



Bengkel *Resource Description & Access* (RDA) Perpustakaan UiTM

25-27 Januari 2022

Pusat IT, Perpustakaan Tun Abdul Razak, UiTM

Layari laman web *RDA Toolkit*: <http://www.rdatoolkit.org/>

R | D | A
Resource Description & Access
TOOLKIT

HOME SUBSCRIBE NEWS & INFORMATION LEARNING RESOURCES RDA IN TRANSLATION MARKETING RESOURCES

▶ **Access RDA Toolkit**

▶ **Free Trial**

▶ **RSC** RDA Steering Committee

▶ **RDA Discussion List**

Free Event Registration: RDA Roundtable on Policy Statements

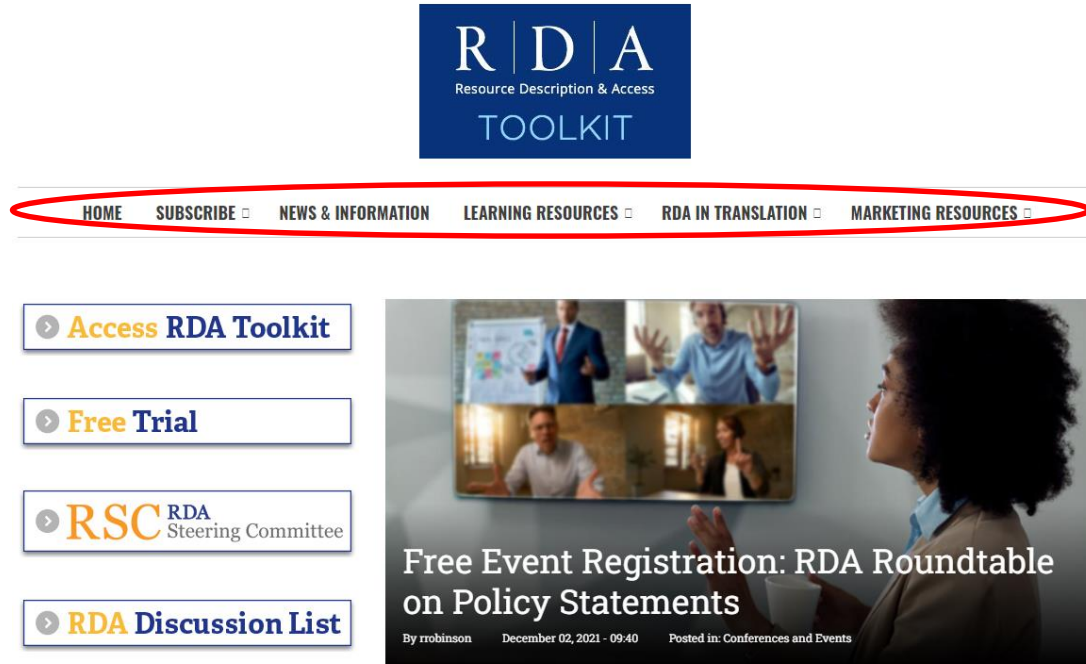
By trolinson December 02, 2021 - 09:40 Posted in: Conferences and Events

MORE

NEWS & INFORMATION CONFERENCES AND EVENTS

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

- **Maklumat berkaitan harga, langganan, perkembangan RDA dan lain-lain boleh didapati di laman utama RDA Toolkit**



"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

➤ [Access RDA Toolkit](#)

➤ [Free Trial](#)

➤ [RSC ^{RDA} Steering Committee](#)

➤ [RDA Discussion List](#)

HOME / NODE / 2022 PRICING FOR RDA TOOLKIT ANNOUNCED

2022 Pricing for RDA Toolkit Announced

Mon, 04/19/2021 - 12:02 Posted in: #News & Information

Effective January 1, 2022, list prices for annual institutional subscriptions to RDA Toolkit - purchased directly through the ALA or the RDA Toolkit website - will range from \$197 USD (for 1 user) to \$167 USD (for 20 or more users). Our full 2022 list pricing follows:

- 1 user: \$197 USD per user
- 2 to 4 users: \$189 USD per user
- 5 to 9 users: \$186 USD per user
- 10 to 14 users: \$180 USD per user
- 15 to 19 users: \$174 USD per user
- 20+ users: \$167 USD per user



Konsortium RDA Toolkit Malaysia 2021	Harga Biasa 2021
USD 145	USD 195

PERCUBAAN PERCUMA RDA TOOLKIT

RDA Toolkit menawarkan percubaan percuma selama 30 hari

✓ Boleh akses sepenuhnya dalam RDA Toolkit.

R | D | A
Resource Description & Access
TOOLKIT

HOME SUBSCRIBE NEWS & INFORMATION LEARNING RESOURCES RDA IN TRANSLATION MARKETING RESOURCES

Access RDA Toolkit

Free Trial

RSC RDA Steering Committee

RDA Discussion List

Free Event Registration: RDA Roundtable on Policy Statements

By rrobinson December 02, 2021 - 09:40 Posted in: Conferences and Events

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

PERCUBAAN PERCUMA RDA TOOLKIT

RDA Toolkit Free Trial Request

Many users need a chance to review and evaluate RDA Toolkit before deciding on the type of subscription that best meets their needs. If you are interested in a trial for yourself or your institution, please complete and submit this form. The RDA Toolkit Free Trial allows you access to all the features of RDA Toolkit, with the exception of the print function.

Each user or institution is limited to one free 30-day trial. No credit card information is requested or required. The RDA Toolkit staff will contact you within two business days after receipt of your trial request.

Please complete the form below and then click "submit".

Your Name

Institution

City

Country

Email (Email is our primary means of communication with RDA Toolkit users. This email address will be used as the Account ID.)

Type of Institution

Your Job

What is your role in selecting databases?

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)" 6

PENGAKSESAN RDA TOOLKIT

Untuk akses kepada RDA *full-text*, klik pada ikon

The screenshot shows the RDA Toolkit website interface. At the top center is the RDA Toolkit logo, which consists of the letters 'R | D | A' in a large font, with 'Resource Description & Access' in a smaller font below it, and 'TOOLKIT' in a larger font at the bottom. Below the logo is a horizontal navigation menu with the following items: HOME, SUBSCRIBE, NEWS & INFORMATION, LEARNING RESOURCES, RDA IN TRANSLATION, and MARKETING RESOURCES. On the left side of the page, there is a vertical list of four buttons: 'Access RDA Toolkit', 'Free Trial', 'RSC RDA Steering Committee', and 'RDA Discussion List'. The 'Access RDA Toolkit' button is circled in red. To the right of these buttons is a large banner for a 'Free Event Registration: RDA Roundtable on Policy Statements'. The banner features a video thumbnail showing four people in a meeting, a woman in the foreground looking at the screen, and the text 'Free Event Registration: RDA Roundtable on Policy Statements'. Below the banner, it says 'By irobinson December 02, 2021 - 09:40 Posted in: Conferences and Events'.

➤ **Access RDA Toolkit**

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

ENTITIES

GUIDANCE

POLICIES

RESOURCES

All

▼

Search



Welcome To RDA Toolkit

Last Toolkit Release: July 2021

Log In

Username

Password

Remember Me [Forgot Password?](#)**Log In**[Don't Have an Account?](#)[Subscribe Today](#)

If you're having a problem
with your account, contact
[RDA Toolkit
Support](#)



Recently Updated Instructions

Element: commissioning agent

2020/12/15

Element: commissioning collective agent

2020/12/15

News

[All News >](#)

Server Change Coming to RDA Toolkit

During the month of May work began on transferring RDA Toolkit and related websites to a new server and under the support and maintenance of a new developer. The sites included in this move are [access.rdatoolkit.org](#) and [original.rdatoolkit.org](#), as well as [rdatoolkit.org](#) and [rda-rsc.org](#). All the content currently on these sites will be transferred to the new server. This work will be completed by late October.

[Read more](#)

July 2021 RDA Toolkit Release

The July 2021 release of RDA Toolkit was published on July 15th. It includes the addition of more policy statements from the Library of Congress - Program for Cooperative Cataloging, the British Library and Music Library Association Best Practices. There are also fixes and minor improvements to existing Toolkit functionality, including the introduction of blue highlight in the yellow Condition boxes to improve visibility.

Welcome To RDA Toolkit

Last Toolkit Release: July 2021

Profile Login

Username

Password

Remember Me [Forgot Password?](#)[Log In](#)[Don't Have an Account?](#)[Subscribe Today](#)

If you're having a problem
with your account, contact
[RDA Toolkit
Support](#)



Recently Updated Instructions

Element: commissioning agent
2020/12/15

Element: commissioning collective agent
2020/12/15

News

[All News >](#)**Server Change Coming to RDA Toolkit**

During the month of May work began on transferring RDA Toolkit and related websites to a new server and under the support and maintenance of a new developer. The sites included in this move are access.rdatoolkit.org and original.rdatoolkit.org, as well as rdatoolkit.org and rda-rsc.org. All the content currently on these sites will be transferred to the new server. This work will be completed by late October.

[Read more](#)**July 2021 RDA Toolkit Release**

The July 2021 release of RDA Toolkit was published on July 15th. It includes the addition of more policy statements from the Library of Congress - Program for Cooperative Cataloging, the British Library and Music Library Association Best Practices. There are also fixes and minor improvements to existing Toolkit functionality, including the introduction of blue highlight in the yellow Condition boxes to improve visibility.

Welcome To RDA Toolkit

Last Toolkit Release: July 2021

Profile Login

Username

Password

Remember Me

[Forgot Password?](#)

Log In

Don't Have an Account?

Subscribe Today

If you're having a problem
with your account, contact
**RDA Toolkit
Support**



Recently Updated Instructions

Element: commissioning agent
2020/12/15

Element: commissioning collective agent
2020/12/15

News

[All News >](#)

Server Change Coming to RDA Toolkit

During the month of May work began on transferring RDA Toolkit and related websites to a new server and under the support and maintenance of a new developer. The sites included in this move are access.rdatoolkit.org and original.rdatoolkit.org, as well as rdatoolkit.org and rda-rsc.org. All the content currently on these sites will be transferred to the new server. This work will be completed by late October.

[Read more](#)

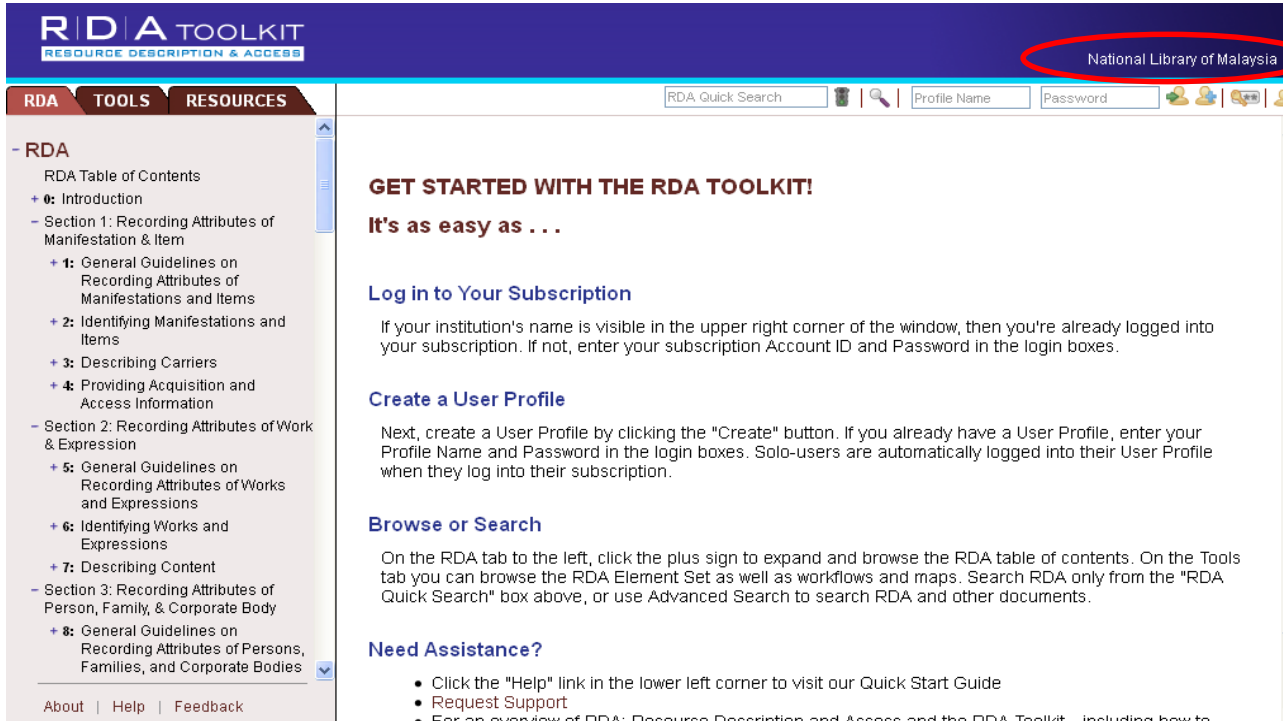


July 2021 RDA Toolkit Release

The July 2021 release of RDA Toolkit was published on July 15th. It includes the addition of more policy statements from the Library of Congress - Program for Cooperative Cataloging, the British Library and Music Library Association Best Practices. There are also fixes and minor improvements to existing Toolkit functionality, including the introduction of blue highlight in the yellow Condition boxes to improve visibility.

PENGESAHAN DAN LOG MASUK

Nama institusi akan tertera di sebelah kanan atas.



The screenshot shows the RDA Toolkit interface. At the top, the logo 'RDA TOOLKIT RESOURCE DESCRIPTION & ACCESS' is visible. In the top right corner, the text 'National Library of Malaysia' is circled in red. Below the logo, there are navigation tabs for 'RDA', 'TOOLS', and 'RESOURCES'. A search bar labeled 'RDA Quick Search' is present, along with fields for 'Profile Name' and 'Password'. The main content area is titled 'GET STARTED WITH THE RDA TOOLKIT!' and includes sections for 'Log in to Your Subscription', 'Create a User Profile', 'Browse or Search', and 'Need Assistance?'. The left sidebar contains a table of contents for the RDA sections.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

National Library of Malaysia

RDA TOOLS RESOURCES

RDA Quick Search Profile Name Password

GET STARTED WITH THE RDA TOOLKIT!
It's as easy as ...

Log in to Your Subscription
If your institution's name is visible in the upper right corner of the window, then you're already logged into your subscription. If not, enter your subscription Account ID and Password in the login boxes.

Create a User Profile
Next, create a User Profile by clicking the "Create" button. If you already have a User Profile, enter your Profile Name and Password in the login boxes. Solo-users are automatically logged into their User Profile when they log into their subscription.

Browse or Search
On the RDA tab to the left, click the plus sign to expand and browse the RDA table of contents. On the Tools tab you can browse the RDA Element Set as well as workflows and maps. Search RDA only from the "RDA Quick Search" box above, or use Advanced Search to search RDA and other documents.

Need Assistance?

- Click the "Help" link in the lower left corner to visit our Quick Start Guide
- Request Support
- For an overview of RDA: Resource Description and Access and the RDA Toolkit—including how to

- RDA
RDA Table of Contents
+ 0: Introduction
- Section 1: Recording Attributes of Manifestation & Item
+ 1: General Guidelines on Recording Attributes of Manifestations and Items
+ 2: Identifying Manifestations and Items
+ 3: Describing Carriers
+ 4: Providing Acquisition and Access Information
- Section 2: Recording Attributes of Work & Expression
+ 5: General Guidelines on Recording Attributes of Works and Expressions
+ 6: Identifying Works and Expressions
+ 7: Describing Content
- Section 3: Recording Attributes of Person, Family, & Corporate Body
+ 8: General Guidelines on Recording Attributes of Persons, Families, and Corporate Bodies

About | Help | Feedback

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

NAVIGASI KEPADA RDA TOOLKIT

RDA mempunyai 3 tab utama iaitu : RDA, Tools dan Resources

The screenshot shows the RDA Toolkit website interface. At the top, there is a dark blue header with the text 'RDA TOOLKIT' and 'Explore the RDA Toolkit BETA site'. On the right side of the header, it says 'Welcome, habirah' and 'National Library of Malaysia'. Below the header, there are three navigation tabs: 'RDA', 'TOOLS', and 'RESOURCES'. The 'RDA' tab is highlighted with a red circle. The main content area displays the 'RDA TABLE OF CONTENTS' with a list of sections and subsections, each with a link to the corresponding page. The sections include: 0: Introduction, 1: General Guidelines on Recording Attributes of Manifestations and Items, 2: Identifying Manifestations and Items, 3: Describing Carriers, 4: Providing Acquisition and Access Information, 5: General Guidelines on Recording Attributes of Works and Expressions, 6: Identifying Works and Expressions, 7: Describing Content, 8: General Guidelines on Recording Attributes of Agents, 9: Identifying Persons, 10: Identifying Families, 11: Identifying Corporate Bodies, 12: General Guidelines on Recording Attributes of Concepts, Objects, Events, and Places, 13: Identifying Concepts, 14: Identifying Objects, 15: Identifying Events, 16: Identifying Places, 17: General Guidelines on Recording Primary Relationships Between Work, Expression, Manifestation, & Item, and 18: General Guidelines on Recording Relationships to Agents.

RDA

RDA Table of Contents

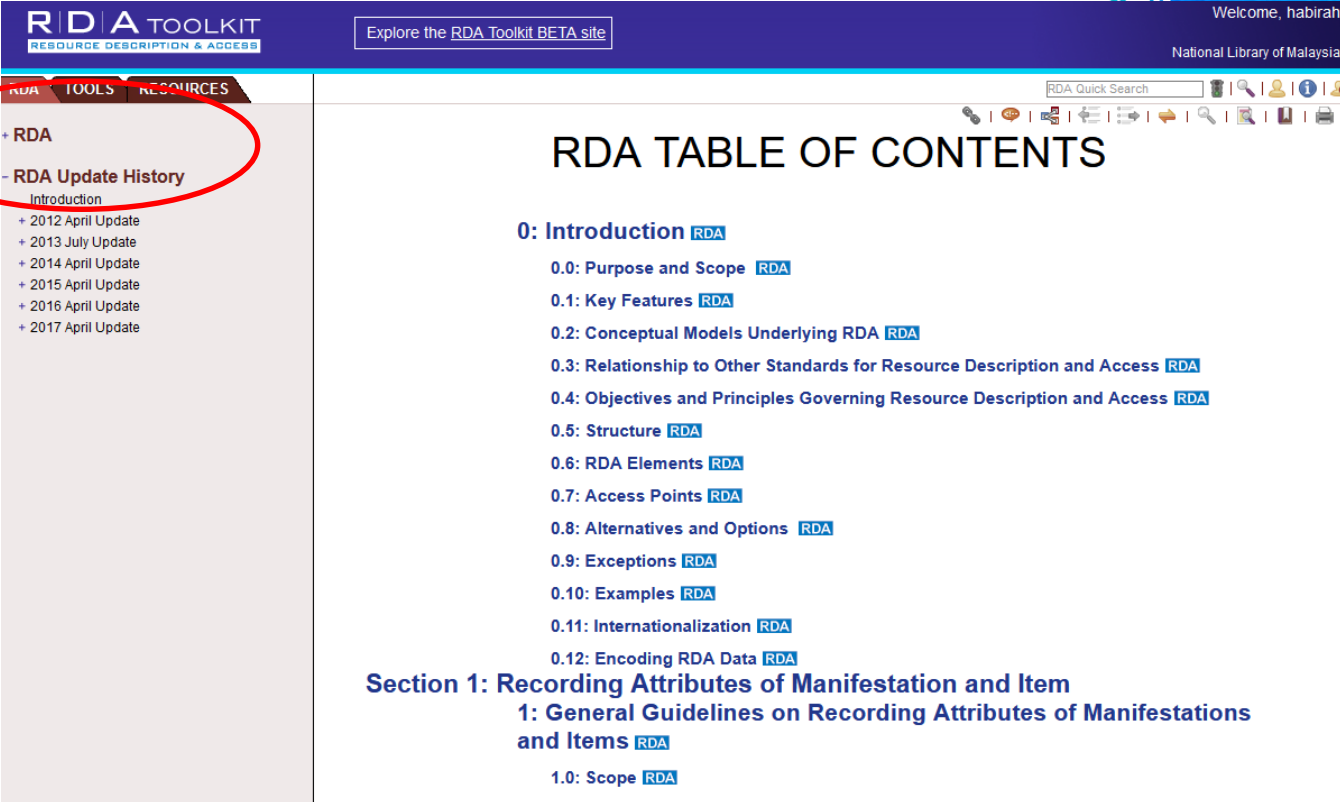
- 0: Introduction
- Section 1: Recording Attributes of Manifestation & Item
 - + 1: General Guidelines on Recording Attributes of Manifestations and Items
 - + 2: Identifying Manifestations and Items
 - + 3: Describing Carriers
 - + 4: Providing Acquisition and Access Information
- Section 2: Recording Attributes of Work & Expression
 - + 5: General Guidelines on Recording Attributes of Works and Expressions
 - + 6: Identifying Works and Expressions
 - + 7: Describing Content
- Section 3: Recording Attributes of Agents
 - + 8: General Guidelines on Recording Attributes of Agents
 - + 9: Identifying Persons
 - + 10: Identifying Families
 - + 11: Identifying Corporate Bodies
- Section 4: Recording Attributes of Concept, Object, Event & Place
 - 12: General Guidelines on Recording Attributes of Concepts, Objects, Events, and Places
 - 13: Identifying Concepts
 - 14: Identifying Objects
 - 15: Identifying Events
 - + 16: Identifying Places
- Section 5: Recording Primary Relationships Between Work, Expression, Manifestation, & Item
 - + 17: General Guidelines on Recording Primary Relationships
- Section 6: Recording Relationships to Agents

RDA TABLE OF CONTENTS

- 0: Introduction** [RDA](#)
 - 0.0: Purpose and Scope [RDA](#)
 - 0.1: Key Features [RDA](#)
 - 0.2: Conceptual Models Underlying RDA [RDA](#)
 - 0.3: Relationship to Other Standards for Resource Description and Access [RDA](#)
 - 0.4: Objectives and Principles Governing Resource Description and Access [RDA](#)
 - 0.5: Structure [RDA](#)
 - 0.6: RDA Elements [RDA](#)
 - 0.7: Access Points [RDA](#)
 - 0.8: Alternatives and Options [RDA](#)
 - 0.9: Exceptions [RDA](#)
 - 0.10: Examples [RDA](#)
 - 0.11: Internationalization [RDA](#)
 - 0.12: Encoding RDA Data [RDA](#)
- Section 1: Recording Attributes of Manifestation and Item**
 - 1: General Guidelines on Recording Attributes of Manifestations and Items** [RDA](#)
 - 1.0: Scope [RDA](#)
 - 1.1: Terminology [RDA](#)
 - 1.2: Functional Objectives and Principles [RDA](#)
 - 1.3: Core Elements [RDA](#)

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RDA Tab – *full-text* RDA dan RDA Update History



The screenshot displays the RDA Toolkit website interface. The top navigation bar includes the RDA Toolkit logo, a search bar, and user information. The left sidebar contains a menu with 'RDA' and 'RDA Update History' highlighted by a red circle. The main content area shows the 'RDA TABLE OF CONTENTS' with a list of sections and subsections, each with a link to the full text.

RDA | **TOOLS** | **RESOURCES**

Welcome, habirah
National Library of Malaysia

RDA Quick Search

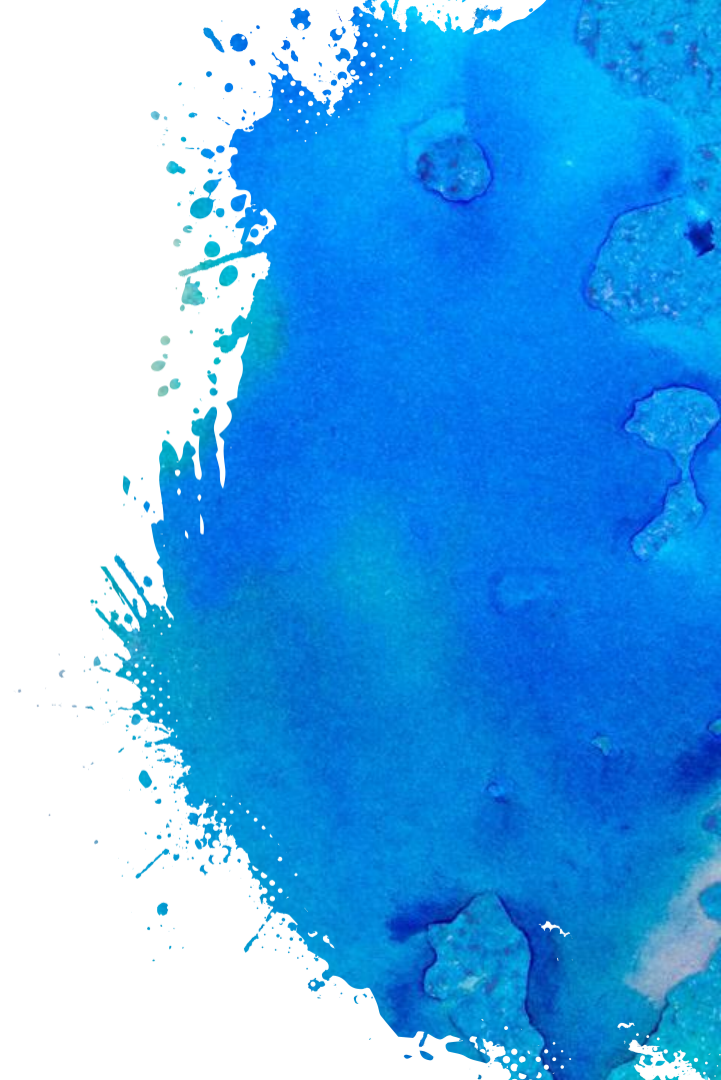
RDA TABLE OF CONTENTS

- 0: Introduction** [RDA](#)
 - 0.0: Purpose and Scope [RDA](#)
 - 0.1: Key Features [RDA](#)
 - 0.2: Conceptual Models Underlying RDA [RDA](#)
 - 0.3: Relationship to Other Standards for Resource Description and Access [RDA](#)
 - 0.4: Objectives and Principles Governing Resource Description and Access [RDA](#)
 - 0.5: Structure [RDA](#)
 - 0.6: RDA Elements [RDA](#)
 - 0.7: Access Points [RDA](#)
 - 0.8: Alternatives and Options [RDA](#)
 - 0.9: Exceptions [RDA](#)
 - 0.10: Examples [RDA](#)
 - 0.11: Internationalization [RDA](#)
 - 0.12: Encoding RDA Data [RDA](#)
- Section 1: Recording Attributes of Manifestation and Item**
 - 1: General Guidelines on Recording Attributes of Manifestations and Items** [RDA](#)
 - 1.0: Scope [RDA](#)

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

Struktur Asas RDA

- *Table of Contents*
- *Introduction*
- *Specific instructions*
 - *Entities and their attributes*
 - *Group 1 (WEMI) (Chapters 1-7)*
 - *Group 2 (PFC) (Chapters 8-16)*
 - *Relationships (Chapters 17-22, 24-32, 33-37)*
- *Appendices for*
 - *Capitalization (A)*
 - *Abbreviations and Symbols (B)*
 - *Additional Instructions on Names of Persons (F)*
 - *Titles of Nobility, Terms of Rank, etc. (G)*
 - *Relationship designators (I-M)*
- *Glossary with links to the text of the instructions*



- RDA

RDA Table of Contents

- + 0: Introduction
- + Section 1: Recording Attributes of Manifestation & Item
- + Section 2: Recording Attributes of Work & Expression
- + Section 3: Recording Attributes of Agents
- + Section 4: Recording Attributes of Concept, Object, Event & Place
- + Section 5: Recording Primary Relationships Between Work, Expression, Manifestation, & Item
- + Section 6: Recording Relationships to Agents
- + Section 7: Recording Relationships to Concepts, Objects, Events, & Places
- + Section 8: Recording Relationships between Works, Expressions, Manifestations, & Items
- + Section 9: Recording Relationships between Agents
- + Section 10: Recording Relationships between Concepts, Objects, Events, & Places
- + Appendices
- + Glossary

10 Seksyen utama

- RDA

RDA Table of Contents

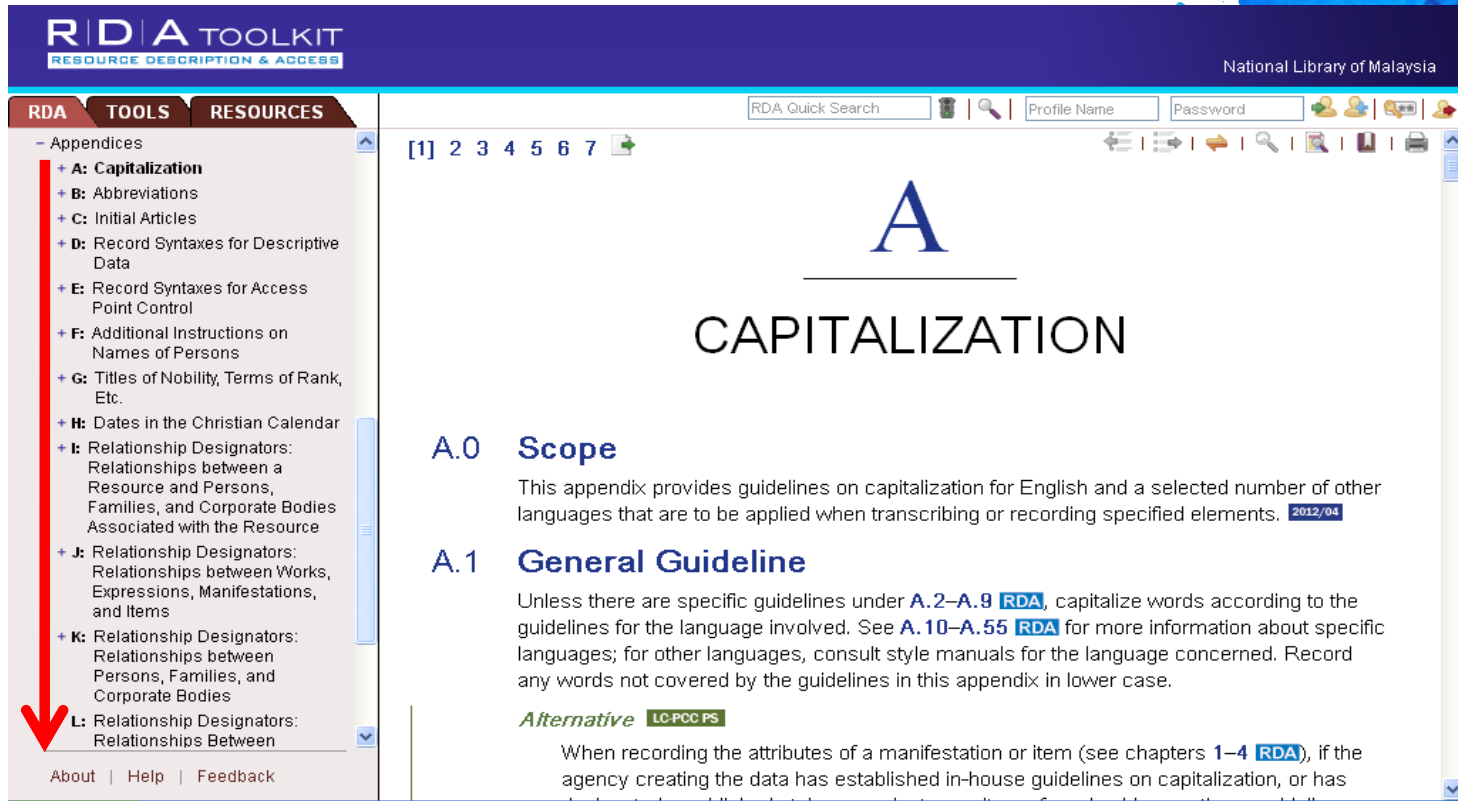
- + 0: Introduction
- Section 1: Recording Attributes of Manifestation & Item
 - + 1: General Guidelines on Recording Attributes of Manifestations and Items
 - + 2: Identifying Manifestations and Items
 - + 3: Describing Carriers
 - + 4: Providing Acquisition and Access Information
- Section 2: Recording Attributes of Work & Expression
 - + 5: General Guidelines on Recording Attributes of Works and Expressions
 - + 6: Identifying Works and Expressions
 - + 7: Describing Content
- Section 3: Recording Attributes of Agents
 - + 8: General Guidelines on Recording Attributes of Agents
 - + 9: Identifying Persons
 - + 10: Identifying Families
 - + 11: Identifying Corporate Bodies
- Section 4: Recording Attributes of Concept, Object, Event & Place
 - 12: General Guidelines on Recording Attributes of Concepts, Objects, Events, and Places
 - 13: Identifying Concepts
 - 14: Identifying Objects
 - 15: Identifying Events
 - + 16: Identifying Places

- Section 5: Recording Primary Relationships Between Work, Expression, Manifestation, & Item
 - + 17: General Guidelines on Recording Primary Relationships
- Section 6: Recording Relationships to Agents
 - + 18: General Guidelines on Recording Relationships to Agents Associated with a Work, Expression, Manifestation, or Item
 - + 19: Agents Associated with a Work
 - + 20: Agents Associated with an Expression
 - + 21: Agents Associated with a Manifestation
 - + 22: Agents Associated with an Item
- Section 7: Recording Relationships to Concepts, Objects, Events, & Places
 - + 23: General Guidelines on Recording Relationships Between Works and Subjects
- Section 8: Recording Relationships between Works, Expressions, Manifestations, & Items
 - + 24: General Guidelines on Recording Relationships between Works, Expressions, Manifestations, and Items
 - + 25: Related Works
 - + 26: Related Expressions
 - + 27: Related Manifestations
 - + 28: Related Items

37 Bab

- Section 9: Recording Relationships between Agents
 - + 29: General Guidelines on Recording Relationships Between Agents
 - + 30: Related Persons
 - + 31: Related Families
 - + 32: Related Corporate Bodies
- Section 10: Recording Relationships between Concepts, Objects, Events, & Places
 - 33: General Guidelines on Recording Relationships between Concepts, Objects, Events, and Places
 - 34: Related Concepts
 - 35: Related Objects
 - 36: Related Events
 - 37: Related Places

12 Apendiks



The screenshot displays the RDA Toolkit interface. The top navigation bar includes the RDA Toolkit logo and the National Library of Malaysia. The main content area is titled 'CAPITALIZATION' with a large blue letter 'A' above it. The left sidebar contains a list of appendices, with 'A: Capitalization' highlighted by a red arrow. The main content area shows the following sections:

- A.0 Scope**

This appendix provides guidelines on capitalization for English and a selected number of other languages that are to be applied when transcribing or recording specified elements. [2012/04](#)
- A.1 General Guideline**

Unless there are specific guidelines under [A.2–A.9 RDA](#), capitalize words according to the guidelines for the language involved. See [A.10–A.55 RDA](#) for more information about specific languages; for other languages, consult style manuals for the language concerned. Record any words not covered by the guidelines in this appendix in lower case.

Alternative [LC-PCC PS](#)

When recording the attributes of a manifestation or item (see chapters [1–4 RDA](#)), if the agency creating the data has established in-house guidelines on capitalization, or has

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RDA TOOLKIT
Return to the Official RDA Toolkit!

RDA TOOLS RESOURCES

Agents

- + Section 7: Recording Relationships to Concepts, Objects, Events, & Places
- + Section 8: Recording Relationships between Works, Expressions, Manifestations, & Items
- + Section 9: Recording Relationships between Agents
- + Section 10: Recording Relationships between Concepts, Objects, Events, & Places

+ Appendices

- **Glossary**

- + A
- + B
- + C
- + D
- + E
- + F
- + G
- + H
- + I
- + J
- + K
- + L
- + M
- + N
- + O
- + P
- + Q
- + R
- + S
- + T
- + U
- + V
- + W
- + Y

- **RDA Update History**

Introduction

- + 2012 April Update
- + 2013 July Update
- + 2014 April Update
- + 2015 April Update
- + 2016 April Update
- + 2017 April Update

GLOSSARY

A

2o	folio ▼
3D	A presentation format of a motion picture film that gives the illusion of three dimensions.
4to	A bibliographic format consisting of one or more leaves that are 1/4 of the whole sheet.
8 mm	A video format for analogue and digital tape that includes Video8, Hi-8, and Digital8 formats.
8vo	A bibliographic format consisting of one or more leaves that are 1/8 of the whole sheet.
12mo	A bibliographic format consisting of one or more leaves that are 1/12 of the whole sheet.
16mo	A bibliographic format consisting of one or more leaves that are 1/16 of the whole sheet.
18mo	A bibliographic format consisting of one or more leaves that are 1/18 of the whole sheet.
24mo	A bibliographic format consisting of one or more leaves that are 1/24 of the whole sheet.
32mo	A bibliographic format consisting of one or more leaves that are 1/32 of the whole sheet.
36mo	A bibliographic format consisting of one or more leaves that are 1/36 of the whole sheet.
48mo	A bibliographic format consisting of one or more leaves that are 1/48 of the whole sheet.
64mo	A bibliographic format consisting of one or more leaves that are 1/64 of the whole sheet.
72mo	A bibliographic format consisting of one or more leaves that are 1/72 of the whole sheet.
96mo	A bibliographic format consisting of one or more leaves that are 1/96 of the whole sheet.
128mo	A bibliographic format consisting of one or more leaves that are 1/128 of the whole sheet.
abbreviated title	A title that has been abbreviated for purposes of indexing or identification.
abridged as (expression)	An expression of a work that shortens a source expression without changing the general meaning or manner of presentation. <i>Reciprocal relationship:</i> abridgement of (expression).

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

STRUKTUR RDA

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Explore the RDA Toolkit

RDA TOOLS RESOURCES

- RDA
 - RDA Table of Contents
 - + 0: Introduction
 - Section 1: Recording Attributes of Manifestation & 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
 - 1.12 Early Printed Resources
 - + 2: Identifying Manifestations and Items
 - + 3: Describing Carriers
 - + 4: Providing Acquisition and Access Information
 - Section 2: Recording Attributes of Work & Expression
 - 5: General Guidelines on Recording Attributes of Works and Expressions
 - 5.0 Scope
 - + 5.1 Terminology

Seksyen utama
Bab

Peraturan

Bab

Seksyen utama

Bab

Peraturan

STRUKTUR RDA

2.8.2 Place of Publication LC-PCC PS NLA PS MLA D-A-CH LAC/BAC-BAnQ KBSP

CORE ELEMENT

If more than one place of publication appears on the source of information, only the first recorded is required.

2.8.2.1 Scope D-A-CH

place of publication ▼: A place associated with the publication, release, or issuing of a resource.

2.8.2.2 Sources of Information LC-PCC PS LAC/BAC-BAnQ KBSP

Take a place of publication from the following sources (in order of preference):

- the same source as publisher's name (see [2.8.4.2 RDA](#))
- another source within the manifestation itself (see [2.2.2 RDA](#))
- one of the other sources of information specified at [2.2.4 RDA](#).

2.8.2.3 Recording Place of Publication 2014/04 D-A-CH KBSP

Record a place of publication by applying the basic instructions at [2.8.1 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.

Peraturan

EXAMPLE

Köln

Westport, Connecticut

Lugduni Batavorum

Wellington, New Zealand

Tolworth, England

Peraturan

- RDA

- RDA Table of Contents
- + 0: Introduction
- Section 1: Recording Attributes of Manifestation & 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
 - 1.12 Early Printed Resources
 - + 2: Identifying Manifestations and Items
 - + 3: Describing Carriers
 - + 4: Providing Acquisition and Access Information
- Section 2: Recording Attributes of Work & Expression
 - + 5: General Guidelines on Recording Attributes of Works and Expressions
 - + 6: Identifying Works and Expressions
 - + 7: Describing Content

[1] 2

1

GENERAL GUIDELINES ON RECORDING ATTRIBUTES OF MANIFESTATIONS AND ITEMS

1.0 Scope

This chapter provides background information to support the application of guidelines and instructions in chapters 2 [RDA-4 RDA](#) on recording attributes of manifestations and items. It includes:

- a) an explanation of key terms (see [1.1 RDA](#))
- b) the functional objectives and principles underlying the guidelines and instructions in chapters 2 [RDA-4 RDA](#) (see [1.2 RDA](#))
- c) the core elements for the description of manifestations and items (see [1.3 RDA](#))
- d) guidelines and instructions that apply to various elements in chapters 2 [RDA-4 RDA](#):
 - i) language and script (see [1.4 RDA](#))
 - ii) transcription (see [1.7 RDA](#))
 - iii) numbers expressed as numerals or as words (see [1.8 RDA](#))
 - iv) dates (see [1.9 RDA](#))
 - v) notes (see [1.10 RDA](#))
- e) general guidelines on description:
 - i) type of description (see [1.5 RDA](#))
 - ii) changes requiring a new description (see [1.6 RDA](#))

☞ Sebahagian elemen di dalam RDA dikenalpasti sebagai:

- **CORE ELEMENT**
- **EXCEPTIONS**
- **ALTERNATIVES**
- **OPTIONAL ADDITION**
- **OPTIONAL OMISSION**

☞ Polisi RDA Malaysia **HANYA** menggariskan peraturan yang perlu diputuskan diperingkat kebangsaan

☞ Walau bagaimanapun, pihak institusi **boleh membuat pindaan mengikut kesesuaian polisi jabatan** masing-masing

The screenshot shows the RDA Toolkit interface. At the top, there is a navigation bar with 'RDA TOOLS RESOURCES' and a search bar. The main content area is titled 'ATTRIBUTES OF THE MANIFESTATION' and contains a table of contents. The '2.3 Title' section is highlighted with a red box and a red arrow pointing to it, with the text 'CORE ELEMENT' written below it. The '2.3.1 Basic Instructions on Recording Titles' section is also visible, including a sub-section '2.3.1.1 Scope' with a '2013/07 DACH' tag. The text under '2.3.1.1 Scope' describes the 'title' as a word, character, or group of words and/or characters that names a resource or a work contained in it. It also mentions that it is possible for more than one title to appear in various contexts and that titles can be associated with a manifestation through reference sources, assignment by a registration agency, or by an agency preparing a description of the manifestation. Finally, it states that titles are categorized as follows: a) title proper, b) parallel title proper, and c) other title information.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Welcome, habirah
National Library of Malaysia

Explore the RDA Toolkit BETA site

RDA TOOLS RESOURCES

RDA Quick Search

1 [2] 3 4 5 6 7 8 9 10 11 12

ATTRIBUTES OF THE MANIFESTATION

2.3 Title
CORE ELEMENT
The title proper is a core element. Other titles are optional.

2.3.1 Basic Instructions on Recording Titles

2.3.1.1 Scope 2013/07 DACH

title ▼: A word, character, or group of words and/or characters that names a resource or a work contained in it.

It is possible for more than one title to appear:

- in sources of information (e.g., on a title page, title frame; as a caption title, running title; on a cover, spine; on a title bar)
- or
- on a jacket, sleeve, container, etc.
- or
- in material accompanying the manifestation.

It is also possible for a manifestation to have one or more titles associated with it:

- through reference sources
- or
- through assignment by a registration agency (e.g., a key title)
- or
- by an agency preparing a description of the manifestation (e.g., a cataloguer's translation of the title).

For purposes of resource description, titles are categorized as follows:

- title proper (see [2.3.2 RDA](#))
- parallel title proper (see [2.3.3 RDA](#))
- other title information (see [2.3.4 RDA](#))

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

EXCEPTIONS / ALTERNATIVES / OPTIONS

The screenshot shows the RDA Toolkit interface. The top navigation bar includes 'RDA TOOLS' and 'RESOURCES'. The left sidebar lists the '2.3 Title' section, with '2.3.2 Title Proper' selected. The main content area displays an 'EXAMPLE' box with the following text: 'MapEasy's guidemap to Philadelphia. Two forms of title on source of information: MapEasy's guidemap to Philadelphia and Welcome to Philadelphia. First form chosen as title proper based on layout on the source of information.' Below this, the text reads: 'Exception Serials and integrating resources. If the title of a serial or integrating resource appears on the source of information for the title proper in full as well as in the form of an acronym or initialism, choose the full form as the title proper. Record the acronym or initialism as other title information (see 2.3.4 RDA).' A second 'EXAMPLE' box shows: 'Linguistics and language behavior abstracts. Title appears on source of information in full and as LLBA.' Below this, it states: 'If the other title or titles are considered to be important for identification or access, record them: other'. A red arrow points from the 'Exception' heading to the text below it.

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

EXCEPTIONS / ALTERNATIVES / OPTIONS

The screenshot shows the RDA Toolkit interface. On the left is a navigation menu with sections for RDA, TOOLS, and RESOURCES. The main content area displays a search result for 'Trois rag-caprices' by Henry Esmond and Bleak House. Below the title, there are tabs for different RDA sections: LC-PCC PS, NLA PS, BL PS, MLA, D-A-CH, SKL, LAC/BAC-BAnQ, and KRSP. The 'Alternative' section is highlighted, containing instructions on how to create a collective title. A red arrow points from the '2.3.2.10' link in the left sidebar to the 'Alternative' section in the main content area.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Return to the Official RDA Toolkit

National Library of Ma

RDA TOOLS RESOURCES

- RDA
RDA Table of Contents
+ 0: Introduction
- Section 1: Recording Attributes of Manifestation & Item
+ 1: General Guidelines on Recording Attributes of Manifestations and Items
- 2: Identifying Manifestations and Items
2.0 Purpose and Scope
+ 2.1 Basis for Identification of the Manifestation
+ 2.2 Sources of Information
- 2.3 Title
- 2.3.1 Basic Instructions on Recording Titles
2.3.1.1 Scope
2.3.1.2 Sources of Information
2.3.1.3 Facsimiles and Reproductions
2.3.1.4 Recording Titles
2.3.1.5 Names of Agents
2.3.1.6 Introductory Words, Etc.
+ 2.3.1.7 Titles of Parts, Sections, and Supplements
+ 2.3.2 Title Proper
+ 2.3.3 Parallel Title Proper
+ 2.3.4 Other Title Information
+ 2.3.5 Parallel Other Title Information
+ 2.3.6 Variant Title
+ 2.3.7 Earlier Title Proper
+ 2.3.8 Later Title Proper
+ 2.3.9 Key Title
+ 2.3.10 Abbreviated Title
+ 2.4 Statement of Responsibility

About | Help | Feedback

RDA Quick Search Profile Name Password

1 [2] 3 4 5 6 7 8 9 10 11 12

Trois rag-caprices

Henry Esmond
Bleak House

The Wilson papers
The Cole-Hatt papers

London pageant
Concertante for three wind instruments and orchestra
Suite from "Tamara"
Cathaleen-ni-Hollihan

Alternative LC-PCC PS NLA PS BL PS MLA D-A-CH SKL SKL LAC/BAC-BAnQ KRSP

2.3.2.10 Alternative Devise a collective title by applying the instructions at 2.3.2.11 RDA. If considered important for identification or access, record the titles of individual parts as the titles proper of related manifestations (see 27.1 RDA).

2.3.2.10 Manifestation with No Title 2014/04 D-A-CH

If there is no title in the manifestation itself, record as a title proper:

either

a) a title taken from another source (see 2.2.4 RDA)

or

b) a devised title (see 2.3.2.11 RDA).

Make a note to indicate the source of a title proper (see 2.17.2.3 RDA).

2.3.2.11 Recording Devised Titles 2016/04 D-A-CH

if:
the manifestation itself has no title (see 2.3.2.10 RDA)

and
a title cannot be found in any of the other sources of information specified at 2.2.4 RDA

then:
devise a brief title that includes one or more of the following:

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

EXCEPTIONS / ALTERNATIVES / OPTIONS

The screenshot shows the RDA Toolkit interface. On the left is a navigation menu with sections: RDA, TOOLS, and RESOURCES. Under RESOURCES, the 'Title' section (2.3) is expanded, showing sub-sections 2.3.1 through 2.3.15. A red arrow points from the '2.3.2.7' link in the menu to the corresponding rule in the main content area. The main content area includes a search bar, a list of page numbers (1-12), and a yellow callout box for 'Miss Mapp' with the text: 'Source of information also has the collective title for the larger work: All about Lucia'. Below this is the text: 'Record the collective title for the larger resource as a series title (see 2.12.2 RDA)'. This is followed by an 'Optional Addition' section with tags 'LC-PCC PS' and 'NLA PS', containing the text: 'Record the collective title for the larger resource as the title of a related work (see 25.1 RDA)'. Below that is the section 'RECORDING THE TITLE PROPER' with a sub-section 'Recording the Title Proper' (tagged 'LC-PCC PS') and the text: 'Record the title proper by applying the basic instructions at 2.3.1 RDA'. A final yellow callout box labeled 'EXAMPLE' shows 'Speedball technique charts' and 'Supplement to The conquest of Peru and Mexico'.

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

➤ OPTIONAL OMISSION

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Return to the [Official RDA Toolkit](#)

National Library of Malaysia

RDA TOOLS RESOURCES

- RDA
 - RDA Table of Contents
 - + 0: Introduction
 - Section 1: Recording Attributes of Manifestation & Item
 - + 1: General Guidelines on Recording Attributes of Manifestations and Items
 - 2: Identifying Manifestations and Items
 - 2.0 Purpose and Scope
 - + 2.1 Basis for Identification of the Manifestation
 - + 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 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 Item
 - + 2.21 Note on Item
 - + 3: Describing Carriers

1 [2] 3 4 5 6 7 8 9 10 11 12

Optional Omission **INLA PS** **BL PS** **LO-POD PS** **D-A-CH** **LAC/BAC-BARQ** **MS SP**

Abridge a long title only if it can be abridged without loss of essential information. Use a mark of omission (...) to indicate such an omission. Never omit any of the first five words.

EXAMPLE

BWV 29, Ratswahi-Kantate, für Soli SATB, Chor SATB und Orchester ...
Abridged other title information. Source of information reads: Wir danken dir, Gott, wir danken dir, BWV 29, Ratswahi-Kantate, für Soli SATB, Chor SATB und Orchester: 3 Trombe, Timpani, 2 Oboi, Violino solo, Organo obbligato, 2 Violini, Viola e Basso continuo

A booke of cookerie and the order of meates to bee serued to the table ...
Source of information reads: A booke of cookerie and the order of meates to bee serued to the table, both for flesh and fish dayes, with many excellent wayes for the dressing of all vsuall sortes of meates, both bak't, boyld or roasted, of flesh, fish, towie, or others, with their proper sawces, as also many rare inventions in cookery for made dishes, with most notable preserue of sundry sorts of fruits, likewise for making many precious waters, with diuers approved medicines for grievous diseases, with certaine points of husbandry how to order oxen, horses, sheepe, hogges, &c., with many other necessary points for husbandmen to know

PANDUAN RESOURCE DESCRIPTION AND ACCESS (RDA) MALAYSIA (EDISI KEDUA)



📌 ISBN : 978-967-931-302-4

📌 TAHUN TERBITAN : 2018

📌 HARGA : RM 19.60

Unit Penerbitan
Bahagian Komunikasi Korporat
Aras 12, Menara PNM,
Perpustakaan Negara Malaysia
Jalan Tun Razak, 50572 Kuala Lumpur
Tel : 03-26871700 samb 1846/1763
Faks :03-26934719
Emel : bkk@pnm.gov.my

KAEDAH MENGGUNAKAN POLISI RDA MALAYSIA

The screenshot shows the RDA Toolkit interface. The top navigation bar includes the RDA Toolkit logo and the National Library of Malaysia. A sidebar on the left lists various RDA elements, with '2.5 Edition Statement' highlighted in bold. The main content area displays the '2.5 Edition Statement' section, which is circled in red. Below this, the sub-section '2.5.1 Basic Instructions on Recording Edition Statements' is visible, followed by '2.5.1.1 Scope'.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

National Library of Malaysia

RDA Quick Search | Profile Name | Password

1 2 3 [4] 5 6 7 8 9 10 11 12

2.5 Edition Statement DACH

CORE ELEMENT

Designation of edition and designation of a named revision of an edition are core elements. Other sub-elements of edition statements are optional.

2.5.1 Basic Instructions on Recording Edition Statements

2.5.1.1 Scope

An **edition statement** is a statement identifying the edition to which a resource belongs.

An edition statement sometimes includes a designation of a named revision of an edition.

An edition statement sometimes includes a statement or statements of responsibility relating to the edition and/or to a named revision of an edition.

For resources in an unpublished form, statements indicating the version of the work contained in the resource are treated as edition statements. Some examples of a resource in an

KAEDAH MENGGUNAKAN POLISI RDA MALAYSIA

2.5 Edition Statement 250

Core (T)

2.5.2 Designation of Edition 250

Core (T)

2.5.6 Designation of a Named Revision of an Edition 250

Core (T)

KAEDAH MENGGUNAKAN POLISI RDA MALAYSIA

- + 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

statements relating to the facsimile or reproduction. Record any edition statement relating to the original as an edition statement of a related manifestation (see 27.1 RDA).

2.5.1.4 Recording Edition Statements 2013/07 MLA

Transcribe an edition statement as it appears on the source of information (see 1.7 RDA).

Take what you
see (T)

EXAMPLE

Draft

Interactive version

Household ed.

Facsim. ed.

Neue Aufl.

Deuxième édition revue et augmentée

KAEDAH MENGGUNAKAN POLISI RDA MALAYSIA

2.5 Edition Statement

250

Core (T) ←

2.5.2 Designation of Edition

250

Core (T) ←

2.5.6 Designation of a Named Revision of an Edition

250

Core (T) ←

KAEDAH MENGGUNAKAN POLISI RDA MALAYSIA

RDA TOOLS RESOURCES

- + 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: 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

RDA Quick Search

Profile Name

Password



sources of information as the title of the facsimile or reproduction, apply the instructions at 2.3.2.3 RDA.

2.3.1.4 Recording Titles 2015/04

Transcribe a title as it appears on the source of information (see 1.7 RDA).

EXAMPLE

StarOffice

The 1919/1920 Breasted Expedition to the Far East

Sechs Partiten für Flöte

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

Abridge a long title only if it can be abridged without loss of essential information. Use a mark of omission (...) to indicate such an omission. Never omit any of the first five words.

Optional
omission


KAEDAH MENGGUNAKAN POLISI RDA MALAYSIA

2.3 Title

NEGERA MALAYSIA

2.3.1 Basic Instructions on Recording Titles

2.3.1.4 Recording Titles 245

 *Optional Omission* - Diguna pakai dengan pertimbangan pengkatalog.

2.3.1.6 Introductory Words, Etc. 245

Optional Addition - Diguna pakai

LC-PCC PS

- + LC-PCC PS for 2.1.3 Analytical Description
- + LC-PCC PS for 2.2.2 Preferred Source of Information
 - LC-PCC PS for 2.2.2.1 General Guidelines
 - LC-PCC PS for 2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards)
 - LC-PCC PS for 2.2.2.2 Alternative
- + LC-PCC PS for 2.2.4 Other Sources of Information
 - LC-PCC PS for 2.3.1.4 Option**
- + LC-PCC PS for 2.3.1.7 Titles of Parts, Sections, and Supplements
 - LC-PCC PS for 2.3.2.5 Title in More Than One Form
 - + LC-PCC PS for 2.3.2.7 Recording the Title Proper
 - LC-PCC PS for 2.3.2.9 Alternative
 - LC-PCC PS for 2.3.2.11 Alternative
 - LC-PCC PS for 2.3.2.11.4 Devised Titles for Archival Resources and Collections
 - + LC-PCC PS for 2.3.2.13 Major and Minor Changes in the Title Proper of Serials
 - + LC-PCC PS for 2.3.2.13.1 Major

LC-PCC PS for 2.3.1.4 RDA

OPTION

LC practice/PCC practice for Optional omission: Generally do not abridge a title proper.

2013-01

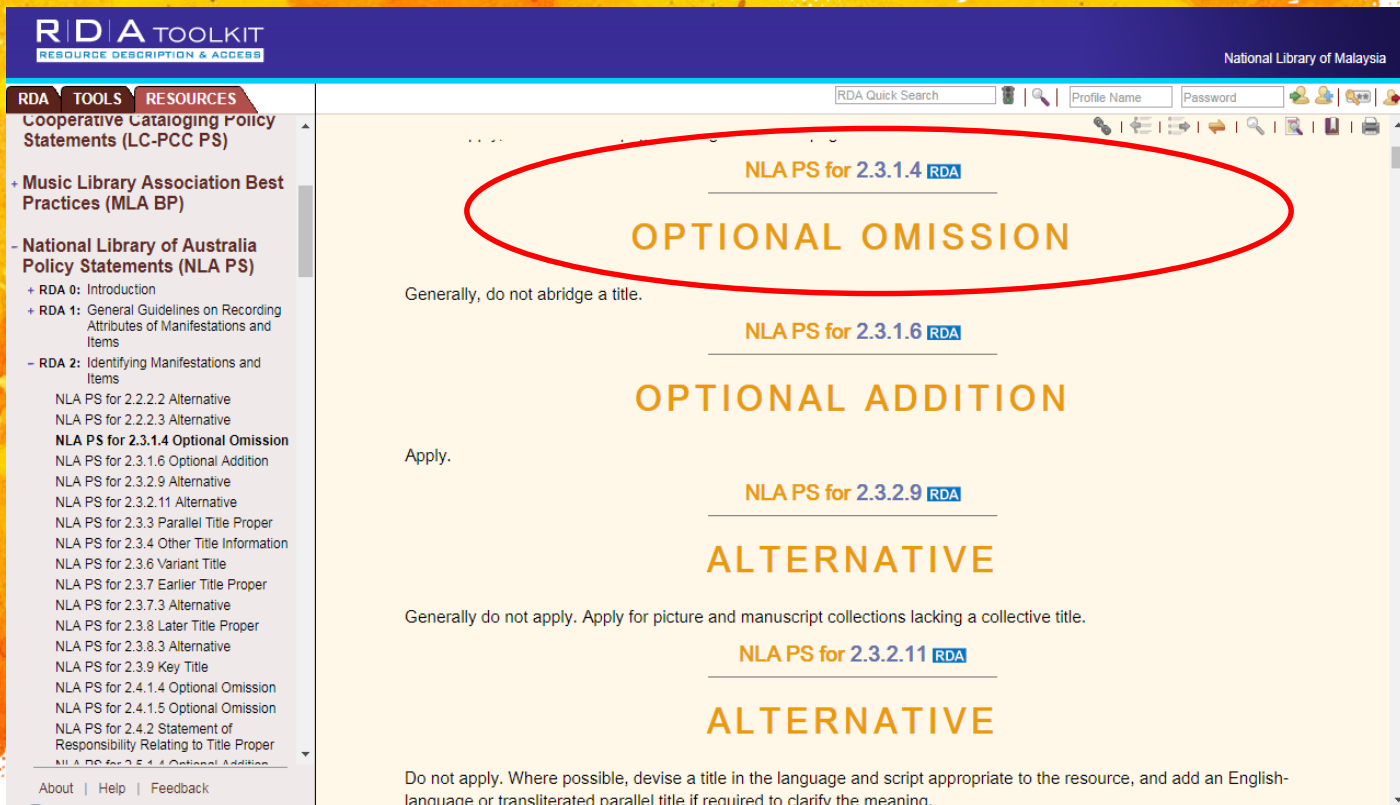
LC-PCC PS for 2.3.1.7 RDA

TITLES OF PARTS, SECTIONS, AND SUPPLEMENTS

Monographic Series/Multipart Monograph: Title Lacking or Dependent Title

LC practice/PCC practice: When a publication in an analyzed-in-full monographic series or a part of a classified-separately multipart monograph lacks a title other than that of the comprehensive title or has a title that is dependent on the comprehensive title, prepare a

NLA POLICY STATEMENTS



RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

National Library of Malaysia

RDA Quick Search Profile Name Password

RDA TOOLS RESOURCES

- Cooperative Cataloging Policy Statements (LC-PCC PS)
- Music Library Association Best Practices (MLA BP)
- National Library of Australia Policy Statements (NLA PS)
 - + RDA 0: Introduction
 - + RDA 1: General Guidelines on Recording Attributes of Manifestations and Items
 - RDA 2: Identifying Manifestations and Items
 - NLA PS for 2.2.2.2 Alternative
 - NLA PS for 2.2.2.3 Alternative
 - NLA PS for 2.3.1.4 Optional Omission**
 - NLA PS for 2.3.1.6 Optional Addition
 - NLA PS for 2.3.2.9 Alternative
 - NLA PS for 2.3.2.11 Alternative
 - NLA PS for 2.3.3 Parallel Title Proper
 - NLA PS for 2.3.4 Other Title Information
 - NLA PS for 2.3.6 Variant Title
 - NLA PS for 2.3.7 Earlier Title Proper
 - NLA PS for 2.3.7.3 Alternative
 - NLA PS for 2.3.8 Later Title Proper
 - NLA PS for 2.3.8.3 Alternative
 - NLA PS for 2.3.9 Key Title
 - NLA PS for 2.4.1.4 Optional Omission
 - NLA PS for 2.4.1.5 Optional Addition
 - NLA PS for 2.4.2 Statement of Responsibility Relating to Title Proper
 - NLA PS for 2.5.4 Optional Addition

About | Help | Feedback

NLA PS for 2.3.1.4 RDA

OPTIONAL OMISSION

Generally, do not abridge a title.

NLA PS for 2.3.1.6 RDA

OPTIONAL ADDITION

Apply.

NLA PS for 2.3.2.9 RDA

ALTERNATIVE

Generally do not apply. Apply for picture and manuscript collections lacking a collective title.

NLA PS for 2.3.2.11 RDA

ALTERNATIVE

Do not apply. Where possible, devise a title in the language and script appropriate to the resource, and add an English-language or transliterated parallel title if required to clarify the meaning.

RDA UPDATE HISTORY

RD A TOOLKIT
RECURRING DESCRIPTION & ACCESS

Explore the RDA Toolkit BETA site

National Library of Malaysia

RDA TOOLS RESOURCES

+ 31: Related Families
+ 32: Related Corporate Bodies
- Section 10: Recording Relationships between Concepts, Objects, Events, & Places
33: General Guidelines on Recording Relationships between Concepts, Objects, Events, and Places
34: Related Concepts
35: Related Objects
36: Related Events
37: Related Places
- Appendices
+ A: Capitalization
+ B: Abbreviations and Symbols
+ C: Initial Articles
+ D: Record Syntaxes for Descriptive Data
+ E: Record Syntaxes for Access Point Control
+ F: Additional Instructions on Names of Persons
+ G: Titles of Nobility, Terms of Rank, Etc.
+ H: Dates in the Christian Calendar
+ I: Relationship Designators: Relationships between a Work, Expression, Manifestation, or Item and Agents Associated with the Resource
+ J: Relationship Designators: Relationships between Works, Expressions, Manifestations, and Items
+ K: Relationship Designators: Relationships between Agents
L: Relationship Designators: Relationships Between Concepts, Objects, Events, and Places
+ M: Relationship Designators: Subject Relationships
+ Glossary
- RDA Update History
Introduction
+ 2012 April Update
+ 2013 July Update
+ 2014 April Update
+ 2015 April Update
+ 2016 April Update
+ 2017 April Update
About | Help | Feedback

RDA Quick Search Profile Name Password

2017 UPDATE SUMMARY

The table below lists all the significant revisions to RDA content made by the RDA Steering Committee included in the April 2017 release of RDA Toolkit. The table includes the RDA instruction number of the content that has changed and a brief description of the change that was made. At the end of the description are links to the archived instructions that were impacted by the update, and in some cases links to earlier revisions to the referenced instruction. The Instruction Archive for each update contains the full text of RDA as it existed prior to the release date stated above.

RDA	Change in April 2017 Update
1.8.1 RDA	Revised instruction
1.10.3 RDA	Revised instruction and examples
1.12 RDA	Added instruction
2.15.3.1 RDA	Revised second paragraph
2.15.3.3 RDA	Revised instruction and examples
3.4.5.2 RDA	Revised reference
3.4.5.3.2 RDA	Revised reference
3.4.5.14	Revised reference
3.11.1.4 RDA	Added example
3.12 RDA	Revised name of element
3.12.1 RDA	Revised title
3.12.1.1 RDA	Revised term and definition
3.12.1.2 RDA	Revised instruction
3.12.1.3 RDA	Revised instruction and examples
3.12.1.4 RDA	Revised term and definition
3.19.6.1 RDA	Revised definition
3.19.6.3 RDA	Revised instruction and examples
3.19.6.4 RDA	Added new instruction
3.21.2.9	Deleted instruction
3.21.2.11 RDA	Added second paragraph and examples
5.1.4 RDA	Revised instruction 2007/04

RDA UPDATE HISTORY

Antara contoh UPDATE:

- Revised instruction
- Revised instruction and examples
- Added instruction
- Revised second paragraph
- Revised reference
- Added example
- Revised title
- Deleted instruction
- Added Alternative
- Renumbered
- Deleted
- Updated reference
- Deleted core statement, etc...

CONTOH UPDATE

The screenshot shows the RDA Toolkit website interface. At the top, there is a navigation bar with 'RDA TOOLKIT RESOURCE DESCRIPTION & ACCESS' and a link to 'Explore the RDA Toolkit BETA site'. The main content area is titled '2017 UPDATE SUMMARY'. Below the title, there is a paragraph explaining that the table lists significant revisions to RDA content made by the RDA Steering Committee in the April 2017 release. The table has two columns: 'RDA' and 'Change in April 2017 Update'. The entry for '1.12 RDA' is highlighted with a red box, indicating it is a new instruction added in the update.

RDA	Change in April 2017 Update
1.8.1 RDA	Revised instruction
1.10.2 RDA	Revised instruction and examples
1.12 RDA	Added instruction
2.15.3.1 RDA	Revised second paragraph
2.15.3.3 RDA	Revised instruction and examples
3.4.5.2 RDA	Revised reference
3.4.5.3.2 RDA	Revised reference
3.4.5.14	Revised reference
3.11.1.4 RDA	Added example
3.12 RDA	Revised name of element
3.12.1 RDA	Revised title

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

SETELAH UPDATE

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Explore the [RDA Toolkit BETA site](#)

National Library of Malaysia

RDA TOOLS RESOURCES

RDA Table of Contents

- + 0: Introduction
- Section 1: Recording Attributes of Manifestation & 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
 - 1.12 Early Printed Resources**
 - + 2: Identifying Manifestations and Items
 - + 3: Describing Carriers
 - + 4: Providing Acquisition and Access Information
- Section 2: Recording Attributes of Work & Expression
 - + 5: General Guidelines on Recording Attributes of Works and Expressions
 - + 6: Identifying Works and Expressions
 - + 7: Describing Content
- Section 3: Recording Attributes of Agents
 - + 8: General Guidelines on Recording Attributes of Agents
 - + 9: Identifying Persons
 - + 10: Identifying Families
 - + 11: Identifying Corporate Bodies

1 [2]

1.12 Early Printed Resources 2017/04

RDA contains instructions for the provision of more detailed descriptions for early printed resources. Also apply these instructions, selectively or in full, for any resource determined by an agency to require a more detailed description. This determination may be made for any reason including, but not limited to, age, rarity, fragility, or value as part of a collection.

Document Date: April 11, 2017
Document: <http://access.rdatoolkit.org/rdachp1.html>

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

SEBELUM UPDATE

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Explore the RDA Toolkit BETA site

National Library of Malaysia

RDA TOOLS RESOURCES

- 2017 April Update
- + 2017 Update Summary
- Instruction Archive
 - + 0: Introduction
 - 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
 - + 3: Describing Carriers
 - + 4: Providing Acquisition and Access Information
 - + 5: General Guidelines on Recording Attributes of Works and Expressions
 - + 6: Identifying Works and Expressions
 - + 7: Describing Content
 - + 8: General Guidelines on Recording Attributes of Agents
 - + 9: Identifying Persons
 - + 10: Identifying Families
 - + 11: Identifying Corporate Bodies
 - 12: General Guidelines on Recording Attributes of Concepts, Objects, Events, and Places
 - 13: Identifying Concepts

1 [2]

"A textbook for 6th form students"—Preface

"Generally considered to be by William Langland"—Oxford companion to English literature

1.10.4 References

Refer to passages in the resource, or in other sources, if:

- the references support assertions made in the description

or

- the references save repetition of information readily available from other sources.

EXAMPLE

Introduction (page xxix) refutes attribution to John Bodenham

1.10.5 Applicability of the Information Recorded in a Note

If it is known that the note does not apply to the entire resource, identify the applicable part or iteration.

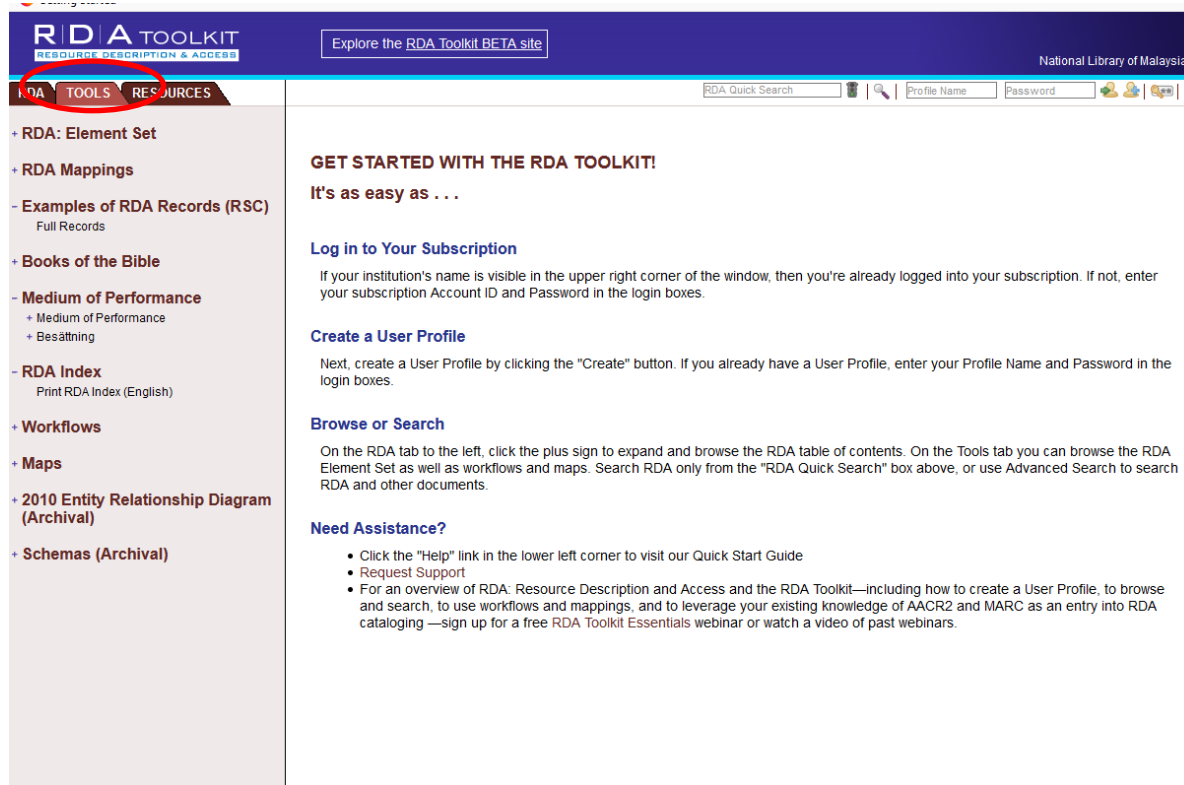
1.11 Facsimiles and Reproductions

When describing a facsimile or reproduction, record the data relating to the facsimile or reproduction in the appropriate element. Record any data relating to the original manifestation as an element of a related work or related manifestation, as applicable.

Document Date: February 14, 2017
Document: <http://access.rdatoolkit.org/rdarev201704chp1.html>

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

TOOLS TAB



The screenshot shows the RDA Toolkit website interface. The top navigation bar includes the RDA Toolkit logo, a search bar, and a login section. The 'TOOLS' tab is highlighted with a red circle. The main content area is divided into a left sidebar and a main panel. The sidebar lists various RDA-related resources, and the main panel provides instructions on how to get started, log in, and search.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Explore the RDA Toolkit BETA site

National Library of Malaysia

RDA TOOLS RESOURCES

RDA Quick Search | Profile Name | Password

GET STARTED WITH THE RDA TOOLKIT!
It's as easy as . . .

Log in to Your Subscription
If your institution's name is visible in the upper right corner of the window, then you're already logged into your subscription. If not, enter your subscription Account ID and Password in the login boxes.

Create a User Profile
Next, create a User Profile by clicking the "Create" button. If you already have a User Profile, enter your Profile Name and Password in the login boxes.

Browse or Search
On the RDA tab to the left, click the plus sign to expand and browse the RDA table of contents. On the Tools tab you can browse the RDA Element Set as well as workflows and maps. Search RDA only from the "RDA Quick Search" box above, or use Advanced Search to search RDA and other documents.

Need Assistance?

- Click the "Help" link in the lower left corner to visit our Quick Start Guide
- Request Support
- For an overview of RDA: Resource Description and Access and the RDA Toolkit—including how to create a User Profile, to browse and search, to use workflows and mappings, and to leverage your existing knowledge of AACR2 and MARC as an entry into RDA cataloging—sign up for a free RDA Toolkit Essentials webinar or watch a video of past webinars.

Left Sidebar:

- + RDA: Element Set
- + RDA Mappings
- Examples of RDA Records (RSC)
Full Records
- + Books of the Bible
- Medium of Performance
+ Medium of Performance
+ Besättning
- RDA Index
Print RDA Index (English)
- + Workflows
- + Maps
- + 2010 Entity Relationship Diagram (Archival)
- + Schemas (Archival)

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RDA MAPPINGS : 5 MAPPINGS

RDA TO MARC BIBLIOGRAPHIC MAPPING
RDA Elements Mapped to MARC 21 Format for Bibliographic Data

The table below maps RDA elements to corresponding MARC 21 bibliographic elements.

While there are many instances where there is a one-to-one correspondence between RDA and MARC 21, there are cases where the level of granularity in the MARC 21 element set and RDA element set differs. Where a single RDA element is equivalent to more than one MARC 21 element, all applicable MARC 21 elements are provided. Where the content of the RDA element would be recorded in an uncontrolled form no mapping has been made to controlled vocabularies in MARC. This may change!

The table includes a detailed mapping of *Appendix J, Relationship designators: relationships between works expressions, manifestations, and items. Mappings have been provided for each of the prescribed methods of representing relationships:*

- identifiers
- authorised access points
- structure descriptions
- unstructured descriptions

RDA INSTRUCTION NUMBER	RDA ELEMENT NAME	MARC 21 FIELD TAG	MARC 21 SUBFIELD CODE OR CHARACTER POSITION IN FIXED FIELD	MARC 21 FIELD / SUBFIELD NAME
Chapter 2 Identifying Manifestations and Items				
2.3 RDA Title				
2.3.2 RDA	Title Proper	245 ☑	a, n, p	Title
2.3.2 RDA	Title Proper	245 ☑	c	Statement of responsibility, etc.
2.3.3 RDA	Parallel Title Proper	245 ☑	b	Remainder of title
2.3.3 RDA	Parallel Title Proper	245 ☑	c	Statement of responsibility, etc.
2.3.3 RDA	Parallel Title Proper	246 2nd indicator # ☑	a, n, p	No type specified
2.3.3 RDA	Parallel Title Proper	246 2nd indicator 1 ☑	a, n, p	Parallel title
2.3.4 RDA	Other Title Information	245 ☑	b	Remainder of title
2.3.4 RDA	Other Title Information	245 ☑	c	Statement of responsibility, etc.
2.3.5 RDA	Parallel Other Title Information	245 ☑	b	Remainder of title

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RDA MAPPINGS

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

RDA TOOLS RESOURCES

RDA Quick Search Account ID Password

+ RDA: Element Set

- RDA Mappings

- RDA to MARC Bibliographic Mapping**
- MARC Bibliographic to RDA Mapping
- RDA to MARC Authority Mapping
- MARC Authority to RDA Mapping
- RDA to MODS Mapping

- Examples of RDA Records (JSC)

- MARC Encoding

+ Workflows

+ Maps

+ Entity Relationship Diagram (ERD)

+ Schemas

About | Help | Feedback

Chapter 2 Identifying Manifestations and Items

2.3 RDA Title

2.3.2 RDA	Title Proper	245	a, n, p	Title
2.3.2 RDA	Title Proper	245	c	Statement of responsibility, etc.
2.3.3 RDA	Parallel Title Proper	245	b	Remainder of title
2.3.3 RDA	Parallel Title Proper	245	c	Statement of responsibility, etc.
2.3.3 RDA	Parallel Title Proper	246, 2nd indicator #	a, n, p	Parallel title
2.3.3 RDA	Parallel Title Proper	246, 2nd indicator 1	a, n, p	Parallel title
2.3.4 RDA	Other Title Information	245	b	Remainder of title
2.3.4 RDA	Other Title Information	245	c	Statement of responsibility, etc.
2.3.5 RDA	Parallel Other Title Information	245	b	Remainder of title

Parallel Other Title

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

LINK KE RULES RDA

The screenshot shows the RDA Toolkit interface. The top navigation bar includes the RDA Toolkit logo, a search bar, and user profile fields. The left sidebar contains a table of contents with categories like 'Functional Objectives and Principles', 'Core Elements', and 'Identifying Manifestations and Items'. The main content area displays the rule for '2.3.2 Title Proper', which is highlighted with a red box. Below it, the sub-rule '2.3.2.1 Scope' is visible, followed by a definition of 'title proper' and examples of what it includes and excludes. The sub-rule '2.3.2.2 Sources of Information' is also visible, including a date '2014/04' and a 'KBSP' tag.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Explore the RDA Toolkit BETA site

National Library of Malaysia

RDA TOOLS RESOURCES

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

1.12 Early Printed Resources

- 2: Identifying Manifestations and Items

2.0 Purpose and Scope

+ 2.1 Basis for Identification of the Manifestation

+ 2.2 Sources of Information

- 2.3 Title

+ 2.3.1 Basic Instructions on Recording Titles

+ 2.3.2 Title Proper

+ 2.3.3 Parallel Title Proper

+ 2.3.4 Other Title Information

+ 2.3.5 Parallel Other Title Information

+ 2.3.6 Variant Title

RDA Quick Search Profile Name Password

1 [2] 4 5 6 7 8 9 10 11 12

2.3.2 Title Proper

CORE ELEMENT

2.3.2.1 Scope

title proper ▼: A chief name of a manifestation, that is, a title normally used when naming the manifestation

An alternative title is treated as part of the title proper.

A title proper does not include:

- parallel title proper (see [2.3.3 RDA](#))
- other title information (see [2.3.4 RDA](#))
- parallel other title information (see [2.3.5 RDA](#)).

A file name or data set name is not considered a title proper unless it is the only title appearing in the manifestation.

2.3.2.2 Sources of Information 2014/04 KBSP

Take a title proper from the preferred source of information as specified at [2.2.2 RDA](#) –[2.2.3 RDA](#).

If there is no title provided within the manifestation itself, take a title proper from one of the sources specified at [2.2.4 RDA](#).

Make a note on the source of a title proper, if required (see [2.17.2.3 RDA](#)).

[CHOOSING THE TITLE PROPER](#)

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

LINK KE MARC 21

Library of Congress >> MARC >> Bibliographic >> 20X-24X >> 245

245 - Title Statement (NR)

MARC 21 Bibliographic - Full October 2008

First Indicator	Second Indicator
<i>Title added entry</i>	<i>Nonfiling characters</i>
0 - No added entry	0 - No nonfiling characters
1 - Added entry	1-9 - Number of nonfiling characters

Subfield Codes

\$a - Title (NR)	\$k - Form (R)
\$b - Remainder of title (NR)	\$n - Number of part/section of a work (R)
\$c - Statement of responsibility, etc. (NR)	\$p - Name of part/section of a work (R)
\$f - Inclusive dates (NR)	\$s - Version (NR)
\$g - Bulk dates (NR)	\$6 - Linkage (NR)
\$h - Medium (NR)	\$8 - Field link and sequence number (R)

FIELD DEFINITION AND SCOPE

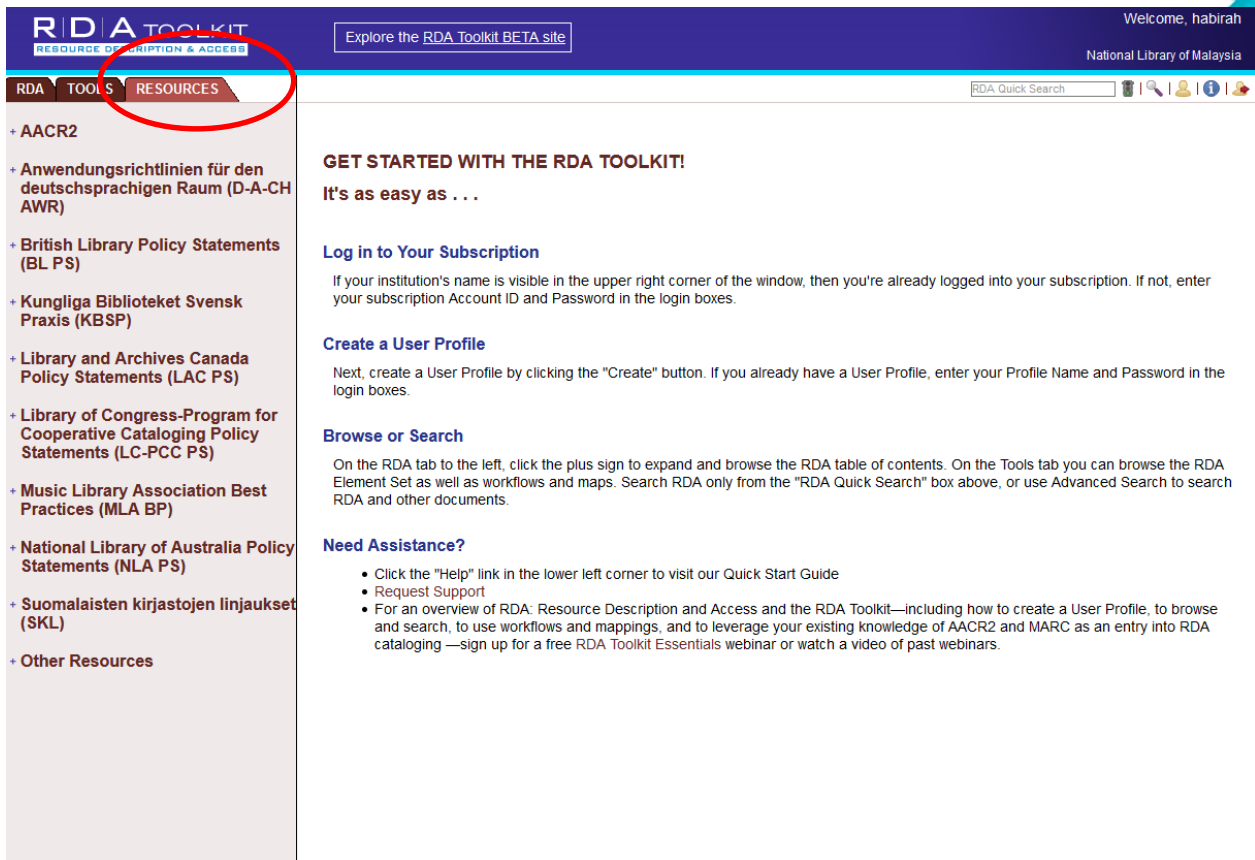
Title and statement of responsibility area of the bibliographic description of a work.

Title Statement field consists of the title proper and may also contain the general material designation (medium), remainder of title, other title information, the remainder of the title page transcription, and statement(s) of responsibility. The title proper includes the short title and alternative title, the numerical designation of a part/section and the name of a part/section.

For **mixed material**, the title statement is defined as the name by which the material is known. The field may contain inclusive dates (subfield \$f) and bulk

Screen image from MARC 21 (www.loc.gov/marc/bibliographic)

RESOURCES TAB



The screenshot shows the RDA Toolkit website interface. At the top, the header includes the RDA Toolkit logo (Resource Description & Access), a link to "Explore the RDA Toolkit BETA site", and a user greeting "Welcome, habirah" from the National Library of Malaysia. A navigation bar contains tabs for "RDA", "TOOLS", and "RESOURCES", with "RESOURCES" highlighted by a red circle. Below the navigation bar is a search box labeled "RDA Quick Search" and utility icons. The main content area is divided into a left sidebar and a main panel. The sidebar lists various policy statements and resources, including AACR2, German application guidelines, British Library, Swedish library practice, Canadian archives, LC cooperative cataloging, Music Library Association, Australian policy, and Finnish journal sets. The main panel features a "GET STARTED WITH THE RDA TOOLKIT!" section with the text "It's as easy as . . ." and three sub-sections: "Log in to Your Subscription", "Create a User Profile", and "Browse or Search". A "Need Assistance?" section provides a bulleted list of links and instructions for users.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Explore the RDA Toolkit BETA site

Welcome, habirah
National Library of Malaysia

RDA TOOLS **RESOURCES**

RDA Quick Search

+ AACR2

+ Anwendungsrichtlinien für den deutschsprachigen Raum (D-A-CH AWR)

+ British Library Policy Statements (BL PS)

+ Kungliga Biblioteket Svensk Praxis (KBSP)

+ Library and Archives Canada Policy Statements (LAC PS)

+ Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)

+ Music Library Association Best Practices (MLA BP)

+ National Library of Australia Policy Statements (NLA PS)

+ Suomalaisen kirjastojen linjaukset (SKL)

+ Other Resources

GET STARTED WITH THE RDA TOOLKIT!

It's as easy as . . .

Log in to Your Subscription

If your institution's name is visible in the upper right corner of the window, then you're already logged into your subscription. If not, enter your subscription Account ID and Password in the login boxes.

Create a User Profile

Next, create a User Profile by clicking the "Create" button. If you already have a User Profile, enter your Profile Name and Password in the login boxes.

Browse or Search

On the RDA tab to the left, click the plus sign to expand and browse the RDA table of contents. On the Tools tab you can browse the RDA Element Set as well as workflows and maps. Search RDA only from the "RDA Quick Search" box above, or use Advanced Search to search RDA and other documents.

Need Assistance?

- Click the "Help" link in the lower left corner to visit our Quick Start Guide
- Request Support
- For an overview of RDA: Resource Description and Access and the RDA Toolkit—including how to create a User Profile, to browse and search, to use workflows and mappings, and to leverage your existing knowledge of AACR2 and MARC as an entry into RDA cataloging—sign up for a free RDA Toolkit Essentials webinar or watch a video of past webinars.

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RD A TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Welcome, habirah
National Library of Malaysia

Explore the RDA Toolkit BETA site

RDA TOOLS RESOURCES

RDA Quick Search

AACR2

- Front Matter
 - Anglo-American Cataloging Rules**
 - + Committees
 - Preface to the 2002 Revision
 - + Summary of Rule Revisions Since AACR Second Edition 1998 Revision
 - + General Introduction
 - + Part I: Description
 - + Part II
 - + Appendices
 - + Index
- + Anwendungsrichtlinien für den deutschsprachigen Raum (D-A-CH AWR)
- + British Library Policy Statements (BL PS)
- + Kungliga Biblioteket Svensk Praxis (KBSP)
- + Library and Archives Canada Policy Statements (LAC PS)
- + Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)
- + Music Library Association Best Practices (MLA BP)
- + National Library of Australia Policy Statements (NLA PS)
- + Suomalaisen kirjastojen linjaukset (SKL)
- + Other Resources

ANGLO-AMERICAN CATALOGUING RULES
Second Edition
2002 Revision

2005 Update

Prepared under the direction of
THE JOINT STEERING COMMITTEE FOR REVISION OF AACR
a committee of:

- The American Library Association
- The Australian Committee on Cataloguing
- The British Library
- The Canadian Committee on Cataloguing
- The Chartered Institute of Library and Information Professionals
- The Library of Congress

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

The screenshot shows the RDA Toolkit website interface. At the top, there is a navigation bar with 'RDA TOOLKIT RESOURCE DESCRIPTION & ACCESS' and a search bar. The main content area is titled 'LC-PCC' and 'Policy Statements for Chapter 0: Introduction'. Below this, the section 'LC-PCC PS for 0.0 RDA' is highlighted. The main heading is 'PURPOSE AND SCOPE', followed by a paragraph explaining the policy statement's scope. The next section is 'Determining Mode of Issuance Mode of Issuance: Integrating Resource?', which includes a list of guidelines. The final section is 'Mode of Issuance: Monograph vs. Serial', which includes a paragraph and a list of guidelines. A left sidebar contains a list of RDA sections, with 'RDA 6: Introduction' selected. The bottom of the page has 'About | Help | Feedback' links.

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Welcome, habirah
National Library of Malaysia

RDA TOOLS RESOURCES

AACR2
Anwendungsrichtlinien für den deutschsprachigen Raum (D-A-CH AWR)
British Library Policy Statements (BL PS)
Kungliga Biblioteket Svensk Praxis (KBSP)
Library and Archives Canada Policy Statements (LAC PS)
Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)
+ RDA 6: Introduction
+ RDA 1: General Guidelines on Recording Attributes of Manifestations and Items
+ RDA 2: Identifying Manifestations and Items
+ RDA 3: Describing Carriers
+ RDA 4: Providing Acquisition and Access Information
+ RDA 5: General Guidelines on Recording Attributes of Works and Expressions
+ RDA 6: Identifying Works and Expressions
+ RDA 7: Describing Content
+ RDA 8: General Guidelines on Recording Attributes of Agents
+ RDA 9: Identifying Persons
+ RDA 10: Identifying Families
+ RDA 11: Identifying Corporate Bodies
+ RDA 16: Identifying Places
+ RDA 17: General Guidelines on Recording Primary Relationships
+ RDA 18: General Guidelines on Recording Relationships to Agents Associated with a Resource
+ RDA 19: Agents Associated with a Work

About | Help | Feedback

[1] 2

LC-PCC

Policy Statements for Chapter 0: Introduction

LC-PCC PS for 0.0 RDA

PURPOSE AND SCOPE

This Policy Statement, covering several areas of pre-cataloging decisions, represents *LC practice/PCC practice* except where a statement is noted only as *LC practice*.

Determining Mode of Issuance Mode of Issuance: Integrating Resource?

LC practice/PCC practice: In case of doubt about mode of issuance, apply the following guidelines:

1. If the decision has been narrowed down to "serial vs. integrating resource" and the resource has wording that refers to "edition," determine if that wording represents a numeric designation or an edition statement. If it is a numeric designation, catalog the resource as a serial; if it is an edition statement, catalog it as an integrating resource.
2. If the decision has been narrowed down to "monograph vs. integrating resource," catalog the resource as an integrating resource if there is a likelihood the resource will be updated (i.e., assume the updates will not be discrete); catalog as a monograph if there is no indication that the resource will ever be updated.

Mode of Issuance: Monograph vs. Serial

LC practice/PCC practice: If the resource to be cataloged and/or other bibliographic records in the database indicate that the resource has been or will be published in more than one part that will remain discrete or be published more than once, consider the combination of characteristics below in deciding whether to catalog the resource as a single-part/multipart monograph or as a serial. Note the application of RDA serial instructions for publications of limited-duration activities stated in [RDA 1.1.3 RDA](#).

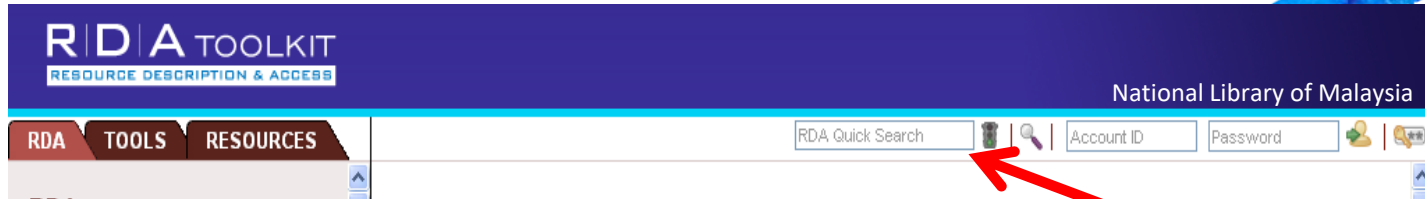
1. Frequency of publication
 - a) If the resource has a stated frequency of publication (in the title proper, in the preface, etc.), catalog as a serial.
 - b) If the resource is published in new editions, catalog as a serial if the frequency of the editions is one to two years; give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart.
2. Presence and type of numbering. Although the presence of numbering is no longer part of the definition of a serial, most serials except for unnumbered monographic series will have numeric,

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

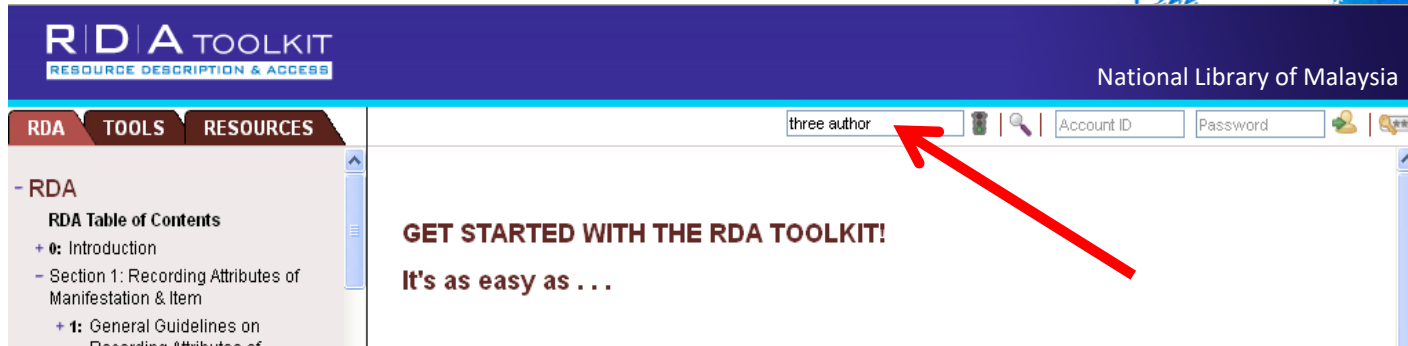


PENCARIAN

RDA Quick Search



Contoh: Masukkan 'three authors' di ruangan tersebut



HASIL PENCARIAN

The screenshot displays the RDA Toolkit interface. At the top left, the logo reads 'RDA TOOLKIT RESOURCE DESCRIPTION & ACCESS'. The top right corner identifies the 'National Library of' (partially visible). Below the header is a navigation bar with 'RDA', 'TOOLS', and 'RESOURCES' tabs. The main content area is titled 'Advanced Search' and shows a search query 'three author' with a search icon. To the right of the search bar are fields for 'Account ID' and 'Password', along with social media icons. Below the search bar, it indicates 'Results 1 - 5 of 5 for three author in RDA by Relevance'. A link 'Click here for results in RDA Index' is provided. The search results list five items, each with a title and a brief description:

- RDA: 1.2.1 Relationship Designators for Creators** (Core) - Record an appropriate term from the list below with the authorized access point or identifier for a creator of a work (see 19.2). Apply the general guidelines on...
- RDA: 19.2.1.3 Recording Creators** (Basic, Core) - Record a creator applying the general guidelines on recording relationships to persons, families, and corporate bodies associated with a resource given under 18...
- RDA: 20.2.1.3 Recording Contributors** - Record a contributor applying the general guidelines on recording relationships to persons, families, and corporate bodies associated with a resource given under...
- RDA: 7.10.1.3 Summarizing the Content** - Provide a brief objective summary of the content of the resource if it is considered to be important for identification or selection (e.g., for audiovisual resources...
- RDA: 25.1.1.3 Referencing Related Works** - Reference a related work applying the general guidelines on referencing related works, expressions, manifestations, and items given under 24.4.

On the left side, there is a sidebar with a table of contents for RDA, including sections like 'Introduction', 'Section 1: Recording Attributes of Manifestation & Item', 'Section 2: Recording Attributes of Work & Expression', and 'Section 3: Recording Attributes of Person, Family, & Corporate Body'. At the bottom of the sidebar are links for 'About', 'Help', and 'Feedback'.

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RDA Advanced Search

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Welcome, habirah
National Library of Malaysia

RDA TOOLS RESOURCES

- D.1 ISBD Presentation
 - D.1.1 Order of Elements
 - D.1.2 ISBD Punctuation
 - D.1.2.1 General Instructions
 - D.1.2.2 Title and Statement of Responsibility Area
 - D.1.2.3 Edition Area
 - + D.1.2.4 Material or Type of Resource Specific Area
 - D.1.2.5 **Publication, Production, Distribution, Etc., Area**
 - D.1.2.6 Physical Description Area
 - D.1.2.7 Series Area
 - D.1.2.8 Note Area
 - D.1.2.9 Resource Identifier and Terms of Availability Area
 - + D.1.3 Multilevel Description
- + D.2 MARC 21 Format for Bibliographic Data
- + E: Record Syntaxes for Access Point Control

About | Help | Feedback

Advanced Search

RDA Quick Search

Enter Phrase or String to Search ...

Select Document(s) to Search ...

- RDA
- RDA: Element Set
- RDA Mappings
- Workflows
- Maps
- Entity Relationship Diagram (ERD)
- AACR2
- Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)

Select Metadata to Limit Search By ...

Exclude Examples

AACR2 Rule Number (RDA Only)

Tip: Enter Operators between Numbers as needed

RDA Instruction Types (RDA Only)

- All Instruction Numbers
- All Description Types
- All Content Types
- All Media Types
- All Issuance Types
- All Work Types

Save Search as ...

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RDA Advanced Search

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Welcome, habirah
National Library of Malaysia

RDA TOOLS RESOURCES

- D.1 ISBD Presentation
 - D.1.1 Order of Elements
 - D.1.2 ISBD Punctuation
 - D.1.2.1 General Instructions
 - D.1.2.2 Title and Statement of Responsibility Area
 - D.1.2.3 Edition Area
 - + D.1.2.4 Material or Type of Resource Specific Area
 - D.1.2.5 **Publication, Production, Distribution, Etc., Area**
 - D.1.2.6 Physical Description Area
 - D.1.2.7 Series Area
 - D.1.2.8 Note Area
 - D.1.2.9 Resource Identifier and Terms of Availability Area
 - + D.1.3 Multilevel Description
- + D.2 MARC 21 Format for Bibliographic Data
- + E: Record Syntaxes for Access Print Control

About | Help | Feedback

Advanced Search

RDA Quick Search

Enter Phrase or String to Search ...

relationship

Select Document(s) to Search ...

- + RDA
- + RDA: Element Set
- + RDA Mappings
- + Workflows
- + Maps
- + Entity Relationship Diagram (ERD)
- + AACR2
- + Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)

Select Metadata to Limit Search By ...

Exclude Examples

AACR2 Rule Number (RDA Only)

Tip: Enter Operators between Numbers as needed

RDA Instruction Types (RDA Only)

- All Instruction Numbers
- All Description Types
- All Content Types
- All Media Types
- All Issuance Types
- All Work Types

Save Search as ...

Search

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

RDA Advanced Search

RDA TOOLKIT
RESOURCE DESCRIPTION & ACCESS

Welcome, habirah
National Library of Malaysia

RDA TOOLS RESOURCES

- **D.1** ISBD Presentation
 - D.1.1** Order of Elements
 - **D.1.2** ISBD Punctuation
 - D.1.2.1** General Instructions
 - D.1.2.2** Title and Statement of Responsibility Area
 - D.1.2.3** Edition Area
 - + **D.1.2.4** Material or Type of Resource Specific Area
 - D.1.2.5** **Publication, Production, Distribution, Etc., Area**
 - D.1.2.6** Physical Description Area
 - D.1.2.7** Series Area
 - D.1.2.8** Note Area
 - D.1.2.9** Resource Identifier and Terms of Availability Area
 - + **D.1.3** Multilevel Description
- + **D.2** MARC 21 Format for Bibliographic Data
- + **E:** Record Syntaxes for Access Point Control

About | Help | Feedback

Advanced Search

RDA Quick Search

Results 1 - 25 of 215 for **relationship** in RDA by Relevance

Click here for results in RDA Glossary and Index

RDA: J.1 General Guidelines on Using Relationship Designators
Use **relationship** designators to indicate the specific nature of relationships between works, expressions, manifestations, and items.

RDA: I.1 General Guidelines on Using Relationship Designators **Core**
Use **relationship** designators to indicate the specific nature of relationships between a resource and persons, families, and corporate bodies associated with that...

RDA: J.3.2 Derivative Expression Relationships
based on (expression) An expression used as the basis for a derivative entity. Reciprocal **relationship**: derivative expression

RDA: J.2.2 Derivative Work Relationships
based on (work) A work used as the source for a derivative work. Reciprocal **relationship**: derivative work

RDA: K.1 General Guidelines on Using Relationship Designators
Use **relationship** designators to indicate the specific nature of relationships between persons, families, and corporate bodies.

RDA: K.3 Relationship Designators for Related Families

RDA: K.2 Relationship Designators for Related Persons

RDA: K.4 Relationship Designators for Related Corporate Bodies

RDA: J.5 Relationship Designators for Related Items

RDA: J.4 Relationship Designators for Related Manifestations

Results 1 - 25

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"

The screenshot shows the RDA Toolkit website interface. At the top, a dark blue navigation bar contains the text "Latest News" and "A Minor Update to the Beta RDA Toolkit", along with social media icons for YouTube, Facebook, Twitter, LinkedIn, and a search icon. Below this is the RDA Toolkit logo, which consists of the letters "R | D | A" in a large font, with "Resource Description & Access" underneath, and "TOOLKIT" in a larger font below that. A horizontal menu bar contains the following items: HOME, SUBSCRIBE (with a dropdown arrow), NEWS & INFORMATION, TRAINING RESOURCES (with a dropdown arrow), RDA IN TRANSLATION (with a dropdown arrow), and MARKETING RESOURCES (with a dropdown arrow). On the left side, there is a vertical column of five buttons: "Access RDA Toolkit", "EXPLORE Toolkit Beta Site", "Free Trial", "RSC RDA Steering Committee", and "RDA Discussion List". The main content area displays a "Goodbye" message, indicating that the user has successfully logged out. The message includes a link to return to the RDA Toolkit and contact information for access issues.

• Latest News | A Minor Update to the Beta RDA Toolkit

R | D | A
Resource Description & Access
TOOLKIT

HOME SUBSCRIBE ▾ NEWS & INFORMATION TRAINING RESOURCES ▾ RDA IN TRANSLATION ▾ MARKETING RESOURCES ▾

▶ Access RDA Toolkit

▶ EXPLORE Toolkit Beta Site

▶ Free Trial

▶ RSC RDA Steering Committee

▶ RDA Discussion List

HOME / GOODBYE

Goodbye

You have successfully logged out of RDA Toolkit. [Click here to return to RDA Toolkit.](#) If you are experiencing access issues with RDA Toolkit, please contact rdatoolkit@ala.org.

"Screen image from the RDA Toolkit (www.rdatoolkit.org) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals)"



TAMAT

Topik seterusnya: *Creator & Contributor*