

This 2007 publication is a revision of *Descriptive Cataloging of Rare Books*, 1991, itself a revision of *Bibliographic Description of Rare Books*, 1981.

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The front cover image is taken from leaf I of Jacob de Voragine's *The golden legend*, translated into English by William Caxton and printed by Julian Notary in 1504 (Folger shelfmark STC 24877); the back cover image is taken from the colophon of the *Heidelberger Katechismus*, 1584, printed by Matthias Harnisch (Folger shelfmark 218- 098.3q).

PREFACE

DCRM(B) gives expanded guidance and prescribes a more rigorous and consistent approach to transcription than did DCRB, and incorporates a sharp distinction between information transcribed from the source and information that has been supplied by the cataloger. Transcribed information is never to be placed within square brackets (unless the letter or character is unclear; see 0G6.2). Conversely, the presence of square brackets in those areas of the description that require transcription (see introductory section III.2.2) immediately and unambiguously identifies text as supplied or interpolated. Another notable change related to more rigorous transcription principles is that roman dates in the source are transcribed as roman rather than arabic numerals.

Other changes include restricting transcription of the statement of responsibility to the chief source of information; the inclusion of dust jackets as a prescribed source of information for areas 2, 4, and 6; a discussion on the transcription of manufacturers in Area 4; the exclusion of copyright dates from the date of publication element; the elimination of special status for engraved title pages in the statement of extent; the dropping of periods after **cm** and **mm** (approved for AACR2 in 2002 but implementation deferred until publication in RDA), and an expanded section on local notes. Area 0 is substantially re-organized, and the language throughout has been made more consistent and explicit.

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Many people have contributed their time and effort in bringing DCRM(B) to fruition. Members of the Bibliographic Standards Committee since DCRB went into revision in the spring of 1998:

| | | |
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GENERAL RULES

Indicate in a note the source chosen as the title page substitute (see 7B3).

Hereafter in these rules, "title page" means "title page or title page substitute."

0D. Prescribed sources of information

The prescribed source(s) of information for each area of the description is set out in preferred order below. Do not transcribe any information not present in a prescribed source for that area.

| Area | Prescribed sources of information |
|---|--|
| 1. Title and statement of responsibility | Title page |
| 2. Edition | Title page, other preliminaries, colophon, dust jacket (see introductory section IX.2) |
| 3. Material (or type of publication) specific details | (Not applicable) |
| 4. Publication, distribution, etc. | Title page, colophon, other preliminaries, dust jacket (see IX.2) |
| 5. Physical description | The whole publication |
| 6. Series | Series title page, monograph title page, cover, ⁶ dust jacket (see IX.2), rest of the publication |
| 7. Note | Any source |
| 8. Standard number and terms of availability | Any source |

In all cases in which information for areas 1, 2, and 4 is taken from elsewhere than the title page, make a note to indicate the source of the information (see 7B3, 7B6, 7B7.1, 7B8). In all cases in which information for area 6 is taken from elsewhere than the series title page, make a note to indicate the source of the information (see 7B12).

The prescribed source of information for areas 1-6 of a single-sheet publication is the entire sheet, both recto and verso.

⁶ Consider the cover to be a prescribed source only if it was issued by the publisher. Series-like statements present on covers not issued by the publisher usually represent binders' titles and should be treated as copy-specific information. They may be transcribed in a local note, if considered important. In case of doubt, do not consider the cover to be a prescribed source of information.

Transcription:

London : Printed for A. Millar, over-against Catharine-Street in the Strand, MDCCLI [1751]

Alternative rule: Transcribe all punctuation as found in the source of information, with the exception of those marks covered in rules 0G3.5-0G3.7. When following this alternative rule, always include prescribed punctuation as well, even if this results in double punctuation. Prescribed punctuation is treated at the beginning of each chapter within these rules.

The unhappy favourite; or, The Earl of Essex. : A tragedy. /
Written by Jno; Banks

(*Comment:* Commas are not required around **or** when applying this option: commas surrounding a conjunction introducing an alternative title are an AACR2 convention, not prescribed ISBD punctuation.)

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

0G3.2. Apostrophes. Transcribe apostrophes as found. Do not supply apostrophes not present in the source.

Uncle Wiggly's picture book

Scotlands speech to her sons

0G3.3. Hyphens. Transcribe hyphens used to connect the constituent parts of compound words, normalizing their form as necessary (see Appendix G2). Do not supply hyphens not present in the source.

A catalogue of the library of Yale-College in New-Haven

Report of the Boston Female Anti Slavery Society

0G3.4. Punctuation within roman numerals. Do not transcribe internal marks of punctuation appearing within roman numerals. Omit them without using the mark of omission.

The bye-laws and regulations of the Marine Society, incorporated in MDCCLXXII

0G3.5. Ellipses, square brackets, and virgules. Do not transcribe ellipses ... or square brackets [] when present in the source; replace them with a dash -- and parentheses () respectively or omit them, as appropriate. Do not confuse a

0G5.3. Information not taken from the chief source of information. If transcribing information from a source other than the chief source of information, omit any words preceding or following the information if they are not considered part of the element and are grammatically separable. Do not use the mark of omission. If considered important, give the omitted text in a note.

The second edition

Note: Edition statement from colophon; full colophon reads: This, the second edition of *Le morte Darthur*, with Aubrey Beardsley's designs ... is limited to 1000 copies for the United Kingdom and 500 for America, after printing which the type has been distributed

0G6. Interpolations

0G6.1. General rule. Indicate an interpolation in the transcription or in a quoted note by enclosing it in square brackets. If transcribing text with missing or obscured letters or words that can be reconstructed with some certainty, include these in the transcription, enclosing them in square brackets.

amico[rum]

(Comment: The word ends with a )

0G6.2. Conjectural and indecipherable text. Indicate a conjectural interpolation by adding a question mark immediately after the interpolation, within the square brackets. Supply a question mark enclosed in square brackets for each indeterminable word or portion of word. Make a note to justify the interpolations, provide explanations, or offer tentative readings of indecipherable portions of text, if considered important.

amico[rum?]

(Comment: The word ends with a symbol of contraction that is conjectured to be a )

amico[?]

(Comment: The symbol of contraction at the end of the word cannot be determined)

El[speth?] [?] McWhorter

(Comment: An autograph with some conjectured letters in the forename and an indecipherable middle initial, transcribed in a local note)

0G6.3. Lacunae in imperfect copies. If the description is based on an imperfect copy (see 0B2.2), use the mark of omission enclosed in square brackets ([...]) to show lacunae in the resource.

AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY

I am a jolly huntsman, my voice is shrill and clear

Note: Title from opening two lines of poem

(Comment: Title is not bracketed because the first page of text is here the title page substitute)

[Observations on a bill relative to the militia]

Note: Title devised from content

(Comment: Opening words "Herewith and the desire of being serviceable in the smallest degree to my country ..." not suitable as title)

[Sermon on Christian baptism]

Note: Title devised from content of sermon

1B6. Title proper with supplementary or section designation or title

If the title proper for a work that is supplementary to, or a section of, another work appears in two or more grammatically separable parts, transcribe the title of the main work first, followed by the designation(s) and/or title(s) of the supplement(s) or section(s) in order of their dependence. Separate the parts of the title proper by periods. If the arrangement indicated requires transposition, make a note to indicate the actual reading of the titles.

Faust. Part one

Note: Title page reads: Part one. Faust

If describing an individual issue of a serial, transcribe the numbering of the issue as instructed in Appendix H.

1B7. Abridgments of the title proper

1B7.1. General rule. Abridge a long title proper only if it can be done without loss of essential information. Do not omit any of the first five words. Indicate omissions by the mark of omission.

An act or law passed by the General Court or Assembly of His Majesty's English colony of Connecticut ... on the seventh day of February ... 1759

1B7.2. Alternative title. If the title proper contains an alternative title, do not omit any of the first five words of the alternative title.

England's alarm, or, A most humble declaration, address, and fervent petition ...

1E8. Qualifications in statements of responsibility

Qualifications such as initials indicating membership in societies, academic degrees, and statements of positions held may be omitted from the statement of responsibility, using the mark of omission, unless:

- the qualifications are necessary grammatically
- or* the qualifications are necessary for identifying the person or are useful in establishing a context for the person's activity (initials of religious orders, phrases, or adjectives denoting place names, etc.)
- or* the statement of responsibility represents the author only by a pseudonym, a descriptive phrase, or nonalphabetic symbols.

1E9. Ambiguous statements of responsibility

If the relationship between the title of a work and the person(s) or body (bodies) named in the statement of responsibility is not clear, supply an explanatory word or short phrase in the language of the text, within square brackets, or make a note.

De l'humour noir / [compilé par] André Breton

If considered important, make a note about expansions, explanations, and corrections of statements of responsibility when needed for clarity (see 7B6).

1E10. Statements of responsibility in more than one language or script

1E10.1. If there are titles in more than one language or script, but only a single statement of responsibility, transcribe the statement of responsibility after all the title information.

Jeux de cartes pour enfants = Children's playing cards / par
Giovanni Belgrado et Bruno Munari

1E10.2. If there are both titles and statements of responsibility in more than one language or script, transcribe each statement of responsibility after the title proper, parallel title, or other title information to which it relates. If any of these titles lack a matching statement of responsibility, transcribe the information in the order indicated by the sequence on, or by the layout of, the title page.

AREA 4. PUBLICATION, DISTRIBUTION, ETC.

correction in a note. If, however, the entire statement consisting of place, publisher, and date is known to be fictitious or incorrect, apply 4A4.

Londres [i.e. Paris]

Note: Actual place of publication from: Weller, E.O. Falsche Druckorte

4B10. No place of publication, distribution, etc.

4B10.1. If no place of publication, distribution, etc., appears in the publication, supply one in square brackets. Use a modern English form of the name, if there is one, and include the name of the larger jurisdiction if considered necessary for identification. Use the location associated with the first transcribed publisher, distributor, etc., if one is present. Provide a justification for the supplied place in a note if necessary.

[Cambridge, Mass.] : Printed by Samuel Green, 1668

Note: Samuel Green was located in Cambridge, Mass., from 1660 to 1672

4B10.2. If the name of the place has changed over time, supply the name appropriate to the date of publication, distribution, etc., if known (e.g., Leningrad, not St. Petersburg, for works published in that city between 1924 and 1991). If considered necessary for identification, also supply the modern place name and the name of the larger jurisdiction.

[Christiania i.e. Oslo]

[Leona Vicario i.e. Saltillo, Coahuila, Mexico]

4B11. Place of publication, distribution, etc., supplied based on address or sign

Supply in square brackets the name of the place of publication, distribution, etc., using a modern English form of the name, if there is one, when only an address or sign appears in the publication. (Transcribe the address or sign as the publisher, distributor, etc., statement; see 4C4.1.) When supplying the place, give a justification in a note if necessary.

[Paris]

(Comment: Imprint reads: "à l'enseigne de l'éléphant," the trade sign of a Parisian printer)

[London]

(Comment: Imprint reads: "sold in St. Paul's Church Yard")

7. NOTE AREA

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7B. Notes

7A. Preliminary rule

7A1. General instructions

7A1.1. Notes qualify and amplify the formal description, especially when the rules for such description do not allow certain information to be included in the other areas. Notes can therefore deal with any aspect of the publication.

7A1.2. Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of description to which they pertain. In addition to notes relating to these areas, there are notes that do not correspond to any area of the formalized areas of description. Occasionally it may be useful to group together notes that refer to more than one area, for instance, when they are all based on one source within the work, such as a privilege statement.

7A1.3. If the description in the areas preceding the note area does not clearly identify the resource being cataloged, make whatever notes are necessary for unambiguous identification. When appropriate, refer to detailed descriptions in standard catalogs or bibliographies. Provide sufficient information to identify the specific source, whether using a general note, a formal "References" note giving the source in prescribed form (see 7B14), or some combination of the two.

7A1.4. Notes may also be made to justify added entries intended for special files of personal or corporate names, titles, genres/forms, physical characteristics, provenance, etc. Whenever possible, use terms taken from lists of controlled vocabularies when making such notes and added entries. Prefer the terminology used in lists issued by the RBMS Bibliographic Standards Committee.¹⁹ Terms

¹⁹ These lists include: *Binding Terms*; *Genre Terms*; *Paper Terms*; *Printing and Publishing Evidence*; *Provenance Evidence*; *Type Evidence*; and "Relator Terms for Rare Book, Manuscript, and Special Collections Cataloguing."

"The identity of Junius, which he concealed with great skill, has never been definitely established ... He is now generally thought to have been Sir Philip Francis"--Oxford companion to Engl. lit. (6th ed.), p. 546

(*Comment*: The pseudonym "Junius" appears on the title page)

7B6.3.3. False attributions appearing in the bibliographical literature or in library catalogs may also be noted, along with the authority for the false attribution and the authority for questioning it.

Attributed to Daniel Defoe (see Moore, J.R. Defoe, 511);
attribution challenged by: Secord, A.W. Robert Drury's journal
and other studies

7B6.4. Other statements. Record the names of persons or bodies connected with a work, or with previous editions of it, if they have not already been named in the description; give the authority for the information, if necessary.

At head of title: Sub Carolo. V. Romanorum maximo Imperatore,
primo Hispaniarum Rege

Illustrations are woodcuts by Dora Carrington. See Kirkpatrick,
B.J. Virginia Woolf, A2a

Woodcuts on leaves B2b and C5b signed: b

7B6.5. Variant forms of names. Note variant forms of names of persons or bodies named in statements of responsibility if the variant forms clarify the names used in main or added entry headings.

By Gilbert Burnet, Bishop of Salisbury
(*Comment*: Statement of responsibility reads: "by the Right Reverend Father in God, Gilbert Lord Bishop of Sarum")

Charles Pigott is the author of The virtues of nature
(*Comment*: Statement of responsibility reads: "by the author of The virtues of nature")

7B7. Edition and bibliographic history

7B7.1. Note the source of any element of the edition area when it is taken from elsewhere than the title page. Note the original position of any element that is transposed to another position in transcription.

The statement "corrected printing" from colophon

The statement "amplified edition" precedes title on t.p.

D3. Elements of the bibliographic record

D3.1. Follow the rules in DCRM(B) areas 0-6 and 8. Abridge the description wherever possible as allowed by the rules. It is not necessary to make the notes usually considered required.

D3.2. *Optionally*, add any additional elements in accordance with institutional policy. In particular, consider adding one or more of the following, each of which can significantly enhance the value of minimal-level DCRM(B) records for identifying rare materials:

- › references to published descriptions in standard bibliographies (see 7B14), particularly when the source cited provides more detailed information than the minimal-level bibliographic record
- › the required notes called for in DCRM(B) (see 2C2, 4A2.2, etc.)
- › one or more local notes describing provenance, copy numbering, imperfections, binding, or any other information that will allow the bibliographic record to describe the particular copy in hand with sufficient precision to indicate the institution's ownership of that particular copy
- › optional notes based on reliable dealers' descriptions accompanying the item being described

D3.3. Minimal-level cataloging policies often eliminate or simplify additional areas of the bibliographic record such as subject headings, classification, or other access points. This appendix does not address such questions, but users of DCRM(B) may also wish to streamline these areas according to local needs, taking into consideration the effect that such policies will have on special files for printers, binders, bindings, genre/forms, provenance, and the like.

APPENDIX F. TITLE ACCESS POINTS

F1. Introduction

Title access plays an important role in enabling users to identify and locate special collections materials. While some title access will be handled by controlled forms, this appendix lists specific situations, commonly encountered by rare materials catalogers, in which the provision of uncontrolled title access points is likely to be useful.

This appendix is not intended as an exhaustive list of all instances in which uncontrolled title access points may be made. Use judgment in determining which forms of access will be most useful for the item in hand. In general, do not include access points that duplicate normalized forms of existing title access points (e.g., the title proper, a uniform title, etc.). Take the indexing capabilities of the institution's local system into consideration when determining whether the additional access points are needed.

F2. Rules relevant to the provision of title access points

The list is presented in DCRM(B) rule number order. Title access points considered optional are labeled as such.

0B1. Title proper

Provide access for the entire title proper exactly as transcribed, disregarding initial articles as required by filing rules.

0F1.1. Title proper in nonroman script

If nonroman text has been transcribed within the first five words of the title proper, provide additional title access for a romanized version of the title proper using the *ALA-LC Romanization Tables*.

Transcription:

平家 物語

Additional title access:

Heike monogatari

| <i>Lowercase letter to be converted</i> | <i>Uppercase conversion</i> |
|---|-----------------------------|
| i (vowel or consonant) anywhere in word | I |
| j (vowel or consonant) anywhere in word | I |
| u (vowel or consonant) anywhere in word | V |
| v (vowel or consonant) anywhere in word | V |
| vv representing single letter ²⁸ | VV |

G5. Letter w

G5.1. Historical background. The representation of the letter **w** is not to be confused with the developments of the **u/v** graphs. The **w** graph was part of the standard alphabet for Germanic languages. Most early printing was in Latin, shifting gradually to include a greater proportion of vernacular languages throughout Europe. **W** and **w** must have been scanty in cases of roman type, and they appear to have been frequently exhausted when setting text in Dutch, English, or German. When that happened, compositors usually did one of two things: used **VV** or **vv** to stand in for **W** or **w**, or permanently altered **V** or **v** type pieces—achieved by filing or shaving one of the serifs, often the right serif on the left piece—so that the two type pieces would sit closely together in the forme, thereby more closely resembling a **w**. In early German texts, printers sometimes used a curved **r** followed by a **v** to approximate a **w**.

G5.2. Transcription. When **VV** and **vv** graphs have been used to represent the single letter **W** or **w**, transcribe them as **VV** or **vv** as appropriate. When there is clear evidence of the filing of one or both pieces of type showing the intention of creating the **W** or **w** graph, transcribe as **W** or **w**, making an explanatory note, if considered important. In cases of doubt, transcribe as **VV** and **vv**. When separate **rv** graphs have been used by the printer to approximate the single letter **W** or **w**, transcribe as **W** or **w**, making an explanatory note, if considered important (see 0G7.2).

²⁸ This must be distinguished from **VV** or **vv** as a combination of a vowel and a consonant as in the examples **VVLT** or **vvlt** (vult, “he wants”) and **VVA** or **vva** (uva, “grape”).

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