

**CONFERENCE DRAFT 20030324**  
**DESCRIPTIVE CATALOGING OF RARE BOOKS**  
***When to Create a New Record***

*This statement grows out of deliberations of the Bibliographic Standards Committee of the Rare Books and Manuscripts Section of the Association of College and Research Libraries and the work of a special conference on DCRM hosted by the Beinecke Library at Yale University, March 10-13, 2003.*

**0B. The basic description**

**0B1. When to create a new record.** Before beginning the description, first determine whether the item matches an existing bibliographic record (either in the local catalog or in a shared cataloging database) or requires the creation of a new bibliographic record.

In making this decision, bear in mind the following:

- When differences between manifestations are identified in any part of the record, evaluate all parts of the record before making a decision.
- Not all differences are of equal importance and no difference should be treated in isolation. Consider all aspects of the items or records being compared, as well as relevant reference sources.
- In comparing a bibliographic resource to an existing bibliographic description, try to ascertain that the comparison is based on the same issue/part/iteration and the same prescribed source as was used in constructing the existing description.
- Consider any differences or changes in the choice or form of access points separately from any differences or changes in the elements of the description. Differences or changes in the choice or form of access points are significant only when they derive from the underlying facts, but *not* when they are based solely on revisions to the rules governing the choice and form of entry.

Separate bibliographic records are normally made for distinct publication units, which are referred to in AACR as “editions” and in bibliographic scholarship as “issues.”

As a default approach, consider that a new record is required whenever:

- there is an explicit indication of changes of content (including corrections) — e.g. a statement of responsibility or an edition statement has been added, deleted or changed; there is a significant difference in the statement of extent and/or in the bibliographic format.
- the item represents a new publication unit (e.g. the type has been reset; an original title page has been cancelled and replaced; an original imprint has been covered with a new label; original sheets have been issued in a new publisher’s binding or wrapper bearing more recent data than that provided on the original title page, or with a new series title page)

In general, do not consider differences relating solely to impressions, states, binding variants, or copies as an indication that a new record is required. Examples of differences that do not in themselves generally signal the need for a new record in the absence of other differences include:

- a difference in a statement of printing (e.g. fifth printing)
- a difference in the printer or other manufacturer
- a difference in printing or copyright date when there is also a publication date
- a difference in publisher's binding or wrapper that does not provide evidence of a discrete publishing unit (e.g. a change of color in publisher's cloth)
- a difference relating to inserted publisher's advertisements and catalogs (unless they are integral to the publication)
- the addition, deletion or change of an ISBN

These default guidelines result in a single record being used to represent multiple impressions, states, and binding variants relating to a single edition. This record may include in local notes information that does not apply to all copies of the edition, whether the information applies to an impression, a state, a binding variant or an individual item.

*However*, this default approach is not prescriptive and indeed may not be desirable in every situation. Institutions may sometimes want to create separate records for different impressions or for other bibliographic variants. Some may want to create separate records for each individual copy. Numerous factors will influence such decisions, including:

- the comprehensiveness of an institution's collections
- the perceived needs of the users of these collections
- whether and how the item in hand has been described in a standard bibliography
- whether the item in hand can be compared to other copies
- the desire for consistency with other records in the institution's catalog
- the quality of the records available for use in copy cataloging
- the structure of any shared database to which an institution contributes its records
- the nature of an institution's policies, priorities, and staffing levels

Within the following rules, alternatives are provided that allow a cataloger to create separate records for individual impressions, states, binding variants, or copies. Once this decision has been made, consistently apply these alternative rules in all areas of the record.

When creating separate bibliographic records using these alternative rules, record information that applies to all copies within that scope in the appropriate area of the record; give information that does not apply to all copies within that scope (e.g., to a single copy when the record describes an impression) in local notes.

**0B2. [current DCRB rule 0B1 which lists required elements]**

**0B3. [current DCRB rule 0B2 on dealing with imperfections]**