

**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

February 26, 2001

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 for the most part, with some new additions from harmonization-related and other discussions, 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 2000 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 Hirons and members of the CONSER AACR Review Task Force (4JSC/Chair/68/Chair follow-up/2)) [ETC...] LC/50. 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, 2nd 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. At the Joint Steering Committee meeting in March 2000, Brian Schottlaender, ALA representative to the JSC, was given responsibility to organize an inter-constituency task force to do such an experiment. 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 results in further refinements to this appendix.

Comments received from CC:DA resulted in a revision of the first draft in August 2000 that was sent to the Joint Steering Committee. Comments were received from the Joint Steering Committee in November 2000 and included a significant change to the direction we had originally taken, in that the Appendix should only concern itself with major changes to a bibliographic resource. Minor changes should be "understood" within the context of the basic guidelines and in their absence from the description of what constitutes a major change. The latest revision of the Appendix follows this instruction, except where minor changes are exceptions to a major change rule and must be enumerated so that the major change may be understood accurately (e.g., change of title proper for serials).

CC:DA discussion at ALA Midwinter in January 2001 resulted in a request to revise the appendix again in order to make clearer distinctions between changes to an existing bibliographic record and differences between manifestations. We tried two different arrangements, one by form of issuance (single-part finite resources, multipart items, serials, integrating resources) and subdivided by: (1) Differences between manifestations, and (2) Changes within resources. Members of the task group found this arrangement confusing also, so we settled on the current configuration of two parts: (1) Differences between manifestations, and (2) Changes within resources, with each of these parts further subdivided by the appropriate forms of issuance. We also made extensive revisions to the contents and wording of the appendix in this revision and included a chart of MAJOR differences and changes. We also included an addendum on wording for series authority records to be added in the future.

Another topic that we spent some time discussing during the past month was the proper location of the contents of 21.2. Changes in title proper. It appears the definition in 21.2A might well belong in the Appendix for all categories, though some of us were reluctant to have this repeated in each section. As a result, we have made reference back to 21.2A1 except for serials. The instructions on handling monographic title changes, as given in 21.2B, may belong more appropriately in chapter 1, if it is desirable to have it in sync with the location of the instructions for serials in chapter 12 (currently the text of 21.2C). We reached no consensus on these matters and decided not to make a recommendation on this topic.

DEFINITIONS

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

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.

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).

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)).

The work of this task force focused primarily on major and minor changes to manifestation-level records for monographs, multipart items, integrating resources and serials and found the following definitions from the "Seriality" report useful to our deliberations.

Finite Resource (single-part or multipart item). A bibliographic resource that is complete or intended to be completed within a finite number of parts or within a fixed period of time.

Integrating Resource. A bibliographic resource that is added to or changed by means of updates which 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.

In the text of the Appendix, we distinguish what constitutes a major difference and/or change in each of four categories: **single-part finite resources, multipart items, serials, and integrating resources.**

RELATED DISCUSSIONS AND FUTURE NEEDS:

We have incorporated information from the following discussions and rule changes into the appendix:

Harmonization discussions for AACR2, ISSN, and ISBD (S) occurred in November 2000. This appendix has been revised to reflect agreements reached at that meeting on what constitutes major and minor changes for serial titles, although we have made some slight alterations in wording and the order of the points. At the CC:DA meeting in January 2001, we were aware that this task force and the CC:DA Task Force on the Review of *Revising AACR2 to Accommodate Seriality: Rule Revision Proposals* were looking at different texts for the title proper and the chairs of the "Seriality" task force and this task force agreed that the "Seriality" task force would address the language of the rule on title proper.

The appendix may need to be revisited in regard to the following:

1. To address MAJOR changes for expression-level records after an experiment on cataloging of expression-level and manifestation-level records and include any instructions that are relevant in this Appendix. The JSC has taken responsibility for an inter-constituency task force for this experiment.
2. One aspect of our recent charge from the JSC is: "Include consideration of series authority records as representing works." We have added some general wording appropriate to this charge, but other additions and/or changes may be necessary after the JSC discusses 4JSC/LC/50 "Series authority records in AACR2."
3. Another discussion document, 4JSC/LC/51 "Multipart items in AACR2" may also have an impact on the contents of this Appendix.

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APPENDIX F

MAJOR DIFFERENCES AND CHANGES
When to Create a New Record

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F.1. INTRODUCTION

This appendix includes guidelines for determining when to create a new record for finite and continuing resources based on: (1) difference(s) between two or more manifestation(s) of a resource, and (2) change(s) within an existing resource. The basic guidelines provide general principles for evaluating all resources for MAJOR or MINOR differences or changes. These guidelines are followed by individual sections focusing on MAJOR changes, i.e., changes that warrant creating a new record. The information in this appendix should be consulted in conjunction with the specific rules of description and access for the bibliographic resource being cataloged.

F.2. BASIC GUIDELINES

Consider differences between manifestations or change(s) within a bibliographic resource in terms of the content, the description, and other aspects of the resource (e.g., language, choice of access points) in making a decision as to whether the difference or change is MAJOR or MINOR.

1. Differences between the content of two or more manifestations or changes to the content of an existing resource require a re-evaluation of all areas of the description for the resource(s).
2. A difference or change in one area of the description may or may not require a new bibliographic record, because not all differences or changes are of equal importance. The cataloger must determine whether or not a new record is necessary after looking at all aspects of the resource and considering them in conjunction with the specific guidelines for the type of resource.
3. A MAJOR difference between existing manifestations or a MAJOR change to an existing resource in any area of the description takes precedence over any minor difference(s) or change(s) in other area(s) and requires a new description (or descriptions), i.e., a new catalog record (or records). A cataloger should examine *all* information before making a determination.
4. A MINOR change, if considered important, may require adjustments to the existing description and additional access point(s). 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 in the appropriate chapter for guidance on how to record changes within the record. See chapter 21 for rules on access points.
5. Decisions regarding the choice of main entry are made on the basis of Chapter 21 and, if applied by a cataloging agency, Chapter 25. The main entry for a bibliographic resource may or may not be reflected in its description and the cataloger may need to consider any changes to the main entry separately from changes to the description.

Differences between Manifestations

This section provides guidance on specific areas of the existing catalog record against which a bibliographic resource may need to be compared to determine whether it is the same resource but has a MINOR difference from the one described in the record, or if it has a MAJOR difference requiring a new description, i.e., a new record.

F.3. SINGLE-PART FINITE RESOURCES

Consider the following to be MAJOR differences between manifestations of a single-part finite resource.

F.3A. TITLE AND STATEMENT OF RESPONSIBILITY AREA

F.3A1. Title proper. A difference in title proper may be MAJOR. Consider in conjunction with other aspects of the finite resource to determine (see 21.2A1 and 21.2B1)

F.3A2. *Optional addition.* General material designation. A difference in the physical characteristics such that a different GMD would be appropriate

F.3A3. Parallel titles. A difference in parallel title(s) may be MAJOR. Consider in conjunction with other aspects of the finite resource to determine

F.3A4. Other title information. A difference in other title information may be MAJOR. Consider in conjunction with other aspects of the finite resource to determine.

F.3A5. Statements of responsibility. A difference in the statement of responsibility, including a change in the order of names on the chief source, may be MAJOR. Consider in conjunction with other aspects of the finite resource to determine.

F.3B. EDITION AREA

F.3B1. A different edition statement indicating a significant difference between finite resources, including but not limited to:

- a) Numbered edition statements, with the exception of those associated with the number of copies printed. There may be other wording indicating a difference in content (e.g., corrected, enlarged, with a new introduction, etc.). Consider also publication patterns in the country of publication in making this decision (e.g., Romance language 'edition' statements may reflect printing information).
- b) Statements indicating abridgement, enlargement, etc.
- c) Statements with terminology such as "draft," "preliminary," "revision," "final," etc., indicating content differences
- 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")

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

F.3C1. Applicable only for the following classes of materials:

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

Electronic resources: File characteristics area. A difference in file characteristics indicating a difference in the extent or nature of the resource (e.g., 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 (e.g., “Miniature score” vs. “Playing score” vs. “Parts”)

F.3D. PUBLICATION, DISTRIBUTION, ETC., AREA

F.3D1. 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 finite resource to determine.

F.3D2. Name of publisher, distributor, etc. A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed name, e.g., Harcourt, Brace & World changed name to Harcourt Brace Jovanovich

F.3D3. Date of publication, distribution, etc.

F.3D3a. Date of publication. A different date of publication, distribution, etc., including an inferred date

F.3D3b. Date of copyright. A different copyright date may indicate a MAJOR difference. Consider in conjunction with other aspects of the finite resource to determine.

F.3D4. Place of manufacture, name of manufacturer, date of manufacture

F.3D4a. Place of manufacture. In the absence of place of publication information, a different country of manufacture

F.3D4b. Name of manufacturer. In the absence of publisher, distributor, etc., information, a different manufacturer

F.3D4c. Date of manufacture. A different date of manufacture, when there is no publication or reprint date or if there are other indications of different content

F.3E. PHYSICAL DESCRIPTION AREA (where applicable)

F.3E1. Extent of item (including specific material designation). A different extent of item, including the specific material designation, indicating a difference in extent or the nature of the resource

F.3E2. Other physical details, including notes about physical description. The following differences in other physical details:

Cartographic materials: any difference

Sound recordings: any significant difference (e.g., analog vs. digital; mono vs. stereo; 33 1/3 rpm vs. 78 rpm)

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

Graphic materials: any significant difference (e.g., negative vs. positive; canvas vs. paper; oil vs. pencil; black & white vs. color)

Electronic resources: for direct access electronic resources, any significant difference (e.g., sound vs. silent). Not applicable for remote electronic resources

Three-dimensional artefacts and realia: any significant difference (e.g., a difference in material or color)

Microforms: any significant difference (e.g., black & white vs. color; negative vs. positive)

F.3E3. Dimensions. The following differences in dimensions:

Books, pamphlets and printed sheets: any significant difference (e.g., any change that indicates a change in content)

Cartographic materials: any significant difference

Music: any significant difference

Sound recordings: any difference

Motion pictures and videorecordings: any difference

F.3E4. Accompanying material. A difference in accompanying material may be MAJOR when it affects use of the main work (e.g., when the medium of recorded accompaniment differs for projected visual materials).

F.3F. SERIES AREA

F.3F1. Title proper of series. A difference of series, including a difference in series title proper, as defined above for title and statement of responsibility area, is a MAJOR difference. Also consider the presence vs. absence of a series statement a MAJOR difference when it can be determined that different manifestations of a finite resource have been issued both within and without a particular series.

F.3F2. Numbering within series. A difference in series number

F.3G. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

F.3G1. A different ISBN or other standard identifier on the finite resource may indicate a MAJOR difference. Consider in conjunction with other aspects of the finite resource to determine.

F.3H. LANGUAGE OF SINGLE-PART FINITE RESOURCE

F. 3H1. Language (including translations). A difference in the language between manifestations of a finite resource

F.3I. ACCESS POINTS

F.3I1. Main entry. A difference that requires a different person or body as main entry per 21.9-21.23 or a different uniform title per chapter 25, if applied

F.3I2. Added entries. A difference in responsibility that justifies the addition, omission, or change of added entries per 21.29-21.30 and indicates a significant difference between manifestations of a finite resource

F.4. MULTIPART ITEMS

Consider the following to be MAJOR differences between manifestations of a multipart item.

F.4A. TITLE AND STATEMENT OF RESPONSIBILITY AREA

F.4A1. Title proper. A difference in title proper may be MAJOR. Consider in conjunction with other aspects of the finite resource to determine (see 21.2A1 and 21.2B1)

F.4A2. *Optional addition.* General material designation. A difference in the physical characteristics such that the GMD would be different

F.4A3. Parallel titles. A difference in parallel title(s)

F.4A4. Other title information. A difference in other title information may be a MAJOR difference. Consider in conjunction with other aspects of the multipart item to determine.

F.4A5. Statements of responsibility. A difference in the statement of responsibility, including a change in the order of names on the chief source, may be a MAJOR change. Consider in conjunction with other aspects of the multipart item to determine.

F.4B. EDITION AREA

F.4B1. A difference in edition statement indicating a significant difference between manifestations of a multipart item, including but not limited to:

- a) Numbered edition statements, excluding statements associated with the number of copies printed. There may be other wording indicating a difference in content (e.g., corrected, enlarged, with a new introduction, etc.). Consider also publication patterns in the country of publication in making this decision (e.g., Romance language 'edition' statements may reflect printing information).
- b) Statements indicating abridgement, enlargement, etc.
- c) Statements with terminology such as "draft," "preliminary," "revision," "final," etc., indicating content differences
- 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")

F.4C. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

F.4C1. Applicable only for the following classes of materials:

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

Electronic resources: File characteristics area. A difference in file characteristics indicating a difference in the extent or nature of the resource (e.g., a significant difference in the number of files, records, bytes and/or statements)

Music: Musical presentation statement area. A difference in musical presentation statement that reflects a difference in format (e.g., "Miniature score" vs. "Playing score" vs. "Parts")

F.4D. PUBLICATION, DISTRIBUTION, ETC., AREA

F.4D1. 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 item to determine.

F.4D2. Name of publisher, distributor, etc. A different publishing entity, including a name change of the publisher, e.g., Harcourt, Brace & World change name to Harcourt Brace Jovanovich (see 24.2)

F.4D3. Date of publication, distribution, etc.

F.4D3a. Date of publication. A different date of publication, distribution, etc., including an inferred date (see also F.4D4c)

F.4D3b. Date of copyright. A different copyright date may be a MAJOR difference. Consider in conjunction with other aspects of the multipart item to determine.

F.4D4. Place of manufacture, name of manufacturer, date of manufacture

F.4D4a. Place of manufacture. In the absence of place of publication information, a different country of manufacture

F.4D4b. Name of manufacturer. In the absence of publisher information, a different manufacturer

F.4D4c. Date of manufacture. A different date of manufacture if there is no publication or reprint date or if there are other indications of difference in the content (see also F.4D3a)

F.4E. PHYSICAL DESCRIPTION AREA (where applicable)

F.4E1. Extent of item (including specific material designation). A difference in the extent of item, including the specific material designation, indicating a different extent or nature of the resource

F.4E2. Other physical details, including notes about physical description. The following differences in other physical details:

Cartographic materials: any difference

Sound recordings: any significant difference (e.g., analog vs. digital; mono vs. stereo; 33 1/3 rpm vs. 78 rpm)

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

Graphic materials: any significant difference (e.g., negative vs. positive, canvas vs. paper, oil vs. pencil, black and white vs. color)

Electronic resources: for direct access electronic resources, any significant difference (e.g., sound vs. silent). Not applicable for remote electronic resources.

Three-dimensional artefacts and realia: any significant difference (e.g., a difference in material or color)

Microforms: any significant difference (e.g., black & white vs. color, negative vs. positive)

F.4E3. Dimensions. The following differences in dimensions:

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

Cartographic materials: any significant difference

Music: any significant difference

Sound recordings: any difference

Motion pictures and videorecordings: any difference

Graphic materials: any significant difference

Three-dimensional artefacts and realia: any significant difference

Microforms: any significant difference

F.4E4. Accompanying material. A difference in accompanying material may be MAJOR when it affects use of the main work (e.g., when the medium of recorded accompaniment differs for projected visual materials).

F.4F. SERIES AREA

F.4F1. Title proper of series. A difference of series, including a difference in series title proper, as defined above for title and statement of responsibility area, is a MAJOR difference. Also consider the presence vs. absence of a series statement a MAJOR difference when it can be determined that different manifestations of a multipart item have been issued both within and without a particular series.

F.4F2. Numbering within series. A difference in series number

F.4G. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

F.4G1. A different ISBN or other standard number on a multipart item may indicate a MAJOR difference. Consider in conjunction with other aspects of the multipart item to determine.

F.4H. LANGUAGE OF MULTIPART ITEM

F.4H1. Language (including translations). A difference in language between two or more manifestations of a multipart item

F.4I. ACCESS POINTS

F.4I1. Main entry. A difference between two or more manifestations of a multipart item that requires a different person or body as main entry per 21.9-21.23 or a different uniform title per chapter 25, if applied

F.4I2. Added entries. A difference between two or more manifestations of a multipart item that justifies the addition, omission, or change of added entries per 21.29-21.30

F.5. SERIALS

Consider the following to be MAJOR differences between manifestations of a serial. Comparing manifestations of a serial 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 differences to represent changes within a serial rather than different manifestations (see F.8).

[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. Text includes new wording from the harmonization meeting for AACR2, ISBD(S) and ISSN, but has been rearranged slightly. The CC:DA Seriality Task Force has agreed to make a recommendation in its report on the preferred text for the revision of chapter 21 that accompanies the revision of Chapter 12. That text and any subsequent revisions to that text will need to be used when the contents of this appendix is incorporated into the rules. The use of the word “changes” should perhaps be “differences” in this location of the rule, but we have left it at this time.]

F.5A1. Title proper – In general, consider a title proper to have changed if any word other than the article, preposition, or conjunction included in the title or changed if any of the following words (MINOR changes if the title begins with an article) is changed, as a MAJOR change in a title proper the addition, deletion, or reordering of any word in the first five words). Consider a change in the presentation of a word, deletion, or change that indicates the first five words (the first six spelled out forms begins with plural form) that indicate the meaning or scope of the title: numeral vs. roman numeral; number or date vs. spelled-out form; hyphenated word vs. unhyphenated word; one word compound vs. two-word compound, whether hyphenated or not; acronym or initialism vs. full form; or the grammatical form of a word is changed)

- b) the addition or deletion anywhere in the title of words that indicate the type of resource, e.g., “magazine,” “journal,” or “newsletter” or their equivalent in other languages
- c) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
- d) the addition, deletion, or change of words that link the title to the numbering
- e) 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 a change that involves the name of the same issuing body and elements of its hierarchy or their grammatical connection

- anywhere in the title (e.g., addition, deletion, or rearrangement of the issuing body or substitution of a variant form, including an abbreviation of the name)
- f) ~~the only change is in~~ the addition, deletion, or change of punctuation anywhere in the title
 - g) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
 - h) a change in the order of titles when the title is given in more than one language on the chief source of information, provided that the title chosen as title proper still appears as a parallel title

In case of doubt, consider the ~~title proper to have changed~~ change to be minor.

~~As appropriate, give, in the note area (see 1.7B4), those changes not considered to constitute a change in the title proper. Make an added entry (see 21.30J) under any variant form considered necessary for access.~~

F.5A2. *Optional addition. General material designation.* A difference in the physical characteristics such that the GMD would be different

F.5A3. *Parallel title(s).* A difference in parallel title(s)

F.5A4. *Other title information.* A difference in other title information, if a person or corporate body appearing there is also the main entry or if the corporate body is used as a qualifier in the uniform title main entry

F.5A5. *Statements of responsibility.* A difference in the statement of responsibility, if 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

F.5B. EDITION AREA

F.5B1. A difference in edition statement that indicates a different scope, coverage or language of the serial as a whole. Generally, record numbered edition statements in serials as sequential numbering in area 3 and not as edition statements (see 12.2B2).

F.5C. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

F.5C1. Applicable only for the following classes of materials:

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

Electronic resources: File characteristics area. A difference in file characteristics indicating a difference in the extent or nature of the resource (e.g., 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 (e.g., “Miniature score” vs. “Playing score” vs. “Parts”)

F.5D. PUBLICATION, DISTRIBUTION, ETC., AREA

F.5D1. Name of publisher, distributor, etc. A different publisher

F.5E. PHYSICAL DESCRIPTION AREA (where applicable)

F.5E1. Extent of item (including specific material designation). A different extent of item, including the specific material designation

F.5F. SERIES AREA

F.5F1. Title proper of series. A difference of series, including a difference in series title proper, as defined above for title and statement of responsibility area, is a MAJOR difference. Also consider the presence vs. absence of a series statement a MAJOR difference when it can be determined that different manifestations of a serial have been issued both within and without a particular series.

F.5F2. Numbering within series. A manifestation of a serial published in the same series, but with different numbering (e.g., some microform serials are published in the same series, but with two different numberings)

F.5G. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

F.5G1. A different ISSN or other standard number appearing on the serial may be MAJOR. Consider in conjunction with other aspects of the serial and consult other information sources to determine.

F.5H. LANGUAGE (INCLUDING TRANSLATIONS)

F.5H1. A difference in the language

F.5I. ACCESS POINTS

F.5I1. Main entry.

- a) a difference in responsibility
- b) a difference in the name of the corporate body used as the main entry or as qualifier in the uniform title main entry (see 25.5B)

F.6. INTEGRATING RESOURCES

Consider the following to be MAJOR differences between manifestations of an integrating resource, thereby requiring a new record. Comparing manifestations of an integrating resource may be 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 different manifestations rather than change within an integrating resource.

F.6A. TITLE AND STATEMENT OF RESPONSIBILITY AREA

F.6A1. Title proper. A difference in title proper

F.6A2. *Optional addition. General material designation.* A difference in the physical characteristics such that the GMD would be different

F.6A3. Parallel title(s). A difference in parallel title(s)

F.6A4. Statements of responsibility. A difference in the statement of responsibility

F.6B. EDITION AREA

F.6B1. A different edition statement

F.6C. PUBLICATION, DISTRIBUTION, ETC., AREA

F.6C1. Name of publisher, distributor, etc. A different publisher, distributor may be a MAJOR difference. Consider other aspects of the integrating resource to determine.

F.6D. PHYSICAL DESCRIPTION AREA (where applicable)

F.6D1. Extent of item (including specific material designation). A difference in the extent of item, including the specific material designation, indicating a difference in the extent or nature of the resource and generally in conjunction with an entire replacement of the base publication for a print publication

F.6E. SERIES AREA

F.6E1. Title proper of series. A difference of series, including a difference in series title proper, as defined above for title and statement of responsibility area, is a MAJOR difference. Also consider the presence vs. absence of a series statement a MAJOR difference when it can be determined that different manifestations of an integrating resource have been issued both within and without a particular series.

F.6F. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

F.6F1. A different ISBN or other standard identifier may be a MAJOR difference. Consider in conjunction with other aspects of the integrating resource to determine.

F.6G. LANGUAGE (INCLUDING TRANSLATIONS)

F.6G1. A difference in the language

F.6H. ACCESS POINTS

F.6H1. Main entry. A difference in responsibility requiring a different main entry per 21.9-21.23

Changes within Resources

This section provides guidance on specific areas of an existing catalog record against which a subsequent part, issue, or iteration of a bibliographic resource may need to be compared to determine whether it is the same resource and has a MINOR change in one or more areas of the description or whether a MAJOR change has occurred to the resource, thereby requiring a new description, i.e., a new record.

F.7. MULTIPART ITEM

Change within a multipart item generally does not require a new record, but rather re-description in the existing record. Consult 21.2B2 for instructions on handling change(s) to titles and 21.3 for change(s) in author responsibility. Multipart items may include parts or issues that are integrating resources and F.9 may also need to be consulted. Consider the following to be a MAJOR change within a multipart item.

F.7A. PHYSICAL DESCRIPTION AREA

F.7A1. Other physical details, including notes about physical description. The following changes in other physical details:

Electronic resources: A change in physical details such that the presence or absence of this area in the bibliographic record would change (e.g., a change from a direct access resource to a remote access resource)

F.8. SERIAL

Consider the following to be MAJOR changes within a serial, thereby requiring a new record called a “successive entry.”

F.8A. TITLE AND STATEMENT OF RESPONSIBILITY AREA

[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. Text includes new wording from the harmonization meeting for AACR2, ISBD(S) and ISSN, but has been rearranged slightly. The CC:DA Seriality Task Force has agreed to make a recommendation in its report on the preferred text for the revision of chapter 21 that accompanies the revision of Chapter 12. That text and any subsequent revisions to that text will need to be used when the contents of this appendix is incorporated into the rules.]

F.8A1. Title proper – In general, consider a title proper to have changed if any word other than a change in punctuation, deletion or addition that is deleted for the first time if the order of the first words in the title begins with an article that changes with the article) is changed as a MAJOR change. However, in general, the addition, deletion, or reordering of a word or words in the title is considered a MINOR change.

- a) the a change is in the representation of a word or words (e.g., abbreviated word or sign or symbol vs. spelled out form; singular vs. plural form; one spelling vs. another; Arabic numeral vs. roman numeral; number or date vs. spelled-out form; hyphenated word vs. unhyphenated word; one word compound vs. two-word compound, whether hyphenated or not; acronym or initialism vs. full form; or the grammatical form of a word is changed)
- b) the addition or deletion anywhere in the title of words that indicate the type of resource, e.g., “magazine,” “journal,” or “newsletter” or their equivalent in other languages
- c) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
- d) the addition, deletion, or change of words that link the title to the numbering
- e) 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 a change that involves the name of the same issuing body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., addition, deletion, or rearrangement of the issuing body or substitution of a variant form, including an abbreviation of the name)
- f) the only change is in the addition, deletion, or change of punctuation anywhere in the title
- g) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
- h) a change in the order of titles when the title is given in more than one language on the chief source of information, provided that the title chosen as title proper still appears as a parallel title
- i) use of two or more titles proper on different issues of a serial according to a regular pattern
- j) variation of the language of the title proper on different issues of a serial according to the language of the text.

In case of doubt, consider the title proper to have changed change to be minor.

~~As appropriate, give, in the note area (see 1.7B4), those changes not considered to constitute a change in the title proper. Make an added entry (see 21.30J) under any variant form considered necessary for access.~~

F.8A2. *Optional addition. General material designation.* A change in the physical characteristics such that the GMD would be different

F.8A3. *Parallel title(s).* A change in a title given in more than one language on the chief source, but ONLY if the original title proper no longer appears on a subsequent issue or part

F.8A4. *Other title information.* A change in other title information, if a person or corporate body appearing there is also the main entry or the corporate body is used as a qualifier in the uniform title main entry

F.8A5. *Statements of responsibility.* A change in the statement of responsibility, if the person(s) or corporate body(ies) is/are also the main entry or the corporate body is used as a qualifier in the uniform title main entry

F.8B. EDITION AREA

F.8B1. A change in edition statement that indicates a change in the scope, coverage or language of the serial as a whole. Generally, record numbered edition statements in serials as sequential numbering and not as edition statements (see 12.2B2).

F.8C. PUBLICATION, DISTRIBUTION, ETC., AREA

F.8C1. *Name of publisher, distributor, etc.* A change in the publisher, but only if the corporate body is also the main entry or the corporate body is used as a qualifier in the uniform title main entry (see 25.5B)

F.8D. PHYSICAL DESCRIPTION AREA (where applicable)

F.8D1. *Extent of item (including specific material designation).* A difference in the extent of item, including the specific material designation, indicating a change in the extent or nature of the entire serial

F.8E. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

F.8E1. A change in ISSN or other standard identifier may indicate a MAJOR change. Consider in conjunction with other aspects of the serial and consult other information sources to determine.

F.8F. ACCESS POINTS

F.8F1. Main entry.

- a) a change in responsibility such that the person or corporate body used as the main entry or the corporate body used as qualifier in the uniform title main entry is no longer responsible for the serial (see 21.3B and 25.5B)
- b) a change in the name of the corporate body used as the main entry or as qualifier in the uniform title main entry (see 21.3B and 25.5B)

F.9. INTEGRATING RESOURCE

Change to area(s) of an integrating resource is generally MINOR and results in re-description in a "latest entry" record. A multipart item may have parts that are integrating and F.7 should also be consulted in that case. Consider the following to be MAJOR changes within an integrating resource.

F.9A. TITLE AND STATEMENT OF RESPONSIBILITY AREA

F.9A1. *Optional addition. General material designation.* A change in the physical characteristics such that the GMD would be different, e.g., a loose-leaf print manual changed to an remote access electronic resource, generally in conjunction with an entire replacement of the base publication

F.9B. PHYSICAL DESCRIPTION AREA (where applicable)

F.9B1. *Extent of item (including specific material designation).* A change in the extent of item, including the specific material designation, indicating a change in the extent or nature of the resource and generally in conjunction with an entire replacement of the base publication for a print publication

F.10. Major Differences and Changes: When to Create A New Record

Differences between manifestations and changes within multipart, integrating and serial manifestations

✓ Any differences between manifestations in area require a new record

* Any changes within a manifestation in area require a new record

Otherwise noted types of changes that require a new record

Title and Statement of Responsibility Area

Area		Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XA1	Title proper	✓ (21.2B2)	✓	✓ * within 1 st 5 words, see minor changes	✓
F.XA2	GMD	✓	✓	✓	✓ *
F.XA3	Parallel titles	✓ if significant	✓ consider with other areas	✓ * only if original title no longer appears	✓
F.XA4	Other title information	✓	✓ consider with other areas	✓ * if it affects main entry	✓
F.XA5	Statement of Responsibility	Difference, including change in order of names if indication of content change	✓	✓ * if it affects main entry	✓

Edition Area

Area		Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XB1	Edition	✓ if significant	✓ if significant	✓ if significant	✓ if significant

Material Specific Details Area

Area	Class of Materials	Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XC1	Cartographic	✓ Projection / scale	✓ Projection / scale	✓ Projection / scale	
F.XC1	Electronic	✓ File characteristics	✓ File characteristics	✓ File characteristics	
F.XC1	Music	✓ Music format change	✓ Music format change	✓ Music format change	

Publication, Distribution, etc., Area

Area		Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XD1	Place of Publication	Change in country - consider with other areas	✓ Change in country - consider with other area		
F.XD2	Name of publisher /distributor	✓	✓	✓ * if it effects main entry	✓ consider with other areas
F.XD3a	Date of publication	✓	✓		
F.XD3b	Date of copyright	✓ Consider with other areas	✓ Consider with other areas		
F.XD4a	Place of manufacture	If no publisher information	If no publisher information		
F.XD4b	Name of manufacturer	If no publisher information	If no publisher information		
F.XD4c	Date of manufacture	If no publication information	If no publisher information		

Physical Description Area (where applicable)

Area	Class of Materials	Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XE1	Extent of item	✓	✓ *	✓ *	✓ * where applicable
F.XE2	Other physical characteristics				
	Cartographic materials	✓	✓		
	Sound recordings	✓ if significant	✓ if significant		
	Motion pictures & videorecording	✓ if significant	✓ if significant		
	Graphic materials	✓ if significant	✓ if significant		
	Electronic resources	✓ if significant N/A for remote ER	✓ *		
	3-D artefacts & realia	✓ if significant	✓ if significant		
	Microforms	✓ if significant	✓ if significant		
F.XE3	Dimensions				
	Printed	✓ if significant	✓ if significant		
	Cartographic materials	✓ if significant	✓ if significant		
	Music	✓ if significant	✓ if significant		
	Sound recordings	✓ if significant	✓ if significant		
	Motion pictures	✓ if significant	✓ if significant		
	Graphic materials	✓ if significant	✓ if significant		
	3-D artefacts & realia	✓ if significant	✓ if significant		
	Microforms	✓ if significant	✓ if significant		
F.XE4 Accomp. Material		May be major	May be major		

Series

Area		Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XF1	Title proper of series	✓ including presence or absence	✓ including presence or absence	✓ including presence or absence	✓ including presence or absence
F.XF2	Numbering within series	✓	✓	✓	

Standard Number and Terms of Availability Area

Area		Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XG1	ISBN/ISSN and other numbers	✓ Consider with other areas	✓ Consider with other areas	✓ *Consider with other areas	✓ Consider with other areas

Language

Area		Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XH1	Language	✓	✓	✓	✓

Access Points

Area		Single-Part Finite Resources F.3	Multi-part Items F.4 & F.7	Serials F.5 & F.8	Integrating Resources F.6 & F.9
F.XI1	Main entry	✓	✓	✓*	✓
F.XI2	Added entries	✓	✓		

(NOTE: CHART IS NUMBERED IN LEFT-HAND COLUMN IN WAY THAT DOES NOT QUITE MATCH THE APPENDIX. SHOULD WE NUMBER THE APPENDIX BY AREA, INSTEAD OF CONSECUTIVELY WITHIN EACH CATEGORY?)

REVISION TO ANOTHER RULE AND ADDITIONS TO GLOSSARY

24.2. Variant names

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

- h) Whenever appropriate make a reference 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

Appendix D. 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.

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.

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.

ADDENDUM

After decisions are made about JSC/LC/50 “Series authority records in AACR2,” a few paragraphs of this appendix may need additional wording:

F.4 MULTIPART ITEMS

A multipart item may be represented in the catalog by a bibliographic record or a series authority record. Consider the following to be MAJOR differences between manifestations of a multipart item.

F.5. SERIALS

A serial may be represented in the catalog by a bibliographic record or a series authority record. Consider the following to be MAJOR differences between manifestations of a serial. Comparing manifestations of a serial 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 differences to represent changes within a serial rather than different manifestations (see F.8).

F.7. MULTIPART ITEM

A multipart item may be represented in the catalog by a bibliographic record or a series authority record. Change within a multipart item generally does not require a new record, but rather re-description in the existing record. Consult 21.2B2 for instructions on handling change(s) to titles and 21.3 for change(s) in author responsibility. Multipart items may include parts or issues that are integrating resources and F.9 may also need to be consulted. Consider the following to be a MAJOR change within a multipart item.

F.8. SERIALS

A serial may be represented in the catalog by a bibliographic record or a series authority record. Consider the following to be MAJOR changes within a serial, thereby requiring a new record called a “successive entry.”