To: RDA Steering Committee

From: Linda Barnhart, Secretary-Elect, RSC

Subject: Fast Track entries and other revisions included in the April 2017 update of RDA Toolkit

The Fast Track process is used for addition of terms and definitions to the glossary, addition of references, clarification in wording, etc. The possible changes are discussed by the RDA Steering Committee (RSC) members, not by the RSC communities. If an RSC member thinks a possible change should be discussed by the RSC communities, the entry for that change is removed from the current Fast Track cycle.

The changes in this document will appear in the April 2017 update of RDA Toolkit. Generally, strikeout is used to show deletions and double underlining is used to show additions.

Changes to correct typographical errors, changes made for editorial consistency, and the revision of examples are generally not included in this document.

The process to utilize RDA Reference data was extended to vocabulary lists within RDA instructions for the April release. The RDA Glossary and the appendices with relationship designators are already populated with RDA Reference data, allowing data maintenance in only one place. Vocabulary lists are found primarily within RDA instructions in chapters 3 and 7, but also in chapters 2, 6, and 8. As a result of this synchronization, vocabulary terms in those lists will now be alphabetized; see RDA 7.20.1.3 as an example.

Also not included in this document, but included in the April 2017 update of RDA Toolkit, are changes resulting from successful community and working group proposals and discussion papers presented at the November 2016 RSC meeting in Frankfurt. The revisions from those successful proposals/papers are given in "Sec final" documents posted on the new documents page (http://rda-rsc.org/newrscdocs) on the RSC website.

After the April 2017 update, no further changes will be made to the English language content of RDA Toolkit until the April 2018 update following the 3R (RDA Restructure and Redesign) Project.

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3.15.1.5.1.3:
[paragraph deleted because content is duplicated earlier in the instruction and in the Glossary]
~~Apply the terms listed as follows:~~
~~a) Record low reduction for ratios of less than 16×.~~
~~b) Record normal reduction for ratios between 16× and 30×.~~

~~c) Record high reduction for ratios between 31× and 60×.~~
~~d) Record very high reduction for ratios between 61× and 90×.~~
~~e) Record ultra high reduction for ratios over 90×.~~

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6.29.3.4:
[end of 2nd paragraph revised]

then:
construct a variant access point representing the expression by combining:

a) the authorized access point representing the person (see 9.19.1)~~, family (see 10.11.1),~~ or corporate body (see 11.13.1)
b) the variant title associated with that expression.

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7.19.1.4.1.3:
[paragraph deleted because content is duplicated earlier in the instruction and in the Glossary]
~~Apply the terms listed as follows:~~
~~a) Record full screen for ratios of less than 1.5:1.~~
~~b) Record wide screen for ratios of 1.5:1 or greater.~~
~~c) Record mixed for resources that include multiple aspect ratios within the same work.~~

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7.25.6.3:
[paragraph deleted because content is duplicated earlier in the instruction and in the Glossary]
~~Apply the terms listed as follows:~~
~~a) Record not drawn to scale if the content is not drawn to scale.~~
~~b) Record scale not given if the scale cannot be determined or estimated (see 7.25.1.3).~~
~~c) Record scale varies if the scale within one image, map, etc., varies and the scale values are not known.~~
~~d) Record scales differ if the resource consists of more than one image, map, etc., and the main images, maps, etc., are of more than one scale.~~

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8.10.1.3:
[paragraph deleted because content is duplicated earlier in the instruction and in the Glossary]
~~Apply the terms listed as follows:~~
~~a) Record *fully established* if the data is sufficient to fully establish an authorized access point representing the agent.~~
~~b) Record *provisional* if the data is insufficient to establish satisfactorily an authorized access point representing the agent.~~

~~c) Record *preliminary* if the data is taken from the description of a manifestation when the manifestation itself is not available.~~

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A.40:

A.40.1 Proper Names and Their Derivatives

Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages: *les jésuites*; *les démocrates*; *le bouddhisme*; *l'anglais* (the English language).

Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names of languages, geographic names, and adjectives indicating nationality: *la religion catholique*; *la région alpine*; *le peuple français*.

Capitalize nouns indicating nationality <u>or residence</u>: *les Français<u>; les Montréalais; les Européens; les Belges flamands</u>.* <u>If the noun is a compound word, capitalize each part of the name: *les Anglo-Saxons; les Néo-Zélandais; les Sud-Américains.*</u>

~~Do not capitalize a common noun used as a generic word in a geographic name: *la mer du Nord; l'île aux Oiseaux.*~~

<u>A.40.2 Names of Buildings and Geographic Features, Regions, Etc.</u>

<u>Capitalize the nouns and adjectives in hyphenated names of places, buildings, monuments, or other structures: *le Bas-Canada; la Forêt-Noire; l'Île-du-Prince-Édouard; le Palais-Royal; le Pont-Neuf; le Royaume-Uni.*</u>

<u>Do not capitalize a common noun used as a generic word in the name of a building, monument, or other structure: *le château de Versailles; la chapelle Sixtine; la statue de la Liberté; la salle Wilfrid-Pelletier.* However, if the common noun is preceded by an adjective, capitalize both the noun and the adjective: *le Grand Théâtre de Québec.*</u>

<u>In general, do not capitalize a common noun used as a generic word in a geographic name or in the name of a road or street: *la mer Rouge; l'île aux Oiseaux; rue de la Nation; avenue de l'Opéra;* but *3e Avenue.* Notable exceptions: *le Bassin parisien; le Massif central.*</u>

<u>Do not capitalize an adjective accompanying a proper geographic name if it specifies a part of the whole represented by the proper name: *l'Amérique latine; l'Asie centrale; le bas Saint-Laurent;* but *l'Asie Mineure.*</u>

<u>Capitalize a word such as *empire, royaume, province, pays,* and *ville* in the name of a political division if the word is accompanied by one or more adjectives: *la Confédération helvétique; le Pays basque; la République arabe unie.* Also capitalize any adjective preceding such a word: *le Troisième Reich.* Do not capitalize such a word when it is followed by a proper noun: *le pays de Galles; la principauté de Monaco; la ville de Fribourg.*</u>

<u>For the capitalization of *église and état,* apply the guidelines at A.40.9.</u>

A.40.~~2~~3 Names of Corporate Bodies

In general, capitalize the first word, any adjectives preceding the first noun, the first noun, and all proper nouns in the names of corporate bodies: *Société de chimie physique*; *Grand Orchestre symphonique de la R.T.B.*; *Église réformée de France*. Notable exceptions: *Société des Nations*~~, Nations Unies~~.

Capitalize the nouns and adjectives in hyphenated corporate names: *le Théâtre-Français*.

Do not capitalize the name of a political or economic system or school of thought or its proponents that is derived from a proper noun: *marxisme; cartésianisme; thomisme.*

A.40.~~3~~4 Prefixes in Names of Persons

Capitalize prefixes consisting of an article or a contraction of an article and a preposition: *La Fontaine*; *Du Cange*.

A.40.~~4~~5 Titles of Persons

Do not capitalize titles indicating rank or office: *le roi*; *le ministre*; *le pape Léon X*.

Capitalize titles of address and titles of respectful address or reference: *Monsieur*; *Mme de Lafayette*; *Son Éminence*; *Sa Majesté le roi de France*.

Do not capitalize *saint* (*sainte,* etc.) when it refers exclusively to a person; otherwise capitalize it: *saint Thomas More*; but *la cathédrale Saint-Lambert*; *l'été de la Saint-Martin*.

A.40.~~5~~6 Personal Pronouns

Do not capitalize a personal pronoun.

A.40.~~6~~7 Names of Calendar Divisions

Do not capitalize the names of days of the week and of months.

A.40.8 Names of Holidays

Do not capitalize a common noun used as a generic word in the name of a holiday such as *fête* and *jour*: *la fête du Travail; le jour des Morts; le mercredi des Cendres.* For names of holidays that consist of a distinctive noun followed by an adjective or complement, capitalize only the noun: *le Premier de l'an; l'Action de grâces; le Mardi gras.*

A.40.~~7~~9 Miscellaneous

~~Do not capitalize *rue* and its synonyms: *rue de la Nation; avenue de l'Opéra.*~~

Do not capitalize *église* when it indicates a building: *l'église Notre-Dame*. Capitalize it when it refers to the church as an institution.

Capitalize *état* when it refers to a country, a ~~the~~ nation, its territory, or its administration: *l'État de New York; les États baltes;* le Conseil d'État; un coup d'État; but *l'état civil; l'état-major*.

Capitalize only the first word and proper nouns in names of documents such as charters, constitutions, legislative acts, pacts, plans, statements of policy, or treaties: *Accord général sur les tarifs douaniers et le commerce; Acte de l'Amérique du Nord britannique; Convention de Genève relative au traitement des prisonniers de guerre; Loi sur l'indemnisation des accidents du travail.*

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M.1:
[New paragraph added between current 3rd and 4th paragraphs]

Use relationship designators at the level of specificity that is considered appropriate for the purposes of the agency creating the data. For example, the relationship between a review and the work that it evaluates can be recorded using either the specific relationship designator *review of (work)* or the more general relationship designator *description of (work).*

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Glossary

[Changes to the Glossary result in associated changes to the instructions and appendices and are not duplicated in this report.]

descendant family of
> a family from which another family descends.
> *Reciprocal relationship*: descendant family.

mixed aspect ratio
> An aspect ratio designation for a moving image resource that includes multiple aspect ratios within the same resource.

sponsor of
> a corporate body sponsored by a person.
> *Reciprocal relationship*: sponsor.