

Consortium of European Research Libraries
CERL File Procedures

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**The CERL Hand-Press Book Database:
Guidelines concerning its date range and scope**

This document is a major revision of File Procedure 1 dated 1993-03-10, and is offered as a guide for CERL members and others submitting files for inclusion in the Hand Press Book Database.. The most important changes relate to (a) the cut-off date for files containing records for items published after 1830, (b) the inclusion of materials printed by lithography, engraving, etc., (c) the optional inclusion of non-textual materials (cartographic materials, music and graphics) and (d) the conditional inclusion of records for microforms and other surrogates.

1 Definition

The Database consists primarily of records of materials printed in Europe in the period c. 1450 to c. 1830.

The choice of 1830 as the cut-off point for the Database is necessarily arbitrary. It was chosen as being an approximate date when machine printing began to supersede hand-printing. Many hand-printed items were published after 1830, and many files containing records of old printed materials continue beyond that date.

The core of the Database therefore remains first and foremost the record of the European printed heritage of the hand-press period, but it is not rigidly defined by date.

The following notes offer guidelines for CERL members and others submitting files. In all cases of doubt, please consult the Secretariat who will be glad to give advice and assistance.

2 Dates of coverage of files submitted by CERL members and others

2.1 The file comprises records within the period c. 1450 to c. 1830 *Submit the whole file*

2.2 If the file has a later date as cut-off point :

(a) If it is technically feasible for the file provider to separate records for hand-press from mechanically-produced items: *Submit all qualifying records up to the cut-off date;*

The Secretariat will take into consideration the fact that hand-press printing is known to have continued to a later date in some places (*this should be noted in the file description*);

(b) If it is **not** technically feasible for the file provider to separate records for hand-press from mechanically-produced items: *Consult the Secretariat.*

In specific instances CERL may be willing to arrange for the Data Conversion Group to undertake to make the extraction on behalf of the file provider and CERL.

2.3 Multi-volume monographs with publication dates starting before and continuing after 1830 :

Include all the volumes in the set, including those published after 1830.

If at all possible, indicate which volumes in the set, if any, were not hand-printed.

2.3 Continuing resources (monographic series and serials) with publication dates starting before and continuing after 1830 :

Include records for the sets considered as a whole and also records (if available) for the individual volumes up to 1830 or the agreed cut-off date for the file.

3 Geographical coverage

3.1 The primary focus is on materials of European origin, that is, printed and published in Europe. However, materials originating in other parts of the world (for example, the Americas) where Europeans had settled and established printing and publishing houses are also sought for the Database.

3.2 CERL does not collect in other fields (for example, Oriental printing and publishing).

4 Types of materials

4.1 Books

The Hand Press Book database shall consist primarily of records of books; that is, monographic and serial publications printed by hand. (This definition includes broadsheets). Usually these are solely or mainly textual materials. In order to record the full range of European printing of the hand press period, the database should also include books and other publications printed from lithography and engraving.

4.2 Other materials

Non-textual materials (cartographic materials, printed music and graphics) shall also be admissible – their inclusion may be encouraged on the grounds that they form part of the printed heritage – but file suppliers must decide initially whether or not to submit records for them. It may be considered that they are still better served by separate, specialist databases.

If the file contains a substantial number of records for other materials:

Before submitting the file, inform the Secretariat, and state, if known :

- (a) how many records for each type of material are present in the file;*
- (b) whether the records are coded so that some categories can, if necessary, be removed from the file automatically before transmission; and*
- (c) whether categories that might otherwise be excluded are regarded as an integral part of the file (for example, if they form part of the records of a special collection) and should not be separated from the records for the books.*

In all cases of doubt, please consult the Secretariat.

4.2.1 Printed facsimiles, microforms and digital reproductions

While the database consists essentially of records of original printed materials, records of reproductions may be included, provided the records for the surrogates contain bibliographic descriptions of the originals from which they are derived. The records for the originals may also contain details of or links to the surrogates.

4.2.2 Cartographic materials

Cartographic materials in book form (atlases), and all other books containing maps, charts, etc., in addition to the text, should be included. Other cartographic materials (separately published sheet maps, etc.) may also be included.

4.2.3 Printed music

Books containing music in addition to the text (e.g., hymnals and other liturgical works) should be included. Separately published music (sheet music), whether or not published as bound volumes, may also be included.

4.2.4 Graphics: engravings, lithographs, etc.

Books printed by these processes should be included. Separately published sheets of engravings, etc., may also be included.

4.2.5 Manuscripts

These should be excluded.

4.2.6 **Sound recordings, motion pictures of plays, etc.**

These should all be excluded.

Historical note to 4.2

The specifications agreed by CERL and RLG in 1995 were based on the understanding that the HPB file was basically a clone of the RLIN Books (BKS) file. Some records for non-book materials were included in the HPB Database but were marked as "error" records although still retrievable. Following harmonization and integration of the former USMARC formats for different materials into a single MARC21 Bibliographic Format, these distinctions ceased to exist.