Association for Library Collections & Technical Services
Cataloging and Classification Section

COMMITTEE ON CATALOGING: DESCRIPTION AND ACCESS

Task Force on ISO Harmonization

FINAL REPORT

December 16, 2001

CHARGE

The Task Force on ISO Harmonization was charged with:

- identifying and examining ISO (International Organization for Standardization) standards relevant to AACR2 resource description, focusing in particular on standards for abbreviation, symbolization, and punctuation
- consulting, as needed, with the ALA representative to the National Information Standards Organization (NISO)
- identifying areas where ISO standards and AACR2 differ
- discussing whether harmonization of ISO and AACR2 is desirable or necessary
- if deemed appropriate, proposing rule revisions to AACR2

Interim reports of the Task Force were presented at the CC:DA meetings during the ALA Midwinter Meeting in Washington, D.C. in January 2001 and ALA Annual Meeting in San Francisco in June 2001.

MEMBERS

Michael A. Chopey, *Chair*
Beth Guay
John Hostage
Gabriele I. Kupitz
Aimée Quinn
John M. Sluk

INTRODUCTION

The Task Force on ISO Harmonization identified many ISO (International Organization for Standardization) standards that might be relevant to AACR2 resource description in some way. After determining the content of each of these standards, and discussing whether harmonization of the standard with AACR2 was desirable or necessary, the task force examined the texts of standards that we felt warranted a further look, and then discussed whether AACR2 rule revision proposals should be written by this task force to achieve harmonization with these. The task force also solicited comments from working catalogers via electronic discussion lists on cataloging, including specialized lists for catalogers of maps, music, audiovisual resources, and electronic resources.

In this report we list by category all of the standards identified, briefly discuss their contents, and present our findings on whether harmonization of these standards with AACR2 is desirable at this time and/or within the scope of this task force's charge to propose. We then present rule revision proposals to be discussed and voted upon by CC:DA at the Midwinter 2002 meetings.

STANDARDS FOR ABBREVIATION, SYMBOLIZATION, AND PUNCTUATION

Per the instructions in our charge, standards for abbreviation, symbolization, and punctuation was our main area of focus. ISO standards for abbreviation, symbolization, and punctuation that we identified are:

- ISO 4:1997 *Rules for the abbreviation of title words and titles of publications*

- ISO 31:1992 *Quantities and units*

- ISO 690:1987 *Bibliographic references -- Content, form and structure*

- ISO 690-2:1997 *Bibliographic references -- Part 2: Electronic documents or parts thereof*

- ISO 832:1994 *Bibliographic description and references -- Rules for the abbreviation of bibliographic terms*

- ISO 1000:1992 *SI units and recommendations for the use of their multiples and of certain other units*

ISO 4:1997 deals with the abbreviation of the title words in serials. The purpose of the standard is to prescribe unambiguous abbreviations for serial titles when they are cited in footnotes, references, bibliographies, etc. This standard is the basis for title word abbreviations used within the international network of ISSN (International Standard Serial Number) agencies in the "key titles" that national ISSN agencies create for serial publications when they assign a new ISSN. ISO 4 gives rules for abbreviating titles of serials in languages using the Latin, Cyrillic and Greek alphabets.

The task force recognizes the important role this ISO standard plays in international bibliographic information exchange through the ISSN program, but feels that the prescribed abbreviations are not sufficiently understandable for use in the catalog record in areas other than the journal key title area. Transcription of journal key-title is prescribed by AACR2 1.8C and 12.8C.

ISO 31 and ISO 1000 cover the expression of units of measurement, including terms from the International System of Units (SI)[1] and certain non-SI units. The task force examined the text of ISO 1000 in its entirety, and sections 0 and 1 of ISO 31, the sections that deal with general principles concerning quantities, units, and symbols, and with quantities and units of space and time, respectively.

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[1] The Bureau International des Poids et Mesures is the international organization responsible for maintaining the International System of Units (SI), as the metric system is officially known. Their brochure (in English and French) called *The International System of Units (SI)* is available on the World Wide Web at http://www.bipm.fr/enus/6_Publications/si/si-brochure.html

The rule revision proposals contained in this report are based on the International System of Units (SI) and ISO 31 and 1000. ISO 1000 says in section 4.5.1, "Unit symbols should … remain unaltered in the plural, should be written without a final full stop (period) except for normal punctuation, e.g. at the end of a sentence …" Section 3.1.1 of ISO 31/0 says "The symbol is not followed by a full stop except for normal punctuation, e.g. at the end of a sentence."

AACR2 treats unit symbols in the metric system as if they were abbreviations, i.e. it consistently puts a full stop after "cm", "mm", etc. However, these unit symbols are meant to be just that—symbols, independent of any language, just as the raised circle is a symbol for degrees or $ is a symbol for dollars.

The task force recommends that this improper use of full stops with metric unit symbols be corrected in AACR2 in the interest of making the code more compliant with international standards and conventions, and to bring it more into harmony with ISBD, which uses metric symbols correctly throughout the family of ISBDs.

Other symbols prescribed by ISO 31 that the task force would like to point out because they are relevant to bibliographic description and differ from AACR2 abbreviations are:

> "h" for "hour" or "hours"
> "min" for "minute" or "minutes"
> "s" for "second" or "seconds"

The task force discussed whether it was desirable to express time with these symbols in AACR2, and decided that it was not. The rationale behind this decision was that a) existing AACR2 abbreviations for these terms are now in harmony with ISBD; and, b) the existing AACR2 abbreviations for these terms are more understandable and unambiguous in the context of a library catalog.

When the task force solicited suggestions from working catalogers on the issue of units of measurement, it was suggested by some that AACR2 should prescribe the use of the metric system in all units of measurement throughout the code. The task force decided that it would not make such a proposal at this time. The rationale for this decision was that certain physical items continue to be better known to library patrons in libraries where AACR2 is used by their current measurements in AACR2.

Other differences between ISO and AACR2 standards that the task force would like to call the Committee's attention to are in the expression of large numbers, where section 3.3.1 of ISO 31 says: "Printing of numbers: To facilitate the reading of numbers with many digits, these may be separated into suitable groups, preferably of three, counting from the decimal sign towards the left and right; the groups should be separated by a small space but never by a comma, a point or by other means," and use of the decimal point, where 3.3.2 of ISO 31 says: "Decimal sign: The preferred decimal sign is a comma on the line. If a dot is used, it shall be on the line."

The task force recommends that neither of these conventions be incorporated into AACR2 at this time, on the grounds that they are not in common enough usage at this time in libraries served by AACR2 cataloging, and might be confusing to catalog users. ISO 832: 1994 presents rules for the abbreviation of bibliographic terms. In an earlier

edition, the standard also presented a list of approved abbreviations. The list, which is being substantially expanded, will appear at some point in the future in a Web-based database, under the ISO designation ISO/TR 11015.

For the most part, existing abbreviations in AACR2 follow the rules laid out in ISO 832, even though they are not necessarily constructed by those rules. The task force does not recommend that AACR2 abbreviations be systematically checked against these rules for compliance. A more useful undertaking would be to examine the full list in ISO/TR 11015 when it is published, and decide at that time whether there are terms listed in both AACR2 Appendix B and ISO/TR 11015 which have different prescribed punctuations that should be reconciled, and whether terms included in ISO/TR 11015 but not in AACR2 should be added to Appendix B. An example of a difference that the task force noted in the last publication of the ISO list is in the abbreviation of "new series," which is abbreviated "new ser." in AACR, and "n.s." on the ISO list. The AACR definition might be preferable in that it distinguishes the English abbreviation from nouvelle série, (nouv.sér.), nova serie (nov.ser.), and nueva serie (nuev.ser.), as the ISO-prescribed "n.s." would not. Examples of ISO abbreviations for English words that are not included in AACR2 at this time are: extraordinary session (extr.sess.), fiscal year (FY), parliament (parl.), quarter (qtr.), and session (sess.).

ISO 690 prescribes citation conventions to be followed by writers and editors in their texts, footnotes, endnotes, and reference lists. 690-2 applies to these citations within electronic documents and in documents that cite electronic resources.

The conventions prescribed by ISO 690 differ in some ways with those prescribed by the *Chicago Manual of Style* (which informs much of the citation style prescribed by AACR2), but the task force does not have any evidence that ISO 690 is followed more widely in AACR2 countries than the *Chicago Manual of Style* or other style manuals. Therefore, the task force does not recommend adopting ISO 690 citation practices in descriptive cataloging at this time.

ISO 690-2 does offer some terminology that might be useful as AACR2 strives to keep Chapter 9 (Electronic Resources) up-to-date in terms of terminology. The task force recommends that ISO 690-2 be consulted, in conjunction with ISBD(ER) and studies by bibliographic control scholars and our professional organizations, as we continue to update the rules and examples in Chapter 9.

STANDARDS FOR THE ASSIGNMENT AND CONSTRUCTION OF STANDARD NUMBERS

- ISO 2108:1992 *International standard book numbering (ISBN)*

- ISO 3297:1998 *International standard serial number (ISSN)*

- ISO 3901:2001 *International standard recording code (ISRC)*

- ISO 10444:1994 *International standard technical report number (ISRN)*

- ISO 10957:1993 *International standard music number (ISMN)*

- ISO 15707:2001 *International standard musical work code (ISWC)*

- ISO Committee Draft 21047 *International Standard Textual Work Code (ISTC)* (now circulating for comments and voting)

The task force believes that the rules for transcribing ISBNs and ISSNs in AACR2 are consistent with the ISO standards for presenting these numbers. We note that there are no specific instructions in AACR2 for recording ISRCs, ISRNs, ISMNs, ISWCs, or ISTCs. We believe that the instructions in the .7B19 and .8 rules in AACR2 are probably sufficient, but we point out the existence of these standard numbers. The question of whether these should be mentioned explicitly in AACR2 is probably best decided by the format-specialist cataloging communities, and rule revision proposals brought forward by them if deemed necessary or desirable.

STANDARDS FOR TRANSLITERATION, ROMANIZATION, ENCODING OF SCRIPTS

The task force discovered a plethora of ISO standards for the transliteration of various languages' scripts, rendering of foreign-language diacritics, and encoding schemes such as UNICODE for the transmission and display of nonroman scripts. Several responses from the cataloging community also expressed a preference for a given ISO standard for romanization over the romanization scheme currently adopted by that cataloger's cataloging agency.

While the task force recognizes that these standards are relevant to bibliographic description, and may someday be an important part of the cataloging code (given the research being done by the IFLA Section on Cataloguing on the feasibility of creating international multilingual authority files and also the efforts to harmonize AACR2 with ISSN), we feel that consideration of these ISO standards at this time is not only beyond the scope of this task force's charge, but also beyond the scope of AACR2. (AACR2 does not currently prescribe any romanization scheme for any foreign script.)

STANDARDS FOR THE PRESENTATION OF BIBLIOGRAPHIC DATA AND OTHER INFORMATION IN PUBLICATIONS

- ISO 8:1977 *Presentation of periodicals*

- ISO 18:1981 *Contents list of periodicals*

- ISO 214:1976 *Abstracts for publications and documentation*

- ISO 215:1986 *Presentation of contributions to periodicals and other serials*

- ISO 999:1996 *Guidelines for the content, organization and presentation of indexes*

- ISO 1086:1991 *Title leaves of books*

- ISO 2145:1978 *Numbering of divisions and subdivisions in written documents*

- ISO 2384:1977 *Presentation of translations*

- ISO 5122:1979 *Abstract sheets in serial publications*

- ISO 5123:1984 *Headers for microfiche of monographs and serials*

- ISO 6357:1985 *Spine titles on books and other publications*

- ISO 7144:1986 *Presentation of theses and similar documents*

- ISO 7220:1996, ISO 7220:1996/Cor 1:2001 *Presentation of catalogues of standards*

- ISO 7275:1985 *Presentation of title information of series*

The task force points out the existence of these standards, but has no recommendations for ISO/AACR2 harmonization based on them.

OTHER ISO STANDARDS RELEVANT TO DESCRIPTION AND/OR ACCESS BUT BEYOND THE SCOPE OF THE T.F. CHARGE OR OF AACR2

- ISO 2788:1986 *Guidelines for the establishment and development of monolingual thesauri*

- ISO 5963:1985 *Methods for examining documents, determining their subjects, and selecting indexing terms*

- ISO 5964:1985 *Guidelines for the establishment and development of multilingual thesauri*

- ISO 7154:1983 *Bibliographic filing principles*

- ISO/TR 8393:1985 *ISO bibliographic filing rules (International Standard Bibliographic Filing Rules) -- Exemplification of Bibliographic filing principles in a model set of rules*

- ISO 10324:1997 *Holdings statements -- Summary level*

ISO 2788 and ISO 5964 are mainly aimed at subject and genre/form term thesaurus construction, but they do have implications for the formation of name headings (particularly on the issue of qualification), insofar as names can be a part of thesauri. The task force decided not to analyze these standards for possible harmonization areas, but points out their existence for the Committee's reference.

RULE REVISION PROPOSALS

These rule revision proposals were originally submitted to CC:DA in June 2000 by John Hostage. They were designated *CC:DA/Hostage/1* at that time.

This proposal lists all places where metric units are used in AACR2. There are some examples where the full stop should be retained because of what follows; these are listed separately.

CURRENT RULE:

0.28.   Not all measurements prescribed in part I for library materials are metric. They are the normal measurements used at this time in libraries in Australia, Canada, the United Kingdom, and the United States. Where no predominant system of measurement exists, metric measurements have been used. Substitute metric measurements for nonmetric measurements when:

either a)   in the course of time a metric measurement becomes the normal measurement for the materials in question

   or b)   the rules are being used in a country where only metric measurements are used.

PROPOSED REVISION:

0.28.   Not all measurements prescribed in part I for library materials are metric. They are the normal measurements used at this time in libraries in Australia, Canada, the United Kingdom, and the United States. Where no predominant system of measurement exists, metric measurements have been used. Substitute metric measurements for nonmetric measurements when:

either a)   in the course of time a metric measurement becomes the normal measurement for the materials in question

   or b)   the rules are being used in a country where only metric measurements are used.

   Unit symbols in the metric system are not abbreviations and are not followed by a full stop unless required as prescribed punctuation for the following area of description.

1.0C1

CURRENT RULE:

…
When an element ends with an abbreviation followed by a full stop or ends with the mark of omission and the punctuation following that element either is or begins with a full stop, omit the full stop that constitutes or begins the prescribed punctuation.

       261 p. ; 24 cm. – (Canadian Ethnic Studies Association series ; v. 4)
not   261 p. ; 24 cm.. – (Canadian Ethnic Studies Association series ; v. 4)

PROPOSED REVISION: Add sentence and substitute new example:

…
When an element ends with an abbreviation followed by a full stop or ends with the mark of omission and the punctuation following that element either is or begins with a full stop, omit the full stop that constitutes or begins the prescribed punctuation. Note: metric unit symbols such as "cm" and "mm" are not considered abbreviations.

      ~~261 p. ; 24 cm. – (Canadian Ethnic Studies Association series ; v. 4)~~
~~not~~   ~~261 p. ; 24 cm.. – (Canadian Ethnic Studies Association series ; v. 4)~~

      1 computer optical disc ; 4 ¾ in. – (Research Publications' American
       journey)
not   1 computer optical disc ; 4 ¾ in.. – (Research Publications' American
       journey)

(RATIONALE: If metric symbols are no longer treated as abbreviations, the current example is meaningless. An example with an English measurement is needed.)

6.5C3. Playing speed

CURRENTLY:

…
Give the playing speed of a digital disc in metres per second (*m. per sec.*).

PROPOSED REVISION:

…
Give the playing speed of a digital disc in metres per second ~~(m. per sec.)~~ (m/s).

(RATIONALE: m/s is the standard symbol for metres per second.)

B.9. ROMAN ALPHABET ABBREVIATIONS

PROPOSED REVISION: Delete the following terms from the list:

~~centimetre, -s   cm.~~
~~kilometre, -s   km.~~
~~metre, -s   m.~~
~~millimetre, -s   mm.~~

PROPOSED REVISION: Add the following section:

B.16. METRIC SYSTEM UNIT SYMBOLS

centimetre, -s   cm
kilometre, -s   km
metre, -s   m
metres per second   m/s
millimetre, -s   mm

(RATIONALE: Removing these terms from the list of abbreviations and creating a separate list of unit symbols will emphasize the point that they are not treated as abbreviations.)

Index

CURRENT RULE:

m. per sec., use of, sound recordings, 6.5C3

PROPOSED REVISION:

~~*m/s*, use of, sound recordings, 6.5C3~~

(RATIONALE: to reflect the change proposed above for rule 6.5C3.)

PROPOSED REVISION: In the following examples, delete the full stop after "cm", "mm", or "km".

1.5D1

1 wall chart : col. ; 24×48 cm.
321 p. : ill. (some col.) ; 23 cm.
6 microfilm reels ; 35 mm.

1.5D2

12 paperweights : glass ; 12 cm. each in diam. in box $40 \times 50 \times 8$ cm.
1 stone : malachite ; in box $12 \times 9 \times 18$ cm.

1.5E1

Accompanied by: A Demographic atlas of north-west Ireland. 39 p. : col. maps ; 36 cm.

387 p. : ill. ; 27 cm. + 1 set of teacher's notes
32 p. : col. ill. ; 28 cm. + 7 maps
200 p. : ill. ; 25 cm. + 2 computer disks
271 p. : ill. ; 21 cm. + 1 atlas

1 score (32 p.) ; 26 cm. + 3 sound cassettes

stereograph reel (12 pairs of fr.) : col. + 1 v. (12 p. : ill. ; 18 cm.)
1 filmstrip (70 fr.) : col. ; 35 mm. + 1 v. (39 p. ; 22 cm.)
271 p. : ill. ; 21 cm. + 1 atlas (95 p. : 85 col. maps ; 32 cm.)

1.7B10

Printed area measures 30×46 cm.

1.7B16

Issued also in 16 mm. format

1.7B22

Facsim. of: A classification and subject index for cataloguing and arranging the books and pamphlets of a library. Amherst, Mass. : [s.n.], 1876 (Hartford, Conn. : Case, Lockwood & Brainard). 44 p. ; 25 cm.

1.9B1

48 photos. : b&w ; 20×16 cm. + 1 v.
5 v. : ill., facsims., ports ; 32 cm. + 1 atlas (135 p. ; 32 cm.)

The Nonesuch Dickens / published under the editorial direction of Arthur Waugh … [et al.]. – Bloomsbury [England] : Nonesuch, 1937-1938. – 23 v. : ill. ; 26 cm.

1.10B

> 47 slides : col. ; 5×5 cm. + 1 sound cassette
> 3 v. : ill. ; 30 cm.

1.10C2

> 400 lesson cards, 40 answer key booklets, 1 student record, 1 teacher's
> handbook, 1 placement test ; in container $18 \times 25 \times 19$ cm.
> 12 slides, 1 sound cassette, 1 booklet, 1 map ; in box $16 \times 30 \times 20$ cm.
>
> 1 filmstrip (39 fr.) : col. ; 35 mm.
>
> 4 study prints : col. ; 29×88 cm. folded to 29×44 cm.
> 1 v. (15 p.) ; 22 cm.
> 1 folded sheet (4 p.) ; 22 cm.
> All in container $33 \times 47 \times 5$ cm.
>
> 42 various pieces ; in box $20 \times 12 \times 6$ cm.

1.11F

> xiii, 91, [17] p. : ill., facsims. ; 22 cm.
>
> 3 microfiches (251 fr.) : all ill. ; 10×15 cm. + 1 booklet

2.5D1

Give the height of the item in centimetres, to the next whole centimetre up (e.g., if an item measures 17.2 centimetres, give *18 cm.*). …

2.5D2

> ; 20×8 cm.
> ; 20×32 cm.

2.5D3

> ; 24-28 cm.

2.5D4

> ; 48×30 cm. folded to 24×15 cm.
>
> 1 folded sheet (8 p.) ; 18 cm.

2.5E1

> 271 p. : ill. ; 21 cm. + 1 answer book
> 271 p. : ill. ; 21 cm. + 1 v. (37 p., 19 leaves : col. maps ; 37 cm.)
> 271 p. : ill. ; 21 cm. + 1 sound disc (25 min. : analog, 33¹/3 rpm, mono. ;
> 12 in.)

2.17C1

> 23 cm. (4to)
> ; 20 cm. (8vo)
> ; 33 cm. (fol.)
> ; 23 cm. (4to)
> 1 sheet ; 48 × 27 cm.

3.0J1

> Ordnance Survey of Great Britain one inch to one mile map [GMD] :
> seventh series. – Scale 1:63,360. – Chessington : The Survey, 1952-1974. –
> 190 maps : col. ; 71 × 64 cm.

> [Plans of the Rideau Canal from Kingston Bay to Ottawa] [GMD] / [signed
> by] John By … [et al.]. – Scales vary. – 1827-1828. – 28 ms. maps : col. ; 74
> × 234 cm. or smaller. – Provenance stamps: Board of Ordnance, Inspector
> General of Fortifications; sheets AA3-6, 9-11, 13-32

> Ordnance Survey of Great Britain one inch to one mile map [GMD] :
> seventh series. – Scale 1:63,360. – Chessington : The Survey, 1952-1974. –
> 190 maps : col. ; 71 × 64 cm.

> [Plans of the Rideau Canal from Kingston Bay to Ottawa] [GMD] / [signed
> by] John By … [et al.]. – Scales vary. – 1827-1828. – 28 ms. maps : col. ; 74
> × 234 cm. or smaller

3.3B2

> Scale 1:250,000. 1 in. to 3.95 miles. 1 cm. to 2.5 km.

3.3B7

> Scale 1' per 2 cm.

3.5D1

Give the height × width in centimetres, to the next whole centimetre up, of a two-
dimensional cartographic item (e.g., if a measurement is 37.1 centimetres, record it as
38 cm.). …

1 map : col. ; 25 × 35 cm.
1 wall chart ; 40 × 23 cm.
1 ms. map ; 123.5 × 152.4 cm.
1 map : col. ; 45 cm. in diam.
1 map : col. ; on sheet 45 × 33 cm.

1 map on 2 sheets ; 25 × 35 cm. and 30 × 35 cm.
1 map on 4 sheets ; 30 × 40 cm. or smaller

1 map in 4 segments ; 10 × 60 cm. on sheet 25 × 35 cm.
1 map on 9 sheets ; 264 × 375 cm. on sheets 96 × 142 cm.
1 map ; 120 × 276 cm.

1 map on 3 sheets ; sheets 30 × 40 cm.
2 maps on 6 sheets ; sheets 60 × 60 cm. or smaller

1 map ; 20 × 31 cm. on sheet 42 × 50 cm.

1 map ; 80 × 57 cm. folded to 21 × 10 cm.
1 map : col. ; 9 × 20 cm. on sheet 40 × 60 cm. folded to 21 × 10 cm.

1 map ; 45 × 80 cm. on sheet 50 × 44 cm.

1 map ; on sheet 45 × 30 cm.

60 maps ; 44 × 55 cm. and 48 × 75 cm.
60 maps ; 60 × 90 cm. or smaller
10 map sections in 25 segments : col. ; 100 × 90 cm. or smaller

3.5D2

1 atlas (xii, 100, 32 p.) : 100 col. maps ; 29 cm.

3.5D3

1 relief model : col., plastic ; 45 × 35 × 2 cm.

3.5D4

1 globe : col., wood, on metal stand ; 12 cm. in diam.

3.5D5

1 globe : col., plastic, on metal stand ; 20 cm. in diam. in box 40 × 12 × 12 cm.
1 map : col. ; 200 × 350 cm. folded to 20 × 15 cm. in plastic case 25 × 20 cm.

3.5E1

17 maps ; 90 × 96 cm. + 1 v. (xvii, 272 p. ; 25 cm.)

4.5D1

6 p. ; 24 cm.
[7] p. ; 24 × 30 cm.
12 leaves : ill. ; 20 cm. folded to 10 × 12 cm.
[1] leaf : parchment ; 35 × 66 cm. folded to 10 × 19 cm.

131 leaves, bound ; 26 cm.

4.5D2

20 items ; 20 × 30 cm.
6 v. ; 30 cm.
12 boxes ; 27 × 40 × 50 cm.
6 v. ; 24-30 cm.

4.7B10

In case 20 × 24 cm.

5.5D1

1 miniature score (34 p.) : ill. ; 18 cm.
1 score (20 p.) + 1 part ; 28 cm.
4 parts ; 25-27 cm.
1 score (vi, 63 p.) ; 20 cm. + 16 parts ; 32 cm.

5.5E1

1 score (32 p.) + 5 parts ; 26 cm. + 1 sound tape reel
1 score (vii, 32 p.) ; 28 cm. + 1 sound tape reel (60 min. : analog, 7½ ips,
mono. ; 7 in., ½ in. tape)
1 score (30 p.) + 4 parts ; 24 cm. + 1 booklet

6.5D3

1 sound track film reel (10 min.) : magnetic, 25 fps, centre track ; 16 mm.

6.5E1

1 sound disc (50 min.) : analog, 33 1/3 rpm, stereo. ; 12 in. + 1 pamphlet
(11 p. : col. ill. ; 32 cm.)

6.7B10

Impressed on rectangular surface 20×20 cm.

7.5D2

Give the gauge (width) of a motion picture in millimetres. If 8 mm., state whether single, standard, super, or Maurer.

1 film reel (12 min.) : sd., b&w ; 16mm.
1 film cassette (21 min.) : sd., col. ; standard 8 mm.
2 film reels (ca. 30 min. each) : b&w ; 16-35 mm.

7.5E1

1 film cassette (21 min.) : sd., col. ; standard 8 mm. + 1 teacher's guide

or   1 film cassette (21 min.) : sd., col. ; standard 8 mm. + 1 v. (28 p. : ill. ; 22 cm.)

2 film cassettes (30 min. each) : sd., col. ; standard 8 mm. + 1 v. (35 p. ; 24 cm.)

8.5D1

16 flash cards : col. ; 28×10 cm.
1 flip chart (8 sheets) : double sided, col. ; 23×18 cm.
24 photographs : b&w ; 13×8 cm.
1 picture : b&w ; 20×25 cm.
1 radiograph ; 38×38 cm.
1 study print : col. ; 34×47 cm.
1 technical drawing : blueprint ; 87×87 cm.

8.5D2

1 filmstrip (50 fr.) : col. ; 35 mm.

8.5D4

1 art print : lithograph, col. ; 28×36 cm.
3 transparencies (15 overlays) : b&w ; 26×22 cm.
2 art originals : oil on canvas ; 28×40 cm.-30×45 cm.

8.5D5

Do not give the dimensions if they are 5×5 cm. (2×2 in.).

1 slide : b&w ; 7×7 cm.

8.5D6

1 wall chart : col. ; 244 × 26 cm. folded to 30 × 26 cm.
3 technical drawings : blueprint ; 100 × 40 cm.-120 × 60 cm.

8.5E1

1 filmstrip (70 fr.) : sd., col. ; 35 mm. + 1 set of teacher's notes

8.7B10

Size when framed: 40 × 35 cm.

9.5D1

1 computer card ; 9 × 6 cm.

9.5D2

If the item consists of more than one physical carrier and they differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

3 computer disks ; 3½-5¼ in.
or   3 computer disks ; 9-14 cm.

9.5E1

1 computer disk : col. ; 3½ in. + 1 v. (51 p. : ill. ; 20 cm.)

10.5D1

1 sculpture : polished bronze ; 110 cm. high
6 microscope slides : stained ; 3 × 8 cm.

10.5D2

1 model (10 pieces) : col. ; 16 × 32 × 3 cm. in case 17 × 34 × 6 cm.
1 diorama (various pieces) : col. ; in box 30 × 25 × 13 cm.
1 jigsaw puzzle : wood, col. ; in box 25 × 32 × 5 cm.

10.5D3

3 sculptures : marble ; 150-210 cm. high
2 jigsaw puzzles : cardboard, col. ; in boxes 20 × 30 × 5 cm.-26 × 35 × 6 cm.

10.5E1

5 models : col. ; in box 20 × 20 × 12 cm. + 1 teacher's guide (3 v. ; 30 cm.)

1 hand puppet : red and blue ; 20 cm. long + 1 sound disc (20 min. : analog, 33 1/3 rpm, mono. ; 12 in.)

11.5D2

20 aperture cards ; 9 × 19 cm.

11.5D3

If the dimensions of a microfiche are other than 10.5 × 14.8 cm., give the height × width in centimetres.

1 microfiche ; 12 × 17 cm.
2 microfiches ; 11 × 15 cm.-12 × 17 cm.

11.5D4

1 microfilm reel ; 16 mm.
1 microfilm cartridge ; 35 mm.

11.5D5

5 microopaques ; 8 × 13 cm.

11.5E1

1 microfilm reel ; 16 mm. + 1 manual
1 microfilm reel ; 16 mm. + 1 v. (30 p. : ill. ; 22 cm.)

11.7B16

Issued also on 16 mm. microfilm

11.7B22

Reproduction of: Endymion / by the Author of Lothair. London : Longmans, Green, 1880. 3 v. ; 20 cm.

Reproduction of: London : Printed for the editor, [1798-1807]. 1 score (3 v.) ; 32 cm.

12.5D1

v. : ill. ; 25 cm.
filmstrips : col. ; 35 mm.
film cassettes : sd., col. ; standard 8 mm.
v. : ill. ; 27-32 cm.

12.5E1

>   v. : ill. ; 21 cm. +   slides
>   filmstrips : col. ; 35 mm. +   booklets
>   108 v. : ill. ; 25 cm. + 18 maps (col. ; 65×90 cm. or smaller)

12.7B10

>   In container (28 cm.) with abstracts of contents

>   Vols. 3-6: 30 cm.

12.7B11

>   Vol. 7, no. 6 contains wall chart (col. ; 26×40 cm.)

13.5A

>   Miss Mapp [GMD] / E.F. Benson. – 310 p. ; 23 cm.

>   The moving toyshop [GMD] : a detective story / by Edmund Crispin. – p. 210-450 ; 30 cm.

>   The loved one [GMD] / by Evelyn Waugh. – p. 78-159 ; 17 cm.

13.5B1

>   The Tâo teh king, or, The Tâo and its characteristics [GMD]. – p. [45]-124 ; 23 cm.

13.6A

>   The sacred books of the East [GMD] / translated by various oriental scholars and edited by F. Max Müller. – Oxford : Clarendon Press, 1879-1910. – 50 v. ; 23 cm.

In addition, insert a space between the number and the symbol in the following example: **7.5D2.**

CURRENT RULE:

>   1 film reel (12 min.) : sd., b&w ; 16mm.

PROPOSED REVISION:

> 1 film reel (12 min.) : sd., b&w ; 16 mm.

Examples to leave unchanged

1.11F

> 56 p. : col. ill. ; 16 × 17 cm. – (A Piccolo book)

2.7B11

> Accompanied by: A demographic atlas of north-west Ireland. 39 p. : col. maps ; 36 cm. Previously published separately in 1956

3.0J1

> Banbury [GMD] / Ordnance Survey. — [Ed.] B. — Scale 1:63,360. — Southampton : The Survey, 1968. — 1 map : col. ; 71 × 64 cm. — (Ordnance Survey of Great Britain one inch to one mile map : seventh series ; sheet 145). — "Fully revised 1965-66"

> Locks and dams at Merrick Mills, sect. no. 5 [GMD] / [signed by] John By. — Scale [1:1,050]. — 1827 Oct. 25. — 1 ms. map : col. ; 65 × 75 cm. — ([Plans of the Rideau Canal from Kingston Bay to Ottawa / signed by] John By … [et al.] ; sheet AA29). — Provenance stamps: Board of Ordnance, Inspector General of Fortifications

> Sheet 145 : Banbury. – [Ed.] B. – Southampton, 1968. – 1 map : col. ; 71 × 64 cm. – "Fully revised 1965-66"

> Sheet AA29 : Locks and dams at Merrick Mills, sect. no. 5. –Scale [1:1,050]. – 1827 Oct. 25. – 1 ms. map : co1. ; 65 × 75 cm. – Provenance stamps: Board of Ordnance, Inspector General of Fortifications

8.7B22

> Reproduction of: Femme nue en plein air. 1876. 1 art original : oil on canvas, col. ; 79 × 64 cm. In Louvre Museum, Paris.

11.7B22

> Reproduction of: 2nd ed. London : Royal Geographic Society, 1924. 1 atlas (5 v.) : 450 maps ; 31 cm. (Atlases of the Western world ; no. 17)

Reproduction of: Vol. 3, no. 58 (Apr. 21, 1841)-v. 4, no. 146 (Sept. 26, 1843). Manchester, Lancashire : Printed and published by John Gadsby, 1841-1843. 93 no. : ill., map, music ; 38-50 cm. Frequency varies. Continues: Anti-Corn Law circular. Continued by: The league

13.3A

English history, 1914-1945 [GMD] / A.J.P. Taylor. – Oxford : Clarendon Press, 1965. – xxvii, 709 p., [1] folded leaf of plates : ill., maps ; 23 cm. – (The Oxford history of England ; v. 15). – Bibliography: p. 602-639

13.5A

A view of Hampstead from the footway next the Great Road, Pond Street [GMD] = Vue de Hampstead de la chaussée près du Grand Chemin, rue du Bassin. – 1 art reproduction : b&w ; 30 × 35 cm. – Reprint of engraving originally published: London : Robert Sayer, 1745

13.6A

Remembrance of things past [GMD] / Marcel Proust ; translated by C.K. Scott Moncrieff. – London : Chatto & Windus, 1957. – 12 v. ; 19 cm. – Translation of: À la recherche du temps perdu

26.6B

xii, 270 p. : ill. ; 21 cm. – (Norton critical editions ; N306)

Respectfully submitted,
Michael A. Chopey, Chair