To: Joint Steering Committee for Development of RDA

From: Alan Danskin, Chair, JSC

Subject: RDA Scope and Structure

Related documents:
5JSC/RDA/Element analysis/Rev/3
5JSC/RDA/FRBR to RDA mapping/Rev
5JSC/RDA/FRAD to RDA mapping/Rev
5JSC/RDA/RDA to FRBR mapping/Rev/3
5JSC/RDA/RDA to FRAD mapping/Rev/2

This document has been updated in line with the final RDA text supplied to the co-publishers for the first release.

The JSC is committed to ensuring that the metadata produced using RDA will be well-formed, i.e., instructions are provided on how to record the values of elements, controlled vocabularies are used where appropriate, and the overall structure is governed by a formal model. These documents have been issued for the JSC and Editor to refer to, in the process of developing RDA, to ensure this aim is met. In addition, we hope that these documents will be useful to the metadata and semantic web communities and in our ongoing discussions with these communities.
This document is one of three that define the framework for the development of RDA. The RDA Strategic Plan establishes long-term goals for RDA and the strategies for achieving those goals in the period 2005-2009. The RDA Objectives and Principles document sets out the objectives and principles that govern the overall design of RDA as well as objectives and principles relating to the functionality of the data produced through the application of RDA. This document defines the scope and structure of RDA in relation to its underlying conceptual models (FRBR\(^1\) and FRAD\(^2\)) and to two related metadata models (the DCMI Abstract Model\(^3\) and The <indecs> Metadata Framework\(^4\)).

1. Scope

RDA provides a set of guidelines and instructions on formulating descriptive data and access point control data to support resource discovery.

1.1 Key Concepts

For purposes of defining the scope of RDA, the terms resource, resource discovery, descriptive data, and access point control data are defined as follows:

**Resource**

A resource is an identifiable information object. The object may be either tangible or intangible in nature.

**Resource discovery**

Resource discovery encompasses the following generic user tasks:\(^5\)

- **FIND** — i.e., to find resources that correspond to the user’s stated search criteria
- **IDENTIFY** — i.e., to confirm that the resource described corresponds to the resource sought, or to distinguish between two or more resources with similar characteristics
- **SELECT** — i.e., to select a resource that is appropriate to the user’s needs
- **OBTAIN** — i.e., to acquire or access the resource described

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\(^5\) Based on the user tasks defined in FRBR, p.82.
Descriptive data

Descriptive data are data (i.e., property/value pairs) that describe a resource.

Access point control data

Access point control data are data (i.e., property/value pairs) that describe an entity (e.g., a person, family, or corporate body) represented by a controlled access point.

1.2 Descriptive data

The descriptive data covered in RDA generally reflect the attributes and relationships associated with the entities work, expression, manifestation, and item, as defined in FRBR.\(^8\)

The scope of descriptive data covered in RDA may be extended in future releases to cover additional attributes and relationships associated with the entities work, expression, manifestation, and item not currently defined in FRBR that support resource discovery.

Attributes and relationships associated with the entities work, expression, manifestation, and item whose primary function is to support user tasks related to resource management (e.g., acquisition, preservation) are currently out of scope.

Attributes and relationships associated with the entities concept, object, event, and place, as defined in FRBR, fall outside the current scope of RDA. Subject relationships, as defined in FRBR, are also currently out of scope.

1.3 Access point control data

The access point control data covered in RDA reflect the attributes and relationships associated with the entities person, family, corporate body, place, work, and expression, as defined in FRAD.\(^9\)

Attributes associated with the entities name, identifier, controlled access point, and rules, as defined in FRAD, are covered selectively.

The scope of access point control data covered in RDA may be extended in future releases to cover additional attributes and relationships associated with the entities person, family, corporate body, place, work, expression, name, identifier, controlled

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\(^6\) The term property/value pair is used as defined in the DCMI Abstract Model: “the combination of a property and a value, used to describe a characteristic of a resource”.

\(^7\) A controlled access point is an access point formulated according to a specific set of guidelines and instructions. In this context, the guidelines and instructions are those in sections 2, 3, and 4 of RDA. Controlled access points include both authorized and variant forms of access points.

\(^8\) See the attributes defined in sections 4.2-4.5 and the relationships defined in sections 5.2-5.3 of FRBR. For details on the correspondence between RDA elements and FRBR attributes and relationships, see the RDA-FRBR Mapping.

\(^9\) See the attributes defined in sections 4.1-4.7 and the relationships defined in sections 5.3-5.4 of FRAD. For details on the correspondence between RDA elements and FRBR attributes and relationships, see the RDA-FRAD Mapping.
access point, and rules not currently defined in FRAD that support resource discovery.

Attributes and relationships associated with the entities concept, object, and event, as defined in FRAD, fall outside the current scope of RDA. Relationships between controlled access points, as defined in FRAD, are also currently out of scope.

Attributes and relationships associated with the entities person, family, corporate body, work, and expression whose primary function is to support user tasks related to rights management are currently out of scope.

1.4 Elements
Attributes and relationships associated with a resource or other entity are formally represented in RDA as elements (i.e., properties).

An RDA element generally corresponds to an attribute or relationship as defined in FRBR or FRAD (e.g., the RDA title element corresponds to the FRBR attribute title of manifestation). The scope of each RDA element is normally determined by the scope of the corresponding attribute or relationship, as defined in FRBR or FRAD.

For any RDA element, one or more element sub-types (i.e., sub-properties) may be defined. For example, for the RDA title element, sub-types are defined for title proper, parallel title proper, other title information, parallel other title information, variant title, earlier title proper, later title proper, key title, and abbreviated title. Each element sub-type is a sub-property of the element under which it is defined (i.e., the defined scope of the element sub-type falls within the broader scope defined for the element). RDA element sub-types are generally defined for purposes of mapping more precisely to elements defined in related metadata schemes for encoding or presentation (e.g., MARC 21, ISBD). For example, the sub-type of the title element defined in RDA for abbreviated title allows precise mapping to the field for abbreviated title defined in MARC 21.

For any RDA element or element sub-type, one or more sub-elements (i.e., element components) may be defined. For example, for the RDA publication statement element, sub-elements are defined for place of publication, publisher’s name, and date of publication. Each sub-element is a discrete component of the element or element sub-type under which it is defined (i.e., the defined scope of the sub-element covers only a part or component of the defined scope of the element or element sub-type). RDA sub-elements are generally defined for purposes of mapping more precisely to sub-elements defined in related metadata schemes for encoding or presentation.

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10 The term property is used as defined in the DCMI Abstract Model: “a specific aspect, characteristic, attribute, or relation used to describe resources”.

11 The term sub-property is used as defined in the DCMI Abstract Model: “a relationship between two properties which indicates that the two properties are defined such that whenever a resource is related to a value by the sub-property, it follows that the resource is also related to that same value by the property”.


1.5 Attribute types
The attributes and relationships represented by RDA elements (or element sub-types or sub-elements) are categorized according to the following generic attribute types:  

**Label**
A string whose function is to distinguish one entity from another (e.g., identifiers, names, titles).

**Quantity**
A number measuring some aspect of an entity (e.g., extent, dimensions, duration).

**Quality**
A characteristic of the structure or nature of an entity (e.g., colour, language, gender).

**Type**
A categorization of one or more characteristics of an entity (e.g., media type, carrier type, content type).

**Role**
A part played or function fulfilled by an entity in relation to another entity or entities (e.g., the function performed by a person, family, or corporate body in relation to the content of a resource, the relationship between a derivative work and the work from which it was derived, or the relationship between a resource and a specific type of equipment required to view, play, etc., the content of the resource).  

14 Based on the generic attributes types defined in Indecs p. 17.
15 The term role, as used in Indecs, includes all associations categorized as “relationships” in FRBR, as distinguished from the narrower sense in which role is used in RDA (i.e., only to designate a relationship between a resource and a person, family, or corporate body associated with the resource).
16 The term value surrogate is used as defined in the DCMI Abstract Model: “a literal value surrogate or a non-literal value surrogate”.
17 The term literal value surrogate is used as defined in the DCMI Abstract Model: “a value surrogate for a literal value, made up of exactly one value string (a literal that encodes the value)”.  
18 The term non-literal value surrogate is used as defined in the DCMI Abstract Model: “a value surrogate for a non-literal value, made up of a property URI (a URI that identifies a property), zero or one value URI (a URI that identifies the non-literal value associated with the property), zero or one vocabulary encoding scheme URI (a URI that identifies the vocabulary encoding scheme of which the value is a member), zero or more value strings (literals that represent the value)”.

1.6 Value surrogates
The value surrogates specified in RDA are classed as either literal value surrogates or non-literal value surrogates. The RDA guidelines and instructions for a particular element (or element sub-type or sub-element) specify the use of either a literal value surrogate or non-literal value surrogate.
A literal value surrogate is used to represent a literal value\(^{19}\) (i.e., a value expressed by means of a lexical representation, such as a title or statement of responsibility).

A non-literal value surrogate is used to represent a non-literal value (i.e., a value that is a physical or conceptual entity, such as a colour or language).

The type of value surrogate specified in RDA corresponds to the generic attribute type that is represented by the element:

- A label is represented by a literal value surrogate.
- A quantity is represented by a non-literal value surrogate
- A quality is represented by a non-literal value surrogate.
- A type is represented by a non-literal value surrogate.
- A role is represented by a non-literal value surrogate.

1.7 Value strings

The value strings\(^{20}\) specified in RDA are classed as either plain value strings\(^{21}\) or typed value strings\(^{22}\).

A typed value string will conform to the specifications of a syntax encoding scheme\(^{23}\) associated with the particular element (or element sub-type, or sub-element). The specifications for the syntax encoding scheme may be internal to RDA or they may be external (i.e., the RDA instructions may reference an external syntax encoding scheme, such as the encoding schemes defined in various ISO standards for international standard identifiers).

A literal value surrogate for a label (e.g., title, statement of responsibility) is normally encoded using a plain value string. There are some cases, however, where a literal value surrogate for a label is encoded using a typed value string (e.g., an ISSN encoded in the form specified in ISO 3297).

A non-literal value surrogate for a quantity (e.g., extent, dimensions, duration) is normally encoded using a typed value string with an associated syntax encoding scheme. The syntax encoding scheme is normally internal to RDA (e.g., the syntax specified for recording extent).

\(^{19}\) The term literal value is used as defined in the DCMI Abstract Model: “a value which is a literal”.

\(^{20}\) The term value string is used as defined in the DCMI Abstract Model: “a literal, optionally associated with either a syntax encoding scheme URI or a value string language”.

\(^{21}\) The term plain value string is used as defined in the DCMI Abstract Model: “a value string with no associated syntax encoding scheme URI”.

\(^{22}\) The term typed value string is used as defined in the DCMI Abstract Model: “a value string with an associated syntax encoding scheme URI”.

\(^{23}\) The term syntax encoding scheme is used as defined in the DCMI Abstract Model: “a set of strings and an associated set of rules that describe a mapping between that set of strings and a set of resources”.

A non-literal value surrogate for a quality (e.g., colour, language, gender) or type (e.g., media type, carrier type, content type) is normally encoded using a non-literal value drawn from a vocabulary encoding scheme. The vocabulary encoding scheme may be internal to RDA (e.g., the controlled list of terms for reduction ratio) or it may be external (e.g., a standard list of role designations used as an alternative to the RDA list of role designations).

A non-literal value surrogate for a role may be recorded using a plain value string (e.g., an unstructured description of a related resource), a typed value string (e.g., an authorized access point representing a person, family, or corporate body associated with a resource), a linked set of plain and/or typed value strings (e.g., a structured description of a related resource), or a URI reference (e.g., to an access point control record for a person, family, or corporate body associated with the resource, or to a related work, expression, manifestation, or item).

For details on the encoding conventions used for specific RDA elements, element sub-types, and sub-elements, see the RDA Element Analysis.

1.8 Application
For each element of descriptive data, RDA provides general guidelines and instructions that can be applied to any resource exhibiting the characteristic represented in that element. Where necessary, RDA specifies exceptions to the general guidelines and instructions that apply to specific types of media, content, mode of issuance, etc. Supplementary guidelines and instructions provide additional detail on formulating descriptive data for specific types of media, etc., and for resources that exhibit characteristics not covered by the general guidelines and instructions.

For each type of entity represented by a controlled access point (i.e., person, family, corporate body, etc.), RDA provides general instructions on elements of access point control data that can be applied to any entity of that type that exhibits the characteristic reflected in that element. Where necessary, RDA specifies exceptions for specific entity sub-types (e.g., government bodies as a sub-type of corporate body). Supplementary guidelines and instructions provide additional detail on formulating access point control data for specific entity sub-types, and for specific element sub-types (e.g., names of persons in specific languages) not covered by the general guidelines and instructions.

1.9 Record syntax
RDA does not specify a record syntax for the encoding or presentation of descriptive data or access point control data. Property/value statements formulated according to the guidelines and instructions in RDA are treated as discrete statements that can be stored or presented in a variety of record syntaxes.

Mappings of RDA elements to a select number of encoding and presentation syntaxes (e.g., MARC 21, ISBD) are provided in RDA appendices.

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24 The term vocabulary encoding scheme is used as defined in the DCMI Abstract Model: “an enumerated set of resources”.
Planning is underway to develop an RDA element vocabulary and value vocabularies that would support the encoding of RDA data in RDF-compliant XML.

2. Structure

RDA is divided into ten sections: sections 1-4 cover elements corresponding to the entity attributes defined in FRBR and FRAD; sections 5-10 cover elements corresponding to the relationships defined in FRBR and FRAD.25

Section 1: Recording attributes of manifestation and item

General guidelines on recording attributes of manifestations and items

The initial chapter in section 1 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, and specifies 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 notes.

Identifying manifestations and items

The elements covered reflect the attributes of manifestation and item that are most commonly used to identify a manifestation or item. For the most part, the elements represent labels (e.g., title, statement of responsibility, edition) taken from the resource itself. Also included are a limited number of elements representing qualities (e.g., frequency), types (e.g., mode of issuance), or roles (e.g., custodial history of item).

Describing carriers

The elements covered reflect attributes of manifestation and item associated with the carrier of a resource and with the formatting and encoding of the information stored on the carrier. The elements convey information that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier and the formatting and encoding of the information stored on the carrier. The elements reflect both general and media-specific attributes. For the most part, the elements represent quantities (e.g., extent), qualities (e.g., base material, layout, reduction ratio), and types (e.g., media type, carrier type). Also included are a limited number of elements representing roles (e.g., equipment or system requirement).

Providing acquisition and access information

The elements covered reflect attributes of manifestation and item associated with acquiring or obtaining access to a resource (e.g., terms of availability, contact information, restrictions on access). The elements represent quantities (e.g., price), qualities (e.g., restrictions on access), or roles (e.g., contact information for a supplier).

25 Sections and chapters covering the attributes of concept, object, and event defined in FRAD, and the “subject” relationship defined in FRBR will not be developed until after the initial release of RDA in 2009. Those sections and chapters are marked with an asterisk in the outline below.
Section 2: Recording attributes of work and expression

*General guidelines on recording attributes of works and expressions*

The initial chapter in section 2 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, and specifies required elements for the identification and description of works and expressions. The chapter also provides general guidelines and instructions on recording titles for works, and on constructing authorized and variant access points representing works and expressions. In addition, the chapter provides instructions on recording the status of identification of the entity, on citing sources from which titles and other information identifying a work or expression was derived, and on making notes to assist in the use or revision of the data.

*Identifying works and expressions*

The elements covered reflect attributes of a *work* or *expression* used in access point control. The elements represent *labels* (e.g., title of work), *types* (e.g., content type) and *qualities* (e.g., language of expression). Supplementary instructions on names of specific types of works (e.g., laws, sacred scriptures) are also included.

*Describing content*

The elements covered reflect attributes of *work* and *expression* associated with the intellectual or artistic content of a resource. The elements convey information that users typically rely on when selecting a resource to meet their content requirements. The elements reflect attributes that may apply to any type of content as well as those associated with specific types of content. For the most part, the elements represent *qualities* (e.g., nature of the content, intended audience). Also included are a limited number of elements representing *labels* (e.g., format of notated music), *quantities* (e.g., duration, scale), or *roles* (e.g., place of capture).

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

*General guidelines on recording attributes of persons, families, and corporate bodies*

The initial chapter in section 3 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, and specifies required elements for the identification of persons, families, and corporate bodies. The chapter also provides general guidelines and instructions on recording names, and on constructing authorized and variant access points representing persons, families, and corporate bodies. In addition, the chapter provides instructions on recording various elements relating to the use of a name (scope and dates of usage), on citing sources from which names and other information identifying a person, family, or corporate body was derived, and on making notes to assist in the use or revision of the data.

*Identifying persons*

The elements covered reflect attributes of a *person* used in access point control. The elements represent *labels* (e.g., name, title) and *qualities* (e.g., date of birth).
**Identifying families**
The elements covered reflect attributes of a *family* used in access point control. The elements represent *labels* (e.g., name) and *qualities* (e.g., place associated with the family).

**Identifying corporate bodies**
The elements covered reflect attributes of a *corporate body* used in access point control. The elements represent *labels* (e.g., name) and *qualities* (e.g., place associated with the body). Supplementary instructions on names of specific types of corporate bodies (e.g., government bodies, religious bodies) are also included.

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

*General guidelines on recording attributes of concepts, objects, events, and places*
The initial chapter in section 4 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, 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 authorized 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), on citing sources from which terms or names and other information identifying a concept, object, event, or place was derived, and on making notes to assist in the use or revision of the data.

**Identifying concepts**
The elements covered reflect attributes of a *concept* used in access point control. The elements represent *labels* (e.g., term for the concept, identifier), and other types of attributes [to be determined].

**Identifying objects**
The elements covered reflect attributes of an *object* used in access point control. The elements represent *labels* (e.g., name of the object, identifier), and other types of attributes [to be determined].

**Identifying events**
The elements covered reflect attributes of an *event* used in access point control. The elements represent *labels* (e.g., name of the event), and other types of attributes [to be determined].

**Identifying places**
The elements covered reflect attributes of a *place* used in access point control (primarily as qualifiers in controlled access points for corporate bodies). The elements represent *labels* (e.g., place name), and other types of attributes [to be determined].
Section 5: Recording primary relationships

General guidelines on recording primary relationships

This chapter sets out the functional objectives and principles underlying the guidelines and instructions on recording the primary relationships between a work, expression, manifestation, and item, and specifies required elements to meet those objectives. The chapter also provides general guidelines and instructions on the use of identifiers, authorized access points, and composite descriptions to record primary relationships.

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

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

The initial chapter in section 6 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, and specifies required elements for reflecting the relationships between a resource and persons, families, and corporate bodies associated with that resource. The chapter also provides general guidelines and instructions on the use of identifiers and authorized access points to record those relationships, and on the use of relationship designators to indicate the function performed by the person, family, or corporate body in relation to the resource more specifically than is indicated by the defined scope of the relationship element itself.

Persons, families, and corporate bodies associated with a work

The elements covered reflect relationships between a work and persons, families, and corporate bodies associated with the work (e.g., creators). The elements represent roles (e.g., the function performed by the person, etc., in relation to the work). Supplementary instructions on relationships pertaining to specific types of works (e.g., legal works) are also included.

Persons, families, and corporate bodies associated with an expression

The elements covered reflect relationships between an expression and persons, families, and corporate bodies associated with the expression (e.g., contributors). The elements represent roles (e.g., the function performed by the person, etc., in relation to the expression).

Persons, families, and corporate bodies associated with a manifestation

The elements covered reflect relationships between a manifestation and persons, families, and corporate bodies associated with the manifestation (e.g., publishers). The elements represent roles (e.g., the function performed by the person, etc., in relation to the manifestation).

Persons, families, and corporate bodies associated with an item

The elements covered reflect relationships between an item and persons, families, and corporate bodies associated with the item (e.g., custodians). The elements represent roles (e.g., the function performed by the person, etc., in relation to the item).
Section 7: Recording subject relationships*

*General guidelines on recording the subject of a work*

The chapter sets out the functional objectives and principles underlying the guidelines and instructions on recording subject relationships, and specifies required elements to meet those objectives. The chapter also provides general guidelines and instructions on the use of identifiers and authorized access points to record subject relationships.

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

*General guidelines on recording relationships between works, expressions, manifestations, and items*

The initial chapter in section 8 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, and specifies required elements for reflecting relationships between works, expressions, manifestations, and items. The chapter also provides general guidelines and instructions on the use of identifiers, authorized access points, and descriptions to record those relationships, and on the use of relationship designators to indicate the nature of the relationship more specifically than is indicated by the defined scope of the relationship element itself.

**Related works**

The elements covered reflect relationships between one work and another. The elements represent roles (e.g., the relationship between a work and the work from which it is derived).

**Related expressions**

The elements covered reflect relationships between one expression and another. The elements represent roles (e.g., the relationship between an expression and the expression from which it is derived).

**Related manifestations**

The elements covered reflect relationships between one manifestation and another. The elements represent roles (e.g., the relationship between a reproduction and the original manifestation from which it was produced).

**Related items**

The elements covered reflect relationships between one item and another. The elements represent roles (e.g., the relationship between a whole item and a part of that item).

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

*General guidelines on recording relationships between persons, families, and corporate bodies*

The initial chapter in section 9 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, and specifies required elements for reflecting relationships between persons, families,
and corporate bodies. The chapter also provides general guidelines and instructions on the use of identifiers and authorized access points to record those relationships, and on the use of relationship designators to indicate the nature of the relationship more specifically than is indicated by the defined scope of the relationship element itself.

**Related persons**
The elements covered reflect relationships between a person, family, or corporate body and a person associated with that person, family, or corporate body. The elements represent roles (e.g., the relationship between collaborators).

**Related families**
The elements covered reflect relationships between a person, family, or corporate body and a family associated with that person, family, or corporate body. The elements represent roles (e.g., the relationship between two families).

**Related corporate bodies**
The elements covered reflect relationships between a person, family, or corporate body and a corporate body associated with that person, family, or corporate body. The elements represent roles (e.g., the relationship between a parent and subsidiary body).

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

**General guidelines on recording relationships between concepts, objects, events, and places***
The initial chapter in section 10 sets out the functional objectives and principles underlying the guidelines and instructions in the remainder of the section, and specifies required elements for reflecting relationships between concepts, objects, events, and places. The chapter also provides general guidelines and instructions on the use of identifiers and authorized access points to record those relationships, and on the use of relationship designators to indicate the nature of the relationship more specifically than is indicated by the defined scope of the relationship element itself.

**Related concepts***
The elements covered reflect relationships between one concept and another. The elements represent roles (e.g., the relationship between broader and narrower concepts).

**Related objects***
The elements covered reflect relationships between one object and another. The elements represent roles (e.g., the relationship between a reproduction and the original object from which it was produced).

**Related events***
The elements covered reflect relationships between one event and another. The elements represent roles (e.g., the relationship between sequential events).
Related places*
The elements covered reflect relationships between one place and another. The elements represent roles (e.g., the relationship between a local place and the territory or jurisdiction place in which it is located).

Appendices
The appendices to RDA provide information on the following:

Capitalization
Guidelines on capitalization conventions used in English and a selected number of other languages.

Abbreviations
Lists of abbreviations used in English and a selected number of other languages.

Initial articles
Lists of initial articles used in English and a selected number of other languages.

Record syntaxes for descriptive data
Mappings of RDA descriptive elements to a selected number of related metadata schemes for encoding or presentation of descriptive data (e.g., MARC 21, ISBD).

Record syntaxes for access point control data
Mappings of RDA access point control elements to a selected number of related metadata schemes for encoding or presentation of access point control data (e.g., MARC 21).

Additional instructions on names of persons
Instructions on choosing and recording names of persons in a number of specific languages, supplementing the general guidelines and instructions provided in section 3.

Titles of nobility, terms of rank, etc.
Information on titles of nobility, terms of rank, etc., used in a number of specific jurisdictions.

Dates in the Christian calendar
Information on recording dates according to the Christian calendar.

Relationship designators
Lists of relationship designators for use with the relationship elements covered in sections 6, 8, 9, and 10. The appendices also provide definitions for terms used as relationship designators and instructions on their use.