

Appendices: Clean versions of new and amended Toolkit pages

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Appendix 1: Clean version of Work: language of representative expression

This version adds a condition block with two options for an aggregating work.

The same template applies to:

- Work: aspect ratio of representative expression
- Work: content type of representative expression
- Work: date of capture of representative expression
- Work: date of representative expression
- Work: intended audience of representative expression
- Work: key of representative expression
- Work: medium of performance of choreographic content of representative expression
- Work: medium of performance of musical content of representative expression
- Work: place of capture of representative expression
- Work: projection of cartographic content of representative expression
- Work: scale of representative expression
- Work: script of representative expression

Some of the standard content is omitted (...) for clarity.

language of representative expression

...

Recording

CONDITION

A work is not an aggregating work

OPTION

Record a value of an Expression: language of expression for a *representative expression*.

CONDITION

A work is an aggregating work

OPTION

Record a value of an Expression: language of expression for one or more of the expressions that are aggregated.

OPTION

Record a value of an Expression: language of expression that is common to all of the expressions that are aggregated.

The same or a different applicable recording method may be used.

Appendix 1

For general guidance on representative expressions, see Guidance: [Representative expressions](#).

Recording an unstructured description

...

Appendix 2: Clean version of Work: duration of representative expression

This version adds a condition block with one option for an aggregating work.

The same template applies to:

- **Work: extent of representative expression**

Some of the standard content is omitted (...) for clarity.

duration of representative expression

...

Recording

CONDITION

A work is not an aggregating work

OPTION

Record a value of an Expression: duration of expression for a *representative expression*.

CONDITION

A work is an aggregating work

OPTION

Record a value that is a cumulation of values of Expression: duration of expression for each of the expressions that are aggregated..

The same or a different applicable recording method may be used.

For general guidance on representative expressions, see Guidance: [Representative expressions](#).

Recording an unstructured description

...

Appendix 3: Clean version of Work: colour content of representative expression

This version adds a condition block with one option for an aggregating work.

Some of the standard content is omitted (...) for clarity.

colour content of representative expression

...

Recording

CONDITION

A work is an aggregating work

OPTION

Record a value of Manifestation: colour content for a manifestation that realizes an aggregating work.

The same or a different applicable recording method may be used.

For general guidance on representative expressions, see Guidance: Representative expressions.

Recording an unstructured description

...

Appendix 4: Clean version of Work: sound content of representative expression

This version adds a condition block with one option for an aggregating work.

Some of the standard content is omitted (...) for clarity.

sound content of representative expression

...

Recording

CONDITION

A work is an aggregating work

OPTION

Record a value of Manifestation: sound content for a manifestation that realizes an aggregating work.

The same or a different applicable recording method may be used.

For general guidance on representative expressions, see Guidance: Representative expressions.

Recording an unstructured description

...

Appendix 5: Clean version of Manifestation: accessibility content

This version describes the element as a shortcut that uses an unspecified VES.

This is consistent with other elements that are shortcuts or that use an unspecified VES.

The content is complete.

accessibility content

Definition and scope

An indication of the kinds of expression that provide alternative sensory modes to perceive the main expressions that are embodied by an augmentation aggregate.

Accessibility content includes accessible labels, an audio description, captioning, image descriptions, sign language, and subtitles. Accessibility content does not include subtitles in a language different from the spoken content.

Element Reference.

Prerecording

This element applies to a manifestation that is an aggregate.

This element is a shortcut for the following chain of relationships:

1. Manifestation: expression manifested for an expression that is aggregated
2. Expression: category of expression for a kind of accessibility content

The element does not identify any expression that is aggregated.

For general guidance on shortcuts, see Guidance: Introduction to RDA. Relationship shortcuts

Recording

Recording an unstructured description

OPTION

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

OPTION

Record details or other unstructured information.

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

Recording a structured description

OPTION

Record a term from a suitable vocabulary encoding scheme.

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 a suitable 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 a suitable vocabulary encoding scheme.

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 a suitable vocabulary encoding scheme.

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

Related elements

Appendix 6: Clean version of Manifestation: supplementary content

This version describes the element as a shortcut that uses an unspecified VES.

This is consistent with other elements that are shortcuts or that use an unspecified VES.

The content is complete.

supplementary content

Definition and scope

An indication of the kinds of expression that supplement the main expressions that are embodied by an augmentation aggregate.

Supplementary content includes an index, a bibliography, an appendix, etc.

Element Reference.

Prerecording

This element applies to a manifestation that is an aggregate.

This element is a shortcut for the following chain of relationships:

1. Manifestation: expression manifested for an expression that is aggregated
2. Expression: category of expression for a kind of supplementary content

The element does not identify any expression that is aggregated.

For general guidance on shortcuts, see Guidance: Introduction to RDA. Relationship shortcuts

Recording

Recording an unstructured description

OPTION

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

OPTION

Record details or other unstructured information.

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

Recording a structured description

OPTION

Record a term from a suitable vocabulary encoding scheme.

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 a suitable 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 a suitable vocabulary encoding scheme.

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 a suitable vocabulary encoding scheme.

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

Related elements

Appendix 7: Clean version of Manifestation: illustrative content

This version describes the element as a shortcut that uses an RDA VES.

This is consistent with other elements that are shortcuts or that use an RDA VES.

The full list of VES terms is omitted for clarity.

illustrative content

Definition and scope

An indication of the kinds of expression of image content that supplement the main expressions that are embodied by an augmentation aggregate.

Illustrative content applies to an aggregate that embodies an expression with a content type of “cartographic image”, “cartographic moving image”, “cartographic tactile image”, “cartographic tactile three-dimensional form”, “cartographic three-dimensional form”, “three-dimensional moving image”, “two-dimensional moving image”, “tactile three-dimensional form”, “three-dimensional form”, “still image”, or “tactile image”. Tables containing only words or numerical data are excluded.

Element Reference.

Prerecording

This element applies to a manifestation that is an aggregate.

This element is a shortcut for the following chain of relationships:

1. Manifestation: expression manifested for an expression that is aggregated
2. Expression: category of expression for a kind of illustrative content

The element does not identify any expression that is aggregated.

For general guidance on shortcuts, see Guidance: Introduction to RDA. Relationship shortcuts.

Record the nature of the primary content of an expression as Work: nature of content.

Record the colour content of an expression as Manifestation: colour content.

Recording

OPTION

Record an illustrative content in place of the general term *illustration*.

OPTION

Record an illustrative content in addition to the general term *illustration*.

OPTION

Record a term in the singular or plural, as applicable.

OPTION

Record the number of illustrations if it can be readily ascertained.

Recording an unstructured description

OPTION

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

OPTION

Record details or other unstructured information.

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

Recording a structured description

OPTION

Record a term from the following RDA vocabulary encoding scheme.

coat of arms

...

sample

For a definition, scope note, and notation of a term, see [RDA Illustrative Content](#).

OPTION

Record a term from another suitable vocabulary encoding scheme.

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](#).

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

Recording an identifier

OPTION

Record a notation for a term from the RDA vocabulary encoding scheme.
For a list of notations, see [RDA Illustrative Content](#)

OPTION

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

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](#).

CONDITION

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

OPTION

Record a suitable uncontrolled term as an unstructured description.

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 the RDA vocabulary encoding scheme.

For a list of IRIs, see [RDA Illustrative Content](#).

OPTION

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

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

Related elements

Appendix 8: Clean version of Manifestation: colour content

This version describes the element as a shortcut that uses an RDA VES.

This is consistent with other elements that are shortcuts or that use an RDA VES.

The full list of VES terms is omitted for clarity.

colour content

Definition and scope

An indication of the presence of colour, tone, etc., in one or more of the expressions that are embodied by an augmentation aggregate.

Scope note: Black, white, single colour shades of black, single colour tints of white, and single colour tones of gray are considered to be single colours. Colour content applies to an expression with a content type of “cartographic image”, “cartographic moving image”, “cartographic three-dimensional form”, “notated movement”, “notated music”, “performed movement”, “still image”, “text”, “three-dimensional moving image”, “three-dimensional form”, or “two-dimensional moving image”.

Element Reference.

Prerecording

This element applies to a manifestation that is an aggregate.

This element is a shortcut for the following chain of relationships:

1. Manifestation: expression manifested for an expression that is aggregated
2. Expression: category of expression for a kind of colour content

The element does not identify any expression that is aggregated.

For general guidance on shortcuts, see Guidance: Introduction to RDA. Relationship shortcuts.

Record item-specific colour information as Item: note on item.

Record illustrative content of an aggregate as Expression: illustrative content.

Recording

Recording an unstructured description

OPTION

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

OPTION

Record details or other unstructured information.

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

Recording a structured description

OPTION

Record a term from the following RDA vocabulary encoding scheme.

monochrome

polychrome

For a definition, scope note, and notation of a term, see [RDA Colour Content](#).

OPTION

Record a term from another suitable vocabulary encoding scheme.

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](#).

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

[Recording a structured description](#).

CONDITION

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

OPTION

Record a suitable uncontrolled term as an unstructured description.

Recording an identifier

OPTION

Record a notation for a term from the RDA vocabulary encoding scheme. For a list of notations, see [RDA Colour Content](#)

OPTION

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

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 the RDA vocabulary encoding scheme.

For a list of IRIs, see [RDA Colour Content](#).

OPTION

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

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

Related elements

...

Appendix 9: Clean version of Manifestation: sound content

This version describes the element as a shortcut that uses an RDA VES.

This is consistent with other elements that are shortcuts or that use an RDA VES.

This full list of VES terms is omitted for clarity.

sound content

Definition and scope

An indication of the presence or absence of sound in the expressions that are embodied by an augmentation aggregate.

Sound content is present in an expression with a content type of “recorded music”, “sounds”, or “spoken word”.

Element Reference.

Prerecording

This element applies to a manifestation that is an aggregate.

This element is a shortcut for the following chain of relationships:

1. Manifestation: expression manifested for an expression that is aggregated
2. Expression: category of expression for a kind of sound content

The element does not identify any expression that is aggregated.

For general guidance on shortcuts, see Guidance: Introduction to RDA. Relationship shortcuts.

Record item-specific colour information as Item: note on item.

Record illustrative content of an aggregate as Expression: illustrative content.

Recording

Recording an unstructured description

OPTION

Record details or other unstructured information.

OPTION

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

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

Recording a structured description

OPTION

Record a term from the following RDA vocabulary encoding scheme.

silent

sound

CONDITION

An expression has a value of Expression: content type of “recorded music”, “sounds”, or “spoken word”.

OPTION

Record *sound*.

CONDITION

An expression does not have a value of Expression: content type of “recorded music”, “sounds”, or “spoken word”.

OPTION

Record *silent*.

For a definition, scope note, and notation of a term, see [RDA Sound Content](#).

OPTION

Record a term from another suitable vocabulary encoding scheme.

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](#).

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

[Recording a structured description](#).

CONDITION

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

OPTION

Record a suitable uncontrolled term as an unstructured description.

Recording an identifier

OPTION

Record a notation for a term from the RDA vocabulary encoding scheme.
For a list of notations, see [RDA Sound Content](#)

OPTION

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

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 the RDA vocabulary encoding scheme.

For a list of IRIs, see [RDA Sound Content](#).

OPTION

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

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

Related elements

...

Appendix 10: Clean version of Expression: colour

This version describes a new element that uses an unspecified VES.

This is consistent with other elements that use an RDA VES.

This is complete.

colour

Definition and scope

A categorization reflecting a hue of the visual content of an expression.

Colour may be present in an expression with a content type of “cartographic image”, “cartographic moving image”, “cartographic three-dimensional form”, “notated movement”, “notated music”, “performed movement”, “still image”, “text”, “three-dimensional moving image”, “three-dimensional form”, or “two-dimensional moving image”.

Element Reference.

Prerecording

Recording

Recording an unstructured description

OPTION

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

OPTION

Record details or other unstructured information.

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

Recording a structured description

OPTION

Record a term from a suitable vocabulary encoding scheme.

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](#).

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

[Recording a structured description](#).

CONDITION

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

OPTION

Record a suitable uncontrolled term as an unstructured description.

Recording an identifier

OPTION

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

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 a suitable vocabulary encoding scheme.

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

Related elements

...

Appendix 11: Clean version of Guidance: Representative expressions

This adds a section on representative expressions of an aggregating work.

Some of the standard content is omitted (...) for clarity.

Representative expressions

A *representative expression* provides the values of specific elements used to identify a work and distinguish it from other works.

...

The selection of a representative expression and the values to be recorded for a work are dependent on an application that uses the data.

As a result, a work may be described using different representative expressions with different values for the same element

Representative expressions of an aggregating work

An aggregating work is realized by one and only one expression, the aggregating expression.

An aggregating expression cannot function as a representative expression because the content of an aggregating expression is not the content of the expressions that are aggregated.

The “representative” expressions of an aggregating work are the expressions that are aggregated, not the aggregating expression.

The values of representative expression elements for an aggregating work are derived from one or more expressions that are aggregated.

CONDITION

A work is an aggregating work.

OPTION

Use any of the following elements to record the value of the appropriate element of an expression that is aggregated:

- Work: aspect ratio of representative expression
- Work: content type of representative expression
- Work: date of capture of representative expression
- Work: date of representative expression
- Work: intended audience of representative expression
- Work: key of representative expression
- Work: language of representative expression
- Work: medium of performance of choreographic content of representative expression
- Work: medium of performance of musical content of representative expression
- Work: place of capture of representative expression
- Work: projection of cartographic content of representative expression
- Work: scale of representative expression
- Work: script of representative expression

OPTION

Use any of the following elements to record a cumulation of values of the appropriate element of each expression that is aggregated:

- Work: duration of representative expression
- Work: extent of representative expression

OPTION

Use any of the following elements to record a value of the appropriate element of a manifestation that embodies an aggregating work:

- Work: colour content of representative expression
- Work: sound content of representative expression

Appendix 12: Clean version of Guidance: Aggregates

Paragraphs added:

An aggregate embodies one and only one *aggregating expression*.

===

An aggregating expression does not incorporate or accumulate the expressions that are aggregated.

===

The content of an aggregating expression is what is embodied by an aggregate that is not the content of the expressions that are aggregated. For example, a title page and page headings and numbering in a printed volume aggregate may be treated as the content of the aggregating expression.

===

An aggregating expression is embodied by an aggregate as well as the expressions that are aggregated.

===

Paragraphs removed:

An aggregate embodies an aggregating expression as well as the expressions that are aggregated.

===

Some of the standard content is omitted (...) for clarity.

Aggregates

Aggregate manifestation

An aggregate is a manifestation that embodies two or more expressions. The expressions may realize one or more works.

An aggregate embodies one and only one *aggregating expression*.

An aggregate may be issued in one or more units.

...

Aggregating expression

An aggregating expression realizes the plan of an aggregating work to select and arrange expressions that are embodied by an aggregate.

An aggregating expression does not incorporate or accumulate the expressions that are aggregated.

The content of an aggregating expression is what is embodied by an aggregate that is not the content of the expressions that are aggregated. For example, a title page and page headings and numbering in a printed volume aggregate may be treated as the content of the aggregating expression.

An aggregating expression is embodied by an aggregate as well as the expressions that are aggregated.

An expression that is aggregated is not a part of an aggregating expression.

An aggregating expression and the expressions that are aggregated may be embodied by more than one manifestation.

An aggregating expression realizes one and only one aggregating work.

An aggregating expression that selects a set of expressions that is different from another aggregating expression must realize a different aggregating work.

Aggregating work

Appendix 12

An aggregating work is a plan to select and arrange two or more expressions of one or more works and embody them in a single manifestation. The plan might be to aggregate expressions of entire works, of parts of works, or of extracts of works.

An aggregating work is realized by one and only one aggregating expression.

The work that is realized by an expression that is aggregated is not a part of the aggregating work.

...

Appendix 13: Clean version of Guidance. Resource description: Describing a manifestation

This adds the option for an aggregate manifestation:

Relate the manifestation separately to aspects of the content of one or more of the expressions that are aggregated using any of the following elements:

- Manifestation: accessibility content
- Manifestation: colour content
- Manifestation: illustrative content
- Manifestation: sound content
- Manifestation: supplementary content

Some of the standard content is omitted (...) for clarity.

Describing a manifestation

...

Describing a manifestation that embodies two or more expressions

A manifestation that embodies two or more expressions of distinct works is an *aggregate*.

An aggregate also embodies the one and only *aggregating expression* of an *aggregating work*.

CONDITION

A manifestation is an aggregate.

...

OPTION

Relate the manifestation separately to one or more of the creators of one or more of the expressions that are aggregated using Manifestation: contributor agent to aggregate.

OPTION

Relate the manifestation separately to aspects of the content of one or more of the expressions that are aggregated using any of the following elements:

- Manifestation: accessibility content
- Manifestation: colour content
- Manifestation: illustrative content
- Manifestation: sound content
- Manifestation: supplementary content

...

Appendix 14: Clean version of Guidance. Resource description: Describing an expression

Paragraphs added:

There is no direct relationship between an aggregating expression and the content of any of the expressions that are aggregated.

= = =

There is no direct relationship between an expression that is aggregated and the content of an aggregating expression.

Paragraphs removed:

There is no direct relationship between an expression that is aggregated and an agent who is responsible for the realization of the aggregating work.

Some of the standard content is omitted (...) for clarity.

Describing an expression

...

Describing expressions of aggregating works and expressions that are aggregated

Describing an expression of an aggregating work

There is no direct relationship between an aggregating expression and the content of any of the expressions that are aggregated.

There is no direct relationship between an aggregating expression and an agent related to one or more of the expressions that are aggregated.

Do not use Expression: part expression to relate an aggregating expression to any of the expressions that are aggregated.

CONDITION

An expression realizes an aggregating work.

OPTION

Record information about one or more of the expressions that are aggregated using Expression: note on expression.

OPTION

Relate the expression to one or more of the expressions that are aggregated separately using Expression: aggregates.

Describing an expression that is aggregated

There is no direct relationship between an expression that is aggregated and the content of an aggregating expression.

Do not use Expression: part of expression to relate an expression that is aggregated to an expression of an aggregating work.

...