

From DCRB to DCRM(B)

Descriptive Cataloging of Rare Materials (Books) (DCRM(B)) provides guidelines for cataloguing printed monographs of any age or type of production receiving special treatment within a repository (introduction, 1.2); in this it differs from its predecessor, *Descriptive Cataloging of Rare Books (DCRB)*, which was intended to apply exclusively to pre-1801 imprints. The main changes between DCRB and DCRM(B) are summarised succinctly in the preface of DCRM(B), pp. 7-8: many of these either promote greater fidelity of transcription, or make provision for machine-press books. The list below, compiled by the UK Bibliographical Standards Committee (BSC) of the Rare Books and Special Collections Group, lists the major changes. The most significant are 4D2.1 and 5B9.4.

All rule numbers given below pertain to DCRM(B) unless preceded by the letters DCRB. MARC codes are to MARC21.

Area 0: General rules

0G2.2: Transcription of i/j and u/v: Follow the pattern of usage in the publication being described (see the new Appendix G for further guidance). Cf DCRB0H, which says to follow the pattern employed by the particular printer.

0G4.1: New guidance, to close spaces and omit stops within roman numerals.

0G3.1: New rule, for *when* following the original punctuation option: for alternative titles, it is no longer necessary to have commas around the “or” (sive, seu, etc.) if they are not present in the book.

0G7.3: Rule expansion on transcribing a title when a space has been left for an illuminated initial letter.

0G8.2: Rule change: transcribe the Tironian sign as an ampersand instead of as [et] (cf DCRB 0J2). See appendix G3 for more help on common contractions.

0C1.2: Addition to rule, to accommodate machine-press books: printed wrappers or printed publishers’ boards may function as a chief source of information.

Area 1: Title and statement of responsibility

1B7: Rule reversal: do not omit any of the first five words of an alternative title. Cf DCRB, which allowed an entire alternative title to be omitted.

1C1: Parallel titles: introduction of cataloguer’s discretion: “If an original title appears elsewhere than on the title page, transcribe it in a note, if considered important”: DCRM(B) adds the words “if considered important”.

1E2: If a statement of responsibility appears in a source other than on the title page, record it in a note: cf DCRB 1G1, which allowed statements of responsibility taken from the preliminaries or colophon to be transcribed in the statement of responsibility area on the title page in square brackets and the source given in a note.

1E8: Encouragement of greater fidelity of transcription: Qualifications such as initials indicating membership in societies, academic degrees, and statements of positions *may* be omitted from the statement of responsibility, unless they are necessary for grammatical or identification purposes. Cf DCRB 1G8, which instructed the cataloguer generally to omit them.

1E9: Rule change: if the relationship between the title and the person(s) named in the statement of responsibility is not clear, supply an explanatory word or short phrase in the language of the text, or make a note: DCRB 1G9 instructed to add a word or short phrase in English, if desired.

1F2: “If the publication has no collective title, and one or more works contained in the publication are not named on the title page .. name the other work(s) in a contents note ... *or* make a separate description for each separately titled work, linking the separate descriptions with “With” notes *or* devise a collective title for the whole publication ... and use this devised title ... as the title proper.” DCRM(B) does not allow for transcribing the titles of such works in square brackets in the title area (cf DCRB 1E2).

Area 2: Edition

2A2: Adds dust jacket to the prescribed sources of information.

2B1: “Transcribe a statement relating to an edition or issue of a publication as it appears”, The words “or issue”.are new to DCRM(B).

2B3: New rule for machine-press books to omit statements containing words such as “impression” or “printing” from the Area 2 transcription without using the mark of omission, and to make a local note about the statements if considered important.

Alternative rule: If a decision has been made to create a separate bibliographic record for an individual impression [etc.] ... transcribe [such] statements in the edition area.”

2B9: Encourages fuller transcription of parallel edition statements. After transcribing the edition statement which is in the language of the title proper, “Transcribe the remaining edition statement(s) as parallel edition statements ... *Optionally*, if it is considered that the parallel statements are too numerous ... omit [those] after the first.” Cf DCRB, which stated of parallel edition statements: “Give parallel statements ... in a note if desired”.

2B11: New rule: “If cataloging a multipart monograph, and the edition statement varies ... ascertain whether the set was issued as such. If the publication was issued as such, base the transcription on the first volume ... If the multipart monograph is ... a made-up set ... and reliable descriptions of the editions are available, make separate descriptions for each edition. In each description, make a local note ... identifying which volumes are wanting ... If ... reliable descriptions ... are not available, base the description on the copy in hand.”

2D2: Rule reversal: “Do not transcribe a statement relating to a reissue of an edition if it represents a substantially unchanged impression ... Local notes may be made about such statements ... *Alternative rule:* If a decision has been made to create a separate bibliographic record for an individual impression [etc.] ... transcribe [such] statement[s] ... in the edition area. Cf DCRB 2D3: “Transcribe ... statements of unchanged impressions of an edition ..”

Area 4: Imprints

4A3.2: New rule: “If statements belonging to different elements appear out of order, or as part of another area, and they are grammatically separable, transpose them as needed. Make a note indicating the original position of the transposed element”. This codifies previous good practice.

4A3.3: New rule:”If the elements are not grammatically separable, or their transposition could result in an ambiguous or otherwise confusing construction, transcribe them in the

order found and supply missing elements in square brackets as needed”. This is most likely to apply in colophons.

4A6: New section pertaining to the transcription of information relating to publication/distribution and manufacture. If a publication bears statements relating both to publication/distribution and to manufacture (printing) and the statements are grammatically separable, transcribe all statements before the date if the manufacturer statement has been emphasised. Transpose the manufacturer statements to after the date if the publisher/distributor statement has been emphasised: i.e. in MARC fields 260 \$e and \$f.

4B6.2: New option when there are multiple places of publication related to a single publisher to omit all places after the third. “In such cases, use the mark of omission and supply after it in square brackets a phrase ... to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase.”

4C2: Change of emphasis, encouraging fuller transcription: “*Optionally*, omit addresses and insignificant information in the middle or at the end of the publisher, distributor etc. statement, unless the information aids in identifying or dating the publication or is deemed important to the cataloging agency”. Cf DCRB 4C2: “Generally omit addresses and qualifications such as ‘printer to the King’. Addresses may be given however, if they aid in identifying or dating the publication.”

4C6.2: Changed rule: allows the cataloguer to omit all names of publishers after the third, using marks of omission and a statement of extent of the omission (cf after the first in DCRB 4C6) New instruction to include the number of omitted places (if more than one) in the supplied phrase: e.g. “[and 17 others in London, 1 in Dublin and 1 in Edinburgh]”.

4C6.3: New rule: “If the name of a publisher, distributor, etc., associated with an earlier edition appears together with the name of the actual publisher, distributor, etc. of the edition being described, transcribe the names as a single element in the order in which they appear”.

4C6.4: New rule: “If both the place and publisher, distributor, etc., associated with an earlier edition appear together with the place and publisher, distributor, etc. of the edition being described, transcribe each publisher, distributor, etc., with the place to which it corresponds”.

e.g. DCRM(B)

260 ## \$aLondon :\$bPrinted by G. Riebau, no. 439, Strand ;\$aEdinburgh
:\$bReprinted, with permission, and sold by J. Robertson, no. 4., Horse-Wynd
cf DCRB

260 ## \$a[Edinburgh] :\$bLondon printed by G. Riebau, no. 439, Strand,
Edinburgh reprinted, with permission, and sold by J. Robertson, no. 4., Horse-
Wynd

4D21: Rule reversal: transcribe roman numerals as they appear, supplying the year in arabic numerals in square brackets. Cf. DCRB 4D2, allowing this as an option, but instructing the cataloguer to change roman numerals to arabic ones unless they are erroneous or misprinted.

4D6: New instructions intended for machine-press books on copyright dates and dates of deposit.

4E-F: New sections on the place of printing and name of printer.

4G: Changed rule: “Dates of impression or other manufacturer associated with a substantially unchanged impression of an edition or issue may be transcribed in a local note, if considered important.” DCRB 4E is given as an alternative rule.

Area 5: Physical description

5B9.4: Count title pages and added title pages as leaves or pages of plates if they are entirely or chiefly non-letterpress (e.g. engraved or lithographed) and not integral to any letterpress gatherings. This is a reversal of DCRB 5B9, “Do not treat any illustrated title page (including an engraved title page) as a plate”

e.g. DCRM(B)

300 ## \$a[1] leaf of plates

500 ## \$aPlate is engraved title leaf.

cf DCRB

300 ## \$a[2] p.

500 ## Engraved t.p.

DCRB13 (Loose-leaf publications) has no equivalent in DCRM(B).

5B14.2: new rule pertaining to publications consisting of a single sheet folded into multiple panels.

5B16: “If the number of bibliographic volumes differs from the number of physical volumes in which a publication is actually issued, give the number of bibliographic volumes followed by “in” and the number of physical volumes. Give details of the publication’s numbering in a note, unless the numbering is given in a contents note.” This is the same as AACR2 2.5B19 but differs from DCRB 5B17, according to which only the number of physical volumes is given.

e.g. DCRM(B)

300 ## \$a3 v. in 5

500 ## \$aVols. numbered 1, 2A, 2B, 2C, 3.

cf DCRB

300 ## \$5 v.

500 ## \$aVols. numbered 1, 2A, 2B, 2C, 3.

5B5.1: Instructions on when to mention advertisements in a statement of extent omit “when they are known to exist in other copies” (cf DCRB 5B5).

5B5.3: New instruction to record advertisements which do not belong in a statement of extent in a local note if they are considered important; option to treat such advertisements as independent items and make a separate catalogue record for them.

5B19: New rule: “If a publication in more than one physical unit contains leaves or pages of plates, do not record them in the statement of extent. Note the presence of the plates in a note, if considered important.”

5C1.4: New option: “Optionally, treat significant title-page illustrations as illustrations rather than ornaments. Make a note to indicate any title-page illustration so treated, if considered important.” Cf DCRB 5C1, “Do not regard illustrated title pages ... as illustrations”.

5C1.5: The option when recording illustrations to add the graphic process or technique in parentheses adds: “preferably using a term found in a standard thesaurus”. The implication, made clear in examples, is that many more terms may be used to record illustrations than before: e.g. lithographs, wood engravings, mezzotints, Baxter prints.

-- Examples make clear that “engravings” should be used in place of “metal cuts” (a specific type of engraving) used in DCRB.

5C3.2: Expands DCRB 5C3 to provide guidance for the treatment of machine-press publications with hand-colouring.

DCRB 5D1 on heights for unbound materials or material in library binders and DCRB 5D4 on recording the height of separate physical units bound together have no equivalent in DCRM(B).

5E2: Changed rule, to treat illustrative material in a pocket as accompanying material; cf DCRB 5C7, to describe illustrations in a pocket attached to the publication in an illustration statement.

e.g. DCRM(B)

300 ## \$e+ 4 maps

500 ## \$a The maps are in a pocket.

cf. DCRB

300 ## \$bill., 4 maps

500 ## \$aThe maps are in a pocket.

Area 6: Series

Instructions occupy DCRM(B), pp. 119-125, and cover series titles, statements of responsibility pertaining to series, ISSN, numbering within series, subseries, and more than one series statement. Cf DCRB, which gave no specific guidance but referred the user to AACR. Major differences between DCRM(B) and AACR2:

6A2.1-5: Instructions on recording the source of the series statement whenever the source is not the series title page.

6D1: Transcribe other title information. Cf AACR2 1.6D1, only to transcribe other title information if it provides valuable information identifying the series.

6E1: Transcribe a statement of responsibility pertaining to the series, if present, following the series title. Cf. AAACR2 1.6E1, to transcribe a statement of responsibility pertaining to the series only if it is considered necessary to identify the series.

6G1.2: Transcribe the numbering 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.” Cf AACR2 1.6G1, instructing the cataloguer to use abbreviations and to convert roman numerals to arabic.

Area 7: Notes

7B2.2: New rule: “Always note the presence of nonroman script in the publication if it has been transcribed only in romanized form in the description”

7B4: If nonroman text has been transcribed in the title proper without parallel romanization, it is now mandatory to give a romanization of the title proper (in DCRB 7C4 it was optional).

7B6.1: “If a statement of responsibility appears in a source other than on the title page, give it and its source in a note”: DCRM(B) substitutes “title page” for “the prescribed source of information” (i.e. title page, preliminaries or colophon).

7B6.3.1: When author information is taken from a source outside the publication, “include the authority for the attribution whenever possible”: cf DCRB 7C6, “whenever possible and useful”.

7B7.2: “Make other notes relating to the edition being described or to the bibliographic history of the work, if they are considered important.”: The clause “if they are considered important” is new in DCRM(B) (cf DCRB 7C7).

7B7.4: New rule about limitation statements: “If the statement of limitation is accompanied by statements of responsibility or other information relating to the production of the edition, include as much of the additional information in the note as is considered important.”

7B7.5: Change to rule for limited editions with numbered copies. “Give the copy number in a separate local note, if considered important”: the clause “if considered important” is new in DCRM(B). It is no longer an option to give the entire statement of limitation and the copy number as a copy-specific note (cf DCRB 7C7).

7B9.1: New guidance about when to provide signatures: “It is also desirable to provide signatures when a volume has no pagination or foliation”.

7B9.2: Expands list of terms used to describe gatherings signed with unavailable characters (cf DCRB 7C9).

7B9.3: Rule change: Use the words pi and chi to indicate unsigned leaves that fall outside the signature sequence. Do not use the Greek characters π and χ . Cf DCRB 7C9, to use the words pi and chi only if the typographical facilities for π and χ are not available.

7B9.5-6: New instructions to indicate in a note if the signatures of a volume do not match its actual gatherings, and to provide both sets of signatures in a note if a volume is signed using two concurrent sequences.

7B9.7-11: New section on how to deal with nonroman signatures.

7B10.3: New instruction: “Always note the presence of hand coloring in publications issued as such”.

7B10.4: New instruction, designed for machine-press books: “Describe details of an artist’s book or a publisher-issued binding if considered important.”

7B13 (dissertations): “If the publication lacks a formal thesis statement, a bibliographic history note may be made”. This is less prescriptive than DCRB 7C13, “give a bibliographic history note”.

7B14.1: New rule: “Give references to published descriptions in bibliographies or other authoritative reference sources if these have been used to supply elements of the description.”

7B14.2: It is no longer mandatory to record a bibliographic citation for incunabula, or when the edition catalogued is listed in BAL, Bristol, Evans, STC or Wing (cf DCRB 7C14).

7B16.1: Rule expansion: Adds to the instruction to note the presence of errata leaves and errata slips (=DCRB 7C16): “Note the presence of errata listed in other sources in the publication if considered important”.

7B19.1.4: New rule: “Include in all local notes one or more of the following identifiers, if considered important: a designation of the holding institution (e.g., a library’s name, acronym, or code), a designation of the item’s physical location (e.g., a shelfmark), or an indication of the item’s copy number (if the institution holds more than one copy). Such identifiers are especially recommended if the bibliographic record is to be contributed to a union catalog or other shared database.”

7B19.2: Provenance. Greatly expanded instructions on recording provenance, which equate with guidance given in the Rare Book Group’s *Guidelines for the Cataloguing of*

Rare Books

(<http://www.cilip.org.uk/specialinterestgroups/bysubject/rarebooks/bibliographic/index>).

7B19.3: Bindings: Greatly expanded instructions on recording bindings, which equate with guidance given in the Rare Book Group's *Guidelines for the Cataloguing of Rare Books*

(<http://www.cilip.org.uk/specialinterestgroups/bysubject/rarebooks/bibliographic/index>).

7B19.3.2-3: New rule to note when the number of physical units in which a publication is bound differs from the number in which it was issued, if considered important, and to indicate errors in binding (implied in DCRB by final example of 7C18).