

Implementing the Collections Model in RDA

Part 1

Prepared by the Technical Working Group for the October 2021 Meeting of the RDA Steering Committee

Abstract

This proposal set is 1 of 4 to address the coverage of the concept of “collections” and “collection level description” (CLD) in RDA. This set proposes to implement the collections model in RDA as developed by the Technical Working Group. It proposes new relationship and attribute elements, amendments to existing elements, new vocabulary encoding schemes to support the proposed attribute elements, and new terms for the RDA Terms vocabulary encoding scheme.

Background

The implementation of the IFLA LRM (LRM) treatment of aggregates in RDA during the 3R project identified a requirement that RDA should also develop a treatment for “collections.” This requirement is important for realizing the strategy of increasing adoption of RDA by cultural heritage institutions who have as their focus the description and access of collections.

A “collection” is a plan to gather two or more items that form a manifestation. Items are gathered together after their creation to form a *collection manifestation*. This is to be contrasted with an “aggregate” that is a gathering of two or more expressions that are embodied within a manifestation. “Collections” can be as coarse as the entirety of the holdings of a research library or as granular as the papers produced by a specific person.

LRM provides a cursory treatment of collections. There is also an extensive literature of earlier, pre-LRM models for collections. Building on this work, this proposal set provides for new relationship and attribute elements, amendments to existing elements, new vocabulary encoding schemes, and new terms for the RDA Terms VES in order to implement a model for collections in RDA that is compliant with LRM.

Guidance concerning the collections model should be added to RDA Toolkit in the future, but will be developed at a later time as a follow-up proposal to the suite of proposals related to collections and their coverage in RDA.

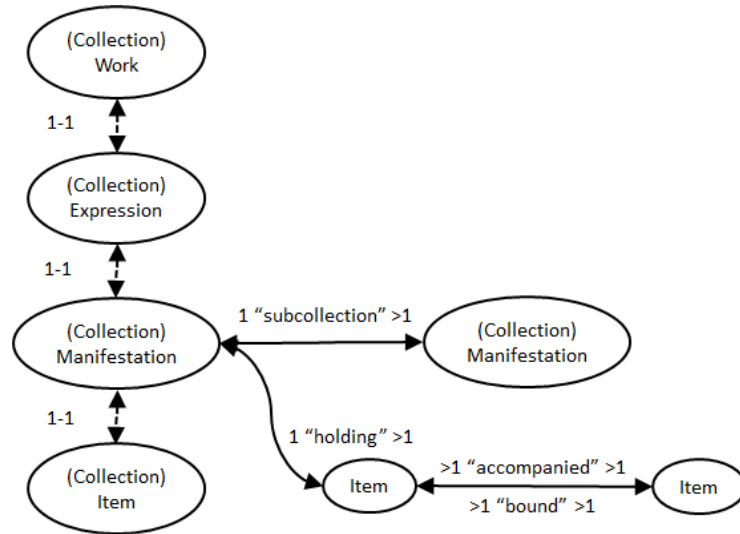
Structure

Recommendations for changes to RDA are provided in the Justifications section. The impact of changes to the Toolkit text are provided in Appendix 1. Templates of standard Toolkit text are provided in Appendix 2.

Justifications

Collections model

This is the basic model diagram for a collection in RDA, developed by the Technical Working Group:



Primary WEMI stack for collections

A *collection work* is a plan for selecting items that are to be gathered together for some purpose. It realizes one and only one *collection expression* which in turn realizes one and only one *collection manifestation*. The *collection item* is the one and only exemplar of the *collection manifestation*. A *collection item* is the set of all items that are gathered by the *collection work*.

Recommendation 1: Add concepts for *collection work*, *collection expression*, *collection manifestation*, and *collection item* to the RDA Terms vocabulary encoding scheme.

The cardinality constraints of the WEMI stack for collections will be described in Guidance that will be developed at a later date.

Attributes of a *collection work*

Because the *collection work* is the plan for how items are selected that form the *collection item*, two new attribute elements are needed to describe the accrual method and the accrual policy for the items that are to be gathered together. In addition to this, two new vocabulary encoding schemes are required to support the new elements. The terms in each VES are considered a baseline and may have terms added to them in the future, if needed.

Recommendation 2: Add an attribute element with a domain of Work to describe the accrual methods associated with a *collection work* with the label "collection accrual method."

Recommendation 3: Add an attribute element with a domain of Work to describe the accrual policies associated with a *collection work* with the label “collection accrual policy.”

Recommendation 4: Add a vocabulary encoding scheme for the collection accrual method attribute element.

Recommendation 5: Add a vocabulary encoding scheme for the collection accrual policy attribute element.

Subcollections

A subcollection is a *collection manifestation* that is a part of a larger *collection manifestation*. This whole-part relationship between *collection manifestations* does not extend to a whole-part relationship between *collection expressions* or *collection works*, as the plans for each of the *collection works* are independent of one another.

This is different from how whole-part relationships sometimes operate in the WEM-stack. A whole-part relationship between manifestations may imply a whole-part relationship between embodied expressions and a whole-part relationship between realized works.

Because the whole-part relationship between *collection manifestations* does not extend to its *collection expressions* or *collection works*, it is desirable to have elements that avoid the transference described above. These new elements also support concepts used in archival collections, such as the concept of “fonds” or other hierarchical structures. Because the elements are still describing a whole-part relationship between manifestations, these new elements are element subtypes of “part manifestation”/“part of manifestation.”

Recommendation 6: Add a relationship element with a domain and range of Manifestation with the label “subcollection” as an element subtype of “part manifestation” to relate a larger *collection manifestation* to another *collection manifestation* that is a discrete component of the larger *collection manifestation*.

Recommendation 7: Add a relationship element with a domain and range of Manifestation with the label “subcollection of” as an element subtype of “part of manifestation” to relate a component *collection manifestation* to the *collection manifestation* that it is a discrete component of.

Collection manifestations and constituent items

LRM defines relationships for whole-part relationships between two or more works, two or more expressions, and two or more manifestations. A whole-part relationship is not defined for items. This is because LRM treats characteristics that are common to all exemplars of a manifestation as characteristics of the manifestation. This treatment holds even in the case of a manifestation singleton, a manifestation that has one and only one exemplar. Therefore if the one and only exemplar has

constituent parts, this should be described using the manifestation elements “part manifestation/part of manifestation.”

A *collection manifestation* is a manifestation singleton.

Yet a *collection manifestation* is different from other types of manifestations because its *collection item* is the set of all items that are gathered together as part of the plan for the *collection work*. The constituent items are independent of one another, which also means that the manifestations of the constituent items are also independent of one another. It follows that the manifestations of the constituent items gathered in a collection do not have logical whole-part relationships with the *collection manifestation*.

However it is desirable from an user perspective to know if a constituent item is included in a collection, or what specific items constitute a collection. In order to facilitate this user task, and to maintain the alignment between RDA and LRM, two new elements are proposed to relate a *collection manifestation* to its constituent items.

Recommendation 8: Add a relationship element with a domain of Manifestation and range of Item with the label “holding” as an element subtype of “related item of manifestation” to relate a *collection manifestation* to a constituent item.

Recommendation 9: Add a relationship element with a domain of Item and range of Manifestation with the label “holding of” as an element subtype of “related manifestation of item” to relate a constituent item to a *collection manifestation*.

Locations of collection manifestations and items

Collection manifestations and their related items are stored in places. These places may be coarsely or granularly defined. For example, a place could be a campus of an institution with multiple buildings or as specific as a shelf location. Users require this information in order to access collections.

In order to accommodate this user need, new elements are proposed for locations of *collection manifestations* and for the locations of related items. The elements related to the locations of related items are shortcuts whose full paths use the elements proposed in recommendations 8 and 9.

Recommendation 10: Add a relationship element with a domain of Manifestation and range of Place with the label “location of collection” as an element subtype of “related place of manifestation” to relate a *collection manifestation* to a place where it is stored.

Recommendation 11: Add a relationship element with a domain of Place and range of Manifestation with the label “location of collection of” as an element subtype of “related manifestation of place” to relate a place where a *collection manifestation* is stored to the *collection manifestation*.

Recommendation 12: Add a relationship element with a domain of Item and range of Place with the label “location of item” as an element subtype of “related place of item” to relate an item to a place where it is stored.

Recommendation 13: Add a relationship element with a domain of Place and range of Item with the label “location of item of” as an element subtype of “related item of place” to relate a place where an item is stored to the item.

Conformance of existing elements with the model for collections

Several elements that describe relationships between two items and relationships between two manifestations require amendment in order to conform with the collections model.

The “bound with” concept describes a situation where two or more exemplars of independent manifestations whose carrier types are “volume” or “sheet” are physically bound together. Viewed through the lens of the collections model, a “bound with” is a kind of *collection manifestation*. Accordingly, the definition of the element “bound with” should be modified and a scope note added to define the scope of the element as being limited to exemplars whose manifestations have a carrier type of “volume” or “sheet.”

The “bound with” element is a shortcut. The full path uses the elements proposed in recommendations 8 and 9.

Recommendation 14: Amend the definition of “bound with” in order to conform to the collections model, add a scope note for clarity, and add text to the Toolkit describing the shortcut.

Two other elements also indicate a physical conjunction between 2 or more items: “filmed with item” and “on disc with item.” In practice, a truly bound-with situation for a microform or disc is restricted to unusual or impossible situations. In the case of a microform, the use case is limited to a microfilm that is spliced together from other microfilms. For a disc, a bound-with situation is impossible.

The definitions of these elements also suggest that what is actually being described are relationships between reproductions of items that are reproduced on the same microform or disc.

There are two possible solutions. “Filmed with item” and “on disc with item” could be retained with revised labels and definitions and become element subtypes of “related item of item.” The other solution, which is recommended by the Technical Working Group, is to soft-deprecate the existing elements in favor of a new element that reflects the semantics of the existing elements, but is broader in scope. The new element would be a shortcut whose full path uses the existing elements of “reproduced as item,” “part of manifestation,” “part manifestation,” and “reproduction of item of.”

Recommendation 15: Add a relationship element with a domain and range of Item with the label “on manifestation with” as an element subtype of “related item of item” to relate an item that is reproduced on the same manifestation as an item.

Recommendation 16: Soft-deprecate “filmed with item” and “on disc with item” with a recommendation to use the new element “on manifestation with.”

The element “accompanied by item,” when viewed through the collections model, can be seen as relating two items that are in the same collection and should be retained in RDA. For reasons of clarity and consistency with the collections model, the label and definition for the element should be amended. The existing element is also a shortcut whose full path uses the new elements proposed in recommendations 8 and 9.

Recommendation 17: Amend the label of “accompanied by item” to “held with,” amend the definition for consistency and clarity, and add text to the Toolkit describing the shortcut.

There are parallel manifestation elements that somewhat mirror the existing elements of “accompanied by item” and its element subtypes: “accompanied by manifestation,” “issued with,” “filmed with manifestation,” and “on disc with manifestation.” These elements are used to relate the parts of manifestations to one another without identifying the whole manifestation of which they are a part. These elements are shortcuts whose full path uses the existing elements “part manifestation” and “part of manifestation.”

The use of the word “issued” in the definition of “accompanied by manifestation” and in the label “issued with” has the potential to be confused with how the term “issue” is used in relation to *serial works*. The definitions of these elements and the label for “issued with” should be amended for consistency and clarity. Text should also be added to the Toolkit to describe the shortcuts for each element.

Recommendation 18: Amend the definition of “accompanied by manifestation” for consistency and clarity and add text to the Toolkit describing the shortcut.

Recommendation 19: Amend the label of “issued with” to “on carrier unit with,” amend the definition for consistency and clarity, and add text to the Toolkit describing the shortcut.

The elements “filmed with manifestation” and “on disc with manifestation” could also be amended for consistency and clarity, with text added to describe the full path of the shortcut, or they could be soft-deprecated in favor of using a broader element. The Technical Working Group recommends the latter course. The recommended element would be the element “issued with” as revised in recommendation 19.

Recommendation 20: Soft-deprecate “filmed with manifestation” and “on disc with manifestation” with a recommendation to use the element “issued with” as revised in recommendation 17.

Impact

The proposed implementation of the collections model in RDA should help in realizing the strategic goal of expanding the adoption of RDA by cultural heritage institutions, especially those whose focus is on the description of collections.

The cataloging of discrete manifestations, such as a published manifestation or a manuscript, should for the most part be unaffected by the implementation of the collections model. Specific situations encountered in traditional cataloging, such as the cataloging of a resource that binds together two separate manifestations, benefit from the introduction of the collections model.

While several elements are soft-deprecated in this proposal, those elements will still be available for use, if desired.

Summary of recommendations

Recommendation 1: Add concepts for *collection work*, *collection expression*, *collection manifestation*, and *collection item* to the RDA Terms vocabulary encoding scheme.

Recommendation 2: Add an attribute element with a domain of Work to describe the accrual methods associated with a *collection work* with the label “collection accrual method.”

Recommendation 3: Add an attribute element with a domain of Work to describe the accrual policies associated with a *collection work* with the label “collection accrual policy.”

Recommendation 4: Add a vocabulary encoding scheme for the collection accrual method attribute element.

Recommendation 5: Add a vocabulary encoding scheme for the collection accrual policy attribute element.

Recommendation 6: Add a relationship element with a domain and range of Manifestation with the label “subcollection” as an element subtype of “part manifestation” to relate a larger *collection manifestation* to another *collection manifestation* that is a discrete component of the larger *collection manifestation*.

Recommendation 7: Add a relationship element with a domain and range of Manifestation with the label “subcollection of” as an element subtype of “part of manifestation” to relate a component *collection manifestation* to the *collection manifestation* that it is a discrete component of.

Recommendation 8: Add a relationship element with a domain of Manifestation and range of Item with the label “holding” as an element subtype of “related item of manifestation” to relate a *collection manifestation* to a constituent item.

Recommendation 9: Add a relationship element with a domain of Item and range of Manifestation with the label “holding of” as an element subtype of “related manifestation of item” to relate a constituent item to a *collection manifestation*.

Recommendation 10: Add a relationship element with a domain of Manifestation and range of Place with the label “location of collection” as an element subtype of “related place of manifestation” to relate a *collection manifestation* to a place where it is stored.

Recommendation 11: Add a relationship element with a domain of Place and range of Manifestation with the label “location of collection of” as an element subtype of “related manifestation of place” to relate a place where a *collection manifestation* is stored to the *collection manifestation*.

Recommendation 12: Add a relationship element with a domain of Item and range of Place with the label “location of item” as an element subtype of “related place of item” to relate an item to a place where it is stored.

Recommendation 13: Add a relationship element with a domain of Place and range of Item with the label “location of item of” as an element subtype of “related item of place” to relate a place where an item is stored to the item.

Recommendation 14: Amend the definition of “bound with” in order to conform to the collections model, add a scope note for clarity, and add text to the Toolkit describing the shortcut.

Recommendation 15: Add a relationship element with a domain and range of Item with the label “on manifestation with” as an element subtype of “related item of item” to relate an item that is reproduced on the same manifestation as an item.

Recommendation 16: Soft-deprecate “filmed with item” and “on disc with item” with a recommendation to use the new element “on manifestation with.”

Recommendation 17: Amend the label of “accompanied by item” to “held with,” amend the definition for consistency and clarity, and add text to the Toolkit describing the shortcut.

Recommendation 18: Amend the definition of “accompanied by manifestation” for consistency and clarity and add text to the Toolkit describing the shortcut.

Recommendation 19: Amend the label of “issued with” to “on carrier unit with,” amend the definition for consistency and clarity, and add text to the Toolkit describing the shortcut.

Recommendation 20: Soft-deprecate “filmed with manifestation” and “on disc with manifestation” with a recommendation to use the element “issued with” as revised in recommendation 17.

Appendix 1: Recommendations in Toolkit

Recommendation 1: Add concepts for *collection work*, *collection expression*, *collection manifestation*, and *collection item* to the RDA Terms vocabulary encoding scheme.

Label	collection work
Definition	A work that is a plan for selecting items that are to be gathered and kept together for some purpose.

Label	collection expression
Definition	An expression that is the realization of a collection work.

Label	collection manifestation
Definition	A manifestation that is the embodiment of a collection work and expression.

Label	collection item
Definition	An item that is the exemplar of a collection manifestation.
Scope note	A collection item is the set of all items that are gathered by a collection work.

Recommendation 2: Add an attribute element with a domain of Work to describe the accrual methods associated with a *collection work* with the label “collection accrual method.”

Toolkit label	collection accrual method
Toolkit definition	A method of transfer of ownership of the items that are added to a manifestation of a collection work.
Domain	Work
Toolkit text	Standard text for attribute elements that have an available RDA vocabulary encoding scheme with incomplete coverage. See template.

Recommendation 3: Add an attribute element with a domain of Work to describe the accrual policies associated with a *collection work* with the label “collection accrual policy.”

Toolkit label	collection accrual policy
Toolkit definition	A policy for selecting items that are added to a manifestation of a collection work.
Domain	Work
Toolkit text	Standard text for attribute elements that have an available RDA vocabulary encoding scheme with incomplete coverage. See template.

Recommendation 4: Add a vocabulary encoding scheme for the collection accrual method attribute element.

Title: RDA Collection Accrual Method

Coverage: Incomplete, additions may be made.

Toolkit label	Toolkit definition
loan	A collection accrual method that adds items to a collection for a fixed or open-ended timespan with no transfer of ownership or financial transaction.
deposit	A collection accrual method that adds items to a collection permanently with no transfer of ownership or financial transaction.
donation	A collection accrual method that adds items to a collection permanently with a transfer of ownership but no financial transaction.
license	A collection accrual method that adds items to a collection for a fixed or open-ended timespan with no transfer of ownership but with a financial transaction.
purchase	A collection accrual method that adds items to a collection permanently with a transfer of ownership and a financial transaction.

Recommendation 5: Add a vocabulary encoding scheme for the collection accrual policy attribute element.

Title: RDA Collection Accrual Policy

Coverage: Incomplete, additions may be made.

Toolkit label	Toolkit definition
closed	A collection accrual policy that does not add items to a collection.
passive	A collection accrual policy that adds items to a collection when the items are in scope for the collection but have been acquired for other reasons.
active	A collection accrual policy that seeks, acquires, and adds items to a collection.
selective	A collection accrual policy that adds items to one or more subcollections of a collection.

Recommendation 6: Add a relationship element with a domain and range of Manifestation with the label “subcollection” as an element subtype of “part manifestation” to relate a larger *collection manifestation* to another *collection manifestation* that is a discrete component of the larger *collection manifestation*.

Toolkit label	subcollection
Toolkit definition	A manifestation of a collection work that is a discrete component of a manifestation of another collection work.
Domain	Manifestation
Range	Manifestation
subtype of	part manifestation
Toolkit text	Standard text for relationship elements. See template.

Recommendation 7: Add a relationship element with a domain and range of Manifestation with the label “subcollection of” as an element subtype of “part of manifestation” to relate a component *collection manifestation* to the *collection manifestation* that it is a discrete component of.

Toolkit label	subcollection of
Toolkit definition	A manifestation of collection work that has a manifestation of another collection work as a discrete component.
Domain	Manifestation
Range	Manifestation

subtype of	part of manifestation
Toolkit text	Standard text for relationship elements. See template.

Recommendation 8: Add a relationship element with a domain of Manifestation and range of Item with the label “holding” as an element subtype of “related item of manifestation” to relate a *collection manifestation* to a constituent item.

Toolkit label	holding
Toolkit definition	An item that is included in the manifestation of a collection work.
Domain	Manifestation
Range	Item
subtype of	related item of manifestation
Toolkit text	Standard text for relationship elements. See template.

Recommendation 9: Add a relationship element with a domain of Item and range of Manifestation with the label “holding of” as an element subtype of “related manifestation of item” to relate a constituent item to a *collection manifestation*.

Toolkit label	holding of
Toolkit definition	A manifestation of a collection work that includes the item.
Domain	Item
Range	Manifestation
subtype of	related manifestation of item
Toolkit text	Standard text for relationship elements. See template.

Recommendation 10: Add a relationship element with a domain of Manifestation and range of Place with the label “location of collection” as an element subtype of “related place of manifestation” to relate a *collection manifestation* to a place where it is stored.

Toolkit label	location of collection
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Toolkit definition	A place where the manifestation of a collection work is stored.
Domain	Manifestation
Range	Place
subtype of	related place of manifestation
Toolkit text	Standard text for relationship elements. See template.

Recommendation 11: Add a relationship element with a domain of Place and range of Manifestation with the label “location of collection of” as an element subtype of “related manifestation of place” to relate a place where a *collection manifestation* is stored to the *collection manifestation*.

Toolkit label	location of collection of
Toolkit definition	A manifestation of a collection work that is stored in a place.
Domain	Place
Range	Manifestation
subtype of	related manifestation of place
Toolkit text	Standard text for relationship elements. See template.

Recommendation 12: Add a relationship element with a domain of Item and range of Place with the label “location of item” as an element subtype of “related place of item” to relate an item to a place where it is stored.

Toolkit label	location of item
Toolkit definition	A place where an item is held, stored, or made available for access.
Domain	Item
Range	Place
subtype of	related place of item
Shortcut for	<Item> holding of <Manifestation> location of collection <Place>

Toolkit shortcut text	<p>This element is a <i>shortcut</i> for the following chain of relationships:</p> <ol style="list-style-type: none"> 1. Item: holding of for the manifestation of a <i>collection work</i> that includes the item 2. Manifestation: location of collection for the place where a manifestation of a <i>collection work</i> is stored <p>The element does not identify any <i>collection manifestation</i>.</p> <p>For general guidance on shortcuts, see Guidance: Introduction to RDA. Data elements. Relationship shortcuts.</p>
Toolkit text	Standard text for relationship elements that are shortcuts. See template.

Recommendation 13: Add a relationship element with a domain of Place and range of Item with the label “location of item of” as an element subtype of “related item of place” to relate a place where an item is stored to the item.

Toolkit label	location of item of
Toolkit definition	An item that is held, stored, or made available for access in a place.
Domain	Place
Range	Item
subtype of	related item of place
Shortcut for	<Place> location of collection of <Manifestation> holding <Item>
Toolkit shortcut text	<p>This element is a <i>shortcut</i> for the following chain of relationships:</p> <ol style="list-style-type: none"> 1. Place: location of collection of for the manifestation of a <i>collection work</i> 2. Manifestation: holding for the item that is included in a <i>collection manifestation</i> <p>The element does not identify any <i>collection manifestation</i>.</p> <p>For general guidance on shortcuts, see Guidance: Introduction to RDA. Data elements. Relationship shortcuts.</p>
Toolkit text	Standard text for relationship elements that are shortcuts. See template.

Recommendation 14: Amend the definition of “bound with” in order to conform to the collections model, add a scope note for clarity, and add text to the Toolkit describing the shortcut.

	Current	New
Toolkit label	bound with	
Toolkit definition	An item that is physically combined or joined with an item.	An item that is physically combined with an item to form a collection manifestation.
Scope notes		Each item originally exemplifies a manifestation that is a sheet or volume.
Shortcut for		<Item> holding of <Manifestation> holding <Item>
Toolkit shortcut text		<p>This element is a <i>shortcut</i> for the following chain of relationships:</p> <ol style="list-style-type: none"> 1. Item: holding of for the manifestation of a <i>collection work</i> 2. Manifestation: holding for the item that is included in a <i>collection manifestation</i> <p>The element does not identify any <i>collection manifestation</i>.</p> <p>For general guidance on shortcuts, see Guidance: Introduction to RDA. Data elements. Relationship shortcuts.</p>

Recommendation 15: Add a relationship element with a domain and range of Item with the label “on manifestation with” as an element subtype of “related item of item” to relate an item that is reproduced on the same manifestation as an item.

Toolkit label	on manifestation with
Toolkit definition	An item that is reproduced on the same manifestation as an item

Domain	Item
Range	Item
subtype of	related item of item
Shortcut for	<Item> reproduced as item <Manifestation> part of manifestation <Manifestation> part manifestation <Manifestation> reproduction of item of <Item>
Toolkit shortcut text	<p>This element is a <i>shortcut</i> for the following chain of relationships:</p> <ol style="list-style-type: none"> 1. Item: reproduced as item for a manifestation that reproduces the item 2. Manifestation: part of manifestation for a manifestation that includes the component manifestation 3. Manifestation: part manifestation for a manifestation that is a component of the complete manifestation 4. Manifestation: reproduction of item of for an item that is used as the basis for the component manifestation <p>The element does not identify any manifestations that are exemplified by the items or the manifestation that includes the component manifestations.</p> <p>For general guidance on shortcuts, see Guidance: Introduction to RDA. Data elements. Relationship shortcuts.</p>
Toolkit text	Standard text for relationship elements that are shortcuts. See template.

Recommendation 16: Soft-deprecate “filmed with item” and “on disc with item” with a recommendation to use the new element “on manifestation with.”

	Current	New
Toolkit label	filmed with item	
Soft-deprecation		Soft-deprecated in favor of “on manifestation with”
Soft-deprecation Toolkit text		<p>The following option is recommended.</p> <p>OPTION Record a value of Item: on manifestation with.</p>

	Current	New
Toolkit label	on disc with item	
Soft-deprecation		Soft-deprecated in favor of “on manifestation with”
Soft-deprecation Toolkit text		The following option is recommended. OPTION Record a value of Item: on manifestation with .

Recommendation 17: Amend the label of “accompanied by item” to “held with,” amend the definition for consistency and clarity, and add text to the Toolkit describing the shortcut.

	Current	New
Toolkit label	accompanied by item	held with
Toolkit definition	An item that is brought together with another item after being issued.	An item that is held in the same collection as an item.
Shortcut for		<Item> holding of <Manifestation> holding <Item>
Toolkit shortcut text		This element is a <i>shortcut</i> for the following chain of relationships: <ol style="list-style-type: none"> 1. Item: holding of for the manifestation of a <i>collection work</i> 2. Manifestation: holding for the item that is included in a <i>collection manifestation</i> <p>The element does not identify any <i>collection manifestation</i>.</p> <p>For general guidance on shortcuts, see Guidance: Introduction to RDA. Data elements. Relationship shortcuts.</p>

Recommendation 18: Amend the definition of “accompanied by manifestation” for consistency and clarity and add text to the Toolkit describing the shortcut.

	Current	New
Toolkit label	accompanied by manifestation	
Toolkit definition	A manifestation that is issued with another manifestation, without any relationship to its content.	A manifestation that is a part of the same manifestation as another part manifestation.
Shortcut for		<Manifestation> part of manifestation <Manifestation> part manifestation <Manifestation>
Toolkit shortcut text		<p>This element is a <i>shortcut</i> for the following chain of relationships:</p> <ol style="list-style-type: none"> 1. Manifestation: part of manifestation for a manifestation that includes the component manifestation 2. Manifestation: part manifestation for a manifestation that is a component of the complete manifestation <p>The element does not identify the manifestation that includes the component manifestations.</p> <p>For general guidance on shortcuts, see Guidance: Introduction to RDA. Data elements. Relationship shortcuts.</p>

Recommendation 19: Amend the label of “issued with” to “on carrier unit with,” amend the definition for consistency and clarity, and add text to the Toolkit describing the shortcut.

	Current	New

Toolkit label	issued with	on carrier unit with
Toolkit definition	A manifestation that is issued on the same carrier as a manifestation being described.	A manifestation that is a part of the same carrier unit as another part manifestation.
Shortcut for		<Manifestation> part of manifestation <Manifestation> part manifestation <Manifestation>
Toolkit shortcut text		<p>This element is a <i>shortcut</i> for the following chain of relationships:</p> <ol style="list-style-type: none"> 1. Manifestation: part of manifestation for a manifestation that includes the component manifestation 2. Manifestation: part manifestation for a manifestation that is a component of the complete manifestation <p>The element does not identify the manifestation that includes the component manifestations.</p> <p>For general guidance on shortcuts, see Guidance: Introduction to RDA. Data elements. Relationship shortcuts.</p>

Recommendation 20: Soft-deprecate “filmed with manifestation” and “on disc with manifestation” with a recommendation to use the element “issued with” as revised in recommendation 17.

	Current	New
Toolkit label	filmed with manifestation	
Soft-deprecation		Soft-deprecated in favor of on carrier unit with
Soft-deprecation Toolkit text		The following option is recommended. OPTION

		Record a value of Manifestation: on carrier unit with.
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	Current	New
Toolkit label	on disc with manifestation	
Soft-deprecation		Soft-deprecated in favor of on carrier unit with
Soft-deprecation Toolkit text		The following option is recommended. OPTION Record a value of Manifestation: on carrier unit with.

Appendix 2: Toolkit Templates

<attribute element with RDA VES with incomplete coverage>

Definition and Scope

<Auto-generated from RDA Vocabularies>

Element Reference

<Auto-generated from RDA Vocabularies>

Prerecording

Recording

Recording an unstructured description

OPTION

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

OPTION

Record details or other unstructured information.

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

Recording a structured description

OPTION

Record an appropriate term from the <VES Name> *vocabulary encoding scheme*:

<List Of Terms>

For a definition, scope note, and notation of a term, see <VES Name>.

This *vocabulary encoding scheme* has incomplete coverage of scope.

Additional values may be included in the future.

OPTION

Record a term from another suitable *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 a suitable 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 a notation for a term from the RDA *vocabulary encoding scheme*. For a list of notations, see <VES Name>.

OPTION

Record an identifier or notation for a term from another suitable *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 the RDA *vocabulary encoding scheme*.

For a list of IRIs, see <Name of VES>.

OPTION

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

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

Related Elements

<Auto-generated from RDA Vocabularies>

<relationship element>

Definition and Scope

<Auto-generated from RDA Vocabularies>

Element Reference

<Auto-generated from RDA Vocabularies>

Prerecording

Recording

Record this element as a value of <Domain entity>: <appellation of entity label> or as an IRI.

Recording an unstructured description

Record an unstructured description for a related <domain entity> as a value of <Domain entity>: <title or name of entity label>.

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

Recording a structured description

Record a structured description for a related <domain entity> as a value of <Domain entity>: <access point for entity label>.

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

Recording an identifier

Record an identifier for a related <domain entity> as a value of <Domain entity>: <identifier for entity label>.

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

Recording an IRI

Record an IRI for a related expression as a *real-world object*.

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

Related Elements

<Auto-generated from RDA Vocabularies>

<shortcut relationship element>

Definition and Scope

<Auto-generated from RDA Vocabularies>

Element Reference

<Auto-generated from RDA Vocabularies>

Prerecording

This element is a *shortcut* for the following chain of relationships:

<Shortcut text>

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

Recording

Record this element as a value of <Domain entity>: <appellation of entity label> or as an IRI.

Recording an unstructured description

Record an unstructured description for a related <domain entity> as a value of <Domain entity>: <title or name of entity label>.

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

Recording a structured description

Record a structured description for a related <domain entity> as a value of <Domain entity>: <access point for entity label>.

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

Recording an identifier

Record an identifier for a related <domain entity> as a value of <Domain entity>: <identifier for entity label>.

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

Recording an IRI

Record an IRI for a related expression as a *real-world object*.

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

Related Elements

<Auto-generated from RDA Vocabularies>