

**DESCRIPTIVE CATALOGING GUIDELINES FOR  
PRE-MEIJI JAPANESE BOOKS**

**Enlarged and Revised Edition  
2011**

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## Table of Contents

<b>Preface</b>	<b>i</b>
<b>Introduction</b>	<b>iv</b>
<b>I. Scope and purpose</b>	<b>iv</b>
I.1. Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books (DCGPM)	iv
I.2. Scope of application	iv
I.3. Application within the bibliographic record	v
<b>II. Relationship to other standards</b>	<b>v</b>
II.1. AACR2, ISBD(A), and other cataloging documentation	v
II.2. MARC 21	v
<b>III. Objectives and principles</b>	<b>v</b>
III.1. Functional objectives of DCGPM	vi
III.2. Principles of DCGPM construction	vii
<b>IV. Options</b>	<b>ix</b>
<b>V. Language preferences</b>	<b>ix</b>
<b>VI. Spelling and style</b>	<b>ix</b>
<b>VII. Acronyms</b>	<b>ix</b>
<b>VIII. Examples and notes</b>	<b>x</b>
VIII.1. Examples	x
VIII.2. Notes	x
<b>IX. Integrity of the copy</b>	<b>x</b>
IX.1. Defects and sophistication	x
<b>0. GENERAL RULES</b>	<b>1</b>
<b>0A. Scope</b>	<b>1</b>
0A1. Scope and purpose	1
0A2. Reference sources for cataloging	1
<b>0B. The basic description</b>	<b>2</b>
0B1. Required elements	2
0B2. Basis of the description	2
<b>0C. Chief source of information</b>	<b>2</b>
<b>0D. Prescribed sources of information</b>	<b>4</b>
<b>0E. Prescribed punctuation</b>	<b>5</b>
<b>0F. Language and script of the description</b>	<b>5</b>
0F1. General rule	5
0F2. Romanization	6
<b>0G. Transcription</b>	<b>6</b>
0G1. <i>Hentai-gana</i> (変体仮名) / <i>Man'yō-gana</i> (万葉仮名)	6
0G2. <i>Itaiji</i> (異体字)	7
0G3. <i>Odoriji, Kurikaeshi Kigō</i> (踊字・繰り返し記号)	7
0G4. Interpolations	7
0G5. Misprints	8
<b>1. TITLE AND STATEMENT OF RESPONSIBILITY AREA</b>	<b>9</b>
<b>1A. Preliminary rule</b>	<b>9</b>

1A1. Prescribed punctuation	9
1A2. Sources of information	9
1A3. Form and order of information	10
<b>1B. Title proper</b> .....	<b>10</b>
1B1. Words considered part of the title proper	10
1B2. Note on the source of the title proper	11
1B3. Forms of the title proper	11
1B4. No title proper	11
1B5. Title proper with supplementary or section designation or title	11
1B6. Abridgments of the title proper	12
<b>1C. Parallel titles</b> .....	<b>12</b>
1C1. Order and source of parallel titles	12
1C2. Language of parallel titles and relationship to title proper	12
<b>1D. Other title information</b> .....	<b>12</b>
1D1. Order and source of other title information	12
1D2. Abridgment of other title information	13
<b>1E. Statement of responsibility</b> .....	<b>13</b>
1E1. Statements of responsibility found within the resource	13
1E2. Statements of responsibility found outside the resource	13
1E3. Transposition of statements of responsibility	14
1E4. Single statement of responsibility with two or more names	14
1E5. Omission of names in statements of responsibility	14
1E6. Two or more statements of responsibility	14
1E7. Terms of address, etc., in statements of responsibility	15
1E8. Qualifications in statements of responsibility	15
1E9. Ambiguous statements of responsibility	15
1E10. Statements of responsibility in more than one language or script	16
1E11. Persons or bodies not explicitly named in statements of responsibility	16
1E12. Statements of responsibility with inseparable elements	16
1E13. Phrases about notes, appendixes, etc.	16
<b>1F. Publications without a collective title</b> .....	<b>17</b>
1F1. Two or more works named on the source chosen for description of the title and statement of responsibility	17
1F2. One or more works not named on the source of information chosen for description of the title and statement of responsibility	18
<b>1G. Single-sheet publications</b> .....	<b>18</b>
1G1. Chief source of information	18
1G2. General rule	18
1G3. Chief title	18
1G4. Caption title	18
1G5. Prescribed punctuation	18
1G6. Two or more works with a collective title	19
1G7. Two or more works without a collective title	19
1G8. Two or more works with separate publication, distribution, etc., statements	19
<b>2. EDITION AREA</b>	<b>20</b>
<b>2A. General rule</b> .....	<b>20</b>

<b>3. MATERIAL SPECIFIC DETAILS AREA</b>	<b>21</b>
<b>4. PUBLICATION, ETC., AREA</b>	<b>22</b>
<b>4A. Preliminary rule .....</b>	<b>22</b>
4A1. Prescribed punctuation	22
4A2. Sources of information	22
4A3. Form and order of information	23
4A4. Fictitious or incorrect information	23
4A5. Elements relating to publication, distribution, etc. vs. elements relating to manufacture	23
<b>4B. Place of publication, distribution, etc. ....</b>	<b>24</b>
4B1. General rule	24
4B2. Supplied commonly used place names	25
4B3. Supplied larger jurisdictions	25
4B4. Two or more places of publication, distribution, etc.	25
4B5. Places of publication, distribution, etc., in multipart monographs	26
4B6. Fictitious or incorrect places of publication, distribution, etc.	26
4B7. No place of publication, distribution, etc.	26
4B8. Place of publication, distribution, etc., supplied based on address, etc.	27
4B9. Place of publication, distribution, etc., uncertain or unknown	27
4B10. Place names in more than one language or script	28
<b>4C. Name of publisher, distributor, etc. ....</b>	<b>28</b>
4C1.	28
4C2.	29
4C3.	29
4C4.	29
4C5. Fictitious or incorrect publisher, distributor, etc., statements	29
4C6. Two or more names of publishers, distributors, etc.	30
4C7. Names of publishers, distributors, etc., in multipart monographs	31
4C8. Supplied and conjectured names of publishers, distributors, etc.	31
4C9. No supplied name of publisher, distributor, etc.	32
4C10. Publisher, distributor, etc., transcribed as part of another area	32
4C11. Publisher, distributor, etc., statements in more than one language or script	32
<b>4D. Date of publication, distribution, production, etc. ....</b>	<b>32</b>
4D1. General rule	32
4D2. Transcription involving adjustments or additions	33
4D3. Date of publication, distribution, etc., supplied from reference sources	34
4D4. Conjectural date of publication, distribution, etc.	34
4D5. Patterns for supplying a conjectural date	35
4D6. Date of publication, distribution, etc., in multipart monographs	35
4D7. Date of publication, distribution, etc., on part pages	36
<b>4E. Place of manufacture .....</b>	<b>36</b>
4E1. General rule	36
4E2. Supplied place of manufacture	36
<b>4F. Name of manufacturer .....</b>	<b>36</b>
<b>4G. Date of manufacture .....</b>	<b>36</b>
4G1.	36

<b>5. PHYSICAL DESCRIPTION AREA</b>	<b>38</b>
<b>5A. Preliminary rule</b> .....	<b>38</b>
5A1. Prescribed punctuation	38
5A2. Sources of information	38
<b>5B. Extent</b> .....	<b>38</b>
5B1. General rule	38
5B2. Unnumbered pages or leaves	39
5B3. Errata leaves	40
5B4. Advertisements	40
5B5. Multiple sequences of numbering	40
5B6. Expansions or corrections	42
5B7. Lack of numbering	42
5B8. Leaves or pages of plates	43
5B9. Folded leaves	44
5B10. Double leaves	44
5B11. Incomplete resources	44
5B12. Sheets, scrolls, cases, portfolios, etc.	44
5B13. Single-sheet resources	45
5B14. General rule	45
5B15. Bibliographic volumes vs. physical volumes	46
5B16. Pagination continuous	46
5B17. Pagination not continuous	47
5B18. Leaves and pages of plates	47
5B19. Discontinued resources	48
<b>5C. Illustration</b> .....	<b>48</b>
5C1. General rule	48
5C2. Types of illustrations	49
5C3. Color illustrations	49
5C4. Number of illustrations	50
5C5. Resources consisting entirely or chiefly of illustrations	50
<b>5D. Size and format</b> .....	<b>50</b>
5D1. General rule	50
5D2. Width	51
5D3. Differing sizes	51
5D4. Single-sheet resources	52
<b>5E. Accompanying material</b> .....	<b>52</b>
5E1. General rule	52
5E2. Issued in pocket	53
<b>6. SERIES AREA</b>	<b>54</b>
<b>6A. Preliminary rule</b> .....	<b>54</b>
6A1. Prescribed punctuation	54
6A2. Sources of information	54
<b>6B. Title proper of series</b> .....	<b>55</b>
<b>6C. Parallel titles of series</b> .....	<b>55</b>
6C1.	55
6C2.	55

<b>6D. Other title information of series .....</b>	<b>55</b>
6D1. ....	55
6D2. ....	55
<b>6E. Statements of responsibility relating to series .....</b>	<b>56</b>
6E1. ....	56
6E2. Parallel statements of responsibility relating to series .....	56
<b>6F. Numbering within series .....</b>	<b>56</b>
6F1. General rule .....	56
6F2. Numbering relating to parallel series titles .....	57
<b>6G. Subseries .....</b>	<b>57</b>
6G1. ....	57
<b>6H. More than one series statement .....</b>	<b>57</b>
<b>7. NOTE AREA .....</b>	<b>58</b>
<b>7A. Preliminary rule .....</b>	<b>58</b>
7A1. General instructions .....	58
7A2. Punctuation .....	59
7A3. Sources of information .....	59
7A4. Form of notes .....	59
7A5. Notes citing other manifestations and works .....	60
<b>7B. Notes .....</b>	<b>60</b>
7B1. Nature, scope, or artistic form .....	60
7B2. Language and script of resource; translation or adaptation .....	61
7B3. Source of description; source of title proper .....	61
7B4. Variations in title .....	61
7B5. Parallel titles and other title information .....	62
7B6. Statement of responsibility .....	62
7B7. Edition and Bibliographic history .....	64
7B8. Publication, distribution, etc. area .....	65
7B9. Physical description .....	66
7B10. Accompanying material .....	67
7B11. Series .....	67
7B12. References to published descriptions .....	68
7B13. Summary .....	68
7B14. Contents .....	68
7B15. Numbers borne by the resource .....	69
7B16. "With:" notes .....	69
7B17. Copy being described and library's holdings (Local notes) .....	70
<b>BASIC REFERENCE MATERIALS .....</b>	<b>75</b>
<b>Cataloging 目録法 .....</b>	<b>75</b>
<b>Overview, Japanese Historical Bibliography 概説・書誌学 .....</b>	<b>76</b>
<b>Image Databases 画像データベース .....</b>	<b>78</b>
<b>Library and Union Catalogs 蔵書目録 .....</b>	<b>79</b>
<b>Selected Subject Specialized Bibliographies その他の専門書 .....</b>	<b>82</b>
<b>GLOSSARY .....</b>	<b>84</b>

## Preface

In 2000 the Subcommittee on Japanese Rare Books was established by the name of Subcommittee on Japanese Rare Book Cataloging Guidelines under the Committee on Japanese Materials, Council on East Asian Libraries (CEAL). It was a major accomplishment of the Subcommittee that in 2006 we, in collaboration with Ms. Manae Fujishiro of the Library of Congress (LC), made available to public the *Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books* (DCGPM) originally compiled by Mr. Isamu Tsuchitani who had retired from LC earlier in the same year. This set of guidelines was especially made for cataloging Japanese printed books, bound manuscripts, scrolls, and single-sheet publications produced in Japan before the introduction of machine printing in the nineteenth century.

Since then, in late 2006 the *Descriptive Cataloging of Rare Books*, 2<sup>nd</sup> edition, on which the DCGPM was based, was succeeded by *Descriptive Cataloging of Rare Materials (Books)* (DCRM(B)). In addition, *Nihon mokuroku kisoku* (NCR), the Japanese counterpart of AACR2, was revised and its 3<sup>rd</sup> revised edition of the 1987 edition was published in 2006, which newly includes supplemental rules specifically for cataloging old Japanese and Chinese books. Then in 2009, the National Diet Library of Japan issued its own supplemental rules for cataloging Japanese old books to be used in its application of the revised NCR. Furthermore, the former Research Libraries Group's *Cataloging Guidelines for Creating Chinese Rare Book Records in Machine-Readable Form* was also revised in 2009. In light of all these developments of the relevant rules, the Subcommittee decided to review the DCGPM and compile its revised edition primarily based on the DCRM(B).

When the Subcommittee compiled the first draft of the enlarged and revised edition of the DCGPM in February 2010, we widely solicited comments from colleague librarians in North America as well as experts of Japanese rare books in Japan and Europe. In March 2010, we also hosted an open meeting during the CEAL annual meeting in Philadelphia to discuss details of the draft guidelines, in which several CEAL members participated. In an attempt to incorporate the comments from the experts, the Subcommittee members met at the Freer Gallery of Art/Arthur M. Sackler Gallery Library in July 2011 to finalize the DCGPM. And, finally today we are pleased to share this revised edition of the DCGPM.

The most significant change from the previous edition is with regard to the chief source of information. In the revised edition of the DCGPM, the chief source of information is the whole resource. It is commonly said that there is no title page in Edo-period books. Therefore, if the chief source of information remained the title page, the titles would have almost always come from a title page substitute. Consequently the prescribed sources of information for each area of description are clearly set out, and a note on the source of information for the title and statement of responsibility area is always required.

Regarding the prescribed sources of information for the title and statement of responsibility area, cover and title slip (題簽 *daisen*) are placed in the second in the order

of preference after the caption. Another significant change from the previous edition is with the edition area. In the revised DCGPM, the edition area is not used any longer. This is in accordance with *NCR* and *NDL*'s special guidelines. Any statement suggesting an edition, such as 新版 *shinpan*, 再版 *saihan*, 増補 *zōho*, and 改訂 *kaitei*, is instructed to be recorded either in the title and statement of responsibility area or in a note, whereas the note area should be used for recording on 春日版 *Kasuga-ban*, 高野版 *Kōya-ban*, 五山版 *Gozan-ban*, 古活字版 *kokatsujiban*, 銅版 *dōban*, etc. when assumptions can be safely made.

Although the DCGPM is primarily based on the DCRM(B), it is different from the DCRM(B) with regard to the scope of the guidelines; specifically bound manuscripts are within the scope of the DCGPM. More details are discussed in I. Scope and purpose in the Introduction.

The Subcommittee on Japanese Rare Books would like to especially acknowledge the contributions and supports from the following individuals for developing the revised DCGPM:

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Also, the Subcommittee would like to express sincere appreciation for generous support provided by the Freer Gallery of Art/Arthur M. Sackler Gallery Library for hosting the Subcommittee's business meeting at the Library from July 7 to 9, 2011. The Subcommittee members could take full advantage of this opportunity to discuss details in a three-day long, face-to-face meeting and we made a significant progress in finalizing the revised edition of the DCGPM.

The *Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books* is the only set of guidelines available in North America specifically for cataloging old and rare Japanese materials. We hope that the DCGPM will be more widely used by libraries in North America, and it would improve accessibility to these specialized materials.



November 13, 2011

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# Introduction

## **Contents:**

- I. Scope and purpose
- II. Relationship to other standards
- III. Objectives and principles
- IV. Options
- V. Language preferences
- VI. Spelling and style
- VII. Acronyms
- VIII. Examples and notes
- IX. Integrity of the copy

## **I. Scope and purpose**

### **I.1. Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books (DCGPM)**

Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books (DCGPM) provides guidelines and instructions for descriptive cataloging of Japanese printed books, manuscripts, scrolls, single-sheet publications other than maps and music, and Chinese books produced in Japan before the introduction of machine printing in the nineteenth century. While bound manuscripts are within the scope at the time of revising these guidelines, it is recommended that the Subcommittee on Japanese Rare Books carefully review the Descriptive Cataloging of Rare Materials (Manuscripts), when DCRM(MSS) is completed, and consider the possibility of adopting general instructions specified in DCRM(MSS) also for Japanese old manuscripts.

In the current edition of DCGPM, following instructions are specifically for cataloging old Japanese manuscripts:

- 4A.
- 4B1
- 4C1
- 4D1.1
- 4G1.1
- 7B8.2

### **I.2. Scope of application**

DCGPM is especially appropriate for the description of publications and manuscripts produced before the introduction of machine printing in the nineteenth century. However, it may be used to describe any books, particularly those produced by hand or by methods continuing the tradition of the hand-produced book.

These rules may be applied categorically to books based on date or place of publication (e.g., all books produced in Japan before 1868), or may be applied selectively, according

to the administrative policy of the institution, which may choose to catalog some or all of its holdings at a more detailed level of description than that provided for in AACR2.

### **I.3. Application within the bibliographic record**

These rules contain instructions for the descriptive elements in bibliographic records only. They do not address the construction and assignment of controlled headings used as main and added entries.

## **II. Relationship to other standards**

### **II.1. AACR2, ISBD(A), and other cataloging documentation**

DCGPM is based on *Descriptive Cataloging of Rare Materials (Books)* and AACR2 as amended by the *Library of Congress Rule Interpretations (LCRI)*, as well as on the second edition of ISBD(A). The relevant sections of AACR2 and LCRI must be consulted for rules governing name and uniform title headings to be used as access points for authors, editors, illustrators, series, etc. For subject headings, numerous controlled vocabularies are available; within the United States, the subject headings of the Library of Congress are widely used. Consult classification documentation for assignment of call numbers.

### **II.2. MARC 21**

*MARC 21 Format for Bibliographic Data* is the presumed format for presentation and communication of machine-readable cataloging. Use of DCGPM, however, need not be restricted to a machine environment, and MARC 21 is not mandatory. Examples in the body of DCGPM are shown using ISBD punctuation; use of MARC 21 coding appears only in extremely limited cases (e.g., referring to some rules in the notes area). Catalogers using MARC 21 should follow MARC 21 documentation for input, and be aware of how their bibliographic systems interpret MARC 21 codes to automatically generate display features. This usually means, for example, that the cataloger omits punctuation between areas, parentheses enclosing a series statement, and certain words prefacing formal notes.

## **III. Objectives and principles**

The instructions contained in DCGPM are formulated according to the objectives and principles set forth below. These objectives and principles seek to articulate the purpose and nature of specialized cataloging rules for rare materials. They are informed by long-accepted concepts in bibliographic scholarship and the Anglo-American cataloging tradition, as well as by more recent theoretical work important to the construction and revision of cataloging codes, namely the International Federation of Library Associations and Institutions' Functional Requirements for Bibliographic Records (FRBR) and Elaine Svenonius's *The Intellectual Foundation of Information Organization*. They assume familiarity with the FRBR terms used to categorize entities that are the products of intellectual or artistic endeavor (work, expression, manifestation, and item) as well as

bibliographic terms used to differentiate among textual variants (edition and impression). It is hoped that these objectives and principles will provide catalogers, and administrators of cataloging operations, with a better understanding of the underlying rationale for instructions of DCGPM.

### **III.1. Functional objectives of DCGPM**

The primary objectives in cataloging rare materials are no different from those in cataloging other materials. These objectives focus on meeting user needs to find, identify, select, and obtain materials. However, users of rare materials often bring specialized requirements to these tasks that cannot be met by general cataloging rules, such as those contained in the latest revision of AACR2. In addition, the standard production practices assumed in general cataloging rules do not always apply to rare materials. The following objectives of DCGPM are designed to accommodate these important differences.

#### **III.1.1. Users must be able to distinguish clearly among different manifestations of an expression of a work**

The ability to distinguish among different manifestations of an expression of a work is critical to the user tasks of identifying and selecting bibliographic resources. In general cataloging codes like AACR2, it is assumed that abbreviated and normalized transcription is sufficient to distinguish among manifestations. Users of rare materials, however, often require fuller, more faithful transcriptions, greater detail in the physical description area, and careful recording of various distinguishing points in the note area, in order to identify separate manifestations, including different editions. Additionally, users of rare materials are typically interested in drawing finer distinctions among variants within manifestations than are users of other materials, including variant impressions; many also need to distinguish between copies at the item level.

#### **III.1.2. Users must be able to perform most identification and selection tasks without direct access to the materials**

Users of rare materials frequently perform identification and selection tasks under circumstances that require the bibliographic description to stand as a detailed surrogate for the item (e.g., consultation from a distance, limited access due to the fragile condition of the item, inability to physically browse collections housed in restricted areas, etc.). Accuracy of bibliographic representation increases subsequent efficiency for both users and collection managers. The same accuracy contributes to the long-term preservation of the materials themselves, by reducing unnecessary circulation and examination of materials that do not precisely meet users' requirements.

#### **III.1.3. Users must be able to investigate physical processes and post-production history and context exemplified in materials described**

Users of rare materials routinely investigate a variety of artifactual and post-production aspects of materials. For example, they may want to locate materials that are related by

printing methods, illustration processes, binding styles, provenance, genre/form, etc. The ability of users to identify materials that fit these criteria depends upon full and accurate descriptions and the provision of appropriate access points.

#### **III.1.4. Users must be able to gain access to materials whose production or presentation characteristics differ from modern conventions**

In order to distinguish among manifestations, general cataloging codes like AACR2 rely on explicit bibliographic evidence presented in conventional form (e.g., a formal edition statement on the title page or in colophon). In old and rare Japanese materials, such explicit evidence will often be lacking or insufficient to distinguish among different manifestations (e.g., old and rare Japanese materials do not contain equivalent page as the title page of modern materials, and many early printed books do not have *kanki* 刊記/*okuzuke* 奥付 or colophon). That which is bibliographically significant may thus be obscured.

### **III.2. Principles of DCGPM construction**

To meet the objectives listed above, DCGPM relies upon the following five principles. These principles are influenced by the general principles of bibliographic description offered by Svenonius: user convenience; representation; sufficiency and necessity; standardization; and integration.

#### **III.2.1. Rules provide guidance for descriptions that allow users to distinguish clearly among different manifestations of an expression of a work**

This principle derives from the general principle of user convenience and has implications for all areas of the bibliographic description. The principle relates to objective 1 stated above.

#### **III.2.2. Rules provide for accurate representations of the entity as it describes itself, notably through instructions regarding transcription, transposition, and omission**

This principle derives from the general principles of representation (with its related subprinciple of accuracy) and of standardization. Precise representation is of particular relevance in those areas of the description that require transcription (the title and statement of responsibility area, the publication, distribution, etc., area, and the series area), but should not be ignored in the physical description and note areas. The general principles of representation and standardization stand in greater tension with each other when cataloging rare materials. Faithfulness to both principles may require descriptive and annotative treatment necessarily exceeding the norms (and at times the vocabulary) established as sufficient for the description of general materials. The principle relates to objectives 2 and 4 stated above.

### **III.2.3. Rules provide guidance for the inclusion of manifestation-specific and item-specific information that permits users to investigate physical processes and post-production history and context exemplified in the item described**

This principle derives from the general principle of sufficiency and necessity (with its related subprinciple of significance). Application of the principle requires that rules for rare materials cataloging provide additional guidance on access points, particularly in cases where such information is not integral to the manifestation, expression, or work described. Rules for item-specific information appearing in the note area may recommend standard forms for presentation of information (addressing the general principle of user convenience and its related subprinciple of common usage). Application of such rules presumes both a user's need for such information and a cataloger's ability to properly describe such aspects. The principle relates to objective 3 stated above.

### **III.2.4. Rules provide for the inclusion of all elements of bibliographical significance**

General cataloging codes like AACR2 routinely strive for both brevity and clarity, principles affiliated with the general principle of sufficiency. In describing rare materials, too great an emphasis on brevity may become the occasion for insufficiency and lack of clarity. Brevity of description may be measured best against the functional requirements of the particular bibliographic description rather than against the average physical length of other bibliographic descriptions in the catalog. The tension between rules for rare materials that promote accurate representation of an item and yet do not exceed the requirements of sufficiency is great. Reference to the principle of user convenience may offer correct resolution of such tensions. This principle is related to all of the objectives stated above.

### **III.2.5. Rules conform to the substance and structure of the latest revision of DCRM(B), hence, AACR2 to the extent possible; ISBD(A) serves as a secondary reference point**

This principle relates to general principles of standardization and user convenience (with the latter's subprinciple of common usage). DCRM assumes that users of bibliographic descriptions constructed in accordance with its provisions operate in contexts where AACR2 (often as interpreted and applied by the Library of Congress) is the accepted standard for the cataloging of general materials. Therefore, DCRM uses existing AACR2 vocabulary in a manner consistent with AACR2, and so as DCGPM; any additional specialized vocabulary necessary for description and access of old and rare Japanese materials occurs in a consistent manner in the rules of DCGPM and its glossary entries. DCGPM is modeled after DCRM(B). Following the DCRM(B) principles, DCGPM does not introduce rules that are not required by differences expected between rare and general materials. Numbering of areas within DCGPM conforms to the structure of ISBD as implemented in AACR2. When an existing AACR2 rule satisfies the requirements of cataloging old and rare Japanese materials, the text of DCGPM is modeled on AACR2 text (substituting examples drawn from old and rare Japanese materials for illustration). In cases where the language of AACR2 and/or DCRM(B) is not precise enough to

convey necessary distinctions or may introduce confusion when dealing with old and rare Japanese materials, DCGPM uses carefully considered alternative wording. Wording of relevant Japanese standards (e.g. Nagasawa Kikuya's *Wa-Kan kosho mokurokuhō* (1975), *Nihon mokuroku kisoku 1987-nenban kaitei 3-han* (2006), and *Kokuritsu Kokkai Toshokan's 'Nihon mokuroku kisoku 1987-nen kaitei 3-han' wakosho tekiyō saisoku* (2009), Kenneth B. Gardner's *Descriptive Catalogue of Japanese Books in the British Library Printed Before 1700* (1993), and *Nihon Kotenseki Shoshigaku Jiten* (1999)) was also considered when deviating from AACR2 and/or DCRM(B).

#### **IV. Options**

Available options are indicated in either way.

- “Optionally” introduces an alternative treatment of an element.
- “If considered important” indicates that more information may be added in a note, and thus signals choices for more or less depth in the description. This phrase covers the entire range between best practice on the one end, and highly specialized practices on the other.

The cataloging agency may wish to establish policies and guidelines on the application of options, leave the use of options to the discretion of the cataloger, or use a combination of the two.

#### **V. Language preferences**

DCGPM is written for an English-speaking context. Cataloging agencies preparing descriptions in the context of a different language should replace instructions and guidelines prescribing or implying the use of English into their preferred language (see 4B2, 4B6, 4B7.1, 4B8, 4B9.1-4B9.2, E2, and areas 5 and 7).

#### **VI. Spelling and style**

DCGPM uses Merriam-Webster's Collegiate Dictionary, eleventh edition, as its authority in matters of spelling, and in matters of style, the sixteenth edition of the Chicago Manual of Style. DCGPM uses *Kenkyusha's New Japanese-English Dictionary*, 4<sup>th</sup> edition (1974) for Japanese Romanization, and *ALA-LC Romanization Tables: Japanese* (1997 ed.) for word division.

#### **VII. Acronyms**

AACR2	Anglo-American Cataloguing Rules, second edition
DCGPM	Descriptive Cataloging Guidelines for Pre-Meiji Japanese Books
DCRB	Descriptive Cataloging of Rare Books
DCRM	Descriptive Cataloging of Rare Materials

DCRM(B)	Descriptive Cataloging of Rare Materials (Books)
DCRM(MSS)	Descriptive Cataloging of Rare Materials (Manuscripts) in preparation
ISBD(A)	International Standard Bibliographic Description for Older Monographic Publications (Antiquarian)
LC	Library of Congress
LCRI	Library of Congress Rule Interpretations

## **VIII. Examples and notes**

### **VIII.1. Examples**

The examples are not in themselves prescriptive, but are meant to provide a model of reliable application and interpretation of the rule in question. A word, phrase, element, or entire area may be illustrated; ISBD punctuation is given as needed only for the portion illustrated.

### **VIII.2. Notes**

The instructions and guidelines in area 7 are written in imperative form. This does not imply that all notes are required; on the contrary, most notes are not (see 7A1.5). Consult the other areas of DCGPM in order to ascertain what is required and what is optional in any given situation (see 7A1). The conventions for notes included as part of the examples are as follows.

- “Note” indicates that the note is required if applicable to the situation.
- “Optional note” indicates that the note is not required. The labeling of a note as “optional” in these rules carries no judgment about its importance (see introductory section IV); certain notes designated as “optional” may in fact be almost universally applied.
- “Local note” indicates a note describing copy-specific information which is required if applicable to the situation (see 7B17).
- “Optional local note” indicates that the note concerns copy-specific information not affecting areas 1-6. It is not required, but must be clearly identified as a local note according to the provisions of 7B17.1.1. Copy-specific information that does affect areas 1-6, such as basing the description on an imperfect copy (see 0B2.2), is required and recorded in a general note.
- “Comment” prefaces details needed to adequately explain the example, and are not to be confused with notes appearing within the bibliographical description.

## **IX. Integrity of the copy**

### **IX.1. Defects and sophistication**

A greater vulnerability to damage, defect, and loss means that rare materials, especially older printed materials, are less likely than modern materials to be in a perfect or



complete state when they reach the cataloger. One of the cataloger's tasks is to ascertain (within reasonable constraints) whether and how much the copy in hand deviates from its original state as issued. Imperfections and defects are usually easy to spot. Harder to spot during casual examination are replacement leaves or sections from another copy, and the cataloger is not expected to verify the integrity of each leaf in a publication unless there is reason to suspect that the copy in hand may have been made up, doctored, or falsified ("sophisticated"). Bibliographers' and booksellers' descriptions are the usual source of such information.

## **0. GENERAL RULES**

Contents:

- 0A. Scope
- 0B. The basic description
- 0C. Chief source of information
- 0D. Prescribed sources of information
- 0E. Prescribed punctuation
- 0F. Language and script of the description
- 0G. Transcription

### **0A. Scope**

#### **0A1. Scope and purpose**

These guidelines are based on the 2002 Revision of the *Anglo-American Cataloguing Rules*, Second Edition (referred to hereafter as AACR2) and *Descriptive Cataloging of Rare Materials (Books)*, 2<sup>nd</sup> printing with corrections, June 2008 (referred to hereafter as DCRM(B)). The guidelines provide instructions for cataloging Japanese printed books, manuscripts, scrolls, single-sheet publications other than maps and music, and Chinese books produced in Japan before the introduction of machine printing in the nineteenth century. They may be used in describing any books, however, particularly those produced by hand or by methods continuing the tradition of the hand-produced book.

Cataloging old Japanese books presents situations not ordinarily encountered in the cataloging of the usual modern book and because of their rarity, value, or interest make special description necessary or desirable and may require details of description beyond what is required for the more ordinary book in order to identify significant characteristics. These details are important for two reasons. They may permit a ready identification of copies of the book (e.g., as editions, impressions, or issues), and they provide a more exact description of the book as an artifact.

These guidelines may be applied selectively, according to the administrative policy of the institution, which may choose to catalog some or all of its holdings at a more detailed level of description than that provided for in AACR2.

#### **0A2. Reference sources for cataloging**

Although the guidelines for cataloging Japanese books and bound manuscripts published in Japan before 1868 are based, as fully as possible, within the framework of AACR2 and DCRM(B), the Japanese rare book cataloging practice (e.g. Nagasawa Kikuya's *Wa-Kan kosho mokurokuhō* (1975), *Nihon mokuroku kisoku 1987-nenban kaitei 3-han* (2006), and *Kokuritsu Kokkai Toshokan's 'Nihon mokuroku kisoku 1987-nen kaitei 3-han' wakosho tekiyō saisoku* (2009)) and the Research Libraries Group's *Cataloging Guidelines for Creating Chinese Rare Book Records in Machine-Readable Form* (revised 2009) were

also taken into consideration.

In the absence of a rule in the guidelines, the appropriate rule in AACR2, DCRM(B), and *LC Rule Interpretations* is applied in cataloging these materials.

## **0B. The basic description**

### **0B1. Required elements**

The description must always include the following elements, regardless of the completeness of the information available:

- title proper
- date of publication/production
- extent
- size

Regarding date of publication/production, however, it is often difficult to assume with any certainty the ‘date of publication/production’ found in a particular copy as actual date of impression (e.g., 後印 *kōin*, 被彫 *kabusebori*) in case of a Japanese book (see 4D, 4G).

Also include other elements of description as set out in the following rules, if available and appropriate to the chosen level of description.

## **0B2. Basis of the description**

### **0B2.1. General rule**

Base the description on the copy in hand.

### **0B2.2. Imperfect copies**

If the copy being cataloged is imperfect and no reliable evidence of the necessary details is available, describe the copy as it is. Use the mark of omission enclosed in square brackets ([...]) to show lacunae in the source of information if this helps to explain the incompleteness of the transcription. If missing or obscured characters can be reconstructed with some certainty, include these in the transcription, enclosing them in square brackets. Make a local note describing the imperfection of the copy in hand (see 7B17.1).

## **0C. Chief source of information**

### **0C1.**

The chief source of information for a printed publication and a manuscript is the whole resource. Do not enclose in square brackets information taken from anywhere in the resource, unless otherwise instructed in specific rules.

**0C2.**

If information required for identifying the resource does not appear on a source itself, take it from one of the following sources (in order of preference):  
an accompanying material issued by the publisher  
a container (e.g., a box or case) or a wrapper/envelope issued by the publisher that is not an integral part of the resource  
a source outside the resource itself (e.g., reference sources)

See specific rules for instruction on using square brackets for supplied data.

**0C3.**

If the publication bears cover, title slip, colophon, other preliminaries, and wrapper/envelope issued by the publisher with more recent information than that provided in the caption (e.g., a later edition statement and publication date), choose the source with more recent information as the source of information for description. Make a note to indicate the source chosen for description of the title and statement of responsibility within the resource (see 7B3).

**0C4.**

If the publication or the manuscript has more than one source of information, choose one of the following as the source of information for description, applying the first applicable criterion:

- a) If the sources of information present the resource in different aspects (e.g., as an individual resource and/or as part of a multipart monograph), prefer the one that corresponds to the aspect in which the publication or the manuscript is to be treated.
- b) If the publication or the manuscript is in more than one volume, each of which has a source of information, use the source in the first volume (or the lowest numbered volume if the first volume is not available).
- c) If the publication or the manuscript is in one volume and the chief difference between multiple sources of information is the date, choose the one with the latest date.
- d) If the publication or the manuscript has the same source of information in more than one language or script, choose the one that is in the language or script of the main part of the resource.

Indicate in a note the source chosen for description of the title and statement of responsibility within the resource (see 7B3).

#### 0D. Prescribed sources of information

The prescribed source(s) of information for each area of the description is set out in preferred order below.

Area	Prescribed sources of information
1. Title and statement of responsibility	Choose one source of the following, in this order of preference: a) Caption (巻頭 <i>kantō</i> ) b) Cover (表紙 <i>hyōshi</i> )/ title slip (題簽 <i>daisen</i> ) c) Table of contents (目首 <i>mokushu</i> ) d) End of text (巻末 <i>kanmatsu</i> , including 尾題 <i>bidai</i> ) e) Preface (序 <i>jo</i> ) f) <i>Mikaeshi</i> (見返) g) <i>Tobira</i> (扉) h) Postscript (跋 <i>batsu</i> ) i) Colophon (刊記 <i>kanki</i> / 奥付 <i>okuzuke</i> ) j) Center column (版心 <i>hanshin</i> ) k) Bottom edge (小口書 <i>koguchigaki</i> ) l) Title slip mounted on case (帙外題 <i>chitsugedai</i> ) m) Wrapper/envelope (袋 <i>fukuro</i> ) n) Spine (背 <i>se</i> )
2. Edition	(Not applicable)
3. Material (or type of publication) specific details	(Not applicable)
4. Publication, distribution, etc.	Colophon (刊記 <i>kanki</i> / 奥付 <i>okuzuke</i> ), <i>mikaeshi</i> (見返), <i>tobira</i> (扉), center column (版心 <i>hanshin</i> / 柱 <i>hashira</i> ), preface (序 <i>jo</i> ), postscript (跋 <i>batsu</i> ), <i>shikigo</i> (識語), publisher's listing (蔵版目録 <i>zōhan mokuroku</i> ), wrapper/envelope (袋 <i>fukuro</i> )
5. Physical description	The whole resource
6. Series	The whole resource
7. Note	Any source
8. Standard number and terms of availability	(Not applicable)

Make a note to indicate the source chosen for description for area 1. If none of the above listed for area 1 is present, choose a title from reference sources or devise a title in Japanese based on the contents of the work. Enclose a supplied or devised title in square brackets (see 1B4) and make a note on the source (see 7B3).

The prescribed source of information for areas 1-6 of a single-sheet publication is the entire sheet. When a title is taken from the sheet itself of a single-sheet resource, the source of title proper would not be necessary in a note.

### **0E. Prescribed punctuation**

Precede each area, other than the first, by a period-space-dash-space (. -- ) unless the area begins a new paragraph.

Precede or enclose each occurrence of an element of an area with standard punctuation as indicated in the “prescribed punctuation” sections in these rules.

Precede each mark of prescribed punctuation by a space and follow it by a space, with the following exceptions: the comma, period, closing parenthesis, and closing square bracket are not preceded by a space; the opening parenthesis and opening square bracket are not followed by a space.

End paragraphs with normal punctuation (usually the period).

If an entire area or element is omitted from the bibliographic description (e.g., because it is not present in the source), also omit its corresponding prescribed punctuation. Do not use the mark of omission.

### **0F. Language and script of the description**

#### **0F1. General rule**

##### **0F1.1.**

In the following areas, transcribe information from the resource itself in the language and script (wherever feasible) in which it appears there:

- Title and statement of responsibility
- Publication, distribution, etc.
- Series

##### **0F1.2.**

Give interpolations into these areas in the language and script of the other information in the area, except for prescribed interpolations and other cases specified in these rules (e.g., 4B4.2, 4B7.1, 4C6.2). If the other information in the area is romanized, give interpolations according to the same romanization.

##### **0F1.3.**

Give any other information (other than titles, citations, and quotations in notes) in the language and script of the cataloging agency.

## 0F2. Romanization

Give romanized and original script for each field, with the exception of physical description (romanized only), the informal notes and local notes (English, romanized and/or original script), and content notes (romanized and/or original script).

Give romanization in the modified Hepburn system as employed in *Kenkyusha's New Japanese-English Dictionary* (3<sup>rd</sup> and later editions)\* and follow the ALA-LC Romanization Tables for word division.

\*The reading of Japanese words follows the reading given in reference sources where the usage of standard authorities has established a particular reading for a particular word, name, or book title, etc.

In case of Chinese works produced in Japan, if the text has Japanese reading marks, treat it as Japanese with Chinese text; if the text has no Japanese reading marks, treat it as Chinese, i.e. transliterate the title proper in Chinese with variant reading in Japanese. However, if the title of work is supplied by Japanese compiler/editor, title proper should be transliterated in Japanese, with variant reading in Chinese.

## 0G. Transcription

Transcribe information in the form and order in which it is presented in the source, according to these general rules 0B-0G, unless instructed otherwise by specific rules.

### 0G1. *Hentai-gana* (変体仮名) / *Man'yō-gana* (万葉仮名)

Transcribe *Hentai-gana* as *Hiragana* in the title and statement of responsibility area, if it is written in cursive style (くずし字 *kuzushiji*), and use the note area for explanation.

Transcribe *Man'yō-gana* or *Hentai-gana* in printed style (楷書 *kaisho*) as Chinese characters in the title and statement of responsibility area.

狂歌うひまなび

Note: Title in *Hentai-gana*: 狂歌宇比ま奈飛

But

宇津保物語

If the above guidelines are not helpful, consult reference sources.

## 0G2. Itaiji (異体字)

Replace non-standard character forms not in MS-IME by the Japanese reading of the character in square brackets followed by the standard character in square brackets. Add explanation in a note, if useful. Ignore common graphic variants.

年寄 [kai] [介] そへ 心得 之 事

Note: Third character in title not available in MS-IME; consists of 手 (left) and 介 (right)

## 0G3. Odoriji, Kurikaeshi Kigō (踊字・繰り返し記号)

Transcribe *Odoriji* (repeating symbol) for Chinese character “々” as it appears in the title proper as given on the source of information but replace repeating symbols for *Hiragana* and *Katakana* such as ッ, ャ, ュ, ヨ, etc. with their respective characters and explain in a note.

夫々

But

か<sup>が</sup>み (Title appears as かゞみ)

Note: Repeating symbol used in title.

## 0G4. Interpolations

### 0G4.1. General rule

Indicate an interpolation in the transcription or in a quoted note by enclosing it in square brackets. If transcribing text with missing or obscured characters that can be reconstructed with some certainty, include these in the transcription, enclosing them in square brackets.

Use the note area to justify such additions and to provide explanations, conjectural readings of the data, etc.

### 0G4.2. Conjectural and indecipherable text

Use the square “□” symbol to replace an omitted or obscure character. In Romanized field, use mark of omission in square brackets ([...]) for each missing or obscure character. However, supply the mark of omission in one set of square brackets if missing information is in succession. Use the note area for explanation.

濃州 何郡 □村 五人組 御仕置帳

Nōshū nani-gun [...] mura goningumi oshiokichō

Note: One character illegible in title



濃州 何□□□ 五人組 御仕置帳  
Nōshū nani [...] goningumi oshiokichō  
Note: Three characters illegible in title

When the number of missing characters is uncertain, use a pair of square symbols connected with mark of omission (“□...□”) to replace a string of omitted or obscure characters. In Romanized field, use mark of omission in square brackets ([...]) for each string of missing or obscure characters. Use the note area for explanation.

濃州 何□...□ 五人組 御仕置帳  
Nōshū nani [...] goningumi oshiokichō  
Note: A string of uncertain number of characters illegible in title

#### **0G4.3. Adjacent elements within a single area**

If adjacent elements within one area are to be enclosed in square brackets, generally enclose them in one set of square brackets.

[江戸：藤木久市]

If the square brackets are due to interpolations such as corrections or expansions (see 4B2, 4B3), however, use separate pairs of square brackets.

江府 [江戸]：[藤木久市]

#### **0G4.4 Adjacent elements in separate areas**

If adjacent elements are in different areas, enclose each element in a set of square brackets.

#### **0G5. Misprints**

Transcribe a misprint as it appears in the item. Follow such an inaccuracy either by “[sic]” or by the abbreviation “i.e.” and the correction within square brackets.

# **1. TITLE AND STATEMENT OF RESPONSIBILITY AREA**

Contents:

- 1A. Preliminary rule
- 1B. Title proper
- 1C. Parallel titles
- 1D. Other title information
- 1E. Statement of responsibility
- 1F. Publications without a collective title

## **1A. Preliminary rule**

### **1A1. Prescribed punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede the title of a supplement or section (see 1B6) by a period.

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

For the punctuation of this area when a publication has no collective title, see 1F.

## **1A2. Sources of information**

### **1A2.1. General rule**

The prescribed sources of information for the title and statement of responsibility area are defined in 0D. Prescribed sources of information. For special provisions relating to single-sheet publications, see 1G.

### **1A2.2. Omission from transcription**

Omit, without using the mark of omission, information found in the source chosen for description of the title and statement of responsibility that constitutes neither title information nor a statement of responsibility. Such information may include quotations, devices, epigrams, etc. Transcribe or describe this kind of information in a note if it is considered important.

### **1A2.3. Multipart monographs**

If the volume is part of a multipart monograph, and the source chosen for description of the title and statement of responsibility gives a statement of the volume or part number within the larger work, omit this statement without using the mark of omission of the information being transcribed. Do transcribe statements such as “in two volumes,” however (see 1D1).

### 1A3. Form and order of information

Transcribe title and statement of responsibility information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules (see 0G).

## 1B. Title proper

### 1B1. Words considered part of the title proper

#### 1B1.1.

The title proper is the first element of the description. Title information preceding the chief title in the source chosen for description of the title and statement of responsibility is considered part of the title proper. If the chief title is preceded or followed in the source by other elements of information, such as information in “角書” (*tsunogaki*), transcribe the information as part of the title proper, transpose these elements to their appropriate areas in the description, or give them in a note. In all cases, describe the information in *tsunogaki* in a note.

庖厨備用倭名本草

Note: “庖厨備用” in *tsunogaki* in small characters in two lines.

古今増補立花大全

Note: 古今増補 in *tsunogaki* in small characters in two lines.

傳神開手一筆畫譜

Note: “傳神開手” in *tsunogaki* in small characters in two lines.

狂歌百人一首：文化新撰

太閤記

Note: *Tsunogaki*: 兎入

#### 1B1.2.

Make a note to indicate the original position on the source chosen for description of the title and statement of responsibility of transposed elements.

At head of title: 新撰

### **1B2. Note on the source of the title proper**

Make a note on the source of the title proper. For special provisions relating to single-sheet publications, see 1G.

### **1B3. Forms of the title proper**

If forms of the title different from that transcribed as title proper appear elsewhere in the book, transcribe them in variant title fields.

Title proper: 大學啓發集

Cover title: 蒙養啓發 (hand-written)

Running title: 啓發集

Title proper: 宋朱晦菴先生名臣言行錄. 前集

Title on title slip: 宋名臣言行錄. 前集

Title on p. [2] of cover (mikaeshi): 名臣言行錄. 前集

Running title: 名臣言行錄. 宋前集

Title proper: 鼎鑊趙田了凡袁先生編纂古本歷史大方綱鑑補

Title on title slip: 歷史綱鑑補

Caption title in v.8: 新鑄趙田了凡袁先生編纂古本歷史大方綱鑑補

Caption title in v.12: 新鑄趙田了凡袁先生編纂古本歷史大方綱鑑補

Caption title in v.36-37: 新刻趙田了凡袁先生編纂古本歷史大方綱鑑補

Running title: 了凡綱鑑補

If forms of the title different from that transcribed as title proper are found in reference sources, transcribe them in a reference note.

### **1B4. No title proper**

If no title can be found in any source, choose a title from reference sources or devise a brief descriptive title in Japanese, and use this devised title, enclosed in square brackets, as the title proper. Indicate in a note that the title proper is devised by the cataloger.

[繪本教訓諺草]

Note: Title supplied by cataloger.

### **1B5. Title proper with supplementary or section designation or title**

If the title proper is for a work that is supplementary to, or a section of, another work, transcribe the title of the main work first, followed by the designation(s) and/or title(s) of the supplement(s) or section(s) in order of their dependence. Separate the parts of the title proper by periods. If the arrangement indicated requires transposition, make a note to indicate the actual reading of the titles.

## **1B6. Abridgments of the title proper**

### **1B6.1. General rule**

Abridge a long title proper only if it can be done without loss of essential information. Indicate omissions by the mark of omission.

### **1B6.2. Alternative title**

If the title proper contains an alternative title, do not omit the alternative title.

細川兩家記, 一名, 二川分流記, 又称, 正禄間記

江戸早割・二一天作, 一名, 早割調法記

## **1C. Parallel titles**

### **1C1. Order and source of parallel titles**

Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the source chosen for description of the title and statement of responsibility. If the original title appears elsewhere than on the source chosen for description of the title and statement of responsibility, transcribe it in a note, if considered important.

英和對譯袖珍辭書 = A pocket dictionary of the English and Japanese language

### **1C2. Language of parallel titles and relationship to title proper**

#### **1C2.1.**

Transcribe an original title in a language or script different from that of the title proper appearing on the source chosen for description of the title and statement of responsibility as a parallel title.

#### **1C2.2.**

Transcribe as other title information an original title in the same language and the same script as the title proper (see 1D).

## **1D. Other title information**

### **1D1. Order and source of other title information**

Transcribe other title information appearing in the source chosen for description of the title and statement of responsibility in the order indicated by the sequence on, or layout of the source of information. Transcribe other title information not appearing in the source

chosen for description of the title and statement of responsibility in a note, if it is considered important. Treat statements indicating the number of volumes (卷 *maki* or *kan*) as other title information, if the number of volumes of the entire set appears in the source chosen for description of the title and statement of responsibility. Otherwise give it in a note area if it is considered important.

首書講釈入和漢朗詠集 : 全二卷

水滸画傳 : 全三冊

補義莊子因 : 獨見附標 : 全六冊

References: 国書総目録, 1989, v. 7, p. 410 (本朝武林傳, 95 卷 25 冊)

### **1D2. Abridgment of other title information**

Optionally, if other title information is very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If considered important, transcribe omitted words or phrases in a note.

## **1E. Statement of responsibility**

### **1E1. Statements of responsibility found within the resource**

Transcribe statements of responsibility appearing in the source chosen for description of the title and statement of responsibility in the form in which they appear. If a statement of responsibility is taken from a source other than that chosen for description of the title within the resource, enclose it in square brackets and indicate its source in a note.

本草綱目補目録 / 後藤光生梨春編輯

花押拾遺 / [嶺秀軒横山寛識]

Note: Author statement from preface

### **1E2. Statements of responsibility found outside the resource**

If a statement of responsibility is found outside the resource, record the statement and its source in a note (see 7B6.1).

References: 佛書解説大辭典, v. 11, p. 50 (八重葎, 2 卷, by 白隠慧鶴述, 宝曆 9 [1759]; v. 1 includes 高塚四娘孝記)

### 1E3. Transposition of statements of responsibility

If a statement of responsibility precedes the title proper in the source, transpose it to its required position unless it is an inseparable part of the title proper. When transposing the statement of responsibility, do not use the mark of omission. Make a note indicating this transposition.

狂歌百人一首：文化新撰 / 六樹判；紅翠齋主画

Note: “六樹判” and “紅翠齋主画” in tsunogaki in small characters in two lines precede title on title slip

宋朱晦庵先生名臣言行錄

### 1E4. Single statement of responsibility with two or more names

Transcribe a single statement of responsibility as such whether the two or more persons or corporate bodies named in it perform the same function or different functions.

東洞先生遺稿 / 男猷修夫, 清子直, 辰子良同輯. 秘伝花鏡 / 陳不揺彙輯 ; 平賀先生校正

### 1E5. Omission of names in statements of responsibility

When a single statement of responsibility names more than one person or corporate body performing the same function or with the same degree of responsibility, generally transcribe all the names mentioned. If the number of responsible persons or bodies named in a single statement is very great, all after the third may be omitted. Indicate the omission by the mark of omission and add “et al.” in square brackets. In addition, optionally, list all of the names in the order as they appear in the notes area, if considered important.

旧蹟異聞 / 三輪秀福, 坂牛助丁, 梅内祐訓輯錄

### 1E6. Two or more statements of responsibility

If there are two or more statements of responsibility, give them in the order indicated by their sequence on, or by the layout of, the source of information chosen for description. If the sequence and layout are ambiguous or insufficient to determine the order, give the statements in the order that makes the most sense.

重訂本草綱目啓蒙 / 蘭山小野口授 ; 小野職孝錄 ; 井口望, 之蘇仲訂

### 1E7. Terms of address, etc., in statements of responsibility

Include titles and abbreviations of titles of nobility, address, honor, and distinction that appear with names in statements of responsibility.

秘伝花鏡 / 陳不揺彙輯 ; 平賀先生校正

公家社家法楽和歌懷紙. 幼学熱田詣 / 旭亭主人. 熱田詣 / 浅野先生述. 熱田旧記.  
古渡誌 / 一秋考. 熱田司官司掌私記

### 1E8. Qualifications in statements of responsibility

Qualifications such as place of origin, dynasty name for Chinese persons, rank and/or statements of positions held may be omitted from the statement of responsibility, using the mark of omission if such qualifications appear in the middle of the statement of responsibility, or without using the mark of omission if such qualifications appear at head of the statement of responsibility, unless:

the qualifications are inseparable part of the statement of responsibility

or the qualifications are necessary for identifying the person or are useful in establishing a context for the person's activity

or the statement of responsibility represents the author only by a pseudonym, or a descriptive phrase.

古流百瓶之圖 / [松盛齋法橋理恩誌]

阿字觀 / 明慧上人述

繪本野山草 / 法橋保國畫圖

いろは仮名金捺 / 三世桜田治助

### 1E9. Ambiguous statements of responsibility

If the relationship between the title of a work and the person(s) or body (bodies) named in the statement of responsibility is not clear, supply an explanatory word or short phrase, within square brackets, or make a note.

\*Use the following words for Japanese works:

著、作、編、撰、画、詠、訳、誌, etc.

\*Use the following words for Chinese works:

撰、輯、選、校、訂、評、注、補、etc.



Give expansions, explanations, and corrections of statements of responsibility in the notes area when needed for clarity (see 7B6).

### **1E10. Statements of responsibility in more than one language or script**

#### **1E10.1.**

If there are titles in more than one language or script, but only a single statement of responsibility, transcribe the statement of responsibility after all the title information.

#### **1E10.2.**

If there are both titles and statements of responsibility in more than one language or script, transcribe each statement of responsibility after the title proper, parallel title, or other title information to which it relates. If any of these titles lack a matching statement of responsibility, transcribe the information in the order indicated by the sequence on, or by the layout of, the source chosen for description of the title and statement of responsibility.

#### **1E10.3.**

Make a note to indicate the original position on the source of any transposed statements.

### **1E11. Persons or bodies not explicitly named in statements of responsibility**

Transcribe a statement of responsibility as such even if no person or body is explicitly named in that statement.

### **1E12. Statements of responsibility with inseparable elements**

If the statement of responsibility includes an element belonging to another area, and the element is an inseparable part of the statement of responsibility, transcribe it as part of the statement of responsibility.

### **1E13. Phrases about notes, appendixes, etc.**

#### **1E13.1.**

Transcribe phrases about notes, appendixes, and such accompanying matter in the order indicated by the sequence in the source chosen for description of the title and statement of responsibility. If such information appears before the statement of responsibility, transcribe it as other title information (see 1D).

大日經疏傳受鈔：付タリ 奥疏由来 / 宥快口

### **1E13.2.**

If such information appears after the statement of responsibility, transcribe it as a subsequent statement of responsibility, whether or not it names a person or body.

### **1E13.3.**

Optionally, if the phrases are very lengthy and can be abridged without loss of essential information, omit less important words or phrases, using the mark of omission. If considered important, transcribe omitted phrases in a note. If the phrases are actually titles of other works given equal prominence with the title of the first work, see 1F.

## **1F. Publications without a collective title**

### **1F1. Two or more works named on the source chosen for description of the title and statement of responsibility**

#### **1F1.1. By same person or body**

If the publication or a manuscript has no collective title and the source chosen for description of the title and statement of responsibility bears the titles of two or more individual works, other than supplementary matter, that are contained in the item, transcribe the titles of the individual works in the order in which they appear on the source. Separate the titles of the parts by a space-semicolon-space if the parts are all by the same person(s) or body (bodies).

尚書學 ; 孝經識 ; 孟子識

#### **1F1.2. By different persons or bodies**

If the individual works are by different persons or bodies, or the authorship is in doubt, precede each title other than the first by a period and one space, unless a linking word or phrase is already present. Precede each statement of responsibility by a space-slash-space.

病中須佐美. 上近衛公書. 子姪禁俳諧書

日本養子說. 非火葬論

公家社家法樂和歌懷紙. 幼學熱田詣 / 旭亭主人. 熱田詣 / 淺野先生述. 熱田舊記. 古渡誌 / 一秋考. 熱田祠官司掌私記

**1F2. One or more works not named on the source of information chosen for description of the title and statement of responsibility**

If the publication has no collective title, and one or more works contained in the publication are not named on the source chosen for description of the title and statement of responsibility:

transcribe the title and statement of responsibility from the source of information chosen for description, and name the other work(s) in a contents note (see 7B14)

or make a separate description for each separately titled work, linking the separate descriptions with “With” notes (see 7B16)

or devise a collective title for the whole publication, preferably in the language and script of the main part of the resource, and use this devised title, enclosed in square brackets, as the title proper

**1G. Single-sheet publications**

**1G1. Chief source of information**

The chief source of information for single-sheet printed publications and manuscripts is the whole sheet, recto and verso.

**1G2. General rule**

In general, transcribe the information presented beginning with the first line of printing.

If the initial text has been omitted, indicate the nature and position of the omitted material in a note, if considered important.

**1G3. Chief title**

If there is a word or phrase obviously intended as the chief title of the printed publication or manuscript that is not the first line of printing, transcribe it as the entire title proper, omitting information appearing before it on the page without the mark of omission. In general, apply this instruction only when such a title is not integral part with the rest of the text, is set off typographically, and has as its sole function the naming of the piece as a whole. In case of doubt as to the selection of the chief title, start the transcription with the first line as described above.

**1G4. Caption title**

If a caption title is present, normally transcribe this title in full.

**1G5. Prescribed punctuation**

If the information transcribed from single-sheet publications or manuscripts can be separated clearly and unmistakably into title proper, other title information, or statement

of responsibility without any transposition, supply the punctuation prescribed in 1A1 for the title and statement of responsibility area.

**1G6. Two or more works with a collective title**

If there are two or more works printed or written on a single sheet having a collective title, transcribe only the collective title as the title proper. Make a formal or informal contents note for the works.

**1G7. Two or more works without a collective title**

If there are two or more works printed or written on a single sheet that does not have a collective title, transcribe as the title statement the first title. Make a formal or informal contents note and include in it the titles of the additional works. If the sheet is printed or written on both sides and it is impossible to determine which side should be read first, make a separate bibliographic record for each side of the sheet, and include a formal “With, on verso” note in each record (see 7B16).

**1G8. Two or more works with separate publication, distribution, etc., statements**

If there are two or more works printed on a single sheet and each has its own publication, distribution, etc., statement, or there is other conclusive evidence that they were intended to be separately issued, make a separate bibliographic record for each work that was intended to be issued separately. Include a formal “With” note in each record (see 7B16) indicating that the works were printed on a single sheet and that they were “intended to be separated.” If there are two or more works printed on a single sheet giving the appearance that they were possibly intended to be separated, but there is no conclusive evidence that this is the case, follow the provisions of 1G7, and include a note indicating that they were “possibly intended to be separated.”

## 2. EDITION AREA

Contents:

2A. General rule

### 2A. General rule

This area is not used for describing Japanese printed publications or manuscripts produced before the introduction of machine printing in the nineteenth century. If a statement suggesting an edition, such as 新版 *shinpan*, 再版 *saihan*, 増補 *zōho*, and 改訂 *kaitei*, is present in publications or manuscripts, record it either in the title and statement of responsibility area or in a note for variations in title (7B4) or for edition and bibliographic history (7B7).

Some early publications are known by generic names, or by the names of Buddhist monasteries where they were published, such as 春日版 *Kasuga-ban*, 高野版 *Kōya-ban*, 五山版 *Gozan-ban*, 古活字版 *kokatsujiban*, 銅版 *dōban*, etc. These statements do not normally appear in the resources but are found in specialized bibliographies and reference sources. When assumptions can be made by the imprint and by the year of production as to the identification of manifestations, make a note.

### **3. MATERIAL SPECIFIC DETAILS AREA**

No general use of this area is made for printed monographic publications. In using these rules to describe items that by their content fall within the scope of other portions of AACR2 (e.g., an atlas), it is recommended that the provisions for this area in the appropriate section of AACR2 be followed.

## 4. PUBLICATION, ETC., AREA

Contents:

- 4A. Preliminary rule
- 4B. Place of publication, distribution, etc.
- 4C. Name of publisher, distributor, etc.
- 4D. Date of publication, distribution, etc.
- 4E. Place of manufacture
- 4F. Name of manufacturer
- 4G. Date of manufacture

### 4A. Preliminary rule

Generally transcribe imprint information as it appears in the printed publication.  
Exceptions are provided in the specific rules.

For manuscripts, record only the date of production (4D)

### 4A1. Prescribed punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space.

Precede a second or subsequently named place of publication, distribution, etc., by a semicolon, unless a linking word or phrase is given in the publication.

Precede the name of the first publisher, distributor, etc., by a colon. Precede the name of a second and any subsequent publisher, distributor, etc., by a colon, unless a linking word or phrase is given in the publication.

Precede the date of publication, distribution, etc., by a comma.

Enclose the details of manufacture (place, name, date) within parentheses.

Precede a second or subsequently named place of manufacture by a semicolon, unless a linking word or phrase is given in the publication.

Precede the name of the first manufacturer by a colon. Precede the name of a second and any subsequent manufacturer by a colon, unless a linking word or phrase is given in the publication.

Precede the date of manufacture by a comma.

For the use of the equals sign to precede parallel statements, see the appropriate rules following.

### 4A2. Sources of information

#### 4A2.1.

The prescribed sources of information for the publication, distribution, etc., area are colophon (刊記 *kanki*/ 奥付 *okuzuke*), *mikaeshi* (見返), *tobira* (扉), center column (版心 *hanshin*/ 柱 *hashira*), preface (序 *jo*), postscript (跋 *batsu*), *shikigo* (識語), publisher's

listing (蔵版目録 *zōhan mokuroku*), wrapper/envelope (袋 *fukuro*), in that order of preference. However, if any source listed above bears more recent imprint information, choose that source for description. If the statement in the publication, distribution, etc. is not present in these sources, any source may be used to supply needed information (see 0G4), which is then enclosed in square brackets. In general, do not combine statements belonging to a single element when they appear in different sources within the publication.

#### **4A2.2.**

If any part of the publication, distribution, etc., area is taken from a source other than the prescribed sources of information listed in 4A2.1, make a note to indicate the source (see 7B8.1). Make a note about information not transcribed in the publication, distribution, etc., area, if it is considered important.

#### **4A3. Form and order of information**

Transcribe publication, distribution, etc., information in the form and order in which it is presented in the source, unless instructed otherwise by specific rules.

大坂 : 萬屋彦太郎板

For example, a seal stamped on advertisements, lists of publications or any other sources within the publication may be used as a publisher.

A block holder may be used as a publisher if any other publishers are not present. Make a note about the block holder, if this information is not included in the publication, distribution, etc., area.

[江戸] : 青山堂蔵

References: 徳川時代出版者出版物集覧, p. 64 (under 雁金屋清吉 (青山堂) 江戸; 一蝶画譜 3 卷 明和 7)

#### **4A4. Fictitious or incorrect information**

If all information relating to the publication, distribution, etc., area appearing in the publication is known to be fictitious or incorrect, transcribe it nonetheless. If the real details are known, or can be reasonably surmised, supply them at the end of the area as a correction in square brackets. Give the source of this information in a note. If some but not all of the information is known to be fictitious or incorrect, apply the appropriate rule (see 4B6, 4C5, 4D2.3).

#### **4A5. Elements relating to publication, distribution, etc, vs. elements relating to manufacture**



#### **4A5.1. Statements relating to publication, distribution, etc., only**

If the publication bears only a statement relating to publication, distribution, etc., or multiple such statements, transcribe the statement(s) according to the instructions in 4B, 4C, and 4D.

#### **4A5.2. Statements relating to manufacture only**

##### **4A5.2.1**

If the publication bears only a statement relating to manufacture, or multiple such statements, generally assume the manufacturer(s) to also be functioning as publisher(s), distributor(s), etc. Transcribe the statement(s) according to the instructions in 4B, 4C, and 4D. Consider the words “place of publication” and “publisher” in those instructions to refer equally to the place of manufacture and name of manufacturer in such cases.

##### **4A5.2.2**

However, if the manufacturer is known not to be the publisher, distributor, etc., and the identity of the publisher, distributor, etc., can be determined or reasonably surmised, supply the name of the publisher, distributor, etc., in square brackets and transcribe the manufacturer statement as such according to the instructions in 4E, 4F, and 4G.

#### **4A5.3. Statements relating both to publication, distribution, etc., and to manufacture**

##### **4A5.3.1.**

If a manufacturer statement has been emphasized, transcribe all of the statements according to the instructions in 4B, 4C, and 4D. Consider the words “place of publication” and “publisher” in those instructions to refer equally to the place of manufacture and name of manufacturer in such cases.

##### **4A5.3.2.**

If a publisher, distributor, etc., statement has been emphasized, transcribe the publisher, distributor, etc., statement(s) according to the instructions in 4B, 4C, and 4D and transcribe the manufacturer statement(s) according to the instructions in 4E, 4F, and 4G.

#### **4B. Place of publication, distribution, etc.**

##### **4B1. General rule**

For manuscripts, do not record the place of production.

##### **4B1.1.**

Transcribe the names of places associated with publishers, distributors, and booksellers as part of this element. Transcribe the names of places associated with printers and other manufacturers only if appropriate according to the instructions in 4A5 (i.e., when the wording, layout, or typography of the publication suggests that the manufacturer is also functioning as the publisher, distributor, etc.).

#### **4B1.2.**

Transcribe the place of publication, distribution, etc., as it appears in the source. If the place appears together with the name of a larger jurisdiction (e.g., country, state, or similar designation), or multiple such jurisdictions, transcribe this as well.

駿府城下

#### **4B2. Supplied commonly used place names**

If considered necessary for identification and if known, supply in square brackets the commonly used name of the place at the time of publication. Use an English form of the name, if there is one.

東都 [江戸]  
江都 [江戸]  
江城 [江戸]  
江府 [江戸]  
花洛 [Kyoto]  
皇都 [Kyoto]  
摂陽 [Osaka]  
浪華 [Osaka]  
尾州 [名古屋]

#### **4B3. Supplied larger jurisdictions**

If only a street name is given, transcribe it as it appears and supply the modern name of the city etc., in square brackets.

二條通 [Kyoto]  
日本橋本石町 [江戸]  
四條坊門通 [Kyoto]

#### **4B4. Two or more places of publication, distribution, etc.**

##### **4B4.1.**

If the source of information shows two or more places and all are related to the same publisher, distributor, etc., transcribe all in the order in which they appear. Treat the

places which belong to the same jurisdiction as one location and transcribe the most prominent one.

#### **4B4.2.**

Optionally, if it is considered that the places are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, the place of publication, distribution, etc., statement may be shortened. In such cases, transcribe the most prominent one or the last one. Use the mark of omission and supply after it in square brackets a phrase in the language and script of the cataloging agency to convey the extent of the omission. Include the number of omitted places (if more than one) in the supplied phrase.

江戸 ... [and 3 other cities in Japan]

#### **4B4.3.**

If a subsequent place of publication, distribution, etc., is not related to the same publisher, distributor, etc., transcribe it in association with the publisher, distributor, etc., to which it corresponds.

浪華 [Osaka] : 文金堂河内屋太助寿梓 ; 江戸 : 発行須原屋茂兵衛

#### **4B5. Places of publication, distribution, etc., in multipart monographs**

If the publication is issued in more than a single physical part, and the place of publication, distribution, etc., changes in the course of publication, give the place of publication, distribution, etc., of the later part(s) in a note.

富嶽百景 / [前北齋為一改画狂老人已筆]. 3 v.

江戸 : 西村祐藏, 天保 5 [1834]-

Note: Vol. 3 published by: 尾州名古屋 : 永樂屋東四郎

#### **4B6. Fictitious or incorrect places of publication, distribution, etc.**

If the place of publication, distribution, etc., appearing in the publication is known to be fictitious or incorrect, supply a correction in square brackets, using a modern English form of name, if there is one, and give the basis for the correction in a note. If, however, the entire statement consisting of place, publisher, and date is known to be fictitious or incorrect, apply 4A4.

#### **4B7. No place of publication, distribution, etc.**

**4B7.1.**

If no place of publication, distribution, etc., appears in the publication, supply one in square brackets. Use a modern English form of the name, if there is one, and include the name of the larger jurisdiction if considered necessary for identification. Use the location associated with the first transcribed publisher, distributor, etc., if one is present. Provide a justification for the supplied place in a note if necessary.

[Kyoto]

**4B7.2.**

If the name of the place has changed over time, supply the name appropriate to the date of publication, distribution, etc., if known. If considered necessary for identification, also supply the modern place name and the name of the larger jurisdiction.

[江戸]

**4B8. Place of publication, distribution, etc., supplied based on address, etc.**

Supply in square brackets the name of the place of publication, distribution, etc., using a modern English form of the name, if there is one, when only an address, etc. appears in the publication. When supplying the place, give a justification in a note if necessary.

二條通 [Kyoto]

日本橋本石町 [江戸]

**4B9. Place of publication, distribution, etc., uncertain or unknown****4B9.1.**

If the place of publication, distribution, etc., is uncertain, supply the name of the probable place of publication, distribution, etc., with a question mark, using a modern English form of the name, if there is one, all in square brackets.

[Osaka?]

[Kyoto?]

**4B9.2.**

If no city of publication, distribution, etc., can be conjectured, supply the name of a province, country, or other larger geographic entity, as the place of publication, distribution, etc., with a question mark if necessary, using a modern English form of the name, if there is one, all in square brackets.

[上総]

[Japan?]

#### **4B9.3.**

If the reason for supplying the place is not apparent from the rest of the description, make a note to indicate the source of the information.

Note: Place of publication from 徳川時代出版者出版物集覧, 1976.

#### **4B9.4.**

If no place of publication, distribution, etc., can be supplied, use the abbreviation “s.l.” (sine loco) in square brackets.

[S.l.]

### **4B10. Place names in more than one language or script**

#### **4B10.1.**

If the name of the place of publication, distribution, etc., appears in more than one language or script, transcribe the statement in the language or script of the title proper, or if this criterion does not apply, transcribe the statement that appears first. Transcribe the remaining statement(s) as parallel statements, preceding each by an equals sign. Make a note to indicate the original position on the source of any transposed statements.

In case of Chinese publications (漢籍 *Kanseki*) published in pre-Meiji Japan, transliterate the name of the place of publication, distribution, etc. in Japanese.

京兆 [Kyoto]  
Keichō [Kyoto]

#### **4B10.2.**

*Optionally*, if it is considered that the parallel statements are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, omit parallel statements after the first using the mark of omission. Transcribe the omitted statement(s) in a note, if considered important.

### **4C. Name of publisher, distributor, etc.**

#### **4C1.**

For manuscripts, do not record the name of publisher, distributor, etc. Do not supply “s.n.” Provide the information on the place of production and the creator of the manuscript in the note area, if known.

#### 4C2.

Transcribe the names of publishers, distributors, and booksellers as part of this element. Transcribe the names of printers and other manufacturers only if appropriate according to the instructions in 4A5 (i.e., when the wording, layout, or typography of the publication suggests that the manufacturer is also functioning as the publisher, distributor, etc.).

#### 4C3.

The publisher statement may include names of publishers, distributors, booksellers, and in some cases printers (see 4A5), together with associated information concerning places of activity and statements of printing and reprinting.

江城 [江戸] : 平野氏傳左衛門 ; 摂陽 [Osaka] : 平野屋勝左衛門

Transcribe the name of the publisher, together with any preceding or succeeding words or phrases, as it appears in the publication.

浪華 [Osaka] : 文金堂河内屋太助寿梓 ; 江戸 : 発行須原屋茂兵衛

[江戸] : 藤木久市梓 : 須原屋伊八藏

江府 [江戸] : 藤木久市藏版

#### 4C4.

If the identification of the publisher, distributor, etc., is based on a device, supply the name of the publisher, distributor, etc., in square brackets, even if the device includes the publisher's, distributor's, etc., partial or full name. Make notes as necessary about the basis for the identification, the source of the information used, the presence of the device, etc.

[江戸 : 山城屋甚兵衛]

Note: Publisher from 近世書林板元總覽, 1998; publisher has a seal stamped

Note: Unidentified publisher seal on p.2 of cover (mikaeshi)

#### 4C5. Fictitious or incorrect publisher, distributor, etc., statements

If the publisher, distributor, etc., statement is known to be fictitious or incorrect, supply a correction in square brackets and give the basis for the correction in a note. If, however, the entire statement consisting of place, publisher (distributor, etc.), and date is fictitious or incorrect, apply 4A4.

#### **4C6. Two or more names of publishers, distributors, etc.**

##### **4C6.1.**

If the publisher, distributor, etc., statement includes more than one publisher, distributor, etc., in a single source, transcribe all the names in the order in which they appear.

Transcribe them as subsequent statements of publication, distribution, etc. If the publisher statement includes no more than three publishers in a single source, generally transcribe all of the names in the order in which they appear.

##### **4C6.2.**

If there are more than three, record the first and the last named publishers. In such cases, use the mark of omission and supply after it in square brackets in a phrase in the language and script of the cataloging agency to convey the extent of the omission.

京都：永田調兵衛 ... [and 8 others]；大坂：河内屋茂兵衛

(Comment: Kawachiya Mohē is the last named publisher)

京都：出雲寺文次郎 ... [and 8 others]；大坂：近江屋平助板 (Comment: Ōmiya Heisuke is the last named publisher)

In addition, optionally, list all of the names of publishers, distributors, etc. in the order as they appear in the notes area.

##### **4C6.3. Block holder**

If there are more than one publisher listed and if the publisher which is in the neither first nor last position bears words as “蔵版 *zōhan*”, “板 *han*”, “版 *han*”, or its seal, transcribe the publisher along with the first and last ones.

京都：永田調兵衛；江戸：須原屋伊八蔵版 ... [and 7 others]；大坂：河内屋茂兵衛

If the block holder indicated as described above is clearly known not to be involved in publishing, transcribe it in the notes area.

##### **4C6.4.**

If multiple statements relating to publisher appear in more than one source, and one of these is colophon, prefer to transcribe in the publication, distribution, etc. area the statement in the colophon. If, however, publisher, distributor, etc., statement appearing elsewhere is known to be from the later date, transcribe that statement in the publisher, distributor, etc., area, and make a note on the publisher, distributor, etc., statement appearing in the colophon.

皇都 [Kyoto] : 菱屋孫兵衛, 文政元年 [1818]

Note: Publisher statement from publisher's listing

Note: “享和二年 [1802] 壬戌十一月吉日求版 江戸書林 須原屋茂兵衛... [and 3 others] 皇都 林伊兵衛”—Kanki.

Note: “浪華 群玉堂梓”—P. [2] of cover (mikaeshi)

Note: “平安書館 竹苞樓, 瑞巖堂”—P. [2] of cover (mikaeshi)

#### **4C6.5.**

If the name of a publisher, distributor, etc., associated with an earlier edition appears together with the name of the publisher, distributor, etc., of the edition being described, transcribe the names of a publisher, distributor, etc., associated with an earlier edition in a note.

#### **4C6.6.**

If both the place and publisher, distributor, etc., associated with an earlier edition appear together with the place and publisher, distributor, etc., of the edition being described, transcribe the place and publisher, distributor, etc., associated with an earlier edition in a note.

#### **4C7. Names of publishers, distributors, etc., in multipart monographs**

If the publication is issued in more than one physical part and the name or form of name of the publisher, distributor, etc., changes in the course of publication, transcribe the publisher, distributor, etc., statement of the first or earliest part and give the publisher, distributor, etc., statement of the later part(s) in a note.

#### **4C8. Supplied and conjectured names of publishers, distributors, etc.**

If no name, address, or device of a publisher, distributor, etc., appears in the publication, supply the name of the publisher, distributor, etc., in square brackets if known. If the responsibility of a publisher, distributor, etc., for a particular publication is conjectured, either add a question mark to any supplied name or give the information in a note. In any case of a supplied publisher, distributor, etc., give supporting evidence in a note.

[Kyoto? : 伊予屋佐右衛門?]

References: 徳川時代出版者出版物集覧, 1976, p. 28 (under 伊予屋佐右衛門, 京都; publ. 文久 2 [1862])



#### **4C9. No supplied name of publisher, distributor, etc.**

If no publisher, distributor, etc., statement can be supplied, use the abbreviation “s.n.” (sine nomine) in square brackets.

[Japan : s.n., 1830?]

References: 国書総目録, v. 3, p. 512 (古刀銘鑑, 4 冊; at head of title: 校正; by 菅原(本阿弥)長根, 文政 13 [1830] 刊)

#### **4C10. Publisher, distributor, etc., transcribed as part of another area**

If no publisher, distributor, etc., statement appears in the publication, but the name of the publisher, distributor, etc., has already been transcribed as part of another area, supply it within square brackets.

#### **4C11. Publisher, distributor, etc., statements in more than one language or script**

##### **4C11.1.**

If the name of the publisher, distributor, etc., appears in more than one language or script, transcribe the statement in the language or script of the title proper, or if this criterion does not apply, transcribe the statement that appears first. Transcribe the remaining statement(s) as parallel statements, preceding each by an equals sign. Make a note to indicate the original position on the source of any transposed statements.

In case of Chinese publications (漢籍 *Kanseki*) published in pre-Meiji Japan, transliterate the name of the publisher, distributor, etc. in Japanese.

奎文館發行  
Keibunkan hakkō

##### **4C11.2.**

*Optionally*, if it is considered that the parallel statements are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, omit parallel statements after the first using the mark of omission. Transcribe the omitted statement(s) in a note, if considered important.

#### **4D. Date of publication, distribution, production, etc.**

##### **4D1. General rule**

##### **4D1.1.**

For manuscripts, record the date of production (creation, inscription, copying, manufacture, etc.). Add notes for the source of the date and any other information related to the production of manuscript.

文化 15 [1818]

Note: Postscript, "此書者平屋町飯塚源治郎所藏之留書 ... 文化十五年 ... 江川町・三階屋仁右衛門道雄・右筆仁平道三"

When the dates of creation and copying are both available in a manuscript, transcribe the date of copying as the date of production and give the date of creation in a note. Make a note also on any other information related to the original work.

天文 19 [1550]

Note: "右依 勅定披数多之旧本加用捨勵書写之功遂校合者也, 文明十三年 [1481] 三月十六日 從二位藤原教国, 天文十九年六月十一日以 禁裏御本遂書校了, 卜兼右"--Okugaki

#### **4D1.2.**

Transcribe dates of publication, distribution, etc., as part of this element. Transcribe dates of printing or other manufacture only if appropriate according to the instructions in 4A5 (i.e., when the wording, layout, or typography of the publication suggests that the manufacturer is also functioning as the publisher, distributor, etc.).

#### **4D1.3.**

The date of publication for this area is the year of publication or printing.

### **4D2. Transcription involving adjustments or additions**

#### **4D2.1.**

Transcribe the date from the publication, together with any preceding or succeeding words or phrases. If the date is deduced or supplied from an external source, enclose it in square brackets and explain the source in a note.

官許天保 14 [1843]

文政 12 [1829] 刻成

文政 10 [1827] 新彫

天保 4 [1833] 求版

文化 13 [1816] 補刻

#### **4D2.2.**

Transcribe years other than Gregorian or Julian (e.g., lunar calendar) as they appear in Arabic numerals and supply the year(s) of the Gregorian calendar in square brackets. If the given date is described in the zodiac year, transcribe it and add the corresponding Gregorian calendar year in square brackets. If both the numeral and the zodiac year

appear on the item, record only the numeral year with corresponding Gregorian calendar year in square brackets.

元禄 5 [1692] or  
元禄壬申[1692]

But not

元禄 5 壬申[1692]

Optionally: Transcribe in the notes area, dates as they appear in the publication, including the day and month, if present.

元禄壬申正月  
文化十三孟春

**4D2.3. Fictitious or incorrect dates**

If the year of publication, distribution, etc., is known to be fictitious or is incorrect, transcribe it as it appears and supply the real or correct year in square brackets. If, however, the entire statement consisting of place, publisher (distributor, etc.), and date is fictitious or incorrect, apply 4A4.

**4D2.4. Multiple adjustments or additions**

If the date of publication, distribution, etc., requires more than a single adjustment or addition, provide all the supplied information within the same set of square brackets.

元禄 5 [1692 i.e. 1691]

**4D3. Date of publication, distribution, etc., supplied from reference sources**

If the date of publication, distribution, etc., does not appear in the publication but is known, supply it in square brackets from any source, preferably a reliable bibliography or reference work. Give the source of the supplied date and any needed explanation in a note.

, [1876]

Note: Publication date from 日本古典籍総合目録データベース, Jan. 4, 2010

**4D4. Conjectural date of publication, distribution, etc.**

**4D4.1.**

Supply in square brackets a conjectural date of publication, distribution, etc., based on any information available. Indicate the basis for the conjecture in a note.

[not before 1759]

Note: The latest date appearing in the work: 宝暦 9 [1759]

[not before 1615]

Latest event mentioned in the work, "大坂夏御陣" [1615]

[not before 1807]

References: 国書総目録, v. 6, p. 86 (銅柱余録, see 北蝦夷圖説); v. 2, p. 423 (北蝦夷圖説, 四卷四冊; 別書名: 銅柱餘説; 間宮林蔵 述, 村上貞廉編, 文化四 [1807] 成)

[1852?]

Note: "嘉永五年巳閏二月出火焼失場所御宮火除地ニ被度仲ヶ間一統ヨリ両神主江談合手續其 ... 扣"--At head of title on original cover

#### 4D4.2.

If the source chosen for description of the title and statement of responsibility bears a prominent date that does not clearly represent the date of publication, either transcribe it as part of the title and statement of responsibility area, if appropriate, or give it in a note.

#### 4D5. Patterns for supplying a conjectural date

Give a probable date or period of publication, distribution, etc., according to one of the patterns shown in the examples below. Give any needed explanation in a note.

, [1760?]	probable date
, [ca. 1780]	approximate date
, [ca. 1780?]	probable approximate date
, [not before 1785]	terminal date
, [not after 21 Aug. 1785]	terminal date
, [1727 or 1728]	one year or the other
, [between 1711 and 1749]	span certain
, [between 1711 and 1749?]	span uncertain
, [167-]	decade certain
, [167-?]	probable decade
, [16--]	century certain
, [16--?]	probable century

#### 4D6. Date of publication, distribution, etc., in multipart monographs

##### 4D6.1.

In describing a publication consisting of volumes, parts, or fascicles published over a number of years, transcribe the date of the volume, part, or fascicle published first and the date of the volume, part, or fascicle published last, and connect them with a hyphen.

, 1692-1702

#### **4D6.2.**

Record the date of each volume in a note, if considered important. Such a note is particularly useful when the order of publication, distribution, etc., does not correspond to the order of the volume numeration. If multiple dates appear in one physical piece, choose the latest date as the date of publication, distribution, etc., and add notes for explanation on other dates.

#### **4D7. Date of publication, distribution, etc., on part pages**

If parts of a publication bear dates that differ from the date pertaining to the whole publication, give these additional dates in a note. If, however, one of these dates is a more accurate reflection of the actual date of publication, distribution, etc., than the date pertaining to the whole publication, give it as a correction as instructed in 4D2.4.

#### **4E. Place of manufacture**

##### **4E1. General rule**

Transcribe names of places associated with printers and other manufacturers as part of this element when appropriate according to the instructions in 4A5.

##### **4E2. Supplied place of manufacture**

If the place of manufacture does not appear, or is transcribed as part of another area or element, supply the place of manufacture in square brackets. Use a modern English form of the name, if there is one, and include the name of the larger jurisdiction if considered necessary for identification. Provide a justification for the supplied place in a note if necessary.

##### **4F. Name of manufacturer**

Transcribe the names of printers and other manufacturers as part of this element when appropriate according to the instructions in 4A5.

#### **4G. Date of manufacture**

##### **4G1.**

Transcribe a date of impression or other manufacture as part of this element only if it has not been treated as the date of publication, distribution, etc., following the instructions in

4A5, and only if it applies, or is likely to apply, to all copies of the edition or issue being cataloged. Dates of impression or other manufacture associated with a substantially unchanged impression of an edition or issue may be transcribed in a local note, if considered important.

寛永 2 [1625]

Note: 寛永版元禄刷. Cf. 日本古典籍総合目録データベース, Jan. 4, 2010.

Record the date of publication found in the item in the date of publication, distribution, etc. area, even if the impression date is assumed to be much later (後印 *kōin* /後刷 *atozuri*) than the indicated date. In this case, the source of the date of impression and any explanations may be given in the note area if useful.

元禄 10 [1697]

Note: Not before 1868 impression?

Optionally, record the assumed period in square brackets for date of impression in the date of manufacture, when the item in hand appears to be of later impression.

元禄 10 [1697] ([between 1800 and 1868?] impression)

## **5. PHYSICAL DESCRIPTION AREA**

Contents:

- 5A. Preliminary rule
- 5B. Extent
- 5C. Illustration
- 5D. Size and format
- 5E. Accompanying material

### **5A. Preliminary rule**

#### **5A1. Prescribed punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space or start a new paragraph.

Precede an illustration statement by a colon.

Precede the size by a semicolon.

Enclose a statement of format in parentheses.

Precede a statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

#### **5A2. Sources of information**

Take information for this area from the resource itself.

### **5B. Extent**

#### **5B1-5B13. Resources in One Physical Unit**

##### **5B1. General rule**

###### **5B1.1.**

The statement of extent should account for every leaf in the volume as issued by the publisher or as produced in a manuscript, including leaves of text, leaves of plates, and blank leaves. It should not include leaves added as part of the binding or the binding itself.

###### **5B1.2.**

Record the complete number of leaves or pages, in accordance with the terminology suggested by the volume (or other physical unit) itself. Describe a volume with leaves numbered on both sides, or with leaves unnumbered and printed on both sides, in terms of pages. Describe a volume with leaves numbered on one side only, or with leaves unnumbered and printed on one side only, in terms of leaves. If the leaves of a volume

are numbered and printed on one side only, state this fact in a note. Describe in terms of columns a volume so numbered when it is printed with more than one column to the page. If a resource contains sequences in more than one kind of numbering, record each sequence in its appropriate term as pages, leaves, or columns.

### **5B1.3.**

Recording the “complete number” as stated above means recording the number on the last numbered page or leaf of each numbered sequence as the basic statement of extent, with any necessary additions according to succeeding rules, for the addition of unnumbered pages or leaves. Use arabic numerals to designate pages, etc., that are numbered in words or in characters.

## **5B2. Unnumbered pages or leaves**

### **5B2.1.**

If unnumbered pages or leaves (printed or blank) are not included in a sequence of pagination or foliation, count them according to the terms used to describe the rest of the resource or the part of the resource with which they are associated. In ambiguous cases count them as leaves when they are all printed on one side only; otherwise count them as pages. Use arabic numerals within square brackets.

[8], 32 p.

[2], 32, [6] leaves

### **5B2.2.**

Consider numbered sequences to include unnumbered pages or leaves falling logically within the sequence, counting back from the recorded number to 1.

[2], 40 p.

(Comment: Pages are numbered 3-40 with four unnumbered pages at the beginning)

but [2], 5-40 p.

(Comment: Pages are numbered 5-40 with two unnumbered pages at the beginning; there is no evidence that any leaves are missing)

### **5B2.3.**

Record in the following manner unnumbered blank pages or blank leaves interrupting a numbered sequence:

30, [2], 31-35 leaves



### **5B3. Errata leaves**

Include errata leaves (but not errata slips) in the extent statement whether or not they are conjugate with another leaf of the resource. Mention the presence of errata leaves and errata slips in a note (see 7B14.1).

48, [1] leaves

Note: Errata: End leaf.

### **5B4. Advertisements**

#### **5B4.1.**

For pages containing only advertisements, include them in the statement of extent when they are clearly integral to the resource. This is the case when they:

are included in the same pagination sequence as the text;

or are printed on the initial or final unnumbered pages of a resource

#### **5B4.2.**

Make a note to indicate the presence of pages that only contain advertisements.

21, [3] leaves

Note: Advertisements on [3] p. at end

35, [3] leaves

"柳枝軒藏書目錄"--Leaf [3] (2nd group)

### **5B5. Multiple sequences of numbering**

#### **5B5.1.**

If the resource has duplicate sequences of paging, as is sometimes the case with resources having parallel texts, record both pagings and make an explanatory note.

[1], 35, 35, [1] p.

Note: Opposite pages bear duplicate numbering

#### **5B5.2.**

If a volume has groups of pages numbered in opposite directions, as is sometimes the case with resources having texts in two languages, record the pagings of the various sections in order, starting from the source chosen for description of the title and statement of responsibility.

[1], 155, [1], 126 p.

**5B5.3.**

If a volume has pagination of its own and also bears the pagination of a larger resource of which it is a part, record the paging of the individual volume in this area and the continuous paging in a note.

328 p.

Note: Pages also numbered 501-828

**5B5.4.**

If the pages or leaves of a resource are numbered as part of a larger sequence (e.g., one volume of a multipart resource), or the copy appears to be an incomplete part of a whole, record the number of the first and the last numbered page or leaf. (See also 5B11 for incompleteness at end.) Generally precede the numbers with the word or abbreviation indicating pages, leaves, or columns.

leaves 81-94

(Comment: Fragment, detached from larger work)

**5B5.5.**

If a resource contains more than three sequences of numbered or more than five sequences of numbered and unnumbered pages or leaves, preferably record all of the sequences. If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), then employ one of the following methods:

a) Record the total number of pages or leaves followed by “in various pagings” or “in various foliations.”

102 p. in various pagings

256 leaves in various foliations

b) If one of the sequences is clearly the main sequence, record the main sequence and the total number of other pages or leaves.

416 p., 98 p. in various pagings

c) As a last resort, give one of the designations used for resources issued in more than one physical unit (see 5B14).

1 v. (various pagings)

If one of these methods is employed, record all of the sequences in a note, if considered important.

## **5B6. Expansions or corrections**

### **5B6.1.**

Make a note giving more precise information about pagination or foliation, blank pages or leaves, or other aspects of collation, if considered important (see 7B9).

[1], 3, 55, [1] leaves

Note: The first and last leaves are blank (asobigami)

216 p.

Optional note: Pages [205]-[206] blank

### **5B6.2.**

If the number of the last numbered page or leaf of a sequence does not indicate the correct number of pages or leaves, either record the sequences exactly to indicate the source of the error or record the number as given in the resource and supply a correction in square brackets. Provide an explanatory note, if considered important.

82 [i.e. 28] p.

Optional note: Page 28 wrongly numbered 82

18, 12-25 p.

or 25 [i.e. 32] p.

Optional note: Numbers 12-18 are repeated in pagination  
(Comment: Same numbering as in preceding example)

## **5B7. Lack of numbering**

### **5B7.1.**

If the whole volume is unpaginated or unfoliated, count the pages or leaves and record the total in arabic numerals within square brackets. State the total in terms of pages or leaves, but not of both. Begin the count with the first page or leaf of the first gathering and end the count with the last page or leaf of the last gathering, as instructed in 5B2. Count all blank pages or leaves.

[23] p.

[33] leaves

**5B7.2.**

Optionally, if determining the total number of pages or leaves of an unnumbered volume might damage a resource in fragile condition, give one of the designations used for resources issued in more than one physical unit (see 5B14) followed by “unpaged” or “unfoliated.”

1 v. (unpaged)

**5B8. Leaves or pages of plates****5B8.1.**

Record the number of leaves or pages of plates at the end of the sequence(s) of pagination or foliation, whether the plates are found together or distributed throughout the resource. Record the number even when there is only one plate. Count a plate folded and bound at the inner margin as two leaves of plates. Count unnumbered leaves or pages of plates without regard for the terms used to describe the rest of the resource (accordingly, leaves of plates may follow sequences of pages and pages of plates may follow sequences of leaves).

46 p., 5 leaves of plates

46 p., [4] p. of plates

(Comment: Plates are printed on rectos and versos of 2 leaves)

32, 10 p., [1] leaf of plates

46 p., 3 leaves of plates, 4 p. of plates

**5B8.2.**

If a volume contains a mixture of unnumbered leaves and pages of plates, record the number either in terms of leaves or of pages.

**5B8.3.**

Record folded leaves as leaves or pages of plates.

50, [2] p., [2] folded leaves of plates

Do not treat any illustrated page selected for title proper (including an engraved or lithographed page) as a plate.

**5B8.4.**

As a last resort, if a resource's gatherings cannot be ascertained, or it is otherwise difficult to tell whether a leaf constitutes a plate, record it in terms of pages or leaves of plates if unnumbered and pages or leaves of text if included in the pagination.

### **5B9. Folded leaves**

Describe folded leaves as such.

22 folded leaves

22 p., 5 leaves of plates (some folded)

### **5B10. Double leaves**

Count numbered double leaves (e.g., books in the traditional East Asian binding style (袋綴 *fukurotoji*)) as pages or as leaves according to their numbering. Count each unnumbered double leaf as one leaf. Always indicate the presence of double leaves in a note.

36 leaves

Note: On double leaves, traditional East Asian binding style  
(*fukurotoji*)

[20] leaves

Note: On double leaves, traditional East Asian binding style  
(*karitoji*)

### **5B11. Incomplete resources**

If a volume, or an individual sequence of pages or leaves within a volume, lacks pages or leaves at its end—or an unpaginated or unfoliated volume or sequence lacks any pages or leaves—and the paging or foliation of a complete copy cannot be ascertained, record the number of the last numbered or unnumbered page or leaf followed by “+ p.” or “+ leaves.” Make a note of the imperfection.

78+ p.

Note: Description based on incomplete copy; all after p. 78 wanting

[8+], 37, [1] leaves

Note: Description based on incomplete copy; one or more prelim. leaves wanting

### **5B12. Sheets, scrolls, cases, portfolios, etc.**

For a resource in a single physical unit other than a volume (e.g., a sheet, a roll, a scroll, a case, or a portfolio), use an appropriate designation (“sheet,” etc.) preceded by the arabic numeral 1. If adding a statement of pagination or foliation, place it in parentheses

following the designation. The number of sheets used to form a scroll may be mentioned in a note, if readily ascertainable and considered important (7B9.3).

1 portfolio (26 sheets)

1 portfolio ([44] sheets)

1 scroll

Note: Scroll: 37.4 x 1739.0 cm. (59 sheets of paper with pictures, 4 sheets for postscripts, all pasted together).

### **5B13. Single-sheet resources**

#### **5B13.1.**

For a resource consisting of a single sheet designed to be used unfolded (whether issued folded or unfolded), add a statement of pagination based on the number of pages printed, not counting blanks, as follows:

1 sheet (2 p.)

(Comment: Sheet of any size printed on both sides, numbered)

1 sheet ([2] p.)

(Comment: Sheet of any size printed on both sides, unnumbered)

#### **5B13.2.**

For a publication consisting of a single sheet folded into multiple pages, such as *orihon* (折本), include in parentheses a count of the number of pages containing text or illustrations. Do not count the cover in the number of pages. Enclose the number in square brackets. Provide details of the sheet's layout in a note, if considered important.

1 folded sheet ([16] p.)

Note: On double leaves, folded accordion style (*orihon*)

1 folded sheet ([4] p.)

Note: On double leaves, folded accordion style (*orihon*)

Pages [5]-[8] blank

### **5B14-5B19. Resources in More Than One Physical Unit**

#### **5B14. General rule**

##### **5B14.1.**

If a resource is issued in more than one physical unit, give the number of physical units in arabic numerals followed by the appropriate designation for the unit. Exclude accompanying material from the numbering.

3 v.

2 portfolios

6 sheets (verso blank)

#### **5B14.2.**

Provide a note on non-western numbering system used for counting volumes, if considered important.

5 v.

Note: Vols. numbered on title slips: 仁, 義, 礼, 智, 信

#### **5B14.3.**

If the number of physical units in which a resource is bound differs from the number in which it was actually issued (e.g., when it is clear from physical conditions that the copy in hand deviates from its original state as issued), state this fact in a local note, if considered important (see 7B17.3.2).

6 v.

Optional local note: LC copy bound in 3 v.

#### **5B15. Bibliographic volumes vs. physical volumes**

If the number of bibliographic volumes differs from the number of physical volumes in which a resource is actually issued, give the number of bibliographic volumes followed by “in” and the number of physical volumes. Give details of the resource’s numbering in a note, unless the numbering is given in a contents note.

8 v. in 5

shukan, 9 v. in 10

3 v. in 10

Note: Volumes numbered: 初編卷一, 二, 三; 二編卷一, 二, 三; 三編卷一, 二, 三, 四

#### **5B16. Pagination continuous**

##### **5B16.1.**

If the pagination of a resource in more than one physical unit is continuous, give the pagination in parentheses after the number of units.

8 v. (894 p.)

**5B16.2.**

Do not use the physical description area to record preliminary sequences unless only the first volume contains such a sequence. A complete record of sequences may be given in a note, if considered important.

3 v. (20, 804 p.)

(Comment: Preliminaries are in v. 1 only)

3 v. (804 p.)

Optional note: Vol. 1: 20, 202 p.; v. 2: 20, 203-512 p.; v. 3: 21, [1], 513-804 p.

(Comment: Preliminaries are present in all volumes)

**5B17. Pagination not continuous**

Optionally, if the pagination of a resource in more than one physical unit is not continuous, record the pagination of each unit either in parentheses after the number of units or in a note.

2 portfolios (12, 18 leaves)

5 v. (32, 36, 48, 36, 18 p.)

3 v. (5, [1], 31, [1]; 6, 32; 3, [1], 49, [1] p.)

or 3 v.

Optional note: Vol. 1: 5, [1], 31, [1] p.; v. 2: 6, 32 p.; v. 3: 3, [1], 49, [1] p.

**5B18. Leaves and pages of plates**

If a publication in more than one physical unit contains leaves or pages of plates, do not record them in the statement of extent. Note the presence of the plates in a note, if considered important.

2 v.

Optional note: Vol. 1: 100, [4] p., [12] leaves of plates (2 folded); v. 2: 112 p., [9] leaves of plates



### **5B19. Discontinued resources**

If a resource planned for more than one physical unit has been or appears to have been discontinued before completion, describe the incomplete set as appropriate (i.e., record paging for a single volume or the number of volumes for multiple volumes). Make an explanatory note.

2 v.

Note: No more published?

56 p.

Note: Vol. 2 was never published

## **5C. Illustration**

### **5C1. General rule**

#### **5C1.1.**

To indicate the presence of illustration, use the abbreviation “ill.” after the statement of extent.

8 v. : ill.

42 p. : ill.

42 p., 5 p. of plates : ill.

#### **5C1.2.**

Optionally, disregard minor illustrations.

#### **5C1.3.**

Do not regard ornaments (e.g., printers’ devices), pictorial covers, or pictorial wrapper/envelope (袋 *fukuro*), as illustrations. If considered important, these may be mentioned in a note (see 7B9).

#### **5C1.4.**

Optionally, add the graphic process or technique in parentheses. Give more detailed descriptions of the illustrations in a note, if considered important.

: ill. (woodcuts)

## **5C2. Types of illustrations**

### **5C2.1.**

Optionally, specify particular types of illustrations. Use in alphabetical order one or more such terms as the following: diagrams, forms, geneal. tables, maps, music, plans, ports. (use for single or group portraits), samples.

### **5C2.2.**

Replace “ill.” with terms specifying particular types of illustrations if the particular types are the only illustrations in the resource.

: maps

: ports. (woodcuts)

### **5C2.3.**

Precede terms specifying particular types of illustrations with “ill.” if the particular types are not the only illustrations in the resource.

: ill., maps, plans

: ill. (woodcuts), maps (lithographs)

## **5C3. Color illustrations**

### **5C3.1.**

Describe color illustrations as such using the abbreviation “col.”

col. ill.

: ill., col. maps, ports. (some col.)

: ill. (some col.), maps, plans

Add a note for types of coloring, if considered important (e.g., 薄墨 *usuzumi*, 多色摺り *tashokuzuri*, 合羽摺り *kappazuri* and 筆彩 *hissai*.) (see 7B9.4)

### **5C3.2.**

Do not describe hand-colored illustrations as “col.” unless there is evidence that the resource was issued with the hand coloring. Always mention publisher-issued hand coloring in a note (see 7B9.4); make a local note on the presence of other hand coloring, if considered important.

Note: LC copy has some illustrations colored, possibly by previous owner

Note: Ms. (98 paintings; hand-colored)

### **5C3.3.**

If both the text and illustrations are printed in a single color, do not describe the illustrations as “col.” Make a note to indicate the color of the ink, if considered important.

: ill.

Optional note: Printed in red throughout

### **5C4. Number of illustrations**

Record the number of illustrations when their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated). Count an unnumbered illustration repeated in the resource as one rather than as two or more.

9 ill.

1 ill., 1 map

### **5C5. Resources consisting entirely or chiefly of illustrations**

If a resource consists entirely or chiefly of illustrations, account for this fact by specifying “all ill.” or “chiefly ill.” Optionally, when the illustrations are all or chiefly of a particular type (see 5C2), replace “ill.” with the term specifying the particular type.

: all ill.

: chiefly maps

## **5D. Size and format**

### **5D1. General rule**

#### **5D1.1.**

Give the height of a resource (based on the copy in hand) in centimeters, rounding a fraction of a centimeter up to the next full centimeter. If a resource measures less than 10 centimeters, give the height in millimeters. Optionally, more detailed measurement of resources of any size may additionally be recorded in notes. If more than one copy of the resource is held, and the heights of the different copies vary, record the height of the tallest copy and give the height of the other copies in a local note.

; 18 cm

(Comment: A resource measuring 17.1 centimeters in height)

; 99 mm

(Comment: A resource measuring between 98 and 99 millimeters in height)

#### **5D1.2.**

If a resource is bound, measure the height of the binding. When the height of the resource differs by 3 centimeters or more from the height of the binding, specify both.

; 12 cm bound to 16 cm

#### **5D1.3.**

When a resource is unbound or inserted in a library binder, measure the height of the resource itself.

#### **5D2. Width**

If the width of a volume is greater than the height, or less than half the height, give the height x width.

; 20 x 32 cm

; 20 x 8 cm

If one of the measurements would normally be given in millimeters and one in centimeters, give both measurements in millimeters.

; 95 x 120 mm

#### **5D3. Differing sizes**

##### **5D3.1.**

If the volumes of a multipart set differ in size, give the smallest or smaller size and the largest or larger size, separated by a hyphen.

; 24-28 cm

##### **5D3.2.**

When a volume consists of separate physical units of varying height bound together, give the height of the binding only.

## **5D4. Single-sheet resources**

### **5D4.1.**

For a single-sheet resource issued unfolded, give the height x width. If a sheet is issued in folded form (e.g., maps with a cover attached to a section of the sheet) but is designed to be used unfolded (e.g., with the chief part occupying a whole side of the sheet), add the dimensions of the sheet when folded.

1 sheet ([1] p.) ; 48 x 30 cm, folded to 24 x 15 cm

If a single-sheet resource is folded and placed in a wrapper/envelope (袋 *fukuro*), but is designed to be used unfolded, give the height and width of the unfolded sheet, with a note for the size of a wrapper/envelope.

1 sheet ([1] p.) : ill. ; 48 x 30 cm

Note: Issued in wrapper (24 x 15 cm)

### **5D4.2.**

When describing other folded sheets (see 5B13), give the height of the sheet when folded.

1 folded sheet ([8] p.) ; 18 cm

### **5D4.3. Scrolls**

For scrolls (卷子本 *kansubon*), record the height x width of the unrolled scroll (excluding the roller (軸 *jiku*)).

1 scroll : col. ill. ; 27 x 471 cm

### **5D4.4. Single rolls of long sheets**

For single rolls of long sheet, give the height and the width of the sheet.

1 sheet ; 20 x 325 cm

## **5E. Accompanying material**

### **5E1. General rule**

#### **5E1.1.**

If a resource and its accompanying material are issued simultaneously (or nearly so) and are intended to be used together, give the number of physical units of accompanying

material in arabic numerals, and the name of the material at the end of the physical description.

; 24 cm + 1 map

**5E1.2.**

Optionally, give the physical description of accompanying material in parentheses following its name.

; 21 cm + 1 atlas (38 p., 19 leaves of plates : col. maps ; 37 cm)

; 25 cm + 1 map (col. ; 65 x 40 cm)

or describe the accompanying material independently

or mention it in a note (see 7B10).

**5E2. Issued in pocket**

If accompanying material is issued in a pocket attached to a resource, specify the location in a note.

; 30 cm + 2 folded maps

Note: Maps in pocket on inside back cover

## **6. SERIES AREA**

Contents:

- 6A. Preliminary rule
- 6B. Title proper of series
- 6C. Parallel titles of series
- 6D. Other title information of series
- 6E. Statements of responsibility relating to series
- 6F. Numbering within series
- 6G. Subseries
- 6H. More than one series statement

### **6A. Preliminary rule**

#### **6A1. Prescribed punctuation**

For instructions on the use of spaces before and after prescribed punctuation, see 0E.

Precede this area by a period-space-dash-space.

Enclose each series statement in parentheses.

Precede other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

Precede the numbering within a series or subseries by a semicolon.

Enclose a date following a numeric and/or alphabetic designation in parentheses.

Precede the title of a subseries, or the designation for a subseries, by a period.

Precede the title of a subseries following a designation for the subseries by a comma.

#### **6A2. Sources of information**

##### **6A2.1.**

The prescribed source of information for the series area is the whole resource.

##### **6A2.2.**

If the series information is taken from a source other than the resource itself, supply it in square brackets, and make a note to indicate the source.

##### **6A2.3.**

If variant series statements appear within a resource, make a note, if considered important.

##### **6A2.4.**

If the series statement appears as a stamp or on a label, transcribe it as found and make a note to indicate the presence of the stamp or label.

### **6B. Title proper of series**

Transcribe the title proper of the series as it appears in the resource, according to the general rules 0B-0G.

群書類從

丹鶴叢書

甘雨亭叢書

### **6C. Parallel titles of series**

#### **6C1.**

If the source bears a series title in more than one language or script, transcribe as the series title proper the title that is in the language or script of the title proper. If this criterion does not apply, transcribe the title that appears first in the source. Transcribe the remaining title(s), together with any associated information, as parallel series titles. Precede each parallel series title by an equals sign. Make a note to indicate the original position on the source of any transposed titles.

#### **6C2.**

Optionally, if it is considered that the parallel series titles are too numerous to list exhaustively, and that some may be omitted without significant loss of identification, omit parallel series titles after the first using the mark of omission. Transcribe the omitted title(s), together with any associated information, in a note, if considered important.

### **6D. Other title information of series**

#### **6D1.**

Transcribe other title information relating to the series, if present, following the series title proper.

#### **6D2.**

If there are parallel series titles (see 6C), transcribe the other title information after the series title to which it relates. If any parallel titles have been omitted from the transcription, also omit the associated other title information. Transcribe the omitted information in a note, if considered important.



## **6E. Statements of responsibility relating to series**

### **6E1.**

Transcribe a statement of responsibility relating to the series, if present, following the series title. If the statement of responsibility does not appear in this position in the source, transpose as needed. Provide details of the transposition in a note.

## **6E2. Parallel statements of responsibility relating to series**

### **6E2.1.**

If there are parallel series titles (see 6C) but the statement of responsibility relating to the series appears in only one language or script, transcribe the statement of responsibility after the last parallel title (following any other title information associated with the title).

### **6E2.2.**

If the statement of responsibility appears in more than one language or script, transcribe each statement after the series title (or other title information) to which it relates.

### **6E2.3.**

If any parallel series titles have been omitted from the transcription, also omit their associated statements of responsibility. Transcribe the omitted statement(s) in a note, if considered important.

## **6F. Numbering within series**

### **6F1. General rule**

#### **6F1.1.**

If series numbering is present, transcribe it as the last element in the series statement.

#### **6F1.2.**

Transcribe the numbering as it appears in the resource. When recording ordinal numerals (expressed either as numerals or as words), record them as numerals accompanied by the character indicating that the numeral is ordinal. Convert numerals in characters to arabic.

; 第 1 卷

Comment: The numbering appears in the resource as: 第壹卷

## **6F2. Numbering relating to parallel series titles**

### **6F2.1.**

If there are parallel series titles (see 6C) and the series numbering also appears in more than one language or script, transcribe each number after the series title to which it relates (following any other title information or any statement of responsibility associated with the title).

### **6F2.2.**

If the series numbering appears only once, transcribe it after the series title to which it relates. However, if the numbering relates to all, more than one, or none of the series titles, transcribe it at the end of the series statement.

### **6F2.3.**

If any parallel series titles have been omitted from the transcription, also omit their associated numbers. Transcribe the omitted number(s) in a note, if considered important.

## **6G. Subseries**

### **6G1.**

If both a main series and a subseries appear in the resource, give the details of the main series first, followed by the details of the subseries. If the main series and subseries do not appear in this position in the source, transpose them as needed and provide details of the transposition in a note.

## **6H. More than one series statement**

The information relating to a single series, or series and subseries, constitutes one series statement. If two or more series statements appear in a resource, transcribe each statement separately.

## **7. NOTE AREA**

Contents:

7A. Preliminary rule

7B. Notes

### **7A. Preliminary rule**

#### **7A1. General instructions**

##### **7A1.1.**

Notes qualify and amplify the formal description, especially when the rules for such description do not allow certain information to be included in the other areas. Notes can therefore deal with any aspect of the resource.

##### **7A1.2.**

Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of description to which they pertain. In addition to notes relating to these areas, there are notes that do not correspond to any area of the formalized areas of description. Occasionally it may be useful to group together notes that refer to more than one area, for instance when they are all based on one source within the resource, such as a privilege statement.

##### **7A1.3.**

If the description in the areas preceding the note area does not clearly identify the resource being cataloged, make whatever notes are necessary for unambiguous identification. When appropriate, refer to detailed descriptions in standard catalogs or bibliographies. Provide sufficient information to identify the specific source, whether using a general note, a formal “References” note giving the source in prescribed form (see 7B12), or some combination of the two.

##### **7A1.4.**

Notes may also be made to justify added entries intended for special files of personal or corporate names, titles, genres/forms, physical characteristics, provenance, etc.

##### **7A1.5.**

In general, notes are not required, but some notes are required in particular situations and are so indicated in previous rules and in some of the rules for this area.

## **7A2. Punctuation**

Start a new paragraph for each note. End each paragraph with a period or other mark of final punctuation.

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

Do not use prescribed punctuation within a note, except in formal contents notes, “With:” notes, and notes of accompanying material that include the elements of the physical description area (see 7B10, 7B14, and 7B16). When formulating phrases or sentences in a note, use modern punctuation according to current good usage.

## **7A3. Sources of information**

Take information recorded in notes from any suitable source. Square brackets are required only for interpolations within quoted material.

## **7A4. Form of notes**

### **7A4.1. Order of information**

If information in a note corresponds to information found in the title and statement of responsibility, edition, publication, distribution, etc., physical description, or series areas, usually give the elements of information in the order in which they appear in those areas. In such cases, use prescribed punctuation, except substitute a period for a period-space-dash-space.

### **7A4.2. Quotations**

Record quotations from the resource or from other sources in quotation marks. Follow the quotation by an indication of its source. Do not use prescribed punctuation within quotations.

"大内余庵著述並藏版"--Colophon

"徂徠著"--Title slip (hand-written)

"活字版"--Title slip mounted on case

"文化元年 [1804] 木下從繩調"--Vol. [6], p. 2 of original cover

### **7A4.3. Formal notes**

Use formal notes employing an invariable introductory word or phrase or a standard verbal formula when uniformity of presentation assists in the recognition of the type of

information being presented or when their use provides economy of space without loss of clarity.

#### **7A4.4. Informal notes**

When making informal notes, use statements that present the information as briefly as clarity, understandability, and good grammar permit.

#### **7A5. Notes citing other manifestations and works**

##### **7A5.1. Notes citing other manifestations of the same work**

In citing another manifestation of the same work, give enough information to identify the manifestation cited.

##### **7A5.2. Notes citing other works and other expressions of the same work**

In citing other works and other expressions of the same work (other than different manifestations with the same title), give whatever information is appropriate, such as the main entry heading, title proper (or uniform title), statement of responsibility, edition statement, or date of production. Arrange the information provided in the form that makes most sense in the particular case. Abridge the information as needed without using the mark of omission.

#### **7B. Notes**

Some of the most common types of notes are listed below; other notes than those provided for may be made, if considered important. Specific applications of many of these notes are provided in the preceding sections. Make notes as called for in the following subrules, and, generally, in the order in which they are listed here. If a particular note is of primary importance, it may be given first, regardless of its order in this list. When appropriate, combine two or more notes to make one note.

##### **7B1. Nature, scope, or artistic form**

Make notes on the nature, scope, or artistic form when useful to amplify or explain the title proper and other title information.

Ms. (shahon), the copyist and the date not known

黄表紙. Cf. 国書総目録, 1989.

奈良絵本

## **7B2. Language and script of resource; translation or adaptation**

Make notes on the language and script of the resource, or on the fact that it is a translation or adaptation, unless this is apparent from the rest of the description.

In Kanbun, with reading marks

In Chinese, with Japanese reading marks

In Kanbun and Chinese, with reading marks

Author's adaptation of his Chinese text

## **7B3. Source of description; source of title proper**

### **7B3.1.**

Always make a note on the source of the title proper.

Caption title

Title from title slip (v. 2)

Title from p. [2] of cover (mikaeshi)

Title from colophon

Cover title

Title supplied by cataloger

### **7B3.2.**

For multipart monographs, if the description is not based on the first produced part, identify the part used as the basis of the description.

Description based on: Vol. 2, published in 1801

## **7B4. Variations in title**

### **7B4.1.**

Make notes on titles borne by the resource other than the one chosen as the title proper.

Title on title slip: 忍入太閤記

Specify if titles found in a publication are hand-written (e.g., 書き題簽 *kakidaisen*, 書き外題 *kakigedai*).

Title hand-written on title slip: 三帖和讃頭書

#### **7B4.2.**

If considered important, also include here partial or complete transcriptions of title information to show the actual wording on the source chosen for description of the title and statement of responsibility (e.g., when information has been omitted).

When the chief title is preceded or followed by a word or phrase printed in smaller characters (e.g., 角書 *tsunogaki*), describe that information in a note (see 1B1.1).

.

“庖厨備用” in *tsunogaki* in small characters in two lines.

*Tsunogaki*: 入

#### **7B5. Parallel titles and other title information**

Make notes on parallel titles appearing in the resource but not on the source chosen for description of the title and statement of responsibility; also give other title information appearing in the resource but not on the source chosen for description of the title and statement of responsibility, if it is considered important. If parallel titles and other title information appearing on the source chosen for description of the title and statement of responsibility have been omitted from the title and statement of responsibility area (e.g., because they could not be fitted into the body of the entry, or because they were very lengthy), they may be given here as notes.

Title area: 新增字林玉篇 = Shin zoo zi lin gjök ben

Note: Title also in Latin: Novus et auctus literarum

ideographicarum thesaurus, sive, Collectio omnium literarum Sinensium specundum radices disposita, pronuntiatione Japonica adscripta

#### **7B6. Statement of responsibility**

##### **7B6.1. Statement of responsibility in sources other than that chosen for description of the title and statement of responsibility**

If a statement of responsibility appears in a source other than that chosen for description of the title and statement of responsibility, give it and its source in a note.

Author statement from preface (jo)

"徂徠著"--On title slip (hand-written)

Postscript by commentator, 松下見林, dated 元禄 7 [1694]

### **7B6.2. Transposed statements of responsibility**

Note the original position of the statement of responsibility in the source chosen for description of the title and statement of responsibility that have been transposed to the title and statement of responsibility area.

On title slip, illustrator's name precedes title

### **7B6.3. Attributions**

#### **7B6.3.1.**

If a statement of responsibility for a person or corporate body connected with the work does not appear in the resource, and an attribution is available, give the information in a note. Include the authority for the attribution whenever possible.

Author attributed to 覺超. Cf. 国書総目録, 1989 and 佛書解説大辭典.

#### **7B6.3.2.**

If a statement of responsibility recorded in the title and statement of responsibility area or in a note is known to be fictitious or incorrect, make a note stating the true or most generally accepted attribution. Give the authority for the information whenever possible.

Authorship fictitiously attributed to 菅原道真. By 実阿. Cf. 日本古典籍総合目録データベース, Jan. 4, 2010

#### **7B6.3.3.**

False attributions appearing in the bibliographical literature or in library catalogs may also be noted, along with the authority for the false attribution and the authority for questioning it.

Erroneously attributed to 木戸常陽. Cf. 国書総目録, 1989, and 国書解題, 1926

### **7B6.4. Other statements**

Record the names of persons or bodies connected with a work, or with previous manifestations of it, if they have not already been named in the description; give the authority for the information, if necessary.



"授与 ... 寛文十年 ... 山下権兵衛 ... 藤原良忠・三浦孫助殿"  
--Postscript (inserted)

Postscript by 源無 dated 寛文庚申 [1800], stating "増補校訂しあらたに図画を加 ..."

国書解題, 1926, p. 2116 (和字功過自知録, 1 卷, author unknown; based on 功過格 and 自知録 by 雲棲大師)

### **7B6.5. Variant forms of names**

Note variant forms of names of persons or bodies named in statements of responsibility if the variant forms clarify the names used in main or added entry headings.

### **7B7. Edition and Bibliographic history**

Make notes relating to the edition being described or bibliographic history of the work, if they are considered important. In citing other works, and other manifestations of the same work, see 7A5. In citing bibliographies and catalogs, however, use the pattern for references to published descriptions shown in 7B12 whenever such a citation occurs in a formal "References" note.

The statement "補刻" from the end of text

Previously published: "洛陽書林柳枝軒藏版"--Vol. 3, end leaf

References: 国書総目録, 1989, v. 2, p. 41 (貝原養生訓, 4 冊, 文化 10 版); v. 7, p. 883 (養生訓, 8 卷, 附録 1 卷 in 4 冊; variant: 貝原養生訓; auth. 貝原益軒)

高野版. Cf. 国書総目録, 1989

古活字版. Cf. 川瀬一馬. 古活字版の研究, 1937

Some manifestations published during the medieval period are known by generic names, or by the names of Buddhist monasteries where they were published. The statements such as 春日版, 高野版, 五山版, etc., or any other data regarding publishing such as 補刻, 改正再刻, 新版, 覆刻, 古活字版, 近世木活字版, 銅版, etc. do not normally appear in the resources but are found in specialized bibliographies and reference sources and in certain cases assumptions can be made by the imprint and by the year of production as to the identification of manifestations.

Since the aim for cataloging Japanese books published before 1868 is to give as much firm factual information as possible, this part of the description inevitably contains cataloger's assumption and the use of words like "possibly" and "probably".

Note: Possibly 五山版. Cf. Hand-written card inserted in LC copy

References: Descriptive Catalogue of Japanese Books in the British Library Printed before 1700, 1993, p. 237 (五山版)

## **7B8. Publication, distribution, etc. area**

### **7B8.1 Publications**

Make notes on publication details that are not included in the publication, distribution, etc., area if they are considered important. If elements of the publication, distribution, etc., area have been taken from a source other than the prescribed sources of information, make a note specifying the source.

永樂書屋 stamped below 永樂屋東四郎--Colophon

千鐘房・東壁堂 printed and 永樂堂記 stamped--P. [2] of cover (mikaeshi)

Publication date from p. [4] of cover

Publication date from 国書総目録, 1989

Preface by 芝田温, dated 天保 7 [1836]

Preface by author, 越谷吾山, dated 安永乙未 [1775]

Book advertisement on endpapers (v. 6), listing a publication of 文政 3 [1820]

Publication date from book advertisement on the endpapers of v. 6

### **7B8.2. Manuscripts**

For hand-written manuscripts, make notes on the source of date that is used for recording in the publication, distribution, etc., area. Make notes also on the dates that are not included in the publication, distribution, etc., area if they are considered important.

Postscript by copyist, "宝曆 五 乙亥 [1755] ... 写之"

Postscript by original copier, 能見知實, dated 明治 5 [1872]

### **7B9. Physical description**

Make notes on important physical details that are not already included in the physical description area, if considered important. Details of physical description given here usually apply to all copies of manifestation. Summaries of details that apply to particular groups of copies within a manifestation may also be given. Notes pertaining to individual copies may be given separately as local notes, if considered important (see 7B17).

The first and last leaves are blank (asobigami)

#### **7B9.1. Block format**

If considered important, give the frame measurement per half-folio from the first page of the text, number of columns per page, the number of characters per columns if the number of characters per column are consistent throughout the resource. The frame measurement should include the outer border lines and outer edge of the folded center column and, if taken from other than the first page of the text, state the location from where the measurement was taken.

Within single border (20.0 x 14.0 cm); text in 11 vertical lines  
(varies from volume to volume)

Within double border, except outside single (22.3 x 16.2 cm), text  
in 10 vertical lines  
(Comment: the outside border is thin, and the inside one  
is thick)

With double border, except inside single (22.3 x 16.2 cm), text  
in 10 vertical lines  
(Comment: the outside border is thick, and the inside one  
is thin)

With no borders, text in 10 vertical lines

With no borders, text chiefly in 11 vertical lines

Within 2 borders; outside (22.5 x 15.1 cm) with commentary text  
in 22 vertical lines, inside (13.4 x 9.4 cm) original text in 7 lines

Two open pages within single border (21.9 x 32.6 cm)

If considered important, describe significant features on *hanshin* (版心), the fore-edge of a folded sheet in a book bound in *fukurotoji* (袋綴) style, often bounded by a long narrow printed frame, such as fishtail design (魚尾 *gyobi*), 黒口, 白口, etc.

### **7B9.2. Binding**

If the binding is other than the Western-style binding, record the form and also add the form in Japanese if it is necessary for clarification.

On double leaves, traditional East Asian binding style (fukurotoji)

On double leaves, folded accordion style (orihon)

Scroll format (kansubon)

Printed on mica coated paper (mostly worn off), traditional East Asian binding style (粘葉装 detachōsō); dark blue cover, with gold-painted title slip

### **7B9.3. Joined sheets**

The number of sheets used to form a scroll may be mentioned in a note, if readily ascertainable and considered important (5B12).

Scroll: 37.4 x 1739.0 cm. (59 sheets of paper with pictures, 4 sheets for postscripts, all pasted together).

### **7B9.4. Illustrations**

Give fuller details of the illustrations, if considered important. Always note the presence of hand coloring in resources issued as such.

With hand-colored wood engravings, as issued

丹緑本

### **7B10. Accompanying material**

Make notes for any accompanying material not recorded in the physical description area. Give the location of accompanying material if appropriate.

Accompanied by "救荒野譜啓蒙小野恵畝職考口授男彦安職實録" (2 v. in 1)

### **7B11. Series**

If the series information is taken from a source other than the resource itself, supply it in square brackets, and make a note to indicate the source.

Note the source of any element of the series area when it is taken from elsewhere than the resource itself. If any element has been transposed in the description, note its original position in the resource. Note any series information not transcribed in the series area, if considered important. Give information about a series in which the resource has been issued previously, if considered important.

## **7B12. References to published descriptions**

### **7B12.1.**

Give references to published descriptions in bibliographies or other authoritative reference sources if these have been used to supply elements of the description. Begin the note with the word "References" and a colon, if it is a general note (field 500) but if it is a citation/reference note (field 510) disregard the word "Reference" and a colon.

### **7B12.2.**

Make other references to published descriptions, if considered important. Such references are especially useful whenever the cited source would serve to distinguish a manifestation from similar manifestations (or variants), substantiate information provided by the cataloger, or provide a more detailed description of the resource being cataloged.

国書総目録, v. 4, p. 79 (6 entries under 熾盛光法; [not identified with this work]); v. 2, p. 687-688 (5 entries under 求聞持法; [not identified with this work])

佛書解説大辭典, v. 6, p. 323 (千手觀音造次第法儀軌, 善無畏訳)

### **7B12.3.**

A general note may be made if a description of the resource being cataloged does not appear in a specific bibliographical reference source. Make such a note only if the resource fits the scope for that source and the source purports to be comprehensive for its scope. Preface the general note with the words "Not in" and a colon.

Not in: 佛書解説大辭典 and 国書総目録, 1989

## **7B13. Summary**

Give a brief summary of the content of the resource, if considered important.

## **7B14. Contents**

### **7B14.1.**

List the contents of a resource, either selectively or fully, if it is considered necessary to show the presence of material not implied by the rest of the description, to stress

components of particular importance, to provide the contents of a collection or of a multipart monograph, or to provide additional titles in a resource without a collective title. Note the presence of errata leaves and errata slips (see 5B3). Note the presence of errata listed in other sources in the resource, if considered important.

Errata: End leaf.

**7B14.2.**

Transcribe contents from the source chosen for description of the title and statement of responsibility, if they are presented there formally and have not been transcribed as part of the title and statement of responsibility. In such cases, follow the word "Contents" with a colon and the parenthetical phrase for the source of information, e.g. "(from cover)." If a formal statement of contents is not present on the source chosen for description of the title and statement of responsibility, take contents from the head of the parts to which they refer, or, if this is not feasible, from any contents list, etc., that is present. For resources in two or more volumes, transcribe the volume or part designations as found.

**7B14.3.**

If a complete listing of contents cannot be assembled by one of the above means, the cataloger may devise a contents note from any appropriate source or combination of sources.

**7B15. Numbers borne by the resource**

Make notes of any numbers borne by the resource not transcribed in another area.

**7B16. "With:" notes**

**7B16.1.**

If the description corresponds to part of a resource that is made up of two or more separately titled parts that are also separately paginated or foliated, but which have been issued together, make a note beginning "With" followed by a colon. List the other parts of the resource in the note, in the order in which they are found. In the case of bound volumes, list all the other parts on the record for the first part and, in general, only the first on the records for the subsequent parts. (Do not make such "With" notes when the pagination or foliation of separately titled parts are continuous with the part being described. Instead, record these titles in a contents note as instructed in 7B14.)

**7B16.2.**

For each work listed, give only the elements listed below:

- a) the heading; normally give this element first, usually in catalog-entry form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.);
- b) the title proper as found in the record for the work; long titles may be shortened (whenever the uniform title is considered useful for the identification of the work, record it within square brackets preceding the title proper);
- c) the primary statement of responsibility as found in the title and statement of responsibility area of the record for the work, unless it is redundant of the heading or exceedingly lengthy; and
- d) the publication, distribution, etc., area as found in the record for the work, abridged as necessary, without using the mark of omission.

With: 新本礼拝講探題出仕. 文政 7 [1824]. Bound together

With: 多忠篤. 三鼓類集. [17--?] Bound together

### **7B16.3.**

If the works were bound together subsequent to publication, rather than issued together by the publisher, distributor, etc., make a local note according to the instructions in 7B17.3.4, if considered important.

With: ... Probably bound together subsequent to publication  
(Comment: copy-specific)

With: ... Bound together subsequent to publication  
(Comment: copy-specific)

### **7B16.4.**

If the works are too numerous to be listed in the "With:" note, make an informal note.

## **7B17. Copy being described and library's holdings (Local notes)**

### **7B17.1. General rule**

#### **7B17.1.1.**

Make local notes on any special features or imperfections of the copy being described when they are considered important. Copy-specific information is highly desirable in the context of rare materials cataloging, which puts greater emphasis on materials as artifacts than is usual in general cataloging practice. Local notes can also provide warrant for added entries (e.g., added entries for the names of former owners, for various kinds of

provenance evidence, binding characteristics, etc.). Carefully distinguish local notes from other kinds of notes that record information valid for all copies of the bibliographic unit being cataloged.

For many older publications, however, it will not be readily ascertainable whether the characteristics of a single copy are in fact shared by other copies. In case of doubt, consider that the characteristics of the copy in hand are not shared by other copies.

#### **7B17.1.2.**

The extent and depth of detail provided in local notes will be determined by the local policies of the cataloging agency. The rules set forth in this area are intended primarily to provide guidance and examples; the instructions are not to be seen as prescriptive.

#### **7B17.1.3.**

Features that may be brought out here include known imperfections and anomalies, the presence of advertisements not recorded in area 5 (see 5B4), hand coloring (unless issued that way by the publisher; see 7B9.4), provenance evidence (such as bookplates, stamps, autographs, and manuscript annotations), the names of persons or institutions associated with specific copies, copy-specific binding details, and "Bound with" notes.

Leaf 5 incorrectly bound between 7 and 8

Library's set wormed, with loss of text

Library's set slightly wormed, with no loss of text

Library's set extensively wormed, with loss of text

Library's copy generally in good condition but with a few soiled and damaged corners and minor worm damage in margins, some repaired by Urauchi backing

Library's copy cover cropped at upper edge

Library's copy extensively wormed, brown stains at inner edge.

Needs re-sewing

#### **7B17.1.4.**

Include in local notes one or more of the following identifiers, if considered important: a designation of the holding institution (e.g., a library's name, acronym, or code), a designation of the item's physical location (e.g., a shelfmark), or an indication of the item's copy number (if the institution holds more than one copy). Such identifiers are



especially recommended if the bibliographic record is to be contributed to a union catalog or other shared database.

LC copy imperfect: leaves 12 and 13 wanting

### **7B17.2. Provenance**

Make a local note to describe details of an item's provenance, if considered important (in 541 field). In less detailed descriptions, it is advisable to summarize provenance information, without providing exact transcriptions or descriptions of the evidence. Include the names of former owners or other individuals of interest and approximate dates, whenever possible.

Gift; Dr. Akio Matsui; Received: 09/66

More detailed descriptions of provenance might include such additional features as: exact transcriptions of autographs, inscriptions, bookplates, stamps, shelfmarks, etc.; location of each in the item; approximate dates when known; descriptions of bookplates using standardized terminology; references to published descriptions of the collections of former owners of the item, particularly if the item is cited in the source, etc.

#### **Seal of ownership:**

Stamps or seals impressed by former owners of the book (蔵書印 *zōshoin*) are transcribed (in 561 field) if owner(s) are identified. If the seals are blurred or difficult to read that the owners names can not be identified, simply note the existence of such seals.

LC set has "陸軍幼年学校之印" "陸軍予科仕官学校" and "陸軍士官学校蔵書印" stamped

LC set has "織田氏蔵" "織田" and 2 other seals, not deciphered, stamped

LC set has "Gift, Lucy H. Starr, Dec. 5, 1942" penciled-in, and Romanized title written on cover with brush

#### **Written-in notes:**

References to any hand-written notes added subsequently which may appear in the book. These may be textual annotation in the margins or between lines of text; reading marks, notes by former owner(s) anywhere in the book, etc.

LC copy has Kuntten and Kaeriten in black in Katakana and other reading marks in red

LC copy has note in red ink dated 延宝 8 [1680] on last page

LC copy has some marginal notes and interlinear notes

LC copy has markings in red, and extensive head-notes in black added by a previous owner?, including a date "元文元年" [1736]

LC copy has "鶴沢清造" written in black and "天王寺・鶴清" in red on p. [2] of cover (mikaeshi)

### **7B17.3. Bindings**

#### **7B17.3.1.**

Use local notes for descriptions of copy-specific bindings, if considered important. For descriptions of publisher-issued bindings common to all copies of a manifestation, see 7B9.2.

#### **7B17.3.2.**

Make a local note when the number of physical units in which a resource is bound differs from the number in which it was actually issued (e.g., when it is clear from physical conditions that the copy in hand deviates from its original state as issued), if considered important (see 5B14.3).

LC copy bound in 3 v.

#### **7B17.3.3.**

Make a local note to indicate any errors in binding, if considered important.

LC copy: Leaf 5 incorrectly bound between 7 and 8

#### **7B17.3.4.**

Make a local note, if considered important, whenever a resource has been bound with one or more works subsequent to publication. Preface the note with the words "Bound with" followed by a colon. Formulate the remainder of the note according to the instructions in 7B16.

LC copy bound with: ...

#### **7B17.3.5.**

If it is considered that the works are too numerous to be listed exhaustively, make an informal note.

**7B17.3.6.**

Make a local note to describe other details of a copy-specific binding, if considered important. Less detailed descriptions might include the color and nature of the covering material, a summary of any decoration present, and (if these can be determined) an approximate date and the name of the binder.

Library's set cover detached

Library's set rebound in western style in 1 v.; original covers removed

**7B17.3.7.**

More detailed descriptions of a binding might include such additional features as: nature and decoration of the covers (e.g., wood, paper); country or city of production; references to published descriptions or reproductions of the binding (or related bindings), etc.

## BASIC REFERENCE MATERIALS

### Cataloging 目録法

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## GLOSSARY

This glossary is intended to supplement the glossary in AACR2, appendix D. The terms included here are either lacking in AACR2, or, though present there, require some amendment to accommodate these rules for the description of special printed materials. The definitions marked with an asterisk have been taken from Kenneth B. Gardner's *Descriptive Catalogue of Japanese Books in the British Library Printed Before 1700* (London: British Library, 1993), p. xxiii-xxxiii.

**Asobigami** 遊び紙. Flyleaf. Blank leaves inserted before and after the main body of the text, seen in such format as *fukurotoji* binding. Typically each volume has one leaf of *asobigami* before the text begins and another at the end of the text.

\* **Atozuri** 後刷. Later impression of a blockprinted book, printed from blocks which have become worn and damaged through repeated use. Also called **kōin** 後印.

\* **Batsu** 跋, **batsubun** 跋文. Closing note, endnote, postface, postscript. A passage of text found at the end of a book, often giving details of the circumstances in which the work was written or compiled. Also called **kōjo** 後序.

\* **Bidai** 尾題. A *naidai* 内題 (inner title) found at the end of a work and/or at the end of each *maki* 卷.

\* **Chitsu** 帙. A wrap-around case, usually made of blue cloth over boards or thick paper, to contain paper-bound volumes (*satsu* 冊). Closed by means of bone pegs.

\* **Chokuhan** 勅版. An edition published by command of the reigning emperor.

\* **Daisen** 題簽. A title slip, printed or hand-written (i.e., *kakidaisen* 書き題簽), pasted on the front cover of a book.

\* **Detchōsō** 粘葉装. An early form of binding, derived from China, in which printed or hand-written sheets are each folded vertically, paste is applied along a narrow strip at the outer face of the fold, and each sheet is thus attached to its neighbor, the folds forming the spine of the book. When the book is opened, each folded leaf stands out like the wings of a butterfly, hence the alternative name 'butterfly binding' (*kochōsō* 胡蝶装).

**Dōban** 銅版. Copperplate prints.

\* **Fukkoku** 覆刻. Reprinted edition of a work, modeled as closely as possible on an earlier edition in respect of *hanshiki* 版式 and shape of characters, but printed from newly cut blocks.

\* **Fukurotoji** 袋綴. A traditional method of binding Chinese and Japanese books, whereby thin sheets of paper are printed on one side, folded once so that the folded edges face outwards, and put together in a gathering. The folded leaves are then placed between covers of thicker paper and stitched together through the loose edges at the spine to form a volume (*satsu* 冊). This form of binding ('bag' binding) was most commonly used throughout the Edo period, although introduced much earlier from China.

**Gajōsō** 画帖装. A method of binding often used for illustrated books. Each printed sheet folded in half is glued together back to back at a narrow edge on the opposite side of the fold. Then the folded sides are also glued thinly to form a spine. With this binding all pages could be widely viewed seamlessly.

\* **Gedai** 外題. Outer title of a book, found on the front cover or protective case (*chitsu* 帙). It may be printed or hand-written (i.e., *kakigedai* 書き外題).

**Goin** 後印. See *Kōin*.

**Gozan-ban** 五山版. A generic name for editions of books printed by the five Zen monasteries of Kyoto and the five of Kamakura in the late Kamakura and the Muromachi periods. See also *hōhaisō* 包背装.

\* **Gyobi** 魚尾. Fishtail design. Marks in the shape of a fish's tail printed on the *hanshin* (outer edge of a folio) usually above and below the running title. They may be printed in solid black (*kokugyobi* 黒魚尾) or in black outline, leaving the center white (*hakugyobi* 白魚尾).

\* **Han** 版. Edition. One of the differing forms in which a book is published. i.e. The total number of copies of a book printed from the same set of engraved blocks, or from a single setting of movable type, without introducing any changes.

\* **Hanshiki** 版式. The layout, form and appearance of a text, as seen on the page of a printed book.

\* **Hanshin** 版心. The fore-edge of a folded sheet in a book bound in *fukurotoji* style, often bounded by a long narrow printed frame, within which the running title, volume number and folio number are usually printed. Also known as *hashira* 柱. See *hashiragaki* 柱書.

\* **Hashiragaki** 柱書. Running title of a work, printed on the outer fold (*hanshin* 版心) of a book bound in *fukurotoji* style. The title is usually followed by the volume number and folio number. Also known as *chūkoku* 柱刻.

**Hentai-gana** 変体仮名. *Hiragana* in different forms from the standard set of those which were widely adopted at schools in 1900.

**Hissai** 筆彩, **Hissai-bon** 筆彩本. Books printed in black ink (*sumizuri*) with brush coloring applied by hand.

\* **Hōhaisō** 包背装. An early method of binding whereby printed sheets were folded, placed one upon another, stabbed through at the spine and secured by twists of paper. Covers of thicker paper were then wrapped round the book and attached to it by paste at the spine. Most Gozan publications were originally bound in this way but later rebound in *fukurotoji* style. See also **Gozan-ban** 五山版.

\* **Hokoku** 補刻. The practice of substituting folios printed from newly cut blocks for those which have become worn and damaged, when reprinting a block printed book. The printed text thus becomes an amalgam of impressions, some taken from the original blocks and some from newly substituted blocks.

\* **Ihan** 異版. A variant edition of a printed book, markedly different from the original edition. Also **beppan** 別版, which has the same meaning.

\* **In** 印, **suri** 刷/摺. Impression. (1) An unchanged reprint of a book from the same set of blocks or the same setting of movable type. (2) The effect of impressing a sheet of paper on an inked wood block or on a set-up frame of movable type, so that the image is transferred to the paper. Newly engraved blocks will produce a clear and sharp impression, whereas blocks worn through frequent use will give a fuzzy and indistinct impression.

\* **Inkoku** 陰刻. Intaglio printing. The engraved characters are sunk below the surface of the block, leaving the non-printing areas in relief. The effect is of white script on a black ground. See also **yōkoku** 陽刻.

\* **Ishokujiban** 異植字版. An edition printed from re-set type, using movable type from the same font as an earlier edition.

\* **Jo** 序, **jobun** 序文. A preface. Often includes details of the authorship, compilation and publication of a book.

\* **Kabusebori** 被彫. Reprinted edition of a work, made by pasting down the pages of the original edition on to new blocks. A skilled block-cutter then engraved the text in close imitation of the original.

\* **Kaeriten** 返点. Signs printed or hand-written on the left of characters in a *kanbun* text to help readers by indicating the order of words.

\* **Kanbun** 漢文. Japanese text composed of Chinese characters (*kanji*) alone, without *kana*. In a narrow sense, referring to text written by a Japanese writer, as distinguished from the one written by a Chinese writer.

\* **Kango** 刊語. A long and often detailed colophon statement, usually found at the end of a book, giving more information about the circumstances of publication than a *kanki*.

**Kanki** 刊記. A note giving details of publication, usually printed at the end of a book as an integral part of the text or on a separate leaf (*okuzuke* 奥付). Information may include date and place of publication and/or production of the blocks, name and address of publisher, distributor, and block-holder, etc.

See also *kango* 刊語, *mokki* 木記, and *okuzuke* 奥付.

\* **Kansubon** 卷子本. A scroll; a book made up in roll form by pasting sheets of paper end to end and winding the whole round a central axis (roller) of wood or crystal. The oldest form of book known in China and Japan, apart from inscribed wood slips. Its use persisted long after books as a more convenient form had evolved.

\* **Kaō** 花押. A hand-written personal seal, derived from the *sōsho* form of the writer's name. Used to authenticate a document.

**Kappazuri** 合羽摺り. A technique for applying color using paper stencils rather than additional printing blocks. Holes were cut in the required places and then the stencil laid in the correct position on top of a paper—white paper or a print on which the outlines of the design had already been printed in black ink (*sumizuri*). Then color is daubed directly through the hole in the stencil onto the paper.

**Kasuga-ban** 春日版. A generic name of editions for Buddhist texts printed by the Kōfukuji and other temples in Nara during the Heian and the Kamakura periods.

**Kinsei mokkatsuji-ban** 近世木活字版. Books printed with wooden movable type towards the end of the eighteenth century.

\* **Kirazuri** 雲母摺. A method of embellishing paper. Powdered mica was dissolved in thin glue which was applied to the printing block and transferred to the pages or covers of a book as decorative designs. Especially noteworthy examples are to be found on decorated papers imported from China in late-Heian period and on *Saga-bon* designed by Hon'ami Kōetsu in the Keichō period.

**Kōin** 後印. Later impression of a blockprinted book, printed from blocks which have become worn and damaged through repeated use. Also called *atozuri* 後刷.

\* **Kokatsujiban** 古活字版. Early movable type printing, ca. 1590-1640. By this method a page of text could be set up from separate pieces of type, either of wood or (less commonly) of bronze or copper. Early movable type printing was discontinued for economic reasons from mid-17th to mid-19th century, with some exceptions.

**Koguchigaki** 小口書. A statement or a title appearing at bottom edge of each page.



**Kōya-ban** 高野版. A generic name for editions of Shingon Buddhist texts printed by the monasteries of Mt. Kōya.

\* **Kunten** 訓点. *Kana* script hand-written or printed alongside *kanji* to help Japanese to read *kanbun*. Usually a combination of *okurigana* and **kaeriten** 返点.

\* **Kyūhan** 求版. A set of engraved printing blocks acquired by one publisher from another in order to print a re-issue or new edition.

\* **Makimono** 巻物. See **kansubon** 卷子本.

\* **Man'yō-gana** 万葉仮名. Chinese characters (*kanji*) used for their sound and not their meaning to represent the sounds of the Japanese language. Much used in writing the poems of the *Man'yōshū* 万葉集, hence the name. *Man'yō-gana* were later adapted and modified to create the two *kana* syllabaries.

\* **Mihiraki** 見開. A facing pair of pages in a book. In an illustrated book, the first half of an illustration is printed on the verso of one leaf, the second half on the recto of the next.

\* **Mikaeshi** 見返. Endpaper pasted on the inner front cover of a book. P. [2] of cover. Sometimes with title page type of information (title, author, publisher, etc.).

\* **Mokki** 木記. Publication details (**kanki** 刊記) of a book, printed within a single- or double-line frame. The frame is sometimes of decorative design in the form of a lotus or a Chinese bronze vessel.

\* **Naidai** 内題. Inner title of a book found at head of preface, head of main text (caption title) and at beginning and/or end of component volumes.

\* **Okugaki** 奥書. A note, usually hand-written, added at the end of a book by a person concerned with the writing or publishing of the book.

\* **Okuzuke** 奥付. An extended form of *kanki*, not printed as an integral part of the text but on a separate sheet added by the publisher at the end of the book. *Okuzuke* came into use after the emergence of a publishing industry in early Edo period.

\* **Orihon** 折本. A folding book in accordion style made by pasting together sheets of paper end to end and folding the whole into pages of fixed length, concertina fashion. After the continuous roll (**kansubon** 卷子本) this was the earliest form of book making in both China and Japan.

**Retchōsō** 列帖装. See **Tetchōsō** 綴葉装.

\* **Rufubon** 流布本. The currently accepted standard text of a work.

\* **Satsu** 冊. A physical part or division of a book, bound within paper covers. Approximates to the western ‘volume’ and may contain one or more **maki** 巻.

\* **Seihan** 整版. Woodblock printing, as distinct from printing with movable type. The text of a whole page or folio is engraved in reverse image on a block of cherry or other hard wood; the block is inked and impressions are taken on paper from the inked block.

\* **Senpūyō** 旋風葉. A type of early bookbinding evolved from the folding book (**orihon** 折本), probably in the 9th century. A sheet of paper was applied to the front, spine and back of the book so as to hold it together at the spine. The fore-edges of the leaves were then free to flutter in the wind, hence the name.

**Shahon** 写本. A hand-written manuscript.

**Shihai monjo** 紙背文書. Another manuscript written on the back side of a manuscript.

\* **Shikigo** 識語. A hand-written note appended to a book, often at the end of the text or on the *mikaeshi*.

\* **Shinchō** 新彫, **shinkoku** 新刻. Newly engraved (edition).

\* **Shoin** 初印, **shoin-bon** 初印本. First impression. *See also shozuri* 初刷.

\* **Shozuri** 初刷. The earliest impression of a book, taken from unworn blocks. As more and more impressions are taken from the same blocks, unmistakable signs of wear become apparent (**atozuri** 後刷).

\* **Sumizuri** 墨刷(墨摺). Printing in black ink (*sumi*) without the use of color.

\* **Tanroku** 丹緑, **Tanrokubon** 丹緑本. Literally ‘red and green.’ Books containing *sumizuri* woodblock illustrations colored by hand, using pigments of red, green, yellow, etc. Prevalent among story books—*kana-zōshi*, *mai no hon*, and *ko-jōruribon*—published c. Kan’ei period (1624-44). Few genuine *tanroku-bon* survive. Many so-called *tanroku-bon* are genuinely old books, hand-colored at a later date.

**Tashokuzuri** 多色摺り. Printing in more than two colors using multiple wood-blocks.

\* **Tetchōsō** 綴葉装 (also called **retchōsō** 列帖装). An early method of bookbinding. A number of sheets of paper, hand-written or printed, are placed one above another and folded in half to form a section. Several sections, thread-sewn through the center, are placed together in the required order, provided with front and back covers, and sewn together to make a volume.

**Tobira** 扉. A leaf placed before the main body of text including title, author, compiler, publisher, etc. Often placed on the opposite side of *mikaeshi*.

\* **Tobirae** 扉絵. An illustration placed at the beginning of a book on the *tobira*. A frontispiece.

\* **Toriawasebon** 取合わせ本. A book made up of parts (usually separate *satsu* 冊) taken from different sources, sometimes from different editions of the same work.

\* **Tsunogaki** 角書. A word or phrase preceding the main title of a book, often printed or hand-written in smaller script and sometimes enclosed in a circle or frame to distinguish it from the main title. Generally found on the title slip pasted to the outer cover of a book.

\* **Urauchi** 裏打. A method of repairing worn, worm eaten or otherwise damaged folios by pasting thin strong paper on the back of folded sheets. This applies only to books printed or hand-written on one side of the folded sheet (*fukurotoji* 袋綴), where the sheets can be unfolded, re-backed and re-sewn in Japanese style.

**Usuzumi** 薄墨. Coloring in thin black ink—the grey color of diluted black ink. It is said that this technique was often seen in illustrated books from the Meiwa and An'ei periods (1764-81).

\* **Yōkoku** 陽刻. Printing in relief. An impression is taken from raised areas of the engraved block, the surrounding parts having been cut away. The effect is of black script on a white ground. *See also inkoku* 陰刻.

**Yamatotoji** 大和綴じ. A method of bookbinding. The process of making *yamatotoji* involves punching four (or sometimes two) horizontal slits in the book near the spine and threading a flat cord through each pair of slits, that is tied in a square knot.

**Zōhansha** 蔵板者. A block-holder.

\* **Zōshoin** 蔵書印. A seal or stamp of ownership.