

To: Joint Steering Committee for Development of RDA

From: Bill Leonard, Canadian Committee on Cataloguing Representative

Subject: Recording numbering for a series (2.12.9.3)

Abstract: This proposal recommends rationalizing the instructions on recording the numbering for series with those for the numbering of serials by clarifying the aspects that are transcribed and those that are recorded.

Justification

The Numbering of Serials (RDA 2.6) is recorded while series numbers (RDA 2.12.9.3) are transcribed. The difference between the two has been a challenge for RDA education and is always a source of questions for trainees. It is desirable to have a consistent treatment for both, that is, to record the numbering. The principle of Common Usage or Practice (RDA 0.4.3.7) currently applies to serial numbering while it does not apply to series numbering. The intention of this proposal is to allow the principle of Common Usage or Practice (RDA 0.4.3.7) to apply to recording series numbering equally with recording numbering for serials.

Issues requiring resolution

This proposal intends to provide clarification and uniformity of practice by addressing an inconsistency.

Impact of the revisions

Like Numbering for Serials (RDA 2.6), data in Numbering Within Series (RDA 2.12.9) are partly transcribed and partly recorded. The status of whether the Numbering Within Series sub-element is transcribed or recorded could be improved by adopting the wording used in the Recording Numbering of Serials instruction (RDA 2.6.1.4). The impact of this change on the current examples within 2.12.9.3 was not assessed.

Change #1: Recommended revisions for 2.12.9.3

Marked-up version:

2.12.9.3 Recording Numbering within Series

Record numbers expressed as numerals or as words by applying the general guidelines at 1.8.

Transcribe other words, characters, or groups of words and/or characters as they appear on the source of information by applying the general guidelines at 1.7.

~~Record the numbering of the resource within the series as it appears on the source of information. Apply the general guidelines on transcription (see 1.7) and the general guidelines on numbers expressed as numerals or as words (see 1.8).~~

[examples unchanged]

Exception

If necessary for clarity, substitute a slash for a hyphen.

For a term that is part of the series numbering, apply the instructions on capitalization appropriate to the language of the term (see appendix A). Capitalize other words and alphabetic devices used as part of a numbering system according to the usage in the resource.

[examples unchanged]

If the numbering consists of a year and a number that is a division of the year, record the year before the number (see 2.6.2.3).

[example unchanged]

When the numbering is grammatically integrated with the series title, apply the instructions at 2.12.2.3.

If the numbering that appears on the source of information is known to be incorrect, record ~~transcribe~~ it as it appears. Make a note giving the correct numbering (see 2.17.11.4).

[example unchanged]

Clean-copy version:

2.12.9.3 Recording Numbering within Series

Record numbers expressed as numerals or as words by applying the general guidelines at 1.8.

Transcribe other words, characters, or groups of words and/or characters as they appear on the source of information by applying the general guidelines at 1.7.

[examples unchanged]

Exception

If necessary for clarity, substitute a slash for a hyphen.

For a term that is part of the series numbering, apply the instructions on capitalization appropriate to the language of the term (see appendix A).

Capitalize other words and alphabetic devices used as part of a numbering system according to the usage in the resource.

[examples unchanged]

If the numbering consists of a year and a number that is a division of the year, record the year before the number (see 2.6.2.3).

[example unchanged]

When the numbering is grammatically integrated with the series title, apply the instructions at 2.12.2.3.

If the numbering that appears on the source of information is known to be incorrect, record it as it appears. Make a note giving the correct numbering (see 2.17.11.4).

[example unchanged]

Other changes in RDA

This proposal does not affect other instructions or references to/from other instructions.

Changes to the RDA Element Set

This proposal does not affect the RDA Element Set.