

264 Cheat Sheet--Monographs (Salmon Sheet)

264 Cheat Sheet--Monographs

Use on all new RDA records.

UNPUBLISHED MATERIAL:

264: 0: ⑆c [1960]

REGULAR SINGLE VOLUME MONOGRAPH:

264: 1: ⑆a Anyplace : ⑆b Publisher, ⑆c 2012; OR, if identifying rather than recording a date of publication:

264: 1: ⑆a Anyplace : ⑆b Publisher, ⑆c [2012]

SINGLE VOLUME MONOGRAPH WITH OPTIONAL COPYRIGHT DATE:

LCPS 2.11: "Record a copyright date for a single-part monograph if neither the date of publication nor the date of distribution is identified." But generally, you WILL identify a date of publication, even if in square brackets with/without a question mark, so you probably won't be using this example often.

264: 1: ⑆a Anyplace : ⑆b Publisher, ⑆c 2012.

264: 4: ⑆c ©2012

***No period at end of 264: 4:*

SINGLE VOLUME MONOGRAPH WITH RECOMMENDED COPYRIGHT DATE:

LCPS 2.8.6.6: "If the copyright date is for the year following the year in which the publication is received, supply a date of publication that corresponds to the copyright date."

Title page verso: ©2009

Item received in 2008

Date of publication not given

264: 1: ⑆a Anyplace : ⑆b Publisher, ⑆c [2009]

264: 4: ⑆c ©2009

SINGLE VOLUME MONOGRAPH WITH OPTIONAL STATEMENT OF DISTRIBUTION:

* *264: 1: ⑆a Anyplace : ⑆b Publisher, ⑆c 2011.

264: 2: ⑆a Some Place : ⑆b Distributor's Name, ⑆c 2012.

SINGLE VOLUME MONOGRAPH WITH REQUIRED STATEMENT OF MANUFACTURE:

LCPS 2.10: "If manufacture data elements are being given in lieu of missing publication and missing distribution elements, give a complete manufacture statement."

* *264: 1: ⑆a Anyplace : ⑆b [publisher not identified], ⑆c 2011.

264: 3: ⑆a Some Place : ⑆b Manufacturer's Name, ⑆c [2011]

The words "publisher not identified" in the 264: 1: trigger the Cascading Vortex of Horribleness, forcing you to record additional elements in the 264: 2: or 3: if present.

SINGLE VOLUME MONOGRAPH WITH OPTIONAL STATEMENT OF MANUFACTURER AND OPTIONAL COPYRIGHT:

264: 1: ⑆a [Yangon] : ⑆b Pansodan Books, ⑆c 2012.

264: 3: ⑆a Lexington, KY : ⑆b [name of manufacturer not identified], ⑆c 2012.

264: 4: ⑆c ©2012

A MULTIVOL STARTS LIFE:

264: 1: ⑆a Earliest Place : ⑆b Publisher, ⑆c 2012-

***Subfield 3 (materials specified) can be omitted in 264 first indicator "blank" if the coverage of that information is clear from the other 264 field(s) and other date in the bibliographic record.*

*_**LCPS 2.11: "_It is not required to record copyright dates for multipart monographs, serials, and integrating resources."*

PUBLISHER CHANGES:

264: 1: ‡3 v. 1-3: ‡a Earliest Place : ‡b Publisher, ‡c 2011-

264:31: ‡3 v. 4- : ‡a New Place : ‡b New Publisher

PUBLISHER CHANGES AGAIN:

264: 1: ‡3 v. 1-3: ‡a Earliest Place : ‡b Publisher, ‡c 2011-

264:21: ‡3 v. 4-5: ‡a Intervening Place : ‡b Intervening Publisher

264:31: ‡3 v. 6: ‡a Newest Place : ‡b Newest Publisher

***Generally, do not add dates to the 264:2 : and 264:3 : Dates can be added if helpful to clarify volumes published out of sequence.*

COMPLETE MULTIVOL:

264: 1: ‡3 v. 1-3: ‡a Earliest Place : ‡b Publisher, ‡c 2011-2012.

264:21: ‡3 v. 4-5: ‡a Intervening Place : ‡b Intervening Publisher

264:31: ‡3 v. 6: ‡a Newest Place : ‡b Newest Publisher

****Keep dates in the first 264 only. Yes, this looks funny.**