

RDA 詮釋資料應用設定 (RDA Metadata Application Profile)

合併

書目記錄合作計畫 (BIBCO, Bibliographic Cooperative Program) 的
RDA 詮釋資料應用設定 (RDA Metadata Application Profile) (2024)

及

連續性出版品合作編目計畫 (CONSER, Cooperative ONline SERials) 的
RDA 詮釋資料應用設定 (RDA Metadata Application Profile) (2020)

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編輯者簡介

美國書目合作計畫 (BIBCO, Bibliographic Cooperative Program) 及期刊合作計畫 (CONSER, Cooperative ONLINE SERIALS) 為能確保在共享資料庫中書目記錄的品質，根據舊版 RDA (Original RDA) 規則編寫了這兩個文件。這兩個文件列出最基本的元素、相對應的 RDA 規則編號、基本說明、及相關的 MARC 21 欄位。這些元素只是這兩個合作計畫的要求，編目員可根據其圖書館需求增加其他元素，也可參考其他編目團體所出版的最佳實務指引 (best practice)，如非書資料編目員組織 (OLAC, On-line Audiovisual Catalogers, Inc.) 所出版的「光碟、藍碟、物件、串流媒體、及電動遊戲編目最佳實務指引：根據舊版 RDA 及 MARC 21 (OLAC best practices for cataloging DVD-Video and Blu-ray discs, objects, streaming media, and video games using the Original RDA Toolkit and MARC21)」。

這兩個文件包含的資源類型有：檔案、錄音、地圖、電子、圖像、動態影像、樂譜、善本特藏、及文字類型。同時也列出電子複製資源。雖然文件中有列出對善本、特藏資源的說明，編目員仍需參考 Descriptive Cataloging of Rare Materials (DCRMs) 說明。如使用 DCRMs，則另加一欄位 040 分欄 e (\$e) 登錄此資訊，如 040 \$e rda \$e dcrm。

為幫助臺灣編目人員工作，同時減少翻閱尋找兩個文件，編輯者將此兩個文件合併成一。又因此文件上只有舊版 RDA 的規則號碼，為能幫助編目人員進入新版 RDA (RDA Toolkit) 的環境，編輯者加上相對應的新版 RDA 規則路徑，以紅色字列出在表格的「說明」直行中。

在表格直行「RDA 規則及元素」上的符號說明：

- * 指此項是一般性的指示，通用於所有的元素
- (T) 指根據 RDA 規則、或 LC-PCC 政策聲明，此元素用轉錄 (transcription) 方式著錄
- + (加號) 指此元素是在 RDA 核心元素、及 RDA 條件式核心元素 (RDA core-if) 之外，PCC 選為的核心元素 (PCC core)
- (R) 指此元素在 RDA 核心元素、RDA 條件式核心元素、或 PCC 核心元素之外，合作記劃認為登錄此元素有助於使用者工作（找尋、識別、選擇、攝取），建議編目員登錄
(空白) 沒有 + (加號) 或 R，指此元素已是 RDA 核心元素 (RDA core)

RDA 核心元素 (RDA Core Elements) 及 PCC 核心元素 (PCC Core Elements)

RDA 規則及元素	規則號碼	說明	MARC 編碼
1. 辨認具體呈現及單件 (Identifying Manifestations & Items)			
一般轉錄指引 (General guidelines on transcription) *	1.7.1	<p>(RDA Toolkit) Guidance > Recording methods → Recording an unstructured description</p> <p>(RDA Toolkit) Guidance > Transcription guidelines > Guidelines on normalized transcription</p> <p>Alternative (1st):</p> <p>Rare materials: Use <i>Descriptive Cataloging of Rare Materials</i> as the “designated published style manual” in place of the instructions given under RDA 1.7.2-1.7.9 for transcribing punctuation, numerals, symbols, abbreviations, etc.</p>	Varies
數目以數字或文字方式表現 (Numbers expressed as numerals or as words) *	1.8.1	<p>(RDA Toolkit) Guidance > Transcription guidelines > Guidelines on normalized transcription</p> <p>Optional addition:</p> <p>Rare materials: Apply the optional addition in the following elements when applicable: date of production, date of publication, date of distribution, date of manufacture.</p>	Varies
數字表現型態 (Form of	1.8.2	(RDA Toolkit) Guidance > Transcription guidelines > Guidelines on normalized transcription	Varies

RDA 規則及元素	規則號碼	說明	MARC 編碼
numerals) *		<p>Alternative (1st): Apply the alternative, except when recording numerals found in these non-Latin scripts: Chinese, Japanese, Korean, Perso-Arabic, Cyrillic, Greek: Substitute Western-style arabic numerals when non-Latin script numerals appear on the resource. If important for identification, the cataloger may record a note showing the non-Latin script form of the numeral found on the resource. Hebrew script: Record dates using the Hebrew script as found on the resource. Rare materials: Apply the alternative.</p> <p>Alternative (2nd): Apply the alternative if the cataloger considers it important for identification. Rare materials: Apply the alternative in the following elements when applicable: date of production, date of publication, date of distribution, date of manufacture.</p>	
數目以文字方式表現 (Numbers expressed as words) *	1.8.3	<p>(RDA Toolkit) Guidance > Transcription guidelines > Guidelines on normalized transcription</p> <p>Rare materials: Generally record numbers in the form in which they appear on the source of information (see DCRM(B,C,G,M) 0G, DCRM(S) 0G, 3A3).</p>	Varies
摹本及複製本 (Facsimiles and Reproductions) *	1.11	<p>LC-PCC Metadata Guidance Document → Basic Cataloging Decisions (p.41)</p> <p>See LC-PCC Policy Statement for 1.11 for exceptional practices permitted in PCC records for microfilm reproductions of print resources, print-on-demand reproductions, and photocopies.</p>	

RDA 規則及元素	規則號碼	說明	MARC 編碼
登錄題名 (Recording titles) (T) +	2.3.1.4 (M)	(RDA Toolkit) Entities > Manifestation > title of manifestation Archival materials: Most titles will be devised by the cataloger, per RDA 2.3.2.11. Additional guidance on the formulation of titles may be found in DACS 2.3. Rare materials: Generally do not abridge titles.	Varies
正題名 (Title proper) (T)	2.3.2 (M)	(RDA Toolkit) Entities > Manifestation > title proper	245
正題名以數個形式展現 (Title in more than one form) (T) +	2.3.2.5 (M)	(RDA Toolkit) Entities > Manifestation > title proper (CONSER) Record initialism/acronyms of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information. (CONSER) Rare materials: Transcribe initialisms/acronyms of the title proper as other title information in field 245 (see DCRM(S) 1B1.3. 1D) and record also in field 246 for access.	245, 246
並列正題名 (Parallel title proper) (T) +	2.3.3 (M)	(RDA Toolkit) Entities > Manifestation > parallel title proper Record all. (CONSER) Record all in 246. (CONSER) Rare materials: Record all parallel titles appearing on the same source as the title proper in 245 and record also in 246 for access.	245
副題名 (Other title information) (T) +	2.3.4 (M)	(RDA Toolkit) Entities > Manifestation > other title information (CONSER) Record if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.	245

RDA 規則及元素	規則號碼	說明	MARC 編碼
		(CONSER) Rare materials : Transcribe other title information according to DCRM(S) 1D.	
其他題名 (變異題名) (Variant title) (T) (R) +	2.3.6 (M)	<p>(RDA Toolkit) Entities > Manifestation > variant title of manifestation</p> <p>PCC <i>recommends</i> additional variant titles that are deemed important to identification or access, according to cataloger judgment and/or local policy.</p> <p>PCC Core for rare materials; record variant titles that are required by the appropriate DCRM module.</p> <p>(CONSER) Record initialism/acronyms of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information.</p> <p>(CONSER) PCC Core for rare materials; Transcribe initialisms/acronyms of the title proper as other title information in field 245 (see DCRM(S) 1B1.3, 1D) and record also in field 246 for access. Record other variant titles that are required by DCRM(S) in field 246. See DCRM(S) 1B1.3, 1D2, 7B4.1.1, and Appendix F 1B1.3.</p>	246 (CONSER) 245, 246
舊題名 (Earlier title proper) (T) + (CONSER)	2.3.7 (M)	<p>(RDA Toolkit) Entities > Manifestation > variant title of manifestation</p> <p>(CONSER) 247 is used only for electronic serials reformatted to remove all evidence of earlier title and for integrating resources.</p>	246, 247
後刊題名 (Later title proper) (T) +	2.3.8 (M)	<p>(RDA Toolkit) Entities > Manifestation > variant title of manifestation</p> <p>(CONSER) Record minor title changes.</p>	246
正題名相關的著者敘述 (Statement of responsibility relating to title proper) (T)	2.4.2 (M)	<p>(RDA Toolkit) Entities > Manifestation > statement of responsibility relating to title proper</p> <p>If more than one, only the first recorded is required by RDA, but</p>	245

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>catalogers are encouraged to transcribe (or record in a note) any other statements of responsibility that aid in resource discovery, identification, and selection.</p> <p>Rare materials: Generally transcribe all statements of responsibility relating to title proper found in the preferred source of information.</p> <p>Rare atlases, rare books, and rare music: If a title and statement of responsibility as recorded have been transposed from their presentation in the source, see also 2.17.3.</p> <p>(CONSER) Usage of variant names appearing in a statement of responsibility on later issues may be recorded in 550 notes or in the 4XX field of authority records.</p> <p>(CONSER) Rare materials: Make a 550 note about changes in statement of responsibility. See DCRM(S) 1E15.</p>	
版本標示 (稱號) (Designation of edition) (T)	2.5.2 (M)	<p>(RDA Toolkit) Entities > Manifestation > designation of edition</p> <p>Rare music: Transcribe as an edition statement the music presentation statement as defined by DCRM(M) 3B.</p>	250
版本著者敘述 (Statement of responsibility relating to edition) (T) +	2.5.4 (M)	<p>(RDA Toolkit) Entities > Manifestation > statement of responsibility relating to edition</p> <p>PCC Core for rare materials.</p>	250
修訂版標示 (具名的版本稱號) (Designation of named revision of edition) (T)	2.5.6 (M)	<p>(RDA Toolkit) Entities > Manifestation > designation of named revision of edition</p>	250
〔連續性出版品〕卷期	2.6	(RDA Toolkit) Entities > Manifestation > numbering of sequence	

RDA 規則及元素	規則號碼	說明	MARC 編碼
編次 (編號) (Numbering of serials)	(M)	(CONSER) First or only sequence core if available for serials. (CONSER) Substitute a slash for a hyphen, as necessary, for clarity (2.6.1.4)	
〔連續性出版品〕首期或部分刊期編次 (編號) (Numeric and/or alphabetic designation of first issue or part of sequence) (T)	2.6.2 (M)	(RDA Toolkit) Entities > Manifestation > first alphanumeric designation of sequence (CONSER) Follow 2.6.2.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of first issue or part of sequence element (e.g., "Begin ...") (CONSER) Record or supply numeric and/or alphabetic designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not. (CONSER) Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.2.3 to make a note unless the first issue is not available (see DCRM(S) 3A1, 3B).	362
〔連續性出版品〕首期或部分刊期日期 (Chronological designation of first issue or part of sequence) (T)	2.6.3 (M)	(RDA Toolkit) Entities > Manifestation > first chronological designation of sequence (CONSER) Follow 2.6.3.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of first issue or part of sequence element (e.g., "Began..."). (CONSER) Record or supply chronological designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not. (CONSER) Transcribe captions and months as found. (CONSER) If numbering is not present or known, give the beginning date of publication or the copyright date. (CONSER) If numbering includes both issue number and date, put	362

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>parentheses around the date.</p> <p>(CONSER) Include new series designations, changes in numbering, etc., in this field or in the 515, whichever is clearer.</p> <p>(CONSER) Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.3.3 to make a note unless the first issue is not available (DCRM(S) 3A1, 3C).</p>	
〔連續性出版品〕末期或部分刊期編次（編號）(Numeric and/or alphabetic designation of last issue or part of sequence) (T)	2.6.4 (M)	<p>(RDA Toolkit) Entities > Manifestation > last alphanumeric designation of sequence</p> <p>(CONSER) Follow 2.6.4.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of last issue or part of sequence element (e.g., “Ceased…”).</p> <p>(CONSER) Record or supply numeric and/or alphabetic designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not.</p> <p>(CONSER) Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.4.3 to make a note unless the last issue is not available (DCRM(S) 3A1, 3B).</p>	362
〔連續性出版品〕末期或部分刊期日期 (Chronological designation of last issue or part of sequence) (T)	2.6.5 (M)	<p>(RDA Toolkit) Entities > Manifestation > last chronological designation of sequence</p> <p>(CONSER) Follow 2.6.5.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of last issue or part of sequence element (e.g., “Ceased…”).</p> <p>(CONSER) Record or supply chronological designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not.</p> <p>(CONSER) Transcribe captions and months as found.</p>	362

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>(CONSER) If numbering is not present or known, give the ending date of publication or the copyright date.</p> <p>(CONSER) If numbering includes both issue number and date, put parentheses around the date.</p> <p>(CONSER) Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.5.3 to make a note unless the last issue is not available (DCRM(S) 3A1, 3C).</p>	
製作地 (Place of production) (T) +	2.7.2 (M)	<p>(RDA Toolkit) Entities > Manifestation > place of production</p> <p>PCC Core for rare materials in unpublished form.</p>	264
製作日期 (Date of production)	2.7.6 (M)	<p>(RDA Toolkit) Entities > Manifestation > date of production</p> <p>Record date of production for a resource in unpublished form.</p> <p>Archival materials: Additional guidance may be found in DACS 2.4.</p> <p>Rare materials: <i>Transcribe</i> date(s) of production found in the resource.</p>	264
出版地 (Place of publication) (T)	2.8.2 (M)	<p>(RDA Toolkit) Entities > Manifestation > place of publication</p> <p>For cataloging purposes, all online resources are considered published. If more than one, only the first recorded is required.</p> <p>Also transcribe current place if it differs (for multipart monographs).</p> <p>Rare materials: Generally transcribe all places of publication (see DCRM(B,C,G,M,S) 4B6). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M,S) 4B9).</p> <p>(CONSER) Record changes in place, if they are considered to be important for identification or access (2.8.1.5.2).</p> <p>(CONSER) If a place of publication is not named on the resource, supply</p>	264

RDA 規則及元素	規則號碼	說明	MARC 編碼
		a place of publication from any source whenever possible.	
出版者 (Publisher's name) (T)	2.8.4 (M)	<p>(RDA Toolkit) Entities > Manifestation > name of publication</p> <p>If more than one, only the first recorded is required.</p> <p>Also transcribe current publisher if it differs (for multipart monographs).</p> <p>Rare materials: Generally transcribe all publishers' names (see DCRM(B,C,G,M,S) 4C6). If a publisher's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M,S) 4C5).</p> <p>(CONSER) Also record changes in publisher name or of a different publisher appearing on later issues, if they are considered to be important for identification or access (2.8.1.5.2).</p> <p>(CONSER) If a publisher is not named on the resource supply a name according to the sources listed in RDA 2.2.4:</p> <ul style="list-style-type: none"> a) accompanying material (e.g., a leaflet, an "about" file) b) other published descriptions of the resource c). a container that is not issued as part of the resource itself (e.g., a box, case made by the owner) d) any other available source (e.g., a reference source). 	264
出版日期 (Date of publication)	2.8.6 (M)	<p>(RDA Toolkit) Entities > Manifestation > date of publication</p> <p>Record the publication date(s) found in the resource, supply date(s) in brackets, or record "[date of publication not identified]."</p> <p>Rare materials: Transcribe date(s) found in the resource (see DCRM(B,C,G,M) 4D1). If a date of publication is known to be fictitious or incorrect, supply the correct year in square brackets (see</p>	264

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>DCRM(B,C,G,M) 4D2.4).</p> <p>(CONSER) Serials: Record the publication date(s) of first and/or last issue if the dates are known and the first and/or last issues are in hand.</p> <p>(CONSER) Integrating resources: If the date(s) of publication cannot be approximated, no date is recorded (2.8.6.5 applies to multipart monographs, serials, and integrating resources).</p> <p>(CONSER) Rare materials: Transcribe date(s) of the first and/or last issue (see DCRM(S) 4D12). If a date of publication is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(S) 4D2.3).</p>	
經銷地 (Place of distribution) (T) +	2.9.2 (M)	<p>(RDA Toolkit) Entities > Manifestation > place of distribution</p> <p>PCC Core for rare materials when present in the resource. Generally transcribe all places of distribution (see DCRM(B,C,G,M) 4B6, DCRM(S) 4B6.1-2). If a place of distribution is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M,S) 4B9). If no place of distribution appears in the resource, supplying the place of distribution or recording “[Place of distribution not identified]” is not required.</p>	264
經銷者 (Distributor's name) (T) +	2.9.4 (M)	<p>(RDA Toolkit) Entities > Manifestation > name of distribution</p> <p>PCC Core for rare materials when present in the resource. Generally transcribe all distributors' names (see DCRM(B,C,G,M) 4C6, DCRM(S) 4C6.1-2). If a distributor's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M,S) 4C5). If no distributor's name appears in the resource, supplying the distributor's name or recording “[distributor not identified]” is not required.</p>	264

RDA 規則及元素	規則號碼	說明	MARC 編碼
經銷日期 (Date of distribution) +	2.9.6 (M)	(RDA Toolkit) Entities > Manifestation > date of distribution PCC Core for rare materials when present in the resource. Generally <i>transcribe</i> all dates of distribution (see DCRM(B,C,G,M) 4D1, DCRM(S) 4D1.2). If a date of distribution is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(B,C,G,M) 4D2.4, DCRM(S) 4D2.3). If no date of distribution appears in the resource, supplying the date of distribution or recording “[date of distribution not identified]” is not required.	264
製造地 (Place of manufacture) (T) +	2.10.2 (M)	(RDA Toolkit) Entities > Manifestation > place of manufacture PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all places of manufacture if appropriate (see DCRM(B,C,G,M,S) 4E). If a place of manufacture is known to be fictitious or incorrect, supply a correction in square brackets. If no place of manufacture appears in the resource, supplying the place of manufacture or recording “[Place of manufacture not identified]” is not required.	264
製造者 (Manufacturer’s name) (T) +	2.10.4 (M)	(RDA Toolkit) Entities > Manifestation > name of manufacturer PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all manufacturers’ names if appropriate (see DCRM(B,C,G,M,S) 4F). If a manufacturer’s name is known to be fictitious or incorrect, supply a correction in square brackets. If no manufacturer’s name appears in the resource, supplying the manufacturer’s name or recording “[manufacturer not identified]” is not required.	264
製造日期 (Date of	2.10.6	(RDA Toolkit) Entities > Manifestation > date of manufacturer PCC Core for rare materials when present in the resource, if	264

RDA 規則及元素	規則號碼	說明	MARC 編碼
manufacture) +	(M)	appropriate. Generally <i>transcribe</i> all dates of manufacture if appropriate (see DCRM(B,C,G,M,S) 4G). If a date of manufacture is known to be fictitious or incorrect, supply the correct year in square brackets. If no date of manufacture appears in the resource, supplying the date of manufacture or recording “[date of manufacture not identified]” is not required.	
版權日期 (Copyright date) (R)	2.11 (M)	(RDA Toolkit) Entities > Manifestation > copyright date Rare materials: PCC <i>recommends</i> recording the year of copyright when present in the resource. If a full transcription of the copyright statement is desired, record it in a note.	264
集叢正題名 (Title proper of series) (T)	2.12.2 (M)	(RDA Toolkit) Entities > Manifestation > title of series	490
集叢副題名 (Other title information of series) (T) +	2.12.4 (M)	(RDA Toolkit) Entities > Manifestation > other title information of series PCC Core for rare materials .	490
集叢著者敘述 (Statement of responsibility relating to series) (T) +	2.12.6 (M)	(RDA Toolkit) Entities > Manifestation > statement of responsibility relating to series PCC Core for rare materials .	490
集叢國際標準叢刊號 (ISSN of series) (T) +	2.12.8 (W)	(RDA Toolkit) Entities > Work > ISSN	490
集叢編號(編次) (Numbering within series) (T)	2.12.9 (M)	(RDA Toolkit) Entities > Manifestation > numbering within sequence (CONSER) Serials: Record the numbering within a series only if all issues or parts of the serials have the same series number.	490

RDA 規則及元素	規則號碼	說明	MARC 編碼
附屬集叢正題名 (Title proper of subseries) (T)	2.12.10 (W)	(RDA Toolkit) Entities > Work > subseries	490
附屬集叢國際標準叢刊號 (ISSN of subseries) (T) +	2.12.16 (W)	(RDA Toolkit) Entities > Work > ISSN Transcribe both ISSN of series and ISSN of subseries if both are present.	490
附屬集叢編號(編次) (Numbering within subseries) (T)	2.12.17 (W)	(RDA Toolkit) Entities > Manifestation > numbering within sequence (CONSER) Serials : Record the numbering within a subseries only if all issues or parts of the serials have the same subseries number.	490
發行模式 (Mode of issuance) +	2.13 (M)	(RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
刊期 (Frequency) +	2.14 (W)	(RDA Toolkit) Entities > Work > frequency (CONSER) Current frequency (310) is a core element for CONSER, if known. Former frequency (321) is not required on original records. (CONSER) U.S. ISSN center staff required to code both 310 and 008/18-19. (CONSER) Rare materials : Record former frequency, if known (see DCRM(S)7B1.2).	008/18-19, 310/321
具體呈現識別碼(符號) (Identifier for manifestation)	2.15 (M)	(RDA Toolkit) Entities > Manifestation > identifier for manifestation Rare music : Record publisher & plate numbers for rare notated music; record issue numbers for rare audio. (CONSER) 022: U.S. ISSN center staff codes for ISSN assignments, other CONSER members transcribe from issues in hand or transcribe from the ISSN Portal.	020, 024, 026-028, 074, 088

RDA 規則及元素	規則號碼	說明	MARC 編碼
		(CONSER) 030: Optional provide.	
引註寫法 (Preferred citation) +	2.16 (M)	(RDA Toolkit) Entities > Manifestation > preferred citation PCC Core for archival materials .	524
題名附註 (Note on title) +	2.17.2 (M)	(RDA Toolkit) Entities > Manifestation > note on title Make a note giving the source of title, if applicable. Online resources: Always give this note using a MARC 588 field. See PCC Provider-Neutral E-Resource MARC Record Guide: P-N/RDA Version for full explanation. Rare graphics: Always make a note giving the source of title. (CONSER) Always make a note giving the source of title, even if it is the title page. Combine the note with a “Description based on” note (see 2.17.13). Encode the two notes in a single 588 field. (CONSER) Optional omission: Do not omit the note per LC-PCC PS for 2.17.2.3.	500, 588
著者附註 (Note on statement of responsibility) +	2.17.3 (M)	(RDA Toolkit) Entities > Manifestation > note on statement of responsibility PCC Core for rare atlases , rare books , and rare music if a title and statement of responsibility as recorded have been transposed from their presentation in the source. Make a note indicating the transposition.	500
著錄依據附註 (Note on issue, part, or iteration used as basis for identification of resource) +	2.17.13 (M)	(RDA Toolkit) Entities > Manifestation > note on issue or part or iteration used as basis for identification of manifestation PCC Core for all online monographs .	588

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>PCC Core for print multipart monographs, when applicable.</p> <p>(CONSER) Always provide a “Description based on” note even if first issue is in hand. Wording RDA: “Identification of the resource based on: ...” is only an example. CONSER will continue to use “Description based on” wording.</p> <p>(CONSER) Always provide a “Latest issue consulted:” note even if last issue is in hand.</p> <p>(CONSER) Rare materials: Transcribe the numbering for the issue, part, or iteration used as the basis for identification in the same order as in the numbering area, and with the appropriate prescribed punctuation (see DCRM(S) 7B21.1, 7B21.2).</p>	
單件保管歷史 (Custodial history of item) +	2.18 (I)	<p>(RDA Toolkit) Entities > Item > custodial history of item</p> <p>PCC Core for archival materials; additional guidance may be found in DACS 5.1.</p>	561
單件獲取管道 (Immediate source of acquisition of item) +	2.19 (I)	<p>(RDA Toolkit) Entities > Item > immediate source of acquisition of item</p> <p>PCC Core for archival materials; additional guidance may be found in DACS 5.2.</p>	541
2. 描述載體 (Describing Carriers)			
媒體形式 (Media type) +	3.2 (M)	(RDA Toolkit) Entities > Manifestation > media type	337
載體形式 (Carrier type)	3.3 (M)	<p>(RDA Toolkit) Entities > Manifestation > carrier type</p> <p>Always record in 338. For some resource types, 007 field(s) will also be</p>	007; 338

RDA 規則及元素	規則號碼	說明	MARC 編碼
		required, including the Specific Material Designation (007/01) for resources other than textual monographs, or textual serials.	
數量單位 (Extent)	3.4 (M)	<p>(RDA Toolkit) Entities > Manifestation > extent of manifestation</p> <p>Always record extent, even though RDA only considers extent to be core if the resource is complete or the total extent is known. Use RDA elements under 3.4.1-3.4.6, as appropriate to the resource.</p> <p>Online resources: Record extent as “1 online resource” followed by either pagination (for textual materials) or format-specific terminology when applicable (e.g., vocal score, videodisc, slide, atlas). Record the subunits only if readily ascertainable and considered important for identification. Example: 1 online resource (1 vocal score (28 pages)).</p> <p>Cartographic resources: Include accompanying material (\$e), if applicable.</p> <p>Rare materials: Apply <i>Descriptive Cataloging of Rare Materials</i> (DCRM) conventions when recording extent; however, do not use abbreviations.</p> <p>(CONSER) Both the number of units and the term indicating the type of unit are required for a completed or “dead” resource (in any format) for which the total extent is known.</p> <p>(CONSER) Only the term indicating the type of unit is required for a currently-published tangible non-print resource (e.g., computer discs), for a currently-published integrating resource, or for a completed or “dead” resource (in any format) for which the total extent is not known.</p> <p>(CONSER) Extent is not required in all other cases.</p>	300
尺寸 (Dimensions) +	3.5 (M)	<p>(RDA Toolkit) Entities > Manifestation > dimensions</p> <p>PCC Core for audio recordings, notated music, moving images, still</p>	007; 300, 340

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>images, cartographic resources, direct-access electronic resources, and rare materials (for rare graphic materials, always specify what was measured). Use RDA elements under 3.5-3.5.3, as appropriate to the resource.</p> <p>(CONSER) Required only for resources other than print serials and online resources.</p> <p>(CONSER) Rare materials: Required for serials in all formats.</p>	
基底質料 (Base material) (R) +	3.6 (M)	<p>(RDA Toolkit) Entities > Manifestation > based material</p> <p>PCC Core for graphic materials.</p> <p>PCC <i>recommends</i> for historical audio recordings.</p>	007/04, 007/04-05; 300, 340, 500
應用質料 (Applied material) +	3.7 (M)	<p>(RDA Toolkit) Entities > Manifestation > applied material</p> <p>PCC Core for graphic materials.</p>	007/10, 300, 340, 500
裝裱質料 (Mount) +	3.8 (M)	<p>(RDA Toolkit) Entities > Manifestation > mount</p> <p>PCC Core for graphic materials.</p>	007/05; 300, 340, 500
製造方式 (Production method) +	3.9 (M)	<p>(RDA Toolkit) Entities > Manifestation > production method</p> <p>PCC Core for rare cartographic manuscripts and rare music manuscripts, when applicable.</p>	300, 340, 500
編版形式 (版面設計) (Layout) +	3.11 (M)	<p>(RDA Toolkit) Entities > Manifestation > layout</p> <p>PCC Core for cartographic resources.</p>	300, 340, 500
書籍開本 (Bibliographic format) (R)	3.12 (M)	<p>(RDA Toolkit) Entities > Manifestation > bibliographic format</p> <p>Rare books, rare music, rare atlases: PCC <i>recommends</i> this element</p>	300, 340, 500

RDA 規則及元素	規則 號碼	說明	MARC 編碼
		when it is applicable and can be determined.	
聲音特性 (Sound characteristic) +	3.16 (M)	(RDA Toolkit) Entities > Manifestation > sound characteristic PCC Core for audio recordings .	300, 344, 500
視訊特性 (Video characteristic) +	3.18 (M)	(RDA Toolkit) Entities > Manifestation > video characteristic PCC Core for moving images , when applicable.	300, 346, 500, 538
數位檔案特性 (Digital file characteristic) +	3.19 (M)	(RDA Toolkit) Entities > Manifestation > digital file characteristic PCC Core for cartographic resources . Use RDA 3.19.1-3.19.8 as appropriate to the resource.	300, 347, 352
檔案類型 (File type) +	3.19.2 (M)	(RDA Toolkit) Entities > Manifestation > file format PCC Core for audio recordings, notated music, and moving images , when applicable.	006/09, 008/26, 256, 300, 347, 500, 516
編碼格式 (Encoding format) +	3.19.3 (M)	(RDA Toolkit) Entities > Manifestation > encoding format PCC Core for audio recordings and moving images , when applicable.	300, 347, 352, 500, 538
地區編碼 (Regional encoding) +	3.19.6 (M)	(RDA Toolkit) Entities > Manifestation > regional encoding PCC Core for moving images , when applicable.	347, 538
地圖內容的數位呈現 (Digital representation of cartographic content) +	3.19.8 (M)	(RDA Toolkit) Entities > Manifestation > digital representation of cartographic content PCC Core for digital cartographic resources .	300, 347, 352, 500
系統細節資料 (Equipment or system requirement) (R)	3.20 (M)	(RDA Toolkit) Entities > Manifestation > equipment or system requirement	340, 500, 538

RDA 規則及元素	規則號碼	說明	MARC 編碼
		See RDA 3.20.1.3. Use judgment to determine whether systems requirements go beyond the normal or obvious.	
載體特性改變附註 (Note on changes in carrier characteristics) +	3.21.4 (M)	(RDA Toolkit) Entities > Manifestation > note on changes in carrier characteristics (CONSER) Give if carrier characteristics vary and new description isn't made.	500
3. 提供獲取及攝取資訊 (Providing Acquisition & Access Information)			
聯絡資訊 (Contact information) +	4.3 (M)	(RDA Toolkit) Entities > Manifestation > contact information PCC Core for archival materials .	037, 260, 264, 270, 500, 542, 852
使用限制資訊 (Restriction on use) +	4.5 (M), (I)	(RDA Toolkit) Entities > Manifestation > restriction on use of manifestation (RDA Toolkit) Entities > Manifestation > restriction on access to manifestation (RDA Toolkit) Entities > Item > restriction on access to item PCC Core for archival materials ; absence of restrictions should be noted.	355, 500, 506, 856, 857
統一資源識別符 (Uniform Resource Locator) +	4.6 (M)	(RDA Toolkit) Entities > Manifestation > Uniform Resource Locator Do not record URLs that are restricted for use at a specific institution (e.g., proxy URLs) in a master utility record unless it is the only URL available.	500, 856, 857

RDA 規則及元素	規則號碼	說明	MARC 編碼
4. 辨認作品及表現形式 (Identifying Works & Expressions)		<p>(RDA Toolkit) Resources > Community Resources > Legacy RDA Community resources > Community refinements > Work refinements</p> <p>(RDA Toolkit) Resources > Community Resources > Legacy RDA Community resources > Community refinements > Work refinements > authorized access point for work: Anglo-American legacy instructions</p> <p>(RDA Toolkit) Resources > Community Resources > Legacy RDA Community resources > Community refinements > Expression refinements</p> <p>(RDA Toolkit) Resources > Community Resources > Legacy RDA Community resources > Community refinements > Manifestation refinements</p> <p>The authorized access point for principal creator (if any) is required for use in conjunction with the work and expression attributes listed in this section (see also RDA 19.2 below). If a formal authorized access point for a work or expression is also included in the BSR, its form should be established following NACO policies.</p> <p>(CONSER) The authorized access point for principal creator (if any) is required for use in conjunction with the work and expression attributes listed in this section (see also RDA 19.2 below). If a formal authorized access point for a work or expression is also included in the CSR, its form should be established following NACO policies.</p>	
作品首選題名 (Preferred title for work) -- 音樂作品 (Musical work) -- 法律作品 (Legal work)	6.2.2 6.14.2 6.19.2	<p>(RDA Toolkit) Entities > Work > preferred title of work</p> <p>(RDA Toolkit) Resources > Community Resources > Legacy RDA Community resources > Community refinements > Work refinements</p> <p>(RDA Toolkit) Resources > Community Resources > Legacy RDA Community resources > Community refinements > Expression refinements</p>	100-111/240, 130, 700-711, 730

RDA 規則及元素	規則號碼	說明	MARC 編碼
-- 宗教作品 (Religious work) -- 官方通訊 (Official communication)	6.23.2 6.26.2 (W)	(RDA Toolkit) Resources > Community Resources > Legacy RDA Community resources > Community refinements > Manifestation refinements Record as part of an authorized access point if the preferred title for work differs from the title proper (245 \$a \$n \$p) or if additional differentiating elements are needed.	
作品形式 (Form of work)	6.3 (W), (E)	(RDA Toolkit) Entities > Work > category of work (RDA Toolkit) Entities > Expression > category of expression Record if needed to differentiate. For assigning genre/form terms in 6XX fields, see “Subject and genre/form access” in the “Required Non-RDA and MARC Data” sections below.	130, 240, 380, 7XX
作品日期 (Date of work) -- 法律作品 (Legal work) -- 條約 (Treaty)	6.4 6.20 6.20.3 (W), (E)	(RDA Toolkit) Entities > Work > date of work (RDA Toolkit) Entities > Expression > date of expression Record if needed to differentiate. Always record the date of a treaty.	046, 130, 240, 7XX
作品原生地 (Place of origin of work)	6.5 (W)	(RDA Toolkit) Entities > Work > place of origin of work Record if needed to differentiate.	130, 240,, 7XX
作品其他區別特性 (Other distinguishing characteristic of work) -- 法律作品 (Legal work)	6.6 6.21 (W), (E)	(RDA Toolkit) Entities > Work > access point for work Record if needed to differentiate.	130, 240, 381, 7XX

RDA 規則及元素	規則號碼	說明	MARC 編碼
內容形式 (Content type)	6.9 (E)	(RDA Toolkit) Entities > Expression > content type Always record in Ldr/06 and 336. Also record as part of an authorized access point if needed to differentiate. Rare cartographic resources, rare graphics: Do not follow DCRM(C,G) 1C instructions for recording general material designations.	Ldr/06; 006/07, 007/00, 008/25, 130, 240, 336, 7XX
內容形式 (Content type)	(W)	(RDA Toolkit) Entities > Work > content type of representative expression	387, 500
表現形式日期 (Date of expression) -- 宗教作品 (Religious work)	6.10 6.24 (E)	(RDA Toolkit) Entities > Expression > date of expression Record if needed to differentiate.	046, 130, 240, 7XX
表現形式語言 (Language of expression)	6.11 (M)	(RDA Toolkit) Entities > Manifestation > language of expression Always record in 008/35-37. Record in 041/546 as needed. Record in authorized access point if needed to differentiate.	008/35-37; 041, 546; 130, 240, 7XX
表現形式其他區別特性 (Other distinguishing characteristic of expression) -- 音樂作品 (Musical work) -- 宗教作品 (Religious work)	6.12 6.18 6.25 (E)	(RDA Toolkit) Entities > Expression > access point for expression Record if needed to differentiate.	130, 240, 381, 7XX
表演媒介 (Medium of	6.15	(RDA Toolkit) Entities > Expression > medium of performance of musical	130, 240, 382, 7XX

RDA 規則及元素	規則號碼	說明	MARC 編碼
performance)	(E)	content Record if needed to differentiate. See also RDA 7.21 .	
表演媒介 (Medium of performance)	(W)	(RDA Toolkit) Entities > Work > medium of performance of musical content of representative expression.	130, 240, 382, 7XX
音樂作品號 (Numeric designation of musical work)	6.16 (W)	(RDA Toolkit) Entities > Work > numeric designation of musical work Record if needed to differentiate.	130, 240, 383, 7XX
調性 (Key)	6.17 (E)	(RDA Toolkit) Entities > Expression > key of expression Record if needed to differentiate.	130, 240, 384, 7XX
調性 (Key)	(W)	(RDA Toolkit) Entities > Work > key of representative expression	384, 500
5. 描述內容 (Describing Content)			
內容範圍 (Coverage of content) (R)	7.3 (W)	(RDA Toolkit) Entities > Work > coverage of content PCC <i>recommends</i> for rare cartographic resources unless the geographic and chronological coverage are apparent from the rest of the description.	045, 500, 522
經度與緯度 (Longitude and latitude) +	7.4.2 (W)	(RDA Toolkit) Entities > Work > Longitude and latitude PCC Core for cartographic resources . Rare cartographic resources: Additional guidance in determining longitude and latitude may be found in DCRM(C) 3D and Appendix K.	034, 255

RDA 規則及元素	規則號碼	說明	MARC 編碼
檔案組織方式 (System of organization) +	7.8 (W)	(RDA Toolkit) Entities > Work > system of organization PCC Core for archival materials ; additional guidance may be found in DACS 3.2.	351
學位論文資訊 (Dissertation or thesis information) +	7.9 (W)	(RDA Toolkit) Entities > Work > dissertation or thesis information	502
內容提要 (Summarization of content) (R) +	7.10 (E)	(RDA Toolkit) Entities > Expression > summarization of content PCC Core for archival materials ; additional guidance may be found in DACS 3.1. PCC <i>recommends</i> for other resource types when useful to support user tasks.	520
錄製日期 (Date of capture) (R)	7.11.3 (E)	(RDA Toolkit) Entities > Expression > date of capture PCC <i>recommends</i> for audio recordings .	033, 518
錄製日期 (Date of capture) (R)	(W)	(RDA Toolkit) Entities > Work > date of capture of representative expression	387, 500
內容語言 (Language of content) +	7.12 (E)	(RDA Toolkit) Entities > Expression > language of expression Always record language of primary content in 008/35-37. Also record languages of other content in 041/546 if it will assist identification and selection.	008/35-37; 041, 546
內容語言 (Language of content) +	(W)	(RDA Toolkit) Entities > Work > language of representative expression	387, 500

RDA 規則及元素	規則 號碼	說明	MARC 編碼
文字 (Script) +	7.13.2 (E)	(RDA Toolkit) Entities > Expression > script PCC Core for resources in some languages (see examples at LC-PCC PS for 7.13.2.3).	546
文字 (Script) +	(W)	(RDA Toolkit) Entities > Work > script of representative expression	387, 500
音樂記譜法 (Form of musical notation) +	7.13.3 (E)	(RDA Toolkit) Entities > Expression > form of notation (RDA Toolkit) Entities > Expression > details of form of musical notation	500, 546
樂譜形式 (Format of notated music) +	7.20 (E)	(RDA Toolkit) Entities > Expression > format of notated music (RDA Toolkit) Entities > Expression > details of format of notated music	008/20; 300, 348, 500
音樂作品表演媒介 (Medium of performance of musical content) +	7.21 (E)	(RDA Toolkit) Entities > Expression > medium of performance of musical content	048, 382, 500
音樂作品表演媒介 (Medium of performance of musical content) +	(W)	(RDA Toolkit) Entities > Work > medium of performance of musical content of representative expression	048, 382, 500
演出時間長度 (Duration) +	7.22 (E)	(RDA Toolkit) Entities > Expression > duration PCC Core for audio recordings and moving images when readily available.	008; 300, 306, 500
演出時間長度 (Duration) +	(W)	(RDA Toolkit) Entities > Work > duration of representative expression	387, 500

RDA 規則及元素	規則號碼	說明	MARC 編碼
比例尺 (Scale)	7.25 (E)	<p>(RDA Toolkit) Entities > Expression > scale</p> <p>(RDA Toolkit) Entities > Expression > additional scale information</p> <p>(RDA Toolkit) Entities > Expression > scale designation</p> <p>(RDA Toolkit) Entities > Expression > scale of still image or three-dimensional form</p> <p>Required only for cartographic resources. Use RDA elements under 7.25.1-7.25.5, as appropriate to the resource (7.25.3 and 7.25.4 are always core under RDA for cartographic resources).</p> <p>Rare cartographic resources: Follow DCRM(C) 3B and Appendix J; however, use "approximately" rather than the abbreviation "ca."</p>	034, 255
比例尺 (Scale)	(W)	(RDA Toolkit) Entities > Work > scale of representative expression	034, 255
地圖內容水平比例尺 (Horizontal scale of cartographic content)	7.25.3 (E)	(RDA Toolkit) Entities > Expression > horizontal scale of cartographic content	034, 255
地圖內容垂直比例尺 (Vertical scale of cartographic content)	7.25.4 (E)	(RDA Toolkit) Entities > Expression > vertical scale of cartographic content	034, 255
地圖投影方式 (Projection of cartographic content) +	7.26 (E)	<p>(RDA Toolkit) Entities > Expression > projection of cartographic content</p> <p>Rare cartographic resources: Follow DCRM(C) 3C; however, use "projection" rather than the abbreviation "proj."</p>	255
地圖投影方式 (Projection	(W)	(RDA Toolkit) Entities > Work > projection of cartographic content of	387, 500

RDA 規則及元素	規則號碼	說明	MARC 編碼
of cartographic content) +		representative expression	
其他地圖內容細節 (Other details of cartographic content) +	7.27 (E)	(RDA Toolkit) Entities > Expression > details of cartographic content PCC Core for rare cartographic resources if required by DCRM(C).	342, 343, 500
6. 與作品相關的執行者 (Agents Associated with a Work)		作者選擇規則： (RDA Toolkit) Entities > Work > creator agent of work (RDA Toolkit) Entities > Work > creator corporate body of work (RDA Toolkit) Entities > Work > creator family of work (RDA Toolkit) Entities > Work > creator person of work (RDA Toolkit) Entities > Manifestation > creator agent of manifestation 作者權威檢索點規則： (RDA Toolkit) Entities > Person > access point for corporate body (RDA Toolkit) Entities > Person > authority access point for corporate body (RDA Toolkit) Entities > Person > access point for family (RDA Toolkit) Entities > Person > authority access point for family (RDA Toolkit) Entities > Person > access point for person (RDA Toolkit) Entities > Person > authority access point for person	
關係標示 (相關職責稱號) (Relationship Designator)	18.5 (W)	(RDA Toolkit) Entities > Work > relationship elements Resource Description & Access (RDA) Metadata Guidance Documentation: Relationship Labels (https://loc.gov/aba/rda/mgd/relationshipLabels/index.html) Follow PCC Training Manual for Applying Relationship Designators in	1XX, 7XX

RDA 規則及元素	規則號碼	說明	MARC 編碼
		Bibliographic Records – 1XX/7XX \$e \$i or \$j as appropriate	
創作者 (Creator)	19.2 (W)	<p>If more 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.</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger's judgment.</p> <p>Archival materials: Additional guidance for recording creators may be found in DACS 9.</p>	1XX, 7XX
與作品相關的其他執行者 (Other agent associated with work)	19.3 (W)	<p>(RDA Toolkit) Entities > Work > related agent of work</p> <p>Include if the authorized access point representing that agent is used to construct the authorized access point representing the work.</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points according to cataloger's judgment.</p>	1XX, 7XX
7. 與表現形式相關的執行者 (Agents Associated with an Expression)		<p>表現形式作者、貢獻者選擇規則：</p> <p>(RDA Toolkit) Entities > Expression > creator agent of expression</p> <p>(RDA Toolkit) Entities > Expression > contributor agent to amalgamation</p> <p>(RDA Toolkit) Entities > Expression > related agent of expression</p> <p>執行者權威檢索點規則：</p> <p>(RDA Toolkit) Entities > Person > access point for corporate body</p> <p>(RDA Toolkit) Entities > Person > authority access point for corporate body</p> <p>(RDA Toolkit) Entities > Person > access point for family</p>	

RDA 規則及元素	規則號碼	說明	MARC 編碼
		(RDA Toolkit) Entities > Person > authority access point for family (RDA Toolkit) Entities > Person > access point for person (RDA Toolkit) Entities > Person > authority access point for person	
貢獻者 (Contributor) (R)	20.2 (E)	PCC <i>recommends</i> cataloger's judgment for providing authorized access points for contributors.	7XX
8. 作品與主題的關係 (Relationships Between Works and Subjects)			
主題關係 (Subject Relationship)	23.4 (W)	(RDA Toolkit) Entities > Work > subject PCC requirements vary depending on the type of resource. For details, see "Classification numbers" and "Subject and genre/form access" in the "Required Non-RDA and MARC Data" sections below. Note that PCC records may express subject relationships beyond the work level depending on the particular classification scheme or subject system used. (CONSER) See "Subject and genre/form access" in the "Required Non-RDA and MARC Data" section below.	05X, 060, 070, 08X, 600-651
9. 相關作品 (Related Works)			
相關作品 (Related work) (R)	25.1 (W)	(RDA Toolkit) Entities > Work > related work of work PCC <i>recommends</i> providing a contents note (no limit on number of works in the contents note unless burdensome). Give an analytical	510, 5XX, 7XX, 8XX, 856

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>authorized access point for the predominant or first work in the compilation. Additional access points for other related works may also be included at the discretion of the cataloger. See section above for elements used to identify works and expressions.</p> <p>Moving images and audio recordings: Give a full contents note and/or analytical authorized access points for all works in a compilation, when feasible.</p> <p>If local institutional cataloging policy is to trace a series, use the authorized access point form of the series established in the LC/NACO Authority File.</p> <p>Archival materials: Provide a reference to finding aids describing the collection, either through notes, access points, and/or URLs, as appropriate.</p> <p>Rare materials: Citation notes and references to published descriptions are encouraged. Record in the form prescribed by Standard Citation Forms for Rare Materials Cataloging. For notated music, see also Appendix H of <i>DCRM(M)</i>.</p> <p>(CONSER) Prefer 7XX \$i or MARC21 content designation (e.g. sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required).</p> <p>(CONSER) When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).</p>	
10. 相關表現形式 (Related Expressions)			
相關表現形式 (Related expression) +	26.1 (E)	<p>(RDA Toolkit) Entities > Expression > related expression of expression</p> <p>PCC Core for compilations. Give a contents note (no limit on number of</p>	5XX, 7XX, 8XX

RDA 規則及元素	規則號碼	說明	MARC 編碼
		<p>expressions in the contents note; use cataloger's judgment). Give an analytical authorized access point for the predominant or first expression in the compilation. Additional access points for other related expressions may also be included at the discretion of the cataloger. See section above for elements used to identify works and expressions.</p> <p>Audio recordings, notated music, and rare music: Give a full contents note and/or analytical authorized access points for all works in a compilation, when feasible.</p> <p>If local institutional cataloging policy is to trace an expression of a series, use the authorized access point form of the expression of the series established in the LC/NACO Authority File.</p> <p>(CONSER) Prefer 7XX \$i or MARC21 content designation (e.g., sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required).</p> <p>(CONSER) When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).</p>	
11. 相關具體呈現 (Related Manifestations)			
相關具體呈現 (Related manifestation) +	27.1 (M)	<p>(RDA Toolkit) Entities > Manifestation > related manifestation of manifestation</p> <p>PCC Core for reproductions.</p> <p>Rare materials: If making separate descriptions for resources that were issued together by the publisher, make a reference to the related manifestation in a "with" note.</p> <p>(CONSER) Make for format versions and reproductions. Use 776 for different formats, 775 if the related manifestation is in the same</p>	5XX,, 76X-787

RDA 規則及元素	規則號碼	說明	MARC 編碼
		format. Give reciprocal relationships, when easily ascertainable (or if it is the policy of the cataloging institution).	
12. 相關單件 (Related Items)			
相關單件 (Related item) (R)	28.1 (I)	<p>(RDA Toolkit) Entities > Item > related item of item</p> <p>PCC <i>recommends</i> for reproductions, bound-withs, and for special relationships for rare materials if warranted.</p> <p>Rare materials: If making separate descriptions for resources bound together after publication, make a reference to the related item in a local “with” note.</p>	501 + \$5 or 590, 5XX, 76X-787

必要的非 RDA 資料 (required Non-RDA) 及 MARC 資料

以下表格列出合作記劃基本書目記錄中不能直接對應到 RDA 的資料、或只登錄在 MARC 21 書目記錄格式中的資料。如有需要，使用多個欄位 006 及 欄位 007 登錄資料。

檔案資源 (Archival Materials)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “p” (mixed materials) or “t” (manuscript language materials) 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “c,” “d,” or “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
定長資料—一般性資料 (Variable Control Fields – Fixed-		

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	Record the location of the repository [per MARC 21 documentation] 參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Archival materials: Use “rda”, and if supplemental instructions from DACS were used in preparing the description, also record with code “dacs”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard	040\$e

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
	used for metadata	
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12. 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . Archival materials: Addition of genre/form terms (655), occupational terms (656), or functional terms (657) to the bibliographic record is encouraged if local policy calls for the use of such terms, as appropriate to the collection being described. 參見 (RDA Toolkit) Entities > Work > subject	6XX

錄音資源 (Audio Recordings)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “i” or “j” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00
特定資料標示 (Specific)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
material description)		
錄音速度 (Speed)	參見 (RDA Toolkit) Entities > Manifestation > playing speed	007/03
尺寸 (Dimensions)	參見 (RDA Toolkit) Entities > Manifestation > dimensions	007/06
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
樂譜類型 (Format of music)	參見 (RDA Toolkit) Entities > Expression > format of notated music	008/20
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/23
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
變長欄位 (Variable Fields)		
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . 參見 (RDA Toolkit) Entities > Expression > language of expression	041\$d
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . 參見 (RDA Toolkit) Entities > Work > subject	6XX

地圖資源 (Cartographic Resources)

(善本及特藏輿圖資源見善本、特藏資源記錄說明)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “e” or “f” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00
特定資料標示 (Specific)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
material designation)		
色彩 (Color)	參見 (RDA Toolkit) Entities > Manifestation > colour content	007/03
媒體 (Physical medium)	參見 (RDA Toolkit) Entities > Manifestation > base material 及 (RDA Toolkit) Entities > Manifestation > material	007/04
複製方式 (Type of reproduction)		007/05
製圖或複製細節 (Reproduction/reproduction details)	參見 (RDA Toolkit) Entities > Manifestation > production method	007/06
極性 (Positive/negative aspect)	參見 (RDA Toolkit) Entities > Manifestation > polarity	007/07
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
地勢 (Relief)	參見 (RDA Toolkit) Entities > Manifestation > relief representation	008/18-21

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
投影形式 (Projection)	參見 (RDA Toolkit) Entities > Expression > projection of cartographic content	008/22-23
地圖類型 (Type of cartographic material)	參見 (RDA Toolkit) Entities > Expression > content type	008/25
政府出版品 (Government publication)	參見 (RDA Toolkit) Entities > Manifestation > category of manifestation	008/28
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/29
索引 (Index)	參見 (RDA Toolkit) Entities > Manifestation > supplementary content	008/31
特殊形式特性 (Special format characteristics)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/33-34
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
地區代碼 (Geographic area code)	參見 (RDA Toolkit) Entities > Work > subject place	043
分類號 (Classification numbers)	Assign at least one classification number from an established classification system . 參見 (RDA Toolkit) Entities > Work > subject	050, etc.
地理資料分類號 (Geographic classification)	參見 (RDA Toolkit) Entities > Work > subject	052
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . Cartographic resources: Include at least one topic subdivided geographically or one geographic subject access field at a minimum. 參見 (RDA Toolkit) Entities > Work > subject	6XX

電子資源 (Electronic Resources)

(專用於電腦檔資源 (Computer File Format (Ldr/06 “m”)))

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “m” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	Use “c” 參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
特定資料標示 (Specific material description)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
電腦檔案類型 (Type of computer file)	參見 (RDA Toolkit) Entities > Manifestation > file type	008/26
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . 參見 (RDA Toolkit) Entities > Expression > language of expression	041
分類號 (Classification numbers)	Assign at least one classification number from an established classification system . 參見 (RDA Toolkit) Entities > Work > subject	050, etc.
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . 參見 (RDA Toolkit) Entities > Work > subject	6XX

圖像資源 (Graphic Materials)

(善本及特藏圖像資源見善本、特藏資源記錄說明)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “k” or “g” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
特定資料標示 (Specific material description)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01
色彩 (Color)	參見 (RDA Toolkit) Entities > Manifestation > colour content	007/03
作品質料 (Primary support material)	參見 (RDA Toolkit) Entities > Manifestation > base material	007/04
外框質料 (Secondary support material)	參見 (RDA Toolkit) Entities > Manifestation > base material	007/05
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
演出時間長度 (Running time for motion pictures and video recordings)	Use for “g” 參見 (RDA Toolkit) Entities > Expression > duration	008/18-20

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/29
圖像資源類型 (Type of visual material)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/33
錄影製造技術 (Technique)		008/34
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . 參見 (RDA Toolkit) Entities > Work > subject	6XX

動態影像資源 (Moving Images)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “g” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00
特定資料標示 (Specific)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
material description)		
色彩 (Color)	參見 (RDA Toolkit) Entities > Manifestation > colour content	007/03
尺寸 (Dimensions)	參見 (RDA Toolkit) Entities > Manifestation > dimensions	007/07
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
演出時間長度 (Time)	參見 (RDA Toolkit) Entities > Expression > duration	008/18-20
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/29
圖像資源類型 (Type of visual material)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/33
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified)		008/38

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
record)		
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . Moving images: Use \$j when there are subtitles. 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
製造地點 (Country of Producing Entity)	The name of the country(s) where the principal offices of the producing entity(s) are located. The subfield may contain an indication that the country is unknown, e.g., [Place of publication not identified] 參見 (RDA Toolkit) Entities > Manifestation > place of production	257
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access	6XX

必要的非 RDA 資料 (required Non-RDA) 及 MARC 資料

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
	points from an established thesaurus, list, or subject heading system . 參見 (RDA Toolkit) Entities > Work > subject	

樂譜資源 (Notated Music)

(善本及特藏樂譜資源見善本、特藏資源記錄說明)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “c” or “d” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	Microform of notated music monographs: use “h”. 參見 (RDA Toolkit) Entities > Expression > content type	007/00

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
	及 (RDA Toolkit) Entities > Manifestation > media type	
特定資料標示 (Specific material description)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
樂譜類型 (Format of music)	參見 (RDA Toolkit) Entities > Expression > format of notated music	008/20
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/23
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
變長欄位 (Variable Fields)		
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
分類號 (Classification numbers)	Assign at least one classification number from an established classification system . 參見 (RDA Toolkit) Entities > Work > subject	050, etc.
地理資料分類號 (Geographic area code)	參見 (RDA Toolkit) Entities > Work > subject	043
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . 參見 (RDA Toolkit) Entities > Work > subject	6XX

善本、特藏資源 (Rare Materials)

(包含圖書、輿圖、圖像、樂譜資源)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	<p>善本及特藏書 (rare books): Use “a” or “t”</p> <p>善本及特藏輿圖 (rare cartographic resources): Use “e” or “f”</p> <p>善本及特藏圖像 (rare graphics): Use “k”</p> <p>善本及特藏樂譜 (rare music): Use “c” or “d”</p> <p>參見 (RDA Toolkit) Entities > Expression > content type</p>	Ldr/06
書目性質 (Bibliographic level)	<p>善本及特藏書、樂譜 (rare books, rare music): Use “m”</p> <p>善本及特藏輿圖、圖像 (rare cartographic resources, rare graphics): Use “m” or “a”</p> <p>參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance</p>	Ldr/07
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	<p>Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted)</p> <p>For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records</p> <p>參見 (RDA Toolkit) Entities > Work > source consulted</p>	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
資料類型 (Category of material)	Use for rare cartographic resources, rare graphics, and microform reproductions of rare materials. 參見 (RDA Toolkit) Entities > Expression > content type 參見 (RDA Toolkit) Entities > Manifestation > media type	007/00
特定資料標示 (Specific material description)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01
色彩 (Color)	(Rare cartographic resources and rare graphics only) 參見 (RDA Toolkit) Entities > Manifestation > colour content	007/03
媒體 (Physical medium)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Manifestation > material	007/04
作品質料 (Primary support material)	(Rare graphics only) 參見 (RDA Toolkit) Entities > Manifestation > material	007/04
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
(Place of publication, production, or execution)		
樂譜類型 (Format of music)	(Rare music only) 參見 (RDA Toolkit) Entities > Expression > format of notated music	008/20 (Music)
地勢 (Relief)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Expression > relief representation	008/18-21 (Maps)
投影形式 (Projection)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Expression > projection of cartographic content	008/22-23 (Maps)
地圖類型 (Type of cartographic material)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Expression > content type	008/25 (Maps)
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/23 (Books, Music) 008/29 (Maps, Visual materials)
政府出版品 (Government publication)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Manifestation > category of manifestation	008/28 (Maps)
索引 (Index)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Manifestation > supplementary content	008/31 (Maps)
特殊形式特性 (Special format characteristics)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/33-34 (Maps)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		
編目語文 (Cataloging source: Language of cataloging)	Always specify that the language of cataloging is English. Use “eng”. 參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	040\$b
編目規則代碼 (Cataloging source: Description conventions)	Rare materials: Use “rda” and the appropriate authorized dcrm code (currently, “dcrmb”, “dcrmc”, “dcrmg”, or “dcrmm”). Other codes may be used as they become authorized upon publication of their respective <i>DCRM</i> module. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
地理資料分類號 (Geographic area code)	(Rare cartographic resources only) 參見 (RDA Toolkit) Entities > Work > subject place	043

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	<p>Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system.</p> <p>Rare books: Adding genre/form terms from one of the Rare Books and Manuscripts Section (RBMS) Controlled Vocabularies is strongly recommended. Assign terms from other thesauri as appropriate.</p> <p>Rare cartographic resources: Include at least one topic subdivided geographically or one geographic subject access field at a minimum.</p> <p>參見 (RDA Toolkit) Entities > Work > subject</p>	6XX

文字圖書資源 (Textual Monographs)

(善本及特藏圖書資源見善本、特藏資源記錄說明)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “a” or “t” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “m” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
檔案處理 (Type of control)	Use “a” (for collections under archival control)	Ldr/08
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	Microform textual monographs: use “h”. 參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
特定資料標示 (Specific material description)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/23
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		
編目語文 (Cataloging source:)	Always specify that the language of cataloging is English. Use “eng”.	040\$b

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
Language of cataloging)	參見 (RDA Toolkit) Entities > Expression > language of expression	
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” (if authenticating)	042
分類號 (Classification numbers)	Assign at least one classification number from an established classification system . 參見 (RDA Toolkit) Entities > Work > subject	050, etc.
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . 參見 (RDA Toolkit) Entities > Work > subject	6XX

連續性出版品—期刊、整合型態出版品 (Serials and Integrating Resources)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Use “a” 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use “s” 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
著錄依據層次 (Encoding level)	Use ‘blank’ value	Ldr/17
記述編目格式 (Descriptive cataloging form)	Use “i” (ISBD punctuation included) or “c” (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records 參見 (RDA Toolkit) Entities > Work > source consulted	Ldr/18
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00
特定資料標示 (Specific material description)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	007/01

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
出版情況 (Type of date/publication status)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/06
出版年 1 (Date 1)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/07-10
出版年 2 (Date 2)	參見 (RDA Toolkit) Entities > Manifestation > date of manifestation	008/11-14
出版、製造、執行地區 (Place of publication, production, or execution)	Record the location of the repository [per MARC 21 documentation] 參見 (RDA Toolkit) Entities > Manifestation > place of manifestation	008/15-17
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/23
作品語文 (Language)	參見 (RDA Toolkit) Entities > Expression > language of expression	008/35-37
修正記錄代碼 (Modified record)		008/38
編目來源 (Cataloging source)	Use “c” or ‘blank’ (if authenticating)	008/39
變長欄位 (Variable Fields)		
美國國會圖書館控制號碼 (Library of Congress Control Number)	(if authenticating)	010
編目語文 (Cataloging source:)	Always specify that the language of cataloging is English. Use “eng”.	040\$b

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
Language of cataloging)	參見 (RDA Toolkit) Guidance > Data provenance § Recording a language of description	
編目規則代碼 (Cataloging source: Description conventions)	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b). Rare materials: Use “rda” and dcrms”. Always place \$e rda and \$e dcrms directly after the language of cataloging (\$b). 參見 (RDA Toolkit) Guidance > Data provenance § Recording a content standard used for metadata	040\$e
語文代碼 (Language code)	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also CSR instructions under RDA 7.12. 參見 (RDA Toolkit) Entities > Expression > language of expression	041
編目審定機構代碼 (Authentication code)	Use “pcc” or “msc” (if authenticating)	042
主題、文學體裁、資料形式 檢索點 (Subject and genre/form access)	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or genre/form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system . Rare materials: Adding genre/form terms from one of the Rare Books and Manuscripts Section (RBMS) Controlled Vocabularies is strongly recommended. Assign terms from other thesauri as appropriate. 參見 (RDA Toolkit) Entities > Work > subject	6XX

描述資源中數位特徵的著錄要求（電子資源除外）

(Supplemental Requirements for the Digital Aspects of Formats) [Except Computer File Format (Ldr/06 "m")]

當一非電子資源具有數位特徵時，例如：一電子書 (ebook)、一線上有聲書 (streaming audiobook)，除描述登錄圖書、或錄音的特性，也需著錄數位特徵。用下列附加的元素及欄位 007 來登錄直接攝取、或遠距攝取的電子資源中的數位特徵 (These supplemental requirements define a set of elements for direct and remote access monographic electronic resources (Leader/07 "m" or "c") and should be used in conjunction with the instructions for all other applicable formats and resource types, except for computer files (Leader/06 "m"). When describing resources in the computer file format, use the coding instructions for [electronic resources](#). In addition to the element coding listed below, the 007 field for the specific resource type may also need to reflect digital aspects of the resource.)

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
記錄標示 (Leader)		
記錄類型 (Type of record)	Code for the most significant material type of the resource being cataloged. 參見 (RDA Toolkit) Entities > Expression > content type	Ldr/06
書目性質 (Bibliographic level)	Use "m" or "c" 參見 (RDA Toolkit) Entities > Work > extension plan 及 (RDA Toolkit) Entities > Manifestation > mode of issuance	Ldr/07
稽核細節定長欄位—一般性資料 (Variable Control Fields - Physical Description Fixed Field)		
資料類型 (Category of material)	Use "c" 參見 (RDA Toolkit) Entities > Expression > content type 及 (RDA Toolkit) Entities > Manifestation > media type	007/00
特定資料標示 (Specific material description)	Remote access electronic resources: use "r" Direct access electronic resources: use "o"	007/01

必要的非 RDA 資料 (required Non-RDA) 及 MARC 資料

元素 (ELEMENT)	說明 (NOTES)	MARC 編號
	參見 (RDA Toolkit) Entities > Manifestation > carrier type	
定長資料—一般性資料 (Variable Control Fields – Fixed-Length Data Elements)		
載體形式 (Form of item)	參見 (RDA Toolkit) Entities > Manifestation > carrier type	008/23 or 008/29