

To: Joint Steering Committee for Development of RDA
From: Judith A. Kuhagen, JSC Secretary
Subject: FastTrack entries included in April 2012 release of RDA Toolkit

The JSC established the FastTrack process for correction of typographical errors, addition or removal of examples, addition of terms to vocabularies, addition of references, clarification in wording, etc. The possible changes are discussed by the JSC representatives, not by the JSC constituencies. If a JSC representative thinks a possible change should be discussed by the JSC constituencies, the entry for that change is removed from the FastTrack process.

Listed below are the changes approved by the JSC in recent weeks; the changes will appear in the April 2012 release of the RDA Toolkit.

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1.7.1 alternative:

If a description created by another agency is used or if data are derived from a digital source of information using an automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata), accept the data without modification.

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2.3.1.7, 2nd paragraph:

If the title of the part, section, or supplement has an enumeration or alphabetic designation, record the common title, followed by the enumeration or designation, followed by the title of the part, section, or supplement. Disregard the order in which the enumeration and the title are presented on the source of information. Use a full stop to separate the common title from the enumeration or alphabetic designation, and a comma to separate the enumeration or alphabetic designation from the title of the part, section, or supplement.

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2.3.2.9, alternative:

Alternative

Devise a collective title applying the instructions given under 2.3.2.11.

Record the titles of individual parts as the titles proper of related manifestations (see 27.1), if considered to be important.

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2.4.3.3, 2nd paragraph:

If there is more than one parallel statement of responsibility relating to title proper, record the statements in the same order as the parallel titles proper to which they correspond; if that is not applicable, record them in the order found on the resource.

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2.5.2.3, 2nd paragraph: add wording and example to cover situation of having a word for the number

If a designation of edition consists of a letter or letters and/or a number or numbers (expressed either as numerals or as words) without accompanying words, add an appropriate word. Indicate that the information was taken from a source outside the resource itself as instructed under 2.2.4.

3e [édition]
[State] B
[Version] 1.1
First [edition]

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2.5.2.5, heading:

Statements Indicating Regular Revision or Numbering

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2.5.5.3, 2nd paragraph:

If there is more than one parallel statement of responsibility relating to the edition, record the statements in the same order as the parallel designations of edition to which they correspond; if that is not applicable record them in the order found on the resource.

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2.7.2.6.3:

If the probable local place is unknown, supply the name of the country, state, province, etc., of production.

=====

2.7.6.6:

Date of Production Not Identified in a Single-Part Resource

If the date of production is not identified in the single-part resource, supply the date or approximate date of production. Apply the instructions on supplied dates given under 1.9.2.

If the date or an approximate date of production for a single-part resource cannot reasonably be determined, record *date of production not identified*.

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2.8.6.6:

Date of Publication Not Identified in a Single-Part Resource

If the date of publication is not identified in the single-part resource, supply the date or approximate date of publication. Apply the instructions on supplied dates given under 1.9.2.

If an approximate date of publication for a resource that is in a published form cannot reasonably be determined, record *date of publication not identified*.

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2.9.2.6.3:

If the probable local place is unknown, supply the name of the country, state, province, etc., of distribution.

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2.9.6.6:

Date of Distribution Not Identified in a Single-Part Resource

If the date of distribution is not identified in the single-part resource, supply the date or an approximate date of distribution. Apply the instructions on supplied dates given under 1.9.2.

If an approximate date of distribution for a single-part resource cannot reasonably be determined, record *date of distribution not identified*.

If the resource is in an unpublished form (e.g., a manuscript, a painting, a sculpture), record nothing in the date of distribution element.

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2.10.2.6.3:

If the probable local place is unknown, supply the name of the country, state, province, etc., of manufacture.

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2.10.6.6:

Date of Manufacture Not Identified in a Single-Part Resource

If the date of manufacture is not identified in the single-part resource, supply the date or an approximate date of manufacture. Apply the instructions on supplied dates given under 1.9.2.

If an approximate date of manufacture for a single-part resource cannot reasonably be determined, record *date of manufacture not identified*.

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2.14.1.3, 2nd paragraph:

If none of the terms listed above is appropriate or sufficiently specific, make a note giving details of the frequency (see 2.20.12.3).

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2.20.7.3, 5th example:

Published in Oslo
Place of publication as transcribed from source: Christiania. Oslo is the later name of Christiania

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2.20.9.4.2, 1st paragraph:

Make notes on changes in place of manufacture and/or manufacturers' names that occur after the first/earliest issue or part of a serial (see 2.10.1.5.2) if they are considered to be important for identification or access.

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3.4.1.7.4:

Microfiches and Microfilm

If the format of the resource parallels a print, manuscript, or graphic counterpart, specify the number of subunits by applying the instructions for extent of cartographic resources (see 3.4.2), notated music (see 3.4.3), still images (see 3.4.4), and/or text (see 3.4.5), as appropriate.

3 microfiches (1 score (118 pages))
1 microfilm reel (255 pages)

For other microfiche and microfilm resources, specify the number of frames.

1 microfiche (120 frames)

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3.4.1.7.7, example:

1 stereograph disc (7 pairs of frames)

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3.4.5.2, heading:

Single Volume With Numbered Pages, Leaves, or Columns

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3.4.5.2, exceptions:

Updating loose-leaves. If the resource is an updating loose-leaf, record *1 volume* followed by *loose-leaf*, in parentheses.

Serials. See also 3.4.5.16.

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3.4.5.3, heading:

Single Volume With Unnumbered Pages, Leaves, or Columns

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3.4.5.19:

Updating Loose-Leafs

If the resource is an updating loose-leaf, record the number of volumes followed by loose-leaf, in parentheses. For incomplete resources, see also 3.4.1.10.

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3.5.1.4.2, 3rd paragraph and 3rd example:

Film, filmstrip, and video cartridges. For film, filmstrip, and video cartridges, record the gauge (i.e., width) of the film or tape in millimetres, using the metric symbol *mm*. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see 3.22.4.3).

13 mm
Gauge of tape in a video cartridge

=====

3.5.1.4.3, 3rd paragraph and 2nd example:

Film and videocassettes. For film and videocassettes, record the gauge (i.e., width) of the film or tape in millimetres, using the metric symbol *mm*. For 8 mm film, indicate whether the gauge is single, standard, super, or Maurer. Make a note on the length of the film or tape if considered important for identification or selection (see 3.22.4.3).

standard 8 mm
Gauge of tape in a videocassette

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3.16.1.1, 2nd paragraph:

Sound characteristics include type of recording, recording medium, playing speed, groove characteristics, track configuration, tape configuration, configuration of playback channels, and special playback characteristics.

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3.16.5.4, deletion of 2nd example:

~~Recording made with stacked heads~~

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3.18.1.4, 2nd example:

Standard: 405 lines, 50 fields, high band

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6.0, paragraph a):

Authorized access points representing works and expressions can be used for different purposes. They provide the means for:

- a) bringing together all descriptions of resources embodying a work when various manifestations have appeared under various titles

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6.1.3.2.1, paragraph a):

6.1.3.2.1 Change in Responsibility for the Work

If there is a change in responsibility, construct the authorized access point representing the work to reflect responsibility for the work as represented in the issue or part used as the basis for the new description (see 2.1). Consider changes in responsibility affecting the construction of the authorized access point representing the work to include the following:

- a) a change affecting the authorized access point representing a person, family, or corporate body that is used in constructing the authorized access point representing the work (see 6.27.1.1–6.27.1.8)]
- b) a change affecting the name of a person, family, or corporate body used as an addition to the authorized access point representing the work (see 6.27.1.9).

=====

6.2.1.9:

Abbreviations

Use only the following abbreviations in titles of works:

- a) those that are integral parts of the title
- b) *etc.* in the titles *Laws, etc.* (see 6.19.2.5) and *Treaties, etc.* (see 6.19.2.7–6.19.2.8).

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6.2.2.5, 1st paragraph:

For works created before 1501, choose the title or form of title in the original language by which the work is identified in modern reference sources as the preferred title. If the evidence of modern reference sources is inconclusive, choose (in this order of preference) the title most frequently found in:

- a) modern editions

- b) early editions
- c) manuscript copies.

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6.2.2.7, last example:

Herzog August Bibliothek. Manuscript. Helmstedt 628, folio 185–192

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6.2.2.9.1, last paragraph:

Exception

Serials and integrating resources. If the part is identified by both a designation and a title, record the designation first, followed by the title. Use a comma to separate the designation from the title.

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6.2.2.10, heading:

Recording the Preferred Title for a Compilation of Works of One Person, Family, or Corporate Body

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6.4.1.3, 1st paragraph:

Record the date of the work in terms of the calendar preferred by the agency creating the data.

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6.10.1.3, 2nd paragraph:

Record the date of the expression by giving the year or years alone unless a more specific date is needed to distinguish one expression from another expression.

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6.11.1.3, last example

Chinese

Resource described: Handel's Messiah in Chinese. An audio recording of a performance of a Chinese translation of the oratorio

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6.14.2.8.1:

If a compilation of musical works has become known by a title through use in resources embodying that compilation or in reference sources, apply the instructions given under 6.2.2.4–6.2.2.5. For other compilations, record the preferred title for a compilation of musical works applying the instructions given under 6.14.2.8.2–6.14.2.8.6, as applicable.

=====

6.19.2.2, 2nd paragraph:

Determine the title to be used as the preferred title of a legal work created before 1501 from modern reference sources. If the evidence of modern reference sources is inconclusive, use (in this order of preference):

- a) modern editions
- b) early editions
- c) manuscript copies.

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6.27.1.2, 1st paragraph:

If one person, family, or corporate body is responsible for creating the work (see 19.2.1.1), construct the authorized access point representing the work by combining (in this order):

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6.27.1.3, 1st paragraph:

If two or more persons, families, or corporate bodies are collaboratively responsible for creating the work (see 19.2.1.1), construct the authorized access point representing the work by combining (in this order):

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6.27.1.3, 2nd exception:

Moving image works. For motion pictures, videos, video games, etc., construct the authorized access point representing the work using the preferred title for the work, formulated according to the instructions given under 6.2.2.

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6.28.1.3.1, a) paragraph:

the authorized access point representing the composer named first in resources embodying the work or in reference sources, formulated according to the guidelines and instructions given under 9.19.1 for persons, 10.10.1 for families, or 11.13.1 for corporate bodies, as applicable.

=====

6.29.3.1, new 3rd paragraph:

If the authorized access point representing a work has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work (see 6.29.1.2–6.29.1.31), construct a variant access point using only the preferred title for the work.

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6.30.2.2, last example in Alternative:

Qur'an. Selections

Resource described: Call to prayer and readings from the Koran. **An audio recording of the Call to prayer followed by the recitation of various sūrahs in classical Arabic**

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6.30.3.2, last paragraph:

Alternative

If the resource is a facsimile reproduction, create one authorized access point using the year of publication of the original, and a second authorized access point using the date of the facsimile.

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6.30.5.1, new 3rd paragraph

If the authorized access point representing a work has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work (see 6.30.1.2–6.30.1.7), construct a variant access point using only the preferred title for the work.

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6.31.3.1, new 3rd paragraph:

If the authorized access point representing a work has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work (see 6.29.1.2–6.29.1.7), construct a variant access point using only the preferred title for the work.

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7.18.1.3, exception: revise wording to be consistent with caption used elsewhere

Moving image resources. For motion pictures and video recordings, record sound or silent to indicate the presence or absence of a sound track.

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8.3, next-to-last paragraph:

If none of the other identifying attributes listed above for a person can be readily ascertained, designate the name as an undifferentiated name (see 8.11)

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9.2.2.4, deletion of footnote:

~~Authoritative alphabetic lists means publications of the "who's who" type, not telephone directories or similar compilations.~~

=====

9.2.2.8, 1st paragraph:

If an individual has more than one identity, choose the name associated with each identity as the preferred name for that identity. Consider an individual who uses one or more pseudonyms (including joint pseudonyms), or his or her real name as well as one or more pseudonyms, to have more than one identity.

=====

9.2.2.9, next-to-last paragraph:

Omit terms of honour and terms of address from any name that includes a surname unless:

a) the name consists only of a surname (see 9.2.2.9.3)

or

b) the name is of a married person identified only by a partner's name and a term of address (see 9.2.2.9.4).

=====

9.2.3.4, 1st paragraph:

If the preferred name or names for an individual are pseudonyms, and he or she does not use his or her real name as a creator or contributor, record the individual's real name, if known, as a variant name for each pseudonym.

=====

10.2.2.4, 2nd paragraph, deletion of footnote:

~~Authoritative alphabetic lists means publications of the "who's who" type, not telephone directories or similar compilations.~~

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10.5.1.3, 1st paragraph:

Record the place or places (e.g., town, city, province, state, country) in which the family resides or has resided or has some connection. Record the place name in the form prescribed in chapter 16. Abbreviate the names of countries, states, provinces, territories, etc., as instructed in appendix B (B.11), as applicable.

=====

16.2.2.1:

The preferred name for the place is the name or form of name chosen to represent a place when a place name is used as the conventional name of a government, etc. or as an addition to the name of a family, a corporate body, a conference, etc., or a work, or when recording a place associated with a person, family, or corporate body.

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16.2.2.7, paragraph b):

If the name of a place changes, choose as many of the names as are required by:

- a) the instructions on government names (see 11.2.2.5.4) (e.g., use Nyasaland or Malawi, as appropriate)
- or
- b) the instructions on additions to family names (see 10.10.1.4), corporate names (see 11.13.1.3) and conference names (see 11.13.1.8) (e.g., use Leopoldville or Kinshasa, as appropriate)
- or
- c) other relevant instructions in chapter 11.

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19.2.1.1, addition of 5th and 6th paragraphs:

For instructions on providing authorized access points for persons, families, or corporate bodies contributing to the realization of a work through an expression (e.g., editors, translators), see 20.2.1.

For corporate bodies functioning solely as producers, publishers, or, manufacturers, see 21.2-21.5.

=====

19.2.1.1.2, deletion of 2nd and 3rd paragraphs:

~~For instructions on providing authorized access points for persons, families, or corporate bodies contributing to the realization of a work through an expression (e.g., editors, translators), see 20.2.1.~~

~~For corporate bodies functioning solely as producers, publishers, or, manufacturers, see 21.2-21.5.~~

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A.24, deletion of “but” in example set:

Eocene epoch
Jurassic period
Lower Triassic period
Mesozoic period
~~but~~
the early Miocene
the late Eocene

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B.7, deletion of abbreviation:

~~folio~~ ~~fol.~~

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Glossary:

Audio recording A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced.

Sound recording Audio recording [▼](#)