

Association for Library Collections and Technical Services
(A division of the American Library Association)
Cataloging and Classification Section
Committee on Cataloging: Description and Access

Joint ALA/BL Task Force to Reconceptualize Chapter 9

Report

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Introduction¹

Per the suggestion of the ALA Representative to the JSC, the task force presented five different options for dealing with electronic resources issues in its March 2003 Interim report. In this report, the task force has prepared preliminary rule revisions to demonstrate how **Option 4** presented in the Interim report would play out. This is the option we were charged with exploring.

Proposals

In this report, we present proposals that demonstrate how a reconceptualization of the class of materials now known as “electronic resources,” and governed by the rules of chapter 9, might be accomplished. The reconceptualization of this class of materials would involve revising the scope of chapter 9 so that, instead of containing rules for the description of the carrier concept “electronic resources,” the chapter would instead contain rules for the description of computer software (including programs, fonts), numeric data, computer-oriented multimedia, and online systems or services. “Electronic resource” as a carrier concept would still exist, but rules for the description of the electronic carrier aspect of a bibliographic resource would be found not in chapter 9, but instead in each of the chapters in part I where a given class of materials might occur in an electronic format, or in a general rule in chapter 1 applicable to all classes of materials. This is in some ways analogous to the way the carrier concept “paper resource” is now treated in the rules of part I.

The rule revision proposals presented here are preliminary. Their purpose is to give the JSC and its constituencies a chance to examine this possible approach and determine whether this approach is desirable and workable, and whether this reconceptualization should be carried out. We present rule revision proposals for the scope and sources of information rules in the chapters of part I, and preliminary examples of physical description statements.

A. Scope statements²

Chapter 2

~~Books, Pamphlets, and Printed Sheets~~ Texts

¹ (Background information available in Interim report at <http://www.libraries.psu.edu/iasweb/personal/jca/ccda/TF-ch9a.html#report0303>)

² Clean copies of revised rules in [Appendix A](#).

2.0A. Scope

2.0A1. The rules in this chapter cover the description of separately published monographic texts ~~printed items other than cartographic items (see chapter 3) and printed music (see chapter 5)~~. These are referred to hereafter in this chapter as monographic texts ~~printed monographs~~ and comprise books, pamphlets, ~~and~~ single sheets, and electronic texts. For microform reproductions of printed texts, see chapter 11. For serials and ~~updating loose-leafs~~ integrating resources, see also chapter 12.

3.0A. Scope

3.0A1. The rules in this chapter cover the description of cartographic materials of all kinds. Cartographic materials include all materials that represent the whole or part of the Earth or any celestial body. These include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, nautical, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views); electronic cartographic materials; etc. They do not cover in detail the description of early or manuscript cartographic materials, though the use of an additional term in the physical description (see 3.5B) and/or the use of the specific instructions in chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For items falling within the scope of other chapters but presenting cartographic information (e.g., some wall charts, some playing cards), consult the rules in this chapter in conjunction with those of the chapter appropriate to the item. For cartographic serials and integrating resources, see also chapter 12. **[based on text for 2003 revision]**

4.0A. Scope

4.0A1. The rules in this chapter cover the description of manuscript (including typescript, ~~or~~ printout, or electronically stored) materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., legal papers (including printed forms completed in manuscript), and collections of such manuscripts. For reproductions of manuscripts published in multiple copies, see chapter 2 or chapter 11, as appropriate. For manuscript cartographic items, see also chapter 3. For manuscript music, see also chapter 5.

5.0A. Scope

5.0A1. The rules in this chapter cover the description of published music, including music published in electronic format. They do not cover manuscript or other unpublished music in detail, though the use of an additional term in the physical description (see 5.5B) and the use of the specific provisions of chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For the

description of recorded music, see chapter 6. For microform reproductions of music, see chapter 11. For published music serials and integrating resources, see also chapter 12.

6.0A. Scope

6.0A1. The rules in this chapter cover the description of sound recordings in all media, ~~i.e.~~, e.g., discs, tapes (open reel-to-reel, cartridges, cassettes), piano rolls (and other rolls), direct- or remote-access sound files, and sound recordings on film (other than those intended to accompany visual images, for which see chapter 7). They do not cover specifically recordings in other forms (e.g., wires, cylinders) or in various experimental media, though the use of appropriate specifications in the physical description (see 6.5) and special notes will furnish a sufficiently detailed description for such items. For serials and integrating resources, see also chapter 12.

7.0A. Scope

7.0A1. The rules in this chapter cover the description of motion pictures and videorecordings of all kinds; (including complete films and programmes, compilations, trailers, newscasts and newsfilms, stock shots, and unedited material) and in all formats (e.g., film reels, videocassettes, videodiscs, direct- or remote-access video files). For other visual material, see chapter 8. For sound track film not accompanied by visual material, see chapter 6. For serials and integrating resources, see also chapter 12.

8.0A. Scope

8.0A1. The rules in this chapter cover the description of graphic materials of all kinds, whether opaque (e.g., two-dimensional art originals and reproductions, charts, photographs, technical drawings) or intended to be projected or viewed (e.g., filmstrips, radiographs, slides) or issued in electronic format, and collections of such graphic materials. For unpublished graphic materials, see also the instructions in chapter 4. For visual material recorded on film and intended to be projected so as to create the illusion of movement, see chapter 7. For microforms, see chapter 11. For maps, etc., see chapter 3. For microscope slides, see chapter 10.

Chapter 9

Electronic Resources

Computer Software, Numeric Data,

Computer-Oriented Multimedia,

and Online Systems and Services

9.0A. Scope

9.0A1. The rules in this chapter cover the description of electronic resources computer software, numeric data, databases, computer-oriented multimedia, and online systems and services. Electronic resources consist of data (information representing numbers, text, graphics, images, maps, moving images, music, sounds, etc.), programs (instructions, etc., that process the data for use), or combinations of data and programs. Online systems and services are remotely accessed through a computer network, and are driven by computer programs that produce data in response to a query (e.g., a travel reservation system; an online service that produces driving directions in response to a query; a remote-access service that queries a database to produce a weather report for a given location, etc.). Electronic resources often include components with characteristics found in multiple classes of materials so there will frequently be a need to consult other chapters. For example, in describing a serially issued cartographic electronic resource, use chapters 3, 9, and 12. For serials and integrating resources, see also chapter 12.

For cataloguing purposes, electronic resources may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disc/disk, cassette, cartridge) must be inserted into a computerized device or into a peripheral attached to a computerized device. Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input-output device (e.g., a terminal), either connected to a computer system (e.g., a resource in a network), or by use of resources stored in a hard disk or other storage device. [paragraph moved to chapter 1, proposed new rule 1.0A3]

10.0A. Scope

10.0A1. The rules in this chapter cover the description of three-dimensional objects of all kinds (other than those covered in previous chapters), including models, dioramas, games (including puzzles and simulations, video and other electronic games (whether remote-access or direct-access)), braille cassettes, sculptures and other three-dimensional art works, exhibits, machines, and clothing. They also cover the description of naturally occurring objects, including microscope specimens (or representations of them) and other specimens mounted for viewing. For the

description of three-dimensional cartographic materials (e.g., relief models, globes), see chapter 3.

12.0A. Scope

12.0A1. The rules in this chapter cover the description of continuing resources, whether successively issued (i.e., serials) or integrating (e.g., updating loose-leaves, updating Web sites). These rules also cover the description of the following categories of finite resources (i.e., those with a predetermined conclusion): resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events); reprints of serials; and finite integrating resources. The rules in this chapter do not apply to the description of multipart items.

These rules focus on the continuing nature of serials and integrating resources and are applied in conjunction with rules in other chapters of part I. For example, in describing ~~an electronic journal~~ a cartographic item that is also a continuing resource, consult chapter 93 for rules specifically applying to the electronic cartographic aspects of the journal resource and chapter 12 for the continuing aspects.

If a rule does not apply to all continuing resources, the scope of that rule is indicated.

See chapter 21 for guidelines to determine if a change on subsequent issues or parts of a serial or on subsequent iterations of an integrating resource requires a new description. If a new description is not made, see the rules regarding changes in this chapter (e.g., 12.1B8, 12.1D3, 12.1E2) for instructions.

Glossary terms to add or revise based on revisions to scope rules:

Manuscript

Text

B. Sources of information³

1.0A3. Sources of information for resources in electronic formats

Any of the materials or types of publication covered by the various chapters in part I (except microforms, chapter 11) may occur in an electronic format. For cataloguing purposes, resources in electronic formats may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g.,

³ Clean copies of revised rules in [Appendix A](#).

disc/disk, cassette, cartridge) must be inserted into a computerized device or into a peripheral attached to a computerized device. Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input-output device (e.g., a terminal), either connected to a computer system (e.g., a resource in a network), or by use of resources stored in a hard disk or other storage device.

Resources in remote-access electronic formats may either be presented on a Web page or accessed through a Web page (e.g., via hypertext link or thumbnail image). When a resource is accessed through a Web page, the instructions in subrules .0B in the chapters in part I generally instruct the cataloguer to prefer information found in the resource itself to information found on the page through which the resource is accessed.

For resources in direct-access electronic formats, the instructions in subrules .0B in the chapters in part I generally instruct the cataloguer to prefer information found within the resource to information found on its physical carrier and labels.

2.0B. Sources of information

2.0B1. Chief source of information. The chief source of information for ~~printed monographs~~ monographic texts is the title page or, if there is no title page, the source from within the publication that is used as a substitute for it. For ~~printed monographs~~ monographic texts published without a title page, or without a title page applying to the whole work (as in the case of some editions of the Bible and some bilingual dictionaries), use the part of the item supplying the most complete information, whether this be the cover (excluding a separate book jacket), caption, colophon, running title, home page (for resources in remote-access electronic formats), or other part. Specify the part used as a title page substitute in a note (see 2.7B3). If no part of the item supplies data that can be used as the basis of the description, take the necessary information from any available source. If the information traditionally given on the title page is given on facing pages or on pages on successive leaves, with or without repetition, treat those pages as the title page.

Use the colophon as the chief source of information for an oriental nonroman script publication if the colophon contains full bibliographic information and the following conditions apply:

- a) the page standing in the position of a title page bears only the title proper
- or* b) the title page bears only a calligraphic version of the title proper
- or* c) the title page bears only a western-language version of the title and other bibliographic information.

2.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of ~~printed monographs~~ monographic texts is set out

below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Title page [footnote omitted]
Edition	Title page, other preliminaries, colophon, <u>home page, physical carrier and labels</u>
Publication, distribution, etc.	Title page, other preliminaries, colophon, <u>home page, physical carrier and labels</u>
Physical description	The whole publication
Series	Series title page, monograph title page, cover, <u>home page, physical carrier and labels</u> , rest of the publication
Note	Any source
Standard number and terms of availability	Any source

3.0B. Sources of information

3.0B1. For sources of information for an a-printed atlas, see 2.0B.

3.0B2. Chief source of information. The chief source of information for other than an a-printed atlas (in order of preference) is:

- a) the cartographic item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself; for an item in a remote-access electronic format, treat all readily viewable parts of the item as the cartographic item itself
- b) container (e.g., portfolio, cover, envelope, physical carrier and labels for an item in a direct-access electronic format) or case, the cradle and stand of a globe, etc.

If information is not available from the chief source, take it from any accompanying printed material (e.g., pamphlets, brochures) or from associated metadata or source code.

3.0B3. Prescribed sources of information. The prescribed source(s) of information for each area of the description of cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying printed material, <u>associated metadata or source code</u>
Mathematical and other material specific details	Chief source of information, accompanying printed material, <u>associated metadata or source code</u>
Publication, distribution, etc.	Chief source of information, accompanying printed material, <u>associated metadata or source code</u>
Physical description	Any source
Series	Chief source of information, accompanying printed material, <u>associated metadata or source code</u>
Note	Any source
Standard number and terms of availability	Any source

4.0B. Sources of information

4.0B1. Chief source of information. The chief source of information for manuscripts is the manuscript itself. When a manuscript is on an electronic carrier, the manuscript should be viewed with the appropriate computer hardware and software; the physical carrier and its labels are not considered part of the manuscript itself. Within manuscripts, use (in this order of preference) information from the:

title page
colophon
caption, heading, etc.
content of the manuscript

However, prefer a source that is part of the original manuscript to sources that have been supplied later. If information is not available from the chief source, take it from the following sources (in this order of preference):

the physical carrier and its labels (for an item in a direct-access
electronic format)
another manuscript copy of the item
a published edition of the item
reference sources

other sources

For collections of manuscripts, treat the whole collection as the chief source.

4.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of manuscripts is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information, <u>physical carrier and its labels (for an item in a direct-access electronic format)</u> , published copies of manuscript
Edition	Chief source of information, <u>physical carrier and its labels (for an item in a direct-access electronic format)</u> , published copies of manuscript
Date	Chief source of information, <u>physical carrier and its labels (for an item in a direct-access electronic format)</u> , published copies of manuscript
Physical description	Any source
Note	Any source

5.0B. Sources of information

5.0B1. Chief source of information. If the title page consists of a list of titles including the title of the item being catalogued, use as the chief source of information whichever of the “list” title page, the cover, or the caption furnishes the fullest information. In all other cases, use the title page or title page substitute (see 2.0B1) as the chief source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

caption
 cover
 colophon
 other preliminaries
physical carrier and its labels (for an item in a direct-access
 electronic format)
 other sources

5.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of published music is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility Edition	Chief source of information Chief source of information, caption, cover, colophon, other preliminaries, <u>physical carrier and its labels (for an item in a direct-access electronic format)</u>
Musical presentation Publication, distribution, etc.	Chief source of information Chief source of information, caption, cover, colophon, other preliminaries, first page of music, <u>physical carrier and its labels (for an item in a direct-access electronic format)</u>
Physical description Series	Any source Series title page, caption, cover, colophon, other preliminaries, <u>physical carrier and its labels (for an item in a direct-access electronic format)</u>
Note	Any source
Standard number and terms of availability	Any source

6.0B. Sources of information

6.0B1. Chief source of information. The chief source of information for each major type of sound recording is set out here.

TYPE	CHIEF SOURCE
Disc	Disc and label [footnote omitted]
Tape (open reel-to-reel)	Reel and label
Tape cassette	Cassette and label
Tape cartridge	Cartridge and label
Roll	Label
Sound recording on film	Container and label
<u>Sound file in direct-access electronic format</u>	<u>Physical carrier and its labels</u>
<u>Sound file in remote-access electronic format</u>	<u>Web page through which sound file is accessed</u>

If there are two or more chief sources of information as defined above (e.g., two labels on a disc), treat these as a single chief source.

Treat accompanying textual material or a container as the chief source of information if it furnishes a collective title and the parts themselves and their labels do not. In this case, make a note (see 6.7B3) indicating the source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

accompanying textual material
 container (e.g., sleeve, box)
associated metadata or source code
 other sources

Prefer textual data to sound data. For example, if a sound disc has a label and also information presented in sound form on the disc, prefer the label information.

6.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of sound recordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility Edition	Chief source of information Chief source of information, accompanying textual material, container, <u>associated metadata or source code</u>
Publication, distribution, etc.	Chief source of information, accompanying textual material, container, <u>associated metadata or source code</u>
Physical description Series	Any source Chief source of information, accompanying textual material, container, <u>associated metadata or source code</u>
Note	Any source
Standard number and terms of availability	Any source

7.0B. Sources of information

7.0B1. Chief source of information. The chief source of information for motion pictures and videorecordings is (in this order of preference):

- a) the item itself (e.g., the title frames)
- b) its physical carrier and labels; or the Web page through which a remote-access video file is accessed; or its container (and container label) if the container is an integral part of the piece (e.g., a cassette).

If the information is not available from the chief source, take it from the following sources (in this order of preference):

accompanying textual material (e.g., scripts, shot lists, publicity material)
associated metadata or source code
container (if not an integral part of the piece)
other sources

7.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of motion pictures and videorecordings is set out

below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying material, <u>associated metadata or source code</u> , container
Publication, distribution, etc.	Chief source of information, accompanying material, <u>associated metadata or source code</u> , container
Physical description	Any source
Series	Chief source of information, accompanying material, <u>associated metadata or source code</u> , container
Note	Any source
Standard number and terms of availability	Any source

8.0B. Sources of information

8.0B1. Chief source of information. The chief source of information for a graphic materials item is the item itself including its physical carrier and labels (for an item in a direct-access electronic format, any labels, etc., that are permanently affixed to the item, a Web site through which a remote-access graphic item is accessed, or a container that is an integral part of the item. If the item being described consists of two or more separate physical parts (e.g., a slide set), treat a container that is the unifying element as the chief source of information if it furnishes a collective title and the items themselves and their labels do not. In this case, make a note (see 8.7B3) indicating the source of information. If information is not available from the chief source, take it from the following sources (in this order of preference):

- container (e.g., box, frame)
- accompanying textual material (e.g., manuals, leaflets)
- associated metadata or source code
- other sources

In describing a collection of graphic materials as a unit, treat the whole collection as the chief source.

8.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of graphic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, container, accompanying material, <u>associated metadata or source code</u>
Publication, distribution, etc.	Chief source of information, container, accompanying material, <u>associated metadata or source code</u>
Physical description	Any source
Series	Chief source of information, container, accompanying material, <u>associated metadata or source code</u>
Note	Any source
Standard number and terms of availability	Any source

9.0B. Sources of information

9.0B1. Chief source of information. The chief source of information for electronic resources computer software, numeric data, computer-oriented multimedia and online systems or services is the resource itself, including the Web page through which the resource is accessed (for items in a remote-access electronic format) and the physical carrier and its labels (for items in a direct-access electronic format). If the information in various locations within the resource varies in fullness, prefer the source within the resource itself that provides the fullest information.

~~Take the information from formally presented evidence (e.g., title screen(s), main menus, program statements, initial display(s) of information, home page(s), the file header(s) including “Subject:” lines, encoded metadata (e.g., TEI headers, HTML/XML meta tags), and the physical carrier or its labels⁺), including information that has been uncompressed, printed out, or otherwise processed for use. If the information in these sources varies in degree of fullness, prefer the source that provides the most complete information.~~

If the information required is not available from the resource itself, take it from the following sources (in this order of preference):

printed or online documentation or other accompanying material
 (e.g., ~~publisher's letter, "about" file, publisher's Web page
 about an electronic resource~~) issued by the publisher,
 distributor, etc.
 information printed on a container issued by the publisher,
 distributor, etc.

If the item being described consists of two or more separate physical parts, treat a container or its permanently affixed label that is the unifying element as the chief source of information if it furnishes a collective title and the formally presented information in, or the labels on, the parts themselves do not.

If the information required is not available from the chief source or the sources listed above, take it from the following sources (in this order of preference):

other published descriptions of the resource
 other sources (~~e.g., metadata records~~)

9.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of electronic resources is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information, information issued by the publisher, creator, etc., container
Edition	Chief source of information, information issued by the publisher, creator, <u>distributor,</u> etc., container
Type and extent of resource Publication, distribution, etc.	Any source Chief source of information, information issued by the publisher, creator, <u>distributor,</u> etc., container
Physical description Series	Any source Chief source of information, information issued by the publisher, creator, <u>distributor,</u> etc., container
Note	Any source
Standard number and terms of availability	Any source

10.0B. Sources of information

10.0B1. Chief source of information. The chief source of information for the materials covered in this chapter is the object item itself, together with including any accompanying textual material and container issued by the publisher or manufacturer of the item, the Web page through which the resource is accessed (for items in a remote-access electronic format), and the physical carrier and its labels (for items in a direct-access electronic format). Prefer information found on the object itself (including any permanently affixed labels) to information found in the accompanying textual material or on a container.

10.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of these materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Publication, distribution, etc.	Chief source of information
Physical description	Any source
Series	Chief source of information
Note	Any source
Standard number and terms of availability	Any source

C. Physical description

The task force recognizes that there are several physical-description-area-related proposals currently being considered by the JSC, including conventional terminology proposals, and that the JSC constituents are in the process of examining the list of SMDs in the current rule 9.5B1 and those in *4JSC/ALA/36/Rev/ALA rep follow-up/CCC response*.

Here we supply some examples of the types of physical description statements that would be necessitated by the adoption of this task force’s recommended reconceptualization of part I.

These examples are not intended to indicate a task force preference for one or another of the more general physical description area questions currently under consideration by the JSC. Rather, they are intended to be a sample of the sorts of physical description statements that might appear in the various part I chapters’ area 5 rules if the task force’s recommended reconceptualization were to be adopted by the JSC. The examples are for resources in direct-access and remote-access electronic formats.

Various configurations of extent, other physical details, and dimensions data are provided here for the JSC constituents to consider. These configuration details will also be considered by ALA's Consistency Task Force in its area 5 work if the JSC decides that the Consistency Task Force should proceed with this reconceptualization.

Chapter 2 examples

1 electronic text
 2 electronic texts on 1 CD-ROM
 1 electronic text (ix, 242 p.) on 1 CD-ROM
 1 electronic text (ii, 135 p.) on 1 CD-ROM : ill. (some col.), maps
 1 electronic text (iv, 55 p. : 1.4 MB) on 1 computer optical disc
 1 text on 1 CD-ROM
 1 electronic text (HTML)
 1 electronic text (PDF)
 1 electronic text (258 KB)
 1 electronic text (25 leaves : 936 KB : PDF) : ill.
 1 electronic text (125 KB) online
 1 electronic text (ii, 74 leaves : PDF) online

Chapter 3 examples⁴

20 maps on 2 CD-ROMs
 3 maps on 1 computer disk
 1 database on 1 computer optical disc
 2 maps on 1 computer zip disk
 10 maps on 1 CD-ROM
 24 maps on 2 Photo CDs
 10 remote-sensing images on 1 DVD
 1 map (5.2 MB) on 1 CD-ROM
 1 map (200 kilobytes)
 1 atlas (550 MB) on 1 computer optical disc
 2 maps on 2 computer tape reels
 1 atlas on 8 computer disks
 5 maps on 1 computer optical disc : col.
 1 atlas (550 MB) on 1 computer optical disc : sd., col.
 1 map on 1 computer disk : sd., col., single sided, single density, soft sector
 2 maps on 2 computer tape reels : 6,250 bpi
 9 remote-sensing images on 142 computer reels : 6,250 bpi, 9-track
 20 maps on 1 computer optical disc : col., single sided
 1 map (200 kilobytes) online

Chapter 5 examples

12 scores on 1 CD-ROM

⁴ Excerpted from forthcoming *Cartographic Materials* (ALA Publishing).

Chapter 6 examples

3 sound files (MP3)
1 sound file on 1 CD-ROM
3 sound files : digital, MP3

Chapter 7 examples

1 video file (14 min.) on 1 CD-ROM
1 video file (MPG : 14 min.) on 1 CD-ROM
1 video file (14 min.) on 1 CD-ROM : sd., stereo., col.
1 video file (8 min.) online
1 video file (23 min. : 15.6 MB) online
1 DVD-ROM
1 videorecording on 1 DVD-ROM
3 video clips (5, 10, 3 min.) on 1 DVD-ROM

Chapter 8 examples

1 electronic photograph (14,995 bytes)
1 digital photograph (14,995 bytes)
1 photograph : digital, TIFF

Chapter 9 examples

1 file (6.76MB)
Online service
Web site

Chapter 10 examples

1 electronic game
1 electronic game on 1 CD-ROM
1 video game on 2 DVD-ROMs
30 microscope slides online
1 virtual-reality exhibit
1 exhibit online

Appendix A

Clean Copy of Revised Rules

Chapter 1 [add new rule]

1.0A3. Sources of information for resources in electronic formats

Any of the materials or types of publication covered by the various chapters in part I (except microforms, chapter 11) may occur in an electronic format. For cataloguing purposes, resources in electronic formats may be treated in one of two ways depending on whether access is direct (local) or remote (networked). Direct access is understood to mean that a physical carrier can be described. Such a carrier (e.g., disc/disk, cassette, cartridge) must be inserted into a computerized device or into a peripheral attached to a computerized device. Remote access is understood to mean that no physical carrier can be handled. Remote access can only be provided by use of an input-output device (e.g., a terminal), either connected to a computer system (e.g., a resource in a network), or by use of resources stored in a hard disk or other storage device.

Resources in remote-access electronic formats may either be *presented on* a Web page or *accessed through* a Web page (e.g., via hypertext link or thumbnail image). When a resource is accessed *through* a Web page, the instructions in subrules .0B in the chapters in part I generally instruct the cataloguer to prefer information found in the resource itself to information found on the page through which the resource is accessed.

For resources in direct-access electronic formats, the instructions in subrules .0B in the chapters in part I generally instruct the cataloguer to prefer information found within the resource to information found on its physical carrier and labels.

Chapter 2

Chapter 2

Texts

2.0A. Scope

2.0A1. The rules in this chapter cover the description of separately published monographic texts. These are referred to hereafter in this chapter as monographic texts and comprise books, pamphlets, single sheets, and electronic texts. For microform reproductions of printed texts, see chapter 11. For serials and integrating resources, see also chapter 12.

2.0B. Sources of information

2.0B1. Chief source of information. The chief source of information for monographic texts is the title page or, if there is no title page, the source from within the publication that is used as a substitute for it. For monographic texts published without a title page, or without a title page applying to the whole work (as in the case of some editions of the Bible and some bilingual dictionaries), use the part of the item supplying the most complete information, whether this be the cover (excluding a separate book jacket), caption, colophon, running title, home page (for resources in remote-access electronic formats), or other part. Specify the part used as a title page substitute in a note (see 2.7B3). If no part of the item supplies data that can be used as the basis of the description, take the necessary information from any available source. If the information traditionally given on the title page is given on facing pages or on pages on successive leaves, with or without repetition, treat those pages as the title page.

Use the colophon as the chief source of information for an oriental nonroman script publication if the colophon contains full bibliographic information and the following conditions apply:

- a) the page standing in the position of a title page bears only the title proper
- or* b) the title page bears only a calligraphic version of the title proper
- or* c) the title page bears only a western-language version of the title and other bibliographic information.

2.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of monographic texts is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility Edition	Title page [footnote omitted] Title page, other preliminaries, colophon, home page, physical carrier and labels
Publication, distribution, etc.	Title page, other preliminaries, colophon, home page, physical carrier and labels
Physical description Series	The whole publication Series title page, monograph title page, cover, home page, physical carrier and labels, rest of the publication
Note	Any source

Standard number and terms of
availability

Any source

Chapter 3

3.0A. Scope

3.0A1. The rules in this chapter cover the description of cartographic materials of all kinds. Cartographic materials include all materials that represent the whole or part of the Earth or any celestial body. These include two- and three-dimensional maps and plans (including maps of imaginary places); aeronautical, nautical, and celestial charts; atlases; globes; block diagrams; sections; aerial photographs with a cartographic purpose; bird's-eye views (map views); electronic cartographic materials; etc. They do not cover in detail the description of early or manuscript cartographic materials, though the use of an additional term in the physical description (see 3.5B) and/or the use of the specific instructions in chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For items falling within the scope of other chapters but presenting cartographic information (e.g., some wall charts, some playing cards), consult the rules in this chapter in conjunction with those of the chapter appropriate to the item. For cartographic serials and integrating resources, see also chapter 12. **[based on text for 2003 revision]**

3.0B. Sources of information

3.0B1. For sources of information for an atlas, see 2.0B.

3.0B2. Chief source of information. The chief source of information for other than an atlas (in order of preference) is:

- a) the cartographic item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet) as the cartographic item itself; for an item in a remote-access electronic format, treat all readily viewable parts of the item as the cartographic item itself
- b) container (e.g., portfolio, cover, envelope, physical carrier and labels for an item in a direct-access electronic format) or case, the cradle and stand of a globe, etc.

If information is not available from the chief source, take it from any accompanying printed material (e.g., pamphlets, brochures) or from associated metadata or source code.

3.0B3. Prescribed sources of information. The prescribed source(s) of information for each area of the description of cartographic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying printed material, associated metadata or source code
Mathematical and other material specific details	Chief source of information, accompanying printed material, associated metadata or source code
Publication, distribution, etc.	Chief source of information, accompanying printed material, associated metadata or source code
Physical description	Any source
Series	Chief source of information, accompanying printed material, associated metadata or source code
Note	Any source
Standard number and terms of availability	Any source

Chapter 4

4.0A. Scope

4.0A1. The rules in this chapter cover the description of manuscript (including typescript, printout, or electronically stored) materials of all kinds, including manuscript books, dissertations, letters, speeches, etc., legal papers (including printed forms completed in manuscript), and collections of such manuscripts. For reproductions of manuscripts published in multiple copies, see chapter 2 or chapter 11, as appropriate. For manuscript cartographic items, see also chapter 3. For manuscript music, see also chapter 5.

4.0B. Sources of information

4.0B1. Chief source of information. The chief source of information for manuscripts is the manuscript itself. When a manuscript is on an electronic carrier, the manuscript should be viewed with the appropriate computer hardware and software; the physical carrier and its labels are not considered part of the manuscript itself. Within manuscripts, use (in this order of preference) information from the:

title page
colophon

caption, heading, etc.
content of the manuscript

However, prefer a source that is part of the original manuscript to sources that have been supplied later. If information is not available from the chief source, take it from the following sources (in this order of preference):

the physical carrier and its labels (for an item in a direct-access electronic format)
another manuscript copy of the item
a published edition of the item
reference sources
other sources

For collections of manuscripts, treat the whole collection as the chief source.

4.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of manuscripts is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information, physical carrier and its labels (for an item in a direct-access electronic format), published copies of manuscript
Edition	Chief source of information, physical carrier and its labels (for an item in a direct-access electronic format), published copies of manuscript
Date	Chief source of information, physical carrier and its labels (for an item in a direct-access electronic format), published copies of manuscript
Physical description	Any source
Note	Any source

Chapter 5

5.0A. Scope

5.0A1. The rules in this chapter cover the description of published music, including music published in electronic format. They do not cover manuscript or other unpublished music in detail, though the use of an additional term in the physical description (see 5.5B) and the use of the specific provisions of chapter 4 will furnish a sufficiently detailed description for the general library catalogue. For the description of recorded music, see chapter 6. For microform reproductions of music, see chapter 11. For published music serials and integrating resources, see also chapter 12.

5.0B. Sources of information

5.0B1. Chief source of information. If the title page consists of a list of titles including the title of the item being catalogued, use as the chief source of information whichever of the “list” title page, the cover, or the caption furnishes the fullest information. In all other cases, use the title page or title page substitute (see 2.0B1) as the chief source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

- caption
- cover
- colophon
- other preliminaries
- physical carrier and its labels (for an item in a direct-access electronic format)
- other sources

5.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of published music is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility Edition	Chief source of information Chief source of information, caption, cover, colophon, other preliminaries, physical carrier and its labels (for an item in a direct- access electronic format)

Musical presentation	Chief source of information
Publication, distribution, etc.	Chief source of information, caption, cover, colophon, other preliminaries, first page of music, physical carrier and its labels (for an item in a direct-access electronic format)
Physical description	Any source
Series	Series title page, caption, cover, colophon, other preliminaries, physical carrier and its labels (for an item in a direct-access electronic format)
Note	Any source
Standard number and terms of availability	Any source

Chapter 6

6.0A. Scope

6.0A1. The rules in this chapter cover the description of sound recordings in all media, e.g., discs, tapes (open reel-to-reel, cartridges, cassettes), piano rolls (and other rolls), direct- or remote-access sound files, and sound recordings on film (other than those intended to accompany visual images, for which see chapter 7). They do not cover specifically recordings in other forms (e.g., wires, cylinders) or in various experimental media, though the use of appropriate specifications in the physical description (see 6.5) and special notes will furnish a sufficiently detailed description for such items. For serials and integrating resources, see also chapter 12.

6.0B. Sources of information

6.0B1. Chief source of information. The chief source of information for each major type of sound recording is set out here.

TYPE	CHIEF SOURCE
Disc	Disc and label [footnote omitted]
Tape (open reel-to-reel)	Reel and label
Tape cassette	Cassette and label
Tape cartridge	Cartridge and label
Roll	Label
Sound recording on film	Container and label

Sound file in direct-access electronic format	Physical carrier and its labels
Sound file in remote-access electronic format	Web page through which sound file is accessed

If there are two or more chief sources of information as defined above (e.g., two labels on a disc), treat these as a single chief source.

Treat accompanying textual material or a container as the chief source of information if it furnishes a collective title and the parts themselves and their labels do not. In this case, make a note (see 6.7B3) indicating the source of information.

If information is not available from the chief source, take it from the following sources (in this order of preference):

- accompanying textual material
- container (e.g., sleeve, box)
- associated metadata or source code
- other sources

Prefer textual data to sound data. For example, if a sound disc has a label and also information presented in sound form on the disc, prefer the label information.

6.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of sound recordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying textual material, container, associated metadata or source code
Publication, distribution, etc.	Chief source of information, accompanying textual material, container, associated metadata or source code
Physical description	Any source
Series	Chief source of information, accompanying textual material, container, associated metadata or source code
Note	Any source
Standard number and terms of availability	Any source

Chapter 7**7.0A. Scope**

7.0A1. The rules in this chapter cover the description of motion pictures and videorecordings of all kinds (including complete films and programmes, compilations, trailers, newscasts and newsfilms, stock shots, and unedited material) and in all formats (e.g., film reels, videocassettes, videodiscs, direct- or remote-access video files). For other visual material, see chapter 8. For sound track film not accompanied by visual material, see chapter 6. For serials and integrating resources, see also chapter 12.

7.0B. Sources of information

7.0B1. Chief source of information. The chief source of information for motion pictures and videorecordings is (in this order of preference):

- a) the item itself (e.g., the title frames)
- b) its physical carrier and labels; or the Web page through which a remote-access video file is accessed; or its container (and container label) if the container is an integral part of the piece (e.g., a cassette).

If the information is not available from the chief source, take it from the following sources (in this order of preference):

accompanying textual material (e.g., scripts, shot lists, publicity material)
associated metadata or source code
container (if not an integral part of the piece)
other sources

7.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of motion pictures and videorecordings is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility Edition	Chief source of information Chief source of information, accompanying material, associated metadata or source code, container
Publication, distribution, etc.	Chief source of information, accompanying material, associated metadata or source code, container
Physical description Series	Any source Chief source of information, accompanying material, associated metadata or source code, container
Note	Any source
Standard number and terms of availability	Any source

Chapter 8

8.0A. Scope

8.0A1. The rules in this chapter cover the description of graphic materials of all kinds, whether opaque (e.g., two-dimensional art originals and reproductions, charts, photographs, technical drawings) or intended to be projected or viewed (e.g., filmstrips, radiographs, slides) or issued in electronic format, and collections of such graphic materials. For unpublished graphic materials, see also the instructions in chapter 4. For visual material recorded on film and intended to be projected so as to create the illusion of movement, see chapter 7. For microforms, see chapter 11. For maps, etc., see chapter 3. For microscope slides, see chapter 10.

8.0B. Sources of information

8.0B1. Chief source of information. The chief source of information for a graphic item is the item itself including its physical carrier and labels (for an item in a direct-access electronic format, any labels, etc., that are permanently affixed to the item, a Web site through which a remote-access graphic item is accessed, or a container that is an integral part of the item. If the item being described consists of two or more separate physical parts (e.g., a slide set), treat a container that is the unifying element

as the chief source of information if it furnishes a collective title and the items themselves and their labels do not. In this case, make a note (see 8.7B3) indicating the source of information. If information is not available from the chief source, take it from the following sources (in this order of preference):

- container (e.g., box, frame)
- accompanying textual material (e.g., manuals, leaflets)
- associated metadata or source code
- other sources

In describing a collection of graphic materials as a unit, treat the whole collection as the chief source.

8.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of graphic materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility Edition	Chief source of information Chief source of information, container, accompanying material, associated metadata or source code
Publication, distribution, etc.	Chief source of information, container, accompanying material, associated metadata or source code
Physical description Series	Any source Chief source of information, container, accompanying material, associated metadata or source code
Note	Any source
Standard number and terms of availability	Any source



Chapter 9**Chapter 9
Computer Software, Numeric Data,
Computer-Oriented Multimedia,
and Online Systems and Services****9.0A. Scope**

9.0A1. The rules in this chapter cover the description of computer software, numeric data, databases, computer-oriented multimedia, and online systems and services. Online systems and services are remotely accessed through a computer network, and are driven by computer programs that produce data in response to a query (e.g., a travel reservation system; an online service that produces driving directions in response to a query; a remote-access service that queries a database to produce a weather report for a given location, etc.). For serials and integrating resources, see also chapter 12.

9.0B. Sources of information

9.0B1. Chief source of information. The chief source of information for computer software, numeric data, computer-oriented multimedia and online systems or services is the resource itself, including the Web page through which the resource is accessed (for items in a remote-access electronic format) and the physical carrier and its labels (for items in a direct-access electronic format). If the information in various locations within the resource varies in fullness, prefer the source within the resource itself that provides the fullest information.

If the information required is not available from the resource itself, take it from the following sources (in this order of preference):

printed or online documentation or other accompanying material
issued by the publisher, distributor, etc.
information printed on a container issued by the publisher,
distributor, etc.

If the item being described consists of two or more separate physical parts, treat a container or its permanently affixed label that is the unifying element as the chief source of information if it furnishes a collective title and the formally presented information in, or the labels on, the parts themselves do not.

If the information required is not available from the chief source or the sources listed above, take it from the following sources (in this order of preference):

other published descriptions of the resource
 other sources

9.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of electronic resources is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility Edition	Chief source of information Chief source of information, information issued by the publisher, distributor, etc., container
Type and extent of resource Publication, distribution, etc.	Any source Chief source of information, information issued by the publisher, distributor, etc., container
Physical description Series	Any source Chief source of information, information issued by the publisher, distributor, etc., container
Note	Any source
Standard number and terms of availability	Any source

Chapter 10

10.0A. Scope

10.0A1. The rules in this chapter cover the description of three-dimensional objects of all kinds (other than those covered in previous chapters), including models, dioramas, games (including puzzles and simulations, video and other electronic games (whether remote-access or direct-access)), braille cassettes, sculptures and other three-dimensional art works, exhibits, machines, and clothing. They also cover the description of naturally occurring objects, including microscope specimens (or representations of them) and other specimens mounted for viewing. For the description of three-dimensional cartographic materials (e.g., relief models, globes), see chapter 3.

10.0B. Sources of information

10.0B1. Chief source of information. The chief source of information for the materials covered in this chapter is the item itself, including any accompanying textual material and container issued by the publisher or manufacturer of the item, the Web page through which the resource is accessed (for items in a remote-access electronic format), and the physical carrier and its labels (for items in a direct-access electronic format). Prefer information found on the object itself (including any permanently affixed labels) to information found in the accompanying textual material or on a container.

10.0B2. Prescribed sources of information. The prescribed source(s) of information for each area of the description of these materials is set out below. Enclose information taken from outside the prescribed source(s) in square brackets.

AREA	PRESCRIBED SOURCES OF INFORMATION
Title and statement of responsibility	Chief source of information
Edition	Chief source of information
Publication, distribution, etc.	Chief source of information
Physical description	Any source
Series	Chief source of information
Note	Any source
Standard number and terms of availability	Any source

Chapter 12

12.0A. Scope

12.0A1. The rules in this chapter cover the description of continuing resources, whether successively issued (i.e., serials) or integrating (e.g., updating loose-leafs, updating Web sites). These rules also cover the description of the following categories of finite resources (i.e., those with a predetermined conclusion): resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events); reprints of serials; and finite integrating resources. The rules in this chapter do not apply to the description of multipart items.

These rules focus on the continuing nature of serials and integrating resources and are applied in conjunction with rules in other chapters of part I. For example, in describing a cartographic item that is also a continuing resource, consult chapter 3 for rules specifically applying to the cartographic aspects of the resource and chapter 12 for the continuing aspects.

If a rule does not apply to all continuing resources, the scope of that rule is indicated.

See chapter 21 for guidelines to determine if a change on subsequent issues or parts of a serial or on subsequent iterations of an integrating resource requires a new description. If a new description is not made, see the rules regarding changes in this chapter (e.g., 12.1B8, 12.1D3, 12.1E2) for instructions.