

To: RDA Steering Committee
From: Linda Barnhart, Secretary-Elect, RSC
Subject: Revision of RDA 1.8.1 Numbers Expressed as Numerals or as Words

The text below reflects the decisions made by the RDA Steering Committee during its November 2016 meeting.

= = = = =

1.8 Numbers Expressed as Numerals or as Words

1.8.1 General Guidelines

[1st-2nd paragraphs unchanged; Alternative becomes Exception]

Exception

Early printed resources. For early printed resources, transcribe numbers expressed as numerals or as words in the form in which they appear on the source of information in the following elements:

- Numeric and/or alphabetic designation of first issue or part of sequence
- Chronological designation of first issue or part of sequence
- Numeric and/or alphabetic designation of last issue or part of sequence
- Chronological designation of last issue or part of sequence
- Alternative numeric and/or alphabetic designation of first issue or part of sequence
- Alternative chronological designation of first issue or part of sequence
- Alternative numeric and/or alphabetic designation of last issue or part of sequence
- Alternative chronological designation of last issue or part of sequence
- Date of production
- Date of publication
- Date of distribution
- Date of manufacture

Numbering within series

Numbering within subseries.

Optional Addition

Add the equivalent numerals in the form preferred by the agency creating the data, if considered important for identification. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).

[remainder of instruction and examples unchanged]