To: Joint Steering Committee for Development of Resource Description
             and Access

From: Deirdre Kiorgaard, ACOC representative to JSC

Subject: RDA: Resource Description and Access – Constituency Review of Full Draft

High priority items for discussion by JSC have been marked with an asterisk.

1. General comments on RDA as a whole

Navigation and useability
Cross-referencing structure. Although it is understood that the cross-referencing structure has been designed to provide context as needed in the online product, ACOC recommends usability testing to specifically address how the cross-referencing works for users at different levels of expertise.

Wording of cross-references. ACOC suggests that cross-references be shortened by removing the words "see the instructions given under", for example in 2.12.1.2 from *For title proper of series, see the instructions given under **2.12.2.2*** to *For title proper of series, see **2.12.2.2.***

Expandable links. There are a number of lists and sets of examples within RDA that could be better displayed in the online product as an expandable link if required. This would facilitate the flow of the instruction but still allow further guidance if required at the point where the guidance would be sought. e.g. 1.3; 1.4.

Language and style

Repetition of text in instructions. There are many cases where identical or nearly identical text has been repeated under different instructions. Examples include instructions relating to facsimiles and reproductions, data elements in more than one language or script, and designations of first and last issues or parts.

Although it is understood that this repetition is required both for the online product and as part of RDA's element vocabulary, ACOC recommends:
(a) That consideration be given to providing a general instruction wherever possible in addition to the specific instructions - see later suggestions for Facsimiles and reproductions and Data elements in more than one language or script.
(b) That the need for repetition be specifically re-evaluated when the online product becomes available.
(c) That if the repetition is retained and our suggestion in (a) above is rejected, that such instructions be highlighted as a training issue.

Footnotes. Definitions should appear in the body of the text, not in footnotes.

Repetition of element name. Rather than repeating the element name in the instructions, it should be possible to just say "this element". For example, in 2.4.3

"Record other title information of a series only if … When recording other title information of a series, …" might be easier to read/comprehend if expressed as "record other title information of a series only if … When recording this element …"

2. Specific comments in instruction number order

0. Introduction

Omission - notes.
The introduction should include an explanation of the treatment of notes in RDA.

0.5 Structure.
The list of Sections and Appendices would be easier to scan and follow if each point was not presented as full sentences, but as a set of headings plus a summary of content without the connecting words. This would allow the content words to line up vertically as a list that is much quicker and easier to scan.

0.6 Core Elements
The *lists* of core elements in RDA (at 0.6 and the later introductory chapters to each section) are not elements per se but specific sub-elements or element sub-types. For example, "Title" is the element, but "Title proper" appears in the lists. However, within the *text* of the instructions the "core element" label appears at both 2.3 Title and 2.3.2 Title proper.

ACOC would prefer that the *lists* give the element name only - both for brevity and for consistency with the "core elements" label. (Specific information about the core sub-elements or element subtypes would be given at both the element itself, and at the sub-element or element subtype as at present.)

*0.6.1. General.
The instructions do not make it clear that a cataloguer should record data about all the FRBR Group 1 entities when describing a resource (if applicable). In the second paragraph of 0.6.1 it is stated: "As a minimum, a record describing a resource should include all of the core elements that are applicable to that resource."

In this context, "resource" is broad term, encompassing all the Group 1 entities. However, the definition in the Glossary states that the term refers to a work, expression, manifestation, *or* item. Either the meaning of the term in this context should be made clear, or alternatively (and preferably), the term should be used in this way consistently throughout RDA. It should be replaced by the relevant term for the Group 1 entity, e.g. "manifestation," where appropriate.

0.6.2 Section 1: Recording attributes of manifestation and item.
To give some guidance when core element data is not available on the item these instructions should explicitly say that the information is to be recorded if "readily ascertainable".

0.6.4 Section 3: recording attributes of person, family, and corporate body

Comment 1: To give some guidance these instructions should explicitly say that the information is to be recorded if "readily ascertainable".

*Comment 2: ACOC suggests that elements relating to Dates should be added to the core elements for persons, families and corporate bodies, i.e.

9.3 Dates associated with a person
10.3 Date associated with a family
11.4 Date associated with the corporate body

Dates are important in facilitating the following user tasks:

FRBR Obtain. These dates can be used as indicators of whether that creator's works might be available under copyright provisions.

FRAD Find. These dates can be used to find individual creators and contributors, or sets of creators and contributors, based on their life dates, period of activity etc.

FRAD Identify. When sharing authority data at an international level, treating dates as core elements will ensure an acceptable level of differentiation in order to meet the 'identify' user task.

FRAD Contextualize. The limited definition of contextualization that FRAD outlines could be expanded to include dates as they provide context for the user in very general terms such as the era in which the person existed and period of activity.

ACOC also notes that inclusion of dates for persons, families and corporate bodies in the core element set can be achieved without sacrificing the objective of "Cost-efficiency" per the *RDA — Resource Description and Access: Objectives and Principles* (http://www.collectionscanada.gc.ca/jsc/docs/5rda-objectivesrev2.pdf). It is more efficient to record this information when first establishing the access point, rather than waiting until a potential conflict arises at a later date. Please also see our comment above on adding "readily ascertainable" to the instructions regarding core elements.

Section 1 — Recording attributes of manifestation and item

Chapter 1 General Guidelines On Recording Attributes of Manifestations and Items

1.1.2 Resource
The substance of the first paragraph is repeated in the second paragraph, therefore, the first paragraph should be deleted.

1.1.4 Comprehensive, Analytical, and Hierarchical Description
A digital example for both the comprehensive and analytical descriptions would aid in this guideline, e.g.
comprehensive: an online exhibition
analytical: a jpeg from an online exhibition

1.1.5 Work, Expression, Manifestation, and Item
The definitions of work and expression given here are unnecessary, as these concepts are not covered in Section 1. Section 1 only covers manifestations and items. This is a general statement and thus should be in chapter 0 and be deleted from here.

1.2 Functional Objectives and Principles
Subclause (c) Since this is the first time the term "carrier" appears in the text, there should be a hyperlink to the Glossary definition of the term.

1.5.2 Comprehensive Description
Subclause (b) Since the parenthetical examples given at this instruction do not require the use of the fixed vocabulary use the term DVD instead of digital videodisc.

1.6.2.2 Change in media type of a serial
ACOC would like confirmation that the requirements of ISSN are met by this instruction, specifically that only changes in media type and not changes in carrier type require a new ISSN (discussed previously, see M196.7.5).

ACOC is also concerned that although information on changes to the carrier can be treated through repetitions of various elements, e.g. Carrier type, Digital file characteristics, Equipment and system requirements, there is no way to relate those elements together. However, we have no specific suggestion to make on solving this issue.

1.7.4 Accents and other diacritical marks
The instruction could be named "Diacritical marks" and the guideline would read better as:
Transcribe diacritical marks such as accents as they appear on the source of information.

General comments on Chapters 2-4

*ACOC suggests that more consistency needs to be achieved in the titles of Chapters 2-4, to more accurately reflect what the cataloguer is doing, i.e. describing, rather than relating this to user tasks. Although it is unrealistic to restructure chapters 1-4 at this stage, the titles of the chapters could be revised to:

Chapter 2. <u>Describing</u> manifestations and items.
Chapter 3. Describing carriers.
Chapter 4. Describing acquisition and access information

Alternatively, if the link to user tasks is to be maintained, each of these chapters should include the user task, e.g. Chapter 4 should be titled 'Obtaining Manifestations and Items'.

Chapter 2 Identifying Manifestations and Items

General comments on Ch 2

Facsimiles and reproductions:
As noted in our general comments on *Repetition of text in instructions*, the text for this guideline is nearly uniform throughout the instructions with the underlying concept being to record the element data of the facsimile in the first instance and the data for the original in a related manifestation. ACOC suggests that RDA include a general statement on how to record this information and link back to this general instruction within the body of the text rather than repeating the text throughout the chapter.

Possible text:
When describing a facsimile or reproduction record the data relating to the facsimile or reproduction in the element. Record any data relating to the original manifestation as an element pertaining to a related manifestation.

Data elements in more than one language or script:
As noted in our general comments on *Repetition of text in instructions*, the guidelines for recording this data, under various elements, is conceptually uniform throughout this chapter. To aid in readability ACOC suggests that RDA include a general statement on how to record this information and link back to this general instruction within the body of the text rather than repeating the text throughout the chapter.

Possible text:
If information appears on the source of information in more than one language or script, record this information in the language or script of the title proper. If this criterion does not apply, record the statement that appears first.

Specific comments on Ch 2

2.0 Purpose and Scope
The footnote against manifestation and item should be deleted - there is no difference between the definitions given here and their Glossary definitions.

2.2.2 Preferred source of information
Comment 1. ACOC would prefer greater prominence to be given to online resources by including more online examples in the parenthetical examples.

Comment 2. Most online resources will default to 2.2.2.4 (b). In that case ACOC would prefer that the preferred source be the whole resource.

2.3.4.1 Other title information
In the Scope statement the beginning of the 3rd paragraph states *"Other title information includes subtitles, avant-titres, etc. but does not include variations on the title proper..."*
For ease of readability ACOC suggests this sentence be reworded to:
"Other title information does not include variations on the title proper ..."

2.4.1.8 Noun phrase occurring in conjunction with a statement of responsibility

ACOC wonders if this instruction is necessary since it seems to be covered already under the transcription guidelines and examples in 2.4.1.4.

2.4.1.9 No person, family or body names in the statement of responsibility
ACOC wonders if this instruction is necessary since it seems to be covered already under the transcription guidelines and examples in 2.4.1.4.

2.5.6 Designation of a named revision of an edition
*(Element set). All of the instructions relating to named revisions of an edition, 2.5.6 - 2.5.9, could be removed and incorporated into the instructions on Designation of edition. There is no need for a separate element.

The wording of the first paragraph of 2.5.2.1 Scope could be adjusted as follows: "A designation of edition is a word or phrase, or a group of characters, identifying the edition or revision of an edition to which a resource belongs."

The existing examples under 2.5.2.3 already include some revised editions, e.g.
New ed., rev. and enl.
Rev. ed. 10/2/82
Corr. 2nd print.

Also, the existing examples under 2.5.4 Statement of responsibility relating to edition include one for a revision, i.e. 'revised and updated by Alan Powers'

2.6.1.2 Sources of information for recording numbering of serials
To aid in readability ACOC suggests the first set of points a)-d) be summarized as:
"When choosing a source of information for numbering of serials, use a source for the issue or part being described that bears the title proper."

2.6.1.4 Recording numbering of serials
In order to know whether to apply the instructions in Appendix B you need to know whether this element is a transcribed or a recorded element. The instructions refers to both recording and transcribing.

- Instruction 2.6.1.4 says to transcribe other words ... "as they appear on the source of information" and according to 1.7.
- 1.7.8 says to apply Appendix B for abbreviations in transcribed elements.
- Appendix B.4 Transcribed elements says to use only abbreviations found in the source.
- The examples match this interpretation, and show a variety of formats.

However, 2.6.1 also refers to "... recording numbering of serials". This implies that it is a recorded element to which B.5 would apply.
- B.5.5 says to use the abbreviations listed in B.7-10 for the Numbering of an issue or part. (Although there is a reference to a specific instruction number where this applies, that reference is not enough on its own to make it clear it does not apply to 2.6.1.)
- B.7 includes an abbreviation for volume.

The instructions need to be clarified to address this. As this is a change from AACR practice, it should also be highlighted as a training issue.

2.8.2.4 More than one place of publication (and the related instructions for place of production and manufacture)
ACOC suggests an option be added to record only the first named place.

2.12.9.8.1
It is unclear what to do if it is not yet complete?

2.14.1.3 Recording Frequency
The terms used correspond closely with MARC 21 Bibliographic 008/18 frequency. However, they are not self-explanatory, e.g. What is the difference between semiweekly/biweekly and semimonthly/bimonthly? Explanation of the terms within RDA would be helpful.

The final instruction "If the frequency is irregular … make a note" is confusing when irregular actually appears in the list of frequency terms.

3. Describing Carriers

General comments on Ch 3
The chapter is set out in a reasonably logical manner, though it is unfortunate that there are so many exceptions to the primary rules for extent, and it is unfortunate that so many of the old, specialised rules from AACR2 have been retained. The coverage of online resources is now significantly better, with file formats, etc. covered in more depth, but there is still much more work that could be done there, not least at a first-order level, where common usage terms such as 'website' are still not given primacy.

Specific comments on Ch 3
3.0 Purpose and scope
The term resource would be better replaced by 'manifestation or item'.

3.1.4.1 Recording only carrier type and extent of each carrier. Optional addition regarding containers.
As elsewhere, this addition conflicts with the definition of extent and would be better placed as a separate rule addressing a particular characteristic of a carrier (its container).

3.2 Media type
The direct hierarchical relationship between media and carrier type might be usefully spelt out at this point.

3.2.1.2 Recording media type
The difference between (a) – predominant and (b) – substantial in the alternate instruction is not very clear.

3.3.1.2 Recording carrier type

*There are too few terms available under Unmediated carriers – for example, what would be the type for a photograph?

3.4.1.3 Recording extent
This instruction should provide an overview of the terms for the type of carrier. It presently mentions only those under 3.3.1.2 and 3.4.1.5.

It should also mention:
- the exceptions listed under 3.4.2-3.4.6
- the terms for sets of units under 3.4.1.6
- the terms used in the comprehensive description of a collection under 3.4.1.11

3.4.1.5 Other terms used to designate the type of unit

Comment 1. 'Record a trade name …' at the bottom of this rule appears to be an error. These are already covered explicitly in the parenthesis in the first sentence of 3.4.1.5

3.4.1.11 Comprehensive description of a collection
Comment 1. This instruction introduces new terms for the type of carrier. It seems to contradict instruction 3.1.4.3, which uses 'various pieces'.

Comment 2. Storage space conflicts with the definition of extent and is really a characteristic, similar to dimensions, which could be covered separately.

3.4.4.4 one image spanning more than one carrier
As above – need to stipulate which terms can be used here or refer to 3.4.4.2.

3.22 Note
The instructions should allow for notes to be made on any element covered by this chapter, not just extent and dimensions.

4. Providing Acquisition and Access Information
Comment 1. The footnote against manifestation and item should be deleted - there is no difference between the definitions given here and their Glossary definitions.

Comment 2. Should not other 'obtaining' metadata, at the item level, be covered in this chapter, such as call numbers?

Section 2 — Recording Attributes Of Work And Expression

Chapter 5. General guidelines on recording attributes of works and expressions

5.1.3 Title
The definition "The term title of the work refers to a character or group of words and/or characters by which a work is known." is more confusing than the definition of 'title of the work' given in the Glossary, i.e. "A word, phrase, character, or group of characters by which a work is known."

5.1.4 Access point.
If access points include both preferred and variant access points, that should be stated.

Chapter 6. Identifying works and expressions

6.1.3.2 Works issued as serials
6.1.3.3. Works issued as integrating resources
The use of the words 'reflecting' and "reflect" makes these instructions difficult to read. Could they be reworded, e.g. replace "reflecting" with "using"; or could the order of the sentences be rearranged?

*6.2.2.2 Sources of information.
In practice the cataloguer would first look to see if there is already an established form in the authority file, and use that form if found. Either the definition of reference source should be revised to make that clear, or further information should be added to the instruction, e.g.
"Reference source. Any source from which authoritative information may be obtained, <u>including authority files, reference works</u>. ~~Not limited to reference materials.~~"

6.2.2.3 General guidelines on choosing the preferred title and 6.2.2.4-6.2.2.8.
The guidelines under 6.2.2.4-6.2.2.8 all fall under the general topic of choosing the preferred title, and the numbering of the instructions should reflect this. The next major heading after "General guidelines on choosing the preferred title" should be at 6.2.2.9 "Recording the preferred title for a work".

6.2.3.4 Alternative linguistic form of title
The JSC should consider whether these need to be separately identified, specifically as other language forms, rather than subsumed with other variant titles.

6.2.3.5 Other variant title for the work.
This instruction is very difficult to understand as written and should be re-written, e.g.
"Record <u>any</u> other variants<u>,</u> and <u>any</u> variant forms of the title recorded as the preferred title<u>,</u> <u>that are</u> not covered under 6.2.3.3.~~, as required.~~"

6.6 Other distinguishing characteristic of the work.
ACOC recommends that the instructions allow for this to be recorded even when not required to distinguish, per the instructions for form, date and place.

6.7.1.3 Recording the original language of the work.
and 6.12.1.3 recording language of expression
The ISO list referred to is arranged by codes not terms. Is there a version of that list arranged by terms that could be referred to?

6.12.1.3 see 6.7.1.3.

6.13 Other distinguishing characteristic of the expression.
Comment 1. ACOC recommends that the instructions allow for this to be recorded even when not required to distinguish.

Comment 2. The examples show that the name of a creator associated with an expression can be recorded in this element. Should this be specified in the instructions?

6.21 Date of work.
Should this be "Date of legal work"?

*6.27.1 Preferred access point representing a work
There needs to be a reminder of the circumstances under which a corporate body is deemed to be the creator and a link to the instructions under creators at 19.2.

6.27.3 Preferred access point representing an expression.
Elements for "Date of … " and "Other distinguishing characteristic of … " can be added to both works and expressions. As a result, headings for works and expressions could be identical, and it will be necessary to ensure that the element is labelled.

6.27.4.3 Variant access point representing a compilation of works.
This instruction needs to be broken down into smaller sentences.

Chapter 7. Describing content

7.9.2 Academic degree.
These instructions are framed in terms of the author's relationship to the degree, rather than the thesis. E.g. at 7.9.2.3 "Record a brief description of the degree for which the author was a candidate …". Should this be "Record a brief description of the degree for which the work was presented …"?

7.23 Performer, narrator, and/or presenter and
7.24 Artistic and/or technical credits
It would be helpful to provide a reference to later chapters on recording this information as an access point, e.g.
"For instructions on recording persons, families and corporate bodies associated with the work or expression as an access point, see Chapters 19 and 20."

Section 4 — Recording Attributes Of Concept, Object, Event, And Place

Chapter 16. Identifying places
Nowhere does it explicitly say that in some cases the names of certain larger places should be abbreviated as per Appendix B.11. Abbreviations just start to appear in the examples at 16.2.2.9.2. This contrasts with 3.4.1.11.2 where explicit reference is made to abbreviating in accordance with Appendix B.

Appendices

Appendices I, J, K
ACOC agrees with the statement in the cover letter that further development of these appendices is needed to ensure that the available descriptors are sufficiently comprehensive, appropriately specific and well defined, and that all relationships are

reciprocal where appropriate. In addition, ACOC notes that the JSC will need to develop a set of principles to guide the inclusion or exclusion of new relationship designators.

Appendix K

ACOC would like this appendix to be part of RDA on first release and recommend that further work be done on this appendix prior to first release to ensure that a basic set of descriptors is included. In addition, we recommend that a group be assigned to investigate further development of the relationship designators, including the investigation of already available relationship descriptors such as those in the Getty Union List of Artist Names.

3. Comments on Examples

1.7.3 Punctuation
It would be helpful to include some more interesting examples of unusual punctuation, not just hyphens, question marks and dots. Maybe also an example on the next point of adding punctuation for clarity.

1.7.5 Symbols
Graphical symbols are often difficult to describe and as the saying goes 'a picture is worth a thousand words'. In a future release of RDA when it is possible to add title page images it would be very useful to have examples available in an expanded view of these.

2.3.1.4 Recording titles
The first example is excludes both the introductory words as well as abridging the title, and so is confusing.

2.3.2.7 Recording the title proper
There are a number of very similar examples given here. It might be useful to include a few more web based examples for instance: *"WorldVitalRecords.com"*.

2.3.7.3 Recording earlier variant titles
Suggest adding contextual information to the examples - i.e. what is the current title proper?

2.4.2.4 Statement of responsibility relating to title in more than one language or script
In the second example, shouldn't the statement of responsibility be in German rather than the English form "edited by…"? The title proper has been recorded in German.

2.5.2.6 Designation of edition integral to title proper etc.
ACOC thinks an example would be useful here.

2.7 Production statement
The addition of examples would be helpful.

2.8.4.3 Recording Publisher's names
University of Leeds example. An explanatory comment e.g. "*Dept* is abbreviated on source" would be helpful.

3.4 Extent
Additional examples for non print serials (both complete and incomplete), including online serials in PDF and other file formats would be helpful.

5.8.1.3 recording sources consulted.
The examples are difficult to interpret without the context of the work or expression. An explanatory note would be helpful.

5.8.1.3 recording sources consulted.
The examples appear to use a convention of including the information found in the source in round brackets. Is this necessary?

6.27.1.2 Works created by one person, family or corporate body
It would be useful if there were a few more serials examples here, including one for an annual report to give serials cataloguers reassurance that they are applying the right instruction for the old corporate main entry concept.

7.10 Summarization of the content.
9th example: the final sentence of this example provides more detail than would be expected in this note.

Chapters 24 and 25
Additional serial examples would be helpful.

25.1.1.3 Referencing related works
These examples should be grouped and weeded to provide only one or two examples of each type.

26.1.13 referencing related expressions
A serial example in the preferred access point group would be useful.