

1. Normalization Examples

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What Happens to the Symbols?

Source: NACO Training 2013, Module 1

Many more symbols may be changed in normalization. Please check the actual "NACO Normalization rules"

NOTE: hyphens in birth and death dates are retained. In other elements, hyphens are replaced by a blank space.

The first comma in the \$a subfield (unless it is a terminal comma) is taken into account. In all other cases commas are converted to blank.

Before RDA, all hyphens were removed and replaced by a blank space. Hyphens in birth and death dates are no longer removed.

- Deleted with no space remaining:

[] ' ← apostrophe

- Replaced by a blank space:

@ ? / \ () = " , - ← Comma after first one

- Unchanged:

- & + # b

in birth/death dates

musical sharp

musical flat

quotation mark

except in birth/death dates

Source URL: <https://web.library.yale.edu/cataloging/short-checklists/naco-shorts/normalization>