

**To:** Joint Steering Committee for Development of RDA  
**From:** Deirdre Kiorgaard, Chair, JSC  
**Subject:** RDA: Resource Description and Access – Constituency Review of Full Draft

The JSC invites comments on the full Draft of RDA.

The full draft of RDA is now available for review in a PDF format from [www.rdaonline.org/constituencyreview](http://www.rdaonline.org/constituencyreview).

For information on the projected functionality of the online product see the [RDA demonstration](#) given at the IFLA conference in August 2008.

This cover letter includes:

- Brief information on the role of the Co-Publishers, including how to make comments on the design and layout of RDA
- Guidelines for commenting on the Draft text
- Some background information on the Draft text

The following documents have also been issued in conjunction with the draft:

[5JSC/RDA/Full draft/Table of contents](#)  
[5JSC/RDA/Full draft/Addenda](#)  
[5JSC/RDA/Full draft/Addenda/Appendix D](#)  
[5JSC/RDA/Full draft/Workflows/Book](#)  
[5JSC/RDA/Full draft/Workflows/Transcription](#)

## Co-Publishers of RDA

The development of the RDA software is the responsibility of the Co-Publishers of RDA. In addition, the Co-Publishers are responsible for the design and layout of both the text and the examples in the PDF format.

The Co-Publishers have created a wiki that will allow for comments on these aspects at : [www.publishing.ala.org/RDA](http://www.publishing.ala.org/RDA).

### Transfer of the draft text

The transfer of the draft text into XML introduced errors that were not present in the original text prepared by the Editor on behalf of the JSC. The schedule for release of this draft did not allow sufficient time to do a complete proofreading of the text.

Any errors resulting from the transfer of the draft text into XML will be corrected in the next round of editing. Such errors include errors in the formatting and placement of examples; spaces omitted between words; inconsistencies in the use of capitalization, italics, etc., in headings, instructions and examples; errors in numbering of instructions; and errors in cross-references.

To report typographical errors, please see “Format of comments” below.

## Guidelines for commenting on the draft text

### Scope of the review

At its October 2006 meeting, the JSC revised the timetable for RDA's development to provide an opportunity to review RDA as a whole. This is that review.

The JSC invites comments on inconsistencies in instructions in different chapters.

In addition, the JSC invites specific comment on the issues indicated below in *bold italics*.

The JSC has only a limited period in which to prepare RDA for the 2009 first release. When prioritizing comments for resolution at the March 2009 meeting, the JSC will refer to these documents:

- The [Strategic Plan for RDA 2005-2009](#).
- The [RDA Objectives and Principles document](#)
- The [RDA Scope and Structure document](#)

### Exclusions

The following types of comments fall outside the scope of this review:

- Comments that have already been considered by the JSC. All the comments on previous drafts that were considered high priority by the JSC have been addressed in preparing this draft. The JSC representatives will exclude such comments from their constituency responses before they are submitted to the JSC as a whole.
- Issues that have been deferred until after the first release of RDA, see [5JSC/Sec/6](#).
- Writing style. For details of stylistic guidelines followed by the Editor see the [RDA Editor's Guide](#).

Any comments falling outside the scope of this review may be submitted as revision proposals to RDA when the JSC resumes a cycle of proposals and responses following RDA's first release.

### Format of comments

To assist the JSC in considering comments, constituencies should organize their responses in the following way:

1. General comments on RDA as a whole.
2. Specific comments in instruction number order (whether or not they are in response to issues raised in this cover letter).

Note the following exceptions:

- Comments on the core elements should all be made at 0.6.
- Comments on instructions for musical works (6.15-6.19 and 6.28) should be made in a separate response to [5JSC/LC/12/LC follow-up](#).

Mark any issues considered a priority for discussion by the JSC with an asterisk.

3. Comments on Examples in instruction number order. If changes to examples are proposed as part of revisions to an instruction they should remain with the specific comments in instruction number order.
4. Typographical errors (other than in examples) in instruction number order. (The JSC is not requesting proof-reading, but recognizes that typographical errors may be found during the review.)

## Submission of comments

Comments from within countries represented on the JSC should be submitted as follows:

In Australia: contact the ACOC representative to the JSC, Deirdre Kiorgaard at [dkiorgaa@nla.gov.au](mailto:dkiorgaa@nla.gov.au)

In Canada: contact the CCC Secretariat at [ccc-1@lac-bac.gc.ca](mailto:ccc-1@lac-bac.gc.ca)

In the United Kingdom: contact the CILIP/BL Secretary, Katharine Gryspeerdt at [Katharine.Gryspeerdt@bl.uk](mailto:Katharine.Gryspeerdt@bl.uk)

In the United States: use the web form at <http://www.libraries.psu.edu/tas/jca/ccda/>.  
Comments from within the Library of Congress may be submitted to the LC representative to the JSC, Barbara Tillett at [btil@loc.gov](mailto:btil@loc.gov)

Comments from stakeholders outside these countries and from international groups can be submitted to the JSC Secretary, Nathalie Schulz at [N.Schulz@btopenworld.com](mailto:N.Schulz@btopenworld.com).

If you are (or might be) represented by more than one organization, or more than one subcommittee of an organization, please select a single channel for providing your comments.

## Deadline for comments

The deadline for responses is **February 2, 2009**. Each constituency committee will set its own internal deadlines for comments to meet that February 2 date.

## Background to the draft text

The Introduction is the ideal starting point for your review of RDA. It includes an overview of RDA's structure and provides information on the models and standards on which RDA is based. The Introduction also contains details on the objectives and principles that relate to the functionality of the data produced using RDA (0.4), and a listing of the core elements (0.6).

The Introduction provides links to other documents, such as the [RDA Database Implementation Scenarios](#) which provide background information on how RDA can be implemented. The JSC has also begun to prepare documentation to assist with the transition to RDA, see [5JSC/Chair/14](#).

## Addenda

The text of the draft is generally as agreed by the JSC and drafted by the Editor. However, there are a small number of changes to the text that were agreed by the JSC in September 2008 that have not been incorporated into the text of the PDFs. Please see [5JSC/RDA/Full draft/Addenda](#).

## Differences between AACR2 and RDA

A preliminary listing of changes between related AACR2 and RDA instructions has been prepared, see [5JSC/Sec/7](#). A more detailed list will be prepared for later use in training.

## Element set

The JSC has tried to ensure that application of RDA instructions results in well-formed metadata. This has meant the clear delineation of elements, element sub-types, and sub-elements (see the [RDA element analysis](#)). RDA's element set has been developed to allow for as clean a mapping as possible to and from other standards commonly used in libraries. RDA's clearly-defined element set facilitates machine manipulation and sharing of data, because there is no ambiguity about what is recorded. The full benefits of this can only be realised if the encoding formats (e.g., MARC 21) used for storage and exchange of the metadata offer a similar level of granularity. The RDA/MARC Working Group is identifying potential changes to the MARC 21 format.

## Core elements

At its April 2008 meeting, the JSC decided that, with the expansion of the number of elements in RDA, it would be preferable to designate certain elements as "core" rather than designating all elements as either "required" or "optional". Core elements are listed in the introductory chapter for each section, and in full in the Introduction. In the future in the RDA online product it will be possible to restrict the view of RDA to these core elements.

The JSC has prepared a background document articulating the relationship between the core elements and the FRBR user tasks, see [5JSC/Chair/15](#).

*The JSC invites comments on the list of core elements. Please make all comments on the core elements as comments on section 0.6 of the Introduction.*

## Notes

AACR2 grouped all notes together in one ISBD area (X.7 in the AACR2 Part I chapters). In RDA, a number of note elements have been defined (e.g., note on title), and these provide additional information on what has been recorded in the element to which they relate. There are also instructions in RDA to provide “details on” an element, which provide an additional way of recording the element (e.g., the instruction on details on production method). In current library practice, these may be encoded in the MARC 21 format as notes.

## Proposed revision of RDA chapter 6, Additional instructions for musical works and expressions

In February 2008 the Library of Congress proposed a number of changes to the instructions on constructing preferred titles for musical works and expressions ([5JSC/LC/12](#)). The ALA and CCC responses to that document included alternative proposals. The JSC noted at the April 2008 meeting that it was preferable for the alternatives to be harmonised so the proposed changes could be assessed as a whole. Due to the specialist nature of the proposals, a group of experts from some of the constituencies were invited to further develop the proposals for JSC’s consideration.

The instructions at 6.15-6.19 and 6.28 in the full draft carry forward the instructions at 6.17-6.22 in the December 2007 draft of Sections 2-4, and 9. The document [5JSC/LC/12/follow-up](#) presents the latest suggestions for these instructions.

As already mentioned, any comments on instructions at 6.15-6.19 and 6.28 in the full draft should be made in the constituency response to [5JSC/LC/12/LC follow-up](#).

## Examples

In general, examples in the draft include only the element addressed by the instruction preceding the example.

The JSC is grateful to the members of the Examples Groups, in particular the Chairs of the two Groups, Denise Lim and Adam Schiff, for their extensive detailed review and provision of examples in RDA.

*The JSC invites suggestions for corrections to any examples that do not illustrate the instructions.*

## Appendix C (Initial Articles)

Appendix C for Initial articles is based on the AACR Appendix E Initial articles. Any known errors or omissions from the languages included in AACR Appendix E have been corrected. It has also been revised to include initial articles in the following languages: Breton, Irish, Maori, and Pacific Island languages. The addition of other languages to this Appendix will be invited after the first release of RDA.

## **Appendix D (Record Syntaxes for Descriptive Data)**

Revisions to D.2 on ISBD Presentation have been made at the request of IFLA's ISBD Review Group. Please see [5JSC/RDA/Full draft/Addenda/Appendix D](#) for a revised version of this Appendix.

A preliminary mapping to Dublin Core has been prepared and is being discussed with the DCMI/RDA Task Group. A mapping will be provided when RDA is released.

## **Appendix F (Additional Instructions on Names of Persons)**

The examples in this Appendix for Arabic, Indic, and Thai lack the diacritics that will be provided in the first release of RDA.

## **Appendix G (Titles of Nobility, Terms of Rank, etc.)**

The coverage of this Appendix is not exhaustive; this will be addressed after the first release of RDA. The Appendix reflects what was present in AACR2 as well as comments received from cataloguing rule makers in France, Germany, and Sweden.

## **Appendices I, J, K (Relationship Designators)**

Appendix I was previously made available for review as 5JSC/LC/11; Appendices J and K are now available for review for the first time. The designators in Appendix K are less developed than those given in the other two appendices and should be viewed as a preliminary list. Some information about the design of the appendices follows:

The relationship designators in these chapters are used in conjunction with the name of the related entity to indicate the nature of the relationship.

- At the simplest level, relationships are recorded through providing the relevant element. For example, if you wish to record the creator of a work, you can do so simply by recording the creator's name. There is no need to provide designations that are at the same level as the element, and so these higher level designations are not included in these appendices. For example, Appendix I does not include designators for "creator", "contributor", or "owner".
- However, if you wish to indicate the specific nature of the relationship between, for example, the creator and the work, you can do so by recording an appropriate term. In the case of a musical work, you may wish to record "composer" from Appendix I in conjunction with the creator's name.

The appendices may provide one level of descriptor only (Appendix K), or more than one level (Appendices I and J) depending on whether sub-categories have been identified.

- Again using Appendix I as an example, you can use the relationship designator "performer" or could choose to be more specific and use a term such as "narrator".

The relationship designators are defined in terms of the related entity. The relationship itself has not been defined.

The relationships in Appendices J and K are intended to be reciprocal.

The JSC acknowledges that these Appendices need further development to ensure that the available descriptors are sufficiently comprehensive, appropriately specific and well defined, and that all relationships are reciprocal where appropriate.

*The JSC invites comments on the designations listed in these appendices.*

## **Appendix M (Complete examples)**

A set of complete examples have been included with the draft as Appendix M.

RDA provides instructions on how to record data that can be applied independently of any particular encoding. Guidelines and instructions relating to the presentation of data according to selected standards, including MARC 21, are provided separately in appendices.

Within that context, the complete examples have been provided to assist in an understanding of RDA. They illustrate RDA elements created using the RDA instructions. These examples give a picture of how the elements will come together, and illustrate a scenario 2 implementation (see [5JSC/Editor/2](#)) of bibliographic and authority records.

Each example shows all of the core elements that apply, plus those optional elements chosen by the cataloguers based on their judgement or the policies of their agency.

For each resource, the data elements have been shown in two ways:

### ***A list of the data to be recorded (labelled “RDA elements”).***

- The elements are generally arranged in order by RDA instruction number. The exceptions are (1) relationship designators which follow the entity to which there is a relationship, and (2) in the Authority examples, data recorded according to the instructions in chapters 5 and 8 which appears at the end of the elements. This order is not intended to indicate the order in which the data would be created, stored, or displayed to the user.
- **RDA core elements have been marked using “\*”**. In the case of other identifying attributes of works and of persons, families, and corporate bodies, those elements that are necessary to distinguish in that particular case have been marked as core.
- Relationships in RDA can be expressed in a number of ways. An indication has been given of which of the conventions specified in the instructions has been used. The exception is for relationships to persons, families, and corporate bodies associated with a resource, which (in these examples) is always recorded as a preferred access point.
- In the Authority examples, the **elements which would be incorporated into the preferred access point have been indicated by “++”**.

### ***A presentation using MARC encoding (labelled “Encoded in the MARC 21 format ...”).***

- The MARC record examples do not include any variable fields or fixed field character positions that do not have an RDA equivalent, and the actual MARC records will include other data not governed by RDA. MARC field indicators have been included.

- Although the majority of RDA elements can be easily encoded in MARC21, not all RDA elements can be encoded in MARC21 at present.
- Only official MARC 21 changes to date have been reflected in the complete examples; the exception is that MARC bibliographic record examples do not contain a General Material Designation (replaced by the RDA elements of Media type; Content type and Carrier type).

## Glossary

The Glossary contains definitions for all RDA elements, sub-elements, and element sub-types. These definitions match those in the RDA text. There are a small number of elements in chapter 3 which are defined in the RDA text, but not in the current version of the Glossary; this will be rectified.

All terms specified in controlled lists are candidates for inclusion in the Glossary. However, only terms in the following lists have full coverage in this draft: Mode of Issuance (2.13.1.3); Media type (3.2.1.2); Carrier type (3.3.1.2); Production Method for Manuscripts (3.9.2.3); Production Method for Tactile Resources (3.9.3.3); Content type (6.10.1.3); Form of Musical Notation (7.13.3.3); Format of Notated Music (7.20.1.3). The coverage of terms in controlled lists in the Glossary is expected to be increased for the first release.

Other terms are included in the Glossary if they need to be understood for the successful application or interpretation of the instructions, or if used in a way at variance with dictionary definition or common usage.

In the online product “see” and “see also” references will be differentiated and hyperlinked to the related term. Multiple definitions for a single term will be numbered or otherwise differentiated. In the PDF file of the Glossary, “see” and “see also” references are shown only by bold text in the definition column, and, when a term has more than one definition, these are given in separate paragraphs.

Copyright clearances will be sought for any Glossary definitions that originate from other sources.

## Workflows

Workflows are intended as a “step-by-step” route through the instructions. They are available from:

[5JSC/RDA/Full draft/Workflows/Book](#)

[5JSC/RDA/Full draft/Workflows/Transcription](#)