

PUBLIC MINUTES OF OCTOBER 2022 MEETING
RDA Steering Committee
Asynchronous Meeting
18-21 and 24-27 October 2022

Attending: Linda Barnhart, RSC Secretary
Renate Behrens, RSC Chair-Elect
Charlene Chou, Wider Community Engagement Officer
Charlotte Christensen, backup Oceania representative
Ahava Cohen, Europe representative
Szabolcs Dancs, Translations Team Liaison Officer-Elect
Kathy Glennan, RSC Chair
James Hennelly, Director, ALA Digital Reference
Damian Iseminger, Technical Team Liaison Officer
Robert Maxwell, North America representative
Honor Moody, RDA Examples Editor
Daniel Paradis, Translations Team Liaison Officer
Elisa Sze, Education and Orientation Officer
John Trevor-Allen, Chair, RDA Board
Anne Welsh, RSC Secretary-Elect

Apologies: Melissa Parent, Oceania representative

Guest co-presenter (agenda item 352):
Mathias Manecke, Deutsches Nationalbibliothek

Observers who attended the synchronous call on 20 October:
Thomas Brenndorfer
Dominique Bourassa
Deborah Fritz
Joanna Katsune
kalan Knudson Davis
Timothy Ryan Mendenhall
Aaron Wanoa
Thurstan Young

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Executive Session

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Public Session

[349 RSC/RSCSecretary/2022/2: Proposal to correct the terms “multipart monograph” and “serial”](#)

- 349.1 This proposal was prepared by Linda Barnhart, RSC Secretary as a follow-up to [rejected Fast Track FT2021-07](#), with thanks to Daniel Paradis, Damian Iseminger, and all RSC members who made suggestions in the Fast Track discussion.
- 349.2 The proposal was rejected by the RSC and the summary here (349.3-349.5) reflects discussion in the meeting on 20 October and in the asynchronous part of the meeting.
- [349.3 Formal Responses](#). RSC members provided [formal written responses to the proposal, which are available on the RSC website](#).
- [349.4 Summary of RSC/RSCSecretary/2022/2 Discussion Points on 20 October](#). Linda Barnhart led the discussion in the synchronous meeting on 20 October, using a set of PowerPoint slides which are included in the Appendices to the Minutes.

349.5 After a long discussion, which included a discussion of some of the broader questions that were raised, this proposal was rejected. In particular, the discussion of soft-deprecated terms highlighted the importance of formulating a plan. Damian Iseminger suggested that 2024 would be the appropriate timeframe for them to be included in the RSC Action Plan, stressing the importance of waiting until after implementation of Official RDA has begun in cataloguing agencies. The RSC also agreed to investigate the broader issue of consistency in terminology across RDA, to address the broader or narrower working of instructions on a case-by-case basis, and to reject recommendation #9 (“Add ‘Use for’ references from ‘serial’ to ‘multiple unit’ to provide guidance to those looking for ‘serial’ as a mode of issuance.”). Recommendations 5-8 may be pursued as fast track proposals. The RSC recognized that the answer to the terminology issues will need to come through more RSC discussion of specific proposals when they arrive.

ACTION ITEM: Kathy Glennan to include the following somewhere in the 2023-2025 RSC Action Plan: planning for removal of soft deprecated elements.

ACTION ITEM: Kathy Glennan to include the following somewhere in the 2023-2025 RSC Action Plan: undertaking a review to identify inconsistent language and use of terms.

[350 RSC/RSCSecretary/2022/3: Proposal to adjust instructions in four “restriction on” elements in Manifestation and Item](#)

350.1 This proposal was prepared by Linda Barnhart. RSC members provided [formal written responses to this proposal, which are available on the RSC website](#). A revised proposal, [RSC/RSCSecretary/2022/3/rev](#), was prepared by Linda Barnhart in response to a request from the Translations Team Liaison Officer. This consisted of editorial changes only. It was also made available on the RSC website, and it is the revised document that formed the basis of discussion in the public Zoom call held on 20 October 2022.

350.2 The proposal was accepted unanimously by the RSC and the summary here (350.3-9) reflects discussion in the meeting on 20 October and in the asynchronous part of the meeting.

350.3 The purpose of the proposal was stated in its abstract as: “a close examination of the instructions for four RDA elements:

Manifestation: [restriction on access to manifestation](#)

Manifestation: [restriction on use of manifestation](#)

Item: [restriction on access to item](#)

Item: [restriction on use of item](#)

The key question was the rationale for differences in the permissible recording methods between these two entities. This proposal recommends changes to the instructions for each of these four elements to the four recording methods to make them consistent. Other minor adjustments in MARC 21 mappings and element

types are also recommended.” The proposal made six recommendations – four for changes to RDA instructions and two recommendations for changes to metadata in the Registry with accompanying adjustments to the MARC 21 mappings.

- 350.4 Recommendation 1: For Manifestation: [restriction on access to manifestation](#), amend the text to
- Add a standard option to *Recording an unstructured description*, leaving the existing option, condition and navigation instruction unchanged.
 - Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition / option, and a standard navigation statement.
 - Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement.
 - Remove the existing text from *Recording an IRI*, and substitute instead on standard option and a standard navigation statement.
- Approved as expressed in the revised proposal.
- 350.5 Recommendation 2: For Manifestation: [restriction on use of manifestation](#), amend the text to
- Add a standard option to *Recording an unstructured description*, leaving the existing option, unaffiliated sentence, condition/option, and navigation instruction unchanged
 - Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
 - Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
 - Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.
- Approved as expressed in the revised proposal.
- 350.6 Recommendation 3: Item: [restriction on access to item](#), amend the text to
- Add a standard option to *Recording an unstructured description*, leaving the existing option with example, condition/option and navigation instruction unchanged
 - Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
 - Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
 - Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.
- Approved as expressed in the revised proposal.
- 350.7 Recommendation 4: For Item: [restriction on use of item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Approved as expressed in the revised proposal.

350.8 Recommendation 5: Adjust the element type metadata in the Registry from 6 to 5 for all four elements.

Approved as expressed in the revised proposal.

350.9 Recommendation 6: Notify the RDA-MARC 21 Alignment Task Force to adjust the mappings for these elements, which would feed into the Registry.

Approved as expressed in the revised proposal.

350.10 **ACTION ITEM:** Iseminger will update the RDA Registry with the approved changes so that this proposal can be implemented in the next GitHub release and Toolkit release.

ACTION ITEM: The Secretary / Secretary-Elect will create an RSC Decisions document to be published on the RSC website to detail the specific approved changes and will update the CMS with these changes so this proposal can be implemented in the next Toolkit release.

ACTION ITEM: The Secretary / Secretary-Elect will contact the RDA/MARC 21 Alignment Task Force, to advise them of the changes.

[351 RSC/RSCSecretary/2022/4: Proposal to amend and clarify instructions in Manifestation “place of” elements](#)

351.1 This proposal was prepared by Linda Barnhart. RSC members provided [formal written responses to this proposal, which are available on the RSC website](#). A number of substantive changes were suggested in the responses and so on 6 October [RSC/RSCSecretary/2022/4/rev](#) was prepared by Linda Barnhart and made available on RSC website. It is the revised document that formed the basis of discussion in the public Zoom call held on 20 October 2022.

351.2 In the Zoom call, some of the proposal was accepted, but it was decided to discuss other elements of the proposal further in the asynchronous discussion thread on Basecamp. These minutes, therefore, record the outcomes of the discussion as a whole.

351.3 The purpose of the proposal was to reinstate instructions that had been present in Original Toolkit (RDA 2.8.2.3) to “Supply the name of the larger jurisdiction

(state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself.” This instruction does not appear in the September 2022 release of the Official Toolkit, but investigation could not find that a conscious decision had been made to remove it. Analysis also revealed that four additional elements had the same issue, and another missing instruction was identified. RSC/RSCSecretary/2022/4 and RSC/RSCSecretary/2022/4/rev proposed to make changes and additions to the “Recording an unstructured description” section of the following elements:

Manifestation: [place of distribution](#)
Manifestation: [place of manifestation](#)
Manifestation: [place of manufacture](#)
Manifestation: [place of production](#)
Manifestation: [place of publication](#)

There were six recommendations in the proposal (and revised proposal) which proposed the same changes for each of these elements. They attracted differing levels of discussion.

- 351.4 Change 1 was to add a new subheading for “Local and larger place names” to each of the elements under discussion.
Approved unanimously.
- 351.5 Change 2 was to add a new condition/option for the simplest case, which the Secretary regarded as implicit.
The Condition Option itself was approved unanimously but the RSC discussed at length the parenthetical example “(city, town, etc.)” and eventually concluded that the most useful form of words would be to remove the parenthesis. The Examples Editor will add examples and, of course, Policy Statement writers are then free to add further examples in their policy statements that are appropriate within their language and geographic communities.
- 351.6 Change 3 was to re-word the instruction to “record both” as a condition/option. It was suggested to remove the parenthetical examples following “larger place” because it could be seen as unnecessarily limiting. In the current instructions, the option to record the full address is affiliated with this condition. It was suggested to re-word this for clarity – “a larger place” is not a requirement for a full address. After extensive debate on the asynchronous thread, the Chair provided a helpful set of wording that accepted the Secretary’s wording but with minor changes for clarity. This was approved.
Again, the Examples Editor will add examples. Again, Policy Statement writers and translators are free to add examples from their own geographic and language areas of responsibilities.
- 351.7 Change 4 was to reinstate the missing option, and to make it a new condition/option.

The wording of [RSC/RSCSecretary/2022/4/rev](#) was approved.

- 351.8 Change 5 was to provide a new subheading for “Fictitious place names” which then contained the set of condition/options dealing with that issue. For completeness, a new option to record a real value in a note element was suggested and it was recommended to reorder the list of instructions for clarity. Approved with the addition of “and false”.
- 351.9 Change 6 provided a new subheading for “Place names not found”, containing the set of condition/options on this topic. This included the instruction for “place ... not identified”. Some minor re-wording was suggested to maintain consistency within the element.
After much discussion, the Chair summarised the final wording (which owed much to the Examples Editor’s suggestions) of “A value of this element cannot reasonably be determined.” Approved.
ACTION ITEM: RSC Secretary to carry out further analysis.
- 351.10 General discussion of the proposal led to debate around a further addition. A need was recognized to provide explicit instruction for some language groups in which case endings may lead to confusing questions in the mind of the cataloguer. After fulsome debate the Chair summarised final wording: “Record a word or phrase that appears with a place name.”
- 351.11 **ACTION ITEM:** Examples editor to add examples per 351.5 and 351.6.
ACTION ITEM: The Secretary / Secretary-Elect will create and RSC Decisions document to be published on the RSC website to detail the specific approved changes and will update the CMS with these changes so this proposal can be implemented in the next Toolkit release.

Executive Session

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360 New Business

361 Review of Meeting 2022 October

Approved by the RSC
19 April 2023

Appendix to the Public Minutes

344.1 Report of the RSC Chair

Report of the RSC Chair for 2021-2022

This report covers Kathy Glennan’s RSC Chair activities for the period October 2021-September 2022.

Outreach and liaison activities

Presentations on RDA and related topics for the following conferences and meetings:

- 8 November 2021: Webinar for RAILS (Reaching Across Illinois Library System), “Getting ready to use the new RDA”
- 7 February 2022: Panelist with Damian Iseminger and Jay Weitz for Music OCLC Users Group Annual Meeting, “Ask Everything!”
- 24 February 2022: Presentation at Music Library Association Annual Meeting, “Representative Expressions: An Evolution in the WEMI Model”
- 24 February 2022: Presentation at Music Library Association Annual Meeting, “RDA Toolkit Update”
- 24 June 2022: Presentation at RDA Preconference, ALA Annual, “The Times They Are A-Changin’: The “Whys” of RDA Toolkit Restructure & Redesign (3R)”

Links to presentations available at <http://www.rda-rsc.org/rscpresentations>.

Participated in meetings of:

- RDA Board: November 2021, February 2022, May 2022, September 2022.
- MARC Advisory Committee as an invited expert: January 2022, June 2022.
- BIBFRAME Data Exchange as an observer: March 2022.

Committee-Related Initiatives, 2022

- Facilitated the monthly RSC Admin Group calls.
- Participated in the monthly RDA Development Team calls.
- Led RSC virtual meetings

- October 2021: held over two weeks; convened asynchronously but also had three Zoom meetings to facilitate communication and decision-making.
- January 2022, April 2022, and July 2022: held asynchronously over one week.
- Reviewed/updated or created RSC policy and procedure documents.
- Led the development of the RSC's 2022-2024 Action Plan.
- Served on search committee to identify the next RSC Chair, Renate Behrens.
- Served on search committee to identify the next RSC Secretary, Anne Welsh.
- Appointed Damian Iseminger to a second term as Technical Team Liaison Officer.
- Appointed Elisa Sze to a second (one-year) term as Education and Orientation Officer.
- Formed four new working Groups: Extent WG, Official Languages WG, Place/Jurisdiction WG, and Religions in RDA WG.
- Disbanded the Application Profiles Working Group.

Major Goals for Next Year

In addition to items on the current RSC Action Plan:

For the new RSC Chair:

- Recruit for or reappoint individuals to the following RSC position holders, whose terms end in 2023: RDA Examples Editor, Wider Community Engagement Officer.
- Provide orientation for new RSC members.
- Review (adjusting as needed) the RSC liaisons to external groups, especially in light of IFLA restructuring.
- Continue to evaluate how to streamline the proposal response process.

For the RSC Past Chair:

- Plan for completion or handoff of any remaining projects initiated while Chair.
- Initiate review/update of Operations documents.
- Transmit active documents to Chair and inactive documents to Secretary for archiving.

Kathy Glennan
RSC Chair
22 September 2022

344.2 Report of the RSC Chair-Elect

Report for the RSC Meeting in October 2022

Renate Behrens - Chair elect
23 September 2022

RSC and RDA Board

During the reporting period, I continued my introduction with the support of Kathy, Linda and Jamie and attended the regular meetings of the Admin and the Dev Team group.

I took part in the selection process for the new secretary-elect and was able to meet Anne Welsh in person in Dublin in July.

In my role as chair-elect, I took part in the RDA Board meetings in May and September.

Together with Kathy, I am currently revising the role of the RSC liaisons in the various committees and their appointments.

Initial contacts were made with WCEO Charlene Chou on outreach events and with EOO Elisa Sze on adaptation training to the new Toolkit. Both topics will be a focus in the coming years.

IFLA

As a member and a liaison in various sections and committees I have taken part in IFLA's World Library and Information Congress (WLIC) 2022. Two points are particularly worth mentioned here.

The International Standard Bibliographic Description (ISBD) is undergoing a fundamental revision since 2019. They will be adapted to the IFLA Library Model (IFLA LRM), initially only at the manifestation level as a first step. A first draft of the new ISBD for Manifestation (ISBDM) can probably be presented for the 2023 WLIC in Rotterdam. A webinar with information on this process is planned for November this year. Compatibility with RDA is ensured.

Due to an initiative of the Cataloguing Section, a call was submitted to the responsible Committee on Standards, which deals with the future cooperation of all IFLA standards for indexing and the future of cataloguing. To this end, it is recommended that an inter-sectional working group be set up to make initial recommendations to the 2023 Congress in Rotterdam. The focus of this work will be cataloguing with international identifiers and entity-based cataloguing. This approach will also be included in the current revision of the International Cataloguing Principles (ICP).

German-speaking community

As head of the Committee for Cataloguing in the German-speaking countries, I am responsible for the adaptation work for the changeover to the new RDA Toolkit. It is planned for Spring 2023 and will be carried out by means of a manual based on Wikibase. This changeover also includes the development of application profiles for both published resources and special materials such as images, manuscripts and audiovisual resources.

I also supervise working groups for other user communities such as archives and museums. A concrete example of this is the new performing arts working group. Here, scholars from the fields of dance and theatre studies work together with experts from libraries and archives to define, for example, the Work level according to LRM for these fields.

344.4 Report of ALA Digital Reference

[Submitted by James Hennelly, September 2022]

RECENT ACTIVITY

- September release included new Policy Statement set from the National Library of New Zealand and the publication of a partial French translation of RDA.
- On September 1, the RDA site migration was completed with the addition of concurrency reporting. COUNTER reporting was added in August.
- The plan for the expansion of the Community Resources area to the wider RDA subscriber community was shared with the RDA Board. No objection to the plan was raised. A public announcement of the plan will go out this week.
- A new Release calendar for 2023 has been proposed. The Calendar includes just 3 releases, instead of the usual 4. The reduction is part of a transition to a new release schedule that will include 4 releases in 2024. The change is intended to create some more time between releases and to give releases more specific goals. While the current release process is working well enough, it does put the team in a kind of perpetual release mode. There is a need for time to focus more on long term planning and research.
- Switched to an expanded Google Business account (which does require a subscription fee) for greater online storage space. This move also includes switching to Google Meet for RDA-related meetings, and dropping the Go-To-Meeting service.

UPCOMING ACTIVITY

- Move Community Resources to next phase of development
- Transition Translation team to new translation management software—Trados Team
- Drupal sites rebuild

345.1 Report of the RSC Education and Orientation Officer

Education and Orientation Officer Report 2022

Activities since October 2021:

- October-December 2021: Participated on the RSC in an -elect capacity. Officially began the Education and Orientation Officer position on January 1, 2022.
- October 2021: Connected with the WCEO to discuss potential RSC collaboration.
- Since January 2022: Reviewed, commented, and voted on fast tracks and proposals presented to the RSC. Participated in admin team meetings.
- February 2022: Presented at the Ontario Library Association Super Conference 2022 on RDA. Content was developed in partnership with Thomas Brenndorfer, then NARDAC representative (and currently Chair of RSC Extent Working Group and Chair of the Canadian Committee on Cataloguing).
- October 2021 and February-April 2022: Met with ALA Publishing and ALA Continuing Education to discuss ideas for developing either a webinar or an ALA e-course on cataloguing with RDA after 3R. Conversations culminated in the development of the ALA eLearning course, "A practical approach to cataloguing with the new RDA"

(August 8-September 4, 2022). Course co-instructor: May Chan, Head of Metadata Services, University of Toronto Libraries.

- April 2022: Invited to join the Canadian Committee on Cataloguing as a member-at-large. Contributed to the review of RDA proposals through that channel. Presented at the NARDAC Virtual Forum to share early observations of conversations with LIS educators about RDA.
- October 2021-September 2022: Reached out to 44 educators, trainers, and consultants from North America, Europe, and Oceania about their approaches to teaching cataloguing with RDA. To date, have interviewed 36. A report on possible teaching approaches for integrating RDA after 3R into LIS education programs, based in part of these interviews, has been presented to RSC for discussion at the October 2022 meeting.
- October 2022: Presenting as an invited panelist at the ALISE (Association for Library and Information Science Education) annual conference. The panel presentation is sponsored by the ALISE Technical Services Special Interest Group.
- Appointment as Education and Orientation Officer was extended to December 2023.

Activities planned for the coming year:

- Continue to reach out to educators and trainers about RDA after 3R.
- Schedule follow-up conversations with previously interviewed educators to find out how their experiences with teaching RDA have progressed, and to help RSC regional committees and the WCEO identify emerging RDA experts among LIS educators.
- Support RSC in developing instructional materials or presentations on RDA as needed.
- At the time of writing this report, I am in conversation with the Ontario Library Association and several cataloguing librarians in Ontario and British Columbia to organize a half-day, in-person RDA workshop for the Ontario Library Association Super Conference in February 2023. Should the workshop proposal be approved, it will be one of the first pan-Canadian, hands-on RDA workshops to be delivered at a library association conference since the launch of the official RDA Toolkit.

Submitted by Elisa Sze
Education and Orientation Officer, RDA Steering Committee
23 September 2022

345.2 Report of the RDA Examples Editor

2022 report of the RDA Examples Editor

Activities:

- Participated in admin team, dev team, and policy statement writers group meetings.
- Provided new examples for the RDA Toolkit.
- Assessed examples in the RDA Toolkit, transferring examples as is or modifying as needed to the RDA Toolkit.
- Provided feedback on RDA Toolkit content.
- Ongoing review of existing RDA Examples Guide and CMS Guide: Examples.

Outreach activities:

- RDA Toolkit Webinar, *Entity Boundaries, Fixed or Fluid*, 15 November 2021
- RDA Toolkit panel discussion, *Ask the RSC Anything*, 25 May, 2022

Goals:

- Continue to transfer existing examples to RDA and provide examples for new elements.
- As new policy documents are added to the Toolkit or made publicly available, develop examples for RDA elements covered in these documents in order to assist those user communities with training.
- Update RDA Toolkit diagrams of specific RDA entities, elements, and relationships to include screen reader support. (Carried over from previous year.)
- Create MARC authority and bibliographic record examples; create examples for other mapped standards as they are released. (Carried over from previous year.)
- Develop examples for entity boundaries. (Carried over from previous year.)

Submitted by Honor Moody
RDA Examples Editor, RDA Steering Committee
26 September 2022

[345.3 Report of the RSC Secretary](#)

2022 report of the RSC Secretary

RDA support

- Edited RDA content independently to correct minor errors and to make wording and markup consistent
- Edited RDA content to implement RSC-approved changes to the standard
- Accomplished several editing projects in the content management system (CMS):
- Reviewed Community Resources files to ensure that re-used text pointed to Community Resources boilerplate so that RDA changes do not inadvertently affect these resources
- Compared the keydef map to RDA Reference data to ensure no keys were inadvertently missed
- Created new files in the CMS for newly added elements as needed
- Provided support for the March, June, and September Toolkit releases (reviewing RDA content, identifying problems, testing functionality, providing information for Release Notes text, etc.)
- Provided input into and problem solving for technical decisions (markup choices, script adjustments, metadata, etc.)
- Trained others in using the CMS and Web Author tool as needed
- Continued monthly download of English language CMS files to provide extra backup
- Continued to prepare consolidated master spreadsheet following every release
- Completed and refined RDA documentation, including the RDA Editing Guide, DITA Markup for RDA Toolkit, CMS Basics for RDA Toolkit, and Policy Statement Guide

Policy Statement support

- Participated in six Policy Statement Writers calls
- Assisted policy statement writers as needed

RSC support

Fast Tracks and Proposals

- Coordinated the process for nine Fast Track proposals, with seven approved and implemented and two rejected
- Implemented Google Forms for Fast Track voting when Doodle changed its functionality
- Worked with the RDA Assessment Group on four issues, with two resolved, one unresolved, and one upcoming as a Fast Track
- Assisted with triage of user feedback sent through the Toolkit feedback button, resolving issues when possible and referring others to experts or groups, sending acknowledgements and outcomes to submitters
- Along with the Technical Team Liaison Officer, implemented the substantive Collection Level Description proposal (RSC/TechnicalWG/2021/2), which was approved at the October 2021 RSC meeting. This included the preparation of a 132-page RSC Decisions document and extensive CMS work
- Implemented two proposals approved at the July RSC meeting, including two RSC Decisions documents (with the help of the Secretary-Elect)
- Prepared four proposals for RSC discussion, the first at the July asynchronous meeting and the other three for the October meeting

Admin Checkin and Dev Team Calls

- Participated in regular Admin Checkin and Dev Team calls
- Participated in other calls as needed
- Prepared agendas for Admin Checkin calls

RSC meetings

- Prepared and maintained Basecamp areas for four asynchronous and virtual meetings
- Assisted the RSC Chair in developing agendas
- Prepared restricted meeting minutes and updated the Action Items spreadsheet
- Prepared public minutes for every meeting, following new RSC policy

Other RSC support tasks

- Assisted with the appointment and launching of four new task-and-finish working groups
- Assisted with the transition of RSC members, with some going off and others coming on at the beginning of 2022
- Participated in the recruitment process for the Secretary-Elect, welcoming Anne Welsh in June; developed training (including written documents and videos), and began the orientation process
- Assisted in preparation of documents, including the RSC Action Plan, RSC Annual Report 2021, 2022 and 2023 RSC Calendars, 2021 Document list, and Board reports
- Updated RSC/Operations documents with RSC-approved revisions
- Maintained Best Practices documents for asynchronous meetings and for the Fast Track process
- Maintained shared files, such as RSC Activities and Synchronization tables, to document progress and activities
- Streamlined the “Trados Translatable” spreadsheet to reduce the workload on translators by eliminating files that are all-boilerplate

- Began analytical work to support updating RSC protocols
- Monitored working group activities
- Prepared two articles for the IFLA Metadata Newsletter

RSC website maintenance

- Added new page for Additions and Changes to website
- Updated the site as needed (with the help of the Secretary-Elect)
- Prepared and posted twelve announcements and sent most to email lists to draw attention
- Posted new documents and presentations
- Updated the FAQs as needed, including adjusting translations

Major Goals for 2023 (for the Secretary-Elect)

- Continue to improve the content and editorial consistency in RDA
- Support the new RSC Chair
- Support the improvement of processes
- Support the implementation of translations and policy statements
- Continue to create and update documentation
- Assist with maintaining Registry data as needed

Submitted by Linda Barnhart
Secretary, RDA Steering Committee
20 September 2022

345.4 Report of the RSC Secretary-Elect

Report for the RSC Meeting in October 2022

Anne Welsh - Secretary elect
5 October 2022

RSC Orientation

I am 3 months into the six-month handover period from the outgoing Secretary, and much of the focus so far has been on orientation – understanding the many different activities, their deadlines and how they work to support the RSC.

I've attended the July asynchronous meeting, the Admin and Dev Team meetings and have listened to the Policy Statement Writers' meetings on catchup. (When I started working for the RSC I already had other work commitments in my diary that clashed with the two PS Writers' meetings so far).

Renate and I were able to meet informally in person during the World Library and Information Congress in Dublin (which we were both attending in our other roles), and it was great to gain an understanding of her work as Chair elect and her thoughts regarding her fast-approaching term as Chair.

CMS Training

I've been learning CMS quite slowly and in the next three months the pace of this work will pick up. I've witnessed the June release; helped Linda in some basic tasks for the September release; and am now helping with work towards the December release.

Thanks

I would like to take this opportunity formally to thank Linda and Jamie for their ongoing work training me and getting me ready for January. Linda is a font of knowledge and wisdom, having been in post for six years and, prior to that, having managed many different processes in her university job. It is great to be able to follow behind such well-organised procedures. As we move towards December, with a greater emphasis on the CMS editing work, I feel daunted but well-supported both by Linda and by Jamie.

Thanks also to the rest of the RSC for the warm welcome I've received so far. I'm going to do my best to follow behind Linda as well as possible. I'm sure you all know she is leaving very big shoes for me to fill, and I trust and hope you will bear with me as I continue to learn.

345.5 Report of the Technical Team Liaison Officer

Technical Team Liaison Officer Report

Prepared by Damian Iseminger, Technical Team Liaison Officer and Chair of Technical Working Group

The Officer attended the monthly meetings of the RDA Administrative Team and of the RDA Development Team, where he prepared updates on technical issues related to the maintenance of RDA Reference and its interactions with RDA Toolkit and helped identify future directions for technical development of RDA Toolkit.

Technical advice and support has been given to members of policy statement agencies, the Translations Working Group, and the MARC/RDA Working Group.

The Technical Team Liaison Officer prepared the following discussion paper:

- July 2022 meeting:
 - "Application Profiles for RDA: Possible Next Steps"

The Technical Team Liaison Officer prepared the following responses to proposals made by members of the RSC:

- July 2022 meeting:
 - [RSC/TranslationsTLO/2022/1/TechnicalTLO Response](#)
 - [RSC/RSCSecretary/2022/1/TechnicalTLO Response](#)

The Technical Team Liaison Officer participated in the following during the past year:

- Panelist for "Ask the RSC Anything," ALA Webinar, 25 May 2022.

- "Building for the Future: Linked Open Data and RDA," RDA Linked Data Forum, ALA Annual Conference, Washington, DC, 27 June 2022.
- "Building for the Future: Linked Open Data and RDA," ALA Webinar, 1 August 2022.
- "Update on RDA to BIBFRAME Mapping," BIBFRAME Workshop in Europe, 21 September 2022.

The Technical Team Liaison Officer participated in the following activities during the past year:

- Updated the Staff Registry and RDA Reference to incorporate all changes resulting from the Collection Level Description proposals approved at the October 21 meeting.
- Updated the Registry to incorporate changes made as a result of proposals from the July 2022 RSC Asynchronous Meeting.
- Worked with the ALA Liaison Officer and Dakota to resolve long-standing bugs in the generation of RDA Reference.
- Interviewed candidates for the RSC Secretary-elect position.
- Participated in the work of the Places and Extent Working Groups.
- Reviewed potential proposals from RSC constituents.
- Reviewed fast track proposals.

The working group had planned to prioritize the development of a map from RDA to BIBFRAME in 2022, but because of changing personal and professional commitments during the past year, that work has not yet started. Given the interest from the community in this map, the TTLO endeavors to devote most of the Working Group's time to this in 2023.

Damian Iseminger
23 September 2022

345.6 Report of the Translations Team Liaison Officer

2022 Report of the Translations Team Liaison Officer

Outreach activities

On Dec. 1, I presented a live demo of the Toolkit in French as part of the ALA Toolkit webinars. There were 152 registrants and about 129 attendants continuously for 20 minutes.

Liaison activities

Attended meetings of the Admin and Dev teams and of RSC via conference call.

Chaired via conference call the RDA translators' meeting held on May 11, 2021, in conjunction with the 2022 EURIG members' meeting.

Attended a meeting of the Official Languages Working Group on April 5.

Answered queries from translators via email.

Prepared a proposal to correct the narrower element hierarchy for 8 elements within Manifestation: manufacturer agent, as well as for the other elements in the “agent” hierarchy (Collective Agent, Corporate Body, Family, and Person) and their inverses ([RSC/TranslationsTLO/2022/1](#)).

Provided responses to fast track and formal revision proposals.

Supported the Arabic and Greek translation teams by meeting with them via conference calls to discuss the translation process and workflows.

Supported the translation teams in getting the RDA Reference files that they had finished translating or revised uploaded into the Staff Registry and the RDA Registry. This included providing difference reports to some teams.

Reported a bug with the rv (Registry Viewer) software which is used to produce reports of differences between two releases of RDA Reference the bug affected the accuracy of the reports produced and is now fixed.

Supported the translation teams in closing out the old translation templates and switching to the new ones. The transition to the new format is now over.

Updated the content of the RDA Translations wiki, including the membership of the Translation Working Group.

RSC Translations Working Group activities

The membership was modified to include the representative for the Slovenian translation team.

The Working Group:

- provided feedback on the labels and definitions in RDA Reference as well as on Toolkit instructions by reporting typos and making revision suggestions for clarity and consistency
- reported an issue with the boilerplate files that prevented the translation of several sentences in RDA instructions
- suggested reviewing the list of files that need to be translated using Trados to identify and remove the files that were mistakenly included.

Goals for the coming year

Note: The goal from last year is carried over to 2022 (the second part is put on hold until further notice).

Explore the possibility for the Working Group to:

- review the translations of IFLA standards such as LRM and Multilingual Dictionary of Cataloguing (MulDiCat) in languages corresponding to RDA translations to ensure that translations of the standards are in harmony with the RDA translations;

- develop a policy/process for including RDA terminology (e.g. neologisms) in translations of IFLA standards.

Submitted by Daniel Paradis
Translations Team Liaison Officer
September 20, 2022

345.7 Report of the RSC Wider Community Engagement Officer

To: RSC Chair, Chair-elect, RSC Secretary and Secretary-elect
From: Charlene Chou, Wider Community Engagement Officer (WCEO)
Re: 2022 report

Outreach plans, strategies and activities

- The WCEO was invited by the National Central Library (NCL), Taiwan, ROC, to give a presentation on *RDA Updates* on September 22nd night (9/23 Asian time), which is also a part of RDA webinar series. The presentation slides are bilingual with Chinese translations done by NCL and include RSC Chair's welcome remarks. This [event](#) had almost 300 registered participants.
- The WCEO was invited to give a presentation on BIBFRAME and its relationship with linked data and RDA by the National Central Library (NCL), the Department of Cataloging, on September 2nd night (9/3 Asian time).
- In August 2022, the WCEO proposed a spreadsheet or workbook to record RSC outreach activities, including WCEO, EOO and Translations. Therefore, we can view, track and plan outreach activities holistically and with long-term goals and strategies.
- In September 2022, the WCEO emailed the Head of Cataloging, National Diet Library of Japan to seek collaboration for RDA training and implementation. The email message is written in English and Japanese.
- In July 2022, the WCEO reached out to The China Academic Library and Information System (CALIS), which is the academic library association, hosted by the Peking University, Beijing, China. We agreed to hold a RDA webinar in December.
- The WCEO was invited to present "[RDA updates from March 2021 to March 2022](#)" at the Council on East Asian Libraries, the pre-conference workshop on March 18th. This presentation tried to reach out to the East Asian communities for their feedback and engagement, with the perspectives of linked data, RDA tests and implementation.
- The WCEO volunteered to be the evaluator of PCC RDA tests for serials and would like to work with the serial community.
- The WCEO is planning to reach out to more regions or communities in the near future.

MARC/RDA Working Group

- As a MARC/RDA Working group member, I attended the MARC Advisory Committee meetings from January 25th to January 27th. Below are some of proposals approved by the MARC Advisory Committee in January 2022.

- [Recording Data Provenance in the MARC 21 Authority and Bibliographic Formats](#)
 - Proposed changes: define subfields for data provenance: \$7, \$5, \$z
- [Recording Representative Expressions in the MARC 21 Authority and Bibliographic Formats](#)
 - Proposed changes: define new field 387 (Representative expressions); new 1st indicator values 2 and 3; new 1st indicator 2 in field 384
- [Recording Non-Cartographic Scale Content in the MARC 21 Bibliographic Format](#)
 - 507 - Scale for Visual Materials (NR)
- Due to a request of future MARC/RDA Working Group activities, the WCEO forwarded Thurstan Young's message to RSC for comments on January 30. Only the topic of "relationship elements" was discussed. The WCEO communicated with the RSC Chair and notified Thurstan Young (BL) that RSC would not recommend any issues for the MARC/RDA Working Group to pursue in spring 2022.
- The WCEO attended the MARC Advisory Committee meetings from June 28th to June 29th. The following two proposals were approved with amendments.
 - [Proposal No. 2022-07](#): Modernization of Field 856 Second Indicator and Subfield \$3 in the MARC 21 Formats
 - [Proposal No. 2022-08](#): Recording Persistent Identifiers and File Formats in Field 856 of the MARC 21 Formats

Religions in RDA Working Group

- The WCEO is an ex-officio member of the Religions in RDA Working Group.
- In the July asynchronous meetings, RSC supported the direction of generalizing instructions to remove Western/Christian/Anglocentric bias.
- The working group had discussions with the perspectives of Judaism, Buddhism, Hinduism, etc. and included the following suggestions.
 - Remove the section of Catholic titles
 - Have a single section for persons of religious vocation
 - Make the Toolkit easier to use
 - Currently, the instructions require the cataloger to decide if the relevant title is similar to a Bishop, which is itself Christian bias.
- Discussions included non-Christian's perspectives, e.g.
 - "The more appropriate language would simply be "sacred texts" as the word "scripture" does not really apply to Eastern or Nature-based traditions. For example, in Buddhism, sacred texts are most frequently called "Sutras" and in Hinduism, "Vedas," etc."

346.1 Report of the Europe Representative



Report from the Europe Region Representative
September 2022
Ahava Cohen

The Europe Region is represented by the European RDA Interest Group (EURIG). This year's annual EURIG meeting in May 2022 was held virtually. The special focus this year was EURIG's tenth anniversary. As usual, the professional focus was the implementation of RDA, particularly with non-book materials and in formats other than MARC. It must once again be stressed that of the currently represented regions, EURIG is the most heterogeneous and therefore there will be a variety of scenarios for the implementation of the new Toolkit; the fact that nearly every EURIG member must deal with translation issues is another factor in the EURIG need for a relatively long switchover period.

Presentations from the Annual Meeting are available on the regional website: <http://www.rda-rsc.org/node/704>

During the Annual Meeting new members of the Editorial Committee were elected to replace members who were rotating off. The current Committee consists of:

- Stefano Bargioni (URBE - Unione Romana Biblioteche Ecclesiastiche)
- Heloise Lecomte (ABES - Agence bibliographique de l'enseignement supérieur)
- Hannes Lowagie (KBR Royal Library of Belgium)
- Jenny Wright (BDS - Bibliographic Data Services Ltd.)
- Thurstan Young (British Library)
- Christian Aliverti (Swiss National Library)
- Renate Behrens (Deutsche Nationalbibliothek)
- Ahava Cohen (National Library of Israel)
- Liv D'Amelio (National Library of Sweden)
- Szabolcs Dancs (National Széchényi Library)
- Roberto Gómez Prada (Biblioteca Nacional de España)
- Szabina Ilácsa (National Széchényi Library)

In addition, Europe Region backup Szabolcs Dancs has been chosen as the RSC Translations Team Liaison Officer starting January 2023.

EURIG has decided to continue the RDA in Europe series. Despite IFLA returning to an in person conference and the location of the conference within Europe, the 2022 session will be held virtually in November.

EURIG members also presented about RDA at a variety of national and international conferences, including the KBR Royal Library of Belgium's Linked Data and International

Standards for Cultural Heritage conference (September 13-14):

<https://www.kbr.be/en/agenda/linked-data-and-international-standards-for-cultural-heritage/> and the BIBFRAME Workshop in Europe (September 20-21): <https://www.casalini.it/bfwe2022/>.

These presentations exemplify the variety of ways EURIG members are thinking about RDA implementation and help spread information within the region and beyond.

346.2 Report of the North America Representative



North American RDA Committee Representative Report to RSC, 2021-2022

[Submitted by Robert Maxwell]

7 September 2022

The North American RDA Committee (NARDAC) is the entity that represents the North American region on the RDA Steering Committee (RSC), comprising representatives from the American Library Association, the Canadian Committee on Cataloging, and the Library of Congress. NARDAC's membership, as of September 2022, consists of:

- ALA Representatives:
 - Robert Maxwell, Brigham Young University, 2021- ; NARDAC representative to RSC
 - Adam Schiff, University of Washington, 2022-
- Library of Congress (LC) Representatives:
 - Melanie Polutta, 2019- ; NARDAC Coordinator of Web Content; back-up NARDAC representative to RSC
 - Clara Liao, 2021- ; NARDAC chair (2022-)
- Canadian Committee on Cataloguing (CCC) Representatives:
 - Thomas Brenndorfer, Guelph Public Library, 2018-
 - Thi Bao Tran Phan, Library and Archives Canada, 2020-

Stephen Hearn, University of Minnesota, and NARDAC Chair in 2021, left the committee at the end of the year.

NARDAC met monthly, virtually, and had occasional special meetings, including one on October 4 to discuss NARDAC's response to the complex set of Collections proposals.

Committee Work

NARDAC discussions focused on several developments occurring in RDA and RSC:

- The Curator proposal submitted by NARDAC on behalf of ARLIS-NA and CC:DA was superseded by the proposals for describing collections from RDA's Technical Working Group. NARDAC held a special meeting to advise Thomas Brenndorfer on constituency concerns about the proposal. At the RSC meeting in October, the proposal

RSC/TechnicalWG/2021/2: Collection Level Description was approved with some amendments.

- The Community Resources area in RDA was the focus of much discussion in NARDAC, including discussion of options for NARDAC's role in organizing the use of the Community Resources tab in RDA.
- NARDAC presented a virtual NARDAC RDA Update Forum on August 30, 2021 with assistance from ALA Publishing. Links to a consolidated slide deck and a recording of the event are available on YouTube at <https://www.youtube.com/watch?v=SY1Ssl78YFw>.
- NARDAC held another online forum April 25, 2022. Topics included NARDAC news, RSC training/outreach update, the new Collections Model change, a case study of the possible RDA extension work on place-related relation designators outside RDA, and an MGD (Metadata Guidance Documentation) demonstration with specific cataloging examples. See <https://www.youtube.com/watch?v=mBbyuc8ZH2Y>
- NARDAC members and RSC chair Kathy Glennan presented a workshop at ALA Annual, June 24, 2022, with attendance of approximately 45 persons. The workshop had a practical approach, focusing on helping participants learn to interpret "official" RDA and the documentation that is being formed around it, particularly the LC-PCC Policy Statements and Metadata Guidance Documentation.

Other NARDAC discussions and RDA-related activities of members included:

- Preparation of NARDAC responses to two RDA revision proposals, both of which were approved (with minor changes) at the RDA Steering Committee meeting July 12, 2022. The proposals were
 - [RSC/TranslationTLO/2022/1](#) -- Proposal for correction of the narrower element hierarchy in Manifestation: manufacturer agent (etc.) and its inverses
 - [RSC/RSCSecretary/2022/1](#) -- Proposal to improve consistency in "supertype" elements. This proposal was written by NARDAC member Thomas Brenndorfer
- Melanie and Clara reported regularly on LC's development of LC/PCC policy statements for the new Toolkit. Much of the work on policy statements in the last several months has been a technical review of statements to be loaded.
- NARDAC also received regular updates about a joint working group with members from LC and PCC (Program for Cooperative Cataloging) that has worked to develop metadata guidance documentation which will live outside of the RDA paywall and provide expanded explanations, instructions, and examples to support the policy statements and the use of RDA.
- Four current NARDAC members were involved in writing the LC-PCC Metadata Guidance Documentation for use with RDA, mentioned in the previous paragraph. The initial set of documents is available at <https://loc.gov/aba/rda/mgd/>
- Related activities by NARDAC members included
 - Proposal of a set of place-related extensions of relationship elements to the PCC Standing Committee on Standards
 - Submission of a group of proposed policy statements related to representative expression to the PCC Standing Committee on Standards
- The RSC formed an RDA Assessment Group to assist the RSC Secretary in determining how to handle RDA issues that fall in the middle ground between Fast Tracks and Discussion Papers/Proposals. The members are the regional representatives and the RSC

Secretary, and they provide recommendations about how to proceed. NARDAC has been tracking these developments and providing comments on points of concern on the individual issues.

- NARDAC undertook a review for RSC of the vocabulary related to definitions for the source of recording, e.g., for manifestation title elements and provided comments on the current wording.
- NARDAC continued a discussion of ways to be more proactive in its relations with its constituencies. Activity changes would be the responsibility of each community's representatives.

Outreach Activities and Presentations

- ALA's NARDAC representatives reported in July on NARDAC's and RSC's activities to Core's Committee on Cataloging: Description and Access (CC:DA) in conjunction with ALA's 2022 Annual Conference.
- NARDAC also held a question-and-answer format forum at ALA Annual, June 25, 2022. A presentation was made on NARDAC activities since April and questions of importance to audience members were fielded.
- NARDAC regularly communicates with other RDA regions; for example, Renate Beherens, of EURIG and RSC Chair-Elect, attended the NARDA RDA Update Forum April 25.

347.1 Report of the RSC Liaison to IFLA Bibliographic Conceptual Models Review Group

IFLA's World Library and Information Congress (WLIC) for 2022 was held as a real physical conference 26–29 July 2022 in Dublin, Ireland.

I did not attend the physical conference for financial reasons.

I attended a special online meeting of the group on 22 August 2022 to discuss the recommendations of the LRMoo editorial group. The object-oriented version of the IFLA Library Reference Model is in the final stages of integration with the CIDOC Conceptual Reference Model (CRM), replacing its treatment as an extension of the CRM. This will eventually provide better interoperability between implementations of the entity-relationship model of the LRM, such as RDA, and the data model used by many in the museums community.

The map of LRMer classes and elements to the LRMoo has been completely updated. This should connect with the map between RDA and LRMer classes and elements and provide an automatic process to convert RDA data to the CRM, albeit with some loss of specificity.

A proposed revision of the scope note of LRM F5 Item was reviewed and amended in the light of the treatment of collection description in RDA and my recommendation to review PRESSoo Z9 Storage Unit. The issue is about "bound-with" items and the context of collections as gatherings of items.

I also queried a proposal to treat LRMoo Manifestation as a sub-class of LRMoo Expression and suggested that the two classes are better modelled as siblings; this will now be reviewed. The

context is the integration of LRMoo entities into the existing CRM class hierarchies. It is a technical matter that will impact LRMer and RDA in the same way, but it is unlikely that significant changes to LRMer will be required.

I attended an online meeting of the Review Group on 29 August 2022, and submitted a brief liaison report

I submitted two articles on RDA developments that were published in the IFLA Metadata newsletter:

- *Collection description in RDA*. In: [IFLA Metadata newsletter volume 7, number 2, December 2021](#), pp. 50-57.
- *The RDA Registry opens up*. In: [IFLA Metadata newsletter volume 8, number 1, June 2022](#), pp. 33-36.

Gordon Dunsire
RSC Liaison to IFLA Bibliographic Conceptual Models Review Group
20 September 2022

347.2 Report of the RSC Liaison to IFLA ISBD Review Group

Report for the RSC Meeting in October 2022

Renate Behrens – ISBD RG liaison
23 September 2022

Summary

The International Standard Bibliographic Description (ISBD) is undergoing a fundamental revision since 2019. They will be adapted to the IFLA Library Model (IFLA LRM), initially only at the manifestation level as a first step. A first draft of the new ISBD for Manifestation (ISBDM) can probably be presented for the 2023 WLIC in Rotterdam. A webinar with information on this process is planned for November this year. Compatibility with RDA is ensured.

Background

The International Standard Bibliographic Description (ISBD) is intended to serve as a principal standard to promote universal bibliographic control, that is, to make universally and promptly available, in a form that is internationally acceptable, bibliographic data for all published and unpublished bibliographic resources in all countries. The ISBD is the only freely accessible bibliographic standard that determines the data elements to be recorded as the basis of the description of the resource being catalogued.

Revision Plan

All IFLA standards must be regularly updated and adapted to new circumstances. Due to its importance to the global user community, the ISBD Review Group decided to undertake a major revision of the standard in 2018. The focus here is on adapting the standard to the IFLA LRM framework. At the same time, ongoing work should continue and existing needs for change should be made available in a timely manner.

In August 2019, the ISBD RG took the decision to reorganize the work in two parallel tracks to be tackled by two task forces, for increased productivity and better focus on the objectives: the ISBD for Manifestation Task Force and the ISBD Content Update Task Force.

The ISBD Content Update Task Force completed its work with the publication of the Update this year.

ISBD for Manifestation Task Force

Scope

Aligning the ISBD with the overarching conceptual model provided by IFLA, the IFLA Library Reference Model (LRM).

Terms of Reference

- Transforming the ISBD, aligning it to the new bibliographic paradigm presented by the IFLA LRM Conceptual Model, which entails deconstructing the current ISBD Standard and reconstructing it on a new basis as needed.
- Analyse the gaps, i.e. the elements of the ISBD Consolidated edition that in the cited alignment have been excluded, and that are considered mandatory, mandatory if the information is available, or optional.

Deliverables

- The ISBD for Manifestation. That is a document consisting of:
 - the ISBD to LRM Manifestation Elements Set; and,
 - a set of stipulations for describing a manifestation according to LRM
- Reflection on transforming the ISBD into a full implementation of the LRM, a working document that will constitute the basis of the future work encompassing all of the LRM elements and other components, and which would entail rethinking the structure of the ISBD.

ISBDM is designed to be useful as a stand-alone standard for describing manifestations, but the intention is to extend it in due course to cover the other LRM entities.

First steps

The Manifestation Task Force studied the documents and guidelines produced by the former ISBD Editorial Group, as well as those produced in the past years, like the previous mappings ISBD to FRBR and ISBD to LRM. The Task Force produced a number of key documents for the transformation of the ISBD, as follows:

- A concept note outlining the principles and terms of reference of aligning the ISBD to LRM-Manifestation
- A top-level set of relationship and attribute elements for an ISBDM. This fills-out the top-level framework for interoperability between ISBD and LRM (a detailed spreadsheet that sets out the core of a database for the ISBD transformation and alignment to LRM - Manifestation).
- A bottom-up analysis of transcribed ISBD elements, a parallel sub-component of the ISBD to LRM alignment that will develop and be integrated at a later stage in the top-Level set and other sub-components to complete the work.
- Questions for basic decisions as granularity were elaborated and forwarded to the whole ISBD RG as well as first proposals for the publication of the ISBD in future.
- Approval of the ISBD RG to keep the level of granularity and prescriptiveness.

Status of the work

- Monthly virtual meetings, all-day virtual meetings at longer intervals
- All basic documents for the further work have been prepared and the appropriate decisions have been taken over.
- Appropriate workflows have been worked out.
- An element set has been worked out for ISBDM.
- First drafts for the alignment of the ISBD according to the IFLA LRM were elaborated.
- Plans for the involvement of the whole ISBD RG in further work for individual tasks in the form of task and finish WGs in the future (e.g. prescriptiveness and granularity, form of publication of the ISBDM or examples).

Schedule

- Closed meeting of the ISBDM TF at WLIC 2022
- Webinar in November 2022 to inform the professional community
- ISBDM draft for the ISBD RG in March 2023
- ISBDM draft for revision and commenting phase for WLIC 2023
- Forwarding of the finale draft to the CoS end of 2023
- Publication 2024

Liaisons and contacts

- UNIMARC
- LIDATEC
- RDA

347.3 [Report of the RSC Liaison to IFLA Permanent UNIMARC Committee](#)

RSC Liaison to IFLA Permanent UNIMARC Committee

IFLA's World Library and Information Congress (WLIC) for 2022 was held as a real physical conference 26–29 July 2022 in Dublin, Ireland.

I did not attend the physical conference for financial reasons.

The RSC liaison did not attend any of the online business meetings of the PUC held in 2022. The liaison usually only attends an ad hoc meeting held during WLIC. The liaison has access to the PUC wiki which stores meeting presentations, videos, discussions, and works-in-progress.

The development of UNIMARC continues with an entity-based approach based on the IFLA Library Reference Model with a separate UNIMARC ‘authority’ format for each entity. The availability of a LRM-based entity encoding format will support the RDA communities that use UNIMARC.

The namespace for “legacy” UNIMARC Authority format is in the process of being updated, but has not yet appeared at <https://www.iflastandards.info/unimarc>. This impacts on the future development of a semantic map from RDA to UNIMARC.

Gordon Dunsire
RSC Liaison to IFLA Permanent UNIMARC Committee
20 September 2022

347.4 Report of the RSC Liaison to IFLA PRESSoo Review Group

RSC Liaison to IFLA PRESSoo Review Group

IFLA’s World Library and Information Congress (WLIC) for 2022 was held as a real physical conference 26–29 July 2022 in Dublin, Ireland.

I did not attend the physical conference for financial reasons.

The PRESSoo Review Group did not meet during the conference, and has not met online during the reporting period.

I have informally notified the group of the need to review the treatment of the PRESSoo Z9 Storage Unit class in relation to the development of collection description in RDA.

The need for a review of other aspects of PRESSoo has been indicated by the group who develops and maintains LRMoo, the object-oriented version of the IFLA Library Reference Model.

IFLA has clarified that the PRESSoo Review Group reports to the Bibliographic Conceptual Models (BDM) Review Group.

Gordon Dunsire
RSC Liaison to IFLA PRESSoo Review Group
20 September 2022

349 RSC/RSCSecretary/2022/2

Proposal to correct the terms “multipart monograph” and “serial”

Prepared by Linda Barnhart, RSC Secretary as a follow-up to rejected Fast Track FT2021-07
With thanks to Daniel Paradis, Damian Iseminger, and all RSC members who made suggestions
in the Fast Track discussion

Abstract

The terms “multipart monograph” and “serial” are cross references in RDA to the preferred terms “multiple unit” and “serial work.” Yet there are a number of instances of the term “multipart monograph” and “serial” that appear in RDA text, all of which should be re-worded to the preferred terms for consistency of terminology and to correct the mistaken impression that legacy terms are still used.

A subsidiary concern also addressed in this proposal is replacing the term “part” with “unit” in these elements.

There are nine recommendations. If approved, seven recommendations will result in changes made in the CMS to RDA subheadings and instructions. Two recommendations would result in changes to the RDA Registry.

The Technical Team Liaison Officer has reviewed and advised on this proposal.

Background

This topic was discussed by the RSC as FT2021-07 in May-June 2021, where a number of concerns were raised. It was suggested at that time that these issues be broken apart and resubmitted as separate Fast Tracks. Because these issues are interrelated, and because separate Fast Tracks would take a significant amount of time to resolve, this is being submitted as a proposal instead.

Gordon Dunsire weighed in via an April 2021 email message that these obsolete terms were an oversight that he thought he had fixed when editing RDA during the 3R Project:

“...these terms are deliberately excluded because of the legacy baggage which no longer fits the LRM and is too misleading to amend/retain. We did discuss this in RSC, certainly in Chicago and Madrid at the extended RSC meetings in the context of aggregates and serials, but as a minor side-issue of much bigger changes... You may be able to just use 'multiple unit manifestation' to cover 'multipart monograph and serial' - 'serial' is intended as a specific kind of multipart work in this context.”

From the Glossary, March 2022 release:

multipart monograph

See: [multiple unit](#)

multiple unit

A mode of issuance of a manifestation that is issued as a multipart physical unit or intangible multipart logical unit.

Use for: multipart monograph

serial

See: [serial work](#)

serial work

A successive work that is planned to be realized by multiple distinct aggregating expressions over an indeterminate timespan.

Use for: serial

Use for: main series

Changes to these obsolete terms affect seven elements, either within text or as a subheading or both:

Manifestation: [note on issue or part or iteration used as basis for identification of manifestation](#)

Manifestation: [note on numbering of sequence](#)

Manifestation: [note on statement of responsibility](#)

Manifestation: [title proper](#)

Work: [creator family of work](#)

Work: [creator person of work](#)

Work: [frequency](#)

The element Manifestation: [extent of manifestation](#) includes several uses of the non-preferred terms. This element is not being addressed in this proposal because it is currently being re-worked by the Extent Working Group. The RSC discussion of the Fast Track suggested that the entire section in Manifestation: [extent of manifestation](#) > Extent of manifestations of text > Multiple unit manifestations needs to be reviewed by this group.

Justification

This proposal is made to improve consistency of terminology in RDA. RDA needs to model the use of its preferred terms and not inadvertently reinforce legacy terminology.

Impact

These changes are basically editorial. The consistency across similar elements will make RDA easier to interpret and to translate. These changes are not expected to have significant impact on current cataloguing.

Because only terminology is being changed and not the intent of the instructions, there should be little or no impact on policy statement writers.

Translators should examine the new English wording (if approved) which may necessitate corresponding changes in their text.

Summary of Recommendations

Recommendation 1: For Manifestation: *note on issue or part or iteration used as basis for identification of manifestation*, amend the text to make implied conditions explicit and remove unnecessary subheadings.

Recommendation 2: For Manifestation: *note on issue or part or iteration used as basis for identification of manifestation*, change the element label to *note on issue or unit or iteration used as basis for identification of manifestation*, add an alternate label, and adjust the definition.

Recommendation 3: For Manifestation: *note on numbering of sequence*, amend the text in five places to correct the terms “serial” and “part.”

Recommendation 4: For Manifestation: *note on statement of responsibility*, amend the text to make implied conditions explicit and remove unnecessary subheadings.

Recommendation 5: For Manifestation: *title proper*, amend the text to correct the term “serial.”

Recommendation 6: For Work: *creator person of work*, amend the text to correct the term “serial” and move the entire subsection to Prerecording.

Recommendation 7: For Work: *creator family of work*, amend the text to correct the term “serial.”

Recommendation 8: For Work: *frequency*, amend the text to correct the terms “serial” and “part.”

Recommendation 9: Add “Use for” references from “serial” to “multiple unit” to provide guidance to those looking for “serial” as a mode of issuance.

Recommendation 1: For Manifestation: *note on issue or part or iteration used as basis for identification of manifestation*, amend the text to make implied conditions explicit and remove unnecessary subheadings.

In the Fast Track discussion of this element, Daniel Paradis noted that specific conditions that apply to some options were implicit rather than explicit, and that by making these conditions explicit the subheadings could be dropped.

RSC members also suggested replacing "part" with "unit."

For semantic clarity in RDA the same term cannot have two meanings. "Part" in the sense of "a unit into which a resource is permanently divided by a publisher, manufacturer, etc." has been deprecated in favor of usage in the musical sense:

part

A format of notated music that consists of the music for the use of one or more, but not all, performers.

It is beyond the scope of this proposal to find and replace “part” with “unit” in other elements or definitions in RDA, but a start can be made by fixing the seven elements addressed here.

It was also suggested in the Fast Track discussion to remove the term “issue” in the text because that term was removed from the definition of this element.

Definition and Scope

A note that identifies a part or iteration that is used for the base description of a multiunit or integrating manifestation.

Because “issue” remains defined and used in RDA, that suggestion was not incorporated into this recommendation; rather, Recommendation 2 adds the term back into the definition.

issue

A work that is a static work that is inspired by the overall editorial policy, scope, and style of a successive aggregating work.

An issue static work can be a single work or an aggregating work.

Inverse: [issue of](#)

Use for: series container of

Proposed changes to the text are shown below in the Marked-up and Clean Versions.
Current text in Manifestation: [note on issue or part or iteration used as basis for identification of manifestation](#) > Recording > [Recording an unstructured description](#) (March 2022 release):

Recording

Recording an unstructured description

OPTION

Record details or other unstructured information.

Issue or part used as the basis for the identification of a multipart monograph or serial

OPTION

In some cases, the identification of a manifestation of a diachronic work is not based on the first released issue or part (see [Resource description. Describing a manifestation](#)). When this occurs, record a note identifying the issue or part used as the basis for the identification.

Numbered serials

CONDITION

Two or more issues or parts have been consulted.

OPTION

Record a separate note identifying the latest issue or part consulted in preparing the description.

OPTION

Do not make a note of earliest or latest issues or parts consulted if they are the same as those recorded in Manifestation: [numbering of sequence](#) →.

Unnumbered serials

OPTION

Record a note identifying the earliest issue or part consulted and its date of publication.

CONDITION

Other issues or parts have been consulted.

OPTION

Record a separate note identifying the latest issue or part consulted and its date.

Multipart monographs

OPTION

Record a note identifying the part of a multipart monograph on which the identification of the manifestation is based and/or its number or publication date, as appropriate.

CONDITION

Two or more parts have been consulted.

OPTION

Record a separate note identifying the latest part consulted in making the description.

Iteration used as the basis for the identification of manifestations of integrating works

OPTION

Record a note identifying the latest iteration of a manifestation of an integrating work consulted in preparing the description.

Date of viewing of an online resource

OPTION

For an *online resource*, record a note identifying the date on which the manifestation was viewed for description.

Marked-up version:

~~Issue or part used as the basis for the identification of a multipart monograph or serial~~

~~OPTION~~

~~In some cases, the identification of a manifestation of a diachronic work is not based on the first released issue or part (see [Resource description. Describing a manifestation](#)). When this occurs, record a note identifying the issue or part used as the basis for the identification.~~

CONDITION

A manifestation consists of two or more issues or units.

A manifestation embodies a successive determinate work or a serial work.

The identification of a manifestation is not based on the first released issue or unit (see [Resource description. Describing a manifestation](#)).

OPTION

Record a note identifying the issue or unit used as the basis for the identification.

Numbered serials

CONDITION

~~Two or more issues or parts have been consulted.~~

OPTION

~~Record a separate note identifying the latest issue or part consulted in preparing the description.~~

OPTION

~~Do not make a note of earliest or latest issues or parts consulted if they are the same as those recorded in Manifestation: [numbering of sequence](#).~~

CONDITION

A manifestation consists of two or more numbered issues or units.

A manifestation embodies a serial work.

Two or more issues or units have been consulted.

OPTION

Record a separate note identifying the latest issue or unit consulted in preparing the description.

OPTION

Do not make a note of earliest or latest issues or units consulted if they are the same as those recorded in Manifestation: [numbering of sequence](#).

Unnumbered serials

OPTION

~~Record a note identifying the earliest issue or part consulted and its date of publication.~~

CONDITION

~~Other issues or parts have been consulted.~~

OPTION

~~Record a separate note identifying the latest issue or part consulted and its date.~~

CONDITION

A manifestation consists of two or more unnumbered issues or units.

A manifestation embodies a serial work.

OPTION

Record a note identifying the earliest issue or unit consulted and its date of publication.

CONDITION

A manifestation consists of two or more unnumbered issues or units.

A manifestation embodies a serial work.

Issues or units other than the earliest have been consulted.

OPTION

Record a separate note identifying the latest issue or unit consulted and its date.

Multipart monographs

OPTION

~~Record a note identifying the part of a multipart monograph on which the identification of the manifestation is based and/or its number or publication date, as appropriate.~~

CONDITION

~~Two or more parts have been consulted.~~

OPTION

~~Record a separate note identifying the latest part consulted in making the description.~~

CONDITION

A manifestation consists of two or more units.

A manifestation embodies a successive determinate work.

OPTION

Record a note identifying the unit on which the identification of the manifestation is based or its number or publication date, as appropriate.

CONDITION

A manifestation consists of two or more units.

A manifestation embodies a successive determinate work.

Two or more parts have been consulted.

OPTION

Record a separate note identifying the latest unit consulted in making the description.

~~**Iteration used as the basis for the identification of manifestations of integrating works**~~

OPTION

~~Record a note identifying the latest iteration of a manifestation of an integrating work consulted in preparing the description.~~

CONDITION

A manifestation embodies an integrating work.

OPTION

Record a note identifying the latest iteration consulted in preparing the description.

~~**Date of viewing of an online resource**~~

OPTION

~~For an *online resource*, record a note identifying the date on which the manifestation was viewed for description.~~

CONDITION

A manifestation is an online resource.

OPTION

Record a note identifying the date on which the manifestation was viewed for description.

Clean version:

CONDITION

A manifestation consists of two or more issues or units.

A manifestation embodies a successive determinate work or a serial work.

The identification of a manifestation is not based on the first released issue or unit (see [Resource description. Describing a manifestation](#)).

OPTION

Record a note identifying the issue or unit used as the basis for the identification.

CONDITION

A manifestation consists of two or more numbered issues or units.

A manifestation embodies a serial work.

Two or more issues or units have been consulted.

OPTION

Record a separate note identifying the latest issue or unit consulted in preparing the description.

OPTION

Do not make a note of earliest or latest issues or units consulted if they are the same as those recorded in Manifestation: [numbering of sequence](#).

CONDITION

A manifestation consists of two or more unnumbered issues or units.
A manifestation embodies a serial work.

OPTION

Record a note identifying the earliest issue or unit consulted and its date of publication.

CONDITION

A manifestation consists of two or more unnumbered issues or units.
A manifestation embodies a serial work.
Issues or units other than the earliest have been consulted.

OPTION

Record a separate note identifying the latest issue or unit consulted and its date.

CONDITION

A manifestation consists of two or more units.
A manifestation embodies a successive determinate work.

OPTION

Record a note identifying the unit on which the identification of the manifestation is based or its number or publication date, as appropriate.

CONDITION

A manifestation consists of two or more units.
A manifestation embodies a successive determinate work.
Two or more parts have been consulted.

OPTION

Record a separate note identifying the latest unit consulted in making the description.

CONDITION

A manifestation embodies an integrating work.

OPTION

Record a note identifying the latest iteration consulted in preparing the description.

CONDITION

A manifestation is an online resource.

OPTION

Record a note identifying the date on which the manifestation was viewed for description.

Recommendation 2: For Manifestation: [note on issue or part or iteration used as basis for identification of manifestation](#), change the element label to [note on issue or unit or iteration used as basis for identification of manifestation](#), add an alternate label, and adjust the definition.

In conjunction with Recommendation 1, several changes to the RDA Registry are needed to adjust this element to eliminate problems noted during this analysis.

- Replace “part” with “unit” in the element label
- Add the former label as an alternate label: [note on issue or part or iteration used as basis for identification of manifestation](#)
- Adjust the definition to replace “part” with “unit”
- Adjust the definition to add “issue”
- Adjust the definition for clarity by replacing “multiunit” with “multiple unit.” This is the only instance of “multiunit” in RDA.

Definition of this element (March 2022 release):

Definition and Scope

A note that identifies a part or iteration that is used for the base description of a multiunit or integrating manifestation.

Marked-up version:

Manifestation: [note on issue or ~~part~~ unit or iteration used as basis for identification of manifestation](#)

Definition and Scope

A note that identifies a ~~part~~ an issue, unit or iteration that is used for the base description of a ~~multiunit~~ multiple unit or integrating manifestation.

Clean version:

Manifestation: [note on issue or unit or iteration used as basis for identification of manifestation](#)

Definition and Scope

A note that identifies an issue, unit or iteration that is used for the base description of a multiple unit or integrating manifestation.

Recommendation 3: For Manifestation: [note on numbering of sequence](#), amend the text in five places to correct the terms “serial” and “part.”

Current text in Manifestation: [note on numbering of sequence](#) > Recording > [Recording an unstructured description](#) (March 2022 release):

Recording an unstructured description

OPTION

Record details or other unstructured information.

OPTION

Record a note giving the numbering of the first issue or part and/or of the last issue or part if this information is not recorded as part of Manifestation: [numbering of sequence](#) →.

CONDITION

Information about complex or irregular numbering of a sequence, or numbering errors, is not already specified in a value of Manifestation: [numbering of sequence](#) →.

OPTION

Record notes on complex or irregular numbering of a serial or numbering errors.

CONDITION

A serial is issued annually or less frequently.

The period covered by the volume, etc., is other than a calendar year.

OPTION

Record a note on the period covered by a volume, issue, part, etc., of a serial.

Marked-up version:

Recording an unstructured description

OPTION

Record details or other unstructured information.

OPTION

Record a note giving the numbering of the first issue or ~~part~~unit and/or of the last issue or ~~part~~unit if this information is not recorded as part of Manifestation: [numbering of sequence](#).

CONDITION

Information about [numbering errors, or](#) complex or irregular numbering of a sequence, ~~or numbering errors~~, is not already specified in a value of Manifestation: [numbering of sequence](#).

OPTION

Record notes on [numbering errors, or](#) complex or irregular numbering of a [manifestation of a serial work](#), ~~or numbering errors~~.

CONDITION

A [manifestation of a serial work](#) is issued annually or less frequently.
The period covered by the volume, etc., is other than a calendar *year*.

OPTION

Record a note on the period covered by ~~a volume, issue, part, etc.~~, of a [manifestation of a serial work](#).

Clean version:

Recording an unstructured description

OPTION

Record details or other unstructured information.

OPTION

Record a note giving the numbering of the first issue or unit and/or of the last issue or unit if this information is not recorded as part of Manifestation: [numbering of sequence](#).

CONDITION

Information about numbering errors, or complex or irregular numbering of a sequence is not already specified in a value of Manifestation: **numbering of sequence**.

OPTION

Record notes on numbering errors, or complex or irregular numbering of a manifestation of a serial work.

CONDITION

A manifestation of a serial work is issued annually or less frequently.
The period covered by the volume, etc., is other than a calendar *year*.

OPTION

Record a note on the period covered by a manifestation of a serial work.

Recommendation 4: For Manifestation: [note on statement of responsibility](#), amend the text to make implied conditions explicit and remove unnecessary subheadings.

Current text in Manifestation: [note on statement of responsibility](#) > Recording > Recording an unstructured description > [Changes in statement of responsibility](#) (March 2022 release):

Changes in statement of responsibility

Multipart monographs

OPTION

Record notes on differences in statements of responsibility that occur on a subsequent part of a multipart monograph, if considered important for identification or access.

Serials

OPTION

Record notes on changes in statements of responsibility that occur after the first/earliest issue or part of a serial, if considered important for identification or access.

CONDITION

Changes have been numerous.

OPTION

Record a general note.

Manifestations of integrating works

OPTION

Record notes on statements of responsibility no longer present on the current iteration of a manifestation of an integrating work or that appeared in a different form on earlier iterations, if considered important for identification or access.

CONDITION

Changes have been numerous.

OPTION

Record a general note.

OPTION

Record details or other unstructured information.

Marked-up version:

Changes in statement of responsibility

Multipart monographs

CONDITION

A manifestation consists of two or more units.

A manifestation embodies a static work or a successive determinate work.

OPTION

Record notes on differences in statements of responsibility that occur on a subsequent unit, part of a multipart monograph, if considered important for identification or access.

Serials

OPTION

~~Record notes on changes in statements of responsibility that occur after the first/earliest issue or part of a serial, if considered important for identification or access.~~

CONDITION

A manifestation consists of two or more units.

A manifestation embodies a serial work.

OPTION

Record notes on changes in statements of responsibility that occur after the first/earliest issue or unit, if considered important for identification or access.

CONDITION

A manifestation embodies a serial work.

Changes have been numerous.

OPTION

Record a general note.

Manifestations of integrating works

CONDITION

A manifestation embodies an integrating work.

OPTION

Record notes on statements of responsibility no longer present on the current iteration of a manifestation of an integrating work or that appeared in a different form on earlier iterations, if considered important for identification or access.

CONDITION

A manifestation embodies an integrating work.

Changes have been numerous.

OPTION

Record a general note.

OPTION

Record details or other unstructured information.

Clean version:

Changes in statement of responsibility

CONDITION

A manifestation consists of two or more units.

A manifestation embodies a static work or a successive determinate work.

OPTION

Record notes on differences in statements of responsibility that occur on a subsequent unit, if considered important for identification or access.

CONDITION

A manifestation consists of two or more units.

A manifestation embodies a serial work.

OPTION

Record notes on changes in statements of responsibility that occur after the first/earliest issue or unit, if considered important for identification or access.

CONDITION

A manifestation embodies a serial work.

Changes have been numerous.

OPTION

Record a general note.

CONDITION

A manifestation embodies an integrating work.

OPTION

Record notes on statements of responsibility no longer present on the current iteration of a manifestation of an integrating work or that appeared in a different form on earlier iterations, if considered important for identification or access.

CONDITION

A manifestation embodies an integrating work.

Changes have been numerous.

OPTION

Record a general note.

OPTION

Record details or other unstructured information.

Recommendation 5: For Manifestation: [title proper](#), amend the text to correct the term “serial.”

Current text in Manifestation: [title proper](#) > Recording > Recording an unstructured description > [Change in a title proper](#) > first condition (see the 7th bullet) (March 2022 release):

Change in a title proper

CONDITION

A manifestation embodies a part, issue, or iteration of a *diachronic work*.

A value of Manifestation: [title proper](#) varies from the values that appear on other manifestations that embody parts, issues, or iterations of a diachronic work in the following cases:

- a difference in the representation of a word, words, or other component (i.e., a character or group of characters) anywhere in the title, including
 - change in the form of the character
 - one spelling vs. another
 - abbreviated word or sign or symbol vs. spelled-out form
 - arabic numeral vs. roman numeral
 - number or date vs. spelled-out form
 - hyphenated word vs. unhyphenated word
 - one-word compound vs. two-word compound, whether hyphenated or not
 - acronym or initialism vs. full form
 - change in grammatical form (e.g., singular vs. plural)
- the addition, deletion, or change of articles, prepositions, or conjunctions (or, in languages which do not use those, analogous parts of speech that have little lexical meaning but express grammatical relationships) anywhere in the title
- a difference that involves the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body, the substitution of a variant form)
- the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
- a different order of titles when the title is given in two or more languages on the *source of information*, provided that the title chosen as a title proper still appears as a parallel title proper

- the addition, deletion, or change of a word, words, or other component (i.e., a character or group of characters) anywhere in the title that links the title to the numbering
- two or more titles proper used on different issues of a serial in a regular pattern
- the addition to, deletion from, or change in the order of a word, words, or other component (i.e., a character or group of characters) in a list anywhere in the title, provided that there is no significant change in the subject matter
- the addition, deletion, or rearrangement anywhere in the title of a word, words, or other component (i.e., a character or group of characters) that indicates the type of resource, such as “magazine,” “journal,” or “newsletter” or their equivalent in other languages

Marked-up version:

[Seventh bullet]

- two or more titles proper used on different issues of a manifestation of a serial work in a regular pattern

Clean version:

- two or more titles proper used on different issues of a manifestation of a serial work in a regular pattern

Recommendation 6: For Work: creator person of work, amend the text to correct the term “serial” and move the entire subsection to Prerecording.

This is a simple fix to the text in the second Condition/Option. However, the placement of this section should be the same in both Work: creator person of work and in Work: creator family of work. The Prerecording section was chosen because

The *Prerecording* section provides information so that the agent who creates the metadata can decide if the element is appropriate, or if another element could or should be used. (Guidance > Introduction to RDA > Structure of RDA)


Current text in Work: creator person of work > Recording > [Persons considered to be creators of a serial work](#) (see the second Condition/Option) (March 2022 release):

Prerecording

For a person who is a government or religious official, see Work: [creator corporate body of work. Government and religious officials considered to be creator corporate bodies of work](#)

Recording

Record this element as a value of Person: [appellation of person](#) or as an IRI.

 Example


Persons considered to be creators of a serial work

OPTION

A person is considered to be a creator of a serial work if they are responsible for the work as a whole, not a few issues.

Indications that a person may be considered responsible for a serial work as a whole include the following:

1. a value of Person: [name of person](#) is included in a value of Manifestation: [title proper](#) of a serial work
2. a person is a publisher of a serial work
3. the scope of a serial work consists of personal opinions, etc.
4. no other agent is associated with a serial work.

 Example

CONDITION

Different issues of a serial work are likely to be created by different persons.

OPTION

Do not consider a person to be a creator.

CONDITION

It is likely that a serial would continue without the responsibility of a person.

OPTION

Do not consider a person to be a creator.

Marked-up version:

Prerecording

Persons considered to be creators of a serial work

OPTION

A person is considered to be a creator of a serial work if they are responsible for the work as a whole, not a few issues.

Indications that a person may be considered responsible for a serial work as a whole include the following:

1. a value of Person: **name of person** is included in a value of Manifestation: **title proper** of a serial work
2. a person is a publisher of a serial work
3. the scope of a serial work consists of personal opinions, etc.
4. no other agent is associated with a serial work.

[Example]

CONDITION

Different issues of a serial work are likely to be created by different persons.

OPTION

Do not consider a person to be a creator.

CONDITION

It is likely that a serial work would continue without the responsibility of a person.

OPTION

Do not consider a person to be a creator.

For a person who is a government or religious official, see Work: **creator corporate body of work. Government and religious officials considered to be creator corporate bodies of work.**

Recording

Record this element as a value of Person: **appellation of person** or as an IRI.

Clean version:

Prerecording

Persons considered to be creators of a serial work

OPTION

A person is considered to be a creator of a serial work if they are responsible for the work as a whole, not a few issues.

Indications that a person may be considered responsible for a serial work as a whole include the following:

1. a value of Person: **name of person** is included in a value of Manifestation: **title proper** of a serial work
2. a person is a publisher of a serial work
3. the scope of a serial work consists of personal opinions, etc.
4. no other agent is associated with a serial work.

[Example]

CONDITION

Different issues of a serial work are likely to be created by different persons.

OPTION

Do not consider a person to be a creator.

CONDITION

It is likely that a serial work would continue without the responsibility of a person.

OPTION

Do not consider a person to be a creator.

For a person who is a government or religious official, see Work: [creator corporate body of work. Government and religious officials considered to be creator corporate bodies of work.](#)

Recording

Record this element as a value of Person: [appellation of person](#) or as an IRI.

Recommendation 7: For Work: creator family of work, amend the text to correct the term “serial.”

Current text in Work: creator family of work > Prerecording > [Families considered to be creators of a serial work](#) (see the second Condition/Option) (March 2022 release):

Prerecording

Families considered to be creators of a serial work

OPTION

A family is considered to be a creator of a serial work if they are responsible for the work as a whole, not a few issues.

Indications that a family may be considered responsible for a serial work as a whole include the following:

1. a value of Family: **name of family** is included in a value of Manifestation: **title proper** of a serial work
2. a family is a publisher of a serial work
3. the scope of a serial work consists of family activities, etc.
4. no other agent is associated with a serial work.

CONDITION

Different issues of a serial work are likely to be created by different families.

OPTION

Do not consider a family to be a creator.

CONDITION

It is likely that a serial would continue without the responsibility of a family.

OPTION

Do not consider a family to be a creator.

Marked-up version:

CONDITION

It is likely that a serial work would continue without the responsibility of a family.

OPTION

Do not consider a person to be a creator.

Clean version:

CONDITION

It is likely that a serial work would continue without the responsibility of a family.

OPTION

Do not consider a person to be a creator.

Recommendation 8: For Work: *frequency*, amend the text to correct the terms “serial” and “part.”

Current text in Work: *frequency* > Recording > the [first option](#) (March 2022 release):

Recording

OPTION

Record a *frequency* of the release of issues or parts of a serial or the frequency of updates to an *integrating work*.

Marked-up version:

OPTION

Record a *frequency* of the release of issues or units~~parts~~ of a serial work or the frequency of updates to an integrating work.

Clean version:

OPTION

Record a *frequency* of the release of issues or units of a serial work or the frequency of updates to an integrating work.

Recommendation 9: Add “Use for” references from “serial” (and variants of that term) to “multiple unit” to provide guidance to those looking for “serial” as a mode of issuance.

In the RSC Fast Track discussion, an RSC member suggested that users might, not unreasonably, expect to see “serial” as a mode of issuance and that RDA should provide some sort of linkage for clarification. The mode of issuance VES is sufficient as it stands and should not be amended. The Technical Team Liaison Officer proposed that “Use for” references be created to point from the non-preferred and rotated form “serial, multiple unit” to the mode of issuance term “multiple unit.”

Admittedly this is messy: the direct form of the non-preferred “multiple unit serial” points to “serial work,” while the rotated form “serial, multiple unit” points to “multiple unit.” This may not follow good vocabulary grammar but avoids a nonsensical “multiple unit serial” pointing to “multiple unit.” Using the rotated form makes the term “serial” catch the eye, which is the point of this recommendation.

From the Glossary (March 2022 release):

multipart monograph

See: [multiple unit](#)

multiple unit

A mode of issuance of a manifestation that is issued as a multipart physical unit or intangible multipart logical unit.

Use for: multipart monograph

serial

See: [serial work](#)

serial work

A successive work that is planned to be realized by multiple distinct aggregating expressions over an indeterminate timespan.

Use for: serial

Use for: main series

Marked-up version:

multiple unit

A mode of issuance of a manifestation that is issued as a multipart physical unit or intangible multipart logical unit.

Use for: multipart monograph

Use for: [serial, multiple unit](#)

[multiple unit serial](#)

See: [serial work](#)

serial, multiple unit

See: multiple unit

serial work

A successive work that is planned to be realized by multiple distinct aggregating expressions over an indeterminate timespan.

Use for: serial

Use for: main series

Use for: multiple unit serial

Clean version:

multiple unit

A mode of issuance of a manifestation that is issued as a multipart physical unit or intangible multipart logical unit.

Use for: multipart monograph

Use for: serial, multiple unit

multiple unit serial

See: serial work

serial, multiple unit

See: multiple unit

serial work

A successive work that is planned to be realized by multiple distinct aggregating expressions over an indeterminate timespan.

Use for: serial

Use for: main series

Use for: multiple unit serial

349.4 Summary of RSC/RSCSecretary/2022/2 Discussion Points on 20 October

Summary of Sec/2 discussion topics

1. Adjusting soft deprecated elements
2. Basis of description/identification
3. Broader or narrower wording of instructions
4. Agreement on terminology
5. Next steps

1. Adjusting soft deprecated elements

Recommendations 1-4 refer to elements that are soft deprecated.

Manifestation: [note on issue or part or iteration used as basis for identification of manifestation \(recs 1 and 2\)](#)

Manifestation: [note on numbering of sequence \(rec 3\)](#)

Manifestation: [note on statement of responsibility \(rec 4\)](#)

RSC has a policy not to adjust the text of soft deprecated elements (or to spend too much time on them) since they will eventually go away.

Question:

Does the RSC want to make an exception for these elements because of the significance of the problems uncovered? Or leave these alone?

2. Basis of description/identification

Language (such as the following) was intentionally left up to policy statements

- the basis for the identification
- preparing the description base description of the manifestation
- identifying the [unit]
- the identification of the manifestation is based on
- not based on

This allows the flexibility to permit both earliest and latest entry cataloguing.

So why is wording like this found in these elements?

Related are questions about sharpening the “manifestation in focus.”

Question:

How does the RSC wish to move forward in handling basis of description?

3. Broader or narrower wording of instructions

One suggested approach was to broaden (for example):

A manifestation consists of two or more units.

Another approach was to make instructions more specific (for example):

A manifestation consists of two or more **units issued successively**.

A manifestation embodies a successive determinate work.

A manifestation consists of two or more units **issued successively**.

A manifestation embodies a serial work.

Question:

Is there agreement for an overall approach, or should the RSC decide on a case-by-case basis?

4. Agreement on terminology

There does not seem to be common agreement about various terms, for example:

- “serial” and “serial work” (is “serial work” the replacement for “serial”?)
- “part work” (should this be used in instructions and definitions?)
- “part” (adding a scope note to explain usage of “unit”)
- “issue” (used only with Work?)
- and many more....

Discuss.

5. Next steps

1. Need for broader review of RDA for consistency.
2. Need to bring back one or more proposals for consideration. Timetable?
3. How to break this apart into smaller chunks so it is not overwhelming.
4. Is this a task for a working group or is it better for an RSC region or member?
5. Is there low-hanging fruit?
6. Further RSC discussion through asynchronous discussion next week, leading to rejecting this proposal?

Proposal to adjust instructions in four “restriction on” elements in Manifestation and Item

Prepared by Linda Barnhart, RSC Secretary
With thanks to Damian Iseminger for his review and advice

Abstract

A question from a user resulted in close examination of the instructions for four RDA elements:

Manifestation: [restriction on access to manifestation](#)

Manifestation: [restriction on use of manifestation](#)

Item: [restriction on access to item](#)

Item: [restriction on use of item](#)

The key question was the rationale for differences in the permissible recording methods between these two entities. This proposal recommends changes to the instructions for each of these four elements to the four recording methods to make them consistent. Other minor adjustments in MARC 21 mappings and element types are also recommended.

There are six recommendations. If approved, four recommendations will result in changes to RDA instructions. Two recommendations would result in changes to metadata in the Registry, including adjustments to the MARC 21 mappings.

The Technical Team Liaison Officer has advised on this proposal.

Background

This issue was raised by a user through email to the RSC Secretary on 10 May 2022:

One of the pending [Music Library Association] Best Practices questions is about whether and where to record Creative Commons license information supplied in place of a copyright date, investigation of which pointed out the following discrepancy:

- Manifestation: [restriction on use of manifestation](#) allows only unstructured description and is mapped to MARC 500 \$a and 540 \$a only.
- Item: [restriction on use of item](#) permits both unstructured and structured description and is mapped to the above plus 540 \$b, \$c, \$d, \$f, \$g, and \$q.

I'm having trouble conceiving of a reason why restrictions on one type of entity would be limited to unstructured descriptions only, while another permits structured description.

The same unstructured only/unstructured and structured discrepancy applies to Manifestation: [restriction on access to manifestation](#) and Item: [restriction on access to item](#).

Damian Iseminger was consulted about the course of action to pursue and shared this opinion:

My feeling is that this element suite for access and use restrictions should probably get the full complement of VES options for using a non-RDA VES, since I've found evidence that such VESs exist. So in addition to what is already there, the unstructured area would get the two options for recording an uncontrolled term from a source of information and the option to record details or other unstructured information. The structured area would get: record a term from a VES, the DP option for the VES used, and the Condition/Option for when none of the terms are appropriate or specific enough. Identifier would get the options for recording the notation and DP for the VES. IRI would get the standard record an IRI selected from a VES.

Instructions from original Toolkit:

4.4 Restriction on Access NLA PS LAC/BAC-BAnO

4.4.1 Basic Instructions on Recording Restriction on Access

4.4.1.1 Scope

restriction on access to manifestation▼: A limitation placed on access to a manifestation.

restriction on access to item▼: A limitation placed on access to an item.

4.4.1.2 Sources of Information

Take information on a restriction on access from any source.

4.4.1.3 Recording Restriction on Access D-A-CH

Record a restriction on access to the manifestation or item as specifically as possible. Include the nature and duration of the restriction.

EXAMPLE

Accessible after 2008

Open to researchers under library restrictions

"Embargoed until 10:30 a.m. Friday 19 November, 2004"

Access restricted to subscribers via a username and password or IP address authentication

Restricted to institutions with a subscription

Access is restricted; consult repository for details

Restricted access according to signed release form and related notes

Originals not available; consult repository for details

If information affirming the absence of restrictions is considered important for access, record that there are no restrictions on access.

4.5 Restriction on Use LC-PCC PS NLA PS LAC/BAC-BAHQ KBSP

4.5.1 Basic Instructions on Recording Restriction on Use

4.5.1.1 Scope

restriction on use of manifestation: A limitation placed on reproduction, publication, exhibition, etc., of a manifestation.

restriction on use of item: A limitation placed on reproduction, publication, exhibition, etc., of an item.

4.5.1.2 Sources of Information

Take information on a restriction on use from any source.

4.5.1.3 Recording Restriction on Use

Record a restriction on use of the manifestation or item as specifically as possible. Include the nature and duration of the restriction.

EXAMPLE

Written permission required for both reproduction and public use during the lifetime of the interviewee

Reproduction and use in any form requires written permission of the donor

Copyright retained by the donor during her lifetime, at which point it will revert to the Regents of the University of California

Donor permission is required for public screening of films in this collection

Permission of the collector is required to cite, quote, or reproduce

Certain restrictions on use or copying of materials may apply

This film is restricted to classroom use

Films in off-site storage; advance notice is required for access

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public. If a document is available that states the literary rights, record *Information on literary rights available*.

Justification

This proposal is made to add flexibility in recording data values, to correct errors, and to improve consistency in RDA.

Impact

These changes are not expected to have significant impact on current cataloguing and in fact will give cataloguers increased flexibility because more recording methods are being added.

There will be some impact on policy statement writers who will need to add policy statements to correspond to added options.

Because the proposed text of these added instructions is standard, re-used text in RDA (i.e., it is part of the “boilerplate file”), there should be no impact on RDA translators.

Summary of Recommendations

Recommendation 1: For Manifestation: **restriction on access to manifestation**, amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, condition/option and navigation instruction unchanged

- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 2: For Manifestation: [restriction on use of manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, unaffiliated sentence, condition/option, and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 3: For Item: [restriction on access to item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example, condition/option and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options, a condition/option and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 4: For Item: [restriction on use of item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options, a condition/option and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 5: Adjust the element type metadata in the Registry from 6 to 5 for all four elements.

Recommendation 6: Notify the RDA-MARC 21 Alignment Task Force to adjust the mappings for these elements, which would feed into the Registry.

Recommendation 1: For Manifestation: [restriction on access to manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, condition/option and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Manifestation: [restriction on access to manifestation](#)

Current version in the March 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#) [↗](#).

Recording a structured description

This recording method is not applicable to this element.

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Manifestation: [restriction on access to manifestation](#)

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).
[Recording an unstructured description](#).

Recording a structured description

~~This recording method is not applicable to this element.~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance. Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description.](#)

Recording an identifier

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Manifestation: restriction on access to manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods](#). [Recording a structured description](#).

[Recording an identifier](#)

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Recommendation 2: For Manifestation: [restriction on use of manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, unaffiliated sentence, condition/option, and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Manifestation: [restriction on use of manifestation](#)

Current version in the March 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

OPTION

Record *Information on literary rights available*.

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

Recording a structured description

This recording method is not applicable to this element.

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Manifestation: restriction on use of manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

OPTION

Record Information on literary rights available.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

~~This recording method is not applicable to this element.~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance. Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods. Recording a structured description](#).

Recording an identifier

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

[Recording an IRI](#)

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Manifestation: restriction on use of manifestation

Recording

[Recording an unstructured description](#)

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

OPTION

Record Information on literary rights available.

For general guidance on unstructured descriptions, see Guidance: Recording methods. **[Recording an unstructured description.](#)**

[Recording a structured description](#)

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description](#).

[Recording an identifier](#)

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.
For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.
For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier](#).

[Recording an IRI](#)

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Recommendation 3: For Item: [restriction on access to item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example, condition/option and navigation instruction unchanged

- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options, a condition/option and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Item: restriction on access to item

Current version in the March 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

Example

Accessible after 2008

Originals not available; consult repository for details

Restricted access according to signed release form and related notes

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

OPTION

Use a *vocabulary encoding scheme* as a *source of information*.

Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.

OPTION

Record a *vocabulary encoding scheme* that is used as a *source of information*. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#).

For general guidance on structured descriptions, see [Guidance: Recording methods](#).
[Recording a structured description](#).

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Item: restriction on access to item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).
[Recording an unstructured description](#).

[Recording a structured description](#)

~~OPTION~~

~~Use a *vocabulary encoding scheme* as a source of information.~~

~~Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.~~

~~OPTION~~

~~Record a *vocabulary encoding scheme* that is used as a source of information. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA](#). [Data elements](#). [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description.](#)

Recording an identifier

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Item: restriction on access to item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).
[Recording an unstructured description](#).

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods](#). [Recording a structured description](#).

[Recording an identifier](#)

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier](#).

[Recording an IRI](#)

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Recommendation 4: For Item: [restriction on use of item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options, a condition/option and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

[Item: restriction on use of item](#)

Current version in the March 2022 Toolkit release:


Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

 Example

Donor permission is required for public screening of films in this collection

Reproduction and use in any form requires written permission of the donor

For general guidance on unstructured descriptions, see [Guidance: Recording methods. Recording an unstructured description](#).

Recording a structured description

OPTION

Use a *vocabulary encoding scheme* as a source of information.

Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.

OPTION

Record a *vocabulary encoding scheme* that is used as a source of information. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#).

For general guidance on structured descriptions, see [Guidance: Recording methods](#).

[Recording a structured description](#).

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Item: restriction on use of item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

OPTION

~~Use a *vocabulary encoding scheme as a source of information.*~~

~~Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.~~

OPTION

~~Record a *vocabulary encoding scheme that is used as a source of information.* For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance. Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods. Recording a structured description](#).

Recording an identifier

This recording method is not applicable to this element.

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

[Recording an IRI](#)

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Item: restriction on use of item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For general guidance on unstructured descriptions, see Guidance: Recording methods.
[Recording an unstructured description.](#)

[Recording a structured description](#)

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term.
For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description.](#)

[Recording an identifier](#)

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.
For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.
For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)
[Recording an IRI](#)

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Recommendation 5: Adjust the element type metadata in the Registry from 6 to 5 for all four elements.

Recommendation 6: Notify the RDA-MARC 21 Alignment Task Force to adjust the mappings for these elements.

Proposal to adjust instructions in four “restriction on” elements in Manifestation and Item

Prepared by Linda Barnhart, RSC Secretary
With thanks to Damian Iseminger for his review and advice

[Note in red text in original:] This revised version fixes editorial errors noted in the formal responses by RSC members. There are no changes to the substance of the proposal.

Abstract

A question from a user resulted in close examination of the instructions for four RDA elements:

Manifestation: [restriction on access to manifestation](#)

Manifestation: [restriction on use of manifestation](#)

Item: [restriction on access to item](#)

Item: [restriction on use of item](#)

The key question was the rationale for differences in the permissible recording methods between these two entities. This proposal recommends changes to the instructions for each of these four elements to the four recording methods to make them consistent. Other minor adjustments in MARC 21 mappings and element types are also recommended.

There are six recommendations. If approved, four recommendations will result in changes to RDA instructions. Two recommendations would result in changes to metadata in the Registry, including adjustments to the MARC 21 mappings.

The Technical Team Liaison Officer has advised on this proposal.

Background

This issue was raised by a user through email to the RSC Secretary on 10 May 2022:

One of the pending [Music Library Association] Best Practices questions is about whether and where to record Creative Commons license information supplied in place of a copyright date, investigation of which pointed out the following discrepancy:

- Manifestation: [restriction on use of manifestation](#) allows only unstructured description and is mapped to MARC 500 \$a and 540 \$a only.
- Item: [restriction on use of item](#) permits both unstructured and structured description and is mapped to the above plus 540 \$b, \$c, \$d, \$f, \$g, and \$q.

I'm having trouble conceiving of a reason why restrictions on one type of entity would be limited to unstructured descriptions only, while another permits structured description.

The same unstructured only/unstructured and structured discrepancy applies to Manifestation: [restriction on access to manifestation](#) and Item: [restriction on access to item](#).

Damian Iseminger was consulted about the course of action to pursue and shared this opinion:

My feeling is that this element suite for access and use restrictions should probably get the full complement of VES options for using a non-RDA VES, since I've found evidence that such VESs exist. So in addition to what is already there, the unstructured area would get the two options for recording an uncontrolled term from a source of information and the option to record details or other unstructured information. The structured area would get: record a term from a VES, the DP option for the VES used, and the Condition/Option for when none of the terms are appropriate or specific enough. Identifier would get the options for recording the notation and DP for the VES. IRI would get the standard record an IRI selected from a VES.

Instructions from original Toolkit:

4.4 Restriction on Access NLA PS LAC/BAC-BAnQ

4.4.1 Basic Instructions on Recording Restriction on Access

4.4.1.1 Scope

restriction on access to manifestation▼: A limitation placed on access to a manifestation.

restriction on access to item▼: A limitation placed on access to an item.

4.4.1.2 Sources of Information

Take information on a restriction on access from any source.

4.4.1.3 Recording Restriction on Access D-ACH

Record a restriction on access to the manifestation or item as specifically as possible. Include the nature and duration of the restriction.

EXAMPLE

Accessible after 2008

Open to researchers under library restrictions

"Embargoed until 10:30 a.m. Friday 19 November, 2004"

Access restricted to subscribers via a username and password or IP address authentication

Restricted to institutions with a subscription

Access is restricted; consult repository for details

Restricted access according to signed release form and related notes

Originals not available; consult repository for details

If information affirming the absence of restrictions is considered important for access, record that there are no restrictions on access.

4.5 Restriction on Use LC-PCC PS NLA PS LAC/BAC-BAHQ KBSP

4.5.1 Basic Instructions on Recording Restriction on Use

4.5.1.1 Scope

restriction on use of manifestation: A limitation placed on reproduction, publication, exhibition, etc., of a manifestation.

restriction on use of item: A limitation placed on reproduction, publication, exhibition, etc., of an item.

4.5.1.2 Sources of Information

Take information on a restriction on use from any source.

4.5.1.3 Recording Restriction on Use

Record a restriction on use of the manifestation or item as specifically as possible. Include the nature and duration of the restriction.

EXAMPLE

Written permission required for both reproduction and public use during the lifetime of the interviewee

Reproduction and use in any form requires written permission of the donor

Copyright retained by the donor during her lifetime, at which point it will revert to the Regents of the University of California

Donor permission is required for public screening of films in this collection

Permission of the collector is required to cite, quote, or reproduce

Certain restrictions on use or copying of materials may apply

This film is restricted to classroom use

Films in off-site storage; advance notice is required for access

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public. If a document is available that states the literary rights, record *Information on literary rights available*.

Justification

This proposal is made to add flexibility in recording data values, to correct errors, and to improve consistency in RDA.

Impact

These changes are not expected to have significant impact on current cataloguing and in fact will give cataloguers increased flexibility because more recording methods are being added.

There will be some impact on policy statement writers who will need to add policy statements to correspond to added options.

Because the proposed text of these added instructions is standard, re-used text in RDA (i.e., it is part of the “boilerplate file”), there should be no impact on RDA translators.

Summary of Recommendations

Recommendation 1: For Manifestation: *restriction on access to manifestation*, amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, condition/option and navigation instruction unchanged

- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 2: For Manifestation: [restriction on use of manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, unaffiliated sentence, condition/option, and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 3: For Item: [restriction on access to item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example, condition/option and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 4: For Item: [restriction on use of item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 5: Adjust the element type metadata in the Registry from 6 to 5 for all four elements.

Recommendation 6: Notify the RDA-MARC 21 Alignment Task Force to adjust the mappings for these elements, which would feed into the Registry.

Recommendation 1: For Manifestation: [restriction on access to manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, condition/option and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

[Manifestation: restriction on access to manifestation](#)

Current version in the September 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods. Recording an unstructured description](#).

Recording a structured description

This recording method is not applicable to this element.

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Manifestation: restriction on access to manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see Guidance: Recording methods.

Recording an unstructured description.

Recording a structured description

~~This recording method is not applicable to this element.~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description.](#)

Recording an identifier

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier. For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Manifestation: restriction on access to manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see Guidance: Recording methods.

Recording an unstructured description.

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description](#).

Recording an identifier

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier. For general guidance, see [Guidance: Data provenance. Recording a source of metadata.](#)

For general guidance on identifiers, see [Guidance: Recording methods. Recording an identifier.](#)

[Recording an IRI](#)

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see [Guidance: Recording methods. Recording an IRI.](#)

Recommendation 2: For [Manifestation: restriction on use of manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, unaffiliated sentence, condition/option, and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

[Manifestation: restriction on use of manifestation](#)

Current version in the September 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

OPTION

Record *Information on literary rights available*.

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

Recording a structured description

This recording method is not applicable to this element.

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Manifestation: restriction on use of manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

OPTION

Record Information on literary rights available.

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

Recording a structured description

~~This recording method is not applicable to this element.~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description](#).

Recording an identifier

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier. For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Manifestation: restriction on use of manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

OPTION

Record Information on literary rights available.

For general guidance on unstructured descriptions, see Guidance: Recording methods.

[Recording an unstructured description.](#)

[Recording a structured description](#)

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description.](#)

[Recording an identifier](#)

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier](#).

[Recording an IRI](#)

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Recommendation 3: For Item: [restriction on access to item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example, condition/option and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

[Item: restriction on access to item](#)

Current version in the September 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

Example

Accessible after 2008

Originals not available; consult repository for details

Restricted access according to signed release form and related notes

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods. Recording an unstructured description](#).

Recording a structured description

OPTION

Use a *vocabulary encoding scheme* as a *source of information*.

Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.

OPTION

Record a *vocabulary encoding scheme* that is used as a *source of information*. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#) .

For general guidance on structured descriptions, see [Guidance: Recording methods](#).
[Recording a structured description](#) .

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Item: restriction on access to item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see Guidance: Recording methods.

Recording an unstructured description.

Recording a structured description

OPTION

~~Use a *vocabulary encoding scheme* as a source of information.~~

~~Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.~~

OPTION

~~Record a *vocabulary encoding scheme* that is used as a source of information. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a *vocabulary encoding scheme* that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods](#). [Recording a structured description](#).

[Recording an identifier](#)

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a *vocabulary encoding scheme* that is used as a source of information for an identifier. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

For general guidance on identifiers, see [Guidance: Recording methods](#). [Recording an identifier](#).

[Recording an IRI](#)

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Item: restriction on access to item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see Guidance: Recording methods.
[Recording an unstructured description.](#)

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description](#).

[Recording an identifier](#)

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier](#).

[Recording an IRI](#)

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Recommendation 4: For Item: [restriction on use of item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Item: [restriction on use of item](#)

Current version in the September 2022 Toolkit release:


Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

 Example

Donor permission is required for public screening of films in this collection

Reproduction and use in any form requires written permission of the donor

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#) .

Recording a structured description

OPTION

Use a *vocabulary encoding scheme* as a source of information.

Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.

OPTION

Record a *vocabulary encoding scheme* that is used as a source of information. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#) [→](#).

For general guidance on structured descriptions, see [Guidance: Recording methods](#).

[Recording a structured description](#) [→](#).

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Item: restriction on use of item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

OPTION

~~Use a *vocabulary encoding scheme* as a source of information.~~

~~Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.~~

OPTION

~~Record a *vocabulary encoding scheme* that is used as a source of information. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance. Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods. Recording a structured description](#).

[Recording an identifier](#)

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier. For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Item: restriction on use of item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For general guidance on unstructured descriptions, see Guidance: Recording methods. **[Recording an unstructured description.](#)**

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods](#). [Recording a structured description](#).

[Recording an identifier](#)

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

For general guidance on identifiers, see [Guidance: Recording methods](#). [Recording an identifier](#).

[Recording an IRI](#)

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see [Guidance: Recording methods](#). [Recording an IRI](#).

Recommendation 5: Adjust the element type metadata in the Registry from 6 to 5 for all four elements.

Recommendation 6: Notify the RDA-MARC 21 Alignment Task Force to adjust the mappings for these elements.

RSC/RSCSecretary/2022/4

27 July 2022

Proposal to amend and clarify instructions in Manifestation “place of” elements

Abstract

A question from a user resulted in close examination of the instructions for Manifestation: [place of publication](#). The query was about one instruction present in original Toolkit but missing in official Toolkit. Analysis revealed that the same issue arose in four other Manifestation elements, and another missing instruction was identified.

This document, then, proposes the same additions and changes in five elements:

- Manifestation: [place of distribution](#)
- Manifestation: [place of manifestation](#)
- Manifestation: [place of manufacture](#)
- Manifestation: [place of production](#)
- Manifestation: [place of publication](#)

These additions and changes are only in the “Recording an unstructured description” section.

The proposal adds the missing instructions—one for a common use case--and reorders the instructions. Adding new subheads within each file is also recommended for clarity and to improve findability.

There are six recommendations. If approved, the recommendations will result in additions or changes to RDA text. Data in the RDA Registry are not affected.

Background

A NARDAC constituent sent in the following feedback via email to the RSC Secretary about Manifestation: [place of publication](#).

I’m trying to track down the successor to the second option at RDA 2.8.2.3 in the Original Toolkit:

Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself.

The option at [40.13.24.16] says to record a name of a larger place “if present on the manifestation” and the option at [25.10.28.72], which is limited to cases where a value of Manifestation: [place of publication](#) cannot be found in the manifestation, says to “include a name of a larger place if necessary for identification.”

Example:

On manifestation: London

Manifestation: place of publication: London [Ontario]

Original Toolkit

The full instruction from original Toolkit is shown here for context. The green highlighted text is the option missing from official Toolkit.

2.8.2.3 Recording Place of Publication 2014/04 D-A-CH KBSP

Record a place of publication by applying the basic instructions at [2.8.1 RDA](#).

Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information.

EXAMPLE

Köln

Westport, Connecticut

Lugduni Batavorum

Wellington, New Zealand

Tolworth, England

Carbondale, Ill.

Den Haag

Taunton, Somerset

Christiania

Mpls

Santiago

Aldershot, Hampshire, England

Burlington, VT, USA

Optional Additions D-A-CH LAC/BAC-BAnQ KBSP

Include the full address as part of the local place name, if considered important for identification or access. NLA PS BL PS

EXAMPLE

6 Ludgate Hill, London

Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself (see [2.2.4 RDA](#)).

NLA PS BL PS

EXAMPLE

Dublin [Ireland]

Dublin [Ohio]

Include any preposition appearing with the place name that is required to make sense of the statement.

EXAMPLE

V Praze

If the place name as transcribed is known to be fictitious, or requires clarification, make a note giving the actual place name, etc. (see [2.17.7.3 RDA](#)).

Official Toolkit

Below is the first part of the current official Toolkit instructions from the June 2022 release. The fourth option below is 40.13.24.16, as mentioned in the email from the user.

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place** →.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#) →.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#) →.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

OPTION

Record the full address as part of a local place name.

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a fictitious or false value as a Manifestation: [note on publication statement](#).

OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation publication statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

The second option below is 25.10.28.72, as mentioned in the email from the user.

CONDITION

A value of Manifestation: [place of publication](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#).

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Place of publication not identified

CONDITION

A manifestation does not have a value that can reasonably be determined.

OPTION

Record *place of publication not identified*.

Justification

This proposal is made to add RDA instructions, to clarify the order of conditions and options (from simplest to most complex), to improve findability within a list of instructions, and to improve consistency across similar elements in RDA.

Impact

These changes will make cataloguing slightly easier because missing instructions are included, ambiguity is reduced, and the structure within each element is clearer.

There will be some impact on policy statement writers who may need to add policy statements to correspond to new options and to re-order policy statements to match RDA text that has been moved.

There will be some impact on RDA translators, who will need to review and update their translations of these five elements.

Summary of Recommendations

[Recommendation #1: Manifestation: place of publication](#)

[Recommendation #2: Manifestation: place of distribution](#)

[Recommendation #3: Manifestation: place of manifestation](#)

[Recommendation #4: Manifestation: place of manufacture](#)

[Recommendation #5: Manifestation: place of production](#)

[Recommendation #6: Add a Table of Contents to each element to reflect the new subheads.](#)

Recommendation #1: Manifestation: [place of publication](#)

The following changes are shown in the marked-up version. Parallel changes are made for the elements described in Recommendations 2-5.

1. A new subhead is added for “Local and larger place names” to contain the set of condition/options that provide instructions on this topic.
2. A new condition/option is provided for the simplest case, which had been implicit. (The order of the three condition/options in this subsection builds from simple to complex.)
3. The existing option to “record both” is re-worded as a condition/option. The parenthetical (state, province, country, etc.) following “larger place” was removed because it could be seen as unnecessarily limiting for instances of larger places that are smaller than those specified. The option to record the full address is affiliated with this condition; it was re-worded for clarity. It makes more sense here than affiliated with the previous condition/option, which does not mention a larger place (needed in an address).
4. The missing option follows as a new condition/option.
5. A new subhead follows for “Fictitious place names” to contain the set of condition/options that provide instructions on this topic. A new option has been added to record a real value in a note element, and the order of the existing instructions was changed for clarity.
6. A new subhead follows for “Place names not found” to contain the set of condition/options that provide instructions on this topic. The instruction for “place ... not identified” was subsumed into this section and the separate subhead for this instruction was removed. Some minor re-wording was done for consistency within the element.

Marked-up version:

Manifestation: place of publication

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place**.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.)
A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address as ~~part of a local place name.~~

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~**Record a real value that is known from another source of information.**~~

OPTION

Record a fictitious or false value as a Manifestation: note on publication statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation publication statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on publication statement.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of Manifestation: place of publication cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: place of publication cannot reasonably be determined.

OPTION

Record the value place of publication not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Place of publication not identified

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of publication not identified.~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: **place of publication** is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

CONDITION

A value of Manifestation: **place of publication** is a local place name (city, town, etc.)

A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address.

CONDITION

A value of Manifestation: **place of publication** is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on publication statement.

OPTION

Record a fictitious or false value within a value of **Manifestation: manifestation publication statement.**

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a **Manifestation: note on publication statement.**

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of **Manifestation: place of publication cannot be found in a manifestation that is being described.**

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: [place of publication](#) cannot reasonably be determined.

OPTION

Record the value place of publication not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

Recommendation #2: Manifestation: [place of distribution](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of distribution](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: [Transcription guidelines](#). [Guidelines on basic transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: [Transcription guidelines](#). [Guidelines on normalized transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of distribution](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

**A value of Manifestation: [place of distribution](#) is a local place name (city, town, etc.)
A name of a larger place is present on the manifestation.**

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address ~~as part of a local place name.~~

CONDITION

A value of Manifestation: **place of distribution** is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a Manifestation: note on distribution statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation distribution statement.

OPTION

Record a real value that is known from another source of information.

OPTION

**Record a real value that is known from another source of information as a
Manifestation: note on distribution statement.**

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations.**

[Place names not found](#)

CONDITION

A value of Manifestation: [place of distribution](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of distribution](#) cannot reasonably be determined.

OPTION

Record the value place of distribution not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

~~Place of distribution not identified~~

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~**Record place of distribution not identified.**~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of distribution](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

CONDITION

A value of Manifestation: [place of distribution](#) is a local place name (city, town, etc.)

A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address.

CONDITION

A value of Manifestation: [place of distribution](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a **Manifestation: note on distribution statement.**

OPTION

Record a fictitious or false value within a value of **Manifestation: manifestation distribution statement.**

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a **Manifestation: note on distribution statement.**

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

Place names not found

CONDITION

A value of **Manifestation: place of distribution cannot be found in a manifestation that is being described.**

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: [place of distribution](#) cannot reasonably be determined.

OPTION

Record the value place of distribution not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #3: Manifestation: [place of manifestation](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of manifestation](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of manifestation](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: [place of manifestation](#) is a local place name (city, town, etc.)

A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address ~~as part of a local place name.~~

CONDITION

A value of Manifestation: [place of manifestation](#) is a local place name (city, town, etc.)
A name of a larger place is not present on the manifestation.
The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

[Fictitious place names](#)

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a Manifestation: note on manifestation or an appropriate element subtype.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation statement or an appropriate element subtype.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on manifestation or an appropriate element subtype.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of Manifestation: place of publication cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~**A manifestation does not have a value that can reasonably be determined.**~~

A value of Manifestation: place of manifestation cannot reasonably be determined.

OPTION

Record the value place of manifestation not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

~~Place of manifestation not identified~~

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of manifestation not identified.~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of manifestation](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

CONDITION

A value of Manifestation: **place of manifestation** is a local place name (city, town, etc.)
A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address.

CONDITION

A value of Manifestation: **place of manifestation** is a local place name (city, town, etc.)
A name of a larger place is not present on the manifestation.
The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place
taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on manifestation or an appropriate element subtype.

OPTION

Record a fictitious or false value within a value of **Manifestation: manifestation statement or an appropriate element subtype.**

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a **Manifestation: note on manifestation or an appropriate element subtype.**

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of **Manifestation: place of publication cannot be found in a manifestation that is being described.**

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: [place of manifestation](#) cannot reasonably be determined.

OPTION

Record the value place of manifestation not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #4: Manifestation: [place of manufacture](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of manufacture](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of manufacture](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: [place of manufacture](#) is a local place name (city, town, etc.)

A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address as ~~part of a local place name.~~

CONDITION

A value of Manifestation: [place of manufacture](#) is a local place name (city, town, etc.)
A name of a larger place is not present on the manifestation.
The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place
taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

**Record a fictitious or false value as it appears on a manifestation that is being
described.**

OPTION

~~**Record a real value that is known from another source of information.**~~

OPTION

Record a fictitious or false value as a Manifestation: note on manufacture statement.

OPTION

**Record a fictitious or false value within a value of Manifestation: manifestation
manufacture statement.**

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on manufacture statement.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations.**

Place names not found

CONDITION

A value of Manifestation: place of manufacture cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~**A manifestation does not have a value that can reasonably be determined.**~~

A value of Manifestation: place of manufacture cannot reasonably be determined.

OPTION

Record the value place of manufacture not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

~~Place of manufacture not identified~~

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of manufacture not identified.~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of manufacture](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

CONDITION

A value of Manifestation: **place of manufacture** is a local place name (city, town, etc.)
A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address.

CONDITION

A value of Manifestation: **place of manufacture** is a local place name (city, town, etc.)
A name of a larger place is not present on the manifestation.
The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place
taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on manufacture statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation manufacture statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on manufacture statement.

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

Place names not found

CONDITION

A value of Manifestation: [place of manufacture](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: [place of manufacture](#) cannot reasonably be determined.

OPTION

Record the value place of manufacture not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #5: Manifestation: [place of production](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of production](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using **Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using **Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of production](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: [place of production](#) is a local place name (city, town, etc.)

A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address as ~~part of a local place name.~~

CONDITION

A value of Manifestation: [place of production](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a Manifestation: note on production statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation production statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on production statement.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of Manifestation: [place of production](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of production](#) cannot reasonably be determined.

OPTION

Record the value place of production not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

[Place of production not identified](#)

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of production not identified.~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place**.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

Local and larger place names

CONDITION

A value of Manifestation: [place of production](#) is a local place name (city, town, etc.)

OPTION

Record a value of a local place name.

CONDITION

A value of Manifestation: [place of production](#) is a local place name (city, town, etc.)

A name of a larger place is present on the manifestation.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record the full address.

CONDITION

A value of Manifestation: [place of production](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

The local place name is known to be used in other places.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

[Fictitious place names](#)

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on production statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation production statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on p statement.

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

[Place names not found](#)

CONDITION

A value of Manifestation: **place of production** cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: **place of production** cannot reasonably be determined.

OPTION

Record the value place of production not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #6: Add a Table of Contents to each element to reflect the new subheads.

The same structure will be applied to all five elements. Each will link to the appropriate section within the element to allow for quick identification and retrieval.

Marked-up version:

Recording an unstructured description

- [Local and larger place names](#)
- [Fictitious place names](#)
- [Place names not found](#)

Record an unstructured description for a related place as a value of Place: [name of place](#).

Clean version:

Recording an unstructured description

- Local and larger place names
- Fictitious place names
- Place names not found

Record an unstructured description for a related place as a value of Place: [name of place](#).

RSC/RSCSecretary/2022/4/rev

06 October 2022

Proposal to amend and clarify instructions in Manifestation “place of” elements

This revised version has:

1. Added the option [in red text with double underlining in original:] “Record a preposition that appears with a place name if it is required to make sense of the statement” as the last option in the general instructions.
2. Added “a name as a larger place” to the first condition and option under the subhead “Local and larger place names.”
3. Adjusted the text to the second condition and option to parallel the text above (#2).
4. Reworded and relocated the option for recording the full address.
5. Reworded the proposed condition “The local place name is known to be used in other places” to “A name of a larger place is considered necessary for identification.”
6. Changed the subhead from “Fictitious place names” to “Fictitious or false place names.”
7. Fixed typos and other editorial errors.

These changes can be easily spotted by the red text from Track Changes. However, the red text masks the double underlining that indicates new text is added in the Marked-Up Versions.

Abstract

A question from a user resulted in close examination of the instructions for Manifestation: [place of publication](#). The query was about one instruction present in original Toolkit but missing in official Toolkit. Analysis revealed that the same issue arose in four other Manifestation elements, and another missing instruction was identified.

This document, then, proposes the same additions and changes in five elements:

Manifestation: [place of distribution](#)
Manifestation: [place of manifestation](#)
Manifestation: [place of manufacture](#)
Manifestation: [place of production](#)
Manifestation: [place of publication](#)

These additions and changes are only in the “Recording an unstructured description” section.

The proposal adds the missing instructions—one for a common use case--and reorders the instructions. Adding new subheads within each file is also recommended for clarity and to improve findability.

There are six recommendations. If approved, the recommendations will result in additions or changes to RDA text. Data in the RDA Registry are not affected.

Background

A NARDAC constituent sent in the following feedback via email to the RSC Secretary about Manifestation: [place of publication](#).

I’m trying to track down the successor to the second option at RDA 2.8.2.3 in the Original Toolkit:

Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself.

The option at [40.13.24.16] says to record a name of a larger place “if present on the manifestation” and the option at [25.10.28.72], which is limited to cases where a value of Manifestation: [place of publication](#) cannot be found in the manifestation, says to “include a name of a larger place if necessary for identification.”

Example:

On manifestation: London
Manifestation: place of publication: London [Ontario]

Original Toolkit

The full instruction from original Toolkit is shown here for context. The green highlighted text is the option missing from official Toolkit.

2.8.2.3 Recording Place of Publication 2014/04 D-A-CH KBSP

Record a place of publication by applying the basic instructions at [2.8.1 RDA](#).

Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information.

EXAMPLE

Köln

Westport, Connecticut

Lugduni Batavorum

Wellington, New Zealand

Tolworth, England

Carbondale, Ill.

Den Haag

Taunton, Somerset

Christiania

Mpls

Santiago

Aldershot, Hampshire, England

Burlington, VT, USA

Optional Additions D-A-CH LAC/BAC-BAnQ KBSP

Include the full address as part of the local place name, if considered important for identification or access. NLA PS BL PS

EXAMPLE

6 Ludgate Hill, London

Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself (see [2.2.4 RDA](#)).

NLA PS BL PS

EXAMPLE

Dublin [Ireland]

Dublin [Ohio]

Include any preposition appearing with the place name that is required to make sense of the statement.

EXAMPLE

V Praze

If the place name as transcribed is known to be fictitious, or requires clarification, make a note giving the actual place name, etc. (see [2.17.7.3 RDA](#)).

Official Toolkit

Below is the first part of the current official Toolkit instructions from the September 2022 release. The fourth option below is 40.13.24.16, as mentioned in the email from the user.

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place** →.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#) →.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#) →.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

OPTION

Record the full address as part of a local place name.

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a fictitious or false value as a Manifestation: [note on publication statement](#).

OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation publication statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

The second option below is 25.10.28.72, as mentioned in the email from the user.

CONDITION

A value of Manifestation: [place of publication](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#).

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Place of publication not identified

CONDITION

A manifestation does not have a value that can reasonably be determined.

OPTION

Record *place of publication not identified*.

Justification

This proposal is made to add RDA instructions, to clarify the order of conditions and options (from simplest to most complex), to improve findability within a list of instructions, and to improve consistency across similar elements in RDA.

Impact

These changes will make cataloguing slightly easier because missing instructions are included, ambiguity is reduced, and the structure within each element is clearer.

There will be some impact on policy statement writers who may need to add policy statements to correspond to new options and to re-order policy statements to match RDA text that has been moved.

There will be some impact on RDA translators, who will need to review and update their translations of these five elements.

Summary of Recommendations

[Recommendation #1: Manifestation: place of publication](#)

[Recommendation #2: Manifestation: place of distribution](#)

[Recommendation #3: Manifestation: place of manifestation](#)

[Recommendation #4: Manifestation: place of manufacture](#)

[Recommendation #5: Manifestation: place of production](#)

[Recommendation #6: Add a Table of Contents to each element to reflect the new subheads.](#)

Recommendation #1: Manifestation: [place of publication](#)

The following changes are shown in the marked-up version. Parallel changes are made for the elements described in Recommendations 2-5.

1. A new subhead is added for “Local and larger place names” to contain the set of condition/options that provide instructions on this topic.
2. A new condition/option is provided for the simplest case, which had been implicit. (The order of the three condition/options in this subsection builds from simple to complex.)
3. The existing option to “record both” is re-worded as a condition/option. The parenthetical (state, province, country, etc.) following “larger place” was removed because it could be seen as unnecessarily limiting for instances of larger places that are smaller than those specified. The option to record the full address is affiliated with this condition; it was re-worded for clarity. It makes more sense here than affiliated with the previous condition/option, which does not mention a larger place (needed in an address).
4. The missing option follows as a new condition/option.
5. A new subhead follows for “Fictitious place names” to contain the set of condition/options that provide instructions on this topic. A new option has been added to record a real value in a note element, and the order of the existing instructions was changed for clarity.
6. A new subhead follows for “Place names not found” to contain the set of condition/options that provide instructions on this topic. The instruction for “place ... not identified” was subsumed into this section and the separate subhead for this instruction was removed. Some minor re-wording was done for consistency within the element.

[Marked-up version:](#)

[Manifestation: place of publication](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place**.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

Local and [larger](#) place names

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a Manifestation: note on publication statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation publication statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on publication statement.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of Manifestation: place of publication cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: place of publication cannot reasonably be determined.

OPTION

Record the value place of publication not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

~~Place of publication not identified~~

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~**Record place of publication not identified.**~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

[Local and larger place names](#)

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: **place of publication** is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on publication statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation publication statement.

OPTION

Record a real value that is known from another source of information.

OPTION

**Record a real value that is known from another source of information as a
Manifestation: note on publication statement.**

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of Manifestation: **place of publication cannot be found in a manifestation that is being described.**

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: **place of publication** cannot reasonably be determined.

OPTION

Record the value place of publication not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

Recommendation #2: Manifestation: [place of distribution](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of distribution](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: [name of place](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

Local and larger place names

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of distribution](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a Manifestation: note on distribution statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation distribution statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on distribution statement.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

[Place names not found](#)

CONDITION

A value of Manifestation: [place of distribution](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of distribution](#) cannot reasonably be determined.

OPTION

Record the value place of distribution not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

~~Place of distribution not identified~~

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of distribution not identified.~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place**.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

Local and larger place names

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: **place of distribution** is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on distribution statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation distribution statement.

OPTION

Record a real value that is known from another source of information.

OPTION

**Record a real value that is known from another source of information as a
Manifestation: note on distribution statement.**

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of Manifestation: **place of distribution cannot be found in a manifestation that is being described.**

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: **place of distribution** cannot reasonably be determined.

OPTION

Record the value place of distribution not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #3: Manifestation: [place of manifestation](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of manifestation](#)

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

[Local and larger place names](#)

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of manifestation](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

[Fictitious or false place names](#)

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a **Manifestation: note on manifestation** or an appropriate element subtype.

OPTION

Record a fictitious or false value within a value of **Manifestation: manifestation statement** or an appropriate element subtype.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a **Manifestation: note on manifestation** or an appropriate element subtype.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

[Place names not found](#)

CONDITION

A value of **Manifestation: place of publication** cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of manifestation](#) cannot reasonably be determined.

OPTION

Record the value [place of manifestation not identified](#).

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

[Place of manifestation not identified](#)

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of manifestation not identified.~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place**.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

Local and larger place names

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: **place of manifestation** is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

[Fictitious or false place names](#)

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a **Manifestation: note on manifestation or an appropriate element subtype.**

OPTION

Record a fictitious or false value within a value of **Manifestation: manifestation statement or an appropriate element subtype.**

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a **Manifestation: note on manifestation or an appropriate element subtype.**

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

[Place names not found](#)

CONDITION

A value of **Manifestation: place of publication cannot be found in a manifestation that is being described.**

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: [place of manifestation](#) cannot reasonably be determined.

OPTION

Record the value place of manifestation not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #4: Manifestation: [place of manufacture](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of manufacture](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

Local and larger place names

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of manufacture](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a Manifestation: note on manufacture statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation manufacture statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on manufacture statement.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

CONDITION

A value of Manifestation: place of manufacture cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~**A manifestation does not have a value that can reasonably be determined.**~~

A value of Manifestation: place of manufacture cannot reasonably be determined.

OPTION

Record the value place of manufacture not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

Recording an unstructured description.

~~Place of manufacture not identified~~

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of manufacture not identified.~~

Clean version:

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place**.

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using [Guidance: Transcription guidelines](#). [Guidelines on basic transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using [Guidance: Transcription guidelines](#). [Guidelines on normalized transcription](#).

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

[Local and larger place names](#)

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: **place of manufacture** is a local place name (city, town, etc.)
A name of a larger place is not present on the manifestation.
A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on manufacture statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation manufacture statement.

OPTION

Record a real value that is known from another source of information.

OPTION

Record a real value that is known from another source of information as a Manifestation: note on manufacture statement.

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

Place names not found

CONDITION

A value of Manifestation: [place of manufacture](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: [place of manufacture](#) cannot reasonably be determined.

OPTION

Record the value place of manufacture not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #5: Manifestation: [place of production](#)

Same changes as described in Recommendation #1.

Marked-up version:

Manifestation: [place of production](#)

[Recording an unstructured description](#)

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

Local and larger place names

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of production](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

[Fictitious or false place names](#)

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

~~Record a real value that is known from another source of information.~~

OPTION

Record a fictitious or false value as a Manifestation: note on production statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation production statement.

OPTION

Record a real value that is known from another source of information.

OPTION

**Record a real value that is known from another source of information as a
Manifestation: note on production statement.**

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations.**

[Place names not found](#)

CONDITION

A value of Manifestation: [place of production](#) cannot be found in a manifestation that is being described.

OPTION

Record a value for a place that is known from another source of information.

Record a value for a [local place name](#) (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a [local place name](#) (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a [local place name](#) (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of production](#) cannot reasonably be determined.

OPTION

Record the value place of production not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Place of production not identified

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

OPTION

~~Record place of production not identified.~~

Clean version:

Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place.**

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription.](#)

OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

[Local and larger place names](#)

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

OPTION

Record a value of a local place name or of a name of a larger place.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: **place of production** is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: note on production statement.

OPTION

Record a fictitious or false value within a value of Manifestation: manifestation production statement.

OPTION

Record a real value that is known from another source of information.

OPTION

**Record a real value that is known from another source of information as a
Manifestation: note on p statement.**

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations.**

Place names not found

CONDITION

A value of Manifestation: **place of production cannot be found in a manifestation that is being described.**

OPTION

Record a value for a place that is known from another source of information.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

A value of Manifestation: **place of production** cannot reasonably be determined.

OPTION

Record the value place of production not identified.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. **Recording a source of metadata.**

For general guidance on unstructured descriptions, see Guidance: Recording methods. **Recording an unstructured description.**

Recommendation #6: Add a Table of Contents to each element to reflect the new subheads.

The same structure will be applied to all five elements. Each will link to the appropriate section within the element to allow for quick identification and retrieval.

Marked-up version:

Recording an unstructured description

- [Local and larger place names](#)
- [Fictitious or false place names](#)
- [Place names not found](#)

Record an unstructured description for a related place as a value of Place: **name of place.**

Clean version:

Recording an unstructured description

- Local and larger place names
- Fictitious or false place names
- Place names not found

Record an unstructured description for a related place as a value of Place: **name of place.**

353 Community Resources Plan, October 2022

[Published by Jamie Hennelly on 17 October 2022 at <https://www.rdatoolkit.org/node/280>]

After discussions with the RSC regarding the Community Resources (CR) area of RDA Toolkit, the following plan has been established to address CR structure and services.

CR Goals and Requirements

The CR area in RDA Toolkit contains content that conforms to the RDA standard but is specific to a community rather than international in scope. It arose from the RSC decision that certain parts of original RDA (instructions related to string encoding schemes; appendices related to abbreviations, capitalization, and names of persons; and certain access point instructions) addressed specific community practices rather than broader international needs.

The initial content of the Community Resources area in the English language version of the Toolkit includes deconstructed instructions for abbreviations, capitalization, additions to names of persons, and terms of rank found in the original RDA appendices. These have been reconstructed into pages for terms based on specific languages. In addition, as of the April 2021 release, the legacy Anglo-American instructions from the original Toolkit for the construction of various strings, such as authorized access point for legal works, musical works, official communications, and religious works were relocated to this area.

Going forward the RSC and the publishers of RDA Toolkit are seeking to open the Community Resources space to more groups. Here are our goals with the CR space --

- CR should be available to all interested communities of RDA Toolkit subscribers.
- CR should make full use of existing Toolkit technology and capabilities.
- The RSC and Toolkit Publishers will have oversight of CR development, including assigning administrative roles and setting guidelines for contributing communities and eligible content.
- CR contributors will have responsibility for the development and maintenance of content.
- CR contributors must clearly identify the authorship of the content and state that it is not official RDA.
- CR Content will be searchable and easily identified as CR content in search results.
- CR updates will conform to the RDA Toolkit release schedule.

CR Tiers

- Contributors who already have access to the Toolkit's content management system (CMS) will be able to create CR content within that system—this includes groups that have access through translation and policy statement agreements. Groups interested in this level of access should contact James Hennelly to negotiate such an agreement (a one-time fee is likely with this option).
- Groups who do not have access to the CMS and are not interested in an agreement may use the Toolkit's HTML editor to create CR content that can be added to the CR browse and search. This option has no fees associated with it, but contributors and contributions do have to meet RSC approval for inclusion in CR.

CR Quality Control

- Ability to post CR documents must be managed to ensure that only appropriate content that serves an identifiable RDA community is hosted in this area.
- RSC still needs to set guidelines for identifying a community in this context.

- Where possible, RDA regional committees will be responsible for identifying groups that should be included in the CR space.
- Where no regional committee is in place the RDA Dev Team and Wider Community Engagement Officer will review requests to contribute to the CR space.
- There is an expectation that CR content will conform with RDA guidance and instruction.
- CR contributions are expected to meet the same accessibility standard (AA) of the Toolkit.

CR Display

- The CR space will continue to be accessible in the Resources tab as it currently is.
- The CR will be organized by subject, then by authoring group (see mock-up below).

Community refinements

- British Library
- Kansalliskirjasto
- Library of Congress
- Music Library Association
- OTHER DOCUMENTS

Community vocabularies

- British Library
- Kansalliskirjasto
- Library of Congress
- Music Library Association
- OTHER DOCUMENTS

- OTHER DOCUMENTS will link to a landing page that will include documents created in the HTML document editor. (See landing page mock-up below.)

OTHER DOCUMENTS

Group A

- Document 1
- Document 2
- Document 3

Group B

- Document 1
- Document 2

Group C

- Document 1
- Document 2

Existing CR in English

The current CR content in English is legacy content from RDA. As such it will not be updated by the RSC. It is the expectation that a group representing the English language community will emerge to take ownership of the current CR content and manage its development going forward. Until such a group is identified and approved by the RSC, the content will remain unchanged in the RDA Toolkit.

CR Development

Development of the CR area will take some time. Those with CMS access (translators and policy statement writers) when ready to contribute CR documents, can begin almost immediately. For those groups looking to contribute using the HTML editor, it will likely take several months to implement the special tagging and filtering needed to generate the Other Documents page. As the CR space develops, we will monitor user feedback to identify future development projects.