

To: Gordon Dunsire, Chair, RDA Steering Committee
From: Francis Lapka, Chair, RSC Rare Materials Working Group
Subject: Revision of RDA 1.8.1 Numbers Expressed as Numerals or as Words

The present revision incorporates improvements suggested in constituency responses to [RSC/RareWG/2](#).

Changes in the revision:

- The reference to “rare printed resources” is removed, pending resolution of the issue presented in RSC/RareWG/1/rev.
- The list of elements in the exception for early printed resources is revised to match the editorial conventions used in the list of elements for the general instruction.
- A second paragraph is added to the exception, to provide a functional equivalent to the 2nd alternative in RDA 1.8.2 (“Add the equivalent numerals in the form preferred ...”).

The last of these revisions is in response to an oversight in the WG’s earlier review of this section. The normalization of numbers, as described in 1.8.2-1.8.5, is undesirable in the description of early printed resources (for the elements listed in the alternative/proposed exception). However, for some of the elements listed, it may be appropriate to transcribe numbers as they appear *and* add the equivalent numerals in another form, if considered important for identification or access. This is most frequently the case for dates of publication, distribution, etc. expressed as roman numerals. The revision, thus, provides an equivalent to the 2nd alternative in 1.8.2.

The WG acknowledges concerns about converting the *alternative* to an *exception*. In this revision, the proposed conversion is maintained. The issue is discussed in RSC/RareWG/1/rev.

The mark-up is based on existing RDA text, with highlighting used to signal additional revisions resulting from constituency comments (and/or additional WG review).

Changes

Marked-up version:

1.8 Numbers Expressed as Numerals or as Words

1.8.1 General Guidelines

When recording numbers expressed as numerals or words, apply the following guidelines:

- form of numerals (see 1.8.2)
- numbers expressed as words (see 1.8.3)
- inclusive numbers (see 1.8.4)
- ordinal numbers (see 1.8.5).

The guidelines at 1.8.2–1.8.5 apply when recording numbers expressed as numerals or as words 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
- Copyright date
- Numbering within series
- Numbering within subseries
- Year degree granted

Alternative 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:

numbering of serials

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 Date of production

date Date of publication

date Date of distribution

date Date of manufacture

numbering Numbering within series

numbering Numbering within subseries.

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

When recording numbers expressed as numerals or as words in a transcribed element, transcribe them in the form in which they appear on the source of information. Apply the general guidelines on transcription (see 1.7), as applicable.

EXAMPLE

Fifty key literary theorists

Title proper

55 places to discover your favourite tea

Other title information

Clean-copy version:

1.8 Numbers Expressed as Numerals or as Words

1.8.1 General Guidelines

When recording numbers expressed as numerals or words, apply the following guidelines:

- form of numerals (see 1.8.2)
- numbers expressed as words (see 1.8.3)
- inclusive numbers (see 1.8.4)
- ordinal numbers (see 1.8.5).

The guidelines at 1.8.2–1.8.5 apply when recording numbers expressed as numerals or as words 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
- Copyright date
- Numbering within series
- Numbering within subseries
- Year degree granted

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

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

When recording numbers expressed as numerals or as words in a transcribed element, transcribe them in the form in which they appear on the source of information. Apply the general guidelines on transcription (see [1.7](#)), as applicable.

EXAMPLE

Fifty key literary theorists

Title proper

55 places to discover your favourite tea

Other title information