

Proposal to adjust instructions in four “restriction on” elements in Manifestation and Item

Prepared by Linda Barnhart, RSC Secretary

With thanks to Damian Iseminger for his review and advice

Abstract

A question from a user resulted in close examination of the instructions for four RDA elements:

Manifestation: [restriction on access to manifestation](#)

Manifestation: [restriction on use of manifestation](#)

Item: [restriction on access to item](#)

Item: [restriction on use of item](#)

The key question was the rationale for differences in the permissible recording methods between these two entities. This proposal recommends changes to the instructions for each of these four elements to the four recording methods to make them consistent. Other minor adjustments in MARC 21 mappings and element types are also recommended.

There are six recommendations. If approved, four recommendations will result in changes to RDA instructions. Two recommendations would result in changes to metadata in the Registry, including adjustments to the MARC 21 mappings.

The Technical Team Liaison Officer has advised on this proposal.

Background

This issue was raised by a user through email to the RSC Secretary on 10 May 2022:

One of the pending [Music Library Association] Best Practices questions is about whether and where to record Creative Commons license information supplied in place of a copyright date, investigation of which pointed out the following discrepancy:

- Manifestation: [restriction on use of manifestation](#) allows only unstructured description and is mapped to MARC 500 \$a and 540 \$a only.
- Item: [restriction on use of item](#) permits both unstructured and structured description and is mapped to the above plus 540 \$b, \$c, \$d, \$f, \$g, and \$q.

I'm having trouble conceiving of a reason why restrictions on one type of entity would be limited to unstructured descriptions only, while another permits structured description.

The same unstructured only/unstructured and structured discrepancy applies to Manifestation: [restriction on access to manifestation](#) and Item: [restriction on access to item](#).

Damian Iseminger was consulted about the course of action to pursue and shared this opinion:

My feeling is that this element suite for access and use restrictions should probably get the full complement of VES options for using a non-RDA VES, since I've found evidence that such VESs exist. So in addition to what is already there, the unstructured area would get the two options for recording an uncontrolled term from a source of information and the option to record details or other unstructured information. The structured area would get: record a term from a VES, the DP option for the VES used, and the Condition/Option for when none of the terms are appropriate or specific enough. Identifier would get the options for recording the notation and DP for the VES. IRI would get the standard record an IRI selected from a VES.

Instructions from original Toolkit:

4.4 [Restriction on Access](#) NLA PS LAC/BAC-BAnQ

4.4.1 [Basic Instructions on Recording Restriction on Access](#)

4.4.1.1 [Scope](#)

restriction on access to manifestation: A limitation placed on access to a manifestation.

restriction on access to item: A limitation placed on access to an item.

4.4.1.2 [Sources of Information](#)

Take information on a restriction on access from any source.

4.4.1.3 [Recording Restriction on Access](#) D.A.CH

Record a restriction on access to the manifestation or item as specifically as possible. Include the nature and duration of the restriction.

EXAMPLE

Accessible after 2008

Open to researchers under library restrictions

"Embargoed until 10:30 a.m. Friday 19 November, 2004"

Access restricted to subscribers via a username and password or IP address authentication

Restricted to institutions with a subscription

Access is restricted; consult repository for details

Restricted access according to signed release form and related notes

Originals not available; consult repository for details

If information affirming the absence of restrictions is considered important for access, record that there are no restrictions on access.

4.5 Restriction on Use LC-PCC PS NLA PS LAC/BAC-BAnQ KBSP

4.5.1 Basic Instructions on Recording Restriction on Use

4.5.1.1 Scope

restriction on use of manifestation: A limitation placed on reproduction, publication, exhibition, etc., of a manifestation.

restriction on use of item: A limitation placed on reproduction, publication, exhibition, etc., of an item.

4.5.1.2 Sources of Information

Take information on a restriction on use from any source.

4.5.1.3 Recording Restriction on Use

Record a restriction on use of the manifestation or item as specifically as possible. Include the nature and duration of the restriction.

EXAMPLE

Written permission required for both reproduction and public use during the lifetime of the interviewee

Reproduction and use in any form requires written permission of the donor

Copyright retained by the donor during her lifetime, at which point it will revert to the Regents of the University of California

Donor permission is required for public screening of films in this collection

Permission of the collector is required to cite, quote, or reproduce

Certain restrictions on use or copying of materials may apply

This film is restricted to classroom use

Films in off-site storage; advance notice is required for access

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public. If a document is available that states the literary rights, record *Information on literary rights available*.

Justification

This proposal is made to add flexibility in recording data values, to correct errors, and to improve consistency in RDA.

Impact

These changes are not expected to have significant impact on current cataloguing and in fact will give cataloguers increased flexibility because more recording methods are being added.

There will be some impact on policy statement writers who will need to add policy statements to correspond to added options.

Because the proposed text of these added instructions is standard, re-used text in RDA (i.e., it is part of the “boilerplate file”), there should be no impact on RDA translators.

Summary of Recommendations

Recommendation 1: For Manifestation: *restriction on access to manifestation*, amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, condition/option and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 2: For Manifestation: [restriction on use of manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, unaffiliated sentence, condition/option, and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 3: For Item: [restriction on access to item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example, condition/option and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options, a condition/option and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 4: For Item: [restriction on use of item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options, a condition/option and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Recommendation 5: Adjust the element type metadata in the Registry from 6 to 5 for all four elements.

Recommendation 6: Notify the RDA-MARC 21 Alignment Task Force to adjust the mappings for these elements, which would feed into the Registry.

Recommendation 1: For Manifestation: [restriction on access to manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, condition/option and navigation instruction unchanged
- Remove the existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Manifestation: restriction on access to manifestation

Current version in the March 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#) →

Recording a structured description

This recording method is not applicable to this element.

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Manifestation: restriction on access to manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

~~This recording method is not applicable to this element.~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance. Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods. Recording a structured description](#).

Recording an identifier

This recording method is not applicable to this element.

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

This recording method is not applicable to this element.

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Manifestation: restriction on access to manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods. Recording an unstructured description.](#)

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance. Recording a source of metadata.](#)

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For general guidance on structured descriptions, see [Guidance: Recording methods. Recording a structured description.](#)

Recording an identifier

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values.](#)

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Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see [Guidance: Data provenance. Recording a source of metadata.](#)

For general guidance on identifiers, see [Guidance: Recording methods. Recording an identifier.](#)

Recording an IRI

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Recommendation 2: For Manifestation: [restriction on use of manifestation](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option, unaffiliated sentence, condition/option, and navigation instruction unchanged
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- Remove the existing text from *Recording an identifier*, and substitute instead two standard options and a standard navigation statement
- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Manifestation: restriction on use of manifestation

Current version in the March 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

OPTION

Record *Information on literary rights available*.

For general guidance on unstructured descriptions, see [Guidance: Recording methods. Recording an unstructured description](#) [↗](#).

Recording a structured description

This recording method is not applicable to this element.

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Manifestation: restriction on use of manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

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For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

~~This recording method is not applicable to this element.~~

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements. Data values](#).

OPTION

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CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods. Recording a structured description](#).

Recording an identifier

This recording method is not applicable to this element.

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Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

This recording method is not applicable to this element.

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Manifestation: restriction on use of manifestation

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

For a manifestation in unpublished form, the literary rights are sometimes reserved for a specified period or are dedicated to the public.

CONDITION

A document is available that states the literary rights for an unpublished manifestation.

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Record *Information on literary rights available*.

For general guidance on unstructured descriptions, see [Guidance: Recording methods. Recording an unstructured description](#).

Recording a structured description**OPTION**

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For general guidance on identifiers, see [Guidance: Recording methods. Recording an identifier](#).

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For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Recommendation 3: For Item: [restriction on access to item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example, condition/option and navigation instruction unchanged
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- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

Item: restriction on access to item

Current version in the March 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

Example

Accessible after 2008

Originals not available; consult repository for details

Restricted access according to signed release form and related notes

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

OPTION

Use a *vocabulary encoding scheme* as a *source of information*.

Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.

OPTION

Record a *vocabulary encoding scheme* that is used as a *source of information*. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#) .

For general guidance on structured descriptions, see [Guidance: Recording methods](#).

[Recording a structured description](#) .

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Item: restriction on access to item

Recording

Recording an unstructured description

OPTION

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Record as much detail as possible, including the nature and duration of the restriction.

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OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description.](#)

Recording an identifier

~~This recording method is not applicable to this element.~~

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Item: restriction on access to item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

CONDITION

Information affirming the absence of restrictions is considered important for access.

OPTION

Record that there are no restrictions on access.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see [Guidance: Introduction to RDA. Data elements](#). [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see [Guidance: Data provenance](#). [Recording a source of metadata](#).

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see [Guidance: Recording methods](#). [Recording a structured description](#).

Recording an identifier

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For general guidance, see [Guidance: Data provenance. Recording a source of metadata.](#)

For general guidance on identifiers, see [Guidance: Recording methods. Recording an identifier.](#)

Recording an IRI

OPTION

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For general guidance on IRIs, see [Guidance: Recording methods. Recording an IRI.](#)

Recommendation 4: For Item: [restriction on use of item](#), amend the text to

- Add a standard option to *Recording an unstructured description*, leaving the existing option with example and navigation instruction unchanged
- Remove the outdated existing text from *Recording a structured description*, and substitute instead two standard options, one condition/option, and a standard navigation statement
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- Remove the existing text from *Recording an IRI*, and substitute instead one standard option and a standard navigation statement.

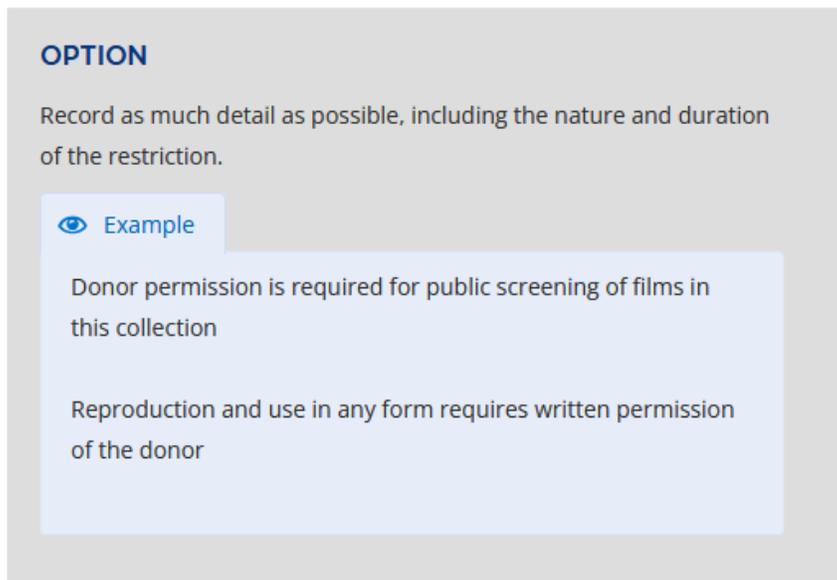
Item: restriction on use of item

Current version in the March 2022 Toolkit release:

Prerecording

Recording

Recording an unstructured description



OPTION

Record as much detail as possible, including the nature and duration of the restriction.

 **Example**

Donor permission is required for public screening of films in this collection

Reproduction and use in any form requires written permission of the donor

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#) .

Recording a structured description

OPTION

Use a *vocabulary encoding scheme* as a source of information.

Record the form found in the vocabulary encoding scheme. Do not amend the values or punctuation.

OPTION

Record a *vocabulary encoding scheme* that is used as a source of information. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#).

For general guidance on structured descriptions, see [Guidance: Recording methods](#).

[Recording a structured description](#).

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

Marked-up version:

Item: restriction on use of item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

Recording a structured description

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OPTION

~~Record a *vocabulary encoding scheme* that is used as a source of information. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).~~

OPTION

~~Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).~~

OPTION

~~Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).~~

CONDITION

~~None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.~~

OPTION

~~Record an appropriate uncontrolled term as an unstructured description.~~

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description](#).

Recording an identifier

This recording method is not applicable to this element.

OPTION

~~Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.~~

~~For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).~~

OPTION

~~Record a vocabulary encoding scheme that is used as a source of information for an identifier.~~

~~For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).~~

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier.](#)

Recording an IRI

~~This recording method is not applicable to this element.~~

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI.](#)

Clean version:

Item: restriction on use of item

Recording

Recording an unstructured description

OPTION

Record an uncontrolled term or a term that is transcribed from a source of information.

OPTION

Record as much detail as possible, including the nature and duration of the restriction.

For general guidance on unstructured descriptions, see Guidance: Recording methods.

[Recording an unstructured description.](#)

Recording a structured description

OPTION

Record a term from an appropriate vocabulary encoding scheme. For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values.](#)

OPTION

Record a vocabulary encoding scheme that is used as a source of information for a term. For general guidance, see Guidance: Data provenance. [Recording a source of metadata.](#)

CONDITION

None of the terms in a vocabulary encoding scheme is appropriate or sufficiently specific.

OPTION

Record an appropriate uncontrolled term as an unstructured description.

For general guidance on structured descriptions, see Guidance: Recording methods. [Recording a structured description](#).

Recording an identifier

OPTION

Record an identifier or notation for a term from an appropriate vocabulary encoding scheme.

For general guidance, see Guidance: Introduction to RDA. Data elements. [Data values](#).

OPTION

Record a vocabulary encoding scheme that is used as a source of information for an identifier.

For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on identifiers, see Guidance: Recording methods. [Recording an identifier](#).

Recording an IRI

OPTION

Record an IRI for a term or concept as a real-world object selected from an appropriate vocabulary encoding scheme.

For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Recommendation 5: Adjust the element type metadata in the Registry from 6 to 5 for all four elements.

Recommendation 6: Notify the RDA-MARC 21 Alignment Task Force to adjust the mappings for these elements.