To: Joint Steering Committee for Development of RDA

From: Bill Leonard, Canadian Committee on Cataloguing Representative

Subject: Transcription of punctuation and symbols (1.7.3, 1.7.5)

Abstract: This proposal recommends adding alternatives in the instructions for transcription of punctuation and symbols to allow some flexibility to omit or to replace punctuation or symbols to improve clarity.

Justification

The principle of representation is one of the governing principles (RDA 0.4.3.4) and a functional principle of RDA (RDA 1.2), and as such it informs the General Guidelines on Transcription (RDA 1.7.1). The functional principle of representation states that "the data should reflect the resource's representation of itself." Therefore, whenever possible, instructions on transcription ask that data be transcribed exactly as they appear on the source of information.

For punctuation, this means that cataloguers must transcribe any sign of punctuation appearing on the source of information, unless the punctuation "separates data to be recorded as one element from data to be recorded as a different element". For symbols, cataloguers must either transcribe them as they appear on the resource or replace them by a short description, if these symbols cannot be reproduced by the facilities available.

When dealing with most commercial publications, where bibliographical information is presented in a standardized format, these instructions can be easily applied without conflicting with other important cataloguing principles. Yet, for describing some types of resources, such as publications with visual or artistic content , resources issued by non-commercial entities, or non-book publications, a strict application of the transcription rules often hampers the readability of the data, and therefore comes into conflict with an RDA objective: responsiveness to user needs (RDA 0.4.2.1).

CCC realizes that a blanket provision for alternatives already exists at 1.7.1 covering 1.7.2 to 1.7.9. Even so, CCC proposes that specific alternatives be provided in RDA 1.7.3 and RDA 1.7.5, to alert cataloguers and their institutions to the possibility of omitting or modifying signs of punctuation or symbols that hinder readability, while still following RDA transcription prctices strictly in most cases. Considering that signs of punctuation and symbols are normally eliminated during the tokenization or normalization processes, slight alterations in recording punctuation should have no discernible impact in search and retrieval
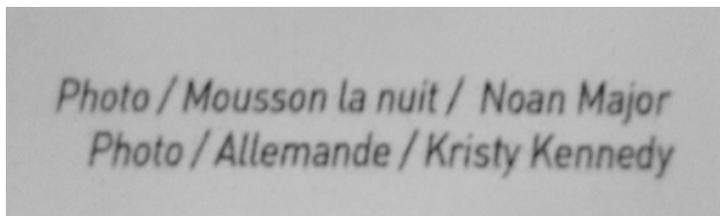
actions in most information retrieval systems. The discernible impact would be an improvement in data recorded using RDA in responding to the user need of readability.

The following examples illustrate the difficulties raised by the strict application of instructions under 1.7.3 and 1.7.5 (especially in a context where institutions are still producing records in ISBD format):

Example #1
Allemande, Joshua Beamish/Move : The Company, Mousson la nuit, Julie Beaulieu et Jonathan Voyer/Samskara : les artisans du passage / photo / Mousson la nuit / Noan Major ; photo / Allemande / Kristy Kennedy
Title proper and statement of responsibility for a dance poster., with punctuation transcribed "as is" from the preferred source (the diagonal slash between "passage" and "photo" is the ISBD punctuation to signal the beginning of the statements of responsibility, all other diagonal slashes appear within the title or within the statements of responsibility).
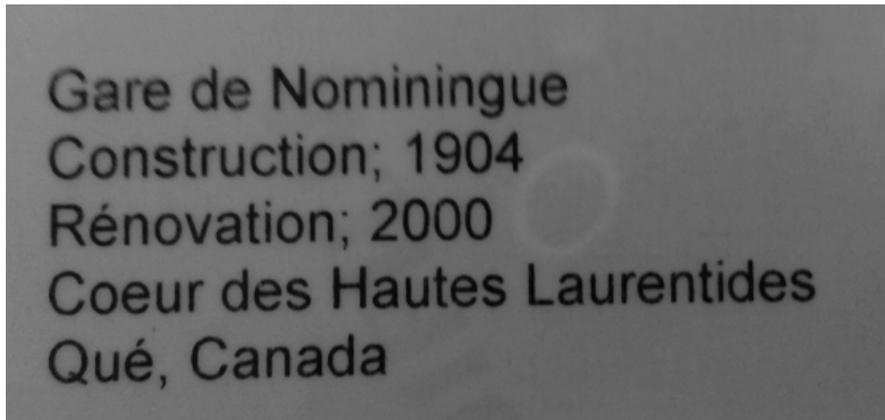

Example #2
Hull, = Canada : The E.B. Eddy Company, Limited, [between 1891 and 1959]
Place of publication for an advertising poster, with punctuation transcribed "as is" from the preferred source.

Example #3
Gare de Nominingue, construction; 1904, rénovation; 2000, coeur des Hautes Laurentides, Qué, Canada
Title for a postcard. In the title, colons appear as semicolons.

Example #4
Montréal-Nord (Québec) : Éditions: Nicole Leblanc et Lise Dagenais, [2010]
Publication statement from title page for a vanity press publication. The name of the publisher appears as "Éditions:: Nicole Leblanc, Lise Dagenais" on cover, and as "Éditions Nicole Leblanc et Lise Dagenais" on page [2] of cover. The actual name of the publisher is "Éditions Nicole Leblanc et Lise Dagenais".

Issues requiring resolution

The strict application of RDA 1.7.3 and 1.7.5 while transcribing punctuation and symbols, subject to the capability of the local system, could in some cases produce data that is apt to confuse the users. In examples #1 and #2 above, characters occurring in the titles could potentially be confused with ISBD punctuation characters.
In example #3, the usage of the semi-colons was non-standard. Semi-colons normally impart a message of a break between phrases, but in this case, they were used, possibly mistakenly, following the labels, "construction" and "rénovation."
In example #4, the use of double colons is a stylistic device of unknown purpose. The presence of any punctuation following the word "Éditions" gives the suggestion that this is a label or modifier of the following data. As explained in the note, the name of the corporate body in the publishing role is "Éditions Nicole Leblanc et Lise Dagenais."

This proposal intends to provide an alternative at RDA 1.7.3 and 1.7.5 in order to avoid transcribing data that is very likely to confuse the readers.

Impact of the revisions

Though institutions may decide never to apply it, this proposed alternative will provide agencies cataloguing special collections and non-commercial publications the flexibility they need to produce cataloguing data that are both representative of the resource and convenient to their users. If institutions do decide to apply these alternatives, they may make a note to explain that punctuation has been modified during the transcription process, if considered important for identification.

Change #1: Recommended revisions for 1.7.3

Marked-up version:

1.7.3 Punctuation

Transcribe punctuation as it appears on the source.

> **EXAMPLE**
>
> ...and then there were none
> What is it?...what is it not?
> Vessels on the Northwest coast between Alaska and California -- 1543–1811
> I don't do dishes!
> »... dass der Mensch was lernen muss.«

Exceptions

Punctuation separating different elements. Omit punctuation that separates data to be recorded as one element from data to be recorded as a different element.

> **EXAMPLE**
>
> DDC 21
> **Title appears on the source of information with punctuation separating it from the other title information:** DDC 21: international perspectives
>
> Vanderbilt University
> **Publisher's name appears on the source of information with punctuation separating it from the place of publication:** Vanderbilt University, Nashville

Punctuation separating instances of the same element. Omit punctuation that separates data to be recorded as one element from data recorded as a second or subsequent instance of the same element.

> **EXAMPLE**
>
> Dakar

Place of publication appears on the source of information with punctuation separating each place: Ottawa – Dakar – Montevideo – Nairobi – New Delhi – Singapore

Add punctuation, as necessary, for clarity.

EXAMPLE

Travaillez mieux, vivez mieux
Title appears on the source of information with each word on a separate line. Comma added for clarity

by Louis Henkin (University Professor Emeritus and Special Service Professor, Columbia University), Gerald L. Neuman (Herbert Wechsler Professor of Federal Jurisprudence, Columbia Law School), Diane F. Orentlicher (Professor of Law, Washington College of Law, American University), David W. Leebron (Dean and Lucy G. Moses Professor of Law, Columbia Law School)
Statement of responsibility appears on the source of information with each name, academic title, and affiliation on a separate line. Commas and parentheses added for clarity

Alternative

> If transcribing punctuation as it appears on the resource significantly hinders clarity, either omit or modify the punctuation and/or the spaces preceding or following the punctuation, as necessary.
> Make a note to indicate that punctuation has been omitted or modified (see 2.17 RDA), if considered important for identification.

EXAMPLE

Réflexction, Ismaël Mouaraki / Destins croisés, Pou/voir, Meena Murugesan et Hiroshi Miyamoto
photo Reflexction, Patrice Blain
photo Pou/voir, Amar T. Khoday
Note: Punctuation from the title and statement of responsibility modified by cataloguer

Elements in the title and statements of responsibility are separated by diagonal slashes, preceded and followed by a space:
Réflexction, Ismaël Mouaraki / Destins croisés, Pou/voir, Meena Murugesan et Hiroshi Miyamoto ...
photo RefleXction / Patrice Blain
photo Pou / Voir / Amar T. Khoday

For instructions on the use of punctuation for the display of descriptive data according to ISBD specifications, see appendix D RDA (D.1.2 RDA).

Clean-copy version:

1.7.3 Punctuation
Transcribe punctuation as it appears on the source.

EXAMPLE

...and then there were none

What is it?...what is it not?

Vessels on the Northwest coast between Alaska and California -- 1543–1811

I don't do dishes!

»... dass der Mensch was lernen muss.«

Exceptions

Punctuation separating different elements. Omit punctuation that separates data to be recorded as one element from data to be recorded as a different element.

EXAMPLE

DDC 21
Title appears on the source of information with punctuation separating it from the other title information: DDC 21: international perspectives

Vanderbilt University
Publisher's name appears on the source of information with punctuation separating it from the place of publication: Vanderbilt University, Nashville

Punctuation separating instances of the same element. Omit punctuation that separates data to be recorded as one element from data recorded as a second or subsequent instance of the same element.

EXAMPLE

Dakar
Place of publication appears on the source of information with punctuation separating each place: Ottawa – Dakar – Montevideo – Nairobi – New Delhi – Singapore

Add punctuation, as necessary, for clarity.

EXAMPLE

Travaillez mieux, vivez mieux
Title appears on the source of information with each word on a separate line. Comma added for clarity

by Louis Henkin (University Professor Emeritus and Special Service Professor, Columbia University), Gerald L. Neuman (Herbert Wechsler Professor of Federal Jurisprudence, Columbia Law School), Diane F. Orentlicher (Professor of Law, Washington College of Law, American University), David W. Leebron (Dean and Lucy G. Moses Professor of Law, Columbia Law School)
Statement of responsibility appears on the source of information with each name, academic title, and affiliation on a separate line. Commas and parentheses added for clarity

Alternative

If transcribing punctuation as it appears on the resource significantly hinders clarity, either omit or modify the punctuation and/or the spaces preceding or following the punctuation, as necessary.

Make a note to indicate that punctuation has been omitted or modified (see 2.17 RDA), if considered important for identification.

> **EXAMPLE**
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> Réflexction, Ismaël Mouaraki/Destins croisés, Pou/voir, Meena Murugesan et Hiroshi Miyamoto
> photo Reflexction, Patrice Blain
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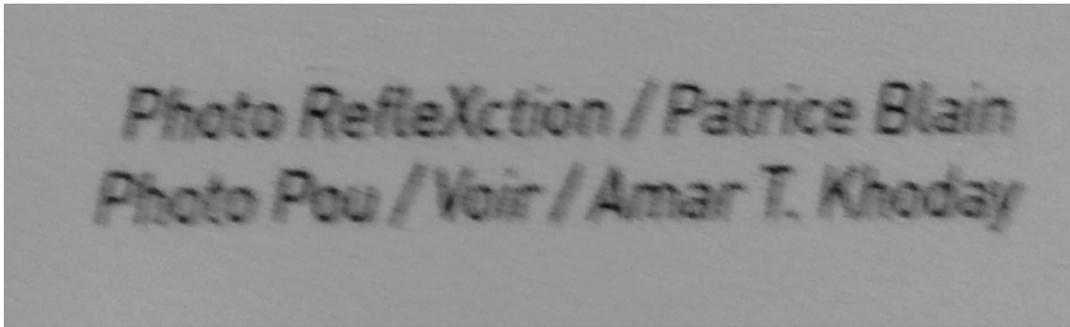> Note: Punctuation from the title and statement of responsibility modified by cataloguer
>
> **Elements in the title and the statements of responsibility are separated by diagonal slashes, preceded and followed by a space:**
> Réflexction, Ismaël Mouaraki / Destins croisés, Pou/voir, Meena Murugesan et Hiroshi Miyamoto ...
> photo RefleXction / Patrice Blain
> photo Pou / Voir / Amar T. Khoday

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Images of the Suggested Example

Change #2: Changes to 1.7.5

<u>Marked-up version:</u>

1.7.5 Symbols

Replace symbols and other characters, etc., that cannot be reproduced by the facilities available, with a description of the symbol. Indicate that this description was taken from a source outside the resource itself (see 2.2.4 **RDA**).

EXAMPLE

Robust H [proportional to] stabilization of stochastic hybrid systems with Wiener process
Symbol for "proportional to" appears on source of information
My name is Brain [crossed out] Brian
The word "Brain" appears with an X through it on source of information

Make an explanatory note if necessary (see 2.17 **RDA**).
Ignore typographical devices that are used as separators, etc.

Alternative

> <u>If transcribing a symbol reproducible by the facilities available significantly hinders clarity, omit the symbol or replace it by another symbol or sign of punctuation, as necessary.</u>
> <u>Make a note to indicate that the symbol has been omitted or replaced by another symbol or sign of punctuation (see 2.17 **RDA**), if considered important for identification.</u>

> **EXAMPLE**
>
> <u>Hull, Canada</u>
> **Place of publication appears on the source of information as:** Hull, = Canada

<u>Clean-copy version:</u>

1.7.5 Symbols

Replace symbols and other characters, etc., that cannot be reproduced by the facilities available, with a description of the symbol. Indicate that this description was taken from a source outside the resource itself (see 2.2.4 **RDA**).

EXAMPLE

Robust H [proportional to] stabilization of stochastic hybrid systems with Wiener process
Symbol for "proportional to" appears on source of information
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Make an explanatory note if necessary (see 2.17 **RDA**).
Ignore typographical devices that are used as separators, etc.

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If transcribing a symbol reproducible by the facilities available significantly hinders clarity, omit the symbol or replace it by another symbol or sign of punctuation, as necessary.
Make a note to indicate that the symbol has been omitted or replaced by another symbol or sign of punctuation (see 2.17 **RDA**), if considered important for identification.

EXAMPLE

Hull, Canada
Place of publication appears on the source of information as: Hull, = Canada

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Other changes in RDA

This proposal does not affect other instructions or references to/from other instructions. The proposed alternatives include one-way broad references to 2.17, echoing the references that already exist in 1.7.3 and 1.7.5.

Changes to the RDA Element Set

This proposal does not affect the RDA Element Set.