
Bibliographic Records: Manifestations & Items (RDA Chapter 2)

Here are listed ready reference checklists and examples for key elements in the bibliographic record that are related to transcription, with emphasis on RDA changes to AACR2 practices.

1. RDA Transcription Sources for Title Proper (Text, Video, Other)

Source: LC Training Module 1 Slides 50-55 Sept. 2012 revision

SLIDE 1: Preferred Source

Presenter Notes: "The AACR2 concept of "chief source" has been replaced by the RDA concept of "preferred sources." This is not only a change of term but also reflects RDA's expansion from a single source to multiple sources for information. The preferred source of information is still the source where you find the title proper. For most elements, RDA gives you permission to take information from any source, with the choices given in a priority order.

"If data is taken from outside the resource, it is enclosed in square brackets. For some elements, the data can come from "any source"; consult the 'sources' instruction for each element, or 2.2.4.

"? Exception: when cataloging a resource that doesn't typically have bibliographic information on the resource (e.g., photograph, sculpture), you do not need the square brackets." *<unpublished materials would also fall into this category, so date of production of a dissertation would not be bracketed, bearing in mind that reproductions of dissertations are generally considered to be published>*

"The sources given in the AACR2 part I chapters have been condensed into three categories:

- A. Resources with pages, leaves, etc., or images of pages
- B. Moving images
- C. All other resources"

SLIDE 2 Printed Material

Presenter Notes. "RDA 2.2.2.2 provides a priority order for the preferred sources for these materials:

- Title page, title sheet, etc. (or image)
- Cover (or image)
- Caption (or image)
- Masthead (or image)
- Colophon (or image)

If you have exhausted those sources, you can use the source where the title is located.

If your resource doesn't have a title, use a source where the information may be formally presented (e.g., perhaps introductory pages). But these are still within the resource.

?There is an alternative for microform or digital resources, which says to use an eye-readable label. There is also an exception for early-printed resources, with a different priority order."

SLIDE 3 Multiple Parts

Trainer's Notes: "RDA 2.1.2.3 provides the instructions for resources issued in multiple parts. This includes serials, multipart monographs, integrating resources, and kits.

- If the parts are sequentially numbered, use the lowest-numbered issue or part available
- If the parts are unnumbered or not sequentially numbered, use the issue or part with the earliest date of issue
- If the concept of sequential numbering is not appropriate (e.g., for a kit), use the resource as a whole; if this is not possible, generally determine the main part

SLIDE 4 Moving Images (Video)

Presenter Notes: "Moving images are typically contained in carriers such as film, DVD, etc. For these, the source is generally where the title appears.

"RDA 2.2.2.3 provides a priority order for the preferred sources for these materials:

- Title frames or title screens
- Label that is permanently printed on or affixed to the resource, excluding accompanying textual material or a container
- embedded metadata in textual form containing a title

"When none of the listed sources apply, use a source where the information is formally presented.

"? There is an alternative to use a label and skip the title frames so you don't have to project the image to find the data."

SLIDE 5 Preferred Source for Other Categories

Presenter Notes: "RDA 2.2.2.4 provides a priority order for the preferred sources for resources other than those in the first two categories

- Label
- Embedded metadata in textual form containing a title
- If neither of the above is appropriate, use a source where the data is formally presented"

SLIDE 6 Sources External to the Resource

Presenter Notes: "RDA 2.2.4 provides a priority order for the other sources when you can't find a title from the resource itself:

- Accompanying materials
- Container not issued as part of the resource (e.g., a case made by the owner)
- Other published descriptions of the resource
- Any other source (e.g., a reference source that indicates how the resource is commonly known)"

2. Errors in Title Proper Examples

Source: LC Training Module 1, Slide 70, Sept. 2012. Text from Trainers' Notes

The first example for a monograph shows how the title is recorded in an AACR2 record; a 246 field can be given, as needed, to provide the correct form for searching (omitted in the example on the slide).

245	1	0	‡a Teusday's [i.e. Tuesday's] tasks
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The second example shows how the title is recorded in an RDA record; the incorrect word in the 245 field with no “[sic]” or “[i.e.]”; a variant title field gives the corrected form.

245	1	0	‡a Teusday's tasks
246	1		246 ‡i Corrected title: ‡a Tuesday's tasks

The third example, for a serial, shows that the misspelled word has been corrected in the title proper. It is also important to give a variant title for serials for the form found on the resource, for example, for the users who don't read the language of the title and so don't realize that the title includes an error.

245	1	0	‡a Zoology studies
246	1		‡i Misspelled title on number 1: ‡a Zoology studies

3. Statement of Responsibility Sources

Statement of Responsibility Relating to Title Proper - Sources

- Take statements of responsibility relating to title proper from the following sources (in order of preference):
 - a) the same source as the title proper
 - b) another source within the resource itself
 - c) one of the other sources of information specified under **2.2.4**
- Sources expanded: square brackets only if from outside the resource

LCT M1 S77 9/12

4. Title Proper, Other Title, or Statement of Responsibility? Examples

Example 1. RDA 2.3.1.5. "If the title includes a name that would normally be treated either as part of a statement of responsibility or as the name of a publisher, distributor, etc. and the name is an integral part of the title (e.g., connected by a case ending), then: record the name as part of the title."

245	1	0	‡a Martha Stewart's baking hand book.
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Examples 2-3: 2.3.4. "Other title can include any phrase appearing with the title proper that is indicative of: the character, contents, etc. of the resource, or the motives for, or occasion of its production, publication, etc."

Example 2.

245	1	4	‡a The conscript : ‡b a novel of Libya's anticolonial war / ‡c by Gebreyesus Hailu ; translated from the Tigrinya by Ghirmai Negash.
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Example 3.

245	1	0	‡a Courts were appointed in convenient places : ‡b a lecture presented on the occasion of the bicentennial of the Fairfax County Courthouse, April 2001 / ‡c by Donald M. Sweig.
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Examples 4-5-6: 2.4.1.8. "If a noun phrase occurs with a statement of responsibility, treat the noun or noun phrase as part of the statement of responsibility." Example E. Bib record had "a novel by" (including "by") in ‡b. Example F: "poems by Zen monks of China" was entered in ‡b. Example in RDA 2.4.1.4.: "created by the fourth grade class of ..."

Example 4.

245	1	0	‡a Characters from Dickens / ‡c dramatised adaptations by Barry Campbell.
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Example 5.

245	1	0	‡a Guilt by degrees / ‡c a novel by Marcia Clark.
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Example 6. Example F: Noun phrase not connected to the statement of responsibility.

245	0	0	‡a Clouds thick, whereabouts unknown / ‡c poems by Zen monks of China ; [translated by] Charles Egan ; illustrations by Charles Chu.
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Example G.

245	1	0	‡a Rabbi Harvey rides again : ‡b a graphic novel of Jewish folktales let loose in the Wild West / ‡c Steven Sheinkin.
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5. Designation of Edition; Changes of Edition Statement

Designation of Edition

Source: LC Training Module 1, Slide 82, Sept. 2012

Trainers' notes. "Transcribe an edition statement as it appears on the source of information. Apply the general guidelines on transcription given under 1.7. Following various LCPS in 1.7 and 1.8 leads you to always transcribe the data as found. Appendix B4 says, "For transcribed elements, use only those abbreviations found in the sources of information for the element."

"[Transcribing these elements as found means not abbreviating terms and not converting numerals from one form to another as AACR2 requires.]"

Example 1 (do not supply abbreviations)

Source	<i>Third revised edition</i>			
AACR2	250			‡a 3rd rev. ed.
RDA	250			‡a Third revised edition.

Example 2 (transcribe abbreviations as they appear on the resource)

Source	<i>2nd enlarged ed., revised</i>			
AACR2	250			‡a 2nd enl. ed., rev.
RDA	250			‡a 2nd enlarged ed., revised.

Recording Changes in Edition Statement

Source: Trainers' notes from LC Training Module 1, Slide 83, Sept. 2012

- If edition statements differ from one part of a multipart monograph to another, make a note if the difference is considered to be important for identification or access.
- For serials, if an edition statement is added, deleted, or changed on a subsequent issue or part of a serial, make a note if the change is important for identification or access.
- For integrating resources, change the edition statement to reflect the current iteration if the change does not require a new description. However, if the earlier edition statement is considered to be important, make a note for the earlier statement.

6. Place of Publication

Source: LC Training Sept. 2012

Slide 89 Core, Sources, Transcription, Additions

Presenter notes:

"Place of publication is the first of three core elements related to publication.

"CORENESS:* If more than one place of publication appears on the source of information, only the first recorded is required.

"A place of publication is a place associated with the publication, release, or issuing of a resource.

Sources: Take places of publication from the following sources (in order of preference):

- a) the same source as the publisher's name
- b) another source within the resource itself
- c) one of the other sources of information specified under 2.2.4

Transcribe places of publication in the form in which they appear on the source of information. Include both the local place name (city, town, etc.) and the name of the larger jurisdiction (state, province, and/or country) if present on the source of information.

An optional addition in **2.8.2.3** allows you to add a larger jurisdiction if it doesn't appear on the resource. LC takes no position on this option -- use cataloger judgment.

*NOTE: Place of production is NOT core for unpublished materials (264 _0)

Slide 90 More than One Place of Publication

Presenter Notes

"Only the first place is "Core." There is no requirement to record a place in the "home country.

"No longer will U.S. catalogers need to look for a place in the U.S."

Slide 91 Language or Script

Presenter Notes:

"If the place of publication appears on the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the place name in the language or script that appears first."

Slides 92-93 Supplied Place; Examples

Presenter Notes:

"**LCPS 2.8.2.6** instructs catalogers to supply a place of publication if possible, rather than record "[Place of publication not identified]" (remember that the Latin abbreviation "S.I." is not permitted by RDA)."

Known local place	[Toronto]
Probable local place	[Munich?]
Known country, state, etc.	[Canada]
Probable country, state, etc.	[Spain?]

"Place" means jurisdiction; you can't use *[North America?]* or *[Middle East]*.

7. Place of Publication Examples

LC Training Module 1 Slide 95 Sept. 2012 (revised)

On resource: London -- New York -- Boston

264		1	‡a London
264		1	‡a London ; ‡a New York ; ‡a Boston <optional>
264		1	‡a London ; ‡a New York <optional>

Addition OK, but not required:

264		1	‡a Red Oak [Iowa]
264		1	‡a New Haven [Connecticut] <supplied places should be spelled- out>

LCPS says to supply a place if you can, even if just the country:

264		1	‡a [Place of publication not identified] Generally no!
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8. Publisher Name with Examples

Source: LC RDA Training Sept 2012 (edited)

Slides 96-99 Presenter Notes

Recording Publisher's Name

Record the publisher's name applying the basic instructions on recording publication statements given under 2.8.1 -- "in the form in which they appear on the source of information." LCPS 2.8.1.4 states, "Generally do not omit levels in corporate hierarchy."

Record words or phrases indicating the function (other than solely publishing) performed by a person, family, or corporate body as they appear on the source of information.

Do not abbreviate words in the name.

More Than One Publisher

If more than one entity is named as a publisher of the resource, record the entities in the order indicated by the sequence, layout, or typography of the names on the source of information.

Publisher's Name in More Than One Language or Script

If the name of a publisher appears on the source of information in more than one language or script, record the form that is in the language or script of the title proper. If this criterion does not apply, record the name in the language or script that appears first.

No Publisher Identified

For a resource in a published form, if no publisher is named within the resource, and cannot be identified from other sources, record [publisher not identified]. Do not record [s.n.].

EXAMPLES

Transcribe as found in full; do not supply abbreviations

264		1	‡a New York : ‡b J.J. Wilson Publishing Company <NOT: Wilson Pub. Co.>
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Source: Humanities Association, Literature Division, Renaissance Literature Section

264		1	‡a Chicago : ‡b Humanities Association, Literature Division, Renaissance Literature Section
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Source:

Toronto -- Pilkington Pub. Co.

Houston -- Davidson Publishers

264		1	‡a Toronto : ‡b Pilkington Pub. Co.
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Publisher not identified. Note use of lower case.

264		1	‡a [Hawaii] : ‡b [publisher not identified]
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9. Supplied Date Examples-1

Source: LC RDA Training Module 1 Sept. 2012

Text from Presenter Notes

Slide 107

LCPS 2.8.6.6. important practice in such situations.

Here are some examples of some of the most commonly occurring situations.

1st example: Supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date (If an item lacking a publication date contains only a copyright date).

Title page verso:	Copyright ©2009
Preface signed:	June 2009
Date of publication:	not given
Transcription:	264 #1 ‡a ... ‡b ... ‡c [2009]
008/06:	s
008/07-10:	2009
008/11-14:	####

2nd example: If the copyright date is for the year following the year in which the publication is received, supply a date of publication that corresponds to the year of copyright (if an item lacking a publication date contains only a

copyright date).

Title page verso:	©2009
Item received in:	2008
Date of publication:	not given
Transcription:	264 #1 †a ... †b ... †c [2009]
optionally	264 #4 †c ©2009
008/06:	t
008/07-10:	2009
008/11-14:	2009

Slide 108

1st example. If an item lacking a publication date contains a copyright date and a date of manufacture and the year is the same for both, supply a date of publication that corresponds to that date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

Title page verso:	©1980//1980 printing
Date of publication:	not given
Transcription:	264 #1 †a ... †b ... †c [1980]
008/06:	s
008/07-10:	1980
008/11-14:	#####

2nd example: If an item lacking a publication date contains a copyright date and a date of manufacture and the years differ, supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date. A manufacture date may also be recorded as part of a manufacture statement if determined useful by the cataloger.

Title page verso:	©1978//Sixth Printing 1980
Preface signed:	June 1978
Date of publication:	not given
Transcription:	264 #1 †a ... †b ... †c [1978]
optionally:	264 #3 †a ... †b ... †c 1980. 588 ## †a Description based on sixth printing, 1980.
008/06:	s
008/07-10:	1978
008/11-14:	#####

10. Supplied Date Examples-2

Slide 109

1st example: Supply a date of publication that corresponds to the distribution date, in square brackets, if it seems reasonable to assume that date is a likely publication date. Also record a date of distribution as part of a distribution statement if determined useful by the cataloger (if an item contains only a date of distribution).

Title page verso:	Distributed 2008
Bibliography includes citations to 2007 publications	
Date of publication:	not given
Transcription:	264 #1 †a London : †b Gay Mens Press, †c [2008]
optionally: also give	264 #2 †a Chicago, IL : Distributed in North America by InBook/LPC Group, †c 2008.
008/06:	s

Bibliographic Records: Manifestations & Items (RDA Chapter 2)

Published on Yale University Library (<https://web.library.yale.edu>)

008/07-10:	2008
008/11-14:	####

2nd example: If it does not seem reasonable to assume that the distribution date is a likely publication date, supply a date of publication, in square brackets, based on the information provided. Also record the distribution date as part of a distribution statement if determined useful by the cataloger (if an item contains only a date of distribution).

Title page verso:	Distributed in the USA in 1999
Preface signed:	London, January 1993
Date of publication:	not given
Transcription:	264 #1 †a ... †b ... †c [between 1993 and 1999]
008/06:	q
008/07-10:	1993
008/11-14:	1999

Slide 110 Supplied Dates Based on Date of Manufacture

1st example: Supply a date of publication that corresponds to the manufacture date, in square brackets, if it seems reasonable to assume that date is a likely publication date. For books, this means that the item is assumed to be the first printing of the edition. Also record the manufacture date as part of a manufacture statement if determined useful by the cataloger (if an item lacking a publication date contains only a date of manufacture).

Title page verso:	First Printing 1980
Date of publication:	not given
Transcription:	264 #1 †a ... †b ... †c [1980]
008/06:	s
008/07-10:	1980
008/11-14:	####

2nd example: If the date of manufacture given implies that it is not likely the same as the date of publication, supply a date of publication, in square brackets, using the information provided. Also record the date of manufacture as part of a manufacture statement if determined useful by the cataloger, or record it in MARC field 588 as a Note on issue, part, or iteration used as the basis for identification of a resource (if an item contains only a date of distribution).

Title page verso:	15th Impression 1980
Date of publication:	not given
Transcription:	264 #1 †a ... †b ... †c [not after 1980]
optionally:	588 ## †a Description based on 15th impression, 1980.
008/06:	q
008/07-10:	uuuu
008/11-14:	1980

Slide 111

This slide shows the progression of having less and less information about probable dates. These five categories are a simplification of what appears in RDA via a series of examples.

Actual year known	264 ... †c [2010]
Either one of two consecutive years	264 ... †c [2009 or 2010]
Probable year	264 ... †c [2010?]
Probable range of years ("between ___ and ___?")	264 ... †c [between 2008 and 2010?]
Earliest and/or latest possible date known ("not before," "not after," or "between ___ and ___")	264 ... †c [not before January 15, 2010]

11. Series Statement: Sources

Per **RDA 2.12.2.2**, the sources for the title proper of the series statement, in order of preference are:

- The series title page
- Another source within the resource itself (**2.2.2**)
- One of the other sources of information specified at **2.2.4**
- For main series/subseries use a source that has both titles (LC PCC PS **2.12.10.2**)

Do not transcribe series appearing only in pre-publication data (US or other CIP): PS 2.12.10.2

12. Series Statement Transcription

Source: LC RDA Training, Module 1 Slides 125-129, Sept. 2012

Title of Series in More Than One Language or Script

Choose the title proper of the series in the language or script of the content of the resource. [**RDA 2.3.2.4**]

Example: Title of series also appears as: Collection Mercure. Resource is in English.

490	0		‡a Mercury series
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Title of Series in More Than One Form

Choose the title proper of the series on the basis of the sequence, layout, or typography of the titles on the source of information; if not, choose the most comprehensive title of series. RDA 2.3.2.5. "Sequence" applies to the earlier slide on preferred sources for the series statement.

Example. Title of series also appears as: À pleine vie:

490	0		‡a Collection "à pleine vie"
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Note: the LCRI that instructed the cataloger to use upper case for a series name in apposition to the generic series term was not carried over into the LC PCC PS. It would be possible to follow the capitalization used on the resource, but to be consistent, the capitalization option should be used for all transcription areas.

Other Title Information of Series

Record other title information of a series only if it is considered necessary for the identification of the series

Example. Other title information of series: a collection of facsimile reprints.

490	0		‡a English linguistics, 1500-1750
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If the Other title is transcribed, it follows the same rules used for the title proper. Keep in mind that, as with the title proper the Other title of the series must be taken from the same source as the title proper of the series.

ISSN of Series and Subseries

ISSN is:

- Core if present
- Instructions under: RDA 2.12.8 and 2.12.16
- Take the ISSN from any source within the resource
- NEW: MARC 490 ‡x now repeatable

LCPS for the optional omission in 2.12.8.3: Do not omit the ISSN of the main series if the ISSN of the subseries is given

Numbering Within Series and ... Within Subseries

Numbering is:

- Core
- Instructions under: RDA 2.12.9 and 2.12.17
- Entered in MARC 490 ‡v
- Guidelines are generally the same as those for Numbering of serials
- Transcribe captions as found
- For the access points, use the caption abbreviations in RDA Appendix A (if the caption abbreviation is not provided in the SAR)

490	0		‡a ... ‡v volume 32
490	0		‡a ... ‡v Band LXXXVIII

Source URL: <https://web.library.yale.edu/cataloging/short-checklists/manifestations-items>