

## 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:

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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].

<b>RDA</b>	<b>Type of date</b>	<b>Record:</b>
<a href="#">1.9.2.2</a>	either one of two consecutive years	both years separated by <i>or</i>
<a href="#">1.9.2.3</a>	probable year	the year followed by a question mark
<a href="#">1.9.2.4</a>	probable range of years	the earliest probable year preceded by <i>between</i> and followed by <i>and</i> , then the latest probable year followed by a question mark
<a href="#">1.9.2.5</a>	earliest possible date known	<i>not before</i> followed by the date
	latest possible date known	<i>not after</i> followed by the date
	earliest and latest possible dates known	<i>between</i> followed by the earliest possible date, then <i>and</i> and the latest possible date

[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])

	<b>English (A10-A.30)</b>	<b>French (A.40)</b>	<b>German (A.41)</b>	<b>Italian (A.43)</b>	<b>Spanish (A.53)</b>
<a href="#">Prefixes</a> [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

	<b>English</b>	<b>French</b>	<b>German</b>	<b>Italian</b>	<b>Spanish</b>
-	<b>Yes:</b> capitalize the first word of each name ° the name of an international organization or alliance » the full name of a legislative or judicial body; administrative department,	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	

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

	<b>English</b>	<b>French</b>	<b>German</b>	<b>Italian</b>	<b>Spanish</b>
Nouns	<b>No</b> ° Plural generic term belonging to two or more proper names <b>Yes</b> : when it precedes the distinctive nouns <b>No</b> : when it follows the nouns.	capitalize nouns denoting nationality	<b>Yes</b>		
Titles of persons	<b>Yes</b> : ° any title or term of honour or address that immediately precedes a personal name;	<b>No</b> : titles designation rank or office <b>Yes</b> : titles of address or reference ° <i>Saint</i> . <b>No</b> : when		<b>Yes</b> for ceremonial titles consisting of a possessive pronoun and a noun expressing an abstract quality; <b>No</b> : otherwise	<b>Yes</b> : ° titles of honour and address when they are abbreviated; ° <i>Su Excelencia</i> , <i>Su Majestad</i> , etc.,

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	<ul style="list-style-type: none"> <li>° the name or abbreviation of an academic degree, honour, religious order, etc.;</li> <li>° <i>esquire, junior, senior</i> and their abbreviations;</li> <li>° religious title;</li> <li>° term of honour or respect;</li> <li>° epithet occurring with, or used in place of, a personal name;</li> <li>° name of a people, race, tribe, or ethnic or linguistic group and an adjective derived from such a name;</li> <li>° name of a language</li> </ul>	<p>refers to a person; <b>Yes:</b> otherwise</p>		<ul style="list-style-type: none"> <li>° <i>San (santo, etc.)</i>: when used alone, written out or abbreviated but</li> </ul> <p><b>No:</b> when refers to a person; <b>Yes:</b> when it is abbreviated and when it is an integral part of the name of a place, a building, etc.</p> <p><b>No:</b> when used with a name or another title</p>	
Proper name derivative s	<p><b>No:</b> a word derived from a personal or place name when it is used with a specialized meaning</p>	<p><b>No:</b> names of and adjective derived from names of:</p> <ul style="list-style-type: none"> <li>» members of religious groups, etc., political, other organizations; &amp;#187 religions;</li> <li>» languages;</li> </ul> <p>° adjectives derived from geographic names</p> <p>° common noun used as a generic word in a geographic name</p> <p><b>Yes:</b> nouns indicating nationality, but <b>No:</b> adjectives indicating nationality</p>	<p><b>Yes:</b> adjectives that consist of a personal name followed by an apostrophe and the ending <i>-sche</i> (including its inflected forms, but</p> <p><b>No:</b> other adjectives containing a personal name</p> <p><b>Yes:</b></p> <ul style="list-style-type: none"> <li>° indeclinable adjectives derived from geographic names;</li> <li>° adjectives, pronouns, and numerals used as parts of a name or title</li> </ul> <p><b>No:</b> proper adjectives</p>	<p><b>No:</b> names of and adjective derived from names of:</p> <ul style="list-style-type: none"> <li>» members of religious groups, etc., political, other organizations; &amp;#187 religions;</li> <li>» languages;</li> </ul> <p>° adjectives derived geographic and personal names;</p> <p><b>Yes:</b> nouns indicating nationality, but <b>No:</b> adjectives indicating nationality</p>	<p><b>No</b></p>
Personal pronouns	<p><b>No</b></p>	<p><b>No</b></p>	<p><b>No</b> but <b>Yes:</b> <i>Sie</i> and <i>Ihr</i> and their inflected forms when used in formal address</p>	<p><b>No:</b> <i>io</i> but <b>Yes:</b> pronouns of formal address</p>	<p><b>No:</b> <i>yo</i> but <b>Yes:</b> pronouns of formal address</p>
Geographic names	<p><b>Yes:</b> name of a geographic feature, region, etc. but <b>No:</b> a descriptive adjective not part of</p>				

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	an accepted name		
Political divisions	<p><b>Yes:</b></p> <ul style="list-style-type: none"> <li>° the name of a political division (e.g., a country, state, province, city);</li> <li>° a popular name of a place, or the name of a legendary place;</li> <li>° 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 <b>No:</b> when such a word when used alone to indicate a political division.</li> </ul>	<p><b>Yes:</b> <i>état</i> when it refers to the nation</p>	<p><b>Yes:</b> <i>stato</i> when it refers to the nation</p>
Names of structures, streets, etc.	<p><b>Yes:</b></p> <ul style="list-style-type: none"> <li>° the name of a building, monument, or other structure, and the name of a road or street</li> <li><b>No:</b> words such as <i>avenue, bridge, hotel,</i> and <i>park</i> when they are used alone</li> </ul>	<p><b>No:</b> <i>rue</i> and its synonyms</p> <ul style="list-style-type: none"> <li>° <i>église:</i> <b>No:</b> when it indicates a building, but <b>Yes:</b> when it refers to the church as an institution</li> </ul>	<p><b>No:</b> <i>via</i> and its synonyms</p> <ul style="list-style-type: none"> <li>° <i>chiesa:</i> <b>No:</b> when it indicates a building, but <b>Yes:</b> when it refers to the church as an institution</li> <li>° <i>iglesia:</i> <b>No:</b> when it indicates a building, but <b>Yes:</b> when it refers to the institution</li> </ul>

### Calendar divisions, time periods

	English	French	German	Italian	Spanish
days of the week	<b>Yes</b>	<b>No</b>		<b>No</b>	<b>No</b>
months	<b>Yes</b>	<b>No</b>		<b>No</b>	<b>No</b>
seasons	<b>No</b>			<b>Yes</b> when proper names	
centuries	<b>Yes</b>				
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 major; <a href="#">A-Dur</a> [10])	<p><b>Yes</b> including</p> <ul style="list-style-type: none"> <li>° the interjection O or Oh;</li> <li>° a letter that refers to a letter of the alphabet.</li> </ul>		<p>See <a href="#">Capitalization of key</a> [10]</p>		

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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>

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- [2] <http://web.library.yale.edu/cataloging/music/rda>
- [3] <http://web.library.yale.edu/cataloging/music/transcription>
- [4] [http://bcc.musiclibraryassoc.org/BCC-Historical/BCC2015/RDA\\_Best\\_Practices\\_for\\_Music\\_Cataloging\\_v1.1-150217.pdf](http://bcc.musiclibraryassoc.org/BCC-Historical/BCC2015/RDA_Best_Practices_for_Music_Cataloging_v1.1-150217.pdf)
- [5] <http://web.library.yale.edu/cataloging/music/prefsource#2.2.4>
- [6] <http://web.library.yale.edu/cataloging/music/publication#nodate>
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- [8] <http://web.library.yale.edu/cataloging/music/recordnames>
- [9] <http://web.library.yale.edu/cataloging/music/RDAentryele>
- [10] <http://web.library.yale.edu/cataloging/music/capitalization-of-key-opus-and-number#key>