RDA Training Booklet -- Veve

Marielle Veve, University of North Florida

Available at: https://works.bepress.com/marielle_veve/1/
RDA Workshop I
Cataloging Books (print & electronic)

BOOKLET

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

Thanks to all the wise catalogers who provided feedback!
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Print book
in RDA and AACR2
Relationship designator $e$ may or may not appear (see examples in slide #144)

Capitalize 1st word of title and then proper nouns only

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

Not abbreviated
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

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<th>Books</th>
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<th>c</th>
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<td>LitF 0</td>
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</tbody>
</table>

| 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 2 Raleigh, NC ≠ b Program Evaluation Division, North Carolina General Assembly, ≠ c [2012] 4 ≠ c ©2012

300 1 online resource (9 pages) ≠ b illustrations text ≠ b txt ≠ 2 rdcontent
computer ≠ b c ≠ 2 rdamedia
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, ≠ b Program Evaluation Division, ≠ e issuing body.
856 4 0 http://www.ncleg.net/PED/Reports/documents/SFM1.1/SFM1.1_Report.pdf ≠ 3 View Online
### E-book in AACR2

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<td>Form</td>
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<tr>
<td>Desc</td>
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<td>ILLs</td>
<td>Fest</td>
</tr>
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```plaintext
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 Automobile license plates #z North Carolina.
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  \(\rightarrow\) (MARC 1xx, 7xx)
2  Title and Statement of Responsibility Area  \(\rightarrow\) (MARC 245 $a \ $b \ $c)
3  Edition Area  \(\rightarrow\) (MARC 250)
4  Publication, Distribution, Etc., Area  \(\rightarrow\) (MARC 264)
5  Physical Description Area  \(\rightarrow\) (MARC 300)
6  Type of Content, Media, Carrier Area  \(\rightarrow\) (MARC 336, 337, 338)
7  Series Area  \(\rightarrow\) (MARC 4xx)
8  Note Area  \(\rightarrow\) (MARC 5xx)
9  Identifier for the Manifestation Area  \(\rightarrow\) (MARC 020)
Access points
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 another 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) 5, 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# | $aBrott, Jan, $d1940-$fillustrator. |
| 700 1# | $aHitchcock, Alfred, $d1899-1980, $eeditor, $fproducer. |
| 710 2# | $aRaymond Foye Editions, $seditor, $fMDLC |

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.
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

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)  

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.

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.

"Screen images from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)."
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
**Preceding Punctuation**

1.7.3 → **appendix D.1.1**

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

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Ending Punctuation

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 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" 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."
Examples of Transcribed Titles

245 0 0  Bad presidents in the **White House**
245 0 2  A dictionary of **American English**
245 0 0  **World** of Colombian coffee
245 0 4  The history of U.S.A.
245 0 0  15 ways for loosing weight fast
245 0 0  **ANNUAL ASSESSMENT OF EDUCATION**

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

Capitalize 1st word of title and proper nouns only

Create a 246 3 _ with correct spelling

Number in the form found
Parallel title proper

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
Other title information

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 10 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.
a) Statement of responsibility related to title proper
Statement of responsibility related to title proper

2.4.2  2.4.2.2

**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.
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. Leyel

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 10 /$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 10 /$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 10 /$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.
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.

<table>
<thead>
<tr>
<th>ISBD Area/Element</th>
<th>Punctuation</th>
<th>RDA Element</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Subsequent statement</td>
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<td>2. Edition Area</td>
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<tr>
<td>2.1. Edition statement (M)</td>
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<td>2.5.2 Designation of Edition RDA</td>
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</tbody>
</table>

*Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals).*
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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."
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 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

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
1st ed.
New ed., rev. and enl.
1st American ed.
Urtextausg.
NORC test ed.
Rev. ed. 10/2/82
*** ed.
Somerset ed.
World Cup ed.

Northern ed.
Éd. pour le médecin
New edition
Second college edition
Troisième édition revue et augmentée
Canadian edition
Widescreen version
Nunc primum in lucem aedita
Full score
Vollständiger Klavierauszug

Draft
Interactive version
Household ed.
Facsim. ed.
Neue Aufl.
Deuxième edition revue et augmentée
Rev. et corr.
Nouvelle édition
1st standard ed.

Klavierauszug zu 2 Händen mit Singstimme und Text

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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.

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<td>/</td>
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<tr>
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<td>2.5.8 Statement of Responsibility Relating to a Named Revision of an Edition <strong>RDA</strong></td>
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</tbody>
</table>
Ending Punctuation

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]

250 Cuarta edición.

250 English ed.

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).

Exs. in RDA 2.5.2.3 do not show a period at end of bracket.
Designation of a named revision of an Edition

\[ \rightarrow 2.5.6 \rightarrow 2.5.6.2 \]  
**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.

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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
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

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.

“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

Grosler

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 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

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 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

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
2.8.2 Place of Publication

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
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.

“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

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 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

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 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

Same rules as with Place of Publication...

2.10.2.3 Recording Place of Manufacture

Same rules as with Place of Publication...
Examples

264 _ 1  London [England]

264 _ 1  Knoxville [Tennessee]

264 _ 1  Knoxville, Tennessee

264 _ 1  [Place of publication not identified]
264 _ 2  New York

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

“Tennessee” does not show in your source

As shown on source

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

→ **2.8.6 RDA**

**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**

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]*

*Required: Always supply it!!!*
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

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.

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.
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.

264 _1  Place : $b Name of Publisher, $c 2012.

RDA allows to put month in date area (See 2.8.6.3)

Date in source says: MMXII

*Why?
### 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.

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<th>RDA Element</th>
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<td></td>
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<tr>
<td>4.1. Place of publication, production, and/or distribution</td>
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<td></td>
</tr>
<tr>
<td>First place (M)</td>
<td>; 2.7.2 Place of Production</td>
<td>RDA</td>
</tr>
<tr>
<td>Subsequent place</td>
<td>; 2.7.2 Place of Production</td>
<td>RDA</td>
</tr>
<tr>
<td>4.2. Name of publisher, producer, and/or distributor (M)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>: 2.7.4 Producer's Name</td>
<td>RDA</td>
<td></td>
</tr>
<tr>
<td>: 2.8.4 Publisher’s Name</td>
<td>RDA</td>
<td></td>
</tr>
<tr>
<td>2.9.4 Distributor's Name</td>
<td>RDA</td>
<td></td>
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<tr>
<td>4.3. Statement of function of distributor</td>
<td></td>
<td></td>
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<tr>
<td>[ ] 2.9.4 Distributor's Name</td>
<td>RDA</td>
<td></td>
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<td>,</td>
<td>2.7.6 Date of Production RDA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.8.6 Date of Publication RDA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.9.6 Date of Distribution RDA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.11 Copyright Date RDA</td>
</tr>
<tr>
<td>4.5. Place of printing, manufacture, or engraving</td>
<td>(</td>
<td>2.10.2 Place of Manufacture RDA</td>
</tr>
<tr>
<td></td>
<td>;</td>
<td>2.10.4 Manufacturer's Name RDA</td>
</tr>
<tr>
<td>4.6. Name of printer, manufacturer, or engraver</td>
<td>:</td>
<td>2.10.6 Date of Manufacture RDA</td>
</tr>
<tr>
<td>4.7. Date of printing or manufacture</td>
<td>,</td>
<td></td>
</tr>
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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."
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 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)

3.3.1.2 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 → 3.4.1.7.5

- 3.4.2 for cartographic
- 3.4.3 for notated music
- 3.4.4 for images
- 3.4.5 for text → 3.4.5.2

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)
1 leaf

Subunits

*for print books use “pages” or “leaves”
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.
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
- coats of arms
- facsimiles
- forms
- genealogical tables
- graphs
- illuminations
- maps
- music
- photographs
- plans
- portraits
- samples

*Alternative*  

*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."
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
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

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*).

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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.

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

"Screen images from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"
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 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" 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).
Type of Content, Media, Carrier
Type of Content, Media, Carrier (MARC 336, 337, 338)

a) Content
b) Media
c) Carrier
Content Type (MARC 336)

6.9.1.1 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.
### 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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>336</td>
<td>text</td>
<td>$2</td>
</tr>
<tr>
<td></td>
<td><strong>b</strong>&lt;sup&gt;txt&lt;/sup&gt;</td>
<td>$2</td>
</tr>
</tbody>
</table>

($b$ is optional; take that code from: http://www.loc.gov/standards/valuelist/rdacontent.html)
Media Type (MARC 337)

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.

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Media Type (cont.)

from Table 3.1 inside rule 3.2.1.3

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
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](http://www.loc.gov/standards/valuelist/rdacarrier.html))

338 **volume** $b$ $nc$ $2$ rdacarrier
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 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

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

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  \rightarrow  2.12.2.3  \rightarrow  2.3.1  \rightarrow  2.3.1.4  \rightarrow  1.7  \rightarrow  \textcolor{red}{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

2.12.9.1 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 1002 RDA.

LC practice/PCC practice: Record superscript letters "on the line" (e.g., "n s.” as “no.” or "2 ème" as "2ème") as stated in Policy Statement 1.4, "Superscript/Subscript Characters" section 1002 RDA.
Numbering within subseries

2.12.17 2.12.17.2

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
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.

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

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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 (SXX). LC-PCC PS
Example # 2

490 _  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)
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

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 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


*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:

1. 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 ## $a Includes 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) \&amp;#1050;, in which case there is no punctuation at the end of the field.

**EXAMPLE**

500 ##  $aLC set incomplete: volume 12 wanting.$6DLC

b) \$u (Uniform Resource Identifier) \&amp;#1050;, 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.learner.com

**but**

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

c) Exceptions: Incomplete 505 field \&amp;#1050;, fields 510 \&amp;#1050;, 535 \&amp;#1050;, 536 \&amp;#1050;, 583 \&amp;#1050;, 586 \&amp;#1050;. 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


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.)
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)

eISBN

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
“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

“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 Scorcese

2. A drawing of Monalisa by someone other than DaVinci
Manifestation

“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

“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

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

Examples:

700 1_  Smith, John.
700 3_  Smith Family.
710 2_  Smith Corporation.
711 2_  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)

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.
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.

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

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

700 __ Barber, Lourdes, $e adapter.

Term from list in RDA Appendix I

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)

18.5.1.3 Recording Relationship Designators

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.

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.
1.1 General Guidelines on Using Relationship Designators

**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 $e$ designators for Original PCC cataloging.]
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# $a Smith, John.
100 1# $a Smith, John A.
100 1# $a Smith, John &d1648-?
100 1# $a Smith, John &d1924-$e author.
110 24 $a Library of Congress.
110 1# $a New York (State).$b Governor (1929-1932 : Roosevelt)
700 1# $a Brott, Jan, $d1940-$e illustrator.
700 1# $a Hitchcock, Alfred, $d1899-1980,$e director,$e producer.
710 24 $a Raymond Foye Editions,$c edoncr.$s DLC

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.
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

\[ \rightarrow 25.1 \rightarrow 25.1.1.2 \] RDA

CORE ELEMENT FOR LC for compilations: LCPS

25.1.1.1 Scope

A related work\(^\dagger\) 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.

\(^\dagger\)Screen images from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals).
500 __ Adapted from the novel Crime and Punishment.
Note on Related Expression

26.1 → 26.1.1.2

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

core element for LC for reproductions.

27.1.1.1 Scope

A related manifestation\(^\dagger\) 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.

\(^\dagger\)Screen images from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals).
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

Download the Entire Book The Wondrous Bird's Nest I

Download the Entire Book The Wondrous Bird's Nest II

Ex. of E-book
The Wondrous Bird’s Nest I

Hans Jacob Christoffel von Grimmelshausen

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

Newfound Press
THE UNIVERSITY OF TENNESSEE LIBRARIES, KNOXVILLE
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 stoltze 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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<td>[A right tall tale about an encounter with a wolf; Michael seduces a maiden while both are flushed with drink.]</td>
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<td>[Michael prevents a herdsman from committing a sin which cries to heaven and realizes that the salvation of his own soul is on shaky underpinnings.]</td>
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<td>Twenty</td>
<td>[Michael is punished by a swarm of bees and casts away his wondrous bird’s nest, only to see another poor sinner come into possession of it.]</td>
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Short References and Abbreviations Used in the Notes .......... 155

Notes: Title Page ................................................................. 157
Notes .................................................................................... 159
Bibliography ........................................................................ 185
**MARC record in RDA**

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<td>3 Wondrous bird's nest, part I</td>
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</table>
Title from PDF title page (Newfound Press Web site, viewed on July 8, 2011.).


Includes bibliographical references (pages (185-190)).

**Thirty Years' War, 1618-1648** \(\equiv\) Fiction.

Electronic books.

Osborne, John C., †d 1928, ‡e translator, ‡e editor.

Hiller, Robert Ludwig, †d 1915-1987, ‡e translator, ‡e editor.

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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

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1.7 Transcription

1.7.1 General Guidelines on Transcription

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.

Accept data without modification if:

a) using a description created by another agency
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

Add punctuation, as necessary, for clarity.

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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

1.7.5 Symbols

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.
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).

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).
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.
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
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.

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).

EXAMPLE
tome III [3]
Numbering within series on source of information reads: tome III

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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.¹

**EXAMPLE**

1er, 1re, 2e, 3e, etc.
French

1., 2., 3., etc.
German

1°, 1a, 2a, 3a, etc.
Italian

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

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).
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, ensure 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 (SXX). LC-PCC PS
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**

<table>
<thead>
<tr>
<th>Title page verso</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copyright ©2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prefaced signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>not given</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transcription</th>
</tr>
</thead>
<tbody>
<tr>
<td>264 #1 $a ... $b ... $c [2009]</td>
</tr>
<tr>
<td>008/06 Type of date</td>
</tr>
<tr>
<td>s</td>
</tr>
<tr>
<td>008/07-10 2009</td>
</tr>
<tr>
<td>008/11-14 2009</td>
</tr>
</tbody>
</table>

####
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**

<table>
<thead>
<tr>
<th>Title page verso</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Printing 1980</td>
</tr>
</tbody>
</table>

**Date of publication**

| not given |

**Transcription**

<table>
<thead>
<tr>
<th>264 #1</th>
<th>$a … $b … $c [1980]</th>
</tr>
</thead>
<tbody>
<tr>
<td>008/06 Type of date</td>
<td></td>
</tr>
<tr>
<td>s</td>
<td></td>
</tr>
<tr>
<td>008/07-10</td>
<td></td>
</tr>
<tr>
<td>1980</td>
<td></td>
</tr>
<tr>
<td>008/11-14</td>
<td></td>
</tr>
<tr>
<td>######</td>
<td></td>
</tr>
</tbody>
</table>
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