

To: Joint Steering Committee for Development of RDA
From: Judith A. Kuhagen, JSC Secretary
Subject: Proposed revision to Appendix B.1 General Guideline to explicitly include the usage of units of measure expressed as symbols

The text below reflects the decisions made by the Joint Steering Committee during its November 2012 meeting and in subsequent email discussion. This text will be merged with the reworded chapters before they appear in the 2013 RDA Update of the RDA Toolkit.

The change to the paragraph on appendix C in 0.5 is from 6JSC/ALA/9/Sec final.

0.5 Structure

[1st-3rd paragraphs unchanged]

Supplementary guidelines and instructions are provided in appendices as follows:²⁰

[paragraph for appendix A unchanged]

Appendix B provides instructions on the use of abbreviations when recording specified elements and on using symbols instead of abbreviations, when appropriate, as well as lists of abbreviations in a selected number of languages.

Appendix C lists articles that are to be omitted when applying the alternative instructions to record preferred titles for works and names of persons, corporate bodies, and places.

[paragraphs for appendices D-L unchanged]

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3.4.1.11.2 Storage Space

[1st paragraph and examples unchanged]

Alternative

Record the amount of storage space occupied by the collection in the system of measure preferred by the agency preparing the description.

Use symbols or abbreviations of terms for units of measurement as instructed in appendix B (B.5.2), as applicable.

[examples unchanged]

[optional addition & examples unchanged]

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3.5.1.3 Recording Dimensions

[1st paragraph unchanged]

Alternative

Record dimensions in the system of measure preferred by the agency preparing the description. Use symbols or abbreviations of terms for units of measurement as instructed in appendix B (B.5.1), as applicable.

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7.25.5.3 Recording Additional Scale Information

Record additional scale information that appears on the resource. Capitalize words as instructed in Appendix A. Use abbreviations or symbols for units of measurement, as instructed in appendix B (B.5.7) and numerals in place of words.

[remainder of instruction unchanged]

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Revised name for appendix B = ABBREVIATIONS AND SYMBOLS

B.0 Scope

Appendix B provides instructions on the use of abbreviations when recording specified elements and on using symbols instead of abbreviations, when appropriate, as well as lists of abbreviations in a selected number of languages. These abbreviations and symbols are used when recording specified elements.

B.1 General Guideline

Use abbreviations and symbols prescribed under B.7–B.11 as instructed under B.2–B.6.

Alternative

When recording the attributes of a manifestation or item (see chapters 1–4), follow appropriate international standards on the use of abbreviations or of

symbols for units or measurement; or, if the agency creating the data has established in-house guidelines on the use of abbreviations or of symbols for units of measurement, or has designated a published style manual, etc., as its preferred guide, use those guidelines or that style manual in place of the instructions given in this appendix.

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B.5.1 Dimensions

Use abbreviations or symbols for units of measurement prescribed in B.7 for terms used for dimensions (see 3.5).

[2nd paragraph unchanged]

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B.5.2 Extent of Storage Space

Use symbols, or abbreviations prescribed in B.7, for units of measurement when recording extent of storage space in non-metric units of measurement (see 3.4.1.11.2).

Metric symbols are not abbreviations; such symbols are not followed by a full stop.

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B.5.3 Duration

Use symbols, or abbreviations prescribed in B.7, for units of measurement used for duration (see 7.22).

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B.5.7 Additional Scale Information

Use symbols, or abbreviations prescribed in B.7, for units of measurement used as part of additional scale information (see 7.25.5).

[2nd paragraph unchanged]