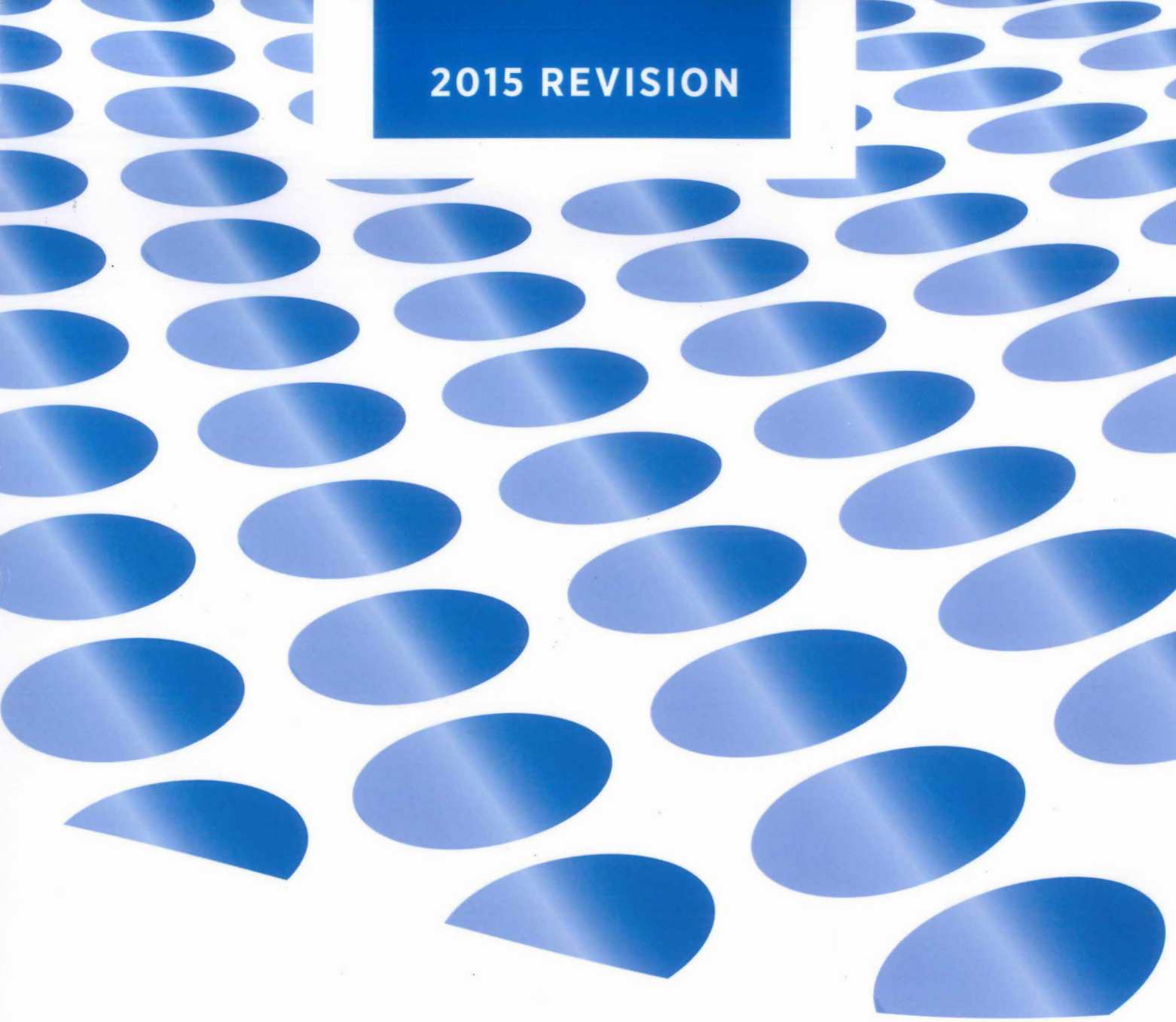
2015 REVISION



RDA®

RESOURCE DESCRIPTION & ACCESS

สำนักหอสมุด มหาวิทยาลัยเชียงใหม่
616570170
012529953
122542061
สำนักหอสมุดมหาวิทยาลัยเชียงใหม่
CHIANG MAI UNIVERSITY LIBRARY

RDA

RESOURCE DESCRIPTION & ACCESS

2015 REVISION

Includes changes and updates through April 2015

Developed in a collaborative process led by the
Joint Steering Committee for Development of RDA (JSC), representing

The American Library Association

The Australian Committee on Cataloguing

The British Library

The Canadian Committee on Cataloguing

CILIP: Chartered Institute of Library and Information Professionals

Deutsche Nationalbibliothek

The Library of Congress

AMERICAN LIBRARY ASSOCIATION, CHICAGO

CANADIAN LIBRARY ASSOCIATION, OTTAWA

CILIP: CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS, LONDON

RDA TABLE OF CONTENTS

0: Introduction

0.0: Purpose and Scope
0.1: Key Features
0.2
0.3: Conceptual Models Underlying RDA
0.4: Objectives and Principles Governing Resource Description and Access
0.5: Structure
0.6: Core Elements
0.7: Access Points
0.8: Alternatives and Options
0.9: Exceptions
0.10: Examples
0.11: Internationalization
0.12: Encoding RDA Data

SECTION 1: RECORDING ATTRIBUTES OF MANIFESTATION AND ITEM

1: General Guidelines on Recording Attributes of Manifestations and Items

1.0: Scope
1.1: Terminology
1.2: Functional Objectives and Principles
1.3: Core Elements
1.4: Language and Script
1.5: Type of Description
1.6: Changes Requiring a New Description
1.7: Transcription
1.8: Numbers Expressed as Numerals or as Words
1.9: Dates
1.10: Notes
1.11: Facsimiles and Reproductions

2: Identifying Manifestations and Items

2.0: Purpose and Scope
2.1: Basis for Identification of the Resource
2.2: Sources of Information
2.3: Title
2.4: Statement of Responsibility
2.5: Edition Statement
2.6: Numbering of Serials

2.7: Production Statement
2.8: Publication Statement
2.9: Distribution Statement
2.10: Manufacture Statement
2.11: Copyright Date
2.12: Series Statement
2.13: Mode of Issuance
2.14: Frequency
2.15: Identifier for the Manifestation
2.16: Preferred Citation
2.17: Note on Manifestation
2.18: Custodial History of Item
2.19: Immediate Source of Acquisition of Item
2.20: Identifier for the Item
2.21: Note on Item

3: Describing Carriers

3.0: Purpose and Scope
3.1: General Guidelines on Describing Carriers
3.2: Media Type
3.3: Carrier Type
3.4: Extent
3.5: Dimensions
3.6: Base Material
3.7: Applied Material
3.8: Mount
3.9: Production Method
3.10: Generation
3.11: Layout
3.12: Book Format
3.13: Font Size
3.14: Polarity
3.15: Reduction Ratio
3.16: Sound Characteristic
3.17: Projection Characteristic of Motion Picture Film
3.18: Video Characteristic
3.19: Digital File Characteristic
3.20: Equipment or System Requirement
3.21: Note on Carrier
3.22: Note on Item-Specific Carrier Characteristic

4: Providing Acquisition and Access Information

4.0: Purpose and Scope
4.1: General Guidelines on Acquisition and Access
4.2: Terms of Availability
4.3: Contact Information
4.4: Restrictions on Access

4.5: Restrictions on Use
4.6: Uniform Resource Locator

SECTION 2: RECORDING ATTRIBUTES OF WORK AND EXPRESSION

5: General Guidelines on Recording Attributes of Works and Expressions

5.0: Scope
5.1: Terminology
5.2: Functional Objectives and Principles
5.3: Core Elements
5.4: Language and Script
5.5: Authorized Access Points Representing Works and Expressions
5.6: Variant Access Points Representing Works and Expressions
5.7: Status of Identification
5.8: Source Consulted
5.9: Cataloguer's Note

6: Identifying Works and Expressions

6.0: Purpose and Scope
6.1: General Guidelines on Identifying Works and Expressions
6.2: Title of the Work
6.3: Form of Work
6.4: Date of Work
6.5: Place of Origin of the Work
6.6: Other Distinguishing Characteristic of the Work
6.7: History of the Work
6.8: Identifier for the Work
6.9: Content Type
6.10: Date of Expression
6.11: Language of Expression
6.12: Other Distinguishing Characteristic of the Expression
6.13: Identifier for the Expression
6.14: Title of a Musical Work
6.15: Medium of Performance
6.16: Numeric Designation of a Musical Work
6.17: Key
6.18: Other Distinguishing Characteristic of the Expression of a Musical Work
6.19: Title of a Legal Work
6.20: Date of a Legal Work
6.21: Other Distinguishing Characteristic of a Legal Work
6.22: Participant in a Treaty
6.23: Title of a Religious Work
6.24: Date of Expression of a Religious Work
6.25: Other Distinguishing Characteristic of the Expression of a Religious Work

6.26: Title of an Official Communication
6.27: Constructing Access Points to Represent Works and Expressions
6.28: Constructing Access Points to Represent Musical Works and Expressions
6.29: Constructing Access Points to Represent Legal Works and Expressions
6.30: Constructing Access Points to Represent Religious Works and Expressions
6.31: Constructing Access Points to Represent Official Communications

7: Describing Content

7.0: Purpose and Scope
7.1: General Guidelines on Describing Content
7.2: Nature of the Content
7.3: Coverage of the Content
7.4: Coordinates of Cartographic Content
7.5: Equinox
7.6: Epoch
7.7: Intended Audience
7.8: System of Organization
7.9: Dissertation or Thesis Information
7.10: Summarization of the Content
7.11: Place and Date of Capture
7.12: Language of the Content
7.13: Form of Notation
7.14: Accessibility Content
7.15: Illustrative Content
7.16: Supplementary Content
7.17: Colour Content
7.18: Sound Content
7.19: Aspect Ratio
7.20: Format of Notated Music
7.21: Medium of Performance of Musical Content
7.22: Duration
7.23: Performer, Narrator, and/or Presenter
7.24: Artistic and/or Technical Credit
7.25: Scale
7.26: Projection of Cartographic Content
7.27: Other Details of Cartographic Content
7.28: Award
7.29: Note on Expression

SECTION 3: RECORDING ATTRIBUTES OF PERSON, FAMILY, AND CORPORATE BODY

8: General Guidelines on Recording Attributes of Persons, Families, and Corporate Bodies

8.0: Scope

8.1: Terminology
8.2: Functional Objectives and Principles
8.3: Core Elements
8.4: Language and Script
8.5: General Guidelines on Recording Names
8.6: Authorized Access Points Representing Persons, Families, and Corporate Bodies
8.7: Variant Access Points Representing Persons, Families, and Corporate Bodies
8.8: Scope of Usage
8.9: Date of Usage
8.10: Status of Identification
8.11: Undifferentiated Name Indicator
8.12: Source Consulted
8.13: Cataloguer's Note

9: Identifying Persons

9.0: Purpose and Scope
9.1: General Guidelines on Identifying Persons
9.2: Name of the Person
9.3: Date Associated with the Person
9.4: Title of the Person
9.5: Fuller Form of Name
9.6: Other Designation Associated with the Person
9.7: Gender
9.8: Place of Birth
9.9: Place of Death
9.10: Country Associated with the Person
9.11: Place of Residence, Etc.
9.12: Address of the Person
9.13: Affiliation
9.14: Language of the Person
9.15: Field of Activity of the Person
9.16: Profession or Occupation
9.17: Biographical Information
9.18: Identifier for the Person
9.19: Constructing Access Points to Represent Persons

10: Identifying Families

10.0: Purpose and Scope
10.1: General Guidelines on Identifying Families
10.2: Name of the Family
10.3: Type of Family
10.4: Date Associated with the Family
10.5: Place Associated with the Family
10.6: Prominent Member of the Family
10.7: Hereditary Title
10.8: Language of the Family
10.9: Family History

10.10: Identifier for the Family
10.11: Constructing Access Points to Represent Families

11: Identifying Corporate Bodies

11.0: Purpose and Scope
11.1: General Guidelines on Identifying Corporate Bodies
11.2: Name of the Corporate Body
11.3: Place Associated with the Corporate Body
11.4: Date Associated with the Corporate Body
11.5: Associated Institution
11.6: Number of a Conference, Etc.
11.7: Other Designation Associated with the Corporate Body
11.8: Language of the Corporate Body
11.9: Address of the Corporate Body
11.10: Field of Activity of the Corporate Body
11.11: Corporate History
11.12: Identifier for the Corporate Body
11.13: Constructing Access Points to Represent Corporate Bodies

SECTION 4: RECORDING ATTRIBUTES OF CONCEPT, OBJECT, EVENT, AND PLACE

12: General Guidelines on Recording Attributes of Concepts, Objects, Events, and Places

[To be developed after the initial release of RDA]

13: Identifying Concepts

[To be developed after the initial release of RDA]

14: Identifying Objects

[To be developed after the initial release of RDA]

15: Identifying Events

[To be developed after the initial release of RDA]

16: Identifying Places

16.0: Purpose and Scope
16.1: General Guidelines on Identifying Places
16.2: Name of the Place
16.3: Identifier for the Place
16.4: Constructing Access Points to Represent Places

SECTION 5: RECORDING PRIMARY RELATIONSHIPS BETWEEN WORK, EXPRESSION, MANIFESTATION, AND ITEM

17: General Guidelines on Recording Primary Relationships

17.0: Purpose and Scope
17.1: Terminology
17.2: Functional Objectives and Principles
17.3: Core Elements
17.4: Recording Primary Relationships
17.5: Expression of Work
17.6: Work Expressed
17.7: Manifestation of Work
17.8: Work Manifested
17.9: Manifestation of Expression
17.10: Expression Manifested
17.11: Exemplar of Manifestation
17.12: Manifestation Exemplified

SECTION 6: RECORDING RELATIONSHIPS TO PERSONS, FAMILIES, AND CORPORATE BODIES

18: General Guidelines on Recording Relationships to Persons, Families, and Corporate Bodies Associated with a Resource

18.0: Scope
18.1: Terminology
18.2: Functional Objectives and Principles
18.3: Core Elements
18.4: Recording Relationships to Persons, Families, and Corporate Bodies Associated with a Resource
18.5: Relationship Designator
18.6: Note on Persons, Families, and Corporate Bodies Associated with a Resource

19: Persons, Families, and Corporate Bodies Associated with a Work

19.0: Purpose and Scope
19.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with a Work
19.2: Creator
19.3: Other Person, Family, or Corporate Body Associated with a Work

20: Persons, Families, and Corporate Bodies Associated with an Expression

20.0: Purpose and Scope
20.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with an Expression
20.2: Contributor

21: Persons, Families, and Corporate Bodies Associated with a Manifestation

21.0: Purpose and Scope

21.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with a Manifestation

21.2: Producer of an Unpublished Resource

21.3: Publisher

21.4: Distributor

21.5: Manufacturer

21.6: Other Person, Family, or Corporate Body Associated with a Manifestation

22: Persons, Families, and Corporate Bodies Associated with an Item

22.0: Purpose and Scope

22.1: General Guidelines on Recording Persons, Families, and Corporate Bodies Associated with an Item

22.2: Owner

22.3: Custodian

22.4: Other Person, Family, or Corporate Body Associated with an Item

SECTION 7: RECORDING RELATIONSHIPS TO CONCEPTS, OBJECTS, EVENTS, AND PLACES

23: General Guidelines on Recording the Subject of a Work

[To be developed after the initial release of RDA]

SECTION 8: RECORDING RELATIONSHIPS BETWEEN WORKS, EXPRESSIONS, MANIFESTATIONS, AND ITEMS

24: General Guidelines on Recording Relationships between Works, Expressions, Manifestations, and Items

24.0: Scope

24.1: Terminology

24.2: Functional Objectives and Principles

24.3: Core Elements

24.4: Recording Relationships between Works, Expressions, Manifestations, and Items

24.5: Relationship Designator

24.6: Numbering of Part

24.7: Source Consulted

24.8: Cataloguer's Note

25: Related Works

25.0: Purpose and Scope

25.1: Related Work

25.2: Explanation of Relationship

26: Related Expressions

26.0: Purpose and Scope
26.1: Related Expression
26.2: Explanation of Relationship

27: Related Manifestations

27.0: Purpose and Scope
27.1: Related Manifestation

28: Related Items

28.0: Purpose and Scope
28.1: Related Item

SECTION 9: RECORDING RELATIONSHIPS BETWEEN PERSONS, FAMILIES, AND CORPORATE BODIES

29: General Guidelines on Recording Relationships Between Persons, Families, and Corporate Bodies

29.0: Scope
29.1: Terminology
29.2: Functional Objectives and Principles
29.3: Core Elements
29.4: Recording Relationships between Persons, Families, and Corporate Bodies
29.5: Relationship Designator
29.6: Source Consulted
29.7: Cataloguer's Note

30: Related Persons

30.0: Purpose and Scope
30.1: Related Person
30.2: Explanation of Relationship

31: Related Families

31.0: Purpose and Scope
31.1: Related Family
31.2: Explanation of Relationship

32: Related Corporate Bodies

32.0: Purpose and Scope
32.1: Related Corporate Body
32.2: Explanation of Relationship

SECTION 10: RECORDING RELATIONSHIPS BETWEEN CONCEPTS, OBJECTS, EVENTS, AND PLACES

33: General Guidelines on Recording Relationships between Concepts, Objects, Events, and Places

[To be developed after the initial release of RDA]

34: Related Concepts

[To be developed after the initial release of RDA]

35: Related Objects

[To be developed after the initial release of RDA]

36: Related Events

[To be developed after the initial release of RDA]

37: Related Places

[To be developed after the initial release of RDA]

Appendices

A: Capitalization

A.0: Scope
A.1: General Guideline
A.2: Names of Persons, Families, Corporate Bodies, and Places
A.3: Titles of Works
A.4: Titles of Manifestations
A.5: Edition Statement
A.6: Numbering of Serials
A.7: Numbering within Series and Subseries
A.8: Notes
A.9: Details of Elements
A.10: General Guideline for English Language Capitalization
A.11: Personal Names
A.12: Names of Peoples, Etc.
A.13: Place Names
A.14: Names of Structures, Streets, Etc.
A.15: Derivatives of Proper Names
A.16: Names of Corporate Bodies
A.17: Religious Names and Terms
A.18: Names of Documents
A.19: Names of Historical and Cultural Events and Periods
A.20: Decorations, Medals, Etc.
A.21: Names of Calendar Divisions

A.22: Names of Holidays
A.23: Scientific Names of Plants and Animals
A.24: Geologic Terms
A.25: Astronomical Terms
A.26: Soil Names
A.27: Trade Names
A.28: Single and Multiple Letters Used as Words or Parts of Compounds
A.29: Hyphenated Compounds
A.30: Hyphenated Prefixes
A.31: General Guideline on Capitalization for Languages Other Than English
A.32: Capitalization of Transliterated Names and Titles
A.33: Bosnian
A.34: Bulgarian
A.35: Croatian
A.36: Czech (Bohemian)
A.37: Danish
A.38: Dutch
A.39: Finnish
A.40: French
A.41: German
A.42: Hungarian
A.43: Italian
A.44: Latin
A.45: Norwegian
A.46: Polish
A.47: Portuguese
A.48: Russian
A.49: Scandinavian Languages
A.50: Serbian
A.51: Slovak
A.52: Slovenian
A.53: Spanish
A.54: Swedish
A.55: Ukrainian

B: Abbreviations and Symbols

B.0: Scope
B.1: General Guideline
B.2: Names of Persons, Families, Corporate Bodies, and Places
B.3: Titles of Works
B.4: Transcribed Elements
B.5: Other Elements
B.6: Corresponding Words in Another Language
B.7: Latin Alphabet Abbreviations
B.8: Cyrillic Alphabet Abbreviations
B.9: Greek Alphabet Abbreviations
B.10: Hebrew and Yiddish Abbreviations

B.11: Names of Certain Countries, States, Provinces, Territories, Etc.

C: Initial Articles

C.0: Scope
C.1: General Instructions
C.2: Articles Listed by Language
C.3: Articles Listed by Word or Words

D: Record Syntaxes for Descriptive Data

D.0: Scope
D.1: ISBD Presentation
D.2: MARC 21 Format for Bibliographic Data

E: Record Syntaxes for Access Point Control

E.0: Scope
E.1: Presentation
E.2: MARC 21 Format for Authority Data

F: Additional Instructions on Names of Persons

F.0: Scope
F.1: Names in the Arabic Alphabet
F.2: Burmese and Karen Names
F.3: Chinese Names Containing a Non-Chinese Given Name
F.4: Icelandic Names
F.5: Indic Names
F.6: Indonesian Names
F.7: Malay Names
F.8: Roman Names
F.9: Romanian Names Containing a Patronymic
F.10: Thai Names
F.11: Recording Surnames That Include an Article and/or Preposition

G: Titles of Nobility, Terms of Rank, Etc.

France
Iban
Indonesia
United Kingdom

H: Dates in the Christian Calendar

H.0: Scope
H.1: B.C. and A.D. Dates

I: Relationship Designators: Relationships between a Resource and Persons, Families, and Corporate Bodies Associated with the Resource

I.0: Scope
I.1: General Guidelines on Using Relationship Designators

I.2: Relationship Designators for Persons, Families, and Corporate Bodies Associated with a Work
I.3: Relationship Designators for Persons, Families, and Corporate Bodies Associated with an Expression
I.4: Relationship Designators for Persons, Families, and Corporate Bodies Associated with a Manifestation
I.5: Relationship Designators for Persons, Families, and Corporate Bodies Associated with an Item

J: Relationship Designators: Relationships between Works, Expressions, Manifestations, and Items

J.0: Scope
J.1: General Guidelines on Using Relationship Designators
J.2: Relationship Designators for Related Works
J.3: Relationship Designators for Related Expressions
J.4: Relationship Designators for Related Manifestations
J.5: Relationship Designators for Related Items

K: Relationship Designators: Relationships between Persons, Families, and Corporate Bodies

K.0: Scope
K.1: General Guidelines on Using Relationship Designators
K.2: Relationship Designators for Related Persons
K.3: Relationship Designators for Related Families
K.4: Relationship Designators for Related Corporate Bodies

L: Relationship Designators: Relationships Between Concepts, Objects, Events, and Places

[To be developed after the initial release of RDA]

M: Relationship Designators: Subject Relationships

M.0: Scope
M.1: General Guidelines on Using Relationship Designators
M.2: Relationship Designators for Subjects

Glossary