Introduction to the revised edition

The publication of the *Cataloging Guidelines for Creating Chinese Rare Book Records in Machine-Readable Form* in 2000 was one of the most significant achievements of the Chinese Rare Books Project because it provided standard guidelines for libraries in North America for cataloging Chinese rare books. Since then many changes have occurred with regard to cataloging Chinese materials. The conversion of the Romanization system from Wade-Giles to Han yu pin yin in 2000 was the most significant change. The merger of OCLC and the Research Libraries Group in 2006 and the subsequent integration of RLIN® into OCLC WorldCat also changed the cataloging environment for RLIN® member libraries. As a result, some RLIN-specific cataloging practices were discontinued, including word-divisions as well as aggregators, etc. Cataloging rules in general have also been changed. For example, field 440 had been made obsolete and the traced series statement is now recorded in combined 490 1/8xx fields.

Due to the aforementioned changes in cataloging practices as well as the fact that the printed version of the Guidelines was not widely distributed, I decided to pursue the possibility of adding it to the Cataloger’s Desktop in the summer of 2009. I consulted with Dr. Sören Edgren (Editorial Director of the Chinese Rare Books Project), Karen Smith-Yoshimura (Program Officer, OCLC Research), as well as Bruce Johnson (Cataloger's Desktop Development Team Leader, Library of Congress), and all of them were very supportive of the idea. Dr. Edgren provided me with a draft document prepared by Dr. Chi-wah Chan in which he already converted the Wade-Giles Romanization into Han yu pin yin. I continued to build on the document by making revisions or adding notes to reflect changes in cataloging practices in recent years. Dr. Edgren also helped review the draft and provided valuable comments.

The original printed edition had two separate Chinese and English sections printed back to back. With Dr. Edgren’s consent, I have combined the two sections into one, with English text followed by Chinese, and thus eliminated the need to repeat the examples in two sections. I hope users of this version will find it easy to use.

By converting the printed version into an online tool, it will be easier to update and revise in the future, should the cataloging rules change again in the future. Notification of errors discovered in the guidelines will be greatly appreciated.

My gratitude also goes to Glenn Patton and David Whitehair at OCLC who helped obtain the permission from OCLC to have these guidelines included in the Cataloger’s Desktop, as well as thanks for Shuwen Cao (Princeton University, East Asian Library) and Xiaoli Wang (Chinese Rare Books Project) who helped proofread the final version.

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November 2009
New Preface for Cataloging Guidelines

A decade after its publication in book form, it is an honor and pleasure to be able to contribute a new preface for the digital edition of Cataloging Guidelines for Creating Chinese Rare Book Records in Machine-Readable Form (Cataloging Guidelines) to be incorporated into the Cataloger’s Desktop utility maintained by the Library of Congress.

This work is the co-operative product of advice from many scholars and librarians and the result of earnest cataloging trial and error that began nearly twenty years ago. After years of use, I am convinced of the basic soundness of these rules for cataloging traditional editions of Chinese books and manuscripts. Indeed, the most useful features of the Cataloging Guidelines can equally well be applied to the online cataloging of Japanese and Korean rare books, which would result in more uniform and harmonious bibliographical descriptions for all early editions of East Asian books.

In particular, I wish to thank Sarah Elman for her initiative in accomplishing this digital version and to acknowledge Chi-wah Chan for his initial contributions. Critical comments and questions regarding these guidelines are always welcome (sedgren@princeton.edu).

Sören Edgren
Editorial Director
Chinese Rare Books Project
Princeton University
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Publication of these cataloging guidelines is a direct outcome of the development of the Research Libraries Group (RLG) Chinese Rare Books Project (CRBP). It is the cumulative result of several years of dedicated work and cooperation by numerous experts in the fields of Chinese cataloging and rare book bibliography. Some key participants in the evolution of this publication will be named here, but it is virtually impossible to acknowledge all contributors by name, so we must trust that they will know who they are and how much their efforts are appreciated.

As early as spring of 1989, RLG formed an International Advisory Committee (IAC) and convened a meeting at the Library of Congress in Washington specifically to discuss creating an international union catalog of Chinese rare books in the RLIN® (Research Libraries Information Network) database. Participants included Gu Tinglong, Shanghai Library; Zhou Yiliang, Peking University; Peter Chang, National Palace Museum (Taipei); T.H. Tsien, University of Chicago (Professor Tsien has honored this publication with a Preface); and Beatrice Ohta and Phyllis Brun, Library of Congress, as well as other distinguished members of the academic and library communities in the United States. Karen Smith-Yoshimura, RLG's East Asian program officer, served as the project's director.

Even before the first IAC meeting produced a set of draft cataloging guidelines, plans for a pilot project had been formulated. Through the cooperation of Yan Lizhong from the Library of the Chinese Academy of Sciences (CAS) and Zhuang Shoujing from the Peking University Library (PUL), both of whom visited RLG in summer of 1988, arrangements were made to invite five rare book specialist librarians from Beijing to the United States to work closely with colleagues at Columbia's Starr East Asian Library and Princeton's Gest East Asian Library. The group included Cui Jianying from CAS and Shen Naiwen, Ai Junchuan, Cao Shuwen, and Yu Yifang from PUL. The pilot phase, which lasted from April to September 1989, had a great influence on the formation of the cataloging rules to be adopted, and the work resulted in the first group of Chinese rare book records to be entered in RLIN. During the next two years, RLG surveyed the collections of its members, solicited library participation, and procured external funding for the project. In September 1991, the RLG International Union Catalog of Chinese Rare Books project became operational with a staff of three in office space provided by Princeton University. Part of CRBP's mandate was the compilation and publication of a set of guidelines for the online cataloging of Chinese rare books. Cao Shuwen, who had continued to input rare book records for Gest Library during the two-year transitional period, became the project's first cataloger and contributed.
significantly to the revision of the guidelines, as has her successor, Zhang Haihui. Xu Hui, a member of the original staff, helped with preparation of the guidelines and organization of the second and third IAC meetings.

CRBP was organized and administered by RLG for nearly five years, and the support of their dedicated staff has been crucial to the success of the project. Princeton University, which currently administers the project, played no less a critical role. Donald Koepp, former University Librarian at Princeton, was responsible for bringing the project here for the operational phase. Diane Perushek, former Curator of the Gest Library, was actively involved in the exploratory and pilot phases of the project, and Antony Marr, current Curator, has been an enthusiastic supporter of CRBP. In addition, we have benefited from the ongoing assistance of Princeton colleagues such as Iping Wei, Martin Heijdra, and Martha Ho.

Among participating libraries, the following individuals have played particularly active roles, including IAC membership: Cui Jianying, Library of the Chinese Academy of Sciences; Tai-loi Ma, University of Chicago East Asian Library; Beatrice Ohta, Library of Congress; Shen Naiwen, Peking University Library; Charles Wu, Columbia East Asian Library; and Han Xiduo, Liaoning Provincial Library. Professor Lynn Struve, Indiana University, and Professor Susan Naquin, Princeton University, have given us valuable advice and constant encouragement.

The second and third IAC meetings, held in 1993 and 1995, subjected the Guidelines to intense critical review. During that time the revised Guidelines were also submitted to the Committee on Cataloging: Description and Access (CC:DA) of the American Library Association (ALA) as a step in the process of having the Guidelines accepted as a standard for the cataloging of Chinese rare books and the creation of records in machine-readable form. The Joint Task Force of ALA issued a favorable report. Useful comments were also received from OCLC (Online Computer Library Center) and others. The responsibility for remaining errors and shortcomings in the Guidelines resides with the Editorial Director (sedgren@princeton.edu), who sincerely solicits corrections and comments from readers and users of this document.

We are grateful to the National Endowment for the Humanities, the Henry Luce Foundation, and the Starr Foundation for their generous support of the RLG Chinese Rare Books Project

Sören Edgren, Editorial Director
Chinese Rare Books Project
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本規則是美國研究圖書館組織(RLG)中文善本書國際聯合目錄項目發展成熟的直接成果，也是中國目錄學界和古籍版本學界許多專家合作的結晶。經多年來項目工作人員堅持不懈的努力，才得以編輯出版。對諸位熱心人士的鼎力相助，本文難以一一言謝，谨在此申致感銘之忱。

早在一九八九年春，美國研究圖書館協會即已成立國際顧問委員會，並於華盛頓美國國會圖書館召集會議，以專門討論在研究圖書館情報網絡的數據庫中建立一個中國古籍國際聯合目錄的有關事宜。與會者包括上海圖書館顧廷龍先生，北京大學周一良先生，台北故宮博物院昌彼得先生，芝加哥大學錢存訓先生(本規則亦承蒙錢教授為序)，國會圖書館的Beatrice Ohta和Phyllis Brun，以及其他美國學術界及圖書館界的知名人士。研究圖書館協會的東亞項目負責人Karen Smith-Yoshimura在整個項目及規則的準備過程中起著重要的組織作用。

第一次國際顧問委員會會議產生了一部規則草案，並施用於項目的實驗階段。一九八八年夏，中國科學院圖書館的閻立中先生及北京大學圖書館的莊守敬先生前來美國研究圖書館組織訪問，經由兩位先生的合作與安排，北京的五位古籍專業圖書館人員--中科院的崔建英、北大的沈乃文、艾峻川、曹淑文及於義芳應邀來美，與哥倫比亞大學東亞圖書館和普林斯頓大學東亞圖書館的同仁們共同工作，這一階段的工作對規則的實際形成產生了極大的影響，並在研究圖書館情報網絡(RLIN®)的數據庫中建立了第一批中國古籍數據。在其後過渡性的兩年中，研究圖書館協會對各古籍收藏單位作了調查，鼓勵其參與項目的工作，並設法籌集了項目資金。一九九一年九月，《中文善本書國際聯合目錄》項目的三名工作人員在普林斯頓大學提供的辦公場所投入了正式的工作，項目的當務之急之一便是編纂出版一部中國古籍機讀目錄編目規則。在這兩年過渡階段中一直為葛思德東亞圖書館做善本書目輸入工作的曹淑文成為項目的第一位編目員，並在規則的修訂作出了突出的貢獻。曹淑文離任後，接任編目員工作的張海惠為規則的修訂與完善作出了重要貢獻。項目的原工作人員許暉也協助了規則的修訂工作和第二、三次國際顧問委員會會議的籌備工作。

研究圖書館協會在組織並管理《中文善本書國際聯合目錄》項目的五年中，其工作人員全力以赴的支持成爲項目成功的關鍵。同時，《中文善本書國際聯合目錄》中心編輯室所在的普林斯頓大學也起了關鍵作用。由於普林斯頓大學圖書館前任館長Donald Koepp的努力，項目得以在普林斯頓大學展開工作。原葛思德東亞圖書館館長白迪安(Diane Perushek)積極參與了項目的探討和實驗階段的活動，而現任館長馬敬鵬先生則始終是項目的熱忱支持者。此外，我們還得到魏金以平、何義壯(Martin Heijdra)、何吳慕蘭等葛思德東亞圖書館同仁常年不斷的幫助。
在參與本項目的各圖書館同仁，以及國際顧問委員會成員中，中國社會科學院圖書館的崔建英先生、芝加哥大學東亞圖書館的馬季來先生、美國國會圖書館的Beatrice Ohta、北京大學圖書館的沈乃文先生、哥倫比亞大學東亞圖書館的吳健生(Charles Wu)先生、遼寧省圖書館的韓錫鐸先生，印第安那大學的司徒琳(Lynn Struve)教授及普林斯頓大學的韓書瑞(Susan Naquin)教授都為項目提出過寶貴的建議，並作出了重要貢獻。

於一九九三年和一九九五年分別召開的第二、三次國際顧問委員會會議都曾對規則作過嚴謹的審議。於此同時，規則修訂本被提交到美國圖書館協會著錄委員會，使之被接受為編制機讀中國古籍目錄的標準文件。此後，美國圖書館協會對規則作了肯定的評價，圖書館計算機聯機中心(OCLC)等單位也作了有益的評論。關於中國古籍著錄之複雜性及多樣性，規則難免仍存在疏漏及不當之處，誠請專家、學者及使用者不吝賜教。掛一漏萬之處，敬請諒解。

美國研究圖書館組織謹向美國國家人文基金會(The National Endowment for the Humanities)、亨瑞路斯基金(The Henry Luce Foundation)及斯達基金(The Starr Foundation)對《中文善本書國際聯合目錄》項目的大力支持致以深摯的謝意。

艾思仁(Sören Edgren)
中文善本書國際聯合目錄
普林斯頓大學
Preface

About forty years ago, when I was making a survey of Chinese rare book collections in American libraries for the first time, I thought of compiling a statistical union catalog to make up for the lack of an accurate inventory of these books. In 1984, I was invited to participate in the Workshop on the Authentication and Preservation of Chinese Rare Materials, in Taipei, and to report on the "Current Status of European and American Collections of Chinese Rare Materials" (see the workshop's Proceedings, Taipei, 1985, pp. 25-46), in which I pointed out the special characteristics of Western collections of Chinese rare books. Notably, they consist of very important first-hand materials in Chinese book history, such as: 1) the earliest extant Chinese manuscripts, ink-squeeze rubbings, and printed books; 2) unicum and rare editions of books already lost in China; 3) proscribed editions; 4) materials on the early period of Sino-Western relations; and 5) artifacts, tools, and printed matter not considered to be books. All these are now preserved in the West, and not in China. Therefore, in order to have a complete understanding of the status of Chinese rare books, we must not neglect collections outside of China.

With regard to the foregoing, I had proposed in my report that "after a comprehensive and detailed survey of Chinese rare books in European and American collections has been conducted, a systematic union catalog with various indexes should be made for the convenient reference of researchers." I also pointed out that "nowadays it has become quite common to use computers for cataloging, which seems to be a most appropriate way to compile a union catalog of Chinese rare books. An automated catalog not only provides convenience in indexing and analyzing books and their contents, but it allows for revision and editing at any time, which leads to even greater flexibility in the future.... It is altogether logical that this project should start from the United States and extend later to other areas in the world."
Diane Perushek, Curator of the Gest East Asian Library then, attended the workshop in Taiwan as well. I was happy that, in 1988 when she was the Chair of the RLG (Research Libraries Group) East Asian Program Committee, she was involved in proposing to use computers for the "International Union Catalog of Chinese Rare Books" project, which brought my long-standing dream to reality. In 1989, I was invited to attend the project's first International Advisory Committee meeting in Washington, D.C., where we discussed the guidelines and overall plan for compiling such a union catalog.

Of course, it was considered a thoroughly difficult undertaking, which was obliged to follow the basic principles of Western cataloging, while at the same time taking into consideration the particulars of traditional Chinese descriptive bibliography. Thanks to the leadership of Dr. Sören Edgren, who is an accomplished scholar of traditional Chinese bibliography, and to the cooperation and assistance of experts both inside and outside of China, the detailed set of guidelines for online cataloging has finally come to completion after years of revision based on discussions and practical experience. Indeed, this is a very significant accomplishment, truly worthy of our attention.

On the other hand, it is just the beginning of the important and time-consuming work of the full-scale project. We can look forward to the completion of the whole project, which will benefit the research of scholars the world over. Here I would like to convey my best wishes for a successful completion of the project and my appreciation to those who have participated in the work of the project.

Tsuen-hsuein Tsien, Professor Emeritus
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序言

大約四十年前，當我第一次調查美國圖書館所藏中國善本古籍時，我曾設想編製一部聯合目錄，以補償計量方法之不足。1984年，我應邀參加在臺北舉行的“古籍鑑定與維護研習會”，並在會上報告“歐美地區古籍存藏概況”（見研習會《專集》，台北，1985年，25-46頁）。我曾指出西方各國所藏中國古籍的幾種特點，如：1)中國最早的寫本，拓本和印本，2)國內失傳的孤本和罕本，3)禁書，4)有關中西交通史的早期史料，和5)書籍以外的實物工具和印刷品等，其中有許多在中國書籍和印刷發展史上極為重要的第一手資料，現在都保存在西方，而不在中國。為全面地了解中國善本存藏的情況，海外的收藏實不容忽視。

因此，我曾在報告中建議：“將現存藏於歐美各地的中國古籍經過全面的調查和詳細著錄後，有計劃，有系統的編成聯合目錄，並製作各種索引，以供研究者參考和使用”。我曾指出：“現在，由於電腦的使用已甚為普遍，以之編製聯合目錄似最合適。機讀目錄不僅可以為分析內容及作多方面的索引提供方便，且可隨時增刪，拚合簡易，對於將來增訂具更多便利...這一工作如從美國開始，再擴及其他地區，亦極合理”。

當時任普林斯頓東方圖書館館長的白迪安(Diane Perushek)小姐也曾參加這一討論會。1988年，當她擔任RLG東亞圖書館組主席時，發起並實施採用計算機編製“中文善本書國際聯合目錄”計劃，使我多年來的設想得以實現，我感到非常高興。1989年，我曾被邀參加在華盛頓召開的第一次國際顧問委員會，商討聯合目錄編製的綱領和方案。

這是一項十分艱巨的工作，既要依據西方圖書編目的基本規則，又要考慮中國古籍善本書著錄的傳統和細節。幸得對中國古籍研究有素的艾思仁(Sören Edgren)博士領導有方，又有許多國內外專家的合作和協助，經過多年的反覆討論和實驗，終於製成了一套詳細的機讀編目規則。這是一項非常有意義的成就，值得重視。

這一編目規則的製訂，只是整個煩瑣而重要工作的初步。將來，全部計劃完成後，對於世界各地學者的研究，當有很大的幫助。我謹在此預祝這工作早日完成，並對參加這一計劃實施的工作人员表示衷心的敬意。

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Preface II

Since its founding, the Research Libraries Group has had a single mission: to improve access to information that supports research and learning. This information comes in all languages, from all eras, and covers all disciplines. Throughout its 25-year history, as part of this mission, RLG has pioneered the integration of resources and scripts into its union catalog and the development of standards that support such integration.

These Chinese rare book cataloging guidelines result from several efforts by RLG, its members, and a committee of distinguished scholars and experts to:

- Reconcile Anglo-American cataloging rules with centuries of traditional Chinese rare book cataloging practices, allowing scholars to identify specific editions from the catalog record alone.

- Apply these rules to the USMARC (now "MARC21") machine-readable cataloging format, in much the same way as RLG integrated the rules for describing archival collections into the USMARC format in the early 1980s.

- Create catalog records for Chinese rare books held in major collections around the world to provide scholars online access to dispersed Chinese rare book collections in three continents.

- Integrate these records in online catalogs, allowing researchers to locate Chinese rare books in the context of other editions, reprints, commentaries in various languages, and even translations.

These guidelines were developed so that as many libraries as possible could create their own bibliographic records describing their Chinese rare book holdings and share that information worldwide—regardless of the library system used. While the examples used in these guidelines were taken from the RLIN system and RLG union catalog, the
These guidelines include romanization to ensure that the records created can be integrated with related records containing no Chinese characters. The examples use the Wade-Giles romanization scheme for transcribing Chinese characters [Note: The revised edition has been converted to Han yu pin yin], the current standard maintained by the Library of Congress. Today, RLG is preparing to convert its Chinese-language records to Pinyin romanization, which will become the North American library standard in 2000. The crucial information for scholars is recorded in the Chinese characters, as illustrated in these guidelines.

RLG thanks its members, international advisors, and other experts who contributed to these efforts, and the National Endowment for the Humanities, the Henry Luce Foundation, and the Starr Foundation for their generous support.

Karen Smith-Yoshimura
Chinese Rare Books Project Director, 1989-1997
Manager, Bibliographic Initiatives
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序言二

自創立之初 RLG 就有一個單純的目標：即不斷改善研究與學習所需信息的獲取能力。而這些信息源自各種語言，跨越各個年代，覆蓋各種領域。在 RLG 過去的二十五年中，作爲這一目標的一部分，RLG 率先實現了多種資源和多文種的集成，建成了統一的聯合目錄，並開發了相應的標準。

本中文善本書目編目指南是 RLG 和它的成員館，以及一個由著名學者和專家組成的委員會共同努力的成果。它可以：

- 實現英美編目規則與多個世紀以來傳統的中文善本書目編目實踐的有機結合，使得學者能夠僅從編目記錄就能確定各種特定的版本。

- 將這種規則應用到 USMARC(現為“MARC 21”)機讀編目格式。這大體上跟八十年代初 RL G將描述檔案館藏的規則集成到 USMARC 格式一樣。

- 用于世界主要中文善本書收藏館進行編目記錄的生產，從而為學者提供這些散布于三大洲的中文善本書目館藏信息的聯機存取。

- 綜合集成各種聯機編目記錄，使得研究人員能夠根據其他各種不同語言，甚至是翻譯的版本、重印本、評論等的內容查找到相應的中文善本書。

現在這些指南可供儘可能多的圖書館採用。不論他們運行的是何種圖書館系統，它們都可以依照本指南來生產它們的中文善本書目記錄，描述其中文善本書目館藏信息，從而實現全世界範圍內信息共享。儘管本指南中的樣例取自于 RLIN 系統和 RLG 聯合目錄，但指南本身適用於各種基于 USMARC 的圖書館信息處理系統生產編目記錄。而且對於那些學者所關心的信息進行充分描述的內容，也可適用於其它非 USMARC 格式。

本指南中包括羅馬音標，以便生產的記錄可以與那些非中文字符的相關記錄集成。樣例使用韋式音標標注中文字符 [註：修訂版已改用漢語拼音]，這是當前使用的標準。它由美國國會圖書館來維護。目前，RL G 正準備將其中文記錄轉換為漢語拼音標注，它也將在 2000 年成爲北美圖書館標準。對學者而言的關鍵信息，正如本指南一樣，都是直接使用中文描述的。

RL G 感謝它的所有參與成員館和國際合作者，以及爲此項工作作出過貢獻的所有專家。同時 RLG 感謝美國國家人文基金會(The National Endowment for the Humanities)、亨瑞路斯基金(The Henry Luce Foundation)以及斯達基金(The Starr Foundation)的慷慨支持。

Karen Smith-Yoshimura
中文善本書目項目主任 1989-1997
書目主創部經理
研究圖書館組織(RLG)
Introduction

0. General Rules 一般規則

0.1 Purpose and Scope 目的及範圍

Since 1989, the Research Libraries Group has been creating Chinese rare book records in the RLIN® database for a funded project to create an International Union Catalog of Chinese Rare Books. These guidelines are the result of the project’s experiences to date and have been reviewed by its International Advisory Committee.

The guidelines are intended for libraries following ALA/LC cataloging rules that wish to catalog Chinese language printed books and bound manuscripts produced in China before 1796 (i.e., through the Qianlong reign). Chinese language books published in Japan, Korea or elsewhere as well as books published in China in Manchu, Mongolian, Tibetan or other languages are beyond the scope of these guidelines.

0.2 Reference Sources for the Cataloging 著錄參考依據

The guidelines are based, as fully as possible within the framework of traditional Chinese rare book cataloging, on the Anglo-American Cataloguing Rules, 2nd...
edition, 1988 revision [AACR2] and the International Standard Bibliographic Description for the Older Monographic Publications (Antiquarian) [ISBD(A)].

For cases not covered by the guidelines consult the following references: Description Cataloging of Rare Books (Library of Congress), Gu ji zhu lu gui ze (Guo jia biao zhun ju), and the Zhongguo bian mu gui ze (Guo li zhong yang tu shu guan).

本規則依據 AACR2(《英美編目規則》第二版)及 ISBD (A) (《國際標準書目著錄古書》) 的基本原則，並盡量考慮中國古籍善本書著錄之傳統而制訂。

凡本規則未涉及的情況，均可參考美國國會圖書館《Descriptive Cataloging of Rare Books》(《善本編目規則》)、國家標準局《古籍著錄規則》及中央圖書館《中國編目規則》處理。

0.3 Language and Script

0.3.1 Give romanized and an alternate graphic representation (Chinese characters) for each field, with the exception of physical description (romanized only) and the notes (Chinese characters only). Content notes can contain romanization and local notes can be in both Chinese and English (e.g., “Library’s copy imperfect”). [Revised edition note: Follow OCLC’s guidelines for entering parallel fields from now on.]

除稽核項(用羅馬字)及附註內容(用漢字)外，機讀目錄的字段通常包括羅馬字及對照漢字。內容附註可用羅馬字，館藏附註可使用漢字及英文(如：“Library’s copy imperfect”)。[修訂版 註: 今後須遵照 OCLC 的規定著錄羅馬字及漢字對照字段。]

0.3.2 Give all romanizations in Han yu pin yin. In case of doubt, follow Library of Congress guidelines.

所有羅馬字均用漢語拼音。如有疑點，遵照美國國會圖書館規定。

0.3.3 Indicate the number of juan (chapter-like internal division of traditional Chinese rare books) following the title with Chinese characters, as well as other numbers taken from the text; use Arabic numerals in the publication and physical description areas, and in the citation/references field.

書名後的卷數用漢字著錄；取自書中的數字按原文著錄；其餘換算數字(如出版項)用阿拉伯數字著錄。

0.3.4 Use ∎∎ to replace Chinese characters that are not in the American Standard for
the East Asian Character Code [EACC] Set for Bibliographic Use (ANSI Z39.64-1989). Catalogers should report these missing characters to their National Information Standards Organization [NISO] representative. [Revised edition note: OCLC’s practice is to record the romanization of a character not included in the MARC-8 character set in [ ] and not use "∎∎".]


260 [China : ‡b Xi Qiyu Qin chuan shu wu
260 [China : ‡b 席啟琴川書屋
OCLC example: [China : ‡b 席啓[yu]琴川書屋

0.3.5 Replace non-standard character forms not in EACC by ∎∎ followed by the standard character in square brackets. Ignore common graphic variants. [Revison note: See OCLC's practice in 0.3.4.]

用 “∎∎” 表示 EACC 中未包括的不規則漢字，並將標準字著錄在 “∎∎” 後的[ ] 中。常用異體字可免用。[修訂版註: OCLC 的規定見 0.3.4。]

245 10 Long shou ji / ‡c Wang Yuyin zhu.
245 10 隴首集 / ‡c 王與胤著.

0.3.6 Use the symbol □ to replace an omitted or unreadable character in the book. Use […] to replace the romanization of each unreadable character.

因書之殘損等原因而無法辨認的漢字，用 “□” 表示。用[…]表示因漢字殘缺而無法確認的讀音。

500 ‡6 ‡a 卷十六末鐫“正德歲次乙亥仲夏□□□□察御史張淮命工翻刻”.

245 10 […] […] […] Hui xiang di liu cai zi shu : ‡b ba juan
245 10 □□□□ 繪像第六才子書 : ‡b 八卷

0.3.7 Use (=) in a romanized field to indicate the lack of a definite pronunciation.

用 “=” 表示因稀見而無法確認的讀音。

260 Rongcheng : ‡b Zhang Feiran, Yang (=)
260 容城 : ‡b 張斐然，楊∎∎
The Bibliographic Description

1. Chief Source of Information

1.1 The chief source of information for Chinese rare books is the whole book. Do not enclose in square brackets information taken from anywhere in the book.

中文善本書的主要著錄來源是整部書。因此，取自所著錄書的任何內容，都不必用 [ ]。

1.2 If some basic information such as “title, author, publisher and date” is not present, relevant references should be consulted (do not quote the original statement, but simply cite the source). See specific rules for instructions on using square brackets for supplied data.

2. Title and Statement of Responsibility Area

2.1 Title Proper [MARC Tag: 245 ‡a]

2.1.1 Sources of Information: Transcribe the title from the caption (juan duan). If there is no caption title, select from the following (in recommended order of preference).

書名從卷端選取：卷端未題書名者，一般可按下列順序選取：尾題、凡例、目錄、序、跋、版心、內封面、原印書籤、牌記。如果以上位置均未反映書名，可從其他參考書目中選取，並著錄在[ ]中。如果仍不能從以上來源確定書名，編目員可根據內容自擬書名，將書名著錄在[ ]中，並在附註項說明。

1. End title (wei ti 尾題)
2. Compilation principles (fan li 凡例)
3. Table of contents (mu lu 目錄)
4. Preface (xu 序)
5. Postscript (ba 跋)
6. Center column (ban xin 版心)
7. Inner cover (nei feng mian 内封面)
8. Original printed titled label (yuan yin shu qian 原印書籤)
9. Printer’s colophon (pai ji 牌記)
If none of the above is present, choose a title from reference sources or devise a title based on the contents of the work. Enclose a supplied or devised title in square brackets and make a note on the source.

2.1.2 If a collective work is fundamentally complete, record the title in the title statement; make a note for any minor defects or inconsistencies in the local notes field. Create separate analytical records for each title in a collective work if the item in hand is seriously defective or if the contents differ substantially from what is listed in *Zhongguo cong shu zong lu* or other standard catalogs. Record the collective title in the 490 field (see section 7).

著錄叢書時，若所著錄之叢書完整或基本完整，則以叢書為著錄單位，並在附註項（590）註明殘缺情況。若所著錄之叢書不全，則以子書為著錄單位，並在叢書項（490）註明該書所屬之叢書名。如果在相當程度上與《中國叢書綜錄》等目錄所列子目不同，則將子目分別編目（見第7則）。

245 00 Ya yu tang cong shu / ‡c Lu Jianzeng ji.

245 00 雅雨堂叢書 / ‡c 卢見曾輯.

510 4 子目見《中國叢書綜錄》，‡c 1:132

245 10 Guanzi / ‡c Fang Bao shan ding ; Gu Cong can jiao.

245 10 管子 / ‡c 方苞刪定；顧琮參校.

490 1 [Kang xi tang shi liu zhong]

2.1.3 If a book consists of two or more related but independent works printed and bound together without a collective title, record them in the title statement. When the first title is not divided into *juan* and has the same statement of responsibility as the second, the second title should be coded ‡b.

兩種或兩種以上書合刻而無總書名時，將各書並列著錄。當第一種書不分卷且作者無考，或兩種書為同一作者時，第二種書名則著錄在‡b之後。

240 10 Er ya zheng yi : ‡b er shi juan / ‡c Shao Jinhai zhu jia. Er ya shi wen : [san juan] / Lu Deming zhuan.

240 10 爾雅正義：‡b 二十卷 / ‡c 邵晉涵撰集，爾雅釋文：[三卷] / 隆德明撰．

245 10 Chian xian sheng ji : ‡b ba juan ; Chian xian sheng shi ji : si juan.

245 10 迟菴先生集：‡b 八卷；遲菴先生詩集：四卷.
2.2 **Number of Juan (juan shu) [MARC Tag: 245 ‡b ] 卷數 [MARC Tag: 245 ‡b ]**

2.2.1 Record the number of *juan* in Chinese characters after the title.

卷數以漢字著錄在書名之後。

245 00 Yun pu ben yi: ‡b shi juan
245 00 韻譜本義: ‡b 十卷

2.2.2 If the work is divided into *ji*, *zhang*, *hui*, etc., transcribe the exact term used.

若原書分集、章、回等, 按書中所題著錄。

245 10 Xin ke Zhong Bojing xian sheng pi ping Feng shen yan yi: ‡b shi jiu juan yi bai hui
245 10 新刻鍾伯敬先生批評封神演義: ‡b 十九卷一百回.

2.2.3 If the number of *juan* is not given in numerical sequence in a work, convert to conventional numbers recorded in square brackets and briefly explain in a note. This instruction includes systems such as *shang* (upper), *zhong* (middle), *xia* (lower), and *gan zhi* (stems and branches).

以上中下、干支等標卷者，換算為數字著錄在[ ]中，並在附註項作簡釋。

245 10 Gao Wenxiang gong wen ji: ‡b [si ji].
245 10 高文襄公文集: ‡b [四集].

500 分元, 亨, 利, 貞四集.

2.2.4 If the work is not divided into *juan*, do not supply any number of *juan*.

書未分卷者，不必著錄。

245 00 Lian li zhuan
245 00 廉吏傳

2.2.5 Record supplementary material (such as *juan shou*, *juan mo*, or *bu yi*) following the number of *juan* of the main text, and separate with a comma. If not divided into *juan*, do not supply any number (see section 2.2.4).

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在正文卷数之后著录卷首、卷末、补遗及其卷数，以“,”相隔。若未分卷，则不必著录（见第 2.2.4 則）。

245 00 Xue gong bei kao : ‡b shi juan, juan shou, juan mo, yu shuo
245 00 學宮備考 : ‡b 十卷, 卷首, 卷末, 餘說

245 10 Zhou yi Bo yi tang jie : ‡b er shi juan, juan shou er juan, juan mo er juan
245 10 周易撥易堂解 : ‡b 二十卷, 卷首二卷, 卷末二卷

2.2.6 Use the known number of jüan for the complete work to describe incomplete copies. If the original make-up of the work can not be determined, state that the number of jüan is unknown (jüan shu bu xiang), omit the jüan number and describe the circumstances in a note.

若所著錄之書為殘書，按已知的全書卷數著錄，殘存情況及著錄來源在附註中說明。如不能確定全書之原貌，在[ ]中註明“卷數不詳”。

245 10 Qing luo guan shi : ‡b [liu juan]
245 10 青蘿館詩 : ‡b [六卷]

510 4 卷數參據《中國善本書提要》, ‡c p. 626
590 Library’s copy imperfect: juan 1-3 only.

245 10 Shui xi gao : ‡b [juan shu bu xiang]
245 10 水西藁 : ‡b [卷數不詳]

2.3 Statement of Responsibility [MARC Tag: 245 ‡c ] 責任者 [MARC Tag: 245 ‡c ]

2.3.1 Transcribe the statement of responsibility from the caption (juan duan), if present. If there is no suitable description in the caption, transcribe the statement of responsibility from another part of the book, and make a note on its source. [MARC Tag: 500] If there is no statement of responsibility present anywhere in the book, supply one from a reliable reference source, bracketing it and giving the source in a note.

責任者從卷端選取; 若卷端未題責任者，則從書中其他地方選取，並在附註項[MARC Tag: 500] 註明來源。若書中未題責任者，可參考其他材料補入，著錄在[ ]中。取自他處者，並在附註中註明來源。

245 10 Jibei Chao xian sheng ji leij : ‡b qi shi juan / ‡c Chao Buzhi zhuan.
245 10 濟北晁先生雞肋集：‡b 七十卷 / ‡c 晁補之撰.

500 著者據未署名元祐九年(1094)”濟北晁先生雞肋集序”.

245 10 Guan xiang wan zhan：‡b si shi ba juan, shi yi / ‡c [Li Chunfeng zhuan].
245 10 觀象玩占：‡b 四十八卷, 拾遺 / ‡c [李淳風撰].

510 3 著者據《四庫全書總目提要》.

2.3.2 Omit terms such as dynasty name, rank and/or title in the statement of responsibility. When such terms are considered necessary to establish the date or name, record them in a note. [MARC Tag: 500]

按書中所題責任者著錄，不必錄朝代及名稱前後之官銜等，必要時，在附註項註明原題。[MARC Tag: 500]

245 00 Shi luan：‡b er shi wu juan / ‡c Yu Wenlong shan ji ; [Yu] Zhaoyin jiao.
245 00 史臠：‡b 二十五卷 / ‡c 余文龍刪輯 ; [余]兆胤校.

500 卷端題”明晉安余文龍中拙刪輯 男兆胤伯景校.”

2.3.3 If there is only a courtesy name (zi) or literary name (hao), but no formal name (xing ming) given, transcribe the usage from the book. Create a personal name main entry or added entry using the NAF (Name Authority File) form, as needed. [MARC Tag: 100, 700]

若卷端或書中其他地方僅題字號而未題姓名，按書中所題著錄，並依據人名權威檔 (NAF)，為個人姓名做主要款目或附加款目。[MARC Tag: 100, 700]

100 1 Zhu, Chengyong, ‡d d. 1498.
100 1 朱誠泳, ‡d d. 1498.
245 10 Xiao ming gao：‡b shi juan / ‡c Bin chu dao ren zhu.
245 10 小鳴稿：‡b 十卷 / ‡c 賓竹道人著.

2.3.4 If three or more names are mentioned in the caption, transcribe the author’s or chief editor’s name(s) as appropriate; otherwise, transcribe only the first-named one. Add a note if necessary.

卷端題有三個以上人名及不同著作方式時，可照錄，也可從中選擇主要責任者，如 不能確定主要責任者，則可選錄第一個責任者，必要時在附註項註明。
245 10 Chong qin Wen gong xian sheng zou yi : ‡b shi wu juan / ‡c Zhu Wubi bian.
245 10 重鋟文公先生奏議 : ‡b 十五卷 / ‡c 朱吾弼編.

500 卷端題“宗後學監察御史高安朱吾弼編邑後學郞中汪國楠 … 同校 … 朱德洪同閲 …”.

2.3.5 If three or more names have the same function, record only the first one, and use “… [et al.]” to indicate the omission; make an explanation in the note area if necessary.

若三人以上具有同一著作方式，只著錄第一個人，並用“… [et al.]”表示省略，必要時在附註項說明。

245 00 Shi jing da quan : ‡b er shi juan / ‡c Hu Guang … [et al.] zuan xiu.
245 00 詩經大全 : ‡b 二十卷 / ‡c 胡廣 … [et al.] 纂修.

2.3.6 If one name has two or more functions, record the functions in sequence.

若卷端所題之責任者有兩個以上著作方式，照錄之。

245 10 Huang ming wen ze : ‡b er shi er juan / ‡c Shenmeng bian xuan, jiao zheng, pi ping.
245 10 皇明文則 : ‡b 二十二卷 / ‡c 慎蒙編選，校正，批評.


If forms of the title different from that transcribed in 245 appear elsewhere in the book, or are found in reference sources, use MARC tag 246 (first indicator “3,” second indicator blank) and show the source in a note; if the source is from outside the book, use MARC tag 246 (first indicator “1,” second indicator blank) and “‡i Also known as: ‡a …”.

若書中有不同於卷端之書名，或參考用書中有不同的書名，在 MARC Tag 246 處 以“3_”為指示符，並在附註項作簡釋。若書名源於書外，則以 MARC Tag 246 “1_” 爲指示符，並用“‡i Also known as: ‡a …”表示。

245 10 Zhu Yinshan qian jin pu : ‡b san shi jiu juan / ‡c Yang Tingzi bian ji.
245 10 朱飲山千金譜 : ‡b 三十九卷 / ‡c 楊廷茲編輯.
246 3 Gu xue qian jin pu
246 3 古學千金譜
Cataloging Guidelines for Creating Chinese Rare Book Records
5. **Publication Area [MARC Tag: 260]** 出版項 [MARC Tag: 260]

This area includes: place of publication, publisher, and date of publication.

此項包括刻書地、刻書者、刻書年。

5.1 **Place of Publication [MARC Tag: 260 ‡a]** 刻書地 [MARC Tag: 260 ‡a]

5.1.1 If the specific place of publication is clearly indicated, transcribe it exactly as it appears in the book. Do not confuse the native place (ji guan) of a publisher, customarily preceding a personal name, as the place of publication. Make a note as needed (see section 8.5).

書中記有刻書地者，按書中地名照錄。請勿將刻書者之籍貫或別號誤為刻書地，並在附註項註明(見第 8.5 則)。

260 Xindeng : ‡b Zhang Zan Rui liu tang, ‡c Qing Kangxi 9 nian [1670]
260 新登 : ‡b 張瓚瑞榴堂, ‡c 清康熙 9 年 [1670]

5.1.2 If the place of publication can be deduced from the item or determined from an external source, supply the name in square brackets and make a note on the source.

據書中內容或參據書外資料而推斷的地名，著錄在[ ]中，並在附註項註明來源。

260 [Jianyang] : ‡b Yu Xiangdou, ‡c Ming Chongzhen ding chou [10 nian, 1637]
260 [建陽] : ‡b 余象斗, ‡c 明崇禎丁丑 [10 年, 1637]

5.1.3 If the place of publication is surmised, supply the name in square brackets with a question mark.

處理實例於第 8.5 則。
260  [Zhangde?] :  ‡b Zhao fu Ju jing tang,  ‡c [Ming Jiajing, between 1522 and 1560]
260  [彰德?] : ‡b 鄭府居敬堂, ‡c [明嘉靖, between 1522 and 1560]

5.1.4 If the place of publication is unknown, and cannot be determined, put name of country (e.g. “China”) in square brackets.

刻書地不詳者，在[ ]中著錄國家名(如 [China])。

260  [China] : ‡b Wang Rulu, ‡c Qing Kangxi wu wu [17 nian, 1678]
260  [China] : ‡b 鄧汝祿, ‡c 清康熙戊午 [17年, 1678]

5.1.5 If the place of a later impression from the original woodblocks, or from altered blocks, is known, add it after the date of publication. [260  ‡e]

在刻書項後著錄已知的重印、修補、增修事之地名。[MARC Tag: 260 ‡e]

260  Qingzhou : ‡b Qingzhou jun fu, ‡c Ming Jiajing yuan nian [1522] ‡e (Qingzhou : ‡f Du Si, ‡g Jiajing yi chou [44 nian, 1565] xiu bu)
260  青州：‡b 青州郡府, ‡c 明嘉靖元年 [1522] ‡e (青州：‡f 杜思, ‡g 嘉靖乙丑 [44年, 1565] 修補)

5.2 Publisher [MARC Tag: 260  ‡b ]  刻書者 [MARC Tag: 260  ‡b ]

5.2.1 If the publisher is a person and/or corporate body, transcribe the name(s) as given in the book. Treat studio names as corporate names. The personal and corporate names of a single publisher may be recorded together.

刻書者為個人或機構時，按書中所題照錄。室名視為機構名稱。人名及其室名可並列。

260  [China] : ‡b Deng Yipan, ‡c Qing Qianlong 8 nian [1743]
260  [China] : ‡b 鄧以蟠, ‡c 清乾隆 8年 [1743]

260  Wulin : ‡b Yang Erzeng Yi bai tang, ‡c Ming Wanli ding wei [35 nian, 1607]
260  武林：‡b 楊爾曾夷白堂, ‡c 明萬曆丁未 [35年, 1607]

260  [Beijing] : ‡b Wu ying dian, ‡c [Qing Qianlong, between 1781 and 1795]
260  [北京] : ‡b 武英殿, ‡c [清乾隆, between 1781 and 1795]
5.2.2 The names of two publishers may be recorded together. If there are three or more publishers of a book, record only the first one followed by “[… [et al.]”.

兩人同為刻書者，列出二人姓名；若刻書者在三人以上，則著錄第一人，並隨之以“[…] [et al.]”表示。

260 [China] : ‡b Xu Daoming, Xu Yiling, ‡c Qing Qianlong 3 nian [1738]
260 [China] : ‡b 徐道鳴, 徐亦陵, ‡c 清乾隆 3 年 [1738]

260 [China] : ‡b Wang Qiwen … [et al.], ‡c Ming Wanli bing shen [24 nian, 1596]
260 [China] : ‡b 汪啓文 … [et al.], ‡c 明萬曆丙申 [24 年, 1596]

5.2.3 If the keeper of the printing blocks (cang ban zhe) is not the publisher, transcribe the name in the note area (see section 10.4).

藏板者不是刻書者時，只在附註項註明，並作附加款目（見第 10.4 則）。

500 封面鐫“柯韻伯先生傷寒論翼”，“秩斯堂藏板”。

710 2 Zhi si tang, ‡e cang ban.
710 2 穩斯堂，‡e 藏板.

5.2.4 Use [s.n.] to indicate an unknown publisher.

[s.n.] 表示刻書者不詳。

260 [China : ‡b s.n.], ‡c Qing Kangxi ding you [56 nian, 1717]
260 [China : ‡b s.n.], ‡c 清康熙丁酉 [56 年, 1717]

5.2.5 If the publisher (i.e. issuer) of a later impression from the original woodblocks, or from altered blocks, is known, give the name after the date of publication. [MARC Tag: 260 ‡f]

著錄已知的印書者於出版日期之後。[MARC Tag: 260 ‡f]

260 [China : ‡b s.n., ‡c Ming, between 1601 and 1620] ‡f (Yi sheng tang, ‡g [Ming, between 1601 and 1644] impression)
260 [China : ‡b s.n., ‡c 明, between 1601 and 1620] ‡f (翼聖堂, ‡g [明, between 1601 and 1644] impression)
5.3 Date of Publication [MARC Tag: 260 ‡c] 刻書年 MARC Tag: 260 ‡c]

5.3.1 The date of publication can include dynasty name, reign name, cyclical date, and year of reign if available. Supply the western equivalent in brackets. If the date is from the book, record its source in a note; if the date is deducted or supplied from an external source, enclose it in square brackets and explain the source in a note.

刻書年的著錄包括朝代、年號、甲子紀年、年號紀年，並將公元紀年著錄在其後的 [ ] 內。若刻書年取自書內，在附註項內註明。若刻書年取自書外，則將年代及公元紀年並列於[ ]內，並在附註項內註明。

5.3.2 If there is only a cyclical date in the book, supply the number for the year of reign and western equivalent in square brackets.

書中只有甲子紀年，需將換算的年號紀年及公元紀年著錄在其後的 “[ ]”。

260 [China]: ‡b Zhang Rongduan Du shu tang, ‡c Qing Kangxi wu yin [37 nian, 1698]
260 [China]: ‡b 張榕端讀書堂, ‡c 清康熙戊寅 [37年, 1698]

5.3.3 If the date of publication consists of only a dynasty name, reign name, or approximate period of time, assign the western dates as precisely as possible in square brackets. If the Chinese period and western date or dates correspond exactly, use “i.e.” to separate them; if the western dates do not correspond exactly, use a comma. Use the dates given in Appendix 4, “Concise Table of Dynasties since Tang with Ming and Qing Reign Dates”, as standard for the dates of frequently used periods.

若只知某朝代，某年號或某一大致時期，可在[ ]內用公元紀年給出盡可能接近的年代，以不同的標點符號表示年號紀年與公元紀年之對應關係。若公元紀年概括全朝代，以 i.e. 相連。若不能概括全朝代，則使用 “,”。常用年代可參照附錄 4 : 《唐以來朝代年號簡表》。

260 [China: ‡b s.n., ‡c Qing Qianlong i.e. between 1736 and 1795]
260 [China: ‡b s.n., ‡c 清乾隆 i.e. between 1736 and 1795]

260 [China: ‡b s.n., ‡c Qing Qianlong, between 1772 and 1795]
260 [China: ‡b s.n., ‡c 清乾隆, between 1772 and 1795]

5.3.4 If the actual date of publication clearly extends from one year to another, use a hyphen (with no spaces).
若書中材料明確指出刻書之起迄年，以“-”表示(無空格)。

260  [China] : ‡b Feng shi, ‡c Qing Kangxi geng shen-wu chen [19-27 nian, 1680-1688]
260  [China] : ‡b 馮氏, ‡c 清康熙庚申-戊辰 [19-27 年, 1680-1688]

5.3.5 If the specific date of an impression (yin shu nian) of a printed edition is known and different from the date of publication, or if there is a specific date for a printed edition from restored blocks (xiu bu pan) or an augmented edition (zeng xiu ban), add the relevant information after the publication date. [MARC Tag: 260 ‡g]

著錄已知而不同於刻書年的印書、修補、或重修年於刻書年之後。[MARC Tag: 260 ‡g]

260  [China] : ‡b Yuan [Jiong] Jia qu tang, ‡c Ming Jiajing yi wei [14 nian, 1535] ‡f (Wang shi Xiang yun tang, ‡g Wanli bing zi [4 nian, 1576] impression)
260  [China] : ‡b 袁[褧]嘉趣堂, ‡c 明嘉靖乙未 [14 年, 1535] ‡f (王氏湘雲堂, ‡g 萬曆丙子 [4 年, 1576] impression)

5.3.6 If the item is a manuscript, record only the date of production. Make a note about the source of the manuscript.

對於稿本及鈔本，僅著錄其抄寫年代，可將有關抄寫地，抄寫者之材料著錄在附註項。

260  [Chao ben].
260  [鈔本].
260  ‡c Qing Qianlong ding mao [12 nian, 1747]
260  ‡c 清乾隆丁卯 [12 年, 1747]

500 據乾隆丁卯胡可大“跋”及《常昭藝文志》知是書為常熟胡可大鈔.

6. Physical Description Area [MARC Tag: 300]   稽核項 [MARC Tag: 300]

The physical description includes the number of volumes (ce), presence of illustrations, and height of the book (Roman field only is required).

此項包括冊數、圖、書高(僅用羅馬字)。

6.1 Use the abbreviation “v.” for the number of physical units for all book forms in the physical description. Describe forms of binding other than thread bound (xian zhuang) in a note (see section 8.7). [MARC Tag: 300 ‡a]
以“v.”若著錄冊數。若冊數非線裝書，則需在附註項中註明(見第8.7則)。[MARC Tag: 300 ‡a]

300 8 v.; ‡c 27 cm.

6.2 Indicate the presence of illustrations by ill. (illustrated); port., ports. (portrait, portraits); music; map, maps; plan, plans. [MARC Tag: 300 ‡b]

以“ill. (illustrations), port., ports. (portrait, portraits), music, map, maps, plan, plans”，等表示插圖之種類。[MARC Tag: 300 ‡b]

300 4 v.: ‡b port.; ‡c 27 cm.

6.3 The height of the book indicates the total height of the physical volume, not the height of the woodblock. If the width of the book is greater than the height, add it after the height. Round off values to the next highest centimeter. For example, if the actual height is 28.3 cm, describe as 29 cm. [MARC Tag: 300 ‡c]

書高指全書而非版框高。寬大於高時，將書寬著錄在書高之後。不足一公分者，進到上一位。如：實際書高為28.3 cm，著錄為29 cm。[MARC Tag: 300 ‡c]

300 1 v.: ‡b ill.; ‡c 33 x 42 cm.


When an analytical title from a collective work or collectanea (cong shu) is described separately, create a collective title / series statement in and an appropriate access point.

以叢書之子目作著錄對象時，將其所屬之叢書名著錄在此，並加適當的檢索點。

245 10 Chang’an zhi: ‡b er shi juan, tu [san juan] / ‡c Song Minqiu zhuan; Bi Yuan jiao zheng.
245 10 長安志: ‡b 二十卷，圖 [三卷] / ‡c 宋敏求撰; 畢沅校正.

490 1 [Jing xun tang cong shu]
490 1 [經訓堂叢書]
830 0 Jing xun tang cong shu.
830 0 經訓堂叢書.

245 10 Si shu gai cuo: ‡b er shi er juan / ‡c Mao Qiling gao.
8. **Note Area [MARC Tag: 5XX] 附註項 [MARC Tag: 5XX]**

The note area is used primarily to identify or explain the source of title and statement of responsibility, edition, and publication data, as well as to describe certain physical characteristics of the book being cataloged. Language should be concise. Give notes in the order in which they are listed here as they pertain to the item in hand (any note may be made first if considered important). [MARC Tag: 500]

附註用以對書名、責任者、版本等給予必要的說明。編目員可根據需要選擇並著錄附註項的內容，並盡量使用簡略的語言。依據其重要性排列先後。附註內容順序大致如下。[MARC Tag: 500]

8.1 **Source of the title: Make a note in Chinese on the source of the title if it is not from the caption (see section 2.1.1).**

書名來源：書名若非取自卷端，則用漢字附註書名來源(見第 2.1.1 則)。

245 00 Zui le bian : ‡b liu juan / ‡c Bao Guang chong ding.
245 00 最樂編：‡b 六卷 / ‡c 保光重訂.

500 書名據版心.

245 00 [Yi men guang du : ‡b jiu juan jiu zhong / ‡c Zhou Lüjing ji].
245 00 [夷門廣牘：‡b 九卷九種 / ‡c 周履靖輯].

510 4 書名及著者據《中國叢書綜錄》，‡c 1:39

8.2 **Division of sections: explain irregular divisions of sections in Chinese.**

卷數附註：以漢字著錄特殊標卷形式。

245 10 Chong kan jiao zheng Li ze cong shu : ‡b [si juan], bu yi, xu bu yi / ‡c Lu Guimeng zhuan.
245 10 重刊校正笠澤叢書：‡b [四卷], 補遺, 續補遺 / ‡c 陸龜蒙撰.

500 以甲乙丙丁標卷.

8.3 Source of the statement of responsibility: if the statement of responsibility is not taken from the caption, make a brief note indicating its source (see section 2.3.1 and section 2.3.2).

責任者來源：責任者若非取自卷端，則用漢字簡略附註責任者來源（見第 2.3.1 及 2.3.2 則）。

8.4 Preface: cite relevant prefaces from the book in hand only if they have a direct bearing on determination of authorship or title, or on authentication of publication data. Include the date (reign name, cyclical date, year of reign and western equivalent), author and title of preface, as applicable.

序跋：僅著錄與書名、著者、版本內容相關的序跋。著錄內容包括所署朝代、紀年及公元紀年、作者姓名及序名。

260 [China] : ‡b He Qiming, ‡c 明嘉靖癸亥 [42 年, 1563]
260 [China] : ‡b 何起鳴, ‡c 明嘉靖癸亥 [42 年, 1563]
500 嘉靖癸亥趙忻 ”序” 言刻書事.

8.5 Sources of publication data: make a brief note on the sources of publication data.

版刻依據：簡略記錄有關鑒定依据，若書中所記刻書事過長，則不必引原文，只註明出处。

260 [China] : ‡b Wu Bangyan, ‡c 明萬曆辛亥 [39 年, 1611]
260 [China] : ‡b 吳邦彥, ‡c 明萬曆辛亥 [39 年, 1611]
500 萬曆辛亥吳邦彥”跋” 言刻書事.

8.6 Block format: describe the frame measurement per half-folio from the first page of the text after the character kuang and give the number of columns per page, the number of characters per column, whether white (blank) or black center column, border lines, fishtail, the upper, middle, and lower sections of the center
column and other significant features (see appendix 6). Note “shu ming” in Chinese characters if the title is the same as in the title statement. 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 in parentheses after the character kuang.

版式說明：以“框”字為首，依次著錄版框(高 x 寬)、行款(行字數)、書口(黑白口)、版框(單雙邊)、魚尾(黑白)、版心上、中、下所題、眉欄所題等(見附錄 6)。版心所題書名與正文卷端相同時，不必重覆，只用“書名”二字表示。版框高度指框外沿之間的距離，寬度指版心中緣至外沿之間的距離。版框若非取自正文首葉，需在“框”字後加( )內註明。

245 10 Qing xiang tang shi ji : ‡b san shi er juan / ‡c Wang Chongjian zhu ; Zhu Wan ding ; Li Jie jiao.
246  3  Kao gu lei bian
246  3 考古類編

500 框 17.9 x 13.5 公分, 10 行 19 字,  白口, 四周單邊, 單黑魚尾, 版心上鑲書名, 中鑲卷次.

500 框 17.1 x 12.2 公分, 10 行 21 字, 黑口, 左右雙邊, 雙黑魚尾, 版心中鑲“考古類編”, 卷次及小題.

500 框(卷二)19.2 x 13.5 公分, 9 行 20 字, 白口, 四周單邊, 單黑魚尾, 版心上鑲書名, 中鑲卷次及詩體, 文類.

590 Library’s copy imperfect: missing the first page of juan 1.

8.7 Bindings: if the binding is other than the traditional xian zhuang (thread bound) form, record the form in Chinese, e.g., jing zhe zhuang (sutra binding), yang zhuang (western binding), etc.

裝訂：線裝以外的裝訂形式用漢字記錄在此。如：經摺裝、洋裝等。

500 經摺裝.

8.8 Reference to published descriptions [MARC Tag: 510]: if the title, statement of responsibility, or publication information is supplied from a reference work, cite the source in 510 without repeating the information in a general note. If a collective work already has been analyzed in Zhongguo cong shu zong lu or other
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8.9 Contents note [MARC Tag: 505]: if the contents of a collective work are not found in Zhongguo cong shu zong lu or other standard catalogs, or have been analyzed and the contents of the work in hand differ, either describe any differences in the note area and make analytical added entries, or use an enhanced contents note (see section 2.1.2).

子目附註[MARC Tag: 505]: 若叢書子目有別於《中國叢書綜錄》或有關參考書籍等書目之著錄，或上述諸書中無記載，可將子目區別著錄於此，並對子目做分析附加著錄，或可檢索的內容附註。請同時參見有關叢書著錄的規定( 見第 2.1.2 則)。
700 12 黃哲, ‡d d. 1375. ‡t 雪蓬先生詩選.
700 12 Li, De. ‡t Y’ian xian shen shi xuan.
700 12 李德, ‡d d. 1375. ‡t 雪蓬先生詩選.
700 12 Zhao, Jie, ‡d 1344-1389. ‡t Linqing xian sheng shi xuan.
700 12 趙介, ‡d 1344-1389. ‡t 臨清先生詩選.
700 12 Wang, Guangyang, ‡d d. 1380. ‡t Wang Youcheng shi ji.
700 12 汪廣洋, ‡d d. 1380. ‡t 汪有丞詩集.

245 00 [Shu shu jiu zhong] / ‡c Kuanming shou ji.
245 00 [術數九種] / ‡c 寬明手輯.

505 00 ‡t Zuan di yan : ‡g si juan -- ‡t Cui guan pian / ‡r Lai Wenjun zhu -- ‡t Kan yu zheng jue / ‡r He Lingtong zhu -- ‡t Wu xing zang fa / ‡r Tan shi -- ‡t San zi qing nang jing / ‡r Qin Jiutian zhu -- ‡t Xue xin fu / ‡r Pu Yingtian zhu -- ‡t Di li xiao juan / ‡r Li Chunfeng zhu -- ‡t Fa wei lun / ‡r Cai Chengyu zhu -- ‡t Gao tang jing / ‡r Huang Yifeng shu.
505 00 ‡t 鑽地眼： ‡g 四卷 -- ‡t 催官篇 / ‡r 賴文俊著 -- ‡t 堤與正訣 / ‡r 何令通著 -- ‡t 五星葬法 / ‡r 謝氏 -- ‡t 三字青囊經 / ‡r 秦九天著 -- ‡t 雪心賦 / ‡r 僑應天著 -- ‡t 地理小卷 / ‡r 李淳風著 -- ‡t 發微論 / ‡r 僑成禹著 -- ‡t 果堂經 / ‡r 黃一鳳述.

8.10 Local notes [MARC Tag: 590]: note the presence critical notes, ex libris seal imprints, and other specific characteristics in Chinese. If a library possesses two or more copies of the same edition (without any significant distinguishing features), catalog the best copy and make note in English describing additional copies. Note in English imperfect copies or sets, number of cases, etc. (see section 0.3.1). [Revised edition note: The 590 note is not saved in the OCLC’s Master Record; therefore, use 500 note plus ‡5 <MARC organization code> at the end for local notes.]

館藏附註[MARC Tag: 590]: 漢字著錄重要批校、題跋及藏書印記。若一圖書館藏有兩部或兩部以上沒有重大差異之同版書，著錄最完善的一部，並用英文註明其餘副本、卷冊及其殘缺情況(見第 0.3.1 則)。[修訂版註: OCLC 的Master Record不儲存 590 字段; 因此，可將館藏附著錄在 500 字段,並在最後加‡5及該館的 MARC 代碼。]

590 羅振玉題記.
590 脫月看詩”，“唐風樓”，“羅振玉印”等印記.
OCLC example: 500 脫月看詩”，“唐風樓”，“羅振玉印”等印記.‡5 NNC

590 Library’s has another copy: *093.74/3448.1.
590 In 2 cases.
OCLC example: 500 In 2 cases. ‡5 NNC
Mian shang si shan ren shi ji / Dong Chai ji.

綿上四山人詩集 / 董柴輯.

言志山房詩稿：二卷 / 梁濬撰 -- 愛餘書屋詩稿：二卷 / 任大庵撰 -- 王田夫詩集 -- 半壁山房詩集：四卷 / 董柴撰.

Library’s copy imperfect: “Wang Tianfu shi ji” wanting.
CHOICE AND FORM OF ENTRY

9. **Uniform Title [MARC TAG: 130 if main entry, otherwise 240]**

統一書名 [MARC Tag: 主要款目用 130，其他用 240 ]

In general [for the Chinese Rare Books Project], avoid assigning uniform titles: assign a uniform title only if it enhances access and the title given for an item is different from the title identified in modern reference sources. Do not use collective uniform titles, such as Works, Selections, Essays, etc.

本項目一般不採用統一書名。只有當正書名與通用書名不同，或可增加檢索點時，方著錄統一書名。統一書名不用集合名稱，如: Works (全集)、Selections (選集)、 Essays (論文)等。

130 0 Da Qing lü.
130 0 大清律.
245 10 Da Qing lü li an yu.
245 10 大清律例按語.

100 1 Chen, Hao, ‡d 1261-1341.
100 1 陳澔, ‡d 1261-1341.
240 10 Li ji ji shuo
240 10 禮記集說
245 10 Li ji : ‡b shi juan / ‡c Chen Hao ji shuo.
245 10 禮記: ‡b 十卷 / ‡c 陳澔集說.

100 1 Dai, Tianzhang.
100 1 戴天章.
240 10 Guang Wen yi lun
240 10 廣瘟疫論
245 10 Wen yi ming pian : ‡b si juan, juan mo.
245 10 廣瘟疫論: ‡b 四卷, 卷末.

500 據乾隆辛未吳文玷“序”是書著者為鄭奠一，經考證是書實為戴天章之《廣瘟疫論》.
10. **Personal/Corporate Name Added Entry [MARC Tag: 700, 710]**

個人／團體名稱附加款目 [MARC Tag: 700, 710]

10.1 Make a personal name added entry for the principal contributor(s) to the work, for example: co-author(s), editor, compiler, commentator, publisher. Consider adding personal name entries for author of preface, block-cutter, author of critical notes, etc.

為主要款目之外的主要作者,如合作者、評註者、編輯者、出版者作附加款目。亦可考慮為重要的序作者、刻工、批校題跋者作附加款目。

| 700 | Li, Tingji, ṭd jin shi 1583, ṭe bian zuan. |
| 700 | Shen, Shixing, ṭd 1535-1614, ṭe kan yue. |
| 700 | Zhu, Guozuo, ṭd jin shi 1583, ṭe jiao kan. |
| 700 | Yu, Xinagdou, ṭd fl. 1596, ṭe ke. |

10.2 Use Chinese terms and romanization to transcribe distinctive functions (e.g., *bian zhuan* for editor, *jiao* for collator) after the romanized and Chinese character personal name/date(s). Describe some functions conventionally (e.g., *ke* for publisher, *ke gong* for block-cutter, *shou cang* for collector), Assign one or more functions from the item per name as appropriate. [MARC Tag: 700 ṭe]

將著作方式(如編纂、校)用中文術語與羅馬字對照方式照錄在姓名／生卒年之後。採用慣性語描述功能，如“刻”，“刻工”，或“收藏”。一個責任者有兩種以上著作方式，依次著錄之。[MARC Tag: 700 ṭe]

| 700 | Zeng, Guoguang, ṭe chong xiu, ṭe ke. |
| 700 | 曾國光, ṭe 重修, ṭe 刻. |

10.3 If a publisher’s name includes a corporate name or a studio name, make a corporate name added entry. [MARC Tag: 710]

出版者為機構名稱或室名時，作機構名稱附加款目。[MARC Tag: 710]

| 710 | Dun xu tang, ṭe ke. |
| 710 | 惠叙堂, ṭe 刻. |
10.4 Create a corporate name added entry for any keeper of the printing blocks (cang ban zhe). [MARC Tag: 710]

為藏板者作機構名稱附加款目。[MARC Tag: 710]

710 2 Chun zhong tang, ‡e cang ban.
710 2 純忠堂, ‡e 藏板.

11. Controlled/Uncontrolled Related/Analytical Title [MARC Tag: 730/740]

書名附加款目 [MARC Tag: 730/740]

If the item consists of two or more independent works without a collective title, make a separate title [MARC Tag: 730] or name/title [MARC Tag: 700 or 710] entry for each work other than the first work. If the work is an uncontrolled title, replace it with the controlled one and make an additional uncontrolled title added entry: [MARC Tag: 740]


245 10 Qin ding da Qing hui dian : ‡b yi bai juan ; Qin ding da Qing hui dian ze li : yi bai ba shi juan / ‡c Yuntao … [et al.] zuan.
245 10 欽定大清會典 : ‡b 一百卷 ; 欽定大清會典則例 : 一百八十卷 / ‡c 釗 [tao] … [et al.] 纂.

730 02 Da Qing hui dian ze li.
730 02 大清會典則例.
740 02 欽定大清會典則例.

100 1 Huang, Zongxi, ‡d 1610-1695.
100 1 黃宗羲, ‡d 1610-1695.
245 10 Huang Lizhou xian sheng Nanlei wen yue : ‡b si juan ; Huang Lizhou xian sheng si jiu lu ; Huang Lizhou xian sheng Ming yi dai fang lu / ‡c Zheng Xing ding ; Zheng Dajie jiao.
245 10 黃梨洲先生南雷文約 : ‡b 四卷 ; 黃梨洲先生思舊錄 ; 黃梨洲先生明夷待訪錄 / ‡c 鄭性訂 ; 鄭大節較.

700 12 Huang, Zongxi, ‡d 1610-1695. ‡t Si jiu lu.
700 12 黃宗羲, ‡d 1610-1695. ‡t 思舊錄.
700 12 Huang, Zongxi, ‡d 1610-1695. ‡t Ming yi dai fang lu.
700 12 黃宗羲, ‡d 1610-1695. ‡t 明夷待訪錄.
740 12 Huang Lizhou xian sheng si jiu lu.
740 02 黃梨洲先生思舊錄.
740 02 Huang Lizhou xian sheng Ming yi dai fang lu.
740 02 黃梨洲先生明夷待訪錄.
12. **Subject Headings and Classification** 主題及分類

12.1 Consult the Library of Congress Subject Headings and NAF for appropriate subject headings [MARC Tag: 6XX]

根據書中內容，從“Library of Congress Subject Headings”（《國會圖書館主題詞表》）及權威檔(National Authority File)中選擇適當主題著錄。[MARC Tag: 6xx]

245 00 洪洞鄭氏族譜: ‡b [二卷 / ‡c 鄭]彙輯; [鄭]大來編次.

600 30 Zheng family.
651 0 China ‡x Genealogy.

245 00 Jian ben fu yin Chun qiu Guliang zhu shu: ‡b er shi juan
245 00 監本附音春秋榖梁註疏: ‡b 二十卷

600 00 Confucius. ‡t Chun qiu.
600 04 Confucius. ‡t 春秋.
600 20 Guliang, Chi. ‡t Guliang zhuan.
600 24 谷梁赤. ‡t 谷梁傳.

12.2 Consult “Table of Chinese Rare Book Classification” (Appendix 5) for appropriate 《中國善本書類目表》選擇適當類目著錄四部分類[MARC Tag: 650, ‡2 value sk]

根據附錄 5: 《中國善本書類目表》選擇適當類目著錄四部分類[MARC Tag: 650, ‡2 sk]

245 10 Er ya zheng yi: ‡b er shi juan
245 10 爾雅正義: ‡b 二十卷

650 7 Jing bu ‡x Xiao xue lei ‡x Xun gu. ‡2 sk
650 7 經部 ‡x 小學類 ‡x 訓詁. ‡2 sk
### Appendix 1: Overview of USMARC Tags

#### 附錄 1：USMARC字段表

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Description</th>
<th>Chinese Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1xx</td>
<td>Main entry</td>
<td>主要款目</td>
</tr>
<tr>
<td>130</td>
<td>Main entry – Uniform title</td>
<td>主要款目--統一書名</td>
</tr>
<tr>
<td>240</td>
<td>Uniform title</td>
<td>統一書名</td>
</tr>
<tr>
<td>245</td>
<td>Title and statement of responsibility</td>
<td>書名及責任者項</td>
</tr>
<tr>
<td>246</td>
<td>Varying form of title</td>
<td>異書名</td>
</tr>
<tr>
<td>250</td>
<td>Edition</td>
<td>版本項</td>
</tr>
<tr>
<td>260</td>
<td>Publication</td>
<td>出版項</td>
</tr>
<tr>
<td>300</td>
<td>Physical description</td>
<td>稽核項</td>
</tr>
<tr>
<td>490</td>
<td>Series statement</td>
<td>叢書項</td>
</tr>
<tr>
<td>5xx</td>
<td>Note</td>
<td>附註項</td>
</tr>
<tr>
<td>6xx</td>
<td>Subject heading(s)</td>
<td>國會圖書館主題</td>
</tr>
<tr>
<td>650</td>
<td>Four-part (si ku) classification(s)</td>
<td>四部分類</td>
</tr>
<tr>
<td>7xx</td>
<td>Name/title added entries</td>
<td>書名/責任者附加款目</td>
</tr>
<tr>
<td>8xx</td>
<td>Series added entries</td>
<td>叢書附加款目</td>
</tr>
</tbody>
</table>

Title and statement of responsibility, publication and physical description are the basic areas of each record. Other fields to be added will be determined by the item in hand.

書名、責任者、出版及稽核項是每個記錄必備之基本項目，其他項目的取捨視所著錄書的情況決定。
Appendix 2: Punctuation in USMARC Fields
附錄 2：USMARC 字段標點

Give all punctuation for Chinese rare books in Roman script rather than the Chinese punctuation included in ANSI Z39.64-1989.

輸入的善本機讀記錄的各著錄項目，均使用羅馬標點符號，不用漢字標點符號。

Frequently Used Punctuation and Symbols

<table>
<thead>
<tr>
<th>Punctuation</th>
<th>Field</th>
<th>Subfield</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>,</td>
<td>100</td>
<td></td>
<td>After Han yu pin yin surname personal著者漢語拼音姓之後</td>
</tr>
<tr>
<td>,</td>
<td>100</td>
<td>‡d</td>
<td>Date(s) for personal name</td>
</tr>
<tr>
<td>:</td>
<td>245</td>
<td>‡b</td>
<td>Number of juan卷數</td>
</tr>
<tr>
<td>/</td>
<td>245</td>
<td>‡c</td>
<td>First statement of responsibility第一責任者</td>
</tr>
<tr>
<td>;</td>
<td>245</td>
<td></td>
<td>Subsequent statement of responsibility不同著作方式的責任者</td>
</tr>
<tr>
<td>;</td>
<td>245</td>
<td></td>
<td>The second title by the same person(s) or emanating from the same body (bodies)同一責任者的第二個書名</td>
</tr>
<tr>
<td>,</td>
<td>245</td>
<td>‡b</td>
<td>Supplementary material following the juan shu of main text卷數以後的卷數附錄</td>
</tr>
<tr>
<td>,</td>
<td>245</td>
<td></td>
<td>The second person/corporate body of the same function相同著作方式的第二個責任者</td>
</tr>
<tr>
<td>.</td>
<td>245</td>
<td></td>
<td>Full stop to separate two titles published together合刻書的第一書名與責任者結尾</td>
</tr>
<tr>
<td>[ ]</td>
<td>250</td>
<td></td>
<td>Information from outside reference or supplied by cataloger非源於書內，由編目員提供的信息</td>
</tr>
<tr>
<td>:</td>
<td>260</td>
<td>‡b, ‡f</td>
<td>Publisher, issuer出版者、印刷者</td>
</tr>
<tr>
<td>,</td>
<td>260</td>
<td>‡c, ‡g</td>
<td>Date of publication, issue版本年代、印刷年代</td>
</tr>
<tr>
<td>Punctuation</td>
<td>Field</td>
<td>Subfield</td>
<td>Value</td>
</tr>
<tr>
<td>-------------</td>
<td>-------</td>
<td>----------</td>
<td>-------</td>
</tr>
<tr>
<td>( )</td>
<td>260</td>
<td>‡e, ‡f, ‡g</td>
<td>Impression, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>印書、修補、增修事項</td>
</tr>
<tr>
<td>:</td>
<td>260</td>
<td>‡b</td>
<td>Illustration</td>
</tr>
<tr>
<td>;</td>
<td>300</td>
<td>‡c</td>
<td>Height (book)</td>
</tr>
<tr>
<td>x</td>
<td>300</td>
<td>‡c</td>
<td>Height x width (when width is larger than height)</td>
</tr>
<tr>
<td>[ ]</td>
<td>490</td>
<td></td>
<td>Information from outside references or supplied by cataloger</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>表示書名源於書外</td>
</tr>
<tr>
<td>( )</td>
<td>500</td>
<td></td>
<td>Year of reign and western equivalent</td>
</tr>
<tr>
<td>x</td>
<td>500</td>
<td></td>
<td>Height x width (wood block)</td>
</tr>
<tr>
<td>,</td>
<td>510</td>
<td>‡c</td>
<td>Location with source</td>
</tr>
<tr>
<td>.</td>
<td>650</td>
<td>‡2 sk</td>
<td>Full stop for si ku classification before ‡2 sk</td>
</tr>
<tr>
<td>,</td>
<td>700</td>
<td></td>
<td>After Han yu pin yin surname</td>
</tr>
<tr>
<td>,</td>
<td>700</td>
<td>‡d</td>
<td>Date(s) for personal name</td>
</tr>
<tr>
<td>,</td>
<td>7xx</td>
<td>‡e</td>
<td>Function word (relator term)</td>
</tr>
<tr>
<td>.</td>
<td></td>
<td></td>
<td>全部結尾。240、246、260 (以[ ]結尾)、490 及 650 每項結尾。</td>
</tr>
<tr>
<td>[ ]</td>
<td></td>
<td></td>
<td>Information from outside references or supplied by cataloger</td>
</tr>
<tr>
<td>&quot; &quot;</td>
<td></td>
<td></td>
<td>著錄內容取自於書外的來源，或編目員的判斷</td>
</tr>
<tr>
<td>&quot; &quot;</td>
<td></td>
<td></td>
<td>Quotation</td>
</tr>
<tr>
<td>...</td>
<td></td>
<td></td>
<td>Omitted content</td>
</tr>
<tr>
<td>?</td>
<td></td>
<td></td>
<td>Conjectural content</td>
</tr>
</tbody>
</table>

Cataloging Guidelines for Creating Chinese Rare Book Records
Appendix 3: RLG Chinese Rare Books Project Practices
[Revised edition note: Since RLIN has merged into OCLC, the following practices are no longer followed.]

附錄 3：RLG 中文善本書項目實用規則
[修訂版註：因 RLIN®數據庫已併入 OCLC，以下規則已不適用。]

The Chinese rare book records entered in the RLIN database should follow the guidelines in this document, plus the following RLIN-specific or project-specific practices:

- Aggregation rules for titles, personal names and corporate names, etc. follow the RLG Chinese Aggregation Guidelines to allow keyword access to both romanized and Chinese character terms.

- All Chinese Rare Books Project records are labeled as “CHRBA” (or “CHRBB”, and so on) in a local corporate body added entry field (RLIN MARC tag 797, indicators “2 [blank]”), so that all project records may be retrieved with one RLIN index search using CHRBA#. CHRBA# records produced after March 1996 may be regarded as best representing the standards contained in these guidelines.

中文善本書項目輸入到 RLIN®數據庫的記錄，除依據本規則著錄外，還應考慮如下規則：

- 書名、個人及團體名稱等的組詞規則，以“RLG Chinese Aggregation Guidelines”為依據，以便於從馬字及漢字的關鍵詞檢索。

- 中文善本書項目的所有記錄，都在館藏附加款目中著錄“CHRBA”、“CHRBB”等（RLIN MARC Tag: 797，指示符為“2_”），以便於本項目記錄之檢索。檢索全部記錄，用 CHRBA#。在 CHRBA#中，一九九六年三月份以後的記錄應視為本規則的代表性製作。
## Appendix 4: Dynasties since Tang with Ming and Qing Reign Dates

附錄 4：唐以來朝代年號簡表

<table>
<thead>
<tr>
<th>Dynasty</th>
<th>Reign Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tang 唐</td>
<td>618-907</td>
</tr>
<tr>
<td>Wu dai 五代</td>
<td>907-960</td>
</tr>
<tr>
<td>Song 宋</td>
<td>960-1279</td>
</tr>
<tr>
<td>Bei Song 北宋</td>
<td>960-1127</td>
</tr>
<tr>
<td>Nan Song 南宋</td>
<td>1127-1279</td>
</tr>
<tr>
<td>Liao 遼</td>
<td>947-1125</td>
</tr>
<tr>
<td>Xi Xia 西夏</td>
<td>1038-1227</td>
</tr>
<tr>
<td>Jin 金</td>
<td>1115-1234</td>
</tr>
<tr>
<td>Yuan 元</td>
<td>1260-1368</td>
</tr>
<tr>
<td>Ming 明</td>
<td>1368-1644</td>
</tr>
<tr>
<td>Hongwu 洪武</td>
<td>1368-1398</td>
</tr>
<tr>
<td>Jianwen 建文</td>
<td>1399-1402</td>
</tr>
<tr>
<td>Yongle 永樂</td>
<td>1403-1425</td>
</tr>
<tr>
<td>Hongxi 洪熙</td>
<td>1425</td>
</tr>
<tr>
<td>Xuande 玄德</td>
<td>1426-1435</td>
</tr>
<tr>
<td>Zhengtong 正統</td>
<td>1436-1449</td>
</tr>
<tr>
<td>Jingtai 景泰</td>
<td>1450-1456</td>
</tr>
<tr>
<td>Tianshun 天順</td>
<td>1457-1464</td>
</tr>
<tr>
<td>Chenghua 成化</td>
<td>1465-1487</td>
</tr>
<tr>
<td>Hongzhi 弘治</td>
<td>1488-1505</td>
</tr>
<tr>
<td>Zhengde 正德</td>
<td>1506-1521</td>
</tr>
<tr>
<td>Jiajing 嘉靖</td>
<td>1522-1566</td>
</tr>
<tr>
<td>Longqing 隆慶</td>
<td>1567-1572</td>
</tr>
<tr>
<td>Wanli 萬曆</td>
<td>1573-1620</td>
</tr>
<tr>
<td>Taichang 泰昌</td>
<td>1620</td>
</tr>
<tr>
<td>Tianqi 天啓</td>
<td>1621-1627</td>
</tr>
<tr>
<td>Chongzhen 崇禎</td>
<td>1628-1644</td>
</tr>
<tr>
<td>Qing 清</td>
<td>1644-1912</td>
</tr>
<tr>
<td>Shunzhi 順治</td>
<td>1644-1661</td>
</tr>
<tr>
<td>Kangxi 康熙</td>
<td>1662-1722</td>
</tr>
<tr>
<td>Yongzheng 康正</td>
<td>1723-1735</td>
</tr>
<tr>
<td>Qianlong 乾隆</td>
<td>1736-1795</td>
</tr>
<tr>
<td>Jiaqing 嘉慶</td>
<td>1796-1820</td>
</tr>
<tr>
<td>Xianfeng 咸豐</td>
<td>1821-1850</td>
</tr>
<tr>
<td>Daoguang 道光</td>
<td>1851-1861</td>
</tr>
<tr>
<td>Tongzhi 同治</td>
<td>1862-1874</td>
</tr>
<tr>
<td>Guangxu 光緒</td>
<td>1875-1908</td>
</tr>
<tr>
<td>Xuantong 直統</td>
<td>1908-1911</td>
</tr>
</tbody>
</table>
N.B. SAF (Subject Authority File), as used in Library of Congress subject headings, is the source of all dynasty dates.

注: 各朝代紀年以主題權威檔，即國會圖書館主題詞為依據。
## Appendix 5: Table of Chinese Rare Book Classification

附錄 5: 中文善本書類目表

### 经部

<table>
<thead>
<tr>
<th>綜類</th>
<th>易類</th>
<th>書類</th>
<th>詩類</th>
</tr>
</thead>
<tbody>
<tr>
<td>周禮</td>
<td>儀禮</td>
<td>三禮總義</td>
<td>通禮</td>
</tr>
<tr>
<td>雜禮</td>
<td>春秋類</td>
<td>彌編</td>
<td>左傳</td>
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<tr>
<td>春秋總義</td>
<td>孝經類</td>
<td>四書類</td>
<td>論語</td>
</tr>
<tr>
<td>孟子</td>
<td>大學</td>
<td>中庸</td>
<td>四書總義</td>
</tr>
<tr>
<td>四書總義</td>
<td>小學類</td>
<td>彌編</td>
<td>訓詁</td>
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<td>字書</td>
<td>韻書</td>
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<td></td>
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</table>

### 史部

<table>
<thead>
<tr>
<th>紀傳類</th>
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<th>通代</th>
<th>斷代</th>
</tr>
</thead>
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<tr>
<td>漢年類</td>
<td>通代</td>
<td>斷代</td>
<td></td>
</tr>
<tr>
<td>記事本末類</td>
<td>通代</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
斷代
雜史類
詔令奏議類
詔令
奏議
傳記類
總傳
別傳
年譜
日記
家傳
宗譜
雜錄
貢舉
職官錄
史抄類
時令類
地理類
緯志
方志
雜志
古邊防
山川志
水利志
專志
遊記
外紀
職官類
官制
官箴
政紀
政書類
通制
典禮
邦計
軍政
法令
邦交
考工
科舉
公牘
檔冊
雜錄
目錄類
彙編
公藏
家藏
知見
地方藝文
雜錄
金石類
總類
金類
石類
玉類
陶類
錢幣
璽印
史評類
子部
總類
佛家類
兵家類
法家類
農家類
醫家類
彙編
醫經
本草
診法
方論
醫案醫話
史傳
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五官科
婦科
兒科
針灸
養生
獸醫
雜錄
天文算法類
天文
曆法
算書
術數類
數學
占候
占卜
陰陽五行
命書相書
相宅相墓
雜術

藝術類
書畫
書譜
篆刻
樂譜
棋譜
雜技

譜錄類
彙編
器物
飲食
花草樹木
鳥獸蟲魚

雜家類
雜學雜說
雜考
雜記
雜品
雜纂

小說家類
雜事
異聞
瑣語
諧谑

類書類
大藏
譯經
撰疏
撰述
史傳
語錄
目錄音義等

道家類
其他宗教

集部
楚辭類
別集類
漢魏六朝

Cataloging Guidelines for Creating Chinese Rare Book Records
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Appendix 6: Traditional Chinese Book Format and Terminology

The standard format of the Chinese paged, woodblock printed book has not changed for over 1,000 years. The principal elements, noted in Fig. 1, are the following:

A. ZHUMIAN, "paper face," the area of the sheet of paper.
B. BANMIAN, "block face," the woodblock printed area.
C. BANXIN, "block heart," the area of the center column of the page, also known as banxiong, "block mouth," which is divided into D, E-upper and lower, and F-upper and lower.
D. ZHONGFENG, "central seam," the middle part of the banxin, which when folded can generally refer to the entire banxin.
E. XINGBI, "elephant trunk," the uppermost and lowermost segments of the banxin, which are divided into two types;
   1. HEIKOU, "black mouth," the name for the xingbi area when it contains a black column of varying width.
   2. BAIKOU, "white mouth," the name for the xingbi area when it is left blank.
F. YUGUI, "fish tail," the appropriately shaped small segments located below the upper xingbi and above the lower xingbi. The point of the "V" shape serves as a guide to folding the page before binding. Yugui may be solid or outlined, and although most often occurring in pairs, only one (usually the upper one) may be seen on occasion.
G. TIANTOU, "heavenly head," the upper margin, also called shumei, or "book eyebrow." Sometimes referred to simply as tian; unlike Western books, the upper margin of a Chinese book is always greater than the lower.
H. DINGQI, "earthly foot," the lower margin, also called dingqiyi.
I. BIANLAN, "border lines," left, right, upper, and lower. When single they are called
   1. DANLAN or DANBIAN. When double they are referred to as
   2. SHUANLAN or SHUANBIAN.
J. HANGGE, "rows," the columnar spaces for text on the printed page. On blank sheets for transcribing texts, the spaces for individual characters are called hangge (see Tsien, Fig. 3). Hangge also refers to the number of character spaces, although underlined, on the printed page.
K. JIE, "boundary," the vertical dividing lines between columns.
L. SHUOFER, "book ear," also called erge, is a narrow vertical box attached to the upper part of the right or left margin.

From Chinese Rare Books in American Collections, Sören Edgren (New York: China Institute in America, 1984.)
### Cataloging Guidelines for Creating Chinese Rare Book Records

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- 049 ZCUA

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069 [c] $1
043 a-cc--
090 [b]
049 ZCUA

1245 0 0 吴氏渊源录: 十卷 / [c] 吴松寿编撰; 吴以昭增修.

1260 [China]: [b] 吴以昭, [c] 明正德戊寅 [13年, 1518]
300 4 v.; [c] 34 cm.
500 正德戊寅吴以昭《吴氏渊源录》增修及刻书事.
500 《吴氏渊源录》增修及刻书事.
500 桥22.2 x 15.9公分, 14行26字, 白口, 左右雙邊, 背黑魚尾. 版心中镌“正心吴氏錄”.
600 3 0 Wang family.
651 0 China [x] Genealogy.
650 7 史部 [x] 傳記類 [x] 宗譜. [c] 2 sk
650 7 Shi bu [x] Chuan chi lei [x] Tsung p'u. [c] 2 sk
700 1 汪松寿, [x] 編撰.
700 1 Wang, Songshou, [x] bian zhuan.
700 1 汪以昭, [x] 增修, [x] 刻.
700 1 Wang, Yizhao, [x] zeng xiu, [x] ke.
700 1 仇以才, [x] 刻工.
700 1 Qiu, Yicai, [x] ke gong.
740 0 1 正心吴氏錄.
740 0 1 Zhengxin Wang shi lu.
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050 4 DS797.32.Y36 $t$b Y66 1731
090 $t$b
049 ZGUA

245 0 0 陽春縣志：王博厚纂修；陳世運參訂。
245 0 0 Yangchun xian zhi：Shi ba juan / Wang Bohou zuan xiu ; Chen Shilian can ding.
260 陽春：王博厚，清雍正9年[1731]
260 Yangchun：Wang Bohou, Qing Yongzheng 9 nian [1731]
300 16 v. in 2 cases；ill.；27 cm.
500 20.9 x 15公分, 9行20字, 白口, 四周雙邊, 單黑魚尾, 版心上冊書名, 中冊卷次及篇名.
551 4 陽春縣 (China) $t$x History.
551 0 Yangchun Xian (China) $t$x History.
650 7 史部 $t$x 地理類 $t$x 方志。$t$2 sk
650 7 Shi bu $t$x Di li lei $t$x Fang zhi. $t$2 sk
700 1 王博厚，$te$ 纂修，$te$ 刻。
700 1 Wang, Bohou, $te$ zuan xiu, $te$ ke.
700 1 陳世運，$te$ 參訂。
700 1 Chen, Shilian, $te$ can ding.
700 1 劉承幹，$td$ 1882-1963, $te$ 收藏。
700 1 Liu, Chenggan, $td$ 1882-1963, $te$ shou cang.
987 Pinyin $t$b CU $td$ c
040  CcSyLNT  +c  RLINP
066  +c  $1
090  +b
049  ZCUA

0245  0 0 [廣中五先生詩選: 他 二卷]: 汪右丞詩集: 五卷 / +c  談愷編; [陳遷補輯].

0250  0 0 [Guang zhong wu xian sheng shi xuan: 他  er juan]; Wang youcheng shi ji: wu juan / +c  Tan Kai
bian; [Chen Xian bu jia].

0260  [Guangdong Province]: 他; 談愷, +c  明嘉靖丁已 [36 nian, 1557] 他 ([陳遷, +g  嘉靖乙丑 i.e. 44 nian, 1565 補刻])

0260  [Guangdong Province]: 他; Tan Kai, +c  Ming Jiajing ding si [36 nian, 1557] 他 ([Chen Xian, +g  Jiajing yi chou i.e. 44 nian, 1565 bu ke])

300  4 v.; +c  31 cm.

500  分装下.

500  嘉靖丁已談愷“序”言編書及刻書事.

500  框20.5 x 14.7公分, 10行20字, 白口, 四周雙邊, 單白魚尾. 版心上橫書書名, 中貫卷次.

505  2 西庵先生詩選 / 孫黃撰 -- 雲南先生詩選 / 王佐撰 -- 雲南先生詩選 / 單黃撰 -- 易安先生詩選 / 李德撰 -- 臨
清先生詩選 / 趙仲撰.

510  3 書名, 陳遷及補刻事據《四庫全書總目》卷一百九十二.

650  0 Chinese poetry  +y  Ming dynasty, 1368-1644.

650  0 Chinese poetry  +z  China  +z  Guangdong Sheng.

655  7 集部  +x  總集類  +x  地方藝文.  +2  sk

655  7 Ji bu  +x  Zong ji lei  +x  Di fang yi wen.  +2  sk

700  1 談愷, +d  1503-1568, +e  編, +e  刻.

700  1 Tan, Kai, +d  1503-1568, +e  bian, +e  ke.

700  1 陈遷, +e  補刻.

700  1  Chen, Xian, +e  bu ke.

700  1 2 孫黃, +d  1334-1389, +t  西庵先生詩選.

700  1 2 Sun, Fen, +d  1334-1389. +t  Xi'An xian sheng shi xuan.

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700  1 2 Wang, Zuo, +d  1334-1375. +t  Tingyu xian sheng shi xuan.

700  1 2 黃哲, +d  d. 1375. +t  雲南先生詩選.

700  1 2 Huang, Zhe, +d  d. 1375. +t  Xuepeng xian sheng shi xuan.

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700  1 2 Li, De, +t  Yi'an xian sheng shi xuan.

700  1 2 趙仲, +d  1344-1389. +t  臨清先生詩選.

700  1 2 Zhao, Jie, +d  1344-1389. +t  Linqing xian sheng shi xuan.

700  1 2 汪廣洋, +d  d. 1380. +t  汪右丞詩集.

700  1 2 Wang, Guangyang, +d  d. 1380. +t  Wang Youcheng shi ji.