

To: Joint Steering Committee for Development of RDA
From: Dave Reser, LC Representative
Subject: Capitalization Instructions and RDA

Thanks to the JSC Capitalization Working Group for the status report on their progress.

Sub-Task 1.1: Instructions on capitalization of RDA elements (A.0-A.9)

Agree that the working group should explore various options for the arrangement of the instructions in order to assure full coverage.

Sub-Task 1.3: Evaluation of instructions for specific languages

The issues identified seem consistent with earlier comments on the appendix.

Sub-task 1.2: Structure and presentation of language-specific instructions

Language coverage

Agree with the findings of the group, and that a general statement providing guidance when instructions are not found for a particular language would be useful. For information, the LC-PCC PS for Appendix A.31 does provide additional instructions for two languages (Latvian and Lithuanian), and guidance in the form of references for another 9 languages/language groups.

Working assumptions

Generally agree with the assumptions stated, with a few comments:

First bullet: agree in principle, but the JSC Working Group on Translations should consider how much of the RDA content should be present in translations.

Sixth bullet: Not sure what ‘alerting’ a cataloger would entail, and how it would be accomplished.

Structure

The pro/con discussion was useful, and it is likely that the Tools tab could be exploited for some of the capitalization instructions should that technique prove feasible technically. The search function in the Toolkit could incorporate both Appendix A and Tools tab instructions on capitalization (the ability to search the “Books of the Bible” Tools tab, separately or in addition to other RDA content, has proven this). Appropriate links from the Appendix to the Tools tab should provide adequate notice that additional instructions are available.

Currently, Appendix A serves 2 purposes in the RDA Toolkit—1) it provides capitalization instructions for specific elements that agencies may choose to use, or adopt

their own style guide; and 2) it also explains the capitalization practices in the examples throughout RDA. Depending upon what happens to Appendix A, something may need to be added to 0.10 to explain the capitalization practices in examples.