TITLES FOR CARTOGRAPHIC RESOURCES

In RDA, the title proper is considered a core element, other title types are optional. (See the core statement at instruction **2.3**.) This document focuses only on title proper and does not include other types such as parallel title. Titles of cartographic resources are no different than those for other resources, so we follow the instructions given for them beginning with the Scope statement at **2.3.1.1**, "A title is a word, character, or group of words and/or characters that names a resource or a work contained in it." Following this definition, RDA outlines a couple of broad characteristics.

"It is possible for more than one title to appear: in sources of information (e.g., on a title page, title frame; as a caption title, running title; on a cover, spine; on a title bar) or on a jacket, sleeve, container, etc. or in material accompanying the resource.

It is also possible for a resource to have one or more titles associated with it: through reference sources or through assignment by a registration agency (e.g., a key title) or by an agency preparing a description of the resource (e.g., a cataloguer's translation of the title)."

In other words, in the first case above the same title can appear in multiple locations, or in the second case different titles can be associated with, or a part of, the same resource. Either situation can apply to cartographic resources, though the second case is most frequently true with those maps that fold into a panel or a cover, or have been issued in an envelope. How to choose which title to use as the title proper when the second case above occurs (two or more titles for a single resource to choose from) is provided in a separate handout titled *Choice of Title: Title Selection and Creation for Cartographic Resources*.

Basic Instructions for all Titles

The basic instructions for recording titles of all types begins at **2.3.1**. Source of information for titles is found at **2.3.1.2**, and here it points to instruction **2.3.2.2** for title proper. Before we go to this instruction for details though, highlighted below are title situations that apply to cartographic resources.

2.3.1.3 is the instruction for titles of facsimiles and reproductions. Pay attention to the distinction of the title either being the same for both the facsimile and the original or being different. If different between the two, then see the details found at instruction **2.3.2.3** – in such a case the title of the facsimile is given as the title proper while the title of the original is provided either in a MARC field 775 if the facsimile and original are both in the same format (e.g., printed on paper), or a MARC field 776 if the two are in different formats (e.g., the facsimile is on microfiche but the original is on paper). Alternately, one may still use the 534 field for title and other elements pertaining to the original.

2.3.1.4 outlines the process for recording a title. The *Optional Omission* here is important as it will apply in particular to long titles found with historical cartographic resources (maps and atlases).

In addition, specifics listed under the *Exceptions* may also apply. Of the three exceptions given, the methodology for handling inaccuracies in titles when using RDA has changed considerably. Under AACR2 when a misspelling of a word occurred, for example, we supplied the Latin phrase "[sic]" or "[i.e. (corrected word)]" following the incorrect word as an indication of the error. In RDA instead we transcribe the incorrect spelling and then provide a note explaining the change or correction, see instruction **2.17.2.4**. However, for cartographic resources the preference, as a best practice, is to give the corrected title as a variant title in a 246 field:

    246 1_ $i Corrected title: $a …

2.3.1.5 deals with names of persons, families or corporate bodies being a part of the title, this regularly occurs with maps and atlases. The "if – then" statement at this instruction is the important part of it. One of the examples given here is for a <u>corporate body</u> – Shell Oil. Other titles may include the <u>name of a person</u> starting the title proper, instead of corporate body, for instance:

> Squire's map of Illinois
> Colton's atlas of America
> Johnson's Austria, Turkey in Europe, and Greece

2.3.1.6 covers introductory words as part of a title, but the important part of this instruction is found at the *Optional Addition*. Providing a variant title is a very regular occurrence when cataloging cartographic resources, either due to layout and/or typography, or because symbols like the ampersand appear in the title proper that one wishes to change to the word "and".

2.3.1.7 covers titles of parts, sections, and supplements, and while not a regular occurrence for individual maps or atlases, these do occur with map series or sets so it is important to be aware of applying both a collective title for the whole and then that of the individual sheet if one has chosen to catalog each sheet in a series or set individually.

What about instances where a scale statement is part of the title proper? See instruction **2.3.2.8.2** where it says to "include that statement as part of the title proper."

Instructions for the Title Proper

For guidance on the title proper we turn to **2.3.2** and its following sub-instructions. As a reminder, the title proper is a core element in RDA, while other kinds of title are not. The title proper is defined as the *chief* name of the resource as noted in **2.3.2.1**. The Scope statement here also points out kinds of titles that are NOT a title proper and refers one to the instructions that cover them. The important one of these for us to be aware of is the second listed, other title information, because this is a frequent occurrence with cartographic resources.

2.3.2.3 covers handling titles of facsimiles and reproductions as noted above.

2.3.2.4 covers titles in more than one language or script, the instructions are straightforward.

2.3.2.5 introduces us to one very common instance for cartographic resources, a title in more than one form, or put another way, two or more titles to choose from. Again, this is covered in a separate document, please see *Choice of Title: Title Selection and Creation for Cartographic Resources*. Other instructions covered in the *Choice of Title* document include: **2.3.2.9** for resources lacking a collective title; **2.3.2.10** for resources lacking a title; and **2.3.2.11** for devising a title, and specifically **2.3.2.11.2** *Devised Titles for Cartographic Resources*.

A final point to note here is the last part of instruction **2.3.2.5**, telling us what to do with the title *not chosen* as the title proper. It says if considered important for access we can either record them as other title information (not the usual case for cartographic resources) or as variant titles (in a 246 field(s), which is the usual case for cartographic resources).