

To: Joint Steering Committee for Development of RDA  
From: Judith A. Kuhagen, Secretary, JSC  
Subject: Notes and related elements in RDA

The text below reflects the decisions made by the Joint Steering Committee related to recommendation #1 during its November 2014 meeting and via email after the meeting.

The Joint Steering Committee has avoided extensive addition of numbered instructions by noting that the scope and sources of information for each "Details of ..." element are the same as for the root or base element. The instruction for each "Details of ..." element therefore refers to the existing instructions for scope and sources of information. Also, the RDA Glossary definition of the "Details of ..." element is not repeated in the instruction to avoid loss of clarity because the definition repeats information in the definition of the root element, in many cases with the addition of examples of scope. These decisions have been made within the working principle established at the meeting, and will be reviewed in due course.

This revision of the document corrects the name of the element in 3.7.2.4 and adds a revision of 3.7.2.3 to correct the name of the element.

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**3.6.1.3 Recording Base Materials**

*[for changes in this instruction, see 6JSC/BL/16/Sec final]*

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**3.6.1.4 Details of Base Material**

*[for changes in this instruction, see 6JSC/BL/16/Sec final]*

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**3.7.1.3 Recording Applied Materials**

*[for changes in this instruction, see 6JSC/BL/16/Sec final]*

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**3.7.1.4 Details of Applied Material**

*[for changes in this instruction, see 6JSC/BL/16/Sec final]*

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### **3.7.2.3 Recording Emulsion on Microfilm and Microfiche**

*[instruction unchanged except for last paragraph]*

Record details of emulsion on microfilm and microfiche as instructed at 3.7.2.4.

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### **3.7.2.4 Details of Emulsion on Microfilm and Microfiche**

Record **details of emulsion on microfilm and microfiche**▼ if considered important for identification or selection. For scope and sources of information, see 3.7.2.1 and 3.7.2.2.

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### **3.8.1.3 Recording Mounts**

*[instruction unchanged except for last paragraph]*

Record details of mount as instructed at 3.8.1.4.

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### **3.8.1.4 Details of Mount**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of mount**▼ if considered important for identification or selection. For scope and sources of information, see 3.8.1.1 and 3.8.1.2.

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### **3.9.1.4 Details of Production Method**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of production method**▼ if considered important for identification or selection. For scope and sources of information, see 3.9.1.1 and 3.9.1.2.

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### **3.9.2.3 Recording Production Method for Manuscript**

*[instruction unchanged except for last paragraph]*

Record details of production method for manuscript as instructed at 3.9.2.4.

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#### **3.9.2.4 Details of Production Method for Manuscript**

Record **details of production method for manuscript▼** if considered important for identification or selection. For scope and sources of information, see 3.9.2.1 and 3.9.2.2.

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#### **3.9.3.3 Recording Production Method for Tactile Resources**

*[instruction unchanged except for last paragraph]*

Record details of production method for tactile resource as instructed at 3.9.3.4.

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#### **3.9.3.4 Details of Production Method for Tactile Resource**

Record **details of production method for tactile resource▼** if considered important for identification or selection. For scope and sources of information, see 3.9.3.1 and 3.9.3.2.

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#### **3.10.2.3 Recording Generation of Audio Recordings**

*[instruction unchanged except for last paragraph]*

Record details of generation of audio recording as instructed at 3.10.2.4.

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#### **3.10.2.4 Details of Generation of Audio Recording**

Record **details of generation of audio recording▼** if considered important for identification or selection. For scope and sources of information, see 3.10.2.1 and 3.10.2.2.

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#### **3.10.3.3 Recording Generation of Digital Resources**

*[instruction unchanged except for last paragraph]*

Record details of generation of digital resource as instructed at 3.10.3.4.

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#### **3.10.3.4 Details of Generation of Digital Resource**

Record **details of generation of digital resource ▼** if considered important for identification or selection. For scope and sources of information, see 3.10.3.1 and 3.10.3.2.

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#### **3.10.4.3 Recording Generation of Microforms**

*[instruction unchanged except for last paragraph]*

Record details of generation of microform as instructed at 3.10.4.4.

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#### **3.10.4.4 Details of Generation of Microform**

Record **details of generation of microform ▼** if considered important for identification or selection. For scope and sources of information, see 3.10.4.1 and 3.10.4.2.

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#### **3.10.5.3 Recording Generation of Motion Picture Films**

*[instruction unchanged except for last paragraph]*

Record details of generation of motion picture film as instructed at 3.10.5.4.

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#### **3.10.5.4 Details of Generation of Motion Picture Film**

Record **details of generation of a motion picture film ▼** if considered important for identification or selection. For scope and sources of information, see 3.10.5.1 and 3.10.5.2.

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#### **3.10.6.3 Recording Generation of Videotapes**

*[instruction unchanged except for last paragraph]*

Record details of generation of videotape as instructed at 3.10.6.4.

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#### **3.10.6.4 Details of Generation of Videotape**

Record **details of generation of videotape**▼ if considered important for identification or selection. For scope and sources of information, see 3.10.6.1 and 3.10.6.2.

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#### **3.11.1.4 Details of Layout**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of layout**▼ if considered important for identification or selection. For scope and sources of information, see 3.11.1.1 and 3.11.1.2.

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#### **3.12.1.4 Details of Book Format**

Record **details of book format**▼ if considered important for identification or selection. For scope and sources of information, see 3.12.1.1 and 3.12.1.2.

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#### **3.13.1.4 Details of Font Size**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of font size**▼ if considered important for identification or selection. For scope and sources of information, see 3.13.1.1 and 3.13.1.2.

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#### **3.14.1.4 Details of Polarity**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of polarity**▼ if considered important for identification or selection. For scope and sources of information, see 3.14.1.1 and 3.14.1.2.

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#### **3.15.1.4 Details of Reduction Ratio**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of reduction ratio▼** if considered important for identification or selection. For scope and sources of information, see 3.15.1.1 and 3.15.1.2.

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### **3.16.1.3 Recording Sound Characteristics**

*[instruction unchanged except for last paragraph]*

Record details of sound characteristic as instructed at 3.16.1.4.

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### **3.16.1.4 Details of Sound Characteristic**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of sound characteristic▼** if considered important for identification or selection. For scope and sources of information, see 3.16.1.1 and 3.16.1.2.

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### **3.16.2.3 Recording Type of Recording**

*[instruction unchanged except for last paragraph]*

Record details of type of recording as instructed at 3.16.2.4.

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### **3.16.2.4 Details of Type of Recording**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of type of recording▼** if considered important for identification or selection. For scope and sources of information, see 3.16.2.1 and 3.16.2.2.

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### **3.16.3.3 Recording Recording Medium**

*[instruction unchanged except for last paragraph]*

Record details of recording medium as instructed at 3.16.3.4.

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#### **3.16.3.4 Details of Recording Medium**

Record **details of recording medium**▼ if considered important for identification or selection. For scope and sources of information, see 3.16.3.1 and 3.16.3.2.

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#### **3.16.4.3 Recording Playing Speed**

*[instruction unchanged except for last paragraph]*

Record details of playing speed as instructed at 3.16.4.4.

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#### **3.16.4.4 Details of Playing Speed**

Record **details of playing speed**▼ if considered important for identification or selection. For scope and sources of information, see 3.16.4.1 and 3.16.4.2.

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#### **3.16.5.3 Recording Groove Characteristics**

*[instruction unchanged except for last paragraph]*

Record details of groove characteristic as instructed at 3.16.5.4.

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#### **3.16.5.4 Details of Groove Characteristic**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of groove characteristic**▼ if considered important for identification or selection. For scope and sources of information, see 3.16.5.1 and 3.16.5.2.

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#### **3.16.6.3 Recording Track Configuration**

*[instruction unchanged except for last paragraph]*

Record details of track configuration as instructed at 3.16.6.4.

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#### **3.16.6.4 Details of Track Configuration**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of track configuration▼** if considered important for identification or selection. For scope and sources of information, see 3.16.6.1 and 3.16.6.2.

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#### **3.16.7.3 Recording Tape Configuration**

*[instruction unchanged except for last paragraph]*

Record details of tape configuration as instructed at 3.16.7.4.

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#### **3.16.7.4 Details of Tape Configuration**

Record **details of tape configuration▼** if considered important for identification or selection. For scope and sources of information, see 3.16.7.1 and 3.16.7.2.

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#### **3.16.8.3 Recording Configuration of Playback Channels**

*[instruction unchanged except for last paragraph]*

Record details of configuration of playback channels as instructed at 3.16.8.4.

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#### **3.16.8.4 Details of Configuration of Playback Channels**

Record **details of configuration of playback channels▼** if considered important for identification or selection. For scope and sources of information, see 3.16.8.1 and 3.16.8.2.

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#### **3.16.9.3 Recording Special Playback Characteristics**

*[instruction unchanged except for last paragraph]*

Record details of special playback characteristic as instructed at 3.16.9.4.

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#### **3.16.9.4 Details of Special Playback Characteristic**

Record **details of special playback characteristic▼** if considered important for identification or selection. For scope and sources of information, see 3.16.9.1 and 3.16.9.2.

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#### **3.17.1.3 Recording Projection Characteristics of Motion Picture Film**

*[instruction unchanged except for last paragraph]*

Record details of projection characteristic of motion picture film as instructed at 3.17.1.4.

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#### **3.17.1.4 Details of Projection Characteristic of Motion Picture Film**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of projection characteristic of motion picture film▼** if considered important for identification or selection. For scope and sources of information, see 3.17.1.1 and 3.17.1.2.

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#### **3.17.2.3 Recording Presentation Format**

*[instruction unchanged except for last paragraph]*

Record details of presentation format as instructed at 3.17.2.4.

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#### **3.17.2.4 Details of Presentation Format**

Record **details of presentation format▼** if considered important for identification or selection. For scope and sources of information, see 3.17.2.1 and 3.17.2.2.

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#### **3.17.3.3 Recording Projection Speed**

*[instruction unchanged except for last paragraph]*

Record details of projection speed as instructed at 3.17.3.4.

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#### **3.17.3.4 Details of Projection Speed**

Record **details of projection speed**▼ if considered important for identification or selection. For scope and sources of information, see 3.17.3.1 and 3.17.3.2.

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#### **3.18.1.3 Recording Video Characteristics**

*[instruction unchanged except for last paragraph]*

Record details of video characteristic as instructed at 3.18.1.4.

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#### **3.18.1.4 Details of Video Characteristic**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of video characteristic**▼ if considered important for identification or selection. For scope and sources of information, see 3.18.1.1 and 3.18.1.2.

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#### **3.18.2.3 Recording Video Format**

*[instruction unchanged except for last paragraph]*

Record details of video format as instructed at 3.18.2.4.

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#### **3.18.2.4 Details of Video Format**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of video format**▼ if considered important for identification or selection. For scope and sources of information, see 3.18.2.1 and 3.18.2.2.

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#### **3.18.3.3 Recording Broadcast Standard**

*[instruction unchanged except for last paragraph]*

Record details of broadcast standard as instructed at 3.18.3.4.

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#### **3.18.3.4 Details of Broadcast Standard**

Record **details of broadcast standard**▼ if considered important for identification or selection. For scope and sources of information, see 3.18.3.1 and 3.18.3.2.

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#### **3.19.1.3 Recording Digital File Characteristics**

*[instruction unchanged except for last paragraph]*

Record details of digital file characteristic as instructed at 3.19.1.4.

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#### **3.19.1.4 Details of Digital File Characteristic**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of digital file characteristic**▼ if considered important for identification or selection. For scope and sources of information, see 3.19.1.1 and 3.19.1.2.

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#### **3.19.2.4 Details of File Type**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of file type**▼ if considered important for identification or selection. For scope and sources of information, see 3.19.2.1 and 3.19.2.2.

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#### **3.19.3.3 Recording Encoding Format**

*[instruction unchanged except for last paragraph]*

Record details of encoding format as instructed at 3.19.3.4.

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#### **3.19.3.4 Details of Encoding Format**

Record **details of encoding format▼** if considered important for identification or selection. For scope and sources of information, see 3.19.3.1 and 3.19.3.2.

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### **3.19.8.3 Recording Digital Representation of Cartographic Content**

*[instruction unchanged except for last paragraph]*

Record details of digital representation of cartographic content as instructed at 3.19.8.4.

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### **3.19.8.4 Details of Digital Representation of Cartographic Content**

Record **details of digital representation of cartographic content▼** if considered important for identification or selection. For scope and sources of information, see 3.19.8.1 and 3.19.8.2.

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### **7.13.2.3 Recording Scripts**

*[instruction unchanged except for last paragraph]*

If none of the terms listed is appropriate or sufficiently specific, record details of script (see 7.13.2.4).

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### **7.13.2.4 Details of Script**

*[instruction unchanged except for caption and 1<sup>st</sup> paragraph]*

Record **details of script▼** if considered important for identification or selection. For scope and sources of information, see 7.13.2.1 and 7.13.2.2.

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### **7.13.3.3 Recording Form of Musical Notation**

*[instruction unchanged except for last paragraph]*

If none of the terms in the list is appropriate or sufficiently specific, record details of form of musical notation (see 7.13.3.4).

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#### **7.13.3.4 Details of Form of Musical Notation**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of form of musical notation ▼** if considered important for identification or selection. For scope and sources of information, see 7.13.3.1 and 7.13.3.2.

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#### **7.13.4.3 Recording Form of Tactile Notation**

*[instruction unchanged except for last paragraph]*

If none of the terms in the list is appropriate or sufficiently specific, record details of form of tactile notation (see 7.13.4.4).

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#### **7.13.4.4 Details of Form of Tactile Notation**

Record **details of form of tactile notation ▼** if considered important for identification or selection. For scope and sources of information, see 7.13.4.1 and 7.13.4.2.

EXAMPLE

*[examples unchanged but moved with revised former 2<sup>nd</sup> paragraph to position as 1<sup>st</sup> paragraph]*

English Braille (grade 3)

**Form of tactile notation for a resource described by an agency in the United Kingdom**

Chess code

Nemeth code

Contains alternate leaves of print and braille

Contains print, braille, and tactile images

Contains braille and tactile images

Tactile lines for country boundaries, solid dots for capitals

Key to symbols in grade 2 braille

**Form of tactile notation for a resource described by an agency in the United Kingdom**

Tactile diagrams, legends in grade 2 English Braille

**Form of tactile notation for a resource described by an agency in the United Kingdom**

Labels in grade 1 French Braille

**Form of tactile notation for a resource described by an agency in the United Kingdom**

If a form of tactile notation uses contractions and the level of contraction is known, record the level of contraction according to national practice. Add the level of contraction, in parentheses, following the term for the form of tactile notation.

EXAMPLE

*[examples unchanged but moved with former 1<sup>st</sup> paragraph to position as 2<sup>nd</sup> paragraph]*

braille code (uncontracted)

**Form of tactile notation for a resource in grade 1 braille described by an agency in the United States**

braille code (grade 1)

**Form of tactile notation for a resource in grade 1 braille (uncontracted) described by an agency in the United Kingdom**

Moon code (grade 2)

**Form of tactile notation for a resource in grade 2 Moon (contracted) described by an agency in the United Kingdom**

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**7.13.5.3 Recording Form of Notated Movement**

*[instruction unchanged except for last paragraph]*

If none of the terms in the list is appropriate or sufficiently specific, record details of form of notated movement (see 7.13.5.4).

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**7.13.5.4 Details of Form of Notated Movement**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of form of notated movement** ▼ if considered important for identification or selection. For scope and sources of information, see 7.13.5.1 and 7.13.5.2.

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#### **7.15.1.4 Details of Illustrative Content**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of illustrative content**▼ if considered important for identification or selection. For scope and sources of information, see 7.15.1.1 and 7.15.1.2.

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#### **7.17.1.3 Recording Colour Content**

*[for changes to 7.17.1.3, see 6JSC/CILIP/4/Sec final]*

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#### **7.17.1.4 Details of Colour Content**

*[for changes to 7.17.1.4, see 6JSC/CILIP/4/Sec final]*

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#### **7.19.1.4 Details of Aspect Ratio**

*[instruction unchanged except for 1<sup>st</sup> paragraph]*

Record **details of aspect ratio**▼ of the original expression when the expression being described is a modification of the original. For scope and sources of information, see 7.19.1.1 and 7.19.1.2.

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#### **7.20.1.3 Recording the Format of Notated Music**

*[instruction unchanged except for last paragraph]*

If none of the terms in the list is appropriate or sufficiently specific, record details of format of notated music (see 7.20.1.4).

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#### **7.20.1.4 Details of Format of Notated Music**

Record **details of format of notated music**▼ if considered important for identification or selection. For scope and sources of information, see 7.20.1.1 and 7.20.1.2.

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Glossary:

**details of applied material**

[see 6JSC/CILIP/4/Sec final]

**details of aspect ratio**

Details of the ratio of the width to the height of a moving image.

**details of base material**

[see 6JSC/CILIP/4/Sec final]

**details of book format**

Details of the result of folding a printed sheet to form a gathering of leaves (e.g., a sheet folded once to form a folio, twice to form a 4to, three times to form an 8to, etc.).

**details of broadcast standard**

Details of a system used to format a video resource for television broadcast.

**details of colour content**

[see 6JSC/CILIP/4/Sec final]

**details of configuration of playback channels**

Details of the number of sound channels used to make a recording (e.g., one channel for a monophonic recording, two channels for a stereophonic recording).

**details of digital file characteristic**

Details of a technical specification relating to the digital encoding of text, image, audio, video, and other types of data in a resource (e.g., recording density, sectoring).

**details of digital representation of cartographic content**

Details of the encoding of geospatial information in a cartographic resource (e.g., topology level, compression).

**details of emulsion on microfilm and microfiche**

Details of a suspension of light-sensitive chemicals used as a coating on a microfilm or microfiche (e.g., silver halide).

**details of encoding format**

Details of a schema, standard, etc., used to encode the digital content of a resource.

**details of file type**

Details of a general type of data content encoded in a computer file.

**details of font size**

Details of the size of the type used to represent the characters and symbols in a resource.

**details of form of musical notation**

Details of the set of characters and/or symbols used to express the musical content of a resource.

**details of form of notated movement**

Details of the set of characters and/or symbols used to express the movement content of a resource.

**details of form of tactile notation**

Details of the set of characters and/or symbols used to express the content of a resource in a form that can be perceived through touch.

**details of format of notated music**

Details of the musical or physical layout of the content of a resource that is presented in the form of musical notation.

**details of generation**

Details of the relationship between an original carrier and the carrier of a reproduction made from the original (e.g., a first generation camera master, a second generation printing master).

**details of generation of audio recording**

Details of the relationship between an original audio carrier and the carrier of a reproduction made from the original (e.g., a tape duplication master, a test pressing).

**details of generation of digital resource**

Details of the relationship between an original carrier of a digital resource and the carrier of a reproduction made from the original (e.g., a derivative master).

**details of generation of microform**

Details of the relationship between an original microform carrier and the carrier of a reproduction made from the original (e.g., a printing master).

**details of generation of motion picture film**

Details of the relationship between an original carrier of a motion picture film resource and the carrier of a reproduction made from the original (e.g., a reference print).

**details of generation of videotape**

Details of the relationship between an original carrier of a videotape resource and the carrier of a reproduction made from the original (e.g., a show copy).

**details of groove characteristic**

Details of the groove width of an analog disc or the groove pitch of an analog cylinder.

**details of illustrative content**

Details of content intended to illustrate the primary content of a resource.

**details of layout**

Details of the arrangement of text, images, tactile notation, etc., in a resource.

**details of mount**

Details of the physical material used for the support or backing to which the base material of a resource has been attached.

**details of playing speed**

Details of the speed at which an audio carrier must be operated to produce the sound intended.

**details of polarity**

Details of the relationship of the colours and tones in an image to the colours and tones of the object reproduced (e.g., positive, negative).

**details of presentation format**

Details of the format used in the production of a projected image (e.g., Cinerama, IMAX).

**details of production method**

Details of the process used to produce a resource.

**details of production method for manuscript**

Details of the process used to produce an original manuscript or a copy.

**details of production method for tactile resource**

Details of the process used to produce a tactile resource (e.g., embossing, thermoform).

**details of projection characteristic of motion picture film**

Details of a technical specification relating to the projection of a motion picture film.

**details of projection speed**

Details of the speed at which a projected carrier must be operated to produce the moving image intended.

**details of recording medium**

Details of the type of medium used to record sound on an audio carrier (e.g., magnetic, optical).

**details of reduction ratio**

Details of the size of a micro-image in relation to the original from which it was produced.

**details of script**

Details of the set of characters and/or symbols used to express the written language content of a resource.

**details of sound characteristic**

Details of a technical specification relating to the encoding of sound in a resource.

**details of special playback characteristic**

Details of an equalization system, noise reduction system, etc., used in making an audio recording.

**details of tape configuration**

Details of the number of tracks on an audiotape.

**details of track configuration**

Details of the configuration of the audio track on a sound-track film (e.g., centre track).

**details of type of recording**

Details of the method used to encode audio content for playback (e.g., analog or digital).

**details of video characteristic**

Details of a technical specification relating to the encoding of video images in a resource (e.g., resolution (number of lines and frame rates), bandwidth, and other details).

**details of video format**

Details of a standard, etc., used to encode the analog video content of a resource.