

To: Joint Steering Committee for Development of RDA

From: Deirdre Kiorgaard, ACOC representative

Subject: RDA Appendix A (Capitalization)

ACOC agrees with the retention of Appendix A: *Capitalization* as a separate appendix rather than absorbing it into the chapters.

ACOC has the following comments on this proposal:

#1. A.2.1. ACOC supports the expansion of the instruction on unusual capitalization to include persons and families in addition to corporate bodies, and to the addition of an example for unusual capitalization for a person.

We suggest minor changes to the wording proposed by LC, i.e.:

A.2.1 General guidelines

In general, capitalize the first word of each name; capitalize other words applying the guidelines given under **A.10–A.55**, as applicable to the language involved. ~~For corporate~~ If the names of a person, family, or corporate body has with unusual capitalization, follow use that the capitalization practice of the body

#2. A.2.4. ACOC supports the addition of ‘Field of activity’ to the second paragraph, and the addition of two new examples.

#3. Options for adding additional languages. ACOC supports the inclusion of additional content from the LCPS (and therefore does not support option c). ACOC would prefer option a to add each language in alphabetic order but would accept either option a or b for adding this content.