Creating Alternative Titles in an Instance Record

Scope: *An alternative title is added to include varying forms of a title to an Instance record, when that variant title appears somewhere other than the title page. The field is searchable and provides added access to the patron. See Procedure #4 for additional information.*

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I. If the piece in-hand has a title that appears somewhere OTHER than the title page, it can be entered as an **Alternative title** in the Instance record, in the **Title data** section, below the **Resource title** field:

II. Select which **Type** of alternate title you will enter for the material from the pop-down menu. As in the below illustration, it could be a spine or cover title, for example, or a parallel title, if the work is written in more than language, or if there are vernacular characters for a piece that has been Romanized in the Resource Title field.

III. When you've selected which type of Alternate title you want to apply, enter the variant title in the **Alternative title** field:

Example 1:

Resource title *

The 39 steps [videorecording] / Janus Films ; Gaumont-British Picture Corporation, Ltd. ; directed by Alfred Hitchcock.

Alternative titles

Type *

Other title ▾

Alternative title *

Thirty-nine steps ◄━━━━━

Example 2:

⌃ Title data

Resource title *

Interfeĭs sudʹby / Vladimir Smirnov.

Alternative titles

Type *

Other title ▾

Alternative title *

Интерфейс судьбы ◄━━━━━