

ALCTS

Association for Library Collections & Technical Services

Committee on Cataloging: Description & Access

Task Force on an Appendix of Major and Minor Changes

Documents

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CC:DA/TF/Appendix on Major/Minor Changes/1/Rev/3
March 2000; rev. February, 2003

Original Charge

The Task Force on an Appendix of Major and Minor Changes is charged with drafting an appendix to AACR2 that will define major and minor changes in an item. The purpose of the appendix will be to provide catalogers with guidance in determining when to create a new record. The Task Force shall submit its report to the Chair of CC:DA by June 1, 2000.

First Revised Charge

The Task Force on an Appendix of Major and Minor Changes is charged with drafting an appendix to AACR2 that will define what constitutes a major change requiring the creation of a new bibliographic record. The Task Force shall present a draft appendix to CC:DA at the ALA Midwinter Meeting in January 2001. The final draft appendix shall be submitted to the Chair of CC:DA by March 1, 2001.

Second Revised Charge (August 2002)

The Task Force on an Appendix of Major and Minor Changes is charged with re-drafting the appendix document to prepare a standalone document for publication. This document will provide catalogers with guidance in determining when to create a new record by defining what constitutes a major change. The document may also incorporate minor changes to illustrate when a new record is not required. The task force will investigate and recommend potential methods to publish and maintain the document, including both web and print. A final draft of this document and report shall be submitted to the Chair of CC:DA by November 15, 2002.

Third Revised Charge (February 2003)

The Task Force on an Appendix of Major and Minor Changes is charged with revising the standalone document, which was submitted to CC:DA in November 2002, as discussed at the CC:DA meeting at ALA Midwinter 2003. This will include incorporating more examples and clarifying some portions of the text. The task force will submit the completed document to CC:DA no later than May 1, 2003. The task force will also make recommendations regarding publication. Once CC:DA has approved the document, the task force is charged with working with the appropriate ALA offices to see the document through to publication. The task force is further charged with recommending mechanisms for future updating of the document to CC:DA and the publishers.

CC:DA/TF/Appendix on Major/Minor Changes/2/Rev/4
July 30, 2001

Roster

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Task Force Members

CC:DA/TF/Appendix on Major/Minor Changes/3

June 2, 2000

Report

Please note that the purpose of this document is to facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented for discussion in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current Chair of CC:DA.

This report is available in the following formats:

- [Word 6.0/95 version](#)
- [Word 97/2000 version](#)
- [Adobe Acrobat 4.0 version](#)

Note: *The page numbering may not be consistent between these versions – or even between copies of the same version viewed under different system configurations.*

The Report was discussed by CC:DA on July 10, 2000. It was decided to forward to JSC a revised version of the report, accompanied by the minutes of the CC:DA discussion.

Task Force Report (rev. 7/28/2000)

- [Word 97/2000 version](#)

- Adobe Acrobat 4.0 version

Minutes of CC:DA Discussion (7/10/2000)

- Word 97/2000 version
- Adobe Acrobat 4.0 version

CC:DA/TF/Appendix on Major/Minor Changes/3/Rev/2
December 27, 2000

Report

Please note that the purpose of this document is to facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented for discussion in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current Chair of CC:DA.

The Report was discussed by the Joint Steering Committee in September, 2000. Based on decisions and recommendations made by JSC, a new draft was developed by the Task Force for discussion by CC:DA at the 2001 ALA Midwinter Meeting.

This report is available in the following formats:

- Word 97/2000 version
- Adobe Acrobat 4.0 version

CC:DA/TF/Appendix on Major/Minor Changes/3/Rev/3
February 26, 2001

Report

Please note that the purpose of this document is to facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented for discussion in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current

Chair of CC:DA.

The December report was discussed by CC:DA in January, 2001. Based on that discussion, a new draft was developed by the Task Force for discussion by JSC at its April 2001 meeting.

This report is available in the following formats:

- Word 97/2000 version
- Adobe Acrobat 4.0 version

CC:DA/TF/Appendix on Major/Minor Changes/4

May 16, 2001

Proposal to change 24.1C, *Changes of name*

Please note that the purpose of this document is to facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented for discussion in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current Chair of CC:DA.

At the request of the Joint Steering Committee, the proposal to change rule 24.1C is being submitted as a separate ALA proposal.

This document is available in the following formats:

- Word 97/2000 version
- Adobe Acrobat 4.0 version

CC:DA/TF/Appendix on Major/Minor Changes/5

August 10, 2001; rev. September 9, 2001

Rule Change Proposal for 1.2B3, *Edition Statements*

Please note that the purpose of this document is to

facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented for discussion in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current Chair of CC:DA.

At the suggestion of the Library of Congress, listing of types of edition statements is being proposed in rule 1.2B3 as guidelines as to what constitutes an edition.

This document is available in the following formats:

- [Word 97/2000 version](#)
- [Adobe Acrobat 4.0 version](#)

CC:DA/TF/Appendix on Major/Minor Changes/3/Rev/4
August 15, 2001; rev. September 10, 2001

Report

Please note that the purpose of this document is to facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented for discussion in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current Chair of CC:DA.

Following comments from JSC members during May 2001, the Appendix on Major Differences and Changes has been further revised.

This document is available in the following formats:

- [Word 97/2000 version](#)
- [Adobe Acrobat 4.0 version](#)

Standalone Document

Please note that the purpose of this document is to

facilitate the work of the Committee and to provide a means for outreach to both library and non-library cataloging communities. This document is intended for the exclusive use of CC:DA and its cataloging constituencies, and is presented for discussion in the ongoing process of rule revision. Under no circumstances should the information here be copied or re-transmitted without prior consultation with the current Chair of CC:DA.

Following the decision of the Joint Steering Committee not to include a detailed set of instructions on when to make a new record, the Task Force prepared the document for standalone publication.

The draft document was retitled *Differences Between, Changes Within: Guidelines on When to Create a New Record*. It is preceded by a discussion document on “Submission of Standalone Document for Publication.”

CC:DA/TF/Appendix on Major/Minor Changes/6
November 15, 2002

“Submission of Standalone Document for Publication”

This document is available in the following formats:

- [Word 97/2000 version](#)
- [Adobe Acrobat 4.0 version](#)

CC:DA/TF/Appendix on Major/Minor Changes/7
November 15, 2002

***Differences Between, Changes Within* (November 2002 Draft)**

This document is available in the following formats:

- [Word 97/2000 version](#)
- [Adobe Acrobat 4.0 version](#)

CC:DA/TF/Appendix on Major/Minor Changes/8
April 29, 2003

***Differences Between, Changes Within* (April 2003 Draft)**

This document is available in the following formats:

- [Word 97/2000 version](#)
- [Adobe Acrobat 4.0 version](#)