To: Joint Steering Committee for Development of RDA

From: Deirdre Kiorgaard, Chair, JSC

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

The attached workflow accompanies the full draft of RDA for constituency review.

See also: 5JSC/RDA/Full draft/Workflows/Book.

Workflows are intended as a "step-by-step" route through the instructions, and can be devised by individuals and groups at all levels (libraries, consortia, cooperative programs, etc.) to suit local needs and preferences for workflows and recording of options. The RDA online product will support the creation, maintenance, and sharing of workflows. This static workflow does not reflect the functionality that will be present in the RDA online product, but has been provided as an example of possible workflow content.

The two sample workflows make reference to "your agency's preference" (or similar); in a local workflow the preference of the agency would be made explicit.

Transcribing an Element from a Source

Use

Use this workflow when creating any type of record, for guidance about how to transcribe some features when RDA specifies transcribing information as it appears in the source.

Before you begin

Language and script: Know whether, according to your agency's preference, you record elements (a) always in the same language and script as in the source, (b) sometimes in a transliterated form instead, or (c) sometimes in both forms (**RDA 1.4**).

Symbols: Know which symbols and other characters your facilities can or cannot reproduce (**RDA 1.7.5**).

Encoding and display standards: Know the encoding standard (such as MARC 21) and the display standard (such as ISBD) you are using and the requirements those add beyond the instructions in this workflow or RDA.

Alternatives

When an RDA instruction specifies transcribing an element as it appears in the source of information and doing that involves any of the features here, your agency may do any of the following, as it prefers (**RDA 1.7.1**):

> (a) Apply RDA's guidelines for transcribing those aspects of typography, as summarized in the following

> (b) Apply your agency's own guidelines

> (c) Apply a published style manual your agency prefers

> (d) Take what you see, especially when capturing digital data.

When transcribing an element according to RDA's guidelines, apply the following:

1. Transcribe Capitalization in Titles

Capitalize the first word of a title (for example, "The materials of architecture") (**RDA Appendix A.4.1**).

Apply the above guideline in the following elements:

> Title Proper (**RDA 2.3.2**)

> Parallel Title (**RDA 2.3.3**)

Variant title (**RDA 2.3.6**)

Earlier Variant Title (**RDA 2.3.7**)

Later Variant Title (**RDA 2.3.8**)

Key Title (**RDA 2.3.9**)

Abbreviated Title (**RDA 2.3.10**)

Devised Title (**RDA 2.3.11**)

Title Proper of Series (**RDA 2.12.2**)

Parallel Title of Series (**RDA 2.12.3**)

Title Proper of Subseries (**RDA 2.12.10**)

Parallel Title of Subseries (**RDA 2.12.11**)

Also capitalize the first word of an alternative title included in a title proper.

Do not apply the guideline for capitalization of the first word in the following:

Other Title Information (**RDA 2.3.4**)

Parallel Other Title Information (**RDA 2.3.5**)

Other Title Information of Series (**RDA 2.12.4**)

Parallel Other Title Information of Series (**RDA 2.12.5**)

Other Title Information of Subseries (**RDA 2.12.12**)

Parallel Other Title Information of Subseries (**RDA 2.12.13**)

Exception: Do not capitalize an Arabic or Hebrew article (for example, "ha-Milon he-hadash") (**RDA Appendix A.4.1**).

Exception: Transcribe a compound term with unusual capitalization as it appears in the source, without capitalizing a lowercased first letter, if you think it should be recorded that way (for example, "eBay for dummies" or "iTV games and gambling") (**RDA Appendix A.4.1**).

Exception: Transcribe an Internet address (or part of one) as it appears in the source, without capitalizing a lowercased first letter, if it appears that way in the source (for example, "robgray.com") (**RDA Appendix A.4.1**).

Exception: Do not capitalize the first word, if the title begins with punctuation indicating an omission (for example, "… and master of none") (**RDA Appendix A.4.2**).

Capitalize other words in a title, if normal usage in the language capitalizes them (**RDA Appendix A**).

2. Transcribe Capitalization in Other Transcribed Elements

Designation of edition: Capitalize the first word of a Designation of edition (**RDA Appendix A.5**).

Numbering of serials: Capitalize the first word in a Numeric and/or alphabetic designation of first issue or part (for example, "Vol. 1, no. 1). If there is no Numeric and/or alphabetic designation of first issue or part but there is a Chronological designation of first issue or part, capitalize the first word in that (for example, "Juin 1985"). Capitalize other words in Numbering of serials, only if normal usage in the language capitalizes them (for example, "May 1996" in English or "Bd. 8" in German) (**RDA Appendix A.6**).

Numbering within series and Numbering within subseries: Capitalize a word included in series or subseries numbering, if normal usage in the language capitalizes it, but not only because you found it capitalized in the source (for example, "booklet 1" rather than "Booklet 1"). Capitalize other alphabetic devices or words included in the series numbering as you find them (for example, "NSRDS-NBS 5") (**RDA Appendix A.7** and **RDA 2.12.9.3**).

Capitalize other words in those elements or any words in other transcribed elements, if normal usage in the language capitalizes them (**RDA Appendix A**).

3. Transcribe Punctuation

Transcribe punctuation as it appears in the source (**RDA 1.7.3**).

Exception: Omit punctuation that separates data you are recording as different elements or as separate instances of the same element (**RDA 1.7.3**).

See **RDA Appendix D**, if you are using ISBD prescribed punctuation.

4. Transcribe Accents and Other Diacritical Marks

Transcribe accents and other diacritical marks as you find them in the source (**RDA 1.7.4**).

Optionally: Add accents and other diacritical marks that do not appear in the source, if you know normal usage in the language includes them (for example, "Les misérables", if you see "LES MISERABLES" in the source and know where French usage normally has an acute accent) (**RDA 1.7.4**).

5. Transcribe Symbols

Transcribe symbols and other special characters, etc., as you find them in the source, if your facilities can reproduce them (for example, "Frommer's England & Scotland") (**RDA 1.7.5**).

Replace symbols, etc., that your facilities cannot reproduce with a description enclosed in square brackets (for example, "[Ankh]"). Explain the replacement in a note, if you think it is

important (for example, "The title consists solely of the ankh symbol") (**RDA 1.7.5** and **RDA 2.20.2**).

6. Transcribe Spacing of Initials and Acronyms

Transcribe letters appearing in the source as initials or acronyms without any spaces between then, regardless of any spacing that appears in the source and whether or not the letters have full stops between them (for example, "ALA" or "S.J. Perelman") (**RDA 1.7.6**).

7. Transcribe Letters or Words Intended to Be Read More Than Once

If you know from the design of the source that a letter or word appearing there only once is intended to be read twice or more, transcribe it as many times as necessary, in each element where it is intended to appear, without square brackets (for example, title proper "Canadian citations" and parallel title "Citations canadiennes", if the title page has "Canadian CITATIONS canadiennes") (**RDA 1.7.7**).

8. Transcribe Abbreviations

Do not substitute abbreviations for words in transcribed elements. If those elements include abbreviated forms in the source, transcribe the abbreviations as you find them (for example, "St. Murphy's commandments") (**RDA Appendix B.4**).

9. Transcribe Inaccuracies

Transcribe an inaccuracy in any transcribed element (such as a misspelled word) uncorrected as you find it in the source, if you did not find a specific RDA instruction to do otherwise (for example, "The wolrd of television", if the source has that) (**RDA 1.7.9**).

Explain in a note what would be correct, instead of the inaccuracy, if you think it is important (for example, "Title should read: The world of television") (**RDA 2.20.2**).