

DIFFERENCES

between

CHANGES

within

*Guidelines on
When to Create
a New Record*

Prepared by the

Task Force on an Appendix of Major and Minor Changes

Committee on Cataloging: Description & Access

Cataloging and Classification Section

Association for Library Collections & Technical Services
www.ala.org/alcts

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Guidelines on When to Create a New Record

revised edition, 2007

Prepared by the
Task Force on an Appendix of Major and Minor Changes
Committee on Cataloging: Description and Access
Cataloging and Classification Section
of the

ASSOCIATION FOR LIBRARY COLLECTIONS
& TECHNICAL SERVICES

TASK FORCE ON AN APPENDIX OF MAJOR AND MINOR CHANGES

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ALCTS provides its members, other ALA divisions and members, and the library and information community with leadership and a program for action on the access to, and identification, acquisition, description, organization, preservation, dissemination of information resources in a dynamic, collaborative environment. In addition, ALCTS provides forums for discussion, research and development, and opportunities for learning in all of these areas.

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PREFACE TO THE REVISED EDITION

As noted in the foreword, *Differences Between, Changes Within* was intended to keep up with changes in AACR2. This revised edition reflects changes through its final set of amendments, which were issued in 2005. Some guidelines have been changed and some removed. All rule references have been verified and updated wherever necessary. In addition, corrections have been made to errors detected in the original text. It is hoped that this revised edition will continue to be a useful companion to AACR2.

TASK FORCE TO MAINTAIN THE CC:DA PUBLICATION *DIFFERENCES BETWEEN, CHANGES WITHIN*

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FOREWORD

In 1999, the Joint Steering Committee for Revision of AACR (JSC) asked that the American Library Association draft an appendix that “would specify what constituted a major change requiring the creation of a new bibliographic record and what could be considered a minor change which did not require the creation of a new bibliographic record.”¹ The Task Force on an Appendix of Major and Minor Changes was established by the ALA/ALCTS/CCS Committee on Cataloging: Description and Access (CC:DA) in early 2000 to draft an appendix to AACR2 defining major and minor changes in a bibliographic resource. The purpose would be to provide catalogers with guidance in determining when to create a new record for a manifestation and, conversely, when to handle changes within a manifestation by modifying an existing record.

Initial discussions of the task force focused on how to treat expression-level records vs. manifestation-level records, referencing the work, expression, and manifestation entities defined in *Functional Requirements for Bibliographic Records (FRBR)*.² We agreed that we should draft our guidelines based on the existing code focusing on manifestation-level records.

Work of the task force since its inception is documented on the CC:DA Web site. In 2002, JSC decided that the Appendix would not be added to AACR2, and encouraged CC:DA to consider independent publication. CC:DA voted on a new charge for the task force authorizing the preparation of a separately published document. The resulting document was prepared by the task force following that charge, and was submitted to CC:DA for approval at the 2003 ALA Midwinter Meeting.

The task force has utilized terms as defined in the glossary of AACR2 (Appendix D). In addition, the task force referred to FRBR definitions and explanations in the course of preparing this document. Those definitions are, at this writing, in the process of being incorporated into AACR2.

This book focuses on manifestation-level records for single-part monographs, multipart monographs, integrating resources, and serials. We describe what constitutes a major difference between manifestations, requiring the creation of an original record. We also detail major changes within a serial manifestation that would lead to the creation of a new record. In addition, we provide guidance regarding minor changes that would not require a new bibliographic record, but might necessitate updating an existing record.

We believe our report documents existing practice for the most part, with additions from harmonization-related and other AACR revisions, and provides a practical resource for the cataloging community. The intent is for this document to be maintained to include changes resulting from the ongoing AACR revision process. ■

REFERENCES

1. Joint Steering Committee Web site: www.nlc-bnc.ca/jsc/current.html.
2. *Functional Requirements for Bibliographic Records* Web site: www.ifla.org/VII/s13/frbr/frbr.htm.

01

GENERAL GUIDELINES

When cataloging a bibliographic resource, one of the first decisions a cataloger makes is whether cataloging copy exists or whether original cataloging is needed. When exact matching copy is found in the local catalog, in a bibliographic utility, or in another source, the decision is clear; copy cataloging is completed. When no copy matching the item in hand exactly or closely is found, an original record is created. The decision becomes complex when copy that is a close, but not an exact, match to the item in hand is found within the catalogs being searched. This book provides guidance to the cataloger who has found copy that is a close or near match to the item in hand. Does he or she use the copy and complete copy cataloging? Does he or she create an original cataloging record?

This book provides guidelines for determining when to create a new record for both finite and continuing resources. The decision is usually made in the context of comparing an item to an existing record. The decision to create a new record is based on determining that there are MAJOR differences between the resource being cataloged and the one represented by an existing record. Such MAJOR differences indicate a difference between two or more manifestations of an expression of a work. Changes within an existing manifestation are also addressed.

The Basic Guidelines provide general principles for evaluating all resources for MAJOR or MINOR differences and changes. The sections following the Basic Guidelines consist of individual instructions describing MAJOR differences between monographs (single part and multipart), integrating resources, and serials, and MAJOR changes within a serial manifestation, that is, changes that warrant creating a new record. MINOR differences and changes are also discussed, but not exhaustively.

Note that *difference* indicates that there is a disparity between two or more resources. *Change* indicates that a manifestation has been altered in a manner that requires editing of the bibliographic record describing the manifestation, or, for serials, could require a new record.

If there is a MAJOR difference, a cataloger will create a new record. If there is a MINOR change, a cataloger will not create a new record; instead, a cataloger will modify the existing bibliographic record or use the record as is. For serials, cataloging rules require a cataloger to create a new record when there has been a MAJOR change. The guidelines for serials are in two parts, with the first (D) dealing with differences between resources and the second (E) dealing with changes within a manifestation.

This book should be consulted in conjunction with the specific AACR2 rules of description and access for the manifestation being cataloged. It is intended for use in general cataloging situations and not in the cataloging of rare materials. The guidelines found within are not rules and must always be employed in conjunction with the cataloger's judgment. ■

02

BASIC GUIDELINES

Consider differences between resources or changes between the components of a resource in terms of the content, the description, and other aspects (e.g., language, potential access points) in making a decision on whether a difference or a change is MAJOR or MINOR.

1. Differences between the content of two or more resources require a reevaluation of all areas of the description for the manifestations. Likewise, changes within a continuing resource require a reevaluation of all areas of the description for that manifestation.
2. Not all differences or changes are of equal importance. To determine whether a new record is necessary for some differences or changes, a cataloger needs to look at all aspects of the resource and consider them in conjunction with the specific guidelines for the type of manifestation.
 - A. Any MAJOR difference between resources or a MAJOR change between existing components of an existing manifestation in any area of the description requires a new record.
 - B. A MINOR change, if considered important, may require adjustments to the description of the existing bibliographic record and additional access points. Adjustments for MINOR changes, depending on the type of issuance, may take the form of adding or changing notes in the record or of modifying elements in the body of the description. See the rules in the appropriate AACR2 chapter for guidance on how to record these changes within the bibliographic record. See AACR2 chapter 21 for rules on access points.
 - C. Generally, multiple MINOR differences or changes do not add up to a MAJOR difference or change. There are cases, however, when MINOR differences or changes considered in conjunction with other aspects may point toward a MAJOR difference or change. Catalogers need to use their own judgment in such cases. When in doubt, edit the record to match the resource rather than creating a new record.
3. Decisions regarding the choice of main entry are made on the basis of AACR2 chapter 21 and chapter 25 (if chapter 25 is applied by the cataloging agency). Since the main entry for a manifestation may or may not be reflected in its description, a cataloger should consider any differences between the main entry in the record and that on the manifestation separately from differences in the elements of the description.
4. In comparing an item to an existing record, a cataloger must try to ascertain that the comparison is based on the same issue, part, or iteration and on the same prescribed source as was used to construct the existing record.

5. Any variations between printings or production runs that represent production errors will be considered MINOR and will not result in creation of a new record, with the possible exception of cataloging rare materials. For example, the omission of letters from a title due to typesetting errors in one printing that are correct in other printings is a MINOR difference.
6. Presence or absence of information within the bibliographic record alone does not constitute a MAJOR difference. If information is absent in the bibliographic record but present on the resource, and that information is not contradicted within the bibliographic record, assume that the record does represent the resource and edit it for use accordingly. If information is present in the bibliographic record that is not present on the resource, a cataloger must use his or her judgment to determine whether the resource is or is not represented by the bibliographic record. ■

03

SPECIFIC GUIDELINES

The following sections provide specific guidelines on different elements of the record according to the resource's type of issuance. Where appropriate within each category, special consideration is given to particular bibliographic formats.

A. SINGLE-PART MONOGRAPHS

Use cataloger's judgment in deciding whether the resource being cataloged is the same as that represented by an existing bibliographic record. When in doubt, use the existing record.

A1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

- A1a. **Title proper.** A difference in title proper is MAJOR.
- A1b. **Parallel titles.** A difference in parallel titles is MAJOR.
- A1c. **Other title information.** A difference in other title information is MAJOR.
- A1d. **Statements of responsibility.** A difference in the statement of responsibility if the difference indicates that the responsibility has changed is MAJOR.

A2. EDITION AREA

- A2a. **Edition statement.** A difference in edition statement is generally MAJOR. However, the presence or absence of *1st ed.* or its equivalent in any language is considered MINOR. Presence vs. absence of *Book club ed.* or *Paperback ed.* or their equivalents is also MINOR. Consider also publication patterns in the country of publication when deciding if the difference is MAJOR or MINOR (e.g., edition statements in many Romance language publications may reflect printing information rather than edition information). Some of the types of edition statements that indicate a MAJOR difference are:
 - a numbered edition statement, with the exception of 1st edition (see above) and those associated with number of copies printed
 - a statement indicating a difference in content (e.g., *abridged*, *corrected*, *enlarged*, *with a new introduction*)
 - a statement indicating a difference in version (e.g., *draft*, *preliminary*, *revision*, *final*, *wide screen* vs. *full screen*)

- a statement indicating a difference in geographic coverage (e.g., *Midwest edition* vs. *Western edition*)
- a statement indicating a difference in language (e.g., *English edition* vs. *Edizione italiana*)
- a statement indicating a difference in audience (e.g., *Teacher's edition* vs. *Student edition*)
- a statement indicating a special format or physical presentation (e.g., *Airmail edition*, *Braille edition*, *Library edition*, *Microform edition*)
- a statement associating a different date with an edition (e.g., *Draft, Jan. 2000* vs. *Draft, May 2000*)

For guidance on MINOR changes in electronic resources, see AACR2 9.2B4.

A3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

A3a. Applicable only for the following classes of materials:

- **Cartographic materials: Mathematical and other material specific details area.** A difference in projection or a significant difference in scale is MAJOR. For example:
 - Transverse Mercator vs. Alber's equal area
 - 1:24,000 vs. 1:62,500
- **Music: Musical presentation statement area.** A difference in musical presentation statement reflecting a significant difference in format is MAJOR. For example:
 - Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

A4. PUBLICATION, DISTRIBUTION, ETC., AREA

A4a. **Place of publication, distribution, etc.** A place of publication in a different country may be a MAJOR difference. Consider in conjunction with other aspects. If the bibliographic resource is published in the same country or if only the order of place names is different when multiple countries of publication are present, consider this to be MINOR.

A4b. **Name of publisher, distributor, etc.** A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed names is a MAJOR difference (see AACR2 24.1C). For example:

- Bailey-Film Associates changed its name to BFA Education Media

Consider a slight variation not intended to represent a change in the name of the publisher to be MINOR. For example:

- St. Martins vs. St. Martins Press
- John Wiley & Sons vs. Wiley

A4c. **Date of publication, distribution, etc.**

A4c1. **Date of publication.** A different date of publication, distribution, etc., including a copyright or printing date used as a substitute for the publication date, and including an inferred date, is MAJOR.

A4c2. **Date of copyright when given in addition to publication date.** A different copyright date may be MAJOR or MINOR. Consider in conjunction with other aspects. A difference in copyright date when there is also a publication date, a reprint date, or in the absence of other indications of change to the content is MINOR.

A4d. **Place of manufacture, name of manufacturer, date of manufacture**

A4d1. **Place of manufacture.** In the absence of place of publication information, a different country of manufacture is MAJOR.

A4d2. **Name of manufacturer.** In the absence of publisher, distributor, etc., information, a different manufacturer is MAJOR. A slight variation not intended to represent a change in the name of the manufacturing entity is MINOR. A difference in the name of the manufacturer when publisher, distributor, etc. is present is MINOR.

A4d3. **Date of manufacture.** A difference in date of manufacture is MINOR.

A5. **PHYSICAL DESCRIPTION AREA**

A5a. **Extent of item (including specific material designation).** A different extent of item, including the specific material designation, indicating a significant difference in extent or in the nature of the resource is MAJOR. Minor variations due to bracketed or estimated information are MINOR. Variation or presence vs. absence of preliminary paging is MINOR. Use of an equivalent conventional term vs. a specific material designation is MINOR. For example:

- 351 p. vs. 353 p. is MINOR
- 452 p. vs. x, 452 p. is MINOR
- [211] p. vs. 212 p. is MINOR
- 356 p. vs. 492 p. is MAJOR
- 2 maps on 1 sheet vs. 3 maps on 1 sheet is MAJOR
- 1 sound disc vs. 1 sound cassette is MAJOR
- 1 computer optical disc vs. 1 DVD is MINOR (use of a conventional term)

A5b. **Other physical details, including notes about physical description.** The following differences in other physical details are MAJOR. Differences not noted here that do not affect the content of the item are MINOR.

- **Books, pamphlets, and printed sheets:** any significant difference. For example:
 - colored illustrations vs. no illustrations
- **Cartographic materials:** any difference. For example:
 - a difference in color

- **Music:** any significant difference. For example:
 - illustrations vs. no illustrations
- **Sound recordings:** any significant difference. For example:
 - analog vs. digital
 - mono. vs. stereo.
 - 33½ rpm vs. 78 rpm
- **Motion pictures and videorecordings:** any difference. For example:
 - sound vs. silent
 - black & white vs. color
 - wide screen vs. reformatted
 - closed captioning vs. no captioning
 - presence vs. absence of subtitles
- **Graphic materials:** any significant difference. For example:
 - negative vs. positive
 - canvas vs. paper
 - oil vs. pencil
 - black & white vs. color
- **Electronic resources:** Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:
 - sound vs. silent
- **Three-dimensional artefacts and realia:** any significant difference. For example:
 - a difference in material
 - a difference in color
- **Microforms:** any significant difference. For example:
 - black & white vs. color

A5c. **Dimensions.** The following differences in dimensions not attributable to different measurement techniques, different foldings, local binding or trimming, or local packaging are MAJOR.

- **Books, pamphlets, and printed sheets:** any significant difference (more than 2 cm.). For example:
 - 23 cm. vs. 25 cm. is MINOR
 - 28 cm. vs. 34 cm. is MAJOR
- **Cartographic materials:** any significant difference (more than 2 cm.). For example:
 - 56 x 103 cm. vs. 74 x 153 cm. is MAJOR
- **Music:** any significant difference (more than 2 cm.).
- **Sound recordings:** any difference. For example:
 - 4¾ in. vs. 12 in.

- **Motion pictures and videorecordings:** any difference. For example:
 - ¾ in. vs. ½ in. videocassette
 - 8 mm. vs. 16 mm. film reel
- **Graphic materials:** any significant difference. For example:
 - original poster vs. smaller reproduction
 - 21 x 26 cm. photograph vs. 13 x 18 cm. photograph
- **Electronic resources:** Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:
 - difference in size of disk, cartridge, etc.
- **Three-dimensional artefacts and realia:** any significant difference.
- **Microforms:** any significant difference. For example:
 - 35 mm. vs. 16 mm. microfilm
 - 8 x 13 cm. vs. 11 x 15 cm. microfiche

A5d. **Accompanying material.** The presence vs. absence of accompanying material or a difference in accompanying material if it affects use of the main work is MAJOR. For example:

- The medium of recorded accompaniment differs for projected visual materials (sound cassette vs. disc for filmstrip sound accompaniment)

A6. SERIES AREA

A6a. **Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects.

A6b. **Title proper of series.** A difference in series title proper is MAJOR.

A6c. **Parallel titles of series.** A difference in parallel titles is MAJOR.

A6d. **Other title information of series.** The presence vs. absence of other title information is MINOR.

A6e. **Statement of responsibility relating to series.** The presence vs. absence of a statement of responsibility is MINOR.

A6f. **ISSN of series.** The presence vs. absence of the ISSN is MINOR. A difference in ISSN may represent a MAJOR difference; consider in conjunction with other aspects.

A6g. **Numbering within series.** A difference in series number is MAJOR.

A7. NOTES AREA

A7a. **Publishers' numbers**

- **Music:** A significant difference in publisher or plate number is MAJOR.

- **Sound recordings:** A significant difference in a music publisher number (or matrix number when it is the only identifying number) is MAJOR.
- **Motion pictures and videorecordings:** A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects.

A7b. **Uniform Resource Identifiers (URIs)**

- **Electronic resources:** For remote electronic resources, a difference in URI may be MAJOR or MINOR. When the original URI is no longer accessible, but the resource is now accessible at another URI, the difference is MINOR. When the original URI is still active, but now represents a different resource, the difference is MAJOR. (See the Library of Congress Rule Interpretation [LCRI] 9.7B).

A8. **STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

- A8a. A different ISBN or other standard identifier on the monograph may indicate a MAJOR difference. Consider in conjunction with other aspects. If the only difference is the indication of the type of binding (paperback vs. hardback), but all other aspects (dimensions, etc.) of the resource are the same, the difference is MINOR.

A9. **LANGUAGE**

- A9a. **Language.** A difference in language is MAJOR. For example:
- text in English vs. text in both English and Spanish
 - text in Chinese vs. text in Vietnamese

A10. **ACCESS POINTS**

- A10a. **Main entry.** A difference that requires a different person or body as main entry as instructed in AACR2 21.9–21.23, or a different uniform title as instructed in AACR2 chapter 25, if applied, is MAJOR. However, when employing cataloger’s judgment, if the choice of main entry differs from that in the record (e.g., the record is entered under a personal name, and the cataloger believes it ought to be entered under a corporate body), but it is still clearly a record for the same resource, edit the existing record.
- A10b. **Added entries.** A difference in responsibility that justifies the addition, omission, or change of added entries as instructed in AACR2 21.29–21.30 is MAJOR. ■

B. MULTIPART MONOGRAPHS

If the part being cataloged is the same as that used to create the existing record for a multipart monograph, a MAJOR difference (as noted below) indicates different manifestations and the need to create a new record. When the part in hand and the information in the existing record represent different time periods or different parts, it is more difficult to decide if they are different manifestations. In case of doubt, generally consider differences to represent changes within the same multipart monograph.

A change within the same multipart monograph, such as a change in a subsequent part of a manifestation, is handled by updating the existing record rather than creating a new record. Consult AACR2 21.2A1 for instructions on handling changes to titles, and consult 21.3 for changes in statements of responsibility. Provide notes about changes in a multipart monograph not covered in AACR2 21.2A1 and 21.3. A part of a multipart monograph may itself be an integrating resource; depending on which level of the monograph is being cataloged, section C of this book may also need to be consulted.

B1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

- B1a. **Title proper.** A difference in title proper for the same part of a multipart monograph is MAJOR. Consider any change in title proper between the parts of a multipart monograph to be MINOR (see AACR2 21.2A1).
- B1b. **Parallel titles.** A difference in parallel titles for the same part of a multipart monograph is MAJOR. Consider any change in parallel titles between the parts of a multipart monograph to be MINOR.
- B1c. **Other title information.** A difference in other title information for the same part of a multipart monograph is MAJOR. Consider any change in other title information between the parts of a multipart monograph to be MINOR.
- B1d. **Statements of responsibility.** A difference in the statement of responsibility for the same part of the multipart monograph, if the difference indicates that the responsibility has changed, is MAJOR. However, consider any change in responsibility between the parts of a multipart monograph to be MINOR (see AACR2 21.3A2).

B2. EDITION AREA

- B2a. **Edition statement.** A difference in edition statement is MAJOR. However, the presence or absence of *1st ed.* or its equivalent in any language is considered MINOR. Consider also publication patterns in the country of publication when deciding if the difference is MAJOR or MINOR (e.g., edition statements in many Romance language publications may reflect printing information rather than edition information). Also see the examples in section A2a.

For guidance on MINOR changes in electronic resources, see AACR2 9.2B4.

B3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

- B3a. Applicable only for the following classes of materials:

- **Cartographic materials: Mathematical and other material specific details area.** A difference in projection or a significant difference in scale is MAJOR. For example:
 - Transverse Mercator vs. Alber's equal area
 - 1:24,000 vs. 1:62,500
- **Music: Musical presentation statement area.** A difference in musical presentation statement reflecting a significant difference in format is MAJOR. For example:
 - Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

B4. PUBLICATION, DISTRIBUTION, ETC., AREA

- B4a. **Place of publication, distribution, etc.** A place of publication in a different country may be a MAJOR difference. Consider in conjunction with other aspects of the multipart monograph. If the bibliographic resource is published in the same country or if only the order of place names is different when multiple countries of publication are present, consider this to be MINOR. A change in place between different parts of the multipart monograph is MINOR.
- B4b. **Name of publisher, distributor, etc.** A different publisher, distributor, etc., or a publisher, distributor, etc., that has changed names is a MAJOR difference (see AACR2 24.1C). For example:
- Bailey-Film Associates changed its name to BFA Education Media

Consider a slight variation not intended to represent a change in the name of the publisher to be MINOR. For example:

- St. Martins vs. St. Martins Press
- John Wiley & Sons vs. Wiley

A change in publishers between different parts of the multipart monograph is MINOR.

B4c. **Date of publication, distribution, etc.**

- B4c1. **Date of publication.** A different date of publication, distribution, etc., including a copyright or printing date used as a substitute for the publication date, or an inferred date, is MAJOR when comparing the same part of the multipart monograph.
- B4c2. **Date of copyright when given in addition to publication date.** A different copyright date may be a MAJOR difference or a MINOR change. Consider in conjunction with other aspects of the multipart monograph. A difference in copyright date when there is also a publication date, a reprint date, or in the absence of other indications of change to the content is a MINOR change.

B4d. Place of manufacture, name of manufacturer, date of manufacture

B4d1. **Place of manufacture.** In the absence of place of publication information, a different country of manufacture is MAJOR.

B4d2. **Name of manufacturer.** In the absence of publisher, distributor, etc., information, a different manufacturer is MAJOR. Consider a slight variation not intended to represent a change in the name of the manufacturing entity to be a MINOR change. Consider a change in the name of the manufacturer when publisher, distributor, etc. is present a MINOR change.

B4d3. **Date of manufacture.** A difference in date of manufacture is MINOR.

B5. PHYSICAL DESCRIPTION AREA

B5a. **Extent of item (including specific material designation).** A different extent of item, including the specific material designation, indicating a significant difference in extent or in the nature of the resource is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR. For example:

- 2 v. vs. 5 v. is MAJOR
- 3 computer optical disks vs. 3 CD-ROMs is MINOR (use of a conventional term)
- 2 sound cassettes vs. 2 sound discs is MAJOR

B5b. **Other physical details, including notes about physical description.** The following differences in other physical details for the same part of a multipart monograph are MAJOR. Differences not noted here that do not affect the content of the item are MINOR.

- **Books, pamphlets, and printed sheets:** any significant difference. For example:
 - colored illustrations vs. no illustrations
- **Cartographic materials:** any difference. For example:
 - a difference in color
- **Music:** any significant difference. For example:
 - illustrations vs. no illustrations
- **Sound recordings:** any significant difference. For example:
 - analog vs. digital
 - mono. vs. stereo.
 - 33 $\frac{1}{3}$ rpm vs. 78 rpm
- **Motion pictures and videorecordings:** any difference. For example:
 - sound vs. silent
 - black & white vs. color
 - wide screen vs. reformatted
 - closed captioning vs. no captioning
 - presence vs. absence of subtitles
- **Graphic materials:** any significant difference. For example:

- negative vs. positive
 - canvas vs. paper
 - oil vs. pencil
 - black & white vs. color
 - **Electronic resources:** Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:
 - sound vs. silent
 - **Three-dimensional artefacts and realia:** any significant difference. For example:
 - a difference in material
 - a difference in color
 - **Microforms:** any significant difference. For example:
 - black & white vs. color
- B5c. **Dimensions.** The following differences in dimensions not attributable to different measurement techniques, different foldings, local binding or trimming, or local packaging are MAJOR when comparing the same part of a multipart monograph:
- **Books, pamphlets and printed sheets:** any significant difference (more than 2 cm.). For example:
 - 23 cm. vs. 25 cm. is MINOR
 - 28 cm. vs. 34 cm. is MAJOR
 - **Cartographic materials:** any significant difference (more than 2 cm.). For example:
 - 56 x 103 cm. vs. 74 x 153 cm. is MAJOR
 - **Music:** any significant difference (more than 2 cm).
 - **Sound recordings:** any difference. For example:
 - 4¾ in. vs. 12 in.
 - **Motion pictures and videorecordings:** any difference. For example:
 - ¾ in. vs. ½ in. videocassette
 - 8 mm. vs. 16 mm. film reel
 - **Graphic materials:** any significant difference. For example:
 - original poster vs. smaller reproduction
 - 21 x 26 cm. photograph vs. 13 x 18 cm. photograph
 - **Electronic resources:** Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:
 - difference in size of disk, cartridge, etc.
 - **Three-dimensional artefacts and realia:** any significant difference.
 - **Microforms:** any significant difference. For example:
 - 35 mm. vs. 16 mm. microfilm
 - 8 x 13 cm. vs. 11 x 15 cm. microfiche

B5d. **Accompanying material.** The presence vs. absence of accompanying material or a difference in accompanying material if it affects use of the main work is MAJOR. For example:

- the medium of recorded accompaniment differs for projected visual materials (sound cassettes vs. sound discs for the audio accompaniment to a filmstrip)

B6. SERIES AREA

B6a. **Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects of the multipart monograph.

B6b. **Title proper of series.** A difference in series title proper is MAJOR. A change in series title proper for subsequent parts of a multipart monograph is MINOR but would require updating of the bibliographic record.

B6c. **Parallel titles of series.** A difference in parallel titles on the same part is MAJOR. A change in parallel titles between parts is MINOR but may result in updating of the bibliographic record.

B6d. **Other title information of series.** The presence vs. absence of other title information is MINOR.

B6e. **Statement of responsibility relating to series.** The presence vs. absence of a statement of responsibility is MINOR. A change in statement of responsibility between parts is MINOR, but may result in updating the bibliographic record.

B6f. **ISSN of series.** The presence vs. absence of the ISSN is MINOR. A change in ISSN between parts is MINOR but may result in updating of the bibliographic record.

B6g. **Numbering within series.** A difference in series number when comparing the same part of a multipart monograph is MAJOR. A change in series numbering between parts is MINOR but would require updating of the bibliographic record.

B7. NOTES AREA

B7a. **Publishers' numbers**

- **Music:** A significant difference in publisher or plate number is MAJOR.
- **Sound recordings:** A significant difference in a music publisher number (or matrix number when it is the only identifying number) is MAJOR.
- **Motion pictures and videorecordings:** A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects of the multipart monograph.

B7b. **Uniform Resource Identifiers (URIs)**

- **Electronic resources:** For remote electronic resources, a difference in URI may be MAJOR or MINOR. When the original URI is no longer

accessible, but the resource is now accessible at another URI, the difference is MINOR. When the original URI is still active but now represents a different resource, the difference is MAJOR. See LCRI 9.7B.

B8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

- B8a. ISBNs are often assigned to the multipart monograph as a whole, as well as to each individual part. Be sure that comparison is made between ISBNs for the same part. A different ISBN or other standard number on a multipart monograph may indicate a MAJOR difference when comparing the same part. Consider in conjunction with other aspects. If the only difference is the indication of the type of binding (paperback vs. hardback), but all other aspects (dimensions, etc.) of the resource are the same, the difference is MINOR.

B9. LANGUAGE

- B9a. **Language.** A difference in language for the same part of a multipart monograph is MAJOR. A change in language between parts is MINOR.

B10. ACCESS POINTS

- B10a. **Main entry.** A difference that requires a different person or body as main entry as instructed in AACR2 21.9–21.23 or a different uniform title as instructed in AACR2 chapter 25, if applied, is MAJOR. Any change in responsibility between the parts of a multipart monograph is MINOR (see AACR2 21.3A2).
- B10b. **Added entries.** A difference in responsibility that justifies the addition, omission, or change of added entries as instructed in AACR2 21.29–21.30 is MAJOR. However, a change in responsibility within a subsequent part after the first is MINOR and may require redescription within the existing record. ■

C. INTEGRATING RESOURCES

Cataloging rules for integrating resources, such as updating databases, Web sites, and loose-leafs, call for creating a record based on the current iteration of the resource. When a change occurs among iterations of an integrating resource, the existing record is modified to reflect that change. Change within a manifestation may be fairly common. However, when a different manifestation, such as an entirely new edition of a loose-leaf publication, is issued, a new record is created. An entirely different manifestation of an updating remote access electronic resource is an infrequent occurrence. To determine if iterations of an integrating resource should be represented by separate records, compare the same iteration as that used to create the existing record whenever possible. Making a decision is more difficult if iterations or information for comparable time periods are not available. In case of doubt because only iterations or information from different time periods are available for comparison, generally consider differences to represent change within a manifestation and update the existing record. Consult AACR2 chapter 12 for instructions on handling change within an integrating resource.

C1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

- C1a. **Title proper.** A difference in title proper on simultaneous iterations is MAJOR. A change in title proper on a subsequent iteration is MINOR (see AACR2 12.1B8b).
- C1b. **Parallel titles.** A difference in parallel titles on simultaneous iterations is MAJOR. A change in parallel title on a subsequent iteration is MINOR (see AACR2 12.1D3b).
- C1c. **Other title information.** A difference in other title information on simultaneous iterations is MAJOR. A change in other title information on a subsequent iteration is MINOR (see AACR2 12.1E2b).
- C1d. **Statements of responsibility.** A difference in the statement of responsibility on simultaneous iterations is MAJOR. A change in statement of responsibility on a subsequent iteration is MINOR (see AACR2 12.1F5b).

C2. EDITION AREA

- C2a. **Edition statement.** Generally, a different edition statement that involves the entire replacement of the resource is MAJOR. A difference in edition statement on a subsequent iteration may be MAJOR or MINOR (see AACR2 12.2F1b and LCRI 21.3B). If the difference does not constitute the entire replacement of the resource but is only associated with ongoing updates of a manifestation, consider this to be MINOR.

For guidance on MINOR changes in electronic resources, see AACR2 9.2B4.

C3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

- C3a. A change in any of these elements in subsequent iterations is MINOR. However, differences between manifestations are MAJOR, and are applicable only for the following classes of materials:

- **Cartographic materials: Mathematical and other material specific details area.** A difference in projection or a significant difference in scale between manifestations is MAJOR. For example:
 - Transverse Mercator vs. Alber's equal area
 - 1:24,000 vs. 1:62,500
- **Music: Musical presentation statement area.** A difference in musical presentation statement reflecting a significant difference in format is MAJOR. For example:
 - Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

C4. PUBLICATION, DISTRIBUTION, ETC., AREA

- C4a. **Place of publication, distribution, etc.** A place of publication in a different country may be a MAJOR difference between manifestations. Consider in conjunction with other aspects of the resource. A change in place of publication on a subsequent iteration is MINOR (see AACR2 12.4C2b).
- C4b. **Name of publisher, distributor, etc.** A different publisher, distributor, etc. or a publisher, distributor, etc. that has changed names is a MAJOR difference between manifestations (see AACR2 24.1c). For example:
- Bailey-Film Associates changed its name to BFA Education Media

A change in the name of a publisher, distributor, etc. on a subsequent iteration is MINOR (see AACR2 12.4D2b).

- C4c. **Date of publication, distribution, etc.** A change in date is MINOR.
- C4d. **Place of manufacture, name of manufacturer, date of manufacture.** Any changes in place or date of manufacture or name of manufacturer are MINOR (see AACR2 12.4G2b).

C5. PHYSICAL DESCRIPTION AREA

- C5a. **Extent of item (including specific material designation).** A difference in the extent of item, including the specific material designation, indicating a significant difference in the extent or nature of the resource, and generally in conjunction with an entire replacement of the resource for a print publication is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR.
- C5b. **Other physical details, including notes about physical description.** Changes in other physical details on a subsequent iteration are MINOR (see AACR2 12.5C2b). For differences between manifestations, apply the same criteria as noted in A5b.
- C5c. **Dimensions.** Changes in dimensions are MINOR (see AACR2 12.5D2). Significant differences in dimensions between manifestations are MAJOR.

C6. SERIES AREA

- C6a. **Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference between resources. Consider in conjunction with other aspects of the resource. The addition, omission, or change of a series on a subsequent iteration is a MINOR change (see AACR2 12.6B2b).
- C6b. **Title proper of series.** A difference in series title proper between manifestations is MAJOR. A change in series title proper on a subsequent iteration is MINOR but would require updating of the bibliographic record.
- C6c. **Parallel titles of series.** A difference in parallel titles between manifestations is MAJOR. A change in parallel titles on a subsequent iteration is MINOR but would require updating of the bibliographic record.
- C6d. **Other title information of series.** The presence vs. absence of other title information is MINOR.
- C6e. **Statement of responsibility relating to series.** The presence vs. absence of a statement of responsibility is MINOR. A change in statement of responsibility on a subsequent iteration is MINOR.
- C6f. **ISSN of series.** The presence vs. absence of the ISSN is MINOR. A change in ISSN on a subsequent iteration is MINOR but may result in updating of the bibliographic record.
- C6g. **Numbering within series.** A difference in series numbering between manifestations is MAJOR. A change in numbering on a subsequent iteration is MINOR but would require updating of the bibliographic record.

C7. NOTES AREA**C7a. Publishers' numbers**

- **Music:** A significant difference in publisher or plate number is MAJOR.
- **Sound recordings:** A significant difference in a music publisher number (or matrix number when it is the only identifying number) is MAJOR.
- **Motion pictures and videorecordings:** A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects of the integrating resource.

C7b. Uniform Resource Identifiers (URIs)

- **Electronic resources:** For remote electronic resources, a difference in URI may be MAJOR or MINOR. When the original URI is no longer accessible but the resource (or a new iteration thereof) is now accessible at another URI, the difference is MINOR. When the original URI is still active but now represents an entirely different resource, not a new iteration of the original resource, the difference is MAJOR. See LCRI 9.7B and 21.3B.

C8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

- C8a. A different ISBN or other standard identifier may be a MAJOR difference. Consider in conjunction with other aspects of the integrating resource. If the only difference is the indication of the type of binding for an updating loose-leaf, but all other aspects (dimensions, etc.) of the resource are the same, the difference is MINOR.

C9. LANGUAGE

- C9a. A difference in language between manifestations is MAJOR. A change in the language of the text of subsequent iterations of an integrating resource is MINOR unless associated with a merger of separate language versions of the resource or a split into two or more language versions.

C10. ACCESS POINTS

- C10a. **Main entry.** A change that requires a different person or body as main entry as instructed in AACR2 21.9–21.23, or a different uniform title as instructed in chapter 25, if applied, is MINOR.
- C10b. **Added entries.** A change in responsibility that justifies the addition, omission, or change of added entries as instructed in AACR2 21.9–21.30 is MINOR. ■

D. SERIALS (DIFFERENCES BETWEEN RESOURCES)

To determine if issues of a serial should be represented by separate records, compare the same issue as that used to create the existing record whenever possible. Making a decision is more difficult if issues or information for comparable time periods are not available. When only issues or information for different time periods are available for comparison, generally consider variances to represent changes within a serial rather than different manifestations (see section E). Create a separate record when manifestations of a serial have a MAJOR difference.

D1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

- D1a. **Title proper.** A difference in title proper is MAJOR.
- D1b. **Parallel titles.** A difference in parallel titles may be MAJOR. Consider in conjunction with other aspects of the serial.
- D1c. **Other title information.** A difference in other title information is MINOR, unless it requires a different person or corporate body appearing in the other title information to be selected as the main entry or appears as the qualifier in the uniform title main entry for the serial. (See AACR2 12.1E2 and 21.3B1a, and D10 of this book.)
- D1d. **Statements of responsibility.** A difference in the statement of responsibility is MINOR, unless the person or corporate body named therein is selected as the main entry or appears as the qualifier in the uniform title main entry for the serial. (See AACR2 12.1F5a and 21.3B1a, and D10 of this book.)

D2. EDITION AREA

- D2a. **Edition statement.** A difference in edition statement that indicates a substantive difference in the scope, subject matter, physical medium, or language of the serial as a whole is MAJOR. See AACR2 12.2B1 for types of edition statements. For example:
- London ed. vs. New York ed.
 - Professional ed. vs. no edition statement

Consider a difference in edition statement MINOR if it does not indicate a substantive difference in the scope, subject matter, physical medium, or language of the serial as a whole.

Generally record numbered edition statements in serials as sequential numbering in area 3 and not as edition statements (see AACR2 12.2B2).

D3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

- D3a. Applicable for serials made up of the following classes of material:
- **Cartographic materials: Mathematical and other material specific details area.** A difference in projection or a significant difference in scale is MAJOR.

- **Music: Musical presentation statement area.** A difference in musical presentation statement reflecting a significant difference in format is MAJOR. For example:

- Miniature score vs. Playing score vs. Parts

Presence or absence of such a statement alone does not constitute a MAJOR difference. Consider in conjunction with other aspects, particularly with specific material designation.

D4. PUBLICATION, DISTRIBUTION, ETC., AREA

- D4a. **Place of publication, distribution, etc.** A place of publication in a different country may be a MAJOR difference. Consider in conjunction with other aspects of the serial.
- D4b. **Name of publisher, distributor, etc.** A difference in the name of the publisher may be MAJOR. Consider in conjunction with other aspects of the serial. A difference in distributor is MINOR. See AACR2 12.4D2a and 24.1C.
- D4c. **Date of publication, distribution, etc.** A difference in date is MINOR.
- D4d. **Place of manufacture, name of manufacturer, date of manufacture.** Any differences in place or date of manufacture or name of manufacturer are considered MINOR (see AACR2 12.4G2a).

D5. PHYSICAL DESCRIPTION AREA

- D5a. **Extent of item (including specific material designation).** A different extent of item, including the specific material designation, indicating a significant difference in the extent or the nature of the resource is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR.
- D5b. **Other physical details, including notes about physical description.** The differences in other physical details listed below are considered MAJOR when comparing two manifestations of the same expression or work (see AACR2 12.5C2a).
- **Printed material:** any significant difference. For example:
 - illustrated vs. text only
 - **Cartographic materials:** any difference.
 - **Music:** any significant difference.
 - **Sound recordings:** any significant difference. For example:
 - analog vs. digital
 - mono. vs. stereo.
 - 33 $\frac{1}{3}$ rpm vs. 78 rpm
 - **Motion pictures and videorecordings:** any difference. For example:
 - sound vs. silent
 - black & white vs. color
 - wide screen vs. reformatted

- closed captioning vs. no captioning
- presence vs. absence of subtitles
- **Graphic materials:** any significant difference. For example:
 - negative vs. positive
 - canvas vs. paper
 - oil vs. pencil
 - black & white vs. color
- **Electronic resources:** Not applicable for remote electronic resources. For direct access electronic resources, any significant difference. For example:
 - sound vs. silent
- **Three-dimensional artefacts and realia:** any significant difference. For example:
 - a difference in material or color
- **Microforms:** any significant difference. For example:
 - black & white vs. color

D5c. **Accompanying material.** Any difference in accompanying material is MINOR.

D6. SERIES AREA

D6a. **Series statement.** The presence vs. absence of a series statement may represent a MAJOR difference. Consider in conjunction with other aspects of the serial.

D6b. **Title proper of series.** A difference in series title proper may be MAJOR.

D6c. **Parallel titles of series.** A difference in parallel titles may be MAJOR.

D6d. **Other title information of series.** The presence vs. absence of other title information is MINOR.

D6e. **Statement of responsibility relating to series.** The presence vs. absence of a statement of responsibility is MINOR. A difference in statement of responsibility may be MAJOR.

D6f. **ISSN of series.** The presence vs. absence of the ISSN is MINOR.

D6g. **Numbering within series.** A difference in series number is MAJOR. For example:

- some microform serials are published in the same series, but with two different numbering schemes

D7. NOTES AREA

D7a. **Publishers' numbers**

- **Music:** A significant difference in publisher or plate number is MAJOR.

- **Sound recordings:** A significant difference in a music publisher number (or matrix number where it is the only identifying number) is MAJOR.
- **Motion pictures and videorecordings:** A difference in videorecording number may indicate a MAJOR difference. Consider in conjunction with other aspects of the resource.

D7b. **Uniform Resource Identifiers (URIs)**

- **Electronic resources:** For remote electronic resources, a difference in URI may be MAJOR or MINOR. When the original URI is no longer accessible, but the resource is now accessible at another URI, the difference is MINOR. When the original URI is still active but now represents an entirely different resource, the difference is MAJOR. See LCRI 9.7B and 21.3B.

D8. **STANDARD NUMBER AND TERMS OF AVAILABILITY AREA**

- D8a. A different ISSN or other standard number appearing on the serial may be MAJOR or may be an error. Consider in conjunction with other aspects of the serial and, when necessary, consult other information sources, such as bibliographic utilities.

D9. **LANGUAGE**

- D9a. A difference in language is MAJOR.

D10. **ACCESS POINTS**

D10a. **Main entry**

- A difference in responsibility that requires a different person or corporate body as main entry is MAJOR.
- A difference in the name of the corporate body selected as the main entry or appearing as the qualifier in the uniform title main entry is MAJOR (see AACR2 21.3B1). ■

E. SERIALS (CHANGES WITHIN A MANIFESTATION)

Change within the same manifestation may be MINOR or MAJOR. Minor changes may result in additions or modifications to the existing record if considered to be important. See AACR2 chapter 12 for instructions on handling change within a serial manifestation. When a part or issue of a serial has a MAJOR change, create a separate bibliographic record.

E1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

- E1a. **Title proper.** A MAJOR change in title proper requires a new record (see AACR2 21.2C1 and 21.2C2 for definitions of MAJOR and MINOR changes; also see AACR2 12.1B8a). Make notes on MINOR changes (see AACR2 12.7B4.2a).
- E1b. **Parallel titles.** A change in a title given in more than one language on the chief source is MAJOR only if the original title proper no longer appears on subsequent parts or issues.
- E1c. **Other title information.** A change in other title information is MINOR, unless a person or corporate body appearing in the other title information is the main entry or the corporate body appears as a qualifier in the uniform title main entry (see AACR2 12.1E2 and 21.3B1a).
- E1d. **Statements of responsibility.** A change in the statement of responsibility is MINOR, unless the person or corporate body is the main entry or the corporate body appears as a qualifier in the uniform title main entry (see AACR2 12.1F5a and 21.3B1a).

E2. EDITION AREA

- E2a. **Edition statement.** A change in edition statement that indicates a change in subject matter or physical medium is MAJOR (see AACR2 12.2F1a and LCRI 21.3B).

Consider a change in edition statement MINOR if it is only a change in presentation and does not indicate a substantive change in the subject matter or a change in the physical medium (see AACR2 12.7B9.2). For example:

- International ed. vs. International ed. in English

For guidance on MINOR changes in electronic resources, see AACR2 9.2B4.

E3. MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC DETAILS AREA

- E3a. Changes in form or system of numbering are MINOR (see AACR2 12.3G).

E4. PUBLICATION, DISTRIBUTION, ETC., AREA

- E4a. **Place of publication, distribution, etc.** A change in place of publication is MINOR (see AACR2 12.4C2a).
- E4b. **Name of publisher, distributor, etc.** A change in the name of the publisher is

MINOR, unless the publisher is the main entry or appears as a qualifier in the uniform title main entry. A change in distributor is MINOR. See AACR2 12.4D2a and 24.1C.

E5. PHYSICAL DESCRIPTION AREA

- E5a. **Extent of item (including specific material designation).** A change in the extent of item, including the specific material designation, indicating a significant change in the extent or nature of the entire serial is MAJOR. Use of an equivalent conventional term vs. a specific material designation is MINOR.
- E5b. **Other physical details, including notes about physical description.** Any changes are considered MINOR when comparing subsequent parts or issues of the same serial manifestation (see AACR2 12.5C2a).
- E5c. **Dimensions.** Changes in dimensions between parts or issues of a manifestation are MINOR (see AACR2 12.5D2).

E6. SERIES AREA

- E6a. **Series statement.** The addition, omission, or change of a series on a subsequent issue or part is a MINOR change (see AACR2 12.6B2a).
- E6b. **Title proper of series.** A change in series title proper between issues or parts is MINOR.
- E6c. **Parallel titles of series.** A change in parallel titles between issues or parts is MINOR.
- E6d. **Other title information of series.** The presence vs. absence of other title information is a MINOR change.
- E6e. **Statement of responsibility relating to series.** The presence vs. absence of a statement of responsibility is a MINOR change. A change in statement of responsibility between issues or parts is MINOR.
- E6f. **ISSN of series.** The presence vs. absence of the ISSN is a MINOR change. A change in ISSN between parts is MINOR.
- E6g. **Numbering within series.** A change in series numbering is MINOR.

E7. NOTES AREA

- E7a. **Uniform Resource Identifiers (URIs)**
- **Electronic resources:** For remote electronic resources, a change in URI by itself is MINOR. When the original URI is no longer accessible, but the resource is now accessible at another URI, the change is MINOR. See LCRI 9.7B and 21.3B.

E8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

- E8a. A change in ISSN or other standard identifier may indicate a MAJOR change. Consider in conjunction with other aspects of the serial and, when necessary, consult other information sources, such as bibliographic utilities.

E9. LANGUAGE

- E9a. A change in language among subsequent parts or issues is MINOR.

E10. ACCESS POINTS

E10a. **Main entry**

- A change in responsibility such that the person or corporate body selected as the main entry, or the corporate body chosen as the qualifier in the uniform title main entry, is no longer responsible for the serial is MAJOR (see AACR2 21.3B and 25.5B).
- A change in the name of the corporate body selected as the main entry or as the qualifier in the uniform title main entry is MAJOR (see AACR2 21.3B and 25.5B).
- A change in any other data element selected as the qualifier in a uniform title main entry is MINOR.

- E10b. **Added entries.** Any change in responsibility that justifies the addition, omission, or change of added entries as instructed in AACR2 21.29–21.30 is MINOR. ■

04

MAJOR DIFFERENCES & CHANGES: WHEN TO CREATE A NEW RECORD

Differences between resources and changes within manifestations of multipart monographs, integrating resources, and serials.

- ◆ Any differences between resources in this area require a new record
- ✕ Any change within a manifestation in this area requires a new record

Consider changes within multipart monographs or integrating resources MINOR; new records are not required. Changes within serials that require a new record are noted in the following charts.

AREA 1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

AREA 1	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Title proper	◆	◆	◆	◆ see 21.2C ✕ see 21.2C
Parallel titles	◆	◆	◆	◆ ✕ only if original title no longer appears
Other title information	◆	◆	◆	
Statement of responsibility	◆ If responsibility differs.	◆ Only if difference is in the same part.	◆	

AREA 2. EDITION AREA

AREA 2	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Edition	◆ (Not including presence or absence of first edition.)	◆ (Not including presence or absence of first edition.)	◆ If entire replacement of resource.	◆ If significant ✕ If significant

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

AREA 3	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Cartographic	◆ Projection or scale if significant	◆ Projection or scale if significant	◆ Projection or scale if significant	◆ Projection or scale if significant
Music	◆ Music format differs	◆ Music format differs	◆ Music format differs	◆ Music format differs

AREA 4. PUBLICATION, DISTRIBUTION, ETC. AREA

AREA 4	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Place of publication	◆ Difference in country—consider with other aspects	◆ Difference in country—consider with other aspects	◆ Difference in country—consider with other aspects	◆ Difference in country—consider with other aspects
Name of publisher/distributor	◆ Different or name change in publisher/distributor	◆ Different or name change in publisher/distributor for same part	◆ Different publisher name—if between manifestations	◆ Different publisher name—consider with other aspects
Date of publication	◆	◆		
Date of copyright	◆ Consider with other aspects	◆ Consider with other aspects		
Place of manufacture	◆ If no publisher information	◆ If no publisher information		
Name of manufacturer	◆ If no publisher information	◆ If no publisher information		
Date of manufacture				

Key

- ◆ Any differences between resources in this area require a new record.
- ✕ Any changes within a manifestation in this area requires a new record.

AREA 5. PHYSICAL DESCRIPTION AREA (WHERE APPLICABLE)

AREA 5	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Extent of item	◆ Including Specific Material Designation	◆ Including Specific Material Designation	◆ Including Specific Material Designation or replacement	◆ Including Specific Material Designation
Other physical characteristics				
Printed material	◆ If significant	◆ If significant		◆ If significant
Cartographic material	◆	◆		◆
Music	◆ If significant	◆ If significant		◆ If significant
Sound recordings	◆ If significant	◆ If significant		◆ If significant
Motion pictures and video-recordings	◆	◆		◆
Graphic materials	◆ If significant	◆ If significant		◆ If significant
Electronic resources	◆ If significant; NA for remote electronic resources	◆ If significant; NA for remote electronic resources		◆ If significant; NA for remote electronic resources
3-D artefacts and realia	◆ If significant	◆ If significant		◆ If significant
Microforms	◆ If significant	◆ If significant		◆ If significant
Dimensions				
Books, pamphlets, printed sheets	◆ If significant	◆ If significant	◆ If between manifestations	◆
Cartographic materials	◆ If significant	◆ If significant		◆
Music	◆ If significant	◆ If significant		◆ If significant
Sound recordings	◆	◆		◆ If significant
Motion pictures	◆	◆		◆
Graphic materials	◆ If significant	◆ If significant		◆ If significant
Electronic resources	◆ If significant; NA for remote electronic resources	◆ If significant; NA for remote electronic resources		◆ If significant; NA for remote electronic resources
3-D artefacts and realia	◆ If significant	◆ If significant		◆ If significant
Microforms	◆ If significant	◆ If significant		◆ If significant
Accompanying material	◆ Or if it affects use of main work	◆ Or if it affects use of main work		

Key

- ◆ Any differences between resources in this area require a new record.
- ✕ Any changes within a manifestation in this area requires a new record.

AREA 6. SERIES

AREA 6	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Series statement	◆ Presence/absence —consider with other aspects	◆ Presence/absence —consider with other aspects	◆ Presence/absence —consider with other aspects	◆ Presence/absence —consider with other aspects
Title of proper series	◆	◆	◆	◆
Parallel titles of series	◆ If significant	◆ If significant	◆	◆ If significant
Other title information of series				
Statement of responsibility of series				
ISSN of series	◆ Consider with other aspects			
Numbering within series	◆	◆	◆	◆

AREA 7. NOTES

AREA 7	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Publishers' Numbers				
Music	◆ If significant	◆ If significant	◆ If significant	◆ If significant
Sound recordings	◆ If significant	◆ If significant	◆ If significant	◆ If significant
Motion Pictures	◆ Consider with other aspects	◆ Consider with other aspects	◆ Consider with other aspects	◆ Consider with other aspects
Uniform Resource Identifiers (URI)				
Remote electronic resources	◆ If URI now represents different resource	◆ If URI now represents different resource	◆ If URI now represents different resource	◆ If URI now represents different resource

Key

- ◆ Any differences between resources in this area require a new record.
- ✕ Any changes within a manifestation in this area requires a new record.

AREA 8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

AREA 8	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
ISBN/ISSN and other numbers	◆ Consider with other aspects	◆ Consider with other aspects	◆ Consider with other aspects	◆ Consider with other aspects ✕ Consider with other aspects

LANGUAGE

LANGUAGE	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Language	◆	◆	◆	◆ If between two manifestations

ACCESS POINTS

ACCESS POINTS	Single-Part Monographs A	Multipart Monographs B	Integrating Resources C	Serials D, E
Main entry	◆	◆	◆	◆ ✕
Added entries	◆	◆	◆	

Key

- ◆ Any differences between resources in this area require a new record.
- ✕ Any changes within a manifestation in this area requires a new record.

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