

**To:** ALA/ALCTS/CCS Committee on Cataloging: Description and Access  
**From:** Kathy Glennan, ALA Representative to the Joint Steering Committee  
**Subject:** Using the mark of omission in preferred titles (RDA 6.2)

### **Background:**

For description, RDA contains specific instructions about embedded numbering in titles (RDA 2.3.1.4, Exceptions, Date, name, number, etc., that varies from issue to issue; and RDA 2.12.2.3, Exception). In both cases, numbering that varies from issue to issue or part to part is omitted from the transcription of the title, and the mark of omission is prescribed instead.

However, for access, the instructions on determining the preferred title in RDA 6.2 lack similar guidance. The proposal below adds a new section at the end of RDA 6.2 which parallels the Chapter 2 treatment of such titles. The proposal also provides an updated instruction reference in RDA 6.2.1.3 to accommodate the new sub-instruction.

### **Proposal:**

*marked-up copy*

## **6.2 Title of the Work**

### **CORE ELEMENT**

*Preferred title for the work is a core element. Variant titles for the work are optional.*

### **6.2.1 Basic Instructions on Recording Titles of Works**

#### **6.2.1.1 Scope**

A [title of the work](#) is a word, character, or group of words and/or characters by which a work is known.

When identifying works, there are two categories of titles:

- a) preferred title for the work (see [6.2.2](#))
- b) variant title for the work (see [6.2.3](#)).

#### **6.2.1.2 Sources of Information**

Take the title or titles of the work from any source.

For additional guidance on sources of information for the preferred title for the work, see [6.2.2.2](#).

#### **6.2.1.3 General Guidelines on Recording Titles of Works**

When recording a title of a work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, ~~and~~ abbreviations, and

varying words at [6.2.1.4–6.2.1.910](#). When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

### 6.2.1.10 Varying Words in Titles of Works Issued as Multipart Monographs or as Serials

If:

the work is issued as a multipart monograph or a serial

and

the title of the work includes a date, name, number, etc., that varies from issue to issue or part to part

then:

omit the date, name, number, etc., when recording the title of the work. Use a mark of omission (...) to indicate such an omission.

#### **EXAMPLE**

Publication ... of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

Source of information reads: Publication twenty-five of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

... annual report

Source of information reads: 2011 Annual Report

The annual report of Governor ...

Source of information reads: The annual report of Governor Rhodes. The name of the governor changes with each specific term of office

*clean copy*

## 6.2 Title of the Work

### CORE ELEMENT

*Preferred title for the work is a core element. Variant titles for the work are optional.*

### 6.2.1 Basic Instructions on Recording Titles of Works

#### 6.2.1.1 Scope

A [title of the work](#) is a word, character, or group of words and/or characters by which a work is known.

When identifying works, there are two categories of titles:

- a) preferred title for the work (see [6.2.2](#))
- b) variant title for the work (see [6.2.3](#)).

### 6.2.1.2 Sources of Information

Take the title or titles of the work from any source.

For additional guidance on sources of information for the preferred title for the work, see [6.2.2.2](#).

### 6.2.1.3 General Guidelines on Recording Titles of Works

When recording a title of a work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, abbreviations, and varying words at [6.2.1.4–6.2.1.10](#). When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

### 6.2.1.10 Varying Words in Titles of Works Issued as Multipart Monographs or as Serials

*If:*

the work is issued as a multipart monograph or a serial

*and*

the title of the work includes a date, name, number, etc., that varies from issue to issue or part to part

*then:*

omit the date, name, number, etc., when recording the title of the work. Use a mark of omission (...) to indicate such an omission.

#### **EXAMPLE**

Publication ... of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

**Source of information reads:** Publication twenty-five of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

... annual report

**Source of information reads:** 2011 Annual Report

The annual report of Governor ...

**Source of information reads:** The annual report of Governor Rhodes. The name of the governor changes with each specific term of office