DCRM(MSS)

DESCRIPTIVE CATALOGING OF RARE MATERIALS (MANUSCRIPTS)

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Bibliographic
Standards Committee

Rare Books and
Manuscripts Section

Association of
College and Research
Libraries

IN COLLABORATION WITH

The Policy and
Standards Division
of the Library of
Congress

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PREFACE

Background

Descriptive Cataloging of Rare Materials (Manuscripts) (referred to hereafter as DCRM(MSS)) is one of a family of manuals that form *Descriptive Cataloging of Rare Materials (DCRM)* (see introductory section I.1). It is based on *Descriptive Cataloging of Rare Materials (Books) (DCRM(B))* but also draws on *Describing Archives: A Content Standard (DACS), Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts (AMREMM), Archives, Personal Papers and Manuscripts (APPM)* (the predecessor of DACS), and other manuals to help ensure full coverage of the issues raised by individual manuscripts.

DCRM(MSS) originated from a request in 2004 by the Society of American Archivists (SAA) to the Rare Books and Manuscripts Section (RBMS) of the Association of College and Research Libraries (ACRL) to create a companion standard to DACS that would provide instructions for describing modern manuscripts at the item level. The RBMS Bibliographic Standards Committee (BSC) took on the task and appointed an editorial team made up of archivists and catalogers to develop the present standard. DCRM(MSS) bridges the gap between the conventions of bibliographic and archival description.

Differences from other DCRM modules and from DACS

DCRM(MSS) draws on both DCRM and DACS. The most notable differences from each are noted below:

Key differences from other DCRM modules include:

‣ Descriptions do not conform completely to International Standard Bibliographic Description (ISBD)

‣ Emphasis on describing what a manuscript is rather than on recording how it presents itself

‣ Transcription de-emphasized

‣ Brackets not used for supplied or devised information

‣ In-depth instruction for devising titles and supplying place and date information

‣ Emphasis on providing contextual information

‣ Areas 2, 3, 6, 8 not used

‣ Area 4 used for production information rather than publication, distribution, and manufacture information

Key differences from DACS include:

‣ Descriptions do not conform completely to General International Standard Archival Description (ISAD(G))

‣ In-depth instruction for devising titles and supplying place and date information

‣ Instruction for transcribing formal titles

‣ Instruction on physical description of individual items

‣ Manual does not cover creation of authority records

‣ Manual contains substantially fewer instructions on acquisitions, access, and use elements

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‣ Elizabeth O'Keefe, Director of Collection Information Systems, The Morgan Library & Museum

‣ Heather Wolfe, Curator of Manuscripts, Folger Shakespeare Library

It has truly been a privilege to associate with the members of this extraordinary group, whose hard work, unflagging commitment, sparkling sense of humor, and ingenuity in the face of fire-breathing intellectual conundrums are an ongoing inspiration to their colleagues and a gift to the profession. They are my heroes.

Margaret F. Nichols
Chair, DCRM(MSS) Editorial Team
May 1, 2016

INTRODUCTION

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I. Scope and purpose

I.1. Descriptive Cataloging of Rare Materials

DCRM(MSS) is one of a family of manuals providing specialized cataloging rules for various formats of rare materials typically found in rare book, archival, manuscript, and special collection repositories. The term "rare materials" refers to any materials that repositories have chosen to distinguish from general materials by the ways in which they house, preserve, or collect them. Rarity in the narrow sense of "scarcity" may or may not be a feature of these materials. Together, these manuals form Descriptive Cataloging of Rare Materials (DCRM), an overarching concept rather than a publication in its own right.

I.2. Descriptive Cataloging of Rare Materials (Manuscripts)

DCRM(MSS) provides guidelines and instructions for the description of individual textual manuscripts. The term "manuscript" includes unpublished textual items in handwriting, typescript, or computer printout. For manuscript cartographic materials and manuscript music, it is recommended to use standards specific to those materials. DCRM(MSS) is intended to serve as a companion standard to DACS, which is primarily for collection-level description, and as a modern counterpart to AMREMM, which is primarily for describing manuscripts of the pre-modern, scriptorium era. Printed books, as well as serials, graphic materials, cartographic materials, and music, are out of scope. For these types of materials, use DCRM(B), DCRM(S), DCRM(G), DCRM(C), and DCRM(M) respectively.

I.3. Need for special rules

Individual manuscripts present unique challenges not ordinarily encountered in the description either of published materials or of manuscripts treated on the collection or group level. Descriptive standards developed mainly for published materials assume the presence of publisher-supplied information presented in conventional form. Descriptive standards for collections or groups of manuscripts do not support the detailed level of description sometimes appropriate for individual manuscripts. The additional guidance in DCRM(MSS) helps catalogers supply both artifactual information and the contextual information users need to determine the manuscript's research value.

I.4. Scope of application

DCRM(MSS) is appropriate for the item-level description of individual manuscripts, including photographic or digital reproductions of individual manuscripts. This includes individual, stand-alone manuscripts; individual manuscripts within an archival collection; or small groups of related manuscripts for which more detailed description is warranted. For additional information, see 0A.

I.5. Application within the bibliographic record or archival description

These rules contain instructions for the descriptive elements in bibliographic records or archival descriptions only. They do not address the construction and assignment of controlled headings used as access points, although brief instructions relating to headings and other access points do appear throughout (e.g., Appendix F is entirely devoted to recommendations for uncontrolled title access points).

II. Relationship to other standards

II.1. DCRM(B), DACS, AMREMM, APPM, and other cataloging documentation

DCRM(MSS) draws upon the principles and vocabulary of DCRM(B) and DACS, and is informed by both APPM[1] and AMREMM. In matters of style, presentation, wording, and subarrangement within areas, DCRM(MSS) largely follows

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[1] APPM was superseded by DACS in 2004 as the standard for describing archival materials.

DCRM(B), deviating only to the extent required by differences between published and manuscript materials. DCRM(MSS) is closer to DACS in its emphasis on context, its reliance on cataloger-supplied information rather than on transcription, and in its preference for spelled-out rather than abbreviated terms. Additionally, DCRM(MSS) follows DACS in providing considerable latitude for cataloger's judgment and local policy. The Rare Books and Manuscripts Section of ACRL authorizes DCRM(MSS) as its standard for describing modern manuscripts. The Society of American Archivists endorses DCRM(MSS) as a companion standard to DACS.

The relationship between the DCRM manuals and *Resource Description and Access* (RDA) is evolving. Current guidelines and other information can be found on the RBMS website at http://rbms.info/dcrm/rda/.

Refer to other standards for guidance and instructions on matters of description not covered in DCRM(MSS). The relevant sections of RDA and Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS) must be consulted for rules governing name and uniform title headings to be used as access points for authors, collectors, compilers, interviewees and interviewers, etc. For subject headings, numerous controlled vocabularies are available; within the United States, the subject headings of the Library of Congress are widely used. Institutions that assign classification-based call numbers to manuscripts should consult classification documentation and local policies. For genre/form headings, consult RBMS Controlled Vocabularies, Art & Architecture Thesaurus Online, or other controlled vocabularies as appropriate.

II.2. MARC 21 and EAD

MARC 21 Format for Bibliographic Data is the presumed format for presentation and communication of machine-readable cataloging; *Encoded Archival Description* (EAD) is the presumed format for presentation and communication of machine-readable finding aids. Use of DCRM(MSS), however, need not be restricted to a machine environment, and MARC 21 and/or EAD is not mandatory. Most examples in the body of DCRM(MSS) are shown using ISBD punctuation; MARC 21 encoding and/or EAD tagging appears only in some of the appendixes. Archivists and catalogers using MARC 21 should follow MARC 21 documentation for input, and be aware of how their bibliographic systems interpret MARC 21 codes to automatically generate display features. If using EAD, they should follow EAD documentation for input, and be aware of how

their local style sheets interpret EAD tags to automatically generate display features. In both cases, this usually means, for example, that the archivist/cataloger omits punctuation between areas, and certain words prefacing formal notes.

III. Objectives and principles

The instructions contained in DCRM(MSS) are formulated according to the objectives and principles set forth below. These objectives and principles seek to articulate the purpose and nature of specialized descriptive rules for manuscripts and are informed by two disparate descriptive traditions, the bibliographic and the archival.

Like all the DCRM modules, DCRM(MSS) is informed by long-accepted concepts in bibliographic scholarship and the Anglo-American cataloging tradition. It assumes some familiarity with the terminology used in both. DCRM(MSS) also serves the archival community, and consequently draws upon concepts and principles of archival description as articulated in DACS.

These objectives and principles will provide catalogers, archivists, and administrators from both descriptive traditions with a better understanding of the underlying rationale for DCRM(MSS) instructions.

III.1. Functional objectives for describing manuscripts at the item level

The primary objectives in describing individual manuscripts, like the objectives in describing other types of material, focus on meeting user needs to find, identify, select, and obtain the resource(s). However, users of manuscripts often bring specialized requirements to these tasks that cannot be met by existing descriptive rules. In addition, the standard production practices assumed in general cataloging rules developed for the description of published material do not apply to manuscripts. The following DCRM(MSS) objectives are designed to accommodate these important differences. For overarching objectives relating to the DCRM suite of manuals in general, see the Introduction to DCRM(B), III.1.

III.1.1. Users must be able to discern readily from the description that an item is a manuscript

The ability to identify an item as a manuscript is critical to the user tasks of finding, identifying, selecting, and obtaining manuscript resources. Whether

users wish to study the manuscript as an artifact, or because it represents a different version of a published work, or because the work exists only as a single manuscript exemplar, they must be able to easily discern from the description that the item is a manuscript rather than a printed publication.

III.1.2. Users must be able to perform most identification and selection tasks without direct access to the manuscript

Users of manuscripts perform identification and selection tasks under circumstances that require a detailed description of the item as an initial point of entry (e.g., consultation from a distance, limited access due to the fragile condition of the item, inability to physically browse collections housed in restricted areas, or absence of readily available information in standard bibliographies or catalogs). Accuracy of description increases subsequent efficiency for both users and collection managers. The same accuracy contributes to long-term preservation by reducing unnecessary circulation and examination of manuscripts that do not precisely meet users' requirements.

III.1.3. Users must be able to find, identify, select, and obtain a manuscript based on the description of its context

Users often rely on contextual information to find, identify, select, and obtain a manuscript. Context may include subject content, genre/form, biographical or historical information, and archival level of description.

Subject content and genre/form are often important tools for finding, identifying, selecting, and obtaining a manuscript. Many of the works in manuscripts are untitled, and many are by obscure or unidentified persons, so users must often rely on topical and/or genre/form searches to find them. For example, someone doing research on Gold Rush diaries might not search for the diarists' names (since most are not well known), but by topic or genre/form.

In addition, users must be provided with information about the individuals, families, organizations, transaction(s), and process(es) that generated, assembled, accumulated, or maintained the manuscript, where that is key to finding, selecting, identifying, obtaining, and interpreting a manuscript.

If the manuscript is part of a larger archival collection, users must be able to place it within the appropriate level of the hierarchical description of the collection, e.g., series, subseries, folder, or item.

III.1.4. Users must be able to investigate physical processes and post-production history exemplified in the manuscript described

Users of manuscripts routinely investigate a variety of artifactual and post-production aspects of materials. Users wish to know about the physical aspects of the manuscript such as writing support, method of production, script, alterations, housing, etc. They may want to locate manuscripts that are related by such aspects as binding style and structure, former owner(s), or other provenance information. The ability of users to identify manuscripts that fit these criteria depends upon full and accurate descriptions and upon the provision of appropriate access points.

III.2. Principles for describing manuscripts at the item level

To meet the objectives listed above, DCRM(MSS) relies upon the following six principles. These principles are influenced by the general principles of archival and bibliographic description. For overarching principles relating to the DCRM suite of manuals in general, see the introduction to DCRM(B), III.2.

III.2.1. Rules provide guidelines on constructing an accurate description of a manuscript

Most manuscripts are not self-describing, and when they are, the information appearing on the item is often illegible, incomplete, misleading, inaccurate, or recorded in an abbreviated or non-standard form. It is generally necessary for the cataloger or archivist to supply a description rather than to only transcribe identifying information from the item. The supplied description is based on a combination of internal and external evidence. The primary elements in a description of a single manuscript are a title, creator (if known), date (if known), and contextual information relating to its content or physical attributes. This principle is related to all of the objectives stated above.

III.2.2. Rules provide guidance for describing a manuscript as a unique artifact

Manuscripts are unique artifacts. Manuscript description focuses on the nature and purpose of the manuscript as a unique item rather than distinguishing it from other manifestations. Therefore, transcription plays a much smaller role in manuscript cataloging than in the cataloging of published materials. This principle is related to all of the objectives stated above.

Another consequence of the uniqueness of the manuscript is that the manifestation and the item are one and the same, so the cataloger's entire description is simultaneously at the manifestation level and at the item level. There is no distinction between copy-specific and manifestation-level features of the manuscript, and thus no need to record copy-specific information separately from the rest of the description.

III.2.3. Rules provide guidance for the inclusion of physical descriptions

Manuscripts vary widely in their physical characteristics such as material type, medium, support, script, extent, and housing. An accurate physical description is important for finding, identifying, selecting, obtaining, and interpreting manuscript materials. This principle relates to objective 4 above.

III.2.4. Rules provide guidelines for describing subject matter, genre/form, and biographical, historical, or administrative context

Manuscripts are often of an ephemeral nature, generally not intended for publication, and frequently separated from the context of their original production. Additionally, the creators or compilers of manuscripts are often unidentified or not well known. Therefore, an accurate description of a manuscript often must include not only elements of bibliographical significance (e.g., subject matter, genre/form), but also the manuscript's biographical, historical, or administrative context. This principle relates to objective 3 above.

III.2.5. Rules provide for the description of an individual manuscript within different discovery environments (e.g., finding aids or bibliographic records in a catalog)

DCRM(MSS) can be used to create item-level descriptions of individual manuscripts in the form of elements in a hierarchical finding aid, stand-alone bibliographic records, or data elements to be used in compiling a catalog display. This principle relates to objective 3 above.

III.2.6. Rules are adapted from DCRM(B) and DACS

DCRM(MSS) draws upon the relevant aspects of DCRM(B) and DACS whenever possible, deviating from them only to the extent required by the fundamental difference between published and manuscript materials on the one hand, and, on the other hand, between individual manuscripts and manuscripts treated on the

collection or group level. This principle is related to all the objectives stated above.

IV. Options

Available options are indicated in one of two ways.

‣ *"Optionally"* introduces an alternative treatment of an element.

‣ "If considered important" indicates that more information may be added, and thus signals choices for more or less depth in the description. This phrase covers the entire range between best practice on the one end, and highly specialized practices on the other.

The describing agency may wish to establish policies and guidelines on the application of options, leave the use of options to the discretion of the cataloger, or use a combination of the two.

V. Language preferences

DCRM(MSS) is written for an English-speaking context. Cataloging agencies preparing descriptions in the context of a different language should replace instructions and guidelines implying the use of English with counterparts in their preferred language.

VI. Spelling and style

DCRM(MSS) uses the most recent edition of *Merriam-Webster's Collegiate Dictionary* as its authority in matters of spelling and the most recent edition of the *Chicago Manual of Style* as its authority in matters of style.

VII. Acronyms

AACR2	*Anglo-American Cataloguing Rules*, second edition
ALA	American Library Association
AMREMM	*Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts*
APPM	*Archives, Personal Papers, and Manuscripts*
DACS	*Describing Archives: A Content Standard*
DCRM	Descriptive Cataloging of Rare Materials [the overarching concept]

DCRM(B)   *Descriptive Cataloging of Rare Materials (Books)*
DCRM(C)   *Descriptive Cataloging of Rare Materials (Cartographic)*
DCRM(G)   *Descriptive Cataloging of Rare Materials (Graphics)*
DCRM(M)   *Descriptive Cataloging of Rare Materials (Music)*
DCRM(MSS) *Descriptive Cataloging of Rare Materials (Manuscripts)*
DCRM(S)   *Descriptive Cataloging of Rare Materials (Serials)*
FRBR   *Functional Requirements for Bibliographic Records*
ISAD(G)   *General International Standard Archival Description*
ISBD   *International Standard Bibliographic Description*
LC   Library of Congress
LC-PCC PS   Library of Congress-PCC Policy Statements
NACO   Name Authority Cooperative Program of the PCC
PCC   Program for Cooperative Cataloging
RBMS   Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association
RDA   *Resource Description and Access*
SAA   Society of American Archivists
SACO   Subject Authority Cooperative Program of the PCC

VIII. Examples and notes

VIII.1. Examples. The examples are not in themselves prescriptive, but are meant to provide a model of reliable application and interpretation of the rule in question. A word, phrase, element, or entire area may be illustrated; ISBD punctuation is given as needed only for the portion illustrated.

VIII.2. Notes. The instructions and guidelines in Area 7 are written in imperative form. This does not imply that all notes are required; on the contrary, many notes are not required (see 7A1.4). Consult the other areas of DCRM(MSS) in order to ascertain what is required and what is optional in any given situation (see 7A1). The conventions for notes included as part of the examples are as follows.

‣ *"Note"* indicates that the note is required if applicable. Consult the index under "Required notes" for a full list.

‣ *"Optional note"* indicates that the note is not required. The labeling of a note as "optional" in these rules carries no judgment about its importance (see introductory section IV); certain notes designated as "optional" may in fact be almost universally applied.

‣ *"Comment"* prefaces details needed to adequately explain the example. Such comments are not to be confused with notes appearing within the description of a manuscript.

IX. Precataloging decisions

Before a bibliographic record or an archival description can be created for a manuscript, appropriate decisions must be made regarding the array of descriptive options available to the cataloger. These precataloging decisions include: determining whether DCRM(MSS), DACS, AMREMM, or RDA rules will govern the description, choosing the level of description that will be applied (i.e., minimal vs. full), and determining the extent to which various options in the rules will be exercised.

Because DCRM(MSS) was written to address the special needs of users of manuscripts, it is likely to be the appropriate descriptive code for the majority of individual manuscripts held in archives and special collections. However, for some categories of materials the descriptive objectives (see introductory section III) may be met by use of DACS or by minimal-level DCRM(MSS) description (see Appendix D). Full-level DCRM(MSS) descriptions that employ all possible descriptive options will not necessarily be the best choice for every item.

The following section provides guidance for catalogers, archivists, and administrators faced with these decisions and identifies some of the institutional and contextual factors that should be taken into consideration. It assumes that certain routine choices will already have been made, such as whether the encoding standard for the description will be MARC 21, EAD, or another metadata schema, and whether individual items within a larger collection will be cataloged at the item level.

Institutions may promote efficiency by setting descriptive policies for specific categories of materials in their collections rather than making decisions on an item-by-item basis. For example, an institution may decide to describe all literary manuscripts applying all relevant options in DCRM(MSS), or to create minimal-level descriptions for all post-1900 manuscripts. It may decide that collection-level description is sufficient for collections of modern personal papers. A mechanism for easily making exceptions to general descriptive policy is desirable as well. If, for example, an institution buys a manuscript notable for its unusual format or handwriting style, description of and access to these features ought to

be given in the bibliographic record or archival description, even if it is not the institution's usual policy to describe them.

IX.1. Decisions to make before beginning the description

IX.1.1. Item-level vs. collection-level description

Determine whether the manuscript(s) will receive item-level description, collection-level description, or some combination of the two.

Item-level description represents the normative application of the DCRM(MSS) rules. Guidelines for creating collection-level descriptions are found in DACS. Item-level description is far more time-consuming than collection-level description, but provides significantly more detail, fuller access, and better security.

A combination approach would entail individual description of all or selected items in the collection in addition to the creation of a collection-level record. Such an approach may involve phased processing, whereby the cataloger creates a collection-level record to provide immediate basic access to the collection, and then later creates item-level records for priority items as time and resources permit.

IX.1.2. Descriptive standard: DCRM(MSS), DACS, AMREMM, or RDA

Determine which standard will govern the description. Each of these standards contains optional rules in addition to the required ones, and each allows varying levels of cataloging depth.

DACS is particularly appropriate for collection-level description of personal papers and archives. Although it can be used for item-level entries in a finding aid, it does not focus on detailed description of individual manuscripts. AMREMM is best suited to describing manuscripts from the pre-modern, scriptorium era at a very high level of detail, addressing the specialized codicological, paleographical, or art historical issues that they present. RDA emphasizes transcription and does not address physical characteristics specific to manuscripts. DCRM(MSS) is designed to accommodate a wide range of manuscript types from different eras, and allows for varying levels of descriptive detail at the item level.

IX.1.3. Encoding level: DCRM(MSS) minimal vs. full

Determine whether the description will be done at a minimal or full level. Each level has its particular uses with attendant advantages and disadvantages.

DCRM(MSS) minimal-level descriptions contain only a title, date, and extent, and therefore can be produced quite quickly. Because name and subject access points may be lacking, the materials represented by these descriptions may be inaccessible through all but known-item searches, and so should be used only after careful consideration. DCRM(MSS) minimal level may be suitable when a description with few or no access points is acceptable, or when particular language expertise among current cataloging staff is insufficient for proper subject analysis. For further information on creating DCRM(MSS) minimal-level descriptions, see Appendix D.

DCRM(MSS) full-level descriptions encompass a range of potential levels of detail. Full-level descriptions provide for a summary of content and contextual information as appropriate, a complete physical description, and faithful transcription if a formal title is present. Although some notes are required (e.g., a note on the presence of a non-roman or coded writing system in the manuscript), most are optional and can be applied selectively depending on the nature of a collection or an institution's needs. For example, descriptions of illustrative elements, additional information on place and date of production, and particular attributes of the item in hand may be included or omitted as desired.

Although treatment of headings is outside the scope of DCRM(MSS), full-level descriptions typically contain a full complement of name and subject headings. In addition to those typically given to general materials, DCRM(MSS) full-level descriptions may contain headings for compilers, collectors, recipients, illustrators, former owners, binders, signers, etc. The name headings need not be established using authority records, although full authority work, especially if contributed to the LC/NACO Authority File, will result in greater consistency of headings and improved access.[2]

The addition of genre/form headings is particularly encouraged in full-level descriptions. These may be used to provide access by genre (e.g., Diaries,

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[2] If an institution is a BIBCO participant contributing full-level records as part of the Program for Cooperative Cataloging (PCC), name and title headings should be established in the LC/NACO Authority File in accordance with PCC practice and all subject and genre/form headings must come from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data.

Account books) or by physical form (e.g., Scrolls, Armorial bindings). Terminology from RBMS Controlled Vocabularies, Art & Architecture Thesaurus Online, or other controlled vocabularies may be used as appropriate.

IX.2. Factors to consider in making precataloging decisions

Consider the following factors when determining appropriate levels of description and access for materials awaiting cataloging. These factors will help to identify items that might deserve more detailed descriptions or higher priority treatment.

IX.2.1. Institution's mission and user needs

Evaluate the relevance of the items awaiting description to the institution's mission and the needs of its users. Ideally, the institution will have developed internal documentation that will facilitate such an evaluation, including a mission statement, collection development guidelines, and a listing of constituent users and their anticipated needs. The needs of both patrons (researchers, teachers, students, etc.) and staff (collection development, reference, technical services, etc.) should be taken into consideration.

IX.2.2. Institutional and departmental resources

Evaluate institutional and departmental resources, especially staffing levels, expertise, and current workloads.

- ‣ Is staff able to keep up with the inflow of new materials?
- ‣ Is there a reasonable balance between resources devoted to acquiring materials and those devoted to processing them?
- ‣ Is current staff expertise in languages, subject areas, descriptive standards, and encoding standards adequate for implementing and/or completing proposed work plans?
- ‣ Is staff able to work concurrently with more than one code and/or description level?
- ‣ Are funding and space available for hiring new temporary or permanent staff with the necessary qualifications?
- ‣ Are adequate reference sources available for staff use?

‣ How many other projects are in process and what are their requirements and priorities?

The regular review of cataloging priorities is highly recommended and should include discussions with curatorial, public services, technical services, and preservation staff.

IX.2.3. Market value and conditions of acquisition of the item

Consider the conditions of acquisition and the estimated market worth of the item awaiting cataloging.

‣ Does the monetary or public relations value of the material justify a fuller description than would otherwise be created?

‣ Have any access requirements or restrictions been imposed by a donor as part of the terms of acquisition?

‣ Is the item accompanied by descriptions that will facilitate cataloging?

IX.2.4. Intellectual and physical characteristics of the item

Finally, evaluate the intellectual and physical characteristics of the items awaiting cataloging.

‣ Does the item have particular intellectual or research value?

‣ Does the item have a topical focus that has recently acquired importance or urgency (e.g., due to a scholarly conference or exhibition hosted by the institution or the hiring of a new professor with a particular specialty)?

‣ Was the item purchased primarily for its content?

‣ Does the item have particular artifactual value?

‣ Is the item renowned?

‣ Is the institution collecting deeply in the area?

‣ Are detailed descriptions likely to help in the acquisition of similar materials?

‣ Is the item vulnerable to theft or vandalism?

‣ Would a more detailed description help prevent unnecessary handling by staff and researchers?

‣ Does the item have local significance?

‣ Is the item scheduled for reproduction, digitization, conservation, exhibition, or loan?

0. GENERAL RULES

Contents:
0A. Scope
0B. The basic description
0C. Source of information
0D. Prescribed punctuation
0E. Descriptive conventions
0F. Language and writing system of the description
0G. Transcription

0A. Scope

0A1. General rule

These rules provide instructions for cataloging individual textual manuscripts at the item level. They cover instructions for the descriptive areas in bibliographic records and archival descriptions (see also introductory sections I-II) but not for the formulation of access points.

0A2. Types of materials covered

Examples of the types of materials covered by DCRM(MSS) include handwritten, typewritten, or otherwise unpublished resources such as letters, diaries, miscellanies, ledgers, deeds, wills, legal papers, minutes, treatises, speeches, theses, devotional or literary works, and screenplays. It also covers manuscripts produced during various stages of the publication process, such as drafts of works intended for publication and galley or page proofs, and handwritten or typewritten copies of published works. They may take the form of codices, scrolls, or single or multiple sheets. They may exist as handwritten or typescript originals, letter-press transfers, or carbon copies; mechanical or photographic reproductions, including mimeographs, photostats, or microfilm; or digitized versions of analog originals. The rules do not cover published facsimile editions of manuscripts or born-digital manuscripts.

0A3. Ambiguous publication status

For mechanically produced items whose publication status is ambiguous, such as family newsletters or dissertations, different institutions may designate their

status in different ways, applying DCRM(MSS) or a standard intended for published material, such as DCRM(B) or DCRM(S), accordingly.

0A4. Mixed-material items

In the case of mixed-material items, such as scrapbooks, printed forms completed by hand or keyboard, or photograph albums with manuscript captions, the cataloger will need to use judgment to determine whether DCRM(MSS) or another standard, such as DCRM(G) or DCRM(B), is most appropriate.

0B. The basic description

0B1. Required elements

The description must always include the following elements, regardless of the completeness of the information available:

‣ title

‣ date

‣ extent

Also include other elements of description as set out in the following rules, if available and appropriate to the chosen level of description.

0B2. Basis of the description

Base the description on the manuscript in hand.

0C. Source of information

The source of information for a manuscript description is the manuscript itself. If the manuscript alone does not provide sufficient information for the description, supplement the source of information with one or all of the following:

‣ reliable information from the manuscript's housing or accompanying materials (e.g., dealer description, accession record, notes or correspondence by previous owner)

‣ reference source(s)

‣ appropriate external source(s), such as a contemporary newspaper article

For sources of information for formal titles and statements of responsibility see 1C1.1 and 1E1.

0D. Prescribed punctuation[3]

Precede each area, other than the first, by a period-space-dash-space (. --) unless the area begins a new paragraph.

Precede or enclose each occurrence of an element of an area with standard punctuation as indicated in the "prescribed punctuation" sections of these rules.

Precede each mark of prescribed punctuation by a space and follow it by a space, with the following exceptions: the comma, period, closing parenthesis, and closing square bracket are not preceded by a space; the opening parenthesis and opening square bracket are not followed by a space.

End paragraphs with normal punctuation (usually the period).

If an entire area or element is omitted from the bibliographic description (e.g., because it is not present in the source), also omit its corresponding prescribed punctuation. Do not use the mark of omission.

0E. Descriptive conventions

0E1. Square brackets

Do not enclose supplied information in square brackets. For the use of square brackets in transcribed titles and statements of responsibility, and quotations in notes, see 0G, 1C, 1E, and 7A4.2.

0E2. Abbreviations and acronyms

In general, avoid abbreviations, except for terms of address (e.g., Dr., Mme, Mr.) and name suffixes (e.g., Jr., Ph.D., S.J.). Spell out months, days of the week, place names, units of extent, etc. (March not Mar., Thursday not Thurs., Illinois not Ill., volume not vol., pages not pp.). Do not use descriptive initialisms such as ALS

---

[3] This section describes prescribed punctuation for bibliographic (ISBD) records. This punctuation is not prescribed for archival descriptions created according to ISAD(G).

(autograph letter signed), TPS (typed postcard signed); for instructions on recording material-type designations, see 1D. For the use of abbreviations and acronyms in transcribed titles and statements of responsibility, and quotations in notes, see 0G, 1C, 1E, and 7A4.2.

0F. Language and writing system[4] of the description

0F1. General rule

0F1.1. In general, create the description in the language and writing system of the cataloging agency.

0F1.2. For the following elements, transcribe information from the manuscript in the language and writing system (wherever feasible) in which it appears there:

‣ formal title[5]

‣ statements of responsibility

0F1.2.1. Give interpolations to the transcription of these elements in the language and writing system of the transcription. If the transcription is romanized, give interpolations according to the same romanization.

0F2. Romanization

0F2.1. If it is not feasible to transcribe from the manuscript using a nonroman writing system, romanize the text according to the *ALA-LC Romanization Tables*. Do not enclose the romanized text within square brackets. Make a note to indicate that the romanized text appears in a nonroman writing system in the manuscript (see 7B8.2).

> *Source:*
> ΔΙΟΝΥΣΙΟΥ ΟΙΚΟΥΜΕΝΗΣ περιήγησις
>
> *Transcription:*
> Dionysiou oikoumenēs periēgēsis
> *Note:* Title transliterated from the Greek

---

[4] DCRM(MSS) uses the term "writing system" where other DCRM modules use the term "script." In the context of manuscripts, "script" refers to the handwriting style, such as bastard secretary or Gothic cursive.

[5] If nonroman text has been transcribed within the first five words of the title proper, provide additional title access for a romanized form of the title proper (see Appendix F).

0F2.2. *Optionally*, if it is feasible to transcribe from the manuscript using a nonroman writing system, also provide parallel romanized fields using the *ALA-LC Romanization Tables*. Do not enclose the romanized text within square brackets, but make a note indicating that the romanization does not appear on the source.

> *Note:* Romanization supplied by cataloger

0G. Transcription

Transcription is required only for formal titles and statements of responsibility. Transcribe information in the form and order in which it is presented in the source, according to these general rules 0B-0G, unless instructed otherwise by specific rules.[6]

0G1. Letters, diacritics, and symbols

0G1.1. Letters and diacritics. Transcribe letters as they appear. Do not add accents or other diacritical marks not present in the source. For guidance on reading early modern handwriting, see Appendix G. In most languages, including Latin, transcribe a ligature by giving its component letters separately. Do not, however, separate the component letters of æ in Anglo-Saxon; œ in French; or æ and œ in ancient or modern Scandinavian languages.

0G1.2. Symbols, etc. Replace symbols or other matter that cannot be reproduced using available typographical facilities with a cataloger's description in square brackets. Make an explanatory note if necessary.

0G2. Capitalization and conversion of case[7]

Convert letters to upper-case or lower-case according to the rules for capitalization in Appendix C and AACR2, Appendix A. Do not convert case when transcribing roman numerals.

> *Source:*
> Si Klegg as a Veteran at Andersonville

---

[6] Note that transcription in the DCRM modules is not the same as semi-diplomatic transcription, which is the usual standard for scholarly editing of manuscripts.

[7] "Majuscule" and "minuscule" are the equivalent terms for upper-case (or capital letters) and lower-case (or small letters) when referring to medieval and early modern manuscripts.

```
Si Klegg as a veteran at Andersonville
```

Source:
```
Predizzioni di Pier Della Riva sop. l'anno MDCXXV
```

Transcription:
```
Predizzioni di Pier Della Riva sop. l'anno MDCXXV
```

0G3. Punctuation in the source

0G3.1. General rule. Do not necessarily transcribe punctuation as it appears in the source. Instead, follow modern punctuation conventions, using common sense in deciding whether to include the punctuation, omit it, replace it, or add punctuation not present.

Source:
```
La nascita vita gesta costvmi e morte del Sig. Card. Giulio
  Mazzarino
```

Transcription:
```
La nascita, vita, gesta, costvmi e morte del Sig. Card. Giulio
  Mazzarino
```

0G3.2. Apostrophes. Transcribe apostrophes as found. Do not supply apostrophes not present in the source.

```
The frolick's, or, The lawyer cheated
```

```
Contes de ma mere l Oye
```

0G3.3. Hyphens. Transcribe hyphens used to connect the constituent parts of compound words, normalizing their form as necessary. Do not supply hyphens not present in the source.

Source:
```
A Christmas in mid=Africa
```

Transcription:
```
A Christmas in mid-Africa
```

0G3.4. Punctuation within roman numerals. Do not transcribe internal marks of punctuation appearing within roman numerals. Omit them without using the mark of omission.

Source:
```
The bye-laws and regulations of the Marine Society, incorporated
  in M, DCC, LXXII
```

Transcription:
```
The bye-laws and regulations of the Marine Society, incorporated
  in MDCCLXXII
```

0G3.5. Ellipses, square brackets, and virgules. Do not transcribe ellipses ... or square brackets [ ] when present in the source; replace them with a dash -- and parentheses ( ) respectively or omit them, as appropriate. Replace a virgule (/) with appropriate modern punctuation. Provide a more exact transcription in a note if considered important.

Source:
```
A man could stand up ...
```

Transcription:
```
A man could stand up--
```

0G3.6. Line endings. Do not transcribe a hyphen or other mark of punctuation used to connect a single word divided between two lines; transcribe as a single word, ignoring the punctuation. If the function of the hyphen is in doubt (e.g., if it might form part of a compound word), transcribe it.

Source (showing line endings):
```
I DISCORSI DI NICO-
LO MACHIAVELLI, SO-
PRA LA PRIMA DECA DI
TITO LIVIO
```

Transcription:
```
I discorsi di Nicolo Machiauelli, sopra la prima deca di Tito
  Liuio
```

Do not supply virgules to indicate line endings when transcribing the title in the title element.

0G3.7. Punctuation substituting for letters. Transcribe as hyphens any hyphens, dashes, or underscore characters used in the source as a substitute for one or more letters in a word or an entire word. If the values of the missing letters are known, provide the information in a note if considered important.

Source:
```
The Manager. An Epistle From G___k at London. To Q__n at Bath
```

```
The manager : an epistle from G-k at London to Q-n at Bath
Optional note: G-k is (David) Garrick and Q-n is (James) Quin
```

Source:
```
An Epigram On Sir M---ke W---ls receiving three Letters by the
   Same Post, acquainting him with the Death of his Wife, Mistress
   and Favourite horse
```

Transcription:
```
An epigram On Sir M---ke W---ls receiving three letters by the
   same post acquainting him with the death of his wife, mistress
   and favourite horse
Optional note: Sir M---ke W---ls is Sir Marmaduke Wyvill, bart.
```

Transcribe asterisks as asterisks.

```
par Mr. B***
```

0G4. Spacing

0G4.1. Spacing within words and numbers. In general, follow modern spacing conventions when transcribing from the source. Make no attempt to preserve full or irregular spaces between letters within words. If a word is divided between the end of one line and the beginning of the next, transcribe it as a single word, ignoring the line-break.

Omit internal spaces when transcribing numbers (including roman numerals).

Source:
```
Journal of   three   voyages from England to America and back in
   18   67
```

Transcription:
```
Journal of three voyages from England to America and back in 1867
```

Source:
```
G R AE C AE GRAMMATICES
```

Transcription:
```
Graecae grammatices
```

Source (showing line endings):
```
DE LAVDI
BVS VRBIS ETRVRIAE
ET ITALIAE
```

```
De laudibus urbis Etruriae et Italiae
```

0G4.2. Spacing between words. If spacing between words in the source is ambiguous, or lacking, include spaces in the transcription to separate the words as needed.[8]

Source:
```
Contes demamere l oye
```

Transcription:
```
Contes de ma mere l Oye
```

0G4.3. Variant spellings. Do not insert spaces within single words that merely represent variant or archaic spellings.[9]

Source:
```
Newhampshire & Vermont ALMANAC
```

Transcription:
```
Newhampshire & Vermont almanac
```

0G4.4. Initials, etc.

0G4.4.1. Transcribe initials, initialisms, and acronyms without internal spaces, regardless of how they are presented in the source of information.

```
Pel battesimo di S.A.R. Ludovico

KL Ianuarius habet dies xxxi

J.J. Rousseau
```

0G4.4.2. Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials.

```
Ph. D.

Ad bibliothecam PP. Franciscan. in Anger
```

---

[8] If the missing spaces occur in the first five words of the title proper, provide additional title access for the form of title as it appears in the source, without the spaces (see Appendix F).

[9] If the variant or archaic spellings occur in the first five words of the title proper, provide additional title access for the form of the title with the spacing inserted (see Appendix F).

```
Mr. J.P. Morgan

Robert M. La Follette Jr.
```

0G4.4.3. If two or more distinct initialisms (or sets of initials), acronyms, or abbreviations appear in juxtaposition, separate them with a space.

```
M. J.P. Rabaut
```
  (*Comment:* The first initial stands for Monsieur)

0G5. Omissions

0G5.1. General rule. Indicate omissions in the transcription or in a quoted note by using the mark of omission. When using the mark of omission, generally give it with a space on either side. However, give a space on only one side if the mark comes at the end of an area, is preceded by an opening parenthesis or opening square bracket, or is followed by a closing parenthesis, closing square bracket, or comma.

Source:
```
To the Congress of the United States: Elias C. Boudinot, who has
   heretofore submitted his memorial for your consideration and
   action, now respectfully submits the following Brief in support
   of that memorial
```

Transcription:
```
To the Congress of the United States: Elias C. Boudinot, who has
   heretofore submitted his memorial ...
```

0G5.2. Information not considered part of any area. Omit from the transcription, without using the mark of omission, grammatically separable information not considered part of any area. Such information may include pious invocations, quotations, devices, announcements, epigrams, mottoes, etc. If such information is a grammatically inseparable part of an area, however, transcribe it as such. If considered important, give the omitted information in a note.

0G6. Interpolations

0G6.1. General rule. Indicate an interpolation in the transcription or in a quoted note by enclosing it in square brackets. If transcribing text with missing or obscured letters or words that can be reconstructed with some certainty, include these in the transcription, enclosing them in square brackets. Make an explanatory note if considered important.

```
amico[rum]
        (Comment: The word ends with a ꝣ )
```

0G6.2. Conjectural and indecipherable text. Indicate a conjectural interpolation by adding a question mark immediately after the interpolation, within the square brackets. Supply a question mark enclosed in square brackets for each indeterminable word or portion of word. Make a note to justify the interpolations, provide explanations, or offer tentative readings of indecipherable portions of text if considered important.

```
amico[rum?]
        (Comment: The word ends with a symbol of contraction that is conjectured to be a
        ꝣ )

amico[?]
        (Comment: The symbol of contraction at the end of the word cannot be
        determined)

El[speth?] [?] McWhorter
        (Comment: An autograph with some conjectured letters in the forename and an
        indecipherable middle initial, transcribed in a note)
```

0G6.3. Missing and illegible text. If text is illegible or missing from the manuscript owing to damage, trimming, or other causes, supply the missing characters in square brackets. If the original reading cannot be recovered, or if at least a conjectural reading cannot be supplied, substitute the mark of omission, enclosed in square brackets ([...]). Make a note indicating the nature and/or extent of the lacuna(e) if considered important.

```
En Barcelo[na] : Por Sebastian Mateu[...]
Optional note: Title page torn with partial loss of text
```

0G6.4. Blank spaces. If transcribing text containing a blank space intended to be filled in, as is common in forms and certain government documents, supply the word "blank" enclosed in square brackets.[10] If the blank has been completed in the item being described, indicate this in a note if considered important.

---

[10] If the blank occurs in the first five words of the title proper, provide additional title access for the form of title without the interpolated word "[blank]" (see Appendix F).

0G7. Misspellings, variant spellings, archaic spellings, etc.

Transcribe misspellings, variant spellings, archaic spellings, etc., as they appear in the manuscript. Follow such a variant spelling either by "[sic]" or by the abbreviation "i.e." and the normalization within square brackets.[11]

```
Of the knowledeg [sic] whiche maketh a wise man

The notted [i.e., noted] history of Mother Grim
```

Do not correct words spelled according to older or non-standard orthographic conventions, e.g., "françoise" for "française," or "antient" for "ancient."

0G8. Abbreviations and contractions

0G8.1. When transcribing from the manuscript, do not abbreviate any words not abbreviated in the source. Transcribe abbreviations as they appear.

```
Vita del molto rev.do padre Fra Girolamo Savonarola

State of the journals of the House of Commons from Edw. VI to 10
   Geo. IV
```

0G8.2. If special marks of contraction are present in a formal title or statement of responsibility, expand affected words to their full form and enclose supplied letters in square brackets. Make an explanatory note if considered important. If a contraction standing for an entire word appears in the source, supply instead the word itself enclosed in square brackets. Enclose each expansion or supplied word in its own set of square brackets. Transcribe the Tironian sign (⁊) as a coordinating conjunction in the language of the manuscript (e.g., "et" in Latin, "and" in English, "und" in German, "et" in French), enclosing it in square brackets. However, transcribe an ampersand as such, without enclosing it in square brackets.

```
Esopus co[n]structus moralizat[us] & hystoriatus ad vtilitate[m]
   discipulo[rum]
```

If the meaning of a contraction is conjectural or unknown, apply the bracketing conventions given in 0G6.2.

---

[11] If the misspelling, variant spelling, archaic spelling, etc., occurs in the first five words of the title proper, provide additional title access for the form of title without the interpolation and for the form of title as if it had been written in its normalized form (see Appendix F).

0G9. Superscripts and subscripts

Transcribe superscript and subscript characters on the line unless the sense would be affected (e.g., in a mathematical formula).

Source:
escrito para su amigo y favorecedor el Exc^mo Senor Don Antonio de
   Latour

Transcription:
escrito para su amigo y favorecedor el Excmo Senor Don Antonio de
   Latour

1. TITLE AND STATEMENT OF RESPONSIBILITY AREA

Contents:
1A. Preliminary rule
1B. Devised title
1C. Formal title
1D. Material type (physical, creative, and intellectual status of manuscript)
1E. Statements of responsibility
1F. Manuscripts without a collective title

1A. Preliminary rule

1A1. Prescribed punctuation[12]

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Do not use square brackets for devised titles.

Precede each unit of other title information by a colon.

For formal titles, precede the title of a supplement or section (see 1C2.3) by a period.

Precede the material type by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

1A2. Sources of information

The source of information for the title element is the manuscript itself, the manuscript's housing or accompanying materials, reference sources, or appropriate external sources. The source of information for the statement of responsibility element is the title page, colophon, or caption.

---

[12] This section describes prescribed punctuation for bibliographic (ISBD) records. This punctuation is not prescribed for archival descriptions created according to ISAD(G).

1A3. Form and order of information

The instructions governing the form and order of information are based on whether the manuscript has a formal title or not. For manuscripts lacking a formal title, see 1B (Devised title); for manuscripts with a formal title, see 1C (Formal title).

1B. Devised title

1B1. General rule

For manuscripts without a formal title (for formal titles, see 1C), devise a brief title, in the language and writing system of the cataloging agency, that concisely characterizes the item being described while containing sufficient information to identify the item. Make a note that the title is devised if considered important. Do not enclose the devised title in square brackets.

1B1.1. Form and order of information. For a description of a manuscript without a formal title, there is no prescribed form or order of information.

> ```
> Esther Waters fragment
>
> Deed of property to Samuel Mather
>
> Death certificate of Anna Ivanovna Lebedev
> ```
> (*Comment:* Title in a single-level description)
>
> ```
> Death certificate
> ```
> (*Comment:* Title for item within the subseries "Family File-Lebedev (Kvitko), Anna Ivanovna" within the "Biographical File" series within the Nikolai Nikolaevich Lebedev Papers)

In devising a title, the exact order of the components listed below is not prescribed, but required components normally precede optional components, unless the rules for correspondence, legal documents, sermons, speeches, lectures, etc., or verse (see 1B2-1B5) instruct otherwise. Formulate devised titles in a consistent manner according to the rules of the individual institution.

1B1.2. Required components

1B1.2.1. The following are required components:

‣ Form or genre (e.g., diary, sermon, account book, play)

‣ Creator, if known (for formulation of creator name, see 1B1.3)

```
Diary of John Ward

Henry Miller account book

Sermon
```
        (*Comment:* No other information available)

1B1.2.2. If the required components do not provide sufficient information to identify the item, add information on subject or other distinguishing feature of material:

```
Scrapbook of Libbie Maltbie about Alaska vacation

John Mortimer article about Broadwater Farm Riots and Errol
  Ellis-Carr
```
        (*Comment:* Title on manuscript is illegible)

```
Play about the English civil war
```
        (*Comment:* No title present on manuscript itself, accompanying material, including housing, or in reference or other sources)

1B1.2.3. *Optionally*, include the word "untitled" in the title statement if there is potential ambiguity about whether the title is authorial or cataloger-devised.

```
Untitled account of growing up in Iowa by Tabitha Stennett

or Tabitha Stennett untitled account of growing up in Iowa

Untitled treatise on Catholic view of heresy and miracles

Untitled comedy by Thornton Wilder

Untitled short story about dogs
```

1B1.3. Creator names in devised titles. Formulate creator names using the most succinct form of the name that identifies the person, family, or corporate body, including any disambiguating information, if available. If considered important, provide further explanation concerning the creator's name in a note (see 7B5).

```
Minute book of the I Don't Know Debating Society, London, England
```

1B2. Correspondence (including petitions)

1B2.1. The following are required components:

‣ Form (e.g., letter, postcard, petition)

‣ Creator(s) (or petitioner(s)), if known

‣ Recipient(s), if known

‣ Date(s) of intellectual creation, if known (see 4C1 for formulation of dates)

```
John Cournos letter to Alfred Kreymborg, 1921 June 6

Letter from David Garrick to Albany Wallis, 1768 April 21

Brigham Young letter to an unidentified recipient, 1864 May 24

Miners' petition, 1853

Oneida Nation petition to Jasper Parrish, 1816
```

1B2.2. The following are optional components:

‣ Creator's address or place of writing. Record the address or place in the briefest form that clearly distinguishes the item from other similar items; transcribe the full address in a note if considered important.

‣ Recipient's address. Record the recipient's address or place in the briefest form that clearly distinguishes the item from other similar items; transcribe the full address in a note if considered important.

‣ Subject or other distinguishing feature of material

```
Letter from Peter Garrick, Lichfield, to Mrs. Garrick, London,
   1793 October 30

Letter from an unidentified British officer about Wayne's
   campaign, 1794 March

Samuel T. Freeman and Company, New York, to Freeman and Company,
   San Francisco, California, 1855 June 4

Letter from William Winter, New Brighton, Staten Island, to
   Richard Aldrich, Barrytown-on-Hudson, New York, 1909 September
   18
```
Optional note: Addressed from "#17 Third Avenue, New Brighton,
   S.I."

```
Petition from Fernando del Valle for land in Texas, 1869 April 9
```
      (*Comment:* Petition recipient unknown)

```
C.E. Hewitt letter on letterhead of the New Jersey Steel and Iron
   Company
```
      (*Comment:* Letter is undated and recipient is unidentified)

1B3. Legal and administrative documents

1B3.1. The following are required components:

‣ Form of document (bond, contract, deed, etc.)

‣ Major parties and/or jurisdiction(s), if known

‣ Date(s) of intellectual creation, if known

```
Arreté du Parlement de Dijon, 4 mars 1771

Last will and testament of Pietro Biagio

Bill of lading made out to S. Buckingham

Engagement contract between Lillie Langtry and John Malone, 1888
   December 29

Arrest warrant for Enoch Greenleaf, 1717 December 18

Inventory of the goods and chattels of Sarah Birch

Treaty of peace between the United States and the Delaware
   Nation, 1778
```

1B3.2. The following are optional components:

‣ Occasion of document

‣ Place of intellectual creation. Record the place of intellectual creation in the briefest form that clearly distinguishes the item from other similar items; record the full place name in a note if considered important.

```
Deed of purchase by Mme de Pompadour of a house in Passy in
   Paris, 1761 January 23

Contract between Stephen Van Rensselaer and Elisha Berry Jr.
   about the sale of a plot of land, 1787 November 6

Subsidy roll for Buckinghamshire, England, 1603

Baptismal certificate for Mrs. Wolfgang Rosé
      (Comment: Printed form with name completed in manuscript)
```

1B4. Sermons, speeches, lectures, etc.

1B4.1. The following are required components:

‣ Form (e.g., sermon, speech, lecture)

‣ Creator(s), if known

1B4.2. The following are optional components:

‣ Subject

‣ Place of delivery

‣ Date of delivery

```
Sermons delivered at Bexley and Fairford, 1719-1736
```

1B5. Verse

For a single poem, song, hymn, or other work in verse that lacks a formal title, use as the title the first line of the text. Make a note on the source of the title.

```
Dear friend, thou may'st confide
```
Note: Title from first line of poem

```
Oh God! whose dread and dazzling brow
```
Note: Title from first line of hymn

1B6. Manuscript known by a byname in reference or other sources

If a manuscript is known by a byname that is readily available from reference sources, use that name as the title, adding required components as necessary (see 1B1), and make a note on the source of the title. However, if the byname is misleading or not sufficiently descriptive, devise a title and record the byname in a note.

```
Zimmermann telegram
```

or `Telegram from Arthur Zimmermann, German foreign minister, to`
`Venustiano Carranza, president of Mexico, 1917 January 19`
(*Comment:* Commonly known as the "Zimmermann telegram" but can also be treated according to rules for correspondence (see 1B2) to provide a more useful title)

```
Trevelyon miscellany
```
(*Comment:* Commonly known as "Trevelyon commonplace book," a misleading former nickname)

```
Three morality plays
```

or `Macro manuscripts of three morality plays`
(*Comment:* Commonly known as "Macro manuscripts" and "Macro plays" in reference to Cox Macro, former owner)

```
        Ten poems by William Blake
```

or ```Pickering manuscript of ten poems by William Blake```
> (*Comment:* Commonly known as the "Pickering manuscript" in reference to the
> name of the bookseller; required form and author components added)

1C. Formal title

1C1. Preliminary rule of formal titles

1C1.1. Sources of information. A formal title typically appears on the manuscript's title page, colophon, or caption. It may also appear elsewhere in the manuscript or in accompanying material, including housing, or in reference or other sources. Use titles that appear on the manuscript's title page, colophon, or caption, in that order of preference. Absent a title in these locations, use titles that appear elsewhere in the manuscript or in accompanying material, including housing, or in reference or other sources, in that order of preference. Make a note on the source of the formal title (title page, docket title, reference source, etc.).

1C1.1.1. Title from title page, colophon, or caption. Transcribe the title from the manuscript's title page, colophon, or caption, in that order of preference, according to the instructions in 1C1.2.

```
        Sketches from the uncivilized races of men

        Complot d'Arnold et de Henry Clinton contre les Etats Unis

        Voyage of the embassy of the Dutch East India Company to the
           Emperor of China in the years 1794 and 1795

        Histoire de la famille Bonheur jusqu'au 1849

        Institutiones philosophicae in Collegio St. Edmundi Duaci
```

1C1.1.2. Title from elsewhere in the manuscript or from accompanying material

1C1.1.2.1. General rule. If there is no title page, colophon, or caption, but a title appears elsewhere in the manuscript or in accompanying material, including housing, use judgment as to whether to treat it as a formal title or to devise a title (see 1B). Consider the title's utility and accuracy, whether the work is commonly known by a certain title, and information from reference sources, if any. If considered important, make a note if the title information is in a script or hand

different from, or later than, the main body of text of the manuscript, or written in a different medium (pencil, ink, etc.).

```
The Bible of Amiens. Chapter III. The lion tamer
Optional note: Title, written in a different hand, appears on the
   verso of the fragment
```

1C1.1.2.2. If the manuscript bears several different titles in different places, none of which is the title page, colophon, or caption, treat as a formal title the one that is the most prominent, the most descriptive of the work, or the earliest title if the others were clearly added later. Make a note about any of the other titles present if considered important.

```
Duke of Manchester's manuscript of the House of Commons, 1621
Optional note: Spine title: Manchester ms. Commons 1621
```
(*Comment:* Title from the title page, added later, of the first volume)

1C1.1.3. Title from reference or other sources. If a title is not present or legible on the manuscript or in accompanying material, but a title is readily available from reference sources, treat that title as a formal title. Make a note that the title is not present on the manuscript. Additionally, make a note giving the source of the title.

```
I have a dream speech
Note: Manuscript is untitled; title from first printed edition
```

1C1.2. Transcription. Transcription is required only for formal titles that appear on the title page, colophon, or caption (for instances when transcription is not appropriate, see 1C1.2.1). Use judgment as to whether to transcribe or paraphrase titles from other sources. When transcribing the title, do so exactly as to wording, order, and spelling, but not necessarily as to punctuation or capitalization. Make a note when the title is transcribed. If the title information is in a script or hand different from, or later than, the main body of text of the manuscript, or in a different medium (pencil, ink, etc.), make a note if considered important. For specific rules governing transcription conventions, see 0G.

```
Wild oats : moods, songs, and doggerels
Note: Title transcribed from title page.

Album littéraire et artistique
Note: Title transcribed from title page.

Certain principles of Finnish phonetics
Note: Title transcribed from title page.
```

```
A brief history of the Biggs Hospital Service Committee of the
    Tompkins County Health Association : presented at a meeting of
    the Hospital Service Committee
```
Note: Title transcribed from caption.

1C1.2.1. When title transcription is not appropriate

1C1.2.1.1. If the formal title is illegible, inaccurate, or misleading, devise a title (see 1B). Make a note indicating that the title is illegible if considered important. Record in a note the inaccurate or misleading title appearing on the item if considered important.

```
Miscellany
```
Optional note: Title on red half-morocco case is "Byron's Note
    Book"
> (*Comment:* Attribution to Byron now known to be inaccurate)

```
Four Italian plays
```
> (*Comment:* Titles of the plays are illegible)

```
Kipling scrapbook
```
Optional note: Spine title: Kipling, the end
> (*Comment:* Item is the last in a series of scrapbooks of newspaper clippings concerning Rudyard Kipling)

1C1.2.1.2. If a formal title is struck out or partially illegible, use judgment as to whether to use the existing title or devise a title. If devising a title (see 1B), record in a note the formal title appearing on the item if considered important.

```
Murder on Russian hill
```
Optional note: Title from title page; original typewritten title
    "A little game of murder" crossed out by author, with final
    title, "Murder on Russian hill," written above in author's hand

```
Reise von Saint-Louis nach dem "Fort Gibson" im "Indian
    Territory, Che-rokee Nation," und von dort weiter ... im Sommer
    1850
```
Optional note: Words following "von dort weiter" are illegible

1C1.3. Form and order of information. Transcribe the title in the form and order in which it is presented in the source, unless instructed otherwise by specific rules, or unless the information is reflected in a series or subseries title at a higher level of a multi-level description.

```
Rudyard Kipling, a memoir
```

```
Our town
```

> (*Comment:* Formal title from title page used as subseries title in a finding aid. Item descriptions in this finding aid consist of devised titles, usually including material type and date, e.g., "First draft, 1939," "Second script, 1939," "Final script, 1940")

```
A restless temper
```
> (*Comment:* Formal title transcribed as item description in a multi-level finding aid)

1C2. Title proper

1C2.1. Words considered part of the title proper. The title proper is the first element of the formal title. Title information preceding the chief title is considered part of the title proper if it is grammatically inseparable from the chief title. If the chief title is preceded or followed in the source by other elements of information, transpose these elements to their appropriate areas in the description (or give them in a note) unless case endings would be affected, the grammatical construction of the information would be disturbed or the text is otherwise grammatically inseparable from the title proper. In the latter cases, transcribe the information as part of the title proper. Make a note to indicate the original position of transposed elements in the source if considered important.

```
William Shakespeare's A midsummer night's dream

Geruasij Tilberiensis, de necessarijs scaccarij obseruantijs,
   dialogus
```

1C2.2. Alternative title. Transcribe as part of the title proper an alternative title from the title page, colophon, or caption. For instructions on providing additional title access for alternative titles, see Appendix F.

```
The frolick's, or, The lawyer cheated

L'adoption, ou, La maçonerie des dames
```

1C2.3. Title proper with supplementary or section designation or title

1C2.3.1. General rule. If the title proper for a work that is supplementary to, or a section of, another work appears in two or more grammatically separable parts, transcribe the title of the main work first, followed by the designation(s) and/or title(s) of the supplement(s) or section(s) in order of their dependence. If considered important, make a note to indicate the original position on the title page of any transposed elements.

```
Lady Windermere's fan. Act III

Leben und Schicksale des Weibes. 1. Das entweihte Weib

Faust. The second part
```

1C2.3.2. Part information not present. If the part information does not appear on the item, but can be inferred (as in the case of some fragments, or works whose chapter or part divisions were named subsequent to the version in hand), supply the part information in a note if considered important. Do not supply the part information in the title. Supply an additional access point including the title and part information if considered important.

```
Optional note: Manuscript consists of large portion of Chapter 42
    of his Lee's lieutenants (1942-1944)
```

1C2.4. Abridgments of the title proper

1C2.4.1. General rule. 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. Transcribe the remainder of the title in a note if considered important.

```
A list of the principal of Mr. Wright's historical pictures and
    landscapes ...
Optional note: Title continues: arranged nearly in the order in
    which they were painted, with the names (in many instances) of
    the persons for whom they were painted

A remonstrance deliuered to His Maiestie in writing ...
Optional note: Title continues: after the inhibicon given by him
    to the Lower Howse of Parliament as well by word of mouth as by
    tres not to proceede in examyninge his right to impose without
    assent of Parliament

Catalogue of the works of the periodical essayists of the 18th
    century ...
Optional note: Title continues: taken from the lists compiled by
    John Nichols (published in his Literary History of the 18th
    century) compared with Drake's list with additions &
    corrections
```

1C2.4.2. Abridgment of an alternative title. If the title proper contains an alternative title, do not omit any of the first five words of the alternative title.

```
Scuta scutarum, or, The geographie and armes of the empires,
    kingdomes, principalities ... and free-estates ... of Europe,
    as also the Orders of Knighthood
```

```
Clavicula Salomonis, seu, Occulta occultorum id est orationes
   semiforas liber ...
Optional note: Title continues: de secretis secretorum mundi
   septem altitudines et de duodecim altitudinibus Salomonis
```

1C3. Other title information

1C3.1. Order and source of other title information

1C3.1.1. Transcribe other title information in the order indicated by the sequence on, or layout of, the source.

```
That same poor man : a romance

A memorial of respectful affection : a compilation of all the
   records relating to Her Royal Highness Charlotte Augusta,
   Princess of Wales

New and curious treatises on coffee, on tea, and on chocolate : a
   work equally necessary to physicians, & to all those who care
   for their health

News from nowhere, or, An epoch of rest : being some chapters
   from a utopian romance
```

1C3.1.2. Transposition of other title information

1C3.1.2.1. If the other title information precedes the title proper on the source, transpose it to its required position unless it is a grammatically inseparable part of the title proper according to one or more of the conditions enumerated in 1C2.1. When transposing other title information, do not use the mark of omission. Make a note indicating the transposition if considered important.

1C3.1.2.2. If the other title information appears on the source preceding or following text associated with another area of the description, transpose it to the title and statement of responsibility area unless it is a grammatically inseparable part of the other area. When transposing the other title information, do not use the mark of omission. Make a note indicating the transposition if considered important.

1C3.2. Other title information beginning with prepositions, conjunctions, etc.

1C3.2.1. General rule. Transcribe title information that appears following the title proper as other title information, even if it begins with a preposition, conjunction, prepositional phrase, etc.

```
A collection of curious & important questions in natural and
    revealed religion : with the solutions by the most eminent
    divines and others
```

1C3.2.2. If this other title information appears following the statement of responsibility, treat it as a subsequent statement of responsibility (see 1E13.2).

1C3.3. Abridgment of other title information. *Optionally*, if other title information is very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If considered important, transcribe omitted words or phrases in a note.

1C3.4. Other title information with grammatically inseparable elements. If the other title information includes a statement of responsibility or an element belonging to another area, and the element is a grammatically inseparable part of the other title information according to one or more of the conditions enumerated in 1C2.1, transcribe it as other title information.

1D. Material type (physical, creative, and intellectual status of the manuscript)

1D1. General rule

For bibliographic records, material type follows all other title information, but precedes the statement of responsibility, if one exists. For multi-level archival descriptions, this information may be omitted, if considered redundant. Precede the material type element by a colon. Use some or all of the following components as appropriate, but always include at least the method of production and, if applicable, the method of reproduction, whether it be manuscript, mechanical, photographic, or digital:

‣ method of production (e.g., manuscript, typescript, printout) (see 1D2)

‣ method of reproduction (e.g., copy, fair copy, photocopy, mimeograph, facsimile, microfilm, digital reproduction) (see 1D3)

‣ autograph status (e.g., autograph, signed, initialed) (see 1D4)

‣ status of manuscript within creative process (e.g., draft, revised draft, fair copy, galley proof, synopsis) (see 1D5)

‣ indication of the state of completeness or intactness (e.g., fragment, unfinished, incomplete) (see 1D6)

1D2. Method of production

Record the method of production of the item. Reserve the term "manuscript" for handwritten items.

```
California nerve remedy : manuscript

Descriptions of buildings in Sacramento, California : typescript

Claudii Galeni Pergameni Operibus supplementum : manuscript and
   printed text

Idleness is the root of evil : miscellanies, 1786-1787 :
   manuscript
```

1D3. Method of reproduction

Record the method of manuscript, mechanical, photographic, or digital reproduction, if applicable. If the item is a handwritten or typewritten copy, include the word "copy" as part of the material type element. If the copyist of a manuscript copy is known, record the name in the title or in a note if considered important.

```
Magic : cyclostyle typescript

Tamburlaine : typescript copy by Ezra Pound

Isabella, or, The pot of basil : manuscript copy
Optional note: In the hand of Richard Woodhouse
```

1D4. Autograph status

Record that the manuscript is in the creator's hand using the term "autograph." Also record if it is signed or initialed by the creator.

```
Legal brief by Abraham Lincoln : autograph manuscript

Letter from Charles Emerson Cook, New York City, to Viola Allen :
   signed typescript

Epilogue : autograph manuscript signed

Dear friend, thou may'st confide : autograph manuscript
```

1D5. Status of the manuscript within the creative process

If known, record the particular stage in the creative process.

```
Evans, an appreciation : corrected manuscript draft Who's afraid
    of Shakespeare? : corrected typescript

The ambassadors : manuscript outline

Eyeless in Gaza : typescript synopsis, with autograph corrections

The bridge of San Luis Rey : galley proof, with autograph
    corrections and annotations

Oh! my lonely, lonely, lonely pillow! : autograph manuscript,
    fair copy
```

For guidance on explaining the relationship of the manuscript to the published version(s) of the text, see 7B7.

1D6. Indication of the state of completeness or intactness

1D6.1. General rule. Record that the item is a fragment, incomplete (missing sections from the body of the text), or unfinished, if applicable.

```
Letter from Isabella Lucy Bird to Mrs. Macfie : autograph
    manuscript signed, fragment

Journal containing receipts and payments of George Garrick :
    incomplete manuscript

Treatise on herbs and fruits : manuscript fragment

Swinburne's poems & ballads : a criticism : autograph manuscript
    signed, fragment

Edward III : manuscript copy, fragment

Flora of Shakespeare : unfinished manuscript

Our town : first full script, act II missing
Note: Title from annotation by Isabel Wilder
```

1D6.2. If the title statement includes a part designation for a larger work (e.g., acts 1 and 2), note the state of incompleteness only if the parts themselves are incomplete.

```
Excerpt from William Shakespeare's Macbeth : manuscript copied
    and signed by Julia Marlowe Sothern
Note: Quote of Lady Macbeth from act 1, scene 5
```

1E. Statements of responsibility

1E1. General rule

Transcribe a statement of responsibility when it appears with a formal title on a title page, colophon, or caption. For instructions on how to record a statement of responsibility appearing on a source other than a title page, colophon or caption, see 1E14.

1E2. Transcription of statements of responsibility

1E2.1. Transcribe statements of responsibility in the form and order in which they appear.

```
An inventory of sundry effects, the property of the late Rt.
   Honble. Lord Byron, taken July 31st 1824 : manuscript copy /
   prepared by William Fletcher

Memoires présentez au roy de France : manuscript / par les
   députez au Conseil royal de commerce

De gelijkenis der wijze en dwaze maagden : calligraphic
   manuscript / geschreven door Dick Dooijes
```

1E2.2. If the name(s) of the person or persons in the statement of responsibility is abbreviated, unclear, or known to be a pseudonym, make an explanatory note.

```
Medea : a tragedy from the Greek : autograph manuscript / by a
   non-Togalus student who attended the private Greek class,
   Session MDCCXCV-VI
```
Note: By Thomas Campbell

```
Charles Dickens at home : autograph manuscript / by his daughter
```
Note: By his daughter Mamie Dickens

```
Arthuriana, or, Odds & ends : being a miscellaneous collection of
   pieces in prose & verse : autograph manuscript signed / by Lord
   Charles A.F. Wellesley
```
Note: Charlotte Bronte used the pseudonym Lord Charles Wellesley
   for her juvenile works

1E2.3. Make a note if the statement of responsibility is struck out, written in a different or later hand than the rest of the manuscript, or written in a different medium (pencil, ink, etc.).

1E2.4. If the statement of responsibility is partially or wholly illegible, transcribe as much of the statement as is legible in the statement of responsibility element,

and indicate lacunae with the mark of omission. Make a note explaining the omissions.

1E3. Transposition of statements of responsibility

If a statement of responsibility precedes the formal title in the source, transpose it to its required position unless it is a grammatically inseparable part of the title proper according to one or more of the conditions enumerated in 1C2.1. When transposing the statement of responsibility, do not use the mark of omission. Make a note to indicate the original position of transposed elements in the source if considered important.

```
The man on horseback / Booth Tarkington
```
               (*Comment:* The author's name appears at head of title on the manuscript)

```
 but Dr. Bargrave's account of himself from the MS C C C
```

1E4. Single statements of responsibility with two or more names

1E4.1. If a single statement of responsibility contains the names of two or more persons or corporate bodies, transcribe all names as a single statement, regardless of whether they perform the same function or different functions.

```
The ascent of F6 : manuscript / by W.H. Auden and Christopher
   Isherwood

Universa philosophiae elementa ordine naturali exposita et ad
   usum scholarum accomodata ... : manuscript / omnia scripsit
   Joannes Antonius Lavoisier, auditor Ludovici Benet
Optional note: Notes on lectures by Louis Benet on philosophy and
   science at Paris, taken by Jean-Antoine Lavoisier
```

1E4.2. If a respondent and praeses (i.e., moderator) are given for an academic disputation, treat both names and the words indicative of their function as part of a single statement of responsibility (unless grammatically inseparable from the title proper or other title information).

```
/ praeside ... D. Doct. Carolo à Linné ... auctore defendente
   Henrico Gahn

 but D.D. Buxbaumia, quam … sub praesidio … Dn. Doct. Caroli Linnaei
     … publicae ventilationi submittit … Antonius Rolandi Martin
```

1E5. Omission of names in statements of responsibility

When a single statement of responsibility names more than one person or corporate body performing the same function or with the same degree of responsibility, transcribe all the names mentioned. *Optionally*, if the responsible persons or bodies named in a single statement are considered too numerous to list exhaustively, all after the third may be omitted. Indicate the omission by the mark of omission, and supply after it in square brackets a phrase in the language and writing system of the cataloging agency to convey the extent of the omission.

```
Notes on trigonometry and the theory of equations : manuscript /
   by Profrs Oliver, Wait and Jones

Robinson Crusoe : burlesque : typescript / by H.T. Byron, W.S.
   Gilbert, T. Hook, H.S. Leigh, Arthur Sketchley, and "Nicholas"
```

or ```Robinson Crusoe : burlesque : typescript / by H.T. Byron, W.S.
   Gilbert, T. Hook ... [and 3 others]```

1E6. Two or more statements of responsibility

If there are two or more statements of responsibility, transcribe them in the order indicated by the sequence on, or by the layout of, the title page, colophon, or caption. If the sequence and layout are ambiguous or insufficient to determine the order, transcribe the statements in the order that makes the most sense.

```
An almanac of twelve sports : autograph manuscript / by William
   Nicholson ; words by Rudyard Kipling

Poems : corrected proofs / by Walt Whitman ; selected and edited
   by William Michael Rossetti

Traité de logique : autograph manuscript / redigé d'après le
   cours de philosophie de M. Gergonne, Doyen de la Faculté des
   sciences de l'Académie de Montpellier ; avec des notes par J.
   Mill

Stories for Miss Cecilia Charlotte Esther Burney, aged five years
   : manuscript / written by Sophia Burney ; printed by Frances
   Burney
```
      (*Comment*: "Printed" refers here to the non-cursive style of handwriting)

1E7. Terms of address, etc., in statements of responsibility

Include titles and abbreviations of titles of nobility, address, honor, and distinction that appear with names in statements of responsibility.

```
La Pucelle d'Orleans : poeme heroe-comique : manuscript / par Mr.
   de Voltaire
```

```
A monody to the memory of the Right Honourable the Lord
   Collingwood : manuscript copy / by Lady Champion de Crespigny
```

1E8. Qualifications in statements of responsibility

Qualifications such as initials indicating membership in societies, academic degrees, and statements of positions held may be omitted from the statement of responsibility, using the mark of omission, unless:

the qualifications are necessary grammatically

or the qualifications are necessary for identifying the person or are useful in establishing a context for the person's activity (initials of religious orders, phrases, or adjectives denoting place names, etc.)

or the statement of responsibility represents the author only by a pseudonym, a descriptive phrase, or nonalphabetic symbols.

```
The Corsair in the war zone : typescript / by Ralph D. Paine ...
```
> (*Comment:* Title page reads: by Ralph D. Paine, author of 'The Fighting Fleets')

```
Phrenological character of Oliver Wendell Holmes : manuscript /
   by L.N. Fowler, professor of phrenology

Quaestio proemialis in Physicam Aristotelis : manuscript /
   auctore R.P. Paulo Bombino ... ; excipiebat Romae F. Ioannes
   Haberbosch

Report on Santa Fe electrification : typescript copy / by P.M.
   Lincoln, electrical engineer

Be still, my fears, suggest no false alarms : autograph
   manuscript, fair copy / R. Hurd, M.A., Fellow of Emmanuel
   College
```

1E9. Ambiguous statements of responsibility

If the relationship between the title of a work and the person(s) or body (bodies) named in the statement of responsibility is not clear, make an explanatory note.

```
Systematic lectures on midwifery : Surgeon's Hall, Edinburgh,
   summer session : manuscript / by Dr. Berry Hart
Note: Manuscript notes of Sutherland Simpson on lectures given by
   Dr. Hart
```

1E10. Nouns and noun phrases

Treat a noun or noun phrase occurring in conjunction with a statement of responsibility as other title information if it is indicative of the nature of the material. In case of doubt, treat the noun or noun phrase as part of the statement of responsibility.

```
Dr. Johann Faust : Volksschauspiel : manuscript / vom Plagwitzer
    Sommertheater

A Christmas carol in prose : being a ghost story of Christmas :
    autograph manuscript / by Charles Dickens ; the illustrations
    by John Leech
```

1E11. Persons or bodies not explicitly named in statements of responsibility

Transcribe a statement of responsibility as such even if no person or body is explicitly named in that statement. In general, such statements will contain words like "translated," "edited," "compiled," etc.

```
Detection of the doeings of Marie Queene of Scottes touching the
    murther of her husband ... : manuscript copy / translated out
    of the Latten which was written by G.B.

Faust. The second part : a tragedy : manuscript / translated in
    the original metres
```

1E12. Statements of responsibility with grammatically inseparable elements

If the statement of responsibility includes information belonging to another area, and the information is grammatically inseparable from the statement of responsibility according to one or more of the conditions enumerated in 1C2.1, transcribe it as part of the statement of responsibility.

```
/ written out by Mrs. Williams, who copied it from the second
    edition
```

1E13. Phrases about notes, appendixes, etc.

1E13.1. Transcribe phrases about notes, appendixes, and other such accompanying matter in the order indicated by the sequence on the title page. If such information appears before the statement of responsibility, transcribe it as other title information (see 1C3).

1E13.2. If such information appears after the statement of responsibility, transcribe it as a subsequent statement of responsibility, whether or not it names a person or body.

1E13.3. *Optionally*, if the phrases are very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If considered important, transcribe omitted phrases in a note. If the phrases are actually titles of other works given equal prominence with the title of the first work, see 1F.

1E14. No formal statement of responsibility

Do not supply a statement of responsibility for a manuscript lacking this element. If a statement of responsibility appears in the manuscript in a location other than the title page, colophon, or caption, or is taken from reference sources, record the information in a note, indicating its location or source.

```
Rokeby : autograph manuscript
```
Note: With a note on the flyleaf by Archibald Constable, dated
   Edinburgh, 18 April 1821: "This is the original manuscript of
   Rokeby by Sir Walter Scott Bart.--the whole in his own
   handwriting--some few of the notes excepted which appear to
   have been copied by Henry Weber ..."

```
Our mutual friend : autograph manuscript signed
```
Note: Text of the novel is preceded by a list (10 pages) of
   chapter headings and a blank page with Dickens's signature
      (*Comment:* Dickens's signature is not transcribed in the statement of
      responsibility)

```
Remarks on several parts of Italy in 1701 : manuscript copy
```
Note: "Addison remarks on Italy" -- Gilt tooled on spine

```
Sagan af Grishillde Þolenmödu
```
Note: Translation of Petrarch's Historia Griseldis from Danish to
   Icelandic, ascribed to Jón Þorláksson by H.E. Wium

1F. Manuscripts without a collective title

1F1. Two or more untitled works

If a manuscript contains two or more untitled works and lacks a collective title, devise a brief descriptive title in the language and writing system of the cataloging agency that concisely characterizes the manuscript. Give more detailed information about the contents in a note if considered important.

```
Anti-Catholic prose works
```
      (*Comment:* Volume containing seven short pieces, all untitled)

```
Talks on arms and ammunition
```
      (*Comment:* Volume contains a number of untitled talks)

1F2. Two or more works with formal titles

1F2.1. By same person or body

1F2.1.1. If the manuscript has no collective title and the title page bears the titles of two or more individual works, other than supplementary matter, that are contained in the manuscript, transcribe the titles of the individual works in the order in which they appear on the title page. Separate the titles by a space-semicolon-space if the works are all by the same person(s) or body (bodies), even if the titles are linked by a connecting word or phrase.

```
The third book of the transmutation of metals ; These next
   following processes are from the B. v. André, which have been
   sent to him from my friend in order to prove them ; Monumenta
   sapientiae, that is, Records of ancient chemycal writings ;
   Aquilla hermetica
```

1F2.1.2. *Optionally,* devise a collective title (see 1F1).

1F2.2. By different persons or bodies

1F2.2.1. If the individual works are by different persons or bodies (or different combinations thereof), or the authorship is in doubt, precede each title other than the first by a period and one space, unless a linking word or phrase is already present. Precede each statement of responsibility by a space-slash-space.

```
Historia dell' Inquisitione, e particolarmente della Veneta /
   Paolo Sarpi. All' Altezza del Duca di Fridlant / Claudio
   Achillini
```

1F2.2.2. *Optionally,* devise a collective title (see 1F1).

1F2.2.3. *Optionally,* make a separate description for each separately titled work, linking the separate descriptions with "With" notes (see 7B18).

1F3. Multiple title pages

If the manuscript has no collective title and contains two or more works, each with its own title page, devise a collective title (1F1). Record the title and statement of responsibility of each work in a note if considered important.

```
Edmonia Hill essays on Rudyard Kipling
```
Optional note: Title pages read: Rudyard Kipling, a memoir by Edmonia Hill. Kipling and his India by Edmonia Hill

1F4. One or more works not named on the title page or colophon

If the manuscript has no collective title, and one or more works contained in the manuscript is not named on the title page, colophon, or caption:

devise a collective title (see 1F1)

```
Acts of Parliament enacted in 1732
```

or   transcribe the title and statement of responsibility for the first work, and name the other work(s) in a contents note (see 7B17)

or   make a separate description for each separately titled work, linking the separate descriptions with "With" notes (see 7B18).

2. EDITION AREA

No general use of this area is made for manuscripts. For information on the status of the manuscript within the creative process (e.g., draft, revised draft, fair copy, galley proof, synopsis), see 1D5. For statements found in a manuscript that refer to the edition of a printed work of which the manuscript is a copy, see 7B7.

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

No general use of this area is made for manuscripts.

4. PLACE AND DATE OF PRODUCTION AREA

Contents:
4A.   Preliminary rule
4B.   Place of production
4C.   Date of production

4A. Preliminary rule

4A0. Scope

4A0.1. General rule. Use this area to record the place of production, if known, and date of production. Record the place and/or date of production in this area even if a place and/or date of intellectual creation is also recorded in the title area (see 1B1-1B4).

4A0.2. Reproductions. If the item is a mechanical, photographic, or digital reproduction of a manuscript, record in this area the place of reproduction, if known, and date of reproduction. Make a note on the place and date of production of the original, if known.

4A0.3. Copies of printed works. For statements found in a manuscript that refer to the publication, printing, or manufacture of a printed work of which the manuscript is a copy, see 7B7.

4A1. Prescribed punctuation[13]

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Precede this area by a period-space-dash-space.

Precede a second or subsequently named place of production by a semicolon.

Precede the date of production by a comma.

---

[13] This section describes prescribed punctuation for bibliographic (ISBD) records. This punctuation is not prescribed for archival descriptions created according to ISAD(G).

4A2. Sources of information

Take information recorded in this area from any source, including the manuscript itself, the manuscript's housing or accompanying materials, reference sources, or appropriate external sources. Record in a note the source of this information and/or the evidence on which it is based if considered important.

4A3. Form and order of information

This is not a transcription area. Record information according to the form and order recommended in the rules, not necessarily the form and order found on the item.

4B. Place of production

4B1. General rule

4B1.1. Give the place of production as accurately and fully as available evidence permits. For sources of information, see 4A2. Assume that the place of production is the same as the place of intellectual creation, unless there is reason to suspect otherwise. (If they differ, see 4B3.) Use a modern form, if there is one, of the place name in the language of the cataloging agency, and include the name of the larger jurisdiction (e.g., country, state, or similar designation), if considered necessary for identification. Do not abbreviate names of jurisdictions. Transcribe the place name as it appears on the item in a note if considered important.

    Minneapolis

    Springfield, Illinois

    Leipzig, Germany

    Springfield, Ohio
        (*Comment:* Item only says "Springfield" but is known to have been written in Springfield, Ohio)

    Saratoga, New York
    Optional note: Letter reads "From camp"

    Nairobi, Kenya
    Optional note: Letter reads "On safari, Nairobi"

    At sea
        (*Comment:* Place of production cannot be identified more precisely)

4B1.2. Record neighborhoods, street names and numbers, and/or house and building names if considered important. *Optionally*, record this information in a note instead if considered important.

```
Marlborough House, London

Wall Street, New York

10 Downing Street, London

Santa Catalina, Bogotà, Colombia

Venice, Italy
```
Optional note: Written from the Giudecca quarter

4B2. Multiple places of production

If the manuscript was produced in more than one place (e.g., a travel diary or ship's log), use judgment as to whether to record:

the widest shared geographical area

or all the places of production

or some of the places of production, supplying a phrase in the language and writing system of the cataloging agency to convey the omission.

Make a note listing additional places of production if considered important.

```
United States
```
　　　　(*Comment:* Journal of a cross-country trip)

```
Beijing ; Shanghai

New Jersey ; Connecticut

Concord, Massachusetts ; Chicago ; London

Paris ; London ; Berlin ; various other places

or Paris ; London ; Berlin ; and 5 other cities

Africa
```
Optional note: Diary begins in South Africa and ends in Egypt

4B3. Place of production different from place of intellectual creation

If the place of production is known, or strongly suspected, to be different from the place of intellectual creation, record the place of production in this area. (For instances when the place of intellectual creation is recorded as part of the title element, see 1B1-1B4.)

4B4. Fictitious or incorrect places of production

If the place of production appearing on the manuscript is known to be fictitious or incorrect, and the actual place of production is known, supply the actual place of production in this element. Record in a note the place given in the manuscript, along with the basis of the correction.

```
Japan
```
Note: Address reads "Co. 'B' Eta Jima Spec School, APO354 c/o
  P.M. San Francisco, California"
> (*Comment:* Eta Jima Specialist School is located in Japan)

```
Rockingham Castle, Northamptonshire
```
Note: Address reads "Loft over Stable"
> (*Comment:* Dickens is writing in the character of a stable boy)

4B5. Place of production uncertain or unknown

4B5.1. If the place of production is uncertain, supply the name of the probable place of production with a question mark, using a modern form, if there is one, of the name in the language of the cataloging agency.

```
England?
```

```
Moscow?
```

```
Sheffield, England?
```
> (*Comment:* City certain, country uncertain)

```
Sheffield?, England
```
> (*Comment:* City uncertain, country certain)

4B5.2. If the reason for supplying the place of production is not apparent from the rest of the description, make a note to indicate the source of the information.

Note: Place of production based on reference in preface to Sir
  Edward Conway as "Our Lieutenant Gouernor," a post he held at
  Brill in the Netherlands

4B5.3. If no place of physical production can be determined, use the phrase "Place not identified."

4C. Date of production

4C1. General rule

Record the date(s) of production of the manuscript in this element. Record the date(s) as fully as possible, in the language of the cataloging agency, in the order: year, month, day. For sources of information, see 4A2. Assume that the date of production is the same as the date of intellectual creation, unless there is reason to suspect otherwise.

```
, 1749 July 23
```

4C2. Manuscripts containing date(s) of production

Normalize the date(s) of production appearing on the manuscript by expanding contracted years, converting ordinal to cardinal numbers, and converting roman to arabic numerals. Do not abbreviate months. Do not include words and phrases such as "in the year" and "anno" or days of the week as part of this element. Transcribe dates as they appear in the manuscript in a note if considered important. If the month and/or day appears on the manuscript but the year does not, record the month and/or day. Supply a conjectural year or range of years (see 4C4-4C5).

```
, 1902 September 26
```
Optional note: Date appears as "Sept. 26th, 1902"

```
, 2001
```

```
, 1945 December 25
```
Optional note: Date appears as "Christmas Day, 1945"

```
, 1760 July 4
```
Optional note: Date appears as "July 4 MDCCLX"

```
, 1600 June 8
```
Optional note: Date appears as "viiith of June 1600"

```
, 1698 July 20
```
Optional note: Date appears as "the 20th of July, anno Dom. 1698"

```
, 1656
```

> *Optional note:* Date only expressed in chronogram on title page:
>   Monte tonans De CLaro VIrgo trophaea serenat et Mons rotat
>   arDentes prae CLarVs In aëra-sphaeras

> , 1674
>> (*Comment:* Date appears as "anno millesimo sescentesimo septuagesimo
>> quarto")

4C2.1. Time of day. Do not include time of day, unless it serves to distinguish between two or more manuscripts with the same title and date. Otherwise, record time of day in a note if considered important.

> , 1950 February 11
> *Optional note:* Date appears on item as "Reno Nev Feb 11 1139A"

> , 1863 March 6
> *Optional note:* Date appears as "Friday Evening, March 6, '63"

4C2.2. If the date is grammatically inseparable from information transcribed as part of a formal title, according to one or more of the conditions enumerated in 1C2.1, transcribe it within that element and also record it in the date element, as prescribed in 4C1-4C2.

> , 1730
>> (*Comment:* Formal title is "Italy review'd in 1729 & 1730, in two parts")

4C2.3. Date of production differs from date of intellectual creation. If the date of production differs from the date of intellectual creation, record the date of production as part of the date element. For devised titles, include the date of intellectual creation as part of the devised title if considered important. The date of intellectual creation is required in the devised title for correspondence and for legal and administrative documents (see 1B2-1B3). For formal titles, record the date of intellectual creation in a note if considered important.

> , 1865
> *Optional note:* Copy of The life and death of William Long Beard
>   (published in 1593)

> , circa 1757
> *Optional note:* Thomas Gray wrote this poem in 1747; on the verso,
>   Carolina Pery dates this fair copy to 1757: "Known to be Mr.
>   Gray's hand writing about the year 1757 by Carolina Pery"

> , circa 1806
> *Optional note:* Letters from Madame de Sévigné to various friends,
>   mainly to Madame de Grignan, dated 1671-1690, copied by Madame
>   Lavoisier from manuscripts owned by Abbé Barthelleme. Notes at
>   bottom of some pages refer to an 1806 edition of the letters

4C2.4. Fictitious or incorrect dates. If the date of production present on the item is known to be fictitious or incorrect, supply the correct date (see 4C4-4C5). In a note, transcribe the fictitious or incorrect date and explain the discrepancy.

```
, 1730
Note: Date appears in manuscript as 1703, but letter is signed
   using correspondent's married name; date of marriage in 1729
```

4C2.5. Julian/Old Style, Gregorian/New Style[14] and calendars with start dates other than January 1

4C2.5.1. Julian/Old Style and Gregorian/New Style dates. If a manuscript has a single date identified as either Julian/Old Style ("O.S.") or Gregorian/New Style ("N.S."), record the date in the normalized form according to 4C1-4C2. Do not convert Old Style to New Style dates.

```
, 1691 August 28
Optional note: date appears as "Aug.t 28, 1691 N.S."
```

If, however, the manuscript is double-dated to reflect both Julian/Old Style and Gregorian/New Style, record both dates, separated by a slash, in the normalized form, with the Julian/Old Style date first. Transcribe the date in a note if considered important.

```
, 1601 May 4/14
Optional note: Date appears as: "May 4th/14th O.S./N.S. 1601"

, 1649/1650 January 19/29
Optional note: Date on manuscript appears as "Paris this 29/19
   January 1650 stylo novo"
```
> (*Comment:* Because the letter originated in France, the New Style date appeared before the Old Style, but the date in the description reflects Old Style/New Style ordering conventions)

```
, 1610/1611 January 29/February 8
```

4C2.5.2. Calendars with start dates other than January 1. If the year of production is based on a calendar in which the new year begins on any day other than January 1, such as Lady Day (the feast of the Annunciation, March 25), double-date the year to reflect both the year as it appears on the item and the

---

[14] The Julian calendar was gradually abandoned in favor of the Gregorian calendar, which was introduced in 1582 and adopted by most western European countries during the sixteenth and seventeenth centuries; Great Britain adopted it in 1752.

year according to the modern calendar, if different. Separate the two years by a slash. In case of doubt, only record the year found on the manuscript. Transcribe the date in a note if considered important.

```
, 1588/1589 February 8
Optional note: Date appears as: "Februar. 8. anno 1588"

, 1603/1604 March 15
Optional note: Date appears as: "decimo quinto die Martij Anno
   domini 1603 Primo Jacobi Regis"
```

4C2.6. Dates in other calendar systems. If the date of production is based on a calendar other than the Julian or Gregorian calendar, convert it to the Gregorian calendar and record the date according to 4C1-4C2. Transcribe the date in a note if considered important. These calendars include, but are not limited to:

a) Regnal calendars

```
, 1444
Optional note: Date on manuscript expressed as "22 Henry VI"
```

b) Hebrew calendar

```
, 1866 or 1867
Optional note: Date appears in manuscript as שנת (shenat) 627
```

c) French Revolutionary calendar

```
, 1798 or 1799
Optional note: Date appears in manuscript as "an VII"

, 1794 between January 20 and February 18
Optional note: Date appears in manuscript as "pluviôse 1794"
```

d) Islamic calendar

```
, between 1700 and 1720
Optional note: Copy undated. Corrected by author in "1132" (i.e.,
   1720); see date near stamp. Poem originally composed in
   1700/1112.
        (Comment: Exact version of Islamic calendar (e.g., solar or lunar) is unknown)
```

4C2.7. Dates that are illegible, ambiguous, indecipherable, or otherwise difficult to interpret. If the date of production is difficult to interpret for any reason, supply a date according to 4C4-4C5.

4C3. Inclusive and bulk dates

4C3.1. General rule. If a manuscript was created over a period of time, whether it is a single sheet, multiple sheets, volume, multiple volumes or parts, record the first date of intellectual creation and the last date of intellectual creation and connect them with a hyphen.

```
, 1849-1852
```

```
, 1821-1836
```
> (*Comment:* Formal title is: "Memoranda, from a journal of tours made upon the continent at various periods beginning in 1821 : with illustrations sketched upon the spot")

```
, 1790 January 1-July 3
```
> (*Comment:* Formal title is: "Log of H.M.S. Atalanta")

4C3.2. Dates absent or uncertain. If a manuscript was created over a period of time, but the first date of intellectual creation, the last date of intellectual creation, or both, are not present on the manuscript, or are uncertain, follow the rules for supplied dates in 4C4-4C5 and connect the dates with a hyphen.

```
, 1897-1915
```

```
, circa 1915-circa 1918
```

```
, 1700s-1800s
```

4C3.3. Bulk dates. If a manuscript was created over a period of time, but the bulk of the manuscript was created over only part of the time, also include the bulk dates if considered important.

```
, 1920-1956 (bulk 1920-1923)
```

4C3.4. Dates of parts, volumes, etc. Record the date(s) of each volume, part, etc., in a note if considered important.

```
, circa 1929-1945
Optional note: Address books, the first from circa 1929-1933, the
   second from 1940-1944, the third from circa 1940-1945
```

4C4. Manuscripts not containing date(s) of production

4C4.1. If the date(s) of production does not appear on the manuscript, supply a date. A supplied date must include a year or a range of years.

4C4.2. Supply a date based on any reliable information available. Indicate the basis for the date in a note if considered important.

```
, 1616 July 1
```
Optional note: Undated, date from The works of Sir Walter Ralegh,
  1829, volume 1, page 473

```
, 1906 April 23
```
Optional note: Dated: Apr. 23, year extrapolated from subject of
  letter
> (*Comment:* Letter is an eye-witness account of the San Francisco earthquake)

```
, between 1815 and 1828
```
Optional note: Watermark dated 1815
> (*Comment:* Scope and contents note reads: "Transcription possibly made for John Nichols, who printed the work in *The Progresses of King James* in 1828")

```
, 1614 February 25
```
Optional note: Dated "25 de Febrier." Letter would have been one
  of Winwood's last acts as a diplomat
> (*Comment:* Title is "Autograph letter signed from Sir Ralph Winwood, Newmarket, to Christiaan Huygens, Secretary to the Council of the United Province." Biographical note about Winwood's service at The Hague has him leaving The Hague in September 1613 and leaving his post in March 1614)

4C4.3. If the only date(s) appearing on the manuscript bear(s) no relationship to the date of production, do not record these dates in the date element. Instead, supply a date. Transcribe these other dates in a note if considered important.

```
, circa 1700
```
Optional note: Annotation on front pastedown: "28 November 1933";
  this date likely refers to an auction or acquisition date
> (*Comment:* Undated manuscript copy of Anne Wharton poems in early 18th century hand)

4C5. Patterns for supplying a conjectural date

Supply a conjectural date or period of production according to one of the patterns shown in the examples below. Give any explanation in a note if considered important.

, 1845? January 11	year probable, month and day certain
, 1736?	probable date
, circa 1849	approximate date

, circa 1703?	probable approximate date
, not before 1875	initial date
, not after 1916 July 16	terminal date
, 1814 or 1815	one year or the other
, between 1618 and 1648	span certain
, between 1711? and 1749	span beginning probable
, between 1711 and 1749?	span end probable
, between circa 1750 and circa 1810	span approximate
, 1890s	decade certain
, 1730s?	decade probable
, between 1900 and 1909 (*Comment:* Use instead of 1900s)	first decade of century
, 1800s	century certain
, 1700s?	century probable

4C6. If no date or approximate date can be established

If no date or approximate date can be established (i.e., if even the century is uncertain), use "undated" or "date unknown."

4C7. Copyright dates

4C7.1. If a copyright date appears on a manuscript and reflects the date of production, record it as the date according to 4C1-4C2. Make a note that the production date is derived from the copyright date if considered important.

```
, 2007
Optional note: Manuscript note on first leaf: "Copyright reserved
   2007. Not to be reproduced without permission"
```

4C7.2. If the copyright date appearing on a manuscript does not reflect the date of production, do not record it as the date. Instead, follow the rules for supplied dates in 4C4-4C5.

4C7.3. If the copyright date appearing on a manuscript reflects the date of intellectual creation of a printed work of which the manuscript is a copy, record that date in a note. Follow the rules in 4C1-4C2 for recording the date(s) of production of the manuscript.

5. PHYSICAL DESCRIPTION AREA

Contents:
5A.   Preliminary rule
5B.   Extent
5C.   Other physical details (optional element)
5D.   Size and format (optional element)
5E.   Accompanying material (optional element)

5A. Preliminary rule

5A1. Prescribed punctuation[15]

For instructions on the use of spaces before and after prescribed punctuation, see 0D.

Precede this area by a period-space-dash-space or start a new paragraph.

Precede a statement on other physical details by a colon.

Precede the size by a semicolon.

Precede a statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

5A2. Sources of information

Take information for this area from the manuscript itself, reliable information from the manuscript's housing or accompanying materials, or reference sources concerning the manuscript.

---

[15] This section describes prescribed punctuation for bibliographic (ISBD) records. This punctuation is not prescribed for archival descriptions created according to ISAD(G).

5A3. Basis of the physical description

Describe the current extent and condition of the manuscript (and housing, if including it in the description). Make a note about its previous extent and/or condition if considered important.

5B. Extent

5B1. General rule. Record the extent in terms of the number of physical units, choosing a term from the following list: item(s), volume(s), roll(s), microfilm reel(s), microfiche(s).

```
1 item
```

```
1 roll
```

```
5 volumes
```

```
3 microfiches
```

```
1 computer disk
```

```
2 items
```
> (*Comment:* Two letters from the same correspondent to the same recipient)

```
2 microfilm reels
```
> (*Comment:* Proceedings originally in 5 manuscript volumes now available only on microfilm)

If considered important, record in a note the number of physical units in which the manuscript is housed, if the number differs significantly from the number of physical units of the manuscript.

```
1 item
```
Optional note: Mounted in 121 glass panes

```
11 volumes
```
Optional note: Housed in 8 cloth cases

5B2. Fuller extent (optional)

5B2.1. Leaves, pages, etc. If considered important, record in parentheses the exact total number of leaves, pages, etc. *Optionally*, provide an approximate total number of leaves, pages, etc., preceding the number with the word "approximately."

Include in the count tipped-in and blank leaves, pages, etc. For laid-in leaves, pages, etc., envelopes, or any other accompanying materials (e.g., loose clippings, photographs), see 5E. Do not include leaves added as part of the binding or the binding itself.

If the manuscript is foliated or paginated throughout, record its extent accordingly in terms of leaves or pages. If the manuscript contains sequences of both leaves and pages, or is unnumbered, record the extent in terms of leaves or pages in keeping with institutional practice. Record in a note anomalies in foliation or pagination if considered important (see 7B10.5).

```
1 item (375 leaves)
```

```
3 volumes (476 pages)
```
> (*Comment:* Total page count of all three volumes is 476; each volume is paginated separately)

```
1 volume (approximately 400 leaves)
```

```
1 volume (220 pages)
Optional note: Manuscript was foliated incorrectly in brown ink
   in a contemporary hand; correct pagination was subsequently
   supplied in pencil
```

```
1 item (4 pages)
Optional note: Last page is blank
```
> (*Comment:* Letter written on three of the four pages)

```
1 roll (5 parchment membranes)
```
> (*Comment:* One roll consisting of 5 membranes attached together)

5B2.2. *Optionally*, for manuscripts that consist of more than one physical unit, give separate counts of pages, leaves, etc., for each physical unit.

```
3 volumes (126, 215, 135 pages)
```
> (*Comment:* Page count of each volume recorded separately)

```
2 items (6, 3 pages)
```
> (*Comment:* Two letters, page count of each recorded separately)

If considered important, record the precise pagination and/or foliation in a note (see DCRM(B), 5B for instructions on recording a precise extent statement).

```
1 volume (470 pages)
Optional note: Numbering: 44, [4], 422 pages
```
> (*Comment:* Two works in one manuscript, each paginated separately with four unnumbered pages between them)

5B2.3. *Optionally*, if a significant portion of the manuscript is blank, indicate this in a parenthetical phrase, e.g., "mostly blank," "partially blank," "some blank," etc. Make a note giving the details if considered important.

```
1 item (partially blank)

1 volume (238 pages, mostly blank)
Optional note: Text is on pages 22-46
```

5B2.4. If the manuscript is not intact, but the missing portions can be determined, identify them in a note if considered important.

```
1 item (52 pages)
Note: The manuscript is missing pages 39-40
```
(*Comment:* The intact manuscript consisted of 54 pages, of which 2 are missing)

5B2.5. If the manuscript is intact, but the number of physical units or subunits of the manuscript or its housing differs from the number of units originally produced, record this information in a note if considered important.

```
10 volumes
Optional note: Originally bound as one volume; rebound for
   conservation purposes in 2004

1 volume
Optional note: Originally bound as three volumes

1 item (24 leaves)
Optional note: Mounted on 21 sheets

1 item (2 leaves)
Optional note: Mounted together on a single sheet
```

5C. Other physical details (optional element)

5C1. Support

Record the material that serves as the writing support for an item.

```
: paper

: parchment

: birch bark

: silk
```

Record the secondary support in a note if considered important.

```
  : parchment
Optional note: Manuscript mounted on cardboard
```

5C2. Illustration

If considered important, indicate the presence of illustration, or other non-verbal content.

5C2.1 General rule. To indicate the presence of illustration, use the term "illustration" or "illustrations" after the statement of extent.[16] Do not regard minor illustrations or decorative elements as illustrations. If considered important, these may be mentioned in a note.

```
  : illustrations
```

Optionally, add the graphic process or technique in parentheses, preferably using a term found in a standard vocabulary.[17] Give more detailed descriptions of the illustration(s) in a note if considered important.

```
  : illustrations (watercolors)

  : illustrations (drawings)

  : illustrations (photographs)
```

5C2.2. Types of illustrations

5C2.2.1. *Optionally*, specify instead the particular type or types of illustration. Use in alphabetical order one or more such terms as the following: coats of arms, diagrams, facsimiles, forms, genealogical tables, maps, music, plans, portraits (use for single or group portraits), samples.

```
  : coats of arms, maps
```

5C2.2.2. Replace "illustration" or "illustrations" with terms specifying particular types of illustrations if the particular types are the only illustrations in the manuscript.

```
  : maps
```

---

[16] In an ISAD(G) description, record this information in the appropriate element (e.g., in a note at the folder level).

[17] Vocabularies useful for this purpose include *Art & Architecture Thesaurus Online* (AAT) and the *Thesaurus for Graphic Materials* (TGM).

```
: portraits
```

5C2.2.3. Precede terms specifying particular types of illustrations with "illustration" or "illustrations" if the particular types are not the only illustrations in the manuscript.

```
: illustrations, maps, plans
```

```
: illustrations (wood engravings), maps (lithographs)
```

5C2.3. Color illustrations

5C2.3.1. Describe color illustrations as such using the word "color."

```
: color illustration
```

```
: illustrations, color maps, portraits (some color)
```

```
: illustrations (some color), maps, plans
```

```
: color illustrations (drawings)
```

5C2.3.2. If the illustrations are in a single color, do not describe them as "color." Make a note to indicate the color if considered important.

```
: illustrations
```
Optional note: Drawings in green ink

```
: illustrations (cyanotypes)
```
    (*Comment:* Cyanotypes are blue)

5C2.4. Number of illustrations. *Optionally*, record the number of illustrations.

```
: 94 illustrations
```

```
: illustrations, 8 facsimiles
```

```
: 3 illustrations, 1 map
```

```
: 1 illustration (engraving)
```

5C2.5. Manuscripts consisting chiefly of illustrations. If a manuscript consists chiefly of illustrations, account for this fact by specifying "chiefly illustration(s)." *Optionally*, when the illustrations are all or chiefly of a particular type (see 5C2.2),

replace "illustration" or "illustrations" with the term specifying the particular type. [18]

> : chiefly maps

> : chiefly illustration
>> (*Comment:* Historiated initial excised from a manuscript)

> : chiefly illustrations (cyanotypes)
>> (*Comment:* Bound volume of cyanotypes annotated by the photographer)

5D. Size and format (optional element)

5D1. General rule

5D1.1. Give the height and width of the manuscript in centimeters, rounding a fraction of a centimeter up to the next full centimeter. Record the dimensions as height x width. If a manuscript measures less than 10 centimeters in height or width, give the height in millimeters.

> ; 18 x 12 cm
>> (*Comment:* Manuscript measuring 17.1 centimeters in height and 11.6 centimeters in width)

> ; 89 x 127 mm
>> (*Comment:* Manuscript measuring 88.4 millimeters in height and 126.2 millimeters in width)

> ; 120 x 95 mm

5D1.2. Folded manuscripts. If a manuscript is folded, give the dimensions according to the orientation in which it is meant to be used. If considered important, give both the unfolded and the folded dimensions, in that order. Make an explanatory note if considered important.

> ; 22 x 32 cm, folded to 17 x 12 cm

> ; 22 x 14 cm
>> (*Comment:* Letter written on a 28 x 22 cm sheet of paper that was folded in half to create leaves measuring 22 x 14 cm)

---

[18] Vocabularies useful for this purpose include Art & Architecture Thesaurus Online (AAT) and the *Thesaurus for Graphic Materials* (TGM). If a manuscript consists entirely of non-textual content, apply the relevant DCRM module (e.g., DCRM(G), DCRM(C), DCRM(M)); see introductory section I.2.

```
; 28 x 22 cm
```
Optional note: Letter was folded after receipt to 10 x 22 cm,
  presumably for filing purposes

```
; 28 x 195 cm, folded to 28 x 66 cm
```
Optional note: Chart is folded to be tipped into a bound volume

5D1.3. Bound manuscripts. If a manuscript is bound, measure the height and width of the binding. If the height and width of the manuscript differs significantly from the height and width of its binding, specify both if considered important.

```
; 20 x 12 cm
```
(*Comment:* Height and width of binding)

```
; 12 x 8 cm bound to 20 x 15 cm
```
(*Comment:* Height and width of manuscript and height and width of binding)

5D1.4. Other housing or secondary support. If a manuscript is housed in a container or mounted on a secondary support, measure the height of the manuscript (see 5D1.1-5D1.2). If the height of the container or secondary support differs significantly from the height of the manuscript itself, specify both if considered important.

```
; 25 x 14 cm housed in box 31 x 20 cm

; 76 x 183 mm mounted on larger leaf 330 x 240 mm

; 25 x 14 cm housed in box
```

5D2. Differing sizes

To indicate that the various parts of a manuscript differ in size, give the dimensions of the largest part, followed by the words "or smaller." Record the size of each part in a note if considered important. *Optionally*, use the term "various sizes."

5D3. Format

For pre-nineteenth-century manuscripts consisting of one or more quires, add the bibliographical format of the item(s) in parentheses following the size statement. If the item consists of only two conjugate leaves, describe it as a bifolium or half-sheet bifolium. *Optionally*, give the format for modern manuscripts, if it can be determined.

```
3 volumes ; 18 x 13 cm (octavo)

1 item ; 16 x 12 cm (bifolium)
      (Comment: Seventeenth-century letter consisting of two conjugate leaves)

1 volume (234 leaves) ; 36 x 24 cm (folio)
```

5E. Accompanying material (optional element)

5E1. General rule

5E1.1. If a manuscript has accompanying material, give the number of physical units of this material, and the type(s) of material, at the end of the physical description. *Optionally*, use the term "accompanying material." Record the details of the material in a note if considered important.

```
; 24 x 18 cm + 1 funeral card

; 25 x 17 cm + 1 laid-in leaf
Optional note: Laid-in leaf is replacement first page of Far from
   the madding crowd

; 23 x 16 cm + 1 envelope

; 31 x 20 cm + accompanying material
Optional note: Accompanying material includes 5 clippings, 3
   photographs, and 1 map

or

; 31 x 20 cm + accompanying material
Optional note: Accompanying material includes clippings,
   photographs, and a map
```

5E1.2. *Optionally*, give the physical description of accompanying material in parentheses following its name:

```
; 21 x 17 cm + 1 atlas (38 pages, 19 leaves of plates : color
   maps ; 37 cm)

; 25 x 22 cm + 1 map (color ; 65 x 40 cm)
```

  or   mention it in a note;

  or   describe the accompanying material independently.

6. SERIES AREA

No general use of this area is made for manuscripts.

7. NOTE AREA

Contents:
7A. Preliminary rule
7B. Notes

7A. Preliminary rule

7A1. General instructions

7A1.1. The use of notes is common and abundant in the description of manuscripts. Notes can deal with any aspect of the manuscript, including its content, context, provenance, and conditions of use. Notes also qualify and amplify the formalized areas of description, and are especially important for recording types of information not accounted for in other areas of the description. Because manuscripts are unique artifacts, all notes will be general rather than copy-specific.

7A1.2. Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of description to which they pertain. In addition to notes relating to these areas, there are notes that do not correspond to any area of the formalized areas of description. Occasionally it may be useful to group together notes that refer to more than one area in a single note.

7A1.3. Notes may also be made to justify access points for personal or corporate names, titles, genres/forms, physical characteristics, provenance, etc. Whenever possible, use terms taken from lists of controlled vocabularies (e.g., RBMS Controlled Vocabularies, Art & Architecture Thesaurus Online) when making such notes and access points.

7A1.4. Required notes. In general, notes are not required, but some notes are required in particular situations and are so indicated in previous rules, e.g., 1B5, 1C1.1.3., and in some of the rules for this area.

‣ Ambiguous statements of responsibility: 1E9, 7B5.4

‣ Byname not used as title: 1B6, 7B3.7

‣ Conditions governing access: 7B14.1

‣ Conditions governing use : 7B14.2

‣ Copyright date in manuscript copy of printed work: 4C7.3, 7B9.3.4

‣ Creator information: 7B5.1

‣ Fictitious or incorrect dates: 4C2.4, 7B9.3.1

‣ Fictitious or incorrect places of production: 4B4.1, 7B9.2.2

‣ Forgeries or incorrect attributions: 7B5.1.1

‣ Formal title not present in manuscript, supplied from other sources: 1C1.1.3, 7B4.1

‣ Language: 7B8.1

‣ Manuscript containing two or more works described separately: 7B2.3

‣ Name in statement of responsibility abbreviated, unclear, or a pseudonym: 1E2.2, 7B5.4

‣ Name in statement of responsibility partially or wholly illegible: 1E2.4, 7B5.4

‣ Name in statement of responsibility struck out or written in a different hand: 1E2.3, 7B5.4

‣ Nonroman writing system: 0F2.1, 7B8.2

‣ Scope or content: 7B2.1

‣ Statement of responsibility in location other than title page, colophon, or caption: 1E14, 7B5.4

‣ Source of formal title: 1C1.1, 7B4.1

‣ Source of title from first line of verse: 1B5, 7B3.5

‣ Transcribed title: 1C1.2, 7B4.2

‣ Uncertain place of production: 4B5.2, 7B9.2.3

‣ With/Bound-with notes: 7B18.1

7A2. Punctuation

Start a new paragraph for each note. End each paragraph with a period or other mark of final punctuation.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

7A3. Sources of information

Take information recorded in notes from any suitable source.

7A4. Form of notes

7A4.1. Order of information. If information in a note corresponds to information found in the title and statement of responsibility, place and date of production, or physical description areas, usually give the elements of information in the order in which they appear in those areas. Notes below (in 7B) are listed in the order in which they would appear in a bibliographic record. Use prescribed punctuation in such cases, except substitute a period for a period-space-dash-space.

7A4.2. Quotations. Record quotations from the manuscript or from other sources in quotation marks. If quoting from the manuscript, cite the folio or page number if there is one. If quoting from another source, follow the quotation with an indication of its source. Do not use prescribed punctuation within quotations. Enclose interpolations within quoted material in square brackets.

```
"Generally considered to be by William Langland"--Oxford
   companion to English literature, 4th edition
```

7A4.3. Formal notes. Use formal notes employing an invariable introductory word or phrase or a standard verbal formula when uniformity of presentation assists in the recognition of the type of information being presented, or when their use provides economy of space without loss of clarity.

```
Binding: Half calf with blind tooling
```

7A4.4. Informal notes. When making informal notes, use statements that present the information as briefly as clarity, understandability, and good grammar permit.

7A5. Notes citing other works and other drafts and versions of the work.

In citing other works and other drafts and versions of the work, give enough information to identify the work, draft, or version cited. This may include the creator, title, edition statement, or date. Arrange the information provided in the form that makes most sense in the particular case. Abridge the information as needed without using the mark of omission.

```
Printed in 1641 as A parallel between Robert Devereux, Earl of
   Essex, and George Villiers, Duke of Buckingham (Wing W3647)

First draft of the poem; library also owns the draft produced in
   1815

Manuscript copy of: 2nd edition, 1869
```

7B. Notes

Some of the most common types of notes are listed below; other notes than those provided for may be made if considered important. Specific applications of many of these notes are provided in the preceding sections. Make notes as called for in the following subrules, and, generally, in the order in which they are listed here. If a particular note is of primary importance, it may be given first, regardless of its order in this list. When appropriate, combine two or more notes to make one note.

7B1. Biographical/Historical/Administrative Context

Make a note on the creators or other entities associated with a manuscript, when useful to amplify or explain historical or contextual information.

```
John Taylor was the editor of the newspaper The sun, and author
   of a memoir titled Records of my life. Thomas Hill was the
   editor of the Monthly mirror. The title page of this manuscript
   claims that Hill was also believed to have been the original
   Paul Pry, "so admirably portrayed on the stage by Liston"

Elisha Harris was a farmer, the son of Joseph and Susanna Bates
   Harris of Cranston, Rhode Island. He became a Quaker in 1777.
   His wife, Freelove (Dyer) Harris, was the daughter of Deacon
   John Dyer and Freelove Williams Dyer, also of Cranston, Rhode
   Island. Elisha Harris and Freelove Dyer married in 1767

The newsletters in this collection were addressed to three
   successive generations of the Newdigate family of Arbury Hall,
   Warwickshire: Sir Richard Newdigate, first baronet (1602-1678),
   Sir Richard Newdigate, second baronet (1644-1710), and Sir
   Richard Newdigate, third baronet (1668-1727)

Mail route between Texas and California was known as the
   "Giddings and Doyle route" and the "Jackass line." Henry
   Skillman, noted Texas scout, guide and Confederate spy, was one
   of the drivers

The Heywood Brothers & Company began making chairs in 1826 in
   Gardner, Massachusetts, and eventually expanded to include
   sales around the United States including California
```

```
Trier was made an archbishopric in 815. Its archbishops were
   electors in the Holy Roman Empire from the late 12th century
   until 1801
```

7B2. Scope and content (Nature, scope, or form)

7B2.1. General rule. Make a note on the nature, scope, form, genre, subject, or contributors to the intellectual creation or production of the manuscript, if not adequately explained elsewhere in the description.

```
Play in two acts

At least two typescripts, cut up and mounted; heavily revised in
   William Winter's autograph

Manuscript volume of apparently original poetry, heavily
   corrected and annotated in an unknown hand

Letter to parents describing business and farming conditions in
   and near Prairie du Sac, Wisconsin

Deed, conferring on Samuel Mather a tract of land in Windsor,
   Connecticut. Signed by Samuel Gibbs and Mary Gibbs, and by
   witnesses Samuel Fox Ward, Nathan Gillet, and Josiah Grant

Chronology, in German, covering the years 1457-1503. On the verso
   of each leaf is the year and Brant's age that year; on the
   recto are the events of that year. Most of the events noted are
   births or deaths of contemporaries of Brant's, mainly Germans

Bound manuscript of poems by Drewe, dated "New York, 1777" on the
   title page, followed by newspaper clippings containing poems,
   anecdotes, and epigrams. The newspaper clippings were evidently
   added by another person who took over the volume following
   Drewe's death in 1793. A resolution written by this person on
   the back pastedown, dated February 3, 1794, says, "Let me
   regularly cut out all that is curious or pleasing from
   n.[ews]papers or magazines, & stick them with this book"
```

7B2.2. Manuscript containing two or more works described together. Make a note transcribing the titles of, or describing, works that do not appear elsewhere in the description if considered important.

```
Also includes: To ---- -- My soul is awakened -- A hymn -- A
   captive dove -- The consolation -- 'Tis strange to think -- A
   word to the Calvinists – Night

Also includes 5 poems on the death of Calderón by Juan de Tarsis
   y Peralta, conde de Villamediana ("Aquel monstruo del poder" is
   sometimes attributed to Gabriel de Moncada)
```

7B2.3. Manuscript containing two or more works described separately. Make a note indicating that the works are described separately, listing the other titles or indicating where they can be found.

```
Bound with The whole book of psalms (Cambridge, 1628), cataloged
    separately
```

7B3. Manuscripts with a devised title

7B3.1. Note on devised title. Make a note that the title is devised if considered important.

```
Title devised by cataloger
```

7B3.2. Source of devised title. Make a note on the source of the title and/or the evidence on which it is based if considered important.

```
Title from a later typewritten note, tipped in
```

7B3.3. Address, place of production, jurisdiction. If the address, place of production, and/or jurisdiction in the devised title is taken from a source other than the manuscript itself, see 7B9.1; if it differs from what appears on the manuscript, see 7B9.2.

7B3.4. Date. If the date in the devised title is taken from a source other than the manuscript itself, see 7B9.1; if it differs from what appears on the manuscript, see 7B9.3.

7B3.5. Verse. When using the first line of a poem, song, or hymn as the title, make a note on the source of the title.

```
Title from first line
```

7B3.6. Formal title not transcribed in the title area. If devising a title for the manuscript because the formal title is inaccurate, misleading, struck out, illegible, or uninformative, make a note indicating the presence of a title if considered important.

```
Manuscript title on leaf 1 crossed out: "A ledger for the
    accoumpte of Maurice Wynn"
```
> (*Comment:* Title on manuscript is misleading; the volume was never used as a ledger but instead contains the poems of Katherine Philips)

```
The notebook is marked "Notes for new woodcuts" and leaves 1 and
    2 contain notes about woodcuts to illustrate Halliwell-
```

```
Phillipps' Outlines of the life of Shakespeare, but its primary
and intended subject matter is parish registers
```
> (*Comment:* Devised title is: Notes on parish registers of the London area by J.O. Halliwell-Phillipps)

```
The diary is written in a blank book titled The ladies memorandum
book for the year 1796 (London : R. Baldwin, [1795])
```
> (*Comment:* Devised title is: Diary of Jane Porter)

7B3.7. Devised title for a manuscript known by a byname. Make a note on a manuscript's byname if it was not used as the title.

```
Known as: Zimmerman telegram

Formerly known as: Trevelyon commonplace book
```

7B4. Manuscripts with a formal title

7B4.1. Source of formal title. Make a note on the source of a formal title. Also note if no title appears in the manuscript itself.

```
Title from title page

Title from caption on first page of work, which appears
   approximately halfway through volume, after page 118 of item 1

Untitled manuscript; title from published version
```

7B4.2. Transcription. Make a note when the title is transcribed.

7B4.3. Original position of transposed title elements. If elements in the formal title have been transposed in the description, make a note of their original position if considered important.

```
"Act III" at head of title
```

7B4.4. Title in a different hand or different medium. Make a note if the title information is in a different or later script or hand from the main body of text of the manuscript, or if written in a different medium (pencil, ink, etc.).

```
Title in a later hand
```

7B4.5. Part information. Make a note on part information that does not appear in the title if considered important.

```
Manuscript consists of chapter 4 of Potiphar papers
```

7B4.6. Abridged title. Transcribe the full title proper or other title information in a note if considered important.

```
Title continues: & ye worship due to Him, the immortality of ye
    soul, a state of future rewards & punishments, an account also
    of their philosophy & morality

Title reads in full: Breve raccolta di varie notizie contro le
    operazioni, e pregiudizi che risultano dal preteso, e non mai
    conosciuto Tribunale del S. Offizio che servir possono per
    istruzione d'ogni Deputato Eletto contro del medesimo
```

7B4.7. Title variants. Make a note on any titles not chosen as the formal title if considered important.

```
Spine title: Speeches in Parliament, 1627-1628

Also known as the Muster roll of the Sons of Liberty

Published as: Elegy to the memory of an unfortunate lady in
    Pope's works of 1717

The original title on the title page, Hollingsworth: a romance,
    was crossed out by Hawthorne
```

7B5. Persons, families, or corporate bodies associated with the manuscript

7B5.1. Creator information. If the basis for the creator information is not immediately apparent, or requires further explanation, make a note; if considered important, include the source.

```
"Nimrod" was the pen name of Welsh sporting writer Charles James
    Apperley

Signed "Stormont"
```
> (*Comment:* Courtesy title of the eldest son of the Earl of Mansfield)

```
Manuscript commonplace books attributed to Courtois (no first
    name given)
```

7B5.1.1. Forgeries or incorrect attributions. Make a note on forgeries, or on incorrect attributions appearing in the manuscript itself, in the bibliographical literature, or in library catalogs.

```
Formerly attributed to Sir Francis Bacon

Said to be 4th century manuscript, but actually 19th century
    forgery
```

```
Undated Collier forgery in alleged autograph of Sir George Buc

Manuscript Spanish translation of the Secretum secretorum,
   falsely attributed to Aristotle (described as his advice to
   Alexander the Great)

Originally thought to be in the hand of Byron or his wife, and
   given to Byron's sister
```

7B5.2. Creator(s) unknown. If considered important, make a note if the creator of the manuscript is unknown.

```
Author unknown


Sermons by at least two unidentified members of the Rowdon family
```

7B5.3. Persons, families, or corporate bodies not named elsewhere in the description. Record the names of significant persons, families, or corporate bodies connected with the content of the manuscript, or its production (e.g., illustrators, editors, copyists, scribes, secretaries, recipients, signers, witnesses, binders, etc.), if they have not already been named in the description and if considered important. Give the authority for the information, if considered important.

```
Copied by the "Feathery Scribe" with his distinctive, light,
   ornamented hand

Signed also by H.B. Legge and James Oswald. Signed also by a
   Royal tax official, the local head of the monastic order and
   others. Corneille signs as an official witness to the
   transaction

Society for the Relief of Indigent Comedians is part of the Drury
   Lane Theatrical Fund

Endorsed by Jefferson on the reverse

A scribal transcript of the original unrevised version,
   transcribed by Richard Robinson (see H.R. Woudhuysen, Sir
   Philip Sidney and the circulation of manuscripts, 1558-1640,
   1996, especially page 203)

In the hand of his secretary Friedrich John
```

7B5.4. Statement of responsibility. Make a note to explain the statement of responsibility if the name or names are abbreviated, ambiguous, pseudonymous, fictitious, incorrect, written in a different hand, illegible, struck out, etc. If considered important, include the source of the information.

Also make a note if the statement of responsibility appears in the manuscript in a location other than the title page, colophon, or caption, or is taken from reference sources.

7B5.5. Provenance and custodial history. Make a note to describe details of a manuscript's provenance if considered important. In less detailed descriptions, it is advisable to summarize provenance information, without providing exact transcriptions or descriptions of the evidence. Include the names of former owners or other individuals of interest and approximate dates, whenever possible. Names of former owners or other individuals of interest may be listed earliest first or most recent first, according to institutional practice.

```
John E. Pritchard (bookplate)

The Carter Burden Collection of American Literature

"R.C.S., 1822" (the astrologer R.C. Smith, known as "Raphael")

From the collections of Sir Edmund Knyvett; John Walpole; George
   Mason; William Cavendish, Duke of Devonshire
```

More detailed descriptions of provenance might include such additional features as: exact dates, when known; dealer or auction details; exact transcriptions of autographs, inscriptions, bookplates, stamps, shelfmarks, etc. (and their locations in the manuscript); descriptions of bookplates using standardized terminology; descriptions of unidentified heraldic bookplates according to heraldic blazon or motto; references to published descriptions of the collections of former owners of the manuscript, particularly if the manuscript is cited in the source, etc.

```
Emperor Maximilian (armorial bookplate); J.M. Andrade Collection
   (bookplate)

Heraldic bookplate with motto "Sublimia Curo" on back of title
   page

Formerly owned by Sir Thomas Phillipps (Phillipps MS 4190);
   bookplate of José Solano y Bote; bookplate of Paul Mellon

Former call number: Berkeley, CA, The Robbins Collection, UC
   Berkeley School of Law, KJV642 .R44

Owned by W.J. Thoms; sold at his sale (Sotheby's 9 February 1887)
   to Halliwell-Phillipps

Sold by Sotheby, Wilkinson & Hodge (December 10, 1923, lot 170,
   'Property of a Gentleman') -- Sold by Maggs (catalog no. 456,
   1924, lot 155) -- Purchased by Lessing Julius Rosenwald from
```

```
Parke-Bernet Galleries (J. Pierpont Morgan Sale, March 21,
    1944, lot 208)
```

7B5.6. Immediate source of acquisition. Make a note on the immediate source of acquisition of the manuscript if considered important.

```
Gift of Pauline M. Rubens

Purchased by J. Pierpont Morgan in 1910

Transferred from the Yale Numismatics Collection
```
      (*Comment:* Note records a transfer from Sterling Memorial Library to the Beinecke Library)

```
Purchased from Bernard Quaritch (Sotheby's London sale, 2001 May
    25, lot 101) on the Edwin J. Beinecke Book Fund, 2001

Acquired from the University of Wyoming, American Heritage
    Center, 2005
```

7B6. Larger collection of which this manuscript is a part. If the manuscript being described is part of a larger collection, record the name of the collection in a note, if not apparent from the rest of the description. Provide an additional access point for the name of the collection if considered important.

```
Part of the Eisenlohr Collection in Egyptology and Assyriology

Forms part of the Rudyard Kipling collection

In the E.B. White collection, #4619

Collecting program: Human Sexuality Collection

Forms part of the Eastern Wine and Grape Archive

Forms part of: French Revolution Manuscript Collection

Forms part of the H.H. Bancroft Collection
```

7B7. Relationship of the manuscript to published versions of the text. Make a note describing the relationship of the manuscript to published versions of the text if considered important.

```
Predates the 1641 printed version

Typescript manuscript used as prompt copy for the original
    production in London, 1894. The original title, Alps and
    Balkans, still appears in this copy. The title later changed to
    Arms and the man in the first published edition in 1898
```

```
Autograph copy, on a postcard addressed to Willard Fiske, of a
   sonnet, which had earlier been printed by G. Ferrari, Parma,
   1874
```

```
Apparently notes on lectures based on Mesmer's Aphorismes. The
   142 selections are equivalent to the first 235 aphorisms, in
   the first 12 of 17 chapters in Mesmer's book
```

```
"Constitutes the original material from which was made the 'fair
   copy' used ... for the book ... published in 1928"--leaf 2. The
   preface is the original one by Cameron, which in the printed
   edition was replaced by one written by W.F. Willoughby
```

```
This revised edition, continued by Robert Wheaton after Henry
   Wheaton's death, was never published
```

```
Manuscript copy of the book printed at London by William Jones,
   1628. Pencil note on title page verso reads: "No copy of this
   work being known to exist in this vicinity, it is here
   reprinted from a transcript procured by Professor Sparks in
   England & communicated by F. C. Gray"
```

7B8. Language, writing systems, and script

7B8.1. Language. Make a note on the language of the manuscript, or on the fact that it is a translation, unless this is apparent from the rest of the description.

```
In French
```

```
In Turkish
```

```
Handwritten translation into English of the original 1630
   document in Latin
```

7B8.2. Writing system. Make a note indicating the presence of nonroman or coded writing systems in the manuscript.

```
In shorthand
```

```
Partly in cipher
```

```
In Cyrillic
```

```
Text in Pali with commentaries in Burmese; both in Burmese
   writing system
```

```
In Ottoman Turkish and Arabic, in Nastaʻlīq writing system
```

```
In Turkish (Armenian writing system)
```

7B8.3. Script. Make a note describing the script in which the manuscript is written if considered important.

```
In Gothic libraria script

In Sütterlin script

In English secretary hand
        (Comment: The commonly used term for this script)

In italic script
```

7B9. Place and date of production

7B9.1. Source of information. Make a note on the source(s) of information for the place and/or date of production, and/or the evidence on which they are based if considered important.

```
Place of production from annotations on front pastedown

Place of production supplied by bookseller

Dates taken from the end of the text

Dated 1788 on page 402

Date taken from docket

Undated, date from The works of Sir Walter Ralegh, 1829, volume
   1, page 473
```

7B9.2. Place of production. Transcribe in a note the place information as it appears on the manuscript when it differs from the form of the name as given elsewhere in the description if considered important.

```
Place name appears as "Mpls."
        (Comment: "Minneapolis" is supplied in the place of production element)

Place of production given as "Salmurii" on title page
        (Comment: "Samur" is supplied in the place of production element)

Written at "Sunnyside," Washington Irving's house
        (Comment: "Tarrytown, New York" is supplied in the place of production
        element)

Winter writes that he is traveling to Mentone, California, and is
   currently "3 hours east of Chicago"

Address appears as "At sea"
```

```
Address appears as "Superior Court of Cook County"
```
> (*Comment:* "Chicago, Illinois" is supplied in the place of production element)

7B9.2.1. More than one place of production. Make a note listing places of production omitted from the place of production element if considered important. If the place of production element gives only the wider geographic area encompassing the places of production, list the specific places in a note if considered important.

```
Ong's travels were mostly in France, but also the United States,
   Ireland, England, Scotland, Spain, Portugal, Italy,
   Switzerland, Austria, East Germany, West Germany, the
   Netherlands, and Belgium
```
> (*Comment:* "United States ; Europe" is supplied in the place of production element)

```
Diary begins in South Africa and ends in Egypt
```
> (*Comment:* "Africa" is supplied in the place of production element)

7B9.2.2. Fictitious or incorrect place of production. If supplying the correct place of production, record the place given in the manuscript in a note, along with the basis of the correction.

```
Address appears as "Loft over stable"
```
> (*Comment:* "Rockingham, England" is supplied in the place of production element)

```
Address misspelled as "Heron Hill"
```
> (*Comment:* Correct spelling of address is "Herne Hill")

7B9.2.3. Uncertain place of production. Make a note providing justification for the conjectured place of production if it is not apparent from the rest of the description.

```
Though postmarked from Windsor, letter was probably written at
   Salinger's home in Cornish, New Hampshire, which is nearby
```

7B9.3. Date. Transcribe in a note the date as it appears on the manuscript when it differs from the date as given elsewhere in the description if considered important (see 4C).

```
"Accounts from 25 May 1738 to 31st Jany. 1738"
```
> (*Comment:* date is given in Old Style: modernized date is 25 May 1738 to 31 January 1739)

```
"Sunday morning"
```

```
"Friday 12:45 pm"
```

```
"14 germinal, XIII"
```
       (*Comment:* French revolutionary calendar, inaugural year 1792)

```
"May 1, Anno XV"
```
       (*Comment:* Italian Fascist calendar, inaugural year 1922)

7B9.3.1. Fictitious or incorrect date. If the date on the manuscript is known to be fictitious or incorrect, make a note explaining the fictitiousness or error and provide a transcription of the fictitious or incorrect date (see 4C2.4).

```
Misdated as "1856 Oct 12-13"
```
       (*Comment:* Correct year is 1865)

7B9.3.2 Inclusive or bulk dates. If a manuscript was created over a period of time, and inclusive and/or bulk dates are recorded in the date element, record the date(s) of each volume, part, etc., in a note, if applicable and if considered important.

7B9.3.3 Supplied date. Make a note providing the basis for a supplied date if considered important.

```
Watermark is dated 1826
```

```
Date taken from postmark
```

7B9.3.4 Manuscript copy of a printed work. If the date appearing on a manuscript reflects the publication or copyright date of a printed work of which the manuscript is a copy, make a note.

```
Date given is the date from this manuscript copy of the printed
   title page for "English Advice to the Freeholders of England,"
   printed in 1714
```

```
Manuscript copy in an unknown hand of Voltaire's Candide;
   evidently a copy of a published volume, with manuscript title
   page, date, running titles, and signatures (i.e., a–m¹² n¹⁰)
   transcribed from a printed copy of the work. Date in Roman
   numerals on title page reads "M. DCC. LXXI"
```

7B10. Physical description

7B10.1. General rule. Make a note on physical details that are not already included in the physical description area, including whether the material is damaged, fragile, or heavily restored if considered important.

```
Filing hole at top of leaf

Verso has offset of Philaster (1652), of which this is probably
   the first leaf

Typewritten on adding machine tape

Written in gold ink on a support covered in lead white

Written on mourning stationery

Folio in fours

Portion of the page has been burned away, evidently by a
   cigarette

Paper embossed with calligraphic letter "K"

Remnant of wax seal

Text heavily foxed
```

7B10.2. Original and/or previous physical condition. Make a note about the manuscript's original or previous condition if its current state differs if considered important.

```
Before conservation treatment in 2006, the two-sided fragments
   were pasted into the scrapbook, obscuring the verso sides

Formerly folded together and tied in the middle with red ribbon,
   in green marbled paper wrapper

Manuscript torn in half and rejoined
```

7B10.3. Multi-part manuscripts. Record the precise pagination and/or foliation if the manuscript is in more than one physical unit if considered important.

```
Volume 1: 131 pages; volume 2: 156 pages
```

7B10.4. Manuscripts that are partly or mostly blank. Make a note giving the extent details if the manuscript is being described as "mostly blank," "partly blank," etc. if considered important.

```
Leaves 27-83 blank

Blank leaves 1-7, 13, 19, 22-49
```
        (*Comment:* Manuscript has 49 leaves)

7B10.5. Anomalies in foliation or pagination. Record any anomalies in foliation or pagination if considered important.

> Volumes 1-10 foliated continuously 1-4772 (with a least 1 jump in foliation, from 4307-4388). Towards end of volume 10, foliated leaves 4567-4772 are also paginated (only on leaves with manuscript writing) 1 through 404, and apparently page 405 is lacking as volume 11 picks up with page 406. Volumes 11-12 paginated only

> Written on the rectos of 125 folios, about 20 of which are also written on the verso. Part First foliated 1-35; with 1 additional folio between 20 and 21 labeled 20A. Part Second foliated 1-87; with 1 additional folio between 39 and 40 labeled 39 1/2, and 1 additional folio between 84 and 85 labeled 84 1/2

7B10.6. Discrepancies in extent. If the number of physical units of the manuscript in hand differs from the number of units originally produced, record this information in a note if considered important.

> Originally a single volume, now bound as ten volumes after conservation treatment

7B10.7. Bibliographic signatures. Make a note giving details of the signatures of a manuscript if considered important. Give these signature details according to DCRM(B), 7B9. Preface this note with the word "Signatures" and a colon.

> Signatures: B-L^6

7B10.8. Illustrations. Give fuller details of the illustrations in a note if considered important.

> Illustrated with printed plates, photographic prints, and other illustrations mounted on paper

> Illustrated with wood engravings removed from publications, pencil sketches, and watercolors

7B10.9. Bindings or containers. Make a note to describe details of the binding of a bound manuscript or the container the manuscript is stored in if considered important.

> Bound in red 3/4 morocco with marbled endpapers and gilt on spine. The upper cover bears the initials S.G.L. in gilt. Each volume has a wax seal at the upper left of the front pastedown

> Bound in full dark brown morocco with silk damask doublures and inner gilt dentelles, by Rivière. In morocco slipcase

> Leather-covered wooden box lined with paper covered with shorthand notes

7B11. Accompanying material

Make a note for any accompanying material not recorded in the physical description area if considered important. Give the location of accompanying material if considered important.

```
Also includes 5 clippings, 3 photographs, and 1 map

Accompanied by: "Star guide" (1 sheet ; 12 x 36 cm); previously
   published separately in 1744

A letter by the author is tipped in at the beginning of volume 1
```

7B12. Location of other portions of the manuscript

Make a note about the location of other portions of a manuscript if considered important.

```
The play was originally written on 13 leaves (of which 10 are the
   present manuscript). One leaf (the last) is now in the William
   H. Koester Collection at the University of Texas, and two
   leaves (the fifth and eleventh) have been lost.--See Mabbott,
   1969, p. 246

The remaining fragments of the manuscript are at the University
   of Virginia and the New York Public Library

Fifty-eight leaves of the original manuscript survive in three
   collections: Pierpont Morgan Library. MS M.564; Germanisches
   Nationalmuseum Nürnberg (MS no. 27932); and the Stadtbibliothek
   Nürnberg (Fragment 1, folio 1-8)

Remaining extant pages of the manuscript were given in 1850 to
   the Advocates Library, Edinburgh. In 1925 this collection was
   transferred to the National Library of Scotland

Location of missing volumes unknown
```

7B13. Mechanical, photographic, or digital reproductions

7B13.1. Originals. If the manuscript consists wholly or partially of a mechanical, photographic, or digital reproduction made after the original manuscript was produced, make a note describing the original item, if known, not apparent from the rest of the description and considered important. If the originals are no longer extant, record this information if considered important.

```
Original in 3 volumes
```
   (*Comment:* Item being described is 1 microfilm reel)

```
Originals destroyed after filming
```

7B13.2. Location of originals/duplicates. Record the name of the individual or repository with custody of the originals or duplicate copies of the manuscript, if known and if considered important. Record other identifying information if considered important.

```
Rotograph copy of British Library Harley 1601, folios 1-56

Original held by the U.S. Land Office

Original located in: Vatican City, Biblioteca apostolica vaticana

Copy of letter from Locke to Nicholas Toinard, present location
    of original unknown
```

7B13.3. Additional physical format available. Make a note to record information about the additional (i.e., different) physical format(s) in which the item is available if considered important.

```
Also available on microfilm

Also available as a digital reproduction
```

7B14. Terms of access, use, and reproduction

7B14.1. Restrictions on access. When the material is not generally or immediately available to researchers, or when access and handling are restricted, make a note explaining the nature and extent of the restrictions.

```
Access limited. Permission of curator needed for use

Access by permission of donor

Restricted. Closed until November 15, 2057

Stored off-site. Advance notice required for use

Restricted. Use digital reproduction or facsimile. Original
    available by special permission only
```

Optionally, always note terms of access, even when access is unrestricted.

```
Material is open for research use

No restrictions on access
```

7B14.2. Limits on use and reproduction. When limits are placed on use or reproduction of the material, make a note explaining the nature and extent of the limits.

```
RESTRICTED: Literary rights are retained by the donor

May not be reproduced without the permission of the holder of the
   original

Permission of donor required in order to cite, quote, or
   reproduce

COPYRIGHT RESTRICTION: No part may be quoted for publication
   without permission of the director of the library
```

7B15. Preferred citation

Make a note providing the preferred citation for the manuscript, if considered important, and if not apparent from the rest of the description.

```
Cite as: Richard Le Gallienne, The Haunted Restaurant. General
   Collection, Beinecke Rare Book and Manuscript Library, Yale
   University

Preferred citation: Luzerne Bartholomew agreement to sell a
   grizzly bear to Charles C. Norton and B.W. Johnson, Albany, New
   York?, 1854 December 19

Cite as: Pietro Maria Passerini, De electione Pontificum (Robbins
   MS 164). The Robbins Collection, University of California,
   Berkeley, School of Law
```

7B16. References to published descriptions

7B16.1. Give references to published descriptions in bibliographies or other authoritative reference sources if these have been used to supply elements of the description if considered important. Prefer the form and punctuation conventions recommended by *Standard Citation Forms for Rare Materials Cataloging*. Begin the note with the word "References" and a colon.

```
References: Garrick, D. Letters of David Garrick, 1344

References: Scholes, R. Cornell Joyce collection, 63
```

7B16.2. Make other references to published descriptions if considered important. Such references may substantiate information provided by the cataloger or provide a more detailed description of the manuscript being cataloged.

> Described in Lawrence W. Levine, "William Shakespeare and the
> American People: A Study in Cultural Transformation," American
> Historical Review 89 (February 1984)

> Laetitia Yeandle contributed a number of Notes to Shakespeare
> quarterly concerning the Ward diaries including SQ 8 (1957):
> 460, 520, 526; SQ 11 (1960): 493-494

7B16.3. A general note may be made if a description of the manuscript being cataloged does not appear in a specific bibliographical reference source. Make such a note only if the manuscript fits the scope for that source and the source purports to be comprehensive for its scope. Preface the general note with the words "Not in" and a colon.

> Not in: Knapp, M.E. Checklist of verse by David Garrick

7B17. Contents

7B17.1. General rule. Make a note further describing the contents of a manuscript, either selectively or fully, if considered necessary to show the presence of material not described in the Scope and Content note (see 7B2) or elsewhere. It may also be used to describe more fully components of particular importance or to provide additional titles in a manuscript compendium.

> List in volume indicates that "Amy's cruelty" is not included in
> the collection, but it does appear on p. 41r, written
> lengthwise in two columns at left margin.

> Includes index

> Notes and pen trials on front flyleaf

7B17.2. Transcribe contents from the title page if they are presented there formally and have not been transcribed as part of the title and statement of responsibility area. If a formal statement of contents is not present on the title page, take contents from the head of the parts to which they refer, or, if this is not feasible, from any contents list, etc., that is present. For a manuscript in two or more volumes, transcribe the volume or part designations as found. In all of these cases, follow the word "Contents" with a colon and a parenthetical phrase indicating the source of the contents, e.g., "(from title page)," "(from chapter headings)," "(from caption titles)" if considered important.

> Contents: I. Dominion of the sea -- II. State of the colonies in
> North America -- III. Naval statutes

```
Contents: (from title page) I. The good housewife's coat of arms
    -- II. The spinning-wheels glory -- III. The tailor
    disappointed of his bride -- IV. The changeable world
```

7B18. "With" notes

7B18.1. If the description is limited to one part of a manuscript that is made up of two or more distinct intellectual units, all or some of which are described separately, make a note beginning "With" or "Bound with" followed by a colon. List the other intellectual units of the manuscript in the note, in the order in which they are found.

7B18.2. For each work listed, give at least the elements listed below:

a) name of the creator, when known; normally give this element first, usually in catalog-entry form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.)

b) the title for the work (devised or formal), including material type; long titles may be shortened

c) the date

```
Bound with: Dryden, John, The state of innocence : manuscript,
    circa 1677

Bound with: Jones, William, Sir, Selima, an Arabian eclogue :
    manuscript, 1700s
```

7B19. Related materials

Make a note naming related materials in the collecting repository or a different repository if considered important.

```
Related materials are held in the Ben Grauer Collection and the
    Pamphlets and Graphics components of the French Revolution
    Collection in the repository
```

7B20. Exhibition history

If considered important, record where and when the material has been exhibited.

```
Exhibited: Fooles and Fricassees: Food in Shakespeare's England,
    Folger Shakespeare Library, Washington, D.C., September 10-
    December 30, 1999
```

8. STANDARD NUMBER AND TERMS OF AVAILABILITY AREA

No general use of this area is made for manuscripts.

APPENDIX A. MARC 21 DESCRIPTIVE CONVENTIONS CODE

A1. Introduction

In MARC 21 bibliographic records, a code may be used in field 040, subfield $e, to indicate when specific cataloging conventions have been followed in addition to the conventions identified in the descriptive cataloging form (Leader/18). This appendix offers guidance in using "dcrmmss," the code designating DCRM(MSS), in 040 subfield $e.

A2. Full-level DCRM(MSS)

Apply the code "dcrmmss" to records for resources cataloged at full level (i.e., the normative application of these rules). The fact that such records follow the full-level provisions of DCRM(MSS) is indicated in the encoding level (Leader/17) by the blank value for PCC/BIBCO participants and the value of "I" for other agencies, and the code "dcrmmss" in 040 subfield $e.

A3. Minimal-level DCRM(MSS)

Apply the code "dcrmmss" to records for resources cataloged according to the minimal-level guidelines found in Appendix D. The fact that such records follow the minimal-level provisions of DCRM(MSS) is indicated by the value 7 assigned in the encoding level (Leader/17) and the code "dcrmmss" in 040 subfield $e.

A4. Microforms and digital reproductions of manuscripts

Apply the code "dcrmmss" to records for microforms and digital reproductions of manuscripts if the descriptive portion of the record conforms to DCRM(MSS) (full or minimal level). If, however, DCRM(MSS) (full or minimal level) is not used in all aspects (e.g., if the extent of the manuscript is not recorded in the physical description area), do not use the code "dcrmmss."

A5. Other formats

Do not apply the code "dcrmmss" to records for materials such as graphics or manuscript serials, cartographic materials, and music, even though they may

have been cataloged according to an adapted, "DCRM(MSS)-like" standard.[19] Do, however, apply the code "dcrmmss" to individual and special issues of manuscript serials cataloged separately according to the provisions of Appendix H in DCRM(B).

A6. Earlier or alternative codes

If an existing record contains an earlier or alternative code in 040 subfield $e, such as "appm" (*Archives, Personal Papers and Manuscripts*) or "dacs" (*Describing Archives: A Content Standard*) and the description is being revised to DCRM(MSS) standards, delete the existing code and add the "dcrmmss" code.

---

[19] Use a DCRM component manual for the format being described, if one exists.

APPENDIX B. COLLECTION-LEVEL RECORDS

No general use of this appendix is made for individual manuscripts. For collection-level descriptions of manuscripts, see DACS (*Describing Archives: A Content Standard*).

APPENDIX C. CAPITALIZATION

C1. Introduction

DCRM(MSS) follows the rules for capitalization found in AACR2, Appendix A. For convenience, many of the general rules for capitalization in that appendix are summarized here. Unless otherwise instructed, capitalize according to the rules for the language involved. For rules on the capitalization of names of persons, corporate bodies, and places, and for rules that apply only to specific languages, consult AACR2, Appendix A.

C2. Title and statement of responsibility area

C2.1. General rule

Capitalize the first word of a title.

```
Diary of John Ward

Sketches from the uncivilized races of men
```

C2.2. Formal titles within another title

Capitalize the first word of a formal title within another title.

```
Textual notes on A midsummer night's dream
```

C2.3. Grammatically separable titles of supplements and sections

If the title proper of a resource that is supplementary to, or a section of, another resource consists of two or more grammatically separable parts, capitalize the first word of the title of the second and subsequent parts.

```
The Bible of Amiens. Chapter III. The lion tamer
```

C2.4. Physical, creative, and intellectual status of the manuscript

Do not capitalize the word or phrase indicating the physical, creative, and intellectual status of the manuscript.

```
manuscript copy
```

C2.5. Other title information

Do not capitalize words except as instructed in the rules for the language involved.

```
: a romance

: being a ghost story of Christmas
```

C2.6. Statement of responsibility

Capitalize as instructed in the rules for the language involved all personal and corporate names; titles of nobility; terms of address, honor, or distinction; and initials of societies, etc., accompanying personal names. In general, do not capitalize other words.

```
/ prepared by William Fletcher

/ by his daughter

/ written by Mrs. E.P.

/ by Lord Charles A.F. Wellesley
```

C3. Place and date of production area

Capitalize the names of places of production as instructed in the rules for the language of the cataloging agency. Even if the place of production is not a proper name, capitalize the first word of this element.

```
Venice, Italy

Wall Street, New York

The Hague

At sea

Place of production not identified
```

Do not capitalize the first word of date elements in the production area.

```
, between 1618 and 1648

, circa 1849
```

C4. Physical description area

Capitalize as instructed in the rules for the language of the cataloging agency. Do not capitalize other words, including those appearing first in the elements in this area.

```
1 volume (approximately 400 pages)

: parchment
```

C5. Note area

Capitalize the first word of each note. If a note consists of more than one sentence, capitalize the first word of each subsequent sentence. See C2.1–C2.3 for the capitalization of titles.

APPENDIX D. MINIMAL-LEVEL RECORDS

D1. Introduction

The elements of description provided in DCRM(MSS) constitute a full set of information for describing individual manuscripts. This appendix sets out a less than full level of description containing those elements recommended as a minimum for effective description of these manuscripts.

Libraries and archives may turn to minimal-level description for individual manuscripts to provide some item-level access with the least amount of time and effort possible. These guidelines are provided in response to that need.

D2. Application

Catalogers and archivists may apply the minimal-level standard to any manuscripts described using DCRM(MSS). DCRM(MSS) minimal-level records are especially appropriate when extended description is undesirable or unfeasible but some item-level description is warranted by collection management needs, security concerns, or to facilitate access to the individual item.

D3. Elements of the description

D3.1. The required elements of a minimal-level record are:

‣ title

‣ date

‣ extent

D3.2. *Optionally*, add any additional elements in accordance with institutional policy. In particular, consider adding one or more of the following, each of which can significantly enhance the value of minimal-level DCRM(MSS) records for identifying rare materials:

‣ creator (if known)

‣ scope and content (7B2)

‣ language of the material (7B8)

‣ access restrictions (7B14.1)

‣ use restrictions (7B14.2)

D3.3. Minimal-level description policies often eliminate or simplify additional areas of the description not covered in DCRM(MSS) such as subject headings, classification, or other access points. Users of DCRM(MSS) may also wish to streamline these areas according to local needs.

APPENDIX E. VARIATIONS REQUIRING A NEW RECORD

No general use of this appendix is made for manuscripts.

APPENDIX F. TITLE ACCESS POINTS

F1. Introduction

Title access plays an important role in enabling users to identify and locate special collections materials. While some title access will be handled by controlled forms, this appendix lists specific situations, commonly encountered by rare materials catalogers, in which the provision of uncontrolled title access points is likely to be useful.

This appendix is not intended as an exhaustive list of all instances in which uncontrolled title access points may be made. Use judgment in determining which forms of access will be most useful for the item in hand. In general, do not include access points that duplicate normalized forms of existing title access points (e.g., the title proper, a uniform title, etc.). Take the indexing capabilities of the institution's local system into consideration when determining whether additional access points are needed.

F2. Rules relevant to the provision of title access points

The list is presented in DCRM(MSS) rule number order. Title access points considered optional are labeled as such.

0F2.2. Title proper in nonroman script

If nonroman text has been transcribed within the first five words of the title proper, provide additional title access for a romanized version of the title proper using the *ALA-LC Romanization Tables*.

```
Transcription:

平家 物語

Additional title access:

Heike monogatari
```

0G3.7. Title proper containing characters as substitutes for letters (Optional)

If a title proper contains hyphens or other characters as substitutes for letters, and the meaning of the characters is known, provide additional access to the decoded form of the title.

> *Source:*
> The Manager. An Epistle From G___k at London. To Q__n at Bath
>
> *Transcription:*
> The manager : an epistle from G-k at London to Q-n at Bath
>
> *Additional title access (decoded form of title):*
> Manager, an epistle from Garrick at London to Quin at Bath

0G4.2. Title proper with inserted spacing

If any spacing has been inserted in the transcription of the first five words of the title proper, provide additional title access for the form of title with the words closed up.

> *Source:*
> Contes demamere l oye
>
> *Transcription:*
> Contes de ma mere l Oye
>
> *Additional title access:*
> Contes demamere l Oye

0G4.3. Variant spellings involving spacing

If any variant or archaic spacing has been transcribed in the first five words of the title proper, provide additional title access for the form of title with modern spacing.

> *Source:*
> Newhampshire & Vermont ALMANAC
>
> *Transcription:*
> Newhampshire & Vermont almanac
>
> *Additional title access:*
> New Hampshire & Vermont almanac

0G4.4. Title proper with initials, etc. (Optional)

If the title proper contains initials, initialisms, or acronyms with internal spaces, provide additional title access for the title with the spaces closed up. Conversely,

if the title proper contains initials, initialisms, or acronyms without internal spaces, provide title access for the title with the spaces inserted.

0G6.4. Title proper with an interpolated blank

If a blank space intended to be filled in has been transcribed within the first five words of the title proper as the word "blank" enclosed in square brackets, provide additional title access for the form of title proper without the interpolated blank.

> *Transcription:*
> ```
> This certifies that [blank] by a contribution of [blank] is a
>    member for life of the American Tract Society
> ```
>
> *Additional title access:*
> ```
> This certifies that by a contribution of is a member for life of
>    the American Tract Society
> ```

0G7. Title proper with corrected misspellings, variant spellings, archaic spellings, etc.

If any of the first five words in the title proper contains a misspelling, variant spelling, archaic spelling, etc., provide additional title access for the corrected or modernized form of title proper.

> *Source:*
> ```
> The notted history of Mother Grim
> ```
>
> *Transcription:*
> ```
> The notted [i.e., noted] history of Mother Grim
> ```
>
> *Additional title access (without interpolation):*
> ```
> Notted history of Mother Grim
> ```
>
> *Additional title access (with correct spelling):*
> ```
> Noted history of Mother Grim
> ```
>
> *Source:*
> ```
> Traicte de la philosophie naturelle
> ```
>
> *Additional access point (with modernized spelling):*
> ```
> Traité de la philosophie naturelle
> ```
>
> *Source:*
> ```
> Marie Glovers late woefull case
> ```

Additional access point (with normalized punctuation and modernized spelling):
```
Marie Glover's late woeful case
```

0G8.2. Title proper with special marks of contraction (Optional)

If the title proper contains a cataloger's expansions of special marks of contraction, provide additional title access for the title as it appears in the manuscript, ignoring the marks of contraction. In addition, provide title access for the transcribed form of the title proper, but without the square brackets.

Transcription:
```
Noticias particulares del nacim[ien]to, patria, empleo, pribanza
    y muerte de D[o]n Rodrigo Calderon ...
```

Additional title access (without expansion):
```
Noticias particulares del nacimto, patria, empleo, pribanza y
    muerte de Dn Rodrigo Calderon
```

Additional title access (without square brackets):
```
Noticias particulares del nacimiento, patria, empleo, pribanza y
    muerte de Don Rodrigo Calderon
```

1B6. When using a devised title instead of the byname; provide additional title access for manuscript byname.

Devised title:
```
Telegram from Arthur Zimmermann, German foreign minister, to
    Venustiano Carranza, president of Mexico, 1917 January 19
```

Additional title access:
```
Zimmermann telegram
```

1C1.2.1.2. Illegible, inaccurate, misleading, partly legible or struck out formal titles (Optional)

In cases where a devised title is substituted for an illegible, inaccurate, misleading, partially legible, or struck out formal title, provide additional title access for the title as it appears on the manuscript.

Source:
```
Kipling, the end
        (Comment: Spine title)
```

Devised title:
```
Kipling scrapbook
```

Additional title access:
`Kipling, the end`

1C2.1. Title proper with transposed elements (Optional)

If an element appearing before the title proper has been transposed, provide additional title access for the element or for the title inclusive of the preceding element. If the preceding element has not been transposed, so that the title proper includes it, provide additional title access for the title without the preceding element.

1C2.2. Title proper inclusive of an alternative title (Optional)

Provide additional title access for an alternative title.

1C2.3.1. Title proper with supplementary or section title (Optional)

Provide additional title access for a title that is supplementary to, or a section of, another work when both titles, whether or not grammatically separable, are recorded together as the title proper. If the supplement or section title is a title such as "Supplement" or "Chapter one," however, and so is indistinctive and dependent for its meaning on the main title, generally do not provide additional access.

Title proper:
`The Bible of Amiens. Chapter III. The lion tamer`

Additional title access:
`Lion tamer`

1E13. Phrases about notes, appendixes, etc. (Optional)

Provide additional title access for phrases concerning notes, appendixes, etc., if the phrase is distinctive and the additional access seems useful.

1F1-1F4. Titles of additional works (Optional)

For other than supplementary matter, provide access for the titles of additional works named on a title page without a collective title. Also, selectively provide access for titles of additional works found in such a manuscript, although not named on the title page.

7B4.7. Title variants and other titles (Optional)

Provide additional access for any titles not chosen as the formal title, such as titles from covers, added title pages, colophons, captions, running titles, or spines.

7B11. Titles of accompanying material (Optional)

Provide additional access for any separate title on accompanying material deemed useful.

Appendix G. Selected Resources for Reading Early Modern Handwriting

Brigham Young University script tutorials. Offers language-specific paleography tutorials including English, German, Dutch, Italian, French, Spanish, and Portuguese. https://script.byu.edu/Pages/choices.aspx

Eric Camille Voirin: Cours de paléographie - Archive du cours d'Arisitum. Archive of an extensive course in French Early Modern handwriting with examples and accompanying transcriptions (resource in French). http://perso.wanadoo.fr/eric-camille.voirin/paleo/

The National Archives Palaeography: Reading Old Handwriting 1500-1800, a practical online tutorial. http://www.nationalarchives.gov.uk/palaeography/

Postles, David. Medieval and early modern paleography online seminar series. http://paleo.anglo-norman.org/empfram.html

Scottish Archive Network, Online tuition in the palaeography of Scottish documents, 1500-1750. http://www.scottishhandwriting.com/

Sütterlinschrift Lesen / Frakturschrift Lesen (resource in German). http://www.suetterlinschrift.de/Lese/Inhalt.htm

Theleme: Techniques pour l'Historien en Ligne. Maintained by the École Nationale des Chartes. Includes some documents as late as the 18th century; features rollover transcriptions; includes a guide to French manuscript abbreviations. http://theleme.enc.sorbonne.fr/dossiers/index.php

University of Cambridge, English handwriting, 1500-1700: an online course. Includes transcription exercises of various eras and levels of difficulty. Users make their own transcriptions that they can compare to a model transcription: http://scriptorium.english.cam.ac.uk/handwriting/

GLOSSARY

This glossary is intended to explain terms that need to be understood in order to apply DCRM(MSS). See also the glossaries in DACS; DCRM(B); AACR2, Appendix D; and RDA.

Access point. A name, term, keyword, phrase, or code that may be used to search, identify, and locate a descriptive record. See also **Heading.**

Accompanying material. Material that is a physically distinct component, typically in a different form, of the **item** being described, and intended to be used with that item.

Alternative title. The second part of a **title proper** that consists of two parts, each of which is a title; the parts are joined by the word "or" or its equivalent in another language, e.g., "The tempest, or, The enchanted island."

Archival collection. An organic accumulation of items created, received, and/or used by a person, family, or **corporate body** in the natural course of conducting their affairs. It may also be an artificial collection, intentionally acquired and assembled by an archival repository, individual, or other institution that does not share a common provenance or origin but that reflects some common characteristic, e.g., a particular subject, theme, or form.

Archival description. A set of data that represents a **collection** or other unit of archival material, and that serves to identify, manage, and describe its origin, content, arrangement, and context, as well as its relationship to the entity that generated or accumulated it. See also **Bibliographic description.**

Attribution. The process of suggesting the nature or identity of some feature not explicit in the object described, especially authorship. The ascribing of a **work** to a particular **creator**.

Autograph. A **document** written in the **creator's hand**; a holograph. Alternatively, an individual's handwritten signature.

Bibliographic record. A set of data recording and identifying a manuscript in a library context (i.e., a description that details the formal **elements** of the materials, such as **creator**, **title**, dates, extent, and contents, regardless of whether the **manifestation** is a book, a photograph, a manuscript, a

collection, etc.), to facilitate the identification, management, and understanding of the **work**. See also **Archival description.**

Bifolium. A sheet (usually **parchment** or paper) folded in half to produce a pair of conjugate leaves (see also **Leaf**).

Born-digital. Originating in electronic format; a term applied to image, text, or other computer-created content that has no prior analog **manifestation.**

Bound manuscript. Form composed of collected sheets of writing materials (usually paper) typically folded and gathered either by being sewn together or adhered to each other and usually provided with a protective cover, such as a book (i.e., a codex).

Bulk dates. The earliest and latest dates of the **documents** that constitute the largest part of the manuscripts being described. See also **Inclusive dates**.

Byname. The familiar name or nickname by which a particular manuscript is commonly known as a physical object, as distinct from the **work** whose text it contains; e.g., the manuscript containing the work *Histoire naturelle des Indes* (Pierpont Morgan Library, MA 3900) is better known by the byname the Drake Manuscript.

Caption. A title usually given at the beginning of the first page of a text; also refers to title information appearing at the beginning of chapters or sections of a manuscript.

Chief title. The distinguishing word or sequence of words that names a manuscript. This definition excludes **alternative titles**, **other title information**, and subsidiary title information preceding the chief title. See also **Title proper**. For manuscripts, the concept of chief title applies only to **formal titles**.

Chronogram. A phrase, sentence, or other text in which the numeric values of certain letters (usually distinguished visually) express a date when added together.

Collection. 1. A group of materials with some unifying characteristic. 2. Materials assembled by a person, organization, or repository from a variety of sources. 3. The holdings of a repository.

Collector. The person, family, or **corporate body** that assembled a **collection**.

Colophon. A statement, usually found at the end of a manuscript (typically a codex from the **scriptorium era**), though it may appear instead at the beginning, that provides information regarding the date, place, agency, or reason for production of the manuscript. The colophon may be separate from or part of a closing rubric.

Common name. See **Byname**.

Container. Housing for an item, or **group** of items, or a part of any item, that is readily physically separable from the **manuscript** housed within. See also **Housing**.

Copy. A text, graphic, or other cultural object that is nearly identical to another one; a facsimile; a reproduction; or a duplicate made from an original. It should be noted that a copy can vary significantly in its fidelity to the original. In some instances, it may be sufficient for a copy to capture only the intellectual content of the original without regard to formatting.

Corporate body. An organization or association of persons that is identified by a particular name and that acts, or may act, as an entity. Examples include institutions, business firms, governments, government agencies, and religious bodies. Certain objects containing groups of persons that act as an entity, such as ships, spacecraft, and named buildings, are also treated as corporate bodies in descriptive cataloging.

Creator. The individual, family, or **corporate body** responsible for a manuscript **item's** intellectual or artistic content. The creator of a manuscript is usually but not necessarily the author. If a text is created by individual A and later copied out verbatim by individual B, individual A is considered the creator, being the entity responsible for the manuscript's intellectual content.

Custodial history. The succession of corporate bodies, families, or individuals who held materials from the moment they were created until the present. This history may provide details of changes of ownership or custody that are significant in terms of authority, integrity, and interpretation. See also **Provenance**.

Description. The creation of an accurate representation of a unit of archival material by the process of capturing, collating, analyzing, and organizing information that serves to identify archival material and explain the context and records system(s) that produced it. See also **Archival description**, **Bibliographic description.**

Devised title. A title provided by the cataloger or archivist when there is no **formal title** for the **item** being described, or where the formal title is illegible, incomplete, misleading or inadequate.

Docket title. A title written, typed, or printed on a **document**, or on a label affixed to the document, briefly indicating its contents or subject. Usually found perpendicular to the main text, on an otherwise blank page (e.g., the verso of the last leaf), on a document designed to be folded for filing.

Document. Recorded information irrespective of medium. Often used to designate a written or printed **work** of a legal or official nature, such as a will, a marriage certificate, or the like. See also **Record**.

Draft. A working manuscript or typescript written or produced during the composition of a **work**. See also **Version**.

Edition. All copies resulting from a single job of typographical composition.

Element. A word, phrase, or group of characters representing a distinct unit of information that forms part of an area of formal description. The **title** element and the place of production element are examples of elements in a description of a manuscript.

Finding aid. A description of records that gives the repository physical and intellectual control over the materials and that assists users to gain access to and understand the materials. Also known as calendars, guides, inventories, registers, container lists, etc.

Foliation. The numbering of leaves in a manuscript or printed **work**. The leaf bears a single reference number with recto and verso specified, for example, "27v" and "27r" indicating both sides of a leaf 27. See also **Pagination.**

Form. 1. The physical (e.g., watercolor, drawing) or intellectual (e.g., diary, journal, daybook, minute book) characteristics of a **document**. 2. A printed document with clearly defined areas left blank that are to be completed later.

3. The materials and structure of an **item**; format. 4. The overall appearance, configuration, or shape, independent of its intellectual content. 5. A style or convention for expressing ideas in a literary **work** or **document**; documentary form, including extrinsic and intrinsic elements.

Formal title. The title of a **work** as assigned at the point of creation or production, or historically associated with the work, typically appearing on a manuscript's title page, **colophon**, or **caption** but occasionally appearing elsewhere in the manuscript or in reference sources. See also **Devised title**.

Gathering. One or more pairs of leaves—made up of a folded sheet, a fraction of a sheet, or several folded sheets tucked one inside another—that together form a distinct unit for binding purposes. See also **Signature**.

Graphic material. Generally, a two-dimensional pictorial representation.

Hand. Also known as handwriting, any kind of writing on a **document** entered or inscribed by hand, as opposed to stamped or printed text. Not to be confused with **Script**.

Heading. A standardized name, word, or phrase that serves as an access point. See also **Access point**.

Holograph. See **Autograph**.

Housing. The container or outer covering for a manuscript, such as a folder or cloth case. Often used to refer specifically to a covering added by the repository to protect the manuscript from wear. See also **Container**.

Illustration. A pictorial, diagrammatic, or other graphic representation occurring within a publication. Does not include minor decorative elements such as vignettes, head- and tail-pieces, historiated initials, and printers' ornaments.

Immediate source of acquisition. The person or **corporate body** from whom the manuscript being described was acquired through donation, purchase, transfer, etc.

Inclusive dates. The earliest and latest dates of the materials being described, or of the activity in question as they relate to the materials being described. See also **Bulk dates**.

Item. A single exemplar or instance of a **manifestation**.

Leaf. See also **Page**. One of the individual units or folios making up a **bifolium** or **gathering**. A leaf possesses a front and a back, often described as "recto" and "verso," and may contain writing or decoration on one or both sides, or neither. As a term of codicological description, it is referred to as a leaf, regardless of whether it is foliated or paginated. As a term of bibliographical reference, it is referred to as a folio if it has been foliated (i.e., the leaf bears a single reference number with **recto** and **verso** specified, for example, "27v" and "27r" indicating both sides of a leaf 27), or as a page if each of its sides is referred to with its own sequential number (i.e., "page 27" and "page 28" indicating the paginated sides of a single leaf).

Majuscule. A large, or capital letter (usually referred to as an upper-case letter in printing or typography), as opposed to a small (i.e., lower-case) letter, or **minuscule**.

Manifestation. The physical embodiment of an expression of a **work**; e.g., a particular printed edition of a German translation of Tennyson's "Idylls of the King" is a manifestation of that expression of the work.

Manuscript. An unpublished **document**, either hand- or type-written.

Mark of omission. Three periods in a row (i.e., an ellipsis) indicating the omission of one or more words in a sentence, which would be needed to complete the grammatical construction or to fully express the sense.

Membrane. A single sheet of **parchment**.

Minuscule. A small letter (usually referred to as a lower-case letter in printing or typography), as opposed to a capital (i.e., upper-case) letter, or **majuscule**.

Multilevel description. 1. The preparation of descriptions that are related to one another in a part-to-whole relationship and that need complete identification of both the parts and the comprehensive whole in multiple descriptive records. 2. A finding aid or other access tool that consists of separate, interrelated descriptions of the whole and its parts, reflecting the hierarchy of the materials being described.

Nickname. See **Byname**.

Other title information. Information that appears in conjunction with, and is subordinate to, the title proper of a manuscript.

Page. One side of a leaf of paper or **parchment** in a manuscript or printed **work**. See also **Leaf**.

Pagination. The numbering sequence(s) applied to the pages of a manuscript or printed **work**. See also **Foliation.**

Parchment. A piece of animal skin, especially from a sheep or goat, dressed and prepared as a surface for writing or material for binding.

Petition. A formal written request or supplication appealing to an individual or group in authority for some favor, right, or mercy, or in respect of a particular cause.

Praeses. Generally found in the context of academic theses or dissertations, the professor who chairs a public disputation or thesis or dissertation defense (see also **Respondent**).

Proof. A set of preliminary printed sheets of a **work**, produced for checking purposes. This printing facilitates copy-editing and the resulting corrections and changes, leading sometimes to the production of further proof-sheets, before the final printing of the edition. Proof copy may take the form of long continuous strips or sheets, known as galley proofs, or else the form of conventional-sized separate pages, known as page proofs.

Provenance. Generally, the history of successive custody of a particular **item** or **collection**. Within the context of archival description, the relationships between records and the organizations or individuals that created, assembled, accumulated, and/or maintained and used them in the conduct of personal or corporate activity.

Published. Offered for sale or issued publicly by a **creator** or issuing body.

Record. 1. A **document** in any form or medium, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs. 2. A written or printed **work** of a legal or official nature that may be used as evidence or proof; a **document**. 3. Data or information that has been fixed on some medium; that has content, context, and structure; and that is used as an extension of human memory or to demonstrate

accountability. 4. Data or information in a fixed form that is created or received in the course of individual or institutional activity and set aside (preserved) as evidence of that activity for future reference. 5. An entry describing a **work** in a catalog; a catalog record.

Recto. The side of a sheet intended to be read first.

Reference sources. Any source, published or unpublished, from which authoritative information may be obtained, including reference works, catalogs and inventories, authority files, dealer descriptions, etc.

Respondent. A candidate for a degree who, in an academic disputation, defends or opposes a thesis proposed by the **praeses**; also called the "defendant." See also **Praeses**.

Script. A type of writing **hand**; not the same as a writing system or a handwriting style (such as cursive or block letters). Gothic, Secretary, Carolingian miniscule, and Sütterlin are examples of scripts. See also **Writing system**.

Secondary support. The material to which the **writing support** is attached, or on which it is mounted.

Semi-diplomatic transcription. A transcription that maintains original spelling, punctuation, capitalization, lineation, and indentation. Abbreviations are expanded with the supplied letters noted.

Signature. 1. A letter, numeral, symbol, or a group of such characters, printed at the foot of the rectos of the first few leaves of an intended gathering for the purpose of aiding binders in correctly assembling the sections. See also **Gathering**. 2. Handwritten **autograph**, which may or may not be the **creator's** autograph.

Statement of responsibility. A statement of authorship, editorship, etc. which appears on the title page, **colophon**, or **caption** of the manuscript.

Supplied title. See **Devised title**.

Support. See **Writing support** or **Secondary support**.

Title. A word, phrase, character, or group of characters that names the manuscript being described. See also **Alternative title**, **Other title information**, and **Title proper.**

Title proper. The **chief title** of a manuscript, together with any grammatically inseparable information preceding the chief title and any **alternative title**. This definition excludes any other title information following the chief title. For manuscripts, the concept of title proper applies only to **formal titles**.

Unpublished. Not offered for sale or public distribution by a **creator** or issuing body.

Variant title. A title associated with a manuscript that differs from a title recorded as the title proper, or other title information.

Vellum. See **Parchment**.

Version. A particular state or **form** of a text or **work** that may be distinguished as a separate, complete entity. See also **Draft**.

Verso. The side of a sheet intended to be read second.

Virgule. In Gothic **script**, a pause mark (/) which may correspond to a comma, period, or other punctuation.

Work. A distinct intellectual or artistic creation (i.e., the intellectual or artistic content).

Writing support. Material (usually paper or **parchment**) used to receive writing.

Writing system. A set of visible or tactile signs used to represent units of language in a systematic way, e.g., Cyrillic, Chinese, Hebrew, Braille.

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