

CATALOGING POLICY STATEMENTS AND RDA GUIDELINES FOR PHILIPPINE LIBRARIES

National Committee on Resource Description and Access (NCRDA)

A Joint Project of the
National Library of the Philippines (NLP)
Philippine Association of Academic/Research Librarians, Inc. (PAARL)
**National Commission for Culture and the Arts - National Committee on Library
and Information Services (NCCA-NCLIS)**

Manila, 2014

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National Library of the Philippines



MESSAGE

On behalf of the staff of the National Library of the Philippines (NLP), it is with great pleasure and honor to greet with felicitations the librarians, libraries and other stakeholders who are in the forefront of making this workbook a success. This in part fulfills one of the inveterate goals of the NLP—becoming the spearhead organization of library services in the country, and in other parts of the world.

The Resource Description and Access (RDA) is a standard for descriptive cataloging that was initially launched in 2010. In 2012, the Library of Congress announced that it will fully implement this standard by 2013 to replace the Anglo-American Cataloging Rules 2 (AACR2) which has not been updated since the late 80's. However, as early as 2011, the NLP had plans to shift to RDA. And this was not inclusive to the NLP only but was made to cascade to other libraries in the Philippines as well, particularly our public libraries.

As such, in 2012, through a grant from the National Commission for Culture and the Arts (NCCA), various experts in the field of library science, particularly in cataloging, convened in the NLP's first salon on RDA entitled, "What now for RDA in the Philippines?" The focus of this Salon was to provide a venue and share information on the RDA among relevant stakeholders, to examine the implications and impact of the transition to RDA on users, and; to consider and reflect on the timetable for the implementation of RDA in the Philippines. It was also on this occasion when we constituted a National Committee—the National Committee on RDA or NCRDA to devise a Plan of Action that would address the necessary education and training of Filipino librarians on RDA and related matters.

Everything else fell into place from then on. For various conferences and seminars, we inculcated the role of the NLP in the promotion and realization of a transition to RDA. We also invited Ms. Barbara Tillett, the head proponent in the creation of the RDA toolkit, as the resource speaker for our first "Train the Trainors" program which aimed to train the heads of cataloguing units of various libraries throughout the country so that they will be able to cascade this training to their fellow catalogers.

Once again, we would like to thank everyone who has made this project a success and in the future, if ever there comes an occasion like this again, the NLP will pave the way for library and information services in the country and spearhead these services to other parts of the world.

God Bless us All!


ANTONIO M. SANTOS
Director



National Commission for Culture and the Arts (NCCA)
National Commission on Libraries and Information Science (NCLIS)



MESSAGE

On behalf of the Executive Council of the National Committee on Libraries and Information Services under the National Commission for Culture and the Arts (NCCA), warmest congratulations to the Philippine Association of Academic and Research Libraries (PAARL) for its successful implementation of the NCLIS-Committee initiated project on the Resource Description and Access (RDA) Policy and Action Plan for Philippine Libraries. The recently concluded country-wide Public Consultation is a noteworthy follow-through to ensure that the proposed standards have wide acceptance for implementation by stakeholders, primarily the professional librarians and library educators.

This **RDA Workbook**, the capstone of the PAARL project will truly be a useful management manual for continuing training and development of catalogers as well as an instructional guide for library school faculty. To the management team of PAARL under the able leadership of President Sharon Esposito-Betan and the esteemed group of RDA mentors, here's to a job well-done! NCCA-NCLIS is pleased with its engagement with PAARL on this venture.

ALL THE BEST!


MARILOU PALICTE-TADUP, Ed.D.
Head, NCCA-NCLIS



Philippine Association of Academic/Research Librarians, Inc.



MESSAGE

PAARL has been exceptionally busy this year. One of the organization's biggest projects is the continuation of the increased awareness of Resolution No. 4, Series of 2012, prescribing the adoption of the International Cataloging Principles and Resource Description and Access (RDA) as the official cataloging standard for Philippine libraries.

It has come a long way since its inception in 2006, by then Chair of the Professional Regulation Commission - Professional Regulatory Board for Librarians (PRC-PRBFL), Prof. Corazon M. Nera.

With the partnership and support of the National Library of the Philippines (NLP), the National Committee on RDA (NCRDA), and the National Commission for Culture and the Arts - National Committee on Library and Information Services (NCAA-NCLIS), PAARL was able to conduct several trainings, conferences and public consultations across the country to help more librarians, archivists, and interested individuals learn more about RDA. The seminars also functioned as a venue for the attendees to voice their concerns and suggestions for the improvement of RDA implementation.

Today, we are closer to achieving the goal of not just keeping librarians, catalogers, LIS educators and archivists updated, but we are also close to coming up with a finalized National RDA Policy Statement and Workbook that will be used as a baseline tool. It has been a long time since the last publication of a Filipiniana cataloging material.

I am grateful for the privilege of being part of this endeavor, and being able to contribute to something as historical as this.


SHARON MARIA S. ESPOSO-BETAN
President

FOREWORD

Cataloging in the past and present library environment has been regarded as a highly technical operation that facilitates the searching, identifying, selecting and obtaining sources of information. It is governed by a set of rules that aims to standardize the bibliographic description of resources and the ways of accessing them.

Cataloging rules, however, cannot be static; they must be allowed to respond to changing needs. This is shown by the series of cataloging codes that were developed since the middle of the 19th century. Each new code sought to improve the scope of the previous ones.

Resource Description and Access (RDA) is the latest cataloging code developed and published in June 2010 by a Joint Steering Committee composed of seven library groups, namely, the American Library Association, U.S. Library of Congress, British Library, Canadian Library Association, Library and Archives Canada, National Library of Australia, and the Chartered Institute of Library and Information Professionals (CILIP). It is designed for the online environment since it covers rules not only for cataloging print and non-print materials but also digital resources. It offers new cataloging guidelines not covered by the previous codes, particularly the *Anglo American Cataloging Rules*, 2nd edition (AACR2).

The Cataloging Policy Statements and RDA Guidelines for Philippine Libraries is the result of several activities that led to the adoption of RDA as a cataloging standard in the Philippines. It is a joint project of the National Library of the Philippines (NLP), the Philippine Association of Academic/Research Librarians, Inc. (PAARL), and the National Committee on Resource Description and Access (NCRDA) funded by the National Commission for Culture and the Arts-National Committee on Library and Information Services (NCCA-NCLIS).

The RDA guidelines for Philippine libraries consist of three parts: Part I covers the Cataloging Policy Statements; Part II contains the RDA Workbook for Philippine Libraries; and Part III provides some examples of RDA bibliographic and authority records. It also includes a glossary and four appendices.

The workbook is a simplified and condensed version of the basic RDA guidelines. It contains the following: Chapter 1 – Sources of Information, Capitalization and Abbreviations; Chapter 2 – Recording Attributes of Manifestations and Items; Chapter 3 – Identifying Works and Expressions; Chapter 4 – Recording Attributes of Persons, Families and Corporate Bodies; Chapter 5 – Recording Relationships; and Chapter 6 – Recording RDA Elements Using the MARC Format. Most of the examples are presented in MARC 21 format since this is the most common display format used by a majority of integrated library systems in the Philippines.

The *RDA Workbook for Philippine Libraries* is not designed as a substitute to the *RDA Toolkit*; it is designed to supplement the RDA guidelines with local interpretations and examples focusing on Filipiniana resources. NCRDA hopes that this guide would be helpful and valuable to the Filipino catalogers, students and teachers of cataloging courses.

RUBEN P. MARASIGAN
Chair, NCRDA

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RESOURCE DESCRIPTION AND ACCESS (RDA)

Background, Basic Features, and Local Initiatives

Resource Description and Access (RDA) is the new cataloging standard to replace the second edition of the Anglo-American Cataloging Rules (AACR2). For many years, since its publication in 1978, AACR2 has served as the “Bible” for catalogers. The last revision for this tool came out in 2005 yet and with the many changes taking place in the information world, it can no longer cope with the modern cataloger’s needs. Some of the complaints mentioned by catalogers are shown in Table 1.

Table 1. Catalogers’ Complaints Regarding AACR2

• Complexity	• strong library bias
• lacking in logical structure	• Anglo-American bias
• no provision for digital resources	• came before the Internet and metadata
• hierarchical relationships are missing	• not enough support for collocation
• published before FRBR (Functional Requirements for Bibliographic Records)	

The lack of guidelines for dealing with digital materials, the predominant format of information sources nowadays, leave catalogers in the dark. With these obstacles, he is unable to deal with electronic resources effectively.

Background of RDA

On account of the inadequacies and the difficulties encountered in applying AACR2 rules, the clamor for its revision became urgent. Cataloging experts were convened at the International Conference on the Principles & Future Development of AACR held in Toronto, Canada in 1997. The objective was to produce a third edition of AACR. In this conference, discussions focused on how rapid changes in the information environment have taken place with the advent of the Internet. There was an obvious need to develop new conceptual models that would improve cataloging and the presentation of bibliographic information for ease in access by users. A Joint Steering Committee for the Revision of AACR2, consisting of cataloging experts from major countries of the world, was formed.

In 2002 work began on a draft revision of AACR2 then called AACR3. However, by April

2005, the plan changed as the initial draft of AACR3 was met with unfavorable reactions from cataloging rule makers and users around the world. There were more revisions to the rules than the core number of rules itself, which warranted a new publication instead of a revision.

Eventually, a new set of cataloging rules was developed, which was named *Resource Description and Access* (RDA) to emphasize the two important tasks of description and access. Final publication in online and print formats took place in June 2010. However, concerns about RDA were raised by the Library of Congress Working Group on the Future of Bibliographic Control, who agreed to make a joint decision on whether or not to implement RDA based on the results of a test of both RDA and RDA Toolkit. Among the testers were catalogers from the Library of Congress (LC), the National Library of Medicine (NLM), and the National Agricultural Library (NAL), the broader U.S. library community plus volunteer testers worldwide. The goal of the tests was to ensure the operational, technical, and economic feasibility of RDA.

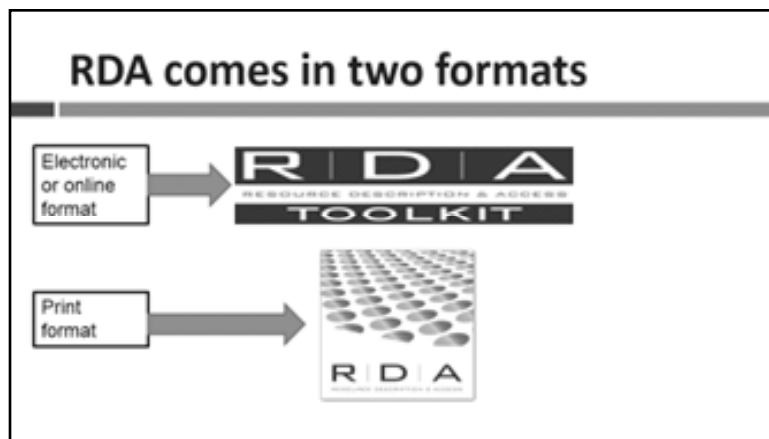
In June of 2011, test results affirmed the implementation of RDA subject to improvements recommended by the testers. In the United States, the initial date of implementation was set in January 2013 but this was moved to March 31, 2013 for further testing and the incorporation of major improvements suggested.

The content of RDA is developed in a collaborative process led by a Joint Steering Committee (JSC), consisting of representatives from: the American Library Association; US Library of Congress; Canadian Library Association; British Library; Library and Archives Canada; National Library of Australia; and CILIP (Chartered Institute of Library and Information Professionals) (RDA toolkit, 2013).

RDA is published in two formats: the RDA Toolkit and the RDA print version, which is a reproduction of the electronic RDA Toolkit (Figure 1). These are published jointly by the American Library Association, the Canadian Library Association, and the Chartered Institute of Library and Information Professionals in the UK (CILIP). Day-to-day management and development of the RDA Tool kit is the responsibility of ALA Publishing.

A 30-day free trial is offered to prospective users via the RDA web site at <http://www.rda-toolkit.org/trial>. This is a good way to evaluate the kit before placing a subscription. For pricing information, please go to <http://www.rdatoolkit.org/pricing>

Figure 1. The 2 formats of RDA



Rationale behind RDA

With the rapid evolution in information technology (IT), many changes are taking place in the information world that compels catalogers to use a better cataloging tool such as RDA. Library catalogs and cataloging are major areas that need to evolve and to undergo changes for efficient and timely access to information. AACR2 is no longer able to deal with formats other than books. Libraries have a new breed of users with different expectations, who prefer search engines or mobile apps rather than online public access catalogs (OPACs). Multiple metadata standards are now available for use not only in the field of Library and Information Science but in other fields as well. RDA is designed for the online environment, hence, it is expected to boost the position of libraries as information providers in the digital age.

Features of RDA

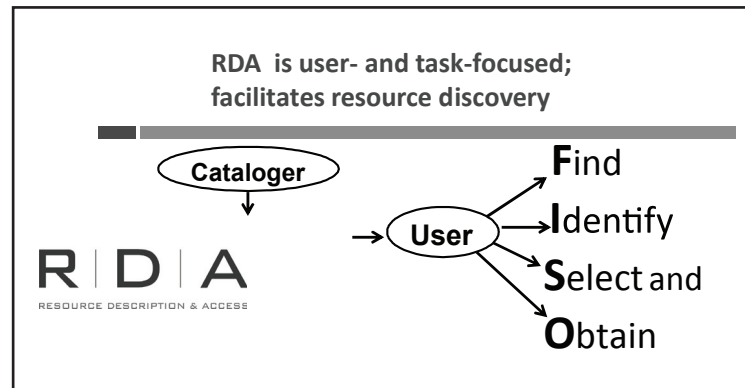
RDA gives guidelines for identifying and recording data in bibliographic and authority records. The rules are compatible with the web environment. It is an online tool, which allows:

- "Jumping in" via keyword searches
- Going directly to elements from Table of Contents (ToC) pane
- Following hyperlinks (e.g. from AACR2 rules to RDA rules and vice versa)

Duplication of content is necessary to serve catalogers who will arrive at specific sections via different ways or hyperlinks.

RDA focuses primarily on resource discovery by users. It carries a set of instructions to guide the recording of data which will enable the user to **F**ind, **I**dentify, **S**elect, and **O**btain the information being sought.

Figure 2. RDA facilitates Resource Discovery



The following tasks, which are involved in resource discovery, are facilitated by RDA:

Find – This task enables users to conduct searches and to get search hits or results when entering a search term in the search box, just like when using a search engine

Identify – In this task, the user evaluates search results to identify those that he can really use, i.e., to confirm relevance of works to topic sought

Select – This task involves final selection of what items to use from those identified in step 2 (e.g. only recent ones; or those written in a language understandable to the user)

Obtain – This task finally enables the user to gain access, to get hold of (purchase or borrow), or link to e-resources on the web and to use the resources

RDA rules guide the cataloger in recording data to provide access points for digital resources. Relationships between different manifestations of works are clearly identified and recorded.

RDA is a **content standard**; not a display standard like AACR2. The latter has Appendix D for International Standard Bibliographic Description (ISBD) and Appendix E AACR2 style display. It is not an encoding standard as it allows users to adopt whatever schema or data structure they prefer, e.g. MARC 21, Dublin core, etc. RDA provides instructions on what data to record and not how to record them.

RDA is somehow based on AACR2 but not only that. It has built upon various internationally established principles, conceptual models, and standards developed by the International Federation of Library Associations and Institutions (IFLA), namely: Functional Requirements for Bibliographic Records (FRBR) and Functional Requirements for Authority Data (FRAD), which provide the underlying conceptual models (entities,

relationships, attributes) and user tasks for RDA ; the International Cataloguing Principles (ICP), which update the 'Paris Principles' on which AACR was based; and the International Standard for Bibliographic Description (ISBD), which provides one view of how RDA-based data can be presented.

For more information on RDA see the JSC website at <http://www.rda-jsc.org/rda.html>.

Structure of RDA

The organization of RDA is very different from AACR2. Instead of separate chapters for classes of materials, such as books, cartographic materials, printed music, etc., the new tool is organized around the goals or tasks to help users “identify” and “relate” the resources they need from Library collections. There are general instructions applying to all resources with specific instructions for characteristics unique to certain categories of resources.

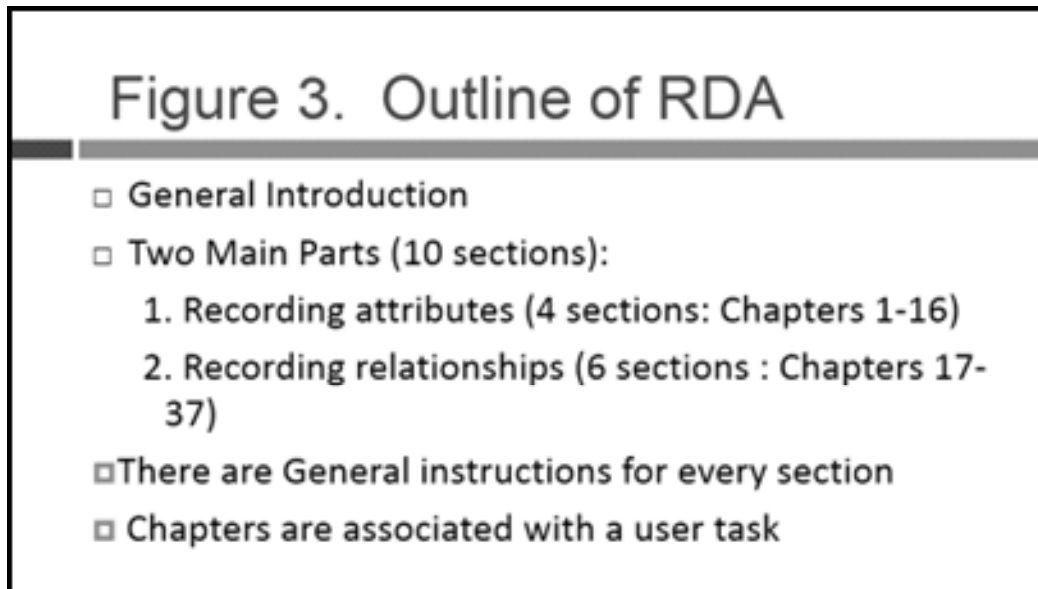
The identifying elements for the item being cataloged are dealt with separately in each chapter. The RDA toolkit enables the cataloger to view the instructions needed together. In addition to providing instructions on what identifying elements are needed, there are guidelines of how to assemble those elements to create authorized access points, or what AACR2 calls headings, in bibliographic and authority records.

Contents of the RDA Toolkit

The RDA Toolkit contains:

- RDA instructions that are searchable and browsable
- AACR2 Rule Number Search (linkage) of RDA instructions through the Advanced Search menu.
- Workflows and other procedural documentation created by subscribers and can be shared within an organization or with the entire community of subscribers.
- Mappings of RDA to different schemas, including MARC 21. Two views of RDA content—by table of contents and by element set
- Full text of AACR2
- Library of Congress Policy Statements (LCPS)
- What is needed to evaluate and implement RDA: to make cataloging decisions, to facilitate access, and to make bibliographic data visible on the Web.

Figure 3. Outline of the RDA Toolkit



The appendices to the **RDA Toolkit** carry instructions on the following:

- A: Capitalization
- B: Abbreviations
- C: Initial Articles
- D: Record Syntaxes for Descriptive Data
- E: Record Syntaxes for Access Point Control
- F: Additional Instructions on Names of Persons
- G: Titles of Nobility, Terms of Rank, Etc.
- H: Dates in the Christian Calendar
- I: Relationship Designators: Relationships between a Resource and Persons, Families, and Corporate Bodies Associated with the Resource
- J: Relationship Designators: Relationships between Works, Expressions, Manifestations, and Items
- L: Relationship Designators: Relationships between Concepts, Objects, Events, and Places

Added features are the Glossary, Index, and RDA Update History.

Some Examples of Differences between AACR2 and RDA

1. Terminology

Some examples of differences in terms used are given on Table 2.

Table 2. Some Differences between AACR2 and RDA terminologies

AACR2	RDA
Catalog an “item”	Catalog a “resource”
Heading	Access point
Main entry	Primary access point
Added entry	Secondary access point
Author, composer, compiler, etc.	Creator
Uniform title	1. Preferred title (+ other data to differentiate) 2. Conventional collective title
See reference	Variant access point
See also reference	Authorized access point for related entry
Physical description	Carrier description
GMD (General Material Designation)	Content type, Media type, Carrier type

2. Recording of Misspelled terms

Inaccuracies in the spelling of words on the titles are dealt with differently by AACR2 and RDA and these are shown on Table 3.

Table 3. Recording inaccuracies in the title of a resource

Example: A book with the title: <i>Hope for the Filipino Entrepreneur</i>	
AACR2	RDA
AACR2 uses the Latin adverb “sic”, enclosed in square brackets to indicate mistyped or misspelled words that appear on the source page. Sic means “sic erat scriptum” in Latin or “thus was it written” in English. AACR2 instructs the cataloger to record the misspelled word with the Latin abbreviation [sic] immediately following it, to show that the word appears that way on the resource.	RDA requires inaccuracies to be recorded as they appear in the source. An additional tag 246 is used to indicate the correct title.
245 \$aHope for the Filipino entrepreneurship[sic]	245 \$aHope for the Filipino entrepreneur 246 \$iCorrected title: Hope for the Filipino entrepreneur

3. Statement of responsibility for resources written by more than three (3) authors

Table 4. Recording Data for Resources with Four or More Authors

<p>Example :</p> <p><i>Filipino 2: pagbasa at pagsulat sa masining na pananaliksik sa antas tersaryo</i></p> <p>Cynthia B. Cruz</p> <p>Diosa N. Morong</p> <p>Michelle F. Fondozo</p> <p>Amor D. Garalde</p>		
AACR2	RDA	
AACR2 instructs the cataloger to record only the first named author and the phrase [et al.] in square brackets.	RDA Option 1	RDA Option 2
	Record only the first-named author followed by the phrase “and three others” or “and five others”, etc. depending on the number of authors	Record all the authors’ names.
245 00 \$aFilipino 2: \$bpagbasa at pagsulat sa masining na pananaliksik sa antas tersaryo /\$cCynthia B. Cruz [et al.]	245 00 \$aFilipino 2: \$bpagbasa at pagsulat sa masining na pananaliksik sa antas tersaryo /\$cCynthia B. Cruz [and three others]	245 00 \$aFilipino 2:\$bpagbasa at pagsulat sa masining na pananaliksik sa antas tersaryo /\$cCynthia B. Cruz, Diosa N. Morong,Michelle F. Fondozo, and Amor D. Garalde

4. Use of Abbreviations in the edition statement, imprint, and description fields

AACR2 uses abbreviations a lot. RDA uses abbreviations minimally, i.e., only when terms are abbreviated in the main source of information.

Table 5. Examples of Differences between AACR2 and RDA
in the Use of Abbreviations

AACR2	RDA
AACR2 allows the use of abbreviations in the edition statement, imprint, and description fields	RDA does not recommend the use of abbreviations but these may be used only if they are found on the main source of information on the resource itself
250 \$a2nd ed., rev. & enl.	250 \$aSecond edition, revised & enlarged
250 \$a3rd ed.	250 \$aThird edition
260 \$aDiliman, Q.C.	260 \$aDiliman, Quezon City
300 \$a203 p.:\$billus.	300 \$a203 pages :\$billustrations

5. Parts of the Bible

AACR2 prescribes the use of the abbreviations O.T. for Old Testament or N.T. for New Testament) as main subdivisions of the Bible. In RDA, individual books and groups of books of the Bible are recorded as a subdivision of Bible, rather than as a subdivision of O.T. or N.T.

Examples:

AACR2	RDA
Bible. O.T.	Bible. Old Testament
Bible. N.T.	Bible. New Testament
Bible. O.T.Job	Bible. Job
Bible. N.T. Acts of the Apostles	Bible. Acts of the Apostles

6. General Material Designation (GMD)

AACR2 gives a (GMD) right after the title for non-print materials. For example: for an audiodisc entitled “Carmen”, differences in recording data are given below:

AACR2 :

100	1	\$aBizet, Georges, \$d1828-1875
245	10	\$aCarmen \$h[audiorecording]

RDA:

For the same audiodisc, RDA did away with GMD as shown on Figure 4.

Figure 4. New tags to replace GMD in an RDA record

Example of an RDA record showing the fields that replaced GMD

```

100 1 Bizet, Georges, ? d 1838-1875, ? e composer.
240 1 0 Carmen. ? l Swedish
245 1 0 Carmen. ? b Stockholm 1954 / ? c Georges Bizet ; text by Henri
Meilhac & Ludovic Halévy after Prosper Mérimée ; original version
translated and revised by Axel Strindberg.
264 1 [Sweden] : ? b Bluebell, ? c [2008]
264 4 ? c ? 2008
300 2 audio discs (137 min.) : ? b digital, CD audio, mono ; ? c 4 3/4 in.
306 010800 ? a 010839
336 performed music ? 2 rdacontent
337 audio ? 2 rdamedia
338 audio disc ? 2 rdacarrier
546 Sung in Swedish.
  
```

No GMD given after the title proper

Three new tags:
Content type
Media type
Carrier type

This is an RDA record showing how the GMD was removed and replaced by 3 tags: 336, 337, and 338. In our example, the audiodisc entitled ***Carmen*** would have performed music as the content type, audio as the media type, and audiodisc as the carrier type.

Other examples of differences between AACR2 and RDA may be consulted at <http://www.loc.gov/catdir/cpsd/RDAtest/rdaexamples.html>. The List of changes to AACR2 instructions are available on the JSC website.

What Paved the Way for the Adoption of RDA in Local Libraries?

Several factors led to the adoption of RDA in the Philippines. Local libraries need to be at par with counterparts in advanced countries to facilitate exchange of cataloging data. Also, there is the urgency of the need to transform AACR-based cataloging to RDA-based cataloging for reasons cited earlier. AACR2 is no longer relevant to cataloging of digital resources.

The BFL Initiative

The Professional Regulatory Board for Librarians (BFL) issued Resolution no. 04, Series of 2012, entitled: “Prescription and Adoption of International Cataloging Principles and Resource Description and Access (RDA) as the Technical Standards for Organizing Resources, Items, and Objects for Philippine Libraries”. This paved the way for the adoption of RDA as a cataloging standard in Philippine libraries.

The 1st Salon on RDA

The Director of the National Library of the Philippines, Atty. Antonio M. Santos, spearheaded the first Salon on RDA, which was held on July 23, 2012 at the National Library. The general objective was to harmonize, streamline, and simplify knowledge on matters pertaining to RDA. The specific objectives were:

- to provide a venue and to share knowledge on RDA;
- to examine the impact of RDA on local catalogers;
- to come up with a timetable for the implementation of RDA in the Philippines

A National Committee on RDA (NCRDA) was created during the 1st Salon on RDA.

Composition of the National Committee on RDA (NCRDA)

Chair:	Ruben P. Marasigan, Retired PNU Professor
Co-Chairs:	Corazon M. Nera, former BFL Chair Rodolfo Y. Tarlit, Retired UP Diliman University Librarian
Members:	Helen C. De Castro - Adamson University Geraldine De Leon - Adamson University Bernadette Velasco - Adamson University Ana Maria Fresnido - De La Salle University - Manila Annabelle Aliwalas - De La Salle University - Manila Sonia M. Gementiza - DeLa Salle University - Dasmariñas Estrella S. Majuelo - University of Santo Tomas Narcelita Lane T. Olamit - University of Santo Tomas Susan O. Pador - Ateneo de Manila University Teresita C. Moran - Far Eastern University Jacquelyn Joy L. Llave - Far Eastern University Mila M. Ramos - Former BFL Member, Cataloging Consultant
Secretariat: (National Library of the Philippines Staff)	Arlene S. de Castro Danilo Fernandez Romnick Henry M. Gayanilo Chona F. San Pedro Narissa C. Young

NCCA-NCLIS/PAARL/NCRDA Collaboration in Capacity Building for RDA Readiness

A Training the Trainers Workshop was organized at the De La Salle University Learning Commons on April 3-5, 2013 with no less than Dr. Barbara Tillett, Chair of the Joint Steering Committee for the Development of RDA, as resource person. More than 60 participants committed themselves to echo the RDA training in their respective institutions via a Memorandum of Agreement.

Three Training Workshops on RDA were conducted to reach out to Librarians in the 3 major islands of the country: Lyceum of Cavite in Luzon, Montebello Villa Hotel, Cebu City in the Visayas, and Grand Men Sheng Hotel, Davao City in Mindanao. NCRDA experts served as resource persons in the training workshops organized by PAARL. A good number of local librarians received training and have since started using RDA in their respective libraries in mid-2013.

Formulating the National Cataloging Policy Statement and RDA Guidelines (NCPSRG)

Aside from capacity building, one of the major objectives of the NCRDA is to come up with a national policy statement on cataloging and guidelines on the use of RDA in Philippine libraries. These were formulated to give local catalogers standards suited to local situations, which when complied with, will result in uniformity, consistency, and interoperability of bibliographic data. Standards enable various library systems to communicate with each other, to share metadata and facilitate the cataloger's work. Importing and exporting of data is done seamlessly when standards are followed.

In addition, the NCRDA took the initiative to formulate the **NCPSRG** to facilitate the transition from AACR2 to RDA. The members took it upon themselves to examine the core elements of a bibliographic record and to compare policy statements of major libraries abroad. The benchmark libraries are: the US Library of Congress, National Library of Australia, and the Library and Archives, Canada. After long sessions of discussions and brainstorming, the **NCPSRG** workbook was developed. The volume contains **general policies and guidelines** that cover basic elements in the bibliographic record to be adopted in local libraries. The **NCPSRG** is a guide which **captures the ESSENCE** of the **RDA toolkit** and presents the rules to the users in a simpler and easy-to-apply format. It is not intended to take the place of the RDA Toolkit, which should be consulted by the cataloger for specific rules.

Public Consultations to Create Awareness and to Get Feedback on the NCPSRG

The final draft was presented in a series of public consultations cum workshops in early 2014 to create awareness and to solicit feedback from prospective users in Luzon, Visayas, and Mindanao. The venues selected were Manila, Baguio City, Bacolod City, and General Santos City. Participation of catalogers from various regions enabled the NCRDA to improve the tool further and adapt it to the needs of local catalogers. Feedback from participants were collated and were given due consideration in the revised workbook. The final version of the **NCPSRG** is presented in Parts I and II of this publication.



Part I

Cataloging Policy Statements for Philippine Libraries

CATALOGING POLICY STATEMENTS FOR PHILIPPINE LIBRARIES

Policy is defined as “the set of basic principles and associated guidelines, formulated and enforced by the governing body of an organization, to direct and limit its actions in pursuit of long-term goals.” (Policy, 2014).

This policy statement, therefore, aims to set forth the general principles and guidelines to help (not to limit) the cataloger in achieving his/her goal of effectively linking information with users. As every library is expected to formulate its own cataloging policy, a certain level of flexibility is allowed, depending on specific needs. **IN DOUBTFUL SITUATIONS, THE CATALOGER’S JUDGMENT WILL PREVAIL.**

Included here are general policies that cover basic elements in the bibliographic record. They are not intended to serve as a substitute for the ***RDA Toolkit***. Specific rules may be found in the ***RDA Toolkit*** or the ***RDA print***. Examples of RDA records may be consulted in Part 2 of this publication. More examples may be found at RDA web site.

INTRODUCTION

Cataloging is a very vital and critical aspect of Library and Information Science. This highly technical operation makes the life of an information seeker easier through the timely production of effective information searching and retrieval tools.

Librarians in the Philippines are committed to the creation and management of searchable and reliable electronic databases/catalogs, carrying high quality, internationally accepted bibliographic records, through systematic and effective cataloging and classification.

GENERAL CATALOGING POLICIES

I. Catalogers

- A. Catalogers shall possess the competencies necessary in the organization of print, non-print materials and multimedia.
- B. Paraprofessional catalogers shall be skilled in searching, selecting, downloading, or copying metadata from authoritative sources (databases or library catalogs).
- C. Professional catalogers are licensed librarians; they shall be capable of training paraprofessional catalogers and performing original cataloging of information resources in a wide variety of formats.

- D. All catalogers shall engage in continuing professional development (CPD).
- E. Libraries shall have at least one cataloger on the Library's staff.
- F. In the absence of a full-time cataloger, outsourcing of cataloging jobs shall be an option.

II. Standards

- A. Catalogers shall be familiar with and shall be capable of utilizing the latest internationally accepted standards for cataloging such as Resource Description and Access (RDA), Library of Congress Subject Headings (LCSH), Sear's List of Subject Headings, Library of Congress Classification, Dewey Decimal Classification, etc.
- B. For copy cataloging, catalogers shall use internationally-recognized authoritative Online Public Access Catalogs (OPACs), such as those of the Library of Congress, the British Library, National Library of Australia, Library and Archives Canada, OCLC WorldCat, the online catalogs of the National Library of the Philippines, and the top four schools in the country namely Ateneo de Manila University, De La Salle University, University of Santo Tomas and University of the Philippines, etc. for copying metadata
- C. Consistent access for users shall be provided through authority control. Catalogers shall refer to standard authority files such as, but not limited to the Library of Congress Authorities (<http://authorities.loc.gov/>), Corazon Lim's Filipino **authors' names in AACR2 headings**, to establish a single preferred form for personal, corporate and meeting names, uniform and series titles, and subject and geographic headings.
- D. Each Library shall develop and maintain its own Authority Files which embody derived authority records and those created by local catalogers. Content of authority records will be determined by policies of individual libraries.

III. Language. The cataloger shall use American English in cataloging library resources.



Part II.

RDA Workbook for Philippine Libraries

CHAPTER 1

GENERAL GUIDELINES

A. Sources of Information

1. In general, the whole resource is the preferred source of information. If information is not available in the resource itself, other sources such as reference books, flyers, reviews, etc. may be used and should be enclosed in square brackets.

There are three categories for sources of information:

- The preferred sources for print resources consisting of pages, leaves, sheets, cards or images thereof (e.g., books, periodicals), are the following: title page, title sheet, title card (or image thereof). If there is no title page, use as preferred source any of the following in this order: (1) cover; (2) caption (or images thereof); (3) masthead; (4) colophon.
 - The preferred sources for resources consisting of moving images (e.g. film reel, videodisc, and MPEG video files (RDA 2.2.2.3), are the title frame or title screen. Alternatively, the eye-readable label permanently printed on or affixed to the resource may be used. If there is no title frame/screen, use either the label bearing the title printed on or affixed to the resource or the embedded metadata. Information taken from accompanying textual material or container should be enclosed in square brackets.
 - For all other resources not falling under the above two categories, use the label bearing title permanently printed on or affixed to the resource or the embedded metadata (information about a digital asset stored inside the digital file itself, Source: <http://damglossary.org>) in textual form that contains the title. Elements taken from outside of the resource must be enclosed in square brackets.
2. Make tag 5XX note if non-title page source is used as preferred source for title.

B. Capitalization (RDA 1.10.2)

1. Capitalize the first letter of the first word in a title.

2. Capitalize the first letter of other words within titles if these are proper nouns or if applicable to the language of the resource. Refer to RDA's Appendix A: Capitalization.
3. The rule on "Transcribe as you see" or "What you see, is what you get" shall be followed with discretion. **The cataloger's judgment will prevail.**
4. For further information, please refer to RDA Toolkit Appendix A.

C. Abbreviations.

Please refer to RDA Toolkit Appendix B.

CHAPTER 2

RECORDING ATTRIBUTES OF MANIFESTATIONS AND ITEMS

Manifestation is “a physical embodiment of an expression of the work” (RDA). Item refers to “a single exemplar or instance of a manifestation” (RDA). This chapter shows examples of RDA rule applications to Filipiniana materials.

A. Title Proper (Core Element) (RDA 2.3.2)

1. Record title proper as it appears on the resource being cataloged. For capitalization, please refer to Chapter 1.B.

Title page:

FIGHTING SICKNESS: THE NATURAL & HERBAL WAY
Dr. Violeta B. Lopez Gonzaga, Ph.D.
Alpha Publishing Corporation
Bacolod City
2013

100	1#	\$aGonzaga, Violeta B. Lopez,\$eauthor.
245	10	\$aFighting sickness :\$bthe natural & herbal way /\$cDr. Violeta B. Lopez Gonzaga, Ph.D.
264	#1	\$aBacolod City :\$bAlpha Publishing Corporation,\$c2013.

2. Record other title information, such as subtitles, parallel titles, key titles, collective titles, etc., if they appear on the same source as the title proper. Use cataloger’s judgment for doubtful situations.

Title page:

The Philippines into the 21st century : future scenarios
for governance, democracy and development, 1998-2025 = Ang Pilipinas
tungo sa ika-21 dantaon : pangkinabukasang mga senaryo para sa
pamamahala, demokrasya at kaunlaran, 1998-2025

Jose V. Abueva
Romeo B. Ocampo
Felipe M. Medalla
Ma. Concepcion P. Alfiler
Ma. Oliva Z. Domingo
Thelma B. Kintanar
And Co-Authors

100 1# \$aAbueva, Jose V.,\$eauthor.
245 14 \$aThe Philippines into the 21st century :\$bfuture scenarios for
governance, democracy and development, 1998-2025 = Ang
Pilipinas tungo sa ika-21 dantaon : pangkinabukasang mga se-
naryo para sa pamamahala, demokrasya at kaunlaran, 1998-2025
/\$cby Jose V. Abueva, Romeo B. Ocampo, Felipe M. Medalla, Ma.
Concepcion P. Alfiler, Ma. Oliva Z. Domingo, Thelma B. Kintanar
and co-authors.
246 31 \$aPilipinas tungo sa ika-21 dantaon.
264 #1 \$aQuezon City, Philippines :\$bUniversity of the Philippines Press,
\$c1998.

Title page:

MAY LAKAD KAMI
NI TATAY
A Trip With My Father
Kuwento ni / Story by
Eugene Y. Evasco

Guhit ni / Illustrations by
Brent Sabas
c2013

100 1# \$aEvasco, Eugene Y.,\$eauthor.
 245 10 \$aMay lakad kami ni tatay =\$ba trip with my father /\$ckuwento
 ni = story by Eugene Y. Evasco ; guhit ni = illustrations by Brent
 Sabas.
 246 31 \$aTrip with my father.
 264 1# \$aQuezon City :\$bLG&M,\$c©2013.

3. For monographs, errors or misspelled words should be recorded as they appear on the resource. “[Sic]” or “[i.e.]” should not be used. Record the corrected title in Tag 246. However, for serials and integrating resources, errors should be corrected.

Title page:

Semi-precious Gemstones and Exotic Minerals
 Which may Serve as **Indegenous** Raw Materials
 for Philippine Jewelry
 by
 Amable J. Cruz

100 1# \$aCruz, Amable J.,\$eauthor.
 245 10 \$aSemi-precious gemstones and exotic minerals which may serve
 as **indegenous** raw materials for Philippine jewelry /\$cby Amable
 J. Cruz.
 246 1# \$iCorrected title: \$aSemi-precious gemstones and exotic
 minerals which may serve as **indigenous** raw materials for
 Philippine jewelry.
 264 1# \$aManila :\$bBureau of Mines and Geo-Sciences,\$c1981.

4. Abridge long titles only if they can be shortened without losing essential information. Use the mark of omission (...) to indicate any omission. Never omit any of the first five words of the title.

Title page:

Adventist International Institute
of Advanced Studies
Theological Seminary

A DIVINE CALL TO RELATIONSHIP AND A COVENANTAL RENEWAL IN
DEUTERONOMY 28:69-30:20: A SYNTAGMATIC, SYNTACTIC AND TEXT-
LINGUISTIC ANALYSIS

A dissertation presented in partial fulfilment
of the requirements for the degree
DOCTOR OF PHILOSOPHY
by
Emmer Chacon
October 2010

100	1#	\$aChacon, Emmer,\$eauthor.
245	12	\$aA divine call to relationship and a covenantal renewal in Deuteronomy 28:69-30:20 ... /\$cby Emmer Chacon.

B. General Material Designation.

The general material designation (GMD) shall no longer be used. Instead, additional tags (Tag 336 for content type, Tag 337 for media type and Tag 338 for carrier type) shall be recorded. Please see RDA 11.A.9-11.

C. Language, Script and Diacritical Marks (RDA 8.4)

1. Record elements in American English and in transliterated form for non-Roman scripted languages.
2. All other languages/scripts must be fully Romanized following the ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts (<http://www.loc.gov/catdir/cpsd/roman.html>)
3. Record transliterated form for non-Roman scripted languages together with the form found in the original document (if possible)
4. Apply cataloger's judgment in the use of diacritical marks for works written in languages other than English.

D. Statement of Responsibility (Core Element) (RDA 2.4.2)

1. Transcribe the statement of responsibility in the form in which it appears on the document being cataloged.

Title page:

Promoting Innovation
Enhancing Competitiveness

An Assessment of the State of Philippine Innovation and
Competitiveness and Recommendation for Improvement

Filemon A. Uriarte, Jr.
Jose P. Tabbada
Alvin B. Culaba

De La Salle University
Publishing House

100	1#	\$aUriarte, Filemon A., Jr.,\$eauthor.
245	10	\$aPromoting innovation :\$benhancing competitiveness : an assessment of the state of Philippine innovation and competitiveness and recommendation for improvement /\$c Filemon A. Uriarte, Jr., Jose P. Tabbada, Alvin B. Culaba.
264	1#	\$aManila :\$bDe La Salle University Publishing House,\$c2013.

2. In the statement of responsibility relating to the title, if there are more than 3 persons, families or corporate bodies cited, there are options open to the cataloger:
 - Record all authors' names. This is mandatory for Filipino authors.
 - Record the name of the first author, omit all the others, and indicate the omission by recording the number of omitted names, e.g. Juan Ocampo [and three others] for a resource with four authors

Title page:

Literaturang
PILIPINO
(Tekstong Pangkolehiyo)

Carmelita S. Lorenzo
Rosario U. Mag-atas
Gloria P. San Juan
Corazon P. San Juan
Zenaida S. De Leon
Marianne C. Ortiz
Randy Sagun

National Book Store, 2012

100	1#	\$aLorenzo, Carmelita S.,\$eauthor.
245	10	\$aLiteraturang Pilipino :\$b(tekstong pangkolehiyo) /\$cCarmelita S. Lorenzo, Rosario U. Mag-atas, Gloria P. San Juan, Corazon P. San Juan, Zenaida S. De Leon, Marianne C. Ortiz, Randy Sagun
264	1#	\$aManila :\$bNational Book Store,\$c2012.

or

100	1#	\$aLorenzo, Carmelita S.,\$eauthor.
245	10	\$aLiteraturang Pilipino :\$b(tekstong pangkolehiyo) /\$cCarmelita S. Lorenzo [and six others].
264	1#	\$aManila :\$bNational Book Store,\$c2012.

Title page:

AMCHAM Directory
American Chamber of Commerce of the Philippines, Inc.

(issued annually)

110	2#	\$aAmerican Chamber of Commerce of the Philippines.
245	10	\$aAMCHAM directory / \$c American Chamber of Commerce of the Philippines.
264	1#	\$aManila :\$bAmerican Chamber of Commerce of the Philippines, \$c1986-

E. Edition Statement (Core Element) (RDA 2.5)

1. Transcribe edition statement as it appears on the resource being cataloged, e.g. 2nd edition, 3rd edition, or 4th ed., 6th ed., Second edition, Third edition, etc.
2. Conversion or abbreviation of numerals is not prescribed.

Title page:

A revised edition of an Asian bestseller
Remembering
EDSA 1986

(Nine Letters : The Story of the 1986 Filipino Revolution)

Cynthia Sta. Maria Baron and
Melba Morales Suazon

Millet Yraola Yulo
Art and Design

Verso of title page:

Copyright © 2011
By Baron Multimedia
www.baron-multimedia.com
ISBN 978-971-91687-5-1

Jacket information:

2nd edition

100 1# \$aBaron, Cynthia Sta. Maria,\$eauthor.

245 10 \$aRemembering EDSA 1986 :\$b(nine letters : the story of the 1986 Filipino revolution) /\$cCynthia Sta. Maria Baron and Melba Morales Suazo ; Millet Yraola Yulo, art and design.

250 ## \$a[2nd] revised edition.

264 ## \$aQuezon City :\$bBaron Multimedia,\$c2011.

500 ## \$aAt head of title: A revised edition of an Asian bestseller.

500 ## \$a2nd edition -- Book jacket

Title page:

Conceptual Science
And Beyond 9

K to 12 Edition

Nesjohn L. Abecilla
Daisy B. Badilla
Roselyn M. Desalon
Jigger P. Leonor
Riza Angela P. Olipane
Roldan P. Pineda
Authors

Verso of title page:

Philippine Copyright © 2014
by Brilliant Creations Publishing, Inc.

100 1# \$aAbecilla, Nesjohn L.,\$eauthor.

245 10 \$aConceptual science and beyond 9 /\$cNesjohn L. Abecilla, Daisy B. Badilla, Roselyn M. Desalon, Jigger P. Leonor, Riza Angela P. Olipane, Roldan P. Pineda, authors.

250 1# \$aK to 12 edition.

264 1# \$aQuezon City :\$bBrilliant Creations Publishing,\$c[2014].

264 4#

F. Numbering of Serials (Core element) (RDA 2.6)

Transcribe numeric or alphanumeric designation of first and last issues (if applicable) as found in the resource.

Title page:
CAVITE STATE UNIVERSITY
RESEARCH JOURNAL

Maiden Issue / January – June 2014

ISSN: 2244-064X

Verso of title page:
Editors-in-Chief
Adelfa M. Basaen
Almira G. Magcawas

022	##	\$a2244064X
245	00	\$aCavite State University research journal.
264	1#	\$aCavite :\$bOffice of the Vice President for Research, Extension, Continuing Education and Training Services.
362	1#	\$aJanuary-June 2014-

G. Production Statement (Core Element) (RDA 2.7)

For unpublished materials, only the year of production shall be recorded.

Title page:

BIOLOGICAL PRE-TREATMENT OF RICE STRAW USING Ganoderma lucidum
(Leyss. Ex Fr.) Karst. FOR BIOGAS PRODUCTION
BISMARCK ELIAS FRANCISCO

A master's thesis submitted to the faculty of the Institute of Graduate
Studies, Central Luzon State University, Science City of Munoz, Nueva Ecija,
Philippines,
in partial fulfillment of the requirements for the degree
MASTER OF SCIENCE
(Environmental Management)

April 2012

100	1#	\$aFrancisco, Bismark Elias,\$eauthor.
245	10	\$aBiological pre-treatment of rice straw using Ganoderma lucidum (Leyss. Ex Fr.) Karst. for biogas production /\$cBismark Elias Francisco.
264	1#	\$c2012.
300	##	\$a71 leaves :\$bcolor illustrations.
336	##	\$atext \$2rdacontent
337	##	\$aunmediated \$2rdamedia
338	##	\$avolume \$2rdacarrier
340	##	\$dTypescript.
502	##	\$aThesis (M.S.) -- Central Luzon State University, 2012.

H. Publication Statement (Core element) (RDA 2.8)

1. Place of publication (RDA 2.8.2)

Transcribe the place of publication in the form in which it appears on the resource being cataloged.

If more than one place is given, record only the first named place of publication. However, record all other places mentioned if they are located in the Philippines, even if they are not named first.

Title page:

KYOTO CSEAS SERIES ON ASIAN STUDIES 12
Center for Southeast Asian Studies, Kyoto University

The
Chinese Question
Ethnicity, Nation, and Region
In and Beyond the Philippines

Caroline S. Hau

NUS PRESS
Singapore

in association with
KYOTO UNIVERSITY PRESS
Japan

Verso of title page
© 2014 Caroline S. Hau
ISBN 978-9971-69792-1 (Paper)

100	1#	\$aHau, Caroline S.,\$eauthor.
245	14	\$aThe Chinese question :\$bethnicity, nation, and region in and beyond the Philippines /\$cCaroline S. Hau.
264	1#	\$aSingapore :\$bNUS Press,\$c[2014].
264	4#	\$c©2014.

Add the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if it is considered important for identification or access. For Philippine publications, record larger jurisdictions as part of the local place names.

If place of publication is not identified, the place of distribution becomes core; if place of distribution is not identified, then the place of manufacture becomes core.

If place of publication is known but not indicated in the resource, record the place name enclosed in brackets.

If place of publication cannot be identified, use probable place of publication followed by a question mark (e.g. [Manila?], [Quezon City?]).

If place of publication cannot be ascertained, use [Place of publication not identified].

No Title page.

Cover title:

Journalism in the elementary school
Romola Ouano Savellon

Verso of Cover title :

JOURNALISM IN THE ELEMENTARY SCHOOLS
First printing 1994
Second printing 1995
Third printing 1996
Fourth printing 1997
Revised edition 2013

100	1#	\$aSavellon, Romola Ouano,\$eauthor.
245	10	\$aJournalism in the elementary school /\$cRomola Ouano Savellon.
246	14	\$aJournalism in the elementary schools.
250	##	\$aRevised edition.
264	#1	\$a[Philippines] :\$b[Publisher not identified], \$c2013.

2. Publisher's name (Core Element) (RDA 2.8.4)

Transcribe publisher's name in the form in which it appears on the resource being cataloged.

If there are more than one publisher, record the first named publisher; disregard all the others. Only add other publishers if they are located in the Philippines.

If publisher's name is not identified, the distributor's name becomes core; if the distributor's name is not given, the manufacturer's name becomes core.

Use [Publisher not identified] where such information is not available.

3. Date of Publication (Core Element) (RDA 2.8.6)

Record date of publication in Arabic numerals (e.g., 2000; 2013).

If the date of publication is not given, supply the date or approximate date of publication enclosed in square brackets, e.g. [2008]. If date cannot be approximated, supply a probable year, followed by a question mark (e.g., [2010?]).

If the date of publication is not given, the date of distribution becomes core; if date of distribution is not available, the copyright date becomes core; if copyright date is not given, then the date of manufacture becomes core.

If probable date cannot be ascertained, use [Date of publication not identified].

For serials and integrating resources, give dates of first and last issues if it has ended or has been completed. If dates are not given, supply probable dates. If dates cannot be approximated, do not record anything in this element. Also, do not use [Date of publication not identified].

4. Copyright Date (Core element) (RDA 2.11)

Add copyright date if different from publication date.

Use copyright date, preceded by the copyright symbol © or the word “copyright”, if date of publication is not given (e.g., ©2014).

5. Extent (Core Element) (RDA 3.4)

Record extent by giving the number of units (e.g. 3, 155, 189,) and an appropriate term for type of carrier (e.g. pages, leaves, reels, cards, microfiches, etc.).

Record extent terms in full (e.g., 155 pages; 189 leaves; 3 microfiches).

For unnumbered pages, use the term “unnumbered”. e.g. 59 unnumbered pages.

If number of pages can be approximated, use “approximately (e.g., approximately 100 pages).

If there is an error in pagination, record the number as given, then supply the correct number preceded by “that is”, **not** “i.e.” (e.g., 175 that is 157 pages).

6. Illustrations (Core Element) (RDA 7.15)

If the resource carries illustrative content, record illustration or illustrations (RDA 7.15). Record illustration terms in full.

If the illustration is in color, record the presence of color, using an appropriate term. Do not abbreviate. (RDA 7.17).

300 ## \$a71 leaves : \$bcolor illustrations.

Record type of illustrative content in place of or in addition to the term illustration or illustrations if important for identification (e.g. portraits, graphs, maps).

7. Dimensions (RDA 3.5)

For print resources, such as books or monographs, record dimensions in centimeter. A fraction of a centimeter is counted as one centimetre, (e.g., 37 cm).

8. Content Type (RDA 6.9)

Record the type of content (Tag 336) contained in the resource using one or more of the terms listed in table given in Appendix 1 or at this URL: <http://www.loc.gov/standards/valuelist/rdacontent.html> (e.g. text, still image, etc.). Record as many terms as are applicable to the resource being described.

336	##	\$atext\$2rdacontent
336	##	\$aperformed music\$2rdacontent
336	##	\$atwo-dimensional moving image\$2rdacontent

If the resource being described consists of more than one content type, record only the content type that applies to a substantial or predominant part of the resource.

9. Media Type (RDA 3.2)

Record media type (Tag 337) using one or more of the terms listed in table in Appendix 2 at this URL: <http://www.loc.gov/standards/valuelist/rdamedia.html> (e.g. audio, computer, video player, unmediated, etc.)

337	##	\$aunmediated \$2rdamedia
337	##	\$aaudio \$2rdamedia
337	##	\$aprojected \$2rdamedia
337	##	\$acomputer \$2rdamedia

10. Carrier Type (RDA 3.3)

Record the type of carrier (Tag 338) used to convey the content of the resource being cataloged using one or more terms listed in table in Appendix 3 or at this URL: <http://www.loc.gov/standards/valuelist/rdacarrier.html> (e.g.: card, flipchart, object, roll, sheet, volume, etc.).

338	##	\$avolume \$2rdacarrier
338	##	\$aaudio disc \$2rdacarrier
338	##	\$afilm reel \$2rdacarrier
338	##	\$aonline resource \$ardacarrier

11. Series Statement (Core Element) (RDA 2.12)

If the resource is issued in a series, record the series and/or subseries title as they appear on the source being cataloged.

Title page:

NIL GUILLEMETTE
Though He Slay Me
GOD TALES FOR YOUNG AND OLD
Volume 27

100	1#	\$aGuillemette, Nil,\$eauthor.
245	10	\$aThough he slay me /\$cNil Guillemette.
490	1#	\$aGod tales for young and old ;\$vvolume 27

Record the ISSN of the series if it appears within the resource.

Transcribe the numbering of the resource within the series and/or subseries, as they appear on the resource itself. Do not use abbreviations.

12. Identifier for the Manifestations (Core Element) (RDA 2.15)

Record ISBN, ISSN, ISMN, etc. or other identifiers using internationally accepted standards.

020	\$a9789710186198
022	\$a22446613

Record both the identifier for the resource as a whole and the identifiers for individual parts (RDA 2.15.1.5)

020	\$a0415215390 (set)
020	\$a0415215404 (volume 1)
020	\$a0415215405 (volume 2)

13. Acquisition and Access Information (RDA 4.1)

State clearly the restrictions on use, especially for electronic resources (Tag 540)

```
540  ##      $aFor Lyceum of the Philippines staff and students' use only.  
540  ##      $aRestricted for scholarly use.
```

Record the URL by copying from the web site of the resource and pasting it on the bibliographic record (Tag 856)

```
245  10      $aJournal of Philippine librarianship  
856  40      $ahttp://journals.upd.edu.ph/index.php/jpl
```


CHAPTER 3

IDENTIFYING WORKS AND EXPRESSIONS

This chapter provides general guidelines on choosing and recording the preferred title and constructing the authorized access point representing a work or an expression.

A. Sources of information

1. Take the title of the work from any source.
2. In determining the title to be used as the preferred title, the following sources of information can be used:
 - a. For works created after 1500, choose the best known title published in the original language as the preferred title.
 - b. If there is no best known title published in the original language, choose the title proper of the original edition as the preferred title.
 - c. For works simultaneously published under different titles, choose as the preferred title, the title of the resource first received.
 - d. For works created before 1501, choose as the preferred title, the title established in modern sources.

B. Title of the Work

1. Scope

A title of the work is a *word, character, or group of words and/or characters by which the work is known* and is categorized as (1) preferred title for the work, and (2) variant title.

2. Recording Titles of Works

In recording the title of a work, apply the guidelines on capitalization, numbers, accents, spacing of initials and acronyms, and abbreviations in recording a title for a work.

C. Preferred Title for the Work (Core element) (RDA 6.2.2)

1. Scope

The preferred title for the work is the *“title or form of title chosen as the basis for the authorized access point representing that work.”* (Source: RDA Toolkit)

2. Choosing the Preferred Title

2.1 Works created after 1500

For works created after 1500, choose the best known title published in the original language as the preferred title. If there is no best known title published in the original language, choose the title proper of the original edition as the preferred title.

2.2 Works created before 1501

For works created before 1501, choose as the preferred title, the title established in modern reference sources. If modern reference sources cannot be ascertained, choose in the following order of preference the title found in: (1) modern editions; (2) early editions.

3. Recording the Preferred Title for a Work

3.1 One Part

Apply the guidelines on capitalization, numbers, accents, spacing of initials and acronyms, and abbreviations in recording a title for a work.

3.2 Compilation of Works of One Person, Family or Corporate Body

3.2.1 Complete works

For complete works or works presented to be a complete work, record the conventional title *“Works”* as the preferred title.

100	1#	\$aRecto, Claro M.,\$d1890-1960.
240	10	\$aWorks.\$f1990. \$aThe complete works of Claro M. Recto /\$ccompiled and annotated by Isagani R. Medina and Myrna S. Feliciano.

3.2.2 For complete works or works presented to be a complete work in single form, record the conventional collective title using any of the following, as appropriate:

Correspondence
 Essays
 Novels
 Plays
 Poems
 Prose works
 Short stories
 Speeches

100	1#	\$aArcellana, Francisco,\$d1946-
240	10	\$aShort stories.\$f2009.
245	10	\$aFavorite Arcellana stories /\$cwith an introduction by Emerenciana Yuvienco Arcellana.

3.2.3 For a compilation of two or more works but not all works by one person, family or corporate body, either in single or various forms, record the preferred title for each of the works.

245	00	\$aThe Filipino martyrs :\$bstory of the crime of February 4 1989 /\$cRichard Brinsley Sheridan. Emilo Aguinaldo : first Philippine president, 1898-1901 / Henri Turot ; translated from the French by Pacifico A. Castro.
700	12	\$aSheridan, Richard Brinsley,\$d1751-1816.\$tFilipino martyrs.
700	12	Turot, Henri,\$d1865- . \$tEmilio Aguinaldo.

D. Variant Title for the Work

1. Scope

A variant title is a title or form of title by which a work is known but is different from the title or form of title chosen as the preferred title.

2. Recording Variant Titles for Works

In recording variant titles for works, apply the guidelines on capitalization, numbers, accents, spacing of initials and acronyms, and abbreviations in recording a title for a work.

3. Alternative Linguistic Form of Title for the Work

Record as variant title for the work the alternative linguistic form of the

preferred title. Alternative linguistic forms may come as a different language form, a different script, a different spelling, a different transliteration and/or any other variant forms.

E. Form of Work (Core Element) (RDA 6.3)

1. Scope

A class or genre to which a work belongs

2. Recording form of Work

Record the form of work if there is a change in class or genre and there is a need to differentiate a work from another work of the same title

Bata, bata— pa'no ka ginawa?

Preferred title for the original novel

Bata, bata— pa'no ka ginawa? (Motion picture)

Preferred title for the motion picture based on the original novel

F. Date of Work (Core Element) (RDA 6.4)

1. Scope

The earliest date associated with the work.

2. Recording date of work

Record the date of work by giving the year or years only to differentiate a work from another work of the same title.

Darna (Motion picture : 1975)

Preferred title for the motion picture version released in 1975

Darna (Motion picture : 2005)

Preferred title for the motion picture version released in 2005

G. Place of Origin of Work (Core Element) (RDA 6.5)

1. Scope

The territorial jurisdiction/place from which a work originated.

2. Recording Place of Origin of Work

Record the place of origin (country or other territorial jurisdiction from which a work originated) in the form given in authorized access point if there is a need to differentiate between a work from another work of the same title.

Eat Bulaga (Philippines)

Place of origin of the television program titled Eat Bulaga

Eat Bulaga (Indonesia)

Place of origin of the television program titled Eat Bulaga

H. Other Distinguishing Characteristic of the Work (Core Element) (RDA 6.6)

1. Scope

A characteristic other than form of work, date of work, or place of origin of work that serves to differentiate a work from another work with the same title.

2. Recording Other Distinguishing Characteristics of Work

Record a characteristic other than form, date, or place of origin of work to differentiate a work from another work.

Occasional papers (University of the Philippines. Institute of Asian Studies)

Issuing body of a work entitled Occasional papers

I. Date of Expression (Core Element) (RDA 6.6)

1. Scope

The earliest date associated with an expression.

2. Recording date of expression

Record the date of expression by giving the year or years only (using the preferred calendar by the agency creating the data) unless there is a need to provide a more specific date to distinguish one expression from another expression.

```
100 1# $aRecto, Claro M.,$d1890-1960.
240 10 $aWorks.$f1990.
245 14 $aThe complete works of Claro M. Recto / compiled
and annotated by Isagani R. Medina and Myrna S.
Feliciano.
```

J. Language of Expression (Core Element) (RDA 6.11)

1. Scope

The language in which a work is expressed.

2. Recording Language of Expression

2.1.1. Record the language of the expression using an appropriate term preferred by the agency creating the data.

```
100 1# $aRizal, Jose,$d1861-1896.
240 10 $aFilibusterismo.$fFilipino.$f1990.
245 10 $aFilibusterismo /$cni Jose Rizal ; isinalin sa wikang
pambansa ni Andrea Amor Tablan, Salud R. Enriquez.
```

2.1.2. Expressions involving more than one language Record each of the languages for a single expression of a work involving more than one language.

100	1#	\$aRizal, Jose,\$d1861-1896.
240	10	\$aMi ultimo adios.\$f1989.
245	10	\$aDr. Jose Rizal's Mi ultimo adios in foreign and local translations.
700	12	\$aRizal, Jose,\$d1861-1896.\$tMi ultimo adios.\$lIndonesian.
700	12	\$aRizal, Jose,\$d1861-1896.\$tMi ultimo adios.\$lMalay.
700	12	\$aRizal, Jose,\$d1861-1896.\$tMi ultimo adios.\$lCatalan.
700	12	\$aRizal, Jose,\$d1861-1896.\$tMi ultimo adios.\$lChinese.

K. Other Distinguishing Characteristic of the Expression (Core Element) (RDA 6.12)

1. Scope

A characteristic other than content type, language of expressions, or date of expression that serves to differentiate an expression from another expression of the same work.

2. Recording Other Distinguishing Characteristics of the Expression

Florante at Laura (**Mabini's version**)

Resource described as: Mabini's version of "Florante at Laura" / with a preface by Carlos Quirino and a new English translation by Tarrosa Subido

L. Title of a Legal Work (Core Element) (RDA 6.19)

1. Scope

A word, character, or group of words and/or characters by which a legal work is known.

2. Recording Titles of Legal Works

In recoding title of a legal work, apply the guidelines on capitalization, numbers, accents, spacing of initials and acronyms, and abbreviations in recording a title of a legal work.

3. Choosing the Preferred Title for a Legal Work

Choose the best known title published in the original language as the preferred title. If there is no best known title published in the original language, choose the title proper of the original edition as the preferred title.

Exceptions are compilation of laws and treatises, etc. where the following can be applied as appropriate:

3.1 Compilations

3.1.1 For a complete or partial compilation of legislative enactments of a jurisdiction, record the conventional collective title Laws, etc.

110	1#	\$aPhilippines.
240	10	\$aLaws, etc.
245	14	\$aVital legal documents in the new society :\$ball general orders, letters of instructions ... /\$ccompiled & edited by CBSI, editorial staff.

3.1.2 For a compilation of laws on a particular subject with a citation title, record the citation title as the preferred title.

110	1#	\$aPhilippines.
240	10	\$aLabor Code.
245	14	\$aThe Philippine Labor Code :\$bDepartment Order no. 40-03 series of 2003 : amending the implementing rules of book V of the Labor Code of the Philippines and overseas industry, hours of work of hospital /\$c[compiled by Arellano V. Busto].

3.2 Single laws, Etc.

3.1.1 For a single legislative enactment, record as the preferred title any of the following in this order of preference:

- i. The official short title or citation title
- ii. An unofficial short title or citation title used in legal literature
- iii. The official title of the enactment
- iv. Any other official designation (e.g. the number, date)

110	1#	\$aPhilippines.
240	10	\$aSenior Citizen Act 2010.
245	14	\$aPrimer on the Expanded Senior Citizen Act of 2010 /\$cprepared by Milagros Baetiong ; edited by Concepcion L. Jardeleza.

3.3 One Treaty, Etc.

3.3.1 For a treaty or other agreement between two or more of any of the following: (1) national governments; (2) international intergovernmental bodies; (3) the Holy See; (4) jurisdictions now below the national level but retaining treaty-making powers, record the conventional title *Treaties*, etc. as the preferred title.

3.4 Compilations of Treaties, Etc.

3.4.1 Record *Treaties*, etc. as the preferred title for compilation of treatises and/or agreements between one or more parties.

110	1#	\$aPhilippines.
240	10	\$aTreaties, etc.
245	14	\$aPhilippine bilateral air agreements /\$cPacifico A. Castro, editor.

3.4.2 For compilation of treatises, etc. identified by a collective name, record the collective name as the preferred title.

M. Date of Legal Work (Core Element) (RDA 6.20)

1. Scope

The earliest date associated with a legal work.

2. Recording Date of a Legal work

Use the calendar preferred by the agency creating the data in recording the date of a legal work.

2.1 Date of Promulgation of a Law, Etc. (Core Element) (RDA 6.20.2)

Add the date of promulgation of a law, etc. to the preferred title of a work when needed to differentiate a work from another work with the same title.

2.1.1 Scope

The year of promulgation or enforcement of a law, etc.

2.1.2 Recording Date of Promulgation of a Law, Etc.

Record the year in which a law, etc. was promulgated or enforced.

110	1#	\$aPhilippines.
240	10	\$aConstitution.\$f1935.
245	14	\$aConstitution of the Philippines /\$ccompiled by Central Book Supply, Inc.

2.2 Date of Signing of a Treaty, Etc. (Core Element) (RDA 6.20.3)

2.2.1 Scope

The date when a treaty, etc. or a protocol to a treaty, etc. was formally signed.

2.2.2 Recording the date of Signing of a Treaty, Etc.

Record the date as fully as possible in this order: year, name of the month, number of the day.

110	1#	\$aPhilippines.
240	10	\$aTreaties, etc.\$gUnited States.\$d1991 August 27.
245	14	\$aTreaty of friendship, cooperation and security between the government of the Republic of the Philippines and the government of the United States of America.

N. Other Distinguishing Characteristic of a Legal Work (Core Element) (RDA 6.22)

Add to the preferred title of work when needed to differentiate a work from another work with the same title.

1. Scope

A characteristic other than form of work, date of work, or place of origin of work that serves to differentiate a legal work from another work with the same title.

2. Recording Other Distinguishing Characteristics of Legal Works

Record a characteristic other than form, date, or place of origin of work to differentiate a work from another work following the general guidelines. However, record *Protocols*, etc. for separately catalogued protocol, amendment, extension, or other ancillary to a treaty, etc.

2.1 Signatory to a Treaty, Etc.

2.1.1 Scope

A government or other party that has formally signed a treaty, etc., as an adherent to its terms and conditions.

2.1.2 Recording Signatory to a Treaty, Etc.

Record the preferred name for the corporate body applying the guidelines on capitalization, numbers, accents, spacing of initials and acronyms, hyphens and abbreviations.

110	1#	\$aPhilippines.
240	10	\$aTreaties, etc.\$gUnited States.\$d1991 August 27.
245	14	\$aTreaty of friendship, cooperation and security between the government of the Republic of the Philippines and the government of the United States of America.

O. Title of a Religious Work (Core Element) (RDA 6.23)

1. Scope

A word, character or group of words and/or characters by which a religious work is known

2. Recording Titles of Religious Work

Record a title of a religious work by applying the guidelines on capitalization, numbers, accents, spacing of initials and acronyms, hyphens and abbreviations.

3. Preferred Title for a Religious Work (Core element) (RDA 6.23.2.1)

3.1 Scope

The title or form of title chosen as the basis for the authorized access point representing the work.

3.2 Choosing the preferred title

3.2.1 Sacred Scriptures

Choose as the preferred title, the title established in the reference sources in the language preferred by the agency creating the data.

130	1#	\$aBible.
245	14	\$aThe Bible.

130	1#	\$aQu'ran.
245	13	\$aal-Qur'ān al-karīm.

3.2.2 Apocryphal Books

Choose as the preferred title, the title established in sources in the language preferred by the agency creating the data.

130	1#	\$aBook of Jubilees.
245	14	\$aThe Book of Jubilees.

3.2.3 Theological Creeds, Confessions of Faith, Etc.

Choose as the preferred title, the title well-established in the language preferred by the agency creating the data.

3.2.4 Liturgical Works

Choose as the preferred title, the title well-established in the language preferred by the agency creating the data preceded by the name of corporate body (if applicable).

110 2# \$aChurch of England.
 240 10 \$aBook of common prayer.
 245 10 \$aLiturgiae Britannicae, or, The several editions of The book of common prayer of the Church of England :\$bfrom its compilation to the last revision : together with the liturgy set forth for the use of the Church of Scotland arranged to shew their respective variations /\$cby William Keeling.

4. Recording the Preferred Titles for Parts of Sacred Scriptures

- Parts of the Bible

4.1 Testaments

Record *Old Testament* or *New Testament*, whichever is appropriate, as a subdivision of the preferred title for the Bible.

130 0# \$aBible.\$pOld Testament.
 130 0# \$aBible.\$pNew Testament.

4.2 Books

Record the brief citation form of the Authorized Version as a subdivision of the preferred title for the Bible for books of the Catholic Protestant canon.

130 0# \$aBible.\$pEzra.

Record also the number after the name as an ordinal number, separating the name and the number by a comma, if the book is one of a numbered sequence of the same name.

130 0# \$aBible.\$pPsalms, VIII.

4.3 Apocrypha

Record *Apocrypha* as a subdivision to the preferred title for the Bible for the compilation known as such.

130 0# \$aBible.\$pApocrypha.

4.3.1 For a single selection commonly identified by its own title, record that title directly as the preferred title.

130 0# \$aTen Commandments.

4.3.2 Two or More Selections

For two or more selections that are encompassed precisely by two preferred titles, identify each of the selections separately.

Bible. Gospels.

Bible. Acts

Resource described as: The four Gospels and the Acts of the Apostles

P. Date of Expression of a Religious Work (Core Element) (6.24)

1. Scope

The earliest date associated with an expression.

2. Recording Date of Expression of a Religious Work

Record the date of expression using the year of publication.

130 2# \$aBible.\$pOld Testament.\$lPampanga.\$f1994.
245 10 \$aIng maayap a balita Biblia :|bing Biblia a milikas
king Kapampangan.

For facsimile reproductions, the original expression and the facsimile should be identified separately by recording an additional authorized access point for the facsimile using the date of reproduction.

Bible. Old Testament. Pampanga. 1994.
Bible. Old Testament. Pampanga. 2008.

Resource described as: Ing maayap a balita Biblia :\$bing Biblia a milikas king Kapampangan. -- Manila : Philippine Bible Society, c2008. Facsimile of 1994 edition.

Q. Other Distinguishing Characteristic of the Expression of a Religious Work

1. Scope

A characteristic other than content type, language of expression, or date of expression that serves to differentiate an expression of a religious work from another expression of the same work.

2. Recording Other Distinguishing Characteristics of the Expression of a Religious Work

2.1 The Bible and Parts of the Bible

2.1.1 Record the brief name of the version only if the resource is in one or two languages. Do not record the version if the resource is in three or more languages.

130 2# \$aBible.\$sAuthorized.

2.1.2 Record the name of the translator using a short form of the translator's name if the version is identified by the name of the translator.

One translator – give the short form of the translator's name

130 2# \$aBible.\$pObadiah.\$sRaabe.

Two translators – hyphenate the names of the two translators

130 2# \$aBible.\$pHosea.\$sAndersen-Freedman.

More than two translators – use the name of the first translator followed by *and others*

130 2# \$aBible.\$pIsaiah.\$sWilkin and others.

2.2 Excerpts from the Bible

Record *Selections* for excerpts from the Bible or from parts of the Bible; record also in addition to the name of the version of excerpts from a specific version of the Bible.

130 2# \$aBible.\$pAuthorized.\$kSelections.

R. Constructing Access Points to Represent Works and Expressions

1. Authorized Access Point Representing a Work

1.1 Works Created by One Person, Family or Corporate Body

Construct the authorized access point by combining the authorized access point for the person, family or corporate body, as applicable, and the preferred title for the work

100 1# \$aRizal, Jose,\$d1861-1896.
245 10 \$aNoli me tangere.

110 1# \$aPhilippines.\$bTariff Commission.
245 10 \$aAnnual report of the Tariff Commission.

111 1# \$aAnnual Philippine Chemistry Congress.
245 10 \$aProceedings of the ... Annual Philippine Chemistry Congress.

1.2 Collaborative Works

Construct the authorized access point by combining the authorized access

point for the person, family or corporate body with principal responsibility for the work, as applicable, and the preferred title for the work.

100	1#	\$aZaide, Gregorio F.,\$d1907-1986.
245	10	\$aJose Rizal :\$bbuhay, mga ginawa at mga sinulat ng isang henyo, manunulat, siyentipiko at pambansang bayani /\$cGregorio F. Zaide, Sonia M. Zaide.

Exceptions

i. Corporate bodies as creators

For collaborative works that fall in any of the following categories, where one or more corporate bodies and one or more person or families are collaboratively responsible, construct the authorized access point representing the work by combining the authorized access point representing the corporate body and the preferred title for the work

- works of an administrative nature dealing with any of the following aspects of the body itself:
 - o its internal policies, procedures, finances, and/or operations
 - o its officers, staff, and/or membership (e.g., directories)
 - o its resources (e.g., catalogues, inventories)
- works that record the collective thought of the body (e.g., reports of commissions, committees; official statements of position on external policies, standards)
- works that record hearings conducted by legislative, judicial, governmental, and other corporate bodies
- works that report the collective activity of
 - o a conference (e.g., proceedings, collected papers)
 - o an expedition (e.g., results of exploration, investigation)
 - o an event (e.g., an exhibition, fair, festival) falling within the definition of a corporate body

provided that the conference, expedition, or event is named in

the resource being described

- works that result from the collective activity of a performing group as a whole where the responsibility of the group goes beyond that of mere performance, execution, etc.
- cartographic works originating with a corporate body other than a body that is merely responsible for their publication or distribution
- legal works of the following types:
 - o laws of a political jurisdiction
 - o decrees of a head of state, chief executive, or ruling executive body
 - o bills and drafts of legislation
 - o administrative regulations, etc.
 - o constitutions, charters, etc.
 - o court rules
 - o charges to juries, indictments, court proceedings, and court decisions
 - o named individual works of art by two or more artists acting as a corporate body

ii. Moving image works (motion pictures, videos, video games, etc.)

Construct the authorized access point representing the work using the preferred title

For works where two or more persons, families, or corporate bodies are represented as having principal responsibility, construct the authorized access point representing the work using the first-named persons, families, or corporate bodies followed by the preferred title.

```
100 1# $aQuimpo, Susan F.  
245 10 $aSubversive lives :$bfamily memoir of the  
Marcos years /$cSusan F. Quimpo, Nathan  
Gilbert Quimpo ; with David Ryan E. Quimpo,  
[and seven others].
```

For works where principal responsibility is not indicated, construct the authorized access point representing the work using the first-named persons, families, or corporate bodies followed by the preferred title.

100 1# \$aPangalanan, Raul C.
 245 10 \$aPrimer on legal issues in reproductive health
 /\$cRaul C. Pangalanan, Elizabeth Aguilang-Pangalanan,
 Herminio Harry L. Roque, Jr., Florin T. Hilbay, authors.

The same rule applies for works showing no consistency in the order in which the person, families, and corporate bodies are named in the resource.

1.3 Compilation of Works by Different Persons, Families or Corporate Bodies

Construct the authorized access point representing the work using the preferred title for the compilation.

245 10 \$aMga kuwentong ginto, 1925-1935 :\$bkatipunan ng
 pinakamahuhusay na katha mula sa 1925 hanggang 1935
 ng dalawangpung sa sining na ito'y mga kilala o pangu-
 nahin /\$cpumili at namatnugot, Alejandro G. Abadilla,
 Clodualdo del Mundo.

For a compilation lacking a collective title, construct separate access points for each of the works in the compilation.

245 00 \$aThe Filipino martyrs :\$bstory of the crime of February 4
 1989 /\$cRichard Brinsley Sheridan. Emilo Aguinaldo : first
 Philippine president, 1898-1901 / Henri Turot ; translated
 from the French by Pacifico A. Castro
 700 12 \$aSheridan, Richard Brinsley,\$d1751-1816.\$tFilipino
 martyrs.
 700 12 Turot, Henri,\$d1865- . \$tEmilio Aguinaldo.

1.4 Adaptation and Revisions

For an adaptation or a revision of an existing work which has substantially changed in terms of content and nature and that it is now presented as the work of the person, family or corporate body responsible for the adaptation or revision, construct the authorized access point representing the new work

by combining the authorized access point for the person, family or corporate body responsible for the adaptation or revision and the preferred title for the adaptation or revision.

100	1#	Olivares, Roger P.
245	10	\$aNoli Me Tangere 2 :\$b"Where to now, my country? /\$by Roger P. Olivares.

Exception

For adaptations and revisions of compilations of works by different person, families, or corporate bodies, construct the authorized access point representing the work using the preferred title for the compilation.

1.5 Commentary, Annotations, Illustrative Content, Etc. Added to a Previously Existing Work

For a work consisting of a previously existing work with added commentary, annotations, illustrative content, etc. presented as the work of the person, family or corporate body responsible for the commentary, etc., construct the authorized access point representing the work by combining the authorized access point representing the person, family, or corporate body and the preferred title of the commentary.

100	1#	\$aSantiago, Miriam Defensor,\$d1945-
245	10	\$aRules of court annotated /\$bby Miriam Defensor Santiago.

1.6 Different Identities for an Individual Responsible for the Work

If an individual responsible for a work has more than one identity responsible and there is no consistency in how that individual is identified on resources embodying the work, construct the authorized access point by combining the most frequently used identity and the preferred title for the work.

100	1#	\$aBalagtas, Francisco,\$d1788-1862.
245	10	\$aFlorante at Laura /\$cni Francisco Balagtas ; Ponciano B.P. Pineda, konsultant.

NOT

100	1#	\$aBaltazar, Francisco,\$d1788-1862.
245	10	\$aFlorante at Laura /\$cni Francisco Balagtas ; Ponciano B.P. Pineda, konsultant.

1.7 Works of Uncertain or Unknown Origin

If there is uncertainty as to the probable person, family or corporate body with which a work that has been attributed to, construct the authorized access point representing the work using the preferred title for the work.

If reference sources indicate that one person, family or corporate body is responsible for creating the work, construct the authorized access point representing that person, family, or corporate body followed by the preferred title for the work.

If the person, family or corporate body responsible for the work is unknown, or if the work originates from an unnamed group, construct the authorized access point representing the work using the preferred title for the work.

245	00	\$aArimunding-munding :\$b107 saknong mula sa awit at tulang bayan sa daantaong panulaang Tagalog ng makatang Filipino na di-kilala (o anonimo) /\$ctinipon, pinili at inedit ni Alberto S. Florentino ; isinalarawan ni Manuel D. Baldemor.
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1.8 Addition to Access Points Representing Works

If the access point constructed is the same or similar to an access point representing a different work, add one or more of the following to differentiate between works.

- Form of work
- Date of work
- Place of origin of work
- Other distinguishing characteristic of the work

S. Authorized Access Point Representing a Part or Parts of Work

1. One part

Construct the authorized access point representing the person, family, or corporate body responsible for the part, as applicable and the preferred title for the part.

```
100 1# $aAruego, Jose M.,$d1902-  
245 10 $aPhilippine political law :$bbeing the first part of "Know your  
constitution" /$cby Jose M. Aruego.
```

2. Two or More Parts

Construct the authorized access point representing two or more consecutively numbered parts of a work identified only by a general term and a number, by adding the preferred title for the sequence or parts to the authorized access point representing the whole work.

Construct authorized access points for each of the parts when identifying two or more unnumbered or non-consecutively numbered parts of a work. An alternative to this would be to add *Selections* to the authorized access point representing the whole work.

T. Authorized Access Point Representing an Expression

Construct the authorized access point representing a particular expression by adding one or more of following as applicable:

- Content type
- Date of the expression
- Language of the expression
- Other distinguishing characteristic of the expression

CHAPTER 4

RECORDING ATTRIBUTES OF PERSONS, FAMILIES, AND CORPORATE BODIES

A. Identifying Persons (RDA 9)

The term **person** refers to an individual or an individual (either alone or in collaboration with one or more other individuals). Persons include fictitious entities.

1. Constructing Authorized Access Points for Persons (RDA 9.19)

1.1 The preferred name for the person is the basis for the authorized access point for persons.

1.2 Choose the form most commonly found as the preferred name if the forms of the name vary in fullness.

1.3 For variant spellings of a person's name choose the form found in the first resource received.

1.4 If the person has changed his or her name, choose the latest name or form of name as the preferred name.

2. Recording the Preferred Name for Persons (Core element) (RDA 9.2.2.4)

The preferred name for persons is recorded according to the following situations:

2.1 If the surname is represented by an initial only, but the forename is given in full, record the initial as the first element.

Name on Source:

ANDREW E.
MICHAEL V.

```
100 1# $aE., Andrew, $eauthor.  
700 1# $aV., Michael, $eauthor.
```

2.2 If the name consists of a surname only, treat the word or phrase associated with the name in reference sources as an integral part of the name.

Name on Source:

Mr. Fu
Doctor Ortiz

100 1# \$aE., \$aFu, Mr., \$eauthor.
700 1# \$aOrtiz, Doctor, \$eauthor.

2.3 If a married person is identified only by a partner's name, treat a term of address as an integral part of the name. Record the term of address as the last element of the name.

Name on Source:

Mrs. Daniel Romualdez

100 1# \$aRomualdez, Daniel, \$cMrs., \$eauthor.

2.4 Record terms (e.g. Jr., Sr.) and numbers (e.g. III, IV) indicating relationship following surnames after the forename, preceded by a comma.

Name on Source:

BENIGNO AQUINO, JR.

100 1# \$aAquino, Benigno, \$cJr., \$eauthor.

Name on Source:

TIRSO CRUZ III

100 1# \$aCruz, Tirso, \$cIII, \$eauthor.

- 2.5 Record a male author's name containing a surname consisting of two proper names separated by either a space or a hyphen under the first element of the compound surname.

Name on Source:

Carmelo Mesa-Lago (*male author*)
Roberto M. Laude

100 1# \$aMesa-Laygo, Carmelo, \$eauthor.
700 1# \$aLaude, Roberto M., \$eauthor.

- 2.6 Record a hyphenated surname used by a married Filipino woman under the second element of the compound surname.

Name on Source:

Laurentina Paler-Calmorin
Melchor A. Calmorin

100 1# \$aCalmorin, Laurentina Paler, \$eauthor.
700 1# \$aCalmorin, Melchor A., \$eauthor.

- 2.7 If a surname includes an article or preposition, or a combination of the two, record as the first element the part most commonly used as the first element in the person's language or country of residence or activity.

Name on Source:

RODRIGO DE VILLA (*Filipino author*)

RICARDO DE VERA (*Spanish author*)

100 1# \$aDe Villa, Rodrigo, \$eauthor.

700 1# \$aVera, Ricardo de, \$eauthor.

2.8 Treat a Roman numeral associated with a given name (as for example, in the case of popes, royalty, and ecclesiastics) as an integral part of the name.

Name on Source:

Louis XIV

100 1# \$aLouis \$bXIV, \$eauthor.

2.9 Record in direct order a name consisting of a phrase that consists of terms or forename(s) preceded by words other than a term of address or a title of position or office.

Name on Source:

PINOY HENYO

100 1# \$aPinoy Henyo, \$eauthor.

2.10 Record a phrase consisting of a forename(s) preceded by a term of address under the forename as the first element.

Name on Source:

Mother Teresa

100 1# \$aTeresa, Mother, \$eauthor.

3. Additions to the Preferred Name for Persons

3.1 Record the following core elements and “core if” elements as additions to the preferred name for persons:

3.1.1 Add the date of birth and/or date of death of a person, if known, after the preferred name. Record only the year of birth and/or death, if possible.

Elements on Source:

Luis R. Panganiban
(*Date of birth – May 5, 1940*)

```
100 1# $aPanganiban, Luis R., $d1940 - , $eauthor.
```

Elements on Source:

Nicanor Tolentino
(*Year of birth – 1943; Year of death –2000*)

```
100 1# $aTolentino, Nicanor, $d1943-2000, $eauthor.
```

3.1.2 For a pope, cardinal or other ecclesiastical official whose given name is recorded as the first element of the preferred name, record the title after the given name preceded by a comma.

Elements on Source:

POPE BENEDICT XVI

```
100 1# $aBenedict $bXVI, $cPope, $eauthor.
```

3.1.3 For other persons of religious vocation, record the title, term of address, etc. conferred after the preferred name. Add the initials and/or abbreviations used to denote a Christian religious order if they are regularly used.

Elements on Source:

Brother Andrew Gonzales, F.S.C.

100 1# \$aGonzales, Andrew, \$cBrother, F.S.C., \$eauthor.

3.2 If a fuller form of a person's name is known and if the preferred name does not include all of that fuller form, record as appropriate the fuller form of name.

Elements on Source:

O. D. Corpuz
(fuller form of name – Onofre D.)

100 1# \$aCorpuz, O. D.\$q(Onofre D.), \$eauthor.

3.3 Record other designation associated with a person other than a title (e.g. saint or spirit) after the preferred name.

Elements on Source:

Saint Francis of Assisi

100 1# \$aFrancis, \$cof Assisi, Saint, \$eauthor.

Elements on Source:

San Pedro Calungsod

100 1# \$aCalungsod, Pedro, \$cSaint, \$dapproximately
1655-1672, \$eauthor.

3.4 Record profession or occupation in which a person works or has worked as an addition to headings in bibliographic records to differentiate identical or the same names.

```
100 1# $aMedina, Mauro L., $d1946- , $c(Lawyer), $eauthor.  
100 1# $aMedina, Mauro L., $d1946- , $c(Writer), $eauthor.
```

4. Creating Authority Records for Persons

Aside from the authorized access point, the following elements concerning persons are recorded only in the authority record: variant access point(s), gender, place of birth, place of death, country associated with the person, place of residence, address, affiliation, language of the person, field of activity, and biographical information.

4.1 The variant access point refers to an alternative to the authorized access point representing a person. It is recorded in MARC 400 in the authority record.

```
100 1# $aCalmorin, Laurentina Paler  
400 1# $aPaler-Calmorin, Laurentin  
  
100 1# $aTeresa, Mother  
400 1# $aBojaxhiu, Agnes Gonxha.
```

4.2 Record the gender of the person in MARC 375 in the authority record using an appropriate term such as *female*, *male*, *not known*.

```
100 1# $aCruz, Loreto, $d1998-  
375 ## $amale.
```

4.3 Record in MARC 370 in the authority record the place in which the person was born.

```
100 1# $aFernando, Oscar, $d1956-  
370 ## $aSta. Cruz, Laguna, Philippines.
```

4.4 When applicable, record in MARC 370 in the authority record the place in which the person died.

```
100 1# $aCastillo, Luis, $d1935-1990  
370 ## $aManila, Philippines.
```

4.5 Record in MARC 370 in the authority record the country where a person is identified or associated.

```
100 1# $aTan, Carlos Sinsuat, $d1960-  
370 ## $a Singapore.
```

4.6 Record the place(s) of residence of a person in MARC 370 in the authority record, if applicable.

4.7 Record the address of the person in MARC 371 in the authority record.

```
100 1# $aJose, F. Sionil, $q(Francisco Sionil),$d1924-  
370 ## $aManila, Philippines.  
371 ## $a531 Padre Faura, Ermita, $bManila, Philippines  
$msoliffj@yahoo.com
```

4.8 Record the group with which a person is affiliated or has been affiliated through employment, membership, cultural identity, etc. in MARC 373 in the authority record.

```
100 1# $aSantillan, Ana M., $d1948-  
373 ## $aPhilippine Medical Association.
```

4.9 Record the language of the person in MARC 377 in the authority record, using the 3-character MARC code in the **MARC Code List of Languages**.

```
100 1# $aRivera, Carlos Lim, $d1966-  
377 ## $aeng
```

4.10 Record the field or fields of endeavor, area or areas of expertise, etc. of the person in MARC 372 in the authority record.

```
100 1# $aNera, Corazon M., $d1948-  
372 ## $aLibrary Science.
```

4.11 Record the biographical information of a person in MARC 678 and indicate the source from which it was obtained.

```
100 1# $aEstrada, Joseph E., $d1937-  
678 0# $aJoseph Estrada (original name Joseph Ejercito) was  
born on April 19, 1937 in Manila, Philippines. He is a  
popular actor, producer and politician. As an actor he  
adopted the screen name Erap Estrada & has played  
the lead in more than 100 movies. He also produced  
some 75 films. As a politician, he served as mayor of  
San Juan and Manila, then as senator, vice president  
and president of the Philippines. (Condensed from  
Wikipedia http://en.wikipedia.org/wiki/Joseph\_  
Estrada)
```

B. Identifying Families (RDA 10)

The term *family* refers to “two or more persons related by birth, marriage, civil union,

adoption, or similar legal status, or who otherwise present themselves as a family. A *name of the family* is a word, character, group of words and/or characters by which a family is known.”

1. Constructing Authorized Access Points for Families

When creating authorized access points for families, always start with the preferred name followed by the core elements of the family. The preferred name of the family is the name or form of name chosen as the basis for the authorized access point representing the family

2. Recording the Preferred Name for the Family

The preferred name chosen and recorded may be the surname (or equivalent) used by members of the family, the name of a royal house or dynasty, or the name of a clan, etc.

Example:

Aquino
Gokongwei
Ming

3. Additions to the Preferred Name for the Family

3.1 Record a term indicating the type of family using an appropriate term (e.g. *Family, Clan, Royal house, Dynasty*). (Core Element)

Elements on Source:

AQUINO FAMILY

100 3# \$aAquino (Family), \$eauthor.

Elements on Source:

MING DYNASTY

100 3# \$aMing (Dynasty), \$eauthor.

3.2 Record dates associated with the family applying the instructions given for dates associated with the person (RDA 9.3). (Core If Element)

Elements on Source:

SORIANO FAMILY
1910-1990

100 3# \$aSoriano (Family) : \$d1910-1990, \$eauthor.

3.3 Record the place or places (e.g. town, city, province, state, country) in which the family resides or has resided or has some connection if needed to differentiate between two or more families with the same name.

Elements on Source:

SORIANO FAMILY 1910-1990 (*of the Philippines*)

100 3# \$aSoriano (Family : \$d1910-1990, \$cPhilippines), \$eauthor.

3.4 Record the name of a prominent member of the family to differentiate between two or more families with identical names.

Elements on Source:

SORIANO FAMILY 1910-1990
(Oscar Soriano – prominent member of the family)

100 3# \$aSoriano (Family : \$d1910-1990, \$gSoriano, Oscar), \$eauthor.

4. Creating Authority Records for Families

Aside from the authorized access point of a family, the variant access point representing the family together with the hereditary title and family history are recorded in the authority record for a family.

4.1 Record the variant access point(s) representing the family in MARC 400.

```
100 3# $a Santo Cristobal (Family :$d1932-2010)
400 3# $aSto. Cristobal (Family : $d1932-2010)
```

5. Record the family history or information pertaining to the history of a family in MARC 678 in the authority record.

```
100 3# $aLaurel (Family, Batangas, Philippines)
678 0# $aThe Laurel family of Batangas was noted for their
nationalism and active service in the Philippine govt. The male
members of the family were elected to various positions and
have played important roles in the political and economic
development of the Philippines during the American,
Commonwealth and post war years.
```

C. Identifying Corporate Bodies (RDA 11)

The term *corporate body* “deals with an organization or group of persons identified by a particular name and that acts or may act, as a unit. Typical examples of corporate bodies are associations, institutions, business firms, non-profit enterprises, government agencies, religious bodies, local church groups and conferences. Ad hoc events (such as athletic contests, exhibitions, expeditions, and festivals) and vessels (e.g. ships and space crafts) are considered as corporate bodies.”

1. Constructing Authorized Access Points for Corporate Bodies

1.1 The preferred name for the corporate body is the basis for its authorized access point. It is followed by the core elements required to identify the concerned corporate body.

1.2 If there are several forms of the corporate name, choose as the preferred name the form most commonly known.

1.3 For variant spellings, prefer the later form when the difference in spelling is due to orthographic reform.

1.4 If a conventional form of name is frequently identified in reference sources, choose the conventional name as the preferred name.

Examples:

Jesuits
not Society of Jesus

Franciscans
not Ordo Fratrum Minorum

1.5 If the name of the corporate body has changed, choose the earlier name as the preferred name for use with resources associated with the earlier name and choose the later name as the preferred name for use with resources associated with the later name.

Examples:

Philippine Normal College (*earlier name*)
Philippine Normal University (*later name*)

2. Recording the Preferred Name for Corporate Bodies

2.1 If the name of a corporate body consists of or contains initials, omit or include full stops and other marks of punctuation according to the most commonly found usage of the body. In case of doubt, omit the full stops, etc.

Examples:

110 1# \$aUnesco, \$eauthor.

110 1# \$aCMC Corporation, \$eauthor.

2.2 Omit an adjectival term or abbreviation indicating incorporation, limited, (e.g. *Inc.*, *Ltd.*) unless it is an integral part of the corporate name or is needed to make it clear that the name is that of a corporate body.

Name on Source:

Philippine Librarians Association, Inc.

110 1# \$aPhilippine Librarians Association, \$eauthor.

Name on Source:

Libraries Unlimited

110 1# \$aLibraries Unlimited, \$eauthor.

2.3 Omit abbreviations (e.g. *R.P.S.*, *U.S.S.*, *H.M.S.*) occurring before the name of a ship. Add the word “*ship*” after the preferred name as a qualifier.

Name on Source:

R.P.S. Lapu-Lapu

110 1# \$aLapu-Lapu (Ship), \$eauthor.

2.4 Omit from the name of a conference, congress, meeting, exhibition, fair, festival, etc. (including that of a conference treated as a subordinate body), indications of its number, or year or years of convocation, etc.

Name on Source:

7th Metro Manila Film Festival

110 1# \$aMetro Manila Film Festival, \$eauthor.

Name on Source:

Electronics Expo '99

110 1# \$aElectronics Expo, \$eauthor.

3. Recording Names of Subordinate and Related Bodies (RDA 11.2.2.14)

Record the name of a subordinate or related body as a subdivision of the authorized access point representing the body to which it is subordinate or related if it belongs to one or more of the following types:

3.1 Type 1. A name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*).

Name on Source:

Personnel Section of the Arellano University

110 1# \$aArellano University. \$bPersonnel Section, \$eauthor.

3.2 Type 2. A name containing a word that normally implies administrative subordination (e.g. *Commission, Committee*).

Name on Source:

PAARL Finance Committee

110 1# \$aPhilippine Association of Academic/Research Librarians.\$bFinance Committee, \$eauthor.

3.3 Type 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

Name on Source:

Laguna College Class of 2001

110 1# \$aLaguna College. \$bClass of 2001, \$eauthor.

3.4 Type 4. A name that does not convey the idea of a corporate body.

Name on Source:

British Library Human Resources

110 1# \$aBritish Library. \$bHuman Resources, \$eauthor.

3.5 Type 5. A name of a university faculty, school, college, institute, laboratory, etc.

Name on Source:

University of Santo Tomas College of Medicine

110 1# \$aUniversity of Santo Tomas. \$bCollege of Medicine, \$eauthor.

3.6 Type 6. A name of a non-governmental body that includes the entire name of the higher or related body.

Name on Source:

San Beda College Library

110 1# \$aSan Beda College. \$bLibrary, \$eauthor.

3.7 Type 7. A government agency that is a ministry or similar major executive agency that has no other agency above it.

Name on Source:

Ministry of Finance
Republic of the Philippines

110 1# \$aPhilippines. \$bMinistry of Finance, \$eauthor.

3.8 Type 8. A legislative body.

Name on Source:

Senate
Republic of the Philippines

110 1# \$aPhilippines. \$bSenate, \$eauthor

3.9 Type 9. A court.

Name on Source:

Supreme Court of the Philippines

110 1# \$aPhilippines.\$bSupreme Court, \$eauthor.

3.10 Type 10. A principal service of the armed forces of a government.

Name on Source:

Philippine Air Force

110 1# \$a Philippines. \$bPhilippine Air Force, \$eauthor.

3.11 Type 11. A head of state, head of government, or ruling executive body.

Name on Source:

Philippine President Fidel V. Ramos

110 1# \$a Philippines.\$bPresident (1992-1998 : Ramos), \$eauthor.

Name on Source:

Quezon City Mayor Herbert Bautista

110 1# \$aQuezon City (Philippines).\$bMayor (2010- : Bautista), \$eauthor.

3.12 Type 12. An embassy, consulate, etc.

Name on Source:

Philippine Embassy in the United States

110 1# \$aPhilippines.\$bEmbassy (U.S.), \$eauthor.

3.13 Type 13. A delegation to an international or intergovernmental body.

Name on Source:

Philippine Delegation to the General Assembly
of the United Nations

110 1# \$aPhilippines.\$bDelegation to the General Assembly
of the United Nations, \$eauthor.

3.14 Direct or Indirect Subdivision in Government Bodies (RDA 11.2.2.20).

Name on Source:

Republic of the Philippines
Department of Education
Bureau of Elementary Education

110 1# \$aPhilippines.\$bBureau of Elementary Education,
\$eauthor.

4. Additions to the Preferred Name for Corporate Bodies

The following elements are possible additions to the preferred name. Some of the elements may be added even if there is no need to differentiate between identical or the same names of different corporate bodies:

4.1 Addition of a word or phrase if name does not convey the idea of a body (RDA 11.7).

Elements on Source:

Parokya ni Edgar
(*musical group*)

110 1# \$aParokya ni Edgar (Musical group), \$eauthor.

4.2 Associated place (RDA 11.3) (option to add even if not needed).

Elements on Source:

University of the East Manila

110 1# \$aUniversity of the East (Manila), \$eauthor.

4.3 Associated institution (option to add even if not needed).

Elements on Source:

Kabataang Maka-Rizal
(*based in the Philippine Normal College*)

110 1# \$aKabataang Maka-Rizal (Philippine Normal College),
\$eauthor.

4.4 Date of establishment or termination (option to add even if not needed).

Elements on Source:

A-1 Products Corporation
(*founded in 1945*)

110 1# \$aA-1 Products Corporation (founded 1945), \$eauthor.

4.5 Type of jurisdiction (add only if there is a need to distinguish).

Elements on Source:

Cavite City

110 1# \$aCavite City (Philippines), \$eauthor.

Elements on Source:

Cavite Province

110 1# \$aCavite (Philippines : Province), \$eauthor.

4.6 Other designation (option to add to distinguish a body from another body with the same name).

110 1# \$aVisayas (Eastern), \$eauthor.

110 1# \$aVisayas (Central), \$eauthor.

110 1# \$aVisayas (Western), \$eauthor.

4.7 Add number, date and location of a conference, if available.

Elements on Source:

National Training-Workshop on Resource Description
and Access held in August 2012 at the College of
St. Benilde, Manila

```
111 1# $aNational Training-Workshop on Resource Description  
and Access $d(2012 :$cCollege of St. Benilde, Manila)
```

5. Creating Authority Records for Corporate Bodies

The authorized access point and the variant access point(s) of corporate bodies are recorded in the authority record for corporate bodies.

5.1 Record the variant access point in MARC 400.

```
110 1# $Philippine Librarians Association  
400 1# $aPhilippine Librarians Association, Inc.  
400 1# $aPLAI.
```

5.2 The following elements are not required for inclusion in the authorized access points but can be added to the authority record for corporate bodies:

5.2.1 Address of the Corporate Body (RDA 11.9)

Record the address of the corporate body's headquarters or offices, or an e-mail or internet address if needed to distinguish two or more corporate bodies with the same name. Record it in MARC 371 following the format for the address of persons.

5.2.2 Language of the Corporate Body (RDA 11.8)

Record the language of the corporate body in MARC 377 following the format in recording language of the person.

5.2.3 Field of Activity of the Corporate Body (RDA 11.10)

Record in MARC 372 the field of business in which a corporate body is engaged, its area of competence, responsibility, jurisdiction, etc.

110 1# \$aNorth Atlantic Treaty Organization

372 ## \$aThe North Atlantic Treaty Organization is a political and military alliance of 26 countries from North America and Europe committed to fulfilling the goals of the North Atlantic Treaty Organizaton signed on 4 April 1949.

5.2.4 Corporate History (RDA 11.11)

Record the information pertaining to the history of the corporate body in MARC 678 in the authority record.

100 1# \$aUniversity of the East.\$bLibrary

678 0# \$aUniversity of the East Library (formerly known as the PCCBA Library) was established in April 1947 right after the Philippine College of Commerce and Business Administration was founded. The main library was first built in the left wing of the Dalupan Hall and was used until 1950 when it was moved to the Dental Library bldg. In 1961 it was transferred to the Library Museum building. During the years that follow branch libraries were also maintained in the different colleges and centers. In 1996, with the emergence of information technology, the main library was converted into a modern and first class facility. It is now housed at the P.O. Domingo Center for Information Technology (PODCIT).

6. Constructing Authorized Access Points for Conferences, Festivals, Etc.

Take note of the following when constructing an authorized access point for a conference:

6.1 The elements of an authorized access point are recorded in the following sequence: preferred name of the activity, number, date and location.

111 2# \$aPublic Consultation and Training Workshop on RDA Policy and Action Plan for Philippine Libraries \$n(2nd : \$d2014 : \$cBacolod City)

111 2# \$aPublic Consultation and Training Workshop on RDA Policy and Action Plan for Philippine Libraries \$n(3rd : \$d2014 : \$cGeneral Santos City)

6.2 Omit indications of number or year(s) of convocation in the preferred name but add frequency (e.g., Biennial Conference ...).

6.3 Omit year of convocation from name of an exhibition, fair, festival, but include if resource is cataloged as a monograph.

6.4 Record the number of a conference using English ordinal numerals (e.g. 1st, 2nd, 3rd, etc.)

6.5 Do not give date or range of date of a conference if the resource is cataloged as a serial.

6.6 No “rule of three” when sessions are held in three or more locations. Give all locations separated by semicolons in access point.

6.7 If conference is held online, location is “Online”.

6.8 Omit location of conference if publication is cataloged as a serial.

D. Identifying Geographic Entities (RDA 11.13.1.3)

Names of geographic entities or place names are used as elements in constructing authorized access points for corporate bodies in the following situations:

1. As an element used to differentiate between corporate bodies with the same name.

110 1# \$a Diamond Motor Corporation (Taytay, Rizal, Philippines), \$eauthor.

110 1# \$a Diamond Motor Corporation (Quezon City, Philippines), \$eauthor.

2. As an addition to other corporate names such as conferences, festivals, etc.

111 2# \$aSymposium on K-12 \$d(2013 :\$c Manila)

111 2# \$aAsian Games \$d(2014 : \$cIncheon, South Korea)

3. As the name of governments.

110 1# \$a Philippines.\$bProfessional Regulation Commission

110 1# \$aMarinduque (Philippines).\$bGovernor

4. As the name of communities that are not governments.

110 1# \$aBaseco Compound (Manila, Philippines)

110 1# \$aBonifacio Global City (Taguig, Philippines)

NOTE: Geographic names are also used as elements which are optionally added to the authorized access points for persons and families.

CHAPTER 5

RECORDING RELATIONSHIPS

Primary relationships are the relationships between a work, expression, manifestation, and item that are inherent to the FRBR definitions of those entities:

- The relationships between a work and an expression through which that work is realized
- The relationship between an expression of a work and a manifestation that embodies that expression
- The relationship between a manifestation and an item that exemplifies that manifestation

A. Recording Relationships to Persons, Families, Corporate Bodies (PFCb) Associated with a Resource

Record relationship designators such as editor, compiler, illustrator, translator, arranger, performer, etc. to indicate the function performed by the PFCb in relation to the resource and to find all resources associated with a particular person, family, or corporate body. **However, these designators may or may not be recorded in the bibliographic record.**

```
245 00  $aPains and gains :$ba study of overseas performing artists
        in Japan : from pre-departure to reintegration /$cby the
        Development Action for Women Network (DAWN) ; Jannis
        T. Montanez, writer; Paulynn P. Sicam, Carmelita G. Nuqui,
        editors
700 1#  $aMontanez, Jannis T.,$ewriter.
700 1#  $aSicam, Paulynn P.,$eeditor.
700 1#  $aNuqui, Carmelita G.,$eeditor.
```

B. Recording Relationships to PFCb Associated with a *Work*

1. Record relationships to PFCb associated with a work as **creators**.
2. If there is more than one creator responsible for the work, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required. However, it is recommended that other creators should be identified by their specific function in the resource.

Resource described as

Developing and implementing community-based monitoring and information systems : the Global Workshop and the Philippine Workshop Reports / writers: Mara Stankovich (Global Workshop Report) ; Chico Carino, Maria Elena Regpala, Jo Ann Guillao, and Grace Balawag (Philippine Workshop Report) ; editor, Raymond de Chavez.

100	1#	\$aCarino, Chico,\$ewriter.
700	1#	\$aRegpala, Maria Elena,\$ewriter.
700	1#	\$aGuillao, Jo Ann,\$ewriter.
700	1#	\$aBalawag, Grace,\$ewriter.
700	1#	\$aDe Chavez, Raymond,\$editor.

3. Record appropriate relationship designator according to the function of the creator, collaborator, and contributor.

Resource described as

Jose Rizal / a GMA Films Production ; produced by Butch Jimenez, Jimmy Duavit and Marilou Diaz-Abaya ; directed by Marilou Diaz-Abaya.

245	00	\$aJose Rizal/\$ca GMA Films Production ; produced by Butch Jimenez, Jimmy Duavit and Marilou Diaz-Abaya ; directed by Marilou Diaz-Abaya
700	1#	\$aRegpala, Maria Elena,\$ewriter.
700	1#	\$aGuillao, Jo Ann,\$ewriter.
700	1#	\$aBalawag, Grace,\$ewriter.

4. Record the relationship designator *compiler* to a person, family, corporate body responsible for the compilation of works, either by one author or several authors.

Resource described as

Filipino women : facts and figures / compiled and published by the National Commission on the Role of Filipino Women

245	00	\$aFilipino women :\$bfacts and figures/\$ccompiled and published by the National Commission on the Role of Filipino Women
710	2#	\$aNational Commission on the Role of Filipino Women,\$ecompiler.

Resource described as

Paula's book : selected writings of Paula Carolina Santos Malay / compiled and edited by Odile Defrance Malay.

100	10	\$aMalay, Paula Carolina Santos
700	1#	\$aMalay, Odile Defrance,\$ecompiler,\$editor.

5. Record the relationship designator associated with an expression such as translator, arranger, transcriber, reporter, host, etc.

Resource described as

I-witness / hosted by Kara David

245	10	\$al-witness
700	1#	\$aDavid, Kara,\$ehost.

6. Record appropriate relationship designator associated with manifestation such as producers, publishers, and distributors and manufacturer.

Resource described as

Obando land use map / produced under a cooperative undertaking between the government of the Republic of the Philippines and the government of Japan; distributed by National Mapping and Resource Information Authority.

245	10	\$aObando land use map /\$cproduced under a cooperative undertaking between the government of the Republic of the
264	2#	Philippines and the government of Japan
		\$aManila :\$bNational Mapping and Resource Information Authority,\$c1988.
710	2#	\$aNational Mapping and Resource Information Authority,
		\$edistributor.

7. Record relationship designator associated with an item such as owners, donors, custodians, etc. in the Item record.

CHAPTER 6

RECORDING RDA ELEMENTS USING THE MACHINE READABLE CATALOGING (MARC21) FORMAT

MARC 21 is the most popular display format used among the Library Integrated System (LIS) such as Destiny Library Manager, Millennium, Library.Solutions, Infolib, Libro, etc. in the Philippines.

MARC 21 is:

- a “communication format”
- a structure in which data from one computerized catalog can be shared with another computerized catalog
- a display format for catalogs
- not a cataloging code

A. Structure of a MARC Record

- Record leader – data elements that primarily provide information for the processing of the record
- Directory – series of entries that contain the tag, length, and starting location of each variable field within a record, the character position will be represented by the character \$ and # (for blank space)

B. Subfield Codes

All the data in each field (beginning with 010 field) is divided into subfields, each of which is preceded by a delimiter (usually a lower case letter) – subfield code combination. Each subfield code is preceded by a delimiter represented by the character \$ (or any other character, e.g., |, !, etc.).

Most frequently used TAG Fields – into which data elements or bibliographic information, access points and descriptive cataloging are entered, encoded, and recorded.

C. Tags

Tags are 3-digit numbers. The tags are sometimes followed by the names of the fields

they represent. If a tag can appear more than once in one bibliographic record, some fields/elements are repeatable and some are not. If it can only be used once, it is labeled non-repeatable (NR). Each tag makes use of **indicators** and **subfields**.

All MARC fields consist of a three-digit TAG

- 100 Main entry – personal name
- 245 Title statement
- 264 Publication, distribution, etc. (imprint)
- 300 Physical description

D. Indicators

Indicators are one-digit numbers. Beginning with the 010 field, every field—following the tag-- are two character positions, one for Indicator 1 and one for Indicator 2. The indicators are not defined in all fields. When an indicator is undefined, the character position will be represented by the character # (for blank space).

The following is a summary of the MARC21 tags used most frequently by Philippine libraries in entering data elements for bibliographic records.

1. **020** International Standard Book Number -- (ISBN)

- Repeatable (R)
- Record the ISBN in the MARC 020 field.
- Indicators are undefined.

The subfields used most often are:

\$a -- International Standard Book Number
\$c -- Terms of availability (often a price)
\$z -- Cancelled/invalid ISBN (R)

Example:

020 ## \$a971101064X

2. **040** Cataloging source – Not Repeatable (NR)

- Provide the cataloging source in the MARC 040 field.
- Indicators are undefined.
- The subfields used most often are:

The subfields used most often are:

\$a -- Original cataloging agency
\$c -- Transcribing agency
\$d -- Modifying agency (R)

Example:

040 ## \$aDLC \$cNLP

3. **100** Main entry -- Personal name -- (primary author) (NR; there can be only one main entry)

- Record the main entry for personal name in the MARC 100 field.
 - Indicator 1 specifies the type of personal name entry element:
 - 0 -- Forename
 - 1 -- Surname
 - 3 -- Family name
- Indicator 2 is undefined.

The subfields used most often are:

\$a -- Personal name
\$b -- Numeration
\$c -- Titles and other words associated with a name (R)
\$q -- Fuller form of name
\$d -- Dates associated with a name (generally, year of birth and death)

Example:

100 1# \$aLaurel, Jose P. \$q(Jose Paciano), \$d1891-1959.

4. **110** Main entry -- Corporate body -- (primary author)

- Record the main entry for corporate name in the MARC 110 field.
- Indicator 1 specifies the type of corporate name entry element:
 - 0 -- Inverted name
 - 1 -- Jurisdiction name
 - 2 -- Name in direct order

- The inverted name is very uncommon
- Indicator 2 is undefined.

There are many subfields available for use, but the most common are:

\$a -- Corporate name or jurisdiction name as entry element (NR)
\$b -- Subordinate unit (R)

Example:

110 2# \$aPhilippine Association of Academic/Research Librarians.

110 2# \$aLyceum of the Philippines University.\$bCollege of Arts and Science.

Here, the correct format for a jurisdiction with subordinate body is shown:

Example:

110 1# \$aPhilippines.\$bProfessional Regulation Commission.

110 1# \$aPhilippines.\$bPhilippine Navy.

5. **111** Main entry -- Conferences and other meetings (primary author)

- Record the main entry for conferences and other meetings in the MARC 111 field.
- Indicator1 specifies the type of conferences and other meetings entry element:

0 – Inverted name

1 – Jurisdiction name

2 – Name in direct order

Indicator 2 is undefined.

Again, the inverted name is very uncommon.

Of the many subfields available, the most common are:

\$a -- Meeting/conference or jurisdiction name
\$n -- Number of meeting

\$d -- Date of meeting
\$c -- Location of meeting/conference

Example:

111 2# \$aNational Electronic Conference \$n(6th : \$d2014 : \$cManila, Philippines)

6. **130** Main entry -- Uniform title (NR)

- Record the main entry for uniform title in the MARC 130 field.
- Indicator 1 specifies the non-filing characters
- 0-9 -- defines the number of nonfiling characters present (for initial articles, including spaces)
- Indicator 2 is undefined.

The subfields used most often are:

\$a -- Uniform title
\$p -- Name of part/section of a work (R)
\$l -- Language of a work
\$s -- Version
\$f -- Date of a work

Example:

130 0# \$aBible. \$lEnglish. \$sAuthorized.

130 0# \$aNoli Me Tangere. \$lEnglish.

7. **240** Uniform title (NR)

- Record the uniform title in the MARC 240 field.
- Indicator 1 specifies that the uniform title is printed or displayed
- 0 -- the title is not printed or displayed
- 0-9 -- Number of nonfiling characters present (for initial articles, including spaces)

The subfields used most often are:

\$a -- Uniform title
\$l -- Language of a work
\$f -- Date of a work

Example:

240 10 \$aHarry Potter and the prisoner of Azkaban. \$lFrench. \$f2012.

8. **245** Title Statement (NR)

- Record the title statement in the MARC 245 field.
- Indicator 1 specifies a title added entry
- 0 -- means that there is no title added entry; also indicates that the main entry is under the title because there is no author given.
- 1 -- means there is a title added entry; also means that there is an author given in 1XX.
- Indicator 2 specifies the nonfiling characters
- 0-9 Number of nonfiling characters present, including spaces; usually zero, except when the title begins with an article a, an, the or equivalent in other languages.

The subfields used most often are:

\$a -- Title proper
\$p -- Name of part/section of a work (R)
\$b -- Remainder of title (subtitles, etc.)
\$c -- Remainder of title page /Statement of responsibility

Example:

245 14 \$aThe gift of Grace: \$bher persona rhetoric leadership / \$c Celia Hernando Tobia-Bulan.

111 2# \$aNational Electronic Conference \$n(6th : \$d2014 : \$cManila, Philippines)

9. **246** Varying form of title (R)

- Record the varying form of title in the MARC 246 field.
- Indicator 1 specifies that there is a note with a title added entry
- 1 -- means to display the note and index the variant title
- 3 -- means there is no note with a title added entry
- Indicator 2 specifies the type of title such as:
- # -- No information provided
- 0 -- Portion of title
- 1 -- Parallel title
- 4 -- Cover title
- 8 -- Spine title (used with \$i (display text) when a special display is needed)

The subfield used more often is:

\$a -- Title proper

Example:

```
245 10 $aIFRS/PFRS for SMEs / $cAlliance of Accounting and Auditing Researchers
246 1# $aInternational/Philippine Financial Reporting Standard for Small and
      Medium-sized Entities

245 10 $a12 little things every Filipino can do to help our country / $cAlexander L.
      Lacson.
246 1# $aTwelve little things every Filipino can do to help our country.
```

10. **250** Edition statement (NR)

- Record the edition statement in the MARC 250 field.
- Indicators are undefined.

The subfield used most often:

\$a -- Edition statement

Example:

```
250 ## $aFourth edition.
250 ## $a2nd revised edition.
250 ## $aNew edition.
```

11. **264** Publication, distribution, etc. (Imprint) (R)

- Record the publication, distribution, etc. in the MARC 264 field.
- Indicator 1 specifies the sequence of publishing statements
- # -- No information provided
- Indicator 2 is undefined

The subfields used most often are:

\$a -- Place of publication, distribution, etc. (R)

\$b -- Name of publisher, distributor, etc. (R)

\$c -- Date of publication, distribution, etc. (R)

Example:

264 ## \$aManila : \$bRex Book Store, \$c2005.

12. **300** Physical description (R)

- Record the physical description in the MARC 300 field.
- Indicators are undefined.

The subfields used most often are:

\$a -- Extent (number of pages)

\$b -- Other physical details (usually illustration information)

\$c -- Dimensions (cm) (R)

\$e -- Accompanying material (for example “teacher’s guide” or “manual”)

Example:

300 ## \$a95, [9] pages : \$billustration ; \$c18 cm + \$e1 game (one sheet, folded)

13. **336** Content type

- Record the content type in the MARC 336 field.
- Indicators are undefined.

The subfields used most often are:

\$a -- content type
\$2 -- rda content

Examples:

```
336 ## $atwo-dimensional moving image $2rdacontent
336 ## $atext $2rdacontent
```

14. **337** Media type

- Record the media type in the MARC 337 field.
- Indicators are undefined.

The subfields used most often are:

\$a -- media type
\$2 -- rda media

Examples:

```
337 ## $aunmediated $2rdamedia
```

15. **338** Carrier type

- Record the carrier type in the MARC 338 field.
- Indicators are undefined.

The subfields used most often are:

\$a -- carrier type
\$2 -- rdacarrier

Examples:

```
338 ## $avideodisc $2rdacarrier
338 ## $avolume $2rdacarrier
```

16. **440** Series statement / Added entry -- Title (R)

- Record the series statement in the MARC 440 field.
- Indicator 1 is undefined.
- Indicator 2 specifies nonfiling characters
- 0-9 -- Number of nonfiling characters present (for initial articles, including spaces)

The subfields used most often are:

\$a -- Title

\$v -- Volume number

Examples:

```
440 #0 $aThird U.P. public lectures on the Philippine presidency and
      administration ;$v2
440 #0 $aUbod new authors series ;$v2
```

17. **490** Series statement (No added entry is traced from field) (R)

- Record the series statement (no added entry is traced from field) in the MARC 490 field.
- Indicator 1 specifies whether series is traced
- 0 -- means the series has not been traced
- 1 -- means the series has been traced differently
- Indicator 2 is undefined.

The subfields used most often are:

\$a -- Series statement (R)

\$v -- Volume number (R)

Examples:

490 1# \$aChicken soup for the soul

18. **500** General note (R)

- Record the general note in the MARC 500 field.
- Indicators are undefined.

The subfield used most often is:

\$a -- General note is used when no specialized note field has been defined for the information.

Examples:

500 ## \$aIncludes index.

500 ## \$aTranslated from Spanish

500 ## \$aImprint stamped on verso of title page

19. **501** “With” note

- Record the “with” note in the MARC 501 field.
- Indicators are undefined.

The subfield used most often is:

\$a -- “With” note

Examples:

501 ## \$aWith: Saloobin : Sagot ni Hen. Emilio Aguinaldo sa mga paratang ng dakilang lumpo / anotasyon at pagsasalin ni Emmanuel Franco Calairo

20. **504** Bibliography, etc. note (R)

- Record the bibliography, etc. note in the MARC 504 field.
- Indicators are undefined.

The subfield used most often is:

\$a -- Bibliography, etc. note

Examples:

504 ## \$aBibliography: p.238-239.

504 ## \$aIncludes bibliographic references and index.

21. **505** Formatted contents note (R)

- Record the formatted contents note in the MARC 505 field.
- Indicator 1 specifies the type of contents note
- 0 -- means there are complete contents
- 1 -- means there are incomplete contents (used with multivolume set when some volumes are not yet published)
- 2 -- means there are partial contents
- Indicator 2 specifies the level of content designation
- # -- Basic

The subfield used most often is:

\$a -- Formatted content note

Examples:

505 0# \$adisc 1. Episode 1, Crisostomo Ibarra ; Episode 2, Sisa ; Episode 3, Dito po sa amin. disc 2. Episode 4, Ang baliw ay pantas ; Episode 5, Nagdidilim ang langit ; Episode 6, Haka-haka at kuro-kuro. disc 3. Episode 7, Kaibigang lihim ; Episode 8, Katwiran at kapangyarihan ; Episode 9, Pagbubunyag. disc 4. Episode 10, Bayan o sarili ; Episode 11, Ama ng ikakasal. disc 5. Episode 12, Noche Buena ; Episode 13, Pasko.

22. **520** Summary, etc. note (R)

- Record the summary, etc. note in the MARC 520 field.
- Indicator 1 specifies the display constant controller
- # -- means the summary
- 1 -- means the review
- 2 -- means the scope and content
- 3 -- means the abstract
- Indicator 2 is undefined

The subfields used most often are:

\$a -- Summary, abstract, or annotation

\$b -- Expansion of summary note

Examples:

520 ## \$aThe story follows the life of low I.Q. Forrest Gump (Tom Hanks) and his meeting with the love of his life Jenny. The film chronicles his accidental experiences with some of the most important people and events in America from the late 1950's through the 1970's including a meeting with Elvis Presley, JFK, Lyndon Johnson, Richard Nixon, fighting in Vietnam, etc. The problem is, he doesn't realize the significance of his actions. Forrest comes to embody a generation.

23. **521** Target audience note

- Record the target audience note in the MARC 521 field.
- Indicator 1 is used to indicate different levels of audience
- Blank --General audience note
- 0 -- Reading grade level
- 1 -- Interest age level
- 2 -- Interest grade level
- 3 -- Special audience characteristics
- 3 -- Motivation/interest level
- Indicator is undefined.

The subfield used most often is:

\$a -- pertains to the age level at which the item will most likely be of interest.

Examples:

521 1# \$a008-012 [The item is of interest to those aged 8-12]

521 1# \$aInterest age level: 8-12.

24. **534** – Original version note

- Record the original version note in the MARC 534 field.
- Indicators are undefined.

The most commonly used subfields are:

\$p -- Introductory phrase

\$c -- Publication of the original

\$t -- title of the original

Examples:

534 # \$pOriginally published as: \$tIbong Adarna \$cManila : KATHA Publishing Co., 1976.

25. **600** Subject added entry -- Personal name (R)

- Record the personal name subject added entry in the MARC 600 field.
- Indicator 1 specifies the type of personal name entry element
- 0 -- Forename
- 1 -- Surname (this is the most common form)
- 3 -- Family name
- Indicator 2 specifies the subject heading system/thesaurus (identifies the specific list or file which was used)
- 0 -- Library of Congress Subject Headings
- 1 -- LC subject headings for children's literature
- 4 -- Source not specified
- 7 -- Source specified in subfield \$2 (for Sears list also)

The subfields used most often are:

- \$a -- Personal name (surname and forename)
- \$b -- Numeration
- \$c -- Titles and other words associated with a name (R)
- \$q -- Fuller form of name
- \$d -- Dates associated with a name (generally, year of birth)
- \$t -- Title of a work
- \$v -- Form subdivision (R)
- \$x -- General subdivision (R)
- \$y -- Chronological subdivision (R)
- \$z -- Geographic subdivision (R)
- \$2 -- Source of heading or term (used with 2nd indicator of 7)

Examples:

600 10 \$aAquino, Benigno S.,\$d1932-1983.

26. **610** Subject added entry -- Corporate name (R)

- Record the corporate name subject added entry in the MARC 610 field.
- Indicator 1 specifies the type of corporate name entry element
- 0 -- Inverted name
- 1 -- Jurisdiction name
- 2 -- Name in direct order
- Indicator 2 specifies the subject heading system/thesaurus
- See indicator 2 under 600

The subfields used most often are:

- \$a -- Corporate name or jurisdiction name as entry element
- \$b -- Subordinate unit (R)
- \$v -- Form subdivision (R)
- \$x -- General subdivision (R)
- \$y -- Chronological subdivision (R)
- \$z -- Geographical subdivision (R)
- \$2 -- Source of heading or term (used with 2nd indicator of 7)

Examples:

```
610 10 $aMeralco (Firm)
610 10 $aPhilippine Constabulary Band $xHistory
```

27. **650** Subject added entry – Topical term (R)

- Record the topical term subject added entry in the MARC 650 field.
- Indicator 1 specifies the level of subject
- # -- means that there is no information provided
- Indicator 2 specifies the list or file of subject heading system/thesaurus used
- 0 -- Library of Congress Subject Headings
- 1 -- LC subject headings for children's literature
- 4 -- Source not specified
- 7 -- Source specified in subfield \$2 (for Sears list also)

The subfields used most often are:

```
$a -- Topical term
$v -- Form subdivision (R)
$x -- General subdivision (R)
$y -- Chronological subdivision (R)
$z -- Geographic subdivision (R)
$2 -- Source of heading or term used with 2nd indicator of 7)
```

Examples:

```
650 #0 $aPhilippine literature $xBook reviews
650 #0 $aSpeeches, addresses etc. $zPhilippines
```

28. **651** Subject added entry – Geographic name (R)

- Record the geographic name subject added entry in the MARC 651 field.
- Indicator 1 is undefined.
- Indicator 2 specifies the subject heading system/thesaurus.

The subfields used most often are:

- \$a -- Geographic name
- \$v -- Form subdivision (R)
- \$x -- General subdivision (R)
- \$y -- Chronological subdivision (R)
- \$z -- Geographic subdivision (R)
- \$2 -- Source of heading or term (used with 2nd indicator of 7)

Examples:

651 ## \$aPhilippines \$vHistory

29. **700** Added entry -- Personal name (R)

- Record the personal name added entry in the MARC 700 field.
- Indicator 1 specifies the type of personal name entry element
- 0 -- Forename
- 1 -- Surname
- 3 -- Family name
- Indicator 2 specifies the type of added entry
- # -- means that there are no information provided
- 2 -- means analytical entry

The subfields used most often are:

- \$a -- Personal name
- \$b -- Numeration
- \$c -- Titles and other words associated with a name (R)
- \$q -- Fuller form of name
- \$d -- Dates associated with a name (generally, year of birth)
- \$e -- Relator term (such as illustrator) (R)
- \$4 -- Relator code (R)

Examples:

100 1# \$aPamintuan, Ann Tiukinhoy \$eauthor.
700 1# \$aReyes Cid \$econtributing writer.
700 1# \$aFlores, Partick D. \$econtributing writer.
700 1# \$aColayco, Tina P. \$econtributing writer.
700 1# \$aOshima, Neal \$ephotographer.
700 1# \$aColayco, Tina P. \$eexecutive and creative editor.

700 1# \$aGarcia, Katrina \$edesigner.
 700 1# \$aPamintuan, Jo-ann T. \$eillustrator.
 700 1# \$aArquiza, Jacky \$emanaging editor.
 700 1# \$aCanuel, Imelda \$eassociate editor.
 700 1# \$aSingson, Karen \$ecopy editor.
 700 1# \$aAbrina, Elma \$epublication editor.
 700 1# \$aCamagay, Cyndi \$epublication editor.

30. **710** Added entry – Corporate name (R)

- Record the corporate name added entry in the MARC 710 field.
- Indicator 1 specifies the type of corporate name entry element
- 0 -- Inverted name
- 1-- Jurisdiction name
- 2 -- Name in direct order
- Indicator 2 specifies the type of added entry.
- # -- means that there is no information provided
- 2 -- means analytical entry

The subfields used most often are:

\$a -- Corporate name or jurisdiction name as entry element
 \$b -- Subordinate unit (R)

Examples:

110 2# \$aNational Committee on Resource Description and Access
 710 2# \$aNational Library of the Philippines
 710 2# \$aPhilippine Association of Academic/Research Librarians
 710 2# \$aNational Commission on Culture and the Arts. \$bNational Committee
 for Library and Information Service

31. **800** Series added entry -- Personal name (R)

- Record the personal name series added entry in the MARC 800 field.
- Indicator 1 specifies the type of personal name entry element
- 0 -- Forename
- 1 -- Surname

- 3 -- Family name
- Indicator 2 is undefined.

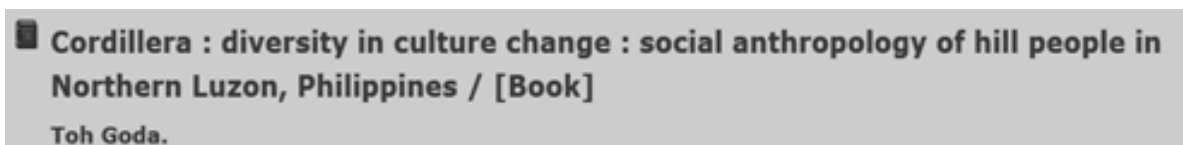
The subfields used most often are:

\$a -- Personal name
 \$b -- Numeration
 \$c -- Titles and other words associated with a name (R)
 \$q -- Fuller form of name
 \$d -- Dates associated with a name (generally, year of birth)
 \$t -- Title of a work (the series)
 \$v -- Volume number

Example:

800 1# \$aAbueva, Jose V., \$d1928- \$tU.P. Public lectures on the Aquino administration and the post- EDSA government (1986-1992); \$v2

Figure 1. Example of a complete RDA Bibliographic Record



Leader	000	01184cam a2200301 a 4500	
Contr Num	001	12615007	
Date & time	005	20030115091814.0	
Gen Info	008	010926s2001 ph ab b 000 0 eng	
Syst Contr Num	035	___	\$a(DLC) 2001360345
LCCN	010	___	\$a2001360345
ISBN	020	___	\$a971101064X
Source of Acquisition	037	___	\$bLibrary of Congress -- Jakarta Overseas Office \$cP220.00
Cataloging source	040	___	\$a DLC \$cDLC
Authentication	042	___	\$alcode
Geog area	043	___	\$aa-ph---

LC Call num	050	00	\$aGN495.4 \$b.C67 2001
Primary Access Point (Person)	100	10	\$aGoda, Toh
Title	245	10	\$aCordillera : \$bdiversity in culture change : social anthropology of hill people in northern Luzon, Philippines / \$cToh Goda.
Publication	264	1	\$aQuezon City, Philippines : \$bNew Day Publishers, \$c©2001.
Description	300	—	\$axviii, 157 pages : \$billustrations, maps ; \$c23 cm.
Content type			\$atext \$2rda content
Media type			\$aunmediated \$2rda carrier
Carrier type			\$avolume \$2rdamedia
Bibliog note	504	—	\$aIncludes bibliographical references (p. [153]-157).
Subj : corp name	610	20	\$aCordillera Resource Center (Philippines) \$xSocial conditions.
Subj: topical	650	_0	\$aEthnology \$zPhilippines.
Subj: topical	650	_0	\$aMinorities \$zPhilippines \$xSocial conditions.
Subj: geogr	651	—	\$aCordillera (Philippines) \$xSocial life and customs

List of other fields often seen in MARC records

IXX – Main entries
 100 – Personal name main entry
 110 – Corporate name main entry
 111 – Meeting name main entry
 130 – Uniform title main entry
 240 – Uniform title
 245 – Title statement
 246 – Varying form of title
 250 – Edition statement
 256 – Computer file characteristics
 264 – Publication, distribution, etc.
 300 – Physical description
 336 – Content type
 337 – Media type
 338 – Carrier type
 4XX – Series statement
 440 – Series statement/series added entry
 490 – Series statement

5XX – Notes
500 – General note
501 – “With” note
502 – Dissertation note
504 – Bibliography note
505 – Formatted content note
506 – Restrictions on access note
508 – Credits note
520 – Summary note
6XX – Subject headings
600 – Personal name subject heading
610 – Corporate name subject heading
611 – Meeting name subject heading
630 – Uniform title subject heading
650 – Topical subject heading
651 – Geographic subject heading
655 – Genre/form index term
7XX – Added entries
700 – Personal name added entry
710 – Corporate name added entry
711 – Meeting name added entry
730 – Uniform title added entry
740 – Uncontrolled related/analytical title added entry
8XX – Series added entries
800 – Personal name series added entry
810 – Corporate name series added entry
811 – Meeting name series added entry
830 – Uniform title series added entry
856 – Electronic location and access
900 – Local information



Part III

Examples of RDA Bibliographic and Authority Records

EXAMPLES OF RDA BIBLIOGRAPHIC AND AUTHORITY RECORDS

The examples included here are presented in MARC format since it is the most mature and the most popular among library display formats. MARC's data elements provide rich details, simple and specialized description, and it evolves with libraries' changing needs.

A. Bibliographic Records

Example A.1: Printed Book :Prosa selecta, narraciones y ensayos– Jose Rizal (Source: LC online catalog)

```
000 01323cam a2200337 i 4500
001 17416230
005 20130522063913.0
008 120731s2012 sp a b 000 0 spa
010 ## $a 2012512282
020 ## $a 9788479627416
035 ## $a (SP-BaPL)pu120536364
040 ## $a DLC $b eng $c DLC $e rda $d DLC
042 ## $a pcc
050 00 $a PQ8897.R5 $b A6 2012
100 1# $a Rizal, José, $d 1861-1896.
240 10 $a Prose works. $k Selections
245 10 $a Prosa selecta, narraciones y ensayos / $c José Rizal ; edición de Isaac
    DonosoJiménez.
264 #1 $a Madrid : $b Verbum, $c 2012.
300 ## $a c, 282 pages : $b illustrations ; $c 20 cm.
336 ## $a text $2 rdacontent
337 ## $a unmediated $2 rdamedia
338 ## $a volume $2 rdacarrier
490 0# $a Verbum mayor. SerieClásica
504 ## $a Includes bibliographical references (pages lxxxv-lxxxvii).
650 #0 $a Philippine literature (Spanish) $y 19th century.
700 1# $a Donoso, Isaac, $e editor of compilation.
856 42 $3 Publisher description $u http://www.loc.gov/catdir/enhancements/
    fy1307/2012512282-d.html
923 ## $d 20120731 $n 181901 $s SP-BaPL
```

Example A.2: Printed Book: Reportage on the Marcoses – Quijano de Manila
(Source: LC Online Catalog)

000 00990cam a22002897i 4500
 001 17834442
 005 20140521035457.0
 008 130801s2013 ph 000 0 eng
 906 ## \$a 7 \$b cbc \$c origode \$d 4 \$e ncip \$f 20 \$g y-gencatlg
 925 0# \$a acquire \$b 1 shelf copy \$x policy default
 955 ## \$c wj46 2013-08-02 to CALM
 010 ## \$a 2013307052
 020 ## \$a 9789712728174
 040 ## \$a DLC \$b eng \$c DLC \$e rda
 042 ## \$a lcode
 050 00 \$a MLCS 2012/01252 (D)
 100 1# \$a Joaquin, Nick, \$e author.
 245 10 \$a Reportage on the Marcoses, 1964-1970 / \$c Quijano de Manila.
 264 #1 \$a Mandaluyong City, Philippines, \$b Anvil Publishing Inc., \$c [2013]
 264 #4 \$c ©2013
 300 ## \$a 233 pages ; \$c 21 cm
 336 ## \$a text \$2 rdacontent
 337 ## \$a unmediated \$2 rdamedia
 338 ## \$a volume \$2 rdacarrier
 546 ## \$a In English.
 520 ## \$a Essays on the lives of Imelda and former President Ferdinand Marcos covering his political career, their courtship from 1964 to 1970.
 985 ## \$e ODE-jk

Example A.3: Periodical (Serial)

010 ## \$a92945688 \$z 89028628
 012 ## \$a-3-7-1003074110-p----
 022 ## \$a0116-4848 |l 0116-4848
 035 ## \$a(OCOLC)ocm20655354
 037 ## \$bCollege of Mass Communication, University of the Philippines, Plaridel Hall, UP Campus, Quezon City, Philippines.
 050 00 \$aP92.P5\$bP47
 245 00 \$aPhilippines communication journal.
 246 00 \$aPCJ
 264 ## \$aQuezon City :\$bInstitute of Mass Communication, University of the Philippines,\$c1986-
 300 ## \$avolumes ;\$c26 cm.
 310 ## \$aQuarterly
 336 ## \$a text \$2 rdacontent
 337 ## \$a unmediated \$2 rdamedia

338 ## \$a volume \$2 rdacarrier
 362 0# \$aVolume 1, number 1 (Dec. 1986)-
 515 ## \$aNo issues published June 1988-June 1989.
 550 ## \$aVolume 2, no. 7 (Sept. 1989)- issued by: College of Mass
 Communication, University of the Philippines.
 610 20 \$aUniversity of the Philippines.
 650 #0 \$aMass media\$zPhilippines\$vPeriodicals.
 650 #0 \$aCommunication\$z Philippines\$vPeriodicals.
 710 2# \$aUniversity of the Philippines.\$bInstitute of Mass Communication.
 710 2# \$aUniversity of the Philippines.\$bCollege of Mass Communication.

Example A.4. Printed Book with Accompanying CD (Computer Disc) : Fire and mud

010 ## \$a 96033410
 020 ## \$a 0295975857 (Seattle : alk. paper)
 040 ## \$a DLC \$c DLC \$d DLC
 043 ## \$a a-ph---
 050 00 \$a QE523.P56 \$b F57 1996
 082 00 \$a 551.2/1/095991 \$2 20
 245 00 \$a Fire and mud : \$b eruptions and lahars of Mount Pinatubo,
 Philippines / \$c edited by Christopher G. Newhall, Raymundo S.
 Punongbayan.
 264 ## \$a Quezon City : \$b Philippine Institute of Volcanology and Seismology ;
 \$a Seattle : \$b University of Washington Press, \$c 1996.
 300 ## \$a xviii, 1126 pages : \$b illustrations (some color); maps ; \$c 28 cm. + 1
 computer disc.
 336 ## \$a text \$2 rdacontent
 337 ## \$a unmediated \$2 rdamedia
 337 ## \$a computer \$2 rdamedia
 338 ## \$a volume \$2 rdacarrier
 338 ## \$a computer disc \$2 rdacarrier
 504 ## \$a Includes bibliographical references.
 651 #0 \$a Pinatubo, Mount (Philippines)
 650 #0 \$a Lahars \$z Philippines \$z Pinatubo, Mount, Region.
 700 1# \$a Newhall, Christopher G.
 700 1# \$a Punongbayan, Raymundo.

Example A.5: Audio CD carrying Songs by a Filipino Artist: Cris Villonco

010 ## \$a 2002557407
 024 1# \$a 743217785123
 028 02 \$a MRCD 141 \$b Musiko Records
 035 ## \$a (DLC)12632537

040 ## \$a DLC \$c DLC
 050 00 \$a SDA 41859
 100 1# \$a Villonco, Cris.
 245 12 \$a A girl can dream / \$c Cris Villonco.
 264 ## \$a [Philippines?] : \$b Musiko Records, \$c p2000.
 300 ## \$a 1 sound disc : \$b digital ; \$c 4 3/4 in.
 336 ## \$a sounds \$2rdacontent
 337 ## \$a audio \$2rdamedia
 337 ## \$a computer \$2rdamedia
 338 ## \$a computer disc \$2rdacarrier
 505 0# \$a It's you (the problem is you) -- A girl can dream -- Askin' the stars --
 etc.

Example A.6. DVD of the film "Ang Tanging Ina Mo"

010 ## \$a 2011308286
 040 ## \$a DLC \$c DLC \$d DLC \$e amim \$d DLC
 041 1# \$a tgl \$b eng
 042 ## \$a lcode
 245 04 \$a Ang tanging Ina mo / \$c Star Cinema ABS-CBN Film Productions, Inc.,
 Star Home Video ; executive producers, Charo Santos-Concio, Malou N.
 Santos ; directed by Wenn V. Deramas ; story-screenplay, Mel
 Mendoza-Del Rosario.
 257 ## \$a Philippines.
 264 ## \$a Diliman, Quezon City : \$b Star Recording, \$c c2011.
 300 ## \$3 viewing copy. \$a 1 videodisc of 1 (DVD) (105 min.) : \$b sound, color. ;
 \$c 4 3/4 in.
 336 ## \$a two-dimensional moving image \$2rdacontent
 337 ## \$avideo \$2rdamedia
 337 ## \$acomputer \$2rdamedia
 338 ## \$acomputer disc \$2rdacarrier
 490 0# \$a Certified blockbuster hit
 508 ## \$a Director of photography, Sherman Phil T. So ; film editor, Marya
 Ignacio ; sound, Aurel Bilbao ; musical director, Jessie Lasaten.
 511 1# \$a Ai-Ai Delas Alas (Ina Montecillo), Eugene Domingo (Rowena),
 Marvin Agustin, Nikki Valdez, Carlo Aquino, Alwyn Uytingco, Shaina
 Magdayao and Eugene Domingo ; with special participation of Jestoni
 Alarcon, Dennis Padilla, DJ Durano and Tonton Gutierrez ; special
 guest appearance, Cherrie Pie Picache ; introducing Owie Boy Gapuz
 and Xyriel Manabat ; also starring, Rafael Rosell, Kaye Abad, Jon Avila,
 Empoy Marquez, Marc Acueza, Serena Dalrymple, Jiro Manio, Yuuki
 Kadooka, Janella and Bianca Calma.

546 ## \$a In Tagalog with English subtitles.
520 ## \$a Wacky yet very emotive story of how the world's most renowned mother Ina Montecillo spends the remaining days of her life with her best friend Rowena & her children now that she is dying. When she learns that everyone is facing respective uncontrollable problems, she embarks on a journey of involving herself to their lives and does everything to help them, only to realize in the end, as every situation gets worse, she has no other option to help them but to face the truth that she is dying and to finally let them go.
500 ## \$a Summary taken from container.
586 ## \$a Received Metro Manila Film Festival awards for best picture, best actress, best director, best story, best screenplay, best supporting actress, Gender Sensitivity Award, best musical score, and best child performer in 2010.
541 ## \$c purchase.
655 #7 \$a Fiction films.

Example A.7 : Compact Disc (CD) containing a multivolume resource : Filipino Heritage

050 00 \$aDS668\$b.F5
245 00 \$aFilipino heritage :\$bthe making of a nation /\$c[editor-in- chief, Alfredo R. Roces, associate editors, Gilda Cordero- Fernando, Carlos Quirino, sub-editor, Manuel C. Gutierrez ; distributed by Felta].
246 #4 \$a The making of a nation
264 #2 \$a[Cubap, Quezon City] :\$bFelta Multi-Media Inc.,\$c[2004]
264 #4 \$c©2004
300 10 \$a10 computer discs :\$bchiefly illustrations (some color) ; \$c4 3/4 in. +\$e1 booklet (31 pages ; 13 cm.)
336 ## \$a text\$2rdacontent
337 ## \$a computer\$2rdamedia
338 ## \$a computer disc\$2rdacarrier
500 ## \$aIncludes Adobe Acrobat reader inside.
505 0# \$aContents: v. 1. The\$stone age in the Philippines\$g--v. The\$metal age in the Philippines\$g--v. 3. The\$stage of trade and contacts\$g--v. 4. The\$Spanish colonial period,16th century\$g--v. 5. The\$Spanish colonial period, 17th/18th centuries\$g--v. 6. The\$Spanish colonial period, 18th/19th centuries\$g--v. 7. The\$Spanish colonial period, late 19th century\$g--v. 8. The\$period of armed struggle, 1896-1900\$g--v. 9. The\$American colonial period, 1900-1941\$g--v. 10. The\$birth of a nation, 1941-1946.
520 8# \$a"FILIPINO HERITAGE --is an attempt at presenting the making of the Filipino nation in the light of the latest findings by the most authoritative scholars on the Philippines and Southeast Asia"--Container.
538 ## \$aMinimum system requirements: Pentium class processor, Microsoft Windows 98 SE, Windows ME or Windows XP, 64 MB of RAM, 60MB of

available hard-disk space, Internet Explorer 5.01 greater is required.

538	##	\$a CD-ROM.
651	#0	\$aPhilippines\$xHistory\$y1946-1986.
651	#0	\$aPhilippines\$xHistory\$vPictorial works
700	1#	\$aRoces, Alfredo R.
700	1#	\$aFernando, Gilda Cordero
700	1#	\$aQuirino, Carlos
700	1#	\$aGutierrez, Manuel C.
700	2#	\$aFelta Multi-media
740	02	\$aBirth of a nation : war baby.
740	42	\$aThe Stone age in the Philippines : the search for early man.
740	42	\$aThe Metal age in the Philippines : the foundations of the society.
740	42	\$aThe age of trade and contact : visitors from across many seas
740	42	\$aThe Spanish colonial period : the day of the conquistador
740	42	\$aThe Spanish colonial period under the church bells
740	42	\$aThe Spanish colonial period : roots of national identity
740	42	\$aThe Spanish colonial period : the awakening
740	42	\$aThe period of armed struggle : night of heroes
740	42	\$aThe American colonial period : under the school bell

Example A.8: DVD carrying a Television Program : Tipong Pinoy

050	00	\$aDS674\$b.T499 1998
245	#0	\$aTipongPinoy\$h[videorecording] :\$bCavite in history / \$c[production] National Commission for Culture and the Arts.
264	##	\$aManila :\$bNational Commission for Culture and the Arts,\$c 1998.
300	##	\$a 1 videodisc of (DVD) (ca. 24 minutes) :\$bsound color ;\$c4 3/4 in.\$3viewing copy.
500	##	\$aSummary taken from container.
520	##	\$aA television program about Cavite and the Philippine Revolution of 1896. It also includes a short speech by President Fidel V. Ramos.
546	##	\$aIn Tagalog.
650	#0	\$aCavite\$xHistory.
710	2#	\$aNational Commission on Culture and the Arts (Philippines)
710	2#	\$aGMA Network, Inc.

Example A.9 : Online Resource – E-book

050	00	\$aHN713\$b.C4 2012eb
100	1#	\$aClarke, Gerard,\$d1965-
245	10	\$aCivil society in the Philippines :\$btheoretical, methodological and policy debates \$cGerard Clarke
264	#1	\$aMilton Park, Abingdon, Oxon :\$bRoutledge,\$c[2012]
300	##	\$a1 online resource (xxiv, 257 pages) :\$billustrations, maps.

336 ## \$atext\$2rdacontent
337 ## \$acomputer\$2rdamedia
338 ## \$aonline resource\$2rdacarrier
490 1# \$a Rethinking Southeast Asia ;\$v11
504 ## \$a Includes bibliographical references and index.
505 0# \$a Civil society, democracy and (in)equality -- Civil society and the challenge of statistical capture -- The shaping of Philippine civil society in legislation and government policy -- The statistical contours of Philippine civil society -- The social origins of Philippine civil society, 1571-1946 -- The social consolidation of Philippine civil society, 1946-2010.
520 ## \$a"Using the case study of the Philippines, this book provides a path-breaking account of civil society. Critically engaging with theoretical, methodological and policy debates on the analysis of civil society in the development studies, political science and sociology literature, it offers a comprehensive, multi-disciplinary, empirically-based, and national-level portrait of civil society. In challenging the widespread belief that civil society is an institutional arena in which the poor and marginalized can challenge and reverse their social, economic and political disempowerment, the book argues that civil society is characterised by structural inequalities that echo spatial and income inequalities. It thus compounds poverty and primarily empowers urban-based professionals and their families. Focusing on the Philippines, a country renowned for a vibrant civil society which first emerged under American colonial rule (1898-1946) and which re-emerged from 1986 after 14 years of authoritarian rule, the book traces the reasons for this extensive civil society and it's [sic] political, economic and social implications, and draws comparison to other developing countries"--Supplied by publisher
588 ## \$aDescription based on print version record.
650 #0 \$aCivil society\$zPhilippines.
650 #0 \$aSocial justice\$zPhilippines.
650 #0 \$aPower (Social sciences)\$zPhilippines.
650 #0 \$aEconomic development\$xSocial aspects\$zPhilippines.
651 #0 \$aPhilippines\$xSocial conditions
655 #4 \$aElectronic books.
776 08 \$iPrint version:\$aClarke, Gerard, 1965-\$tCivil society in the Philippines.\$dMilton Park, Abingdon, Oxon ; New York, NY : Routledge, 2012.\$z9780415572729\$w(DLC)2012014950 \$w(OCOLC)641536369
830 #0 \$a Rethinking Southeast Asia ;\$v11.
856 40 \$3EBSCOhost\$uhttp://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk& AN=529458 40
856 40 \$uhttp://lib.myilibrary.com?id=428558\$zConnect to MyiLibrary resource.

Example A.10: Unpublished Material

100 1# \$aMarasigan, Manuel Luis Garcia.
245 10 \$aTungo sa isang modelo ng maka-kristiyano at maka-Filipinong
pamunuan sa edukasyon /\$cManuel Luis Garcia Marasigan.
264 #1 \$c2000.
300 ## \$a250 leaves ;\$ccomputer print-out.
502 ## \$aThesis (D.E.) - Educational Management)--De La Salle University, 2000.
650 #0 \$aChristian leadership.
650 #0 \$aEducational management.
650 #0 \$aSchool management and organization.
650 #0 \$aUniversities and colleges\$xPlanning.
650 #0 \$aEducational change.
720 11 \$aBorromeo,\$cDr. Roberto T.,\$eadviser.
720 12 \$aErquiza,\$cBr. Narciso,\$cFSC,\$epanelist, chair.
720 12 \$aWangiwang, Julius B.,\$epanelist.
720 12 \$aRonquillo,\$cDr. Amelia,\$epanelist.
720 12 \$aDe Lara,\$cDr. Greg Melchor,\$epanelist.
720 12 \$aSantos,\$cDr. Bienvenido,\$epanelist.

B. Authority Records

Example B.1: Authority Record for a Person: Jose Rizal (Source: LC Authorities)

100 1# \$a Rizal,Jose, \$d 1861-1896
400 1# \$a Risaru, Hose, \$d 1861-1896
400 1# \$a Alonso, JoseꝀ Rizal y, \$d 1861-1896
400 1# \$a Rizal Mercado y Alonzo Realonda, Jose Protasio, \$d 1861-1896
400 1# \$a Risal, Hose, \$d 1861-1896
400 1# \$a Mercado y Alonzo Realonda, Jose Protasio Rizal, \$d 1861-1896
400 1# \$a Alonzo Realonda, Jose Protasio Rizal Mercado y, \$d 1861-1896
400 1# \$a Realonda, Jose Protasio Rizal Mercado y Alonzo, \$d 1861-1896
667 ## \$a Machine-derived non-Latin script reference project.
667 ## \$a Non-Latin script reference not evaluated.
952 ## \$a RETRO
953 ## \$a xx00 \$b bv11

Example B.2: Authority Record for a Person : Nick Joaquin (Source: LC Authorities)

100 1# \$a Joaquin, Nick
370 ## \$c Philippines
372 ## \$a Literature \$2 lcs
374 ## \$a Fictionist \$a Poet \$a Playwright \$a Journalist

375 ## \$a male
 377 ## \$a tgl \$a eng
 400 0# \$a Quijano de Manila
 400 1# \$a De Manila, Quijano
 400 1# \$a Manila, Quijano de
 400 1# \$a Joaquin, Nicomedes Marquez
 400 0# \$a Onching
 670 ## \$a His Prose and poems, c1952.
 670 ## \$a Nick, c2011: \$b t.p. (Nick Joaquin) p. xi, etc. (Nicomedes Marquez Joaquin; nickname: Onching; Filipino fictionist, poet, playwright & journalist; Natl. Artist of the Phils. for Lit.; d. Apr. 29, 2004)
 670 ## \$a Info. converted from 678, 2012-10-02 \$b (b. 1917)
 952 ## \$a RETRO
 953 ## \$a xx00 \$b wj23

Example B.3. Authority Record for a Corporate Body : Government Office

010 ## \$a n 88200538
 035 ## \$a (OCoLC)oca02452082
 040 ## \$a DLC \$b eng \$e rda \$c DLC \$d DLC-OI \$d DLC
 110 1# \$a Philippines. \$b Department of Labor & Employment
 410 2# \$a DOLE
 410 1# \$a Philippines. \$b Department of Labor and Employment
 410 1# \$w nnea \$a Philippines. \$b Dept. of Labor & Employment
 410 1# \$a Philippines. \$b Labor & Employment, Department of
 510 1# \$w a \$a Philippines. \$b Ministry of Labor and Employment
 670 ## \$a National Tripartite Conference on Labor Laws and Policies (2nd : 1987 : Tagaytay, Philippines). Industrial harmony, c1987: \$b t.p. (Department of Labor & Employment; Philippines) t.p. verso (Department of Labor and Employment)
 670 ## \$a International labor standards in the Philippines, 1998: \$b t.p. verso (Department of Labor and Employment) p. vi (DOLE)
 675 ## \$a Base compensation, personnel practices, and fringe ... 1980: t.p. (Republic of the Philippines, Ministry of Labor and Employment)
 953 ## \$a br27

Example B.4. Authority Record for a Corporate Body: Educational Institution

010 ## \$a n 79003966 \$z nb2014002007
 035 ## \$a (OCoLC)oca00238152
 040 ## \$a DLC \$b eng \$e rda \$c DLC \$d DLC \$d DLC-R \$d NNC \$d DLC
 046 ## \$s 1908
 110 2# \$a University of the Philippines
 368 ## \$a Universities and colleges \$2 lcsh
 370 ## \$e Quezon City (Philippines) \$2 naf

372 ## \$a Education, Higher \$2 lcsh
 377 ## \$a eng \$a tgl
 410 2# \$a Unibersidad ng Pilipinas
 410 1# \$w nnaa \$a Quezon, Philippines. \$b University of the Philippines
 410 2# \$a Pamantasan ng Pilipinas
 410 2# \$a University of the Philippines System. \$b University of the Philippines
 410 2# \$a UP at Diliman
 410 2# \$a Firipin Daigaku
 410 2# \$a UP (University)
 410 2# \$a University of the Philippines Diliman
 410 2# \$a UP Diliman
 667 ## \$a The following subdivision has not been used as a heading: Public
 Relations Office
 670 ## \$a Literatur ng pilipinas, enero 1974 (x-ref.) \$b t.p. (Unibersidad ng Pilipinas)
 670 ## \$a Katitikan ng PAGLIKOM 8, Agosto 21-31, 1979, 1979?: \$b t.p. (Pamantasan
 ng Pilipinas) leaf ii (University of the Philippines)
 670 ## \$a World of learning, 1990/91 \$b (University of the Philippines, UP at Diliman)
 670 ## \$a Shiranakatta de wa sumasarenai Ajia no josei to kodomo no genjitsu, 1999:
 \$b t.p. (Firipin Daigaku) p. 167 (University of the Philippines)
 670 ## \$a University of the Philippines website, viewed on December 4, 2013: \$b
 About UP (The University of the Philippines (UP) is the country's national university. This
 premier institution of higher learning was established in 1908 and is now a university
 system composed of seven constituent universities and one autonomous college spread
 throughout 15 campuses in the archipelago)

Note: More examples are available at this URL: <http://www.rdatoolkit.org/examples/MARC>

GLOSSARY

Access Point –

A name and/or title, term, code, etc., under which information pertaining to a specific work or expression, or specific person, family or corporate body will be found.

Alternative Title –

An alternative to the title proper that is joined to the title proper by or, or its equivalent in another language – (e.g., *The tempest*, or, *The enchanted island*.)

Caption Title –

A title given at the beginning of the first page of the text or, for music, at the top of the first page music.

Carrier –

A physical medium in which data, sound, images, etc., are stored. For certain types of resources, the carrier may consist of a storage medium (e.g., tape, film) sometimes encased in a plastic, metal, etc., housing (e.g., cassette, cartridge) that is an integral part of the resource.

Carrier Type –

The format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.

Chronological Designation of First Issue or Part –

Numbering presented in the form of a date (e.g., a year; year and month; month, day, and year) on the first issue or part of a serial.

Chronological Designation of First Issue or Part of New Sequence –

Numbering presented in the form of a date (e.g., a year; and month; month, day and year) on the first issue or part in the new sequence of numbering of a serial.

Chronological Designation of Last Issue or Part –

Numbering presented in the form of a date (e.g., a year; year and month; month, day and year) on the last issue or part of a serial.

Chronological Designation of Last Issue or Part of First Sequence –

Numbering presented in the form of a date (e.g., a year; year and month; month, day and year) on the last issue or part in the first sequence of numbering of a serial.

Collective Title –

A title proper that is an inclusive title for a resource containing several separately titled component parts. A collective title may be supplied by the publisher, or devised by a cataloger.

Compound Surname –

A surname consisting of two or more proper names, sometimes connected by a hyphen, or conjunction, and/or preposition.

Content type –

The fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement.

Conventional Collective Title –

A title used as the preferred for a compilation containing two or more works by one person, family or corporate body, or two or more parts of a work (e.g., Works, Poems, Selections).

Conventional Name –

A name, other than the real or official name, by which a corporate body, place or thing has come to be known.

Copyright Date –

A date associated with a claim of protection under copyright or a similar regime.

Corporate Body –

An organization or group of persons that is identified by a particular name and that acts, or may act, as a unit. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches and conferences.

Creator –

A person, family, or corporate body responsible for the creation of a work.

Date of Birth –

The year a person was born.

Date of Distribution –

A date associated with the distribution of a resource.

Date of Expression –

The earliest date associated with an expression.

Date of Manufacture –

A date associated with the printing, duplicating, casting, etc., of a resource in a published form.

Date of Production –

A date associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form.

Date of Publication –

A date associated with the publication, release, or issuing of a resource.

Date of Work –

The earliest date (normally the year) associated with a work.

Designation of an Edition –

A word or phrase, or group of characters, identifying the edition to which a resource belongs.

Dimensions –

The measurements of the carrier(s) and/or the container of a resource.

Distributor's Name –

The name of a person, family, or corporate body responsible for distributing a resource.

Edition Statement –

A statement identifying the edition to which a resource belongs.

Element –

A word, phrase, or group of characters representing a distinct unit of bibliographic information.

Expression –

The intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

Expression of Work –

A realization of the work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

Frequency –

The frequency of release of issues or parts of a serial or the frequency of updates to an integrating resource.

Fuller Form of Name –

The full form of a part of a name presented only by an initial in the form chosen as the preferred name, or a part of the name not included in the form chosen as the preferred name.

Identifier for the Corporate Body –

A number or code uniquely associated with a corporate body that serves to differentiate that corporate body from other corporate bodies.

Identifier for the Expression –

A number or code uniquely associated with an expression that serves to differentiate that expression to other expressions.

Identifier for the Family –

A number or code uniquely associated with a family that serves to differentiate that family from other families.

Identifier for the Item –

A number or code associated with an item that serves to differentiate that item from other items.

Identifier for the Manifestation –

A number or code associated with a manifestation that serves to differentiate that manifestation from other manifestations.

Identifier for the Person –

A number or code uniquely associated with a person that serves to differentiate that person from other persons.

Identifier for the Work –

A number or code uniquely associated with a work that serves to differentiate that person from other persons.

Integrating Resource –

A resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. An integrating resource may be tangible (e.g., a loose-leaf manual that is updated by means of replacement pages) or intangible (e.g., a Web site that is updated either continuously or on a cyclical basis).

ISSN of Series –

The alphanumeric identifier assigned to a series by an ISSN registration agency.

ISSN of Subseries –

The alphanumeric identifier assigned to a subseries by an ISSN registration agency.

Item –

A single exemplar or instance of a manifestation.

Item of Manifestation –

A single exemplar or instance of the manifestation.

Language of Expression –

The language in which a work is expressed.

Language of the Content –

The language used to express the content of a resource.

Manifestation –

The physical embodiment of an expression of a work.

Manifestation Exemplified –

The manifestation exemplified by the item.

Manifestation of Expression –

A physical embodiment of the expression.

Manifestation of Work –

A physical embodiment of an expression of the work.

Manufacturer –

A person, family, or corporate body responsible for printing, duplicating, casting, etc., a resource in published form.

Media –

The means used to convey information or artistic content.

Media Type –

The general type of intermediation device required to view, play, run, etc., the content of a resource.

Monograph –

A resource that is complete in one part or intended to be completed within a finite number of parts.

Note –

An annotation providing additional information relating to data recorded in another element.

Numbering of Part –

A designation of the sequencing of a part or parts within a larger work.

Numbering of Series –

The identification of each of the issues or parts of a serial.

Numbering within Series –

A designation of the sequencing of a part or parts within a series.

Numbering within Subseries –

A designation of the sequencing of a part or parts within a subseries.

Numeric and/or Alphabetic Designation of First Issue or Part –

Numbering presented in numeric and/or alphabetic form on the first issue or part of a serial.

Numbering and/or Alphabetic Designation of First Issue or Part of New Sequence –

Numbering presented in numeric and/or alphabetic form on the first issue or part in the new sequence of numbering of a serial.

Numeric and/or Alphabetic Designation of Last Issue or Part –

Numbering presented in numeric and/or alphabetic form on the last issue or part of a serial.

Numeric and/or Alphabetic Designation of Last Issue or Part of First Sequence –

Numbering presented in numeric and/or alphabetic form on the last issue or part in the first sequence of numbering of a serial.

Numeric Designation –

A serial number, opus number, or thematic index number assigned to a musical work by the composer, publisher, or a musicologist.

Online Resource –

A digital resource accessed by means of hardware and software connections to a communication network.

Original Language of the Work –

The language in which a work was first expressed.

Other Title Information –

Information that appears in conjunction with, and is subordinate to, the title proper of a resource.

Other Title Information of Series –

Information that appears in conjunction with, and is subordinate to, the title proper of a series.

Other Title Information Subseries –

Information that appears in conjunction with, and is subordinate to, the title proper of a subseries.

Parallel Title –

The title proper in another language and/or script.

Place of Distribution –

A place associated with the distribution of a resource.

Place of Manufacture –

A place associated with the printing, duplicating, casting, etc., of a resource in a published form.

Place of Production –

A place associated with the inscription, fabrication, construction, etc., of a resource in an unpublished form.

Place of Publication –

A place associated with the publication, release, or issuing of a resource.

Preferred Access Point –

The standardized access point representing an entity.

Preferred Name for the Corporate Body –

The name or form of name chosen as the basis for the preferred access point representing that body.

Preferred Name for the Family –

The name or form of name chosen as the basis for the preferred access point representing that family.

Preferred Name for the Person –

The name or form of name chosen as the basis for the preferred access point representing that person.

Preferred Name for the Place –

The name or form of name chosen to represent a place when a place name is used as the name of a government, etc., as an addition to the name of a corporate body, as an addition to a conference name, or when recording a place associated with a corporate body.

Preferred Title for the Work –

The title or form of title chosen as the basis for the preferred access point representing a work.

Primary Relationships –

The relationships between a work, expression, manifestation, and item that are inherent in the FRBR definitions of those entities: the relationship between a work and an expression through which that work is realized; the relationship between an expression of a work and a manifestation that embodies that expression; the relationship between a manifestation and an item that exemplifies that manifestation.

Producer's Name –

The name of a person, family or corporate body responsible for inscribing, fabricating, constructing, etc., a resource in an unpublished form.

Prominent Member of the Family –

A well-known individual who is a member of the family.

Publication Statement –

A statement identifying the place or places of publication, publisher or publishers, and date or dates of publication of a resource.

Publisher's Name –

The name of a person, family or corporate body responsible for publishing, releasing or issuing a resource.

Relationship Designator –

A designator that indicates the nature of the relationship between entities represented by preferred access points and/or identifiers.

Resource –

The term resource is used throughout RDA to refer to work, expression, manifestation or item. If usage is restricted to a specific entity or entities this is indicated. The term includes not only an individual entity but also aggregates and components of such entities (e.g., three sheet maps, a single slide issued as part of a set of twenty, or an article in an issue of a scholarly journal). It may refer to a tangible entity (e.g., an audiocassette) or an intangible entity (e.g., a Web site).

Restrictions On –

The limitations placed on access to a resource.

Series Statement –

A statement identifying one or more series to which a resource belongs and the numbering of the resource within the series.

Statement of Responsibility –

A statement relating to the identification and/or function of any persons, families, or corporate bodies responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource.

Statement of Responsibility Relating to a Named Revision of an Edition –

A statement of responsibility relating to the named revision of the edition being described but not to all named revisions of the edition.

Statement of Responsibility Relating to Series –

A statement relating to the identification of any persons, families, or corporate bodies responsible for a series.

Statement of Responsibility Relating to Subseries –

A statement relating to the identification of any persons, families, or corporate bodies responsible for the subseries.

Statement of Responsibility Relating to Title –

A statement of responsibility that is associated with the title proper of a resource.

Subordinate Body –

A corporate body that forms an integral part of a larger body in relation to which it holds an inferior hierarchical rank.

Subseries –

A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series.

Title –

A word, phrase, character, or group of characters that names a resource or a work contained in it.

Title of the Person –

A word or phrase indicative of royalty, nobility, or ecclesiastical rank or office, or a term of address for a person of religious vocation.

Title of the Work –

A word, phrase, character, or group of characters by which a work is known.

Title Proper –

The chief name of a resource (i.e., the title normally used when citing the resource).

Title Proper of Series –

The chief name of a series (i.e., the title normally used with citing the series).

Title Proper of Subseries –

The chief name of a subseries (i.e., the title normally used when citing the subseries)

Uniform Resource Locator –

The address of a remote access resource.

Unmediated –

Media used to store content designed to be perceived directly through one or more of the human senses without the aid of an intermediating device. Includes media containing visual and/or tactile content produced using processes such as printing, engraving, lithography, etc., embossing, texturing, etc., or by means of handwriting, drawing, painting, etc., Also includes media used to convey three-dimensional forms such as sculptures, models, etc.

Variant Access Point –

An alternative to the preferred access point representing an entity.

Variant Name for the Corporate Body –

A name or form of name by which a corporate body is known that differs from the name or form of name chosen as the preferred name.

Variant Name for the Family –

A name or form of name by which a family is known that differs from the name or form of name chosen as the preferred name.

Variant Name for the Person –

A name or form of name by which a person is known that differs from the name or form of names chosen as the preferred name.

Variant Name for the Place –

A name or form of name by which a person is known that differs from the name or form of name chosen as the preferred name.

Variant Title –

A title associated with a resource that differs from a title recorded as the title proper, a parallel title, or other title information.

Variant Title for the Work –

a title or form of title by which a work is known that differs from the title or form of title chosen as the preferred title for the work.

Work –

A distinct intellectual or artistic creation (i.e., the intellectual or artistic content).

Work Expressed –

The work realized through an expression.

Work Manifested –

A work embodied in a manifestation.

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APPENDIX 1

Content Types Term and Code List for RDA Content Types

The source code for this list in field 336 \$2 (Source) is **rdacontent**.

RDA content term - 336 \$a	MARC codes for RDA terms - 336 \$b
cartographic dataset	crd
cartographic image	Cri
cartographic moving image	crm
cartographic tactile image	crt
cartographic tactile three-dimensional form	crn
cartographic three-dimensional form	crf
computer dataset	cod
computer program	cop
notated movement	ntv
notated music	ntm
performed music	prm
sounds	snd
spoken word	spw
still image	sti
tactile image	tci
tactile notated music	tcm
tactile notated movement	tcn
tactile text	tct
tactile three-dimensional form	tcf
text	txt
three-dimensional form	tdf
three-dimensional moving image	tdm
two-dimensional moving image	tdi
other	xxx
unspecified	zzz

APPENDIX 2

Media Types Term and Code List for RDA Media Types

The source code for this list in field 337 \$2 (Source) is **rdamedia**.

RDA media terms -337 \$a	MARC codes for RDA terms - 337 \$b
audio	s
computer	c
microform	h
microscopic	p
projected	g
stereographic	e
unmediated	n
video	v
other	x
unspecified	z

APPENDIX 3

Carrier Types Term and Code List for RDA Carrier Types

The source code for this list in field 338 \$2 (Source) is **rdacarrier**.

Audio carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
audio cartridge	sg
audio cylinder	se
audio disc	sd
sound track reel	si
audio roll	sq
audiocassette	ss
audiotape reel	st
other	sz

Computer carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
computer card	ck
computer chip cartridge	cb
computer disc	cd
computer disc cartridge	ce
computer tape cartridge	ca
computer tape cassette	cf
computer tape reel	ch
online resource	cr
Other	cz

Microform carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
aperture card	ha
microfiche	he
microfiche cassette	hf
microfilm cartridge	hb
microfilm cassette	hc
microfilm reel	hd
microfilm roll	hj
microfilm slip	hh
microopaque	hg
other	hz

Microscopic carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
microscope slide	pp
other	pz

Projected image carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
film cartridge	mc
film cassette	mf
film reel	mr
film roll	mo
filmslip	gd
filmstrip	gf
filmstrip cartridge	gc
overhead transparency	gt
slide	gs
other	mz

Stereographic carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
stereograph card	eh
stereograph disc	es
other	ez

Unmediated carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
card	no
flipchart	nn
roll	na
sheet	nb
volume	nc
object	nr
other	nz

Video carriers


RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
video cartridge	vc
videocassette	vf
videodisc	vd
videotape reel	vr
Other	vz

Unspecified carriers

RDA carrier terms - 338 \$a	MARC codes for RDA terms - 338 \$b
unspecified	zu

APPENDIX 4

BFL Resolution no. 04, series of 2012



Republic of the Philippines
Professional Regulation Commission
Manila

PROFESSIONAL REGULATORY BOARD FOR LIBRARIANS
Resolution No. 04

PRESCRIPTION AND ADOPTION OF THE "INTERNATIONAL CATALOGING PRINCIPLES" AND "RESOURCE DESCRIPTION AND ACCESS AS THE TECHNICAL STANDARDS FOR ORGANIZING RESOURCES, ITEMS AND OBJECTS FOR PHILIPPINE LIBRARIES"

Manila

WHEREAS, Sec. 8 (a), Rule II of Res. No. 05, Series of 2004, known as the Implementing Rules and Regulations of Republic Act No. 9246, states, to wit: "Sec. 8. Powers, Functions and Duties of the Board.- The Board shall exercise executive/administrative, rule making and quasi-judicial process in carrying out the provisions of R.A. No. 9246. The specific powers, functions, duties, and responsibilities are as follows: (a) to promulgate and administer the IRR of the "Philippine Librarianship Act of 2003" necessary to carry out the provisions of R.A. 9246 xxxxx".

A-M Baccani

WHEREAS, Sec. 8 (f), Art. II of R.A. No. 9246, known as the "Philippine Librarianship Act of 2004", and the Sec. 8 (f), Rule II of the supra IRR mandate the Board to adopt and prescribe the Code of Ethics and a Code of Technical Standards for Librarians;

WHEREAS, since 2009, the technical standards, the "International Cataloging Principles" and the "Resource Description and Access", had been discussed during seminars, conferences, and fora conducted by the Professional Library Association, Inc. (PLAI) as part of the continuing professional education (CPE) of the Registered and Licensed librarians;

WHEREAS, on August 30, 2011 during the International Conference on Libraries, Archives, and Museums at the College of Saint Benilde Hotel, Manila, these technical standards had been discussed by the Board with the participant librarians and other stakeholders to elicit comments thereon and to gather recommendations therefor; and

WHEREAS, thereafter, the Board had consulted with the PLA during the National Conference on Libraries for Progress on Nov. 16-18, 2011 at the Elizabeth Hotel, Baguio City and during the Library and Information Science Congress 2012 on January 16, 2012 at the UP Law Center Penthouse, Bocobo Hall, University of the Philippines, Diliman, Quezon City, obtaining the participant's favorable endorsement of the said standards to the Board for its adoption;

Am M New

NOW, THEREFORE, the Board resolves, as it hereby resolved, to prescribe and adopt the "International Cataloging Principles", "Annex A", and the "Resource Description and Access Executive Summary and Table of Contents", "Annex B", to this Resolution;

This Resolution shall take effect after fifteen (15) days following its full and complete publication in the Official Gazette or in two (2) major newspapers of general circulation.

Let copy of this Resolution be furnished to the U.P. Law Center, PLAI, schools/colleges/universities offering library and information science courses for dissemination to all concerned users and stakeholders thereof for their information and guidance.

Done in the city of Manila, this **26th** day of **December**, 2012.


CORAZON M. NERA
Chairman


MILA M. RAMOS
Member


ARABELLA M. ANANORIA
Member

Attested:


CARLOS G. ALMELOR
Secretary
Professional Regulatory Boards

APPROVED:


TERESITA R. MANZALA
Chairperson

ALFREDO Y. PO
Commissioner


JENNIFER JARDIN-MANALILI
Commissioner

Commissioner Manalili's signature is subject to ratification