

TO: Joint Steering Committee for Development of RDA

FROM: Sally Strutt, Glossary Editor (Part A)

SUBJECT: Review of terms for the RDA Glossary (Part A)

The Task

‘The RDA Prospectus proposed the inclusion of a Glossary – similar to that in AACR2 – of terms and definitions relevant to the text of RDA. The Glossary Editor will evaluate those terms and definitions included by the RDA Editor in the text of RDA, devise additional terms and definitions where needed, and provide references between terms for inclusion in the RDA Glossary.’

(Glossary Editor Tasks, 8th November 2007)

Seven specific tasks were outlined for the Glossary Editor in relation to this overall task, including the review of Glossary terms and definitions carried over from AACR2 for clarity and precision, taking into account constituency comments; and the identification of definitions taken from other sources (e.g. FRBR and MARC21) to facilitate copyright clearance. The work to be guided by [5JSC/Policy/3/Rev](#) *Principles for inclusion of terms in the glossary* (17 May 2006).

The Glossary work reported on here relates to the former Part A.

Methodology

The most recently available draft text of RDA has been used in the review of terms and definitions, specifically:

5JSC/Editor/RDA/Part A/Introduction, Chapters 1-2, 4-5/Rev [Sept 2007]

5JSC/RDA/Part A/Chapter 3/Rev [2007/03/21]

5JSC/RDA/Part A/Chapters 6-7/Rev [2007/06/18]

5JSC/RDA/Sections 2-4, 9 [2007/12/17]

The previous work on the Glossary in 5JSC/Chair/11 *Review of terms for the RDA Glossary* (September 2006) was used as a basis for the current review and Tables 1 and 2 from that report have been revised and updated. Comments on Glossary terms/definitions from JSC Meetings up to and including October 2007 (draft Minutes) have been taken account of as far as possible, and all constituency review documents on the above and earlier drafts of RDA have been trawled for relevant comments.

Presentation of results

The results of the review of terms and definitions relevant to the text of RDA (Part A) are presented here in the form of the following lists and tables:

- **List of proposed terms and definitions required in the RDA Glossary**
- Table 1 – Terms required in the RDA Glossary – Background discussion
- Table 2 – Terms not required in the RDA Glossary
- Table 3 – Proposed terms and definitions from other sources
- General comments table.

The *List of proposed terms* is the “clean-copy” list of terms and definitions proposed for the RDA Glossary following this review, in alphabetical order of term. ‘See’ references are highlighted in blue. Definitions have been taken from the text of RDA, from the Glossaries to AACR2 and AACR3, and/or from other named sources (see Table 3), or have been devised by the Glossary Editor with recourse to all these sources. Additional sources used in the compilation of definitions are:

Concise Oxford English Dictionary

MARC21

Merriam-Webster Online Dictionary

ODLIS – Online Dictionary for Library and Information Science / Joan M. Reitz

The inclusion of terms and definitions in this List has been based on an assessment of all/any comments found on each term, and the *Principles for inclusion* ([5JSC/Policy/3/Rev](#)).

Table 1 contains background discussion relating to each term in the List, detailed constituency comments, and references to JSC documents. This table also includes superseded discussions, marked in grey, thus providing a full history of debate on each term/definition. Terms defined in the text of RDA are highlighted in tan.

Table 2 contains the terms which have been rejected from the RDA Glossary as a result of the present review, in accordance with the *Principles for inclusion* ([5JSC/Policy/3/Rev](#)).

Table 3 contains terms for which definitions have been taken from other sources, with the sources identified and relevant JSC document references given.

Constituency comments on Glossary terms/definitions were trawled as part of this review and a number of general comments about the Glossary were noted. These general comments are given in the **General Comments Table**, for possible future consideration.

Issues for discussion

- **Terminology:** The JSC is invited to consider the issues raised at the following terms in the List:
 - Colour
 - Coloured illustration
 - Continuing resource
 - Description
 - Digital resource

- The definition for **Study score** awaits proposal by MLA, as per 5JSC/RDA/Part A/Chapter 3/Rev/ALA response (Sept 2007).

- Specific task 6 for the Glossary Editor was to determine whether, when and how to provide **references from AACR terms to RDA terms**. The List does not provide explicit references from AACR to RDA terms and I suggest that such explicit references are not needed. Many terms and definitions originally used in AACR2 and AACR3 are now used in RDA and have made a seamless move to the new text, either in their original form or amended in accordance with current usage. (The derivation of all previously existing definitions is given in Table 1.) Some older terminology is referred to within current definitions in order to guide users who have a high degree of familiarity with older usage (for instance, at Carrier, and Description) and there are some see references to current terms. Practical use of the RDA text and its supporting Glossary should mean that a specific set of references from AACR terms to RDA terms will not be required. However, if it is found that references from certain AACR terms would be particularly helpful to users, I suggest that such references be proposed on a case by case basis. (This may be more of an issue in relation to the former Part B of RDA, whose terms are not considered within this review.)

- **Differences in wording between text and Glossary.** There are numerous terms currently defined within the text of RDA (marked in **tan** on Table 1). The definitions proposed in the List by and large conform to a certain style (e.g. terms not repeated at start of - or within - definition unless required for understanding) and do not necessarily repeat word for word the definitions in text, although the intention has been to achieve the same meaning in all cases. JSC is asked to consider whether this slight difference in wording for some definitions between text and Glossary is acceptable.

These are the issues arising from the Glossary Review (Part A), presented with the results attached for consideration.

RDA GLOSSARY ANALYSIS – PART A

LIST OF PROPOSED TERMS AND DEFINITIONS REQUIRED IN THE RDA GLOSSARY

This is the “clean-copy” list of terms and definitions proposed for the RDA Glossary, in alphabetical order of term. ‘See’ references are highlighted in blue.

Term	Definition
Abbreviated key title	An abbreviated title of a resource. It is based on the key title and is supplied by centres of the ISSN Network. <i>See also</i> Key title.
Abbreviated title	A title of a resource which is shortened for the purposes of indexing or identification. The abbreviated title is supplied by cataloguing agencies, such as abstracting or indexing services. It may be created by the agency or taken from the resource. <i>See also</i> Abbreviated key title.
Access point	A name, term, code, etc., under which a bibliographic or access point control record will be found. <i>See also</i> Preferred access point, Variant access point.
Accompanying manifestation (or item)	A manifestation (or item) that accompanies the resource being described. Accompanying manifestations include those that are simply issued with the resource being described, without any other type of relationship to it. Accompanying items include those that have been bound with or otherwise housed with another item by an owner, custodial institution, etc., but were not issued together.
Accompanying relationship	A relationship between a work (or expression) and another work (or expression) that augments or complements it, or between a manifestation (or item) and another manifestation (or item) that accompanies it. Accompanying relationships are often part-to-part relationships.
Accrual	The process of adding materials to an existing body of records or papers.
Activity card	A card printed with words, numerals, and/or pictures to be used by an individual or a group as a basis for performing a specific activity. Usually issued in sets.
Adaptation (Music)	A musical work that represents a distinct alteration of another work (e.g. a free transcription); a work that paraphrases parts of various works or the general style of another composer; a work that is merely based on other music (e.g. variations on a theme).
Aggregate resource	A resource containing two or more separately titled component parts; a multipart resource; or an assembled collection.
Alternative title	The second part of a title proper that consists of two parts, each of which is a title; the parts are often joined by <i>or</i> , or its equivalent in another language (e.g., <i>The</i>

Term	Definition
	<i>tempest, or, The enchanted island).</i>
Analytic description	Describes a part of a larger resource (e.g., a single volume of a three-volume biography or a single map forming part of a map series).
Aperture card	A card with one or more rectangular openings or apertures holding frames of microfilm.
Applied material	A physical or chemical substance applied to a base material to record the content of a resource.
Appraisal	The process of determining the archival value of a resource (and thus the attendant disposition of unwanted materials within the resource).
Architectural rendering	A pictorial representation of a building intended to show how the building will look when completed. <i>See also</i> Technical drawing.
Archival resource	Consists of the documents organically created, accumulated, and/or used by a person or organization in the course of the conduct of affairs and preserved because of their continuing value. This resource may be an aggregation of documents or it may be a discrete item. It may also be a collection acquired and assembled by an archival repository, individual, or other institution, that does not share a common provenance or origin but that reflects some common characteristic, for example, a particular subject, theme, or form.
Area	A major section of the bibliographic description, comprising data of a particular category or set of categories. <i>See also</i> Element.
Assembled collection	A collection of resources not published, distributed, or produced together but assembled by a library, a cataloguing agency, a previous owner, a dealer, etc., or created and/or accumulated and used by a particular person, family, or corporate body in the course of that creator's activities and functions.
Atlas (Cartography)	A volume of maps, plates, engravings, tables, etc., with or without descriptive text.
Audio (media)	Media used to store recorded sound, designed for use with a playback device such as a turntable, audiocassette player, CD player, or MP3 player. Includes media used to store digitally encoded as well as analog sound.
Audio cartridge	A cartridge containing an audio tape.
Audio cylinder	A roller-shaped object on which sound waves are incised or indented in a continuous circular groove.
Audio description	A descriptive narration track for blind and visually impaired users of visual media including television, film, dance, opera and visual art. The narrator describes important visual details which cannot be understood from the main soundtrack.
Audio disc	A disc on which sound waves, recorded as modulations, pulses, etc., are incised or indented in a continuous

Term	Definition
	spiral groove.
Audio roll	A roll of paper on which musical notes are represented by perforations, designed to mechanically reproduce the music when used in a player piano, player organ, etc.
Audiocassette	A cassette containing an audio tape.
Audiotape	A length of magnetic tape on which are recorded electrical signals that can be converted to sound using audio playback equipment.
Audiotape reel	An open reel holding a length of audio tape to be used with reel-to-reel audio equipment.
Augmenting work	A work that adds to the content the work embodied in the resource being described. Augmenting works include supplements, concordances, indexes, catalogues, teacher's guides, etc.
Award	A formal recognition of excellence, etc., given to the content of a resource by an award- or prize-granting body.
Base material	The underlying physical material on which the content of a resource is stored.
Bibliographic description	A set of bibliographic data recording and identifying a resource. <i>See also</i> Hierarchical description.
Binder's title	A title lettered on the cover or spine of a volume, portfolio, etc., by a third-party binder, as distinguished from a title on the resource as originally issued. <i>See also</i> Cover title, Spine title.
Binding	An outer cover affixed to a gathering of one or more sheets.
Broadsheet	<i>See</i> Broadside.
Broadside	A piece of paper, printed on one side only and intended to be read unfolded; usually intended to be posted or publicly distributed. Examples of broadsides are proclamations, handbills, ballad-sheets, news-sheets.
Caption title	A title given at the beginning of the first page of the text or, for music, at the top of the first page containing notation.
Card	A small sheet of opaque material.
Carrier	A physical medium in which data, sound, images, etc., are stored. For certain types of resources, the carrier may consist of a storage medium (e.g., tape, film) sometimes encased in a plastic, metal, etc., housing (e.g., cassette, cartridge) that is an integral part of the resource. <i>See also</i> Container, Medium, Storage medium.
Carrier type	The format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.
Cartographic content	Content representing, graphically or in three-dimensions, the whole or part of the Earth, celestial bodies, or imagined places at any scale.
Cartographic dataset	Cartographic content expressed through a digitally

Term	Definition
	encoded dataset(s) intended to be processed by a computer. For cartographic data intended to be perceived in the form of an image(s) or three-dimensional form(s), <i>see</i> Cartographic image and Cartographic three-dimensional form, respectively.
Cartographic image	Cartographic content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes maps, views, remote-sensing images, etc.
Cartographic moving image	Cartographic content expressed through images intended to be perceived as moving, in two dimensions. Includes satellite images of the earth or other celestial bodies in motion.
Cartographic tactile image	Cartographic content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image(s) in two dimensions.
Cartographic tactile three-dimensional form	Cartographic content expressed through a form or forms intended to be perceived through touch as a three-dimensional form(s).
Cartographic three-dimensional form	Cartographic content expressed through a form or forms intended to be perceived visually from more than one side. Includes globes, relief models, etc.
Cartridge	A casing in which one or more computer discs or chips are permanently housed; used by inserting the entire casing into the relevant computerized device.
Case	As used in the technical description area, either a box containing bound or unbound resources or a container of fascicles.
Cassette	A casing fitted with two reels holding a length of tape or film, the ends of which are each attached to a separate reel.
Catalogue number (Sound recordings)	<i>See</i> Issue number (Sound recordings).
Chart (Cartography)	A map designed primarily for navigation through water, air, or space. <i>See also</i> Map.
Chief source of information	The source of data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared.
Choir book	A large music book made to be placed on a stand in front of a choir. Each part is notated separately, usually in the configuration that presents, when the book is open, the soprano and tenor parts on the verso of a leaf, and the alto and bass parts on the recto of the next leaf.
Choreographic content	<i>See</i> Notated movement.
Chorus part	The music for one or two of the voice parts in a larger chorus. <i>See also</i> Chorus score.
Chorus score	The chorus parts from a larger musical work arranged in score order and as a score, with the original accompaniment arranged for keyboard instrument or omitted. <i>See also</i> Chorus part; Vocal score.

Term	Definition
Close score	A musical score giving all the parts on a minimum number of staves, normally two, as with hymns.
Collection	A group of resources with some unifying characteristic; or resources assembled by a person, family or corporate body from a variety of sources; or the holdings of a repository. <i>See also</i> Assembled collection.
Collective title	A title proper that is an inclusive title for a resource containing several separately titled component parts. A collective title may be supplied by the publisher, or devised by a cataloger.
Colour	Indicates the presence of colour(s), tone(s), etc., in the content of a resource. 'Colour' may also indicate the specific colour(s), tone(s), etc., (including black and white) present in the content of a resource. SS query: the AACR3 definition of 'Coloured illustration' stated that black and white are not to be considered colours. Has this now changed?
Coloured illustration	An illustration containing any colour; black, white, and shades of grey are not to be considered colours. SS query: conflict with definition of 'Colour' above. Remove this definition?
Complementary work (or expression)	A work (or expression) paired with another work where neither work is considered to be primary.
Component	A subunit (page, frame, map, picture, etc.) or a group of subunits (score, part, file, etc.) contained within a resource.
Component part	A discrete unit of intellectual content within a larger resource.
Comprehensive description	A description that describes the resource as a whole (e.g., a map, a collection of posters assembled by a library, or a kit comprising a filmstrip, an audiotape, and a teacher's manual).
Computer (media)	Media used to store electronic files, designed for use with a computer. Includes media that are accessed remotely through file servers as well as direct-access media such as computer tapes and discs.
Computer card	A card containing digitally encoded data designed for use with a computer.
Computer chip cartridge	A cartridge containing a miniaturized electronic circuit on a small wafer of semiconductor silicon.
Computer dataset	Content expressed through a digitally encoded dataset(s) intended to be processed by a computer. Includes numeric data, environmental data, etc., used by applications software to calculate averages, correlations, etc., or to produce models, etc., but not normally displayed in its raw form. For data intended to be perceived visually in the form of notation, image(s), or three-dimensional form(s), <i>see</i> Moving

Term	Definition
	image, Notated movement, Notated music, Still image, Text, Three-dimensional form, and Three-dimensional moving image. For data intended to be perceived in an audible form, see Performed music, Sounds, and Spoken word. For cartographic data see Cartographic dataset.
Computer disc	A disc containing digitally encoded data, magnetically or optically recorded.
Computer disc cartridge	A cartridge containing one or more computer discs.
Computer file	See Digital resource.
Computer program	Content expressed through digitally encoded instructions intended to be processed and performed by a computer. Includes operating systems, applications software, etc.
Computer tape	A length of magnetic tape on which are recorded digitally encoded data designed to be processed by a computer.
Computer tape cartridge	A cartridge containing a computer tape.
Computer tape cassette	A cassette containing a computer tape.
Computer tape reel	An open reel holding a length of computer tape to be used with a computer tape drive.
Condensed score	A musical score in which the number of staves is reduced to two or a few, generally organized by the instrumental sections, and often with cues for the individual parts. Sometimes called reduced score or short score.
Contact information	Specific information detailing the address, telephone number, etc. of the organization(s), etc., from which the resource may be obtained.
Container	Housing that is physically separable from the resource being housed (e.g., a box for a disc or videocassette, a sleeve for a videodisc). See also Carrier.
Content type	Reflects the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in image(s), content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement. Content type reflects attributes of both work and expression.
Continuing resource	A resource that is issued over time with no predetermined conclusion. Continuing resources include serials, multipart monographs issued over time and ongoing integrating resources. SS query: JSC may wish to consider whether to include this term and definition in the RDA Glossary as it is not used in drafts.
Contributor	A person, family, or corporate body contributing to the realization of a work through an expression. Contributors include editors, translators, arrangers of music, performers, directors, cinematographers, etc.
Coordinates	Used to identify the location of an area represented in cartographic content by means of latitude and longitude

Term	Definition
	for planets and by right ascension and declination for celestial charts.
Copy	A duplicate of a document or other resource, made by hand or any other process.
Corporate body	An organization or group of persons that is identified by a particular name and that acts, or may act, as a unit. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.
Cover (Music)	For notated music, a folder whether attached or detached, wrapped around the music, and made of substantially different material (heavier or different colored paper) than the paper on which the music is printed.
Cover title	A title printed on the cover of a resource as issued. <i>See also</i> Binder's title, Spine title.
Creator	A person, family, or corporate body responsible for the creation of a work.
Custodial history	A record of previous ownership or custodianship of a resource.
Custodian	A person, family, or corporate body having legal custody of an item (i.e., a specific copy or instance of a resource).
Dataset	Factual information presented in a structured form.
Derivative relationship	A relationship between a work (or expression) that is a modification of another work (or expression) and the entity from which it was derived.
Derivative work (or expression)	A work (or expression) that is a modification of the work (or expression) embodied in the resource being described. Derivative works include summaries, abstracts, digests, adaptations, dramatizations, novelizations, screenplays, free translations, paraphrases, imitations, parodies, etc., of another work. Derivative expressions include abridgements, revisions, translations, musical arrangements, etc.
Described entity	A described entity is a work, expression, manifestation, or item which is the subject of a description, critique, evaluation, review, commentary, etc., embodied in the resource. <i>See also</i> Describing work.
Describing work	A describing work is a work or expression which describes another work, expression, manifestation or item embodied in the resource. Examples of describing works include descriptions, critiques, evaluations, reviews, commentaries. <i>See also</i> Described entity.
Description	In RDA 'Description' is used in the normal English sense of the term, i.e. a portrait in words. For use of the term to mean 'a set of descriptive data for a resource' <i>see</i> Bibliographic description, and Record (noun).

Term	Definition
	SS query: does JSC agree with this use of terminology in RDA?
Descriptive metadata	Data that describes a resource for the purposes of discovery and identification, through elements such as creator, title and subject.
Descriptive relationship	The relationship between a work (or expression) and the work, expression, manifestation, or item that it describes.
Devised title	A title created by an agency preparing a description of a resource that bears no title itself and has no title associated with it that can be found in other sources (e.g. accompanying material, a published description of the resource, or a reference source).
Digital	1. Characterized by electronic and especially computerized technology. 2. Data expressed in numerical form. <i>See also</i> Digital file characteristics, Digital media, Digital resource.
Digital file characteristics	Technical specifications relating to the digital encoding of text, image, audio, video, and other types of data in a resource. Digital file characteristics include file type, encoding format, file size, transmission speed, data type, object type, number of objects, density, sectoring, etc..
Digital media	Media that convey digital representations of notation (text, music, etc.), still images (including cartographic images), structures, sound, moving images, data, or computer programs.
Digital resource	<p>A resource (data and/or program(s)) encoded for manipulation by a computerized device. The resource may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet).</p> <p>SS query: This is an old definition and does not answer the problems raised by ALA. What terminology will RDA use? Digital resource? Electronic resource? Computer resource? If Digital resource is retained, the definitions at 'Digital' and at 'Resource' may be sufficient and this definition could be deleted.</p>
Dimensions	The measurements of the carrier(s) and/or the container of a resource. For maps, etc., and still images, the dimensions may reflect those of the face of the map, etc., (see 3.5.1) or of the pictorial area (see 3.5.2) instead of (or in addition to) those of the carrier. Dimensions may comprise measurements of height, width, height x width, height x width x depth, length, length x height, gauge, or diameter.
Distributor	A person, family, or corporate body responsible for distributing a manifestation.
Double leaf	A leaf of double size with a fold at the fore edge or at the

Term	Definition
	top edge of the resource.
Dubiously attributed creator	A person, family, or corporate body for whom there is, or once was, substantial authority for designating him/her/it as the creator of the work.
Duration	The playing time, running time, etc., of the content of a resource. Duration also includes performance time for the content of a resource containing notated music (see 4.12.0.4).
Earlier title	A title proper, parallel title, or other title information, or variant title appearing on an earlier iteration of an integrating resource that differs from that on the current iteration. An earlier title may also be a title proper, parallel title, or other title information on an earlier part of a multipart monograph or serial that differs from that on a later part used as the basis of description.
Early printed resources	Materials manufactured before the advent of machine printing in ca. 1825-1830.
Edition	All copies of a publication produced from substantially the same original input and issued by the same agency or group of agencies or a person, whether by direct contact or by photographic or other methods.
Element	A word, phrase, or group of characters representing a distinct unit of bibliographic information and forming part of an area of the bibliographic description.
Equivalence relationship	The relationship which exists between two manifestations embodying the same expression of a work, or between an item exemplifying one manifestation and a later manifestation that reproduces that item.
Equivalent item	A specific item reproduced by the resource being described.
Equivalent manifestation	A manifestation that embodies the same expression of a work as the resource being described. Equivalent manifestations include reproductions (e.g., facsimiles, reprints, photocopies, microform reproductions, digital reproductions, mirror sites, etc.) of the resource being described, and <i>vice versa</i> (i.e., the original that the resource being described reproduces). Equivalent manifestations also include manifestations embodying the same expression of a work as the resource being described issued in a different format (e.g., large print).
Expression	The intellectual or artistic realisation of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.
Extent	The number of units and/or subunits making up a resource.
Facsimile	A reproduction simulating the physical appearance of the original in addition to reproducing its content exactly.

Term	Definition
	<i>See also</i> Reprint.
Family	Two or more persons related by birth, marriage, adoption, or similar legal status.
Fascicle	One of the temporary divisions of a resource that, for convenience in printing or publication, is issued in small installments, usually incomplete in themselves; they do not necessarily coincide with any formal division of the content into parts, etc. Usually the fascicle is protected by temporary wrapping papers. It may or may not be numbered. A fascicle is distinguished from a part by being a temporary division of a resource rather than a permanent division.
Film cartridge	A cartridge containing a motion picture film.
Film cassette	A cassette containing a motion picture film.
Film reel	An open reel holding a motion picture film to be used with a motion picture film projector.
Filmstrip	A short strip of film, usually in rigid format rather than rolled.
Filmstrip cartridge	A cartridge containing a filmstrip.
Finder	A person, family, or corporate body responsible for finding (discovering, collecting, etc.) an object (i.e., a naturally occurring object or a man-made artefact).
Finding aid	A descriptive tool providing access to a resource. The finding aid may have been received by the agency along with the resource or may have been created by the agency in the course of establishing administrative or intellectual control over the resource.
Fingerprint	A group of characters derived from an early printed resource with the object of identifying the manifestation uniquely. The fingerprint system has been considered as a substitute for the standard number for older publications. The fingerprint consists of a number of characters drawn from a number of uniform places in the text, followed by a number indicating the source of one or more of the characters, the date as it appears on the source of information, a statement whether the year is printed in roman or arabic numerals or in another form, and the number of the volume, if applicable.
Flipchart	A hinging device holding two or more sheets designed for use on an easel.
Foliation	The precursor of pagination in which the leaves, rather than the individual pages, of a manuscript or early printed book were numbered consecutively. Also refers to the total number of leaves in a manuscript or printed book, numbered or unnumbered; and indicates the number of folds made in a printed sheet to form

Term	Definition
	a gathering of leaves (e.g., a sheet folded once to form a folio, twice to form a quarto, three times to form an octavo, etc.).
Font size	The size of the type used to represent the characters and symbols in a resource. Font size may be expressed in general terms (e.g., large print), or by specifying in addition the dimensions of the type measured in points (e.g., 20 point).
Formally presented	Appearing in isolation, as opposed to appearing embedded in text, and in a prominent location. <i>See also</i> Prominently.
Format	In its widest sense, a particular presentation of a resource.
Full score	<i>See</i> Score.
General material designation	A term or statement indicating the type of content contained in a resource (e.g., text) and/or the medium in which the content is conveyed (e.g., digital). <i>See also</i> Specific material designation.
Generation	The transfer of the content of a resource from one carrier to another (e.g., a first generation camera master, a second generation printing master).
Graphic	A two-dimensional representation of a person, place, thing, etc., or an abstract form, produced through drawing, sketching, painting, photography, computer graphics, etc., whether opaque (e.g., art originals and reproductions, flash cards, photographs, technical drawings) or intended to be viewed, or projected without motion, by means of an optical device (e.g., filmstrips, stereographs, slides). <i>See also</i> Activity card, Architectural rendering, Filmstrip, Overhead transparency, Picture, Slide, Technical drawing.
Half title page	A right-hand page immediately preceding the title page, bearing the title of a resource in full or in brief, usually in a smaller size of the font in which the title proper is printed on the title page.
Hierarchical description	A bibliographic description that combines a comprehensive description of the whole resource with analytical descriptions of one or more of its parts. (Some resource description standards use the term <i>multilevel description</i> to refer to this type of description.)
Illustrative content	Pictures, maps, portraits and other significant illustrations within the resource.
Image	Content expressed through line, shape, shading, etc., intended to be perceived visually as a still image(s) in two dimensions.
Impression	All copies of an edition of a book, pamphlet, etc., printed at one time. <i>See also</i> Edition, Issue, Reprint.
Integrating resource	A resource that is added to or changed by means of updates that are integrated into the whole and generally do not remain discrete. Integrating resources can be

Term	Definition
	finite or continuing. Examples of integrating resources include updating loose-leaves, updating Web sites, and replacement volume sets.
International Standard Book Number (ISBN)	<i>See</i> Standard number.
International Standard Serial Number (ISSN)	<i>See</i> Standard number.
Issue	<p>1. All copies of an edition forming a distinct group that are distinguished from other copies of that edition by minor but well-defined variations (e.g., a new impression of a book for which minor revisions have been incorporated into the original type image).</p> <p>2. One of the successive parts of a serial. <i>See also</i> Edition, Impression, Reprint.</p>
Issue number (Sound recordings)	A type of publisher's number for sound recordings to identify a particular release. It is used when listing the recording in publisher's catalogs. The number appears on the face of the recording, the permanently affixed label, and/or the container of a recording. It consists of the serial number(s) assigned to the recording, and may contain some form of the publisher's name. Also known as catalogue number, label number, or publisher's stock number. <i>See also</i> Publisher's number (Music).
Item	A single exemplar or instance of a manifestation.
Item-specific carrier characteristics	Characteristics that apply to the carrier(s) of the specific copy or instance of a resource that is being described. Item-specific carrier characteristics include any carrier characteristics that are assumed not to apply to other copies or instances of the resource.
Iteration	An instance of an integrating resource, either as first released or after it has been updated.
Key title	The unique name assigned to a resource by centres of the ISSN Network.
Label	Any permanently affixed paper, plastic, etc. label, as opposed to the container of the resource which may have data embossed or printed on it.
Label number	<i>See</i> Issue number (Sound recordings).
Large print	Printed text intended for use by the visually impaired.
Layout	The arrangement of text, images, etc., in a resource.
List title page	A title page for printed music that enumerates several musical works offered by the publisher, often with an asterisk or underscore indicating the work contained within.
Logical unit	A constituent of an intangible resource, such as a digital file. Use of this term in RDA does not refer to the content of a resource, but is used to express the logical or reasoned shape and constituents of intangible resources. <i>See also</i> Unit (of extent).
Loose-leaf	A resource that consists of one or more binders holding separate pages which have holes or slots punched along

Term	Definition
	the side. The binders can be manually opened and closed by the user to remove or insert, at any location in the sequence of pages, one or more leaves or sections. <i>See also</i> Updating loose-leaf.
Macroform	A generic term for any medium, transparent or opaque, bearing images large enough to be read easily by the naked eye. <i>See also</i> Microform.
Manifestation	The physical embodiment of an expression of a work.
Manuscript	A text, inscription, music score, map, etc. written entirely by hand. Also refers to the handwritten or typescript copy of an author's work as submitted for publication, before printing.
Map	A representation, normally to scale and on a two-dimensional medium, of a selection of material or abstract features on, or in relation to, the surface of Earth, another celestial body, or an imaginary place. <i>See also</i> Cartographic image, Chart (Cartography).
Map section	<i>See</i> Section (Cartography).
Map series	A number of related but physically separate and bibliographically distinct cartographic units intended by the producer(s) or issuing body(ies) to form a single group. For bibliographic treatment, the group is collectively identified by any commonly occurring unifying characteristic or combination of characteristics including a common designation (e.g., collective title, number, or a combination of both); sheet identification system (including successive or chronological numbering systems); scale; publisher; cartographic specifications; uniform format; etc..
Media	<i>See</i> Medium.
Media type	The general type of intermediation device required to view, play, run, etc., the content of a resource.
Medium	1. In its broadest sense, a means used to convey information or artistic content (e.g., textual, audio, digital). 2. The substance applied to the physical medium to create text, images, etc. (e.g., ink, chalk, oil). <i>See also</i> Storage medium.
Microfiche	A sheet of film bearing a number of microimages in a two-dimensional array.
Microfiche cassette	A cassette containing uncut microfiches.
Microfilm	A film bearing a number of microimages in linear array.
Microfilm cartridge	A cartridge containing a microfilm.
Microfilm cassette	A cassette containing a microfilm.
Microfilm reel	An open reel holding a microfilm, to be threaded into a microfilm reader.
Microfilm slip	A short strip of microfilm cut from a roll.
Microform (media)	Media used to store reduced-size images, designed for use with a device such as a microfilm or microfiche reader.
Micrographic	<i>See</i> Microform (media).

Term	Definition
Microopaque	A sheet of opaque material bearing a number of microimages in a two-dimensional array.
Microscope slide	A small sheet of transparent material (with or without a protective mount) bearing a minute object designed for use with a device such as a microscope.
Microscopic (media)	Media used to store minute objects, designed for use with a device such as a microscope to reveal details invisible to the naked eye.
Miniature score	<i>See Study score.</i>
Mode of issuance	The particular manner in which a resource is issued. Examples of modes of issuance include: resources issued as a single unit, multipart monographs, serials, integrating resources.
Monograph	A resource that is complete in one part or intended to be completed within a finite number of parts.
Monographic series	<i>See Series 1.</i>
Moon	A tactile alphabet based on simplified letter forms, for use by the visually impaired.
Mount	The support or backing material to which a resource has been attached.
Moving image	Content expressed through two-dimensional images intended to be perceived as moving. Includes motion pictures (using live action and/or animation), film and video recordings of performances, events, etc., video games, etc., other than those intended to be perceived in three dimensions (<i>see Three-dimensional moving image</i>). Moving images may or may not be accompanied by sound.
Multilevel description	<i>See Hierarchical description.</i>
Multimedia resource	A resource made up of multiple parts, two or more of which are conveyed in different types of media. <i>See also Medium.</i>
Multipart monograph	A resource issued in two or more parts (either simultaneously or successively) that is complete or intended to be completed in a finite number of parts.
Multipart resource	A resource comprising two or more parts, whether issued simultaneously or successively. The parts may or may not be numbered. Multipart resources include serials as well as multipart monographs.
Music content	Content representing vocal, instrumental or mechanical sounds having rhythm, melody or harmony.
Neat line	A line marking the outer edge of a map or chart, separating its detail from any border or margin.
Nonprocessed sound recording	A non-commercial or field recording that generally exists in a unique copy.
Notated movement	Content expressed through a system of written symbols to represent movement, intended to be perceived visually. Includes all forms of movement notation (e.g., chess moves, dance steps) other than those intended to be perceived through touch (<i>see Tactile notated</i>

Term	Definition
	movement).
Notated music	Content such as pitch and duration of sound, etc. represented by symbols intended to be perceived visually. Includes all forms of music notation other than those intended to be perceived through touch (see Tactile music).
Notes on equipment and system requirements	Notes on equipment and systems required for use, playback, etc., of a resource. Equipment and systems requirements include those relating to playback or viewing of an analog resource as well as hardware, software, peripherals, etc., required to view, play, run, etc., a digital resource.
Notes on numbering	Notes providing information on beginning and ending numbering not recorded in the numbering element; complex or irregular numbering; numbering errors; or the period covered by a volume, issue, part, etc..
Notes on statements of responsibility	Notes providing information on statements of responsibility relating to persons, families, and corporate bodies playing roles in the creation or realization of the intellectual or artistic content of the resource, or to those who have another association with the resource. A note on a statement of responsibility may also provide information on variant forms of names appearing in the resource and on changes in statements of responsibility.
Numbering	The identification of each of the issues or parts of a multipart resource. It can include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (volume, number, etc.) and/or a chronological designation.
Numbering within series	The identification of each of the parts of a series. Numbering within series may include a number, a letter, any other character or the combination of these, with or without an accompanying caption (volume, number, etc.) and/or a chronological designation.
Object	A three-dimensional artefact (or replica of an artefact) or a naturally occurring entity.
Online	A digital resource accessed by means of hardware and software connections to a communications network.
Originating body	A corporate body responsible for a work that falls into one or more of the following categories: a) works of an administrative nature dealing with any of the following aspects of the body itself: i) its internal policies, procedures, finances, and/or operations or ii) its officers, staff, and/or membership (e.g., directories) or iii) its resources (e.g., catalogues, inventories) b) works that record the collective thought of the body (e.g., reports of commissions, committees, etc.; official statements of position on external policies)

Term	Definition
	<p>c) works that report the collective activity of i) a conference (e.g., proceedings, collected papers) <i>or</i> ii) an expedition (e.g., results of exploration, investigation) <i>or</i> iii) an event (e.g., an exhibition, fair, festival) falling within the definition of a corporate body (see 1.1.5) provided that the conference, expedition, or event is named in the resource being described d) cartographic works originating with a corporate body other than a body that is merely responsible for their publication or distribution.</p>
Other persons, families, or corporate bodies associated with the item	Those other than owners, custodians, or finders.
Other persons, families, or corporate bodies associated with the work	Those associated with a work indirectly. They include the person, etc., to whom correspondence is addressed, the person, etc., honoured by a festschrift, sponsoring bodies, production companies, the institution, etc., hosting an exhibition or event, etc..
Other title information	A title borne by a resource other than the title proper or parallel or series title(s). Other title information may also include any phrase appearing in conjunction with the title proper, etc., that is indicative of the character, contents, etc., of the resource or the motives for, or occasion of, its production or publication. Other title information includes subtitles, avant-titres, etc., but does not include variations on the title proper (e.g., spine titles, sleeve titles) or designations/names of parts, sections, or supplements (which constitute part of the title proper).
Overhead projectural	<i>See Overhead transparency.</i>
Overhead transparency	A sheet of transparent material (with or without a protective mount) bearing an image designed for use with an overhead projector.
Overlay	A transparent sheet containing matter that, when superimposed on another sheet, modifies the data on the latter.
Owner	A person, family, or corporate body having legal possession of an item (i.e., a specific copy or instance of a resource).
Pamphlet	Consists of a few leaves of printed matter fastened together but not originally bound by the publisher, printer, etc.; usually enclosed in paper covers.
Parallel statement of responsibility	The statement of responsibility in another language and/or script.
Parallel statement of responsibility relating to a named revision of an edition	A statement of responsibility relating to a named revision of an edition in a language or script that differs from that of the title proper.
Parallel statement of responsibility relating to series	A statement relating to series in a language or script that differs from that of the title proper of the series.

Term	Definition
Parallel statement of responsibility relating to subseries	A statement relating to subseries in a language or script that differs from that of the title proper of the subseries.
Parallel statement of responsibility relating to the edition	A statement of responsibility relating to the edition in a language or script that differs from that of the title proper.
Parallel statement of responsibility relating to title	A statement of responsibility relating to title in a language or script that differs from that of the title proper.
Parallel title	The title proper in another language and/or script.
Parallel title of series	The title proper of a series in another language and/or script.
Part	One of the units into which a resource has been divided by the publisher, manufacturer, etc.. It is distinguished from a fascicle by being a formal component unit rather than a temporary division of a resource. <i>See also</i> Issue (2), Part (Music).
Part (Music)	<ol style="list-style-type: none"> 1. The music designated for a voice or instrument (e.g., soprano part, 1st violin part) in a musical work for two or more performers. 2. In the technical description area, a component consisting of the music for the use of one or more, but not all, performers.
Part of a manifestation (or item)	A discrete component of the larger resource being described. Parts of manifestations (or items) include discrete components such as individual volumes within a multi-volume set, the components of a kit, etc.
Part of a work (or expression)	A discrete component of the whole work (or expression) embodied in the resource being described. Parts of works (or expressions) include discrete components such as subseries, and individual poems, stories, or essays in a collection or anthology.
Performed music	Content expressed through music in an audible form. Includes recorded performances of music, computer-generated music, etc..
Person	An individual, or a persona established or adopted by an individual or group.
Physical carrier	<i>See</i> Carrier.
Physical unit	A constituent of a tangible resource, such as a volume, audiocassette, film reel, or a map. <i>See also</i> Unit (of extent).
Piano (violin, etc.) conductor part	A performance part for a particular performer in an ensemble, with cues for the other instruments that enable the performer of that part also to conduct.
Piano score	A reduction of the music for an orchestral or dramatic work to a version for piano. Words may be printed within the musical notation. 'Piano score' is sometimes used as a synonym for 'vocal score.'
Picture	A two-dimensional graphic accessible to the naked eye and generally on an opaque backing. Used when a more

Term	Definition
	specific term (e.g., art original, photograph, study print) is not appropriate.
Piece	As used in the technical description area, one of two or more units of varying character (e.g., pamphlets, broadsides, sheets, etc.) contained in an aggregate resource.
Place of manufacture	A place associated with the printing, duplicating, casting, etc. of a resource.
Place of production	A place associated with the production, creation, fabrication, construction, etc., of a resource.
Plan	A drawing showing relative positions on a horizontal plane (e.g., relative positions of parts of a building; a landscape design; the arrangement of furniture in a room or building; a graphic presentation of a military or naval plan).
Plan (Cartography)	<i>See Map.</i>
Plate	A leaf containing illustrative content, with or without explanatory text, that does not form part of either the preliminary or the main sequence of pages or leaves.
Plate number (Music)	A type of publisher's number for music that is repeated at the bottom of each page, usually in the centre and sometimes also on the title page. It is sometimes followed by a number corresponding to the number of pages or plates. <i>See also</i> Publisher's number (Music).
Polarity	Indicates the relationship of the colours and tones in an image on film to the colours and tones of the object filmed (e.g., positive, negative).
Praeses	A faculty moderator of an academic disputation, normally proposing a thesis and participating in the ensuing disputation. <i>See also</i> Respondent (Academic disputation).
Preceding work (or expression)	A work (or expression) that precedes the work (or expression) embodied in the resource being described. Preceding works (or expressions) include those that are succeeded by a sequel or continuation, or that are superseded or absorbed by another work (or expression).
Preferred access point	An access point for a person, family, corporate body or place that is constructed using the preferred name for that person, family, corporate body or place; or an access point for a work, expression, manifestation or item that is constructed using the preferred access point for the person, family or corporate body responsible for the work; and/or a variant form of title for the work.
Preliminaries	The title page(s), title frame(s), title screen(s), etc., of a resource; any preceding pages, frames, screens, etc.; the page, frame, screen, etc. immediately following; and any cover.
Primary relationships	The relationships between a work, expression, manifestation, and item that are implicit in the FRBR

Term	Definition
	definitions of those entities.
Primary work (or expression)	A work or expression that is augmented by another work.
Printing	<i>See Facsimile, Impression, Issue, Reprint.</i>
Printout	Text, images or other data from a computer file printed as output on paper, or some other printing surface, by a peripheral device (a printer).
Producer	<p>1. A person, family, or corporate body responsible for creating, inscribing, fabricating, constructing, or manufacturing (printing, duplicating, casting, etc.) a manifestation.</p> <p>2. A person or corporate body responsible for determining the artistic form and intellectual content of a motion picture, television programme, etc., usually listed in the credits at the beginning or end of the work.</p>
Production method	The process used to produce a resource.
Profile (Cartography)	A scale representation of the intersection of a vertical surface (which may or may not be a plane) with the surface of the ground, or of the intersection of such a vertical surface with that of a conceptual three-dimensional model representing phenomena having a continuous distribution (e.g., rainfall).
Projected (media)	Media used to store moving or still images, designed for use with a projection device such as a motion picture film projector, slide projector, or overhead projector. Includes media designed to project both two-dimensional and three-dimensional images.
Projection characteristics	Technical specifications relating to the projection of a motion picture film. Projection characteristics include presentation format and projection speed.
Prominently	'Prominently' refers to bibliographic data on a resource which stands out or is readily noticeable. Prominent data is often located in specific places on the resource, such as the title page of a book, or the title frame at the beginning of a filmstrip, or on the title screen of a Web page.
Published	Made available for sale to the public. <i>See also</i> Unpublished.
Publisher	A person, family or corporate body responsible for publishing a manifestation.
Publisher's number (Music)	Numbering assigned to music by the publisher that usually appears only on the title page, cover, and/or first page of music. It may include initials, abbreviations, or words identifying the publisher. <i>See also</i> Plate number (Music).
Publisher's stock number (Sound recordings)	<i>See</i> Issue number (Sound recordings).
Rare Resources	Rare resources are books, maps, or other items which are scarce, uncommon or unique. This rarity, in combination with their age, condition and aesthetic

Term	Definition
	qualities, helps to determine the value of the resources in the market place. Institutions or individuals distinguish rare resources from general library collections by the ways in which they house, preserve or collect them, usually because these items exhibit significant artifactual value.
Record (noun)	The set of data that describes a resource. <i>See also</i> Bibliographic description.
Record (verb)	To make an account in a formal document (e.g., a bibliographic description or a catalogue record) by presenting data in a standardized way in named data fields.
Reduced score	<i>See</i> Condensed score.
Reduction ratio	The size of a micro-image in relation to the original from which it was produced. Reduction ratio may be expressed as a range (e.g., high reduction) and/or as a specific ratio (e.g., 120×).
Reference source	Any resource from which authoritative information may be obtained. Not limited to reference materials.
Reel	A flanged spool designed to hold a length of tape or film.
Reissue	<i>See</i> Issue 1, Reprint.
Related music	<i>See</i> Adaptation (Music).
Related resource	A different resource (e.g., a separately issued supplement) that is related to the resource being described.
Releasing agent	An agent or agency responsible for the initial distribution of a motion picture.
Reprint	1. A new printing made from the original type image, commonly by photographic methods. 2. A new edition with substantially unchanged content. <i>See also</i> Facsimile, Reproduction.
Reproduction	An exact copy of a resource made by mechanical or electronic means. Includes facsimiles, photocopies, reprints.
Resource	The term resource is used throughout RDA to refer to a work, expression, manifestation or item. The term includes not only an individual entity but also aggregates and components of such entities (e.g., three sheet maps, a single slide issued as part of a set of twenty, or an article in an issue of a scholarly journal). It may refer to a tangible entity (e.g., an audiocassette) or an intangible entity (e.g., a Web site).
Resource issued as a single unit	A resource that is issued either as a single physical unit (e.g., as a single-volume monograph) or, in the case of an intangible resource, as a single logical unit (e.g., a Web site comprising two or more distinct sub-sites).
Resources in an unpublished form	Resources (e.g., manuscript drafts, paintings, sculpture, locally made recordings) which are yet to be issued or are not intended for sale to the public.
Respondent (Academic	A candidate for a degree who, in an academic

Term	Definition
disputation)	disputation, defends or opposes a thesis proposed by the praeses (q.v.); also called the "defendant."
Running title	A title, or abbreviated title, that is repeated at the head or foot of each page or leaf.
Score	Graphical, symbolic, or word-based music notation representing the sounds of all the parts of an ensemble or a work for solo performer or electronic media. Do not confuse with Part (Music). <i>See also</i> Choir book, Chorus score, Close score, Condensed score, Part (Music), Piano (violin, etc.) conductor part, Piano score, Short score, Table book, Vocal score.
Section	A separately issued part of a resource, usually representing a particular subject category within the larger resource and identified by a designation that may be a topic, or an alphabetic or numeric designation, or a combination of these. <i>See also</i> Subseries.
Section (Cartography)	A scale representation of a vertical surface (commonly a plane) displaying both the profile where it intersects the surface of a celestial body, or some conceptual model, and the underlying structures along the plane of intersection (e.g., a geological section.)
Sequential relationship	A relationship between a work or expression and another work or expression that precedes or succeeds it (e.g. earlier or later in time; before or after in a narrative).
Serial	A resource issued in successive parts that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.
Series	1. A group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual resources may or may not be numbered. 2. A separately numbered sequence of volumes or issues within a series or serial (e.g., <i>Notes and queries</i> , 1 st series, 2 nd series, etc.).
Series title page	An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the resource within the series).
Sheet	A flat piece of thin material (paper, plastic, etc.).
Short score	A sketch made by a composer for an ensemble work, with the main features of the composition set out on a few staves. <i>See also</i> Close score, Condensed score.
Slide	A small sheet of transparent material (usually in a protective mount) bearing an image designed for use with a slide projector or viewer.

Term	Definition
Sound characteristics	Technical specifications relating to the encoding of sound in a resource. Sound characteristics include type of recording, playing speed, groove characteristics, track configuration, tape configuration, configuration of playback channels, and special playback characteristics.
Sound disc	<i>See</i> Audio disc.
Sound recording	A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced. <i>See also</i> Nonprocessed sound recording.
Sound track reel	An open reel holding a length of film on which the sound intended to accompany moving images is recorded.
Sounds	Content other than language or music, expressed in an audible form. Includes natural sounds, artificially produced sounds, etc.
Source of information	The source of data from which a bibliographic description (or portion thereof) is prepared. <i>See also</i> Chief source of information.
Source work (or expression)	A work (or expression) used as the basis for the work (or expression) embodied in the resource being described. Source works include works used as the basis for summaries, abstracts, digests, adaptations, dramatizations, novelizations, screenplays, free translations, paraphrases, imitations, parodies, etc. Source expressions include expressions (e.g., a specific text) used as the basis for abridgements, revisions, translations, musical arrangements, etc., or as the basis for summaries, abstracts, digests, adaptations, dramatizations, novelizations, screenplays, free translations, paraphrases, imitations, parodies, etc.
Specific material designation	A term indicating a specific type of physical carrier (e.g., audio disc). <i>See also</i> General material designation.
Spine title	A title appearing on the spine of a resource. <i>See also</i> Binder's title, Cover title.
Spoken word	Content expressed through language in an audible form. Includes recorded readings, recitations, speeches, etc., computer-generated speech, etc.
Standard number	The International Standard Number (ISN), (e.g., International Standard Book Number (ISBN), International Standard Serial Number (ISSN)) or any other internationally agreed upon standard number that identifies a resource.
Statement of responsibility	A statement, transcribed from the resource being described, relating to the identification and/or functions of any persons, families or corporate bodies responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource. A statement of responsibility may include words or phrases that are neither names nor linking words.
Stereograph card	A card bearing stereographic images.

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Stereograph reel	A disc with openings around the perimeter holding pairs of still images designed for use with a stereograph viewer.
Stereographic (media)	Media used to store pairs of still images, designed for use with a device such as a stereoscope or stereograph viewer to give the effect of three dimensions.
Still image	Content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Includes drawings, paintings, diagrams, photographic images (stills), etc..
Storage medium	A physical material or substance on which information or artistic content is stored. <i>See also</i> Medium.
Structured description	Bibliographic data presented in a formal plan or structure. A structured description may include an italicized caption (e.g., "Equivalent manifestation:").
Study score	Add definition from MLA (ALA: If the term "study score" is acceptable, the Music Library Association would agree to propose a definition for the Glossary.) 5JSC/RDA/Part A/Chapter 3/Rev/ALA response (Sept 2007)
Subseries	A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series. <i>See also</i> Section.
Subunit (of extent)	A physical or logical subdivision of a unit (e.g., a page of a volume, a frame of a microfiche, or a record in a digital file).
Succeeding work (or expression)	A work (or expression) that succeeds the work (or expression) embodied in the resource being described. Succeeding works (or expressions) include sequels, continuations, superseding works (or expressions), and those resulting from mergers, splits, or absorptions.
Supplied title	A title recorded by the cataloguer for a resource that has no title proper on the chief source of information. It may be taken from elsewhere in the resource itself or from a reference source. <i>See also</i> Devised title.
Table book	A large music book made to be placed on a table and displayed in such a way that the performers can read their parts while seated or standing across or around the table. Each part is notated separately, usually in a configuration that presents, when the book is open, different parts in inverted and/or perpendicular positions.
Tactile image	Content expressed through line, shape, and/or other forms intended to be perceived through touch as a still image(s) in two dimensions.
Tactile media	Media that convey analog representations of notation (text, music, etc.) and/or images (including cartographic images, etc.) by using raised symbols and/or differently textured surfaces. Tactile media are intended for use by

Term	Definition
	visually impaired people.
Tactile music	Content expressed through a notational system for music intended to be perceived through touch. Includes Braille music and other tactile systems of music notation.
Tactile notated movement	Content expressed through a system of symbols to represent movement (chess moves, dance steps, etc.), intended to be perceived through touch.
Tactile text	Content expressed through a notational system for language intended to be perceived through touch. Includes Braille text and other tactile systems of language notation.
Tactile three-dimensional form	Content expressed through a form or forms intended to be perceived through touch as a three-dimensional form.
Technical drawing	A cross section, detail, diagram, elevation, perspective, plan, working plan, etc., made for use in an engineering or other technical context. <i>See also</i> Architectural rendering.
Terms of availability	The terms under which the publisher, distributor, etc., will normally make the resource available or the price for which the resource sells.
Text	Content expressed through a notational system for language intended to be perceived visually.
Three-dimensional form	Content expressed through a form or forms in three dimensions, intended to be perceived visually from more than one side. Includes sculptures, models, naturally occurring objects and specimens, holograms, etc.
Three-dimensional moving image	Content expressed through images intended to be perceived as moving, in three dimensions. Includes 3-D motion pictures (using live action and/or animation), 3-D video games, etc. Three-dimensional moving images may or may not be accompanied by sound.
Title	A title is a word, phrase, character, or group of characters, normally appearing in the resource, that names the resource or a work contained in it. <i>See also</i> Abbreviated title, Alternative title, Binder's title, Caption title, Cover title, Devised title, Parallel title, Running title, Spine title, Supplied title, Title proper, Uniform title.
Title frame	One or more frames, usually found at the beginning of a resource produced on film (motion picture, filmstrip, etc.) containing identifying textual information which is not part of the subject content of the resource and which is used as the chief source of information in creating the bibliographic description.
Title page	A page at the beginning of a resource bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. <i>See also</i> Added title page, Half title page.
Title proper	The chief name of a resource (i.e., the title normally used when citing the resource). For purposes of

Term	Definition
	description, the title proper excludes any parallel titles, alternative title, parallel alternative title, other title information, and parallel other title information. A file name or data set name is not considered a title proper unless it is the only title appearing in the resource.
Title proper of series	The chief name of a series (i.e., the title normally used when citing the series).
Title screen (Digital resources)	A display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.
Transcribe	<ol style="list-style-type: none"> 1. In constructing the bibliographic description, to take data from the resource which reflects the resource's representation of itself. I.e., to reproduce the data exactly as it is on the resource. 2. To adapt or arrange a piece of music for a voice, instrument or ensemble different from that for which it was originally intended.
Transcript	A copy of an original, usually made by hand or typewritten (e.g., a legal document or official record). Also refers to the written record of words spoken in a speech, interview, broadcast or sound recording.
Transparency	<i>See Overhead transparency</i>
Type of musical composition	The name of a type of composition, as distinguished from a distinctive title, is considered to be the name of a form, the name of a genre, or a generic term used frequently by different composers (e.g., capriccio, concerto, intermezzo, Magnificat, mass, movement, muziek, nocturne, requiem, Stück, symphony, suite, Te Deum, trio sonata). Other titles (including those that consist of such terms plus an additional word or words, e.g., chamber concerto, Konzertstück, little suite) are considered to be distinctive.
Unit (of extent)	A physical or logical constituent of a resource (e.g., a volume, audiocassette, film reel, or a map or digital file).
Unmediated (media)	Media used to store text, music notation, images, forms, etc., designed to be perceived directly through one or more of the human senses without the aid of an intermediating device.
Unpublished	Yet to be issued, or not intended for sale to the public.
Updating loose-leaf	An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.
Variant access point	An access point for a person, family, corporate body or place that is constructed using a variant name for that person, family, corporate body or place; or an access point for a work, expression, manifestation or item that is constructed using the preferred access point for the person, family or corporate body responsible for the work; and/or a variant form of title for the work.

Term	Definition
Video (media)	Media used to store moving or still images, designed for use with a playback device such as a videocassette player or DVD player.
Video cartridge	A cartridge containing a video tape.
Video characteristics	Technical specifications relating to the encoding of video images in a resource. Video characteristics include video format, broadcast standard, resolution, aspect ratio, and bandwidth.
Video tape	A length of magnetic tape on which are recorded electrical signals that can be converted to images using video playback equipment.
Videodisc	A disc on which video signals, with or without sound, are recorded.
Videorecording	<i>See</i> Video (media)
Videotape reel	An open reel holding a video tape for use with reel-to-reel video equipment.
View (Cartography)	A perspective representation of the landscape in which detail is shown as if projected on an oblique plane (e.g., a bird's-eye view, panorama, panoramic drawing, worm's-eye view).
Violin conductor part	<i>See</i> Piano (violin etc.) conductor part.
Vocal score	A score showing all vocal parts, with accompaniment arranged for keyboard instrument. <i>See also</i> Chorus score.
Volume	One or more sheets intended to constitute a single unit, most often fastened or encased together.
Whole manifestation (or item)	A larger manifestation (or item) that the resource being described is part of. Whole manifestations (or items) include aggregate manifestations (or items) such as multipart resources, kits, etc.
Whole-part relationship	A whole-part relationship is a relationship between a whole work, expression, manifestation, or item and a part of that work, expression, manifestation, or item.
Whole work (or expression)	A complete or entire work (or expression) that includes the work (or expression) embodied in the resource being described.
Work	A distinct intellectual or artistic creation (i.e., the intellectual or artistic content).