

working in a non-English-language environment will be able to use the CONCISE AACR2 as a readily comprehensible summary of AACR2 practice.

In practical application, the CONCISE AACR2 is likely to be most useful in small general libraries, though it can be used for basic cataloguing in large general libraries and for cataloguing in multimedia resource centres and in nonarchival specialist libraries.

The style and spellings used in the CONCISE AACR2 follow those of the full text in that they generally follow the *Chicago manual of style*¹ and Webster's *New international dictionary*.² Where Webster's permits a British spelling as an alternative, that spelling is followed. As with the full text, care has been taken in the CONCISE AACR2 to avoid sexist language and sexist implications in the rules and examples.

The order of rules in the CONCISE AACR2 follows the usual and recommended sequence of cataloguing, in that part 1 deals with the description of the item being catalogued and part 2 deals with the establishment of access points (name headings and uniform titles) to be added to those descriptions, and references to be made to those access points. Separate introductions to part 1 and part 2 begin on pages 5 and 60, respectively.

These rules are based on the idea that one main entry is made for each item described and that this is supplemented by added entries. If, in your catalogue, no distinction is made between main and added entries, use rules 21–29 to decide all the access points to be added to a description and ignore the distinction between main access points and other access points.

Distinguish the headings and/or uniform titles added to the description by giving them on separate lines above the description. If any entry begins with a title proper (that is, the first element of the description—see rule 1B), give the description alone *or* repeat the title proper on a line above the description.

1. *The Chicago manual of style*. — 15th ed. — Chicago : London : University of Chicago Press, 2003.

2. *Webster's third new international dictionary of the English language*, unabridged. — Springfield, Mass. : Merriam-Webster ; Harlow, Essex : Distributed by Longman Group, c1986.

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