

To: ALA/ALCTS/CCS Committee on Cataloging: Description and Access

From: Task Force on Consistency Across Part I of AACR2

RE: Area 3: Proposed Revisions

This document is another set of revision proposals from the Consistency Task Force. It deals with Area 3, Material Specific Details. The document consists of four parts:

- A. Summary of Decisions and Issues for Discussion.** This section lists some of the major changes proposed, as well as other issues that might be worth discussion by CC:DA. It also includes a list of issues that are deferred for future discussion or referred to some other group for resolution.
- B. The revisions proper.** The proposed revisions are marked up in the usual way. Only rules to be revised are included. Prior to each section is a listing of the changes proposed. The rationale for the change is given where it goes beyond consistency.
- C. A clean copy.** The clean copy includes all the chapters in Part I (except Chapter 13). Most of the rules included in the clean copies are completely unchanged, and do not appear in the revisions section of this document. They are included in the clean copy for ease of consultation.

A. Summary of Decisions and Issues for Discussion

Area 3 is exceptional in Part I in that the rules for this area are independently defined in each applicable chapter. Comparison is only possible in the preliminary rules, which follow the usual outline:

X.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

X.3A. Preliminary rule

X.3A1. Scope or other general instructions

X.3A2. Punctuation

The following proposals deal primarily with these preliminary rules, as well as with some structural issues concerning references to Area 3 rules from other chapters.

Summary of decisions: The specific changes are described at the beginning of each of the sections below.

Issues for discussion: The following issues may merit particular attention (the numbers refer to revised rule numbering):

- ✓ Rules for recording material specific details are defined for particular types of material within five chapters in AACR. Three of these chapters (music, electronic resources and continuing resources) cover a single type of material specific details. Chapter 3 includes rules for two distinct types of material specific details (mathematical data and digital graphic representation), as well as rules containing references to the Area 3 rules in chapters 9 and 12. Chapter 11 contains rules referring to the Area 3 rules in chapters 3, 5 and 12 when the microform contains cartographic materials, printed music or serials. The Task Force believes that there is no need for specific references to Area 3 rules in other chapters, provided that there is a sufficiently informative general rule in 1.3A1. Therefore, we recommend that such rules (3.3E, 3.3G and 11.3A–C) be deleted.
- ✓ At the April 2003 JSC meeting, it was decided to accept the CCC recommendation that each chapter that does not have a definition of Area 3 (chapters 2, 4, 6, 7, 8, 10, and 11) should have a general instruction “For use of this area, see 1.3.” It was also decided that each chapter that has a definition of Area 3 should contain a generic reference to 1.3A1 for instructions on the order of material specific details when more than one type is applicable and appropriate.
- ✓ The general instructions for the use of Area 3 are presently contained in rule 0.25. We recommend that general instructions be given in rule 1.3A1. At the April 2003 JSC meeting, it was decided to consider the future of 0.25 as part of the revision of the introductions.
- ✓ In discussion, we confirmed that Chapter 3 contains rules for two distinct types of material specific details applicable to cartographic materials: mathematical data and digital graphic representation. We recommend renaming 3.3 accordingly and wording rule 3.3A1 to make this fact clear.
- ✓ Consistent with our recommendations for Area 2, we propose to move the punctuation rules to X.3A2. As the rules for each type of material specific details are quite distinct in each chapter, there are only two basic rules in Chapter 1, with full punctuation rules in chapters 3, 5, 9 and 12.
- ✓ The present rule 3.3A2 contains an instruction to use English words and abbreviations in Area 3. In the present rule, this would seem to be applicable to Numbering for serials. Because Numbering is transcribed data, this instruction **should not** be applicable. However, if our recommendation to delete rule 3.3G is accepted, the instruction will only apply to mathematical data and to digital graphic representation. We recommend retaining it as the second paragraph of 3.3A1. This rule is also applicable in chapter 9; however, as the fate of Area 3 for electronic resources is almost decided, we are not proposing to add such a rule to chapter 9.

Issues deferred for future consideration or referred to other groups:

- ✓ The question of consistent numbering of rules continues to be raised. At the April 2003 JSC meeting, it was agreed to defer a decision on rule numbering until more of the consistency proposals have been submitted.
- ✓ Although the fate of rule 9.3 has almost been decided, we have not removed it from the proposals. Once the decision to delete 9.3 has become final, these proposals will be revised.
- ✓ Digital graphic representation is currently defined only for cartographic materials in Chapter 3. However, the details given are applicable to other types of digital graphic materials. We did not feel it was appropriate to make any proposals without more extensive consultation with affected user communities. Perhaps this is something that the Task Force on Reconceptualizing Chapter 9 could be asked to consider.
- ✓ The Task Force has not searched other rules for references to X.3 rules; we suggest that this task be left until the rest of proposals for part I have been made.

B. Rule Revision Proposals

X.3. MATERIAL SPECIFIC DETAILS AREA: Name and contents

1. Rule 3.3 has been renamed to include the names of the two distinct types of material specific details that are covered by the rules in Chapter 3. The contents list has been updated to remove 3.3E and 3.3G and renumber 3.3F.
2. In the chapters where Area 3 is defined, it has a distinctive name. In Chapter 11, the name simply lists the classes of material for which Area 3 might be applicable to a microform. Chapter 11 should be treated consistently with other chapters that do not have a specific definition of Area 3; the generic name of the area has been substituted.

~~3.3. MATHEMATICAL AND OTHER MATERIAL SPECIFIC DETAILS~~ DIGITAL GRAPHIC REPRESENTATION AREA

Contents:

- 3.3A. Preliminary rule
- 3.3B. Statement of scale
- 3.3C. Statement of projection
- 3.3D. Statement of coordinates and equinox
- ~~3.3E. Type and extent of resource~~
- 3.3EF. Digital graphic representation
- ~~3.3G. Numbering related to serials~~

~~11.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA~~ ~~SPECIAL DATA FOR CARTOGRAPHIC MATERIALS, MUSIC, AND SERIALS~~

X.3A1. MATERIAL SPECIFIC DETAILS AREA: General instructions

1. The 2nd paragraph of 1.3A has been replaced with text based on 0.25. This general instruction has been numbered 1.3A1; the punctuation rule will be numbered 1.3A2 (see further below).
Rationale: 0.25 provides a more comprehensive general instruction that belongs with other general instructions in Chapter 1.
2. The general rule has been worded as a list of the chapters that contain rules for Area 3, as well as giving the names of each type. A second paragraph has been added stating the order of precedence when more than one type is applicable; the examples now at 3.3A3 have been moved to this rule.
3. 3.3A1 has been rewritten as a general instruction for this area in Chapter 3. The point is made that there are two distinct types of material specific details covered by these rules:

mathematical data (3.3B–D) and digital graphic representation (3.3E). A generic reference to 1.3A1 is included for instructions about the order of material specific details when more than one type is applicable. The second example in the current rule 3.3A3 has been included here. The rule number from 3.3A2 has been deleted, making it a second paragraph under 3.3A1. The rule (slightly reworded for clarity) to use English words and abbreviations has been retained, even if it is not consistent with other AACR rules.

4. The general note that Area 3 is not used in chapters 2, 4, 6, 7, 8, and 10 has been replaced by a reference to 1.3; the specific rules in chapter 11 have been replaced by the same general reference.

1.3A. Preliminary rule ~~Precede this area by a full stop, space, dash, space.~~ [move to 1.3A2]

~~This area is used in the description of cartographic materials (chapter 3), music (chapter 5), electronic resources (chapter 9), continuing resources (chapter 12), and, in some circumstances, microforms (chapter 11). See those chapters for the contents of this area and its internal prescribed punctuation.~~

1.3A1. General instruction. This area is used to record details that are special to a particular class of material or type of publication. The area is used in these rules only for cartographic materials (mathematical data and digital graphic representation, see chapter 3), music (musical presentation statement, see chapter 5), electronic resources (type and extent of resource, see chapter 9), and continuing resources (numbering, see chapter 12). Additionally, this area is used for any class of material if any of these material specific details is applicable and appropriate.

Where more than one type of material specific details is applicable and appropriate, give them in the following order: mathematical data for cartographic materials, musical presentation statement, type and extent of electronic resource, digital graphic representation for cartographic materials, and numbering for continuing resources.

Scale not given (W 138°59'–W 93°47'/N 74°25'–N 69°16'). – Electronic data [moved from 3.3A3]

Scale 1:250,000 ; universal transverse Mercator proj. (E 138.00°–E 153.92°/S 9.00°–S 29.83°). – Electronic data. – Raster : pixel. – 1996– [moved from 3.3A3]

Scale 1:3,000,000 at 45° N ; polar stereographic proj. (W 140°–W 52°/N 78°–N 41°). – 1st ed. (1976)– [moved from 3.3G1]

Scales differ. – Feb. 28/Mar. 6, 1983–Nov. 12/18, 1984
[moved from 3.3G1; corrected to follow 12.3C1]

2.3A. Applicability. For use of this area, see 1.3. ~~This area is not used for printed monographs.~~

3.3A. Preliminary rule

3.3A1. This area includes two distinct types of material specific details: mathematical data (see 3.3B–3.3D), which is generally applicable to cartographic materials, and digital graphic representation (see 3.3E), which is applicable to cartographic materials in electronic format. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

Scale 1:250,000 ; universal transverse Mercator proj.
(E 138.00°-E 153.92°/S 9.00°-S 29.83°). - Electronic data. - Raster
: pixel [moved from 3.3A3]

~~**3.3A2.** Use English words and abbreviations in this area recording mathematical data and the digital graphic representation.~~

~~**3.3A3.** If more than one material specific details area is required, give them in the following order: mathematical data; type and extent of resource; digital graphic representation; and numbering related to serials.~~

~~Scale not given (W 138°59' W 93°47'/N 74°25' N 69°16'). - Electronic
data [moved to 1.3A1]~~

~~Scale 1:250,000 ; universal transverse Mercator proj.
(E 138.00°-E 153.92°/S 9.00°-S 29.83°). - Electronic data. - Raster
: pixel. - 1966 [moved to 3.3A1]~~

4.3A. Applicability. For use of this area, see 1.3. This area is not used for manuscripts.

5.3A. Preliminary rule

5.3A1. Applicability. This area is used to give a statement relating to the physical presentation of the music. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

6.3A. Applicability. For use of this area, see 1.3. This area is not used for sound recordings.

7.3A. Applicability. For use of this area, see 1.3. This area is not used for motion pictures and videorecordings.

8.3A. Applicability. For use of this area, see 1.3. This area is not used for graphic materials.

9.3A. Preliminary rule

9.3A1. Applicability. This area is used to give a statement describing the type and extent of the resource. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

~~10.3A. **Applicability.** For use of this area, see 1.3. This area is not used for three-dimensional artefacts and realia.~~

~~11.3A. **Applicability.** For use of this area, see 1.3. **Cartographic materials**~~

~~11.3A1. Give the mathematical data of a cartographic item in microform as instructed in 3.3.~~

~~11.3B. **Music**~~

~~11.3B1. Give the physical presentation of music in microform as instructed in 5.3.~~

~~11.3C. **Serials**~~

~~11.3C1. Give the numbering of a serial microform or a serial reproduced in microform as instructed in 12.3.~~

~~Library resources & technical services [GMD].— Vol. 16, no. 1
(winter 1972)—~~

~~The yellow book [GMD] : an illustrated quarterly.— Vol. 1 (Apr.
1894)—v. 13 (Apr. 1897)—~~

12.3A. Preliminary rule

12.3A1. Applicability

- a) **Serials.** Give numbering in this area for serials (with the exception of unnumbered monographic series) if cataloguing from the first and/or last issue or part. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.
- b) **Integrating resources.** Numbering is generally not given for integrating resources. This area is not generally applicable. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

X.3A2. MATERIAL SPECIFIC DETAILS AREA: Punctuation rules

1. 1.3A has been renumbered 1.3A2 and a caption has been added.
2. The punctuation rules in chapters 3, 5, 9 and 12 have been renumbered X.3A2.
3. The two general rules about the punctuation preceding the area and each repetition of the area have been combined. This combined rule and the instruction about internal spaces have been included in chapters 1, 3, 5, 9 and 12.

1.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

3.3A21. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area, or each occurrence of this area, by a full stop, space, dash, space.
~~Precede each repetition of this area by a full stop, space, dash, space.~~
Precede the projection statement by a semicolon.
Enclose the statement of coordinates and equinox in one pair of parentheses.
If both coordinates and equinox are given, precede the statement of equinox by a semicolon.
Precede the statement of epoch by a comma.
Precede the object type by a space, colon, space.
Enclose each statement on the number of objects in parentheses after the object type.
Precede the format name by a space, semicolon, space.

5.3A21. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

9.3A21. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area, or each occurrence of this area, by a full stop, space, dash, space.
Enclose each statement of extent in parentheses.
Precede a statement of the number of records, statements, etc., by a colon when that number follows the number of files.

12.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
Precede this area, or each occurrence of this area, by a full stop, space, dash, space.
Follow the numbering of the first issue or part of a serial by a hyphen.
Precede the numbering by a hyphen when only the numbering of the last issue or part of a serial is given.

- Enclose a date following a numeric and/or alphabetic designation in parentheses.
- Precede an alternative numbering system by an equals sign when more than one system of designation is used.
- Precede a new sequence of numbering by a semicolon.

3.3. Type and extent of resource and Numbering related to serials in Chapter 3

1. The rules for Type and extent of resource (3.3E) and Numbering related to serials (3.3G) have been removed, as these are covered in other chapters. 3.3F has been renumbered 3.3E.

~~3.3E. Type and extent of resource~~

~~3.3E1. Give the type and extent of resource for the item as instructed in 9.3.~~

~~Scale not given (W 138°59' W 93°47'/N 74°25' N 69°16'). — Electronic data~~

3.3EF. Digital graphic representation

3.3EF1. For an electronic resource, if the information is readily available, give the data type (e.g., raster, vector, point), the object type (e.g., point, line, polygon, pixel), the number of objects used to represent spatial information, and the format name (e.g., digital transfer information). More detailed information such as topology level (e.g., VPF) and compression may be given in a note (see 3.7B8).

Point : point ; ASCII

Raster : pixel (5,000 × 5,000) ; TIFF

Vector ; Shape

Vector : points, lines and polygons ; E00

Vector : network chains

Vector : point (13671), string (20171), GT-polygon composed of chains (13672) ; ARC/INFO export

Vector ; MID/MIF

3.3G. Numbering related to serials

3.3G1. Give the numbering for the item as instructed in 12.3.

~~Scale 1:3,000,000 at 45° N ; polar stereographic proj.
(W 140° W 52° / N 78° N 41°). — 1st ed. (1976) — [moved to 1.3A1]~~

~~Scale 1:3,000,000 at 45° N ; polar stereographic proj.
(W 140° W 52° / N 78° N 41°). — 1st ed. (1976) 3rd ed. (1978)~~

~~Scales differ. — Feb. 28-Mar. 6, 1983-Nov. 12-18, 1984
[moved to 1.3A1]~~

C. Clean Copy of Revised Rules

Chapter 1

1.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

1.3A. Preliminary rule

1.3A1. General instruction. This area is used to record details that are special to a particular class of material or type of publication. The area is used in these rules only for cartographic materials (mathematical data and digital graphic representation, see chapter 3), music (musical presentation statement, see chapter 5), electronic resources (type and extent of resource, see chapter 9), and continuing resources (numbering, see chapter 12). Additionally, this area is used for any class of material if any of these material specific details is applicable and appropriate.

Where more than one type of material specific details is applicable and appropriate, give them in the following order: mathematical data for cartographic materials, musical presentation statement, type and extent of electronic resource, digital graphic representation for cartographic materials, and numbering for continuing resources.

Scale not given (W 138°59'-W 93°47'/N 74°25'-N 69°16'). - Electronic data

Scale 1:250,000 ; universal transverse Mercator proj.
(E 138.00°-E 153.92°/S 9.00°-S 29.83°). - Electronic data. - Raster
: pixel. - 1996-

Scale 1:3,000,000 at 45° N ; polar stereographic proj.
(W 140°-W 52°/N 78°-N 41°). - 1st ed. (1976)-

Scales differ. - Feb. 28-Mar. 6, 1983-Nov. 12-18, 1984

1.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Chapter 2

2.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

2.3A. Applicability. For use of this area, see 1.3.

Chapter 3

3.3. MATHEMATICAL AND DIGITAL GRAPHIC REPRESENTATION AREA

Contents:

- 3.3A. Preliminary rule
- 3.3B. Statement of scale
- 3.3C. Statement of projection
- 3.3D. Statement of coordinates and equinox
- 3.3E. Digital graphic representation

3.3A. Preliminary rule

3.3A1. This area includes two distinct types of material specific details: mathematical data (see 3.3B–3.3D), which is generally applicable to cartographic materials, and digital graphic representation (see 3.3E), which is applicable to cartographic materials in electronic format. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

Scale 1:250,000 ; universal transverse Mercator proj.
(E 138.00°-E 153.92°/S 9.00°-S 29.83°). - Electronic data. - Raster
: pixel

Use English words and abbreviations in recording mathematical data and the digital graphic representation.

3.3A2. Punctuation

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- Precede this area, or each occurrence of this area, by a full stop, space, dash, space.
- Precede the projection statement by a semicolon.
- Enclose the statement of coordinates and equinox in one pair of parentheses.
- If both coordinates and equinox are given, precede the statement of equinox by a semicolon.
- Precede the statement of epoch by a comma.
- Precede the object type by a space, colon, space.
- Enclose each statement on the number of objects in parentheses after the object type.

Precede the format name by a space, semicolon, space.

3.3B. Statement of scale

3.3B1. Give the scale of a cartographic item (except as noted below) as a representative fraction expressed as a ratio (1:). Precede the ratio by *Scale*. Give the scale even if it is already recorded as part of the title proper or other title information.

Scale ca. 1:36,000,000
(*Scale as it appears on the item*)

Bartholomew one inch map of the Lake District [GMD]. - Rev. -
Scale 1:63,360

If a scale statement found in the chief source of information or accompanying material is not expressed as a representative fraction, give it as a representative fraction in square brackets.

Scale [1:253,440]
(*Scale statement reads: 1 inch to 4 miles*)

If a representative fraction or other scale statement is found in a source other than the chief source of information or accompanying material (e.g., on a container or case not used as the chief source), give the scale as a representative fraction in square brackets.

Scale [1:63,360]

If no scale statement is found in the chief source of information or accompanying material or on the item's container or case, estimate a representative fraction from a bar scale or a grid. Give in square brackets the representative fraction preceded by *ca.*

Scale [ca. 1:63,360]

If no scale can be determined by any of the above means, give *Scale not given*.

Optionally, estimate a scale by comparison with a cartographic item of known scale and give in square brackets the estimated scale preceded by *ca.* If no scale can be determined by comparison, give the statement *Scale not given*.

For electronic resources, give the scale if the resource has a scale statement or if the scale is already recorded as part of the title proper or other title information. Otherwise, give *Scale not given*.

Scale 1:3,000,000
(*Scale appears in title: ArcWorld 1:3M*)

3.3B2. Optional addition. Give additional scale information that is found on the item (such as a statement of comparative measures or limitation of the scale to particular parts of the item). Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop.

Scale 1:250,000. 1 in. to 3.95 miles. 1 cm. to 2.5 km.

Quote the additional scale information if:

- a) the statement presents unusual information that cannot be verified by the cataloguer
- or b) a direct quotation is more precise than a statement in conventional form
- or c) the statement on the item is in error or contains errors.

Scale 1:59,403,960. "Along meridians only, 1 inch = 936 statute miles"

Scale [ca. 1:90,000] not "1 inch to the mile"

3.3B3. If the scale within one item varies and the outside values are known, give both scales connected by a hyphen.

Scale 1:15,000-1:25,000

If the values are not known, give *Scale varies*.

3.3B4. In describing a cartographic item in which the main maps, etc., are of more than one scale, give *Scales differ*.

Optionally:

- a) If the description is of a cartographic item with two or more scales, and the projections and/or coordinates are also different for each main item, give each scale in a separate scale statement. If there is more than one title, give the scale statements in the same order in which the titles are given. If there is only a collective title, give the largest or larger scale first.

Scale 1:50,000 (W 94°42'4"-W 93°00'00"/N 49°00'00"-N 48°31'00"). - Scale 1:250,000 (W 94°43'-W 92°00'/N 49°00'-N 48°13')

- b) If the description is of a cartographic item with two or more scales, and the projection and coordinates are the same for each main item, give the scales in one scale statement. If there is more than one title, give the scales in the same order in which the titles are given. If there is only a collective title, give the largest or larger scale first.

Scale 1:7,819,000 and [ca. 1:15,000,000] (E 66°-E 138°/N 54°-N 18°)

Optionally, give each scale with its associated mathematical data in separate scale statements.

Scale 1:7,819,000 (E 66°-E 138°/N 54°-N 18°). - Scale [ca. 1:15,000,000] (E 66°-E 138°/N 54°-N 18°)

3.3B5. If an item is not drawn to scale, give *Not drawn to scale*. Do not estimate a scale.

3.3B6. Give a statement of scale for a cartographic item with a nonlinear scale (e.g., celestial charts; some maps of imaginary places) only if the information appears on the item. If no scale statement is found on the item, give *Scale not given*. Do not estimate a scale.

Scale 1' per 2 cm.

3.3B7. In describing a relief model, other three-dimensional item, or a two-dimensional representation of a three-dimensional item (e.g., block diagram, profile), give the vertical scale (specified as such) after the horizontal scale if the vertical scale can be ascertained.

Scale 1:744,080. 1 in. to ca. 28 miles. Vertical scale ca.
1:96,000

Scale 1:250,000. Vertical exaggeration 1:5

3.3C. Statement of projection

3.3C1. Give the statement of projection if it is found on the item, its container or case, or accompanying printed material. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C.

; conic equidistant proj.

3.3C2. Optional addition. Give phrases associated with the projection statement that concern meridians and/or parallels. Information about ellipsoids may be given in a note (see 3.7B8).

; transverse Mercator proj., central meridian 35°13'30"E

; azimuthal equidistant proj. centered on Nicosia, N 35°10', E
33°22'

3.3D. Optional addition. Statement of coordinates and equinox

3.3D1. For terrestrial maps, etc., give the coordinates in the following order:

westernmost extent of area covered by item (longitude)
easternmost extent of area covered by item (longitude)
northernmost extent of area covered by item (latitude)
southernmost extent of area covered by item (latitude)

Express the coordinates in degrees (°), minutes (′), and seconds (″) of the sexagesimal system (360° circle) taken from the Greenwich prime meridian. Precede each coordinate by W, E, N, or S, as appropriate. Separate the two sets of longitude and latitude by a diagonal slash, neither preceded nor followed by a space. Separate each longitude or latitude from its counterpart by a dash, neither preceded nor followed by a space.

(E 79°-E 86°/N 20°-N 12°)

(E 15°00'00"-E 17°30'45"/N 1°30'12"-S 2°30'35")

(W 74°50'-W 74°40'/N 45°5'-N 45°00')

Optionally, record coordinates as decimal degrees. Coordinates given in decimal degrees for locations east of Greenwich and north of the equator are expressed as positive numbers and may be preceded by a plus sign. Locations west of Greenwich and south of the equator are expressed as negative numbers and are preceded by a minus sign. Do not include the plus or minus sign, but precede each coordinate by W, E, N, or S, as appropriate.

(W 95.15°-W 74.35°/N 56.85°-N 41.73°)

Optional addition. In situations where a more precise indication of geographic coverage is desired, describe each closed polygon using a string of coordinate pairs, in which each pair represents a vertex of the polygon.

List coordinate pairs in clockwise order, starting with the southeasternmost vertex of the polygon. In each coordinate pair, give longitude, followed by latitude, and express each in degrees, minutes, and seconds as appropriate to the size of the area being described.

Enclose each coordinate pair string in parentheses; separate longitude from latitude in any one pair with a diagonal slash, and separate coordinate pairs within a string with space, semicolon, space.

Polygons have non-intersecting boundaries. The first and last coordinate pairs are the same.

(W 114°/N 32° ; W 117°/N 33° ; W 121°/N 35° ; W 125°/N 43° ;
W 120°/N 42° ; W 120°/N 39° ; W 115°/N 34° ; W 114°/N 32°)

For situations in which an area or areas within a given polygon are excluded, list the coordinate pairs for any excluded area as given above, but in counterclockwise order.

(W 115°40'/N 33°15' ; W 115°35'/N 33°20' ; W 115°55'/ N 33°32' ;
W 116°5'/N 33°32' ; W 116°10'/N 33°30' ; W 115°50'/N33°20' ;
W 115°40'/N 33°15')

Optionally, give other meridians found on the item in the note area (see 3.7B8).

3.3D2. For celestial charts, give as coordinates the right ascension of the item, or the right ascensions of the western and eastern limits of its collective coverage, and the declination of the centre of the item, or the northern and southern limits of its collective coverage.

Designate the right ascension by *RA*, followed by the hours and, when necessary, minutes and seconds of the twenty-four-hour clock.

Designate the declination by *Decl.*, followed by the degrees (°) and, when necessary, minutes (') and seconds (") of the sexagesimal system (360° circle), using a plus sign (+) for the northern celestial hemisphere and a minus sign (-) for the southern celestial hemisphere.

Separate right ascensions and declinations from each other by a diagonal slash, neither preceded nor followed by a space. When two right ascensions are found, give both separated by *to*. When two declinations are found, give both separated by *to*.

When coordinates are given, give also the statement of equinox. Express the equinox as a year preceded by a semicolon and *eq.* Give also a statement of the epoch when it is known to differ from the equinox. Separate it from the statement of the equinox by a comma, and precede it by *epoch*.

(RA 16 hr. 30 min. to 19 hr. 30 min./Decl. -16° to -49° ;
eq. 1950, epoch 1948.5)

(RA 16 hr./Decl. -23° ; eq. 1950)

(RA 2 hr./Decl. $+30^{\circ}$; eq. 1950)

(RA 2 hr. 00 min. to 2 hr. 30 min./Decl. -30° to -45° ; eq. 1950)

For charts centered on a pole, give the declination limit.

(Centered at South Pole/Decl. limit -60°)

For atlases or collections of charts arranged in declination zones, give the declination limits of each zone, but omit the statement of right ascension. If the zones are numerous, give the declination limits of the first few zones followed by the mark of omission and the declination limit of the last zone.

(Zones $+90^{\circ}$ to $+81^{\circ}$, $+81^{\circ}$ to $+63^{\circ}$, $+63^{\circ}$ to $+45^{\circ}$; eq. 1950)

(Zones $+90^{\circ}$ to $+81^{\circ}$, $+81^{\circ}$ to $+63^{\circ}$, ... -81° to -90° ; eq. 1950)

3.3E. Digital graphic representation

3.3E1. For an electronic resource, if the information is readily available, give the data type (e.g., raster, vector, point), the object type (e.g., point, line, polygon, pixel), the number of objects used to represent spatial information, and the format name (e.g., digital transfer information). More detailed information such as topology level (e.g., VPF) and compression may be given in a note (see 3.7B8).

Point : point ; ASCII

Raster : pixel (5,000 × 5,000) ; TIFF

Vector ; Shape

Vector : points, lines and polygons ; E00

Vector : network chains

Vector : point (13671), string (20171), GT-polygon composed of chains (13672) ; ARC/INFO export

Vector ; MID/MIF

Chapter 4

4.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

4.3A. Applicability. For use of this area, see 1.3.

Chapter 5

5.3. *Optional area.* MUSICAL PRESENTATION STATEMENT AREA

Contents:

- 5.3A. Preliminary rule
- 5.3B. Musical presentation statement

5.3A. Preliminary rule

5.3A1. Applicability. This area is used to give a statement relating to the physical presentation of the music. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

5.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

5.3B. Musical presentation statement

5.3B1. Transcribe a statement found in the chief source of information indicating the physical presentation of the music.

Orchester-Partitur
Score and set of parts
Miniature score
Playing score

If the statement appears in two or more languages or scripts, transcribe the one that is in the language or script of the title proper. If this criterion does not apply, transcribe the one that appears first.

Optionally, transcribe the parallel statements, each preceded by an equals sign.

Partitura = Partition

Játszópartitúra = Playing score

In case of doubt about whether a statement is a musical presentation statement (as, for example, when it is associated with a statement of responsibility), do not treat it as one.

. . . ; full score reconstructed by Julian Woodruff from the manuscript parts

5.3B2. If a musical presentation statement is an inseparable part of another area and is recorded as such, do not repeat it here.

Chapter 6

6.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

6.3A. Applicability. For use of this area, see 1.3.

Chapter 7

7.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

7.3A. Applicability. For use of this area, see 1.3.

Chapter 8

8.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

8.3A. Applicability. For use of this area, see 1.3.

Chapter 9

9.3. TYPE AND EXTENT OF RESOURCE AREA

Contents:

- 9.3A. Preliminary rule
- 9.3B. Type and extent of resource

9.3A. Preliminary rule

9.3A1. Applicability. This area is used to give a statement describing the type and extent of the resource. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

9.3A2. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Enclose each statement of extent in parentheses.

Precede a statement of the number of records, statements, etc., by a colon when that number follows the number of files.

9.3B. Type and extent of resource

9.3B1. Type of resource. Indicate the type of electronic resource being catalogued. Use one of the following terms:

electronic data
electronic program(s)
electronic data and program(s)

9.3B2. Extent of resource. If the information is readily available, give the number or approximate number of files, records, etc., that make up the content and/or these other details. If the resource is in a compressed form, omit the statement of extent.

- a) *Data.* Give the number or approximate number of records (use *records*) and/or bytes (give the term in either abbreviated or full form).

Electronic data (1 file : 350 records)

Electronic data (550 records)

Electronic data (1 file : 600 records, 240,000 bytes)

Electronic data (1 file : 2.5 gb)

Electronic data (1 file : 1.2 megabytes)

- b) *Programs*. Give the number or approximate number of statements (use *statements*) and/or bytes (give the term in either abbreviated or full form).

Electronic program (1 file : 200 statements)

Electronic program (2150 statements)

- c) *Multipart files*. Give the number or approximate number of records and/or bytes, or statements and/or bytes, in each part according to a) or b) above.

Electronic data (3 files : 100, 460, 550 records)

Electronic programs (2 files : 4300, 1250 bytes)

Electronic data (2 files : ca. 330 records each)

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

Electronic data (2 files : 3.5, 2 megabytes)

If such numbering cannot be given succinctly, omit the information from this area. If desired, give it in a note (see 9.7B8).

Chapter 10

10.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

10.3A. Applicability. For use of this area, see 1.3.

Chapter 11

11.3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

11.3A. Applicability. For use of this area, see 1.3.

Chapter 12

12.3. NUMBERING AREA

Contents:

- 12.3A. Preliminary rule
- 12.3B. Numeric and/or alphabetic designation
- 12.3C. Chronological designation
- 12.3D. No designation on first issue or part
- 12.3E. Alternative numbering systems
- 12.3F. Ceased serials
- 12.3G. Change in numbering

12.3A. Preliminary rule

12.3A1. Applicability

- a) **Serials.** Give numbering in this area for serials (with the exception of unnumbered monographic series) if cataloguing from the first and/or last issue or part. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.
- b) **Integrating resources.** Numbering is generally not given for integrating resources. If more than one type of material specific details is applicable and appropriate, follow the instructions in 1.3A1 in determining the order.

12.3A2. Punctuation

- For instructions on the use of spaces before and after prescribed punctuation, see 1.0C.
- Precede this area, or each occurrence of this area, by a full stop, space, dash, space.
- Follow the numbering of the first issue or part of a serial by a hyphen.
- Precede the numbering by a hyphen when only the numbering of the last issue or part of a serial is given.
- Enclose a date following a numeric and/or alphabetic designation in parentheses.
- Precede an alternative numbering system by an equals sign when more than one system of designation is used.
- Precede a new sequence of numbering by a semicolon.

12.3B. Numeric and/or alphabetic designation

12.3B1. Give the numeric and/or alphabetic designation of the first and/or last issue or part of a serial in the same terms, but not necessarily with the same punctuation, used in that issue or part. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. In describing a facsimile or other reprint, give the numeric and/or alphabetic designation of the original. For serials that have ceased publication, see 12.3F.

Population trends [GMD]. - 1-

Papers on formal linguistics [GMD]. - No. 1-

Policy publications review [GMD]. - Vol. 1, no. 1-

Poetry North-east [GMD]. - Issue no. 1-

Magic touch [GMD]. - Pt. 1-

Miscellaneous reports on biodiversity [GMD]. - -no. 10

If the sequence of numbering is continued from a previous serial, give the numbering of the first issue or part of the serial represented by the new description.

Word processing report [GMD]. - International ed. - Vol. 1, no. 6-
(*Designation appears on last issue of previous serial as: vol. 1, no. 5*)

12.3B2. If a numeric and/or alphabetic designation appears in more than one language or script, give the designation that is in the language or script of the title proper. If this criterion does not apply, give the designation that appears first.

12.3C. Chronological designation

12.3C1. If the first and/or last issue or part of a serial is identified by a chronological designation, give it in the same terms, but not necessarily with the same punctuation, used in that issue or part. Use abbreviations as instructed in appendix B and numerals as instructed in appendix C. For serials that have ceased publication, see 12.3F.

Annual report on consumer policy in OECD member countries [GMD] /
Organisation for Economic Co-operation and Development. - 1975-

Buck Jones annual [GMD]. - 1957-

Prince Edward Island tourist exit survey [GMD]. - 1967-

Commonwealth immigration [GMD]. - Jan./Feb. 1964-

International commercial television rate and data book [GMD]. -
1961/2-

(*Designation appears on issue as: 1961-2*)

Länderberichte. Ecuador [GMD] / Statistisches Bundesamt. - 1965-

Biennial report [GMD]. - 1999/2000-

(*Designation appears on issue as: 1999-2000*)

Daily mirror [GMD]. - -Dec. 31, 1999

12.3C2. If the chronological designation includes dates not of the Gregorian or Julian calendar, add the corresponding dates of the Gregorian or Julian calendar in square brackets.

[Add Arabic example for chronological designation here.]

12.3C3. If a chronological designation appears in more than one language or script, give the designation that is in the language or script of the title proper. If this criterion does not apply, give the designation that appears first.

May 1977- *not* May 1977 = Mai 1977-

12.3C4. If the first and/or last issue or part of a serial is identified by both a numeric and/or alphabetic designation and a chronological designation, give the numeric and/or alphabetic designation before the chronological designation.

Selected publications in European languages [GMD] : SPEL. - No. 1
(Feb. 1973) -

New locations [GMD]. - No. 1 (Apr./May 1973) -

Renewable energy bulletin [GMD]. - Vol. 1, no. 1 (Jan./Mar. 1974) -

The musical mainstream [GMD] / Division for the Blind and
Physically Handicapped, Library of Congress. - Vol. 1, no. 1 (Jan.-
Feb. 1977) -

IEEE transactions on acoustics, speech, and signal processing
[GMD]. - Vol. ASSP-22, no. 1 (Feb. 1974) -

However, if the designation consists of a year and a number that is a division of the year, give the year before the number.

97/1-
(*Designation appears on part as: 1-97*)

1998-1-
(*Designation appears on issue as: 1-1998*)

12.3D. No designation on first issue or part

12.3D1. If the first issue or part of a serial lacks any numbering, but subsequent issues or parts define a designation pattern, supply numbering for the first issue or part based on that pattern. If information about designations of subsequent issues or parts is not available, give [*No. 1*]- (or its equivalent in the language of the title proper) or a chronological designation for the first issue or part, as appropriate.

[Pt. 1]-

(*Subsequent issues numbered: Part 2, Part 3, etc.*)

[No. 1]-

[1998]-

(*An annual report for which the chronological designation is more appropriate*)

12.3E. Alternative numbering systems

12.3E1. If a serial has more than one separate system of designation, give the systems in the order in which they are presented.

Vol. 3, no. 7- = no. 31-

12.3F. Ceased serials

12.3F1. In describing a serial that has ceased publication, give the designation of the first issue or part followed by the designation of the last issue or part. If information about the first issue or part is not available, give only the designation of the last issue or part.

Vol. 3, no. 6 (Aug./Sept. 1970)-v. 5, no. 3 (Mar. 1972)
-v. 10, no. 12 (Dec. 1995)

12.3G. Change in numbering

12.3G1. If the numbering starts a new sequence with a different system, give the designation of the first and/or last issues or parts under the old system, followed by the designation of the first issue or part under the new system.

Vol. 1, no. 1 (Nov. 1943)-v. 10, no. 12 (June 1953) ; no. 1 (July 1974)-

Vol. 1, no. 1 (Jan. 1995)-v. 4, no. 12 (Dec. 1998) ; Jan. 1999-

If a new sequence is accompanied by wording to differentiate the sequence, such as *new series*, include this wording. Distinguish such wording from that of a section title that is to be placed after a common title (see 12.1B4-12.1B6).

Vol. 1, no. 1 (June 1986)-v. 8, no. 12 (Dec. 1993) ; new ser., v. 1, no. 1 (Jan. 1994)-

If a new sequence with the same system as before is not accompanied by wording such as *new series*, supply [*new ser.*] or another appropriate term (or its equivalent in the language of the title proper).

No. 1-no. 6 ; [new ser.], no. 1-

No. 1-no. 6 ; [new ser.], no. 1-no. 3 ; [3rd ser.], no. 1-

Vol. 1, no. 1 (Jan. 1992)-v. 4, no. 3 (Mar. 1995) ; [new ser.], v.
1, no. 1 (Jan. 1996)-

No. 1-no. 6 ; [2nd ser.], no. 1- ; -3rd ser., no. 104 ; 4th
ser., no. 1-

Give a note for other variations in designations that do not constitute a new sequence if the change is considered to be important (see 12.7B10.2).