

Sueltas Cataloging Manual. Final Version.

General rules

Prescribed sources of information

Area	Source
Title and statement of responsibility	Title page
Edition	Title page, other preliminaries, colophon, dust jacket, wrapper
Publication, distribution, etc.	Title page, colophon, other preliminaries, dust jacket, wrapper
Physical description	Whole publication
Series	Series title page, monograph title page, cover (as published), dust jacket, rest of the publication
Note	Any source

Transcription

In the following areas, **transcribe** information from the publication itself in the language and script (wherever feasible) in which it appears there:

Title and statement of responsibility, and additional title fields

Edition

Imprint

Series

In the areas noted above, transcribe letters as they appear, except where conversion of case is required. Do not add accents and other diacritical marks not present in the source. Convert earlier forms of letters and diacritical marks to their modern form. Transcribe a ligature by giving its component letters separately, e.g., transcribe æ and œ as "ae" and "oe," respectively.

Capitalization and conversion of case

Convert letters to uppercase or lowercase according to the rules for capitalization in AACR2, Appendix A (see following for relevant extract). Do not convert case when transcribing roman numerals.

In titles:

In general, capitalize the first word of a title. If the title includes a corporate name with unusual capitalization, follow the capitalization practice of the body.

The materials of architecture
The 1919/1920 Breasted Expedition to the Far East
Les misérables
IV informe de gobierno
Eileen Ford's a more beautiful you in 21 days
Journal of polymer science
Sechs Partiten für Flöte
The Edinburgh world atlas, or, Advanced atlas of modern geography
Coppélia, ou, La fille aux yeux d'émail
Strassenkarte der Schweiz = Carte routière de la Suisse = Carta stradale della Svizzera
Quo vadis? : a narrative from the time of Nero
King Henry the Eighth ; and, The tempest
An interpretation of The ring and the book
Selections from the Idylls of the king
Les cahiers du cinema

Letters i/j and u/v

If the rules for capitalization require converting the letters i/j or u/v to uppercase or lowercase, follow the pattern of usage in the publication being described. Establish the pattern of usage by examining text in the same typeface (i.e., roman, italic, or gothic) in the publication being described. Identify examples of i, j, u, and v having the same function (vowel or consonant) and same relative position (appearing in initial, medial, or final positions) as the letters to be converted. Begin by examining the remainder of the title page and then, if necessary, proceed to examine the body of the text in other parts of the book in the same typeface.

If any of the **first five words** in the title proper contains a letter i/j/u/v that has been converted to uppercase or lowercase according to a pattern of usage that follows pre-modern spelling conventions, provide additional title access for the form of the title proper that corresponds to modern orthography (i.e., using i and u for vowels, j and v for consonants, and w for consonantal vv).

If it differs from title access points already provided, also provide title access for the form of the title proper that corresponds to the graphical appearance of the letters in the source, converting the letters i/j/u/v into uppercase or lowercase without regard for the pattern of usage in the publication being described.

Example:

Source:

LES OEUVRES MORALES DE PLVTARQVE

Transcription:

Les oeuvres morales de Plutarque

Additional title access (normalized modern):

Oeuvres morales de Plutarque

Additional title access (converted graphical):

Oevvres morales de Plvtarqve

Example:

EL MEIOR PASTOR DESCALZO SAN PASQVAL BAYLON is transcribed as:

El mejor pastor descalzo san Pasqual Baylon

An "Other title" entry, retaining the original I and V usage, but not capitalization, is also made:

El meior pastor descalzo san Pasqval Baylon

Example:

Source:



LA PVRPVRA

DE LA ROSA,

Fiesta de Zarcuela, y representacion musica, que se
hizo à sus Magestades en el Coliseo de
Buen-Retiro.

DE DON PEDRO CALDERON

de la Barca.

Title and statement of responsibility	La Purpura de la rosa : fiesta de Zarcuela, y representacion musica, que se hizo à sus magestades en el coliseo de buen retiro / de Don Pedro Calderon de la Barca.	
Chief title	Purpura de la rosa.	
Parallel title	<input type="text"/>	<input type="button" value="Add Parallel title"/>
Other title	Pvrpvra de la rosa.	<input type="button" value="Add Other title"/>

Initials

Transcribe initials, initialisms, and acronyms without internal spaces, regardless of how they are presented in the source of information.

Pel batesimo di S.A.R. Ludovico ...

KL Ianuarius habet dies xxxi

Monasterij B.M.V. Campilioru[m]

J.J. Rousseau

Call no. / Boyer number

Enter an accession number **OR** a Boyer number as found on the envelope or flag associated with the piece. "Boyer numbers" are decimal-type numbers associated with the subset of sueltas described by Mildred Boyer in her *Texas Collection of Comedias Seltas: a descriptive bibliography*.

Author, added author, composer, and translator

Enter in this field the form of name established in the Library of Congress' Authorities:

<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

If the name is not found in LC's database search for it in the authority file of the Biblioteca Nacional de España: <http://catalogo.bne.es/uhtbin/authoritybrowse.cgi>

If the name has not been established, use the form found in reference sources or accompanying material (such as a catalog cards, notes, etc.); or, if not found in reference sources, enter the name as found in the work.

Create as many author, added author, etc. fields as necessary to record essential individuals or corporate bodies involved with the creation of a work.

Example: Title page reads: Rendirse a la obligacion. De Don Diego y Don Joseph de Cordoba y Figueroa...

Author: Figueroa y Córdoba, Diego de.

Author: Figueroa y Córdoba, Joseph de.

If the work is anonymous, enter Anonymous in this field. If the work has been attributed to an author, enter the author in the Other author field, with the relator term, "attributed name."

Author: Anonymous.

Other author: Chiari, Pietro, attributed name.

If the author's name is clearly fictitious or a pseudonym, enter the name as it appears. If the work has

been attributed to an author, enter the author in the Other author field, with the relator term, "attributed name."

Author: Un ingenio.

Author: Un ingenio de Salamanca.

Author: Tres ingenios.

Title and statement of responsibility

Prescribed punctuation

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

General rule:

The prescribed source of information for the title and statement of responsibility area is the title page. Transcribe letters as they appear. Do not add accents and other diacritical marks not present in the source. Transcribe a ligature by giving its component letters separately, i.e., transcribe æ as ae.

Omissions:

Omit, without using the mark of omission (i.e., an ellipsis) information found on the title page that constitutes neither title information nor a statement of responsibility. Such information may include pious invocations, quotations, devices, announcements, epigrams, mottoes, prices, etc. Transcribe or describe this kind of information in a note if it is considered important. If such information is a grammatically inseparable part of one of the elements of the title and statement of responsibility area, however, transcribe it as such.

Do not transcribe series statements (such as "Comedia Famosa") or numbering as part of the title. Do not transcribe lists of characters or actors.

Form and order of information:

Transcribe title and statement of responsibility information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules.

Example:

Title page reads:

COMEDIA FAMOSA.

RENDIRSE A LA OBLIGACION.

DE DON DIEGO Y DON JOSEPH DE CORDOBA
y Figueroa, Caballeros de la Orden de Alcantara y Calatrava.

PERSONAS QUE HABLAN EN ELLA. [...]

Transcription:

Title: Rendirse a la obligacion / de Diego y Joseph de Cordoba y Figueroa.

Abridgements:

Abridge a long title proper only if it can be done without loss of essential information. Do not omit any of the first five words. Indicate omissions by the mark of omission.

Alternative titles:

Alternative titles are usually preceded by the word "o" (English: or) or some such word or phrase introducing a separate title for the work. If the title proper contains an alternative title, do not omit in an abridgement any of the first five words of the alternative title. Transcribe all title information in the Title field. **Additionally, enter the alternate title as an Other Title.**

Example:

Title: England's alarm, or, A most humble declaration, address, and fervent petition ...

Other title: A most humble declaration, address, and fervent petition

Parallel titles:

Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the title page(s). **Additionally, enter the translated title as a Parallel title.** If the original title appears elsewhere than on the title page, transcribe it in a note, and enter the title as a Parallel title.

Example:

Title: La fingida camarera : dramma comico en musica, para reppresentarse en el Theatro de la muy illustre ciudad de Barcelona, este ano de 1750 = La finta camariera : drama comico per musica, da rappresentarsi nel Teatro della molto illustre citta di Barcelona, l'anno di 1750.



Parallel title: Finta camariera : drama comico per musica, da rappresentarsi nel Teatro della molto illustre citta di Barcelona, l'anno di 1750.




NOTE: when entering Parallel and Other titles, omit initial articles (e.g., La, El, etc.) and introductory phrases (e.g., "Comedia famosa intitulado," "Saynete intitulado," etc.) as in the example above (La finta camariera is entered as Finta camariera).






Chief title

Enter in this field the chief title of the work, even if it is the same as the title recorded in the title and statement of responsibility area. Omit initial articles (e.g., La, El, etc.), introductory phrases (e.g., "Comedia famosa intitulado," "Saynete intitulado," etc.) and other title information.

Examples:

Title and statement of responsibility	Auto al nacimiento del Hijo de Dios intitulado : El mejor Rey de los Reyes.	
Chief title	Mejor Rey de los Reyes.	

Title and statement of responsibility	Gli arabi nelle Gallie : melodramma serio in due atti = Los arabes en las Galias : melodrama sério en dos actos : que se ha de representar en los teatros de esta Côte.		
Chief title	Arabi nelle Gallie.		
Parallel title	Arabes en las Galias.		<input type="button" value="Remove Parallel title"/>

Title and statement of responsibility	Saynete nuevo intitulado : El enredador chasqueado, ó, El biombo, para doce personas.		
Chief title	Enredador chasqueado.		
Parallel title	<input type="text"/>		<input type="button" value="Add Parallel title"/>
Other title	Biombo.		<input type="button" value="Remove Other title"/>
	<input type="text"/>		<input type="button" value="Add Other title"/>

Edition

Preliminary rules

Precede a statement relating to a named revision of an edition by a comma.

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

The prescribed sources of information for the edition area are the title page, other preliminaries, colophon, in that order of preference. If an edition statement or any part of the edition area is transcribed from elsewhere than the title page, indicate its source in a note.

Examples:

Edition: The third edition corrected, and considerably enlarged

Note: Edition statement from half-title

Edition: Book Club edition

Note: Edition statement from colophon

Use judgment in transcribing statements containing words such as *impresion* or *reimpresion*. In books from the hand-press era, such statements usually signal a new edition or issue. In these cases, the statement may properly be considered an edition statement.

Generally, any indication that material has been added, removed, or changed signals a new edition. Such indications are often signaled by words such as: *nuevo*, *revisada*, *refundido*, *mejorado*, *acortado*, *aumentado*, or *actualizado*.

If an edition statement is a grammatically inseparable part of another area and has been transcribed as such, do not repeat it as an edition statement.

Imprint

Prescribed punctuation

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon, unless a linking word or phrase is given in the publication.

Precede the name of the first publisher, distributor, etc., by a colon. Precede the name of a second and any subsequent publisher, distributor, etc., by a colon, unless a linking word or phrase is given in the publication.

Precede the date of publication, distribution, etc., by a comma.

Precede a second or subsequently named place of manufacture by a semicolon, unless a linking word or phrase is given in the publication.

Precede the name of the first manufacturer by a colon. Precede the name of a second and any subsequent manufacturer by a colon, unless a linking word or phrase is given in the publication.

Precede the date of manufacture by a comma.

The prescribed sources of information for the publication, distribution, etc., area are the title page, colophon, other preliminaries, and dust jacket (see introductory section IX.2), in that order of preference. If the information for an element is not present in these sources, any source may be used to supply needed information

Omissions: Omit phrases such as "Con licencia" which do not directly relate to the printing or publishing of the item.

Order of information

Enter imprint information in the following order, with each element separated by the prescribed punctuation:

[Place of publication] : [Publisher or manufacturer], [year].

Missing information

If an element of the imprint cannot be found on the piece, but is known through reference sources, supply the information, in square brackets and make a note indicating the source of the information:

Examples:

Imprint: [Seville] : Manual Federico, [1765].

Note: Place and date of publication from Boyer, Texas Collection.

Imprint: Barcelona : Por Francisco Suria y Burgada [i.e., Burgada], Impresor, calle de la Paja. A costas de la Compañia, [between 1765-1778]

Note: Place and date of publication from Boyer, Texas Collection.

Use the following forms to record dates of publication found in reference sources:

[1971 or 1972]	one year or the other
[1969?]	probable date
[between 1906 and 1912]	use only for dates fewer than 20 years apart
[ca. 1960]	approximate date
[197-]	decade certain

[197-?]	probable decade
[18-]	century certain
[18-?]	probable century

If an element of the imprint cannot be found on the piece, or in reference sources, use the following abbreviations, in square brackets, as necessary: [S.l. : s.n., n.d.].

Place of publication

Transcribe the names of places associated with publishers, distributors, and booksellers as part of this element. Do not modernize spelling or correct errors.

Include in the transcription any prepositions appearing before the place of publication, distribution, etc., as well as any accompanying words or phrases associated with the place name.

Examples:

Colophon: Barcelona. Por Francisco Suria y Burgada, Impresor, calle de la Paja, en al ano 1732, reimpresso 1734. A costas de la Compania.

Imprint: Barcelona : Por Francisco Suria y Burgada, Impresor, calle de la Paja, en al ano 1732, reimpresso 1734. A costas de la Compania.

Colophon: Con Licencia. Barcelona. Por Francisco Suria y Burgada, Impresor, calle de la Paja. A costas de la Compania.

Imprint: Barcelona : Por Francisco Suria y Burgada, Impresor, calle de la Paja. A costas de la Compania, [n.d.].

Place names that are grammatically inseparable parts of other areas, etc.

If the place of publication, distribution, etc., appears only as a grammatically inseparable part of another area and is transcribed there, or appears only as a grammatically inseparable part of the publisher, distributor, etc., statement and is transcribed there, supply in square brackets the place of publication, distribution, etc., as the first element of the publication, distribution, etc., area. Use a modern English form of the name, if there is one.

Example:

Colophon:

Hallaràse esta comedia, y otras de diferentes titulos, en Madrid en la imprenta de Antonio Sanz, en la plazuela de la calle de la paz. Año de 1747.

Imprint:

[Madrid] : Hallaràse esta comedia, y otras de diferentes titulos, en Madrid en la imprenta de Antonio Sanz, en la plazuela de la calle de la paz, año de 1747.

Example:

Colophon:

Se hallarà esta Comedia, y otras de diferentes Titulos, en Salamanca, en la Imprenta de la Santa Cruz, por Don Francisco de Toxar ; y en Madrid en la Libreria de Don Manuel Quiroga, calle de la Concepcion Geronima. Año de 1792.

Imprint:

[Salamanca ; Madrid] : Se hallarà esta comedia, y otras de diferentes titulos, en Salamanca, en la imprenta de la Santa Cruz, por Don Francisco de Toxar ; y en Madrid en la libreria de Don Manuel Quiroga, calle de la Concepcion Geronima, año de 1792.

Publisher and/or Printer

Use caution in determining the role of an individual as printer or publisher:

"In older imprints the distinction between the printer and publisher is often a matter of inference.

Imprenta, impress(s) o por, and presumably plain **por** indicate the printer, but if nothing more is said, he is presumably also the publisher. Sometimes he says so, as in **sacalos a luz Manual Roman en su propria imprenta**" or **"oficina de ... donde se hallará ...** At other times this last expression, like **a costa de, a cargo de, vendees en casa de** distinguishes the publisher" (C.G. Allen. A manual of European languages for librarians, 1977, p. 171, 1.6.2).

Enter the name of the publisher as established in the Library of Congress' Authorities:

<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

If the name is not found in LC's database search for it in the authority file of the Biblioteca Nacional de España: <http://catalogo.bne.es/uhtbin/authoritybrowse.cgi>

If the name has not been established, use the form found in reference sources or accompanying material (such as a catalog cards, notes, etc.). If not found in reference sources, enter the name as found in the work.

Widows, stepchildren, etc.

LCRI for AACR2, 22.2:

"If the widow of a printer is identified only as the widow of a printer, establish the heading as a phrase."

Imprint: Barcelona : Se hallará en la librería de la viuda de Quiroga...

Printer: Viuda de Quiroga

and

"If the word "widow" is used as a term of address, treat it as such."

Imprint: Göttingen : Printed for the Widow Vandenhoeck

Printer: Vandenhoeck, widow.

Create as many publisher or printer fields as necessary to record such individuals associated with a work.

Dates

Enter the date in Arabic numerals in the "Date 1" field. Any roman numerals transcribed in the imprint must here be converted. A roman numeral converter may be found here:

http://www.novaroma.org/via_romana/numbers.html. Many others can be found easily online.

If entering a span date for a title published over two or more years, enter the earlier date in "Date 1" and the later date in "Date 2."

Series

Transcribe a series statement as it appears on the piece, according to the general rules for transcription of titles.

Example:

Series: Comedia famosa.

If series numbering is present, transcribe it, preceded by a space-semi-colon-space, as it appears in the publication. Do not use any abbreviations not present in the source and do not convert roman or spelled-out numerals to arabic.

Example:

Series: Comedia famosa ; num. 54.

If numbering appears without a series title, transcribe the numbering in a note.

Example:

Note: "No. 6" appears at head of t.p.

Pages

The statement of the number of pages should account for every leaf in the volume as issued by the publisher, including leaves of text, leaves of plates, and blank leaves. It should not include leaves added as part of the binding or the binding itself.

Record the complete number of leaves, pages, or columns in accordance with the terminology suggested by the volume (or other physical unit) itself. Describe a volume with leaves numbered on both sides, or with leaves unnumbered and printed on both sides, in terms of pages. Describe a volume with leaves numbered on one side only, or with leaves unnumbered and printed on one side only, in terms of leaves. If the leaves of a volume are numbered and printed on one side only, state this fact in a note. If a publication contains sequences in more than one kind of numbering, record each sequence in its appropriate term as pages, leaves, or columns.

Recording the "complete number" as stated above means recording the number on the last numbered page or leaf of each numbered sequence as the basic statement of extent, with any necessary additions according to succeeding rules, e.g., for the addition of unnumbered pages or leaves. Record arabic and roman numerals as they appear in the publication. Record roman numerals uppercase or lowercase as they appear.

If the style of numbering within a sequence changes (e.g., from roman to arabic numerals), record each differently numbered part of the sequence.

Examples:

50 p.

x, 32 p., 4 leaves

lxij p.

XII, 120 leaves

xii, 13-176 p.

If unnumbered pages or leaves (printed or blank) are not included in a sequence of pagination or foliation, count them according to the terms used to describe the rest of the publication or the part of the publication with which they are associated. In ambiguous cases count them as leaves when they are all printed on one side only; otherwise count them as pages. Use arabic numerals within square brackets. If unnumbered pages appear between the two styles of numbering, record the total number of unnumbered pages in arabic numerals within square brackets.

Examples:

[8], 328 p.

[2], 328, [6] p.

iii, [1], 88 p.

xii, [1], 14-176 p.

Consider numbered sequences to include unnumbered pages or leaves falling logically within the sequence, counting back from the recorded number to 1.

Example:

[2], 40 p.

(Comment: Pages are numbered 3-40 with four unnumbered pages at the beginning)

but [2], 5-40 p.

(Comment: Pages are numbered 5-40 with two unnumbered pages at the beginning; there is no evidence that any leaves are missing)

Record in the following manner unnumbered blank pages or blank leaves interrupting a numbered sequence:

20, [8], 14 p.

Advertisements

For pages containing only advertisements, include them in the statement of extent when they are clearly integral to the publication. This is the case when they:

are included in the same pagination sequence as the text;

or are printed on the pages of an initial or final gathering also containing leaves or pages of text;

or are printed on a separate gathering in a publication that is continuously signed.

Make a note to indicate the presence of pages that only contain advertisements.

Examples:

32 p.

Note: Advertisements on p. 28-32

21, [3] p.

Note: Advertisements on p. [1]-[3] at end

24, 8 p.

Note: Advertisements on 8 p. at end

(Comment: Advertisements printed on the final gathering in a publication that is continuously paginated)

If the pages, leaves, or columns of a publication are numbered as part of a larger sequence (e.g., one volume of a multipart publication), or the copy appears to be an incomplete part of a whole, record the number of the first and the last numbered page, leaf, or column. Generally precede the numbers with the word or abbreviation indicating pages, leaves, or columns.

Example:

leaves 81-94

p. 713-797, [1]

(Comment: Fragment, detached from larger work)

but [2], 713-797, [1] p.

(Comment: A complete publication, such as an offprint, issued separately with this pagination)

If the whole volume is unpaginated or unfoliated, count the pages or leaves and record the total in arabic numerals within square brackets. State the total in terms of pages or leaves, but not of both. Begin the count with the first page or leaf of the first gathering and end the count with the last page or leaf of the last gathering, as instructed in 5B3. Count all blank pages or leaves.

Example:

[104] p.

[88] leaves

If a publication is issued in more than one physical unit, give the number of physical units in arabic numerals followed by the appropriate designation for the unit.

Example:

3 v.

Illustrations

Check the box if the item is illustrated. Do not regard ornaments (e.g., head-pieces, vignettes, tail-pieces, printers' devices), pictorial covers, or pictorial dust jackets as illustrations. However, treat significant title-page illustrations with a clear relationship to the text as illustrations.

Dimensions

Record the height of the item, in centimeters, rounding a fraction of a centimeter up to the next full centimeter.

Example:

21 cm

If the width of a volume is greater than the height, or less than half the height, give the height x width.

Example:

20 x 32 cm

20 x 8 cm

Translation

If the item includes or is known to be a translation, check the "Translation" box. Enter the original language of the work in the "Original language" field; enter the translated language in the "Translated language" field.

Contents

If multiple plays are contained in a discreetly published unit, and the titles are not stated on the title page, record them in this field in the form [Title] / [Author]. Separate works with a double-dash -- . Additionally, record such titles in the "Other title" field.

Note

Record information pertaining to the item *as published* in the general note field.

Example:

Place of publication from Boyer and BNE authority record for Cabrera.

Integral with Basta callar by don Pedro Calderón de la Barca (21.16.2)

Local note

Record in this field information specific to the item in hand, such as copy specific physical details or provenance evidence.

Example:

Cropped, affecting some text.

Heavily annotated.

Signature of [Name].

Illegible signature.

Inscribed from [name] to [name], Barcelona, 1745.

Bookplate of [name].

Bound with [title] by [author] (Boyer or call no.)

"Bound with" vs. "integral with" relationships

"Bound with" is used to indicate the binding together of two or more publications post-publication. The publications will have different pagination and may exhibit other features showing that they were not printed/published together, such as size differences, or being printed on different paper stock. Since the binding together of the works is a post-production act, it should be described in a local note.

Example:

Bound with: [title] / [author] (Boyer or call no.).

"Integral with" is used to indicate that two or more works were published together and, in many cases, are inseparable (e.g., a new title begins on the verso of the final page of the preceding title). The pagination is very likely continuous throughout the publication. Integral relationships are described in a general note. If the piece is disbound, it is described in a local note.

Example:

Integral with: La gran comedia, Basta callar / de don Pedro Calderon de la Barca. (21.16.2).

Music

If the item contains printed music, check the "Music" box.

Scan?

If the item has physical characteristics of interest, or is known to be of historical significance, check this box. Describe the element(s) of interest in the field, below.

Interesting physical characteristics might include: annotated copies--especially heavily annotated copies, pristine copies, illustrated works, interesting title pages, etc. If in doubt, check the box and describe the content of interest.