To: Joint Steering Committee for Development of RDA

From: Alan Danskin, Chair, JSC

Subject: RDA Prospectus

Attached is a prospectus for *RDA: Resource Description and Access*. This document has been updated in line with the final RDA text supplied to the co-publishers for the first release.

The document contains two parts:

- The prospectus text.
- A draft outline of the chapters in RDA.

<u>Revision History</u>

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RDA — Resource Description and Access

A Prospectus

RDA is being developed as a new standard for resource description and access designed for the digital world.

Built on foundations established by the *Anglo-American Cataloguing Rules (AACR)*, *RDA* will provide a comprehensive set of guidelines and instructions on resource description and access covering all types of content and media. The new standard is being developed for use primarily in libraries, but consultations are being undertaken with other communities (archives, museums, publishers, semantic web, etc.) in an effort to attain an effective level of alignment between *RDA* and the metadata standards used in those communities.

A New Approach

Digital technologies have significantly changed the environment in which libraries, archives, museums, and other information management organizations build and maintain the databases that describe and provide access to resources in their collections.

The resources represented in those databases include a rapidly growing number that have been produced and disseminated using digital technologies. *RDA* is being designed to provide a flexible and extensible framework for both the technical and content description of such resources while also serving the needs of libraries organizing resources produced in non-digital formats.

Database technologies are also undergoing significant change, and an increasing number of information management organizations are migrating the data that describe and provide access to their resources to new platforms. *RDA* is being developed to provide a better fit with emerging database technologies, and to take advantage of the efficiencies and flexibility that such technologies offer with respect to data capture, storage, retrieval, and display.

A key element in the design of *RDA* is its alignment with the conceptual models for bibliographic and authority data developed by the International Federation of Library Associations and Institutions (IFLA). The FRBR[1] and FRAD[2] models provide *RDA* with an underlying framework that has the scope needed to support comprehensive coverage of all types of content and media, the flexibility and extensibility needed to

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[1] IFLA Study Group on the Functional Requirements for Bibliographic Records, *Functional Requirements for Bibliographic Records: Final Report* (München: K.G. Saur, 1998). Available online at: http://archive.ifla.org/VII/s13/frbr/frbr.pdf.
[2] IFLA Working Group on Functional Requirements and Numbering of Authority Records (FRANAR), *Functional Requirements for Authority Data: A Conceptual Model*, edited by Glenn E. Patton (München: K.G. Saur, 2009).

accommodate newly emerging resource characteristics, and the adaptability needed for the data produced to function within a wide range of technological environments.

A second key element in the design of *RDA* is that it establishes a clear line of separation between the recording of data and the presentation of data. The major focus of *RDA* will be on providing guidelines and instructions on recording data to reflect attributes and relationships associated with the entities defined in the FRBR and FRAD models. The aim is to provide a set of instructions for recording data that can be applied independently of any particular structure or syntax for data storage or display. Guidelines and instructions on formatting data elements for purposes of presentation according to specifications set out in standards such as the *International Standard Bibliographic Description (ISBD)*[3] will be provided separately in appendices.

RDA is being designed for ease and efficiency of use. The guidelines and instructions in *RDA* will be structured to facilitate application to a wide variety of resources, ranging from those that can be described in a relatively simple and straightforward way to those for which more detailed guidance is required. General instructions covering basic aspects of resource description and access that are applicable to all types of resources will be formulated in clear, concise, simple terms. In cases where further guidance may be needed to describe specific characteristics exhibited by a resource, *RDA* will provide more detailed instructions applicable to particular types of content, media, and modes of issuance.

Notwithstanding its new approach, the need to integrate data produced using *RDA* into existing files (particularly those developed using *AACR* and related standards) is recognized as a key factor in the design of *RDA*.

Outline

Note: The chapters and appendices marked with an asterisk will not be developed until after the initial release of RDA in 2009.

RDA will contain an introduction, ten sections of guidelines and instructions organized around the entity attributes and relationships defined in FRBR and FRAD, and a number of supplemental appendices. The chapters within each section will focus on elements supporting specific user tasks: *find*, *identify*, *select*, or *obtain*.

Introduction

The introduction will provide a brief statement of the overall purpose and scope of *RDA*, its key features, and its relationship to other standards for resource description and access. It will articulate the principles on which *RDA* is based, and describe briefly the conceptual models that serve as its underlying framework.

The introduction will also provide a general outline of how *RDA* is structured, a composite list of core elements, an explanation of the conventions used in presenting

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[3] *International Standard Bibliographic Description (ISBD)*. Preliminary consolidated edition. München: K.G. Saur, 2007.

instructions and examples, and guidance on how *RDA* instructions and conventions relating to language, transcription, etc. can be adapted for use in various contexts (e.g., by an agency whose primary audience uses a language other than English).

Attributes

Section 1: Recording attributes of manifestation and item

Section 1 will contain four chapters providing guidelines and instructions on recording the attributes of manifestations and items that are defined in FRBR:

Chapter 1. General guidelines on recording attributes of manifestations and items
Chapter 2. Identifying manifestations and items
Chapter 3. Describing carriers
Chapter 4. Providing acquisition and access information

Chapter 1 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 2–4, and will specify core elements for the identification and description of manifestations and items. The chapter will also provide general guidelines and instructions on transcription, recording numbers and dates, and formulating notes.

Chapter 2 will focus on the elements that are most commonly used for purposes of identifying manifestations and items. The elements covered will include title, statement of responsibility, edition statement, etc. — information that users rely on to confirm that the resource described corresponds to the one sought, or to distinguish between two or more resources bearing similar identifying information.

Chapter 3 will focus on the description of the carrier of the resource. The elements covered will include those that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier, the formatting and encoding of the information stored on the carrier, etc.

Chapter 4 will focus on acquisition and access information. The elements covered will include those used to obtain or access a resource (terms of availability, contact information, restrictions on access, etc.).

Section 2: Recording attributes of work and expression

Section 2 will contain three chapters providing guidelines and instructions on recording the attributes of works and expressions that are defined in FRBR and FRAD:

Chapter 5. General guidelines on recording attributes of works and expressions
Chapter 6. Identifying works and expressions
Chapter 7. Describing content

Chapter 5 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 6 and 7, and will specify core elements for the identification and description of works and expressions. The chapter will also provide general guidelines and instructions on constructing authorized and variant access

points representing works and expressions. In addition, chapter 5 will provide instructions on recording the level of authentication of the data identifying a work or expression, on citing sources from which titles and other information identifying a work or expression was derived, and on making notes to assist in the use or revision of the data.

Chapter 6 will focus on the elements that are most commonly used for purposes of identifying works and expressions. The elements covered will include the preferred and variant titles for a work, date, place of origin, etc., of the work, language of expression, etc. — information that users rely on to confirm that the work or expression represented by the data corresponds to the one sought, or to distinguish between two or more works or expressions having similar identifying information. The chapter will also provide guidelines on constructing authorized and variant access points representing a work or expression. Chapter 6 will also include additional instructions on preferred and variant titles and other identifying attributes for musical works, legal works, religious works, and official communications.

Chapter 7 will focus on the attributes of works and expressions that users typically rely on when selecting a resource to meet their content requirements. The elements covered will include nature and coverage of the content, intended audience, etc.

Section 3: Recording attributes of person, family, and corporate body

Section 3 will contain four chapters providing guidelines and instructions on recording the attributes of persons, families, and corporate bodies that are defined in FRBR and FRAD:

Chapter 8.	General guidelines on recording attributes of persons, families, and corporate bodies
Chapter 9.	Identifying persons
Chapter 10.	Identifying families
Chapter 11.	Identifying corporate bodies

Chapter 8 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 9-11, and will specify core elements for the identification of persons, families, and corporate bodies. The chapter will also provide general guidelines and instructions on recording names, and on constructing authorized and variant access points representing persons, families, and corporate bodies. In addition, chapter 8 will provide instructions on recording various elements relating to the use of a name (scope and dates of usage, etc.), on citing sources from which names and other information identifying a person, family, or corporate body was derived, and on making notes to assist in the use or revision of the data.

Chapters 9-11 will focus on the elements that are most commonly used for purposes of identifying persons, families, and corporate bodies. The elements covered will include the preferred and variant names for a person, family, or corporate body, dates and places associated with the person, family, or corporate body, etc. — information that users rely on to confirm that the person, family, or corporate body represented by the data corresponds to the one sought, or to distinguish between two or more persons, families, or corporate bodies with similar names, etc. The chapters will also provide guidelines on constructing authorized and variant access points representing a person, family, or corporate body.

Section 4: Recording attributes of concept, object, event, and place

Section 4 will contain five chapters providing guidelines and instructions on recording the attributes of concepts, objects, events, and places that are defined in FRBR and FRAD:

Chapter 12.   General guidelines on recording attributes of concepts, objects, events, and places*
Chapter 13.   Identifying concepts*
Chapter 14.   Identifying objects*
Chapter 15.   Identifying events*
Chapter 16.   Identifying places

Chapter 12 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 13-16, and will specify core elements for the identification of concepts, objects, events, and places. The chapter will also provide general guidelines and instructions on recording terms and names, and on constructing authorized and variant access points representing concepts, objects, events, and places. In addition, chapter 12 will provide instructions on recording various elements relating to the use of a term or name (scope and dates of usage, etc.), on citing sources from which terms or names and other information identifying a concept, object, event, or place was derived, and on making notes to assist in the use or revision of the data.

Chapters 13-16 will focus on the elements that are most commonly used for purposes of identifying concepts, objects, events, and places. The elements covered will include the preferred and variant terms or names for a concept, object, event, or place, type of concept or object, etc. — information that users rely on to confirm that the concept, object, event, or place represented by the data corresponds to the one sought, or to distinguish between two or more concepts, objects, events, or places with similar names, etc. The chapters will also provide guidelines on constructing authorized and variant access points representing a concept, object, event, or place.

Relationships

Section 5: Recording primary relationships

Section 5 will contain a single chapter providing guidelines and instructions on recording the primary relationships between work, expression, manifestation, and item that are defined in FRBR:

Chapter 17.   General guidelines on recording primary relationships

Chapter 17 will set out the functional objectives and principles underlying the guidelines and instructions on recording the primary relationships between a work, expression, manifestation, and item, and will specify core elements to meet those objectives. The chapter will also provide general guidelines and instructions on the use of identifiers, authorized access points, and composite descriptions to record primary relationships.

Section 6: Recording relationships to persons, families, and corporate bodies associated with a resource

Section 6 will contain five chapters providing guidelines and instructions on recording relationships between a resource and persons, families, and corporate bodies associated with that resource, as defined in FRBR:

Chapter 18. General guidelines on recording relationships to persons, families, and corporate bodies associated with a resource
Chapter 19. Persons, families, and corporate bodies associated with a work
Chapter 20. Persons, families, and corporate bodies associated with an expression
Chapter 21. Persons, families, and corporate bodies associated with a manifestation
Chapter 22. Persons, families, and corporate bodies associated with an item

Chapter 18 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 19-22, and will specify core elements for reflecting the relationships between a resource and persons, families, and corporate bodies associated with that resource. The chapter will also provide general guidelines and instructions on the use of identifiers and authorized access points to record those relationships, and on the use of relationship designators to indicate the function performed by the person, family, or corporate body in relation to the resource more specifically than is indicated by the defined scope of the relationship element itself.

Chapters 19-22 will focus on the relationships between works, expressions, manifestations, and items and the persons, families, and corporate bodies associated with them. The elements covered will include those that are used to identify the creators of works, the editors, translators, etc., responsible for expressions of works, the producers and publishers of manifestations, the owners and custodians of items, etc. — information that users rely on to find resources associated with a particular person, family, or corporate body. Chapter 19 will also include additional instructions that apply specifically to persons, families, and corporate bodies associated with legal works and religious works.

Section 7: Recording subject relationships

Section 7 will contain a single chapter providing guidelines and instructions on recording relationships between a work and the subject of the work, as defined in FRBR:

Chapter 23. General guidelines on recording the subject of a work*

Chapter 23 will set out the functional objectives and principles underlying the guidelines and instructions on recording subject relationships, and will specify core elements to meet those objectives. The chapter will also provide general guidelines and instructions on the use of identifiers and authorized access points to record subject relationships.

Section 8: Recording relationships between works, expressions, manifestations, and items

Section 8 will contain five chapters providing guidelines and instructions on recording relationships between works, expressions, manifestations, and items:

Chapter 24.   General guidelines on recording relationships between works, expressions, manifestations, and items
Chapter 25.   Related works
Chapter 26.   Related expressions
Chapter 27.   Related manifestations
Chapter 28.   Related items

Chapter 24 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 25-28, and will specify core elements for reflecting relationships between works, expressions, manifestations, and items. The chapter will also provide general guidelines and instructions on the use of identifiers, authorized access points, and descriptions to record those relationships, and on the use of relationship designators to indicate the nature of the relationship more specifically than is indicated by the defined scope of the relationship element itself.

Chapters 25-28 will focus on the relationships between works, expressions, manifestations, and items. The elements covered will include those that are used to record relationships between a derivative work and its source, a reproduction and the original manifestation, etc. — information that users rely on to find information on works, expressions, manifestations, and items that are related to the work, expression, manifestation, or item represented by the data retrieved in response to the their search.

Section 9: Recording relationships between persons, families, and corporate bodies

Section 9 will contain four chapters providing guidelines and instructions on recording the relationships between persons, families, and corporate bodies that are defined in FRAD:

Chapter 29.   General guidelines on recording relationships between persons, families, and corporate bodies
Chapter 30.   Related persons
Chapter 31.   Related families
Chapter 32.   Related corporate bodies

Chapter 29 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 30-32, and will specify core elements for reflecting relationships between persons, families, and corporate bodies. The chapter will also provide general guidelines and instructions on the use of identifiers and authorized access points to record those relationships, and on the use of relationship designators to indicate the nature of the relationship more specifically than is indicated by the defined scope of the relationship element itself.

Chapters 30-32 will focus on the relationships between persons, families, and corporate bodies. The elements covered will include those that are used to record relationships between collaborators, members of a family, parent and subsidiary

corporate bodies, etc. — information that users rely on to find information on persons, families, or corporate bodies that are related to the person, family, or corporate body represented by the access point retrieved in response to the their search.

Section 10: Recording relationships between concepts, objects, events, and places

Section 10 will contain five chapters providing guidelines and instructions on recording relationships between concepts, objects, events, and places:

Chapter 33. General guidelines on recording relationships between concepts, objects, events, and places*
Chapter 34. Related concepts*
Chapter 35. Related objects*
Chapter 36. Related events*
Chapter 37. Related places*

Chapter 33 will set out the functional objectives and principles underlying the guidelines and instructions in chapters 34-37, and will specify core elements for reflecting relationships between concepts, objects, events, and places. The chapter will also provide general guidelines and instructions on the use of identifiers and authorized access points to record those relationships, and on the use of relationship designators to indicate the nature of the relationship more specifically than is indicated by the defined scope of the relationship element itself.

Chapters 34-37 will focus on the relationships between concepts, objects, events, and places. The elements covered will include those that are used to record relationships between broader and narrower concepts, etc. — information that users rely on to find information on concepts, objects, events, and places that are related to the concept, object, event, or place represented by the access point retrieved in response to the their search.

Appendices

RDA will contain twelve appendices:
Appendix A. Capitalization
Appendix B. Abbreviations
Appendix C. Initial articles
Appendix D. Record syntaxes for descriptive data
Appendix E. Record syntaxes for access point control data
Appendix F. Additional instructions on names of persons
Appendix G. Titles of nobility, terms of rank, etc.
Appendix H. Dates in the Christian calendar
Appendix I. Relationship designators: Relationships between a resource and persons, families, and corporate bodies associated with the resource
Appendix J. Relationship designators: Relationships between works, expressions, manifestations, and items
Appendix K. Relationship designators: Relationships between persons, families, and corporate bodies
Appendix L. Relationship designators: Relationships between concepts, objects, events, and places*

Appendix A will provide instructions on conventions for capitalization of data transcribed in English as well as for data transcribed in a number of other languages.

Appendix B will provide lists of abbreviations for use in descriptions and access points.

Appendix C will provide a list of definite and indefinite articles in a number of languages that are to be either omitted or treated as non-filing characters when they occur at the beginning of an access point or at the beginning of a title used in a name-title access point representing a work or expression.

Appendix D will provide guidelines and instructions on record syntaxes for descriptive data. The appendix will include a table showing how specific data elements covered in *RDA* can be mapped to the areas and elements defined in the ISBD to produce a display that follows the established ISBD order of elements and prescribed punctuation. Instructions on the presentation of hierarchical descriptions based on ISBD specifications will also be included. In addition, Appendix D will provide mappings of RDA descriptive data elements to the MARC 21 format for bibliographic data.

Appendix E will provide guidelines and instructions on record syntaxes for access point control data. The appendix will include a table showing how specific data elements covered in *RDA* can be mapped to elements in the MARC 21 format for authority data.

Appendix F will provide instructions on choosing and recording names of persons in a number of specific languages, supplementing the general guidelines and instructions provided in chapter 9.

Appendix G will provide information on titles of nobility, terms of rank, etc., used in a number of specific jurisdictions.

Appendix H will provide information on recording dates according to the Christian calendar.

Appendices I, J, K, and L will provide lists of relationship designators for use with the relationship elements covered in sections 6, 8, 9, and 10, respectively. The appendices will also provide definitions for terms used as relationship designators and instructions on their use.

Glossary

The glossary will contain definitions for terms used in *RDA* with a specific technical meaning. Definitions for the majority of such terms will also be provided within chapters 1-37 as they are introduced in the instructions.

RDA — Resource Description and Access

Outline

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Introduction

Attributes

Section 1 — Recording attributes of manifestation and item

Chapter 1. General guidelines on recording attributes of manifestations and items

Chapter 2. Identifying manifestations and items

Chapter 3. Describing carriers

Chapter 4. Providing acquisition and access information

Section 2 — Recording attributes of work and expression

Chapter 5. General guidelines on recording attributes of works and expressions

Chapter 6. Identifying works and expressions

Chapter 7. Describing content

Section 3 — Recording attributes of person, family, and corporate body

Chapter 8. General guidelines on recording attributes of persons, families, and corporate bodies

Section 4 — Recording attributes of concept, object, event, and place

Chapter 12. General guidelines on recording attributes of concepts, objects, events, and places*

Chapter 13. Identifying concepts*

Chapter 14. Identifying objects*

Chapter 15. Identifying events*

Chapter 16. Identifying places

Relationships

Section 5 — Recording primary relationships

Chapter 17. General guidelines on recording primary relationships

Section 6 — Recording relationships to persons, families, and corporate bodies associated with a resource

Chapter 18. General guidelines on recording relationships to persons, families, and corporate bodies associated with a resource

Chapter 19. Persons, families, and corporate bodies associated with a work

Chapter 20. Persons, families, and corporate bodies associated with an expression

Chapter 21. Persons, families, and corporate bodies associated with a manifestation

Chapter 22. Persons, families, and corporate bodies associated with an item

Section 7 — Recording subject relationships

Chapter 23. General guidelines on recording the subject of a work*

Section 8 — Recording relationships between works, expressions, manifestations, and items

Chapter 24. General guidelines on recording relationships between works, expressions, manifestations, and items

24.0   Scope
24.1   Terminology
24.2   Functional objectives and principles
24.3   Core elements
24.4   Recording relationships between works, expressions, manifestations, and items
24.5   Relationship designator
24.6   Numbering of part
24.7   Source consulted
24.8   Cataloguer's note

Chapter 25. Related works

25.0   Purpose and scope
25.1   Related work
25.2   Explanation of relationship

Chapter 26. Related expressions

26.0   Purpose and scope
26.1   Related expression
26.2   Explanation of relationship

Chapter 27. Related manifestations

27.0   Purpose and scope
27.1   Related manifestation

Chapter 28. Related items

28.0   Purpose and scope
28.1   Related item

Section 9 — Recording relationships between persons, families, and corporate bodies

Chapter 29. General guidelines on recording relationships between persons, families, and corporate bodies

29.0   Scope
29.1   Terminology
29.2   Functional objectives and principles
29.3   Core elements
29.4   Recording relationships between persons, families, and corporate bodies
29.5   Relationship designator
29.6   Source consulted
29.7   Cataloguer's note

Chapter 30. Related persons

30.0 Purpose and scope
30.1 Related person
30.2 Explanation of relationship

Chapter 31. Related families

31.0 Purpose and scope
31.1 Related family
31.2 Explanation of relationship

Chapter 32. Related corporate bodies

32.0 Purpose and scope
32.1 Related corporate body
32.2 Explanation of relationship

Section 10 — Recording relationships between concepts, objects, events, and places

Chapter 33. General guidelines on recording relationships between concepts, objects, events, and places*

Chapter 34. Related concepts*

Chapter 35. Related objects*

Chapter 36. Related events*

Chapter 37. Related places*

Appendix A. Capitalization

Appendix B. Abbreviations

Appendix C. Initial articles

Appendix D. Record syntaxes for descriptive data

Appendix E. Record syntaxes for access point control data

Appendix F. Additional instructions on names of persons

Appendix G. Titles of nobility, terms of rank, etc.

Appendix H. Dates in the Christian calendar

Appendix I. Relationship designators: Relationships between a resource and persons, families, and corporate bodies associated with the resource

Appendix J. Relationship designators: Relationships between works, expressions, manifestations, and items

Appendix K. Relationship designators: Relationships between persons, families, and corporate bodies

Appendix L. Relationship designators: Relationships between concepts, objects, events, and places*

Glossary