

**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**

**Rev. September 10, 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 (and subsequent meetings at ALA Midwinter and Annual 2001). 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, 2<sup>nd</sup> ed. (<http://www.oclc.org/oclc/bib/fchap4.htm>).

Initial discussions focused on how to treat expression-level records vs. manifestation-level records, with the work, expression, and manifestation-level records defined in the FRBR. The group that met at the Library of Congress discussed the difficulties of doing

this within the context of the current cataloging code, a code that focuses on the cataloging of manifestation-level records. We agreed that we should draft our guidelines based on the existing code, but also decided to consult with the chair of CC:DA. Consultation with Daniel Kinney, Chair, CC:DA, resulted in an agreement that we should focus on manifestation-level records at this time. He stated that a proposed experiment on cataloging of expression-level vs. manifestation-level records would help inform future additional guidelines on major/minor changes for expression-level records. 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 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.

Following the Spring 2001 JSC meeting, the task force was asked to pull out the revisions for rule 24.C from the Appendix and submit those as a separate rule change. This proposal was submitted to CC:DA at ALA Annual 2001.

The Library of Congress subsequently suggested submitting a rule change proposal for Chapter 1 regarding edition statements, and removing that language from the appendix. The task force submitted that rule change proposal to CC:DA in August 2001 and revised the appendix accordingly.

The current revision of the appendix incorporates changes suggested by the JSC constituents subsequent to the Spring 2001 JSC meeting that have been discussed and agreed upon by task force members.

## 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.

The following definition of “serial” to be included in the “new” Chapter 12 (as of 2001) has also informed our discussions:

**Serial.** A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, 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 makes decisions based on 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.
4. While we did agree, as noted above, that the "Seriality" task force would address language on title proper, we are concerned that there may be potential conflict or perceived conflict between the language in the new Chapter 12 and language in this Appendix in F.5 and F.8. We would highly recommend that these conflicts be resolved as much as possible before either Chapter 12 or the Appendix goes to print, to avoid future confusion for catalogers.
5. Finally, we note that even knowledgeable task force members continue to have some difficulty separating the concepts of *difference between manifestations* and *change within a manifestation*, which the task force used to distinguish two major sections of the appendix. We are concerned that this will also be confusing to catalogers using this appendix, though we believe the utility of the information within the appendix does outweigh potential problems with confusion. We look to the JSC for guidance as to how to resolve this potential confusion. One possible alternative is two appendices instead of one, another is additional wording and explanations within the appendix contrasting the two areas, another is a new title for the appendix, and another involves including additional explanations in a conceptual chapter. We definitely hope to lessen confusion by some combination of these suggested approaches.

## **MEMBERSHIP**

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

**APPENDIX F**

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**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 manifestations of a resource, and (2) change(s) within an existing resource. The decision is usually being made in the context of comparing a resource to an existing record.

The basic guidelines provide general principles for evaluating all resources for MAJOR or MINOR differences and changes. They are followed by individual sections focusing on MAJOR differences between manifestations and on MAJOR changes within a resource, i.e., changes that warrant creating a new record. Consult this appendix in conjunction with the specific rules of description and access for the bibliographic resource being cataloged.

Note that “difference” indicates that there is a disparity between two or more separate resources, and “change” indicates that a resource has been altered in a manner that requires editing of the bibliographic record describing the resource. In some cases outlined in this appendix, “change” to a resource may require the creation of a new record.

## 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, potential access points) in making a decision whether a 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 element may or may not require a new record because not all differences or changes are of equal importance. To determine whether a new record is necessary for some differences or changes, the cataloguer needs to look at all aspects of the resource and consider them in conjunction with the specific guidelines for the type of resource.
  - a. A MAJOR difference between 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 therefore requires a new record. A cataloger should examine *all* information before making a determination.
  - b. 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 modifying elements in the body of the description. See the rules for the 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.

3. Decisions regarding the choice of main entry are made on the basis of chapter 21 and, if applied by a cataloguing agency, chapter 25. Since the main entry for a bibliographic resource may or may not be reflected in its description, the cataloguer should consider any differences/changes to the main entry separately from differences/changes in the elements of the description.
4. In comparing a resource to an existing record, ascertain that the comparison is based on the same source of information as was used in constructing the existing record.

### ***Differences between Manifestations***

This section provides guidance on specific areas of an existing record against which a new resource may need to be compared. If there is a MAJOR difference, create a new record.

#### **F.3. SINGLE-PART FINITE RESOURCES**

The following are 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

**F.3A2. Parallel titles.** A difference in parallel title(s)

**F.3A3. Other title information.** A difference in other title information

**F.3A4. Statements of responsibility.** A difference in the statement of responsibility if the difference indicates that the responsibility has changed.

##### **F.3B. EDITION AREA**

**F.3B1. Edition statement.** A difference in edition statement but not the presence or absence of *1st ed.* or its equivalent in any language. Consider also publication patterns in the country of publication (see 1.2B3)\*(this is a reference to the revised 1.2B3 as submitted by this TF)

##### **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") indicates a MAJOR change. Presence or absence alone does not constitute a MAJOR change. Consider in conjunction with other aspects, particularly with specific material designation

### **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.

**F.3D2. Name of publisher, distributor, etc.** A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed name (see 24.1C) (e.g., Bailey-Film Associates changed name to BFA Education Media)

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

**F.3D3a. 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 an inferred date

**F.3D3b. Date of copyright when given in addition to publication date.** A different copyright date may be a MAJOR difference. Consider in conjunction with other aspects.

**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.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:

**Books, pamphlets, and printed sheets:** any significant difference

**Cartographic materials:** any difference

**Music:** any significant 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. none; 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 not attributable to different measurement techniques, different foldings, local binding or trimming, or local packaging:

**Books, pamphlets and printed sheets:** any significant difference

**Cartographic materials:** any significant difference

**Music:** any significant difference

**Sound recordings:** any difference

**Motion pictures and videorecordings:** any difference

**Graphic materials:** any significant difference (e.g., original poster vs. smaller reproduction; 21 x 26 cm. photograph vs. 13 x 18 cm. photograph)

**Electronic resources:** for direct access electronic resources, any significant difference (e.g., difference in size of disk, cartridge, etc.). Not applicable for remote electronic resources

**Three-dimensional artefacts and realia:** any significant difference

**Microforms:** any significant difference

**F.3E4. Accompanying material.** The presence vs. absence of accompanying material or a difference in accompanying material if 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. Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects

**F.3F2. Title proper of series.** A difference in series title proper

**F.3F3. Numbering within series.** A difference in series number

### **F.3G. NOTES AREA**

**F.3G1. Publishers' numbers. The following differences in publishers' numbers:**

**Music:** A significant difference in publisher or plate number

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

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

### **F.3H. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**F.3H1.** A different ISBN or other standard identifier on the finite resource may indicate a MAJOR difference. Consider in conjunction with other aspects

### **F.3I. LANGUAGE**

**F. 3I1. Language.** A difference in language

### **F.3J. ACCESS POINTS**

**F.3J1. Main entry.** A difference 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

**F.3J2. Added entries.** A difference in responsibility that justifies the addition, omission, or change of added entries as instructed in 21.29-21.30

## **F.4. MULTIPART ITEMS**

Consider the following to be MAJOR differences between manifestations of a multipart item if the part being cataloged is from the same time period as the part(s) represented. Comparing manifestations of a multipart item 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 multipart item rather than different manifestations (see F.7).

### **F.4A. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

**F.4A1. Title proper.** A difference in title proper

**F.4A2. Parallel titles.** A difference in parallel title(s)

**F.4A3. Other title information.** A difference in other title information

**F.4A4. Statements of responsibility.** A difference in the statement of responsibility

#### **F.4B. EDITION AREA**

**F.4B1. Edition statement.** A difference in edition statement but not the presence or absence of *Ist ed.* or its equivalent in any language. Consider also publication patterns in the country of publication (see 1.2B3)*\*(this is a reference to the revised 1.2B3 as submitted by this TF)*

#### **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)

#### **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.

**F.4D2. Name of publisher, distributor, etc.** A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed name (see 24.1C) (e.g., Bailey-Film Associates changed name to BFA Education Media)

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

**F.4D3a. Date of publication.** A different date of publication, distribution, etc., including an inferred date

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

**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.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:

**Books, pamphlets, and printed sheets:** any significant difference

**Cartographic materials:** any difference

**Music:** any significant 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. none; 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 not attributable to different measurement techniques, different foldings, local binding or trimming, or local packaging:

**Books, pamphlets and printed sheets:** any significant difference

**Cartographic materials:** any significant difference

**Music:** any significant difference

**Sound recordings:** any difference

**Motion pictures and videorecordings:** any difference

**Graphic materials:** any significant difference (e.g., 21 x 26 cm. photographs vs. 13 x 18 cm. photographs)

**Electronic resources:** for direct access electronic resources, any significant difference (e.g., difference in size of disk, cartridge, etc.). Not applicable for remote electronic resources

**Three-dimensional artefacts and realia:** any significant difference

**Microforms:** any significant difference

**F.4E4. Accompanying material.** The presence vs. absence of accompanying material or a difference in accompanying material if 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. Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects

**F.4F2. Title proper of series.** A difference in series title proper

**F.4F3. Numbering within series.** A difference in series number

#### **F.4G. NOTES AREA**

**F.4G1. Publishers' numbers. The following differences in publishers' numbers:**

**Music:** A significant difference in publisher or plate number

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

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

#### **F.4H. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**F.4H1.** A different ISBN or other standard number on a multipart item may indicate a MAJOR difference. Consider in conjunction with other aspects

#### **F.4I. LANGUAGE**

**F.4I1. Language.** A difference in language

#### **F.4J. ACCESS POINTS**

**F.4J1. Main entry.** A difference 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

**F.4J2. Added entries.** A difference in responsibility that justifies the addition, omission, or change of added entries as instructed in 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).

### **F5A. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

**F.5A1. Title proper.** A difference in title proper

**F.5A2. Parallel title(s).** A difference in parallel title(s)

### **F.5B. EDITION AREA**

**F.5B1. Edition statement.** A difference in edition statement that indicates a different scope, coverage or language of the serial as a whole (see also 12.2B1) (e.g., London ed. vs. New York ed.; Professional ed. vs. no edition statement)

### **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") indicates a MAJOR change. Presence or absence alone does not constitute a MAJOR change. Consider in conjunction with other aspects, particularly with specific material designation

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

**F.5D1. 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

**F.5D2. Name of publisher, distributor, etc.** A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed name (see 24.1C)

## **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, indicating a difference in the extent or the nature of the resource

**F.5E2. Other physical details, including notes about physical description.** The following differences in other physical details:

**Printed material:** any significant difference (e.g., illustrated vs. text only)

**Cartographic materials:** any difference

**Music:** any significant 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. none; 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.5F. SERIES AREA**

**F.5F1. Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects

**F.5F2. Title proper of series.** A difference in series title proper

**F.5F3. Numbering within series.** A difference in series number (e.g., some microform serials are published in the same series, but with two different numbering schemes)

## **F.5G. NOTES AREA**

**F.5G1. Publishers' numbers. The following differences in publishers' numbers:**

**Music:** A significant difference in publisher or plate number

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

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

## **F.5H. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**F.5H1.** A different ISSN or other standard number appearing on the serial may be MAJOR. Consider in conjunction with other aspects of the serial and, when necessary, consult other information sources (e.g., bibliographic utilities, etc.)

## **F.5I. LANGUAGE**

**F.5I1.** A difference in language

## **F.5J. ACCESS POINTS**

### **F.5J1. Main entry.**

- a) a difference in responsibility that requires a different person or corporate body as main entry
- 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 21.3B1)

## **F.6. INTEGRATING RESOURCES**

To determine if iterations of an integrating resource should be represented by separate records, when possible compare the same iteration as that used to create the existing record. 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 different manifestations rather than change within a manifestation (i.e., create a separate record).

## **F.6A. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

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

**F.6A2. Parallel title(s).** A difference in parallel title(s)

**F.6A3. Other title information.** A difference in other title information

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

## **F.6B. EDITION AREA**

**F.6B1. Edition statement.** A different edition statement

## **F.6C. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA**

**F.6C1.** 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") indicates a MAJOR change. Presence or absence alone does not constitute a MAJOR change. Consider in conjunction with other aspects, particularly with specific material designation

## **F.6D. PUBLICATION, DISTRIBUTION, ETC., AREA**

**F.6D1. 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 integrating resource

**F.6D2. Name of publisher, distributor, etc.** A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed name (see 24.1C) (e.g., Bailey-Film Associates changed name to BFA Education Media)

## **F.6E. PHYSICAL DESCRIPTION AREA (where applicable)**

**F.6E1. 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.6F. SERIES AREA**

**F.6F1. Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects of the integrating resource

**F.6F2. Title proper of series.** A difference in series title proper

**F.6F3. Numbering within series.** A difference in series number

## **F.4G. NOTES AREA**

**F.4G1. Publishers' numbers. The following differences in publishers' numbers:**

**Music:** A significant difference in publisher or plate number

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

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

## **F.6H. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**F.6H1.** A different ISBN or other standard identifier may be a MAJOR difference. Consider in conjunction with other aspects of the integrating resource

## **F.6I. LANGUAGE**

**F.6I1.** A difference in language

## **F.6J. ACCESS POINTS**

**F.6J1. Main entry.** A difference 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.

**F.6J2. Added entries.** A difference in responsibility that justifies the addition, omission or change of added entries as instructed in 21.9-21.30

## ***Changes within a Resource***

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

## **F.7. MULTIPART ITEMS**

Change within the same multipart item does not require a new record, but rather redescription in the existing record. Consult 21.2B2 for instructions on handling change(s) to titles, and 21.3 for change(s) in responsibility. Multipart items may include parts or issues that are integrating resources, and therefore F.9 may also need to be consulted. Provide notes about changes in the multipart item not covered in 21.2B2 and 21.3.

## **F.8. SERIALS**

Change within the same serial may be MAJOR or MINOR. Explain MINOR changes in the note area of the existing record if considered to be important; see the “change” sub-rules and the 12.7B sub-rules in chapter 12. Create a separate record when an issue/part of a serial has a MAJOR change.

## **F.8A. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

**F.8A1. Title proper.** A MAJOR change in title proper (see 21.2A)

**F.8A2. 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.8B. EDITION AREA**

**F.8B1. Edition statement.** A change in edition statement that indicates a change in the scope, coverage or language of the serial as a whole (see also 12.2B1)

## **F.8C. PHYSICAL DESCRIPTION AREA (where applicable)**

**F.8C1. 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.8D. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

**F.8D1.** 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 (e.g., bibliographic utilities, etc.)

## **F.8E. ACCESS POINTS**

**F.8E1. 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 RESOURCES**

Change to area(s) of an integrating resource is generally MINOR and results in a redescription of the resource based on the latest iteration. If an integrating resource is part of a multipart item, also consult F.7.

**F.10. MAJOR DIFFERENCES AND CHANGES: WHEN TO CREATE A NEW RECORD: A CHART**

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

- ✓ Any differences between manifestations in this area require a new record
- \* Any changes within a manifestation in this area require a new record

Consider changes within a multiple part resource ((F.7)) or integrating resources ((F.9)) MINOR; new records are not required. Otherwise noted types of changes that require a new record are listed below.

**Area 1. Title and Statement of Responsibility Area**

Area 1	Single-Part Finite Resources F.3	Multi-part Items F.4 & ((F.7))	Serials F.5 & F.8	Integrating Resources F.6 & ((F.9))
Title proper	✓	✓	✓ * see 21.2A	✓
Parallel titles	✓	✓	✓ * only if original title no longer appears	✓
Other title information	✓	✓		✓
Statement of Responsibility	✓if responsibility has changed	✓		✓

**Area 2. Edition Area**

Area 2	Single-Part Finite Resources F.3	Multi-part Items F.4 & (F.7)	Serials F.5 & F.8	Integrating Resources F.6 & (F.9)
Edition	✓ (not including presence or absence of 1 <sup>st</sup> ed.)	✓ (not including presence or absence of 1 <sup>st</sup> ed.)	✓ if significant * if significant	✓

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

<b>Class of Materials</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
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 change		✓ Music format change	✓ Music format change

**Area 4. Publication, Distribution, etc., Area**

<b>Area 4</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
Place of Publication	✓ Change in country - consider with other aspects	✓ Change in country - consider with other aspects	✓ Change in country - consider with other aspects	✓ Change in country - consider with other aspects
Name of 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	✓ If no publisher information	✓ If no publisher information		

**Area 5. Physical Description Area (where applicable)**

<b>Class of Materials</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
<b>Extent of item</b>	✓ Including SMD	✓ Including SMD	✓ * Including SMD	✓ Including SMD or replacement
<b>Other physical characteristics:</b>				
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	
<b>Dimensions:</b>				
Books, pamphlets, printed sheets	✓ if significant	✓ if significant		
Cartographic materials	✓ if significant	✓ if significant		
Music	✓ if significant	✓ if significant		
Sound recordings	✓	✓		
Motion pictures	✓	✓		
Graphic materials	✓ if significant	✓ if significant		
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		
Microforms	✓ if significant	✓ if significant		
<b>Accomp. Material</b>	✓ if affects use of main work	✓ if affects use of main work		

**Area 6. Series**

<b>Area 6</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
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	✓	✓	✓	✓
Numbering within series	✓	✓	✓	✓

**Area 7. Notes**

<b>Area 7</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
<b>Publishers' numbers:</b>				
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

**Area 8. Standard Number and Terms of Availability Area**

<b>Area 8</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
ISBN/ISSN and other numbers	✓ Consider with other aspects	✓ Consider with other aspects	✓ *Consider with other aspects	✓ Consider with other aspects

**Language**

<b>Language</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
Language	✓	✓	✓	✓

**Access Points**

<b>Access points</b>	<b>Single-Part Finite Resources F.3</b>	<b>Multi-part Items F.4 &amp; (F.7)</b>	<b>Serials F.5 &amp; F.8</b>	<b>Integrating Resources F.6 &amp; (F.9)</b>
Main entry	✓	✓	✓ *	✓
Added entries	✓	✓		✓

## **Appendix D. GLOSSARY:**

### **Newly proposed definitions:**

**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.

**Manifestation.** The 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.

**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.

### **Change to an existing definition:**

#### **Current definition:**

**Item.** A document or set of documents in any physical form, published, issued, or treated as an entity, and as such forming the basis for a single bibliographic description.

#### **Proposed change:**

**Item:** A ~~document or set of documents~~ single exemplar of a manifestation in any physical form, published, issued, or treated as an entity, and as such forming the basis for a ~~single~~ bibliographic description.

## **ADDENDUM**

After decisions are made about JSC/LC/50 “Series authority records in AACR2,” the following 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 if the part being cataloged is from the same time period as the part(s) represented. Comparing manifestations of a multipart item 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 multipart item serial rather than different manifestations (see F.7).

### **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 ITEMS**

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 redescription in the existing record. Consult 21.2B2 for instructions on handling change(s) to titles, and 21.3 for change(s) in responsibility. Multipart items may include parts or issues that are integrating resources, and therefore F.9 may also need to be consulted. Provide notes about changes in the multipart item not covered in 21.2B2 and 21.3.

### **F.8. SERIALS**

A serial may be represented in the catalog by a bibliographic record or a series authority record. Change within the same serial may be MAJOR or MINOR. Explain MINOR changes in the note area of the existing record if considered to be important; see the “change” sub-rules and the 12.7B sub-rules in chapter 12. Create a separate record when an issue/part of a serial has a MAJOR change.