

Outsourcing/Shelf-ready Agreement Supplement Appendices

Appendix II: Instruction on Writing Transliteration on title page:

Transcribe the transliteration of author's name in 100/110/111 and/or title in 245 only (ignore title in 130 or 240) on the left top corner of title page (t.p.). If title page is in dark color, please write transliteration in the page following the t.p. If no title page, please write transliteration on the first page after cover page.

1. Record has 100/245, 110/245, or 111/245 fields: write author name and the first 5 words of the title in subfield a only (≠a), double underline the first letter of the first word:

Example 1:

Record:

100 1 Quan, Yanchi.

245 10 Zou xia shen tan de Mao Zedong / ≠c Quan Yanchi zhu.

On the top of t.p.:

Quan, Yanchi

Zou xia shen tan de

Example 2:

Record:

100 1 Li, Lingyao, ≠d 1948-

245 00 Zou xi kan dong : ≠b cong xi fang ke ji fa zhan kan Zhongguo xian dai hua di jin cheng.

On the top of t.p.:

Li, Lingyao

Zou xi kan dong

2. Record has only 245 field: write the first 5 words of the title in subfield a only (≠a), double underline the first letter of the first word:

Example 3:

Record:

245 00 Wai tao gao guan / ≠c zhu bian Li Xiaoming.

On the top of t.p.:

Wai tao gao guan

Example 4:

Record:

245 00 Dan yi xuan wu yan zhu shi zhi pin = ≠b Smelt mono - basalt product / ≠c Zhonghua Renmin Gongheguo guo jia jing ji mao yi wei yuan hui fa bu.

On the top of t.p.:

Dan yi xuan wu yan