

246 Cheat Sheet
Books
 (originally created Jan. 1995)
 (slightly rev. June 2006 by Rita Stumps)

The following table lists the types of varying titles most commonly used in cataloging Books and the indicator combinations used for them

Type of varying title; these were previously given in a 740 field but are now given in a 246 field with a value in indicator 1 that governs notes/added entries and a value in indicator 2 that specifies the source of the varying title as appropriate	Indicator 1	Indicator 2	\$i	Introductory phrase to note if note generated; at L.C., a bracketed display constant (d.c.) follows the 246 field in PCRD displays as appropriate
Added title page title	1	5		[Added title page title]
Alternate form of word, etc., in title in 245 or in title from source other than 245	3			No note, no d.c.
At head of title (title data)	1		\$i	"At head of title;" supplied in \$i subfield at beginning of 246 field
Binder's title	1		\$i	Phrase supplied in \$i subfield at beginning of 246 field
Caption title (not common in books)	1	6		[Caption title]
Colophon title	1		\$i	Phrase supplied in \$i subfield at beginning of 246 field
Corrected form of title when <i>sic</i> or <i>i.e.</i> used in title in 245	3			No note; no. d.c.
Cover title	1	4		[Cover title]
Half title	1		\$i	Phrase supplied in \$i subfield at beginning of 246 field
Incorrect form of title when [_] used in title in 245	3			No note; no d.c.
No collective title: Access via a character string consisting of all titles immediately adjacent to one another, and appearing at the beginning of 245 1995-2002: Access provided via 246 field. CURRENT PRACTICE (Dec. 2002-): Access provided via 700/740 fields				Example: 100 1_ Berkeley, George. 245 10 Principles of human knowledge; \$b and, Three dialogues 700 12 Berkeley, George. \$t Three dialogues 740 02 Three dialogues. See LCRI 21.30J for details

No title added entry for varying form of title data given	0		\$i	Phrase supplied in \$i subfield at beginning of 246 field
Other title information from 245	3	0		No note; no d.c.
Other title information that appears in a source other than 245; source supplied by cataloger in subfield \$i	1		\$i	Phrase supplied in \$i subfield at beginning of 246 field
Parallel title from 245	3	1		No note; no d.c.
Parallel title that appears in title from cover	1	4		[Cover title]
Parallel title that appears in added title page title	1	5		[Added title page title]
Parallel title that appears in title from spine	1	8		[Spine title]
Parallel title that appears in title from source supplied by cataloger in subfield \$i	1		\$i	Phrase supplied in \$i subfield at beginning of 246 field
Portion of title proper from 245; apply this category for title added entries stemming from the following conditions related to the title proper: --portion of title proper exclusive of an alternative title --portion of title proper that is an alternative title --portion of title proper that is a part title or section title --portion of title proper exclusive of any introductory terms, etc. --portion of title proper that is emphasized by typography or other similar conditions	3	0		No note; no d.c.
Running title (not common in books)	1	7		[Running title]
Spine title	1	8		[Spine title]
Title on container (not common in books)	1		\$i	"Title on container:" supplied in \$i subfield at beginning of 246 field
Vols. [no.]-<[no.]> have title:	1		\$i	"Vols. [no.]-<[no.] > have title:" supplied in \$i subfield at beginning of 246 field
Any other condition not covered by one of the categories above when an added entry is wanted	1		\$i	Phrase supplied in \$i subfield at beginning of 246 field

Order of input

1. First input those 246 fields relating to the 245 field as identified by second indicator 0, 1, and sometimes [blank]. Input these 246 fields in the order of the indicators themselves, reflecting **found form followed by any alternate form**.
2. After that, input additional 246 fields in the order judged best.

Bibliography

For more detailed information, please consult:

1. *Library of Congress Rule Interpretations*: 21.30J
2. *OCLC Bibliographic Formats and Standards*: 246

<http://www.oclc.org/bibformats/en/2xx/246.shtm>