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RDA Training Booklet -- Veve (Upd 03/2014)

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RDA Workshop I

Cataloging Books

(print & electronic)

BOOKLET



Thanks to all the wise
catalogers who provided
feedback!

*Prepared by Marielle Veve
(upd. 03/17/2014)*

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*Print book
in RDA and AACR2*

RDA

Books	Rec	c	Entere	20120212	Replace	2013
Type a	ELvl		Srce		Ctrl	Lang eng
BLvl m	Form		Conf 0	Biog	MRec	Ctry enk
	Cont b		GPub	LitF 0	Indx 1	
Desc i	Ills a		Fest 0	DtSt s	Dates 2013	

010			2012004193
040			DLC #b eng #e rda #c DLC #d ERASA #d BTCTA #d YDXCP #d CDX #d YBM #d OCLCO #d BWX MEU #d YUS #d OCLCQ
020			9781107013322
020			1107013321
024	8		40021651395
042			pcc
050	0	0	N7760 #b .K555 2013
049			TKNN
100	1		<u>Kilinski, Karl.</u>
245	1	0	Greek myth and Western art : #b the presence of the past / #c Karl Kilinski II.
264		1	Cambridge : #b Cambridge University Press, #c 2013.
300			xxii, 281 pages : #b illustrations ; #c 27 cm
336			text #b txt #2 rdacontent
337			unmediated #b n #2 rdamedia
338			volume #b nc #2 rdacarrier
504			Includes bibliographical references (pages 241-268) and index.
650	0		<u>Art and mythology.</u>
650	0		<u>Mythology, Greek, in art.</u>

Relationship designator \$e may or may not appear
(see examples in slide #144)

Capitalize 1st word of title and then proper nouns only

Not abbreviated

“cm” usually does not end in period, only when there’s a 490 in record (see explanation in slides #84 & 86)

AACR2

Books	▼	Rec	c	Entere	20020719	Replace	2012
Type	a	ELvl		Srce		Ctrl	eng
BLvl	m	Form		Conf	0	MRec	ilu
		Cont	b	GPub		Indx	0
Desc	a	Ills	a	Fest	0	DtSt	s
						Dates	2002 ,

010		2002011462
040		DLC #b eng #c DLC #d UKM #d VVC #d CKK #d BAKER #d BTCTA #d YDXCP #d OCLCG #d OCLCQ BLBSF #d YUS #d BDX
020		0807004553 (pbk. : alk. paper)
020		9780807004555 (pbk. : alk. paper)
042		pcc
050	0 0	HQ2042 #b .s88 2002
049		TKNN
245	0 0	Sustainable planet : #b solutions for the twenty-first century / #c edited by Juliet B. Schor and Betsy Taylor.
260		Boston : #b Beacon Press, #c c2002.
300		xi, 273 p. : #b ill. ; #c 23 cm.
504		Includes bibliographical references.
650	0	Lifestyles.
650	0	Alternative lifestyles.
650	0	Sustainable development.
700	1	Schor, Juliet.
700	1	<u>Taylor, B. S.</u> #q <u>(Betsy S.)</u>

Follows AACR2 capitalization rules

c is used and not symbol ©

“cm” ends in period

Abbreviations used

Will not see relationship
designators \$e in access points



*Electronic book
in RDA and AACR2*

E-book in RDA

Books	Rec	c	Entere	20120312	Replace	2013
Type a	ELvl I		Srce d	Audn	Ctrl	Lang eng
BLvl m	Form o		Conf 0	Biog	MRec	Ctry ncu
	Cont b		GPub s	LitF 0	Indx 0	
Desc i	Ills a		Fest 0	DtSt t	Dates 2012	, 2012

```

006 m o d s
007 c #b r #d c #e n #f u
040 NRC #b eng #e rda #c NRC #d OCLCQ #d TKN #d OCLCQ #d TKN
090 JK4188.M7 #b F65 2012 e-book
049 TKNN
245 0 0 Follow-up analysis of permanent license plates owned by state and non-state entities : #b
final report to the Joint Legislative Program Evaluation Oversight Committee / #c General
Assembly, Program Evaluation Division.
264 1 Raleigh, NC : #b Program Evaluation Division, North Carolina General Assembly, #c [2012]
264 4 #c ©2012
300 1 online resource (9 pages) : #b illustrations
336 text #b txt #2 rdacontent
337 computer #b c #2 rdamedia
338 online resource #b cr #2 rdacarrier
504 Includes bibliographical references.
588 Description based on print version record; title from PDF cover title.
650 0 Automobile license plates #z North Carolina.
655 4 Electronic books.
710 1 North Carolina. #b General Assembly. #b Program Evaluation Division, #e issuing body.
856 4 0 #u http://www.ncleg.net/PED/Reports/documents/SFM1.1/SFM1.1 Report.pdf #3 View Online
  
```

Capitalize 1st word of title and then proper nouns only

Transcribe place as it appears on source

© symbol used

Date of publication always required. If not there, use another date and bracket as specified in slides # 66-69)

Not abbreviated

Relationship designator \$e may or may not appear (see examples in slide #144)

E-book in AACR2

Books	Rec stat	n	Entered	20120312	Replaced	2012			
Type	a	ELvl	I	Srce	d	Audn	Ctrl	Lang	eng
BLvl	m	Form	o	Conf	0	Biog	MRec	Ctry	ncu
		Cont	b	GPub	s	LitF	0	Indx	0
Desc	a	Ills	a	Fest	0	DtSt	s	Dates	2012

006		m	d						
007		c	#b	r	#d	c	#e	n	
040		NRC	#b	eng	#c	NRC			
020		0937365454							
090		JK4188.M7	#b	F65	2012	e-book			
049		TKNN							
245	0	0	Follow-up analysis of permanent license plates owned by state and non-state entities #h [electronic resource]: #b final report to the Joint Legislative Program Evaluation Oversight Committee / #c General Assembly, Program Evaluation Division.						
260			[Raleigh, N.C.] : #b General Assembly, Program Evaluation Division, #c c2012.						
300			1 online resource (9 p.) : #b ill.						
500			Title from PDF cover page.						
500			"Report number 2011-07-01."						
504			Includes bibliographical references.						
650	0		<u>Automobile license plates</u> #z <u>North Carolina</u> .						
655	7		Electronic books. #2 local						
710	1		North Carolina. #b General Assembly. #b Program Evaluation Division.						
856	4	0	#u http://www.ncleg.net/PED/Reports/documents/SFM1.1/SFM1.1_Report.pdf #3 View Online						

Follows AACR2 capitalization rules

abbreviated

c is used and not symbol



*How to catalog **books** using RDA?*
Part I

-Descriptive data

DESCRIPTIVE DATA

- 1 Access Points → (MARC 1xx, 7xx)
- 2 Title and Statement of Responsibility Area → (MARC 245 \$a \$b \$c)
- 3 Edition Area → (MARC 250)
- 4 Publication, Distribution, Etc., Area → (MARC 264)
- 5 Physical Description Area → (MARC 300)
- 6 Type of Content, Media, Carrier Area → (MARC 336, 337, 338)
- 7 Series Area → (MARC 4xx)
- 8 Note Area → (MARC 5xx)
- 9 Identifier for the Manifestation Area → (MARC 020)



Access points

GENERAL GUIDELINES ON TRANSCRIPTION

Access Points in Name Authority and Bibliographic Records (General)

2. Ending mark of punctuation. For access points, an ending mark of punctuation is a period (.), closing parenthesis ()), closing bracket (]), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; usually used at the end of an open date).
- b) Bibliographic records. Generally, end authorized access points with either a period or other ending mark of punctuation. End a **MARC 240 field** for a work or expression with an ending mark of punctuation only when such a mark of punctuation is part of the data. If an authorized access point is followed by **\$5 (Institution to which field applies)** , do not include punctuation at the end of the field.

EXAMPLE

100 1# \$aSmith, John.

100 1# \$aSmith, John A.

100 1# \$aSmith, John,\$d1648?-

100 1# \$aSmith, John,\$d1924-\$e author.

110 2# \$aLibrary of Congress.

110 1# \$aNew York (State).\$bGovernor (1929-1932 : Roosevelt)

700 1# \$aBrett, Jan,\$d1949-\$eillustrator.

700 1# \$aHitchcock, Alfred,\$d1899-1980,\$edirector,\$eproducer.

710 2# \$aRaymond Foye Editions,\$edonor.\$5DLC

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Note that, as the last example above shows, when an authorized access point ends in a relationship designator, it may also be followed by subfield **\$5** and the field itself does not end with punctuation. When an authorized access point ends in a quotation mark, place any mark of final punctuation that is also part of the data inside the quotation mark. Otherwise, place a period inside the mark of punctuation.



Title area

CORE ELEMENT

The title proper is a core element. Other titles are optional.

Title area (MARC 245 \$a, \$b)

- a) title proper
- b) parallel title proper
- c) other title information

Title proper

→ 2.3.2 → 2.3.2.2 → 2.2.2--2.2.3 → 2.2.2.2 RDA

CORE ELEMENT

2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards) LC-PCC PS 2013/07

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Sources of Information

- use the title page, title sheet, or title card (or an image of it) as the preferred source of information.
- If the resource lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:
 - a) a cover or jacket issued with the resource (or an image of a cover or jacket)
 - b) a caption (or an image of a caption)
 - c) a masthead (or an image of a masthead)
 - d) a colophon (or an image of a colophon).
- If none of these sources has a title, use as the preferred source of information another source within the resource that has a title. Give preference to a source in which the information is formally presented.
- If the resource does not contain a colophon, cover, or caption (or an image of one of them), use as the preferred source of information another source forming part of the resource itself. Give preference to sources in which the information is formally presented.

Transcription of Title proper

→ 2.3.1.4 → 1.7 → 1.7.2--1.7.9

1.7.2 Capitalization (*for English titles see appendix A.4 & A.10*)

1.7.3 Punctuation (*for preceding punctuation see appendix D.1.1;
for ending punctuation see LC-PCC PS for 1.7.1*)

1.7.4 Diacritical Marks

1.7.5 Symbols

1.7.6 Spacing of Initials and Acronyms

1.7.7 Letters or words intended to be read more than once

1.7.8 Abbreviations (*follow appendix B*)

1.7.9 Inaccuracies

---- Numbers: *Transcribe numbers as found on title (in words or numerals)*

*For Note on Title Source, see RDA 2.20.2.3 (Slide #114)

Capitalization of Titles (in English)

1.7.2 → appendix A → A.1 → A.3 → **A.4 & A.10**

A.4 Titles of Manifestations

A.4.1 General Guidelines

Capitalize the first word or the abbreviation of the first word in a title

Capitalize other words within titles applying the guidelines given under **A.10–A.55 RDA**, as applicable to the language involved.

ENGLISH LANGUAGE



A.10 General Guideline for English Language Capitalization

The guidelines for English-language capitalization basically follow those of *The Chicago Manual of Style*. When guidelines differ, they have been modified to conform to the requirements of bibliographic records and long-standing cataloguing practice.

When instructed to capitalize a name or term, capitalize each separate word or initial except articles, prepositions, and conjunctions. Apply this guideline to the name of a person, corporate body, or place, or to a title of nobility, term of honour, appellation, epithet, etc. However, for a place name, capitalize an article that forms an accepted part of the name according to gazetteers.

Capitalize a plural generic term when it is used with distinctive nouns as part of two or more proper names. Do not capitalize a generic term that is not part of a proper name.

EXAMPLE

Saints Constantine and Helen

Secretaries of Defense and State

Lakes Erie and Ontario

Illinois and Chicago Rivers

but

Authorized and Revised versions

Term "versions" follows the brief forms of name of two different versions of the Bible

Three Brothers and Middle Knob mountains

Term "mountains" is a descriptive noun. Neither place contains the word "mountain" as part of its name

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from A.4 →

EXAMPLE

The big book of stories from many lands

The 1919/1920 Breasted Expedition to the Far East

Les misérables

IV informe de gobierno

Eileen Ford's a more beautiful you in 21 days

Journal of polymer science

Sechs Partiten für Flöte

Still life with bottle and grapes

Harry Potter and the Order of the Phoenix

Strassenkarte der Schweiz = Carte routière de la Suisse = Carta stradale della Svizzera = Road map of Switzerland

The greenwood tree : newsletter of the Somerset and Dorset Family History Society

Quo vadis? : a narrative from the time of Nero

King Henry the Eighth ; and, The tempest

An interpretation of The ring and the book

Selections from the Idylls of the king

... / by the Author of Memoirs of a fox-hunting man

A dictionary of American English on historical principles

Les cahiers du cinéma

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Preceding Punctuation

1.7.3 → appendix D.1.1

The center column of the table shows the punctuation that precedes or encloses each ISBD element.

The corresponding RDA elements are identified in the right-hand column.

ISBD Area/Element	Punctuation	RDA Element
1. Title and Statement of Responsibility Area		
1.1. Title proper (M)		2.3.2 Title Proper RDA
1.2. General material designation ²	[]	3.2 Media Type RDA
		6.9 Content Type RDA
1.3. Parallel title	=	2.3.3 Parallel Title Proper RDA
1.4. Other title information	:	2.3.4 Other Title Information RDA
1.5. Statements of responsibility		
First statement (M)	/	2.4.2 Statement of Responsibility Relating to Title Proper RDA
Subsequent statement	;	2.4.2 Statement of Responsibility Relating to Title Proper RDA

Ending Punctuation

LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: As **RDA D.1.2.1 RDA** indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

-
1. Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
 2. Fields 246 ☑- 247 ☑, 490 ☑. A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
 3. Field 264 ☑. Field 264 ☑ usually ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "**Temporary/Uncertain Data**" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation.
 4. Field 300 ☑. Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
 5. Fields 310 ☑/ 321 ☑. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (*LC practice/PCC practice* for temporary/uncertain data).
 6. Field 362 ☑. For the ending mark of punctuation, apply the convention stated below in the section "**Punctuation in Notes,**" 2. **Ending mark of punctuation (5XX).** **LC-PCC PS**

Examples of Transcribed Titles

Capitalize 1st word of title and proper nouns only

245 0 0 Bad presidents in the White House

245 0 2 A dictionary of American English

245 0 0 Wolrd of Colombian coffee

← Create a 246 3 _ with correct spelling

245 0 4 The history of U.S.A.

245 0 0 15 ways for loosing weight fast

← Number in the form found

245 0 0 ANNUAL ASSESSMENT OF EDUCATION

↗
**Dont do this!!!! (All capitalized)

Parallel title proper

→ 2.3.3 → 2.3.3.2 RDA

CORE ELEMENT FOR LC LCPS for 2.3.3

2.3.3.1 Scope

A **parallel title proper** is the title proper in another language and/or script.

An alternative title in another language and/or script is treated as part of the parallel title proper.

An original title in a language different from that of the title proper that is presented as the equivalent of the title proper is treated as a parallel title proper.

2.3.3.2 Sources of Information

Take parallel titles proper from any source within the resource.

Examples

245 1 4 The feast of the goat = \$b Fiesta del chivo

246 3 1 Fiesta del chivo

Fields 246 

only ends in an ending mark of punctuation when it is part of the data.

Other title information

→ 2.3.4 → 2.3.4.2 RDA

CORE ELEMENT FOR LC LCPS for 2.3.4

2.3.4.1 Scope

Other title information is information that appears in conjunction with, and is subordinate to, the title proper of a resource.

Other title information may include any phrase appearing with a title proper that is indicative of the character, contents, etc., of the resource or the motives for, or occasion of, its production, publication, etc.

Other title information includes subtitles, avant-titres, etc., but does not include variations on the title

2.3.4.2 Sources of Information

Take other title information from the same source as the title proper (see 2.3.2.2 RDA).

Example

245 1 0 Growing pains : \$b learning from mistakes



Statement of responsibility area

CORE ELEMENT

Statement of responsibility relating to title proper is a core element. Other statements of responsibility are optional.

Statement of responsibility area (MARC 245 \$c)

- a) Statement of responsibility related to title proper

Statement of responsibility related to title proper

→ 2.4.2 → 2.4.2.2 RDA

CORE ELEMENT

If more than one statement of responsibility relating to title proper appears on the source of information, only the first recorded is required.

2.4.2.1 Scope

A **statement of responsibility relating to title proper** is a statement associated with the title proper of a resource that relates to the identification and/or function of any persons, families, or corporate bodies responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of the resource.

2.4.2.2 Sources of Information

Take statements of responsibility relating to title proper from the following sources (in order of preference):

- a) the same source as the title proper (see **2.3.2.2 RDA**)
- b) another source within the resource itself (see **2.2.2 RDA**)
- c) one of the other sources of information specified under **2.2.4 RDA**.

Recording Statement of Responsibility

→ 2.4.2.3 → 2.4.1 RDA

2.4.2.3 Recording Statements of Responsibility Relating to Title Proper

Record statements of responsibility relating to title proper applying the basic instructions on recording statements of responsibility given under 2.4.1 RDA.

2.4.1 Basic Instructions on Recording Statements of Responsibility

2.4.1.1 Scope

A statement of responsibility may include words or phrases that are neither names nor linking words.

2.4.1.4 Recording Statements of Responsibility

Transcribe a statement of responsibility as it appears on the source of information (see 1.7 RDA).

EXAMPLE

by Walter de la Mare

Fats Waller

by Dr. Johnson

by Sir Richard Acland

by Alfred, Lord Tennyson

by a Lady of Quality

par Charles M. Schultz

directed and produced by the Beatles

af Martin A. Hansen

edited and introduced by Mrs. C.F. Leyer

created by the fourth grade class of Washington Elementary School, Berkeley, CA

authorized by the United Lutheran Church of America

by [E.B.C.]

Creator's initials represented by musical notes on source of information

chosen for this edition by the author

Title proper: Selected poetry of W.H. Auden

text, translation, introduction and commentary by Joseph Rabbinowitz

Third word misspelled and should read: introduction

Examples

Ex. #1 When only one statement of responsibility relating to title proper appears in source:

Book by Chris Wang and Sue Lie.

245 1 0 /\$c Chris Wang and Sue Lie. ← e.g. Only the 1st role mentioned (in this case author's role) is required, so persons in that role were mentioned.

Ex. # 2 When more than one statement of responsibility relating to title proper appears in source:

Book by Chris Wang and Sue Lie, edited by Thomas Bard.

245 1 0 /\$c Chris Wang and Su Lie. ← e.g. Only the 1st role mentioned (author's role) is required, so only the 2 persons in that 1st role were included. Anything beyond that 1st role is optional (left to local policy)

Ex. # 3 When statement of responsibility relating to title does not show in source:

245 1 0 /\$c [Donna Woo]. ← Bracketed because taken from a source outside the resource itself (RDA 2.2.4). Ends in period because *Ending Punctuation* rule (slide #35)

Examples

Ex. # 4 When first statement of responsibility relating to title contains more than one name:

Book by Chris Wang, Sue Lie, Jason Weiss; edited by Mark Solomon and John Towers.

***Options offered by RDA are:**

-Follow 2.4.1.5 RDA rule [include everybody mentioned in that 1st role]

E.g. 245 1 0 /\$c by Chris Wang, Su Lie, Jason Weiss.

or

-Optional omission below 2.4.1.5 [omit any but the first of each group and indicate the omission by summarizing what has been omitted] e.g. Roger Colbourne [and six others]

E.g. 245 1 0 /\$c Chris Wang [and two others]; edited by Mark Solomon [and one other].

or

-LC-PCC PS practice of the Optional omission below 2.4.1.5 [Generally do not omit names in a statement of responsibility]

E.g. 245 1 0 /\$c by Chris Wang, Su Lie, Jason Weiss.

Preceding Punctuation

1.7.3 → appendix D.1.1

The center column of the table shows the punctuation that precedes or encloses each ISBD element.
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1.3. Parallel title	=	2.3.3 Parallel Title Proper RDA
1.4. Other title information	:	2.3.4 Other Title Information RDA
→ 1.5. Statements of responsibility		
First statement (M)	/	2.4.2 Statement of Responsibility Relating to Title Proper RDA
Subsequent statement	;	2.4.2 Statement of Responsibility Relating to Title Proper RDA
2. Edition Area		
2.1. Edition statement (M)		2.5.2 Designation of Edition RDA

Ending Punctuation

LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: As **RDA D.1.2.1 RDA** indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

- 1. Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
2. Fields 246 ☑- 247 ☑, 490 ☑. A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
3. Field 264 ☑. Field 264 ☑ usually ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "**Temporary/Uncertain Data**" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation.
4. Field 300 ☑. Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
5. Fields 310 ☑/ 321 ☑. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (*LC practice/PCC practice* for temporary/uncertain data).
6. Field 362 ☑. For the ending mark of punctuation, apply the convention stated below in the section "**Punctuation in Notes,**" 2. **Ending mark of punctuation (5XX).** **LC-PCC PS**



Edition area

CORE ELEMENT

Designation of edition and designation of a named revision of an edition are core elements. Other sub-elements of edition statements are optional.

Edition area (MARC 250)

- a) Designation of edition
- b) Designation of a named revision of an edition

Designation of Edition

→ 2.5.2 → 2.5.2.2 RDA

CORE ELEMENT

2.5.2.1 Scope

A **designation of edition**▼ is a word, character, or group of words and/or characters, identifying the edition to which a resource belongs.

In case of doubt about whether a statement is a designation of edition, consider the presence of a word such as *edition*, *issue*, *release*, *level*, *state*, or *update* (or its equivalent

2.5.2.2 Sources of Information

Take designations of edition from the following sources (in order of preference):

- a) the same source as the title proper (see 2.3.2.2 RDA)
- b) another source within the resource itself (see 2.2.2 RDA)
- c) one of the other sources of information specified under 2.2.4 RDA.

Recording Designation of Edition

→ 2.5.2.3 → 2.5.1 → 2.5.1.4 RDA

2.5.1.4 Recording Edition Statements LC-PCC PS

Transcribe an edition statement as it appears on the source of information. Apply the general guidelines on transcription given under 1.7 RDA.

EXAMPLE

Ny udgave	Northern ed.	Draft
1st ed.	Éd. pour le médecin	Interactive version
New ed., rev. and enl.	New edition	Household ed.
1st American ed.	Second college edition	Facsim. ed.
Urtextausg.	Troisième édition revue et augmentée	Neue Aufl.
NORC test ed.	Canadian edition	Deuxième édition revue et augmentée
Rev. ed. 10/2/82	Widescreen version	Rev. et corr.
*** ed.	Nunc primum in lucem aedita	Nouvelle édition
Somerset ed.	Full score	World's classics ed., New ed. rev.
World Cup ed.	Vollständiger Klavierauszug	1st standard ed.
	Klavierauszug zu 2 Händen mit Singstimme und Text	

Preceding Punctuation

1.7.3 → appendix D.1.1

The center column of the table shows the punctuation that precedes or encloses each ISBD element. The corresponding RDA elements are identified in the right-hand column.

ISBD Area/Element	Punctuation	RDA Element
2. Edition Area		
2.1. Edition statement (M)		2.5.2 Designation of Edition RDA
2.2. Parallel edition statement	=	2.5.3 Parallel Designation of Edition RDA
2.3. Statements of responsibility relating to the edition		
First statement (M)	/	2.5.4 Statement of Responsibility Relating to the Edition RDA
Subsequent statement	;	2.5.4 Statement of Responsibility Relating to the Edition RDA
2.4. Additional edition statement (M)	,	2.5.6 Designation of a Named Revision of an Edition RDA
2.5. Statements of responsibility following an additional edition statement		
First statement (M)	/	2.5.8 Statement of Responsibility Relating to a Named Revision of an Edition RDA
Subsequent statement	;	2.5.8 Statement of Responsibility Relating to a Named Revision of an Edition RDA

Ending Punctuation

LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: As **RDA D.1.2.1 RDA** indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

-
1. Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
 2. Fields 246 ☑- 247 ☑, 490 ☑. A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
 3. Field 264 ☑. Field 264 ☑ usually ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "**Temporary/Uncertain Data**" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation.
 4. Field 300 ☑. Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
 5. Fields 310 ☑/ 321 ☑. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (*LC practice/PCC practice* for temporary/uncertain data).
 6. Field 362 ☑. For the ending mark of punctuation, apply the convention stated below in the section "**Punctuation in Notes,**" 2. **Ending mark of punctuation (5XX).** **LC-PCC PS**

Examples

250 3rd edition.

250 [Kindle Edition]

Bracketed because not taken from same place as title proper nor the resource itself, but from a source outside the resource itself (RDA 2.2.4). Also add note specifying where you got this edition statement from(see slide #117)

250 Cuarta edición.

Exs. in RDA 2.5.2.3 do not show a period at end of bracket

250 English ed.

Designation of a named revision of an Edition

→ 2.5.6 → 2.5.6.2 RDA

CORE ELEMENT

2.5.6.1 Scope

A **designation of a named revision of an edition**▼ is a word, character, or group of words and/or characters, identifying a particular revision of a named edition.

2.5.6.2 Sources of Information

Take designations of a named revision of an edition from the following sources (in order of preference):

- a) the same source as the designation of edition (see 2.5.2.2 RDA)
- b) another source within the resource itself (see 2.2.2 RDA)
- c) one of the other sources of information specified under 2.2.4 RDA.

Examples

250 New edition, revised and illustrated.

250 Version 2.3.



Publication Area

CORE ELEMENT

Place of publication, publisher's name, and date of publication are core elements for published resources. Other sub-elements of publication statements are optional.

Publication area (MARC 264)

- a) Place
- b) Name of Publisher, Distributor, or Manufacturer
- c) Date

***Order of Preference**

for providing Publishing Info

1. Publisher's name

- a) 1st place of publication
- b) Subsequent place of publication

2. Distributor's name

- a) 1st place of distribution
- b) Subsequent place of distribution

3. Manufacturer's name (or printing body)

- a) 1st place of manufacture
- b) Subsequent place of manufacture

4. If none of these above are found, write: *publisher not identified*



Name of Publisher

Publisher's name

→ 2.8.4 RDA

2.8.4 Publisher's Name

CORE ELEMENT

If more than one publisher's name appears on the source of information, only the first recorded is required.

2.8.4.1 Scope

A **publisher's name** is the name of a person, family, or corporate body responsible for publishing, releasing, or issuing a resource.

For early printed resources, printers and booksellers are treated as publishers.

2.8.4.2 Sources of Information LC-PCC PS

Take publishers' names from the following sources (in order of preference):

- a) the same source as the title proper (see 2.3.2.2 RDA)
- b) another source within the resource itself (see 2.2.2 RDA)
- c) one of the other sources of information specified under 2.2.4 RDA.

2.8.4.3 Recording Publishers' Names

Record the publisher's name applying the basic instructions on recording publication statements given under 2.8.1 RDA.

2.8.1.4



“Transcribe ____ in the form in which it appears on the source of information. If more information is needed, apply general guidelines on transcription given under 1.7 RDA”

EXAMPLE

Oxford University Press

World Health Organization

University of Leeds, Dept. of Spanish
Dept. is abbreviated on the source

Universal Edition

University of Toronto Press

Penguin Books

McGraw-Hill

Grolier

Bridge Records, Inc.

H.M.S.O.

John Lane, the Bodley Head

Institut géographique international

A. Hébert

Supraphon

Tactus

2.8.4.6 Publisher's Name in More Than One Language or Script

If the name of a publisher appears on the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the name in the language or script that appears first.

EXAMPLE

Éditions du peuple

Title proper in French. Publisher's name also appears in English

Health Canada, Pest Management Regulatory Agency

Title proper in English. Publisher's name also appears in French

2.8.4.7 No Publisher Identified

For a resource in a published form, if no publisher is named within the resource itself, and the publisher cannot be identified from other sources as specified under [2.2.4 RDA](#), record *publisher not identified*.

Distributor's name

→ 2.9.4 RDA

2.9.4 Distributor's Name

A distributor's name is a core element for a resource in a published form if the publisher's name is not identified. If more than one distributor's name appears on the source of information, only the first recorded is required.

2.9.4.1 Scope

A **distributor's name**▼ is the name of a person, family, or corporate body responsible for distributing a resource in a published form.

2.9.4.2 Sources of Information LC-PCC PS

Same rules as with Publisher...

2.9.4.3 Recording Distributors' Names

Same rules as with Publisher...

Manufacturer's name (or printing name)

→ 2.10.4 RDA

2.10.4 Manufacturer's Name

Manufacturer's name is a core element for a resource in a published form if neither a publisher nor a distributor is identified. If more than one manufacturer's name appears on the source of information, only the first recorded is required.

2.10.4.1 Scope

A **manufacturer's name**▼ is the name of a person, family, or corporate body responsible for printing, duplicating, casting, etc., a resource in a published form.

2.10.4.2 Sources of Information LC-PCC PS

Same rules as with Publisher...

2.10.4.3 Recording Manufacturers' Names

Same rules as with Publisher...

Examples

264 _ 1 Place : \$b Dutton

264 _ 1 Place : \$b [Dutton] ← Bracketed because was taken from a source
outside the resource itself (RDA 2.2.4)

264 _ 2 Place : \$b Distributed by Irving Publishers

264 _ 3 Place : \$b Printed by Lucky Mark

264 _ 1 Boston : \$b [publisher not identified]

264 _ 3 Cambridge : \$b King Printing Company



Place of Publication

Place of Publication

2.8.2 Place of Publication LC-PCC PS

CORE ELEMENT

If more than one place of publication appears on the source of information, only the first recorded is required.

2.8.2.1 Scope

A **place of publication** is a place associated with the publication, release, or issuing of a resource.

2.8.2.2 Sources of Information LC-PCC PS

Take places of publication from the following sources (in order of preference):

- a) the same source as the publisher's name (see [2.8.4.2 RDA](#))
- b) another source within the resource itself (see [2.2.2 RDA](#))
- c) one of the other sources of information specified under [2.2.4 RDA](#).

2.8.2.3 Recording Place of Publication

Record the place of publication applying the basic instructions on recording publication statements given under [2.8.1 RDA](#). Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information.

2.8.1.4 →

“Transcribe ____ in the form in which it appears on the source of information. If more information is needed, apply general guidelines on transcription given under [1.7 RDA](#)”

EXAMPLE

Köln

Westport, Connecticut

Lugduni Batavorum

Wellington, New Zealand

Tolworth, England

Carbondale, Ill.

Den Haag

Taunton, Somerset

Christiania

Mpls

Santiago

Aldershot, Hampshire, England

Burlington, VT, USA

Optional Additions

Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if it is considered to be important for identification or access. Indicate that the information was taken from a source outside the resource itself as instructed under **2.2.4 RDA**. 2012/04

EXAMPLE

Dublin [Ireland]

Dublin [Ohio]

2.8.2.5 Place of Publication in More Than One Language or Script

If the place of publication appears on the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the place name in the language or script that appears first.

EXAMPLE

Genf

Title proper in German. Place of publication also appears as: Genève

2.8.2.6 Place of Publication Not Identified in the Resource LC-PCC PS

If the place of publication is not identified in the resource, supply the place of publication or probable place of publication as instructed under [2.8.2.6.1 RDA](#) (known place), [2.8.2.6.2 RDA](#) (probable place), [2.8.2.6.3 RDA](#) (known country, state, province, etc.), or [2.8.2.6.4 RDA](#) (probable country, state, province, etc.) in order of preference. Indicate that the information was taken from a source outside the resource itself as instructed under [2.2.4 RDA](#).

If neither a known nor a probable local place or country, state, province, etc., of publication can be determined, record *Place of publication not identified*.

2.8.2.6.1 Known Place of Publication

If the place of publication is known, supply the local place name (city, town, etc.). Include the name of the larger jurisdiction if necessary for identification.

EXAMPLE

[Toronto]

2.8.2.6.2 Probable Place of Publication

If the place of publication is uncertain, supply the name of the probable local place of publication. Include the name of the larger jurisdiction if necessary for identification. If only the local place name is supplied, follow it with a question mark. If the name of the larger jurisdiction is included, and the place of publication is known to be within that jurisdiction, but the locality within that jurisdiction is uncertain, add a question mark following the name of the probable local place. Otherwise, add a question mark following the name of the larger jurisdiction.

EXAMPLE

[Munich?]

EXAMPLE

[Lake Placid?, New York]

EXAMPLE

[Sofia, Bulgaria?]

2.8.2.6.3 Known Country, State, Province, Etc., of Publication

If the country, state, province, etc., of publication is known, supply that name.

EXAMPLE

[Canada]

2.8.2.6.4 Probable Country, State, Province, Etc., of Publication

If the country, state, province, etc., of publication is uncertain, supply the name of the probable country, state, province, etc., of publication followed by a question mark.

EXAMPLE

[Spain?]

Place of Distribution

→ 2.9.2 RDA

2.9.2 Place of Distribution

Place of distribution is a core element for a resource in a published form if the place of publication is not identified. If more than one place of distribution appears on the source of information, only the first recorded is required.

2.9.2.1 Scope

A **place of distribution**▼ is a place associated with the distribution of a resource in a published form.

2.9.2.2 Sources of Information LC-PCC PS

Same rules as with Place of Publication...

2.9.2.3 Recording Place of Distribution

Same rules as with Place of Publication...

Place of Manufacture (or printing place)

→ 2.10.2 RDA

2.10.2 Place of Manufacture

Place of manufacture is a core element for a resource in a published form if neither a place of publication nor a place of distribution is identified. If more than one place of manufacture appears on the source of information, only the first recorded is required.

2.10.2.1 Scope

A **place of manufacture**▼ is a place associated with the printing, duplicating, casting, etc., of a resource in a published form.

2.10.2.2 Sources of Information LC-PCC PS

Same rules as with Place of Publication...

2.10.2.3 Recording Place of Manufacture

Same rules as with Place of Publication...

Examples

Source says:
“London – New York”
(Put 1st place mentioned and provide its
jurisdiction if not there)

264 __ 1 London [England]

264 __ 1 Knoxville [Tennessee]

“Tennessee” does not
show in your source

264 __ 1 Knoxville, Tennessee

As shown on source

264 __ 1 [Place of publication not identified]

264 __ 2 New York

Before doing this try to provide a
probable place of pub.



Date of Publication

Date of Publication

→ 2.8.6 RDA

***Required:** Always supply it!!!

2.8.6 Date of Publication

CORE ELEMENT

2.8.6.1 Scope

A **date of publication** is a date associated with the publication, release, or issuing of a resource.

2.8.6.2 Sources of Information LC-PCC PS

Take dates of publication from the following sources (in order of preference):

- a) the same source as the title proper (see 2.3.2.2 RDA)
- b) another source within the resource itself (see 2.2.2 RDA)
- c) one of the other sources of information specified under 2.2.4 RDA.

d) follow rules in LC-PCC PS for 2.8.6.6 RDA

e) if nothing else, supply approx. date following rules stated in 1.9.2 RDA

2.8.6.3 Recording Date of Publication → 1.9.1 → :

Date taken from anywhere within the resource: follow recording rules in 1.8 RDA

Date taken from outside the resource or supplied by cataloger: follow recording rules in 1.9.2 RDA [use brackets]

*From here below I added these sentences, they are my interpretation

Order of Preference for Dates

***Date of Publication.** Take from:

1) same source as title proper

Ex. 264 _1 Place : \$b Name of publisher, \$c 2008.

2) other place within the resource

Ex. 264 _1 Place : \$b Name of publisher, \$c 2007.

3) outside your resource and put it in brackets []

Ex. 264 _1 Place : \$b Name of publisher, \$c [2008]

Pub date taken from accompanying material. *Provide a note specifying where you got it from

4) If no pub date found and there is only a copyright date:

put copyright date as pub date in [], add a 2nd 264 explaining this

Ex. 264 _ 1 Place : \$b Name of publisher, \$c [2008]

264 _ 4 \$c ©2008

Source says
Publication date: not given
Copyright date: ©2008

5) If no pub date found and there is only a distribution date:

put distribution date as pub date in [], add a 2nd 264 explaining this

Ex. 264 _ 1 Place : \$b Name of publisher, \$c [2008]

264 _ 2 \$c 2008.

Source says
Publication date: not given
Distribution date: 2008

6) If no pub date found and there is only a manufacture date:

put manufacture date as pub date in [], add a 2nd 264 explaining

Ex. 264 _ 1 Place : \$b Name of publisher, \$c [2005]

264 _ 3 \$c 2005.

Source says
Publication date: not given
Manufacture date: 2005

7) If nothing else, then supply approx. date following rules stated in **1.9.2 RDA**:

1.9.2.2 Either One of Two Consecutive Years

If the date is known to be either one of two consecutive years, record both years separated by *or*.

EXAMPLE

[1971 or 1972]

1.9.2.3 Probable Year

If the probable year is known, record the year followed by a question mark.

EXAMPLE

[1969?]

1.9.2.4 Probable Range of Years

If the probable date falls within a range of years, record the range. Record *between*, followed by the earliest probable year, then *and* and the latest probable year, followed by a question mark.

EXAMPLE

[between 1846 and 1853?]

[between 1800 and 1899?]

[between 1970 and 1979?]

[between 1400 and 1600?]

1.9.2.5 Earliest and/or Latest Possible Date Known

If the earliest possible date is known, record *not before* followed by the date.

If the latest possible date is known, record *not after* followed by the date.

EXAMPLE

[not after August 21, 1492]

If both the earliest possible and latest possible dates are known, record *between* followed by the earliest possible date, then *and* and the latest possible date.

EXAMPLE

[between August 12, 1899 and March 2, 1900]

Examples

264 _ 1 Place : \$b Name of Publisher, \$c [2008?]

264 _ 1 Place : \$b Name of Publisher, \$c [between 2008 and 2009?]

264 _ 1 Place : \$b Name of Publisher, \$c May 2000. ← RDA allows to put month in date area (See 2.8.6.3)

264 _ 1 Place : \$b Name of Publisher, \$c 2012. ← Date in source says: MMXII

*Why?

2.8.6.3 Recording Date of Publication

EXAMPLE

1975

May 2000

1733

Source of information reads: MDCCXXXIII

Preceding Punctuation

1.7.3 → appendix D.1.1

The center column of the table shows the punctuation that precedes or encloses each ISBD element. The corresponding RDA elements are identified in the right-hand column.

ISBD Area/Element

Punctuation

RDA Element

ISBD Area/Element	Punctuation	RDA Element
4. Publication, Production, Distribution, Etc., Area		
4.1. Place of publication, production, and/or distribution		
First place (M)		2.7.2 Place of Production RDA
		2.8.2 Place of Publication RDA
		2.9.2 Place of Distribution RDA
Subsequent place	;	2.7.2 Place of Production RDA
		2.8.2 Place of Publication RDA
		2.9.2 Place of Distribution RDA
4.2. Name of publisher, producer, and/or distributor (M)	:	2.7.4 Producer's Name RDA
		2.8.4 Publisher's Name RDA
		2.9.4 Distributor's Name RDA
4.3. Statement of function of distributor	[]	2.9.4 Distributor's Name RDA

Continuation

ISBD Area/Element	Punctuation	RDA Element
4. Publication, Production, Distribution, Etc., Area		
4.4. Date of publication, production, and/or distribution (M)	,	2.7.6 Date of Production RDA
		2.8.6 Date of Publication RDA
		2.9.6 Date of Distribution RDA
		2.11 Copyright Date RDA
4.5. Place of printing, manufacture, or engraving	(2.10.2 Place of Manufacture RDA
4.6. Name of printer, manufacturer, or engraver	:	2.10.4 Manufacturer's Name RDA
4.7. Date of printing or manufacture	,)	2.10.6 Date of Manufacture RDA

Ending Punctuation

LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: As **RDA D.1.2.1 RDA** indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

1. Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
2. Fields 246 ☑- 247 ☑, 490 ☑. A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
- 3. Field 264 ☑. Field 264 ☑ usually ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "**Temporary/Uncertain Data**" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation
4. Field 300 ☑. Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
5. Fields 310 ☑/ 321 ☑. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (*LC practice/PCC practice* for temporary/uncertain data).
6. Field 362 ☑. For the ending mark of punctuation, apply the convention stated below in the section "**Punctuation in Notes,**" 2. **Ending mark of punctuation (5XX).** **LC-PCC PS**

Punctuation at end of second 264 field:

1. Item has no publication date and copyright date ©2009 was used in pub area

e.g. 264 _1 Place : \$b Name of publisher, \$c [2009]

264 _4 \$c ©2009

*2nd field 264 with delimiter “4” for copyright date does not end in period (see rule LC-PCC PS for 1.7.1, Punctuation at end of MARC 264, point 3 says: “When field 264 is used for the Copyright Notice Date, it does not have ending punctuation”)

2. Item has no publication date and manufacture date “2007” was used in pub area

e.g. 264 _1 Place : \$b Name of publisher, \$c [2007]

264 _3 \$c 2007.

*It is ok to end a 2nd field 264 with a period when the 2nd delimiter is not a “4” (see rule LC-PCC PS for 1.7.1)

3. Item has no publication date and distribution date “2006” was used in pub area

e.g. 264 _1 London : \$b Gay Press, \$c [2006]

264 _2 Chicago : \$b InBooks Group, \$c 2006.



Physical Description

Physical Description (MARC 300)

- a) Extent
- b) Specific material designation (Type of carrier)
- c) Number of subunits
- d) Illustrative content
- e) Color content
- f) Dimensions → Use for print books, **Do not use for e-books**

Extent

→ 3.4 → 3.4.1.2 RDA

CORE ELEMENT

Extent is a core element only if the resource is complete or if the total extent is known. Record subunits only if readily ascertainable and considered important for identification or selection.

3.4.1.1 Scope

Extent▼ is the number and type of units and/or subunits making up a resource.

A **unit**▼ is a physical or logical constituent of a resource (e.g., a volume, audiocassette, film reel, a map, a digital file).

3.4.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the extent of the resource. If desired, take additional evidence from any source.

Specific Material Designation (Type of carrier)

→ 3.3 → 3.3.1.2 RDA

CORE ELEMENT

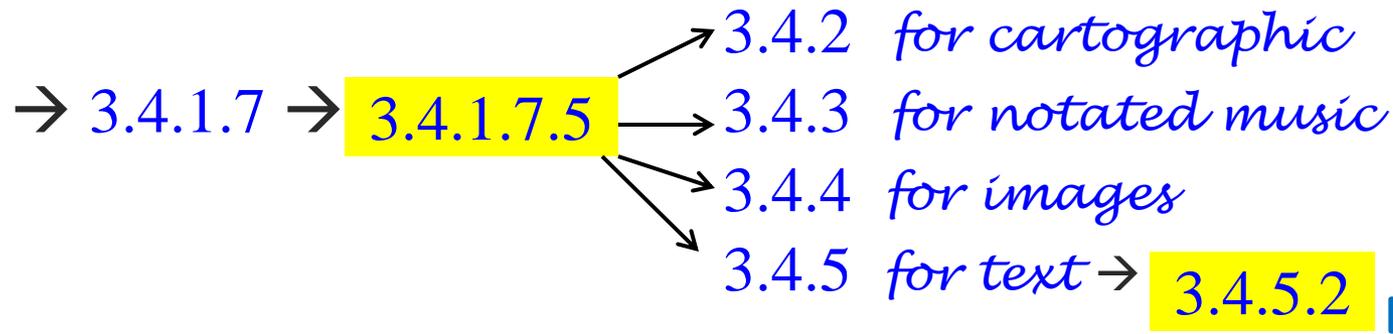
3.3.1.1 Scope

Carrier type▼ is a categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.

3.3.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording carrier type. If desired, take additional evidence from any source.

Number of Subunits



3.4.1.7.5 Online Resources

EXAMPLE

1 online resource (68 pages)

1 online resource (3 scores)

1 online resource (36 photographs)

3.4.5.2 Single Volume with Numbered Pages, Leaves, or Columns

EXAMPLES

ix, 68 pages

5 pages

1 volume (unpaged) → LC-PCC PS for 3.4.5.3 RDA

1 leaf

Subunits

*for print books use “pages” or “leaves”

Illustrative Content

→ 7.15 → 7.15.1.2 RDA

CORE ELEMENT FOR LC LCPS for 7.15

Illustrative content is a core element for LC for resources intended for children.

If the resource contains illustrative content, record *illustration* or *illustrations*, as appropriate. Tables containing only words and/or numbers are not considered as illustrative content. Disregard illustrated title pages, etc., and minor illustrations.

7.15.1.2 Sources of Information

Take information on illustrative content from any source.

7.15.1.3

Illustrative Content (cont.)

Record the type of illustrative content in place of or in addition to the term *illustration* or *illustrations*, if it is considered to be important for identification or selection, using one or more appropriate terms from the list below.

charts

Alternative **LCPS**

coats of arms

LC practice for Alternative: Generally do not record the type of illustrative content in place of or in addition to the term "illustration" or "illustrations."

facsimiles

forms

genealogical tables

graphs

illuminations

maps

music

photographs

plans

portraits

samples

Color Content

→ 7.17 → 7.17.1.2 RDA

If the content of the resource is in colours other than black and white or shades of grey, record the presence of colour using an appropriate term. Disregard coloured matter outside the actual content of the resource (e.g., the border of a map).

7.17.1.2 Sources of Information

Use evidence presented by the resource itself as the basis for recording the presence of colour content in the resource. If desired, take additional evidence from any source.

Color Content (cont.)

LCPS for 7.17.1.3

LC practice: Use the spelling "color" when recording that term.

7.17.1.3

EXAMPLE

colour

Illustrations are in colour

some color

10 maps, some of which are in colour

chiefly colour

Illustrations, most of which are in colour

Dimensions

→ e-books: **DO NOT USE**

→ print books: **USE “cm”**

“cm” is not considered an abbreviation by RDA standards, it is considered a symbol (see rule 3.5.1.3) it says “symbol *cm*”. Also Appendix B.7 does not list it as an abbreviation: that’s why “cm” does not end in period, but “in.” does.*The only exception when field 300 ends in period is when there is a “490” field in record.

3.5 Dimensions LC-PCC PS

3.5.1 Basic Instructions on Recording Dimensions

3.5.1.1 Scope

Dimensions are the measurements of the carrier or carriers and/or the container of a resource.

3.5.1.3 Recording Dimensions

Unless instructed otherwise, record dimensions in centimetres to the next whole centimetre up and use the metric symbol *cm* (e.g., if the height measures 17.2 centimetres, record *18 cm*).

Preceding Punctuation

1.7.3 → appendix D.1.1

The center column of the table shows the punctuation that precedes or encloses each ISBD element.
The corresponding RDA elements are identified in the right-hand column.

ISBD Area/Element

Punctuation

RDA Element

ISBD Area/Element	Punctuation	RDA Element
5. Physical Description Area		
5.1. Specific material designation and extent (M)		3.4 Extent RDA
5.2. Other physical details	:	3.6 Base Material RDA
		3.7 Applied Material RDA
		7.15 Illustrative Content RDA
		7.17 Colour Content RDA
		3.15 Reduction Ratio RDA
		7.18 Sound Content RDA
		3.16 Sound Characteristic RDA
		3.11 Layout RDA
		3.9 Production Method RDA
5.3. Dimensions	;	3.5 Dimensions RDA
Format (for older monographic resources)		3.12 Book Format RDA
5.4. Accompanying material statement	+	27.1 Related Manifestation RDA

Ending Punctuation

LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: As **RDA D.1.2.1 RDA** indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

1. Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
2. Fields 246 ☑- 247 ☑, 490 ☑. A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
3. Field 264 ☑. Field 264 ☑ usually ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "**Temporary/Uncertain Data**" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation.
- 4. Field 300 ☑. Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
5. Fields 310 ☑/ 321 ☑. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (*LC practice/PCC practice* for temporary/uncertain data).
6. Field 362 ☑. For the ending mark of punctuation, apply the convention stated below in the section "**Punctuation in Notes,**" 2. Ending mark of punctuation (5XX). **LC-PCC PS**

“cm” is not considered an abbreviation in RDA



Type of Content, Media, Carrier

Type of Content, Media, Carrier **(MARC 336, 337, 338)**

- a) Content
- b) Media
- c) Carrier

Content Type (MARC 336)

→ 6.9 → 6.9.1.2 RDA

CORE ELEMENT

6.9.1.1 Scope

Content type▼ is a categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement.

6.9.1.2 Sources of Information

Take information on content type from any source.

Content Type (cont.)

table 6.1 RDA. (inside 6.9.1.3)

Use text or still image for e-books and print books
spoken word for audio books



336 text \$2 rdacontent

336 text \$b txt \$2 rdacontent



(\$b is optional; take that code from:

<http://www.loc.gov/standards/valuelist/rdacontent.html>)

Media Type (MARC 337)

→ 3.2 → 3.2.1.2 RDA

LCPS for 3.2

CORE ELEMENT FOR LC

3.2.1.1 Scope

Media type▼ is a categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource.

3.2.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording media type. If desired, take additional evidence from any source.

Media Type (cont.)

from [Table 3.1](#) inside rule [3.2.1.3](#) **RDA**

Use **computer** for e-books, **unmediated** for print books

337 computer **\$b c** \$2 rdamedia

(\$b is optional; take that code from:

<http://www.loc.gov/standards/valuelist/rdamedia.html>)

337 unmediated \$b n \$2 rdamedia

Carrier Type (MARC 338)

→ 3.3 → 3.3.1.2 RDA

CORE ELEMENT

3.3.1.1 Scope

Carrier type▼ is a categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.

3.3.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording carrier type. If desired, take additional evidence from any source.

Carrier Type (cont.)

from 3.3.1.3 RDA

Use online resource for e-books, volume for print books

338 online resource **\$b cr** \$2 rdacarrier

(\$b is optional; take that code from:

<http://www.loc.gov/standards/valuelist/rdacarrier.html>)

338 volume \$b nc \$2 rdacarrier



Series

CORE ELEMENT

Title proper of series, numbering within series, title proper of subseries, and numbering within subseries are core elements. Other sub-elements of series statements are optional.

Series (MARC 490 & 830)

- a) Title proper of series
- b) Title proper of subseries
- c) Numbering within series
- d) Numbering within subseries

Title proper of series

→ 2.12.2 → 2.12.2.2 RDA

CORE ELEMENT

2.12.2.1 Scope

The **title proper of series**▼ is the chief name of a series (i.e., the title normally used when citing the series).

2.12.2.2 Sources of Information

Take the title proper of a series from the following sources (in order of preference):

- a) the series title page
- b) another source within the resource itself (see 2.2.2 RDA)
- c) one of the other sources of information specified under 2.2.4 RDA.

Recording of Title proper of Series

2.12.2.3 → 2.3.1 → 2.3.1.4 → 1.7 → 1.7.2--1.7.9

1.7.2 Capitalization (*for English titles see appendix A.4 & A.10*)

1.7.3 Punctuation (*for preceding punctuation see appendix D.1.1;
for ending punctuation see LC-PCC PS for 1.7.1*)

1.7.4 Diacritical Marks

1.7.5 Symbols

1.7.6 Spacing of Initials and Acronyms

1.7.7 Letters or words intended to be read more than once

1.7.8 Abbreviations (*follow appendix B*)

1.7.9 Inaccuracies

---- Numbers: *Transcribe numbers as found on title (in words or numerals)*

*Additional: Make a note 500 for a series title taken from outside your resource (RDA 2.2.4)
See ex. in slides #100-101

Title proper of series (cont.)

2.12.2.3 Recording Title Proper of Series LC-PCC PS

Record the title proper of the series by applying the basic instructions on recording titles at [2.3.1 RDA](#).

EXAMPLE

Bartholomew world travel series

Great sacred choruses

Allstate simulation film library

Sahitya Akademi archives of Indian literature film series

Listening, looking, and feeling

An anthology of South-East Asian music

Practicorp no-nonsense software

PCMI collection

How the health are you?

H.C.

Journal of physics

The Oxford history of England

A1 street atlas series

Other Example

E-book (item itself)

No series statement appears!

Newfound Press
University Libraries | Tmail | Online@UT | A-Z Index

***The Angelical Conjunction:
The Preacher-Physicians of Colonial New England***
by Patricia Ann Watson

Download the [Entire Book](#)
(13 MB PDF File)

[Front Matter](#), pp. i-x
Cover page, publication information, dedication page, table of contents, tables, and acknowledgments.

[Introduction](#), pp. 1-6

[Chapter 1](#), pp. 7-35
The Spiritual Physician

[Chapter 2](#), pp. 36-73
"For Service or for Selfish Gain?"

[Chapter 3](#), pp. 74-96
Galen's Legacy

[Chapter 4](#), pp. 97-121
In Search of the Philosopher's Stone

[Chapter 5](#), pp. 122-143
Anatomy and Surgery

Publisher's catalog

Series statement appears!

Newfound Press
University Libraries | Tmail | Online@UT | A-Z Index

Early American Collection

[The Angelical Conjunction:
The Preacher-Physicians of
Colonial New England](#)

By Patricia Ann Watson

[Christopher Gadsden and the American
Revolution](#)

By E. Stanly Godbold, Jr. and Robert H. Woody

[Declarations of Independency
in Eighteenth-Century American
Autobiography](#)

By Susan Clair Imbarrato

[Intellectual Life in Antebellum Charleston](#)

Edited by Michael O'Brien
and David Moltke-Hansen

Other Example

490 0 _ Early American collection



Series was not taken from the series title page nor the resource itself, but from a source outside the resource itself (the publisher's catalog.) Make a note on the source of that series title. (See RDA 2.2.4.)



500 _ _ Series statement taken from publisher's catalog.

Title proper of subseries

→ 2.12.10 → 2.12.10.2 RDA

CORE ELEMENT

2.12.10.1 Scope

The **title proper of subseries**▼ is the chief name of a subseries (i.e., the title normally used when citing the subseries).

2.12.10.2 Sources of Information LCPS

Take the title proper of a subseries from the following sources (in order of preference):

- a) the series title page
- b) another source within the resource itself (see 2.2.2 RDA)
- c) one of the other sources of information specified under 2.2.4 RDA.

Recording of Title proper of Subseries

2.12.10.3 → 2.12.2.3 → 2.3.1 → 2.3.1.4 → 1.7 → 1.7.2-1.7.9

1.7.2 Capitalization (*for English titles see appendix A.4 & A.10*)

1.7.3 Punctuation (*for preceding punctuation see appendix D.1.1;
for ending punctuation see LC-PCC PS for 1.7.1*)

1.7.4 Diacritical Marks

1.7.5 Symbols

1.7.6 Spacing of Initials and Acronyms

1.7.7 Letters or words intended to be read more than once

1.7.8 Abbreviations (*follow appendix B*)

1.7.9 Inaccuracies

---- Numbers: *Transcribe numbers as found on title (in words or numerals)*

*Additional: Make a note 500 for subseries title taken from outside your resource (RDA 2.2.4)
See ex. in slides #100-101

Title proper of subseries (cont.)

2.12.10.3 Recording Title Proper of Subseries

Record the title proper of the subseries by applying the instructions on recording titles proper of the series at [2.12.2 RDA](#).

EXAMPLE

East Asian and Pacific series

Title proper of main series: Department of State publication

Stockholm studies in the history of literature

Title proper of main series: Acta Universitatis Stockholmiensis

Trains

Title proper of main series: Standard radio super sound effects

English, 1642–1700

Title proper of main series: Three centuries of drama

Numbering within series

→ 2.12.9 → 2.12.9.2 RDA

CORE ELEMENT

2.12.9.1 Scope

Numbering within series▼ is a designation of the sequencing of a part or parts within a series.

Numbering within series may include a numeral, a letter, any other character, or the combination of these, with or without an accompanying caption (*volume, number, etc.*) and/or a chronological designation.

2.12.9.2 Sources of Information

Take the numbering within a series from any source within the resource.

Numbering within series (cont.)

2.12.9.3 Recording Numbering within Series

Record the numbering of the resource within the series as it appears on the source of information. Apply the general guidelines on transcription (see [1.7 RDA](#)) and the general guidelines on numbers expressed as numerals or as words (see [1.8 RDA](#)).

EXAMPLE

no. 8

v. 12

4

63-2

tome 3, partie 2

v. 12, part 3, fasc. 1-2

LC-PCC PS for [2.12.9 RDA](#)

NUMBERING WITHIN SERIES

General

PCC practice: For information about recording numbering in authorized access points for series and subseries, see [RDA 24.6 RDA](#) and [Policy Statement 24.6 LC-PCC PS](#).

LC practice/PCC practice: Record superscript letters "on the line" (e.g., "n^o." as "no." or "2^{ème}" as "2ème") as stated in [Policy Statement 1.4, "Super/Subscript Characters" section LC-PCC PS](#).

Numbering within subseries

→ 2.12.17 → 2.12.17.2 RDA

CORE ELEMENT

2.12.17.1 Scope

Numbering within subseries▼ is a designation of the sequencing of a part or parts within a subseries.

Numbering within subseries may include a numeral, a letter, any other character, or the combination of these, with or without an accompanying caption (*volume, number, etc.*) and/or a chronological designation.

2.12.17.2 Sources of Information

Take the numbering within a subseries from any source within the resource.

Numbering within subseries (cont.)

2.12.17.3 Recording Numbering within Subseries

Record the numbering within a subseries by applying the instructions on numbering within series at [2.12.9 RDA](#).

EXAMPLE

TSP 1

Title proper of subseries: Physics

Title proper of main series: Sciences

1

Title proper of subseries: Artes aplicadas

Title proper of main series: Biblioteca de arte hispánico. **Numbering of main series:** 8

Preceding Punctuation

1.7.3 → appendix D.1.1

The center column of the table shows the punctuation that precedes or encloses each ISBD element.
The corresponding RDA elements are identified in the right-hand column.

ISBD Area/Element	Punctuation	RDA Element
6. Series Area		
6.1. Title proper of series, subseries, or multipart monographic resource (M)		2.12.2 Title Proper of Series RDA
		2.12.10 Title Proper of Subseries RDA
6.6. Numbering within series, subseries, or multipart monographic resource	;	2.12.9 Numbering within Series RDA
		2.12.17 Numbering within Subseries RDA

Ending Punctuation

LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: As **RDA D.1.2.1 RDA** indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

1. Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
- 2. Fields 246 ☑- 247 ☑, 490 ☑. A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
3. Field 264 ☑. Field 264 ☑ usually ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "**Temporary/Uncertain Data**" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation.
4. Field 300 ☑. Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
5. Fields 310 ☑/ 321 ☑. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (*LC practice/PCC practice* for temporary/uncertain data).
6. Field 362 ☑. For the ending mark of punctuation, apply the convention stated below in the section "**Punctuation in Notes,**" 2. **Ending mark of punctuation (5XX).** **LC-PCC PS**

Example # 2

490 1 _ Studies & essays ; \$v 18. \$a Philology ; \$v 3

830 _ 0 Studies and essays ; \$v 18.

830 _ 0 Studies and essays. \$p Philology ; \$v 3.

↑
Authorized Access Point
for the series

↑
Subseries



Notes

(on description)

Notes (MARC 5xx)

- a) Note on title source
- b) Note on title inaccuracies
- c) Note on edition statement

Note on Title source

→ 2.20.2.3 RDA

2.20.2.3 Title Source LC-PCC PS

Make a note on the source from which the title proper is taken if it is not one of these sources:

- a) the title page, title sheet, or title card (or image of it) of a resource consisting of multiple pages, leaves, sheets, or cards (or images of them) (see 2.2.2.2 RDA)
- b) the title frame or title screen of a resource consisting of moving images (see 2.2.2.3 RDA).

LCPS for 2.20.2.3

LC practice for Optional omission: Do not omit the note.

2.20.2.2 Sources of Information

Take information for use in a note on a title from any source.

Examples

2.20.2.3 Title Source

EXAMPLE

Title from container

Title from PDF cover page

Title from descriptive insert

Caption title

Title from publisher's catalogue

Title devised by cataloguer

Title from title screen

Note on title inaccuracies

→ 2.20.2.4 RDA

2.20.2.4

If an inaccuracy in a title has been transcribed as it appears on the source of information when recording a title, make a note giving the corrected form of the title if it is considered to be important for identification or access.

EXAMPLE

Title should read: Hierarchy in organizations

Title proper recorded as: Heirarchy in organizations

Note on edition statement

→ 2.20.4 RDA

2.20.4.1 Scope

A **note on edition statement** is a note providing information on the source of an edition statement, on edition statements relating to issues, parts, etc., on changes in edition statements, or other information relating to an edition statement.

2.20.4.2 Sources of Information

Take information for use in a note on edition statement from any source.

Example

500 __ Edition statement from Amazon.com.

*Required only when an edition statement that was entered in field 250 was taken from a source outside the resource itself (RDA rule 2.2.4.)

Ending Punctuation

LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation in Notes

LC practice/PCC practice:

2. Ending mark of punctuation (5XX). See also the section "g. Notes (5XX) below under "Temporary/Uncertain Data." **LC-PCC PS**

→ For **5XX notes** , an ending mark of punctuation is a period (.), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; used at the end of an open date, etc.), and (LC practice/PCC practice) angle bracket (>). End each note with a period or other mark of ending punctuation.

EXAMPLE

504 ## \$aIncludes bibliographical references (pages 310-325).

If a note ends in a quotation mark, input a period or other mark of ending punctuation inside the quotation mark.

EXAMPLE

500 ## \$a"Circulated privately to her friends: not for sale."

Note that these guidelines relate to punctuation at the end of the data constituting a note itself. Under certain circumstances, a field may actually end with MARC subfields as follows:

- a) **\$5 (Institution to which field applies)** , in which case there is no punctuation at the end of the field.

EXAMPLE

500 ## \$aLC set incomplete: volume 12 wanting.\$5DLC

- b) **\$u (Uniform Resource Identifier)** , in which case the last character in the field is whatever is the last character of the URI.

EXAMPLE

530 ## \$aElectronic version also available to purchase at:\$uhttp://www.thelearner.com

but

530 ## \$aAvailable online at the U.S. Census Bureau Web site (http://www.census.gov).

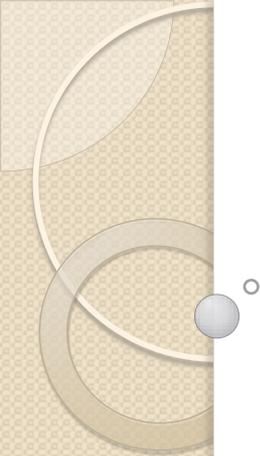
- c) Exceptions: Incomplete **505 field** , fields **510** , **535** , **536** , **583** , **586** . These fields do not end in a period or other mark of ending punctuation unless it is part of the data, e.g., a period that is part of an abbreviation or a hyphen at the end of an open date, etc.

3. Square brackets. Do not use square brackets in notes except when they are used in quoted data.

EXAMPLE

500 ## \$a"Types of prayer wheels found in south central Tibet, by Mei Lin": pages 310-375.

Not "... pages [310]-[375]."



Identifier for the manifestation

CORE ELEMENT

If there is more than one identifier for the manifestation, prefer an internationally recognized identifier, if applicable. Additional identifiers for the manifestation are optional.

Identifier for the manifestation

→ 2.15 → 2.15.1.2 RDA

2.15.1.1 Scope

An **identifier for the manifestation** is a character string associated with a manifestation that serves to differentiate that manifestation from other manifestations.

Identifiers for manifestations include identifiers registered applying internationally recognized schemes (e.g., ISBN, ISSN, URN), as well as other identifiers assigned by publishers, distributors, government publications agencies, document clearinghouses, archives, etc., following internally devised schemes.

Identifiers for manifestations include "fingerprints" (i.e., identifiers constructed by combining groups of characters from specified pages of a printed resource).

Identifiers for manifestations also include music publishers' numbers (see 2.15.2 RDA) and plate numbers (see 2.15.3 RDA).

For identifiers intended to provide online access to a resource using a standard Internet browser, see 4.6 RDA.

2.15.1.2 Sources of Information

Take identifiers for the manifestation from any source.

2.15.1.4 Recording Identifiers for Manifestations

If there is a specified display format for the identifier for the manifestation (e.g., ISBN, ISSN, URN), record it using that format.

EXAMPLE

ISBN 0-552-67587-3

ISBN 978-90-70002-34-3

ISSN 0046-225X

ISMN M-705015-05-8

ISBN 978 1 85604 693 0

doi:10.3133/of2007-1047

Digital Object Identifier for: U.S. Geological Survey open-file report 2007-1047

More Examples

020 __ 9785646945679 (ebk.)

eISBN

020 __ \$z 9785646945675

ISBN is same for e-book & other
format of the same book (or
shows in the e-book but belongs
to other format)

Ex. OCLC record #687665134



How to catalog books using RDA?
Part II

- Relationships
- Access Points
- Designators
- Notes (on relationships)

- 
- A *resource* can be tangible or intangible **(18.1.3)**
 - A resource is all of the following four things: **(18.1.4)**
 - work
 - expression
 - manifestation
 - item
 - These 4 things are called relationships and we will explain their meaning in the following slides.



Relationships

Relationships

a) Work

b) Expression

c) Manifestation

d) Item

Work

→ 18.1.4 RDA

“The term **work** refers to a distinct intellectual or artistic creation (e.g. the intellectual or artistic content)”

[*e.g. an original creation]

Examples:

1. The original content in the book Alice in Wonderland
2. Monalisa painting from DaVinci

Expression

→ 18.1.4 RDA

“The term **expression** refers to the intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.”

[*e.g. translation, adaptations, revisions, selections, cliff notes, edition, versions, illustrations, supplements]

Examples:

1. A movie of Alice in Wonderland by Scorsese
2. A drawing of Monalisa by someone other than DaVinci

Manifestation

→ 18.1.4 RDA

“The term **manifestation** refers to the physical embodiment of an expression of a work.”

[*e.g. any physical embodiment: print book, e-book, cd, cassette, tape, online, microform, large print, types of dvd's such as blue ray, 3D, high definition]

Examples:

1. Alice in Wonderland in e-book format
2. Digital image of Monalisa

Item

→ 18.1.4 RDA

“The term **item** refers to a single exemplar or instance of a manifestation.”

Examples:

1. A copy of “Alice in Wonderland” owned by a student
2. Original Monalisa painting (owner The Louvre Museum)



To record *relationships and associations* between authors and works we will need to use:

➤ Access Points

➤ Designators

➤ Notes



Access points

Access points

- a) Main Entry (MARC 1xx)
- b) Added Entry (MARC 7xx)
- c) Access point for related *work* or *expression* (MARC 130, 240, 730)

Main Entry (MARC 1xx)

Main entry can be a person, family, or corporate body in the role of **principal creator**. Principal creator is a person, family, or corporate body having principal responsibility for the creation of a work.

Creator

CORE ELEMENT

LCPS

See → 19.2 RDA

If there is more than one creator responsible for the work, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required. If principal responsibility is not indicated, only the first-named creator is required.

Examples:

100 1 _ Smith, John.
100 3 _ Smith Family.
110 2 _ Smith Corporation.
111 2 _ NASIG Conference 2012.

Added Entry (MARC 7xx)

Added entry can be a person, family, or corporate body in any role you consider important for access. So assignment of 7xx will depend on cataloger's judgment and local policy. (e.g. editors, contributors, compilers, translators, secondary authors, etc.)

See → [Chapters 19, 20, 21, 22](#) RDA

Examples:

700	<u>1</u>	_	Smith, John.
700	<u>3</u>	_	Smith Family.
710	<u>2</u>	_	Smith Corporation.
711	<u>2</u>	_	NASIG Conference 2012.

Access point for related work or expression

[Uniform Title]

(MARC 130, 240, 730)

This can be a main entry or added entry for a related title. (e.g. original title of a translation, original title of a compilation)

CORE ELEMENT FOR LC

See → 24.4.2 RDA

Examples:

130 0 _	Qur'an. \$l English.
130 0 _	Bamberg Apocalypse. \$l French. \$k Selections.
240 1 0	Cultures and politics of marriage. \$l Spanish.
730 0 _	Bible. \$l English.

Transcription for Access Points

(Order of Preference)

9.2.2.2, 10.2.2.2, 11.2.2.2

1. Authorized access point that appears in the OCLC Authority File.
2. The preferred sources of information in resources associated with the person/family/corporate body. Follow order specified in RDA rule 2.2.2.2.
3. Other formal statements appearing in resources associated with the person/family/corporate body.
4. If none of the above applies, use other sources (including reference sources).



Designators

Examples

100 __ Poe, Mary, \$e author.

Term from list in RDA Appendix I

700 __ Johnson, Bob, \$d 1971- \$e editor.

700 __ Karl, Jim, \$e compiler, \$e translator.

700 __ Barber, Lourdes, \$e adapter.

Term not taken from RDA Appendix I

*For a suggested list of terms to use besides Appendix I, go to the MARC Code List for Relators at:

http://www.itsmarc.com/crs/mergedProjects/relators/relators/relator_codes_code_sequence_relators.htm

Relationship Designators

(MARC \$e in 1xx or 7xx)

→ 18.5 → 18.5.1.3 RDA

18.5.1.1 Scope

A **relationship designator** is a designator that indicates the nature of the relationship between a resource and a person, family, or corporate body associated with that resource. A relationship designator is recorded with the **authorized access point** and/or identifier representing the associated person, family, or corporate body.

The defined scope of a relationship element provides a general indication of the relationship between a resource and a person, family, or corporate body associated with the resource (e.g., creator, owner). Relationship designators provide more specific information about the nature of the relationship (e.g., author, donor).

18.5.1.2 Sources of Information

Take information on the nature of the relationship between a resource and a person, family, or corporate body associated with that resource from any source.

18.5.1.3 Recording Relationship Designators LC-PCC PS

Record one or more appropriate terms from the list in appendix I **RDA** to indicate the specific function performed by the person, family, or corporate body in relation to the resource.

I.1 General Guidelines on Using Relationship Designators LC-PCC PS

If none of the terms listed in appendix I **RDA** is appropriate or sufficiently specific, use another concise term to indicate the nature of the relationship.

I.1 General Guidelines on Using Relationship Designators LC-PCC PS



LC-PCC PS for I.1 RDA

GENERAL GUIDELINES ON USING RELATIONSHIP DESIGNATORS

LC practice/PCC practice: Consult the *PCC Guidelines for the Application of Relationship Designators in Bibliographic Records*  for up-to-date guidelines on using relationship designators.



Download from here the new: “*PCC Guidelines for the Application of Relationship Designators in Bibliographic Records*” rev 9/24/2013... [These give detailed guidelines on assigning \$ designators for Original PCC cataloging.]

GENERAL GUIDELINES ON TRANSCRIPTION

Access Points in Name Authority and Bibliographic Records (General)

2. Ending mark of punctuation. For access points, an ending mark of punctuation is a period (.), closing parenthesis ()), closing bracket (]), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; usually used at the end of an open date).
- b) Bibliographic records. Generally, end authorized access points with either a period or other ending mark of punctuation. End a **MARC 240 field** for a work or expression with an ending mark of punctuation only when such a mark of punctuation is part of the data. If an authorized access point is followed by **\$5 (Institution to which field applies)** , do not include punctuation at the end of the field.

EXAMPLE

100 1# \$aSmith, John.

100 1# \$aSmith, John A.

100 1# \$aSmith, John,\$d1648?-

100 1# \$aSmith, John,\$d1924-\$e author.

110 2# \$aLibrary of Congress.

110 1# \$aNew York (State).\$bGovernor (1929-1932 : Roosevelt)

700 1# \$aBrett, Jan,\$d1949-\$eillustrator.

700 1# \$aHitchcock, Alfred,\$d1899-1980,\$edirector,\$eproducer.

710 2# \$aRaymond Foye Editions,\$edonor.\$5DLC

Note that, as the last example above shows, when an authorized access point ends in a relationship designator, it may also be followed by subfield **\$5** and the field itself does not end with punctuation.

When an authorized access point ends in a quotation mark, place any mark of final punctuation that is also part of the data inside the quotation mark. Otherwise, place a period inside the mark of punctuation.

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Notes

(on relationships)

Notes (MARC 5xx)

- a) Note on related *work*
- b) Note on related *expression*
- c) Note on related *manifestation*

Note on Related Work

→ 25.1 → 25.1.1.2 RDA

CORE ELEMENT FOR LC for compilations: LCPS

25.1.1.1 Scope

A **related work**▼ is a work related to the resource being described (e.g., an adaptation, commentary, supplement, sequel, part of a larger work).

25.1.1.2 Sources of Information

Take information on related works from any source.

Example

500 __ _ Adapted from the novel Crime and Punishment.

Note on Related Expression

→ 26.1 → 26.1.1.2 RDA

CORE ELEMENT FOR LC for compilations: LCPS

26.1.1.1 Scope

A **related expression**▼ is an expression related to the expression represented by an identifier, an authorized access point, or a description (e.g., a revised version, a translation).

26.1.1.2 Sources of Information

Take information on related expressions from any source.

Example

500 __ Translation of: Der Komissar.

Note on Related Manifestation

→ 27.1 → 27.1.1.2 RDA

core element for LC for reproductions. LCPS

27.1.1.1 Scope

A **related manifestation**▼ is a manifestation related to the resource being described (e.g., a manifestation in a different format).

27.1.1.2 Sources of Information

Take information on related manifestations from any source.

Example

500 __ _ Also available through print on demand.

500 __ _ Issued also in CD-ROM.



Exercise demonstration

The Wondrous Bird's Nest I

by Hans Jacob Christoffel von Grimmelshausen
Translated and Annotated
by Robert L. Hiller and John C. Osborne



[Front Matter](#) pp. i-xxxiv

Cover page, title page, publication information, contents, chronology of Grimmelshausen's works, preface, translator's note, introduction, foreign words and phrases used in the text

[The Wondrous Bird's Nest](#)

[The Ballad of the Wondrous Bird's Nest](#)

[Chapter One](#), pp. 1-4

[Chapter Two](#), pp. 5-14

[Chapter Three](#), pp. 15-22

[Chapter Four](#), pp. 23-32

[Chapter Five](#), pp. 33-38

[Chapter Six](#), pp. 39-44

[Chapter Seven](#), pp. 45-52

[Chapter Eight](#), pp. 53-60

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[The Wondrous Bird's Nest II](#)

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The Wondrous Bird's Nest II

The Wondrous Bird's Nest I

Hans Jacob Christoffel von Grimmelshausen

Cover



Translated & Annotated by
Robert L. Hiller and John C. Osborne

T.p.

The Wondrous Bird's Nest I

Hans Jacob Christoffel von Grimmelshausen

Translated & Annotated by

Robert L. Hiller and John C. Osborne



Newfound Press

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[Wunderbarliche Vogelnest I. English]
The wondrous bird's nest I / Hans Jacob Christoffel von Grimmelshausen ;
translated & annotated by Robert L. Hiller and John C. Osborne.
xxxiv, 190 p. : digital, PDF file.

Translation of: Wunderbarliche Vogelnest I.
Includes bibliographical references.

1. Thirty Years' War, 1618-1648 —Fiction.

I. Hiller, Robert Ludwig, 1915- II. Osborne, John C., 1928- III. Title.

PT1731.A4 E588 2011

1670 (continued)

Simplicissimi Gauckeltasche (Illiteratus Ignorantius), [*The Simplicissimi Magic Book*]

Musai (Samuel Greifnson von Hirschfeld), [*Musai*]

1671 *Der ewigwährende Calendar* (Simplicissimus) [*The Perpetual Calender*]

1672 *Rathstübl Plutonis* (Erich Stainfels von Grufensholm), [*Plutus' Council Chamber*]

Die verkehrte Welt (Simon Lengfrisch von Hartenfels), [*The Topsy-Turvy World*]

Proximus und Lympida (H. J. Christoffel von Grimmelshausen), [*Proximus and Lympida*]

Das wunderbarliche Vogelnest I (Michael Rechulin von Sehmsdorff), [*The Wondrous Bird's Nest, Part I*]

Der stolze Melcher (no author given), [*Proud Melcher*]

1673 *Der Teutsche Michel* (Signeur Messmal), [*German Michel*]

Der Bartkrieg (no author given), [*The War of the Beards*]

Das Galgen-Männlin (Israel Fromschmidt von Hugenfels), [*The Mandrake*]

1675 *Das wunderbarliche Vogelnest II*, [*The Wondrous Bird's Nest, Part II*]

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MARC record in RDA

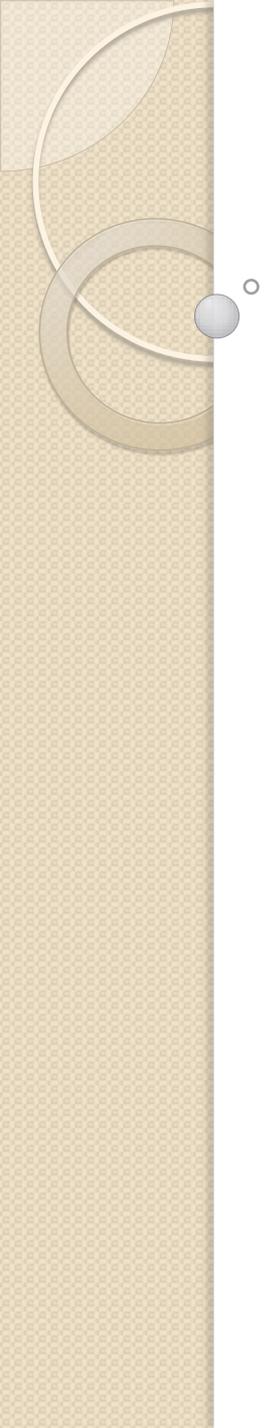
006		m o d
007		c #b r #d m #e n
040		TKN #b eng #e rda #c TKN #d OCLCQ #d TKN #d OCLCO #d TKN #d OCLCQ
020		#z 9780984644506
020		#z 0984644504
024	7	10.7290/V7QN64NR #2 doi
041	1	eng #h ger
050	1 4	PT1731.A4 #b E588 2011eb
090		#b
049		TKNN
100	1	Grimmelshausen, Hans Jakob Christoph von , #d 1625-1676 , #e author.
240	1 0	Wunderbarliche Vogelnest I. #l English
245	1 4	The wondrous bird's nest I / #c Hans Jacob Christoffel von Grimmelshausen ; translated & annotated by Robert L. Hiller and John C. Osborne.
246	3	Wondrous bird's nest, part I
264	1	Knoxville, TN : #b Newfound Press, University of Tennessee Libraries, #c [2011]
264	4	#c ©2011
300		1 online resource (xxxiv, 190 pages)
336		text #b txt #2 rdacontent
337		computer #b c #2 rdamedia
338		online resource #b cr #2 rdacarrier

cont. MARC record

500			Title from PDF title page (Newfound Press Web site, viewed on July 8, 2011.).
500			Electronic edition of Robert L. Hiller's and John C. Osborne's "The Wondrous Bird's Nest I", an English translation of the German literary work "Das wunderbarliche Vogelnest I" (1672), originally by Hans Jacob Christoffel von Grimmelshausen.
500			Second part, The Wondrous Bird's Nest II, available at http://www.newfoundpress.utk.edu/pubs/osborne2 .
504			Includes bibliographical references (pages (185-190)).
650	0		Thirty Years' War, 1618-1648 †v Fiction .
655		4	Electronic books.
700	1		Osborne, John C. , †d 1928- †e translator, †e editor.
700	1		Hiller, Robert Ludwig , †d 1915-1987 , †e translator, †e editor.
856	4	0	†u http://www.newfoundpress.utk.edu/pubs/hiller/ †z Address to access electronic book

Fixed fields

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<u>Type</u>	a	<u>ELvl</u>	I	<u>Srce</u>	d	<u>Audn</u>	<input type="checkbox"/>
<u>BLvl</u>	m	<u>Form</u>	o	<u>Conf</u>	0	<u>Biog</u>	<input type="checkbox"/>
		<u>Cont</u>	b	<u>GPub</u>	<input type="checkbox"/>	<u>LitF</u>	1
<u>Desc</u>	i	<u>Ills</u>	<input type="checkbox"/>	<u>Fest</u>	0	<u>DtSt</u>	t
						<u>Dates</u>	2011 , 2011
						<u>Ctrl</u>	<input type="checkbox"/>
						<u>MRec</u>	<input type="checkbox"/>
						<u>Lang</u>	eng
						<u>Ctry</u>	tnu
						<u>Indx</u>	0



Commonly consulted RDA Rules

Rule 1.7	p. 164
Rule 1.8	p. 169
Rule 1.9	p. 173
Rule 2.2.4	p. 175
LC-PCC PS for 1.7.1 RDA	p. 176
LC-PCC PS for 2.8.6.6	p. 177

Rule 1.7

1.7 Transcription

1.7.1 General Guidelines on Transcription LC-PCC PS

The instructions in chapters 2 RDA–4 RDA specify transcription of certain elements as they appear on the source of information. When transcribing, apply the following general guidelines:

capitalization (see 1.7.2 RDA)

punctuation (see 1.7.3 RDA)

diacritical marks (see 1.7.4 RDA)

symbols (see 1.7.5 RDA)

spacing of initials and acronyms (see 1.7.6 RDA)

letters or words intended to be read more than once (see 1.7.7 RDA)

abbreviations (see 1.7.8 RDA)

inaccuracies (see 1.7.9 RDA).

When these guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable to the element being transcribed.

Alternatives

The agency creating the data may establish in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or choose a published style manual, etc., as its preferred guide (e.g., The Chicago Manual of Style). In such situations, use those guidelines or that style manual instead of the instructions at 1.7.2 RDA–1.7.9 RDA and in the appendices. LC-PCC PS

Accept data without modification if:

a) using a description created by another agency

or

or

- b) using data derived from a digital source of information by automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata).

For instructions on transcribing numbers expressed as numerals or as words, see **1.8.1 RDA**.

1.7.2 Capitalization

Apply the instructions on capitalization in appendix **A RDA**.

1.7.3 Punctuation

Transcribe punctuation as it appears on the source except for the following situations:

- a) omit punctuation that separates data to be recorded as one element from data to be recorded as a different element
- b) omit punctuation that separates data to be recorded as one element from data recorded as a second or subsequent instance of the same element.

EXAMPLE

...and then there were none

What is it?...what is it not?

Vessels on the Northwest coast between Alaska and California -- 1543-1811

I don't do dishes!

DDC 21

Appears on the source with punctuation separating it from the other title information: DDC 21: International perspectives

Vanderbilt University

Appears on source with punctuation separating it from the place of publication: Vanderbilt University, Nashville

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Add punctuation, as necessary, for clarity.

EXAMPLE

Travaillez mieux, vivez mieux

Each word of the title appears on a separate line on the source of information

For instructions on the use of punctuation for the display of descriptive data according to ISBD specifications, see appendix **D RDA** (D.1.2 **RDA**).

1.7.4 Diacritical Marks

Transcribe diacritical marks such as accents as they appear on the source of information.

Optional Addition

Add diacritical marks that are not present on the source of information in accordance with standard usage for the language of the data.

EXAMPLE

Les misérables

Source of information reads: LES MISERABLES

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1.7.5 Symbols **LC-PCC PS**

Replace symbols and other characters, etc., that cannot be reproduced by the facilities available, with a description of the symbol. Indicate that this description was taken from a source outside the resource itself (see **2.2.4 RDA**).

EXAMPLE

Robust H [proportional to] stabilization of stochastic hybrid systems with Wiener process

Symbol for "proportional to" appears on source of information

My name is Brain [crossed out] Brian

The word "Brain" appears with an X through it on source of information

Make an explanatory note if necessary (see **2.20 RDA**).

Ignore typographical devices that are used as separators, etc.

1.7.6 Spacing of Initials and Acronyms

If separate letters or initials appear on the source of information without full stops between them, transcribe the letters without spaces between them, regardless of spacing on the source.

EXAMPLE

ALA rules for filing catalog cards

prepared by members of the AIAA Technical Committees on Space Systems and Space Atmosphere Physics

If such letters or initials have full stops between them, omit any internal spaces.

EXAMPLE

T.U.E.I. occasional papers in industrial relations

The most of S.J. Perelman

edited by P.C. Wason and P.N. Johnson-Laird

W.W. Norton & Company

Publisher's name

1.7.7 Letters or Words Intended to Be Read More Than Once

If a letter or word appears only once but the design of the source of information makes it clear that it is intended to be read more than once, repeat the letter or word.

EXAMPLE

Canadian citations
Citations canadiennes

Source of information reads: Canadian CITATIONS canadiennes. **Intended readings recorded separately as title proper and parallel title proper**

1.7.8 Abbreviations

Apply the instructions on the use of abbreviations in transcribed elements in appendix B [RDA](#) (B.4 [RDA](#)).

1.7.9 Inaccuracies

When instructed to transcribe an element as it appears on the source, transcribe an inaccuracy or a misspelled word unless the instructions for a specific element indicate otherwise (e.g., exception at 2.3.1.4 [RDA](#)).

EXAMPLE

The wold of television

A comprehensive law book on proceedings under every statute/ordinance with upt-to-date case law by superior courts

Make a note correcting the inaccuracy if considered important for identification or access (see 2.20 [RDA](#)).

If the inaccuracy appears in a title and a corrected form of the title is considered important for identification or access, record a corrected form of the title as a variant title (see 2.3.6 [RDA](#)).

Rule 1.8

1.8 Numbers Expressed as Numerals or as Words

1.8.1 General Guidelines

When recording numbers expressed as numerals or words, apply the following guidelines:

form of numerals (see [1.8.2 RDA](#))

numbers expressed as words (see [1.8.3 RDA](#))

inclusive numbers (see [1.8.4 RDA](#))

ordinal numbers (see [1.8.5 RDA](#)).

The guidelines at [1.8.2 RDA](#)–[1.8.5 RDA](#) apply when recording numbers expressed as numerals or as words in the following elements:

Numeric and/or alphabetic designation of first issue or part of sequence

Chronological designation of first issue or part of sequence

Numeric and/or alphabetic designation of last issue or part of sequence

Chronological designation of last issue or part of sequence

Alternative numeric and/or alphabetic designation of first issue or part of sequence

Alternative chronological designation of first issue or part of sequence

Alternative numeric and/or alphabetic designation of last issue or part of sequence

Alternative chronological designation of last issue or part of sequence

Date of production

Date of publication

Date of distribution

Date of manufacture

Copyright date

Numbering within series

Numbering within series

Numbering within subseries

Year degree granted

Alternative LC-PCC PS

Early printed resources. For early printed resources, transcribe numbers expressed as numerals or as words in the form in which they appear on the source of information in the following elements:

numbering of serials

date of production

date of publication

date of distribution

date of manufacture.

When recording numbers expressed as numerals or as words in a transcribed element, transcribe them in the form in which they appear on the source of information. Apply the general guidelines on transcription (see [1.7 RDA](#)), as applicable.

EXAMPLE

Fifty key literary theorists

Title proper

55 places to discover your favourite tea

Other title information

1.8.2 Form of Numerals

Record numerals in the form preferred by the agency creating the data, unless the substitution would make the numbering less clear.

EXAMPLE

tome 3

Numbering within series on source of information reads: tome III

Alternatives

Record numerals in the form in which they appear on the source of information. **LC-PCC PS**

EXAMPLE

tome III

Numbering within series

Record the numerals in the form in which they appear on the source. Add the equivalent numerals in the form preferred by the agency creating the data. Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)). **LC-PCC PS**

EXAMPLE

tome III [3]

Numbering within series on source of information reads: tome III

1.8.3 Numbers Expressed as Words

Substitute numerals for numbers expressed as words.

1.8.4 Inclusive Numbers

When recording inclusive dates and other inclusive numbers, record both the first and last number in full.

EXAMPLE

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1.8.5 Ordinal Numbers

When recording ordinal numbers (expressed either as numerals or as words), record them as numerals and indicate that they are ordinal numbers following standard usage for the language:

English language source. When recording ordinal numbers from an English-language source, record them as numerals in the form *1st, 2nd, 3rd, 4th*, etc.

Chinese, Japanese, or Korean language source. When recording ordinal numerals from a source in Chinese, Japanese, or Korean, record them as numerals accompanied by the character indicating that the numeral is ordinal.

EXAMPLE

第8

8th in Chinese

Source in a language other than English, Chinese, Japanese, or Korean. When recording ordinal numerals from a source in another language, record them as numerals and indicate that they are ordinal numbers following the usage of the language, if ascertainable.²

EXAMPLE

1^{er}, 1^{re}, 2^e, 3^e, etc.

French

1., 2., 3., etc.

German

1^o, 1^a, 2^o, 2^a, 3^o, 3^a, etc.

Italian

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If the usage of a language cannot be ascertained, use the form *1., 2., 3.*, etc.

² A useful source for the form of ordinal numerals in European languages is: C.G. Allen, *A Manual of European Languages for Librarians*, 2nd ed. (London; New Providence, NJ: Bowker-Saur, ©1999).

Rule 1.9

1.9 Dates

1.9.1 General Guidelines

When recording dates appearing on the source of information, apply the guidelines at [1.8 RDA](#).

Apply the instructions at [1.9.2 RDA](#) when recording a supplied date for any of the following elements:

- a) date of production (see [2.7.6.6 RDA](#))
- b) date of publication (see [2.8.6.6 RDA](#))
- c) date of distribution (see [2.9.6.6 RDA](#))
- d) date of manufacture (see [2.10.6.6 RDA](#)).

For additional instructions on recording dates in the Christian calendar, see appendix [H RDA](#).

1.9.2 Supplied Dates

Record a supplied date or dates as instructed at [1.9.2.1 RDA](#)–[1.9.2.5 RDA](#), as applicable. Indicate that the date was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

1.9.2.1 Actual Year Known

If the actual year is known, record the year.

EXAMPLE

[2003]

1.9.2.2 Either One of Two Consecutive Years

If the date is known to be either one of two consecutive years, record both years separated by *or*.

EXAMPLE

[1971 or 1972]

1.9.2.3 Probable Year

If the probable year is known, record the year followed by a question mark.

EXAMPLE

[1969?]

1.9.2.4 Probable Range of Years

If the probable date falls within a range of years, record the range. Record *between*, followed by the earliest probable year, then *and* and the latest probable year, followed by a question mark.

EXAMPLE

[between 1846 and 1853?]

[between 1800 and 1899?]

[between 1970 and 1979?]

[between 1400 and 1600?]

1.9.2.5 Earliest and/or Latest Possible Date Known

If the earliest possible date is known, record *not before* followed by the date.

If the latest possible date is known, record *not after* followed by the date.

EXAMPLE

[not after August 21, 1492]

If both the earliest possible and latest possible dates are known, record *between* followed by the earliest possible date, then *and* and the latest possible date.

EXAMPLE

[between August 12, 1899 and March 2, 1900]

Rule 2.2.4

2.2.4 Other Sources of Information LC-PCC PS

If information required to identify the resource does not appear on a source forming part of the resource itself (see [2.2.2.1 RDA](#)), take it from one of the following sources (in order of preference):

- a) accompanying material (e.g., a leaflet, an "about" file)
- b) a container that is not issued as part of the resource itself (e.g., a box, case made by the owner)
- c) other published descriptions of the resource
- d) any other available source (e.g., a reference source).

When instructions specify transcription, indicate that the information is supplied from a source outside the resource itself:

by means of a note (see [2.20 RDA](#))

or

by some other means (e.g., through coding or the use of square brackets).

LC-PCC PS for 1.7.1



LC-PCC PS for 1.7.1 RDA

GENERAL GUIDELINES ON TRANSCRIPTION

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

LC practice/PCC practice: As **RDA D.1.2.1 RDA** indicates, the ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

1. Fields 245, 250. If either field 245 ☑ or 250 ☑ does not end in a period, add one.
2. Fields 246 ☑- 247 ☑, 490 ☑. A 246 ☑ variant title field, a 247 ☑ former title field, or a 490 ☑ series field only ends in an ending mark of punctuation when it is part of the data.
3. Field 264 ☑. Field 264 ☑ usually ends with a period, a closing parenthesis, a closing bracket, a question mark, or a hyphen). Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is *LC practice* for monographs to enclose temporary data within angle brackets (see "**Temporary/Uncertain Data**" **LC-PCC PS** below), this field may also end in an angle bracket. When field 264 ☑ is used for the Copyright Notice Date, it does not have ending punctuation.
4. Field 300 ☑. Field 300 ☑ may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 ☑ field, insure that field 300 ☑ ends in a period.
5. Fields 310 ☑/ 321 ☑. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (*LC practice/PCC practice* for temporary/uncertain data).
6. Field 362 ☑. For the ending mark of punctuation, apply the convention stated below in the section "**Punctuation in Notes,**" 2. **Ending mark of punctuation (5XX).** **LC-PCC PS**

LC-PCC PS for 2.8.6.6

→ LC-PCC PS for 2.8.6.6
RDA

DATE OF PUBLICATION NOT IDENTIFIED IN THE RESOURCE

Items Lacking a Publication Date

LC practice/PCC practice: Supply a date of publication if possible, using the guidelines below, rather than give “[date of publication not identified].” Follow the instructions in **1.9.2 RDA** for supplied dates, including the use of the question mark with probable dates.

A. If an item lacking a publication date contains only a copyright date, apply the following in the order listed:

1. Supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

EXAMPLE

Title page verso

Copyright ©2009

Prefaced signed

June 2009

Date of publication

not given

Transcription

264 #1 \$a ... \$b ... \$c [2009]

008/06 Type of date

s

008/07-10

2009

008/11-14

####

2. If the copyright date is for the year following the year in which the publication is received, supply a date of publication that corresponds to the copyright date.

EXAMPLE

Title page verso

©2009

Item received in

2008

Date of publication

not given

Transcription

264 #1 \$a ... \$b ... \$c [2009]

264 #4 \$c ©2009

008/06 Type of date

t

008/07-10

2009

008/11-14

2009

Example shows optional inclusion of copyright date

B. If an item lacking a publication date contains a copyright date and a date of manufacture and the year is the same for both, supply a date of publication that corresponds to that date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

EXAMPLE

Title page verso

©1980 // 1980 printing

Date of publication

not given

Transcription

264 #1 \$a ... \$b ... \$c [1980]

008/06 Type of date

s

008/07-10

1980

008/11-14

####

C. If an item lacking a publication date contains a copyright date and a date of manufacture and the years differ, supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date. A manufacture date may also be recorded as part of a manufacture statement, or recorded as part of a Note on issue, part, or iteration used as the basis for identification of a resource (See 2.20.13 RDA), if determined useful by the cataloger.

EXAMPLE

Title page verso

©1978 // Sixth Printing 1980

Preface signed

June 1978

Date of publication

not given

Transcription

264 #1 \$a ... \$b ... \$c [1978]

588 ## \$a Description based on sixth printing, 1980.

008/06 Type of date

s

008/07-10

1978

008/11-14

####

Example shows optional inclusion of Note on issue, part, or iteration used as the basis for identification of the resource

D. If an item lacking a publication date contains only a date of distribution, apply the following in the order listed:

1. Supply a date of publication that corresponds to the distribution date, in square brackets, if it seems reasonable to assume that date is a likely publication date. Also record a date of distribution as part of a distribution statement if determined useful by the cataloger.

EXAMPLE

Title page verso

Distributed 2008

Bibliography includes

citations to 2007 publications

Date of publication

not given

Transcription

264 #1 \$a London : \$b Gay Mens Press, \$c [2008]

264 #2 \$a Chicago, IL :\$b Distributed in North America by InBook/LPC Group, \$c 2008.

008/06 Type of date

s

008/07-10

2008

008/11-14

####

Example shows optional inclusion of Distribution statement

2. If it does not seem reasonable to assume that the distribution date is a likely publication date, supply a date of publication, in square brackets, based on the information provided. Also record the distribution date as part of a distribution statement if determined useful by the cataloger.

EXAMPLE

Title page verso

Distributed in the USA in 1999

Preface signed

London, January 1993

Date of publication

not given

Transcription

264 #1 \$a ... \$b ... \$c [between 1993 and 1999]

008/06 Type of date

q

008/07-10

1993

008/11-14

1999

E. If an item lacking a publication date contains only a date of manufacture, apply the following in the order listed:

1. Supply a date of publication that corresponds to the manufacture date, in square brackets, if it seems reasonable to assume that date is a likely publication date. For books, this means that the item is assumed to be the first printing of the edition. Also record the manufacture date as part of a manufacture statement if determined useful by the cataloger.

EXAMPLE

Title page verso

First Printing 1980

Date of publication

not given

Transcription

264 #1 \$a ... \$b ... \$c [1980]

008/06 Type of date

s

008/07-10

1980

008/11-14

####

2. If the date of manufacture given implies that it is not likely the same as the date of publication, supply a date of publication, in square brackets, using the information provided. A manufacture date may also be recorded as part of a manufacture statement, or recorded as part of a Note on issue, part, or iteration used as the basis for identification of a resource (See [2.20.13 RDA](#)), if determined useful by the cataloger.

EXAMPLE

Title page verso

15th Impression 1980

Date of publication

not given

Transcription

264 #1 \$a ... \$b ... \$c [not after 1980]

588 ## \$a Description based on 15th impression, 1980.

008/06 Type of date

q

008/07-10

uuuu

008/11-14

1980

Example shows optional inclusion of Note on issue, part, or iteration used as the basis for identification of the resource



END