

To: Joint Steering Committee for Development of RDA
FROM: Judith A. Kuhagen, JSC Secretary
SUBJECT: Proposed Revisions of RDA instructions on Sources of Information (RDA 2.2.2.1–2.2.2.4)

The text below reflects the decisions made by the Joint Steering Committee during its November 2012 meeting. This text will be merged with the reworded chapter 2 before it appears in the 2013 RDA Update of the RDA Toolkit.

2.2.2.1 General Guidelines

[1st-3rd paragraphs unchanged]

Treat a container issued with the resource (e.g., a box in which a game or kit is issued, a clamshell box containing compact discs in individual jewel cases or cardboard sleeves) as part of the resource itself. Treat a container that is not issued with the resource (e.g., a box or case made by the owner) as a source outside the resource itself.

[remainder of instruction unchanged]

2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards)

[1st paragraph and alternative unchanged]

If the resource lacks a title page, title sheet, or title card (or image thereof), use as the preferred source of information the first of the following sources that bears a title:

- a) a cover or jacket issued with the resource (or an image of that cover or jacket)
- b) a caption (or an image of a caption)
- c) a masthead (or an image of a masthead)
- d) a colophon (or an image of a colophon).

Exception

Early printed resources. If an early printed resource (or a reproduction thereof) lacks a title page, title sheet, or title card (or image thereof), use as the preferred source of information the first of the following sources that bears a title:

- a) a colophon (or an image of a colophon)
- b) a cover or jacket issued with the resource (or an image of that cover or jacket)

- c) a caption (or an image of a caption)

[remainder of instruction unchanged]

2.2.2.3 Resources Consisting of Moving Images

If the resource consists of moving images (e.g., a film reel, a videodisc, a video game, an MPEG video file), use the title frame or frames, or title screen or screens, as the preferred source of information. If the title frames or title screens only list the titles of the individual contents and another source forming part of the resource bears a formally-presented collective title, use as the preferred source of information the first applicable source bearing a formally-presented collective title.

Alternative

Use a label bearing a title that is permanently printed on or affixed to the resource (excluding accompanying textual material or a container) in preference to the title frame or frames, or title screen or screens.

If the resource does not contain a title frame or title screen, follow the guidelines below for tangible or online resources to choose the preferred source of information.

2.2.2.3.1 Tangible Resources

Use as the preferred source of information the first of the following that bears a title:

- a) a label that is permanently printed on or affixed to the resource, excluding accompanying textual material or a container (e.g., a label on a videodisc)
- b) for a comprehensive description, a container or accompanying material issued with the resource
- c) an internal source forming part of a tangible digital resource (e.g., a disc menu).

2.2.2.3.2. Online Resources

Use as the preferred source of information the first of the following that bears a title:

- a) textual content
- b) embedded metadata in textual form that contains a title (e.g., metadata embedded in an MPEG video file).

If the resource contains neither a title frame or title screen nor a source of information as listed above for tangible or online resources, use as the preferred source of information another source forming part of the resource

itself, giving preference to sources in which the information is formally presented.

2.2.2.4 Other Resources

For a resource other than one covered under [2.2.2.2–2.2.2.3](#), follow the guidelines below for tangible or online resources to choose the preferred source of information. If a source of information only lists the titles of the individual contents and another source forming part of the resource bears a formally-presented collective title, use as the preferred source of information the first applicable source bearing a formally-presented collective title.

2.2.2.4.1 Tangible Resources

Use as the preferred source of information the first of the following that bears a title:

- a) a textual source on the resource itself (e.g., a slide) or a label that is permanently printed on or affixed to the resource, excluding accompanying textual material or a container (e.g., a label on an audio CD or a model)
- b) an internal source, such as a title screen, whose textual content formally presents the title
- c) for a comprehensive description, a container or accompanying material issued with the resource

2.2.2.4.2 Online Resources

Use as the preferred source of information the first of the following that bears a title:

- a) textual content
- b) embedded metadata in textual form that contains a title (e.g., metadata embedded in an MP3 audio file)

If the resource does not contain a source of information as listed for tangible or online resources, use as the preferred source of information another source forming part of the resource itself, giving preference to sources in which the information is formally presented.

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2.2.4 Other Sources of Information

[1st paragraph introducing the list unchanged]

- a) accompanying material (e.g., a leaflet, an "about" file) that is not treated as part of the resource itself as described in 2.2.2.1
- b) other published descriptions of the resource

- c) a container that is not issued with the resource itself (e.g., a box or case made by the owner)
- d) any other available source (e.g., a reference source).

[remainder of instruction unchanged]

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2.3.1.1 Scope

[1st paragraph unchanged]

More than one title may appear in sources of information (such as on a title page, title frame; as a caption title, running title; on a cover, spine; on a title bar), on a jacket, sleeve, container, etc., or in material accompanying the resource.

[remainder of instruction unchanged]

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Glossary:

Cover The outer protective material attached to a volume, consisting of both sides of the front and back panels and the spine to which they are joined.