CONTENTS

Introduction

- 0.0: Purpose and Scope
- 0.1: Key Features
- 0.2: Relationship to Other Standards for Resource Description and Access
- 0.3: Conceptual Models Underlying RDA
- 0.4: Objectives and Principles Governing Resource Description and Access
- 0.5: Structure
- 0.6: Core Elements
- 0.7: Access Points
- 0.8: Alternatives and Options
- 0.9: Exceptions
- 0.10: Examples
- 0.11: Internationalization
- 0.12: Encoding RDA Data

SECTION 1: RECORDING ATTRIBUTES OF MANIFESTATION AND ITEM

Chapter 1: General Guidelines on Recording Attributes of Manifestations and Items

- 1.0: Scope
- 1.1: Terminology
- 1.2: Functional Objectives and Principles
- 1.3: Core Elements
- 1.4: Language and Script
- 1.5: Type of Description
- 1.6: Changes Requiring a New Description
- 1.7: Transcription
- 1.8: Numbers Expressed as Numerals or as Words
- 1.9: Dates
- 1.10: Notes
- 1.11: Facsimiles and Reproductions

Chapter 2: Identifying Manifestations and Items

- 2.0: Purpose and Scope
- 2.1: Basis for Identification of the Resource
- 2.2: Sources of Information
- 2.3: Title
- 2.4: Statement of Responsibility
- 2.5: Edition Statement
- 2.6: Numbering of Serials
- 2.7: Production Statement

- 2.8: Publication Statement
- 2.9: Distribution Statement
- 2.10: Manufacture Statement
- 2.11: Copyright Date
- 2.12: Series Statement
- 2.13: Mode of Issuance
- 2.14: Frequency
- 2.15: Identifier for the Manifestation
- 2.16: Preferred Citation
- 2.17: Custodial History of Item
- 2.18: Immediate Source of Acquisition of Item
- 2.19: Identifier for the Item
- 2.20: Note on Manifestation or Item

Chapter 3: Describing Carriers

- 3.0: Purpose and Scope
- 3.1: General Guidelines on Describing Carriers
- 3.2: Media Type
- 3.3: Carrier Type
- 3.4: Extent
- 3.5: Dimensions
- 3.6: Base Material
- 3.7: Applied Material
- 3.8: Mount
- 3.9: Production Method
- 3.10: Generation
- 3.11: Layout
- 3.12: Book Format
- 3.13: Font Size
- 3.14: Polarity
- 3.15: Reduction Ratio
- 3.16: Sound Characteristic
- 3.17: Projection Characteristic of Motion Picture Film
- 3.18: Video Characteristic
- 3.19: Digital File Characteristic
- 3.20: Equipment or System Requirement
- 3.21: Item-Specific Carrier Characteristic
- 3.22: Note on Manifestation or Item

Chapter 4: Providing Acquisition and Access Information

- 4.0: Purpose and Scope
- 4.1: General Guidelines on Acquisition and Access
- 4.2: Terms of Availability
- 4.3: Contact Information

- 4.4: Restrictions on Access
- 4.5: Restrictions on Use
- 4.6: Uniform Resource Locator

SECTION 2: RECORDING ATTRIBUTES OF WORK AND EXPRESSION

Chapter 5: General Guidelines on Recording Attributes of Works and Expressions

- 5.0: Scope
- 5.1: Terminology
- 5.2: Functional Objectives and Principles
- 5.3: Core Elements
- 5.4: Language and Script
- 5.5: Authorized Access Points Representing Works and Expressions
- 5.6: Variant Access Points Representing Works and Expressions
- 5.7: Status of Identification
- 5.8: Source Consulted
- 5.9: Cataloguer's Note

Chapter 6: Identifying Works and Expressions

- 6.0: Purpose and Scope
- 6.1: General Guidelines on Identifying Works and Expressions
- 6.2: Title of the Work
- 6.3: Form of Work
- 6.4: Date of Work
- 6.5: Place of Origin of the Work
- 6.6: Other Distinguishing Characteristic of the Work
- 6.7: History of the Work
- 6.8: Identifier for the Work
- 6.9: Content Type
- 6.10: Date of Expression
- 6.11: Language of Expression
- 6.12: Other Distinguishing Characteristic of the Expression
- 6.13: Identifier for the Expression
- 6.14: Title of a Musical Work
- 6.15: Medium of Performance
- 6.16: Numeric Designation of a Musical Work
- 6.17: Key
- 6.18: Other Distinguishing Characteristic of the Expression of a Musical Work
- 6.19: Title of a Legal Work
- 6.20: Date of a Legal Work
- 6.21: Other Distinguishing Characteristic of a Legal Work
- 6.22: Signatory to a Treaty, Etc.
- 6.23: Title of a Religious Work

- 6.24: Date of Expression of a Religious Work
- 6.25: Other Distinguishing Characteristic of the Expression of a Religious Work
- 6.26: Title of an Official Communication
- 6.27: Constructing Access Points to Represent Works and Expressions
- 6.28: Constructing Access Points to Represent Musical Works and Expressions
- 6.29: Constructing Access Points to Represent Legal Works and Expressions
- 6.30: Constructing Access Points to Represent Religious Works and Expressions
- 6.31: Constructing Access Points to Represent Official Communications

Chapter 7: Describing Content

- 7.0: Purpose and Scope
- 7.1: General Guidelines on Describing Content
- 7.2: Nature of the Content
- 7.3: Coverage of the Content
- 7.4: Coordinates of Cartographic Content
- 7.5: Equinox
- 7.6: Epoch
- 7.7: Intended Audience
- 7.8: System of Organization
- 7.9: Dissertation or Thesis Information
- 7.10: Summarization of the Content
- 7.11: Place and Date of Capture
- 7.12: Language of the Content
- 7.13: Form of Notation
- 7.14: Accessibility Content
- 7.15: Illustrative Content
- 7.16: Supplementary Content
- 7.17: Colour Content
- 7.18: Sound Content
- 7.19: Aspect Ratio
- 7.20: Format of Notated Music
- 7.21: Medium of Performance of Musical Content
- 7.22: Duration
- 7.23: Performer, Narrator, and/or Presenter
- 7.24: Artistic and/or Technical Credit
- 7.25: Scale
- 7.26: Projection of Cartographic Content
- 7.27: Other Details of Cartographic Content
- 7.28: Award
- 7.29: Note on Expression

SECTION 3: RECORDING ATTRIBUTES OF PERSON, FAMILY, AND CORPORATE BODY

Chapter 8: General Guidelines on Recording Attributes of Persons, Families, and Corporate Bodies

- 8.0: Scope
- 8.1: Terminology
- 8.2: Functional Objectives and Principles
- 8.3: Core Elements
- 8.4: Language and Script
- 8.5: General Guidelines on Recording Names
- 8.6: Authorized Access Points Representing Persons, Families, and Corporate Bodies
- 8.7: Variant Access Points Representing Persons, Families, and Corporate Bodies
- 8.8: Scope of Usage
- 8.9: Date of Usage
- 8.10: Status of Identification
- 8.11: Undifferentiated Name Indicator
- 8.12: Source Consulted
- 8.13: Cataloguer's Note

Chapter 9: Identifying Persons

- 9.0: Purpose and Scope
- 9.1: General Guidelines on Identifying Persons
- 9.2: Name of the Person
- 9.3: Date Associated with the Person
- 9.4: Title of the Person
- 9.5: Fuller Form of Name
- 9.6: Other Designation Associated with the Person
- 9.7: Gender
- 9.8: Place of Birth
- 9.9: Place of Death
- 9.10: Country Associated with the Person
- 9.11: Place of Residence
- 9.12: Address of the Person
- 9.13: Affiliation
- 9.14: Language of the Person
- 9.15: Field of Activity of the Person
- 9.16: Profession or Occupation
- 9.17: Biographical Information
- 9.18: Identifier for the Person
- 9.19: Constructing Access Points to Represent Persons

Chapter 10: Identifying Families

- 10.0: Purpose and Scope
- 10.1: General Guidelines on Identifying Families
- 10.2: Name of the Family
- 10.3: Type of Family
- 10.4: Date Associated with the Family
- 10.5: Place Associated with the Family
- 10.6: Prominent Member of the Family
- 10.7: Hereditary Title
- 10.8: Family History
- 10.9: Identifier for the Family
- 10.10: Constructing Access Points to Represent Families

Chapter 11: Identifying Corporate Bodies

- 11.0: Purpose and Scope
- 11.1: General Guidelines on Identifying Corporate Bodies
- 11.2: Name of the Corporate Body
- 11.3: Place Associated with the Corporate Body
- 11.4: Date Associated with the Corporate Body
- 11.5: Associated Institution
- 11.6: Number of a Conference, Etc.
- 11.7: Other Designation Associated with the Corporate Body
- 11.8: Language of the Corporate Body
- 11.9: Address of the Corporate Body
- 11.10: Field of Activity of the Corporate Body
- 11.11: Corporate History
- 11.12: Identifier for the Corporate Body
- 11.13: Constructing Access Points to Represent Corporate Bodies

SECTION 4: RECORDING ATTRIBUTES OF CONCEPT, OBJECT, EVENT, AND PLACE

Chapter 12: General Guidelines on Recording Attributes of Concepts, Objects, Events, and Places

[To be developed after the initial release of RDA]

Chapter 13: Identifying Concepts

[To be developed after the initial release of RDA]

Chapter 14: Identifying Objects

[To be developed after the initial release of RDA]

Chapter 15: Identifying Events

[To be developed after the initial release of RDA]

Chapter 16: Identifying Places

- 16.0: Purpose and Scope
- 16.1: General Guidelines on Identifying Places
- 16.2: Name of the Place
- 16.3: Identifier for the Place
- 16.4: Constructing Access Points to Represent Places

SECTION 5: RECORDING PRIMARY RELATIONSHIPS BETWEEN WORK, EXPRESSION, MANIFESTATION, AND ITEM

Chapter 17: General Guidelines on Recording Primary Relationships

- 17.0: Purpose and Scope
- 17.1: Terminology
- 17.2: Functional Objectives and Principles
- 17.3: Core Elements
- 17.4: Recording Primary Relationships
- 17.5: Expression of Work
- 17.6: Work Expressed
- 17.7: Manifestation of Work
- 17.8: Work Manifested
- 17.9: Manifestation of Expression
- 17.10: Expression Manifested
- 17.11: Exemplar of Manifestation
- 17.12: Manifestation Exemplified

SECTION 6: RECORDING RELATIONSHIPS TO PERSONS, FAMILIES, AND CORPORATE BODIES

Chapter 18: General Guidelines on Recording Relationships to Persons, Families, and Corporate Bodies Associated with a Resource

- 18.0: Scope
- 18.1: Terminology
- 18.2: Functional Objectives and Principles
- 18.3: Core Elements
- 18.4: Recording Relationships to Persons, Families, and Corporate Bodies Associated with a Resource
- 18.5: Relationship Designator
- 18.6: Note on Persons, Families, and Corporate Bodies Associated with a Resource

Chapter 19: Persons, Families, and Corporate Bodies Associated with a Work

- 19.0: Purpose and Scope
- 19.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with a Work
- 19.2: Creator
- 19.3: Other Person, Family, or Corporate Body Associated with a Work

Chapter 20: Persons, Families, and Corporate Bodies Associated with an Expression

- 20.0: Purpose and Scope
- 20.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with an Expression
- 20.2: Contributor

Chapter 21: Persons, Families, and Corporate Bodies Associated with a Manifestation

- 21.0: Purpose and Scope
- 21.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with a Manifestation
- 21.2: Producer of an Unpublished Resource
- 21.3: Publisher
- 21.4: Distributor
- 21.5: Manufacturer
- 21.6: Other Person, Family, or Corporate Body Associated with a Manifestation

Chapter 22: Persons, Families, and Corporate Bodies Associated with an Item

- 22.0: Purpose and Scope
- 22.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with an Item
- 22.2: Owner
- 22.3: Custodian
- 22.4: Other Person, Family, or Corporate Body Associated with an Item

SECTION 7: RECORDING RELATIONSHIPS TO CONCEPTS, OBJECTS, EVENTS, AND PLACES

Chapter 23: General Guidelines on Recording the Subject of a Work

[To be developed after the initial release of RDA]

SECTION 8: RECORDING RELATIONSHIPS BETWEEN WORKS, EXPRESSIONS, MANIFESTATIONS, AND ITEMS

Chapter 24: General Guidelines on Recording Relationships between Works, Expressions, Manifestations, and Items

- 24.0: Scope
- 24.1: Terminology
- 24.2: Functional Objectives and Principles
- 24.3: Core Elements
- 24.4: Recording Relationships between Works, Expressions, Manifestations, and Items
- 24.5: Relationship Designator
- 24.6: Numbering of Part
- 24.7: Source Consulted
- 24.8: Cataloguer's Note

Chapter 25: Related Works

- 25.0: Purpose and Scope
- 25.1: Related Work
- 25.2: Explanation of Relationship

Chapter 26: Related Expressions

- 26.0: Purpose and Scope
- 26.1: Related Expression
- 26.2: Explanation of Relationship

Chapter 27: Related Manifestations

- 27.0: Purpose and Scope
- 27.1: Related Manifestation

Chapter 28: Related Item

- 28.0: Purpose and Scope
- 28.1: Related Item

SECTION 9: RECORDING RELATIONSHIPS BETWEEN PERSONS, FAMILIES, AND CORPORATE BODIES

Chapter 29: General Guidelines on Recording Relationships between Persons, Families, and Corporate Bodies

29.0: Scope

29.1: Terminology

29.2: Functional Objectives and Principles 29.3: Core Elements 29.4: Recording Relationships between Persons, Families, and Corporate Bodies 29.5: Relationship Designator 29.6: Source Consulted 29.7: Cataloguer's Note Chapter 30: Related Persons 30.0: Purpose and Scope 30.1: Related Person 30.2: Explanation of Relationship **Chapter 31: Related Families** 31.0: Purpose and Scope 31.1: Related Family 31.2: Explanation of Relationship **Chapter 32: Related Corporate Bodies** 32.0: Purpose and Scope 32.1: Related Corporate Body 32.2: Explanation of Relationship SECTION 10: RECORDING RELATIONSHIPS BETWEEN CONCEPTS, OBJECTS, EVENTS, AND PLACES Chapter 33: General Guidelines on Recording Relationships between Concepts, Objects, **Events, and Places** [To be developed after the initial release of RDA] **Chapter 34: Related Concepts** [To be developed after the initial release of RDA]

Chapter 36: Related Events

Chapter 35: Related Objects

[To be developed after the initial release of RDA]

[To be developed after the initial release of RDA]

Chapter 37: Related Places

[To be developed after the initial release of RDA]

APPENDICES

Appendix A: Capitalization

A.0: Scope

A 1: General Guideline

A.2: Names of Persons, Families, Corporate Bodies, and Places

A.3: Titles of Works

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 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

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

Appendix B: Abbreviations

- B.0: Scope
- B.1: General Guideline
- B.2: Names of Persons, Families, Corporate Bodies, and Places
- **B.3: Titles of Works**
- **B.4: Transcribed Elements**
- B.5: 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.

Appendix C: Initial Articles

- C.0: Scope
- C.1: General Instructions
- C.2: Articles Listed by Language
- C.3: Articles Listed by Word or Words

Appendix D: Record Syntaxes for Descriptive Data

- D.0: Scope
- D.1: ISBD Presentation
- D.2: MARC 21 Format for Bibliographic Data

Appendix E: Record Syntaxes for Access Point Control

- E.0: Scope
- E.1: Presentation
- E.2: MARC 21 Format for Authority Data

Appendix 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

Appendix G: Titles of Nobility, Terms of Rank, Etc.

France

Iban

Indonesia

United Kingdom

Appendix H: Dates in the Christian Calendar

H.0: Scope

H.1: B.C. and A.D. Dates

Appendix I: Relationship Designators: Relationships between a Resource and Persons, Families, and Corporate Bodies Associated with the Resource

- I.0: Scope
- I.1: General Guidelines on Using Relationship Designators
- I.2: Relationship Designators for Persons, Families, and Corporate Bodies Associated with a Work
- I.3: Relationship Designators for Persons, Families, and Corporate Bodies Associated with an Expression
- I.4: Relationship Designators for Persons, Families, and Corporate Bodies Associated with a Manifestation
- I.5: Relationship Designators for Persons, Families, and Corporate Bodies Associated with an Item

Appendix J: Relationship Designators: Relationships between Works, Expressions, Manifestations, and Items

- J.0: Scope
- J.1: General Guidelines on Using Relationship Designators
- J.2: Relationship Designators for Related Works
- J.3: Relationship Designators for Related Expressions
- J.4: Relationship Designators for Related Manifestations
- J.5: Relationship Designators for Related Items

Appendix K: Relationship Designators: Relationships between Persons, Families, and Corporate Bodies

- K.0: Scope
- K.1: General Guidelines on Using Relationship Designators
- K.2: Relationship Designators for Related Persons
- K.3: Relationship Designators for Related Families
- K.4: Relationship Designators for Related Corporate Bodies

Appendix L: Relationship Designators: Relationships between Concepts, Objects, Events, and Places

[To be developed after the initial release of RDA]

Glossary GL-1

Index