
Transcription-Punctuation

Overview	2
Changes from Original RDA	2
Implementation with Metadata Examples	3
Language and Script	3
Pre-Modern Forms of Letters	3
Characters That Cannot Be Reproduced by the Facilities Available	4
If an element cannot be recorded in the script used on the source from which it is taken	21
Characters and Symbols That Can Be Reproduced by the Facilities Available	22
Transcription Guidelines	23
Bibliographic Linking Entries	23
Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490	24
Punctuation in Subfields \$3 in MARC Fields 264, 490 (for serials/series)	25
Punctuation in Subfield \$x in MARC 8XX Fields	26
Punctuation in Notes	27
Temporary/Uncertain Data	28
In-house Guidelines vs. RDA Rules, Metadata Guidance	39
Descriptive Data from Other Agencies or Data derived from a digital source of information	39
Cataloger's Judgment Areas	40

Overview

The guidance document provides instruction and examples of transcription and punctuation for basic bibliographic data. For instruction and examples of transcription and punctuation for authority data, see [mg-accessPointSyntax](#).

Changes from Original RDA

Original RDA	Official RDA
Transcription and Punctuation instructions located in 1.4 “Language and Script”, 1.7 “Transcription”, 1.8 “Numbers Expressed as Numerals or as Words, Appendix A. “Capitalization” of Original RDA with further explanation/clarification and examples in LC/PCC PSs	Transcription and Punctuation instructions can be found mainly at “Guidance > Transcription guidelines > Guidelines on normalized transcription ” with different options.
1.4 has instructions and examples about “How to record added data that are not in the resource”	“How to record added data” was moved to one Option of Guidance > Data provenance . There is no example and recording method is only available in the LC/PCC PS beside that Option.
Appendix A has detailed capitalization instructions. Appendix A2-A9 covers general capitalization guidelines based on different cataloging categories, such as names, titles, edition statement, etc. Appendix A10-A30 covers capitalization guidelines for English language. Appendix A31-A55 covers capitalization guidelines for other languages	In Official RDA, general capitalization guidelines are simplified into 6 options and are put as a section under Guidance > Transcription guidelines > Guidelines on normalized transcription . Capitalization guidelines for different languages can be found in Resources > Community resources > Community vocabularies > Terms in specific languages .
1.7.3 has instructions about punctuation.	Official RDA has similar punctuation instructions and two additional options about using hyphens under Guidance > Transcription guidelines > Guidelines on normalized transcription > Punctuation

<p>Transcription and punctuation instruction includes 1.7.8 “Abbreviations” (which leads to Appendix B “Abbreviations and Symbols”) and 1.7.9 “Inaccuracies”</p>	<p>Official RDA put abbreviations in Community resources under “Resources > Community resources > Community vocabularies > General abbreviations and “Resources > Community resources > Community vocabularies > Abbreviations for units”. Official RDA doesn’t give a general guideline of handling inaccuracies except for “note on title”.</p>
<p>In the original RDA Toolkit, LC-PCC Policy Statements are relatively independent from the RDA rules, therefore, LC-PCC Policy Statements can give extra instructions with detailed examples in addition to RDA rules. For example, RDA 1.4 LC-PCC PS “Pre-Modern Forms of Letters” suggests converting earlier forms of letters and earlier forms of diacritical marks into their modern form, as specified here”.</p>	<p>In the official RDA Toolkit, LC-PCC Policy Statements are tied with the contents of RDA instructions. If there is no such option in the official RDA, such as “Option for Pre-Modern Forms of Letters”, there is no relevant LC-PCC Policy Statement.</p>

Implementation with Metadata Examples

Language and Script

Pre-Modern Forms of Letters

Convert earlier forms of letters and earlier forms of diacritical marks into their modern form, as specified here. When these letters, **i/j**, **u/v**, **uu**, or **vv/w**, are used in Latin and some other languages without regard to their vocalic or consonantal value, so that “u” is used for a “v,” etc., the transcription should be regularized. This means that for the bibliographic description of items published after 1800,

use j for consonants, e.g., jus, Julius;

use i for vowels, e.g., iter, ilias;

use v for consonants, e.g., vox, Victoria;

use u for vowels, e.g., uva, Ursa Major;

use w for consonantal uu or vv, e.g., Windelia.

For the transcription of any of these letters in bibliographic description for pre-1801 publications, apply [Descriptive Cataloging of Rare Materials \(Books\)](#)

Characters That Cannot Be Reproduced by the Facilities Available

- Super/Subscript Characters:** If the super/subscript placement of a character is not essential to avoid serious distortion or loss of intelligibility (e.g., n^0 , 2^e , M^a), record the super/subscript character on the line in the regular manner (e.g., no., 2e). If a period is associated with the super/subscript letter (e.g., M^a) and the characters are the abbreviation of a single word, record the period as the last element (e.g., Ma.). In case of serious distortion or loss of intelligibility, record the character in super/subscript position for all such characters available in the character set, namely, Arabic numerals (0-9), the minus sign (-), parentheses (), and the plus sign (+). In some cases use the double underscore convention described in the section “Special Letters, Diacritical Marks, and Punctuation Marks” below.

Examples	
MARC	<p>Example 1</p> <p>Preferred source: Estimating L_x(1)</p> <p>Transcription:</p> <p>245 10 \$a Estimating L <u>x</u>(1)</p> <p>Suggested note:</p> <p>500 ## \$a In title, "<u>x</u>" is subscript.</p>
BIBFRAME	<p>Example 1</p> <p>Instance:</p> <pre><bf:Instance> <bf:title> <bf:Title> <bf:mainTitle>Estimating L <u>x</u>(1) </bf:mainTitle> <rdfs:label>Estimating L <u>x</u>(1) </rdfs:label> </bf:Title></pre>

	<pre></bf:title> </bf:Instance></pre>
--	---

- **Greek and Other Non-Latin Script Letters, Ideographs, Etc.:**

Romanize all occurrences of Greek and other non-Latin script letters in "regular" MARC variable fields (with the exception below) regardless of the facilities available. The non-Latin form of the letters may be supplied in parallel fields (MARC field 880) in bibliographic records, or as MARC field 4XX references in authority records. If the context shows that a Greek letter or letters is used to represent a letter in the International Phonetic Alphabet, however, see the section on Special Letters, Diacritical Marks, and Punctuation Marks.

If the Greek or other non-Latin script letter(s) appears separately, give the name of the letter in the language of the context (if unknown in the language of the context, use English) enclosed within brackets rather than a simple romanization of the letter. For searching purposes, insure that the bracketed interpolation is not connected with other letters. Thus, if no space appears in the source on either side of the supplied bracketed information, put a space on either side of the bracketed interpolation unless this interpolation is already distinct from adjacent letters by the presence of characters that serve as separators. This provision is necessary, because brackets do not serve as separators for searching purposes. "Separators" in this context are defined as characters that divide groups of letters or numbers into multiple words in the context of constructing search queries. Characters not serving as separators are those that are deleted in "normalization"; see the characters marked "delete" in Appendix A of the Authority File Comparison Rules found at: <http://www.loc.gov/aba/pcc/naco/normrule-2.html>

Examples	
MARC	<p>Example 2</p> <p>Preferred source: α-, β-, and γ-spectroscopy</p> <p>Transcription:</p> <pre>245 10\$6 880-01 \$a [Alpha]-, [beta]-, and [gamma]-spectroscopy</pre> <p>Possible parallel field:</p> <pre>880 10\$6 245-01/(S \$a α-, β-, and γ-spectroscopy</pre> <p>A hyphen is a separator</p>

BIBFRAME	<p>Example 2</p> <p>Instance:</p> <pre> <bf:title> <bf:Title> <bf:mainTitle>α-, β-, and γ-spectroscopy </bf:mainTitle> </bf:Title> </bf:title> <bf:title> <bf:VariantTitle> <bf:mainTitle>[Alpha]-, [beta]-, and [gamma]- spectroscopy</bf:mainTitle> </bf:VariantTitle> </bf:title> </pre>
----------	--

When a Greek, etc., letter is used in a word that is otherwise in the Latin script in the source and the intent is to pronounce the character, use the romanized form of the letter (instead of its name) in brackets.

Examples	
MARC	<p>Example 3</p> <p>Preferred source: Zarah<u>θ</u>ustra and <u>Φ</u>ilo</p> <p>Transcription:</p> <pre> 245 10 \$a Zara[th]ustra and [Ph]ilo </pre> <p>Possible note:</p> <pre> 500 ## \$a In title, "[th]" and "[ph]" are represented by the Greek characters theta and phi. </pre>
BIBFRAME	<p>Example 3</p> <p>Instance:</p> <pre> <bf:title> <bf:Title> <bf:mainTitle>Zarah<u>θ</u>ustra and <u>Φ</u>ilo </bf:mainTitle> </pre>

	<pre> </bf:Title> </bf:title> <bf:title> <bf:VariantTitle> <bf:mainTitle Zara[th]ustra and [Ph]ilo </bf:mainTitle> </bf:VariantTitle> </bf:title> </pre>
--	---

- **Special Marks of Contraction in the Manuscript Tradition:**

When special marks of contraction have been used by the printer in continuance of the manuscript tradition, expand affected words to their full form, enclosing supplied letters within brackets, as described in [DCRM \(Books\)](#).

- **Special Letters, Diacritical Marks, and Punctuation Marks:** Use the double underscore as the conventional means of signaling special letters (including superscript and subscript letters), diacritical marks, and punctuation marks for which there is no exact representation in the character set. Use the literal character where possible, such as bibliographic records using UTF-8, when the roman equivalent is obvious. When the nearest roman equivalent is not obvious, it is necessary to establish the equivalent using the list of equivalencies below. The equivalencies below have been established to date, mostly from the International Phonetic Alphabet (IPA). Note that the IPA uses some Greek letters; when it is judged by the context (usually some form of linguistic study) that the Greek letter probably derives from its use in the IPA, use the double underscore convention or the equivalency indicated below, not the convention for Greek letters given above.

α = a

β = d

ε = e

φ = f

γ = g

ι = i

ⓑ = l

Ⓛ = l

Ⓞ = o

Ⓢ = s

Ⓣ = s

⓪ = t

Ⓥ = u

Ⓦ = v

ⓑ = v

Ⓤ = w

Ⓣ = **ß**

Ⓣ = **ß**

Note that the use of the double underscore convention does not always insure a one-for-one equivalency; the intent, instead, is to signal those cases in which the character used in the catalog record is not an exact replication of the character in the source.

Exception: Do not use the double underscore convention in the following cases; use instead the equivalent indicated:

- Old German small "e" (Fu *er*sten) = umlaut (Fürsten)
- "Scharfes s" or "ess-zet" (ß) written as ligature = ss (Auslegung)
- "Scharfes s" or "ess-zet" (fʒ) written as two letters = sz (Auslegung)
- Schwa (ə) = ä (e.g., as found in roman alphabet Azerbaijani)
- Inch/inches, second/seconds = hard sign, double prime (tvĕrdyiĭ znak) (")
- Foot/feet, minute/minutes = soft sign, prime (miagkiiĭ znak) (')
- Superscript or subscript period = dot above (·) or dot below (·)
- IPA character for glottal stop (ʔ) = ayn (‘)
- A vertical line | below a letter (e) = dot below the letter (ė)
- Guillemets (left and right pointing double angle quotation marks) = double quotation mark (")

- **Symbols and Signs:** Replace symbols and other characters, etc., that cannot be reproduced by the facilities available, with a description of the symbol. Indicate that this description was taken from a source outside the resource itself.

The objective in treating signs and symbols not represented in the character set is to render or convey the intention without undue time and effort and with a minimum of interpolation, using one of the techniques described in this section. Note that a minimum of interpolation is wanted because those searching the machine catalog cannot very often be expected to "second-guess" the cataloger in this respect, i.e., users will normally formulate search queries that necessarily do not take interpolations into account. As judged appropriate, use notes to explain and use access points to provide additional access; the examples below are illustrative, not prescriptive.

1. If the symbol is judged not to be an integral or essential part of the title, do not intervene in the transcription. Instead, omit the symbol; explain its omission in a note if it is judged worth mentioning.


Examples	
MARC	<p>Example 4</p> <p>On the title page the traditional female symbol appears under the letter "W" but the preface makes it clear that the symbol is not intended to form part of the title and gives the full title</p> <p>Transcription:</p> <pre>245 10 \$a "W" today! Tomorrow?</pre> <p>Variant title:</p> <pre>246 3# \$a Women today! Tomorrow?</pre> <p>Suggested note:</p> <pre>500 ## \$a In title, the symbol for female appears under the letter "W"</pre>
BIBFRAME	<p>Example 4</p> <p>Instance:</p>

```

<bf:title>
  <bf:Title>
    <bf:mainTitle>"W" today! Tomorrow?</bf:mainTitle>
  </bf:Title>
</bf:title>
<bf:title>
  <bf:VariantTitle>
    <bf:mainTitle>Women today!
Tomorrow?</bf:mainTitle>
  <bf:note>
    <bf:Note>
      <rdfs:label
xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#">In
title, the symbol for female appears under the letter
"W"</rdfs:label>
    </bf:Note>
  </bf:note>
</bf:VariantTitle>
</bf:title>

```

2. Use existing characters when this can be done without serious distortion or loss of intelligibility.

Examples	
MARC	<p>Example 5</p> <p>Preferred source: When I was your age </p> <p>Transcription:</p> <p>245 10 \$a When I was your age STOP</p> <p>Suggested note:</p> <p>500 ## \$a In title, "STOP" appears as a stop sign.</p>
BIBFRAME	<p>Example 5</p> <p>Instance:</p> <p><bf:title></p>

	<pre> <bf:Title> <bf:mainTitle>When I was your age STOP</bf:mainTitle> </bf:Title> </bf:title> <bf:title> <bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#">In title, "STOP" appears as a stop sign.</rdfs:label> </bf:Note> </bf:note> </pre>
--	---

3. Use the double underscore convention (see the section on **Special Letters, Diacritical Marks, and Punctuation Marks**)

Examples	
MARC	<p>Example 6</p> <p>Preferred source: Yell-Θ pages : environmental resources</p> <p>Transcription:</p> <pre> 245 10 \$a Yell-0 pages : \$b environmental resources </pre> <p>Suggested note:</p> <pre> 500 ## \$a In title, the ecology symbol appears after "Yell" </pre> <p>Possible variant titles:</p> <pre> 246 3# \$a Yellow pages 246 3# \$a Yell-e pages 246 3# \$a Yell-ecology pages </pre>
BIBFRAME	<p>Example 6</p> <p>Instance:</p>

```


<bf:title>
  <bf:Title>
    <bf:mainTitle>Yell-Ø pages</bf:mainTitle>
    <bf:subtitle>environmental
resources</bf:subtitle>
  </bf:Title>
</bf:title>
<bf:title>
  <bf:VariantTitle>
    <bf:note>
      <bf:Note/>
    </bf:note>
    <bf:mainTitle>Yell-O pages </bf:mainTitle>
  </bf:VariantTitle>
</bf:title>
<bf:title>
  <bf:VariantTitle>
    <bf:mainTitle>Yellow pages</bf:mainTitle>
  </bf:VariantTitle>
</bf:title>
<bf:title>
  <bf:VariantTitle>
    <bf:mainTitle>Yell-e pages</bf:mainTitle>
  </bf:VariantTitle>
</bf:title>
<bf:title>
  <bf:VariantTitle>
    <bf:mainTitle>Yell-ecology pages</bf:mainTitle>
  </bf:VariantTitle>
</bf:title>

```

4. Substitute in the language of the context the word, phrase, etc., that is the obvious spoken/written equivalent (if unknown in the language of the context, use English); bracket the interpolated equivalent. If the element in the source is not preceded or followed by a space, in general precede or follow the bracketed interpolation by a space unless a space would create an unintended result for searching.

Examples	
MARC	Example 7 Preferred source: I ♥ band!

	<p>Authority record transcription:</p> <pre>100 1# \$a Schusterman, Michelle. \$t I [love] band!</pre> <p>Suggested citation:</p> <pre>670 ## \$a Schusterman, Michelle. I [love] band!, 2014 : \$b title page (I [love] band!; "[love]" appears as a heart in the series statement and in the title of the first book in the series)</pre>
BIBFRAME	<p>Example 7</p> <p>NARs for works and expressions will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</p>

Examples	
MARC	<p>Example 8</p> <p>Preferred source: Poe  and free verse</p> <p>Transcription:</p> <pre>245 10 \$a Poe[try] and free verse</pre> <p>Suggested note:</p> <pre>500 ## \$a On title page "[try]" appears as an illustration in the form of a tree.</pre> <p>The interpolation is not preceded by a space because that would create two words for searching (brackets are not separators)</p>
BIBFRAME	<p>Example 8</p> <p>Instance:</p> <pre><bf:title> <bf:Title></pre>

	<pre> <bf:mainTitle>Poe[try] and free verse </bf:mainTitle> </bf:Title> </bf:title> <bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#">On title page "[try]" appears as an illustration in the form of a tree.</rdfs:label> </bf:Note> </bf:note> </pre>
--	--

Examples	
MARC	<p>Example 9</p> <p>Preferred source: The added mass coefficient of a cylinder oscillating in shallow water in the limit $K \rightarrow 0$ and K_∞</p> <p>Transcription:</p> <pre> 245 10 \$a The added mass coefficient of a cylinder oscillating in shallow water in the limit K --> 0 and K [infinity] </pre> <p>Suggested note:</p> <pre> 500 ## \$a In title "[infinity]" appears as the infinity symbol. </pre> <p>The arrow is input as two hyphens and an angle bracket</p>
BIBFRAME	<p>Example 9</p> <p>Instance:</p> <pre> <bf:title> <bf:Title> <bf:mainTitle> The added mass coefficient of a cylinder oscillating in shallow water in the limit K→ 0 and K∞</bf:mainTitle> </bf:Title> </pre>

	<pre> </bf:title> <bf:title> <bf:VariantTitle> <bf:mainTitle The added mass coefficient of a cylinder oscillating in shallow water in the limit K --> 0 and K [infinity]> </bf:mainTitle> </bf:VariantTitle> </bf:title> </pre>
--	---

Exception 1: Do not transcribe symbols that indicate birth (e.g., an asterisk) or death (e.g., a dagger) even if such characters are in the character set. Do not use a mark of omission; instead, explain the omission in a note and provide a variant title with an interpolated word or phrase if it seems useful.

Examples	
MARC	<p>Example 10</p> <p>Preferred source: In honor of Saint Basil the Great †379</p> <p>Transcription:</p> <pre>245 10 \$a In honor of Saint Basil the Great 379</pre> <p>Possible variant title:</p> <pre>246 3# \$a In honor of Saint Basil the Great [died] 379</pre> <p>Suggested note:</p> <pre>500 ## \$a In title, "379" is preceded by a dagger.</pre>
BIBFRAME	<p>Example 10</p> <p>Instance:</p> <pre> <bf:title> <bf>Title> <bf:mainTitle>In honor of Saint Basil the Great 379</bf:mainTitle> </pre>

	<pre> </bf>Title> </bf:title> <bf:title> <bf:VariantTitle> <bf:note> <bf>Note/> </bf:note> <bf:mainTitle>In honor of Saint Basil the Great [died] 379</bf:mainTitle> </bf:VariantTitle> </bf:title> <bf:note> <bf>Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#">In title, "379" is preceded by a dagger.</rdfs:label> </bf>Note> </bf:note> </pre>
--	--

Examples	
MARC	<p>Example 11</p> <p>Preferred source: Walter : *1926 ☩1945 an der Ostfront</p> <p>Transcription:</p> <p>245 00 \$a Walter : \$b 1926 1945 an der Ostfront</p> <p>Possible variant title:</p> <p>246 3# \$a Walter : \$b [geboren] 1926 [gestorben] 1945 an der Ostfront</p> <p>Suggested note:</p> <p>500 ## \$a In title, "1926" is preceded by an asterisk; "1945" is preceded by an Iron Cross.</p>
BIBFRAME	<p>Example 11</p> <p>Instance:</p> <p><bf:title></p>

	<pre> <bf:Title> <bf:mainTitle>Walter</bf:mainTitle> <bf:subtitle>1926 1945 an der Ostfront</bf:subtitle> </bf:Title> </bf:title> <bf:title> <bf:VariantTitle> <bf:note> <bf>Note/> </bf:note> <bf:mainTitle>Walter</bf:mainTitle> <bf:subtitle>[geboren] 1926 [gestorben] 1945 an der Ostfront</bf:subtitle> </bf:VariantTitle> </bf:title> <bf:note> <bf>Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#">In title, "1926" is preceded by an asterisk; "1945" is preceded by an Iron Cross.</rdfs:label> </bf>Note> </bf:note> </pre>
--	--

Exception 2: Ignore symbols indicating trademark (registered or otherwise), patent, etc. These include a superscript or subscript "R" enclosed in a circle (®) (ignore although included in the character set) and the superscript or subscript letters "TM" (™). Explain their presence in a note if considered important. Ignore such symbols also when they appear with elements used in access points.

Examples	
MARC	<p>Example 12</p> <p>Preferred source: The Gumby® books of letters</p> <p>Transcription:</p> <p>245 14 \$a The Gumby books of letters</p>
BIBFRAME	<p>Example 12</p> <p>Instance:</p>

	<pre> <bf:title> <bf:Title> <bf:mainTitle> The Gumby® books of letters </bf:mainTitle> </bf:Title> </bf:title> </pre>
--	--

5. If the spoken/written equivalent is not obvious, give an explanation or a description in the language of the context (if unknown in the language of the context, use English).

Examples	
MARC	<p>Example 13</p> <p>Preferred source: ∇-structures</p> <p>Transcription:</p> <p>245 10 \$a [Inverted triangle]--structures</p>
BIBFRAME	<p>Example 13</p> <p>Instance:</p> <pre> <bf:title> <bf:Title> <bf:mainTitle> ∇-structures </bf:mainTitle> </bf:Title> </bf:title> <bf:title> <bf:VariantTitle> <bf:mainTitle> [Inverted triangle]--structures </bf:mainTitle> </bf:VariantTitle> </bf:title> </pre>

Examples	
MARC	Example 14

	<p>Preferred source: Some elementary properties of the category Top _m B</p> <p>Transcription:</p> <p>245 10 \$a Some elementary properties of the category Top <u>m</u>[vertical line] B</p> <p>Suggested note:</p> <p>500 ## \$a In title, "<u>m</u>" is subscript, and "[vertical line]" represented by a vertical line.</p>
<p>BIBFRAME</p>	<p>Example 14</p> <p>Instance:</p> <pre> <bf:title> <bf:Title> <bf:mainTitle>Some elementary properties of the category Top _m B</bf:mainTitle> </bf:Title> </bf:title> <bf:title> <bf:VariantTitle> <bf:note> <bf:Note/> </bf:note> <bf:mainTitle>Some elementary properties of the category Top m[vertical line] B</bf:mainTitle> </bf:VariantTitle> </bf:title> <bf:title> <bf:VariantTitle> <bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#">In title, "m" is subscript, and "[vertical line]" represented by a vertical line.</rdfs:label> </bf:Note> </bf:note> </bf:VariantTitle> </bf:title> </pre>

6. If a title consists solely of a sign or symbol or one or more marks of punctuation, provide an equivalent in all cases, even if the particular symbol is itself in the

character set.

Examples	
MARC	<p>Example 15</p> <p>Preferred source: ♀</p> <p>Access point of title authority record:</p> <p>130 #0 \$a [Ankh]</p> <p>Suggested note:</p> <p>667 ## \$a On series title page, the series title appears only as the Egyptian hieroglyph "ankh" followed by the volume number.</p>
BIBFRAME	<p>Example 15</p> <p>NARs for works and expressions will continue to be created and maintained in the NAF using MARC 21 coding and syntax.</p>

Examples	
MARC	<p>Example 16</p> <p>Preferred source: +</p> <p>Transcription:</p> <p>245 10 \$a [Plusz : \$b novellaciklus] / \$c Czakó Gábor</p> <p>Suggested note:</p> <p>500 ## \$a The title consists solely of a plus sign.</p> <p>"+" is in the character set</p>
BIBFRAME	<p>Example 16</p>

	<p>Instance:</p> <pre> <bf:title> <bf:Title> <bf:mainTitle>+</bf:mainTitle> <bf:note> <bf:Note/> </bf:note> </bf:Title> </bf:title> <bf:title> <bf:VariantTitle> <bf:mainTitle>[Plusz]</bf:mainTitle> <bf:subtitle>[novellaciklus]</bf:subtitle> <bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">The title consists solely of a plus sign.</rdfs:label> </bf:Note> </bf:note> </bf:VariantTitle> </bf:title> </pre>
--	---

If an element cannot be recorded in the script used on the source from which it is taken

- LC practice:** generally supply non-Latin scripts for the languages/scripts in the MARC-8 repertoire of UTF-8: Perso-Arabic script (e.g., Arabic, Persian, Pushto, Urdu); Hebrew, Yiddish; Chinese, Japanese, Korean; Cyrillic-based scripts; and Greek. If following minimal level cataloguing guidelines, the records for these languages/scripts may be fully romanized. At this time, all other languages/scripts must be fully romanized following the [ALA-LC Romanization Tables](#) approved by the Library of Congress and the American Library Association.
- PCC practice:** Follow the [PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets](#) applicable to the PCC program.
- CONSER records:** generally supply non-Latin scripts for the languages/scripts in the MARC-8 repertoire of UTF-8: Perso-Arabic script (e.g., Arabic, Persian, Pushto, Urdu); Hebrew, Yiddish; Chinese, Japanese, Korean; Cyrillic-based scripts; and Greek. All other languages/scripts must be fully romanized following the [ALA-LC Romanization Tables](#), approved by the Library of Congress and the American Library Association.

- **BIBCO records:** Scripts beyond the MARC-8 repertoire of UTF-8 may be used by BIBCO libraries when they are supported by the input system.

Characters and Symbols That Can Be Reproduced by the Facilities Available

If transcribing a symbol reproducible by the facilities available significantly hinders clarity, omit the symbol or replace it by another symbol or sign of punctuation, as necessary. Make a note to indicate that the symbol has been omitted or replaced by another symbol or sign of punctuation, if considered important for identification.

Examples	
MARC	<p>Example 17</p> <p>Preferred source: A history of French-speaking countries</p> <p>Transcription:</p> <pre>245 12 \$a A history of French-speaking countries</pre> <p>Suggested note:</p> <pre>500 ## \$a The title consists of an equal sign between French and speaking.</pre>
BIBFRAME	<p>Example 17</p> <p>Instance:</p> <pre><bf:title> <bf:Title> <bf:mainTitle>A history of French-speaking countries </bf:mainTitle> </bf:Title> </bf:title> bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf-schema#"> The title consists of an equal sign between French and speaking.</rdfs:label> </bf:Note> </bf:note></pre>

--	--

Transcription Guidelines

Bibliographic Linking Entries

For linking entries (MARC fields 76X-78X), in general follow the conventions in the sections above with respect to punctuation/spacing. Note, however, unlike name authority access points, the individual components of names in subfields \$a (Main entry heading), \$s (Uniform title), and \$t (Title) are not subfielded.

When subfield \$i for relationship designator is used, it is the first subfield, the first word is capitalized, and the subfield ends with a colon.

Example	
MARC	<p>Example 18</p> <pre>776 08 \$i Online version: \$t Ambientis \$x 2164-6759 \$w (DLC) 2011202066 \$w (OCOLC) 761194603</pre>
BIBFRAME	<p>Example 18</p> <p>Instance:</p> <pre><bf:Instance rdf:about="http://id.loc.gov/resources/instances /c0170471390001"> <bflc:relationship xmlns:bflc="http://id.loc.gov/ontologies/bflc/"> <bflc:Relationship> <bflc:relation> <bflc:Relation rdf:about="https://id.loc.gov/entities/relations hips/onlineversion"> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">Online version</rdfs:label> </bflc:Relation> </bflc:relation></pre>

	<pre> <bf:relatedTo rdf:resource="http://bibframe.example.org/170471 39#Instance"/> </bflc:Relationship> </bflc:relationship><bf:title> <bf>Title> <bf:mainTitle>Ambientis</bf:mainTitle> </bf>Title> </bf:title><bf:identifiedBy> <bf:Issn> <rdf:value>2164-6759</rdf:value> </bf:Issn> </bf:identifiedBy><bf:identifiedBy> <bf:Lccn> <rdf:value> 2011202066</rdf:value> <bf:source> <bf:Source> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">DLC</rdfs:label> </bf:Source> </bf:source> </bf:Lccn> </bf:identifiedBy><bf:identifiedBy> <bf:Identifier> <rdf:value>761194603</rdf:value> <bf:source> <bf:Source> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">OCoLC</rdfs:label> </bf:Source> </bf:source> </bf:Identifier> </bf:identifiedBy><bf:instanceOf rdf:resource="http://id.loc.gov/resources/works/ c017047139"/> </pre>
--	--

Punctuation at the End of MARC Fields 245, 246-247, 250, 264, 300, 310/321, 362, 490

The ISBD punctuation between areas (period-space-dash-space) is omitted only when the next area is paragraphed.

1. Fields 245, 250. If either field 245 or 250 does not end in a period, add one.

2. Fields 246- 247, 490. A 246 variant title field, a 247 former title field, or a 490 series field only ends in an ending mark of punctuation when it is part of the data.
3. Field 264. Field 264 usually ends with a period, a closing bracket, or a hyphen. Exceptionally, when no date is present in a serial or integrating resource description, the field does not end in a mark of ending punctuation unless it is part of the name of the publisher (i.e., in the absence of a date, no punctuation is added). Because it is LC practice for monographs to enclose temporary data within angle brackets (see "Temporary/Uncertain Data" below), this field may also end in an angle bracket. When field 264 is used for the Copyright Notice Date, it does not have ending punctuation.
4. Field 300. Field 300 may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 field, insure that field 300 ends in a period.
5. Fields 310/ 321. These fields do not end in a period unless it is part of the data. They can end in a hyphen (open date), a right parenthesis (qualifying information), or an angle bracket (LC practice/PCC practice for temporary/uncertain data).
6. Field 362. For the ending mark of punctuation, apply the convention stated below in the section "Punctuation in Notes," 2. Ending mark of punctuation (5XX).

Punctuation in Subfields \$3 in MARC Fields 264, 490 (for serials/series)

When a subfield \$3 (Materials specified) is used in MARC 264, 490, or 8XX fields to indicate the issues, parts, or iterations applicable to the field, use \$3 as the first subfield, followed by the numeric designation, chronological designation, publication date, etc., followed by a colon (:). If the designation, publication date, etc., represents incomplete information designated by a hyphen (-), insert a single space between the hyphen and the colon for clarity in displays.

Example	
MARC	<p>Example 19</p> <p>\$3 1972/73-<1975/76>: \$a Research report / National Education Association Research</p>
BIBFRAME	<p>Example 19</p> <p>Instance:</p> <p><bf:Instance></p>

	<pre><bf:seriesStatement>1972/73-(1975/76) : Research report / National Education Association Research</bf:seriesStatement></bf:Instance></pre>
--	--

Punctuation in Subfield \$x in MARC 8XX Fields

To allow for accurate sorting of authorized series access points, predictable validation of ISSN strings, and/or validation of authorized series access points, append subfield \$x (International Standard Serial Number) used in MARC 8XX fields to the end of the field as the final subfield. A mark of punctuation, e.g., a period, a right parenthesis, that ends the authorized series access point would precede subfield \$x. Do not add any punctuation to subfield \$x except for the hyphen in the middle position of the ISSN.

Example	
MARC	<p>Example 20</p> <pre>830 #0 \$a Series in applied psychology (New York, N.Y.)\$x 1048-8146</pre>
BIBFRAME	<p>Example 20</p> <p>Instance:</p> <pre><bf:hasSeries xmlns:bf="http://id.loc.gov/ontologies/bibframe/"> <bf:Work> <bf:title> <bf:Title> <bf:mainTitle>Series in applied psychology (New York, N.Y.)</bf:mainTitle> </bf:Title> </bf:title> </bf:Work> <bf:identifiedBy> <bf:Issn> <rdf:value xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">1048-8146</rdf:value> </bf:Issn> </bf:identifiedBy> </bf:hasSeries></pre>

Punctuation in Notes

1. Additional information expected. When additional information is expected, precede or follow a hyphen with one space.

Example	
MARC	<p>Example 21</p> <pre>246 1# \$i Issues for October 1975- have title: \$a Crime & delinquency 500 ## \$a Volume 9- edited by G. Svehla ...</pre>
BIBFRAME	<p>Example 21</p> <p>Instance:</p> <pre><bf:title> <bf:VariantTitle> <bf:mainTitle>Crime & delinquency</bf:mainTitle> <bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">Issues for October 1975- have title</rdfs:label> </bf:Note> </bf:note> </bf:VariantTitle> </bf:title></pre>

2. Ending mark of punctuation (5XX). See also the section "g. Notes (5XX) below under "Temporary/Uncertain Data."

For 5XX notes, an ending mark of punctuation can be a period (.), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; used at the end of an open date, etc.), and (LC practice/PCC practice) angle bracket (>). End each note with a period or other mark of ending punctuation.

If a note ends in a quotation mark, input a period or other mark of ending punctuation inside the quotation mark.

Note that these guidelines relate to punctuation at the end of the data constituting a note itself. Under certain circumstances, a field may actually end with MARC subfields as follows:

- a. \$5 (Institution to which field applies), in which case there is no punctuation at the end of the field.

- b. \$u (Uniform Resource Identifier), in which case the last character in the field is whatever is the last character of the URI.
 - c. Exceptions: Incomplete 505 field, fields 510, 535, 536, 583, 586. These fields do not end in a period or other mark of ending punctuation unless it is part of the data, e.g., a period that is part of an abbreviation or a hyphen at the end of an open date, etc.
3. Square brackets. Do not use square brackets in notes except when they are used in quoted data.

Example	
MARC	<p>Example 22</p> <p>500 ## \$a "2090245PMA"--Page 4 of cover.</p> <p>Not "... -Page [4] of cover."</p> <p>500 ## \$a "This lavishly illustrated book is a beautifully crafted reproduction of a Russian journal [i.e. photographs collected by Nikolai Efros] from 1914 ..."</p> <p>Square brackets used in the quote itself.</p>
BIBFRAME	<p>Example 22</p> <p>Instance:</p> <pre><bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">"2090245PMA"--Page 4 of cover.</rdfs:label> </bf:Note> </bf:note></pre>

Temporary/Uncertain Data

1. General. Indicate that data are temporary or uncertain by enclosing them within angle brackets (< >). Such data display in all cases. Treat angle brackets as regular characters, applying normal spacing conventions preceding and following them as illustrated in the examples.

When a date is enclosed within angle brackets, do not use spacing to show that it is an open one: "<1981->." When an open date occurs outside angle brackets, use normal spacing preceding or following a hyphen unless preceded or followed by a temporary date enclosed within angle brackets, e.g., "1979- <1980>" or "<1979>-1980." When spans of beginning and/or ending dates or numbers include temporary data, give the hyphen within or outside the angle brackets as shown in the following examples:

Example	
MARC	<p>Example 23</p> <p><1966-></p> <p><-no. 47></p> <p><May 2001-v. 3, no. 2></p> <p>1998- <fall 2001></p> <p><Bd. 4>-Bd. 12</p>
BIBFRAME	<p>Example 23</p> <p>Instance:</p> <p><bf:date>[1966-]</bf:date></p>

When holdings are enclosed within angle brackets, do not use spacing to show that they are temporary.

Example	
MARC	<p>Example 24</p> <p>505 1# \$a -- volume 2. La foto-restituzione grafico-numerica. part 1. Generalita (2 volumes). part 2. Photographie oblique <volume 1></p>
BIBFRAME	<p>Example 24</p> <p>Work:</p> <p><bf:tableOfContents> <bf:TableOfContents></p>

	<pre> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">-- volume 2. La foto-restituzione grafico-numerica. part 1. Generalita (2 volumes). part 2. Photographie oblique [volume 1]</rdfs:label> </bf:TableOfContents> </bf:tableOfContents> </pre>
--	--

1. Detailed guidelines for recording temporary/uncertain data.
 - a. Changes in title data (246/ 247).

Example	
MARC	<p>Example 25</p> <pre> 246 1# \$i Added title page title <release 5, published 1999>: \$a Math education scholarships Updating loose-leaf 247 10 \$a Membership directory \$f <update 2, published 1999> Updating loose-leaf </pre>
BIBFRAME	<p>Example 25</p> <p>Instance:</p> <pre> <bf:title> <bf:VariantTitle> <bf:mainTitle>Math education scholarships</bf:mainTitle> <bf:variantType>Added title page title [release 5, published 1999]</bf:variantType> </bf:VariantTitle> </bf:title> </pre>

- b. Publication etc., dates (264). These conventions do not apply to serials or integrating resources (temporary data not recorded in this field).
 - i. Permanent date. If an entire date is judged to be permanent, record it without angle brackets.

Example	
MARC	<p>Example 26</p> <p>, 1980-</p> <p>not</p> <p><1980-> or, 1980- < ></p> <p>v. 1 held; v. 1 published in 1980</p>
BIBFRAME	<p>Example 26</p> <p>Instance:</p> <pre><bf:provisionActivity> <bf:Publication> <bf:date>1980-</bf:date> </bf:Publication> </bf:provisionActivity></pre>

- ii. Temporary date. If a portion of a date is temporary, enclose the portion in angle brackets.

Example	
MARC	<p>Example 27</p> <p>, 1980-<1981></p> <p>v. 1-2 held; v. 2 published in 1981</p> <p>, <1891-></p> <p>v. 2 held; v. 1-2 published in 1981</p> <p>, <1979>-1981.</p> <p>v. 2-3 held of a 3-volume set</p> <p>, <1978-1980></p> <p>v. 2-3 held of a 5-volume set</p>

BIBFRAME	<p>Example 27</p> <p>Instance</p> <pre><bf:provisionActivity> <bf:Publication> <bf:date>1980- [1981] </bf:date> </bf:Publication> </bf:provisionActivity></pre>
----------	---

- iii. Non-Christian era date. When the expression of date includes one from the non-Christian era and that date is temporary (as when cataloging a multipart monograph from other than volume 1), consider the whole expression of date as temporary and give the whole in angle brackets, e.g., <Shōwa 57- [1982]->
- c. Incomplete multipart monographs when the total number of units is not known. During the time a multipart monograph is incomplete, record only the general term designating the type of unit in MARC field 300 (e.g., "volumes") of the bibliographic record. At the time the multipart monograph is complete, update field 300 to record the number of units preceding the term designating the type of unit (e.g., "6 volumes").
- d. Frequency information (MARC 310/ 321). Record temporary data in angle brackets.

Example	
MARC	<p>Example 28</p> <pre>310 ## \$a Updated monthly, \$b <May 15, 2001> 321 ## \$a Updated quarterly, \$b <September 9, 1999></pre> <p>Updating loose-leaf</p>
BIBFRAME	<p>Example 28</p> <p>Instance:</p> <pre><bf:frequency xmlns:bf="http://id.loc.gov/ontologies/bibframe/" "></pre>

	<pre> <bf:Frequency> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">Bimonthly</rdfs:label> <bf:date>1982-</bf:date> </bf:Frequency> </bf:frequency> <bf:frequency xmlns:bf="http://id.loc.gov/ontologies/bibframe/ "> <bf:Frequency> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">Quarterly</rdfs:label> <bf:date>1969-1981</bf:date> <bf:note> <bf>Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">former frequency</rdfs:label> </bf>Note> </bf:note> </bf:Frequency> </bf:frequency> </pre>
--	---

- e. Series statement: open entry multipart monographs in series (MARC 490). When a multipart monograph itself is in a series and the multipart monograph is classified as a collection and not analyzed, record the numbering of the series in the collected set record according to the following guidelines until the multipart monograph is complete.
- i. Record the series numbering for the first or last volume as permanent data, i.e., not within angle brackets.
 - ii. Record all the series numbering as permanent data when the first or last volume is in hand with other consecutive volumes of the multipart monograph and the series numbering is scattered.
 - iii. In all other situations, record the series numbering as temporary data, i.e., within angle brackets.
 - iv. Use a hyphen to separate consecutive numbers and a comma to separate scattered numbers. When the multipart monograph is complete, show all numbering as permanent data.

Example

MARC	<p>Example 29</p> <p>Situation 1:</p> <p>First or last volume of multipart monograph being cataloged -- other volumes and series numbering scattered holdings in the library v. 1-3</p> <p>Bibliographic record:</p> <pre>245 00 \$a Multipart monograph title 490 0# \$a Series title ; \$v v. 5, 7, 10</pre> <p>v. 1-3 of multipart monograph are v. 5, 7, 10 of series</p> <p>Situation 2:</p> <p>Volumes other than first or last volume of multipart monograph being cataloged -- only one volume in hand holdings in the library v. 2</p> <p>Bibliographic record:</p> <pre>245 00 \$a Multipart monograph title 490 0# \$a Series title ; \$v no. <18></pre> <p>v. 2 of multipart monograph is no. 18 of series</p> <p>Situation 3:</p> <p>Volumes other than first or last volume of multipart monograph being cataloged -- more than one volume in hand and series numbering consecutive holdings in the library v. 2-4</p> <p>Bibliographic record:</p> <pre>245 00 \$a Multipart monograph title 490 0# \$a Series title ; \$v no. <9-11></pre> <p>v. 2-4 of multipart monograph are no. 9-11 of series</p> <p>Situation 4:</p> <p>Volumes other than first or last volume of multipart monograph being cataloged -- more than one volume in hand and series</p>
------	---

	<p>numbering scattered holdings in the library v. 2, 4</p> <p>Bibliographic record:</p> <p>245 00 \$a Multipart monograph title 490 0# \$a Series title ; \$v no. <31,42></p> <p>v. 2, 4 of multipart monograph title are no. 31, 42 of series</p>
BIBFRAME	<p>Example 29</p> <p>Situation 1</p> <p>Instance:</p> <p><bf:seriesStatement>Series title ; v. 5, 7, 10</bf:seriesStatement></p>

- f. Series statement: only some issues or parts of a serial or multipart monograph or iterations of an integrating resource in a series (490). If some issues or parts of a serial or multipart monograph or iterations of an integrating resource are in a series and others are not, precede the series title with an indication of the particular issues, parts, or iterations to which the series applies.

Example	
MARC	<p>Example 30</p> <p>490 0# \$3 <1981-> : \$a Reference works</p> <p>490 0# \$3 <1979>-May 1980: \$a Department of State publication ; \$v 7894</p>
BIBFRAME	<p>Example 30</p> <p>Instance:</p> <p>Under discussion</p>

- g. Notes in MARC 5XX:

- i. Dates. Record dates as provided in 1. General above under "Temporary/Uncertain Data."
- ii. Volume numbers. Use angle brackets to record volume numbers when the data are still temporary.
Do not use "empty" angle brackets; instead, insert one space after or before a hyphen if additional information is expected.

Example	
MARC	<p>Example 31</p> <p>500 ## \$a Volumes 1-6 prepared by H. Lepage; volumes 7-<8> by E. Duvernoy.</p> <p>500 ## \$a Volume 9- edited by G. Svehla ...</p>
BIBFRAME	<p>Example 31</p> <p>Instance:</p> <pre><bf:note> <bf:Note> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">Volumes 1-6 prepared by H. Lepage; volumes 7-[8] by E. Duvernoy.</rdfs:label> </bf:Note> </bf:note></pre>

- iii. Contents notes. If volume one is not held, begin the field with two adjacent hyphens followed by a space and the number of the first volume actually held.

Example	
MARC	<p>Example 32</p> <p>holdings in the library v. 2, pt. 1 (in 2 v.); v. 2, pt. 2 bibliographic record</p> <p>505 1# \$a -- volume 2. La foto-restituzione grafico-numerica. part 1. Generalita (2 volumes). part 2. Fotografie oblique <volume</p>

	1> ...
BIBFRAME	<p>Example 32</p> <p>Work:</p> <pre><bf:tableOfContents> <bf:TableOfContents> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">-- volume 2. La foto-restituzione grafico-numerica. part 1. Generalita (2 volumes). part 2. Photographie oblique [volume 1] ... </rdfs:label> </bf:TableOfContents> </bf:tableOfContents></pre>

If the set is incomplete but volume one is held, put the space-dash-space before each title (other than for volume one) that is being recorded and leave four spaces for the missing volume(s).

When the number of bibliographic units differs from the number of physical units and the parts of each bibliographic unit are indicated in the contents note, record the numbers/designations of the parts that are incomplete in angle brackets. In general, include in the angle brackets any designation of the part, especially if this varies from the designation of the larger unit of which it is a part.

Example	
MARC	<p>Example 33</p> <p>holdings in LC pt. 1 (in 2 v.); pt. 2, v. 1</p> <p>bibliographic record</p> <pre>505 1# \$a pt. 1. Historical study. v. 1, Text. v. 2, Notes. -- pt. 2. Annexes: alphabetic repertory of noble families <v. 1></pre>
BIBFRAME	<p>Example 33</p> <p>Work:</p>

	<pre> <bf:tableOfContents> <bf:TableOfContents> <rdfs:label xmlns:rdfs="http://www.w3.org/2000/01/rdf- schema#">pt. 1. Historical study. v. 1, Text. v. 2, Notes. -- pt. 2. Annexes: alphabetic repertory of noble families [v. 1]</rdfs:label> </bf:TableOfContents> </bf:tableOfContents> </rdfs:label> </bf:TableOfContents> </bf:tableOfContents> </pre>
--	--

- h. Bibliographic linking entry notes (76X-78X). Record dates and/or numbers as provided in 1. General under "Temporary/Uncertain Data" above. When subfield \$i for relationship designator is used, it is the first subfield, the first word is capitalized, and the subfield ends with a colon.

Example	
MARC	<p>Example 34</p> <pre> 777 08 \$i Volumes for 1997 <2000> issued with: \$t XYZ newsletter 770 0# \$t Donn�es statistiques pour La Haute-Normandie \$g <1982-> </pre>
BIBFRAME	<p>Example 34</p> <p>Work:</p> <pre> <bflc:relationship > <bflc:Relationship > <bflc:relation > <bflc:Relation > <rdfs:label >Volumes for 1997 [2000] issued with: XYZ newsletter </rdfs:label> </bflc:Relation> </bflc:relation> <bf:relatedTo rdf:resource="http://bibframe.example.org/157945 20#Work" /> </pre>

	<pre></bflc:Relationship> </bflc:relationship></pre>
--	--

In-house Guidelines vs. RDA Rules, Metadata Guidance

The agency creating the data may establish in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or choose a published style manual, etc. (e.g., The Chicago Manual of Style), as its preferred guide. In such a situation, for capitalization of transcribed elements, catalogers are encouraged (but not required) to follow RDA Resources > Community resources > Community vocabularies > [Terms in specific languages](#); it is permitted to "take what you see" on the resource. For punctuation, numerals, symbols, etc., follow the RDA Guidance > Transcription guidelines > [Guidelines on normalized transcription](#), relevant LC-PCC Policy Statements, and this metadata guidance. If supplying information in brackets or providing a romanized form, apply cataloger's judgment to follow the appropriate guidance or not.

For rare materials, use [Descriptive Cataloging of Rare Materials](#) as the "designated published style manual".

Descriptive Data from Other Agencies or Data derived from a digital source of information

While using a description created by another agency or using data derived from a digital source of information by automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata),

- LC practice: Follow appropriate LC copy cataloging guidelines with respect to accepting and modifying data from other agencies. Generally accept data derived from digital sources (e.g., ONIX data for CIP resources); make any adjustments to the supplied information judged appropriate (e.g., to reflect more closely the data provided in a CIP galley).

- PCC Practice: Generally accept data derived from digital sources (e.g., ONIX data for CIP resources); make any adjustments to the supplied information judged appropriate (e.g., to reflect more closely the data provided in a CIP galley).

Catalogers using data derived from a digital source are permitted (though not required) to make the capitalization conform to RDA Resources > Community resources > Community vocabularies > [Terms in specific languages](#)

Cataloger's Judgment Areas

- While working on symbols, signs, and characters by following the guidelines in [Characters That Cannot Be Reproduced by the Facilities Available](#) and [Characters and Symbols That Can Be Reproduced by the Facilities Available](#), as judged appropriate, use notes to explain and use access points to provide additional access.
- If transcribing punctuation as it appears on the source significantly hinders clarity, either omit or modify the punctuation, as necessary. Make a note to indicate that punctuation has been omitted or modified, if considered important for identification.
- If supplying information in brackets or providing a romanized form, apply cataloger's judgment to follow the appropriate guidance or not.
- Generally accept data derived from digital sources (e.g., ONIX data for CIP resources); make any adjustments to the supplied information judged appropriate (e.g., to reflect more closely the data provided in a CIP galley)

Revision History

Instruction	Date	Revision
original document	2022-01-31	
p. 4 p. 7	2022-12-09	Removed underscore recommendations for situations where literal character can be used when roman equivalent is obvious