To: RDA Steering Committee

From: Linda Barnhart, Secretary-Elect, RSC

Subject: Revision of RDA 1.8.1 Numbers Expressed as Numerals or as Words

The text below reflects the decisions made by the RDA Steering Committee during its November 2016 meeting.

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1.8  Numbers Expressed as Numerals or as Words

1.8.1 General Guidelines

[1st-2nd paragraphs unchanged; Alternative becomes Exception]

Exception

Early printed resources. For early printed resources, transcribe numbers expressed as numerals or as words in the form in which they appear on the source of information in the following elements:

Numeric and/or alphabetic designation of first issue or part of sequence
Chronological designation of first issue or part of sequence
Numeric and/or alphabetic designation of last issue or part of sequence
Chronological designation of last issue or part of sequence
Alternative numeric and/or alphabetic designation of first issue or part of sequence
Alternative chronological designation of first issue or part of sequence
Alternative numeric and/or alphabetic designation of last issue or part of sequence
Alternative chronological designation of last issue or part of sequence
Date of production
Date of publication
Date of distribution
Date of manufacture
Numbering within series
Numbering within subseries.

**Optional Addition**

Add the equivalent numerals in the form preferred by the agency creating the data, if considered important for identification. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).

[remainder of instruction and examples unchanged]