

To: Gordon Dunsire, Chair, RDA Steering Committee  
From: Francis Lapka, Chair, RSC Rare Materials Working Group  
Subject: Revision of RDA 2.2.2.2 Sources of Information

## Abstract

This proposal revises instructions on sources of information in RDA 2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards, recommending three changes:

1. Revise the exception for early printed resources so that the preferred source of information is based on the source in which the information is most formally presented (when the resource lacks a title page, title sheet, or title card).
2. Simplify the final two paragraphs of 2.2.2.2 (for all materials).
3. Add a reference to 2.17.2.3 Title Source (for all materials).

## Justification

As part of its tasks for 2016, the Rare Materials Working Group was asked to examine RDA guidelines for early printed resources and propose revisions, as needed. For the Early Printed Resources exception in 2.2.2.2, the working group identified issues described below.

## Issues requiring resolution

### Issue #1

For resources lacking a title page etc., RDA currently provides the following guidance in 2.2.2.2 on choosing a preferred source of information:

If the resource lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:

- a) a cover or jacket issued with the resource (or an image of a cover or jacket)
- b) a caption (or an image of a caption)
- c) a masthead (or an image of a masthead)
- d) a colophon (or an image of a colophon).

### *Exception*

**Early printed resources.** If an early printed resource (or a reproduction of it) lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:

- a) a colophon (or an image of a colophon).
- b) a cover or jacket issued with the resource (or an image of a cover or jacket)
- c) a caption (or an image of a caption)

If none of these sources has a title, use as the preferred source of information another source within the resource that has a title. Give preference to a source in which the information is formally presented.

If the resource does not contain a colophon, cover, or caption (or an image of one of them), use as the preferred source of information another source forming part of the resource itself. Give preference to sources in which the information is formally presented.

As with RDA's general instruction, recourse to a prescribed order of preference in the exception arises only when the resource lacks a title page, title sheet, or title card (or an image of it) *and* two or more sources in the resource have a title. If only one source has a title, an order of preference is moot -- we use that one source.

For early printed resources, the working group thinks that it does not benefit the user to choose between the two (or more) sources based on a prescribed order. The best source of information for materials of the hand-press period will vary considerably, compared to later materials. For early printed resources, when there are two (or more) sources with a title, the colophon will sometimes provide the most formal presentation of information, especially for resources printed before 1501. At other times, the information will be more fully and formally presented in a caption, cover (though rarely, for early material), or preliminaries. In the absence of a title page, the user is best served by choosing the source in which the information is most formally presented. The changes suggested below would enable this beneficial flexibility.

## **Issue #2**

The final two paragraphs in 2.2.2.2 may be unnecessarily complex and redundant. The last provides guidance for when the resource lacks a colophon, cover, or caption (the exclusion of masthead is curious). It's not clear that this paragraph is really necessary: if the resource lacks all of these sources, then it is also true that "none of these sources has a title," which is the condition already covered in the penultimate paragraph. The changes below suggest deletion of the final paragraph in 2.2.2.2.

The penultimate paragraph ("If none of these sources has a title ...") could function equally well as source 'e' in the order of preference. Its placement as the final option would echo option 'd' in the order of preference for 2.2.4 Other Sources of Information: "d) any other available source (e.g., a reference source)." This change is presented in Option 2, below. Option 2 is otherwise identical to Option 1.

### Issue #3

RDA currently provides the following instruction:

#### 2.17.2.3 Title Source

Make a note on the source from which the title proper is taken if it is not one of these sources:

- a) the title page, title sheet, or title card (or image of it) of a resource consisting of multiple pages, leaves, sheets, or cards (or images of them) (see [2.2.2.2](#))
- b) the title frame or title screen of a resource consisting of moving images (see [2.2.2.3](#)).

The changes below add a reference to 2.17.2.3 as the final instruction (for all resources) in 2.2.2.2, since the note recorded in 2.17.2.3 is dependent on the source selected according to guidelines in 2.2.2.2. This additional reference may not be strictly necessary, but we think it will lead to more consistent application of 2.17.2.3, when appropriate.

### Impact of the revisions

The recommended revisions will allow greater use of cataloger's judgment to select the source that the creators of a resource intended to serve as primary identifying information. A description based on the source that provides the most formal self-identifying information is more likely to fulfill the user task of identification.

### Changes

#### *Option 1, marked-up version:*

#### 2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards)

*If the resource consists of:*

one or more pages, leaves, sheets, or cards (e.g., a book, an issue of a periodical, a poster, a series of sheet maps, a set of flashcards)

*or*

images of one or more pages, leaves, sheets, or cards (e.g., a microform reproduction of a musical score, a PDF file of a text, microform reproductions of a set of sheet maps, a JPEG image of a photograph)

*then:*

use the title page, title sheet, or title card (or an image of it) as the preferred source of information.

### **Alternative**

If the resource consists of microform or computer images of one or more pages, leaves, sheets, or cards, use an eye-readable label with the title instead of the image of the title page, title sheet, or title card. The label must be permanently printed on or affixed to the resource.

If the resource lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:

- a) a cover or jacket issued with the resource (or an image of a cover or jacket)
- b) a caption (or an image of a caption)
- c) a masthead (or an image of a masthead)
- d) a colophon (or an image of a colophon).

### **Exception**

**Early printed resources.** If an early printed resource (or a reproduction of it) lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the source within the resource in which the information is most formally presented. For resources printed before 1501, the source will frequently be a colophon (or an image of it). ~~the first of the following sources that has a title:~~

- ~~a) a colophon (or an image of a colophon).~~
- ~~b) a cover or jacket issued with the resource (or an image of a cover or jacket)~~
- ~~c) a caption (or an image of a caption)~~

If none of these sources has a title, use as the preferred source of information another source within the resource that has a title. Give preference to a source in which the information is formally presented.

~~If the resource does not contain a colophon, cover, or caption (or an image of one of them), use as the preferred source of information another source forming part of the resource itself. Give preference to sources in which the information is formally presented.~~

If a source other than a title page, title sheet, or title card (or an image of it) is used as the preferred source of information, make a note on the source (see [2.17.2.3](#)).

**Option 1, clean-copy version:**

## 2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards)

*If the resource consists of:*

one or more pages, leaves, sheets, or cards (e.g., a book, an issue of a periodical, a poster, a series of sheet maps, a set of flashcards)

or

images of one or more pages, leaves, sheets, or cards (e.g., a microform reproduction of a musical score, a PDF file of a text, microform reproductions of a set of sheet maps, a JPEG image of a photograph)

*then:*

use the title page, title sheet, or title card (or an image of it) as the preferred source of information.

### **Alternative**

If the resource consists of microform or computer images of one or more pages, leaves, sheets, or cards, use an eye-readable label with the title instead of the image of the title page, title sheet, or title card. The label must be permanently printed on or affixed to the resource.

If the resource lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:

- a) a cover or jacket issued with the resource (or an image of a cover or jacket)
- b) a caption (or an image of a caption)
- c) a masthead (or an image of a masthead)
- d) a colophon (or an image of a colophon).

### **Exception**

**Early printed resources.** If an early printed resource (or a reproduction of it) lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the source within the resource in which the information is most formally presented. For resources printed before 1501, the source will frequently be a colophon (or an image of it).

If none of these sources has a title, use as the preferred source of information another source within the resource that has a title. Give preference to a source in which the information is formally presented.

If a source other than a title page, title sheet, or title card (or an image of it) is used as the preferred source of information, make a note on the source (see [2.17.2.3](#)).

**Option 2, marked-up version:**

## 2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards)

*If the resource consists of:*

one or more pages, leaves, sheets, or cards (e.g., a book, an issue of a periodical, a poster, a series of sheet maps, a set of flashcards)

or

images of one or more pages, leaves, sheets, or cards (e.g., a microform reproduction of a musical score, a PDF file of a text, microform reproductions of a set of sheet maps, a JPEG image of a photograph)

*then:*

use the title page, title sheet, or title card (or an image of it) as the preferred source of information.

### **Alternative**

If the resource consists of microform or computer images of one or more pages, leaves, sheets, or cards, use an eye-readable label with the title instead of the image of the title page, title sheet, or title card. The label must be permanently printed on or affixed to the resource.

If the resource lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:

- a) a cover or jacket issued with the resource (or an image of a cover or jacket)
- b) a caption (or an image of a caption)
- c) a masthead (or an image of a masthead)
- d) a colophon (or an image of a colophon)
- e) any other source within the resource, giving preference to a source in which the information is formally presented.

### **Exception**

**Early printed resources.** If an early printed resource (or a reproduction of it) lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the source within the resource in which the information is most formally presented (or an image of it). For resources printed before 1501, the source will frequently be a colophon (or an image of it). ~~the first of the following sources that has a title:~~

- ~~a) a colophon (or an image of a colophon).~~
- ~~b) a cover or jacket issued with the resource (or an image of a cover or jacket)~~
- ~~c) a caption (or an image of a caption)~~

~~If none of these sources has a title, use as the preferred source of information another source within the resource that has a title. Give preference to a source in which the information is formally presented.~~

~~If the resource does not contain a colophon, cover, or caption (or an image of one of them), use as the preferred source of information another source forming part of the resource itself. Give preference to sources in which the information is formally presented.~~

If a source other than a title page, title sheet, or title card (or an image of it) is used as the preferred source of information, make a note on the source (see [2.17.2.3](#)).

***Option 2, clean-copy version:***

## 2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards)

*If the resource consists of:*

one or more pages, leaves, sheets, or cards (e.g., a book, an issue of a periodical, a poster, a series of sheet maps, a set of flashcards)

*or*

images of one or more pages, leaves, sheets, or cards (e.g., a microform reproduction of a musical score, a PDF file of a text, microform reproductions of a set of sheet maps, a JPEG image of a photograph)

*then:*

use the title page, title sheet, or title card (or an image of it) as the preferred source of information.

### ***Alternative***

If the resource consists of microform or computer images of one or more pages, leaves, sheets, or cards, use an eye-readable label with the title instead of the image of the title page, title sheet, or title card. The label must be permanently printed on or affixed to the resource.

If the resource lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the first of the following sources that has a title:

- a) a cover or jacket issued with the resource (or an image of a cover or jacket)
- b) a caption (or an image of a caption)
- c) a masthead (or an image of a masthead)

- d) a colophon (or an image of a colophon)
- e) any other source within the resource, giving preference to a source in which the information is formally presented.

### **Exception**

**Early printed resources.** If an early printed resource (or a reproduction of it) lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information the source within the resource in which the information is most formally presented (or an image of it). For resources printed before 1501, the source will frequently be a colophon (or an image of it).

If a source other than a title page, title sheet, or title card (or an image of it) is used as the preferred source of information, make a note on the source (see [2.17.2.3](#)).

### **Other changes in RDA**

If Option 2 is enacted, making the final source in the order of preference “any other source within the resource ...,” then parallel changes should be made in the following instructions:

- 2.2.2.3.1 [Resources Consisting of Moving Images] Tangible Resources
- 2.2.2.3.2 [Resources Consisting of Moving Images] Online Resources
- 2.2.2.4.1 [Other Resources] Tangible Resources
- 2.2.2.4.2 [Other Resources] Online Resources

### **Changes to the RDA Element Set**

No changes needed.