

RDA instructions to complete the exercises
LC RDA Seminar March 2012

TITLE PROPER

2.3.2.7. Record the title proper applying the basic instructions on recording titles given under 2.3.1.

2.3.1.4. Transcribe a title as it appears on the source of information. Apply the general guidelines on transcription given under 1.7.

A.4.1. Capitalize the first word or the abbreviation of the first word in a title and in a title of a part, section, or supplement. Capitalize other words within titles ... as applicable to the language involved.

1.7.1. Alternative. If the agency creating the data has established in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or has designated a published style manual, etc., (e.g., The Chicago Manual of Style) as its preferred guide, use those guidelines or that style manual ...

OTHER TITLE INFORMATION

2.3.4.3. Record other title information appearing on the same source of information as the title proper.

STATEMENT OF RESPONSIBILITY

2.4.1.4. Transcribe a statement of responsibility in the form in which it appears on the source of information.

2.4.1.5 Optional Omission. If a single statement of responsibility names more than three persons, families, or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons, families, or bodies. Indicate the omission by summarizing what has been omitted ...

EDITION STATEMENT

2.5.1.4. Transcribe an edition statement as it appears on the source of information.

PUBLICATION STATEMENT

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

2.8.1.4. Transcribe places of publication and publishers' names in the form in which they appear on the source of information.

2.8.2.6. If the place of publication is not identified in the resource, supply the place of publication or probable place of publication as instructed under 2.8.2.6.1 (known place), 2.8.2.6.2 (probable place), 2.8.2.6.3 (known country, state, province, etc.), or 2.8.2.6.4 (probable country, state, province, etc.) in order of preference. Indicate that the information was taken from a source outside the resource itself as instructed under 2.2.4 [U.S. practice: enclose in square brackets]. If neither a known nor a probable local place or country, state, province, etc., of publication can be determined, record *Place of publication not identified*.

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

2.8.2.6.2. Probable place of publication. If the place of publication is uncertain, supply the name of the probable local place of publication. Include the name of the larger jurisdiction if necessary for identification ... follow it with a question mark ...

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

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

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

2.8.1.4. Transcribe places of publication and publishers' names in the form in which they appear on the source of information.

2.8.6.3. Record the date of publication applying the basic instructions on recording publication statements given under 2.8.1.

2.8.1.4. Record dates of publication applying the general guidelines on numbers expressed as numerals or as words given under 1.8.

1.8.2 Alternative. Record numerals in the form in which they appear on the source of information.

2.8.6.6. Date of publication not identified in the resource. For a resource in a published form, if the date of publication is not identified in the resource, supply the date or approximate date of publication. Apply the instructions on supplied dates given under 1.9.2. If an approximate date of publication for a resource that is in a published form cannot reasonably be determined, record *date of publication not identified*.

1.9.2. Supplied dates. Record a supplied date or dates as instructed under 1.9.2.1–1.9.2.5, as applicable. Indicate that the date was taken from a source outside the resource itself as instructed under 2.2.4 [U.S. practice: enclose in square brackets].

1.9.2.1. If the actual year is known, record the year.

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

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

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

1.9.2.5. If the earliest possible date is known, record *not before* followed by the date. If the latest possible date is known, record *not after* followed by the date. If both the earliest possible and latest possible dates are known, record *between* followed by the earliest possible date, then *and* and the latest possible date.

COPYRIGHT DATE

2.11.1.3. Record copyright dates Precede the date by the copyright symbol (©) ... or by *copyright* ... if the appropriate symbol cannot be reproduced.

EXTENT

3.4.5.2. For a resource consisting of a single volume, record the extent in terms of pages, leaves, or columns as appropriate to the presentation used in the resource ...

ILLUSTRATION

7.15.1.3. If the resource contains illustrative content, record *illustration* or *illustrations*, as appropriate.

7.15.1.3 Alternative. Record the type of illustrative content in place of or in addition to the term illustration or illustrations, if it is considered to be important for identification or selection.

7.17.1.3. If the content of the resource is in colours other than black and white or shades of grey, record the presence of colour using an appropriate term.

DIMENSIONS

3.5.1.3. Unless instructed otherwise, record dimensions in centimetres to the next whole centimetre up, using the metric symbol *cm*.

CONTENT TYPE

6.9.1.3. Record the type of content contained in the resource using one or more of the terms listed in table 6.1. Record as many terms as are applicable to the resource being described.

6.9.1.3 Alternative. If the resource being described consists of more than one content type, record only

- a) the content type that applies to the predominant part of the resource (if there is a predominant part)

or

- b) the content types that apply to the most substantial parts of the resource (including the predominant part, if there is one)

Excerpts from table:

text Content expressed through a form of notation for language intended to be perceived visually. Includes all forms of language notation other than those intended to be perceived through touch (see tactile text).

still image Content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes drawings, paintings, diagrams, photographic images (stills), etc.

MEDIA TYPE

3.2.1.3. Record the media type using one or more of the terms listed in table 3.1.

Excerpt from table:

unmediated Media used to store content designed to be perceived directly through one or more of the human senses without the aid of an intermediating device.

CARRIER TYPE

3.3.1.3. Record the type of carrier used to convey the content of the resource using one or more of the terms listed below.

Excerpt from list:

Unmediated carriers

card

flipchart

object

roll

sheet

volume

SERIES

2.12.2.3. If the resource is issued in a series, record the title proper of the series applying the basic instructions on recording titles given under 2.3.1. [See the 2.3.2.7 section on the first page.]

2.12.8.3. If the ISSN ... of a series appears within the resource, record it.

2.12.9.3. Record the numbering of the resource within the series as it appears on the source of information.

CREATOR/NAMING THE WORK

6.27.1.2. If one person, family, or corporate body is responsible for creating the work, construct the authorized access point representing the work by combining (in this order):

- a) the authorized access point representing that person, family, or corporate body ...
- b) the preferred title for the work ...

6.27.1.3. If two or more persons, families, or corporate bodies are collaboratively responsible for creating the work, construct the authorized access point representing the work by combining (in this order):

- a) the authorized access point representing the person, family, or corporate body with principal responsibility for the work ...
- b) the preferred title for the work ...

If principal responsibility for the work is not indicated, construct the authorized access point representing the work using the authorized access point representing the first-named person, family, or corporate body followed by the preferred title for the work.

6.27.1.4. If the work is a compilation of works by different persons, families, or corporate bodies, construct the authorized access point representing the work using the preferred title for the compilation ...

19.2.1.3. Record a creator applying the general guidelines on recording relationships to persons, families, and corporate bodies associated with a resource given under 18.4.

18.4.1.2. Provide an authorized access point representing the person, family, or corporate body ...

OTHER RELATIONSHIPS FOR PERSONS ...

20.2.1.3. Record a contributor applying the general guidelines on recording relationships to persons, families, and corporate bodies associated with a resource given under 18.4. [Some examples of contributors are editors, translators, and illustrators.]

18.4.1.2. Provide an authorized access point representing the person, family, or corporate body ...

RELATIONSHIP DESIGNATOR

18.5.1.3. Record one or more appropriate terms from the list in appendix I with an ... authorized access point representing the person, family, or corporate body ...

Appendix A.1.2.1:

author A person, family, or corporate body responsible for creating a work that is primarily textual in content, regardless of media type (e.g., printed text, spoken word, electronic text, tactile text) or genre ...

Appendix A.1.3.1:

illustrator A person, family, or corporate body contributing to an expression of a work by supplementing the primary content with drawings, diagrams, photographs, etc.

“WORK MANIFESTED” FOR A COMPILATION

[Background:

-- Definition: “Work manifested” is a work embodied in a manifestation.

-- Core element status applicable to a compilation: If more than one work is embodied in the manifestation, only the predominant or first-named work manifested is required.]

17.8.1.3. Record a work manifested applying the general guidelines on recording primary relationships given under 17.4.

17.4.2.2. Provide ... an authorized access point representing the work ... [See “Creator/Naming the work” section above.]

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