RDA and Community Resources

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R | D | A
Resource Description & Access

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- RDA Steering Committee
- North American RDA Committee
- Canadian Committee on Cataloguing
- Author: *RDA Essentials*

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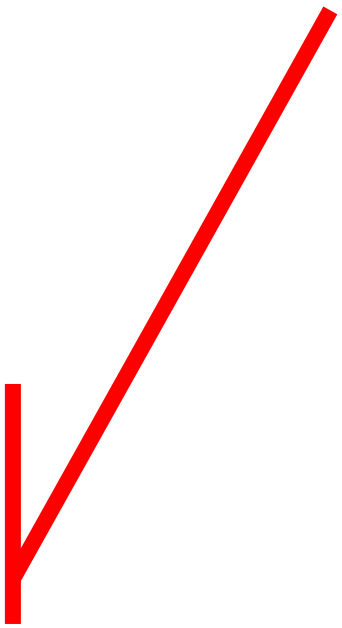
R D A
Resource Description & Access

- Front Matter
- Part I: Description
  - Introduction
  - 1: General Rules for Description
  - 2: Books, Pamphlets, and Printed Sheets
  - 3: Cartographic Materials
  - 4: Manuscripts (Including Manuscript Collections)
  - 5: Music
  - 6: Sound Recordings
  - 7: Motion Pictures and Videorecordings
  - 8: Graphic Materials
  - 9: Electronic Resources
  - 10: Three-Dimensional Artefacts and Realia
  - 11: Microforms
  - 12: Continuing Resources
  - 13: Analysis
- Part II
  - Introduction: Headings, Uniform Titles, and References
  - 21: Choice of Access Points
  - 22: Headings for Persons
  - 23: Geographic Names
  - 24: Headings for Corporate Bodies
  - 25: Uniform Titles
  - 26: References
- Appendices
  - A: Capitalization
  - B: Abbreviations
  - C: Numerals
  - D: Glossary
  - E: Initial Articles
- Indexes

Where it all began …

AACR2 Appendices



RDA Resource Description & Access

- Appendices
  - **A:** Capitalization
  - **B:** Abbreviations and Symbols
  - **C:** Initial Articles
  - **D:** Record Syntaxes for Descriptive Data
  - **E:** Record Syntaxes for Access Point Control
  - **F:** Additional Instructions on Names of Persons
  - **G:** Titles of Nobility, Terms of Rank, Etc.
  - **H:** Dates in the Christian Calendar

Original RDA Toolkit

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Resource Description & Access

- Appendices
  - A: Capitalization
    - A.0 Scope
    - A.1 General Guideline
    - + A.2 Names of Agents and Places
    - + A.3 Title of Work
    - + A.4 Titles of Manifestations
    - A.5 Edition Statement
    - A.6 Numbering of Serials
    - A.7 Numbering within Series and Subseries
    - A.8 Notes
    - A.9 Details of Elements
    - A.10 General Guideline for English Language Capitalization
    - + A.11 Personal Names
    - A.12 Names of Peoples, Etc.
    - + A.13 Place Names
    - A.14 Names of Structures, Streets, Etc.
    - A.15 Derivatives of Proper Names
    - + A.16 Names of Corporate Bodies
    - + A.17 Religious Names and Terms
    - A.18 Names of Documents
    - A.19 Names of Historical and Cultural Events and Periods
    - A.20 Decorations, Medals, Etc.
    - A.21 Names of Calendar Divisions
    - A.22 Names of Holidays
    - A.23 Scientific Names of Plants and Animals
    - A.24 Geologic Terms
    - A.25 Astronomical Terms
    - A.26 Soil Names
    - A.27 Trade Names
    - A.28 Single and Multiple Letters Used as Words or Parts of Compounds
    - A.29 Hyphenated Compounds
    - A.30 Hyphenated Prefixes
    - A.31 General Guideline on Capitalization for Languages Other Than English
    - A.32 Capitalization of Transliterated Names and Titles
    - + A.33 Bosnian
    - + A.34 Bulgarian

Original RDA Toolkit: Capitalization, Abbreviations, and Symbols …

… **English language conventions dominate**

- B: Abbreviations and Symbols
  - B.0 Scope
  - B.1 General Guideline
  - B.2 Names of Agents and Places
  - B.3 Title of Work
  - B.4 Transcribed Elements
  - B.5 Other Elements
    - B.5.1 Dimensions
    - B.5.2 Extent of Storage Space
    - B.5.3 Duration
    - B.5.4 Numeric Designation of Musical Work
    - B.5.5 Numbering of Part
    - B.5.6 Medium of Performance of Musical Content
    - B.5.7 Additional Scale Information
    - B.5.8 Right Ascension
    - B.5.9 Date
    - B.5.10 Other Distinguishing Characteristic of a Legal Work
    - B.5.11 Other Elements
  - B.6 Corresponding Words in Another Language
  - B.7 Latin Alphabet Abbreviations
  - B.8 Cyrillic Alphabet Abbreviations
  - B.9 Greek Alphabet Abbreviations
  - B.10 Hebrew and Yiddish Abbreviations
  - B.11 Names of Certain Countries, States, Provinces, Territories, Etc.

Followed by other languages …

- **F: Additional Instructions on Names of Persons**
  - **F.0** Scope
  - + **F.1** Names in the Arabic Alphabet
  - + **F.2** Burmese and Karen Names
  - + **F.3** Chinese Names Containing a Non-Chinese Given Name
  - + **F.4** Icelandic Names
  - + **F.5** Indic Names
  - + **F.6** Indonesian Names
  - + **F.7** Malay Names
  - + **F.8** Roman Names
  - + **F.9** Romanian Names Containing a Patronymic
  - + **F.10** Thai Names
  - + **F.11** Recording Surnames That Include an Article and/or Preposition

- **A:** Capitalization
  - + **A.33** Bosnian
  - + **A.34** Bulgarian
  - + **A.35** Croatian
  - + **A.36** Czech (Bohemian)
  - **A.37** Danish
  - + **A.38** Dutch
  - + **A.39** Finnish
  - + **A.40** French
  - + **A.41** German
  - + **A.42** Hungarian
  - + **A.43** Italian
  - **A.44** Latin
  - **A.45** Norwegian
  - + **A.46** Polish
  - + **A.47** Portuguese
  - + **A.48** Russian
  - + **A.49** Scandinavian Languages
  - + **A.50** Serbian
  - **A.51** Slovak
  - + **A.52** Slovenian
  - + **A.53** Spanish
  - **A.54** Swedish
  - **A.55** Ukrainian

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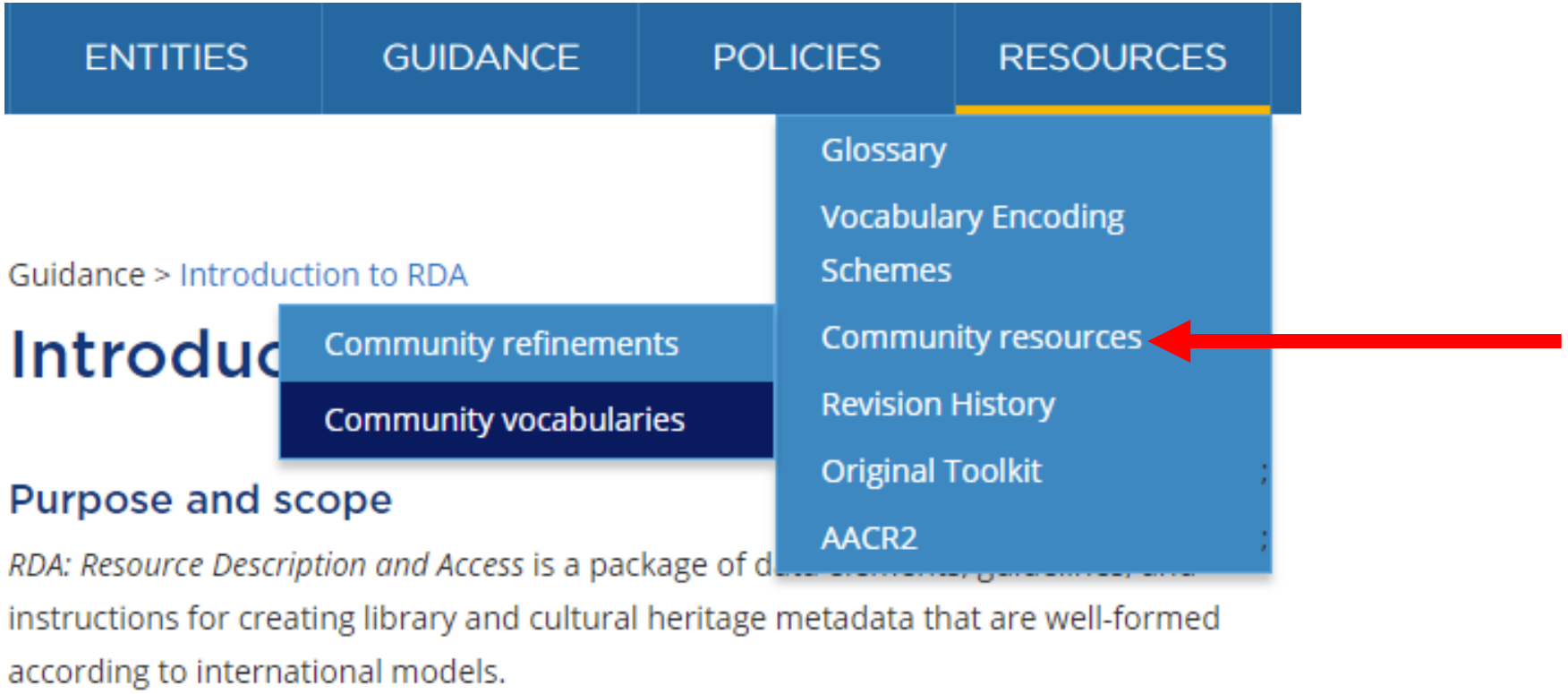
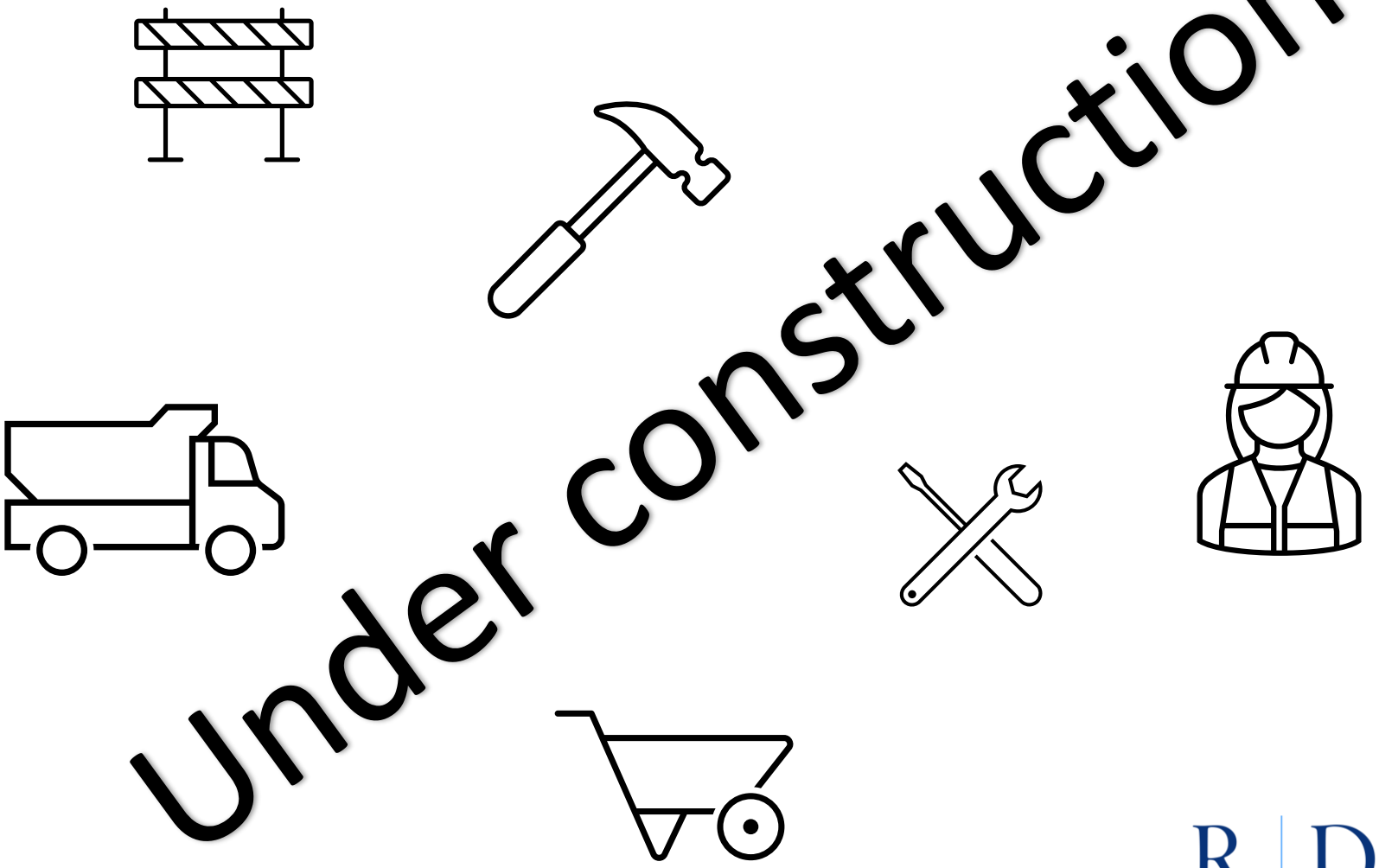
New RDA Toolkit – under the RESOURCES tab





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Resources > Community resources

Community resources

This area of RDA toolkit contains content that is not appropriate for incorporation with the main guidance and instructions.

There are several reasons for this:

- The utility of the content is restricted by local bibliographic and cultural conventions.
- The potential scale of the content may impair the functionality of the Toolkit.

Community resources is subarranged into two areas:

- Community refinements provides additional guidance and instructions for existing RDA elements that are applicable to specific communities
- Community vocabularies provides controlled terms for use as values of specific RDA elements using specialized community-based vocabularies or language-based vocabularies.

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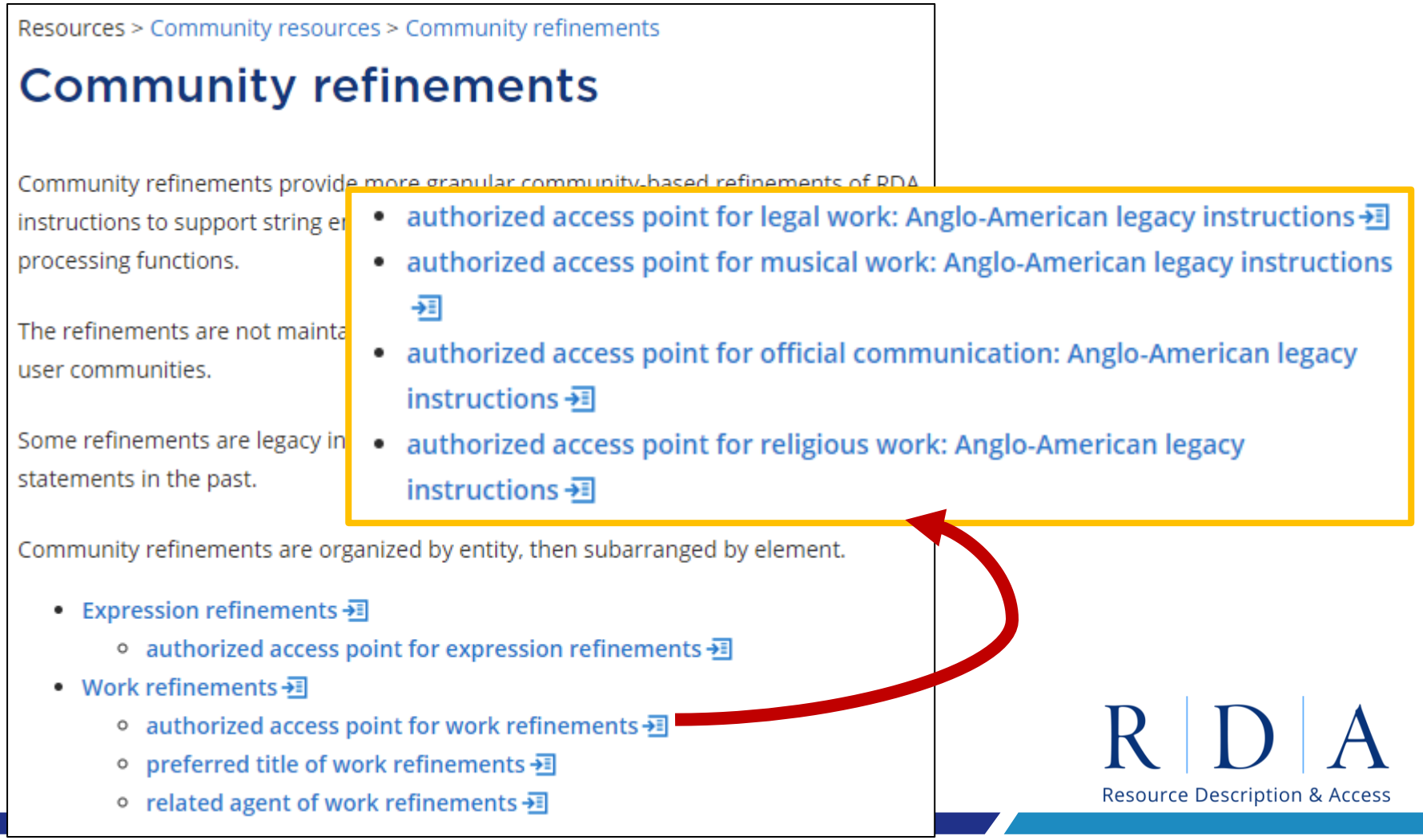
Landing page for *Community refinements*



Resources > Community resources > Community refinements

Community refinements

Community refinements provide more granular community-based refinements of RDA instructions to support string e
processing functions.

The refinements are not mainta
user communities.

Some refinements are legacy in
statements in the past.

Community refinements are organized by entity, then subarranged by element.

- Expression refinements
  - authorized access point for expression refinements
- Work refinements
  - authorized access point for work refinements
  - preferred title of work refinements
  - related agent of work refinements

- authorized access point for legal work: Anglo-American legacy instructions
- authorized access point for musical work: Anglo-American legacy instructions
- authorized access point for official communication: Anglo-American legacy instructions
- authorized access point for religious work: Anglo-American legacy instructions

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Landing page for *Community vocabularies*

Resources > Community resources > Community vocabularies

Community vocabularies

These vocabularies contain controlled terms for use as values of specific RDA elements.

The vocabularies are not maintained as part of RDA, but are pertinent to RDA toolkit user communities.

Some vocabularies may have incomplete coverage, or lack definitions or notations.

Some are legacy vocabularies that contain terms that may have been used in RDA metadata statements in the past.

- General abbreviations
- Abbreviations for units
- Terms in specific languages

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General abbreviations

Use the following abbreviations in normalized transcription or when constructing an access point or other *structured description*.

Term	Abbreviation
alto	*A*
Anno Domini	*A.D.*
baritone	*Bar*
bass	*B*
Before Christ	*B.C.*
et cetera	*etc.*
mezzo-soprano	*Mz*
opus	*op.*
soprano	*S*
tenor	*T*

For abbreviations of units of measurement and time, see Abbreviations for units.

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It’s all about “strings”…

Terms in specific languages

Apply the following guidance when recording a transcription for an *unstructured description* in a specific language or constructing an access point or other *structured description* by applying a *string encoding scheme* to words and phrases in the language.

Unstructured – in context of transcription guidelines

Structured – in context of *string encoding schemes*

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Terms in specific languages

- Terms in Afrikaans
- Terms in Albanian
- Terms in Arabic
- Terms in Baluchi
- Terms in Basque
- Terms in Bosnian
- Terms in Brahui
- Terms in Breton
- Terms in Bulgarian
- Terms in Burmese
- Terms in Catalan
- Terms in Chinese
- Terms in Croatian
- Terms in Czech
- Terms in Danish
- Terms in Dutch
- Terms in English
- Terms in Esperanto
- Terms in Fijian
- Terms in Finnish
- Terms in French
- Terms in Galician
- Terms in German
- Terms in Greek
  - Terms in Ancient Greek
  - Terms in Modern Greek
- Terms in Hawaiian
- Terms in Hebrew
- Terms in Hungarian
- Terms in Iban
- Terms in Icelandic
- Terms in Indonesian
- Terms in Irish
- Terms in Italian
- Terms in Malagasy
- Terms in Malay
- Terms in Maltese
- Terms in Maori
- Terms in Neapolitan
- Terms in Niuean
- Terms in Norwegian
- Terms in Occitan
- Terms in Old Provençal
- Terms in Panjabi
- Terms in Persian
- Terms in Polish
- Terms in Portuguese
- Terms in Rarotongan
- Terms in Romanian
- Terms in Russian
- Terms in Samoan
- Terms in Scots
  - Terms in Shetland dialect
- Terms in Scottish Gaelic
- Terms in Serbian
- Terms in Slovak
- Terms in Slovenian
- Terms in Spanish
- Terms in Swedish
- Terms in Tagalog
- Terms in Tahitian
- Terms in Thai
- Terms in Tokelau
- Terms in Tongan
- Terms in Turkish
- Terms in Ukrainian
- Terms in Urdu
- Terms in Walloon
- Terms in Welsh
- Terms in Western Frisian
- Terms in Western Panjabi
- Terms in Yiddish

The process of organizing the community vocabularies for the new RDA Toolkit…

	Language or script	Abbreviations	Capitalization	Initial article	Name of person	Terms of rank
Arabic	Script			Yes	Yes	
Hungarian	Language		Yes	Yes		
Iban	Language					Yes
Italian	Language		Yes	Yes		
Latin script	Script	Yes				
Romanian	Language			Yes	Yes	

Terms in English

Table of Contents

- RDA Entity
  - Names of RDA entities
- Work
  - Preferred titles of works
  - Titles of works
- Expression
  - Medium of performance of musical content
- Manifestation
  - Manifestation statements
  - Titles of manifestations
- Person
  - Access points for persons
  - Gender
  - Names of persons
- Corporate Body
  - Names of corporate bodies
- Place
  - Names of places
- Timespan
  - Names of timespans

Terms in English – organized by RDA entity, and then by element

RDA Resource Description & Access

Terms in English

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  - Names of places
- Timespan
  - Names of timespans

Names of RDA entities

Apply the following guidance when recording a value of RDA Entity: name of RDA entity or *element subtype*.

Initial articles of names of RDA entities in English

Treat the following words and prefixes as initial articles.

- *a*
- *an*
- *d'*
- *de*
- *the*
- *ye*

RDA Resource Description & Access

Terms in English

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- RDA Entity
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  - Names of places
- Timespan
  - Names of timespans

Community vocabularies for *preferred titles of works*

Preferred titles of works

Apply the following guidance when recording a value of Work: preferred title of work or *element subtype*.

Terms for collective titles in English

Use the terms from Terms for collective titles in English.

Preferred titles of books of the Bible in English

Use the terms from Terms for Books of the Bible in English.

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Terms for collective titles in English

These conventional collective titles are intended for use as values of Work: preferred title of work.

OPTION

Record an appropriate term from the following list:

- *correspondence*
- *essays*
- *librettos*
- *lyrics*
- *novels*
- *plays*
- *poems*
- *prose works*
- *short stories*
- *speeches*

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Terms in French

Table of Contents

- RDA Entity
  - Names of RDA entities
- Work
  - Preferred titles of works
- Manifestation
  - Access points for manifestations
  - Manifestation statements
  - Titles of manifestations
- Person
  - Access points for persons
  - Names of persons
  - Terms of rank
- Corporate Body
  - Names of corporate bodies
- Place
  - Names of places
- Timespan
  - Names of timespans

Terms in French, organized by entities:

- RDA Entity
- Resource entities (WEMI)
- Agent entities
- Place
- Timespan

RDA
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Terms in French

Table of Contents

- RDA Entity
  - Names of RDA entities
- Work
  - Preferred titles of works
- Manifestation
  - Access points for manifestation
  - Manifestation statements
  - Titles of manifestations
- Person
  - Access points for persons
  - Names of persons
  - Terms of rank
- Corporate Body
  - Names of corporate bodies
- Place
  - Names of places
- Timespan
  - Names of timespans

Names of RDA entities

Apply the following guidance when recording a value of RDA Entity: name of RDA entity or *element subtype*.

Initial articles of names of RDA entities in French

Treat the following words and prefixes as initial articles.

- *l'*
- *la*
- *le*
- *les*
- *un**
- *une**

An asterisk (*) indicates that the same form may be used in other contexts so that care should be taken to determine the meaning before treating the word as an initial article.

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Example: Icelandic names in access points

Yrsa Sigurðardóttir

F.4 Icelandic Names

F.4.1 Additional Instructions on Icelandic Names

Original Toolkit

For Icelandic names, record names in this order:

a) the first given name

b) other given names (if present)

c) the patronymic

d) the family name, in direct order.

If a phrase naming a place follows the given name(s), patronymic, or family name, treat it as an integral part of the name.

EXAMPLE

Svava Jakobsdóttir
Given name: Svava
Patronymic: Jakobsdóttir

Elín Hirst
Given name: Elín
Family name: Hirst

Bjarni Benediktsson frá Hofteigi
Given name: Bjarni
Patronymic: Benediktsson
Words denoting place: frá Hofteigi

Jóhannes úr Kötlum
Given name: Jóhannes
Words denoting place: úr Kötlum

Variant names. Record as variant names both a form using the patronymic as the first element and a form using the family name as the first element (see **9.2.3.10** RDA).

Access points for persons

Apply the following guidance when recording a value of Person: access point for person.

Record names in this order:

1. the first given name
2. other given names (if present)
3. the patronymic
4. the family name, in direct order.

CONDITION

A phrase naming a place follows the given name(s), patronymic, or family name.

OPTION

Treat the phrase as an integral part of the name.

Record variant access points that include:

- a form using the patronymic as the first element and
- a form using the family name as the first element

(see Person: variant access point for person).

New Toolkit

Terms in Icelandic

Entity: **Person**

Element: **Access point for person**

Yrsa Sigurðardóttir

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Names of Persons - Iceland (2010)

Country name in English: Iceland

Country name in official language(s): Ísland

Languages in English: Icelandic

Language name in official language(s): Íslenka

Last update: 2010

From AACR2 to the new RDA Toolkit

AACR2 – Appendix A for Capitalization [English language context]

A.28 SOIL NAMES

A.28A. Capitalize the name of a soil classification.

Alpine Meadow	Half Bog
Chernozem	Prairie

New RDA Toolkit – Capitalization of manifestation statements in English [language: *English*; entity: *Manifestation*]

Capitalize a name of a soil classification.

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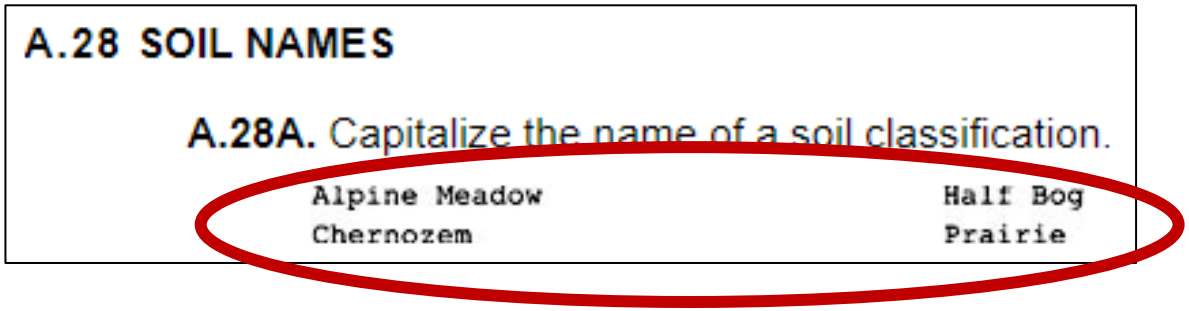
Where are the examples?

AACR2 – Appendix A for Capitalization [English language context]



A.28 SOIL NAMES

A.28A. Capitalize the name of a soil classification.

Alpine Meadow
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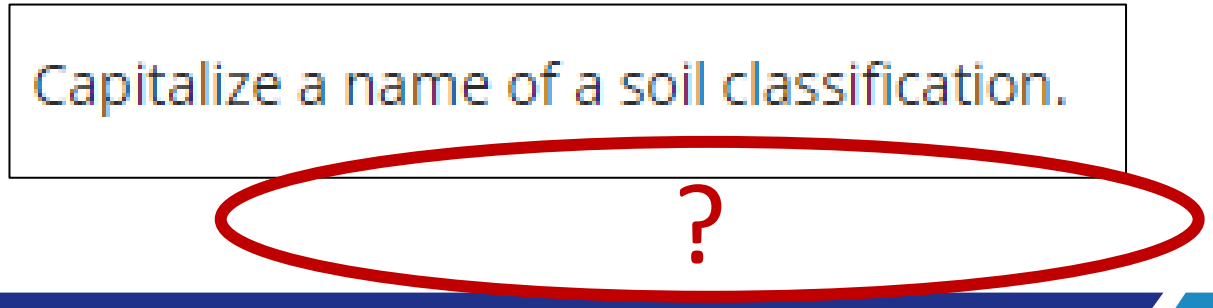
New RDA Toolkit – Capitalization of manifestation statements in English [language: *English*; entity: *Manifestation*]



Capitalize a name of a soil classification.

?

From AACR2 to the new RDA Toolkit

AACR2 – Appendix A40D.1 f) for Capitalization -- German

A.40D1. Do not capitalize the following:

f) fractions, when they directly precede a noun or a cardinal number: *ein viertel Kilogramm* (but *um ein Viertel vor acht*).

New RDA Toolkit – Capitalization of manifestation statements in German [language: *German*; entity: *Manifestation*]

Do not capitalize a fraction when it directly precedes a noun or a cardinal number.

- *ein viertel Kilogramm*
- *um ein Viertel vor acht*

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Community Resources – Further Refinements and Vocabularies

- Normalizing data found in manifestations (capitalization, etc.)
- Access point construction (string encoding schemes)
- Community vocabularies (e.g., Gender)
- Extensions to carrier and content type (see the “how-to” guidance)
- Subtypes of RDA entities and elements (including new “shortcut” relationship elements)
- Community application profiles
- Suggested friendly labels for elements

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Where we stand today with community resources...

For the Anglo-American catalog(u)ing community

… by the Anglo-American catalog(u)ing community

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Roles for maintaining Community Resources – my observations …

A community role

- creator / owner of community vocabularies and refinements

An administrative role

- between the community and RSC/ALA
- assists/supervises communities
- inputs data into the Community Resources section
- could be: a regional group, a community itself, the Wider Community Engagement Officer

A translator role

- community-by-community decision for translation of content from other communities for its language of the Toolkit, or perhaps a community will translate instructions into multiple languages if it is a multilingual community
- or a community may choose its own different approach to a language or script

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Identifying each community resource

User Community [X], under the supervision of EURIG, is responsible for the content of this resource.

The content in this resource is currently not maintained.

Translation Partner [Y] is responsible for the translation of this resource containing content from User Community [X].

Thank you!

RDA Steering Committee –
http://www.rda-rsc.org/

RDA Steering Committee FAQ –
http://rda-rsc.org/content/rda_faq

RDA YouTube channel –
https://www.youtube.com/c/RDAToolkitVideo

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