

**To:** Joint Steering Committee for Development of RDA  
**From:** Deirdre Kiorgaard, Chair, JSC  
**Subject:** RDA: Resource Description and Access – Constituency Review of Full Draft –  
Workflows – Book Workflow

The attached workflow accompanies the full draft of RDA for constituency review.

See also: 5JSC/RDA/Full draft/Workflows/Transcription.

Workflows are intended as a “step-by-step” route through the instructions, and can be devised by individuals and groups at all levels (libraries, consortia, cooperative programs, etc.) to suit local needs and preferences for workflows and recording of options. The RDA online product will support the creation, maintenance, and sharing of workflows. This static workflow does not reflect the functionality that will be present in the RDA online product, but has been provided as an example of possible workflow content.

The two sample workflows make reference to “your agency's preference” (or similar); in a local workflow the preference of the agency would be made explicit.

## Simple Book

### Use

Use this workflow to create a bibliographic record for a single published printed monograph.

Consult other workflows [not yet drafted] if you are creating a record for a multipart monograph, a facsimile or reproduction, an early printed book, or a book involving more than one language or script.

### Before you begin

*Type of Description:* Confirm that what you are preparing is a comprehensive description of the book ([RDA 1.5](#)).

*Mode of Issuance, Carrier Type and Content Type:* Confirm that you have a single unit (mode of issuance, [RDA 2.13](#)) that is a volume (carrier type, [RDA 3.3](#)) of text (content type, [RDA 6.10](#)).

*Transcription:* Consult the separate workflow *Transcribing an Element from a Source* when transcribing information in the elements that follow.

*Information taken from outside the book:* Know the methods your agency prefers for indicating information taken from outside the book in elements where that is required (such as use of square brackets) ([RDA 2.2.4](#)).

*Relationship designators:* Know whether your agency uses relationship designators from [RDA Appendix I](#) when recording relationships to a person, family, or corporate body associated with the book ([RDA 18.4](#) and [RDA 18.5](#)).

*Encoding and display standards:* Know the encoding standard (such as MARC 21) and the display standard (such as ISBD) you are using and the requirements those add beyond the instructions in this workflow or RDA.

### 1. Choose the Preferred Source of Information

Start with information you find on a title page that identifies the book as a whole ([RDA 2.1.2.2](#) and [RDA 2.2.2.2](#)).

If there is no title page, start with information you find on (in order of preference): cover, caption, masthead, another source in the book with the title formally presented, another source in the book ([RDA 2.2.2.2](#)).

If there are multiple title pages or other sources bearing different dates, start with information you find on the one with the latest date ([RDA 2.2.3.2](#)).

If you have a book with no title page or other source in it providing information necessary to identify the book, start with information you find in (in order of preference): (a) accompanying material, (b) a container, (c) another published description of the book, (d) any

other available source ([RDA 2.2.4](#)).

*Record core elements as follows.*

## **2. Transcribe the Title Proper**

Take the title proper (including any alternative title) as you find it from the book's title page or other preferred source of information ([RDA 1.3](#), [RDA 2.3.2.2](#), and [RDA 2.3.1.4](#)).

Exception: Do not transcribe introductory words (for example, "Disney presents ..."), if it is clear to you they are not intended to be part of the title ([RDA 2.3.1.6](#)).

If there is no title in the book, transcribe one from (in order of preference): (a) accompanying material, (b) a container, (c) another published description of the book, or (d) any other available source ([RDA 2.3.2.2](#) and [RDA 2.2.4](#)).

Indicate a title proper taken from outside the book by some means ([RDA 2.2.4](#) and [RDA 2.20.2.3](#)).

If there is no title in any available source, devise a title proper using words that describe the nature and content of the book (for example, "diary") or the subject (for example, "North Carolina committees report on cervical cancer"). Explain in a note that the title was devised (for example, "Title devised by cataloguer") ([RDA 2.3.2.10](#), [RDA 2.3.11](#), [RDA 2.3.11.3](#), and [RDA 2.20.2.3](#)).

If you have a book with multiple titles in different forms (but in the same language and script), take as the title proper (in order of preference): (a) the one you choose based on sequence, layout, and typography, if you see a clear choice, or (b) the most comprehensive title ([RDA 2.3.2.5](#)).

*Book has a supplement's title:* Transcribe the title as in the following models if the book is a supplement to another resource and has on the preferred source, grammatically independent of each other: (a) the other resource's title and (b) the supplement's title or designation (or both) ([RDA 2.3.1.7](#)):

- (a) Main resource title. Supplement title  
(for example, "Advanced calculus. Student handbook")
- (b) Main resource title. Supplement designation  
(for example, "International classification of rodent tumours. Part I")
- (c) Main resource title. Supplement designation, Supplement title  
(for example, "The nonprofit mergers workbook. Part II, Unifying the organization after a merger").

### 3. Record the Carrier Type and Content Type

Record carrier type “volume” ([RDA 1.3](#) and [RDA 3.3](#)) and content type “text” ([RDA 5.3](#) and [RDA 6.10](#)).

*Record the following core elements as applicable.*

### 4. Transcribe a Statement of Responsibility Relating to the Title Proper

If you find any statements of responsibility relating to the title proper on the same source as the title proper, transcribe as you find it at least (in order of preference): (a) the one identifying the creator or creators, or (b) the first one appearing in the source ([RDA 1.3](#), [RDA 2.4.1.4](#), [RDA 2.4.2.2](#), and [RDA 2.4.2.3](#)).

A single statement of responsibility may name one person (for example, “by Walter de la Mare”) or more than one (for example, “C.E. O’Connor and L.H. Booth”) ([RDA 2.4.1.5](#)).

A statement of responsibility may or may not include: (a) words or phrases relating the statement to the title (for example, “compiled by Murray Wrobel”), or (b) nouns or noun phrases appearing in conjunction with it (for example, “research and text by Colin Barham”) ([RDA 2.4.1.4](#) and [RDA 2.4.1.8](#)).

If you think a statement of responsibility’s relationship to the title proper is not clear, add a clarifying word or phrase in square brackets (for example, “[compiled by] Ted Rueter”) ([RDA 2.4.1.7](#)).

A statement of responsibility may name no person, family, or corporate body (for example, “by a group of students”). Record it as a statement of responsibility, if that is what you think it is ([RDA 2.4.1.9](#)).

*Optionally:* Also transcribe in the same way additional statements of responsibility relating to the title proper from the same source as the title proper. Record them (a) in the order indicated by their sequence, layout, or typography in the source or, if that is not clear, (b) in the order you think makes sense ([RDA 2.4.1.4](#) and [RDA 2.4.1.6](#)).

*Optionally:* Also transcribe in the same way statements of responsibility relating to the title proper from other sources in the book. Record them in the order that you think makes sense ([RDA 2.4.2.2](#) and [RDA 2.4.1.6](#)).

*Optionally:* You may abridge a statement of responsibility, if you can do that without loss of information you think is essential. Always record the first name appearing in a statement. If you omit names after the first from a statement, record a summary of what you omitted in the language and script your agency prefers, enclosed in square brackets (for example, “prepared by University of Maryland [and six other institutions]”) ([RDA 2.4.1.4](#) and [RDA 2.4.1.5](#)).

## 5. Record the Relationship to a Person, Family, or Corporate Body Associated with the Book

Provide an identifier or the preferred access point (according to your agency's preference) for the person, family, or corporate body identified as the text's creator on the book's preferred source of information ([RDA 18.3](#), [RDA 18.4](#), and [RDA 19.2](#).)

If the book's preferred source does not identify the text's creator clearly or sufficiently, use information on the creator from (in order of preference): (a) another source in the book, or (b) any other source. Take information on the creator's relationship to the text from any source ([RDA 18.5.1.2](#), [RDA 19.1.2](#), and [RDA 19.2.1.2](#)).

If the source of information identifies multiple creators for the text, record the one appearing first in the source. *Optionally*: Also record the other creators of the text in the same way ([RDA 18.3](#)).

*Optionally*: If your agency uses relationship designators from [RDA Appendix I](#), record "author", "compiler", or another appropriate relationship designator in conjunction with the identifier or preferred access point for a creator ([RDA 18.3](#), [RDA 18.4](#), [RDA 18.5](#), [RDA 19.3](#), and [RDA Appendix I.2.1](#)).

*Optionally*: Also record other persons, families, or corporate bodies in the same way, if they are associated with the text as a work or expression or with the book as a manifestation, and you think they are important. Take information from sources in the same order of preference as for a creator. *Optionally*: If your agency uses relationship designators from [RDA Appendix I](#), record "issuing body", "honouree", "editor", "translator", "book designer", "printer", or another appropriate relationship designator in conjunction with each ([RDA 18.4](#), [RDA 18.5](#), [RDA 19.3](#), [RDA 20](#), [RDA 21](#), and [RDA Appendix I](#)).

For help determining the preferred access point for a person, apply the separate workflow *Identify a Person* [name tentative, not yet drafted].

For help determining the preferred access point for a family, apply the separate workflow *Identify a Family* [name tentative, not yet drafted].

For help determining the preferred access point for a corporate body, apply the separate workflow *Identify a Corporate Body* [name tentative, not yet drafted].

## 6. Transcribe an Edition Statement

Transcribe an edition statement, if you find a designation of edition for the book ([RDA 2.5](#)).

*Designation of edition*: Take a statement as a designation of edition, if you think it identifies the edition to which the book belongs (for example, "1st American ed." or "Northern edition"). Do not take a statement you think is related to printing or the number of copies printed as a designation of edition ([RDA 2.5.2.1](#)).

Transcribe a designation of edition as you find it from (in order of preference): (a) the same source as the title proper, (b) another source in the book, or (c) another source ([RDA 1.3](#)).

[RDA 2.5.1.4](#), and [RDA 2.5.2.2](#)).

Indicate a designation of edition taken from outside the book by some means ([RDA 2.2.4](#)).

If there is a designation of edition with only letters or numbers but no words, add an appropriate word, enclosed in square brackets (for example, “3e [édition]” or “[Version] 1.1”) ([RDA 2.5.2.3](#)).

If there are multiple designations of edition, record them in the order indicated by their sequence, layout, or typography in the source ([RDA 2.5.2.3](#)).

If the book’s title proper (or another element) has a designation of edition as an integral part of it or grammatically linked to it, record it as part of the title proper (or other element) and do not also record an edition statement duplicating that ([RDA 2.5.2.6](#)).

*Designation of a named revision of an edition:* Include in the edition statement a designation of a named revision of an edition (for example, “New ed., rev., reset, and illustrated”). Choose the source and transcribe it in the same way as a designation of edition ([RDA 2.5.6](#)).

*Optionally:* Also record either of the following in an edition statement:

Statement of Responsibility Relating to the Edition ([RDA 2.5.4](#))

Statement of Responsibility Relating to a Named Revision of an Edition ([RDA 2.5.8](#))

## **7. Record a Publication Statement, Distribution Statement, or Manufacture Statement**

Record a publication statement, including at least a publisher’s name (see [8. Record a Publisher’s Name](#)) and a date of publication (see [9. Record a Date of Publication](#)) ([RDA 1.3](#) and [RDA 2.8](#)).

If you did not identify any publisher’s name and/or any date of publication, record a distribution statement, including at least a distributor’s name (see [10. Record a Distributor’s Name](#)) and a date of distribution (see [11. Record a Date of Distribution](#)). *Optionally:* Also record a distribution statement, if you did identify a publisher’s name and date of publication ([RDA 1.3](#) and [RDA 2.9](#)).

If you did not identify any publisher’s name or distributor’s name and/or any date of publication or date of distribution, record a manufacture statement, including at least a manufacturer’s name (see [12. Record a Manufacturer’s Name](#)) and a date of manufacture (see [13. Record a Date of Manufacture](#)) ([RDA 1.3](#) and [RDA 2.10](#)). *Optionally:* Also record a manufacture statement, if you did identify a publisher’s name or distributor’s name and date of publication or date of distribution ([RDA 1.3](#) and [RDA 2.10](#)).

*Optionally:* Also record any of the following:

In a publication statement: Place of Publication ([RDA 2.8.2](#))

In a distribution statement: Place of Distribution ([RDA 2.9.2](#))

In a manufacture statement: Place of Manufacture ([RDA 2.10.2](#))

## 8. Record a Publisher's Name

Transcribe as you find it the publisher's name appearing first on (in order of preference): (a) the same source as the title proper, (b) another source in the book, or (c) another source ([RDA 1.3](#), [RDA 2.8.1.4](#), and [RDA 2.8.4.2](#)).

Indicate a publisher's name taken from outside the book by some means ([RDA 2.2.4](#)).

*Optionally:* Omit from the name levels of corporate hierarchy that are not necessary to identify the publisher ([RDA 2.8.1.4](#)).

If the source has words indicating the function (beyond solely publishing) of the named corporate body, etc., record them as you find them in the source (for example, "SAGE Publications on behalf of McGill University"). *Optionally:* Add terms enclosed in square brackets to indicate the function, if that is not explicit or clear ([RDA 2.8.4.4](#)).

*Optionally:* Transcribe as you find them additional publishers' names appearing in the source. Record them in the order indicated by their sequence, layout, or typography in the source ([RDA 2.8.1.4](#) and [RDA 2.8.4.5](#)).

Explain in a note, if a name transcribed as a publisher's name is fictitious or needs clarification (for example, "Actually published by E.B. Aragón") ([RDA 2.8.4.3](#) and [RDA 2.20.7.3](#)).

If you found neither a publisher nor a distributor in any source, record "publisher not identified" enclosed in square brackets ([RDA 2.8.4.7](#)).

## 9. Record a Date of Publication

Record a date of publication from (in order of preference): (a) the same source as the title proper, or (b) another source in the book ([RDA 2.8.6.2](#)).

If the date of publication in the source is in the form of numerals, record it according to your agency's preference as (a) numerals in the form your agency prefers (for example, arabic numerals), (b) the same form as in the source, or (c) the same form as in the source with the form your agency prefers following in square brackets ([RDA 1.8.2](#)).

If the date of publication in the source is in the form of numbers expressed as words, substitute numerals for the words ([RDA 1.8.3](#)).

If the source has inclusive dates as the date of publication, record the complete range as a unit, with the years in full forms (for example, as "1967-1972", if the source has "1967-72") ([RDA 1.8.4](#)).

*Optionally:* If the date of publication in the source is of a calendar other than the Gregorian or Julian calendar, record that as the date of publication, followed by the date or dates in the Gregorian or Julian calendar enclosed in square brackets ([RDA 2.8.6.3](#)).

If the date of publication in the source is in the form of a chronogram, according to your

agency's preference: (a) record the chronogram as you find it (for example, "Ipso anno tertio saeculari typographiae Divinae a Germanis Inventae"); (b) record the chronogram as you find it, followed by the date in numerals (in the script and calendar your agency prefers) enclosed in square brackets (for example, "Ipso anno tertio saeculari typographiae Divinae a Germanis Inventae [1740]"); or (c) record a supplied date of publication in numerals enclosed in square brackets and explain the chronogram in a note, if you think it is important ([RDA 2.8.6.4](#)).

If you found no date of publication in the book ([RDA 2.8.6.6](#)), record (in order of preference) the date of distribution ([RDA 2.9.6](#)), the copyright date ([RDA 2.11](#)), or the date of manufacture ([RDA 2.10.6](#)).

*Supplied date:* If you found neither a date of publication, a date of distribution, a copyright date, nor a date of manufacture in the book, supply a date of publication enclosed in square brackets, as applicable ([RDA 2.8.6.6](#)):

Date known from a source outside the book (for example, "[2003]") ([RDA 2.2.4](#) and [RDA 1.9.2.1](#))

Date known to be either one of two consecutive years: record in the form "[XXXX or XXXY]" (for example, "[1971 or 1972]") ([RDA 1.9.2.2](#))

Probable year of publication: record in the form "[XXXX?]" (for example, "[1969?]") ([RDA 1.9.2.3](#))

Probable range of years when the book was published: record in the form "[earliest probable year preceded by *between* and followed by *and*, then the latest probable year followed by a question mark (for example, "[between 1846 and 1853?]") ([RDA 1.9.2.4](#))

Known decade when the book was published: record in the form "[XXX0s]" (for example, "[1970s]") ([RDA 1.9.2.5](#))

Probable decade when the book was published: record in the form "[XXX0s?]" (for example, "[1970s?]") ([RDA 1.9.2.6](#))

Probable range of decades when the book was published: record in the form "[between XXX0s and XXX0s?]" (for example, "[between 1840s and 1860s?]") ([RDA 1.9.2.7](#))

Known century when the book was published: record in the form "[XX00s]" (for example, "[1800s]") ([RDA 1.9.2.8](#))

Probable century when the book was published: record in the form "[XX00s?]" (for example, "[1800s?]") ([RDA 1.9.2.9](#))

Probable range of centuries when the book was published: record in the form "[between XX00s and XX00s?]" (for example, "[between 1400s and 1500s]") ([RDA 1.9.2.10](#))

Earliest and/or latest possible date when the book could have been published: record in the form "[not before XXXX]", "[not after XXXX]", or "[between XXXX and

XXXX]” (for example, “[not after Aug. 21, 1492]”) ([RDA 1.9.2.11](#))

*Optionally:* If you are recording a copyright date or date of manufacture that is significantly different from the probable date of publication, also supply the probable date of publication enclosed in square brackets ([RDA 2.8.6.6](#)).

If you cannot reasonably determine or supply the date of publication, record “date of publication not identified” enclosed in square brackets ([RDA 2.8.6.6](#)).

If you know a date of publication recorded from the book is fictitious or incorrect, explain the actual date in a note (for example, “Actually published in 1858.”) ([RDA 2.8.6.3](#) and [2.20.7.3](#)).

## 10. Record a Distributor’s Name

If you are recording a distribution statement (see [7. Record a Publication Statement, Distribution Statement, or Manufacture Statement](#)), transcribe the distributor’s name appearing first, choosing the source and transcribing the name in the same way as a publisher’s name ([RDA 2.9.1.4](#), [RDA 2.2.4](#), and [RDA 2.9.4](#)).

*Optionally:* Transcribe as you find them additional distributors’ names appearing in the source. Record them in the order indicated by their sequence, layout, or typography in the source ([RDA 2.9.1.4](#) and [RDA 2.9.4.5](#)).

Explain in a note, if a name transcribed as a distributor’s name is fictitious or needs clarification ([RDA 2.9.4.3](#) and [RDA 2.20.8.3](#)).

If you are recording a distribution statement and you found no distributor in any source, record “distributor not identified” enclosed in square brackets ([RDA 2.9.4.7](#)).

## 11. Record a Date of Distribution

If you are recording a distribution statement (see [7. Record a Publication Statement, Distribution Statement, or Manufacture Statement](#)) and either (a) you have not identified the date of publication or (b) you have identified the date of publication and the date of distribution is different from it, record a date of distribution ([RDA 2.9.6.3](#)).

Choose the source and record or supply the date of distribution in the same way as a date of publication ([RDA 1.9.2](#) and [RDA 2.9.6](#)).

If you cannot reasonably determine or supply the date of distribution, record “date of distribution not identified” enclosed in square brackets ([RDA 2.9.6.6](#)).

If you know a date of distribution recorded from the book is fictitious or incorrect, explain the actual date of distribution in a note ([RDA 2.9.6.3](#) and [RDA 2.20.8.3](#)).

## 12. Record a Manufacturer's Name

If you are recording a manufacture statement (see [7. Record a Publication Statement, Distribution Statement, or Manufacture Statement](#)), transcribe one manufacturer's name, choosing the source and transcribing the name the same as for a publisher's name ([RDA 2.10.1.4](#), [RDA 2.2.4](#), and [RDA 2.10.4](#)).

*Optionally:* Transcribe as you find them additional manufacturers' names appearing in the source. Record them in the order indicated by their sequence, layout, or typography in the source ([RDA 2.10.1.4](#) and [RDA 2.10.4.5](#)).

Explain in a note, if a name transcribed as a manufacturer's name is fictitious or needs clarification ([RDA 2.10.4.3](#) and [RDA 2.20.9.3](#)).

If you are recording a manufacture statement and found no manufacturer in any source, record "manufacturer not identified" enclosed in square brackets ([RDA 2.10.4.7](#)).

## 13. Record a Date of Manufacture

If you are recording a manufacture statement (see [7. Record a Publication Statement, Distribution Statement, or Manufacture Statement](#)), record a date of manufacture, choosing the source and recording or supplying the date of manufacture in the same way as a date of publication ([RDA 1.9.2](#) and [RDA 2.10.6](#)).

If you know a date of manufacture recorded from the book is fictitious or incorrect, explain the actual date of manufacture in a note ([RDA 2.10.6.3](#) and [RDA 2.20.9.3](#)).

## 14. Record a Series Statement

If the book is in a series, record a series statement including the following: (a) the title proper of the series (see [15. Transcribe a Title Proper of Series](#)); (b) numbering for the book within the series, as applicable (see [16. Record Numbering within Series](#)); (c) the title proper(s) of subseries (one or more levels), as applicable (see [17. Transcribe a Title Proper of Subseries](#)); and (d) numbering for the book within subseries, as applicable (see [18. Record Numbering within Subseries](#)) ([RDA 2.12.1.1](#)).

If the book is in more than one series, record a separate series statement for each ([RDA 2.12.1.5](#)).

*Optionally:* Also include any of the following sub-elements in a series statement, as applicable and if you think it is important:

Other Title Information of Series ([RDA 2.12.4](#))

Statement of Responsibility Relating to Series ([RDA 2.12.6](#))

ISSN of Series ([RDA 2.12.8](#))

Other Title Information of Subseries ([RDA 2.12.12](#))

Statement of Responsibility Relating to Subseries ([RDA 2.12.14](#))

ISSN of Subseries ([RDA 2.12.16](#)).

Indicate by some means if a series statement is taken completely (all sub-elements) from outside the book ([RDA 2.2.4](#)).

If you want to record the book's relationship to the series as a related work (such as by providing an access point for the series), apply the separate workflow *Record a Relationship to a Related Work* [name tentative, not drafted yet].

## 15. Transcribe a Title Proper of Series

Transcribe the title proper of a series from the series title page in the book. If the book has no series title page, transcribe the title proper of a series from (in order of preference): the book's title page, cover, caption, masthead, colophon, another source in the book, or any other source ([RDA 2.12.1.2](#), [RDA 2.12.2.2](#), and [RDA 2.2.2.2](#)).

Transcribe the title proper of a series as you find it, in the same way as the title proper of the book (see [2. Transcribe the Title Proper](#)). If the title proper of a series has numbering or a date as an integral part of it or grammatically linked to it, transcribe that as part of the title proper of the series (for example, "The twenty-sixth L. Ray Buckendale lecture", if the source has that, not "The ... L. Ray Buckendale lecture" as series title and "26th" as series numbering) ([RDA 2.12.2.3](#), [RDA 2.12.2.4](#), [RDA 2.12.2.5](#), and [RDA 2.12.9.3](#)).

Indicate a title proper of a series taken from outside the book by some means ([RDA 2.2.4](#)).

## 16. Record Numbering within Series

If the book has numbering within the series, transcribe that from the same source as the title proper of the series. If the series numbering does not appear there, transcribe it from any other source in the book ([RDA 2.12.1.2](#) and [RDA 2.12.9.2](#)).

Take a statement as series numbering, if you think it identifies which part the book is in the series. It may consist of numbers, letters, other characters, caption terms, and/or a chronological designation ([RDA 2.12.9.1](#)).

If the book's numbering within the series appears as an integral part of the title proper of the series, transcribe it as part of the title proper of the series (for example, "The twenty-sixth L. Ray Buckendale lecture", if the source has that, not "The ... L. Ray Buckendale lecture" as series title and "26th" as series numbering) ([RDA 2.12.2.3](#) and [RDA 2.12.9.3](#)).

Record the statement of numbering within the series as you find it in the source, with the following adjustments to numbers and words ([RDA 2.12.9.3](#)).

If the book's numbering in the series has numbers appearing as numerals, record them as (according to your agency's preference): (a) numerals in the form your agency prefers (such as arabic numerals), provided the information remains clear; (b) numerals in the same form as in the source; or (c) numerals in the same form as in the source followed by the form your agency prefers in square brackets ([RDA 2.12.9.3](#) and [RDA 1.8.2](#)).

If the book's numbering in the series has numbers expressed as words, substitute numerals in the form your agency prefers for the words ([RDA 2.12.9.3](#) and [RDA 1.8.3](#)).

If the book's numbering in the series has ordinal numbers appearing as numerals, record them as summarized above. If it has ordinal numbers expressed as words, record them as numerals following the usage of their language, if you know it (for example, "1st v.", "2nd no." etc., for English, or "1o n." for Italian). If you do not know the usage, record them as numerals followed by full stop (for example, "3." or "2005.") ([RDA 2.12.9.3](#) and [RDA 1.8.5](#)).

If the book's numbering in the series has caption terms or other words, transcribe them as you find them ([RDA 2.12.9.3](#)).

If the book's numbering in the series has a year and a number that is a division of that year, record the year preceding the number (for example, record "2000, no. 3", if the source has "no. 3, 2000" and you know numbering restarts each year) ([RDA 2.12.9.3](#)).

If the book's numbering in the series has wording that differentiates one sequence of numbering for that series from another, transcribe that wording as part of the series numbering (for example, "new series, v. 3"). If you know the book's series numbering needs wording like that to differentiate it, but none appears in the source, add "[new series]" or other appropriate wording, enclosed in square brackets (for example, "[3rd series], no. 1") ([RDA 2.12.9.6](#)).

If the book has a numeric designation and a chronological designation in the series (for example, "v. 3, no. 2" and "Sept. 1997"), record both. Do not consider a date of publication or distribution to be a chronological designation ([RDA 2.12.9.4](#)).

If the book has series numbering in multiple separate numbering sequences for the same series (such as "new series, 1" representing a new sequence and "235" continuing the old sequence), record the different numberings in the order in which they appear ([RDA 2.12.9.7](#)).

If you know the series numbering in the source is incorrect, transcribe it uncorrected. Explain the book's correct numbering within the series in a note (for example, "Series numbering should read Bd. 25") ([RDA 2.12.9.3](#) and [RDA 2.20.10.4](#)).

## 17. Transcribe a Title Proper of Subseries

If the book is in a main series and subseries, transcribe both the title proper of the main series and the title proper of the subseries, as sub-elements of one series statement, from the series title page in the book. If there is no series title page, transcribe them both from another source in the book. If the title proper of the subseries does not appear in the source of the title proper of the main series, transcribe it from another source in the book ([RDA 2.12.1.1](#), [RDA 2.12.10.2](#), [RDA 2.12.10.3](#), and [RDA 2.2.2.2](#)).

If you have doubt whether a series title is a subseries or a separate series, record it as a title proper of a separate series ([RDA 2.12.10.5](#)).

Transcribe the series statement as in the following models, depending on whether the subseries title consists of a title, a designation, or both ([RDA 2.3.1.7](#), [RDA 2.12.2.3](#), [RDA 2.12.10.3](#), and [RDA 2.12.10.6](#)):

(a) Main series title. Subseries title

(for example, “Acta Universitatis Stockholmiensis. Stockholm studies in the history of literature”)

(b) Main series title. Subseries designation

(for example, “Music for today. Series 2”)

(c) Main series title. Subseries designation, Subseries title

(for example, “Communications of the Dublin Institute for Advanced Studies. Series D, Geophysical bulletin”).

If the book has an unnumbered main series title in the source and a phrase such as “new series” or “second series” with it (that is, the phrase does not differentiate one sequence of numbering from another), record that phrase as a title proper of a subseries ([RDA 2.12.10.4](#)).

## 18. Record Numbering within Subseries

If the book has numbering within a subseries (with or without numbering in the main series, as well), transcribe that in the same way as numbering within a series (see [16. Record Numbering within Series](#)) ([RDA 2.12.17.2](#) and [RDA 2.12.17.3](#)).

## 19. Record the Extent of Text

*Pages:* If the book consists of leaves with text, images, etc., on both sides, record the number of the last numbered page in the book followed by “page” or “pages” (for example, “1 page” or “327 pages”) ([RDA 3.4.1.3](#) and [RDA 3.4.5.2](#)).

*Leaves:* If the book consists of leaves with text, etc., on only one side, record the number of the last numbered leaf in the book followed by “leaf” or “leaves” (for example, “1 leaf” or “321 leaves”) ([RDA 3.4.1.3](#) and [RDA 3.4.5.2](#)).

*Columns:* If the book consists of pages with multiple columns to each page and is numbered in columns, record the number of the last numbered column followed by “columns” (for example, “381 columns”) ([RDA 3.4.1.3](#) and [RDA 3.4.5.2](#)).

*Multiple sequences:* If the book has multiple numbered sequences of pages, etc., record them in the same order as in the book. Record the last number of each sequence followed by the appropriate term (for example, “27 pages, 300 leaves”). If there are consecutive sequences of the same type, you may record the numbers for those sequences in a group followed by the appropriate term (for example, “xvii, 323 pages” or “12, 43 leaves” or “x, 24 pages, 15 plates”) ([RDA 3.4.5.2](#)).

*Forms of numbers:* Record page, etc., numbers appearing in the book as numerals using the forms of numerals as you find them (arabic numerals, roman numerals, etc.). Substitute numerals for page, etc., numbers appearing in the book as words ([RDA 3.4.5.2](#)).

*Lettered sequences:* If pages, etc., are lettered rather than numbered, record inclusive ranges of letters for each sequence, using the forms of letters as you find them (for example, “A-

W pages” or “a-k leaves” or “ $\alpha$ - $\lambda$  pages”) ([RDA 3.4.5.2](#)).

*Unnumbered pages, etc.:* If the book has only unnumbered pages, etc.: (a) record the exact number of pages, etc., followed by “unnumbered” and the appropriate term (for example, “93 unnumbered pages” or “48 unnumbered leaves”); (b) if you have no exact number, record “approximately”, an estimated number without square brackets, and the appropriate term (for example, “approximately 600 pages”); or (c) record “1 volume (unpaged)” ([RDA 3.4.5.3](#)).

If the book has numbered and unnumbered sequences of pages, etc., record the numbered sequences and not the unnumbered ones. Exception: Record an unnumbered sequence, as well, if (a) it is a substantial part of the book or (b) you need to refer to a page, etc., in the unnumbered sequence in a note. Do not record unnumbered sequences of advertising, blank pages, or other inessential matter ([RDA 3.4.5.3](#)).

If you are recording both numbered and unnumbered sequences of pages, etc., record them in the same order as in the book. Record an unnumbered sequence in that situation as: (a) the exact number of pages, etc., followed by “unnumbered” and the appropriate term (for example, “33, 31 unnumbered leaves”); (b) “approximately”, an estimated number without square brackets, and the appropriate term (for example, “8, vii, approximately 300, 73 pages”); or (c) “unnumbered sequence of” and the appropriate term (for example, “27 pages, unnumbered sequence of leaves”) ([RDA 3.4.5.3](#)).

*Changes in numbering:* If numbering in a sequence of pages, etc., continues but changes form, record the number as you find it on the last page in the sequence and ignore any other form (for example, if pages are numbered “i, ii, iii, 4, 5 ... 50”, record “50 pages”) ([RDA 3.4.5.4](#)).

*Inaccurate numbering:* If numbering on the last page, etc., of a sequence does not accurately represent the number of pages, etc., in that sequence, record it uncorrected. If you think that completely misrepresents the extent of the book, add “that is”, a comma, and the correct number following the uncorrected number (for example, “329, that is, 392 pages”) ([RDA 3.4.5.5](#)).

*Complicated numbering:* If you have a complete book that has page, etc., numbering as if it were part of a larger sequence, record the appropriate term followed by the numbers of the first and last pages, etc. (for example, “pages 713-797”). If the book has its own page, etc., numbering sequence plus another as if it were part of a larger sequence, record the one specific to the book and not the other, but explain the other in a note, if you think it is important (for example, “Pages also numbered 501-528”) ([RDA 3.4.5.7](#) and [RDA 3.22.2.6](#)).

If you have an incomplete book that is missing pages at its end and do not know the extent of the complete book, record what you have through the last numbered page, etc., and add “(incomplete)” (for example, “xxiv, 179 pages (incomplete)”). If you have an incomplete book that is missing pages, etc., at both its beginning and its end and do not know the extent of the complete book, record the appropriate term followed by the numbering of the first and last pages, etc., you have (for example, “leaves 81-149”). In either case, explain the item’s imperfection in a note ([RDA 3.4.5.6](#) and [RDA 3.22.3](#)).

Record separate numbering sequences for duplicated paging or for texts on inverted pages numbered in opposite directions in the same order as in the book, starting from the title

page used as the preferred source of information (for example, “xii, 35, 35 pages” or “iv, 127, 135, vii pages”). Explain the paging in a note, if you think it is important (for example, “Opposite pages bear duplicate numbering” or “Text and plates on inverted pages”) ([RDA 3.4.5.12](#), [RDA 3.4.5.13](#), [RDA 3.22.2.7](#), and [RDA 3.22.2.11](#)).

If you think the book’s paging is too complicated or irregular to record exactly, record one of the following instead ([RDA 3.4.5.8](#)):

- (a) The total number of pages, etc., (excluding inessential matter) in all sequences followed by (as appropriate): “in various pagings” (for example, “1000 pages in various pagings”), “in various foliations” (for example, “256 leaves in various foliations”), or “in various numberings” (for example, “1283 columns in various numberings”)
- (b) The exact numbers of pages, etc., in main sequences and the total number followed by “unnumbered” of those in other sequences (for example, “366, 98, 99 unnumbered pages”)
- (c) “1 volume (various pagings)”

*Pages or leaves of plates:* If the book has pages of plates or leaves of plates, record the number of those following any sequences of pages, leaves, or columns (for example, “246 pages, 32 pages of plates” or “x, 73 pages, 1 unnumbered leaf of plates). Do that regardless of how many the book has and regardless of whether they are together or scattered in the book. If the book has both, record the total number of both and “pages of plates” or “leaves of plates”, depending on which is predominant (for example, “323 pages, 19 unnumbered pages of plates” when the book has 16 pages of plates and 3 leaves of plates) ([RDA 3.4.5.9](#)).

*Folded pages or leaves:* Record “folded pages”, “folded leaves”, “folded pages of plates”, or “folded leaves of plates”, if the book has those (for example, “122 folded leaves” or “25 unnumbered folded leaves of plates”). Record “pages (some folded)”, etc., if a sequence has a mixture of folded and unfolded pages, etc. (for example, “230 pages, 25 leaves of plates (some folded)”) ([RDA 3.4.5.10](#)).

*Double leaf:* If the book has numbered pages, leaves, or columns presented on a double leaf, record them as pages, leaves, or columns according to the way they are numbered. If they are unnumbered, consider each double leaf to be two pages ([RDA 3.4.5.11](#)).

## 20. Record an Identifier for the Manifestation

Record one identifier associated with the book as a manifestation (such as an ISBN), taking it from inside the book or any other source. If you have multiple identifiers for the book, prefer to record one that is internationally recognized ([RDA 1.3](#) and [RDA 2.15](#)).

If the book has different identifiers in it for the book itself and for a larger set or series of which the book is part, record the one associated with the book itself as an identifier for the manifestation ([RDA 2.15.1.5](#)).

*Optionally:* Record additional identifiers for the book, taken from any source ([RDA](#)

[2.15](#)).

*Identifier format:* If the book's identifier is one that has a prescribed format, record it in a way consistent with that format (for example, "ISBN 978-90-70002-34-3"). Note: For a widely used identifier (such as an ISBN), the appearance of the identifier in its prescribed format may be partly system-generated based on coding in the record format (such as field 020 in MARC 21) and partly based on data that you record ([RDA 2.15.1.4](#)).

If there is no prescribed format for the book's identifier, record it as it appears in the book or other source. Precede it by the name of the agency, etc., that assigned the identifier to the book ([RDA 2.15.1.4](#)).

*Incorrect identifier:* If you know that an identifier you are taking from the book is incorrect, invalid, or cancelled, record it as it appears but indicate that it is incorrect, invalid, etc., by some means (for example, add a qualification such as "(incorrect)", or record the identifier you found in a subfield defined for an incorrect identifier) ([RDA 2.15.1.6](#)).

*Qualification:* If you are recording multiple identifiers of the same type from the book, record a brief qualification after each (for example, "ISBN 0-684-14258-9 (bound)" and "ISBN 0-684-14257-0 (pbk.)") ([RDA 2.15.1.7](#)).

*Optionally:* If the book has only one identifier, add a qualification after it indicating the type of binding, if you think that is important (for example, "ISBN 0-7225-0344-X (pbk.)") ([RDA 2.15.1.7](#)).

*Optionally: Also record other elements, if you think they will help users find, identify, select, or obtain the book or if it is your agency's preference to add them.*

## 21. Optionally, Record Other Elements

Title: Other Title Information ([RDA 2.3.4](#))

Title: Variant Title ([RDA 2.3.6](#))

Note on Title ([RDA 2.20.2](#))

Note on Statement of Responsibility ([RDA 2.20.3](#))

Note on Edition Statement ([RDA 2.20.4](#))

Note on Publication Statement ([RDA 2.20.7](#))

Note on Distribution Statement ([RDA 2.20.8](#))

Note on Manufacture Statement ([RDA 2.20.9](#))

Preferred Citation ([RDA 2.16](#))

Note on Series Statement ([RDA 2.20.10](#))

Note on Extent of Manifestation ([RDA 3.22.2](#))

Note on Extent of Item ([RDA 3.22.3](#))

Carrier: Dimensions ([RDA 3.5.1.4.14](#))  
Carrier: Note on Dimensions of Manifestation ([RDA 3.22.4](#))  
Carrier: Note on Dimensions of Item ([RDA 3.22.5](#))  
Carrier: Base Material ([RDA 3.6](#))  
Carrier: Applied Material ([RDA 3.7](#))  
Carrier: Production Method ([RDA 3.9](#))  
Carrier: Layout ([RDA 3.11](#))  
Carrier: Book format ([RDA 3.12](#))  
Carrier: Font size ([RDA 3.13](#))  
Terms of Availability ([RDA 4.2](#))  
Contact Information ([RDA 4.3](#))  
Restrictions on Use ([RDA 4.5](#))  
Nature of the Content ([RDA 7.2](#))  
Intended Audience ([RDA 7.7](#))  
Summarization of the Content ([RDA 7.10](#))  
Dissertation or Thesis Information ([RDA 7.9](#))  
Language of the Content ([RDA 7.12](#))  
Form of notation: Script ([RDA 7.13.2](#))  
Illustrative Content ([RDA 7.15](#))  
Supplementary Content ([RDA 7.16](#))  
Colour Content ([RDA 7.17](#))  
Awards ([RDA 7.28](#))  
Related Work ([RDA 24.4](#), [RDA 25](#), and [RDA Appendix J.2](#))  
Related Expression ([RDA 24.4](#), [RDA 26](#), and [RDA Appendix J.3](#))  
Related Manifestation ([RDA 24.4](#), [RDA 27](#), and [RDA Appendix J.4](#))