

Differences Between, Changes Within: Guidelines on When to Create a New Record

Prepared by the

Task Force on an Appendix of Major and Minor Changes

COMMITTEE ON CATALOGING: DESCRIPTION AND ACCESS

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

2003

Differences Between, Changes Within: Guidelines on When to Create a New Record

Contents

FOREWORD	p. 3
MEMBERSHIP OF THE TASK FORCE	p. 4
INTRODUCTION	p. 5
BASIC GUIDELINES	p. 6
SPECIFIC GUIDELINES	P. 7
A. SINGLE-PART MONOGRAPHS	p. 7
B. MULTIPART MONOGRAPHS	p. 14
C. INTEGRATING RESOURCES	p. 21
D. SERIALS -- <i>Differences between Resources</i>	p. 25
E. SERIALS -- <i>Changes within a Manifestation</i>	p. 30
CHART	p. 33
ACKNOWLEDGEMENT	p. 37

FOREWORD

In 1999, the Joint Steering Committee for Revision of AACR (JSC) asked that the American Library Association (ALA) draft an appendix that “would specify what constituted a major change requiring the creation of a new bibliographic record and what could be considered a minor change which did not require the creation of a new bibliographic record.”¹ The Task Force on an Appendix of Major and Minor Changes was established by the ALA/ALCTS/CCS Committee on Cataloging: Description and Access (CC:DA) in early 2000 to draft an appendix to AACR2 defining major and minor changes in a bibliographic resource. The purpose would be to provide catalogers with guidance in determining when to create a new record for a manifestation and, conversely, when to handle changes within a manifestation by modifying the existing record.

Initial discussions of the task force focused on how to treat expression-level records vs. manifestation-level records, referencing the work, expression, and manifestation entities defined in *Functional Requirements for Bibliographic Records* (FRBR) <<http://www.ifla.org/VII/s13/frbr/frbr.htm>>. We agreed that we should draft our guidelines based on the existing code focusing on manifestation-level records.

Work of the Task Force since its inception is documented on the CC:DA web site: <<http://www.libraries.psu.edu/iasweb/personal/jca/ccda/ccda.html>>. In 2002, JSC decided that the Appendix would not be added to AACR2, and encouraged CC:DA to consider independent publication. CC:DA voted on a new charge for the Task Force authorizing the preparation of a separately published document. The resulting document was prepared by the Task Force following that charge, and was submitted to CC:DA for approval at the 2003 ALA Midwinter meeting.

The Task Force has utilized terms as defined in the glossary of AACR2 (Appendix D). In addition, the Task Force referred to FRBR definitions and explanations in the course of preparing this document. Those definitions are, at this writing, in the process of being incorporated into AACR2.

This document focuses on manifestation-level records for single part monographs, multipart monographs, integrating resources and serials. In the text of this document, we describe what constitutes a major difference between manifestations, requiring the creation of an original record. We also detail major changes within a serial manifestation that would lead to the creation of a new record. In addition, we provide guidance regarding minor changes that would not require a new bibliographic record, but might necessitate updating the existing record.

We believe our report documents existing practice for the most part, with additions from harmonization-related and other AACR revisions, and provides a practical resource for the cataloging community. The intent is for this document to be maintained to include any changes resulting from the ongoing AACR revision process.

¹ Quoted from the Joint Steering Committee web site:
<<http://www.nlc-bnc.ca/jsc/current.html>>

MEMBERSHIP OF THE TASK FORCE

Everett Allgood
Carroll Davis
Brad Eden
Mary Grenci
Laurel Jizba
Judy Knop
Judith Kuhagen
Kristin Lindlan (Chair, 2000-June 2001)
Elizabeth Mangan
David Van Hoy
Jay Weitz
Cynthia Whitacre (Chair, July 2001-2003)
Mary Woodley

INTRODUCTION

When cataloging a bibliographic resource, one of the first decisions a cataloger makes is whether cataloging copy exists, or whether original cataloging is needed. When exact matching copy is found in the local catalog, in a bibliographic utility, or in another source the decision is clear; copy cataloging is completed. When no copy matching the item in hand exactly or closely is found, an original record is created. The decision becomes complex when copy that is a close match, but not an exact match, to the item in hand is found within the catalog(s) being searched. This document provides guidance to the cataloger who has found copy that is a close or near match to the item in hand. Does he/she use the copy and complete copy cataloging? Or does he/she create an original cataloging record?

This document provides guidelines for determining when to create a new record for both finite and continuing resources. The decision is usually being made in the context of comparing an item to an existing record. The decision to create a new record is based on determining that there are MAJOR differences between the resource being cataloged and the one represented by the existing record(s). Such MAJOR differences indicate a difference between two or more manifestations of an expression of a work. Changes within an existing manifestation are also addressed.

The basic guidelines provide general principles for evaluating all resources for MAJOR or MINOR differences and changes. The sections following the basic guidelines consist of individual instructions describing MAJOR differences between monographs (single part and multipart), integrating resources, and serials, and MAJOR changes within a serial manifestation, i.e., changes that warrant creating a new record. MINOR differences and changes are also discussed, but are not exhaustive.

Note that “*difference*” indicates that there is a disparity between two or more resources, and “*change*” indicates that a manifestation has been altered in a manner that requires editing of the bibliographic record describing the manifestation, or, for serials, could require a new record

If there is a MAJOR difference, a cataloger will create a new record. If there is a MINOR change, a cataloger will not create a new record; instead, a cataloger will modify the existing bibliographic record or use the record as is. For serials, cataloging rules require a cataloger to create a new record when there has been a MAJOR change. The guidelines for serials in this document are in two parts, with the first (D) dealing with differences between resources and the second (E) dealing with changes within a manifestation.

This document is intended to be consulted in conjunction with the specific AACR2 rules of description and access for the manifestation being cataloged. It is intended for use in general cataloging situations and not in the cataloging of rare materials. The guidelines in this document are not rules and must always be employed in conjunction with cataloger’s judgment.

BASIC GUIDELINES

Consider differences between resources or change(s) between the components of a resource in terms of the content, the description, and other aspects (e.g., language, potential access points) in making a decision on whether a difference or change is MAJOR or MINOR.

1. Differences between the content of two or more resources require a re-evaluation of all areas of the description for the manifestation(s). Likewise, changes within a continuing resource require a re-evaluation of all areas of the description for that manifestation.
2. Not all differences or changes are of equal importance. To determine whether a new record is necessary for some differences or changes, a cataloger needs to look at all aspects of the resource and consider them in conjunction with the specific guidelines for the type of manifestation.
 - a. Any MAJOR difference between resources or a MAJOR change between existing components of an existing manifestation in any area of the description requires a new record.
 - b. A MINOR change, if considered important, may require adjustments to the existing bibliographic record and additional access point(s). Adjustments for MINOR changes, depending on the type of issuance, may take the form of adding or changing notes in the record, or of modifying elements in the body of the description. See the rules in the appropriate AACR2 chapter for guidance on how to record changes within the record. See AACR2 chapter 21 for rules on access points.
3. Decisions regarding the choice of main entry are made on the basis of AACR2 chapter 21 and chapter 25 (if chapter 25 is applied by the cataloging agency). Since the main entry for a manifestation may or may not be reflected in its description, a cataloger should consider any differences between the main entry in the record and that on the manifestation separately from differences in the elements of the description.
4. In comparing an item to an existing record, a cataloger must try to ascertain that the comparison is based on the same issue/part/iteration and the same prescribed source as was used in constructing the existing record.
5. Any variations between printings or production runs that represent production errors will be considered MINOR, and will not result in creation of a new record, with the possible exception of cataloging of rare materials. For example, the omission of letters from a title due to typesetting errors in a printing that are correct in other printings is a MINOR difference.
6. Presence or absence of information within the bibliographic record alone does not constitute a MAJOR difference. If information is absent in the bibliographic record, but present on the resource, and that information is not contradicted within the bibliographic record, assume that the record does represent the resource and edit it for use accordingly. If information is present in the bibliographic record that is not present on the resource, a cataloger must use his/her judgment to determine whether the resource is or is not represented by the bibliographic record.

SPECIFIC GUIDELINES

The following sections provide specific guidelines on different elements of the record according to the resource's type of issuance. Where appropriate within each category, special consideration is given to particular bibliographic formats.

A. SINGLE-PART MONOGRAPHS

Use cataloger's judgment in deciding whether the resource being cataloged is the same as that represented by an existing bibliographic record. In case of doubt, use the existing record.

A1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

A1a. Title proper. A difference in title proper is MAJOR.

A1b. Parallel titles. A difference in parallel title(s) is MAJOR.

A1c. Other title information. A difference in other title information is MAJOR.

A1d. Statements of responsibility. A difference in the statement of responsibility if the difference indicates that the responsibility has changed is MAJOR.

A2. EDITION AREA

A2a. Edition statement. A difference in edition statement is generally MAJOR. However, the presence or absence of *1st ed.* or its equivalent in any language is considered MINOR. Presence vs. absence of *Book club ed.* or *Paperback ed.* or their equivalents is also MINOR. Consider also publication patterns in the country of publication when deciding if the difference is MAJOR or MINOR (e.g. "edition" statements in many romance language publications may reflect printing information rather than editions). Some of the types of edition statements that indicate a MAJOR difference are, for example:

- a numbered edition statement, with the exception of 1st edition (see above) and those associated with number of copies printed.
- a statement indicating a difference in content (e.g., *abridged, corrected, enlarged, with a new introduction*)
- a statement indicating a difference in version (e.g., *draft, preliminary, revision, final, wide screen vs. full screen*)
- a statement indicating a difference in geographic coverage (e.g., *Midwest edition vs. Western edition*)
- a statement indicating a difference in language (e.g., *English edition vs. Edizione italiana*)
- a statement indicating a difference in audience (e.g., *Teacher's edition vs. Student edition*)
- a statement indicating a special format or physical presentation (e.g., *Airmail edition, Braille edition, Library edition, Microform edition*)
- a statement associating a different date with an edition (e.g., *Draft, Jan. 2000 vs. Draft, May 2000*)

A3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA / TYPE AND EXTENT OF RESOURCE AREA

A3a. Applicable only for the following classes of materials:

Cartographic materials: Mathematical data area. A difference in projection or a significant difference in scale is MAJOR. For example:

- Transverse Mercator vs. Alber's equal area
- 1:24,000 vs. 1:62,500

Electronic resources: Type and extent of resource area. A difference in file characteristics indicating a difference in the extent or nature of the resource is MAJOR. For example:

- a difference in the number of files, records, bytes, and/or statements, or in the type of resource

Music: Musical presentation statement area. A difference in musical presentation statement reflecting a significant difference in format is MAJOR. For example:

- Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

A4. PUBLICATION, DISTRIBUTION, ETC., AREA

A4a. Place of publication, distribution, etc. A place of publication in a different country may be a MAJOR difference. Consider in conjunction with other aspects. If the bibliographic resource is published in the same country or if only the order of place names is different when multiple countries of publication are present, consider this to be MINOR.

A4b. Name of publisher, distributor, etc. A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed names is a MAJOR difference (see AACR2 24.1C). For example:

- Bailey-Film Associates changed its name to BFA Education Media

Consider a slight variation not intended to represent a change in the name of the publisher to be MINOR. For example:

- St. Martins vs. St. Martins Press
- John Wiley & Sons vs. Wiley

A4c. Date of publication, distribution, etc.

A4c1. Date of publication. A different date of publication, distribution, etc., including a copyright date or printing date used as a substitute for the publication date, and including an inferred date, is MAJOR.

A4c2. Date of copyright when given in addition to publication date. A different copyright date may be MAJOR or MINOR. Consider in conjunction with other aspects. 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 to be MINOR.

A4d. Place of manufacture, name of manufacturer, date of manufacture

A4d1. Place of manufacture. In the absence of place of publication information, a different country of manufacture is MAJOR.

A4d2. Name of manufacturer. In the absence of publisher, distributor, etc., information, a different manufacturer is MAJOR. Consider a slight variation not intended to represent a change in the name of the manufacturing entity to be MINOR. Consider a difference in the name of the manufacturer when publisher, distributor, etc. is present to be MINOR.

A4d3. Date of manufacture. A difference in date of manufacture is MINOR.

A5. PHYSICAL DESCRIPTION AREA

A5a. Extent of item (including specific material designation). A different extent of item, including the specific material designation, indicating a significant difference in extent or in the nature of the resource is MAJOR. Minor variations due to bracketed or estimated information are MINOR. Variation or presence vs. absence of preliminary paging is MINOR. Use of an equivalent conventional term vs. a specific material designation is MINOR. For example:

- 351 p. vs. 353 p. is MINOR
- 452 p. vs. x, 452 p. is MINOR
- [211] p. vs. 212 p. is MINOR
- 356 p. vs. 492 p. is MAJOR
- 2 maps on 1 sheet vs. 3 maps on 1 sheet is MAJOR
- 1 sound disc vs. 1 sound cassette is MAJOR
- 1 computer optical disc vs. 1 DVD is MINOR (use of a conventional term)

A5b. Other physical details, including notes about physical description. The following differences in other physical details are MAJOR. Differences not noted here that do not affect the content of the item are MINOR.

Books, pamphlets, and printed sheets: any significant difference. For example:

- colored illustrations vs. no illustrations

Cartographic materials: any difference. For example:

- a difference in color

Music: any significant difference. For example:

- illustrations vs. no illustrations

Sound recordings: any significant difference. For example:

- analog vs. digital
- mono. vs. stereo.
- 33 1/3 rpm vs. 78 rpm

Motion pictures and videorecordings: any difference. For example:

- sound vs. silent
- black & white vs. color
- wide screen vs. reformatted
- closed captioning vs. none
- presence vs. absence of subtitles

Graphic materials: any significant difference. For example:

- negative vs. positive
- canvas vs. paper
- oil vs. pencil
- black & white vs. color

Electronic resources: Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:

- sound vs. silent

Three-dimensional artefacts and realia: any significant difference. For example:

- a difference in material
- a difference in color

Microforms: any significant difference For example:

- black & white vs. color

A5c. Dimensions. The following differences in dimensions not attributable to different measurement techniques, different foldings, local binding or trimming, or local packaging are MAJOR:

Books, pamphlets and printed sheets: any significant difference (more than 2 cm.).
For example:

- 23 cm. vs. 25 cm. is MINOR
- 28 cm. vs. 34 cm. is MAJOR

Cartographic materials: any significant difference (more than 2 cm.). For example:

- 56 x 103 cm. vs. 74 x 153 cm. is MAJOR

Music: any significant difference (more than 2 cm.)

Sound recordings: any difference. For example:

- 4 $\frac{3}{4}$ in. vs. 12 in.

Motion pictures and videorecordings: any difference. For example:

- $\frac{3}{4}$ in. vs. $\frac{1}{2}$ in. videocassette
- 8 mm. vs. 16 mm. film reel

Graphic materials: any significant difference. For example:

- original poster vs. smaller reproduction
- 21 x 26 cm. photograph vs. 13 x 18 cm. photograph

Electronic resources: Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:

- difference in size of disk, cartridge, etc.

Three-dimensional artefacts and realia: any significant difference

Microforms: any significant difference. For example:

- 35 mm. vs. 16 mm. microfilm
- 8 x 13 cm. vs. 11 x 15 cm. microfiche

A5d. Accompanying material. The presence vs. absence of accompanying material or a difference in accompanying material if it affects use of the main work is MAJOR. For example:

- when the medium of recorded accompaniment differs for projected visual materials (sound cassette vs. disc for filmstrip sound accompaniment)

A6. SERIES AREA

A6a. Series statement. The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects.

A6b. Title proper of series. A difference in series title proper is MAJOR.

A6c. Parallel titles of series. A difference in parallel title(s) is MAJOR.

A6d. Other title information of series. The presence vs. absence of other title information is MINOR.

A6e. Statement of responsibility relating to series. The presence vs. absence of a statement of responsibility is MINOR.

A6f. ISSN of series. The presence vs. absence of the ISSN is MINOR. A difference in ISSN may represent a MAJOR difference; consider in conjunction with other aspects.

A6g. Numbering within series. A difference in series number is MAJOR.

A7. NOTES AREA

A7a. Publishers' numbers.

Music: A significant difference in publisher or plate number is MAJOR.

Sound Recordings: A significant difference in a music publisher number (or matrix number when it is the only identifying number) is MAJOR.

Motion pictures and videorecordings: A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects.

A7b. Uniform resource identifiers

Electronic resources: For remote electronic resources, a difference in Uniform Resource Identifier (URI) may be MAJOR or MINOR. When the original URI is no longer accessible, but the resource is now accessible at another URI, the difference is MINOR. When the original URI is still active, but now represents a different resource, the difference is MAJOR (See LCRI 9.7B and 21.3B).

A8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

A8a. A different ISBN or other standard identifier on the monograph may indicate a MAJOR difference. Consider in conjunction with other aspects. If the only difference is the indication of the type of binding (paperback vs. hardback), but all other aspects (dimensions, etc.) of the resource are the same, then the difference is MINOR.

A9. LANGUAGE

A9a. Language. A difference in language is MAJOR. For example:

- text in English vs. text in both English and Spanish
- text in Chinese vs. text in Vietnamese

A10. ACCESS POINTS

A10a. Main entry. A difference that requires a different person or body as main entry as instructed in AACR2 21.9-21.23, or a different uniform title as instructed in AACR2 chapter 25, if applied, is MAJOR. However, when employing cataloger's judgment, if your choice of main entry differs from that in the record (e.g. the record is entered under a personal name and you believe it ought to be entered under a corporate body), but it is still clearly a record for the same resource, edit the existing record.

A10b. Added entries. A difference in responsibility that justifies the addition, omission, or change of added entries as instructed in AACR2 21.29-21.30 is MAJOR.

B. MULTIPART MONOGRAPHS

If the part being cataloged is the same as that used to create the existing record for a multipart monograph, a MAJOR difference as noted below indicates different manifestations and the need to create a new record. When the part in hand and the information in the existing record represent different time periods or different parts, it is more difficult to decide if they are different manifestations. In case of doubt, generally consider differences to represent changes within the same multipart monograph.

Change within the same multipart monograph, such as a change in a subsequent part of a manifestation, is handled by updating the existing record rather than creating a new record. Consult AACR2 21.2B2 for instructions on handling change(s) to titles, and 21.3 for change(s) in statements of responsibility. Provide notes about changes in a multipart monograph not covered in AACR2 21.2B2 and 21.3. A part of a multipart monograph may itself be an integrating resource; depending on what level of the monograph is being cataloged, Section C of this document may also need to be consulted.

B1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

B1a. Title proper. A difference in title proper for the same part of a multipart monograph is MAJOR. Consider any change in title proper between the parts of a multipart monograph to be MINOR (see AACR2 21.2B2).

B1b. Parallel titles. A difference in parallel title(s) for the same part of a multipart monograph is MAJOR. Consider any change in parallel titles between the parts of a multipart monograph to be MINOR (see AACR2 21.2B2).

B1c. Other title information. A difference in other title information for the same part of a multipart monograph is MAJOR. Consider any change in other title information between the parts of a multipart monograph to be a MINOR change.

B1d. Statements of responsibility. A difference in the statement of responsibility for the same part of the multipart monograph, if the difference indicates that the responsibility has changed, is MAJOR. However, consider any change in responsibility between the parts of a multipart monograph to be a MINOR change (see AACR2 21.3A2).

B2. EDITION AREA

B2a. Edition statement. A difference in edition statement is MAJOR. However, the presence or absence of *1st ed.* or its equivalent in any language is considered MINOR. Consider also publication patterns in the country of publication when deciding if difference is MAJOR or MINOR, since “edition” statements in many romance language publications may reflect printing information rather than editions. Also see the examples in section A2a.

B3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA / TYPE AND EXTENT OF RESOURCE AREA

B3a. Applicable only for the following classes of materials:

Cartographic materials: Mathematical data area. A difference in projection or a significant difference in scale is MAJOR. For example:

- Transverse Mercator vs. Alber's equal area
- 1:24,000 vs. 1:62,500

Electronic resources: Type and extent of resource area. A difference in file characteristics indicating a difference in the extent or nature of the resource is MAJOR. For example:

- a significant difference in the number of files, records, bytes, and/or statements or in the type of resource

Music: Musical presentation statement area. A difference in musical presentation statement reflecting a significant difference in format is MAJOR. For example:

- Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

B4. PUBLICATION, DISTRIBUTION, ETC., AREA

B4a. Place of publication, distribution, etc. A place of publication in a different country may be a MAJOR difference. Consider in conjunction with other aspects of the multipart monograph. If the bibliographic resource is published in the same country or if only the order of place names is different when multiple countries of publication are present, consider this to be MINOR.

B4b. Name of publisher, distributor, etc. A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed names is a MAJOR difference (see AACR2 24.1C). For example:

- Bailey-Film Associates changed its name to BFA Education Media

Consider a slight variation not intended to represent a change in the name of the publisher to be MINOR. For example:

- St. Martins vs. St. Martins Press
- John Wiley & Sons vs. Wiley

A change in publishers between different parts of the multipart monograph is MINOR.

B4c. Date of publication, distribution, etc.

B4c1. Date of publication. A different date of publication, distribution, etc., including a copyright date or printing date used as a substitute for the publication date, or an inferred date, is MAJOR when comparing the same part of the multipart monograph.

B4c2. Date of copyright when given in addition to publication date. A different copyright date may be a MAJOR difference or a MINOR change. Consider in conjunction with other aspects of the multipart monograph. 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.

B4d. Place of manufacture, name of manufacturer, date of manufacture

B4d1. Place of manufacture. In the absence of place of publication information, a different country of manufacture is MAJOR.

B4d2. Name of manufacturer. In the absence of publisher, distributor, etc., information, a different manufacturer is MAJOR. Consider a slight variation not intended to represent a change in the name of the manufacturing entity to be a MINOR change. Consider a change in the name of the manufacturer when publisher, distributor, etc. is present a MINOR change.

B4d3. Date of manufacture. A difference in date of manufacture is MINOR.

B5. PHYSICAL DESCRIPTION AREA

B5a. Extent of item (including specific material designation). A different extent of item, including the specific material designation, indicating a significant difference in extent or in the nature of the resource is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR. For example:

- 2 v. vs. 5 v. is MAJOR
- 3 computer optical disks vs. 3 CD-ROMs is MINOR (use of a conventional term)
- 2 sound cassettes vs. 2 sound discs is MAJOR

B5b. Other physical details, including notes about physical description. The following differences in other physical details for the same part of a multipart monograph are MAJOR. Differences not noted here that do not affect the content of the item are MINOR.

Books, pamphlets, and printed sheets: any significant difference. For example:

- colored illustrations vs. no illustrations

Cartographic materials: any difference. For example:

- a difference in color

Music: any significant difference. For example:

- illustrations vs. no illustrations

Sound recordings: any significant difference. For example:

- analog vs. digital
- mono. vs. stereo.
- 33 1/3 rpm vs. 78 rpm

Motion pictures and videorecordings: any difference. For example:

- sound vs. silent
- black & white vs. color
- wide screen vs. reformatted
- closed captioning vs. none
- presence vs. absence of subtitles

Graphic materials: any significant difference. For example:

- negative vs. positive
- canvas vs. paper
- oil vs. pencil
- black & white vs. color

Electronic resources: Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:

- sound vs. silent

Three-dimensional artefacts and realia: any significant difference. For example:

- a difference in material
- a difference in color

Microforms: any significant difference For example:

- black & white vs. color

B5c. Dimensions. The following differences in dimensions not attributable to different measurement techniques, different foldings, local binding or trimming, or local packaging are MAJOR when comparing the same part of a multipart monograph:

Books, pamphlets and printed sheets: any significant difference (more than 2 cm.). For example:

- 23 cm. vs. 25 cm. in MINOR
- 28 cm. vs. 34 cm. is MAJOR

Cartographic materials: any significant difference (more than 2 cm.). For example:

- 56 x 103 cm. vs. 74 x 153 cm. is MAJOR

Music: any significant difference (more than 2 cm.)

Sound recordings: any difference. For example:

- 4 $\frac{3}{4}$ in. vs. 12 in.

Motion pictures and videorecordings: any difference. For example:

- ¾ in. vs. ½ in. videocassettes
- 8 mm. vs. 16 mm. film reels

Graphic materials: any significant difference. For example:

- 21 x 26 cm. photographs vs. 13 x 18 cm. photographs

Electronic resources: Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:

- difference in size of disks, cartridges, etc.

Three-dimensional artefacts and realia: any significant difference

Microforms: any significant difference. For example:

- 35 mm. vs. 16 mm. microfilm
- 8 x 13 cm. vs. 11 x 15 cm. microfiche

B5d. Accompanying material. The presence vs. absence of accompanying material or a difference in accompanying material if it affects use of the main work is MAJOR. For example:

- when the medium of recorded accompaniment differs for projected visual materials (sound cassettes vs. discs for filmstrip set sound accompaniment)

B6. SERIES AREA

B6a. Series statement. The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects of the multipart monograph.

B6b. Title proper of series. A difference in series title proper is MAJOR. A change in series title proper for subsequent parts of a multipart monograph is MINOR, but would require updating of the bibliographic record.

B6c. Parallel titles of series. A difference in parallel title(s) on the same part is MAJOR. A change in parallel titles(s) between the parts is MINOR, but may result in updating of the bibliographic record.

B6d. Other title information of series. The presence vs. absence of other title information is MINOR.

B6e. Statement of responsibility relating to series. The presence vs. absence of a statement of responsibility is MINOR. A change in statement of responsibility between parts is MINOR.

B6f. ISSN of series. The presence vs. absence of the ISSN is MINOR. A change in ISSN between parts is MINOR, but may result in updating of the bibliographic record.

B6g. Numbering within series. A difference in series number when comparing the same part of a multipart monograph is MAJOR. A change in series numbering between parts is MINOR, but would require updating of the bibliographic record.

B7. NOTES AREA

B7a. Publishers' numbers.

Music: A significant difference in publisher or plate number is MAJOR.

Sound Recordings: A significant difference in a music publisher number (or matrix number when it is the only identifying number) is MAJOR.

Motion pictures and videorecordings: A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects of the multipart monograph.

B7b. Uniform resource identifiers

Electronic resources: For remote electronic resources, a difference in Uniform Resource Identifier (URI) may be MAJOR or MINOR. When the original URI is no longer accessible, but the resource is now accessible at another URI, the difference is MINOR. When the original URI is still active, but now represents a different resource, the difference is MAJOR (See LCRI 9.7B and 21.3B).

B8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

B8a. ISBNs are often assigned to the multipart monograph as a whole, as well as to each individual part. Be sure that comparison is made between ISBNs for the same part. A different ISBN or other standard number on a multipart monograph may indicate a MAJOR difference when comparing the same part. Consider in conjunction with other aspects. If the only difference is the indication of the type of binding (paperback vs. hardback), but all other aspects (dimensions, etc.) of the resource are the same, then the difference is MINOR.

B9. LANGUAGE

B9a. Language. A difference in language for the same part of a multipart monograph is MAJOR. A change in language between parts is MINOR.

B10. ACCESS POINTS

B10a. Main entry. A difference that requires a different person or body as main entry as instructed in AACR2 21.9-21.23, or a different uniform title as instructed in AACR2 chapter 25, if applied, is MAJOR. Consider any change in responsibility between the parts of a multipart monograph a MINOR change, whether choice of entry remains that appropriate for the first part or choice of entry changes to that shown to be predominant by later parts per AACR2 21.3A2.

B10b. Added entries. A difference in responsibility that justifies the addition, omission, or change of added entries as instructed in AACR2 21.29-21.30 is MAJOR. However, a change in responsibility within a subsequent part after the first is MINOR and may require re-description within the existing record.

C. INTEGRATING RESOURCES

Cataloging rules for integrating resources, such as updating databases, updating Web sites, and updating loose-leaves, call for creating a record based on the current iteration of the resource. When a change occurs among iterations of an integrating resource, the existing record is modified to reflect that change. Change within a manifestation may be fairly common. However, when a different manifestation, such as an entirely new edition of a loose-leaf publication, is issued, a new record is created. An entirely different manifestation of an updating remote access electronic resource is an infrequent occurrence. To determine if iterations of an integrating resource should be represented by separate records, compare the same iteration as that used to create the existing record whenever possible. Making a decision is more difficult if iterations and/or information for comparable time periods are not available. In case of doubt because only iterations or information from different time periods are available for comparison, generally consider differences to represent change within a manifestation and update the existing record. Consult AACR2 Chapter 12 for instructions on handling change within an integrating resource.

C1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

C1a. Title proper. A difference in title proper on simultaneous iterations is MAJOR. A change in title proper on a subsequent iteration is MINOR (see AACR2 12.1B8b).

C1b. Parallel title(s). A difference in parallel title(s) on the same iteration is MAJOR. A change in parallel title on a subsequent iteration is MINOR (see AACR2 12.1D3b).

C1c. Other title information. A difference in other title information on the same iteration is MAJOR. A change in other title information on a subsequent iteration is MINOR (see AACR2 12.1E2b).

C1d. Statements of responsibility. A difference in the statement of responsibility on the same iteration is MAJOR. A change in statement of responsibility on a subsequent iteration is MINOR (see AACR2 12.1F5b).

C2. EDITION AREA

C2a. Edition statement. Generally, a different edition statement that involves the entire replacement of the resource is MAJOR. A difference in edition statement on a subsequent iteration may be MAJOR or MINOR (see AACR2 12.2F1b and LCRI 21.3B). If the difference does not constitute the entire replacement of the resource, but is only associated with ongoing updates of a manifestation, consider this MINOR.

C3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA / TYPE AND EXTENT OF RESOURCE AREA

C3a. A change in any of these elements in subsequent iterations is MINOR. However, differences between manifestations are MAJOR. Applicable only for the following classes of materials:

Cartographic materials: Mathematical data area. A difference in projection or a significant difference in scale between manifestations is MAJOR. For example:

- Transverse Mercator vs. Alber's equal area
- 1:24,000 vs. 1:62,500

Electronic resources: Type and extent of resource area. A difference in file characteristics indicating a difference in the extent or nature of the resource is MAJOR. For example:

- a significant difference in the number of files, records, bytes, and/or statements

Music: Musical presentation statement area. A difference in musical presentation statement reflecting a significant difference in format indicates a MAJOR difference. For example:

- Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

C4. PUBLICATION, DISTRIBUTION, ETC., AREA

C4a. Place of publication, distribution, etc. A place of publication in a different country may be a MAJOR difference if comparing two resources. Consider in conjunction with other aspects of the resource. A change in place of publication on a subsequent iteration is MINOR (see AACR2 12.4C2b).

C4b. Name of publisher, distributor, etc. A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed names is a MAJOR difference when comparing two resources(see AACR2 24.1C). For example:

- Bailey-Film Associates changed its name to BFA Education Media

A change in the name of a publisher, distributor, etc. on a subsequent iteration is MINOR (see AACR2 12.4D2b).

C4c. Date of publication, distribution, etc. A change in date is MINOR.

C4d. Place of manufacture, name of manufacturer, date of manufacture. Any changes in place or date of manufacture or name of manufacturer are considered MINOR (see AACR2 12.4G2b).

C5. PHYSICAL DESCRIPTION AREA

C5a. Extent of item (including specific material designation). A difference in the extent of item, including the specific material designation, indicating a significant difference in the extent or nature of the resource and generally in conjunction with an entire replacement of the

resource for a print publication is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR.

C5b. Other physical details, including notes about physical description. Changes in other physical details on a subsequent iteration are MINOR (see AACR2 12.5C2b). For differences between manifestations, apply the same criteria as noted in A5b.

C5c. Dimensions. Changes in dimensions are MINOR (see AACR2 12.5D2). Significant differences in dimensions between manifestations are MAJOR.

C6. SERIES AREA

C6a. Series statement. The presence vs. absence of a series statement may represent a MAJOR difference between resources. Consider in conjunction with other aspects of the resource. The addition, omission or change of a series on a subsequent iteration is a MINOR change (see AACR2 12.6B2b).

C6b. Title proper of series. A difference in series title proper between manifestations is MAJOR. A change in series title proper on a subsequent iteration is MINOR, but would require updating of the bibliographic record.

C6c. Parallel titles of series. A difference in parallel title(s) between manifestations is MAJOR. A change in parallel title(s) on a subsequent iteration is MINOR, but would require updating of the bibliographic record.

C6d. Other title information of series. The presence vs. absence of other title information is MINOR.

C6e. Statement of responsibility relating to series. The presence vs. absence of a statement of responsibility is MINOR. A change in statement of responsibility on a subsequent iteration is MINOR.

C6f. ISSN of series. The presence vs. absence of the ISSN is MINOR. A change in ISSN on a subsequent iteration is MINOR, but may result in updating of the bibliographic record.

C6g. Numbering within series. A difference in series numbering between manifestations is MAJOR. A change in numbering on a subsequent iteration is MINOR, but would require updating of the bibliographic record.

C7. NOTES AREA

C7a. Publishers' numbers.

Music: A significant difference in publisher or plate number is MAJOR.

Sound Recordings: A significant difference in a music publisher number (or matrix number when it is the only identifying number) is MAJOR.

Motion pictures and videorecordings: A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects of the integrating resource.

C7b. Uniform resource identifiers

Electronic resources: For remote electronic resources, a difference in Uniform Resource Identifier (URI) may be MAJOR or MINOR. When the original URI is no longer accessible, but the resource (or a new iteration thereof) is now accessible at another URI, the difference is MINOR. When the original URI is still active, but now represents an entirely different resource, not a new iteration of the original resource, the difference is MAJOR (See LCRIs 9.7B and 21.3B).

C8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

C8a. A different ISBN or other standard identifier may be a MAJOR difference. Consider in conjunction with other aspects of the integrating resource. If the only difference is the indication of the type of binding for an updating loose-leaf, but all other aspects (dimensions, etc.) of the resource are the same, then the difference is MINOR.

C9. LANGUAGE

C9a. A difference in language between two resources is MAJOR. A change in the language of the text of subsequent iterations of an integrating resource is MINOR unless associated with a merger of separate language versions of the resource or a split into two or more language versions.

C10. ACCESS POINTS

C10a. Main entry. A change that requires a different person or body as main entry as instructed in 21.9-21.23, or a different uniform title as instructed in chapter 25, if applied, is MINOR, unless a new record is being created for the resource for other reasons.

C10b. Added entries. A change in responsibility that justifies the addition, omission or change of added entries as instructed in 21.9-21.30 is MINOR.

D. SERIALS (Differences between Resources)

To determine if issues of a serial should be represented by separate records, compare the same issue as that used to create the existing record whenever possible. Making a decision is more difficult if issues and/or information for comparable time periods are not available. In case of doubt because only issues or information for different time periods are available for comparison, generally consider variances to represent changes within a serial rather than different manifestations (See Section E below). Create a separate record when manifestations of a serial have a MAJOR difference.

D1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

D1a. Title proper. A difference in title proper is MAJOR.

D1b. Parallel title(s). A difference in parallel title(s) may be MAJOR. Consider in conjunction with other aspects of the serial.

D1c. Other title information. A difference in other title information is MINOR, unless a person or corporate body appearing in the other title information is selected as the main entry or appears as the qualifier in the uniform title main entry for the serial (see AACR2 12.1E2 and see D10 of this document).

D1d. Statements of responsibility. A difference in the statement of responsibility is MINOR, unless the person or corporate body named therein is selected as the main entry or appears as the qualifier in the uniform title main entry for the serial (see AACR2 12.1F5a & 21.3B1a and see D10 of this document).

D2. EDITION AREA

D2a. Edition statement. A difference in edition statement that indicates a different scope, coverage or language of the serial as a whole is MAJOR (see AACR2 12.2B1 for types of edition statements). For example:

- London ed. vs. New York ed.
- Professional ed. vs. no edition statement

Consider a difference in edition statement a MINOR change if it is only a change in presentation and does not indicate a substantive difference in the scope, coverage, or language of the serial as a whole. For example:

- 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 AACR2 12.2B2).

D3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA / TYPE AND EXTENT OF RESOURCE AREA

D3a. Applicable for serials made up of the following classes of material:

Cartographic materials: Mathematical data area. A difference in projection or a significant difference in scale is MAJOR.

Electronic resources: Type and extent of resource area. A difference in file characteristics indicating a difference in the extent or nature of the resource is MAJOR. For example:

- a significant difference in the number of files, records, bytes, and/or statements, or in the type of resource

Music: Musical presentation statement area. A difference in musical presentation statement reflecting a significant difference in format is MAJOR. For example:

- Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

D4. PUBLICATION, DISTRIBUTION, ETC., AREA

D4a. Place of publication, distribution, etc. A place of publication in a different country may be a MAJOR difference. Consider in conjunction with other aspects of the serial.

D4b. Name of publisher, distributor, etc. A difference in the name of the publisher may be MAJOR. Consider in conjunction with other aspects of the serial. A difference in distributor is MINOR. (See AACR2 12.4D2a and 24.1C).

D4c. Date of publication, distribution, etc. A difference in date is MINOR.

D4d. Place of manufacture, name of manufacturer, date of manufacture. Any differences in place or date of manufacture or name of manufacturer are considered MINOR (see AACR2 12.4G2a).

D5. PHYSICAL DESCRIPTION AREA (where applicable)

D5a. Extent of item (including specific material designation). A different extent of item, including the specific material designation, indicating a significant difference in the extent or the nature of the resource is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR.

D5b. Other physical details, including notes about physical description. The differences in other physical details listed below are considered MAJOR when comparing two manifestations of the same expression or work. (See AACR2 12.5C2a).

Printed material: any significant difference. For example:

- illustrated vs. text only

Cartographic materials: any difference

Music: any significant difference

Sound recordings: any significant difference. For example:

- analog vs. digital
- mono. vs. stereo.
- 33 1/3 rpm vs. 78 rpm

Motion pictures and videorecordings: any difference. For example:

- sound vs. silent
- black & white vs. color
- wide screen vs. reformatted
- closed captioning vs. none
- presence vs. absence of subtitles

Graphic materials: any significant difference. For example:

- negative vs. positive
- canvas vs. paper
- oil vs. pencil
- black & white vs. color

Electronic resources: Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:

- sound vs. silent

Three-dimensional artefacts and realia: any significant difference. For example:

- a difference in material or color

Microforms: any significant difference. For example:

- black & white vs. color

D5c. Accompanying material. Any difference in accompanying material is MINOR.

D6. SERIES AREA

D6a. Series statement. The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects of the serial.

D6b. Title proper of series. A difference in series title proper may be MAJOR.

D6c. Parallel titles of series. A difference in parallel title(s) may be MAJOR.

D6d. Other title information of series. The presence vs. absence of other title information is MINOR.

D6e. Statement of responsibility relating to series. The presence vs. absence of a statement of responsibility is MINOR. A difference in statement of responsibility may be MAJOR.

D6f. ISSN of series. The presence vs. absence of the ISSN is MINOR.

D6g. Numbering within series. A difference in series number is MAJOR. For example:

- some microform serials are published in the same series, but with two different numbering schemes

D7. NOTES AREA

D7a. Publishers' numbers.

Music: A significant difference in publisher or plate number is MAJOR.

Sound Recordings: A significant difference in a music publisher number (or matrix number where it is the only identifying number) is MAJOR.

Motion pictures and videorecordings: A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects of the resource.

D7b. Uniform resource identifiers

Electronic resources: For remote electronic resources, a difference in Uniform Resource Identifier (URI) may be MAJOR or MINOR. When the original URI is no longer accessible, but the resource is now accessible at another URI, the difference is MINOR. When the original URI is still active, but now represents an entirely different resource, the difference is MAJOR (See LCRI 9.7B and 21.3B).

D8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

D8a. A different ISSN or other standard number appearing on the serial may be MAJOR or may be an error. Consider in conjunction with other aspects of the serial and, when necessary, consult other information sources, such as bibliographic utilities.

D9. LANGUAGE

D9a. A difference in language is MAJOR.

D10. ACCESS POINTS

D10a. Main entry.

- i) A difference in responsibility that requires a different person or corporate body as main entry is MAJOR.
- ii) A difference in the name of the corporate body selected as the main entry or appearing as the qualifier in the uniform title main entry is MAJOR (see AACR2 21.3B1).

E. SERIALS (*Changes within a Manifestation*)

Change within the same manifestation may be MINOR or MAJOR. Minor changes may result in additions and/or modifications to the existing record if considered to be important. See AACR2 Chapter 12 for instructions on handling change within a serial manifestation. When a part or issue of a serial has a MAJOR change, create a separate bibliographic record.

E1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

E1a. Title proper. A MAJOR change in title proper requires a new record (see AACR2 21.2A1 & 21.2A2 for definitions of MAJOR and MINOR changes. See also AACR2 12.1B8a & 21.2C1a. For MINOR changes, see AACR2 12.7B4.2a).

E1b. Parallel title(s). A change in a title given in more than one language on the chief source is MAJOR only if the original title proper no longer appears on subsequent part(s) or issue(s).

E1c. Other title information. A change in other title information is MINOR, unless a person or corporate body appearing in the other title information is the main entry or the corporate body appears as a qualifier in the uniform title main entry (see AACR2 12.1E2).

E1d. Statements of responsibility. A change in the statement of responsibility is MINOR, unless the person or corporate body is the main entry or the corporate body appears as a qualifier in the uniform title main entry. (See AACR2 12.1F5a & 21.3B1a).

E2. EDITION AREA

E2a. Edition statement. A change in edition statement that indicates a change in the scope, coverage or language of the serial as a whole is MAJOR (see AACR2 12.2B1 and 12.2F). Consider a change in edition statement MINOR 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. For example:

- International ed. vs. International ed. in English

See AACR2 12.2F1a for MINOR changes.

E3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

E3a. Changes in form or system of numbering are MINOR (see AACR2 12.3G).

E4. PUBLICATION, DISTRIBUTION, ETC., AREA

E4a. Place of publication, distribution, etc. A change in place of publication is MINOR (see AACR2 12.4C2a).

E4b. Name of publisher, distributor, etc. A change in the name of the publisher is MINOR, unless the publisher is the main entry or appears as a qualifier in the uniform title main entry. A change in distributor is MINOR. (See AACR2 12.4D2a and 24.1C).

E5. PHYSICAL DESCRIPTION AREA (where applicable)

E5a. Extent of item (including specific material designation). A change in the extent of item, including the specific material designation, indicating a significant change in the extent or nature of the entire serial is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR.

E5b. Other physical details, including notes about physical description. Any changes are considered MINOR when comparing subsequent parts or issues of the same serial manifestation. (See AACR2 12.5C2a).

E5c. Dimensions. Changes in dimensions between parts or issues of a manifestation are MINOR (see AACR2 12.5D2).

E6. SERIES AREA

E6a. Series statement. The addition, omission or change of a series on a subsequent issue or part is a MINOR change (see AACR2 12.6B2a).

E6b. Title proper of series. A change in series title proper between issue or parts is MINOR.

E6c. Parallel titles of series. A change in parallel title(s) between issues or parts is MINOR.

E6d. Other title information of series. The presence vs. absence of other title information is MINOR.

E6e. Statement of responsibility relating to series. The presence vs. absence of a statement of responsibility is MINOR. A change in statement of responsibility between issues or parts is MINOR.

E6f. ISSN of series. The presence vs. absence of the ISSN is MINOR. A change in ISSN between parts is MINOR.

E6g. Numbering within series. A change in series numbering is MINOR.

E7. NOTES AREA

E7a. Uniform resource identifiers

Electronic resources: For remote electronic resources, a change in Uniform Resource Identifier (URI) by itself is MINOR. When the original URI is no longer accessible, but the resource is now accessible at another URI, the change is MINOR. (See LCRIs 9.7B and 21.3B).

E8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

E8a. A change in ISSN or other standard identifier may indicate a MAJOR change. Consider in conjunction with other aspects of the serial and, when necessary, consult other information sources, such as bibliographic utilities.

E9. LANGUAGE

E9a. A change in language among subsequent parts or issues is MINOR.

E10. ACCESS POINTS

E10a. Main entry.

- i) A change in responsibility such that the person or corporate body selected as the main entry, or the corporate body chosen as the qualifier in the uniform title main entry is no longer responsible for the serial is MAJOR (see AACR2 21.3B and 25.5B).
- ii) A change in the name of the corporate body selected as the main entry, or as the qualifier in the uniform title main entry is MAJOR (see AACR2 21.3B and 25.5B).
- iii) A change in any other data element selected as the qualifier in a uniform title main entry is MINOR.

E10b. Added entries. Any change in responsibility that justifies the addition, omission, or change of added entries as instructed in AACR2 21.29-21.30 is MINOR.

MAJOR DIFFERENCES AND CHANGES: WHEN TO CREATE A NEW RECORD: A CHART

Differences between resources and changes within manifestations of multipart monographs, integrating resources and serials

- ✓ Any differences between resources in this area require a new record
- * Any change within a manifestation in this area requires a new record

Consider changes within multi-part monographs or integrating resources MINOR; new records are not required. Changes within serials that require a new record are noted below.

Area 1. Title and Statement of Responsibility Area

Area 1	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Title proper	✓	✓	✓	✓ see 21.2A * see 21.2A
Parallel titles	✓	✓	✓	✓ * only if original title no longer appears
Other title information	✓	✓	✓	
Statement of Responsibility	✓if responsibility differs	✓ only if difference is in the same part	✓	

Area 2. Edition Area

Area 2	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Edition	✓ (not including presence or absence of 1 st ed.)	✓ (not including presence or absence of 1 st ed.)	✓ if entire replacement of resource	✓ if significant * if significant

Area 3. Material (Or Type of Publication) Specific Details Area

Area 3	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Cartographic	✓ Projection or scale if significant	✓ Projection or scale if significant	✓ Projection or scale if significant	✓ Projection or scale if significant
Electronic	✓ File extent & nature	✓ File extent & nature	✓ File extent & nature	✓ File extent & nature
Music	✓ Music format differs		✓ Music format differs	✓ Music format differs

Area 4. Publication, Distribution, etc., Area

Area 4	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Place of Publication	✓ Difference in country - consider with other aspects	✓ Difference in country - consider with other aspects	✓ Difference in country - consider with other aspects	✓ Difference or change in country - consider with other aspects
Name of publisher /distributor	✓ Different or name change in publisher/distributor	✓ Different or name change in publisher/distributor for same part	✓ Different or name change in publisher/distributor	✓ Different or name change in publisher/distributor
Date of publication	✓	✓		
Date of copyright	✓ Consider with other aspects	✓ Consider with other aspects		
Place of manufacture	✓ If no publisher information	✓ If no publisher information		
Name of manufacturer	✓ If no publisher information	✓ If no publisher information		
Date of manufacture				

Area 5. Physical Description Area (where applicable)

Area 5	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Extent of item	✓ Including SMD	✓ Including SMD	✓ Including SMD or replacement	✓ * Including SMD
Other physical characteristics:				
Printed material	✓ if significant	✓ if significant		✓ * if significant
Cartographic materials	✓	✓		✓*
Music	✓ if significant	✓ if significant		✓* if significant
Sound recordings	✓ if significant	✓ if significant		✓ *if significant
Motion pictures & videorecording	✓	✓		✓*
Graphic materials	✓ if significant	✓ if significant		✓ *if significant
Electronic resources	✓ if significant N/A for remote Electronic resources	✓ if significant N/A for remote Electronic resources		✓* if significant N/A for remote Electronic resources
3-D artefacts & realia	✓ if significant	✓ if significant		✓* if significant
Microforms	✓ if significant	✓ if significant		✓* if significant
Dimensions:				
Books, pamphlets, printed sheets	✓ if significant	✓ if significant	✓ if between manifestations	✓
Cartographic materials	✓ if significant	✓ if significant		✓
Music	✓ if significant	✓ if significant		✓ if significant
Sound recordings	✓	✓		✓ if significant
Motion pictures	✓	✓		✓
Graphic materials	✓ if significant	✓ if significant		✓ if significant
Electronic resources	✓ if significant N/A for remote Electronic resources	✓ if significant N/A for remote Electronic resources		✓ if significant N/A for remote Electronic resources
3-D artefacts & realia	✓ if significant	✓ if significant		✓ if significant
Microforms	✓ if significant	✓ if significant		✓ if significant
Accomp. Material	✓ or if affects use of main work	✓ or if affects use of main work		

Area 6. Series

Area 6	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Series statement	✓ presence / absence consider with other aspects	✓ presence / absence consider with other aspects	✓ presence / absence consider with other aspects	✓ presence / absence consider with other aspects
Title proper of series	✓	✓	✓	✓
Parallel titles of series	✓	✓	✓	✓
Other title information of series				
Statement of responsibility of series				✓
ISSN of series	✓ consider with other aspects			
Numbering within series	✓	✓	✓	✓

Area 7. Notes

Area 7	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Publishers' numbers:				
Music	✓ if significant	✓ if significant	✓ if significant	✓ if significant
Sound recordings	✓ if significant	✓ if significant	✓ if significant	✓ if significant
Motion pictures	✓ Consider with other aspects	✓ Consider with other aspects	✓ Consider with other aspects	✓ Consider with other aspects
Uniform Resources Identifiers (URIs):				
Remote electronic resources	✓ if URI now represents different resource	✓ if URI now represents different resource	✓ if URI now represents different resource	✓ if URI now represents different resource

Area 8. Standard Number and Terms of Availability Area

Area 8	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
ISBN/ISSN and other numbers	✓ Consider with other aspects	✓ Consider with other aspects	✓ Consider with other aspects	✓ *Consider with other aspects

Language

Language	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Language	✓	✓	✓	✓ if between two manifestations

Access Points

Access points	Single-Part Monographs A	Multi-part Monographs B	Integrating Resources C	Serials D & E
Main entry	✓	✓	✓	✓ *
Added entries	✓	✓	✓	

Acknowledgement:

The Task Force wishes to acknowledge Mary Woodley for her work in creating the chart at the end of this text.