Using AACR2R:

1. **What is ISBD? Where in the code is punctuation described, along with examples?**

   ISBD is short for International Standard Bibliographic Description. ISBD is an internationally accepted format for the representation of descriptive information in bibliographic records (definition from Taylor). AACR, 2nd ed., 2002 revision is based on ISBD general framework for the description of materials, including the order of elements in the entry and required punctuation. ISBD allows for the international exchange of bibliographic records.

   **Provide an example of ISBD punctuation:**

   387 p. : ill. ; 27 cm. +1 set of teacher’s notes

2. **Where are rules for capitalization and abbreviations discussed in the code?**

   Capitalization: Appendix A; Abbreviations: Appendix B

   **How are titles capitalized?**

   The first word of the title (title proper, alternative title, parallel title, etc.) is capitalized. The first word of a subtitle is not capitalized. Other words in the title are capitalized as instructed in the rules. For English language titles, rules of capitalization basically follow those of the *Chicago Manual of Style*. For example, personal names and geographic regions are capitalized. If a Romanized title begins with the Arabic article *al* in any of its various orthographic forms or with the Hebrew article *ha*, the article is not capitalized.

   **How is California abbreviated?**

   Calif. (Note: many United State abbreviations different from postal abbreviations.)

3. **Using AACR2R and MARC, provide examples of physical description of a book.**

   **Example of physical description in AACR2R:**

   Example 1: 271 p. : ill. ; 21 cm.
   Example 2: 675 p. (large print) : col. ill. ; 25 cm.

   **Example of MARC tagging physical description:**

   Example 1: 300 ## 271 p. : $b$ ill. ; $c$ 21 cm.
   Example 2: 300 ## 675 p. (large print) : $b$ col. ill. ; $c$ 25 cm.
4. How are multiple publishers handled in a descriptive record?

Rule 1.4D4: If an item has two or more publishers, distributors, etc., describe it in terms of the first named and the corresponding places. Add subsequently named publishers, distributors, etc., and their corresponding places if they are different from the places already named when the first and subsequently named entities are linked in a single statement; when the first named entity is a distributor, releasing agency, etc., and a publisher is named subsequently; when a subsequently named entity is clearly distinguished as the principal publisher, distributor, etc., by layout or typography; and/or when the subsequently named publisher, distributor, etc. is in the home country of the cataloging agency and the first named publisher, distributor, etc. is not.

Example of multiple publishers in AACR2R:

London : Macmillan for the University of New York

Example of MARC tagging multiple publishers:


5. What are access points? Which chapters in AACR2R cover access points and forms of names?

Access Points: Access points are the retrieval points in a library catalog through which users can search for an item. Access points include the main entry, subject headings, and other added entries.

Chapter 21: Choice of Access Points; Chapter 22: Headings for Persons; Chapter 23: Geographic Names; Chapter 24: Headings for Corporate Bodies.

Example of form of geographic headings in AACR2R:

Rule 23.2A. English form: Use the English form of the name of a place if there is one in general use. For example, use Florence, not Firenze.

Which MARC tags apply to access points? Use: Understanding MARC and MARC 21 to answer this question.

Most of the access points are in:

- 1XX fields (main entries) – authority control
- 245 field (title and statement of responsibility) – no authority control
- 4XX fields (series statements) – authority control
- 6XX fields (subject headings) – authority control
- 7XX fields (added entries other than subject or series) – authority control
- 8XX fields (series added entries) – authority control
Include here any observations about using AACR2R and MARC. The work invested in this assignment will help with future assignments.

AACR2R and MARC are consistently organized. Rules seem to have been written with user in mind. A lot of material to wade through!

No need to memorize, just know how to navigate.

SUBMISSION INSTRUCTIONS:
Consult Assignment #1 folder OR Course Calendar.