

Association for Library Collections and Technical Services  
(A division of the American Library Association)  
Cataloging and Classification Section

## COMMITTEE ON CATALOGING: DESCRIPTION AND ACCESS

### Task Force on an Appendix of Major and Minor Changes

# REPORT

June 2, 2000

## INTRODUCTION

The Task Force on an Appendix of Major and Minor Changes was established in early spring 2000 to draft an appendix to AACR2 defining major and minor changes in a bibliographic resource. The purpose of the appendix would be to provide catalogers with guidance in determining when to create a new record for a resource and, conversely, when to handle changes with notes in the existing record for the resource. We believe our report documents existing practice and provides a practical resource for the cataloging community.

The Task Force conducted its work primarily through e-mail discussion, with one meeting of half the group occurring in May at the Library of Congress. We spent a lot of time reading reports of prior committee work (e.g., the "Discussion paper of the CC:DA Task Force on Rule 0.24" (CC:DA/TF/Rule 0.24/5), the "Report of the Task Force on Recommendation 2 in 4JSC/ALA/30" (CC:DA/TF/Recommendation 2/3), "Revising AACR2 to accommodate seriality: rule revision proposals," prepared by Jean Hiron and members of the CONSER AACR Review Task Force (4JSC/Chair/68/Chair follow-up/2)). We also made reference to the IFLA Study Group on the *Functional Requirements for Bibliographic Records (FRBR)* (<http://www.ifla.org/VII/s13/frbr/frbr.htm>) and "Chapter 4. When to input a new record" from OCLC's *Bibliographic Formats and Standards*, 2<sup>nd</sup> ed. (<http://www.oclc.org/oclc/bib/fchap4.htm>).

Initial discussions focused on how to treat expression-level records vs. manifestation-level records, with the work, expression-, and manifestation-level records defined in the *FRBR*. The group that met at the Library of Congress discussed the difficulties of doing this within the context of the current cataloging code, a code that focuses on the cataloging of manifestation-level records. We agreed that we should draft our guidelines

based on the existing code, but also decided to consult with the chair of CC:DA. Consultation with Daniel Kinney, Chair, CC:DA, resulted in an agreement that we should focus on manifestation-level records at this time. He stated that a proposed experiment on cataloging of expression-level vs. manifestation-level records would help inform future additional guidelines on major/minor changes for expression-level records. Given the one-record approach taken by many libraries for print titles and their microform and/or electronic resource equivalents, we hope that the proposed experiment occurs and that further refinements are made to this appendix.

## DEFINITIONS

In order to understand the context of the draft appendix, it is helpful to have an abbreviated version of the *FRBR* definitions and explanations. We recommend that at least the first sentence of these definitions be added to the AACR glossary.

**Manifestation.** The physical embodiment of an expression of a work. The entity defined as manifestation encompasses a wide range of materials, including manuscripts, books, periodicals, maps, posters, sound recordings, films, video recordings, CD-ROMs, multimedia kits, etc. As an entity, a manifestation represents all the physical objects that bear the same characteristics. The boundaries between one manifestation and another are drawn on the basis of characteristics of both physical form (e.g., changes in the production process) and intellectual content (changes signaled in the product that are related to publication, marketing, etc. (e.g., a change in publisher, repackaging)).

**Expression.** The intellectual or artistic realization of a work in the form of alpha-numeric, musical, or choreographic notation, sound, image, object, movement, etc., or any combination of such forms. An expression encompasses, for example, the specific words, sentences, paragraphs, etc. that result from the realization of a work in the form of a text, or the particular notes, phrasing, etc. resulting from the realization of a musical work. The boundaries of the entity "expression" exclude aspects of physical form, such as typeface and page layout, that are not integral to the intellectual or artistic realization of the work. Any change in intellectual or artistic form results in a new expression (e.g., change from alpha-numeric notation to spoken word; revision, modification, abridgement or enlargement of an existing text; the addition of parts or an accompaniment to a musical composition; translations from one language to another; changes in musical transcriptions and arrangements; change from a dubbed to a subtitled version of a film).

**Work.** A distinct intellectual or artistic creation. A work is an abstract entity; there is no single material object one can point to as the work. We recognize the work through individual realizations or expressions of the work, but the work itself exists only in the commonality of content between and among the various expressions of the work. When we speak of Homer's *Iliad* as a work, our point of reference is not a particular recitation or text of the work, but the intellectual creation that lies behind all the various expressions of the work. The concept of what constitutes a work and where the line of demarcation lies between one work and another may in fact be viewed differently from one culture to another.

The work of this task force focused primarily on major and minor changes to manifestation-level records for finite resources (monographs) and continuing resources (both integrating resources and serials). We preferred the term “finite resource” to “monograph” (because the latter seems too print-oriented), but found the following definitions from the “Seriality” report helpful to our deliberations.

**Finite Resource (= monograph).** A bibliographic resource that is complete or intended to be completed within a finite number of parts or within a fixed period of time.

**Continuing Resource.** A bibliographic resource that is issued over time, usually with no predetermined conclusion. Continuing resources include serials and integrating resources.

**Integrating Resource.** A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Examples include items that are loose-leaf for updating and Web sites.

**Serial.** A continuing resource in any medium issued in a succession of discrete parts, usually bearing numeric or chronological designations, that usually has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, directories, annual reports, newspapers, newsletters of an event, and monographic series.

## REPRODUCTIONS

Some members of this task force, in considering our more specific charge, could not avoid thinking through the reproductions concepts related to multiple version/format variation issues. We include a section on reproductions in the appendix, because intellectual effort was spent on it during our deliberations. While we were not certain about the value of including it, we leave it to higher bodies (CC:DA and JSC) to decide whether or not to retain it.

The majority of libraries using AACR2 do not follow the policy found in Chapter 11 for microform reproductions because of the widespread acceptance of LC copy. Of course, Chapter 11 is still essential for microform originals. The choice expressed in the LCRIs not to choose Chapter 11 for reproductions was a decision of the American Library Association, based on extensive input, and the Library of Congress' policy only reflects ALA's choice. This task force's report, therefore, reflects current widespread library practice.

Manifestation-level records lend themselves practically to one record treatment. Reproduction treatment with one record (a.k.a. multiple version or record with format variations) for microforms is already a common cataloging practice and, in fact, ALA/CC:DA approved the *Guidelines for Bibliographic Description of Reproductions (GFBDR)* to handle this. Our report attempts to show how the essence of those guidelines, along with manifestation level treatment, can be incorporated into this appendix.

## **FUTURE NEEDS**

1. Addressing MAJOR and MINOR changes for expression-level records after an experiment on cataloging of expression-level and manifestation-level records and including that information in this appendix is necessary.
2. Harmonization discussions for AACR2, ISSN, and ISBD (CR) will occur in June 2000. This appendix will need revision if changes are made to AACR2 after these discussions.
3. The Joint Steering Committee has not yet approved the proposed changes to Chapter 12, etc., from Jean Hiron's "Revising AACR2 to accommodate seriality: rule revision proposals." This appendix needs to be revisited pending decisions on "seriality"-related changes.

## **MEMBERSHIP**

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**APPENDIX E**

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**MAJOR AND MINOR CHANGES  
IN A BIBLIOGRAPHIC RESOURCE**

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**E.1. INTRODUCTION**

This appendix covers what constitutes major and minor changes in a bibliographic resource, and how to reflect such change within the corresponding catalog record. The appendix is numbered according to the appropriate areas or chapters of the rules for ease of use.

**E.2. BASIC GUIDELINES**

1. A MAJOR change to a publication requires a new description (or descriptions), i.e., a new catalog record (or records).
2. A MINOR change, if considered important, may require adjustments in the existing description. Adjustments for minor changes, depending on the type of resource, may take the form of adding or changing notes in the record, or of re-description, i.e., modifying elements in the body of the description. See the rules for the affected type of resource and element(s) of its description for guidance on how to record changes within the same record.

3. Do not consider differences only between elements of the description for the parts of a multipart item or between the parts of multipart issues of a serial as major changes. Instead, consider and record them as minor changes in the description in the catalog record, as discussed above.
4. Consider variations in elements of the description, as discussed below, to be clues in deciding whether changes are major or minor. IN ANY CASE OF DOUBT, CONSIDER A CHANGE TO BE MINOR.

### E.3. DESCRIPTION

#### E.3A. Title and statement of responsibility area

##### E.3A1. Title proper

*Finite resource* – Generally, consider any change in title proper a MAJOR change. Exceptionally, consider as MINOR changes variations in title proper that represent only production errors at the item level, e.g., the omission of letters from a title due to typesetting errors in a printing which are correct in other printings constitutes a MINOR change.

*Integrating resource* – Consider any change in title proper a MINOR change. Replace the title proper with the new title and give the earlier title in a note and added entry if considered to be important.

[NOTE: The following section is a revision of rule 21.2A1 which covers “Changes in Title Proper”; in this section, additions to and deletions from 21.2A1 have been indicated in the usual manner.]

*Serial* – In general, consider ~~a title proper to have changed if~~ as a MAJOR change in a title proper the addition, deletion, or change of any word other than an article, preposition, or conjunction, or a change in the order of the first five words (the first six words if the title begins with an article) is changed.

~~However, in general do not consider a title proper to have changed if~~ Consider the following to be MINOR changes:

- a) the change is in the representation of a word or words (e.g., abbreviated word or symbol vs. spelled out form, singular vs. plural form, one spelling vs. another)
- b) the addition, deletion, or change comes after the first five words (the first six words if the title begins with an article) and does not change the meaning of the title or indicate a substantially different subject matter
- c) ~~the only change is the addition or deletion of the name of the issuing body (and any grammatical connection) at the end of the title~~ the change involves the addition, deletion, rearrangement, or the substitution of a variant form, including an abbreviation, of the name of the issuing body and elements of its hierarchy anywhere in the title
- d) the only change is in the addition, deletion, or change of punctuation
- e) the change occurs in the order of titles when the title is given in more than one language on the chief source, as long as the title chosen as title proper still appears
- f) the only change is that words that link the title to the chronological or numeric designation are added, changed or dropped. [from LCRI 21.2A]

~~In any case of doubt, consider the title proper not to have changed~~ [We think this sentence should be removed because of the wording in the Basic Guidelines in this report. We have also made some minor additions/modifications to what was proposed in the “Seriality” report in the above text.]

In certain cases, treat a change in the title proper as a minor change, regardless of the words in the title:

- a) two or more titles proper are used on different issues of a serial according to a regular pattern, i.e., a fluctuating title
- b) the language of the title proper varies on a serial according to the language of the text, i.e., a fluctuating title.

### **E.3A2. General material designation**

*Finite resource* – Consider a change in GMD a MAJOR change (See E.3E1. Special material designation)

*Integrating resource* – Consider a change in GMD a MAJOR change (See E.3E1. Special material designation)

*Serial* – Consider a change in GMD a MAJOR change (See E.3E1. Special material designation)

### **E.3A3. Parallel title(s)**

*Finite resource* – Consider a change in parallel title(s) a MAJOR change only in the presence of an indication of a change in content.

*Integrating resource* – Consider a change in parallel title(s) a MINOR change.

*Serial* – Consider a change in parallel title(s) a MINOR change as long as the title chosen as the title proper still appears on the chief source.

### **E.3A4. Other title information**

*Finite resource* – Consider a change in other title information a MAJOR change only in the presence of an indication of a change in content.

*Integrating resource* – Consider a change in other title information a MINOR change.

*Serial* – Consider a change in other title information a MINOR change, unless a person or corporate body appearing in the other title information is also the main entry or the corporate body is used as a qualifier in the uniform title main entry.

### **E.3A5. Statements of responsibility**

*Finite resource* – Consider a change in the statement of responsibility a MAJOR change.

*Integrating resource* – Consider a change in the statement of responsibility a MINOR change.

**Serial** – Consider a change in the statement of responsibility a MINOR change, unless the person or corporate body is also the main entry or the corporate body is used as a qualifier in the uniform title main entry.

### **E.3B. Edition area**

**Finite resource** – Consider a difference in edition statement a MAJOR change if it indicates a substantive change in the bibliographic resource, including but not limited to:

- a) Numbered edition statements, provided there is also other wording indicating a change in content (e.g., corrected, enlarged, with a new introduction, etc.)
- b) Statements indicating abridgement, enlargement, etc.
- c) Statements with terminology such as “draft,” “preliminary,” “revision,” etc., indicating content changes
- d) Statements indicating a difference in content, geographic coverage, or language (e.g., “Teacher’s ed.” vs. “Student ed.,” “Midwest ed.” vs. “Western ed.,” “English ed.” vs. “Ed. italiana”)
- e) Statements associating different dates with editions (e.g., “Draft, Jan. 2000” vs. “Draft, May 2000”)

Consider a difference in edition statement a MINOR change if it indicates non-substantive changes, e.g., minor corrections or one of the following:

- a) Presence vs. absence of statements such as “Book club ed.”
- b) Presence vs. absence of “1<sup>st</sup> ed.” statement
- c) Presence vs. absence of “Paperback ed.” statement

**Integrating resource** – Consider a difference in edition statement accompanied by the entire replacement of the base publication for a print resource a MAJOR change. Consider a difference in edition statement associated only with ongoing updates of a bibliographic resource and not with an entire replacement of the base publication a MINOR change.

**Serial** – Consider a change in edition statement that indicates a substantive change in the scope, coverage or language of the serial as a whole a MAJOR change. Consider a change in edition statement a MINOR change if it is only a change in presentation and does not indicate a substantive change in the scope, coverage, or language of the serial as a whole (e.g., “International ed.” vs. “International ed. in English”). Generally, record numbered edition statements in serials as sequential numbering in area 3 and not as edition statements. (See also 12.2B2.)

### **E.3C. Material (or type of publication) specific details area (where applicable)**

**Finite resource (applicable only for the following classes of materials)** –

**Cartographic materials: Mathematical data area.** Consider a change in projection or a substantive change in scale a MAJOR change. Consider a non-substantive variation in an estimated scale preceded by “ca.” a MINOR change.

**Electronic resources: File characteristics area.** Consider a change in file characteristics designation a MAJOR change. Consider a change in the number of records, statements, etc. a MINOR change.

**Music: Musical presentation statement area.** Consider a difference in musical presentation statement a MINOR change.

*Integrating resource* – Not applicable.

*Serial* – Consider a difference in the form or system of numbering that would be recorded in area 3 or a note a MINOR change.

[NOTE: Alternate wording for *Serial*, if the statement above is not accepted by AACR community:]

Consider a change in enumeration in a new sequence using the same numeric designations as before and without any terminology such as “new series” to distinguish the new sequence from the old as a MAJOR change. Consider any other difference in the form or system of numbering that would be recorded in area 3, including change to enumeration in a new sequence using the same numeric designations as before but with terminology distinguishing the new sequence from the old, e.g., “new series,” a MINOR change.

### **E.3D. Publication, distribution, etc., area**

#### **E.3D1. Place of publication, distribution, etc.**

*Finite resource* – Consider a place of publication that changes to a place in a different country a MAJOR change. If the resource continues to be published in the same country or if only the order of place names has been changed when multiple countries of publication are present, consider it a MINOR change.

*Integrating resource* – Consider a change in the place of publication a MINOR change.

*Serial* – Consider a change in the place of publication a MINOR change.

#### **E.3D2. Name of publisher, distributor, etc.**

*Finite resource* -- Consider a difference representing a genuine change in the publisher’s name a MAJOR change. Consider a slight variation not intended to represent a change in the name of the publisher, e.g., “St. Martins” vs. “St. Martins Press,” a MINOR change.

*Integrating resource* – Consider a change in the name of the publisher a MINOR change.

*Serial* – Consider a change in the name of the publisher a MINOR change, unless the publisher is also the main entry or is used as a qualifier in the uniform title main entry.

#### **E.3D3. Date of publication, distribution, etc.**

##### **Date of publication**

*Finite resource* – Consider a difference in publication date a MAJOR change

*Integrating resource* – Consider a difference in publication date a MINOR change.

*Serial* – Consider a difference in publication date a MINOR change.

#### **Date of copyright**

*Finite resource* – A change in copyright date may be a MAJOR or MINOR change. Consider other aspects of the resource to determine. Consider a difference in copyright date when there is also a publication date, a reprint date, or in the absence of other indications of change to the content a MINOR change.

*Integrating resource* – Generally consider a change in the copyright date a MINOR change.

*Serial* – Generally consider a change in the copyright date a MINOR change.

#### **E.3D4. Place of manufacture, name of manufacturer, date of manufacture**

##### **Place of manufacture**

*Finite resource* – In the absence of place of publication information, consider a change in the country of manufacture a MAJOR change.

*Integrating resource* – Consider a change in the place of manufacture a MINOR change.

*Serial* – Consider a change in the place of manufacture a MINOR change.

##### **Name of manufacturer**

*Finite resource* – In the absence of publication information, consider as a MAJOR change any difference representing a genuine change in manufacturer. Consider a slight variation not intended to represent a change in the name of manufacturing entity to be a MINOR change.

*Integrating resource* – Consider a change in the name of the manufacturer a MINOR change.

*Serial* – Consider a change in the name of the manufacturer a MINOR change.

##### **Date of manufacture**

*Finite resource* – Consider a difference in date of manufacture a MAJOR change when there is no publication date or reprint date or if there are other indications of change to the content. Consider a difference in the date of manufacture a MINOR change when there is also a publication date, a reprint date, or in the absence of other indications of change to the content.

*Integrating resource* – Consider a difference in date of manufacture a MINOR change.

*Serial* – Consider a difference in date of manufacture a MINOR change.

### **E.3E. Physical description area (where applicable)**

**E.3E1. Extent of item (including specific material designation)** (See also [E.5A](#). Change of class of materials)

*Finite resource* – Consider a difference in the extent of item, including the specific material designation, indicating a substantive change in the extent or nature of the resource, a MAJOR change.

*Integrating resource* – Consider a difference in the extent of item, including the specific material designation, indicating a substantive change in the extent or nature of the resource, e.g., an entire replacement of the base publication for a print publication, a MAJOR change. For print publications, consider the addition of a binder(s) to merely add space for additional pages/material a MINOR change.

*Serial* – Consider a difference in the extent of item, including the specific material designation, indicating a substantive change in the extent or nature of the entire serial, a MAJOR change.

### **E.3E2. Other physical details**

*Finite resource* – Consider a difference in other physical details that do not affect the content of the item a MINOR change. Consider the following differences in other physical details to represent a MAJOR change:

**Cartographic materials:** any change in scale

**Sound recordings:** analog vs. digital; mono vs. stereo; 33 1/3 rpm vs. 78 rpm

**Motion pictures and videorecordings:** any difference in other physical details (e.g., sound vs. silent; black & white vs. color; wide screen vs. reformatted; closed captioning vs. not; presence vs. absence of subtitles)

*Integrating resource* – Consider any difference in other physical details a MINOR change.

*Serial* – Consider any difference in other physical details a MINOR change.

### **E.3E3. Dimensions**

*Finite resource* – Consider a difference in dimensions in the absence of other indications of change to the content a MINOR change. Consider the following difference in dimensions to represent a MAJOR change:

**Books, pamphlets and printed sheets:** any significant difference in dimensions (e.g., for special collections materials)

**Cartographic materials:** any significant difference in dimensions

**Music:** any significant difference in dimensions

**Sound recordings:** any difference in dimensions

**Motion pictures and videorecordings:** any difference in dimensions

*Integrating resource* – Consider a difference in dimensions a MINOR change.

*Serial* – Consider a difference in dimensions a MINOR change.

#### **E.3E4. Accompanying material**

*Finite resource* – Generally consider a difference only in accompanying material a MINOR change. However, depending upon the class of materials of primary material, a change in accompanying material may be considered MAJOR, e.g., for projected visual materials when the medium of recorded accompaniment differs.

*Integrating resource* – Consider a difference in accompanying material a MINOR change.

*Serial* – Consider a difference in accompanying material a MINOR change.

#### **E.3F. Series area**

*Finite resource* – Consider a difference between statements for different series (including a major change in series title proper, as defined above for title and statement of responsibility area) a MAJOR change. Also consider the presence vs. absence of a series statement a MAJOR change when it is not known that the resources appearing without the statement are also included in the series. Consider the presence vs. absence of a series statement a MINOR change when it is known that the resources appearing without the statement are also included in the series.

*Integrating resource* – Consider an addition, omission, or change of series over time a MINOR change. (Create separate descriptions, however, for simultaneously issued resources distinguished by difference or presence vs. absence of series.)

*Serial* – Consider an addition, omission, or change of series over time a MINOR change. (Create separate descriptions, however, for entire serials distinguished by difference or presence vs. absence of series.)

### **E.4. CATALOGING OF REPRODUCTIONS**

#### **E.4A. General guidelines for cataloging of reproductions**

**Reproduction.** A resource that is a copy of another resource and is intended to function as a substitute for that resource. The copy may be in a different class of materials from the original. Reproduction is a mechanical rather than an intellectual process.

The following materials are candidates for cataloging as a reproduction:

- a) photocopies
- b) [electronic] files of a printed original
- c) microform copies
- d) reprints not considered as distinct editions
- e) reproductions of full or partial runs of serials and integrating resources
- f) tape dubs of sound recordings and moving image materials
- g) photomechanical or photographic copies of graphic materials

Other materials are not appropriate for cataloging as a reproduction:

- a) reprints containing significant intellectual alterations or additions
- b) simultaneous publications (see [E.3B Edition Area](#) criteria for details)
- c) reissues of sound and video recordings (with major differing physical characteristics)
- d) two-dimensional copies of three-dimensional resources

For reproductions of previously existing materials that are made for preservation purposes in all physical formats as noted below, create a catalog record with the following information:

- 1) Transcribe the bibliographic data appropriate to the original work being reproduced in the following areas:
  - Title and statement of responsibility
  - Edition
  - Material (or type of publication) specific details
  - Publication, distribution, etc.
  - Physical description
- 2) Give in a single note all other details relating to the reproduction and its publication/availability. Include in the note the following bibliographic data in the order listed:
  - Format of the reproduction
  - Place and name of the agency responsible for the reproduction
  - Date of the reproduction
  - Physical description of the reproduction if different from the original
  - Series statement of the reproduction (if applicable)

#### **E.4B. Major and minor changes for reproductions**

##### **E.4B1. Absence vs. presence of Reproduction note**

*Finite resource* – Consider any change MAJOR.

*Integrating resource* – Consider any change MAJOR.

*Serial* – Consider any change MAJOR.

**E.4B2. Specific differences in the class of materials (e.g., microfilm vs. microfiche vs. electronic)**

*Finite resource* – Consider a change in the class of materials a MAJOR change.

*Integrating resource* – Consider a change in the class of materials a MAJOR change.

*Serial* – Consider a change in the class of materials a MAJOR change.

**E.4B3. Differences in physical details within a physical format**

*Finite resource* – Consider a difference in other physical details that do not affect the content of the item a MINOR change. Consider the following to represent a MAJOR change:

**Cartographic materials:** a change in scale

**Sound recordings:** analog vs. digital; mono vs. stereo

**Motion pictures and videorecordings:** sound vs. silent; black & white vs. color; wide screen vs. reformatted

*Integrating resource* – Consider a difference in other physical details a MINOR change.

*Serial* – Consider a difference in other physical details a MINOR change.

**E.4B4. Change in reproduction publishers**

*Finite resource* – Consider a difference representing a genuine change in the reproduction publisher's name a MAJOR change. Consider a slight variation not intended to represent a change in the name of the publisher, e.g., "St. Martins" vs. "St. Martins Press," a MINOR change. Consider a change between issues or parts of a multipart item a MINOR change.

*Integrating resource* – Consider a change in the name of the reproduction publisher a MINOR change.

*Serial* – Consider a change in the name of the reproduction publisher a MINOR change.

**E.4B5. Difference in reproduction publication dates**

*Finite resource* – Consider a difference in publication, copyright, etc. date a MINOR change.

*Integrating resource* – Consider a difference in publication, copyright, etc. date a MINOR change.

*Serial* – Consider a difference in publication, copyright, etc. date a MINOR change.

For other differences that may justify a new record, compare the place of reproduction, agency responsible, date of reproduction, physical description and series statement of the reproduction to the guidelines above.

## **E.5. OTHER ASPECTS**

### **E.5A. Change of class of materials** (see also [E.3E1](#))

*Finite resource* – Consider as a MAJOR change any change to a different class of materials of a finite resource or any of its parts.

*Integrating resource* – Consider as a MAJOR change any change of the entire resource to a different class of materials.

*Serial* – Consider as a MAJOR change any change of the entire serial to a different class of materials. Consider as a MINOR change the appearance of some issues of a serial in a different class of materials while other issues of the serial continue to appear in the same class of materials as before.

### **E.5B. Change of language, including translations**

*Finite resource* – Consider a change in the language of the text a MAJOR change.

*Integrating resource* – Consider a difference in the language of the text between two or more entire integrating resources a MAJOR change. Consider a difference in the language of the text of the parts of an integrating resource a MINOR change.

*Serial* – Consider a difference in the language of the text between two or more different serials a MAJOR change. Consider a difference in the language of the text of a serial among issues or volumes a MINOR change.

### **E.5C. Choice of access points**

#### **E.5C1. Change in main entry**

*Finite resource* – Consider any modification of an entire original finite resource that requires a different person or body as main entry per 21.9-21.23 a MAJOR change. Consider any change in responsibility between the parts of a multipart finite resource, whether choice of entry remains that appropriate for the first part or changes to that shown to be predominant by later parts, per 21.3A2, a MINOR change.

*Integrating resource* – Consider any change in responsibility requiring a change in main entry per 21.9-21.23 a MINOR change, unless it is part of an overall substantive change in the resource, generally in conjunction with an entire replacement of the base publication.

*Serial* – Consider the following to represent a MAJOR change:

- a) a change in responsibility such that the person or corporate body used as the main entry is no longer responsible for the serial
- b) a change in the name of the corporate body used as the main entry or as qualifier in the uniform title main entry

- c) a change in responsibility such that a corporate body used as qualifier in the uniform title main entry is no longer responsible for the serial.

Consider any change in the place of publication used as qualifier in a uniform title main entry a MINOR change.

#### **E.5C2. Change in added entries**

**Finite resource** – Consider any change of responsibility that justifies the addition, omission, or change of added entries per 21.29-21.30 and which indicates a substantive change in the resource a MAJOR change. Consider any change of responsibility that justifies the addition, omission, or change of added entries per 21.29-21.30, but which does not indicate a substantive change in the resource a MINOR change.

**Integrating resource** – Consider any change of responsibility that justifies the addition, omission, or change of added entries per 21.29-21.30 a MINOR change.

**Serial** – Consider any change of responsibility that justifies the addition, omission, or change of added entries per 21.29-21.30 a MINOR change.

### **E.6. CHANGE IN HEADINGS FOR CORPORATE BODIES**

A change in the name of a corporate body may indicate the need for a new record, if the name is used as the main entry or as a qualifier in a uniform title.

In the absence of explicit evidence that a name change has taken place, consider that different usages of a corporate name found in publications are either variants of one another or constitute a MINOR name change. Consider the following differences to represent a MINOR change:

- a) the representation of a word or number (including, but not limited to, abbreviation, acronym, initialism, or symbol and the spelled out form; different spellings of the same word; arabic numeral and roman numeral; singular and plural spellings; presence vs. absence of an indication of the possessive case)
- b) the addition, deletion, or change in a preposition, article, or conjunction
- c) a change in punctuation
- d) the addition or deletion of a higher body's name or a variant form of that body's name in conjunction with the name

Harvard Business School Management Consulting Club  
*and* Management Consulting Club

- e) the change of a higher body's name from one form to another (including an initialism), in conjunction with the name

Regional Conference of the Commonwealth Council for Educational  
Administration  
*and* CCEA Regional Conference

- f) in the case of a conference name, the addition or deletion of the name (including an initialism) or names of a sponsoring body or bodies anywhere in the conference name

National Heat Transfer Conference  
*and* ASME/AIChE National Heat Transfer Conference

International WHO Conference on Health Promotion  
*and* International Conference on Health Promotion

- g) in the case of a conference name, the change of a sponsoring body's name from one form to another (including an initialism) anywhere in the conference name.

ION National Marine Navigation Meeting  
*and* Institute of Navigation National Marine Navigation Meeting

Whenever appropriate make a reference in the authority record from a name that is determined to constitute a minor name change or a variant form of name.

Commonwealth Council for Educational Administration. Regional Conference  
*x* CCEA Regional Conference

ION National Marine Navigation Meeting  
*x* Institute of Navigation National Marine Navigation Meeting  
*x* National Marine Navigation Meeting

National Heat Transfer Conference  
*x* ASME/AIChE National Heat Transfer Conference