5JSC/RDA/Prospectus/Rev/5
17 December 2007

To: Joint Steering Committee for Development of RDA

From: Deirdre Kiorgaard, Chair, JSC

Subject: RDA Prospectus

Attached is a prospectus for *RDA: Resource Description and Access*. This document has been produced to provide all those interested in the development of RDA with information which it is hoped they will find useful. It is also a document which gives context to the work that those directly involved in RDA development will be undertaking in the coming months and years.

The document contains two parts:

- The prospectus text.
- A draft outline of the chapters in RDA.

Any individual or organisation wishing to comment on this prospectus is invited to do so using the form at: http://www.collectionscanada.ca/jsc/rdawebform.html.

Revision History

Document first issued: 27 July 2005
Revised: 7 December 2005
Revised: 19 June 2006
Revised: 13 March 2007
Revised: 14 June 2007
Revised: 17 December 2007

RDA — Resource Description and Access

A Prospectus

RDA is being developed as a new standard for resource description and access designed for the digital world.

Built on foundations established by the *Anglo-American Cataloguing Rules (AACR)*, *RDA* will provide a comprehensive set of guidelines and instructions on resource description and access covering all types of content and media. The new standard is being developed for use primarily in libraries, but consultations are being undertaken with other communities (archives, museums, publishers, etc.) in an effort to attain an effective level of alignment between *RDA* and the metadata standards used in those communities.

A New Approach

Digital technologies have significantly changed the environment in which libraries, archives, museums, and other information management organizations build and maintain the databases that describe and provide access to resources in their collections.

The resources represented in those databases include a rapidly growing number that have been produced and disseminated using state-of-the-art digital technologies. *RDA* is being designed to provide a flexible and extensible framework for both the technical and content description of such resources while serving the needs of libraries organizing traditional resources as well.

Database technologies are also undergoing significant change, and an increasing number of information management organizations are migrating the data that describe and provide access to their resources to new platforms. *RDA* is being developed to provide a better fit with emerging database technologies, and to take advantage of the efficiencies and flexibility that such technologies offer with respect to data capture, storage, retrieval, and display.

A key element in the design of *RDA* is its alignment with the conceptual models for bibliographic and authority data developed by the International Federation of Library Associations and Institutions (IFLA). The FRBR[1] and FRAD[2] models provide *RDA* with

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[1] *Functional Requirements for Bibliographic Records: Final Report*. IFLA Study Group on the Functional Requirements for Bibliographic Records. München: K.G. Saur, 1998. (Available on the IFLA web site at: http://www.ifla.org/VII/s13/frbr/frbr.pdf.)

[2] *Functional Requirements for Authority Data: A Conceptual Model*. IFLA UBCIM Working Group on Functional Requirements and Numbering of Authority Records. (FRANAR). Draft 2007-04-

an underlying framework that has the scope needed to support comprehensive coverage of all types of content and media, the flexibility and extensibility needed to accommodate newly emerging resource characteristics, and the adaptability needed for the data produced to function within a wide range of technological environments.

A second key element in the design of *RDA* is that it establishes a clear line of separation between the recording of data and the presentation of data. The major focus of *RDA* will be on providing guidelines and instructions on recording data to reflect attributes and relationships associated with the entities defined in the FRBR and FRAD models. The aim is to provide a set of instructions for recording data that can be applied independently of any particular structure or syntax for data storage or display. Guidelines and instructions on formatting data elements for purposes of presentation according to specifications set out in standards such as the *International Standard Bibliographic Description (ISBD)*[3] will be provided separately in appendices.

RDA is being designed for ease and efficiency of use. The guidelines and instructions in *RDA* will be structured to facilitate application to a wide variety of resources, ranging from those that can be described in a relatively simple and straightforward way to those for which more detailed guidance is required. General instructions covering basic aspects of resource description and access that are applicable to all types of resources will be formulated in clear, concise, simple terms. In cases where further guidance may be needed to describe specific characteristics exhibited by a resource, *RDA* will provide more detailed instructions applicable to particular types of content, media, and modes of issuance. As a means of further supplementing those detailed instructions, *RDA* will provide references to other standards for resource description and access such as those developed by the archival and museum communities. For those who are creating less detailed descriptions, the structure and layout of *RDA* will also make it easier to identify basic instructions and to "mask out" those that may be required only for a more detailed level of description.

Notwithstanding its new approach, the need to integrate data produced using *RDA* into existing files (particularly those developed using *AACR* and related standards) is recognized as a key factor in the design of *RDA*. The reworking of instructions derived from *AACR* to produce a standard that will be easier to use, more adaptable, and more cost-efficient in its application, will be guided by recognition of the equally important need to minimize the need for retrospective adjustments when integrating data produced using *RDA* into existing files.

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01. (Available on the IFLA web site at: http://www.ifla.org/VII/d4/FRANAR-ConceptualModel-2ndReview.pdf.)

[3] *International Standard Bibliographic Description (ISBD)*. Preliminary consolidated edition. München: K.G. Saur, 2007.

Outline

Note: The chapters and appendices marked with an asterisk will not be developed until after the initial release of RDA in 2009.

RDA will contain a general introduction, ten sections of guidelines and instructions organized around the entity attributes and relationships defined in FRBR and FRAD, and a number of supplemental appendices. The chapters within each section will focus on elements supporting specific user tasks: *find*, *identify*, *select*, or *obtain*.

General Introduction

The general introduction will provide a brief statement of the overall purpose and scope of *RDA*, its intended audience, and its relationship to other standards for resource description and access. It will articulate the principles on which *RDA* is based, and describe briefly the conceptual models that serve as its underlying framework.

The general introduction will also provide a general outline of how *RDA* is organized, an explanation of the conventions used in presenting instructions and examples, and guidance on how *RDA* instructions and conventions relating to language, transcription, etc. can be adapted for use in various contexts (e.g., by an agency whose primary audience uses a language other than English).

Section 1: Recording attributes of manifestation and item

Section 1 will contain four chapters providing guidelines and instructions on recording the attributes of manifestations and items that are defined in FRBR:

Chapter 1. General guidelines on recording attributes of manifestations and items
Chapter 2. Identifying manifestations and items
Chapter 3. Describing carriers
Chapter 4. Providing acquisition and access information

Chapter 1 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 2–4, and will specify required elements for the identification and description of manifestations and items. The chapter will also provide general guidelines and instructions on transcription, recording numbers, and formulating annotations.

Chapter 2 will focus on the elements that are most commonly used for purposes of identifying manifestations and items. The elements covered will include title, statement of responsibility, edition statement, etc. — information that users rely on to confirm that the resource described corresponds to the one sought, or to distinguish between two or more resources bearing similar identifying information.

Chapter 3 will focus on the description of the carrier of the resource. The elements covered will include those that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier, the formatting and encoding of the information stored on the carrier, etc.

Chapter 4 will focus on acquisition and access information. The elements covered will include those used to obtain or access a resource (terms of availability, contact information, restrictions on access, etc.).

Section 2: Recording attributes of work and expression

Section 2 will contain three chapters providing guidelines and instructions on recording the attributes of works and expressions that are defined in FRBR:

Chapter 5. General guidelines on recording attributes of works and expressions
Chapter 6. Identifying works and expressions
Chapter 7. Describing additional attributes of works and expressions

Chapter 5 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 6 and 7, and will specify required elements for the identification and description of works and expressions. The chapter will also provide general guidelines and instructions on recording titles for works, and on constructing preferred and variant access points representing works and expressions. In addition, chapter 5 will provide instructions on recording the status of the preferred access point, on citing sources from which titles and other information identifying a work or expression was derived, and on making annotations to assist in the use or revision of the data.

Chapter 6 will focus on the elements that are most commonly used for purposes of identifying works and expressions. The elements covered will include the preferred and variant titles for a work, form, date, place of origin, etc., of the work, language of expression, version, etc. — information that users rely on to confirm that the work or expression represented by the data corresponds to the one sought, or to distinguish between two or more works or expressions having similar identifying information. The chapter will also provide guidelines on constructing preferred and variant access points representing a work or expression. Chapter 6 will also include additional instructions on preferred and variant titles and other identifying attributes for musical works, legal works, religious works, and official communications.

Chapter 7 will focus on the additional attributes of works and expressions that users typically rely on when selecting a resource to meet their content requirements. The elements covered will include nature and coverage of the content, intended audience, etc.

Section 3: Recording attributes of person, family, and corporate body

Section 3 will contain four chapters providing guidelines and instructions on recording the attributes of persons, families, and corporate bodies that are defined in FRBR and FRAD:

Chapter 8. General guidelines on recording attributes of persons, families, and corporate bodies
Chapter 9. Identifying persons
Chapter 10. Identifying families
Chapter 11. Identifying corporate bodies

Chapter 8 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 9-11, and will specify required elements for

the identification of persons, families, and corporate bodies. The chapter will also provide general guidelines and instructions on recording names, and on constructing preferred and variant access points representing persons, families, and corporate bodies. In addition, chapter 8 will provide instructions on recording various elements relating to the use of a name (scope and dates of usage, status, etc.), on citing sources from which names and other information identifying a person, family, or corporate body was derived, and on making annotations to assist in the use or revision of the data.

Chapters 9-11 will focus on the elements that are most commonly used for purposes of identifying persons, families, and corporate bodies. The elements covered will include the preferred and variant names for a person, family, or corporate body, dates and places associated with the person, family, or corporate body, etc. — information that users rely on to confirm that the person, family, or corporate body represented by the data corresponds to the one sought, or to distinguish between two or more persons, families, or corporate bodies with similar names, etc. The chapters will also provide guidelines on constructing preferred and variant access points representing a person, family, or corporate body.

Section 4: Recording attributes of concept, object, event, and place

Section 4 will contain five chapters providing guidelines and instructions on recording the attributes of concepts, objects, events, and places that are defined in FRBR and FRAD:

Chapter 12. General guidelines on recording attributes of concepts, objects, events, and places*
Chapter 13. Identifying concepts*
Chapter 14. Identifying objects*
Chapter 15. Identifying events*
Chapter 16. Identifying places

Chapter 12 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 13-16, and will specify required elements for the identification of concepts, objects, events, and places. The chapter will also provide general guidelines and instructions on recording terms and names, and on constructing preferred and variant access points representing concepts, objects, events, and places. In addition, chapter 12 will provide instructions on recording various elements relating to the use of a term or name (scope and dates of usage, status, etc.), on citing sources from which terms or names and other information identifying a concept, object, event, or place was derived, and on making annotations to assist in the use or revision of the data.

Chapters 13-16 will focus on the elements that are most commonly used for purposes of identifying concepts, objects, events, and places. The elements covered will include the preferred and variant terms or names for a concept, object, event, or place, type of concept or object, place associated with an event, etc. — information that users rely on to confirm that the concept, object, event, or place represented by the data corresponds to the one sought, or to distinguish between two or more concepts, objects, events, or places with similar names, etc. The chapters will also provide guidelines on constructing preferred and variant access points representing a concept, object, event, or place.

Section 5: Recording primary relationships between work, expression, manifestation, and item

Section 5 will contain a single chapter providing guidelines and instructions on recording the primary relationships between work, expression, manifestation, and item that are defined in FRBR:

Chapter 17. General guidelines on recording primary relationships between a work, expression, manifestation, and item

Chapter 17 will set out the functional objectives and principles underlying the guidelines and instructions on recording the primary relationships between a work, expression, manifestation, and item, and will specify required elements to meet those objectives. The chapter will also provide general guidelines and instructions on the use of identifiers, preferred access points, and composite descriptions to record primary relationships.

Section 6: Recording relationships to persons, families, and corporate bodies associated with a resource

Section 6 will contain five chapters providing guidelines and instructions on recording relationships between a resource and persons, families, and corporate bodies associated with that resource, as defined in FRBR:

Chapter 18. General guidelines on recording relationships to persons, families, and corporate bodies associated with a resource
Chapter 19. Persons, families, and corporate bodies associated with a work
Chapter 20. Persons, families, and corporate bodies associated with an expression
Chapter 21. Persons, families, and corporate bodies associated with a manifestation
Chapter 22. Persons, families, and corporate bodies associated with an item

Chapter 18 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 19-22, and will specify required elements for reflecting the relationships between a resource and persons, families, and corporate bodies associated with that resource. The chapter will also provide general guidelines and instructions on the use of identifiers and preferred access points to record those relationships, and on the use of relationship designators to indicate explicitly the function performed by the person, family, or corporate body in relation to the resource.

Chapters 19-22 will focus on the relationships between works, expressions, manifestations, and items and the persons, families, and corporate bodies associated with them. The elements covered will include those that are used to identify the creators of works, the editors, translators, etc., responsible for expressions of works, the producers and publishers of manifestations, the owners and custodians of items, etc. — information that users rely on to find resources associated with a particular person, family, or corporate body. Chapter 19 will also include additional instructions that apply specifically to persons, families, and corporate bodies associated with legal works, religious works, and official communications.

Section 7: Recording subject relationships

Section 7 will contain a single chapter providing guidelines and instructions on recording relationships between a work and the subject of the work, as defined in FRBR:

Chapter 23. General guidelines on recording the subject of a work*

Chapter 23 will set out the functional objectives and principles underlying the guidelines and instructions on recording subject relationships, and will specify required elements to meet those objectives. The chapter will also provide general guidelines and instructions on the use of identifiers and preferred access points to record subject relationships.

Section 8: Recording relationships between works, expressions, manifestations, and items

Section 8 will contain five chapters providing guidelines and instructions on recording relationships between works, expressions, manifestations, and items:

Chapter 24. General guidelines on recording relationships between works, expressions, manifestations, and items
Chapter 25. Related works
Chapter 26. Related expressions
Chapter 27. Related manifestations
Chapter 28. Related items

Chapter 24 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 25-28, and will specify required elements for reflecting relationships between works, expressions, manifestations, and items. The chapter will also provide general guidelines and instructions on the use of identifiers, preferred access points, and descriptions to record those relationships, and on the use of relationship designators to indicate explicitly the nature of the relationship.

Chapters 25-28 will focus on the relationships between works, expressions, manifestations, and items. The elements covered will include those that are used to record relationships between a derivative work and its source, a reproduction and the original manifestation, etc. — information that users rely on to find information on works, expressions, manifestations, and items that are related to the work, expression, manifestation, or item represented by the data retrieved in response to the their search.

Section 9: Recording relationships between persons, families, and corporate bodies

Section 9 will contain four chapters providing guidelines and instructions on recording the relationships between persons, families, and corporate bodies that are defined in FRAD:

Chapter 29. General guidelines on recording relationships between persons, families, and corporate bodies
Chapter 30. Related persons
Chapter 31. Related families

Chapter 32. Related corporate bodies

Chapter 29 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 30-32, and will specify required elements for reflecting relationships between persons, families, and corporate bodies. The chapter will also provide general guidelines and instructions on the use of identifiers and preferred access points to record those relationships, and on the use of relationship designators to indicate explicitly the nature of the relationship.

Chapters 30-32 will focus on the relationships between persons, families, and corporate bodies. The elements covered will include those that are used to record relationships between collaborators, members of a family, parent and subsidiary corporate bodies, etc. — information that users rely on to find information on persons, families, or corporate bodies that are related to the person, family, or corporate body represented by the access point retrieved in response to the their search.

Section 10: Recording relationships between concepts, objects, events, and places

Section 10 will contain five chapters providing guidelines and instructions on recording relationships between concepts, objects, events, and places:

Chapter 33. General guidelines on recording relationships between concepts, objects, events, and places*
Chapter 34. Related concepts*
Chapter 35. Related objects*
Chapter 36. Related events*
Chapter 37. Related places*

Chapter 33 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 25-28, and will specify required elements for reflecting relationships between concepts, objects, events, and places. The chapter will also provide general guidelines and instructions on the use of identifiers and preferred access points to record those relationships, and on the use of relationship designators to indicate explicitly the nature of the relationship.

Chapters 34-37 will focus on the relationships between concepts, objects, events, and places. The elements covered will include those that are used to record relationships between broader and narrower concepts, etc. — information that users rely on to find information on concepts, objects, events, and places that are related to the concept, object, event, or place represented by the access point retrieved in response to the their search.

Appendices

RDA will contain twelve appendices:

Appendix A. Capitalization
Appendix B. Abbreviations
Appendix C. Initial articles
Appendix D. Record syntaxes for descriptive data
Appendix E. Record syntaxes for access point control data
Appendix F. Additional instructions on names of persons

Appendix G. Titles of nobility, terms of rank, etc.
Appendix H. Conversion of dates to the Gregorian calendar
Appendix J. Relationship designators: Relationships between a resource and persons, families, and corporate bodies associated with the resource
Appendix K. Relationship designators: Relationships between works, expressions, manifestations, and items
Appendix L. Relationship designators: Relationships between persons, families, and corporate bodies
Appendix M. Relationship designators: Relationships between concepts, objects, events, and places*

Appendix A will provide instructions on conventions for capitalization of data transcribed in English as well as for data transcribed in a number of other languages. The instructions in the appendix will supplement general guidelines on capitalization provided in chapters 1, 5, 8, and 12.

Appendix B will provide lists of abbreviations for use in descriptions and access points. The lists in the appendix will supplement general guidelines on the use of abbreviations provided in chapters 1, 5, 8, and 12.

Appendix C will provide a list of definite and indefinite articles in a number of languages that are to be either omitted or treated as non-filing characters when they occur at the beginning of an access point or at the beginning of a title used in a name-title access point representing a work or expression.

Appendix D will provide guidelines and instructions on record syntaxes for descriptive data. The appendix will include a table showing how specific data elements covered in *RDA* can be mapped to the areas and elements defined in the ISBDs to produce a display that follows the established ISBD order of elements and prescribed punctuation. Instructions on the presentation of "In" analytics and hierarchical descriptions based on ISBD specifications will also be included. In addition, Appendix D will provide guidelines on recording descriptive data elements in other record syntaxes, such as the MARC 21 format for bibliographic data, and Dublin Core.

Appendix E will provide guidelines and instructions on record syntaxes for access point control data. The appendix will include a table showing how specific data elements covered in *RDA* can be mapped to elements in the MARC 21 format for authority data.

Appendix F will provide instructions on choosing and recording names of persons in a number of specific languages, supplementing the general guidelines and instructions provided in chapter 9.

Appendix G will provide information on titles of nobility, terms of rank, etc., used in a number of specific jurisdictions.

Appendix H will provide information on converting dates from the Julian to the Gregorian calendar.

Appendices J, K, L, and M will provide lists of terms used as designators to indicate explicitly the nature of a relationship recorded following instructions in sections 6, 8,

9, and 10, respectively. The appendices will also provide definitions for terms used as relationship designators and instructions on their use.

Glossary

The glossary will contain definitions for terms used in *RDA* with a specific technical meaning. Definitions for the majority of such terms will also be provided within chapters 1-37 as they are introduced in the instructions.

Index

The index will provide an alphabetic listing of data elements and other significant terms and concepts used in *RDA* with numeric references to the guidelines and instructions in which those elements, terms, and concepts are covered.

RDA — Resource Description and Access

Outline

Note: Chapters and appendices marked with an asterisk will not be developed until after the initial release of RDA in 2009.

General Introduction

0.0.0 Purpose and scope
0.0.1 Intended audience
0.0.2 Relationship to other standards for resource description and access
0.0.3 Principles governing resource description and access
0.0.4 Conceptual models underlying RDA
0.0.5 Organization
0.0.6 Presentation of instructions and examples
0.0.7 Adaptation of RDA guidelines and instructions on language, script, transcription, etc.

Section 1 — Recording attributes of manifestation and item

Chapter 1. General guidelines on recording attributes of manifestations and items

1.0 Purpose and scope
1.1 Terminology
1.2 Functional objectives and principles
1.3 Required 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 Annotations

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 Copyright date
2.11 Series statement
2.12 Mode of issuance
2.13 Frequency

2.14 Resource identifier
2.15 Preferred citation
2.16 Custodial history
2.17 Immediate source of acquisition
2.18 Annotation

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 Colour
3.13 Foliation
3.14 Font size
3.15 Polarity
3.16 Reduction ratio
3.17 Sound characteristics
3.18 Projection characteristics
3.19 Video characteristics
3.20 Digital file characteristics
3.21 Equipment and system requirements
3.22 Item-specific carrier characteristics
3.23 Annotation

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 Purpose and scope
5.1 Terminology
5.2 Functional objectives and principles
5.3 Required elements
5.4 Language and script
5.5 General guidelines on recording titles for works
5.6 Preferred access points representing works and expressions

5.7 Variant access points representing works and expressions
5.8 Status of preferred access point
5.9 Source consulted
5.10 Cataloguer's annotation

Chapter 6. Identifying works and expressions

6.0 Purpose, scope, etc.
6.1 Constructing access points to represent works and expressions
6.2 Preferred title for the work
6.3 Variant title for the work
6.4 Form of work
6.5 Date of work
6.6 Place of origin of the work
6.7 Other distinguishing characteristic of the work
6.8 Original language of the work
6.9 History of the work
6.10 Identifier for the work
6.11 Content type
6.12 Date of expression
6.13 Language of expression
6.14 Version
6.15 Technique
6.16 Identifier for the expression

Additional instructions for musical works

6.17 Constructing access points to represent musical works and expressions
6.18 Preferred title for a musical work
6.19 Variant title for a musical work
6.20 Medium of performance
6.21 Numeric designation
6.22 Key

Additional instructions for legal works

6.23 Constructing access points to represent legal works
6.24 Preferred title for a legal work
6.25 Variant title for a legal work
6.26 Date of work
6.27 Signatory to a treaty, etc.

Additional instructions for legal works

6.28 Constructing access points to represent religious works and expressions
6.29 Preferred title for a religious work
6.30 Variant title for a religious work
6.31 Version
6.32 Date of expression

Additional instructions for official communications

6.33 Constructing access points to represent official communications
6.34 Preferred title for an official communication
6.35 Variant title for an official communication

Chapter 7. Describing additional attributes of works and expressions

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 Intended audience
7.5 Summarization of the content
7.6 System of organization
7.7 Dissertation or thesis information
7.8 Place and date of capture
7.9 Language of the content
7.10 Notational system
7.11 Illustrative content
7.12 Format of notated music
7.13 Medium of performance of musical content
7.14 Duration
7.15 Performers of music
7.16 Featured players, performers, narrators, and/or presenters
7.17 Artistic and/or technical credits
7.18 Scale
7.29 Projection of cartographic content
7.20 Coordinates of cartographic content
7.21 Equinox
7.22 Epoch
7.23 Other details of cartographic content
7.24 Awards

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 Purpose and scope
8.1 Terminology
8.2 Functional objectives and principles
8.3 Required elements
8.4 Language and script
8.5 General guidelines on recording names
8.6 Preferred 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 preferred access point
8.11 Undifferentiated name indicator
8.12 Source consulted
8.13 Cataloguer's annotation

Chapter 9. Identifying persons

9.0 Purpose, scope, etc.
9.1 Constructing access points to represent persons
9.2 Preferred name for the person
9.3 Variant name for the person
9.4 Date associated with the person
9.5 Title of the person
9.6 Fuller form of name
9.7 Other designation associated with the person
9.8 Gender

9.9 Place of birth
9.10 Place of death
9.11 Country associated with the person
9.12 Place of residence
9.13 Address of the person
9.14 Affiliation
9.15 Language of the person
9.16 Field of activity of the person
9.17 Profession or occupation
9.18 Biographical information
9.19 Identifier for the person

Chapter 10. Identifying families

10.0 Purpose, scope, etc.
10.1 Constructing access points to represent families
10.2 Preferred name for the family
10.3 Variant name for the family
10.4 Type of family
10.5 Date associated with the family
10.6 Place associated with the family
10.7 Prominent member of the family
10.8 Hereditary title
10.9 Family history
10.10 Identifier for the family

Chapter 11. Identifying corporate bodies

11.0 Purpose, scope, etc.
11.1 Constructing access points to represent corporate bodies
11.2 Preferred name for the corporate body
11.3 Variant name for the corporate body
11.4 Place associated with the corporate body
11.5 Date associated with the corporate body
11.6 Type of corporate body
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

Section 4 — Recording attributes of concept, object, event, and place

Chapter 12. General guidelines on recording attributes of concepts, objects, events, and places*

12.0 Purpose and scope
12.1 Terminology
12.2 Functional objectives and principles
12.3 Required elements
12.4 Language and script
12.5 General guidelines on recording terms and names
12.6 Preferred access points representing concepts, objects, events, and places
12.7 Variant access points representing concepts, objects, events, and places

12.8 Scope of usage
12.9 Status of preferred access point
12.10 Source consulted
12.11 Cataloguer's annotation

Chapter 13. Identifying concepts*

13.0 Purpose, scope, etc.
13.1 Constructing access points to represent concepts
13.2 Preferred term for the concept
13.3 Variant term for the concept
13.4 Type of concept
13.5 Identifier for the concept

Chapter 14. Identifying objects*

14.0 Purpose, scope, etc.
14.1 Constructing access points to represent objects
14.2 Preferred name for the object
14.3 Variant name for the object
14.4 Type of object
14.5 Date of production
14.6 Place of production
14.7 Producer/fabricator
14.8 Physical medium
14.9 Identifier for the object

Chapter 15. Identifying events*

15.0 Purpose, scope, etc.
15.1 Constructing access points to represent events
15.2 Preferred name for the event
15.3 Variant name for the event
15.4 Date associated with the event
15.5 Place associated with the event
15.6 Identifier for the place

Chapter 16. Identifying places

16.0 Purpose, scope, etc.
16.1 Constructing access points to represent places
16.2 Preferred name for the place
16.3 Variant name for the place
16.4 Coordinates*
16.5 Other geographical information*
16.6 Identifier for the place

Section 5 — Recording primary relationships between work, expression, manifestation, and item

Chapter 17. General guidelines on recording primary relationships between a work, expression, manifestation, and item

17.0 Purpose and scope
17.1 Terminology

17.2 Functional objectives and principles
17.3 Required elements
17.4 General guidelines on recording primary relationships
17.5 Relationship designator

Section 6 — Recording relationships to persons, families, and corporate bodies associated with a resource

Chapter 18. General guidelines on recording relationships to persons, families, and corporate bodies associated with a resource

18.0 Purpose and scope
18.1 Terminology
18.2 Functional objectives and principles
18.3 Required elements
18.4 General guidelines on recording persons, families, and corporate bodies associated with a resource
18.5 Relationship designator

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 Originating body
19.4 Other person, family, or corporate body associated with the work

Additional instructions for legal works

19.5 Jurisdiction governed
19.6 Enacting jurisdiction
19.7 Head of state, chief executive, or ruling executive body
19.8 Legislative body
19.9 Issuing agency or agent
19.10 Promulgating agency or agent
19.11 Court governed
19.12 Body governed
19.13 Issuing jurisdiction
19.14 Signatory to a treaty, etc.
19.15 International conference resulting in a treaty, etc
19.16 Court, tribunal, etc.
19.17 Reporter of court proceedings
19.18 Person or corporate body prosecuted
19.19 Person or corporate body indicted
19.20 Person or corporate body bringing the action
19.21 Person or corporate body on the opposing side
19.22 Judge
19.23 Party to a case
19.24 Lawyer representing a party

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19.26 Harmonizer
19.27 Church or denominational body associated with a creed, etc., or other liturgical work

19.28 Body within a church, etc., associated with a creed, etc., or other liturgical work
19.29 Person associated with a creed, etc.

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19.31 Person issuing an official communication

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