

1. TITLE, STATEMENT OF RESPONSIBILITY, AND DATE AREA

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1A. Preliminary rule

1A1. Prescribed punctuation

This section describes prescribed punctuation for an ISBD catalog record. For an ISAD(G) description of an item in an archival finding aid, or in a document in another format, apply the punctuation appropriate to that format.

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

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the date by a comma.

1A2. Required elements

A title and date are required elements and must be supplied if they do not appear on the manuscript or other sources. A statement of responsibility must be recorded only when it appears on the manuscript. If a statement of responsibility does not appear on the manuscript, record the creator's name in the title statement if it is a work for which a formal title is not appropriate or customarily used (see 1B1.2), or in a note.

1A3. Sources of information

The prescribed source of information for the title and date elements is the manuscript itself, or any reliable reference source concerning the manuscript. The prescribed source of information for the statement of responsibility is the manuscript itself.

1A4. Devised titles versus formal titles

1A4.1. Devised titles. Manuscript material that takes the form of letters, contracts, diaries, legal documents, etc., is customarily untitled. Titles for these works must in most cases be devised by the cataloger or archivist. Consult 1B1 for rules on how to devise titles if none exist.

Paymaster book and army regulations

1A4.2. Formal titles. Manuscript material that takes the form of literary, historical, scientific, etc. works may have existing, or formal, titles. These titles are usually assigned to the work by its creator either at the time of writing or during the publication process. They may also be assigned to the work later by scholars, owners of the manuscript, or previous catalogers. Formal titles may be found on a title page, colophon, or in reference sources. Consult 1B2 for rules on how to record formal titles.

The frolick's, or, The lawyer cheated : an new comedey, the first
coppv

1A5. Creators versus statements of responsibility.

1A5.1. Creators. Most manuscript material, particularly letters, contracts, diaries, and legal documents, lacks a formal statement (such as that found on a title page) of the person or persons responsible for the intellectual or artistic content. In these cases the name of the creator may be supplied as part of the devised title. For information on recording creator information, see 1B1.

George Cruikshang drawings

John Whiting orderly book

1A5.2. Statements of responsibility

If information on the person or persons responsible for the intellectual or artistic content of the manuscript is formally presented on the title page or colophon of

the manuscript, record this information as the statement of responsibility element. Do not supply a statement of responsibility if it does not appear in the manuscript. For information on transcribing statements of responsibility, see 1C.

Vorlesungen über Variationsrechnung / gehalten von Prof. Dr.
Weierstrass

1A6. Form and order of information

1A6.1. ISBD description

For an ISBD record for a manuscript with a title page or colophon, transcribe the title and statement of responsibility information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules.

For an ISBD record for a manuscript without a title page or colophon, there is no prescribed form or order of information. Devise a title that accurately identifies the item.

Histoire de la famille Bonheur jusqu'au 1849
(*Comment: formal title*)

Photograph album on India
(*Comment: formal title*)

1A6.2. ISAD(G) description. For an ISAD(G) description, there is no prescribed form or order of information. Devise a title that accurately identifies the item within the context of the finding aid hierarchy.

NEED ARCHIVAL TITLE EXAMPLES

1B. Title

1B1. Devised title¹

A devised title should be succinct yet contain sufficient information to identify the item. Record in a note that the title is devised, if considered important (see 7BX). Below are outlined rules for devising titles for two broad categories of

¹ Devised title, also known as supplied title, is a title provided by the cataloger when there is no formal title for the item being described, or where the formal title is misleading or inaccurate. "Devised title" is the term used throughout this text.

manuscripts. Please note that some manuscripts may not fit neatly into either of these categories.

1. Manuscript types for which a formal title is appropriate, or is customarily used, but is not available for the item at hand (e.g. a literary, historical, scientific, theological, etc. work) (see 1B1.1.)
2. Manuscript types for which a formal title is not appropriate, and is not customarily used (e.g. letters, ledgers, legal documents, diaries, notes, miscellanies, etc.) (see 1B1.2).

1B1.1. General rule for materials for which a formal title is appropriate or customarily used. For items in this category, if no title can be found in any source, devise a brief title, in the language and script of the cataloging agency, that concisely characterizes the item being described. The title may focus either on the subject content or on the genre or form of the item, depending on what would be most useful. Use a descriptive modifying term or phrase when the material has a very particular focus of interest, but avoid creating the appearance of a formal title whenever possible. Do not use square brackets (see introduction, p. or section TBD). Make a note that the title is devised, if considered important.

Play concerning the English civil war

Optionally, include the name of the creator in the title statement.

Optionally, include the word "untitled" in your title statement if there is potential ambiguity about whether the title is authorial or cataloger-supplied.

Untitled account of growing up in Iowa by Tabitha Stennett (or,
Tabitha Stennett untitled account of growing up in Iowa)

Untitled Catholic treatise on heresy and miracles

Untitled comedy in Italian

Untitled short story about dogs

Untitled article about Broadwater Farm Riots and Errol Ellis-Carr

1B1.1.1. Poems and songs. For a single untitled poem or song, use as the title proper the first line of the text. If desired, make a note on the source of the title.

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

Oh God! whose dread and dazzling brow

Nearer my God to thee

1B1.2. General rule for materials for which a formal title is not appropriate or not customarily used. Devise a brief title, in the language and script of the cataloging agency, that concisely characterizes the item being described. The order of the elements listed below is not prescribed, but the title should be phrased to avoid ambiguity. For specific rules for letters, legal documents, and petitions, see sections 1B1.2.1. - 1B1.2.3.

The following are required elements of a devised title:

- › Form of document
- › Creator, if known

The following are optional elements of a devised title:

- › Subject of material, if considered important (e.g., if the identification of material is not clear from the other elements in the title)
- › Place written and/or delivered (e.g., for sermons, speeches, etc.)

Scrapbook compiled by Alison Bridger about trip to China

Libbie Maltbie Alaska vacation scrapbook

Diary of John Ward

Henry Miller account book

Autograph notes from an unidentified book on agriculture

Lesson book of chronology and history

German songbook

Newspaper cuttings on the Victoria Theatre, London

Sermon on the death of Lord Sherrard

Sermons written at Bexley and delivered at Bexley and Fairford

1B1.2.1. Letters, postcards, telegrams, etc. Do not use abbreviations for document types, such as ALS, TLS, etc. (see 1A6.).

The following are required elements of a title:

- › Form of communication (letter, postcard, etc.)
- › Creator, if known
- › Recipient, if known

Lettres de cachet

John Cournos letter to Aida Loy

Brigham Young letter to an unidentified recipient

Letter from Charles Rollin Butler to his parents

The following are optional elements of a title (although strongly encouraged):

- › Whether or not it is signed
- › Place written
- › Place of addressee
- › Subject of material, if considered important (e.g. if the identification of material is not clear from the other elements in the title, or if the subject is the primary interest of the material)

Autograph letter signed from Peter Garrick, Lichfield, to Mrs. Garrick, Adelphi Strand, London

Richard Nixon letter to H.R. Haldeman regarding the Watergate break-in

Letter from a daughter to her father about a cholera outbreak

Letter written by an unidentified British officer concerning Wayne's campaign

1B1.2.2. Legal documents (warrants, petitions, wills, deeds, etc.)

The following are required elements of a title:

- › Form of document (bond, contract, deed, etc.)
- › Major parties involved, if known

Indenture between Roger L'Estrange and William Tuck

Contract between Thomas L. McKinney and J.T. Bowen

The following are optional elements of a title

- › Whether or not it is signed

- › Jurisdiction
- › Place written
- › Occasion of document

Arrest warrant for Enoch Greenleaf

Inventory of the goods and chattels of Sarah Birch

Copy of proceedings in the House of Commons and the Earl of
Bristol's speech

Treaty of peace with the Delaware Nation

State of Oregon vs. George Jones

Last will and testament of Pietro Biagio

Manuscript deed of a purchase by Mme. de Pompadour of a house in
Passy in Paris

Indenture between Stephen Van Rensselaer and Elisha Berry, Jr.
concerning the sale of a plot of land

1B1.2.3. Petitions

The following are required elements of a title:

- › Form of document, i.e. "petition"
- › Major petitioners (if known)
- › Major recipients (if known)

Petition to the President of the United States by residents of
the western division of the proposed territory of Arizona

Miners petition

Petition, signed, from William L. Eakin, addressed to President
Johnson

The following are optional elements of a title:

- › Whether or not it is signed
- › Place written

Subject of material, if considered important (e.g. if the identification of material is not clear from the other elements in the title)

Petition by Fernando del Valle for land in Texas

Oneida Nation petition to Jasper Parrish

Autograph petition from Rebecca Eames, Salem prison, to Sir
William Phipps, Governor of Massachusetts

1B2. Formal title

The rules below cover situations in which a manuscript has a formal title, that is, a title that appears prominently on or in the item, or is assigned to that manuscript in reference sources. The title may appear on the title page or colophon or elsewhere in the manuscript, on its housing or accompanying documentation, or it may have been conferred on the work at some point after the manuscript was created, whether conferred by a creator, publisher, scholar, binder, or former owner. Since manuscripts are unique items, transcription cannot be used, as it is used in book cataloging, to identify and collocate manifestations or versions of a work. Therefore, although the rules below recommend transcribing formally presented titles, they place less stress on painstaking transcription than rules for published items do.

The rules below also allow more scope for the cataloger's judgment in assessing whether title-like information appearing on an item should be considered a title. Most manuscripts lack the packaging we have come to expect from published items, that is, a title and statement of responsibility formally presented in one of several areas conventionally used for this information. Information appearing on a manuscript may come from sources other than the creator, such as a later owner; and even information in the creator's hand may not represent the most useful or accurate description of a manuscript.

1B2.1. Title proper²

1B2.1.1. Words considered part of the title proper. The title proper is the first element of the description. Title information preceding the chief title on the title page or colophon is considered part of the title proper. 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

² The title proper is the main title of the manuscript. It includes any alternate title, but excludes other title information such as the subtitle or statement of responsibility. Cf. *Describing Archives: A Content Standard*, Appendix 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.

Geruasij Tilberiensis, De necessarijs scaccarij obseruantijs,
dialogus

NEED MORE EXAMPLES

1B2.1.2. If desired, make a note to indicate the original position on the title page or colophon of transposed elements.

1B2.1.3. Note on the source of the title proper

Make a note on the source of the title proper if it is a title page substitute, e.g., the caption title, docket title, etc.

1B2.2. Formal title on title page or colophon

1B2.2.1. General rule. If the manuscript has a formal title page or colophon, transcribe the title as it appears there. If the title is preceded 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 on the source of title, if considered important. Also, make a note if the title information is in a script or hand later than the main body of text of the manuscript, if considered important.

Transcribe the formal title exactly as to wording, order, and spelling, but not necessarily as to punctuation or capitalization.

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

Sketches from the uncivilized races of men

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

Geruasij Tilberiensis, De necessarijs scaccarij obseruantijs,
dialogus

Mémoires des Intendants sur l'état des Generalités, pour
l'instruction du Duc de Bourgogne

1B2.2.2. When title transcription is not appropriate

If the formal title is illegible, inaccurate, misleading or uninformative, devise a title (see 1B1). If a formal title is struck out or partially illegible, use judgment as to whether to devise a new title or use the existing title. If devising a title, make a note indicating the presence of a formal title, if considered important. For additional notes to make concerning titles, see 7X.

Title on source: My crucible
Title in catalog record: Stanislaus Joyce diary

Title on source: Carte radicata Imperiale reale e realetta
Title in catalog record: Marbled paper sample books

Title on source: Reise von Saint-Louis nach dem "Fort Gibson" im
"Indian Territory, Che-rokee Nation," und von dort weiter
[illegible] im Sommer 1850
Title on catalog record: Reise von Saint-Louis nach dem "Fort
Gibson" im "Indian Territory, Che-rokee Nation," und von dort
weiter ... im Sommer 1850
Note: Words following "von dort weiter" are illegible

Alternatively:

Title on catalog record: Journal of a trip from St. Louis to Fort
Gibson in the summer of 1850

NEED A BETTER EXAMPLE OF A TRUE PARTIAL TITLE, IN ENGLISH, WHERE
EITHER CHOICE WOULD BE WORKABLE

Spine title: Kipling, the end
Title in catalog record: Kipling scrapbook
Note: The last in a series of scrapbooks of newspaper clippings
concerning Rudyard Kipling

1B2.2.3. Allowed omissions in title page transcriptions. If transcribing a formal title page or colophon omit, without using the mark of omission, information found on the title page that constitutes non-title information. Such information may include pious invocations, quotations, devices, announcements, epigrams, mottoes, dedications, statements of patronage, etc. (see 0GX.X). Transcribe or describe this kind of information in a note if it is considered important. If such information is a grammatically inseparable part of one of the elements of the title

and statement of responsibility area, however, transcribe it as such. If such information constitutes the only information present on the title page or in the colophon, devise a title (see 1B1).

1B2.2.4. Abbreviations in formal title. If the formal title contains abbreviations or omits parts of key words, transcribe the title as is. If the missing letters can be determined, make an added entry³ for the title with the missing letters filled in.

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

Vita del molto rev.do padre Fra Girolamo Savonarola
Added entry: Vita del molto reverendo padre Fra Girolamo
Savonarola

State of the journals of the House of Commons from Edw. VI to 10
Geo. IV
Added entry: State of the journals of the House of Commons from
Edward VI to 10 George IV

1B2.2.5. Pre-modern or irregular spelling in formal title. If the spelling of the manuscript's formal title renders the meaning of the title obscure, or if the manuscript could reasonably be expected to be sought out under the title's modern spelling, make an added entry for the title in its modern spelling.

Title on item: A remonstrance deliuered to His Maiestie in
writinge
Added entry: Remonstrance delivered to His Majesty in writing

Title on item: The Lord Privy Seale's answeare to his sonns
letter
Added entry: Lord Privy Seal's answer to his son's letter

Title on item: Ein wunderliche Geschycht newlich geschehen zu dem
Hag in Holland
Added entry: Wunderliche Geschichte neulich geschehen zu dem Haag
in Holland

³ Note to readers of this draft: The phrase "Make an added entry" is problematic and is used just for now, for lack of anything better. Archivists are unlikely to know what this phrase means. On the other hand, if we write "Treat as a variant title" or "Trace as a variant title," rare book catalogers will likely find the use of the word "variant" confusing, since it connotes a bibliographical variant, as in printed books. Archivists might not know what "trace" means. How can we express the idea of "Make an added entry" so that it will be clear to both archivists and rare book catalogers?

Title on item: Propositions made by the Five Nations of Indians,
viz. the Mohaques, Oneydes, Onnondages, Coyages & Sinnkes ...
Added entry: Propositions made by the Five Nations of Indians,
viz. the Mohawks, Oneidas, Onondagas, Cayugas and Senecas

1B2.2.6. Alternative title. Transcribe alternative titles as they appear on the title page or in the colophon. Optionally, make an added entry for the alternative title.

L'adoption, ou, La maçonnerie des dames
Added entry: Maçonnerie des dames

The frolick's, or, The lawyer cheated
Added entry: Lawyer cheated

1B2.2.7. Title proper with supplementary or section designation or title

1B2.2.7.1. 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. Separate the parts of the title proper by periods. Optionally, make a note to indicate the actual order of the titles if the arrangement indicated requires transposition.

Leben und Schicksale des Weibes. 1. Das entweihte Weib

Lady Windermere's fan. Act III

Faust. The second part

The Bible of Amiens. Chapter III. The lion tamer

1B2.2.7.2. 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), give the part information in a note. Do not supply the part information in the title.

1B2.2.8. Abridgments in the title proper

1B2.2.8.1. General rule. Abridge a long title proper, if desired, if this can be done without loss of essential information. Do not omit any of the first five words. Indicate omissions by the mark of omission. Optionally, give the remainder of the title in a note.

Opinions of various nations concerning ye Supreme Being ...

Note: 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

A list of the principal of Mr. Wrights historical pictures and landscapes

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 writinge ...

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

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

1B2.2.8.2. Abridgment of alternative title. If the title proper contains an alternative title, do not omit any of the first five words of the alternative title. If the alternative title cannot be abridged without rendering its meaning obscure, transcribe the whole.

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

Journal d'un émigré, ou, Cahiers d'un étudiant en philosophie ...

Optional note: Title continues: que a commencé son cours dès son entrée dans le monde

A new ballad for the day, or, The statesman unhing'd--to the tune of A cobbler there was and he lived in a hall

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

1B2.3. Formal title on the manuscript in a place other than title page or colophon

1B2.3.1. General rule. If a title is present on the manuscript only in a place other than the title page or colophon, treat it as a formal title and apply rules in 1B2.2. Make a note on the source of the title, if considered important. Also, make a note

if the title information is in a script or hand later than the main body of text of the manuscript, if considered important.

1B2.3.2. If the manuscript bears several different titles in different places, 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
Note: Spine title: Manchester ms. Commons 1621

The development of governmental forest control in the United States
Note: Cover title: Original manuscript of The development of governmental forest control in America

1B2.4. Formal title from reference or other sources

1B2.4.1. If a formal title is not present (or legible) on the manuscript, but is readily available from its housing or accompanying material, or from reliable reference sources, treat it as a formal title. Make a note on the source of the title.

Gettysburg address

The Zimmerman telegram

I have a dream speech

Péллеas et Mélisande

Note: Manuscript is untitled; title from first edition

Theatrical observer

Note: Title from label on box cover

American independence; scraps from the London gazette

Note: Title from case

1B2.4.2. Manuscript known by a common name. In a few instances, a particular manuscript is known by its own name as a physical object, apart from the work whose text it contains (e.g., the Drake manuscript, the Pickering manuscript, etc.). In this case, if no formal title is present or legible, use the manuscript's common name as its title. If a formal title is present, transcribe it as the title, and give the manuscript's common name as an added entry.

1B2.5. Other title information on formal title page or colophon

1B2.5.1. Order and source of other title information

Transcribe other title information appearing on the title page in the order indicated by the sequence on, or layout of, the title page.

That same poor man : a romance

Die Wredows, oder, Berliner Mysterien : Criminal-Roman in zwei Abtheilungen und sech Buchern

Emilai Galotti : ein Trauerspiel, in fünf Aufzügen

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

Christmas carol in prose : being a ghost story of Christmas

1B2.5.2. Other title information beginning with prepositions, conjunctions, etc.

1B2.4.2.1. Transcribe title information that appears following the title proper as other title information, even if it begins with a preposition, conjunction, prepositional phrase, etc.

Of Hell : its originall, the place, the torments : with observations natural, moral, poetical, divine

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

Rapport du duc d'Otrente, Ministre de la Police : a Louis XVIII

Supernatural & natural philosophy : to which is added, a small tract of geography

1B2.5.3. If other title information appears following the statement of responsibility, treat it as other title information.

1B2.5.4. If this other title information, or some portion of it, constitutes a formal statement of the contents of the work, and is grammatically separable from the title proper and other title information, transcribe it as other title information or in a note, if considered important (see 7B16.2). When these formal statements are

omitted from the title and statement of responsibility area, use the mark of omission.

NEED MANUSCRIPT EXAMPLE

The spinning wheel's garland : containing several excellent new songs ...

Optional note: Contents: (from t.p.) I. The good housewife's coat of arms -- II. The spinning wheels glory -- III. The taylor disappointed of his bride -- IV. The changeable world

Canzoni : In morte de Giovanni Cairoli a Roma; In morte di Adelaide Cairoli; A Petrarca, pel suo centenario; In morte di Niccolo Tommaseo; In morte di Alessandro Manzoni; In morte della contessa Elisa Toscanelli nei conti Finocchietti

1B2.5.5. Distinguish the above situations from those in which titles of other works are given equal prominence with the first-named work (see 1B2.6.).

1B2.5.6. Abridgment of other title information

If other title information is very lengthy and can be abridged without loss of essential information, omit less important words or phrases if desired, using the mark of omission. If considered important, transcribe omitted words or phrases in a note (including the other titles or phrases referred to in 1BX).

Opinions of various nations concerning ye Supreme Being ...

Title on item: Opinions of various nations concerning ye Supreme Being : & ye worship due to Him, the immortality of ye soul, a state of future rewards & punishments, an account also of their philosophy & morality

1B2.5.7. 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 1B2.2.1., transcribe it as other title information.

NEED MANUSCRIPT EXAMPLE

Constitutiones legitime seu legative regionis Anglicane : cum subtilissima interpretatione Johannis de Athon

(Comment: Statement of responsibility transcribed as part of other title information because of genitive case ending)

1B2.6. Manuscripts without a collective title

1B2.6.1. Two or more works with formal titles

1B2.6.1.1. By same person or body. 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. Alternatively, devise a collective title (see 1B1.3).⁴

NEED NEW EXAMPLE

1B2.6.1.2. By different persons or bodies. If the individual works are by different persons or bodies, 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.

NEED NEW EXAMPLE

1B2.6.2. Multiple title pages

If the manuscript has no collective title and contains two or more works, each with its own title page, transcribe the titles and statements of responsibility as instructed in 1B2.6.1. If the works are all by a single author, use a single statement of responsibility preceded by all the titles.

Rudyard Kipling, a memoir ; Kipling and his India / by Edmonia Hill

If the works are by various authors, transcribe the statement of responsibility for each work following the title of that work.

1B2.6.2.1. 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 are not named on the title page or colophon, choose one of the following three options:

⁴ Note to MSS Working Group: Give instruction in 1B1 on how to devise a collective title and give that specific reference here. Action item for next version.

Option 1. Make a separate description for each separately titled work, linking the separate descriptions with “With” notes (see 7X.X).

NEED EXAMPLE

Option 2. Transcribe the first title and statement of responsibility from the title page, and name the other work(s) in a contents note (see 7X.X).

NEED EXAMPLE

Option 3. Devise a collective title for the whole manuscript, preferably in the language and script of the cataloging agency, and use it as the title (see 1B1.3).

Acts of Parliament enacted in 1732

Italian manuscript compendium

1B3. Material type (physical, creative, and intellectual status of manuscript)

Information about an item’s material type and physical or intellectual state of completion conveys the status within the creative process of the work(s) it contains. Since a manuscript’s value and significance are closely associated with the circumstances of its physical creation and with its intactness, this information is often recorded in the title area, rather than a note. Follow local practice and judgment in determining where to record this information.

1B3.1. General rule. Record material type information either as part of the title or in a note. For customarily untitled works such as letters, it is recorded in the title proper; for works with formal titles, it follows the title proper and other title information, and precedes the statement of responsibility and the date. Precede material type information by a colon if not integrated into the title. Use some or all of the following elements as appropriate, combining them as needed:

- › method of production (manuscript, typescript, etc.) (see 1B3.1.1.)
- › relationship of manuscript to the creator (autograph, signed, initialled, etc.) (see 1B3.1.2.)
- › status of manuscript within creative process (revised draft, fair copy, galley proof, etc.) (see 1B3.1.3.)
- › physical or intellectual state of completion or intactness (fragment, unfinished, incomplete, etc.) (see 1B3.1.4.)

1B3.1.1. Method of production. Record the method of production of the item. Reserve the term “manuscript” for handwritten items. Consult the glossary to determine which term is appropriate.

Typed letter signed from Charles Emerson Cook, New York City, to
Viola Allen

Manuscript with formal title:

Gone with the wind : a novel : typescript

California nerve remedy

Note: Manuscript

1B3.1.2. Relationship of manuscript to creator. 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

or Abraham Lincoln legal brief

Note: Autograph manuscript

Manuscript with formal title:

Epilogue : autograph manuscript signed / by T. N. Talfourd Esq.

Dear friend, thou may'st confide : autograph manuscript

1B3.1.3. Status of manuscript within creative process. Record that the item is a handwritten or typewritten copy using the word “copy.” If known, record the particular stage in the creation process (e.g. revised draft, fair copy, galley proofs). Record that the item is a mechanical, photographic, or digital reproduction of a manuscript (e.g. photocopy, mimeograph, or microfilm). Apply this rule to facsimile reproductions only if the publication information is lost or unknown. For facsimile reproductions with publication information refer to AACR2. Format formal titles so that the title precedes the description of the item's status within the creative process.

[NEAR CLEARER EXAMPLE]

Paul Hentzner's A journey into England, 1598, translated from the
Latin by Horace Walpole : manuscript copy

Forgery of Shakespeare's signature by William Henry Ireland :
facsimile

Manuscript with formal title:

The second coming : photocopy of chapters 10, 11 and 12 of the corrected typescript

The ambassadors : project of the novel
Note: Henry James' scenario for the novel

Eyeless in Gaza : synopsis of the novel : typescript, with autograph corrections

Our Town : first full script; Act II missing
Note: Title from annotation by Isabel Wilder

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

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

The story of King Alfred : galley proofs

1B3.1.4. Indication of state of completeness or intactness. Record, following the title and other title information, that the item is a fragment, incomplete, or unfinished. Consult the glossary to determine which term is appropriate.

Autograph letter signed (fragment) from Isabella Lucy Bird to Mrs. Macfie

Journal containing receipts and payments of George Garrick : incomplete manuscript

Treatise on herbs and fruits : manuscript fragment

Manuscript with formal title:

Swinburne's poems & ballads : a criticism : autograph manuscript signed, fragment / by William Michael Rossetti

Edward III : manuscript fragment
Note: Copy in the hand of Edward Capell

Flora of Shakespeare : unfinished manuscript

1B3.1.4.1. If the title statement includes a part designation for a larger work (e.g., Acts I and II) use this element only if the parts themselves are incomplete.

Macbeth. Act 1. Scene 5 : manuscript fragment
Note: Excerpt copied and signed by Julia Marlowe Sothorn

or Excerpt from Macbeth signed by Julia Marlowe Sothorn : manuscript

Note: Quote of Lady Macbeth from act I, scene 5

1C. Statements of responsibility

Record a statement of responsibility⁵ in this area only when it appears on a formal title page or colophon. Do not treat a signature as a statement of responsibility. Do not supply a statement of responsibility for a manuscript lacking this element; instead, record creator information in the Note area and, optionally and for devised titles only, in the title area. Treat as statements of responsibility only those statements that pertain to responsibility for the intellectual or artistic content of the manuscript; record statements pertaining to responsibility for the production of the physical object (e.g. copyists, secretaries, or scribes) in the Notes area. The statement of responsibility may be recorded before or after the date of writing (examples of both sequences are included in the instructions).

Description minéralogique de la France / Lavoisier et Guettard,
1770s?

Notes of a son and brother : typescript signed, 1914
Note: Final page signed by Henry James

Stories for Miss Cecilia Charlotte Esther Burney, aged five years
,1793 / written by Sophia Burney
Note: "Printed by Frances Burney"--T.p.
(Comment: "printed" refers to the style of writing (printed, as opposed to
cursive))

1C1. Statements of responsibility on the title page or colophon

1C1.1. Transcribe statements of responsibility found on the title page or in the colophon in the form in which they appear.

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

Memoires présentez au Roy de France / par les Députez au Conseil
Royal de Commerce, 1701

De gelijkenis der wijze en dwaze maagden, 1945 / geschreven door
Dick Dooijes

⁵ NOTE: Link to glossary definition in final version.

1C1.2. If the name(s) of the person or persons in the statement of responsibility are abbreviated, unclear, or known to be a pseudonym, make an explanatory note.

The frolick's, or, The lawyer cheated : an new comedey, the first copy / written by Mrs. E.P., 1671

Note: Manuscript by Elizabeth Polwhele

Medea : a tragedy from the Greek, 179-? / by a non-Togalus student who attended the private Greek class, Session MDCCXCV-VI

Note: By Thomas Campbell

Charles Dickens at home : autograph manuscript unsigned, ca. 1884 / by his daughter

Note: By his daughter Mamie Dickens

Arthuriana, or, Odds & ends : being a miscellaneous collection of pieces in prose & verse / by Lord Charles A.F. Wellesley

Note: Charlotte Bronte used the pseudonym Lord Charles Wellesley for her juvenile works

1C1.3. If the statement of responsibility is struck out, or written in a different hand from the rest of the manuscript, record this fact in a note.

NEED EXAMPLE

1C1.4. If the statement of responsibility is partially or wholly illegible, record as much of the statement as is legible in the statement of responsibility area, and indicate lacunae with the marks of omission. Record in a note the fact that the statement of responsibility is partially or wholly illegible.

NEED EXAMPLE

1C2. Statements of responsibility on other sources

If a statement of responsibility appears on a source other than on the title page or colophon, record the statement and its source in a note.

Rokeby : autograph manuscript signed, 1813?

Note: With a note on the flyleaf by Archibald Constable, dated Edinburgh, 18 Apr. 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 ..."

Remarks on several parts of Italy in 1701 : manuscript copy, ca. 1705

Note: "Addison Remarks on Italy"--Gilt tooled on spine

Sagan af Grishillde Þolenmödu, 1700s
Note: Translation of Petrarch's *Historia Griseldis* from Danish to Icelandic, ascribed to Jón Þorláksson by H.E. Wium

1C3. 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 1B1.1.[{check section number}](#) When transposing the statement of responsibility, do not use the mark of omission.

Francisci Petrarchae Septem psalmi poenitentiales

Goethes Briefwechsel mit einem Kinde

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

1C4. Single statements of responsibility with two or more names

1C4.1. Transcribe a single statement of responsibility as such whether the two or more persons or corporate bodies named in it perform the same function or different functions.

The ascent of F6 / by W. H. Auden and Christopher Isherwood, 1953
Oct. 30-1954 Jan.1936

Universa philosophiae elementa ordine naturali exposita et ad
usum scholarum accomodata ... / omnia scripsit Joannes Antonius
Lavoisier auditor Ludovici Benet, 1731-1732

Note: Notes on lectures by Louis Benet on philosophy and science
at Paris, taken by Jean-Antoine Lavoisier

1C4.2. If a respondent and praeses 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).

NEED EXAMPLE

1C5. 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 "et al." in square brackets.

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

Robinson Crusoe : burlesque : typescript, 1867 / by H.T. Byron,
W.S. Gilbert, T. Hook, H.S. Leigh, Arthur Sketchley, and
"Nicholas"

or Robinson Crusoe : burlesque : typescript, 1867 / by H.T. Byron,
W.S. Gilbert, T. Hook ... et al.

1C6. Two or more statements of responsibility

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

L'innocence opprimée, ou, Défense de Mathurin Picard, curé de
Mesnil-Jourdain ... / par M. Laugois, successeur immédiat dudit
Picard, dans la curé de Mesnil-Jourdain ; ouvrage qui n'a
jamais été imprimé et extrait sur l'original, par M. Chemin,
curé de Tourneville

An almanac of twelve sports / by William Nicholson ; words by
Rudyard Kipling

Poems : corrected proofs, 1868 / by Walt Whitman ; selected and
edited by William Michael Rossetti

Traité de logique / rédigé 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

1C7. 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 : contemporary
manuscript, 1755 / par Mr. de Voltaire

A thought on death / written by Mrs. Barbauld in her 90th year

1C8. 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.

Phrenological character of Oliver Wendall Holmes / by L. N.
Fowler, Professor of Phrenology

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

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

Be still, my fears, suggest no false alarms / R. Hurd, M.A.,
Fellow of Emmanuel College, ca. 1748

The Corsair in the war zone : typescript, [1919] / by Ralph D.
Paine

(Comment: Title-page reads: "by Ralph D. Paine, author of "The Fighting Fleets"")

1C9. 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, 1898 / by Dr. Berry Hart

Note: Manuscript notes of Sutherland Simpson on lectures given by
Dr. Hart

1C10. Statements of responsibility in more than one language or script

1C10.1. If there are titles in more than one language or script, but only a single statement of responsibility, transcribe the statement of responsibility after all the title information.

NEED EXAMPLE

1C10.2. If there are both titles and statements of responsibility in more than one language or script, transcribe each statement of responsibility after the title proper, parallel title, or other title information to which it relates. If any of these titles lack a matching statement of responsibility, transcribe the information in the order indicated by the sequence on, or by the layout of, the title page.

NEED EXAMPLE

1C11. Nouns and noun phrases

1C11.1. 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 work.

Dr. Johann Faust : Volksschauspiel / vom Plagwitzer Sommertheater

The frolick's, or, The lawyer cheated : an new comedey, the first
copy / written by Ms. E.P.

1C11.2. If the noun or noun phrase is indicative of the role of the person(s) or body (bodies) named in the statement of responsibility rather than of the nature of the work, treat it as part of the statement of responsibility.

NEED EXAMPLE

1C11.3. In case of doubt, treat the noun or noun phrase as part of the statement of responsibility.

1C12. 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. Such statements will generally contain words like "translated," "edited," "compiled," etc.

Detection of the doeings of Marie Queene of Scottes touching the
murther of her Husband ... : manuscript copy, ca. 1572 /
translated out of the latten which was written by G.B.

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

1C13. 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 1B1.1, transcribe it as part of the statement of responsibility.

NEED EXAMPLE

1C14. Phrases about notes, appendixes, etc.

1C14.1. Transcribe phrases about notes, appendixes, and 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 1C2.1).

Chemische Erfahrungen bey meinem und andern Fabriken in
Deutschland : nebst einem Anhang besonderer chemischer
Geheimnisse / von J.A. Weber

Clarion call : with Franklin Phelps' criticisms / by Lunceford
Yates

1C14.2. 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.

NEED EXAMPLE

1C14.3. 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.

1D. Date of creation

1D1. General rule

1D1.1. Record dates the manuscript in hand was created, as part of this element

1D1.2. Do not transcribe dates as they appear in the manuscript, but do include the day and month, if present. Rather record the date expressed as year, month,

day, in the language of the describing institution. Normalize dates: expand contracted years, convert ordinal to cardinal numbers, and do not abbreviate months. Transcribe date in a note, if considered important.

Autograph letter signed from David Garrick to Samuel Johnson,
1749 July 23

, 1902 September 26
Note: Date appears as "Sept. 26th, 1902"

1D1.3. Do not include time of day as part of this element, 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.

Telegram from Senator Joseph McCarthy, Reno, Nevada, to President
Harry S. Truman, White House, 1950 February 11
Note: Date appears on item as "Reno Nev Feb 11 1139A" and stamped
by the White House "1950 Feb 11 PM 731"

1D1.4. Do not include words and phrases such as "in the year" and "anno" or days of the week as part of this element. Record this information in a note, if considered important.

, 1698 July 20
Note: Date appears as "the 20th of July, anno Dom. 1698"

, 1863 March 6
Note: Date appears as "Friday Evening, March 6, '63"

1D1.5. If the date is grammatically inseparable from information transcribed as part of another element or area, such as a transcribed formal title, according to one or more of the conditions enumerated in 1B2.1.1, transcribe it within that area or element and record the date again as prescribed in 1D1.2.

My 1812 summer in Rome, 1812

Italy review'd in 1729 & 1730, in two parts, 1730

Memoranda, from a journal of tours made upon the continent at
various periods beginning in 1821 : with illustrations sketched
upon the spot, 1821-1836

1D1.6. If the date of physical creation differs from the date of intellectual creation, transcribe or record date of intellectual creation as part of title element and record the date of physical creation as part of the date element.

Sarah Sutton 1854 travel diary, 1900s

Copy of letter from James I, King of England, to unknown recipient July 22, 1607 : manuscript, circa 1630

Copy of July 22 1607 letter from James I, King of England, to unknown recipient : manuscript, circa 1630

James I, King of England, letter to unknown recipient, July 22 1607 : manuscript copy, circa 1630

Copy of 17th century treatise on arminianism : manuscript, 1745

Treatise on arminianism, 17th century : manuscript copy, 1745

1D2. Adjustments or additions

1D2.1. Roman numerals. If the date appears in roman numerals, convert to arabic numerals and record according to 1D1.2. Transcribe date in a note, if considered important.

, 1760 July 4
Note: Date appears as: July 4 MDCCLX.

,1600 June 9
Note: Date appears as: ixth of June 1600

1D2.2. Chronograms. If date appears only in the form of a chronogram, convert to arabic numerals and record according to 1D1.2. Make a note explaining the source of the date and a transcription of the original chronogram, if considered important.

, 1656
Note: Date only expressed in chronogram on title page: Monte tonans De CLaro VIRgo trophæa serenat et Mons rotat arDentes præ CLarVs In aëra-sphæras

1D2.3. Narrative dates. If the date on the manuscript is expressed in words, normalize according to 1D1.2. Make a note explaining the source of the date and a transcription of the original form of the statement, if considered important.

, 1603/1604 March 15
Note: Date expressed in Latin: "decimo quinto die Martij Anno domini 1603 Primo Jacobi Regis"
(Comment: See also rule 1D2.5.2 for Lady Day dates)

, 1945 December 25
Note: Date expressed: "Christmas Day, 1945"

1D2.4. Fictitious or incorrect dates. If the date of creation present on the item is known to be fictitious or is incorrect, record the real or correct date. Make a note

explaining the fictitiousness or error and a transcription of the fictitious or incorrect date, if considered important.

, 1730

Note: Date appears in manuscript as 1703, letter is signed using correspondents married name, date of marriage in 1729

1D2.5. Julian/Old Style, Gregorian/New Style and Lady Day dates ⁶

1D2.5.1. Julian/Old Style and Gregorian/New Style dates. Record Julian/Old Style or Gregorian/New Style dates as they appear on the item in the normalized form according to 1D1.2.

NEED EXAMPLES

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. Transcribe the date in a note, if considered important.

, 1601 May 4/14

Note: Date appears as: "May 4th/14th O.S./N.S. 1601"

, 1649/1650 January 19/29

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 record reflects Old Style/New Style ordering conventions)

, 1604/1605 January 19/29

, 1610/1611 January 29/February 8

1D2.5.2. Lady Day dates. If the year of creation is based on the new year beginning on Lady Day (March 25), double-date the year to reflect both the year as it appears on the item and the year according to the modern calendar (new year beginning January 1). Separate the two years by a slash. In case of doubt, do not adjust the year. Transcribe the date in a note, if considered important.

, 1588/1589 February 8

Note: Date appears as: "Februar. 8. anno 1588"

⁶ Footnote about Gregorian Calendar was adopted in different countries at different times, and more detail about LD dating

1D2.6. Dates in other calendar systems. If the date of creation is based on a calendar other than the Julian or Gregorian calendar, convert to the Gregorian calendar (the current internationally accepted civil calendar) and record date according to 1D1.2. Transcribe the date in a note, if considered important. [add footnote that this is not an exhaustive list]

a) Regnal

, 1202 July 28 [Readers: please check our math!]
Note: Date on manuscript expressed as "The third day after the feast of Saint Christopher in the fourth year of the reign of King John"

, 1444
Note: Date on manuscript expressed as "22 Henry VI"

, 1921 March 7
Note: Date on manuscript in Japanese Emperor Era calendar (Nengo) as the 10th year of Taishō, third month and seventh day

b) Hebrew calendar

, 1866 or 1867
Note: Date appears in manuscript as "shenat 627"

c) French Revolutionary calendar

, 1798 or 1799
Note: Date appears in manuscript as "an VII"

, 1794 between January 20 and February 18
Note: Date appears in manuscript as "pluviose 1794"

d) Islamic calendar

, between 1700 and 1720
Note: Copy undated, but was produced between 1700/1112 when poem was written and the year 1720/1132 when the author wrote, alongside his stamp, that he corrected the volume

1D2.7. Multiple adjustments or additions. If the date of creation requires more than a single adjustment or addition, convert and record date according to 1D1.2. Transcribe the date in a note, if considered important.

Optionally, if the date of creation requires more than a single adjustment or addition and proves to be difficult to convert according to 1D1.2, record a conjectural date according to 1D4-5.

1D3. Date of creation supplied from reference sources

If the date of creation does not appear in the manuscript but can be determined from a reliable bibliography, reference work, or the content of the manuscript, record the date according to 1D1.2 or 1D4-5. Give the source of the supplied date and any needed explanation in a note, if considered important.

, 1616 July 1

Note: Undated, date from *The works of Sir Walter Raleigh*, 1829, v. 1, p. 473

Autograph letter signed from Sir Ralph Winwood, Newmarket, to Christiaan Huygens, Secretary to the Council of the United Province, 1614 February 25

Note: Dated: 25 de Febrier. Letter would have been one of Winwood's last acts as a diplomat

(Comment: Biographical note about Winwood's service at The Hague has him leaving The Hague in September 1613 and leaving his post in March 1614)

, 1906 April 23

Note: Dated: Apr. 23, year extrapolated from subject of letter
(Comment: Letter is eye-witness account of the San Francisco earthquake)

1D4. Conjectural date of creation

1D4.1. Supply a conjectural date of creation based on any reliable information available, including from the manuscript itself. Indicate the basis for the conjecture in a note, if considered important.

, ca. 1820

Note: Watermark dated 1815

, between 1574 and 1584

Note: Undated letter probably written between 1574 when Elizabeth married John, Lord Russell and 1584 when Lord Russell died

(Comment: Letter signed using married name, and subject of letter is of her husband Lord Russell)

1D4.2. If the only date appearing within the manuscript bears no relationship to the date of creation, do not record it as the date, but rather supply a conjectural date. Transcribe the date in a note, if considered important.

NEED EXAMPLE

1D4.3. Every effort should be made to supply a conjectural date, but if supplying a conjectural date would be impossible, misleading, or unhelpful, state "date unknown" or "date not identified." Do not use the abbreviations "n.d." or "s.d."

1D5. Patterns for supplying a conjectural date

Give a probable date or period of creation according to one of the patterns show in the examples below. Give any needed explanation in a note.

, 1736?	probable date
, circa 1849	approximate date
, circa 1703?	probable approximate date
, after 1875	terminal date
, before 1916 July 16	terminal date
, 1814 or 1815	one year or the other
, between 1618 and 1648	span certain
, between 1711 and 1749?	span uncertain
, between circa 1700 and circa 1750	span uncertain
, 1890s	decade certain
, between 1900 and 1909	first decade of century
, 1730s?	decade uncertain
, 1800s	century certain
, 1700s?	century uncertain

1D6. Copyright dates

1D6.1. If a copyright date appears on a manuscript and reflects the date of creation, record it as the date according to 1D1.2. Make a note that the creation date is derived from the copyright date, if considered important. If transcribing a copyright symbol in the note, use a lowercase c to represent the symbol if it cannot be reproduced using available typographic facilities.

NEED EXAMPLE

1D6.2. If a copyright date appears on a manuscript that does not reflect the date of creation, do not record as date instead follow rules of conjectural dates in 1D4 and 1D5.

1D6.3. If a copyright date appears on a manuscript that reflects the date of creation of a printed work of which the manuscript is a copy, record as part of the title and follow rules in 1D1.5 and 1D1.6.

1D7. Inclusive dates

1D7.1. If describing a manuscript (that is not a collection) that was created over a period of time, be it a single sheet, multiple sheets, volume, multiple volumes or parts, record the first date of creation and the last date of creation and connect them with a hyphen.

, 1849-1852

1D7.2. If describing a manuscript that was created over a period of time, but the first date of creation, the last date of creation or both are not present on the manuscript, follow the rules for conjectural dates in 1D4 and 1D5 and connect them with a hyphen.

, 1897-1915

, ca. 1915-ca. 1918

, 1700s-1800s

1D7.3. If describing a manuscript that was created over a period of time, but the bulk of the material was created only over part of the time, include, following the inclusive dates, the bulk dates in parenthesis with the word bulk and connect a range of dates with a hyphen.

, 1920-1956 (bulk 1920-1923)

1D7.4. Record the date(s) of each volume, part, etc. in a note, if considered important.

, ca. 1961-1965

Note: Notebook 1: 1961; notebook 2: 1962-1963; notebook 3: 1963-1965