

To: Joint Steering Committee for Development of RDA
From: Alan Danskin, British Library Representative
Subject: 2.7 Production Statement: changing method of recording

Related Documents

6JSC/BL rep/1 [*Simplification of RDA 2.7-2.10*]

6JSC/ALA/Discussion/4 [*Transcription issues associated with the Production Statement (RDA 2.7)*]

6JSC/CCC/15 [*Add instructions to supply terms indicating the function recorded under the optional addition provisions at 2.7.4.4, 2.8.4.4, 2.9.4.4 or 2.10.4.4, in a language and script preferred by the cataloguing agency*]

Abstract

Change the method of recording Production Statement from “transcribe” to “record” to provide more effective guidance for unpublished resources. Consequent upon this are: change of sources to “any source”; deletion of parallel elements. Change to 2.17.6.3 Details Relating to Production Statement. Deletion of the optional addition from 2.7.4.4 is also illustrated for completeness. A new glossary term *inscription* is proposed.

Justification

The JSC asked ALA to prepare a proposal for 2015 to rework instructions for unpublished resources into self-describing and non-self-describing. ALA subsequently requested the British Library to include 2.7 in its broader review of PPDMS. This proposal is being put forward as a potential “quick fix” from that broader study and has benefited from review by the Cataloging Advisory Committee of the Art Libraries Society of North America (ARLIS/NA).

Impact

Revision of Production Statement to change the method of recording will make RDA more consistent with descriptive practices for unpublished and non-self-describing resources. This change was requested by the rare materials community.

It has been assumed that the exception at 2.2.4 will now apply to produced / non-self-describing resources. The current wording seems sufficient and therefore no change has been proposed.

The impact on RDA is contained within 2.7 and 2.17. In addition to the changes to sources and method of recording, the following additional changes were made.

Deletion of Parallel Elements:

- 2.7.3 Parallel Place of Production
- 2.7.5 Parallel Producer's Name

This is consistent with the decisions to prefer any source and to record rather than transcribe information.

Deletion of the Optional Addition at 2.7.4.4 Statement of Function

Library of Congress noted in 6JSC/CCC/15/LC Response that this is redundant, as the statement of function is explicit in the element. This change is proposed for 2.7.4.4, 2.8.4.4, 2.9.4.4 in 6JSC/BL rep/1 follow-up and is included here for consistency.

There is no impact on MARC 21. The production statement can be recorded in field 264, although the change in practice will mean that data that has been transcribed in accordance with past practice will not be distinguished from data that is recorded in future.

ARLIS suggested the addition of *inscription* to the RDA Glossary. The proposed definition is derived from Webster's dictionary.

Inscription words that are written on or cut into a surface

Changes

Change 1: revision of 2.7 Production Statement

Change 2: revision of 2.17.6.3 Details Relating to Production Statement

Change 3: addition of glossary term *inscription*

Change 1 Production Statement

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2.7 Production Statement

CORE ELEMENT

Date of production is a core element for resources issued in an unpublished form. Other sub-elements of production statements are optional.

2.7.1 Basic Instructions on Recording Production Statements

2.7.1.1 Scope

A **production statement**▼ is a statement identifying the place or places of production, producer or producers, and date or dates of production of a resource in an unpublished form.

Production statements include statements relating to the inscription, fabrication, construction, etc., of a resource in an unpublished form.

2.7.1.2 Sources of Information

~~For guidance on choosing sources of information for production statements, see the instructions for specific sub-elements of a production statement as follows:~~

Take information identifying the place or places of production, producer or producers, and date or dates of production associated with a manifestation in an unpublished form from any source.

If considered important for identification, record the source of information in a note (see 2.17.6).

- a) ~~For place of production, see 2.7.2.2 RDA.~~
- b) ~~For parallel place of production, see 2.7.3.2 RDA.~~
- e) ~~For producer's name, see 2.7.4.2 RDA.~~
- d) ~~For parallel producer's name, see 2.7.5.2 RDA.~~
- e) ~~For date of production, see 2.7.6.2 RDA.~~

2.7.1.3 Facsimiles and Reproductions

When a facsimile or reproduction has a production statement or statements relating to the original manifestation as well as to the facsimile or reproduction, record the production statement or statements relating to the facsimile or reproduction. Record any production statement relating to the original as a production statement of a related manifestation (see 27.1 RDA).

2.7.1.4 Recording Production Statements^{2014/04}

Record a production statement or statements for a resource that is in an unpublished form (e.g., a manuscript, a painting, a sculpture, a locally made recording).

EXAMPLE

British Library 2015/7/11

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~~Transcribe places of production and producers' names as they appear on the source of information (see 1.7 RDA).~~

Record places of production, producer's names, and dates of production associated with the manifestation in the source of information (see 2.7.2.4), as they appear on the source of information. Apply the general guidelines on transcription for words that are not numbers (see 1.7 RDA). Apply the general guidelines on numbers expressed as numerals or as words (see 1.8 RDA).

2.7.1.5 Recording Changes in Production Statements

Record a change in a production statement as appropriate to the mode of issuance of the resource:

multipart monographs (see 2.7.1.5.1 [RDA](#))

serials (see 2.7.1.5.2 [RDA](#))

integrating resources (see 2.7.1.5.3 [RDA](#)).

2.7.1.5.1 Multipart Monographs [2014/04](#)

Make a note (see 2.17.6.4.1 [RDA](#)) if:

the place of production is known to have changed on a subsequent part of a multipart monograph

and

the change is considered important for identification or access.

If the change is only in the presentation of the place name, make a note if the change is considered important for identification.

Alternative [NLA PS](#) [BL PS](#) [D-A-CH](#)

If the changes have been numerous, make a general note (see 2.17.6.4.1 [RDA](#)).

Make a note (see 2.17.6.4.1 [RDA](#)) if:

A producer's name is known to have changed or a different producer is named on a subsequent part of a multipart monograph

and

the change is considered important for identification or access.

If the change is only in the presentation of the name, make a note if the change is considered important for identification.

Alternative [D-A-CH](#)

If the changes have been numerous, make a general note (see 2.17.6.4.1 [RDA](#)).

2.7.1.5.2 Serials [2014/04](#) [D-A-CH](#)

Make a note (see 2.17.6.4.2 [RDA](#)) if:

the place of production is known to have changed on a later issue or part of a serial

and

the change is considered important for identification or access.

If the change is only in the presentation of the place name, make a note if the change is considered important for identification

Alternative [NLA PS](#) [BL PS](#) [D-A-CH](#)

If the changes have been numerous, make a general note (see 2.17.6.4.2 [RDA](#)).

Make a note (see 2.17.6.4.2 [RDA](#)) if:

a producer's name is known to have changeds, or a different producer is named on a later issue or part of a serial

and

the change is considered important for identification or access.

If the change is only in the presentation of the name, make a note if the change is considered important for identification.

Alternative **D-A-CH**

If the changes have been numerous, make a general note (see [2.17.6.4.2 RDA](#)).

2.7.1.5.3 Integrating Resources **2014/04**

Change the place of production to reflect the current iteration of an integrating resource. Make a note on the earlier place if considered important for identification or access (see [2.17.6.4.3 RDA](#)).

Change the producer's name to reflect the current iteration of an integrating resource. Make a note on any earlier name if considered important for identification or access (see [2.17.6.4.3 RDA](#)).

Alternative **NLA PS** **BL PS** **D-A-CH**

If the changes have been numerous, make a general note (see [2.17.6.4.3 RDA](#)).

2.7.2 Place of Production **MLA**

2.7.2.1 Scope

A **place of production** ▼ is a place associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form.

2.7.2.2 Sources of Information

Take places of production from any source ~~the following sources (in order of preference):~~

- a) ~~the same source as the producer's name (see [2.7.4.2 RDA](#))~~
- b) ~~another source within the resource itself (see [2.2.2 RDA](#))~~
- e) ~~one of the other sources of information specified at [2.2.4 RDA](#).~~

2.7.2.3 Recording Place of Production **2014/04**

Record the place of production by applying the basic instructions at [2.7.1 RDA](#).

~~Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information.~~

Optional Additions **D-A-CH**

~~Record~~ Include the full address in a note as part of the local place name if considered important for identification or access (see 2.17.6).

~~Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access.~~

~~Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).~~ **NLA PS** **BL PS**

If the place name as transcribed it appears on the resource is known to be fictitious, or requires clarification, ~~make a note giving record~~ the actual place name, etc. and make a note giving the fictitious place name, etc. (see [2.17.6.3 RDA](#)).

~~Include any preposition appearing with the place name that is required to make sense of the statement.~~

2.7.2.4 More Than One Place of Production

If more than one place of production is named ~~associated with production of the manifestation~~ in the source of information, record all, some, or none of the additional place names (see 0.6.4) ~~in the order indicated by the sequence, layout, or typography of the names on the source of information.~~

~~if:~~

~~there are two or more producers~~

~~and~~

~~there are two or more places associated with one or more of the producers~~

~~then:~~

~~record the place names associated with each producer in the order indicated by the sequence, layout, or typography of the place names on the source of information.~~

2.7.2.5 Place of Production in More Than One Language or Script

If the place of production appears ~~on~~ in the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the place name in the language or script that ~~appears first~~ most commonly appears in gazetteers or other reference sources in the language of the agency creating the description.

2.7.2.6 Place of Production Not Identified in the Resource ^{2015/04}

If the place of production is not identified ~~in the resource~~, supply the place of production or record the probable place of production if it can be determined. Apply the instructions in this order of preference:

~~a)~~ known place (see [2.7.2.6.1 RDA](#))

~~a**b**)~~ probable place (see [2.7.2.6.2 RDA](#))

~~b**e**)~~ known country, state, province, etc. (see [2.7.2.6.3 RDA](#))

~~c**e**)~~ probable country, state, province, etc. (see [2.7.2.6.4 RDA](#))

~~d**e**)~~ unknown place (see [2.7.2.6.5 RDA](#)).

Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

2.7.2.6.1 Known Place of Production

If the place of production is known, supply the local place name (city, town, etc.). Include the name of the larger jurisdiction if necessary for identification.

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EXAMPLE

[Salem, Massachusetts]

2.7.2.6.12 Probable Place of Production

If the place of production is uncertain, supply record the name of the probable local place of production. Include the name of the larger jurisdiction if necessary for identification.

If only the local place name is supplied, follow it with a question mark.

If:

the name of the larger jurisdiction is supplied

and

the place of production is known to be within that jurisdiction

and

the locality within that jurisdiction is uncertain

then:

add a question mark following the name of the probable local place.

If:

the name of the larger jurisdiction is supplied

and

it is not known if the place of production is in that larger jurisdiction

then:

add a question mark following the name of the larger jurisdiction.

EXAMPLE

Port Alberni, British Columbia?

2.7.2.6.23 Known Country, State, Province, Etc., of Production

If the probable local place is unknown, supply record the name of the country, state, province, etc., of production.

EXAMPLE

Denmark

2.7.2.6.34 Probable Country, State, Province, Etc., of Production

If the country, state, province, etc., of production is uncertain, supply the name of the probable country, state, province, etc., of production followed by a question mark.

EXAMPLE

France?

2.7.2.6.45 Unknown Place of Production 2015/04

Record *Place of production not identified* if neither a known nor a probable local place or country, state, province, etc., of production can be determined.

2.7.2.7 Change in Place of Production

For instructions on recording a change in place of production, see [2.7.1.5 RDA](#).

2.7.3 Parallel Place of Production

2.7.3.1 Scope

A **parallel place of production** is a place of production in a language and/or script that differs from that recorded in the place of production element.

2.7.3.2 Sources of Information

Take parallel places of production from the following sources (in order of preference):

- a) the same source as the place of production (see [2.7.2.2 RDA](#));
- b) another source within the resource itself (see [2.2.2 RDA](#));
- c) one of the other sources of information specified at [2.2.4 RDA](#).

2.7.3.3 Recording Parallel Places of Production

Record parallel places of production by applying the basic instructions at [2.7.1 RDA](#).

If there is more than one parallel place of production, record the names in the order indicated by the sequence, layout, or typography of the names on the source or sources of information.

2.7.4 Producer's Name [MLA](#)

2.7.4.1 Scope [2014/04](#)

A **producer's name** is the name of a person, family, or corporate body responsible for inscribing, fabricating, constructing, etc., a resource in an unpublished form.

A producer's name may be represented by a characterizing word or phrase.

2.7.4.2 Sources of Information

Take producers' names from any source.

2.7.4.3 Recording Producers' Names [2014/04](#)

Record the producer's name by applying the basic instructions at [2.7.1 RDA](#).

Optional Omission [LC-PCC PS](#) [NLA PS](#) [BL PS](#) [D-A-CH](#)

Omit levels in a corporate hierarchy that are not required to identify the producer.

Do not use a mark of omission (...) to indicate such an omission.

If the name ~~as transcribed~~ is known to be fictitious, or requires clarification, record the actual name and make a note giving the fictitious actual name, etc. (see [2.17.6.3 RDA](#)).

For instructions on recording the relationship to the producer of an unpublished resource, see [21.2 RDA](#).

2.7.4.4 Statement of Function

Record words or phrases indicating the function performed by a person, family, or corporate body in the language of the agency creating the description as they appear on the source of information.

Optional Addition [NLA PS](#) [BL PS](#) [LC-PCC PS](#) [D-A-CH](#)

If the function of a person, family, or corporate body recorded in the producer's name sub-element is not explicit or clear, add a term indicating the function. Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

2.7.4.5 More Than One Producer

If more than one person, family, or corporate body is named as a producer of the resource, record all, some, or none of the additional producers' names (see 0.6.4). in the order indicated by the sequence, layout, or typography of the names on the source of information.

2.7.4.6 Producer's Name in More Than One Language or Script

If the name of a producer appears in the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the name in the language or script that most commonly appears in reference sources first in the language of the agency creating the description.

2.7.4.7 No Producer Identified

If the producer's name cannot be identified, record the probable producer's name, if it can be determined. Follow it with a question mark.

Otherwise:

Record *producer not identified* if:

no producer is named within the resource itself
and

the producer cannot be identified from other sources (see [2.2.4 RDA](#)).

Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

2.7.4.8 Change in Producer's Name

For instructions on recording a change in producer's name, see [2.7.1.5 RDA](#).

2.7.5 Parallel Producer's Name

2.7.5.1 Scope

A **parallel producer's name** is a producer's name in a language and/or script that differs from that recorded in the producer's name element.

2.7.5.2 Sources of Information

Take parallel producers' names from the following sources (in order of preference):

- a) — the same source as the producer's name (see [2.7.4.2 RDA](#))
- b) — another source within the resource itself (see [2.2.2 RDA](#))
- e) — one of the other sources of information specified at [2.2.4 RDA](#).

2.7.5.3 Recording Parallel Producers' Names

Record parallel producers' names by applying the basic instructions at [2.7.1 RDA](#).

~~If there is more than one parallel producer's name, record the names in the order indicated by the sequence, layout, or typography of the names on the source or sources of information.~~

2.7.6 Date of Production 2014/04 LC-PCC PS MLA

CORE ELEMENT

Date of production is a core element for resources issued in an unpublished form. If the date of production appears on the source of information in more than one calendar, only the date in the calendar preferred by the agency preparing the description is required.

2.7.6.1 Scope

A **date of production**▼ is a date associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form.

For an archival resource, the date of production is:

the date the resource was produced

or

the date or dates of record-keeping activity.

For a collection (i.e., one assembled by a private collector, a dealer, a library, etc.), the date of production is:

the date of production of the unpublished resources contained in the collection

or

the date of publication of the published resources contained in the collection.

2.7.6.2 Sources of Information

Take dates of production from any source.

2.7.6.3 Recording Date of Production 2014/04

Record the date of production by applying the basic instructions at [2.7.1 RDA](#).

EXAMPLE

2006

Optional Addition LC-PCC PS NLA PS BL PS D-A-CH

If the date as it appears in the resource is not of the Gregorian or Julian calendar, add the corresponding date or dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

If the date as it appears on the resource is represented in different calendars, record the dates in the order indicated by the sequence, layout, or typography of the dates on the source of information.

If the date as it appears in the resource is known to be fictitious or incorrect, make a note giving the actual date (see [2.17.6.3 RDA](#)).

2.7.6.4 Chronograms 2014/04

If the date of production as it appears on the source of information is in the form of a chronogram, transcribe the chronogram in a note as it appears (see [2.17.6.3](#)).

Optional Addition LC-PCC PS NLA PS BL PS D-A-CH

Add the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

Alternative **LC-PCC PS** **NLA PS** **BL PS** **D-A-CH**

In place of the chronogram, supply the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).

Make a note giving the chronogram if considered important for identification (see [2.17.6.3 RDA](#)).

2.7.6.5 Multipart Monographs, Serials, and Integrating Resources

If the first issue, part, or iteration of a multipart monograph, serial, or integrating resource is available-known, record the date of production of that issue, part, or iteration, followed by a hyphen.

EXAMPLE

1999–

If:

production of the resource has ceased or is complete

and

the first and last issues, parts, or iterations are available-known

then:

record the dates of production of the first and last issues, parts, or iterations, separated by a hyphen.

EXAMPLE

1982–2001

If:

production of the resource has ceased or is complete

and

the last issue, part, or iteration is available-known, but not the first

then:

record the production date of the last issue, part, or iteration, preceded by a hyphen.

EXAMPLE

–2002

For an integrating resource, supply the date of the last update, if considered important for identification.

If the date of production is the same for all issues, parts, or iterations, record only that date as the single date.

EXAMPLE

1967

If the first and/or last issue, part, or iteration is not availableknown, supply an approximate date or dates by applying the instructions at [1.9.2 RDA](#).

If the date or dates cannot be approximated for a multipart monograph, serial, or integrating resource, do not record a date of production.

2.7.6.6 Date of Production Not Identified in a Single-Part Resource

If the date of production is not identified in a single-part resource, supply the date or approximate date of production (see [1.9.2 RDA](#)).

If the date or an approximate date of production for a single-part resource cannot reasonably be determined, record *date of production not identified*. Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)), “if considered important for identification or access”.

2.7.6.7 Archival Resources and Collections

If the date of production of an archival resource or collection occurs within a single year, record the year, or record a specific date within that year.

For a single archival resource, record the exact date or dates.

EXAMPLE

1906 March 17

If the archival resource or collection spans a period of time, record as the inclusive dates:

the earliest and latest dates of production of the resource

or

the earliest and latest dates of the record-keeping activity.

EXAMPLE

1849–1851

Optional Addition [NLA PS](#) [BL PS](#) [D-A-CH](#)

If the majority of the items in the resource have dates of production that differ significantly from the inclusive dates, record the inclusive dates followed by the predominant or bulk dates. Precede the bulk dates with an explanatory term, such as *bulk*.

EXAMPLE

1785–1960, bulk 1916–1958

If no date can be found in the resource or determined from any other source, supply the date or approximate date of production (see [1.9.2 RDA](#)). ~~If applicable, indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).~~

EXAMPLE

1867?

between 1952 and 1978

not after 1866

If it is misleading to record an approximate date, record *date of production not identified*. ~~Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)).~~

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2.7 Production Statement

CORE ELEMENT

Date of production is a core element for resources issued in an unpublished form. Other sub-elements of production statements are optional.

2.7.1 Basic Instructions on Recording Production Statements

2.7.1.1 Scope

A **production statement**▼ is a statement identifying the place or places of production, producer or producers, and date or dates of production of a resource in an unpublished form.

Production statements include statements relating to the inscription, fabrication, construction, etc., of a resource in an unpublished form.

2.7.1.2 Sources of Information

Take information identifying the place or places of production, producer or producers, and date or dates of production associated with a manifestation in an unpublished form from any source.

If considered important for identification, record the source of information in a note (see 2.17.6).

2.7.1.3 Facsimiles and Reproductions

When a facsimile or reproduction has a production statement or statements relating to the original manifestation as well as to the facsimile or reproduction, record the production statement or statements relating to the facsimile or reproduction. Record any production statement relating to the original as a production statement of a related manifestation (see [27.1 RDA](#)).

2.7.1.4 Recording Production Statements ^{2014/04}

Record a production statement or statements for a resource that is in an unpublished form (e.g., a manuscript, a painting, a sculpture, a locally made recording).

EXAMPLE

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Record places of production, producer's names, and dates of production associated with the manifestation in the source of information (see 2.7.2.4).

2.7.1.5 Recording Changes in Production Statements

Record a change in a production statement as appropriate to the mode of issuance of the resource:

multipart monographs (see 2.7.1.5.1 [RDA](#))

serials (see 2.7.1.5.2 [RDA](#))

integrating resources (see 2.7.1.5.3 [RDA](#)).

2.7.1.5.1 Multipart Monographs [2014/04](#)

Make a note (see 2.17.6.4.1 [RDA](#)) if:

the place of production is known to have changed on a subsequent parts of a multipart monograph

and

the change is considered important for identification or access.

If the change is only in the presentation of the place name, make a note if the change is considered important for identification.

Alternative [NLA PS](#) [BL PS](#) [D-A-CH](#)

If the changes have been numerous, make a general note (see 2.17.6.4.1 [RDA](#)).

Make a note (see 2.17.6.4.1 [RDA](#)) if:

a producer's name is known to have changed, or a different producer is named on a subsequent part of a multipart monograph

and

the change is considered important for identification or access.

If the change is only in the presentation of the name, make a note if the change is considered important for identification.

Alternative [D-A-CH](#)

If the changes have been numerous, make a general note (see 2.17.6.4.1 [RDA](#)).

2.7.1.5.2 Serials [2014/04](#) [D-A-CH](#)

Make a note (see 2.17.6.4.2 [RDA](#)) if:

the place of production is known to have changed on a later issue or part of a serial

and

the change is considered important for identification or access.

If the change is only in the presentation of the place name, make a note if the change is considered important for identification

Alternative **NLA PS** **BL PS** **D-A-CH**

If the changes have been numerous, make a general note (see [2.17.6.4.2 RDA](#)).

Make a note (see [2.17.6.4.2 RDA](#)) if:

a producer's name is known to have changed, or a different producer is named on a later issue or part of a serial

and

the change is considered important for identification or access.

If the change is only in the presentation of the name, make a note if the change is considered important for identification.

Alternative **D-A-CH**

If the changes have been numerous, make a general note (see [2.17.6.4.2 RDA](#)).

2.7.1.5.3 Integrating Resources **2014/04**

Change the place of production to reflect the current iteration of an integrating resource. Make a note on the earlier place if considered important for identification or access (see [2.17.6.4.3 RDA](#)).

Change the producer's name to reflect the current iteration of an integrating resource. Make a note on any earlier name if considered important for identification or access (see [2.17.6.4.3 RDA](#)).

Alternative **NLA PS** **BL PS** **D-A-CH**

If the changes have been numerous, make a general note (see [2.17.6.4.3 RDA](#)).

2.7.2 Place of Production **MLA**

2.7.2.1 Scope

A **place of production** ▼ is a place associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form.

2.7.2.2 Sources of Information

Take places of production from any source.

2.7.2.3 Recording Place of Production **2014/04**

Record the place of production by applying the basic instructions at [2.7.1 RDA](#).

Optional Additions **D-A-CH**

Record the full address in a note if considered important for identification or access (see 2.17.6).

If the place name as it appears on the resource is known to be fictitious, or requires clarification, record the actual place name, and make a note giving the fictitious place name, etc. (see [2.17.6.3 RDA](#)).

2.7.2.4 *More Than One Place of Production*

If more than one place is associated with production of the manifestation in the source of information, record all, some, or none of the associated place names (see 0.6.4)

2.7.2.5 *Place of Production in More Than One Language or Script*

If the place of production appears in the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the place name in the language or script that most commonly appears in gazetteers or other reference sources in the language of the agency creating the description.

2.7.2.6 *Place of Production Not Identified* ^{2015/04}

If the place of production is not identified record the probable place of production if it can be determined. Apply the instructions in this order of preference:

- a) probable place (see 2.7.2.6.2 ^{RDA})
- b) known country, state, province, etc. (see 2.7.2.6.3 ^{RDA})
- c) probable country, state, province, etc. (see 2.7.2.6.4 ^{RDA})
- d) unknown place (see 2.7.2.6.5 ^{RDA}).

2.7.2.6.1 Probable Place of Production

If the place of production is uncertain, record the name of the probable local place of production. Include the name of the larger jurisdiction if necessary for identification. If only the local place name is supplied, follow it with a question mark.

If:

the name of the larger jurisdiction is supplied

and

the place of production is known to be within that jurisdiction

and

the locality within that jurisdiction is uncertain

then:

add a question mark following the name of the probable local place.

If:

the name of the larger jurisdiction is supplied

and

it is not known if the place of production is in that larger jurisdiction

then:

add a question mark following the name of the larger jurisdiction.

EXAMPLE

Port Alberni, British Columbia?

2.7.2.6.2 Known Country, State, Province, Etc., of Production

If the probable local place is unknown, record the name of the country, state, province, etc., of production.

EXAMPLE

Denmark

2.7.2.6.3 Probable Country, State, Province, Etc., of Production

If the country, state, province, etc., of production is uncertain, supply the name of the probable country, state, province, etc., of production followed by a question mark.

EXAMPLE

France?

2.7.2.6.4 Unknown Place of Production 2015/04

Record *Place of production not identified* if neither a known nor a probable local place or country, state, province, etc., of production can be determined.

2.7.2.7 Change in Place of Production

For instructions on recording a change in place of production, see **2.7.1.5** RDA.

2.7.4 Producer's Name MLA**2.7.4.1 Scope** 2014/04

A **producer's name** ▼ is the name of a person, family, or corporate body responsible for inscribing, fabricating, constructing, etc., a resource in an unpublished form.

A producer's name may be represented by a characterizing word or phrase.

2.7.4.2 Sources of Information

Take producers' names from any source.

2.7.4.3 Recording Producers' Names 2014/04

Record the producer's name by applying the basic instructions at **2.7.1** RDA.

Optional Omission LC-PCC PS NLA PS BL PS D-A-CH

Omit levels in a corporate hierarchy that are not required to identify the producer.

Do not use a mark of omission (...) to indicate such an omission.

If the name is known to be fictitious, or requires clarification, record the actual name and make a note giving the fictitious name, etc. (see **2.17.6.3** RDA).

For instructions on recording the relationship to the producer of an unpublished resource, see **21.2** RDA.

2.7.4.4 Statement of Function

Record words or phrases indicating the function performed by a person, family, or corporate body in the language of the agency creating the description.

2.7.4.5 More Than One Producer

If more than one person, family, or corporate body is named as a producer of the resource, record all, some, or none of the additional producers' names (see 0.6.4).

2.7.4.6 *Producer's Name in More Than One Language or Script*

If the name of a producer appears in the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the name in the language or script that most commonly appears in reference sources in the language of the agency creating the description.

2.7.4.7 *No Producer Identified*

If the producer's name cannot be identified, record the probable producer's name, if it can be determined. Follow it with a question mark.

Otherwise:

Record *producer not identified*.

2.7.4.8 *Change in Producer's Name*

For instructions on recording a change in producer's name, see [2.7.1.5 RDA](#).

2.7.6 Date of Production 2014/04 LC-PCC PS MLA

CORE ELEMENT

Date of production is a core element for resources issued in an unpublished form. If the date of production appears on the source of information in more than one calendar, only the date in the calendar preferred by the agency preparing the description is required.

2.7.6.1 *Scope*

A **date of production** ▼ is a date associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form.

For an archival resource, the date of production is:

the date the resource was produced

or

the date or dates of record-keeping activity.

For a collection (i.e., one assembled by a private collector, a dealer, a library, etc.), the date of production is:

the date of production of the unpublished resources contained in the collection

or

the date of publication of the published resources contained in the collection.

2.7.6.2 *Sources of Information*

Take dates of production from any source.

2.7.6.3 *Recording Date of Production* 2014/04

Record the date of production by applying the basic instructions at [2.7.1 RDA](#).

EXAMPLE

2006

Optional Addition LC-PCC PS NLA PS BL PS D-A-CH

If the date as it appears in the resource is not of the Gregorian or Julian calendar, add the corresponding date or dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4 RDA).

If the date as it appears on the resource is represented in different calendars, record the dates in the order indicated by the sequence, layout, or typography of the dates on the source of information.

If the date as it appears in the resource is known to be fictitious or incorrect, make a note giving the actual date (see 2.17.6.3 RDA).

2.7.6.4 Chronograms 2014/04

If the date of production as it appears on the source of information is in the form of a chronogram, transcribe the chronogram in a note (see 2.17.6.3).

Optional Addition LC-PCC PS NLA PS BL PS D-A-CH

Add the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4 RDA).

Alternative LC-PCC PS NLA PS BL PS D-A-CH

In place of the chronogram, supply the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4 RDA).

Make a note giving the chronogram if considered important for identification (see 2.17.6.3 RDA).

2.7.6.5 Multipart Monographs, Serials, and Integrating Resources

If the first issue, part, or iteration of a multipart monograph, serial, or integrating resource is known, record the date of production of that issue, part, or iteration, followed by a hyphen.

EXAMPLE

1999–

If:

production of the resource has ceased or is complete

and

the first and last issues, parts, or iterations are known

then:

record the dates of production of the first and last issues, parts, or iterations, separated by a hyphen.

EXAMPLE

1982–2001

If:

production of the resource has ceased or is complete

and

the last issue, part, or iteration is known, but not the first

then:

record the production date of the last issue, part, or iteration, preceded by a hyphen.

EXAMPLE

-2002

For an integrating resource, supply the date of the last update, if considered important for identification.

If the date of production is the same for all issues, parts, or iterations, record only that date as the single date.

EXAMPLE

1967

If the first and/or last issue, part, or iteration is not known, supply an approximate date or dates by applying the instructions at [1.9.2 RDA](#).

If the date or dates cannot be approximated for a multipart monograph, serial, or integrating resource, do not record a date of production.

2.7.6.6 Date of Production Not Identified in a Single-Part Resource

If the date of production is not identified in a single-part resource, supply the date or approximate date of production (see [1.9.2 RDA](#)).

If the date or an approximate date of production for a single-part resource cannot reasonably be determined, record *date of production not identified*. Indicate that the information was taken from a source outside the resource itself (see [2.2.4 RDA](#)), “if considered important for identification or access”.

2.7.6.7 Archival Resources and Collections

If the date of production of an archival resource or collection occurs within a single year, record the year, or record a specific date within that year.

For a single archival resource, record the exact date or dates.

EXAMPLE

1906 March 17

If the archival resource or collection spans a period of time, record as the inclusive dates:

the earliest and latest dates of production of the resource

or

the earliest and latest dates of the record-keeping activity.

EXAMPLE

1849–1851

Optional Addition **NLA PS** **BL PS** **D-A-CH**

If the majority of the items in the resource have dates of production that differ significantly from the inclusive dates, record the inclusive dates followed by the predominant or bulk dates. Precede the bulk dates with an explanatory term, such as *bulk*.

EXAMPLE

1785–1960, bulk 1916–1958

If no date can be found in the resource or determined from any other source, supply the date or approximate date of production (see [1.9.2 RDA](#)).

EXAMPLE

1867?

between 1952 and 1978

not after 1866

If it is misleading to record an approximate date, record *date of production not identified*.

Change 2 Details relating to production Statement

2.17.6.3 Details Relating to Production Statement

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Make notes on details relating to place of production, producer, or date of production not recorded in the production statement element, if considered important for identification or access.

Optional Addition

Transcribe the place of production, producer's name, and date of production as they appear on the resource. Apply the general guidelines on transcription for words that are not numbers (see 1.7). Apply the general guidelines on numbers expressed as numerals or as words (see 1.8).

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2.17.6.3 Details Relating to Production Statement

Make notes on details relating to place of production, producer, or date of production not recorded in the production statement element, if considered important for identification or access.

Optional Addition

Transcribe the place of production, producer's name, and date of production as they appear on the resource. Apply the general guidelines on transcription (see 1.7).

Change 3

GLOSSARY

MARKED UP COPY

Inscription words that are written on or cut into a surface

CLEAN COPY

Inscription words that are written on or cut into a surface