

Implementing the Collections Model in RDA

Part 3: Collection Descriptions

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

Abstract

This proposal set is the 3rd in a series of 4 to address the coverage of the concept of “collections” and “collection level description” (CLD) in RDA. This set focuses on collection descriptions themselves, the metadata works that describe *collection manifestations*. After describing the kinds of collection description, the current coverage of these in RDA is discussed and changes are recommended for the deprecation of several elements and the establishment of new ones.

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.

Collection manifestations can be described by collection descriptions. RDA should be able to accommodate elements that can relate these two things to one another.

This proposal set identifies the kinds of collection descriptions and reviews the elements available in RDA for them. Where needed, recommendations are made for revising labels and definitions for reasons of consistency and clarity and new elements are recommended. Because several of the existing elements have incorrect domains and ranges, deprecation had to be recommended for technical reasons in several instances. In most cases the elements were re-established with corrected domains and ranges.

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. A model of collection descriptions and the amended hierarchy for subject works is in Appendix 3.

Justifications

Kinds of collection descriptions

The Technical Working Group has identified 3 kinds of collection descriptions:¹

1. Unitary finding aid. This collection description is a *metadata description set* that describes the *collection manifestation* as a whole (along with its primary related entities), but does not describe the constituent items held by the *collection manifestation*.
2. Analytic finding aid. This collection description is a *metadata description set* that only describes the items held in a *collection manifestation*.
3. Hierarchic finding aid. This collection description is a *metadata description set* that has aspects of the unitary and analytic description sets. Use of this kind of collection description is typical of archival collection descriptions that provide descriptions of some of the items held in a *collection manifestation* and their arrangement into sub-collections.

The collections model developed by Michael Heaney also identified a 4th kind of collection description: an indexing finding aid, which is a collection description that consists of information derived from the individual items held by a *collection manifestation*. This will be treated differently from the 3 described above and will be discussed later in this proposal.

Collection Description Coverage in RDA

RDA currently provides relationship elements that are appropriate to the kinds of finding aids, but they are currently located in the augmenting element hierarchies:

- (Work) augmented by work (Work)
 - addenda work
 - appendix work
 - cadenza work
 - **catalogue** work
 - concordance work
 - errata work
 - **finding aid** work
 - guide work
 - illustrations work
 - index work
 - supplement work

¹ This analysis has necessarily built on the works of others, but the Group is particularly indebted to the work of Michael Heaney and his model of collections and their catalogues. Heaney's description of the model is available at <http://www.ukoln.ac.uk/metadata/rslp/model/amcc-v31.pdf>. Heaney's model is pre-LRM and did not distinguish aggregates from collections. These proposals rectify this and also fill in a gap in LRM.

The current placement of the highlighted elements in the augmenting hierarchy of an analytic finding aid (a catalogue) and a hierarchic finding aid (a finding aid) is inconsistent with the analysis of collection descriptions provided above. The semantics of these elements is more coherent with the semantics of the subject hierarchies.

Changes required to RDA for metadata description sets of collections

Reworking of the existing hierarchies is required to accommodate metadata description sets of *collection manifestations*. This will necessarily involve the creation of new elements and the hard deprecation (i.e., removal) of several elements.

To start, it is useful to add an element that is a supertype for the kinds of finding aid, along with its inverse. These new elements would be a subtype of the elements “manifestation described with metadata by” and “metadata description of manifestation” proposed as recommendation 9 in RSC/TechnicalWG/2021/2 part 2.

Recommendation 1: Add a relationship element with a domain of Manifestation and range of Work with the label “finding aid” as an element subtype of “manifestation described with metadata by” to relate a *collection manifestation* to its *metadata description set*.

Recommendation 2: Add a relationship element with a domain of Work and range of Manifestation with the label “finding aid of” as an element subtype of “metadata description of manifestation” to relate a *metadata description set* to the *collection manifestation* that it describes.

Unitary finding aid

The unitary finding aid is accommodated by the proposed elements in recommendations 1 and 2. All that is required is to add the concept of a unitary finding aid to RDA Terms.

Recommendation 3: Add the concept for *unitary finding aid* to the RDA Terms vocabulary encoding scheme.

Analytic finding aid

A library catalogue is a typical example of an analytic finding aid. There are 2 elements, along with their inverses, that are in the augmenting hierarchies of work and expressions that relate these entities to a catalogue:

- catalogue work
- catalogue expression

It is useful to retain a relationship for relating a library collection to its catalogue, but this relationship is more properly a part of the subject hierarchies. This relationship also involves a change in domain, as a collection description always describes a *collection manifestation*. Therefore “catalogue work” and its

inverse should be deprecated and re-established as an element in the subject hierarchies. The new elements would be subtypes of the elements proposed in recommendations 1 and 2.

Recommendation 4: Deprecate “catalogue work” and “catalogue of work.”

Recommendation 5: Add a relationship element with a domain of Manifestation and range of Work with the label “catalogue” as an element subtype of proposed element “finding aid” to relate a collection manifestation to its metadata description set of its items.

Recommendation 6: Add a relationship element with a domain of Work and range of Manifestation with the label “catalogue of” as an element subtype of proposed element “finding aid of” to relate a metadata description set of the items held in a collection manifestation to a collection manifestation.

The element “catalogue expression” and its inverse have no utility and should be deprecated.

Recommendation 7: Deprecate “catalogue expression” and “catalogue of expression.”

Hierarchic finding aid

An archival finding aid is a typical example of an hierarchic finding aid. There are 2 elements, along with their inverses, that are in the augmenting hierarchies of work and expressions that relate these entities to a hierarchic finding aid:

- finding aid work
- finding aid expression

It is useful to retain a relationship supporting hierarchic finding aids for the archival community, but this relationship is more properly a part of the subject hierarchies. This relationship also involves a change in domain, as a collection description always describes a *collection manifestation*. Therefore “finding aid work” and its inverse should be deprecated and re-established as an element in the subject hierarchies. The new elements would be subtypes of the elements proposed in recommendations 1 and 2.

Recommendation 8: Deprecate “finding aid work” and “finding aid of work.”

Recommendation 9: Add a relationship element with a domain of Manifestation and range of Work with the label “hierarchic finding aid” as an element subtype of proposed element “finding aid” to relate a collection manifestation to its metadata description set.

Recommendation 10: Add a relationship element with a domain of Work and range of Manifestation with the label “hierarchic finding aid of” as an element subtype of proposed element “finding aid of” to relate a metadata description set of a collection manifestation to a collection manifestation.

The element “finding aid expression” and its inverse has no utility and should be deprecated.

Recommendation 11: Deprecate “catalogue expression” and “catalogue of expression.”

Misalignment of elements for other descriptive works

There are several elements and their inverses that relate entities to descriptive works that are wrongly located in the derivative relationship hierarchies:

- “abstracted as expression”: An expression of a work that abbreviates an expression of another work in a brief, objective manner.
- “abstracted as work”: A work that abbreviates another work in a brief, objective manner.
- “summarized as work”: A work that consists of a brief recapitulation of the content of another work.
- “summarized as expression”: An expression of a work that consists of a brief recapitulation of

it is better to view the “abstracted as” and “summarized as” elements as relationships for descriptive works describing the contents of its target work and should therefore be moved to the descriptive works hierarchy. There is also semantic overlap between an abstract and summary. This should be clarified through amendment to labels and definitions, with an abstract being a subtype of a summary.

It is the opinion of the Technical Working Group that the expression version of these elements should be removed from RDA. If retained, these would have to be treated as shortcuts through the parallel work elements in the descriptive hierarchies and would be outliers in the hierarchy.

Recommendation 12: Amend the label and definitions of “abstracted as work” and its inverse for consistency and clarity and make it an element subtype of “summary” and its inverse.

Recommendation 13: Amend the label and definitions of “summarized as work” and its inverse for consistency and clarity and make it an element subtype of “work described by” and its inverse.

Recommendation 14: Deprecate “abstracted as expression” and its inverse.

Recommendation 15: Deprecate “summarized as expression” and its inverse.

Misalignment of elements for derived works that access content

There are several elements and their inverses located in the augmenting hierarchy whose semantics indicate that they are intended to relate a manifestation or expression to a work that is used to access the content within a particular manifestation or expression. That is, the manifestation or expression is used as the basis to derive the related work. These elements are:

- “concordance work”: A work that consists of an index of all or selected words that occur in a realization of a textual work.

- “concordance expression”: An expression of a work that consists of an index of all or selected words that occur in a realization of a textual work.
- “index work”: A work that provides a systematic, alphabetical guide to the contents of another work.
- “index expression”: An expression of a work that provides a systematic, alphabetical guide to the contents of a predominant expression, usually keyed to page numbers or other reference codes.

Indexes

Index works are derived from manifestations. They are intended to guide users to content embodied in a manifestation. An index has no utility unless its entries can point to a specific location within a manifestation. The current elements of “index work” and its inverse are in the incorrect hierarchy (augmenting instead of derivative) and are misaligned with regards to its domain and range.

To correct this, the current elements of “index work” and its inverse should be deprecated and new elements retaining the utility of the deprecated elements should be added as element subtypes of “related work of manifestation” and its inverse.

Recommendation 16: Deprecate “index work” and its inverse.

Recommendation 17: Add a relationship element with a domain of Manifestation and range of Work with the label “index work” as an element subtype of “related work of manifestation” to relate a manifestation to an index work.

Recommendation 18: Add a relationship element with a domain of Work and range of Manifestation with the label “index work for” as an element subtype of “related manifestation of work” to relate an index work to the manifestation it indexes.

The parallel expression element of “index expression” and its inverse are also misaligned with regards to domain and range. The element currently functions as a *shortcut*, relating an aggregated expression to an aggregated index, and would do so again if re-established in the derivative hierarchy with corrected domains and ranges. But this element would also have limited utility. If used, it would only be able to be used to relate an *aggregate* to the expression of an index, without saying that the index expression is embodied in the *aggregate*. Given that an *aggregate* can link directly to an index expression using “expression manifested,” the usefulness of continuing to use this *shortcut* is limited, and should be deprecated.

Recommendation 19: Deprecate “index expression” and its inverse.

Concordances

Concordance works, unlike index works, are derived from expressions. They cannot be directly associated with the source work, as the concordance is dependent on its derivation from an expression. The current elements of “concordance work” and its inverse are in the incorrect hierarchy (augmenting instead of derivative) and are misaligned with regards to its domain and range.

To correct this, the current elements of “concordance work” and its inverse should be deprecated and new elements retaining the utility of the deprecated elements should be added as element subtypes of “related work of expression” and its inverse.

Recommendation 20: Deprecate “concordance work” and its inverse.

Recommendation 21: Add a relationship element with a domain of Expression and range of Work with the label “concordance work” as an element subtype of “related work of expression” to relate an expression to a concordance work.

Recommendation 22: Add a relationship element with a domain of Work and range of Expression with the label “concordance work for” as an element subtype of “related expression of work” to relate a concordance work to the expression that is processed.

The parallel expression element of “concordance expression” and its inverse is correct with regards to its domain and range, but is located in the wrong hierarchy and should be moved to the derivative hierarchy.

This is a *shortcut* element that does not identify the intervening concordance work. But unlike “index expression,” this element still has utility, because of the language dependency of both expressions. A French-language expression of a work can be the only source of a concordance of its content, and the concordance expression will necessarily be in French. There may be no need in an application to identify the intervening work and instead to only identify the concordance expression.

Recommendation 23: Amend the definitions of “concordance expression” and its inverse for consistency and clarity and make it an element subtype of “expression of source work” and its inverse.

Other elements related to abstracts and indexes

There are several elements and their inverses that are related to abstracts and indexes:

- “abstracted in expression”: An expression of a work that is an abstracting and indexing service that abstracts the contents of another expression.
- “abstracted in work”: A work that abstracts the contents of another work.
- “Indexed in work”: A work that indexes the contents of a related work.

- “Indexed in expression”: An expression of a work that is an abstracting and indexing service that indexes the contents of an expression of another work.

The element “indexed in work” and its inverse should be deprecated, as its definition overlaps with “index work,” and has incorrect domains and ranges. The element “indexed in expression” and its inverse should also be deprecated, as this complements the recommendation to deprecate “index expression.”

Recommendation 24: Deprecate “indexed in work” and its inverse.

Recommendation 25: Deprecate “indexed in expression” and its inverse.

The remaining elements of “abstracted in expression” and “abstracted in work” and its inverses may have utility that require further investigation and consultation with relevant communities. For the time being, these elements should be retained until such a task can be carried out.

Indexing finding aid

As mentioned earlier, Heaney identified a 4th kind of finding aid, an indexing finding aid. This is a finding aid that derives its content from the items held by a *collection manifestation* or from manifestations of *metadata description sets*. The content of the indexing finding aid is based on the items held in the *collection manifestation*, but the context is disregarded. Instead some other organizing principle is used.

For example, a library catalogue will take the names of agents in *metadata description sets* and will create an alphabetical index of those names for browsing purposes. An indexing finding aid is essentially a kind of keyword index.

An indexing finding aid is an index work, and the relationship to this index work is adequately covered by the newly proposed element in recommendations 17 and 18. The term “indexing finding aid” should be added to RDA Terms to help aid in understanding.

Recommendation 26: Add the term “indexing finding aid” to RDA Terms.

Impact

The adoption of the recommendations in this proposal are necessary for relating *collection manifestations* to *metadata description sets* that are derived from the items held by a *collection manifestation*. While the changes appear to be numerous, they are in most cases simply a readjustment of existing element hierarchies and domains and ranges, with deprecated elements often being reestablished.

Summary of recommendations

Recommendation 1: Add a relationship element with a domain of Manifestation and range of Work with the label “finding aid” as an element subtype of “manifestation described with metadata by” to relate a *collection manifestation* to its *metadata description set*.

Recommendation 2: Add a relationship element with a domain of Work and range of Manifestation with the label “finding aid of” as an element subtype of “metadata description of manifestation” to relate a *metadata description set* to the *collection manifestation* that it describes.

Recommendation 3: Add the concept for *unitary finding aid* to the RDA Terms vocabulary encoding scheme.

Recommendation 4: Deprecate “catalogue work” and “catalogue of work.”

Recommendation 5: Add a relationship element with a domain of Manifestation and range of Work with the label “catalogue” as an element subtype of proposed element “finding aid” to relate a *collection manifestation* to its *metadata description set* of its items.

Recommendation 6: Add a relationship element with a domain of Work and range of Manifestation with the label “catalogue of” as an element subtype of proposed element “finding aid of” to relate a *metadata description set* of the items held in a *collection manifestation* to a *collection manifestation*.

Recommendation 7: Deprecate “catalogue expression” and “catalogue of expression.”

Recommendation 8: Deprecate “finding aid work” and “finding aid of work.”

Recommendation 9: Add a relationship element with a domain of Manifestation and range of Work with the label “hierarchic finding aid” as an element subtype of proposed element “finding aid” to relate a *collection manifestation* to its *metadata description set*.

Recommendation 10: Add a relationship element with a domain of Work and range of Manifestation with the label “hierarchic finding aid of” as an element subtype of proposed element “finding aid of” to relate a *metadata description set* of a *collection manifestation* to a *collection manifestation*.

Recommendation 11: Deprecate “catalogue expression” and “catalogue of expression.”

Recommendation 12: Amend the label and definitions of “abstracted as work” and its inverse for consistency and clarity and make it an element subtype of “summary” and its inverse.

Recommendation 13: Amend the label and definitions of “summarized as work” and its inverse for consistency and clarity and make it an element subtype of “work described by” and its inverse.

Recommendation 14: Deprecate “abstracted as expression” and its inverse.

Recommendation 15: Deprecate “summarized as expression” and its inverse.

Recommendation 16: Deprecate “index work” and its inverse.

Recommendation 17: Add a relationship element with a domain of Manifestation and range of Work with the label “index work” as an element subtype of “related work of manifestation” to relate a manifestation to an index work.

Recommendation 18: Add a relationship element with a domain of Work and range of Manifestation with the label “index work for” as an element subtype of “related manifestation of work” to relate an index work to the manifestation it indexes.

Recommendation 19: Deprecate “index expression” and its inverse.

Recommendation 20: Deprecate “concordance work” and its inverse.

Recommendation 21: Add a relationship element with a domain of Expression and range of Work with the label “concordance work” as an element subtype of “related work of expression” to relate an expression to a concordance work.

Recommendation 22: Add a relationship element with a domain of Work and range of Expression with the label “concordance work for” as an element subtype of “related expression of work” to relate a concordance work to the expression that is processed.

Recommendation 23: Amend the definitions of “concordance expression” and its inverse for consistency and clarity and make it an element subtype of “expression of source work” and its inverse.

Recommendation 24: Deprecate “indexed in work” and its inverse.

Recommendation 25: Deprecate “indexed in expression” and its inverse.

Recommendation 26: Add the term “indexing finding aid” to RDA Terms.

Appendix 1: Recommendations in Toolkit

Recommendation 1: Add a relationship element with a domain of **Manifestation** and range of **Work** with the label “*finding aid*” as an element subtype of “*manifestation described with metadata by*” to relate a *collection manifestation* to its *metadata description set*.

Toolkit label	finding aid
Toolkit definition	A work that is a metadata description set for a collection manifestation.
Domain	Manifestation
Range	Work
subtype of	manifestation described with metadata by

Recommendation 2: Add a relationship element with a domain of **Work** and range of **Manifestation** with the label “*finding aid of*” as an element subtype of “*metadata description of manifestation*” to relate a *metadata description set* to the *collection manifestation* that it describes.

Toolkit label	finding aid of
Toolkit definition	A manifestation that is a collection manifestation that is described by a metadata description set.
Domain	Work
Range	Manifestation
subtype of	metadata description of manifestation

Recommendation 3: Add the concept for *unitary finding aid* to the RDA Terms vocabulary encoding scheme.

Label	unitary finding aid
Definition	A metadata description set for a collection manifestation as a whole but not for the items that are held.

Alternate label	finding aid, unitary
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Recommendation 5: Add a relationship element with a domain of Manifestation and range of Work with the label “catalogue” as an element subtype of proposed element “finding aid” to relate a *collection manifestation* to its *metadata description set* of its items.

Toolkit label	catalogue
Toolkit definition	A work that is a metadata description set for the items that are held by a collection manifestation.
Domain	Manifestation
Range	Work
Alternate label	analytic finding aid
Alternate label	finding aid, analytic
subtype of	finding aid
Toolkit text	Standard text for relationship elements. See template.

Recommendation 6: Add a relationship element with a domain of Work and range of Manifestation with the label “catalogue of” as an element subtype of proposed element “finding aid of” to relate a *metadata description set* of the items held in a *collection manifestation* to a *collection manifestation*.

Toolkit label	catalogue of
Toolkit definition	A manifestation that is a collection manifestation that has a metadata description set for the items that it holds.
Domain	Work
Range	Manifestation
Alternate label	analytic finding aid of
Alternate label	finding aid of, analytic
subtype of	finding aid of

Toolkit text	Standard text for relationship elements. See template.
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Recommendation 9: Add a relationship element with a domain of Manifestation and range of Work with the label “hierarchic finding aid” as an element subtype of proposed element “finding aid” to relate a *collection manifestation* to its *metadata description set*.

Toolkit label	hierarchic finding aid
Toolkit definition	A work that is a metadata description set for the sub-collections and items that are held by a collection manifestation.
Scope note	A collection includes an archival collection.
Domain	Manifestation
Range	Work
Alternate label	finding aid, hierarchic
subtype of	finding aid
Toolkit text	Standard text for relationship elements. See template.

Recommendation 10: Add a relationship element with a domain of Work and range of Manifestation with the label “hierarchic finding aid of” as an element subtype of proposed element “finding aid of” to relate a *metadata description set of a collection manifestation* to a *collection manifestation*.

Toolkit label	hierarchic finding aid of
Toolkit definition	A manifestation that is a collection manifestation that has a metadata description set for the sub-collections and items that it holds.
Scope note	A collection includes an archival collection.
Domain	Work
Range	Manifestation
Alternate label	finding aid of, hierarchic
subtype of	finding aid of

Toolkit text	Standard text for relationship elements. See template.
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Recommendation 12: Amend the label and definitions of “abstracted as work” and its inverse for consistency and clarity and make it an element subtype of “summary” and its inverse.

	Current	New
Toolkit label	abstracted as work	abstract
Toolkit definition	A work that abbreviates another work in a brief, objective manner.	A work that is an objective summary of a work.
subtype of	derivative work	summary

	Current	New
Toolkit label	abstract of work	abstract of
Toolkit definition	A work that is abbreviated in a brief, objective manner.	A work that is summarized in an objective manner.
subtype of	based on work	summary of

Recommendation 13: Amend the label and definitions of “summarized as work” and its inverse for consistency and clarity and make it an element subtype of “work described by” and its inverse.

	Current	New
Toolkit label	summarized as work	summary
Toolkit definition	A work that consists of a brief recapitulation of the content of another work.	A work that is a brief description of a work.
subtype of	derivative work	work described by

	Current	New
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Toolkit label	summary of work	summary of
Toolkit definition	A work used as a basis for a brief recapitulation of its content.	A work that is briefly described by a work.
subtype of	based on work	description of work

Recommendation 17: Add a relationship element with a domain of Manifestation and range of Work with the label “index work” as an element subtype of “related work of manifestation” to relate a manifestation to an index work.

Toolkit label	index work
Toolkit definition	A work that is an index of the content of a manifestation that embodies a textual work.
Domain	Manifestation
Range	Work
subtype of	related work of manifestation
Toolkit text	Standard text for relationship elements. See template.

Recommendation 18: Add a relationship element with a domain of Work and range of Manifestation with the label “index work for” as an element subtype of “related manifestation of work” to relate an index work to the manifestation it indexes.

Toolkit label	index work for
Toolkit definition	A manifestation of a textual work that is the basis of an index of the content.
Domain	Work
Range	Manifestation
subtype of	related manifestation of work
Toolkit text	Standard text for relationship elements. See template.

Recommendation 21: Add a relationship element with a domain of Expression and range of Work with the label “concordance work” as an element subtype of “related work of expression” to relate an expression to a concordance work.

Toolkit label	concordance work
Toolkit definition	A work that is an index of all or selected words that occur in an expression that realizes a textual work.
Domain	Expression
Range	Work
subtype of	related work of expression
Toolkit text	Standard text for relationship elements. See template.

Recommendation 22: Add a relationship element with a domain of Work and range of Expression with the label “concordance work for” as an element subtype of “related expression of work” to relate a concordance work to the expression that is processed.

Toolkit label	concordance work for
Toolkit definition	An expression of a textual work that is the basis of an index of all or selected words that occur.
Domain	Work
Range	Expression
subtype of	related expression of work
Toolkit text	Standard text for relationship elements. See template.

Recommendation 23: Amend the definitions of “concordance expression” and its inverse for consistency and clarity and make it an element subtype of “expression of source work” and its inverse.

	Current	New
Toolkit label	concordance expression	

Toolkit definition	An expression of a work that consists of an index of all or selected words that occur in a realization of a textual work.	An expression of a concordance work that is derived from another expression.
subtype of	augmented by expression	expression of source work
Shortcut for		<Expression> concordance work <Work> expression of work <Expression>
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. Expression: concordance work for the concordance work derived from the expression 2. Work: expression of work for the expression of the concordance work <p>The element does not identify any concordance work.</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.

	Current	New
Toolkit label	concordance to expression	
Toolkit definition	An expression of a work that is used as a basis for an index of all or selected words that occur in a realization of a textual work.	An expression that is used as the basis of a concordance work that is realized by another expression.
subtype of	augmented by expression	expression of derivative work

Shortcut for		<Expression> work realized <Work> concordance work for <Expression>
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. Expression: work realized for the concordance work realized from the expression 2. Work: concordance work for for the expression used as the source of the concordance work. <p>The element does not identify any concordance work.</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 26: Add the term “indexing finding aid” to RDA Terms.

Label	indexing finding aid
Definition	An index work that is a set of keywords derived from a collection manifestation or a metadata description set for a collection manifestation.
Alternate label	finding aid, indexing

Appendix 2: Toolkit Templates

<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*.

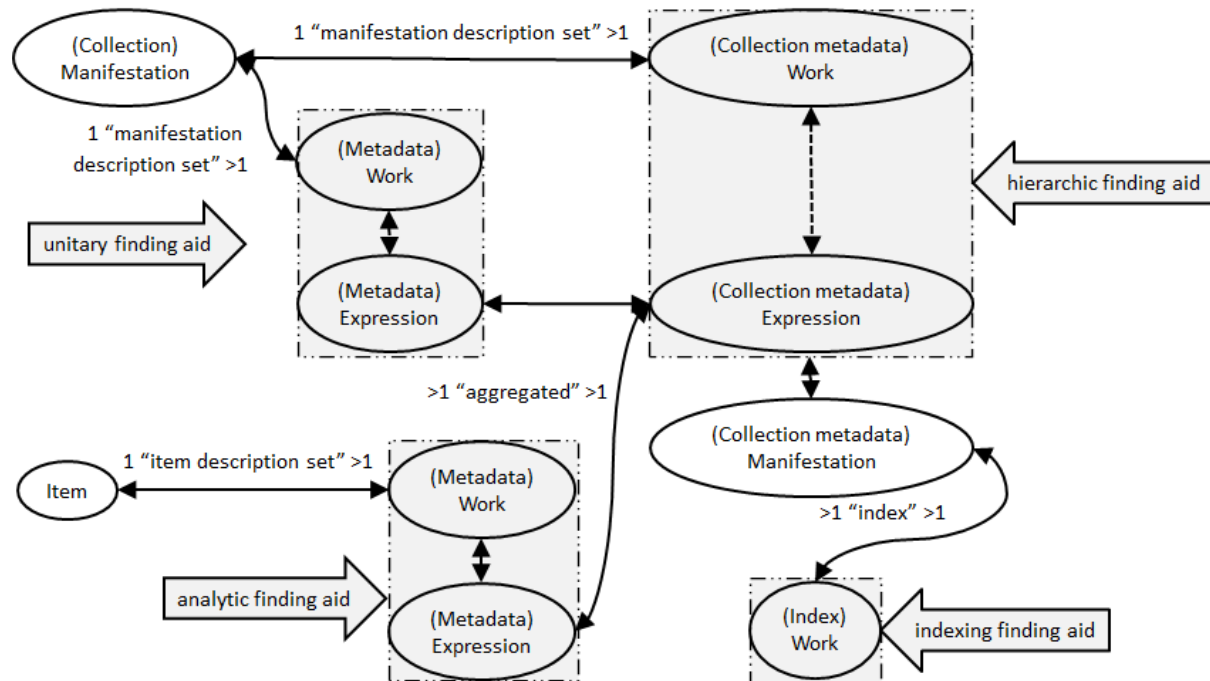
For general guidance on IRIs, see Guidance: Recording methods. [Recording an IRI](#).

Related Elements

<Auto-generated from RDA Vocabularies>

Appendix 3: Collection Description Model and Descriptive Works Hierarchy

Collection Description Model



A *collection manifestation* can be described by more than one *metadata description set*.

The kinds of finding aids used for collection description are

- a *unitary finding aid*, a *metadata description set* that only describes a *collection manifestation* as a whole
- a *hierarchic finding aid*, a *metadata description set* whose expression aggregates *unitary finding aids* and *analytic finding aids* that have a relationship to the *collection manifestation*.

An *analytic finding aid* is a *metadata work* that is a set of descriptions that only describes the items held by a collection.

Manifestations of *metadata description sets* may be used to generate an *indexing finding aid*, which is a kind of index work.

Amended Descriptive Works Hierarchy

Verbalizations of RDA element labels are included to aid in understanding of the direction of the relationships.

- (RDA Entity) is subject RDA entity of (Work)
 - (RDA Entity) is RDA entity described by (Work)
 - (RDA Entity) is RDA entity described with metadata by (Work)
 - (Manifestation) has finding aid (Work)
 - (Manifestation) has catalogue (Work)
 - (Manifestation) has hierarchic finding aid (Work)
 - (Work) has summary (Work)
 - (Work) has abstract (Work)
 - (RDA Entity) is RDA entity evaluated by (Work)
 - (RDA Entity) is RDA entity critiqued by (Work)
 - (RDA Entity) is RDA entity reviewed by (Work)

The high-level term is “subject RDA entity of” and has element subtypes for every entity.

For each entity, an element subtype of “subject [entity] of” for descriptions of an entity exists, “[entity] described by”.

All entities can be described by *metadata works*. “[Entity] described with metadata by,” an element subtype of “[entity] described by” is used for this purpose.

Collection manifestations may be described by *finding aids* and their subtypes.

Works may be described by summaries and abstracts and are subtypes of “work described by.”

Works, expressions, and manifestations may also be evaluated, critiqued, or reviewed by works and are subtypes of “subject [entity] of.”