

To: RDA Steering Committee  
From: Anne Welsh, RSC Secretary  
Subject: FT2024-03: Ordinal numbers

The text below sets out the decisions taken by the RDA Steering Committee during its meeting 29 January – 1 February 2024.

FT2024-03 was prepared by Linda Barnhart when she was RSC Secretary and updated by current Secretary Anne Welsh in line with version of the Toolkit available on 28 January 2024. It was based on feedback from the community in the Guidelines on normalized transcription in the section on Numbers ([RDA 60.48.42.92](#)). Several conditions referring to specific languages were highlighted, with the suggestion that these be moved to Community Resources.

Following discussion, members of the RSC were asked to vote on the removal of specific condition options from base RDA to Community Resources and on two different versions of the wording to be used in Numbers ([RDA 60.48.42.92](#)). The following decisions were reached.

### **FT2024-03 (1): Transfer of four condition options from base RDA to Community Resources**

CONDITION ([RDA 48.49.32.98](#))

A manifestation statement includes an ordinal number.

The language of a manifestation statement is English.

CONDITION OPTION ([RDA 55.72.41.04](#))

Transcribe the number as the ordinal form (e.g., 1st, 2nd, 3rd, etc.).

CONDITION ([RDA 26.12.36.58](#))

A manifestation statement includes an ordinal number.

The language of a manifestation statement is Chinese, Japanese, or Korean.

CONDITION OPTION ([RDA 29.55.97.52](#))

Transcribe the numeral and add a character indicating that numeral is ordinal.

Example

CONDITION ([RDA 29.62.62.07](#))

A manifestation statement includes an ordinal number.

The language of a manifestation statement is not English, Chinese, Japanese, or Korean.

CONDITION OPTION ([RDA 65.39.12.00](#))

Transcribe the number as a numeral and indicate that it is ordinal using the convention for the language.

Example

CONDITION ([RDA 33.86.60.22](#))

A manifestation statement includes an ordinal number.

The convention for ordinal numbers is not known for a language of a manifestation statement.

CONDITION OPTION ([RDA 88.96.72.72](#))

Transcribe the cardinal number followed by a full stop.

Example

### **FT2024-03 (2): Wording of remaining instruction suggested in the Fast Track**

In the course of the discussion, the Technical Team Liaison Officer suggested an alternative wording to the one in the proposal itself. For the vote, the Secretary asked members to vote Yes here and No for FT2024-03 (3) OR No here and Yes for FT2024-03 (3) OR No to both. Voting members of the RSC voted unanimously for the wording at FT2024-03 (3).

### **FT2024-03 (3): Wording of remaining instruction suggested in Meeting**

To replace CONDITION ([RDA 48.49.32.98](#)), which FT2024-03 (1) is moving from base RDA to Community Resources, voting members of the RSC voted unanimously to add the following new CONDITION and CONDITION OPTIONS:

CONDITION

A manifestation statement includes an ordinal number.

CONDITION OPTION

Transcribe an ordinal number as it appears.

CONDITION OPTION

Transcribe an ordinal number as a numeral and indicate that it is ordinal.

CONDITION OPTION

Transcribe an ordinal number using words or letters following the standard usage for the language of the manifestation statement.