

Recording numbers and dates (RDA 1.8-1.9)

[Music Cataloging at Yale](#) [1] ? [RDA](#) [2]

Note: this page was created with music cataloging in mind.

[Numbers expressed as numerals or as words](#) | [Dates](#)

(1.8) Numbers expressed as numerals or as words

(1.8.1) Apply these guidelines to when recording numbers expressed as numerals or as words in the following elements:

- Numeric and/or alphabetic designation of first issue or part of sequence, or last issue or part of sequence
- Chronological designation of first issue or part of sequence, or last issue or part of sequence
- Alternative numeric and/or alphabetic designation of first issue or part of sequence, or last issue or part of sequence
- Alternative chronological designation of first issue or part of sequence, or last issue or part of sequence
- Date of production, publication, distribution, manufacture
- Copyright date
- Numbering within series and subseries
- Year degree granted

Alternative: For early printed resources, transcribe numbers expressed as numerals or as words appearing in numbering of serials, date of production, date of publication, date of distribution, or date of manufacture in the form in which they appear on the source of information.

LC practice/PCC practice for Alternative: Apply the alternative for early printed resources.

When recording numbers expressed as numerals or as words in a transcribed element, transcribe them in the form in which they appear on the source of information, applying the general guidelines on transcription in [1.7](#) [3], as applicable.

(1.8.2) Form of numerals

Record numerals in the form preferred by the agency creating the data, unless the substitution would make the numbering less clear.

Alternatives:

1st: Record numerals in the form in which they appear on the source of information.

LC practice for 1st Alternative: Apply the alternative.

Best practices for music cataloging [4]: Follow LC-PCC PS for 1st alternative.

◦ Note: this may result in a different form of numeral in a series transcription (490) and its corresponding access point (8XX).

Example:

490 _1 Documenta musicologica. Zweite Reihe : Handschriften-Faksimiles ; ‡v Band XLIII

830 _0 Documenta musicologica. ‡n 2. Reihe, ‡p Handschriften-Faksimiles ; ‡v Bd. 43.

2nd: Record the numerals in the form in which they appear on the source. Add the equivalent numerals in the form preferred by the agency creating the data, indicating that the information was taken from a source outside the resource itself as instructed under [2.2.4](#) [5].

LC practice for 2nd Alternative: Do not apply the alternative.

(1.8.3) Numbers expressed as words

Substitute numerals for numbers expressed as words.

(1.8.4) Inclusive numbers

When recording inclusive dates and other inclusive numbers, record both the first and last number in full.

(1.8.5) Ordinal numbers

When recording ordinal numbers (expressed either as numerals or as words) taken from an English-language source, record them as numerals in the form *1st*, *2nd*, *3rd*, *4th*, etc.

When recording ordinal numerals (expressed either as numerals or as words) taken from a source in a language

other than English, Chinese, Japanese, or Korean, record them as numerals, following the usage of the language if ascertainable:

French: 1er, 1re, 2e, 3e, etc.

German: 1., 2., 3., etc.

Italian: 1o, 1a, 2o, 2a, 3o, 3a, etc.

If the usage of a language cannot be ascertained, use the form 1., 2., 3., etc.

(1.9) Dates

When recording dates appearing on the source of information, apply the guidelines given under [1.8](#).

Apply the instructions in 1.9.2 below when recording a supplied date of [production \(2.7.6.6\)](#), [publication \(2.8.6.6\)](#), [distribution \(2.9.6.6\)](#), or [manufacture \(2.10.6.6\)](#) [6].

(1.9.2) Supplied dates

Record a supplied date or dates as instructed below. Indicate that the date was taken from a source outside the resource itself as instructed under [2.2.4](#) [5].

RDA

[1.9.2.2](#)

Type of date

either one of two consecutive years
probable year

Record:

both years separated by *or*
the year followed by a question mark
the earliest probable year preceded by *between* and followed by *and*, then the latest probable year followed by a question mark
not before followed by the date
not after followed by the date
between followed by the earliest possible date, then *and* and the latest possible date

[1.9.2.3](#)

[1.9.2.4](#)

probable range of years

[1.9.2.5](#)

earliest possible date known
latest possible date known
earliest and latest possible dates known

[name headings](#) | [other areas of the bib record](#) | [calendar divisions, time periods](#) | [other: hyphenated prefixes, single letters, abbreviations, etc.](#) | [Miscellaneous](#) See also [Capitalization of key, opus, and numbers](#) [7]

Name headings

Personal name headings (See also [Recording names \(RDA 8.4-8.5\)](#) [8])

	English (A10-A.30)	French (A.40)	German (A.41)	Italian (A.43)	Spanish (A.53)
Prefixes [9]	if in a language other than English, follow the usage of the person; if in doubt, capitalize it	prefixes consisting of an article or contraction of an article and a preposition			

[Names of corporate bodies](#)

	English	French	German	Italian	Spanish
-	Yes: capitalize the first word of each name ° the name of an international organization or alliance » the full name of a legislative or judicial body;	1st word, adjective preceding 1st noun, the 1st noun, all proper nouns		1st word, proper nouns, religious terms, word following an adjective denoting royal or pontifical privilege	

administrative
department,
bureau, or office;
armed force (or
component part of
an armed force)
and an accepted
shortened form of
name for any of
these;
° the name of an
institution,
association,
conference,
company, religious
denomination or
order, local church,
etc., or of a
department or
division and a
noun, noun phrase,
adjective, or
adjectival phrase
derived from the
name that refers to
a member or
members of the
body
but **No**: an article
preceding the
name, even when it
is part of the official
name;
a generic word
(e.g., *society*,
company,
conference) when
used alone or with
an article

(A.2.1) For names with unusual capitalization, follow the capitalization of the commonly known form

[Other areas](#) of the bibliographic record

	English	French	German	Italian	Spanish
Nouns	No ° Plural generic term belonging to two or more proper names Yes : when it precedes the distinctive nouns No : when it follows the nouns.	capitalize nouns denoting nationality	Yes		
Titles of persons	Yes : ° any title or term of honour or address that immediately	No : titles designation rank or office Yes : titles of address or		Yes for ceremonial titles consisting of a possessive pronoun and a noun expressing an	Yes : ° titles of honour and address when they are abbreviated;

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	precedes a personal name; ° the name or abbreviation of an academic degree, honour, religious order, etc.; ° <i>esquire, junior, senior</i> and their abbreviations; ° religious title; ° term of honour or respect; ° epithet occurring with, or used in place of, a personal name; ° name of a people, race, tribe, or ethnic or linguistic group and an adjective derived from such a name; ° name of a language	reference ° <i>Saint</i> . No : when refers to a person; Yes : otherwise	abstract quality; No : otherwise ° <i>San (santo, etc.)</i> : No : when refers to a person; Yes : when it is abbreviated and when it is an integral part of the name of a place, a building, etc.	° <i>Su Excelencia, Su Majestad</i> , etc., when used alone, written out or abbreviated but No : when used with a name or another title	
Proper name derivatives	No : a word derived from a personal or place name when it is used with a specialized meaning	No : names of and adjective derived from names of: » members of religious groups, etc., political, other organizations; » religions; » languages; ° adjectives derived from geographic names ° common noun used as a generic word in a geographic name Yes : nouns indicating nationality, but No : adjectives indicating nationality	Yes : adjectives that consist of a personal name followed by an apostrophe and the ending <i>-sche</i> (including its inflected forms, but No : other adjectives containing a personal name Yes : ° indeclinable adjectives derived from geographic names; ° adjectives, pronouns, and numerals used as parts of a name or title No : proper adjectives	No : names of and adjective derived from names of: » members of religious groups, etc., political, other organizations; » religions; » languages; ° adjectives derived geographic and personal names; Yes : nouns indicating nationality, but No : adjectives indicating nationality	No
Personal pronouns	No	No	No but Yes : <i>Sie</i> and <i>Ihr</i> and their inflected forms when used in formal address	No : <i>io</i> but Yes : pronouns of formal address	No : <i>yo</i> but Yes : pronouns of formal address
Geographic names	Yes : name of a geographic feature, region, etc. but No :				

	a descriptive adjective not part of an accepted name			
Political divisions	Yes: ° the name of a political division (e.g., a country, state, province, city); ° a popular name of a place, or the name of a legendary place; ° a word such as <i>empire, kingdom, state, country</i> , and <i>city</i> following a proper name if it is a commonly accepted part of the name but No: when such a word when used alone to indicate a political division.	Yes: <i>état</i> when it refers to the nation	Yes: <i>stato</i> when it refers to the nation	
Names of structures, streets, etc.	Yes: ° the name of a building, monument, or other structure, and the name of a road or street No: words such as <i>avenue, bridge, hotel</i> , and <i>park</i> when they are used alone	No: <i>rue</i> and its synonyms ° <i>église</i> : No: when it indicates a building, but Yes: when it refers to the church as an institution	No: <i>via</i> and its synonyms ° <i>chiesa</i> : No: when it indicates a building, but Yes: when it refers to the church as an institution	° <i>iglesia</i> : No: when it indicates a building, but Yes: when it refers to the church as an institution

Calendar divisions, time periods

	English	French	German	Italian	Spanish
days of the week	Yes	No		No	No
months	Yes	No		No	No
seasons	No			Yes when proper names	
centuries	Yes				
cultural periods					
holidays					

Other: hyphenated prefixes, single letters, abbreviations, etc.

	English	French	German	Italian	Spanish
Single letters used as words or parts of compounds (e.g., A)	Yes including ° the interjection <i>O</i> or <i>Oh</i> ; ° a letter that refers to a letter of the alphabet.		See Capitalization of key [10]		

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major; [A-Dur](#) [10])

Hyphenated compounds

1st part: **Yes:** when guidelines require

2nd part:

Yes: when

- » it is a noun or a proper adjective;
- » it has the same force as the 1st part

No: when

- » it modifies the 1st part;
- » the 2 parts constitute a single word

Hyphenated prefixes

No: when joined by a hyphen to a capitalized word, unless other guidelines require its capitalization

[Miscellaneous](#)

English

French

German

Italian

Spanish

No:

- ° cardinal numbers under one million;
- ° adverbs;
- ° verbal phrases;
- ° adjectives modifying nouns that are implied if the noun has been expressed elsewhere in the same sentence;
- ° fractions when they directly precede a noun or a cardinal number

Source URL: <https://web.library.yale.edu/cataloging/music/numbersdates>

Links

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