – Re-mixed in quad. by Mike Oldfield

Record 3: Ommadawn / composed by Mike Oldfield ; lyrics to "On Horseback" by Mike Oldfield and William Murray.

Originally released: 1975. – Re-mixed in quad. by Mike Oldfield and Phil Newell

Record 4: Collaborations.

Includes variations on original compositions by David Bedford, with improvisations by Oldfield on traditional and other themes. – Recorded between 1974 and 1976. – Re-mixed in quad. by Phil Newell and Mike Oldfield.

9. Symphony no. 4 [Sound recording] ; Finlandia ; Luonnotar / Jean Sibelius ; Philharmonia Orchestra ; Vladimir Ashkenazy [conductor] ; Elisabeth Söderström, soprano [in Luonnotar]. – New York, (N.Y.) : London, p 1981. – 1 sound disc (CD) : stereo ; 12 cm.

Durations: 33:00; 9:09; 7:56. – Recorded Mar. 1980 in Kingsway Hall, London. – Program notes in English, French and German (8 p.) inserted.

London : 400056-2

10. Les Arbres du Burundi [Visual projection] = Ibiti vyo mu Burundi / photographies, G. Montagnon, C. Pouilloux ; textes français, C. Pouilloux ; textes kirundi, Laboratoire de traditions orales du Centre de civilisation burundaise. – [Bujumbura] : AUDECAM pour le compte du Ministère de la jeunesse, des sports et de la culture, Centre de civilisation burundaise, [197-]. – 30 slides : col. ; 5 x 5 cm + explanatory text ([8] p. ; 17 x 27 cm) - (Connaissance du Burundi : la terre et les homes = Kumenyasha igihugu c'Uburundi ; n° 4).

Titre d'après le texte ci-joint

11. Real Monasterio de San Lorenzo de El Escorial [Visual projection] : IV centenario, 1584-1984 / textos, Saturnino Alvarez Turienzo ; fotografías, José Lafova, Sergio Rippoll y Alfonso Pezzi. – Madrid : Ministerio de Cultura, Secretaría General Técnica, cop. 1984. – 80 slides : col. ; 5 x 5 cm + 1 sound cassette + 1 v. ([47] p. ; 21 cm).

Título tomado de un folleto adjunto

12. Moenjodaro [Visual projection] : the Indus civilization / producer, Sarmad Sehbai ; photographer, Sajid Munir. – Islamabad : Lok Virsa, cop. 1982. – 82 slides : col. ; 5 x 5 cm + 1 sound cassette + 1 guide book.

Sound accompaniment for automatic or manual operation. – Summary: Uses photographs from the archaeological site of Moenjodaro to survey the culture of the ancient Indus civilization

INDEX

- Abbreviation 0.7
- Abridgement 0.7
- Accompanying materials statement 5.4
- Acronyms
 - in Other title information 1.4.3
 - in Titles proper 1.1.2.3
- Alternative titles 1.1.2.4
- Availability terms 8.3
 - notes 7.8
- Bi-directional records B
- Capitalization 0.8
- Collective titles 1.1.2.7
- Colour specifications 5.2.6
- Common titles 1.1.2.8
- Contents notes 7.7
- Copy notes 7.9
- Copyright dates 4.4.6, 4.4.7, 4.4.11
- Dates of manufacture 4.7
- Dates of publication and/or distribution 4.4
- Definitions 0.2
- Dependent titles 1.1.2.8
- Dimensions of items 5.3
- Distributors
 - statement of function 4.3
- Distributors' names 4.2
- Edition area 2
 - notes 7.2
- Edition statements 2.1
 - in Series 6.3.3
 - transcription 2.1.2
- Examples 0.9
- Extent of items 5.1
- Filmstrip specifications 5.2.4
- General material designations 1.2
 - definitions C 1
- Illustrations statements 5.2.5
- Initialisms
 - in Other title information 1.4.3
 - in Titles proper 1.1.2.3
- International Standard Book Number
 - SEE ISBN
- International Standard Serial Number
 - SEE ISSN
- ISBD(G)
 - comparison 0.3
- ISBN 8.1
- ISSN
 - in Series and sub-series 6.5
- Language of description 0.6
- Letters in title 1.1.2.5
- Manufacturers' names 4.2.9
- Material (or type of publication) specific area 3
 - notes 7.3
- Microform specifications 5.2.3, 5.2.4
- Misprints 0.10
- Multi-level description 5.4.5, A
- Names of publishers and/or distributors 4.2
- National bibliographies 0.1.1
- Note area 7
- Numbering data
 - in Series and sub-series 6.6
- Numbers in titles 1.1.2.5
- Other title information 1.4
 - in Series and sub-series 6.3
 - notes 7.1.3, 7.1.4
 - transcription 1.4.4
- Parallel names of publishers and/or distributors 4.2.8
- Parallel other title information
 - transcription 1.4.4.6
- Parallel places of publication and/or distribution 4.1.12
- Parallel statements of responsibility
 - in Edition statements 2.3.5
 - transcription 1.5.4.12
- Parallel titles 1.3
 - in Series and sub series 6.2
 - notes 7.1.3, 7.1.4
 - transcription 1.3.4
- Physical description area 5
 - notes 7.5
- Physical details of items 5.2
- Places of manufacture 4.5, 4.6
- Places of publication and/or distribution 4.1
- Preferred order of sources 0.5.1
- Prescribed sources 0.5.2
- Prices 8.3
- Publication, distribution etc. area 4
 - notes 7.4
- Publishers' names 4.2
- Punctuation 0.4
- Script of description 0.6
- Sections 1.1.2.9
- Series
 - numbering data 6.6
 - other title information 6.3
 - parallel titles 6.2
 - titles 6.1
- Series area 6
 - notes 7.6
- Sound specifications 5.2.7
- Sources of information 0.5

Specific material designations 5.1
 definitions C2
 Standard number (or alternative) and terms of
 availability area 8
 Standard numbers 8.1
 Statements of responsibility 1.5
 in Common and dependent titles 1.5.4.13
 in Edition statements 2.3
 in Other title information 1.4.2
 in Series and sub series 6.4
 in Titles proper 1.1.2.6
 notes 7.1.5
 transcription 1.5.4
 Sub-series
 numbering data 6.6
 other title information 6.3
 parallel titles 6.2
 titles 6.1
 Summary notes 7.10
 Supplements 1.1.2.9
 Symbols 0.11
 Technical specifications 5.2.8
 Terms of availability 8.3
 notes 7.8
 Title and statement of responsibility area 1
 notes 7.1
 Titles proper 1.1
 choice 1.1.3
 notes 7.1.1
 transcription 1.1.4
 Translations notes 7.1.1.1
 Transliterated titles
 notes 7.1.1.3
 Use notes 7.11
 Variant titles 1.1.3.3
 notes 7.1.1.3