《**RDA** 中文手冊初稿》修訂

本文件根據 RDA Toolkit 公布之資料整理翻譯，並未經學者審核，僅供參考。

0.2 Conceptual Models Underlying RDA `2015/04` **RDA 的基礎模型**

0.2.1 General `2015/04` 概述

A key element in the design of RDA is its alignment with the conceptual models for bibliographic and authority data developed by the International Federation of Library Associations and Institutions (IFLA):

Functional Requirements for Bibliographic Records (FRBR)[4]

Functional Requirements for Authority Data (FRAD)[5]

Functional Requirements for Subject Authority Data (FRSAD).[6]

The FRBR, FRAD, and FRSAD models provide RDA with an underlying framework that has the scope needed to support:

a) comprehensive coverage of all types of content and media

b) the flexibility and extensibility needed to accommodate newly emerging resource characteristics

c) the adaptability needed for the data produced to function within a wide range of technological environments

d) coverage of all types of subjects.

　　研訂RDA的重要關鍵因素在於它是以國際圖書館協會聯盟(IFLA)所發展的書目與權威資料概念模式相一致：

　　　　書目紀錄功能需求 (FRBR)

　　　　權威資料功能需求（FRAD）

　　　　主題權威資料功能需求（FRSAD）

　　FRBR、FRAD與FRSAD模式為RDA提供了基礎架構，此一架構必須能支援以下範疇：

a) 全面性涵蓋所有類型的內容與媒體。

b) 必須具有彈性與延展性，以容納新的資源特性。

c) 必須具有適應性，以支援在廣泛技術環境中產生書目紀錄的功能。

d) 涵蓋所有類型的主題。

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4 IFLA Study Group on the Functional Requirements for Bibliographic Records, *Functional Requirements for Bibliographic Records: Final Report*

(München: K.G. Saur, 1998). Available online at
http://archive.ifla.org/VII/s13/frbr/frbr.pdf☑ .

5 IFLA Working Group on Functional Requirements and Numbering of Authority
Records (FRANAR), *Functional Requirements for Authority Data: A Conceptual
Model,* edited by Glenn E. Patton (München: K.G. Saur, 2009).

6 *Functional Requirements for Subject Authority Data (FRSAD): A Conceptual Model*
by Marcia Lei Zeng, Maja Žumer & Athena Salaba (Eds.) (Berlin/München: De
Gruyter Saur, 2011).

0.2.2 Alignment with FRBR `2015/04` **與 FRBR 相一致**

The RDA data elements for describing a resource generally reflect the attributes and
relationships associated with the entities work, expression, manifestation, and item, as
defined in FRBR.[7] Those entities are defined in RDA as follows:

work—a distinct intellectual or artistic creation (i.e., the intellectual or artistic
content)

expression—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

manifestation—the physical embodiment of an expression of a work

item—a single exemplar or instance of a manifestation.

In future releases, the scope of RDA may be extended to cover additional attributes
and relationships that are associated with these four entities and support resource
discovery, but are not currently defined in FRBR.

   Attributes and relationships currently out of scope. Attributes and relationships
associated with these four entities whose primary function is to support user tasks
related to resource management (e.g., acquisition, preservation) are currently out of
scope.

　　RDA描述資源的資料元素通常用來表示FRBR中所定義的作品、表現形式、
具體呈現與單件等實體的屬性與關係,分別說明於下:
　　　　作品:係指明確的知識、或藝術的創作(即指知識或藝術的內容)。
　　　　表現形式:知識或藝術創作以文數字、音符、舞譜、聲音、圖像、物件、
動態、或是各種組合形式的實現。
　　　　具體呈現:作品表現形式的外在呈現。
　　　　單件:具體呈現的單一樣本。

　　在未來發布的新版本中,RDA的範疇,可能擴增至前述四種實體相關的其
他屬性與關係,及支援資源的探索,但目前並未定義在FRBR中。

尚未在現有範疇內的屬性與關係：與前述四種實體相關之屬性與關係，其主要功能在支援使用者進行資源管理的相關工作（例如：資源採購、保存），但目前尚未涵括在現有的 RDA 範疇內。

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7 See the attributes defined in sections 4.2–4.5 and the relationships defined in sections 5.2–5.3 of *FRBR*. For details on the correspondence between RDA elements and FRBR attributes and relationships, see *RDA to FRBR Mapping*, **http://www.rda-jsc.org/docs/5rda-rdafrbrmappingrev2.pdf** .

0.2.3 Alignment with FRAD 2015/04 與 FRAD 相一致

The RDA data elements for describing entities associated with a resource generally reflect the attributes and relationships associated with the entities person, family, corporate body, and place, as defined in FRAD.[8] Those entities are defined in RDA as follows:

person—an individual or an identity established by an individual (either alone or in collaboration with one or more other individuals)

family—two or more persons related by birth, marriage, adoption, civil union, or similar legal status, or who otherwise present themselves as a family

corporate body—an organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit

place—a location identified by a name.

RDA also covers additional attributes of the entity work that are defined in FRAD but are not included in FRBR.

Attributes associated with the entities name, identifier, controlled access point, and rules, as defined in FRAD, are covered selectively.

In future releases, the scope of RDA may be extended to cover additional attributes and relationships (associated with the entities person, family, corporate body, place, work, expression, name, identifier, controlled access point, and rules) that support resource discovery, but are not currently defined in FRAD.

Attributes and relationships currently out of scope. The following attributes and relationships are currently out of scope:

attributes and relationships associated with the entities concept, object, and event, as defined in FRAD

relationships between controlled access points, as defined in FRAD

attributes and relationships (associated with the entities person, family, corporate body, work, and expression) whose primary function is to support user tasks related to rights management.

RDA描述與資源相關實體的資料元素通常用來表示FRAD中所定義的個人、

家族、團體及地點等實體的屬性與關係。這些實體在RDA的定義如下：

> 個人：個人或個人的身分識別(單獨個人、或與一個或與多個個人合作所建立的身分識別)。
>
> 家族：在出生、婚姻、撫養、公民工會或類似法律地位等方面存在關係的兩或多個個人,或以其他方式將其本身表現為一個家族者。
>
> 團體：以特定名稱識別並成為一運作單位的一個組織或一群人。
>
> 地點：以名稱識別的地點。

RDA 也涵括了實體作品的其他屬性,這些屬性在 FRAD 中予以定義,但未涵括在 FRBR 中。

RDA 選擇性的涵括 FRAD 中所定義的,與名稱、識別碼、受控檢索點及規則等相關之屬性。

在未來發布的新版本中,RDA的範疇,可能擴增至前述個人、家族、團體、地點、作品、表現形式、名稱、識別碼、受控檢索點及規則等實體相關的其他屬性與關係,主要是用來支援資源探索,但目前並未定義在FRAD中。

尚未在現有範疇內的屬性與關係：以下的屬性與關係,目前尚未涵括在現有的RDA範疇內。

在 FRAD 中所定義之與實體概念、物件、及事件等有關之屬性與關係。

在 FRAD 中所定義之控制檢索點之間的關係。

與個人、家族、團體、作品及表現形式等有關之屬性與關係,其主要功能在支援使用者進行與權利管理有關的工作。

0.2.4 Alignment with FRSAD `2015/04` 與 FRSAD 相一致

The RDA element for the subject relationship generally reflects the relationship associated with the entity work as defined in FRSAD.[9]

為建構主題關係的 RDA 元素,一般反應在 FRSAD 中所定義的與和實體作品有關的關係。

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[8] See the attributes defined in sections 4.1–4.7 and the relationships defined in sections 5.3–5.4 of *FRAD*. For details on the correspondence between RDA elements and FRAD attributes and relationships, see *RDA to FRAD Mapping*, http://www.rda-jsc.org/docs/5rda-rdafradmappingrev.pdf .

[9] See the relationship defined in section 5.1 of FRSAD.

0.3 Relationship to Other Standards for Resource Description and Access `2015/04`
`LC-PCC PS` `MLA` 與 **RDA** 有關的其他標準

0.3.1 General `2015/04` 概述

RDA is built on foundations established by the *Anglo-American Cataloguing Rules* (AACR) and the cataloguing traditions on which it was based.[10, 11, 12, 13]
Instructions derived from AACR have been reworked to produce a standard that will be easier to use, more adaptable, and more cost-efficient in its application. A key factor in the design of RDA has been the need to integrate data produced using RDA into existing databases developed using AACR and related standards.

Other key standards used in developing RDA include the *International Standard Bibliographic Description (ISBD),*[14] the *MARC 21 Format for Bibliographic Data,*[15] and the *MARC 21 Format for Authority Data.*[16]

The metadata standards used in other communities (archives, museums, publishers, semantic web, etc.) were taken into consideration in the design of RDA. The goal was to attain an effective level of interoperability between those standards and RDA.

　　RDA建立於AACR及其他編目傳統的基礎上。衍自AACR的指引經過修改之後，在應用上將更易於使用、更適合及更合乎成本效益。需將RDA書目紀錄整合於AACR既有書目資料庫，是RDA設計的關鍵因素。

　　在研訂RDA時，也參酌了ISBD 、MARC 21書目格式及MARC 21權威格式。RDA的元素集與ISBD、MRAC 21及都柏林核心集(DC)均相容，詳見RDA附錄D及附錄E。再有，RDA與RDA/ONIX Framework for Resource Categorization也相符。

　　其他社群(包含檔案館、博物館、出版社、語意網等等)所使用的各種詮釋資料標準，在研訂RDA時也都納入考量，其目標是在達成RDA與這些詮釋資料標準之間的互通性。

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10. Charles, A. Cutter, *Rules for Dictionary Catalog*, 4th ed., rewritten (Washington, D.C.: Government Printing Office, 1904).

11. International Conference on Cataloguing Principles, Report (London: International Federation of Library Associations, 1963), pp91-96.

12. Seymour Lubetsky, *Principles of Cataloging: Final report: Phase 1: Descriptive Cataloging* (Los Angeles, Calif.: University of California, Institute of Library research, 1969).

13. Antonio Panizzi, "Rules for the Compilation of the Catalogue," in *The Catalogue of Printed Books in the British Museum*, vol. 1(London, 1984), pp.[v]-ix.

14. *International Standard Bibliographic Description (ISBD)*, preliminary consolidated ed. (Munchen: K. G. Saur, 2007).

15. *MARC 21 Format for Bibliographic Data*, 1999 ed. (Washington: Library of

Congress, 1999-).

16. *MARC 21 Format for Authority Data*, 1999 ed. (Washington: Library of Congress, 1999-).

0.3.2　Agreement with RDA/ONIX Framework　`2015/04`　與 **RDA/ONIX 框架協調**

RDA conforms to the *RDA/ONIX Framework for Resource Categorization.***17**

The RDA vocabulary encoding schemes for the RDA data elements for carrier type and media type of the manifestation entity and content type of the expression entity are aligned with the base carrier and content categories defined in the Framework.

RDA 遵循 RDA /ONIX 資源類別框架。

RDA 載體類型、具體呈現的媒體類型和表現形式實體的內容類型所用的詞彙代碼，是與框架定義的基本載體和內容類別一致。

0.3.3　Alignment with ISBD　`2015/04`　與 ISBD 一致

The RDA element set is compatible with ISBD. For mappings of the RDA element set to ISBD, see appendix D (**D.1.1**`RDA`).

RDA 元素集與 ISBD 相容。RDA 元素集與 ISBD 之對應見附錄 D (D.1.1)。

0.3.4　Alignment with MARC 21　`2015/04`

The RDA element set is compatible with MARC 21. For mappings of the RDA element set to MARC 21, see appendix D (**D.2**`RDA`) and appendix E (**E.2**`RDA`).

RDA 元素集與 MARC 21 相容。RDA 元素集與 MARC 21 之對應見附錄 D (D.2) 和 E (E.2)。

0.3.5　Alignment with Dublin Core　`2015/04`　與 **DC 相一致**

The RDA element set is compatible with Dublin Core.**18**

RDA 元素集與 DC 相容。

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17. *RDA/ONIX Framework for Resource Categorization*, version 1.0 (Released August 1, 2006), **http://www.rda-jsc.org/docs/5chair10.pdf**.

18.*Dublin Core Metadata Element Set*, version 1.1 ([Dublin, Ohio]: Dublin Core Metadata Initiative, 2006), **http://dublincore.org/documents/dces/**.

0.4.1　General　2015/04

RDA guidelines and instructions have been designed in accordance with the objectives and principles set out at **0.4.2**RDA–**0.4.3**RDA.

The IFLA *Statement of International Cataloguing Principles*[19] informs the cataloguing principles used throughout RDA.

While the statement of objectives and principles serves to provide overall guidance for the development of RDA, trade-offs sometimes have to be made between one principle and another.

　　RDA 係依據 RDA0.4.2-0.4.3 所設定之目標與原則，來設計其指引與說明。

　　RDA 所採用的編目規則，係以 IFLA 的《國際編目原則聲明》(Statement of International Cataloguing Principles)為依歸。

　　儘管目標與原則聲明是作為發展 RDA 的全面指導，但有時候在原則與原則之間仍需作些權衡。

0.5 Structure　2015/04

RDA is divided into ten sections: sections 1–4 cover elements corresponding to the entity attributes defined in FRBR and FRAD; sections 5–10 cover elements corresponding to the relationships defined in FRBR, FRAD, and FRSAD.[20]

The initial chapter in each section sets out the functional objectives and principles underlying the guidelines and instructions in that section.

Subsequent chapters within each section cover attributes or relationships that support a specific user task as follows:[21]

　　RDA 共分為 10 大部分；第 1-4 部分，係指涵括在 FRBR 及 FRAD 中所定義之實體屬性的相對應元素；第 5-10 部分，係指涵括在 FRBR, FRAD 及 FRSAD 中所定義之關係的相對應元素。

　　各部分的首章規定了該部分之功能性目標和原則，及在該節中的指南和說明。

　　各部分的後續各章，包括支持特定使用者任務所需之屬性和關係。

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19 *Statement of International Cataloguing Principles* (2009),
http://www.ifla.org/files/cataloguing/icp/icp_2009-en.pdf.

20 Development of the placeholder Sections and chapters covering the attributes of *concept, object,* and *event* defined in FRAD is dependent on the outcomes from consolidation of the FR models.

21 Chapters marked with an asterisk may be developed in a future release of RDA.

Attributes

Section 1 covers the attributes of manifestations and items that are most commonly used to identify a resource (chapter 2 RDA), to select a resource appropriate to the user's requirements with respect to format and encoding (chapter 3 RDA), and to obtain a resource (chapter 4 RDA).

屬性

第一部分：涵括最常用於識別資源具體呈現與單件的屬性(第 2 章)；就格式與編碼方面，選擇最適合使用者需求的資源 (第 3 章)；獲取資源(第 4 章)。

Section 2 covers the attributes of works and expressions that are most commonly used to identify a work or expression (chapter 6 RDA), and to select a work or expression appropriate to the user's requirements with respect to content (chapter 7 RDA).

第二部分：涵括最常用於辨識作品與表現形式之作品與表現形式的屬性(第 6 章) ；就內容方面，選擇最適合使用者需求的作品與表現形式 (第 7 章)。

Section 3 covers the attributes of persons (chapter 9 RDA), families (chapter 10 RDA), and corporate bodies (chapter 11 RDA) that are most commonly used to identify those entities.

第三部分：涵括最常用於識別實體的個人屬性(第 9 章)、家族屬性(第 10 章)與團體屬性(第 11 章)。

Section 4 covers the attributes of concepts (chapter 13 RDA *21), objects (chapter 14 RDA *21), events (chapter 15 RDA *21), and places (chapter 16 RDA) that are most commonly used to identify those entities.

第四部分：涵括最常用於識別概念 (第 13 章*)、物件 (第 14 章*)、事件 (第 15 章*)與地點(第 16 章)等實體之屬性。

Relationships

Section 5 covers the primary relationships between a work, expression, manifestation, and item (chapter 17 RDA).

關係

第五部分：涵括作品、表現形式、具體呈現與單件之間的主要關係（第 17 章）。

Section 6 covers the relationships that are used to find works (chapter 19 RDA), expressions (chapter 20 RDA), manifestations (chapter 21 RDA), and items (chapter 22 RDA) associated with a particular person, family, or corporate body.

第六部分：涵括用於查尋特定個人、家族或團體與其相關之作品(第 19 章)、表現形式(第 20 章)、具體呈現(第 21 章)與單件(第 22 章)等的關係。

Section 7 covers the relationships that are used to find works on a particular subject (chapter **23** RDA).

第七部分：涵括用於查尋作品特定主題之關係(第 23 章*)。

Section 8 covers the relationships that are used to find related works (chapter **25** RDA), related expressions (chapter **26** RDA), related manifestations (chapter **27** RDA), and related items (chapter **28** RDA).

第八部分：涵括用於查尋相關作品（第 25 章）、相關表現形式（第 26 章）、相關具體呈現（第 27 章）與相關單件（第 28 章）之關係著錄。

Section 9 covers the relationships that are used to find related persons (chapter **30** RDA), related families (chapter **31** RDA), and related corporate bodies (chapter **32** RDA).

第九部分：涵括用於查尋相關個人（第 30 章）、相關家族（第 31 章）與相關團體（第 32 章）之關係著錄。

Section 10 covers the relationships that are used to find related concepts (chapter **34** RDA*21), objects (chapter **35** RDA*21), events (chapter **36** RDA*21), and places (chapter **37*** RDA).

第十部分：涵括用於查尋相關概念（第 34 章*）、相關物件（第 35 章*）、相關事件（第 36 章*）與相關地點（第 37 章*）之關係著錄。

Supplementary guidelines and instructions are provided in appendices as follows:[22]
Appendix A RDA provides guidelines on capitalization for English and a selected number of other languages. The appendix includes guidelines that apply to elements that require transcription and to elements that are recorded.

補充之指引與說明，則在下列 A 至 M 附錄中：

附錄 A：大寫

提供英文及一些其他語文大寫之指引；在附錄中包含了必須照錄及記錄元素之應用指引。

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[22] Appendices marked with an asterisk may be developed in a future release of RDA.

Appendix B RDA provides instructions on the use of abbreviations when recording specified elements and on using symbols instead of abbreviations, when appropriate. It includes lists of abbreviations in English and a selected number of other languages.

附錄 **B**：縮寫
係為特定元素採用縮寫之著錄指引；適用時，可使用符號替代縮寫。在附錄B中，包含了英文及一些其他語文的縮寫清單。

Appendix C RDA lists articles to be omitted when applying the alternative instructions for titles for works and names of persons, corporate bodies, and places. The initial articles are listed by language.

附錄 **C**：首冠詞
附錄C中，列出可省略之首冠詞，應用於作品題名及個人、家族、團體及地名採用替代著錄方式。首冠詞依語言列出。

Appendix D RDA provides mappings of RDA data elements used to describe a resource to a selected number of related metadata schemes for encoding or presentation of resource description data (e.g., ISBD, MARC 21).

附錄 **D**：資料元素對照表
RDA 描述資源的資料元素與某些詮釋資料相關描述性標準的對照表(如：ISBD，MARC 21)。

Appendix E RDA provides mappings of RDA data elements used to describe an entity associated with a resource to a selected number of related metadata schemes for encoding or presentation of access point and authority data (e.g., AACR2, MARC 21).

附錄 **E**：資料元素對照表
RDA 用來描述資源相關實體的資料元素與某些詮釋資料檢索點及權威資料相關標準的對照表 (如：AACR2，MARC 21)。

Appendix F RDA provides instructions on choosing and recording names of persons in a number of specific languages, supplementing the general guidelines and instructions in chapter **9** RDA.

附錄 **F**：個人名稱在某些特定語文之用語
提供一些特定語文選擇或著錄個人名稱之指引；可作為 RDA 第 9 章一般指引與說明之補充。

Appendix G RDA provides information on titles of nobility, terms of rank, etc., used

in a number of specific jurisdictions.

附錄 G：貴族頭銜
提供特定地區使用之貴族頭銜、職階等語彙。

Appendix H RDA provides information on recording dates in the Christian calendar.

附錄H：西曆
提供西曆之日期著錄資訊。

Appendix I RDA lists terms used as designators to indicate the nature of a relationship between a resource and a person, family, or corporate body associated with that resource. The relationship designators define the relationship more specifically than the relationship element by itself. The appendix provides definitions for terms used as relationship designators and instructions on their use.

附錄 I：「資源」與「個人、家族與團體」間之關係標示
列出用作指示「資源」與該資源有關「個人、家族與團體」之間關係本質的用語。這些關係標示語所界定的關係，比關係元素本身更為明確。在附錄 I 中，提供了關係標示語的定義及其使用說明。

Appendix J RDA lists terms used as designators to indicate the nature of a relationship between works, expressions, manifestations, and items. The relationship designators define the relationship more specifically than the relationship element by itself. The appendix provides definitions for terms used as relationship designators and instructions on their use.

附錄 J：作品、表現形式、具體呈現與單件間之關係標示
列出顯示作品、表現形式、具體呈現與單件之間關係本質的關係標示語。這些關係標示所界定的關係比元素本身的關係更為明確。附錄J提供了關係標示語的定義及其使用說明。

Appendix K RDA lists terms used as designators to indicate the nature of a relationship between persons, families, and corporate bodies. The relationship designators define the relationship more specifically than the relationship element by itself. The appendix provides definitions for terms used as relationship designators and instructions on their use.

附錄 K：個人、家族與團體間之關係標示
列出指示個人、家族與團體之間關係本質的關係標示語。這些關係標示所界定的關係比元素本身的關係更為確定。附錄 K 提供關係標示語的定義及其使用說明。

Appendix L RDA * lists terms used as designators to indicate the nature of a relationship between concepts, objects, events, and places. The relationship designators define the relationship more specifically than the relationship element by itself. The appendix provides definitions for terms used as relationship designators and instructions on their use.

附錄 L：概念、物件、事件與地點之間關係標示

列出指示概念、物件、事件與地點之間關係本質的關係標示語。這些關係標示所界定的關係比元素本身的關係更為確定。附錄 L 提供關係標示語的定義及其使用說明。

Appendix M RDA lists terms used as designators to indicate the nature of a relationship between a work and its subject. The relationship designators define the relationship more specifically than the relationship element by itself. The appendix provides definitions for terms used as relationship designators and instructions on their use.

附錄 M：作品及其主題之間關係標示

列出指示作品及其主題之間關係本質的關係標示語。這些關係標示所界定的關係比元素本身的關係更為確定。附錄 M 提供關係標示語的定義及其使用說明。

0.6 Core Elements　SKL　核心元素
0.6.1 General　2015/04 D-A-CH　概述
The elements in RDA for describing a resource generally reflect the attributes and relationships associated with the FRBR entities work, expression, manifestation, and item.
The elements in RDA for describing entities associated with a resource generally reflect the attributes and relationships associated with the FRAD entities person, family, corporate body, and place.
The elements in RDA for recording subject relationships associated with a work generally reflect the attributes and relationships associated with the FRSAD entities thema and nomen.

　　在 RDA 中，一個用於描述資源的元素，大致反映與 FRBR 作品、內容表現、具體呈現及單件實體相關聯的屬性和關係。

　　在 RDA 中，一個用於描述和資源相關的實體的元素，大致反映與 FRAD 個人、家族、團體和地點實體相關聯的屬性和關係。

　　在 RDA 中，一個用於記錄作品及其主題關係的元素，大致反映與 FRSAD 概念和概念的表達實體相關的屬性和關係。

0.6.2 Core Elements 2015/04 核心元素

Within the chapters, certain elements have the label CORE ELEMENT. This label may appear by itself or with a cardinality and conformance statement. These labels indicate that an element, element sub-type, or sub-element is identified as core. The cardinality and conformance statements explain how many instances, under what conditions, for what types of resources, etc., an element is core.

The RDA core elements for describing resources were selected according to the FRBR assessment of the value of each attribute and relationship in supporting the following user tasks:[23]

identify and *select* a manifestation

identify works and expressions embodied in a manifestation

identify the creator or creators of a work.

The RDA core elements for describing entities associated with resources were selected according to the FRAD assessment of the value of each attribute and relationship in supporting the following user tasks:[24]

find a person, family, or corporate body associated with a resource

identify a person, family, or corporate body.

The RDA core elements for recording subject relationships to entities were selected according to the FRSAD assessment of the value of each attribute and relationship in supporting the following user tasks:[25]

find one or more subjects and/or their appellations associated with a work

identify a subject and/or its appellation

explore relationships between subjects and/or their appellations.

The elements identified in RDA as core elements are listed at **0.6.5**RDA–**0.6.12**RDA.

　　在章節中，某些元素被標示為核心元素(CORE ELEMENT)。該核心元素標籤可以單獨出現或與基數、符合性聲明一起出現。這些標籤指明被識別為核心的元素、子類型元素或子元素。基數和一致性聲明解釋有多少實例，在什麼條件下，對什麼樣類型的資源等，是一個核心的元素。

　　RDA 中某些元素界定為核心元素。

　　RDA 中用於描述資源的核心元素的擇定，是依據 FRBR 對每一個屬性和關係的值的評價，是否支援使用者達成以下任務：

　　　　識別與選擇某一具體呈現；

　　　　識別作品與具體呈現之表現形式；

　　　　識別創作者或某一作品之創作者。

　　RDA中用於描述實體與相關資源的核心元素的擇定，是根據FRAD對於每一個屬性和關係的值的評價，是否支援使用者達成以下任務：

　　　　查尋與資源有關的某一個人、家族或團體；

識別某一個人、家族或團體。

　　RDA中用於記錄實體與其主題關係的核心元素的擇定，是根據FRSAD對於每一個屬性和關係的值的評價，是否支援使用者達成以下任務：
　　　　查尋與作品有關的一個或多個主題和/或其名稱；
　　　　識別一個主題和/或其名稱；
　　　　探索相關主題和/或其名稱。

　　在RDA中確定為核心元素的元素，詳列在0.6.2-0.6.9 RDA 。

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23 See FRBR, chapter 6.

24 See FRAD, chapter 6.

25 See FRSAD, chapter 6.

0.6.3 Cardinality 2015/04 基數

Only one instance of a core element is required. Subsequent instances are optional.

僅一個核心元素的實例是被要求的，後續實例則是選擇性的。

0.6.4 Conformance 2015/04 符合性

As a minimum, a resource description for a work, expression, manifestation, or item should include all the core elements that are applicable and readily ascertainable. The description should also include any additional elements that are required in a particular case to differentiate the resource from one or more other resources with similar identifying information.

A description of an entity associated with a resource should include all the core elements that are applicable and readily ascertainable. The description should also include any additional elements that are required in a particular case to differentiate the entity from one or more other entities with the same name or title.

The inclusion of other specific elements or subsequent instances of these elements is optional. The agency responsible for creating the data may choose:

a) to establish policies and guidelines on levels of description and authority control to be applied either generally or to specific categories of resources and other entities

or

b) to leave decisions on the level of detail to the judgment of the cataloguer or the individual creating the data.

　　作為最低要求，與資源相關聯的實體的描述，應包括適用和容易確定的所有核心要素；同時也應包括任何附加元素，即需要在特定情況下，區分具相同名稱或題名的一個或多個的其他實體元素。

包含其他特定的元素或這些元素的後續實例是可選擇的。負責創建資料的機構可以選擇：

　　a) 訂定著錄層次和權威控制的政策和指導方針，應用於一般或特定類別的資源和其他實體。

　　b) 著錄的詳細層次，將由編目員或個別的資料創建者判斷

0.6.5 Section 1: Recording Attributes of Manifestation and Item `2015/04` When recording data identifying and describing a manifestation or item, include as a minimum all the following elements that are applicable and readily ascertainable.

第一部分：著錄具體呈現與單件之屬性

當著錄識別與描述具體呈現與單件之資料時，最簡層次應包含以下適用及易於確認的全部元素。

Title 題名
Title Proper 正題名

Statement of Responsibility 著者敘述
Statement of responsibility relating to title proper (if more than one, only the first recorded is required)

與正題名相關的著者敘述(當著者敘述不只一個，僅第一個著者敘述是必須著錄的)

Edition statement 版本敘述
Designation of edition 版本標示
Designation of a named revision of an edition 修訂版標示

Numbering of serials 連續性出版品編次
Numeric and/or alphabetic designation of first issue or part of sequence (for first or only sequence)
Chronological designation of first issue or part of sequence (for first or only sequence)
Numeric and/or alphabetic designation of last issue or part of sequence (for last or only sequence)
Chronological designation of last issue or part of sequence (for last or only sequence)
連續性出版品首期或部分刊期之數字及/或文字編次（首期或僅部分刊期）
連續性出版品首期或部分刊期之日期編次（首期或僅部分刊期）
連續性出版品末期或部分刊期之數字及/或文字編次（末期或僅部分刊期）
連續性出版品末期或部分刊期之日期編次（末期或僅部分刊期）

Production statement 製作敘述

Date of production (for a resource in an unpublished form)

Publication statement 出版敘述

Place of publication (if more than one, only the first recorded is required)

Publisher's name (if more than one, only the first recorded is required)

Date of publication

Series statement 集叢敘述

Title proper of series

Numbering within series

Title proper of subseries

Numbering within subseries

Identifier for the manifestation 具體呈現識別碼

Identifier for the manifestation (if more than one, prefer an internationally recognized identifier if applicable)

Carrier type 載體類型

Carrier type

Extent 數量單位

Extent (only if the resource is complete or if the total extent is known)

數量單位(僅指資源完整或已知資源總數量單位)

0.6.6 Section 2: Recording Attributes of Work and Expression LC-PCC PS 2015/04 MLA

　　When recording data identifying a work, include as a minimum the following elements that are applicable and readily ascertainable.

　　Preferred title for the work

　　Identifier for the work

　　The preferred title is the basis for the authorized access point representing the work. When constructing that access point, precede the preferred title, if appropriate, by the authorized access point representing the person, family, or corporate body responsible for the work (see **6.27.1** RDA).

　　If the preferred title for a work is the same as or similar to a title for a different work, or to a name for a person, family, or corporate body, differentiate them by recording as many of the additional identifying elements in the following list as

necessary. Record these elements as separate elements, as parts of the access point representing the work, or as both.

> Form of work
>
> Date of work
>
> Place of origin of the work
>
> Other distinguishing characteristic of the work

When identifying a musical work with a title that is not distinctive, record as many of the following elements as are applicable. For musical works with distinctive titles, record as many of the following elements as necessary to differentiate the work from others with the same title. Record the elements as separate elements, as parts of the access point representing the work, or as both.

> Medium of performance
>
> Numeric designation of a musical work
>
> Key

When recording data identifying an expression, include as a minimum the following elements that are applicable to that expression. Record the elements as separate elements, as parts of the access point representing the expression, or as both.

> Identifier for the expression
>
> Content type
>
> Language of expression

Record as many of the additional identifying elements in the following list as necessary to differentiate one expression of a work from another. Record the elements as separate elements, as parts of the access point representing the expression, or as both.

> Date of expression
>
> Other distinguishing characteristic of the expression

When describing a cartographic expression, include as a minimum the following additional elements that are applicable to that expression.

> Horizontal scale of cartographic content
>
> Vertical scale of cartographic content

第二部分：著錄作品與表現形式之屬性

著錄識別作品之資料時，最簡層次應包含以下適用及易於確認的元素

作品首選題名

作品識別碼

　　首選題名是代表作品權威檢索點的基礎。當建立該檢索點時，將代表作品著作職責之個人、家族或團體權威檢索點適時置於首選題名之前。(見6.27.1)

　　若作品的首選題名與不同作品之題名或是個人、家族或團體名稱相同或相似時，可依需要從以下所列清單酌予著錄多個附加識別元素以為區辨。這些區別元

素可採分開著錄，或是成為作品檢索點的一部分；抑或二者同時採用。

> 作品形式
> 作品日期
> 作品原生地
> 作品其他區別特性

當識別一個題名不是很獨特的音樂作品時，適用時，可著錄以下多個元素。有獨特題名的音樂作品，為了區辨該作品與其他相同題名之作品，必要時，請酌予著錄以下所列元素。這些區別元素可採分開著錄，或是成為作品檢索點的一部分；抑或二者同時採用。

> 表演媒介
> 音樂作品號
> 調性

當著錄識別表現形式資料時，最簡層次應包含以下適用的元素。這些區別元素可採分開著錄，或是成為表現形式檢索點的一部分；抑或二者同時採用。

> 表現形式識別碼
> 內容類型
> 表現形式語文

為了區辨作品之不同表現形式，必要時，酌予著錄下列之多個附加識別元素。這些區別元素可採分開著錄，或是成為表現形式檢索點的一部分；抑或二者同時採用。

> 表現形式日期
> 表現形式其他區別特性

當著錄地圖的表現形式時，最簡層次應包含以下適用的表現形式附加元素，如下列。

> 地圖內容水平比例尺
> 地圖內容垂直比例尺

0.6.7 Section 3: Recording Attributes of Person, Family, and Corporate Body
2016/04 LC-PCC PS D-A-CH 著錄個人、家族與團體之屬性

When recording data identifying a person, family, or corporate body, include as a minimum the following elements that are applicable and readily ascertainable. Record the elements as separate elements, as parts of the authorized access point representing the person, family, or corporate body, or as both.

Preferred name for the person

Title of the person (a word or phrase indicative of royalty, nobility, ecclesiastical rank or office; a term of address for a person of religious vocation)

Date of birth

Date of death

Other designation associated with the person (for a Christian saint, a spirit, a person named in a sacred scripture or an apocryphal book, a fictitious or legendary person, or a real non-human entity)

Profession or occupation (for a person whose name consists of a phrase or appellation not conveying the idea of a person)

Identifier for the person

Preferred name for the famil

Type of family

Date associated with the family

Identifier for the family

Preferred name for the corporate body

Location of conference, etc.

Date of conference, etc

Associated institution (for conferences, etc., if the institution's name provides better identification than the place name or names or if the place name or names are unknown or cannot be readily determined)

Number of a conference, etc.

Other designation associated with a corporate body (for a body whose name does not convey the idea of a corporate body)

Identifier for the corporate body

If the preferred name for the person, family, or corporate body is the same as or similar to a name by which another person, family, or corporate body is known, differentiate them by recording as many of the additional identifying elements in the following list as necessary. Record these elements as separate elements, as parts of the authorized access point representing the person, family, or corporate body, or as both.

Title of the person (another term indicative of rank, honour, or office)

Fuller form of name

Profession or occupation

Period of activity of the person

Other designation associated with the person

Place associated with the family

Prominent member of the family

Other place associated with the corporate body

Date of establishment

Date of termination

Period of activity of the corporate body

當著錄識別個人、家族或團體之資料時，最簡層次應包含以下適用及易於確認的元素。著錄時，可採每一元素分開著錄，或是成為代表個人、家族或團體權威檢索點的一部分；抑或二者同時採用。

首選人名

　　　個人頭銜 (以一字詞或片語標示王公、貴族、教會職階或辦公處所；及宗教人士的稱號。)

　　　出生日期

　　　逝世日期

其他個人識別用語 (一個基督教聖人，一個聖靈，在聖經或偽書中的人名，虛構小說或傳說中人物，或一個真正的非人類實體)

專業或職業（在個人名稱中含有一詞語或稱謂，但不足以表達出個人的思想時，可加註其專業或職業，以供識別。）

個人識別碼

首選家族名稱 y

家族類型

家族相關日期

家族識別碼

首選團體名稱

會議地點

會議日期.

相關機構（用於會議等之機構名稱，較優於地名識別時；抑或地名不詳或是地名不確定時，可以加註相關機構名稱，以供識別。）

會議屆次

團體類型(當團體名稱無法傳達該團體之思維時著錄之)

團體識別碼

當個人、家族或團體的首選名稱與其他個人、家族或團體的已知名稱相同或相似時，為了區辨起見，必要時，請酌予著錄以下所列之附加識別元素。著錄這些識別元素時，可採個別著錄，或是成為代表個人、家族或團體權威檢索點的一部分；抑或是二者同時採用。

個人頭銜（以另一個術語標示出其職級、榮譽或辦公處所）

全名

專業或職業

個人活躍期間

與個人相關的其他識別用語

家族相關地點

家族之名人

總部地點

創設日期

結束日期

團體活躍期間

相關機構

團體之其他識別用語

0.6.8 Section 5: Recording Primary Relationships between Work, Expression, Manifestation, and Item 2015/04

When recording primary relationships between a work, expression, manifestation, and item, include as a minimum the work manifested. If there is more than one expression of the work, record the expression manifested.

If more than one work is embodied in the manifestation, only the predominant or first-named work manifested is required.

If more than one expression is embodied in the manifestation, only the predominant or first-named expression manifested is required.

第五部分：著錄作品、表現形式、具體呈現、單件之間的主要關係

當著錄作品、表現形式、具體呈現與單件之間的主要關係時，最低要求是要包含具體呈現的作品。若作品的表現形式不只一個，著錄已呈現的表現形式。

若作品的具體化呈現不只一個體現，僅主要的或名列首位的作品的具體呈現才是需要著錄的。

若作品的表現形式不只一個體現，僅主要的或名列首位的表現形式的體現才是需要著錄的。

0.6.9 Section 6: Recording Relationships to Persons, Families, and Corporate Bodies Associated with a Resource 2015/04

When recording relationships between a resource and persons, families, and corporate bodies associated with that resource, include as a minimum the following elements that are applicable and readily ascertainable.

Creator (if mor e than one, 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)

Other person, family, or corporate body associated with a work (if the authorized access point representing that person, family, or corporate body is used to construct the authorized access point representing the work)

第六部分：著錄個人、家族、團體與資源有關的關係

當描述資源與資源相關之個人、家族或團體的關係時，著錄下列適用及易於確認之最簡層次元素：

創作者(若創作者不只一個，僅該作品的資源或參考資源上負有主要職責排名第一的創作者是必須著錄；若未標明主要職責，僅排名第一的創作者是必須著錄的。)

其他與作品相關之個人、家族或團體（若代表個人、家族或團體之權威檢索點，用來建立代表作品之權威檢索點時）

0.6.10 Section 7: Recording Subject Relationships 2015/04

When recording relationships between a work and its subject, include as a minimum at least one subject relationship element that is applicable and readily ascertainable.

第七部分：著錄主題關係

當著錄作品與該作品主題實體之間的關係時，最簡層次是應該至少有一適用及易於確認主題關係元素。

0.6.11 Section 8: Recording Relationships between Works, Expressions, Manifestations, and Items 2015/04

The recording of relationships between related works, expressions, manifestations, and items is not required. For the primary relationships, see **0.6.8** RDA.

第八部分：著錄作品、表現形式、具體呈現、單件之間的關係

相關的作品、表現形式、具體呈現與單件之間的關係著錄，不是必須的；主要關係之著錄，詳見 **0.6.8** RDA。

0.6.12 Section 9: Recording Relationships between Persons, Families, and Corporate Bodies 2015/04

The recording of relationships between persons, families, and corporate bodies is not required.

第九部分：著錄個人、家族、團體之間的關係

著錄個人、家族與團體之間的關係，不是必須的。

0.7 Access Points 2015/04 檢索點

RDA provides instructions on the construction of authorized and variant access points representing works, expressions, persons, families, and corporate bodies.

RDA also provides instructions on the use of authorized access points to record the following types of relationships:

primary relationship between a manifestation and a work or expression embodied in the manifestation relationships between a resource and persons, families, and corporate bodies associated with that resource relationships between a work and its subject relationships between works, expressions, manifestations, and items relationships between persons, families, and corporate bodies.

In addition, RDA provides guidance on the use of titles (title proper, parallel title, variant title, etc.) as access points.

RDA does not provide guidance on the use of other data elements as access points. Agencies using RDA data may determine which additional elements are to be indexed based on the needs of their users and the capabilities of their data management systems.

RDA就作品、表現形式、個人、家族與團體權威檢索點及不同形式檢索點的建構提供指引，也說明如何利用權威檢索點記錄以下關係類型：

具體呈現與內含於具體呈現的作品及表現形式之間的主要關係。

資源與相關的個人、家族與團體之間的關係。

作品、表現形式、具體呈現與單件之間的關係。

個人、家族與團體之間的關係。

此外，RDA 同時就以題名（含正題名、並列題名、不同題名等）作為檢索點予以敘明。至於擬以其他資料元素作為檢索點，即基於使用者需求而決定其他元素作為索引時，係由採行 RDA 的各書目資料建立機構自行決定，在 RDA 中未予規範，但要能與書目資料管理系統相容為前提。

RDA 沒有提供對使用的其他資料元素作為檢索點予以指導。使用 RDA 數據機構可能確定哪些附加元件是基於其用戶的需求和它們的數據管理系統的能力來被索引。

0.10 Examples 2015/04 D·A·CH 範例

The examples in RDA illustrate the application of the specific instruction at which they appear. They illustrate only the data that are addressed by that instruction. The data are correct in the context of the instruction, and may not necessarily reflect the forms found in databases of agencies using RDA.

If data in another element is directly relevant to the element being illustrated, the related element is generally referred to in an explanatory note. For example, at an instruction on recording other title information, the example illustrates other title information and includes an explanatory note indicating the form recorded as the title proper:

EXAMPLE

　　RDA範例出現之處即闡明特定說明的應用；這些範例只在闡述該項說明的書目資料。該資料是在正確的上下文中，但不一定反映在使用RDA機構數據庫中發現的形式。

　　若另一元素的書目資料與闡述的元素相關，該相關元素通常出現於說明註。例如，在著錄副題名資訊之說明中，範例在闡述副題名資訊，正題名形式的著錄則包含於說明註。

　　Examples normally do not show the preceding or enclosing punctuation that is required for an ISBD presentation. (Guidelines on the presentation of data according to ISBD specifications, including ISBD punctuation, are in **appendix D** RDA.) However, ISBD punctuation is shown in examples that illustrate a structured description of a related resource. For example, at an instruction on recording a relationship to a related manifestation, the structured description of the related resource is displayed with ISBD punctuation between the elements:

EXAMPLE

Reproduced as: Lacey, WA : OCLC Preservation Service Center on behalf of University of Washington Libraries, 2005. — 1 microfilm reel ; 10 cm, 35 mm. — On reel with other titles

　　在範例中，其前後通常不會出現以ISBD規定呈現所必要之標點符號。(根據ISBD規定之書目紀錄呈現指引，包括ISBD的標點符號，請詳見RDA附錄D RDA。但是，ISBD 的標點符號出現在範例時，是在敘明某一相關資源的結構化描述。舉例來說，在著錄某一相關具體呈現之說明項下，相關資源的結構化描述，其元素之間都出現了 ISBD 的標點符號。

　　ISBD punctuation is also shown in explanatory notes that include two or more data elements. For example, at an instruction on constructing the authorized access point to represent an arrangement, transcription, etc., of a musical work, the note is displayed with ISBD punctuation:

EXAMPLE

Berlioz, Hector, 1803–1869. Le corsaire; arranged

Resource described: The corsaire : overture for concert band / transcribed by Gunther Schuller. Transcription of a Berlioz overture composed originally for orchestra

　　Examples illustrating the construction of authorized and variant access points use

the punctuation specified in AACR2 (see **appendix E RDA**).

> **EXAMPLE**
>
> Smith, John, 1832–1911
>
> Catholic Church. Pope (1978–2005 : John Paul II)

　　ISBD的標點符號，也會出現在說明註中含有二個或多個元素。舉例來說，在建立代表某一音樂作品之某一編曲、轉錄者等等之權威檢索點時之說明項下，在其附註中出現了ISBD的標點符號。

　　在敘明建立權威檢索點與其他檢索點的範例中，採用AACR2所指定的標點符號，請詳見RDA附錄E RDA。

> 　　When using an authorized access point or structured description to record a relationship to a related work, expression, manifestation, or item, the examples illustrate the use of relationship designators. The authorized access point or structured description is preceded by an introductory phrase paralleling the applicable relationship designator (see **appendix J RDA** and **appendix M RDA**).
>
> **EXAMPLE**
>
> *Parody of:* Tolkien, J. R. R. (John Ronald Reuel), 1892–1973. The lord of the rings

> 　Systematic transliterations used in examples follow the schemes chosen jointly by the American Library Association, the Canadian Library Association, and the Library of Congress, available on the Library of Congress website at
> **http://hdl.loc.gov/loc.standards/docs.roman**.
> All examples illustrate elements as they would be recorded by an agency whose preferred language is English.

　　當利用權威檢索點或結構化描述，來著錄相關作品、表現形式、具體呈現與單件的關係時，範例是用來敘明關係標示之利用。在權威檢索點或結構化描述之前的適用關係標示之引導式片語，請詳見 RDA 附錄 J RDA。

　　範例中使用的系統音譯遵循美國圖書館協會、加拿大圖書館協會和美國國會圖書館共同選定的方案，可在國會圖書館網站上查閱：
http://hdl.loc.gov/loc.standards/docs.roman。

　　所有的範例說明的元素，皆是由首選語言為英語的機構所記錄。