

**To:** Joint Steering Committee for Development of RDA

**From:** Appendices Group

**Subject:** RDA abbreviations

This report addresses tasks given to the Appendices Group since the October 2007 JSC meeting. For purposes of reference, the dates of emails from the JSC secretary are used.

A. Dec. 18, 2007. The JSC asked the Appendices Group to respond to two specific tasks (#1 and #2 below) via an email from the JSC secretary.

#1. from p. 2 in the Appendices Group Oct. 28, 2007 report (5JSC/Chair/9/Chair follow-up/4): “Those that are specified in a particular instruction (e.g., \_\_\_\_\_)”

“Re: The instructions on recording identifiers for persons, families, corporate bodies, works, and expressions, all specify using abbreviations as instructed in appendix B when recording the name of the agency, etc., responsible for assigning the identifier.”

“The JSC request that the Appendices Group review which abbreviations in B.9 might apply, and whether they are justifiable.”

- Recommendation from the Appendices Group on Dec. 18 task #1:

Trying to identify which abbreviations may be appropriate when recording the name of the agency, etc., is not a realistic task because there isn't any way to predict which agencies, etc., might be assigning such identifiers. Cataloguers should decide how to record each name.

#2. from p. 3 in that Oct. 28, 2007 report; (4) The category “terms used with numbering unless a particular instruction specifies otherwise” is recommended to cover the situations in RDA where the instruction says to use a term without specifying if it is to be given in full or as an abbreviation; the term is shown as a full word in the examples for some instructions and as an abbreviation in the examples for other instructions.

“The JSC have not made a final decision on whether to allow a general exception for terms used with numbering.”

“The JSC request that the Appendices Group review which abbreviations in B.9 might apply, and whether they are justifiable.”

- Recommendation from the Appendices Group on Dec. 18 task #2:

The RDA instructions cited by the Appendices Group on p. 3 of the Oct. 28, 2007 report were from “former part B” chapters. It is difficult to respond to this topic now as our constituencies are still reviewing these chapters. We do agree that captions in access points need to be standardized but we haven’t decided yet how to accomplish that result; we know that publishers are not consistent in presenting numbering information used in access points (e.g., opus numbers, series numbers). We do realize that a recommendation will be required for appendix B and that our deadline for appendices A and B is March 1, 2008.

B. Jan. 11, 2008. In an email to the JSC about January 2008 deadlines, the JSC Secretary listed a different task and a question (as far as we know, no one answered her question): “Review which abbrev in B.9 are applicable to numbering, and report to the JSC whether they are justifiable (Query: Is this actually all part A abbreviations?) (App WG).”

- Recommendations from the Appendices Group on Jan. 11 task:

- a) Do not abbreviate words applicable to 2.6.0.4.1 (for numbering of serials) and 2.11.8.3.1 (series numbering).

[Note, however, that there is an overlap for series numbering because AACR2 B.5B1 was revised, per the proposal requested by the PCC, to allow the substitution of a prescribed abbreviation in the “transcribed” series statement (440) to avoid having to add a separate access point (830) to standardize the form of series numbering. The Appendices Group will need to address this overlap between the transcribed element and the inclusion of the number in the series access point in the full draft of appendix B due to the JSC by March 1, 2008.]

- b) For former-part-A elements, abbreviate only the following:
  - units of measurement and duration (already decided by JSC)
  - voices (e.g., “S” for “soprano” but only when more than one voice is given)
- c) Do not include instructions about the use of abbreviations in non-quoted annotations. Cataloguers should decide how to give such information.