

## Title Field

The 245 field is used for the title and statement of responsibility. The most commonly used subfields for the 245 field are:

- a: title proper
- b: remainder of title
- c: statement of responsibility relating to the title proper.

These will make more sense if we work through some examples while we talk about them.

## Title Proper

Let's start with subfield a, which is used for the title proper. According to RDA, the preferred source of information for books is the title page, so let's look at a title page for a sample book.

The title proper goes in subfield a of the 245 field. As I mentioned previously, the title proper is taken from the preferred source of information, which in the case of a book, is the title page. If there is no title page, you can take the title from another source, like the cover, but you'll need to add a note indicating where the title comes from. If no title exists on the item, you can construct one, but you should put it in brackets to indicate that this is the case. In this field, you should transcribe the title exactly as it appears on the item when it comes to wording, order and spelling. Capitalization should follow the rules of RDA. When it comes to capitalization, RDA says that only the first word of a title and any proper nouns in the title are capitalized; we don't capitalize every word, even if it appears on the title page that way.

You can also look at the Cataloging in Publication (or CIP) information. This appears on the back of the title page, and it is a catalog record that is created before the book is published. This information is sometimes incomplete (for example, the CIP information above does not have the number of pages, or the dimensions of the book. The information can also be inaccurate, since it was prepared before the book was actually published. Because of this, you should never trust this information completely, and you should always compare it to the information on the book itself.

For this book,

[image]

the title proper would look like this:

245 10 \$a The secret world of Hildegard

Let's look at another example. For this book,

[image]

the title proper would be:

245 10 \$a African-Americans & the presidency

Notice that this is a case where the CIP information differs from what actually appears on the item. In the CIP information, the title was given as *African-Americans and the presidency*, with the word “and” spelled out. On the title page, an ampersand (&) is used instead of the word “and.”

If you would like to see more examples of 245 \$a, there are two more in the video for this section.

### **Other Title Information**

The next subfield we’re going to talk about for the 245 field is subfield b. The official definition of what goes in this subfield is “other title information.” Usually, this is the subtitle, and that’s what we’re going to spend the most time on. However, you will occasionally see a parallel title in this subfield. A parallel title occurs when the title of an item is given in two different languages.

We are going to focus on the much more common use of subfield b, subtitles. Let’s go back to one of our earlier examples, which has a subtitle:

The 245 field for this item

[image]

would look like this:

245 10 \$a African-Americans & the presidency : \$b a history of broken promises

Notice that in this case, there is a colon before subfield b. This indicates a subtitle. The other thing to notice about the punctuation is that there is a space both before and after the colon.

Here is another example of an item with a subtitle:

[image]

And here is how the subtitle would look in the 245 field:

245 10 \$a Graphic novels now : \$b building, managing, and marketing a dynamic collection

### **Statement of Responsibility**

The last subfield in the 245 field is subfield c, and it is used for the statement of responsibility. The statement of responsibility is where you include the names of the people or entities responsible for the creation of the content, such as authors, illustrators, etc.

For example, this book has two people given as responsible for the content:

[image]

Here is how the statement of responsibility for this book would look.

245 10 \$a The secret world of Hildegard / \$c by Jonah Winter; illustrated by Jeanette Winter.

The statement of responsibility should be transcribed exactly as it appears on the title page, so if the title page says “by”, you should include the word “by” in your subfield c. Notice the punctuation here – subfield c is preceded by a slash, with a space on either side of it.

In this example, the author’s name is not preceded by the word by:

[image]

So the statement of responsibility simply contains the author’s name:

245 10 \$a African-Americans & the presidency : \$b a history of broken promises / \$c Christopher B. Booker.

At this point, I would like to point out that when you have reached the end of the 245 field, the proper punctuation to use is a period.

If you have a book with two authors, both names appear in the statement of responsibility:

So the 245 field for the above item would look like this:

245 10 \$a The nonprofit board’s role in planning and evaluation / \$c John A. Yankey, PhD, Amy McClellan, MNO.

Another thing to notice about this example is the fact that there is a difference between this statement of responsibility for two authors and the one that we saw earlier for one author and one illustrator. If both people are fulfilling the same role, as in the example above, their names are separated by a comma. If the two people have different roles, their names are separated by a semi-colon, like this:

245 10 \$a The secret world of Hildegard / \$c by Jonah Winter; illustrated by Jeanette Winter.

### **Indicators for the 245 Field**

Next, we are going to talk about the two indicators for the 245 field.

The first indicator determines whether the title is indexed as a main entry or an added entry. Main vs. added entry is used to determine what the main access point is. If there is an author, the author’s name is usually the main entry; if there is no author’s name, the title is the main entry. This is not as important now that we no longer use card catalogs, and the RDA guidelines are moving away from the concept of a main entry, but it is still how the indicators are defined. If the author is the main entry, the first indicator is 1, and if there is no author’s name and the title is the main entry, the first indicator is 0.

The second indicator can be anything from 0-9, and it tells us the number of non-filing characters at the beginning of a title. Non-filing characters are the words “a”, “an,” and “the.” They are not included when the title is listed alphabetically, so we need to tell the computer to skip them.

Let’s look at an example:

[image]

In this case, since there is no author’s name given, the first indicator is 0. Since there are no characters that the computer needs to skip, the second indicator is also 0.

245 00 \$a Publication manual of the American Psychological Association.

This next example is handled differently:

[image]

In this case, there is an author’s name given, so the first indicator is 1. Also, the title begins with the word “the.” Because of this, the second indicator is 4. This tells the computer to skip four characters before looking for the first word of the title. You may wonder why it is 4, when there are only 3 letters in the word “the.” The computer also has to be told to skip the space after the word “the.” (If the title begins with “a”, the second indicator would be 2; if the title begins with “an”, the second indicator would be 3.)

245 14 \$a The nonprofit board’s role in planning and evaluation / \$c John A. Yankey, PhD, Amy McClellan, MNO.