To: Joint Steering Committee for Revision of AACR

From: Deirdre Kiorgaard

Subject: Principles for the inclusion of terms in the RDA Glossary

Principles for the inclusion of terms in the RDA Glossary

1. Terms eligible for inclusion
Only terms used in the text of RDA are eligible for inclusion in the Glossary.

Terms should be included in the Glossary if they:

> (a) need to be understood for the successful application or interpretation of the instructions, and if either

> (b) the term is used in a way at variance with its dictionary definition or common usage, or if

> (c) the scope of the term as used in the instructions must be understood precisely

2. Adding terms to the Glossary.
Suggestions for terms to be added to the Glossary will be evaluated against the criteria above.

3. Relationship between the Glossary and the text.
All terms that fit the criteria in *1. Terms eligible for inclusion* will be defined in the Glossary, regardless of whether they are also defined in the text.

All terms with a specific meaning or scope in RDA will be defined at the point at which they are introduced in the text and in the Glossary.

All terms used as data element names will be defined in the text at the beginning of the instructions for that element, and in the Glossary.

All terms for major categories of resources, e.g., Media category, Type of carrier, Type and form of content, will be defined in the text and in the Glossary.

4. Relationship between the Glossary, definitions, and examples
Examples are chosen to illustrate the instructions and should not introduce terminology which either hinders understanding of an instruction, or which itself requires definition.

Similarly, the Glossary definitions should avoid using terms that would require definition, unless those terms are separately eligible for inclusion.