

To: Joint Steering Committee for Development of RDA

From: Alan Danskin, Chair, JSC

Subject: **Recurring phrases in RDA: an addendum to Editor's Guide, 7.9**

The attached document lists recurring phrases used in RDA. The document is presented in 2 sequences – firstly in RDA instruction order, secondly in alphabetical order.

These phrases supplement those identified in section 7.9 of the Editor's Guide. JSC strongly recommends that agencies preparing translations of RDA render recurrent phrases consistently.

RDA – Recurring phrases (in instruction order)

Note: The instruction for the first occurrence of the phrase is provided following the phrase.

This chapter provides general guidelines and instructions on recording the attributes of ... (2.0)

.... apply the guidelines given under ... (2.1.1)

When preparing a [comprehensive/analytical] description, choose a source of information... (2.1.2.1)

Apply the instructions given under ... (2.2.1)

...use as the preferred source of information the first of the following sources that bears a title (2.2.2.2)

...use as the preferred source of information another source within the resource that bears a title, giving preference to a source in which the information is formally presented (2.2.2.2)

...use as the preferred source of information another source forming part of the resource itself, giving preference to sources in which the information is formally presented. (2.2.2.2)

For guidance on choosing sources of information for ..., see the instructions for specific types of ... as follows: (2.3.1.2)

When describing a facsimile or reproduction that has a ... or ...relating to the original manifestation as well as to the facsimile or reproduction, record the ...relating to the facsimile or reproduction. Record any ... relating to the original manifestation as a ... pertaining to a related manifestation (see 27.1). (2.3.1.3)

Transcribe a ... as it appears on the source of information. Apply the general guidelines on transcription given under 1.7. (2.3.1.4)

If ... considered to be important for identification or [access/selection] (2.3.2.5)

Record ... applying the basic instructions on recording...given under ... (2.3.2.7)

...as instructed under ..., as applicable. (2.3.2.8)

If a ...is added or changed on a subsequent part of a multipart monograph, and the change is considered to be important for identification or access, record the added or changed ... as a (2.3.3.5.1)

If a ... is deleted on a subsequent part, make a note on the deletion if it is considered to be important. (2.3.3.5.1)

If a ... appears in more than one language or script, record the ... that is in the language or script of the title proper. If this criterion does not apply, record the ... that appears first. (2.3.4.4)

Record a change in ... as instructed under ..., as applicable (2.3.5.4)

If the changes have been numerous, make a general note. (2.3.7.3)

If a ... is added, deleted, or changed on a subsequent part of a multipart monograph, and the addition, deletion, or change is considered to be important for identification or access, make a note. (2.4.1.10.1)

If a ... is added, deleted, or changed on a subsequent issue or part of a serial, and the addition, deletion or change does not require a new description (see 1.6), make a note. If the change is only in the presentation of ..., make a note if the change is considered to be important for identification or access. (2.4.1.10.2)

If a ... is added or changed on a subsequent iteration of an integrating resource, revise the ... to reflect the current iteration. (2.4.1.10.3)

If the earlier ... is considered to be important for identification or access, make a note giving the earlier statement. (2.4.1.10.3)

If a ... is deleted on a subsequent iteration, delete the ... to reflect the current iteration. Make a note on the deletion if it is considered to be important for identification or access. (2.4.1.10.3)

Take ... from the following sources (in order of preference): (2.4.2.2)

Take parallel ... from the same source as the corresponding parallel ... (2.4.3.2)

If there is more than one parallel ..., record the statements in the same order as the parallel ... to which they correspond. (2.5.5.3)

Take information on ... from any source [within the resource]. (2.11.1.2/ 2.12.8.2)

Take information for use in a note on ... from any source. (2.20.2.2)

Make notes on other details relating to a ... if they are considered to be important for identification or access. (2.20.2.5)

Make notes on changes in ... as instructed under ..., as applicable. (2.20.3.6)

Make notes on changes in ... that occur on a subsequent part of a multipart monograph if they are considered to be important for identification or access. (2.20.3.6.1)

Make notes on changes in ... that occur after the first/earliest issue or part of a serial if they are considered to be important for identification or access. (2.20.3.6.2)

Make notes on ...no longer present on the current iteration of an integrating resource, or that appeared in a different form on earlier iterations, if they are considered to be important for identification or access. (2.20.3.6.3)

Make notes on differences in ...from one part of a multipart monograph to another if they are considered to be important for identification. (2.20.4.5.1)

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the ...If desired, take additional evidence from any source. (3.6.1.2)

Record the ... if it is considered important for identification or selection, using one or more appropriate terms from the list below. (3.6.1.3)

If none of the terms listed above is appropriate or sufficiently specific, use a term designating the ... as concisely as possible. (3.6.1.3)

Record details of ... as instructed under ... (3.6.1.3)

Record details of ...if they are considered important for identification or selection. (3.6.1.4)

For purposes of identifying works, titles of the work are categorized as follows:

- a) preferred title for the work
- b) variant title for the work (6.2.1.1)

For additional guidance on sources of information for the preferred title of the work, see 6.2.2.2. (6.2.1.2)

When recording a title of a work, apply the guidelines on capitalization, numbers, accents, etc., given under 6.2.1.4-6.2.1.9. When those guidelines refer to an appendix, apply the additional instructions given in that appendix, as applicable. (6.2.1.3)

For manuscripts and manuscript groups, follow the additional instructions given under 6.2.2.7, as applicable. (6.2.2.4)

Record variant titles for [musical/legal/religious] works applying the basic instructions on recording titles for works given under 6.2.1. (6.2.3.3)

Record as a variant title for the work a title or form of title under which the work has been issued or cited in reference sources or resulting from a different transliteration of the title, if it is different from the title recorded as the preferred title for that work. (6.2.3.3)

Apply the additional specific instructions given under 6.2.3.4-6.2.3.5 and those given in preceding sections of this chapter, as applicable. (6.2.3.3)

If the title recorded as the preferred title for a work has one or more alternative linguistic forms, record them as variant titles for the work. (6.2.3.4)

Record other variants and variant forms of the title recorded as the preferred title not covered under 6.2.3.4, as required. (6.2.3.5)

Indicate the source from which the ... was derived applying the instructions given under ... (6.4.1.3)

Construct the authorized access point representing ... applying the instructions given under ... (6.27.1.1)

...is responsible for creating the work, construct the authorized access point representing the work by combining (in this order):

- a) the authorized access point representing [that/the] person, family, or corporate body [with principal responsibility for the work], formulated according to the guidelines and instructions given under ...
- b) the preferred title for the work, formulated according to the instructions given under 6.2.2.5. (6.27.1.2/ 6.27.1.3)

If the access point ... is the same as or similar to an access point representing a different work, or to an access point representing a person, family, corporate body, or place, add one or more of the following, as appropriate: (6.27.1.9)

Construct an access point representing a particular expression of a ... work ... by adding to the authorized access point representing the work ..., as applicable. (6.27.3.1)

Use the variant title for the work ... as the basis for a variant access point. (6.27.4.1)

If the variant access point represents a work for which the authorized access point has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work ... , construct the variant access point using the authorized access point representing

that person, family, or corporate body followed by the variant title for the work.
(6.27.4.1)

Make additions to the access point, if considered to important for identification, applying the instructions given under ..., as applicable. (6.27.4.1)

If the authorized access point representing a part of a ... work has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work as a whole, followed in turn by the preferred title for the part, construct a variant access point representing the part using the authorized access point representing that person, family, or corporate body followed directly by the preferred title for the part ...
(6.27.4.3)

Construct a variant access point representing an expression, if appropriate, by adding to the authorized access point representing the work a variant of an addition used in constructing the authorized access point representing the expression... (6.27.4.5)

If a variant title for a work is associated with a particular expression of the work, construct a variant access point representing the expression using the variant title associated with that expression. (6.27.4.5)

If a variant title for a work is associated with a particular expression of the work, and the authorized access point representing the expression has been constructed using the authorized access point representing a person, a family, or corporate body followed by the preferred title for the work and one or more additions identifying the expression, construct a variant access point representing the expression using the authorized access point representing the person, family, or corporate body followed by the variant title associated with that expression.
(6.27.4.5)

Take information on other identifying attributes of the ... from any source. (9.1.1)

When using an authorized access point to represent a ...associated with a resource ...or to represent a related ..., construct the access point by applying the guidelines given under... (9.1.2)

For guidelines on constructing variant access points representing ..., see ...
(9.1.2)

For purposes of identifying ..., names of the ...are categorized as follows:

- a) preferred name for the ...
- b) variant name for the ... (9.2.1)

When recording a name of a ..., apply the general guidelines on recording names given under 8.5. When those guidelines refer to an appendix, apply the additional instructions given in that appendix, as applicable. (9.2.1.3)

Determine the preferred name for a ...from the following sources (in order of preference):

- a) the preferred sources of information (see 2.2.2) in resources associated with the ...
- b) other formal statements appearing in resources associated with the ...
- c) other sources (including reference sources). (9.2.2.2)

[In general,] choose the name by which the ...is commonly known as the preferred name for that ...For additional instructions on choosing the preferred name for a ...known by more than one form of the same name or by more than one name, see ... (9.2.2.3)

Record the name chosen as the preferred name for a ...applying the general guidelines on recording names given under 8.5. (9.2.2.4)

If the name consists of several parts, record as the first element that part of the name under which the ... would normally be listed in authoritative alphabetic lists in ... or ... language or country of residence or activity ... In applying this general guideline, apply the instructions given under ... (9.2.2.4)

... the language and script [preferred/adopted] by the agency creating the data ... (9.2.2.5.2/9.2.2.5.3)

When constructing an authorized access point to represent a ..., use the preferred name for the ... as the basis for the access point. (9.19.1.1)

Make additions to the name as instructed under ...as applicable (9.19.1.1) *check text*

If no suitable addition is available, use the same access point for all ...with the same name, and use an undifferentiated name indicator (see 8.11) to designate the name as one that is undifferentiated. (9.19.1.1)

When constructing a variant access point to represent a ..., use a variant name for the ...as the basis for the access point. (9.19.2.1)

Take information on the relationship between ... from any source (17.6.1.2)

Record ... applying the general guidelines on recording primary relationships given under 17.4. (17.6.1.3)

Take information on ...from the sources specified under... (21.2.1.2)

Record a ..., if considered important for access, applying the general guidelines on recording relationships to persons, families, and corporate bodies associated with a resource given under 18.4. (21.2.1.3)

Take information on related ...from any source. (25.1.1.2)

Reference a related ...applying the general guidelines on referencing related works, expressions, manifestations, and items given under 24.4. (25.1.1.3)

Take information explaining a relationship from any source. (25.2.1.2)

Record information elaborating on or clarifying the relationship between a ...represented by an authorized access point and/or identifier and a related ..., as necessary. (25.2.1.3)

For guidelines on presenting an explanation of a relationship as part of an explanatory reference, see Appendix E. (25.2.1.3)

RDA – Recurring phrases (alphabetical order)

Apply the additional specific instructions given under 6.2.3.4-6.2.3.5 and those given in preceding sections of this chapter, as applicable. (6.2.3.3)

.... apply the guidelines given under ... (2.1.1)

Apply the instructions given under ... (2.2.1)

...as instructed under ..., as applicable. (2.3.2.8)

Construct a variant access point representing an expression, if appropriate, by adding to the authorized access point representing the work a variant of an addition used in constructing the authorized access point representing the expression... (6.27.4.5)

Construct an access point representing a particular expression of a ... work ... by adding to the authorized access point representing the work ..., as applicable. (6.27.3.1)

Construct the authorized access point representing ... applying the instructions given under ... (6.27.1.1)

Determine the preferred name for a ... from the following sources (in order of preference):

- d) the preferred sources of information (see 2.2.2) in resources associated with the ...
- e) other formal statements appearing in resources associated with the ...
- f) other sources (including reference sources). (9.2.2.2)

For additional guidance on sources of information for the preferred title of the work, see 6.2.2.2. (6.2.1.2)

For guidance on choosing sources of information for ..., see the instructions for specific types of ... as follows: (2.3.1.2)

For guidelines on constructing variant access points representing ..., see ... (9.1.2)

For guidelines on presenting an explanation of a relationship as part of an explanatory reference, see Appendix E. (25.2.1.3)

For manuscripts and manuscript groups, follow the additional instructions given under 6.2.2.7, as applicable. (6.2.2.4)

For purposes of identifying ..., names of the ... are categorized as follows:

- c) preferred name for the ...
- d) variant name for the ... (9.2.1)

For purposes of identifying works, titles of the work are categorized as follows:

- c) preferred title for the work
- d) variant title for the work (6.2.1.1)

If a ... appears in more than one language or script, record the ... that is in the language or script of the title proper. If this criterion does not apply, record the ... that appears first. (2.3.4.4)

If a ... is added, deleted, or changed on a subsequent issue or part of a serial, and the addition, deletion or change does not require a new description (see 1.6), make a note. If the change is only in the presentation of ..., make a note if the change is considered to be important for identification or access. (2.4.1.10.2)

If a ... is added, deleted, or changed on a subsequent part of a multipart monograph, and the addition, deletion, or change is considered to be important for identification or access, make a note. (2.4.1.10.1)

If a ... is added or changed on a subsequent iteration of an integrating resource, revise the ... to reflect the current iteration. (2.4.1.10.3)

If a ... is added or changed on a subsequent part of a multipart monograph, and the change is considered to be important for identification or access, record the added or changed ... as a (2.3.3.5.1)

If a ... is deleted on a subsequent iteration, delete the ... to reflect the current iteration. Make a note on the deletion if it is considered to be important for identification or access. (2.4.1.10.3)

If a ... is deleted on a subsequent part, make a note on the deletion if it is considered to be important. (2.3.3.5.1)

If a variant title for a work is associated with a particular expression of the work, and the authorized access point representing the expression has been constructed using the authorized access point representing a person, a family, or corporate body followed by the preferred title for the work and one or more additions identifying the expression, construct a variant access point representing the expression using the authorized access point representing the person, family, or corporate body followed by the variant title associated with that expression. (6.27.4.5)

If a variant title for a work is associated with a particular expression of the work, construct a variant access point representing the expression using the variant title associated with that expression. (6.27.4.5)

If ... considered to be important for identification or [access/selection] (2.3.2.5)

If no suitable addition is available, use the same access point for all ...with the same name, and use an undifferentiated name indicator (see 8.11) to designate the name as one that is undifferentiated. (9.19.1.1)

If none of the terms listed above is appropriate or sufficiently specific, use a term designating the ... as concisely as possible. (3.6.1.3)

If the access point ... is the same as or similar to an access point representing a different work, or to an access point representing a person, family, corporate body, or place, add one or more of the following, as appropriate: (6.27.1.9)

If the authorized access point representing a part of a ... work has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work as a whole, followed in turn by the preferred title for the part, construct a variant access point representing the part using the authorized access point representing that person, family, or corporate body followed directly by the preferred title for the part ... (6.27.4.3)

If the changes have been numerous, make a general note. (2.3.7.3)

If the earlier ... is considered to be important for identification or access, make a note giving the earlier statement. (2.4.1.10.3)

If the name consists of several parts, record as the first element that part of the name under which the ... would normally be listed in authoritative alphabetic lists in ... or ... language or country of residence or activity ... In applying this general guideline, apply the instructions given under ... (9.2.2.4)

If the title recorded as the preferred title for a work has one or more alternative linguistic forms, record them as variant titles for the work. (6.2.3.4)

If the variant access point represents a work for which the authorized access point has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work ... , construct the variant access point using the authorized access point representing that person, family, or corporate body followed by the variant title for the work. (6.27.4.1)

If there is more than one parallel ..., record the statements in the same order as the parallel ...to which they correspond. (2.5.5.3)

[In general,] choose the name by which the ...is commonly known as the preferred name for that ...For additional instructions on choosing the preferred name for a ...known by more than one form of the same name or by more than one name, see ... (9.2.2.3)

Indicate the source from which the ... was derived applying the instructions given under ... (6.4.1.3)

...is responsible for creating the work, construct the authorized access point representing the work by combining (in this order):

- c) the authorized access point representing [that/the] person, family, or corporate body [with principal responsibility for the work], formulated according to the guidelines and instructions given under ...
- d) the preferred title for the work, formulated according to the instructions given under 6.2.2.5. (6.27.1.2/ 6.27.1.3)

Make additions to the access point, if considered to important for identification, applying the instructions given under ..., as applicable. (6.27.4.1)

Make additions to the name as instructed under ...as applicable (9.19.1.1) *check text*

Make notes on changes in ... as instructed under ..., as applicable. (2.20.3.6)

Make notes on changes in ... that occur after the first/earliest issue or part of a serial if they are considered to be important for identification or access. (2.20.3.6.2)

Make notes on changes in ... that occur on a subsequent part of a multipart monograph if they are considered to be important for identification or access. (2.20.3.6.1)

Make notes on differences in ...from one part of a multipart monograph to another if they are considered to be important for identification. (2.20.4.5.1)

Make notes on ...no longer present on the current iteration of an integrating resource, or that appeared in a different form on earlier iterations, if they are considered to be important for identification or access. (2.20.3.6.3)

Make notes on other details relating to a ...if they are considered to important for identification or access. (2.20.2.5)

Record a change in ... as instructed under ..., as applicable (2.3.5.4)

Record a ..., if considered important for access, applying the general guidelines on recording relationships to persons, families, and corporate bodies associated with a resource given under 18.4. (21.2.1.3)

Record ... applying the basic instructions on recording...given under ... (2.3.2.7)

Record ... applying the general guidelines on recording primary relationships given under 17.4. (17.6.1.3)

Record as a variant title for the work a title or form of title under which the work has been issued or cited in reference sources or resulting from a different transliteration of the title, if it is different from the title recorded as the preferred title for that work. (6.2.3.3)

Record details of ... as instructed under ... (3.6.1.3)

Record details of ...if they are considered important for identification or selection. (3.6.1.4)

Record information elaborating on or clarifying the relationship between a ...represented by an authorized access point and/or identifier and a related ..., as necessary. (25.2.1.3)

Record other variants and variant forms of the title recorded as the preferred title not covered under 6.2.3.4, as required. (6.2.3.5)

Record the ... if it is considered important for identification or selection, using one or more appropriate terms from the list below. (3.6.1.3)

Record the name chosen as the preferred name for a ...applying the general guidelines on recording names given under 8.5. (9.2.2.4)

Record variant titles for [musical/legal/religious] works applying the basic instructions on recording titles for works given under 6.2.1. (6.2.3.3)

Reference a related ...applying the general guidelines on referencing related works, expressions, manifestations, and items given under 24.4. (25.1.1.3)

Take ...from the following sources (in order of preference): (2.4.2.2)

Take information explaining a relationship from any source. (25.2.1.2)

Take information for use in a note on ...from any source. (2.20.2.2)

Take information on ...from any source [within the resource]. (2.11.1.2/ 2.12.8.2)

Take information on ...from the sources specified under... (21.2.1.2)

Take information on other identifying attributes of the ... from any source. (9.1.1)

Take information on related ...from any source. (25.1.1.2)

Take information on the relationship between ... from any source (17.6.1.2)

Take parallel ... from the same source as the corresponding parallel ... (2.4.3.2)

... the language and script [preferred/adopted] by the agency creating the data ...
(9.2.2.5.2/9.2.2.5.3)

This chapter provides general guidelines and instructions on recording the attributes of ... (2.0)

Transcribe a ... as it appears on the source of information. Apply the general guidelines on transcription given under 1.7. (2.3.1.4)

...use as the preferred source of information another source forming part of the resource itself, giving preference to sources in which the information is formally presented. (2.2.2.2)

...use as the preferred source of information another source within the resource that bears a title, giving preference to a source in which the information is formally presented (2.2.2.2)

...use as the preferred source of information the first of the following sources that bears a title (2.2.2.2)

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the ...If desired, take additional evidence from any source. (3.6.1.2)

Use the variant title for the work ... as the basis for a variant access point. (6.27.4.1)

When constructing a variant access point to represent a ..., use a variant name for the ...as the basis for the access point. (9.19.2.1)

When constructing an authorized access point to represent a ..., use the preferred name for the ... as the basis for the access point. (9.19.1.1)

When describing a facsimile or reproduction that has a ... or ...relating to the original manifestation as well as to the facsimile or reproduction, record the

...relating to the facsimile or reproduction. Record any ... relating to the original manifestation as a ... pertaining to a related manifestation (see 27.1). (2.3.1.3)

When preparing a [comprehensive/analytical] description, choose a source of information... (2.1.2.1)

When recording a name of a ..., apply the general guidelines on recording names given under 8.5. When those guidelines refer to an appendix, apply the additional instructions given in that appendix, as applicable. (9.2.1.3)

When recording a title of a work, apply the guidelines on capitalization, numbers, accents, etc., given under 6.2.1.4-6.2.1.9. When those guidelines refer to an appendix, apply the additional instructions given in that appendix, as applicable. (6.2.1.3)

When using an authorized access point to represent a ... associated with a resource ... or to represent a related ..., construct the access point by applying the guidelines given under... (9.1.2)