

## **Access Points**

Access points are a very important part of the catalog record. These provide the retrieval points for those using the catalog. Access points are searchable fields. Besides 245 and 246, most of the access points are in:

- 1XX (main entry)
- 4XX (series)
- 6XX (subject headings)
- 7XX (added entries)
- 8XX (series traced another way)

These are the fields that require authority control. This means that you must use an established form. As long as authorized headings are used, all the books on one subject, or by a particular author, or in a series, should be in the same place in the online catalog or card catalog.

In most systems the standardized numbers are also access points.

- 020 - ISBN (International Standard Book Number)
- 022 - ISSN (International Standard Serial Number)
- 024 - Other standard identifier
  - right now only used for non-book formats - usually the UPC
- 028 - Publisher's number
  - Usually just on videorecordings and sound recordings

## **Personal Name Main Entry and Added Entries**

Chapter 21 of AACR2R tells you how to choose the main entry for a work, and when to add other access points (added entries).

The order of the personal names and the way the names are displayed on the title page or chief source of information is important.

### **21.4A1 - Single author**

When a single personal author is chiefly responsible for the creation of the intellectual or artistic content of a work, the heading for that person is the main entry for the work.

### **21.5A - Unknown authorship**

If a work is of unknown or uncertain personal authorship, or if it emanates from a body that lacks a name, enter under title.

## **21.6 - Works of shared responsibility**

### **21.6B1 - Principal responsibility indicated**

If principle responsibility can be determined (by wording or lay-out) enter under the heading for that person. Make added entries under the headings for other persons named if not more than two.

### **21.6C - Principal responsibility not indicated**

When two or three persons share, more or less equally, responsibility for authorship, the heading for the first named person is the main entry. Added entries are made for the others.

### **21.6C2**

If there are more than 3 authors, and no one is prominently named, the title is main entry. An added entry is made for the 1st named author only.

## **21.7 - Collections of works by different persons or bodies**

### **21.7B - With collective title**

Enter collections of independent works by different persons or bodies under the collective title. Make added entries under the headings for compilers/editors if not more than three and they are named prominently.

### **21.7C - Without collective title**

If a collection lacks a collective title, enter it under the heading appropriate to the first work. Make added entries for editors/compilers and the other works.

### **21.10A - Adaptations**

Enter under heading for adapter. If adapter is unknown, choose the title as the main entry. Make a name-title added entry for original work if possible.

### **21.12 - Revisions of texts**

If the original author is still responsible enter under original author. If the original author is no longer responsible and is named only in the title and not in the statement of responsibility, and the reviser is entered in statement of responsibility, enter under reviser.

### **21.14A -Translations**

Choose as main entry whatever was main entry for the original.

Make an added entry for translator if:

Translation is important in it's own right

Translated into same language more than once

### **21.26 - Spirit communications**

Enter a work that is presented as a communication from a spirit under the heading for the spirit. Make an added entry under the medium or a person recording the communication.

### **21.30D1**

Editors and compilers are not authors. Items that have editors and/or compilers have title main entry, and an added entry for the editor and/or compiler.

### **21.37 - Sacred scriptures**

Enter a work accepted as sacred scripture by a religious group under title. Make added entries for one - three persons associated with the work. If there are four or more, do not make added entries for them.

### **Added Entries**

Added entries are used to provide additional access points for those things not chosen as main entries. An added entry must always be justified in the body of the bibliographic record. This means that the added entry must either be mentioned in the 245 or in a note.

Added entries are usually made for:

Collaborators - If the work has up to three collaborators make an added entry for each one. If there are four or more do not make an added entry.

Writers - If the writer is not main entry, an added entry should be made for them. If a children's book is mostly illustrations the illustrator may receive main entry. If this is the case should usually make an added entry for the writer of the text.

Editors and compilers - Should always make an added entry for the editor or compiler unless it is a serial publication.

Translators - If the item has been translated into the same language more than once should usually

make an added entry for the translator.

Illustrators - For adult books should make an added entry for the illustrator if the illustrations are a major part of the work. For children's books should always make an added entry for the illustrator unless the illustrator is the main entry.

Do not usually make added entries for writers of introductions or forewords even though they are listed in the 245.

Entry Under Corporate Body

### **21.1B2 - General rule**

Enter a work emanating from one or more corporate bodies under the heading for the appropriate corporate body if it falls into one or more of the following categories:

Those of an administrative nature dealing with the corporate body itself or its internal policies, procedures, finances, and/or operations or its officers, staff, and/or membership or its resources

Some legal, governmental, and religious works of the following types:

laws  
decrees that have the force of law  
administrative regulations  
constitutions  
court rules, etc.

Those that record the collective thought of the body (e.g. reports of commissions, committees, etc.

Those that report the collective activity of a conference, of an expedition, or of an event as long as the conference, expedition, or event meets the definition of a corporate body, and is prominently named.

Those that result from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of mere performance, execution, etc.

Cartographic materials emanating from a corporate body other than a body that is merely responsible for their publication or distribution.

In case of doubt about whether a work falls into one or more of the above categories, treat it as if it doesn't. If the corporate body is not chosen as main entry, make an added entry.

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