

POLISI PENGKATALOGAN RESOURCE DESCRIPTION AND ACCESS (RDA)

PERPUSTAKAAN UTeM

PENGENALAN

Perpustakaan UTeM menetapkan panduan tagging sebagai *rules* yang akan digunakan dalam kerja pengkatalogan bagi semua jenis koleksi perpustakaan. Standard pengkatalogan yang digunakan adalah mengikut Resource Description and Access (RDA) bagi menggantikan standard Anglo American Cataloguing Rules 2nd Revision yang terdahulu. RDA adalah merupakan '*content standard*' bagi memenuhi keperluan dan kesesuaian persekitaran dunia digital dan teknologi masa kini. RDA dibangunkan oleh Joint Steering Committee (JSC) yang dianggotai oleh 6 Ahli Jawatankuasa Anglo-American Cataloguing. Tag yang dipilih adalah berdasarkan keperluan dan kerelevanan jenis koleksi Perpustakaan UTeM dan aktiviti jabatan /universiti.

TAG YANG DIGUNAPAKAI

TAG 007/008/010/020/022/041/050/090

007 Physical Description Fixed Field (R)

- Tag 007 mengandungi maklumat khas berkaitan dengan ciri-ciri fizikal bahan media.
- Bagi tag 007, tiada indicator dan 'subfield codes'. Nama bagi setiap ciri-ciri yang akan digunakan haruslah dirujuk dengan menggunakan rajah di bawah:

007/00 Categories of Material:	
a Map (007/00 = a)	o Kit (007/00 = o)
c Electronic resource (007/00 = c)	q Notated music (007/00 = q)
d Globe (007/00 = d)	r Remote-sensing image (007/00 = r)
f Tactile material (007/00 = f)	s Sound recording (007/00 = s)
g Projected graphic (007/00 = g)	t Text (007/00 = t)
h Microform (007/00 = h)	v Videorecording (007/00 = v)
k Nonprojected graphic (007/00 = k)	z Unspecified (007/00 = z)
m Motion picture (007/00 = m)	

Sumber :

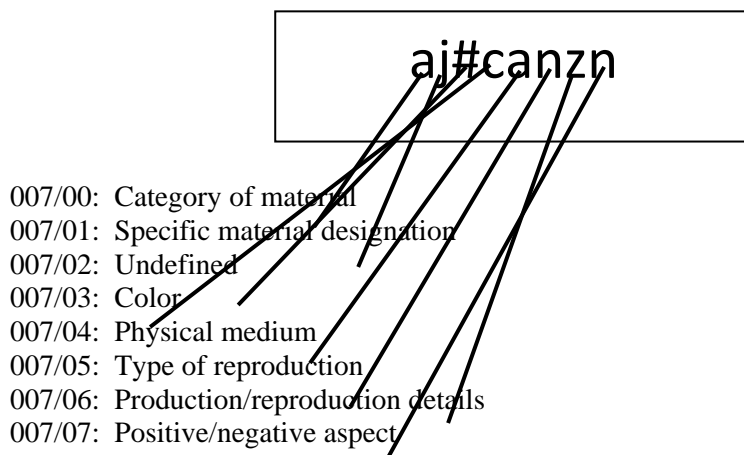
http://www.itsmarc.com/crs/mergedprojects/helptop1/helptop1/variable_control_fields/idh_007_bib.htm

- c) Tag 007 adalah boleh berulang guna di dalam satu rekod bagi merekodkan bahan yang sama tapi berbeza format. Contohnya, bagi merekodkan videorecording, terdapat dua data 007 bagi membezakan format bahan di dalam Beta dan VHS format.
- d) “motion picture dan sumber elektronik mempunyai kod yang paling panjang di dalam tag 007. Contohnya, kod asas bagi merekodkan bahan “motion picture” adalah 23 karakter, manakala lapan yang utama mestilah digunakan dalam setiap rekod.
- c) Bagi bahan sumber elektronik, ianya mengandungi 14 karakter, manakala enam karakter yang terawal mestilah direkodkan.
- d) Contoh : Bahan map = Character positions in 007 for map: aj#canzn

Cara Merekod

007 aj#canzn

Bahan jenis map(007/00&001), berwarna (007/03), bentuk fizikal adalah kertas(007/04)



008 – General Information (NR)

Tag 008 mengadungi maklumat bahan yang akan dikatalog seperti kod negara, Bahasa yang digunakan dalam peberbitan, tarikh rekod dibuat , tahun penerbitan dan tahun *copyright*.

008/00-05 (Tarikh bahan direkod)

Enam “character positions” terawal dalam tag 008 mengandungi maklumat tarikh bahan direkod. Format bagi tarikh tersebut ialah yymmdd (year/moth/day).

008/06 (Tahun Penerbitan)

Di bahagian Character position 008/06 mengandungi maklumat tahun bahan diterbitkan.

Kod sebelum tahun Penerbitan dimasukkan:

- **s : single date**
 - a) Dikategorikan sebagai “Date 1” (taipkan tahun buku diterbitkan) dalam 4 digit tarikh yang sama pada tag 264 \
 - b) Kebanyakan bahan diterbitkan secara “single date” akan mengandungi kos “s” bagi menunjukkan tahun diterbitkan. Sekiranya tiada tahun penerbitan dijumpai pada bahan, tarikh ‘kemungkinan’ bahan diterbitkan haruslah diletakkan.
 - c) Contoh : 008 120314s2011\\fr\\||||||||||||||fre\\

[Pada tag 008 bahan yang diterima direkodkan pada 12 Mac 2014, diterbitkan pada tahun 2011 di Perancis (kod : fr) dalam bahasa “French.” (kod: fre)]

- **t : publication /copyright date**

contoh : jika memasukkan kedua-dua tahun terbit dan tahun copyright

 - a) Dikategorikan sebagai “Date 2” (copyright jika ada)
 - b) Kod “t” digunakan apabila bahan yang sama mempunyai tahun penerbitan & copyright
 - c) Contoh : 008 120314t20112011fr\\||||||||||||||fre\\

[Pada tag 008 bahan yang diterima direkodkan pada 12 Mac 2014, diterbitkan pada tahun 2011 dan copyright 2011 di Perancis dalam bahasa “French”.]

Sumber :

http://www.itsmarc.com/crs/mergedprojects/helptop1/helptop1/variable_control_fields/idh_008_bib.htm

010 - Library of Congress Class Number (R)

Nombor unik yang diwujudkan bagi MARC record oleh Library of Congress. Digunakan hanya pada bahan CIP.

010 ## |a 2008014648

020 - ISBN (R)

Tag 020 adalah boleh berulang di dalam satu rekod. Terdapat 3 subfield code utama iaitu

- |a - International Standard Book Number
- |q - Qualifying information
- |c - Terms of availability (Harga bahan)

Contoh :

- 020 ## |a 0491001304
- 020 ## |a 0877790086 :|c \$10.00
- 020 ## |a 9780060723804 |q acid-free paper|c RM12.00

022 - ISSN (R)

Tag 022 adalah boleh berulang di dalam satu rekod. ISSN merupakan nombor bagi bahan bersiri

Contoh:

022 ## |a0376-4583

040 – Cataloguing Source (NR)

Subfield

|a - digunakan untuk merekod nama organisasi di mana rekod asal dibuat
 |b - bahasa pengkatalogan
 |c – rekod pengkatalogan kini
 |e - menunjukkan rekod tersebut mengikut peraturan deskripsi RDA.

Contoh : 040 ## |a UTeM |b eng |e rda
 |a UKM |b eng |c UTeM |e rda

041 – Language Code (R)

Masukkan tag 041 jika bahan tersebut mengandungi lebih dari satu bahasa atau pun terjemahan.

Biasanya tag 041 ini digunakan apabila:

- Bahan mengandungi lebih daripada satu bahasa dan salah
- Bahan mempunyai bahasa terjemahan / bahan terjemahan
- Bahasa yang digunakan pada ringkasan , abstrak dan bahan iringan berbeza dengan bahan utama
- Bahasa yang terdapat pada *table of contents* berbeza pada bahasa bahan yang utama.

Contoh:

041 0 # |a may |a eng

- Bahan diterbitkan dalam bahasa Melayu dan Inggeris; dimana Bahasa Melayu merupakan '*predominant language*'.

041 0 # |a dut |a fre |a ger \$a ita |a spa |b eng

- Bahan diterbitkan dalam bahasa Dutch, French, German, Italian and Spanish. Manakala terdapat ringkasan di dalam bahasa Inggeris.

041 1 # |a may |h chi

- Bahan diterjemahkan dalam Bahasa Malaysia, dengan bahasa asal adalah Bahasa Cina

050 – Library of Congress Call Number (R)

Nombor panggilan ini adalah khusus untuk bahan-bahan ‘copy cataloging’.

Tiada perubahan pada cara merekod tag ini dengan format AACR2.

|a untuk nombor kelas LC

|b *cutter number* pengarang mengikut LC cutter table

Cara Merekod

050 ## |a TJ153 |b .N36 2011

Bahan novel

Ambil semua nombor kelas LC termasuk nombor khusus pengarang yang diberikan.

Contohnya:

050 ## |a PS3557.R5355 |b .S93 2013 nota: (R5355 – adalah khusus utk John Grisham)

090 – Local Call Numbers

Bahan-bahan yang dikatalog secara pengkatalogan asal akan menggunakan tag 090. Tiada perubahan pada cara merekod tag ini seperti mana AACR.

|a untuk nombor kelas LC

|b *cutter number* pengarang mengikut LC cutter table

|c tahun penerbitan.

Cara Merekod

090 0 0 |a PL5130 |b .I85 2009

Bahan Media

090 0 0 |a CDR |b 01257

- |a adalah *abbreviation* bahan media, seperti :

CDR – CD-ROM

DVD – Digital Versatile Disc

VID – Kaset video

TAG 100/110/111

100 – Main Entry Personal Name (NR)

(Ada NOKTAH di hujung ayat.)

Nama orang perseorangan yang merupakan penanggungjawab kepada sesuatu karya dan digunakan sebagai entri utama rekod bibliografik sesuatu bahan. Biasanya ia merujuk kepada ketua pada sesebuah karya yang dihasilkan sekiranya melibatkan lebih dari seorang pengarang atau penanggungjawab.

RDA tagging menyenaraikan *subfield code*, yang akan diambil kira dalam rekod bibliografik adalah seperti berikut:

First Indicator	Second Indicator
<i>Type of personal name entry element</i> 0 - Forename 1 - Surname 3 - Family name	<i>Undefined</i> # - Undefined

Subfield code, yang akan diambil kira dalam rekod bibliografik adalah seperti berikut:

Indikator pertama adalah 0 atau 1 (Forename /Surname)

|a - nama orang perseorangan (mengikut format merekod berdasarkan kaum- Standard Entri Pengkatalogan Malaysia oleh Perpustakaan Negara Malaysia)

|c – gelaran kenamaan / profesion

i) Gelaran darjah kebesaran (anugerah rasmi kerajaan persekutuan/negeri – Malaysia)

- Nyatakan pada tag 245 , 100 /700 – digunapakai kepada semua pengarang.

ii) Gelaran profesion.

- Bagi pengarang bukan warga UTeM, nyatakan gelaran profesion pada tag 245 sahaja.
- Bagi pengarang warga UTeM (dalam jawatan /mantan) nyatakan gelaran profesion pada tag 245, 100/700.

|d – tahun kelahiran / kematian pengarang

- Tahun kelahiran/kematian ini perlu dimasukkan jika maklumat tersebut ada pada bahan.
- Namun begitu, bagi orang kenamaan/tokoh ulung mengikut bidang, perlu dimasukkan tarikh kelahiran / kematian walaupun sekiranya tiada maklumat tersebut pada bahan. (rujuk fail kuasa pengarang)
- Fail kuasa pengarang akan diwujudkan bagi menyeragamkan entri nama orang kenamaan/ tokoh ulung tersebut.

|q – nama penuh (fuller form of name)

- Bagi nama yang menggunakan *initial* huruf . Perlu dinyatakan nama sebenar bagi nama yang diringkaskan tersebut sekiranya maklumat nama itu diketahui daripada sumber yang dipercayai seperti LC, Ohio Link, Mobius dan Perpustakaan Negara Malaysia.

Indikator pertama adalah 3 (Family name)

|a – nama keluarga / jenis keluarga

|c – tempat/ lokasi yang *associate* dengan keluarga

|d – tarikh yang *associate* dengan keluarga

Indikator pertama adalah 0/1/3 (Forename/Surname/Family name)

|e – **relationship designator** (author/cartographer/choreographer/composer, etc.

- **Rujuk nota “Relationship Designators For Creators”)**

Cara Merekod

- 100 1 # |a Smith, Adam |d 1965-,|e author.
 100 0 # |a Helmi Mohalim, |e designer.
 100 0 # |a Marina Tun Mahathir, |e author.
 100 0 # |a Mahathir Mohamad, |c Tun, |d 1925-, |e author.
 100 1 # |a Lee, Mei Ph'ng, |c Dr., |e author.
 100 0 # |a Leonardo, |c da Vinci, |d 1452-1519. |e artist.
 100 0 # |a A. Samad Said |q (Abdul Samad Said), |d 1935-, |e author
 100 1 # |a Watson, W.C. |q (William Conrad), |d 1946-, |e author.
 100 3 # |a Windsor |e author. (cth nama keluarga)

Format Merekod Nama Pengarang Malaysia

*Mengikuti Standard Entri Pengkatalogan Malaysia oleh Perpustakaan Negara Malaysia khusus bagi pengarang Malaysia

110 – Corporate Name or Jurisdiction Name (NR)

(Ada NOKTAH di hujung ayat.)

Badan korporat /selembaga akan dijadikan *creator* sekiranya ia bertanggungjawab kepada karya asal, mengisssukan, atau penyebab kepada isu diterbitkan, karya yang akan mempunyai kategori seperti berikut:

- a) karya-karya pentadbiran yang mempunyai perkaitan dengan sesebuah badan/institusi itu sendiri:
- i) Polisi dalaman, prosedur, kewangan dan/atau operasi
atau
 - ii) Pegawaiinya, staff dan/atau keahliannya (cth direktori)
atau
 - iii) Sumber-sumber (cth katalog, senarai inventori))
- b) Karya-karya yang merekodkan pandangan /laporan secara kolektif mengenai sesebuah badan/institusi (cth laporan suruhanjaya, jawatankuasa, kenyataan rasmi terhadap polisi dalaman, standard)
- c) Karya-karya yang merekodkan warta perundangan, kehakiman, kerajaan dan lain-lain badan korporat.

- d) Karya-karya yang melaporkan aktiviti seperti:
- i) persidangan (cth prosiding, himpunan kertas seminar/persidangan)
 - ii) ekspedisi (cth keputusan eksplorasi, penyiasatan)
 - iii) peristiwa /event (cth pameran, pesta, festival)

dan karya-karya lain yang melibatkan penangungjawab utamanya adalah badan korporat (rujuk 18.1.2 **RDA**)

Cara Merekod

a) Badan Kerajaan (didahului dengan *parent body*)
110 1 # |a Malaysia. |b Kementerian Kesihatan, |e author.

b) Badan Bergabung Yang Boleh Berdiri Sendiri (*stand on its own*)
110 2 # |a Institut Jantung Negara, |e author.

c) Badan Bergabung Luar Negara

110 2 # |a United Nations Educational, Scientific and Cultural Organisation, |e author.

Nota: **Entri hendaklah nama penuh badan bergabung.**

111 – Meeting Name (NR)

(Ada NOKTAH di hujung ayat.)

Nama persidangan/seminar/prosiding/kursus bengkel/konvensyen/kongres.

- a) Format asal seperti AACR dikekalkan.
- b) Tiada *relationship designator* kerana ia bukan *creator*.

Cara Merekod

111 2# |a Kongres Dewan Perniagaan Melayu |n (Kedua: |d 2013 : |c Putrajaya.

111 2# |a BIFI International Congress |d (2006 : |cFrankfurt, Germany).

TAG 240/245/246/250/264

240 – Uniform Title (NR)

(Ada NOKTAH di hujung ayat.)

Digunakan apabila sesuatu karya didapati dalam pelbagai judul. Satu judul dipilih mewakili judul-judul yang lain. Uniform title digunakan apabila *bibliographic description* mengandungi tag 100, 110 dan 111.

Cara Merekod

- 100 0 # |a Khadijah Hashim, |d 1945-, |e author.
- 240 1 0 |a Merpati putih terbang lagi. |l English.
- 245 1 0 |a White dove flies again / |c Khadijah Hashim ; translated by Harry Aveling.

245 – Title of the Manifestation (NR)**(Ada NOKTAH di hujung ayat.)**

Judul kepada sesuatu karya.

- a) **Tidak mengikut “*Take what you see*”**
- b) Tidak lagi menggunakan “*Rules of three*” tetapi menggunakan kenyataan (*cth: and three others*)
Nota: jumlah individu penanggungjawab adalah bilangan selepas yang pertama.
- c) Subfield ‘h’ [GMD] tidak lagi digunakan.
- d) Pengarang pertama diletakkan pada tag 100.
- e) Lain-lain penanggungjawab diletakkan di tag 700, Had maksimum adalah 10 orang.
- f) Sekiranya pengarang melebihi 3 orang, judul masih lagi diangkat sebagai entri utama bahan tersebut walaupun nama pengarang pertama diletakkan di tag 100. (Kekal seperti format asal penentuan entri utama berdasarkan judul.)
- g) Masukkan gelaran seperti Dr./Haji/Hajah hanya di tag 245 tetapi tidak direkodkan di tag 100/700.
- h) Penggunaan huruf besar adalah pada permulaan entri/ nama khas dan *abbreviation*.

Cara Merekod

- 245 1 0 |a Beautiful Mauritius / |c Lim Kok Yeng, Jenna M. Kandasamy, Dr.StephenYoe .
- 245 1 0 |a How to bake a cake/ |c Hajah Maziah Rahimi.
- 245 1 0 |a Kajian sara hidup penduduk Pantai Timur: |b Kelantan dan Terengganu/ |c Malek Abd.Radzak (and four others).
- 245 1 0 |a Laporan tahunan 2015 = |b Annual report 2015/ |c Kementerian Pengangkutan Malaysia.
- 245 1 0 |a Bengkel Penyelia KEMAS Cemerlang Peringkat Kebangsaan, 21-22 Januari 2012/ |c anjuran LembagaKemajuan Luar Bandar.

246 – Varying Form of Title (R)**(Ada NOKTAH di hujung ayat.)**

Judul yang telah dibetulkan kesilapan ejaan, judul selari, judul lain dan sebagainya.

2.3.3 **RDA** - Parallel Title Proper2.3.4 **RDA** - Other Title Information

Contoh:

245 0 0 |a10 tahun kejayaan/ |c Perbadanan Nasional Berhad.

246 3 1 |a Sepuluh tahun kejayaan.

245 1 0 |a Petroleum industry in Sarawak/ |c Aziz Lazim, Firdaus Abang Zahari.

246 1 8 |i spine title: |a Petroleum industry in Miri, Sarawak.

(masukkan sekiranya judul pada *title page* berbeza dengan di tulang buku)

245 1 0 |a How to train your pet/ |c Jonathan K. Ferrer.

246 3 # |a How to train your pet.

250 – Edition Statement (R)

(Ada NOKTAH di hujung ayat.)

(T) “*Take what you see*” tetapi huruf kecil dan besar mengikut format bahasa -nama khas.

a) Edisi pertama tidak perlu direkodkan.

246 # # |a Edisi ke 3.

246 # # |a Fifth edition.

246 # # |a 2nd edition.

264 – Production, Publication, Distribution, Manufacture, and Copyright Notice (R)

(Ada NOKTAH di hujung ayat.)

(T) “*Take what you see*” tetapi huruf kecil dan besar mengikut format bahasa -nama khas.

a) **Tag 260 TIDAK LAGI DIGUNA PAKAI** dalam RDA.

b) Indikator kedua bagi tag 264 **WAJIB** diinput untuk menentukan maklumat penerbitan.

c) *Copyright date* **WAJIB** diinput sekiranya ada.

d) Tahun penerbitan dan tahun copyright adalah berbeza. Perlu dinyatakan kedua-duanya.

e) Tiada lagi s.n/s.l tetapi mengguna pakai [Place of publication not identified], [publisher not identified] dan [date of publication not identified]

f) Sekiranya ada banyak tempat penerbitan dinyatakan, ambil yang pertama atau paling utama sahaja.

- 264 # 1 |a Canberra : |b South China Sea Publications, |c 2010.
- 264 #2 |c 2012
- 264 # 4 |c ©2014 (sekiranya pada bahan ada maklumat tahun copyright)
- 264 # 0 |c2009 (untuk bahan yang tidak diterbitkan seperti tesis)
- 264 # 1 |a Putrajaya : |b Kementerian Pendidikan, |c 2007- nota:(bahan berkala)
- 264 # 1|a London : |b [publisher not identified], |c 1978.
- 264 # 1 |a [Place of publication not identified] : |b Zeel Publications, |c 2012.
- 264 # 1 |a Kuala Lumpur : |b Sinar Zaman Sdn.Bhd., |c [date of publication not identified].
- 264 # 1|a Petaling Jaya : |b Syarikat EMI |c [2005] – nota: (tahun penerbitan tidak dinyatakan, tetapi boleh masukkan tarikh yang diyakini berdasarkan maklumat dalam kandungan bahan)
- 264 # 1 |a Kuala Lumpur : |b Pustaka Amal, |c [1986] – nota: (Judul bahan adalah “ Tragedi Memali” - melibatkan peristiwa yang dikenali umum)

TAG 300/310/336/337/338/347/362 /368

(TIADA NOKTAH di hujung ayat.)

300 - Physical Description (R)

(NOKTAH hanya untuk perkataan cm, bagi bahan yang mempunyai siri)

Kolasi merujuk kepada deskripsi fizikal bahan seperti mukasurat, volume, ilustrasi, dimensi iaitu ukuran ketinggian bahan bagi menentukan kategori bahan sama ada OSS atau OSF. Bagi ketinggian bahan berukuran 15 cm ke bawah, ia dikategorikan sebagai *Open Shelf Small (OSS)* manakala bahan berukuran 27.5 cm ke atas, bahan tersebut dikategorikan sebagai *Open Shelf Folio (OSF)*. Tag ini juga menerangkan tentang bahan yang mempunyai lebih daripada satu jilid atau yang dilampiri oleh bahan lain.

Bahan yang tiada volume.

Contohnya:

- 300 ## |a ii, 500 pages |b some colour illustration |c 26 cm
- 300 ## |a iiv, 300 pages |b illustration|c 26 cm
- 300 ## |a ix, 200 pages |b colour illustrations |c28 cm.

Bahan yang berjilid (volume)

Contohnya:

- 300 ## |a 2 volumes |b illustration |c 18 cm
- 300 ## |a 3 volumes |b some colour |c 21cm
- 300 ## |a 2 volumes (various pagings) |b illustrations |c 21cm.

Bahan yang mempunyai lampiran sebagai contoh CD-ROM, DVD, kit dan lain-lain.

Contohnya:

300 ## |a xvii, 230 pages: |b colour illustration; |c 26 cm |e 1 computer optical disc

Bahan media

300 ## |a 14 film reels (157 min.) |b colour, sound |c 16 mm

300 ## |a 1 videodisc (30 min.) |b colour, sound |c 12 mm

300 ## |a 1 audio disc (20 min.) |c 12 cm

300 ## |a 3 audio discs (20 min.) |c 4 ¾ in. |e 1 booklet

300 ## |a 1 audio disc (64 min.) |c 4 ¾ in. |e 1 booklet

300 ## |a 1 computer disc |c 12 cm

300 ## |a 1 computer optical disc |b sound, colour |c 4 ¾ in.

300 ## |a 2 DVD-video (48 min., 40 sec.) |b digital, stereo |c 12 cm

300 ## |a 1 videodisc (DVD) (48 min.) |b sound, colour |c 12 cm

300 ## |a 1 videocassette (60 min.) |b sound, colour |c 1/2 in.

300 ## |a 1 sound cassettes (60 min.) |b analog, 1 7/8 ips.

Bahan kartografik seperti peta, glob atau atlas

300 ## |a 1 map |b colour |c 50 x 50 cm

300 ## |a 1 globe |b hand coloured |c 10 cm in diameter, in box 11x 11x 11cm

300 ## |a 1 atlas (192 pages) |b chiefly colour illustrations, colour maps |c 28 cm

Bahan daripada website

300 ## |a 1 online resource (ix, 120 pages) |b illustrations (chiefly color), text file, PDF.

PENTING :

Noktah (.) di perkataan cm hanya dimasukkan jika bahan tersebut mempunyai siri (Tag 490).

310 – Current Publication Frequency (NR)

Digunakan untuk merekod frekuensi penerbitan bahan. Tahun yang dimasukkan akan direkod bermula dari tahun semasa bahan diterbitkan.

Apabila bahan ditamatkan penerbitan, tahun semasa penerbitan tetap direkod di tag 310.

Contoh:

a) *Current publication frequency*

310 ## |a Monthly

310 ## |a Bimonthly (monthly June-July)

b) *Date of current publication frequency*

310 ## |a Annual |a 1983-

336 - Content Type (R)

Tag 336 (Content Type) mengandungi terminologi- terminologi spesifik yang menerangkan kandungan bahan.

Contoh :

336 ## |a text |2 rdacontent
336 ## |a still image |2 rdacontent
336 ## |a sound |2 rdacontent
336 ## |a spoken word |2 rdacontent
336 ## |a performed music |2 rdacontent
336 ## |a two-dimensional moving image |2 rdacontent

PENTING :

Tambah subfield |a dan |2rdacontent

337 - Media Type (R)

Tag 337 (*Media Type*) mengandungi terminologi yang menerangkan kaedah penyimpanan maklumat bahan. Tag ini menunjukkan medium perantaraan yang digunakan untuk melihat dan memainkan kandungan bahan.

Contoh:

337 ## |a unmediated |2 rdamedia
337 ## |a computer |2 rdamedia
337 ## |a audio |2 rdamedia
337 ## |a unmediated |2 rdamedia |3 liner notes

PENTING :

Tambah subfield |a dan |2 rdamedia

338 - Carrier Type (R)

Tag 338 (*Carrier Type*) mengandungi terminologi yang menjelaskan format fizikal bahan dan menunjukkan format medium penyimpanan. Dalam erti kata lain, ianya mencerminkan format media penyimpanan atau (yang menunjukkan peranti pengantaraan yang diperlukan untuk melihat, memainkan, menjalankan kandungan sumber).

Contoh :

338 ## |a volume |2 rdacarrier
338 ## |a sheet |2 rdacarrier
338 ## |a card |2 rdacarrier
338 ## |a computer disc |2 rdacarrier
338 ## |a audio disc |2 rdacarrier

PENTING :

Tambah subfield |a dan |2rdacarrier

347 – Digital File Characteristics (R)

Spesifikasi teknikal yang berkaitan dengan encoding digital terhadap teks, imej, audio, video dan pelbagai jenis data dalam sumber bahan. Maklumat ini turut boleh direkodkan dalam field 300 (Physical Description) pada |b (Other physical details).

Pelbagai nilai daripada sumber dari *vocabulary* yang sama berkemungkinan direkodkan dalam *field* yang sama dengan kewujudan pelbagai *subfield*.

Kedua-dua indicator adalah *blank* -#

Contoh :

- 347 ## |a audio file |b CD audio |2 rda
 347 ## |a text file |b PDF |2 rda
 347 ## |a data file |b XML |c 182 KB |2 rda
 347 ## |a image file |b JPEG |d 3.1 megapixels |2 rda

PENTING :

Tambah subfield |2 rda dipenghujung.

362 – Dates of Publication and/or sequential designation (R)

Tarikh permulaan /akhir bahan dijadikan koleksi. Digunapakai juga sebagai tarikh kronologi bagi sumber yang masih berterusan dilanggan/diterima.

- 362 1 # |a Library has vol.1, (January 2013)-
 362 1# |a Latest received: vol.2, (February 2015)

365 – Trade Price (R)

Harga langganan bahan dalam kadar matawang asal.

- 365 ## |a01|b 50.00|cUSD

PENGGUNAAN *CONTENT TYPE, MEDIA TYPE & CARRIER TYPE (CMC)*-

MONOGRAF BERCETAK

Bahan	CMC
Buku, tanpa ilustrasi 123 muka surat; 28 cm	336 text 337 unmediated 338 volume
Book, with a few illustrations 123 pages : illustrations ; 28 cm	336 text 336 still image 337 unmediated 338 volume
Book, mostly illustrations, some text 123 pages : chiefly illustrations ; 28 cm	336 still image 336 text 337 unmediated 338 volume
Book, with some illustrations (mostly general, some maps, some music) 123 pages : illustrations, maps, music ; 28 cm	336 text 336 still image 336 cartographic image 336 notated music 337 unmediated 338 volume
Book, multi-volume set, with a few illustrations (only maps) 3 volumes (538 pages) : maps ; 28 cm	336 text 336 cartographic image 337 unmediated 338 volume
Children's picture book (full color pages; one sentence per page) 24 pages : all illustrations ; 20 cm	336 still image 336 text 337 unmediated 338 volume
Sheet, with text and no illustrations 1 sheet ; 28 x 22 cm	336 text 337 unmediated 338 sheet
Sheet, mainly illustrations with some text 1 sheet : chiefly illustrations ; 42 x 30 cm	336 still image 336 text 337 unmediated 338 sheet
Cards, mainly text with a few illustrations 24 cards : illustrations ; 12 x 8 cm	336 text 336 still image 337 unmediated 338 card
Cards, all color illustrations with textual captions 24 picture cards : color ; 12 x 8 cm	336 still image 336 text 337 unmediated 338 card
Book, with a few music illustrations + accompanying compact disc with recorded music 248 pages : music ; 28 cm + 1 compact disc (stereo ; 12 cm)	336 text 336 notated music 337 unmediated 338 volume 336 performed music 337 audio 337 audio disc

PENGGUNAAN CONTENT TYPE, MEDIA TYPE & CARRIER TYPE (CMC)-**BAHAN AUDIO**

Bahan	CMC
CD, music, in stereo 1 audio disc (1 hr., 30 min.) : digital, stereo, CD audio ; 12 cm	336 performed music 337 audio 338 audio disc
Audiocassettes, audiobook, in mono 3 audiocassettes (3 hr., 15 min.) : analog, mono ; 10 × 7 cm, 4 mm tape	336 spoken word 337 audio 338 audiocassette
SACD, music (Singspiel), in surround sound 1 SACD (1 hr., 5 min., 24 sec.) : digital, surround ; 12 cm	336 performed music 336 spoken word 337 audio 338 audio disc
CDs, music, in stereo, with accompanying booklet with a few illustrations and portraits 2 compact discs (approximately 3 hr.) : digital, stereo, CD audio ; 12 cm + 1 booklet (94 pages : illustrations, portraits ; 19 cm)	336 performed music 337 audio 338 audio disc 336 text 336 still image 337 unmediated 338 volume
DualDisc (CD emphasis), music, in stereo; DVD side with videos 1 DualDisc (2 hr.) : digital, stereo ; 12 cm	336 performed music 337 audio 338 audio disc 336 two-dimensional moving image 337 video 338 videodisc
Tape reel, music, in mono 1 audiotape reel (27 min.) : analog, 2 track, mono ; 18 cm, 13 mm tape	336 performed music 337 audio 338 audio reel
CD-ROM, spoken works, MP3 files, in stereo 1 CD-ROM (4 hr.) : digital, stereo, MP3 ; 12 cm	336 spoken word 337 computer 338 computer disc
Playaway, audiobook, in stereo 1 Playaway (10 hr.) : digital, stereo ; 9 x 6 x 2 cm	336 spoken word 337 unmediated 338 object
Streaming audio file, music, in stereo 1 online resource (1 audio file) : stereo, AAC	336 performed music 337 computer 338 online resource

PENGGUNAAN *CONTENT TYPE, MEDIA TYPE & CARRIER TYPE (CMC)*-***BAHAN VIDEO***

Bahan	CMC
DVD, in color, with sound 1 videodisc (2 hr.) : color, sound, DVD video ; 12 cm	336 two-dimensional moving image 337 video 338 videodisc
Videocassette, in black & white, silent film, with intertitles 1 videocassette (VHS) (2 hr.) : black and white, silent ; 13 mm	336 two-dimensional moving image 336 text 337 video 338 videocassette
Blu-ray, in color, with sound, with audio commentary, with subtitles/closed-captioning 1 Blu-ray disc (2 hr.) : color, sound ; 12 cm	336 two-dimensional moving image 336 spoken word 336 text 337 video 338 videodisc
DVD, in color with black-and-white sequences, with sound + accompanying pamphlet with few illustrations 2 DVDs (4 hr.) : color with black and white sequences, sound, DVD video ; 12 cm + 1 folded sheet (12 pages : illustrations ; 22 cm)	336 two-dimensional moving image 337 video 338 videodisc 336 text 336 still image 337 unmediated 338 sheet
DualDisc (DVD emphasis), video in color, with sound; CD side with musical performances 1 DualDisc (2 hr.) : color, sound ; 12 cm	336 two-dimensional moving image 337 video 338 videodisc 336 performed music 337 audio 338 audio disc
Film reel, in color, silent film 1 film reel (30 min.) : color, silent ; 23 cm, 16 mm	336 two-dimensional moving image 337 projected 338 film reel
DVD-ROM, in color, with sound 1 DVD-ROM (2 hr.) : color, sound, MPEG-4 ; 12 cm	336 two-dimensional moving image 337 computer 338 computer disc
Playaway View, video in color, with sound 1 Playaway View* (3 hr.) : color, sound ; 9 x 11 x 2 cm	336 two-dimensional moving image 337 unmediated 338 object
Streaming video file, in color, with sound 1 online resource (1 video file) : color, sound, MPEG-4	336 two-dimensional moving image 337 computer 338 online resource

TAG 490

490 – SERIES STATEMENT (R)

(TIADA NOKTAH di hujung ayat.)

(T) *“Take what you see”* tetapi huruf kecil dan besar mengikut format bahasa -nama khas.

Tag 490 digunakan untuk merekod tajuk bahan yang mempunyai siri. Apabila tag 490 digunakan, secara automatiknya tag 830 akan digunakan sebagai siri “added entry” di dalam rekod bibliografi.

Indikator 1:

0 – series not traced

1 – series traced

Contoh :

490 1 # |a Uniform crime reports

830 # 0 |a Uniform crime reports

- Sekiranya bahan mempunyai siri dan subsiri

490 1 # |a Department of State publication; |v 7846. |a Department and Foreign Service series; |v 128

830 # 0 |a Department of State publication; |v 7846.

830 # 0 |a Department of State publication. |p Department and Foreign Service series; |v 128.

- Jika bahan yang mempunyai siri tersebut mempunyai “Library of Congress call number”, *subfield code* di bawah akan digunakan

490 1 # |a NEA research memo |l (LB2842.N18)

490 1 # |a Bulletin / Engineering Experiment Station ; |v no. 50 |l (TA7.O74)

- Jika ada |x - International Standard Serial Number

490 0 # |a Life series |x 0023-6721

490 1 # |a Mémoire du BRGM, |x 0071-8246; |v no 123

TAG 500/502/504/505/506/521/526/534/538/546/593/599

(SEMUA TAG 5XX- ADA NOKTAH di hujung ayat.)

500 – GENERAL NOTE (R)

Nota umum bagi sesebuah bahan.

Contoh :

- 500 ## |a Accompanied by CD: CDR 13521.
 500 ## |a Program notes by Phillip Ramey on album.
 500 ## |a Slides in pocket.

502 – DISSERTATION NOTE (R)

Digunakan untuk membuat penetapan disertasi akademik atau tesis dan institusi di mana ia dibentangkan.

Contoh :

- 502 ## |a Thesis (M.A.) |c University College, London, |d 1969.
 502 ## |a Thesis (Ph.D) |c University of Louisville, |d 1997.
 502 ## |a Thesis (M.A.) |c Universiti Malaya, |d 2014.

504 – BIBLIOGRAPHY, ETC. NOTE (R)

Tag 504, merupakan platform untuk meletakkan satu atau lebih bibliografi, diskografi, filmographies, atau rujukan bibliografi lain dalam perkara yang diperihalkan atau dalam bahan yang disertakan.

Contoh :

- 504 ## |a Bibliography: page 238-239.
 504 ## |a Rujukan: mukasurat 205-214.
 504 ## |a Includes bibliographies and index.

505 – FORMATTED CONTENTS NOTE (R)

Karya yang berasingan atau bahagian sesuatu butiran atau isi kandungan. Nyatakan hanya pada bahan yang mempunyai jilid/ part.

Contoh :

- 505 0 # |a vol.1. The culture of Kedah - - vol.2. The culture of Perlis.
 505 0 # |a jilid 1. Sejarah Negeri Melaka -- jilid 2. Sejarah Negeri Sembilan.
 505 0 # |a pt. 1. General observations -- pt. 2. Methodology -- pt. 3. Initial phase.

506 – RESTRICTIONS ON ACCESS NOTE (R)

Maklumat mengenai sekatan yang dikenakan ke atas akses kepada bahan-bahan yang dikatalog.

Contoh :

- 506 ## |a Classified.
 506 ## |a For official use only.
 506 ## |a Not available for distribution in the United States.
 506 1 # |a Restricted until the year 2018.

506 # # |a Not available for commercial use, sale, or reproduction.

- Maklumat pada jurnal atas talian atau pangkalan data

506 1 # |a Available to subscribing member institutions only.

521 – TARGET AUDIENCE NOTE (R)

Maklumat yang mengenal pasti penonton tertentu atau tahap intelektual yang mana kandungan perkara yang diterangkan dianggap sesuai.

- Akan digunakan untuk menyatakan *level* bagi kertas peperiksaan.

Contoh :

521 # # |a Degree students.

521 # # |a Diploma students.

521 # # |a Master students.

526 – STUDY PROGRAM INFORMATION NOTE (R)

Nota yang memberikan nama program pengajian yang menggunakan tajuk yang dinyatakan dalam rekod.

Contoh :

526 0 # |a Buku panduan Fakulti Kejuruteraan Mekanikal.

534 – ORIGINAL VERSION NOTE (R)

Data deskriptif untuk item asal apabila bahagian utama rekod bibliografi menerangkan semula item itu dan data berbeza.

Contoh :

534 # # |p Originally published: |c Berlin :Eulenspiegel, c1978, |t Lieder zu Stücken.

538 - System Details Note (R)

Nota yang merekodkan maklumat teknikal tentang sumber, termasuk *mode of access* , *any special computer or system requirements*, ciri-ciri fizikal fail komputer, butiran teknikal yang berkaitan dengan sumber digital juga boleh direkodkan. Nota ini disediakan bagi menerangkan bagaimana sumber maklumat tersebut boleh diakses.

Contoh :

538 # # |a Mode of access: Internet

538 # # |a Mode of access: World Wide Web

538 # # |a System requirements: IBM 360 and 370; 9K bytes of internal memory; OS SVS and

OSMVS.

- 538 # # |a Data in extended ASCII character set.
 538 # # |a Written in FORTRAN H with 1.5K source program statements.
 538 # # |a System requirements: IBM 2740 terminal with special narrow platen and form feeding features.

546 – LANGUAGE NOTE (R)

Maklumat teks kepada bahasa atau notasi sistem yang digunakan untuk menyampaikan kandungan bahan-bahan yang dinyatakan.

Contoh :

- 546 # # |a English, French, or German text
 546 # # |a English and Malay text

593 – ACQUISITION NOTE (R)

Nota yang memberikan maklumat - pesanan / pemohon / program / fakulti / vot / nama penyumbang bahan

Contoh :

- 593 # # |a Requested by Dr. Borhan Ali
 593 # # |a Donated by Profesor Dr. Salleh Yahya

599 – STATUS OF AVAILABILITY (NR)

Nota yang menyatakan status bahan/ di mana bahan berada.

- 599 # # |a Available at Seksyen Pengindeksan

TAG 650

650 – Subject Access Field (R)

(Ada NOKTAH di hujung ayat.)

Format merekod subjek/ subfield berdasarkan LCSH tidak berubah.

- 650 # 0 |a Egypt |x History |y 1250-1277.
 650 # 0 |a Social sciences |x Research |v Handbooks, manuals, etc.

TAG 700/710/711/780/ 785

700 – Added Entry – Personal Name (R)

(Ada NOKTAH di hujung ayat.)

- a) Format merekod adalah sama dengan tag 100.
- b) Maksimum pengarang yang dimasukkan adalah 10 orang.
- c) Gelaran seperti Dr, Prof dan lain-lain perlu dimasukkan.
- d) *Relationship designator* dimasukkan pada *subfield* |e.

700 1 # |a Darren, Alex F., |e editor.

700 0 # |a Amin Khair Hamzah |c Prof.Dr., |d 1972-, |e compiler|

710 – Added Entry – Corporate Name (R)

(Ada NOKTAH di hujung ayat.)

- a) Format merekod adalah sama dengan tag 110.
- b) *Relationship designator* dimasukkan pada *subfield* |e. Diakhiri dengan noktah (.)

710 1 # |a Dewan Bandaraya Kuala Lumpur, |e issuing body.

710 1 # |a Selangor. |b Jabatan Perancangan Bandar dan Desa, |e editor.

710 2 # |aUniversiti Teknikal Malaysia Melaka. |b Fakulti Kejuruteraan Mekanikal, |e editor.

710 1 # |aMalaysia. |b Unit Tenaga Nuklear, |e issuing body.

711 – Added Entry – Meeting Name (R)

(Ada NOKTAH di hujung ayat.)

- a) Format merekod adalah sama dengan tag 111.
- b) Tiada *relationship designator*.

711 2 # |a International Conference on Neoplatonism and Gnosticism |d (1995: |c University of Oklahoma.

711 2 # |a Asian Games |n (13th : |d 1988 : |c Delhi, India).

780 – Preceding Entry (R)

Digunakan untuk bahan jurnal/terbitan bersiri yang mempunyai judul baru/ lama.

780 0 0 |t Buletin falak |x 2180-169X (digunakan jika ada judul lama)

785 0 0 |t Falak astronomi |x 2229-9521 (digunakan jika ada judul baru)

TAG 830/856**830 – SERIES ADDED ENTRY – UNIFORM TITLE (R)**

(TIADA NOKTAH di hujung ayat.)

Indikator 1:

- Undefined

Indikator 2:

0 – No nonfiling characters

1-9 – Number of nonfiling characters

Format dan cara merekod sila rujuk di tag 490.

856 - Electronic Location and Access (R)

(TIADA NOKTAH di hujung ayat.)

Maklumat yang diperlukan untuk mencari dan mengakses sumber elektronik. Bidang ini boleh digunakan dalam rekod bibliografi bagi sumber yang apabila itu sumber atau subset ia boleh didapati secara elektronik. Di samping itu, ia boleh digunakan untuk mencari dan mengakses versi elektronik sumber bukan elektronik yang dinyatakan dalam rekod bibliografi atau sumber elektronik yang berkaitan.

Ia hendaklah diulangi apabila lebih daripada satu kaedah akses yang digunakan atau URL yang berbeza ditunjukkan pada sesuatu item yang berkaitan.

0	Email	Akses kepada sumber elektronik adalah melalui mel elektronik (e-mel). Akses termasuk melanggan jurnal elektronik atau forum elektronik melalui perisian yang bertujuan untuk digunakan oleh sistem e-mel.
1	FTP	Akses kepada sumber elektronik adalah melalui Protokol Pemindahan Fail
2	Remote login (Telnet)	Akses kepada sumber elektronik adalah melalui login jauh (Telnet).
3	Dial-up	Akses kepada sumber elektronik melalui talian telefon konvensional (dial-up). Maklumat tambahan dalam sub-bidang rekod itu mungkin membolehkan pengguna untuk menyambung kepada sumber.
4	HTTP	Akses kepada sumber elektronik adalah melalui Protokol Pemindahan Hiperteks (HTTP).

Contoh:

856 0 # |u <mailto:ejap@phil.indiana.edu> |i ejap subscription
 856 1 # |u <ftp://harvarda.harvard.edu> |k gues
 856 1 # |u ftp://wuarchive.wustl.edu/mirrors/info-mac/util/color-system-icons.hqx\$s16874 bytes
 856 2 # |u telnet://maine.maine.edu|nUniversity of Maine |t 3270
 856 3 # |a locis.loc.gov\$b140.147.254.3|m lonline@loc.gov\$t3270\$line mode (e.g., vt100) |v M-
 F 6:00-21:30 USA EST, Sat. 8:30-17:00 USA EST, Sun. 13:00-17:00 USA EST
 856 4 0 |u <http://www.cdc.gov/ncidod/EID/eid.htm> |q text/html
 856 4 0 |u <http://www.sirim.my/index.php/publication/sirim-link> |z Subscription is required
 856 4 1 |u <http://www.jstor.org/journals/0277903x>. html

TAG996/997/998

(TIADA NOKTAH di hujung ayat.)

996 – Course Codes (R)

Masukkan kod kursus bagi bahan koleksi khas seperti PSM.

996 ## |a ITKE

997 – Faculty Codes (R)

Masukkan kod fakulti bagi bahan koleksi khas , bahan belian (fakulti yang mencadangkan) dan bahan hadiah.

997 ## FKP

997 ## GIFT

998 - Cataloger Initial (NR)

Masukkan initial pengkatalog dan tarikh bahan dikatalog.

998 0 0 |a hrl/280516

ABBREVIATIONS

1. **R** - **Repeatable**
2. **NR** - **Non Repeatable**
3. **T** - **Take What You See**

I

Relationship Designators: Relationships Between a Resource and Persons, Families, and Corporate Bodies Associated with the Resource

I.1 Purpose and Scope

This appendix identifies relationship designators used to relate persons, families, and corporate bodies to works, expressions, manifestations, and items. For basic instructions on recording relationship designators, see **18.5 RDA** .

I.2 Relationship Designators for Works

I.2.1 Relationship Designators for Creators

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for a creator of a work (see **19.2 RDA**).

architect

A person, family, or corporate body responsible for creating an architectural design, including a pictorial representation intended to show how a building, etc., will look when completed.

landscape architect

An architect responsible for creating landscape works.

artist

A person, family, or corporate body responsible for creating a work by conceiving and often implementing, an original graphic design, drawing, painting, etc.

sculptor

An artist responsible for creating a three-dimensional work by modeling, carving, or similar technique.

author

A person, family, or corporate body responsible for creating a work that is primarily textual in content, regardless of media type (e.g., printed text, spoken word, electronic text, tactile text) or genre (e.g., poems, novels, screenplays, blogs). Use also for persons, etc., creating a new work by paraphrasing, rewriting, or adapting works by another creator such that the modification has substantially changed the nature and content of the original or changed the medium of expression.

librettist

An author of a libretto of an opera or other stage work, or an oratorio.

lyricist

An author of the words of a non-dramatic musical work, except for oratorios.

screenwriter

An author of a screenplay, script, or scene.

cartographer

A person, family, or corporate body responsible for creating a map, atlas, globe, or other cartographic work.

choreographer

A person, family, or corporate body responsible for creating a work of movement.

compiler

A person, family, or corporate body responsible for creating a work through the act of compilation, e.g., selecting, arranging, aggregating, and editing content. For a compiler as a contributor, see *editor of compilation*, **I.3.1RDA**.

composer

A person, family, or corporate body responsible for creating a musical work. Use also for persons, etc., adapting another musical work to form a distinct alteration (e.g., free transcription), paraphrasing a work or creating a work in the general style of another composer, or creating a work that is based on the music of another composer (e.g., variations on a theme).

designer

A person, family, or corporate body responsible for creating a design for an object.

enacting jurisdiction

A jurisdiction enacting a law, regulation, constitution, court rule, etc.

filmmaker

A person, family, or corporate body responsible for creating an independent or personal film. A filmmaker is individually responsible for the conception, and execution of all aspects of the film.

interviewee

A person, family, or corporate body responsible for creating a work by responding to an interviewer, usually a reporter, pollster, or some other information gathering agent.

interviewer

A person, family, or corporate body responsible for creating a work by acting as an interviewer, reporter, pollster, or some other information gathering agent.

inventor

A person, family or corporate body responsible for creating a new device or process.

photographer

A person, family, or corporate body responsible for creating a photographic work.

praeses

A person who is the faculty moderator of an academic disputation, normally proposing a thesis and participating in the ensuing disputation, but having only indirect association with the content of the thesis.

programmer

A person, family, or corporate body responsible for creating a computer program.

respondent

A candidate for a degree who defends or opposes a theses provided by the praeses in an academic disputation. Also called defendant.

I.2.2 Relationship Designators for Other Persons, Families, or Corporate Bodies Associated with a Work

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for an other person, family, or corporate body associated with a work (see **19.3 RDA**).

addressee

A person, family, or corporate body to whom the correspondence in the work is addressed.

appellant

A person or corporate body who appeals a lower court's decision.

appellee

A person or corporate body against whom an appeal is taken.

court governed

A court governed by court rules (regardless of their official nature, e.g., laws, administrative regulations).

dedicatee

A person, family, or corporate body to whom the work is dedicated.

defendant

A person or corporate body who is accused in a criminal proceeding or sued in a civil proceeding.

degree granting institution

A corporate body granting an academic degree, based in part on the submission of a thesis, dissertation, etc.

director of photography

A person, family, or corporate body that captures images, either electronically or on film or video stock, and often selects and arranges the lighting. The director of photography for a movie is also called the chief cinematographer. Use this designation also for videographers.

film director

A person, family, or corporate body responsible for the general management and supervision of a filmed performance.

film producer

A person, family, or corporate body taking responsibility for most of the business aspects of a film. The producer is generally responsible for raising funding, management of the production, hiring key personnel, arranging for distributors, assuring the commercial success, etc.

honouree

A person, family, or corporate body honoured by a work, e.g., the honouree of a festschrift.

host institution

A corporate body hosting an event, exhibit, conference, etc., which gave rise to the work, but having little or no responsibility for the content of the work.

issuing body

A person, family or corporate body issuing the work, such as an official organ of the body.

judge

A person who hears and decides on legal matters in court.

jurisdiction governed

A jurisdiction governed by a law, regulation, etc., that was enacted by another jurisdiction.

plaintiff

A person or corporate body who brings a suit in a civil proceeding.

production company

A corporate body that is responsible for financial, technical, and organizational management of a production for stage, screen, sound recording, television, webcast, etc.

radio director

A person, family, or corporate body responsible for the general management and supervision of a radio program.

radio producer

A person, family, or corporate body taking responsibility for most of the business aspects of a radio program. The producer is generally responsible for raising funding, management of the production, hiring key personnel,

arranging for distributors, assuring the commercial success, etc.

sponsoring body

A person, family, or corporate body sponsoring some aspect of the work, e.g., funding research, sponsoring an event.

television director

A person, family, or corporate body responsible for the general management and supervision of a television program.

television producer

A person, family, or corporate body taking responsibility for most of the business aspects of a television program. The producer is generally responsible for raising funding, management of the production, hiring key personnel, arranging for distributors, assuring the commercial success, etc.

I.3 Relationship Designators for Expressions

I.3.1 Relationship Designators for Contributors

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for a contributor to an expression (see **20.2**) RDA.

abridger

A person, family, or corporate body contributing to an expression of a work by shortening or condensing the original work but leaving the nature and content of the original work substantially unchanged. For substantial modifications that result in the creation of a new work, see author, **I.2.1 RDA**.

animator

A person, family, or corporate body contributing to an expression of a moving image work or computer program by giving apparent movement to inanimate objects or drawings. For the creator of the drawings that are animated, see *artist*, **I.2.1 RDA**.

arranger of music

A person, family, or corporate body contributing to an expression of a musical work by rewriting the composition for a medium of performance different from that for which the work was originally intended, modifying the work for the same medium of performance, etc., such that the musical substance of the original composer remains

essentially unchanged. For extensive modification that effectively results in the creation of a new musical work, see *composer*, **I.2.1** .

art director

A person, family, or corporate body responsible for overseeing the artists and craftspeople who build the sets for moving image productions.

choreographer of additional dance

A person, family, or corporate body contributing to an expression of a work of movement by providing additional dance sequences that supplement the work of the original choreographer.

choreographer of dance components of non-choreographic works

A person, family, or corporate body responsible for contributing choreography that is incorporated into an expression of a work that does not consist primarily of dance or other choreographed movements, such as the choreographer of dance sequences in a primarily dramatic film.

composer of additional music

A person, family, or corporate body contributing to an expression of a musical work by composing accompaniments or additional parts (e.g., vocal/instrumental parts, musical numbers) that supplement the music written by the original composer.

composer of music for silent film

A person, family, or corporate body responsible for contributing compositions to accompany the presentation of a moving image work produced in the silent film era and recorded without a synchronized, integrated soundtrack. These musical works may be originally written for the moving image or may consist of or incorporate pre-existing works in a manner that is intended to complement the moving image.

composer of music for sound film

A person, family, or corporate body responsible for contributing compositions that form part of the presentation of a moving image work recorded with a synchronized, integrated soundtrack. These musical works may be originally written for the moving image or be pre-existing works that are incorporated into the moving image soundtrack.

composer of incidental music

A person, family, or corporate body contributing to an expression of a work by composing music for a pre-existing, usually textual, work.

court reporter

The person, family, or corporate body contributing to an expression of a work by preparing a court's opinions for publication.

costume designer

A person, family, or corporate body responsible for designing the costumes for a moving image production or for a musical or dramatic presentation or entertainment.

draftsman

A person, family, or corporate body contributing to an expression of a work by an architect, inventor, etc., by making detailed plans or drawings for buildings, ships, aircraft, machines, objects, etc.

editor

A person, family, or corporate body contributing to an expression of a work by revising or elucidating the content, e.g., adding an introduction, notes, or other critical matter. An editor may also prepare an expression of a work for production, publication, or distribution. For major revisions, adaptations, etc., that substantially change the nature and content of the original work, resulting in a new work, see *author*, **I.2.1RDA** .

editor of compilation

A person, family, or corporate body contributing to a collective or aggregate work by selecting and putting together the works, or parts of works, by one or more creators. For compilations that result in original works, see *compiler*, **I.2.1 RDA** .

editor of moving image work

A person, family, or corporate body responsible for assembling, arranging, and trimming film, video, or other moving image formats, including both visual and audio aspects.

illustrator

A person, family, or corporate body contributing to an expression of a work by supplementing the primary content with drawings, diagrams, photographs, etc. If the work is primarily the artistic content created by this entity, see *artist*, **I.2.1 RDA** .

interviewee (Expression)

A person, family, or corporate body contributing to an expression of a work by responding to an interviewer, usually a reporter, pollster, or some other information gathering agent.

interviewer (Expression)

A person, family, or corporate body contributing to an expression of a work by acting as an interviewer, reporter, pollster, or some other information gathering agent.

musical director

A person, family, or corporate body responsible for coordinating the work of the composer, the sound editor, and sound mixers for a moving image production or for a musical or dramatic presentation or entertainment.

performer

A person, family, or corporate body contributing to an expression of a work by performing music, acting, dancing, speaking, etc., often in a musical or dramatic presentation, etc.

actor

A type of performer contributing to an expression of a work by acting as a cast member or player in a musical or dramatic presentation, etc.

commentator

A type of performer contributing to an expression of a work by providing interpretation, analysis, or a discussion of the subject matter on a recording, film, or other audiovisual medium.

conductor

A type of performer contributing to an expression of a musical work by leading a performing group (orchestra, chorus, opera, etc.) in a musical or dramatic presentation, etc.

dancer

A type of performer that contributes to an expression of a work by dancing in a musical, dramatic, etc., presentation.

host

A type of performer contributing to an expression of a work by leading a program (often broadcast) that includes other guests, performers, etc. (e.g., talk show host).

instrumentalist

A type of performer contributing to an expression of a work by playing a musical instrument.

moderator

A type of performer contributing to an expression of a work by leading a program (often broadcast) where topics are discussed, usually with participation of experts in fields related to the discussion.

narrator

A type of performer contributing to an expression of a work by reading or speaking in order to give an account of an act, occurrence, course of events, etc.

on-screen presenter

A type of performer contributing to an expression of a work by appearing on screen in nonfiction moving image materials or introductions to fiction moving image materials to provide contextual or background information. Use when a more specific term (e.g., *narrator* or *host*) is either not applicable or not desired.

panelist

A type of performer contributing to an expression of a work by participating in a program (often broadcast) where topics are discussed, usually with participation of experts in fields related to the discussion.

puppeteer

A type of performer contributing to an expression of a work by manipulating, controlling, or directing puppets or marionettes in a moving image production or a musical or dramatic presentation or entertainment.

singer

A type of performer contributing to an expression of a work by using his/her/their voice, with or without instrumental accompaniment, to produce music. A singer's performance may or may not include actual words.

speaker

A type of performer contributing to an expression of a work by speaking words, such as a lecture, speech, etc.

storyteller

A type of performer contributing to an expression of a work by relaying a creator's original story with dramatic or theatrical interpretation.

teacher

A type of performer contributing to an expression of a work by giving instruction or providing a demonstration.

presenter

A person, family, or corporate body mentioned in an "X presents" credit for moving image materials and who is probably associated with production, finance, or distribution in some way. In the early years of film production, this was often used as a vanity credit.

production designer

A person, family, or corporate body responsible for designing the overall visual appearance of a moving image production.

recording engineer

A person, family, or corporate body contributing to an expression of a work by supervising the technical aspects of a sound or video recording session.

recordist

A person, family, or corporate body contributing to an expression of a work by using a recording device to capture sound and/or video during a recording session, including field recordings of natural sounds, folkloric events, music, etc.

stage director

A person, family, or corporate body contributing to an expression of a stage work through the general management and supervision of a performance.

surveyor

A person, family, or corporate body contributing to an expression of a cartographic work by providing measurements or dimensional relationships for the geographic area represented.

transcriber

A person, family, or corporate body contributing to an expression of a work by changing it from one system of notation to another. For a work transcribed for a different instrument or performing group, see *arranger of music*, **I.3.1 RDA** .

translator

A person, family, or corporate body contributing to an expression of a work by rendering one language into another, or from an older form of a language into the modern form, that more or less closely follows the original text of the work.

writer of added text

A person, family, or corporate body contributing to an expression of a primarily non-textual work by providing text for the non-textual work of another creator (e.g., writing captions for photographs, descriptions of maps).

writer of added lyrics

A writer of words added to an expression of a musical work. For lyric writing in collaboration with a composer to form an original work, see *lyricist*, **I.2.1** .

writer of added commentary

A person, family, or corporate body contributing to an expression of a work by providing an interpretation or critical explanation of the original work.

I.4 Relationship Designators for Manifestations

1.4.1 Relationship Designators for Manufacturers

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for a manufacturer of a manifestation. A writer of words added to an expression of a musical work. For lyric writing in collaboration with a composer to form an original work, see *lyricist*, **I.2.1 RDA**.

book designer

A person, family, or corporate body responsible for the entire graphic design of a book, including arrangement of type and illustration, choice of materials, and process used.

braille embosser

A person, family, or corporate body involved in producing a manifestation by embossing Braille cells using a stylus, special embossing printer, or other device.

caster

A person, family, or corporate body involved in producing a manifestation by pouring a liquid or molten substance into a mold and leaving it to solidify to take the shape of the mold.

collotyper

A person, family, or corporate body involved in producing a manifestation of photographic prints from film or other colloid that has ink-receptive and ink-repellent surfaces.

engraver

A person, family, or corporate body involved in producing a manifestation by cutting letters, figures, etc., on a surface such as a wooden or metal plate used for printing.

etcher

A person, family, or corporate body involved in producing a manifestation by subjecting metal, glass, or some other surface used for printing, to acid or another corrosive substance.

lithographer

A person, family, or corporate body involved in producing a manifestation by preparing a stone or plate for lithographic printing, including a graphic artist creating a design directly on the surface from which printing will be done.

platemaker

A person, family, or corporate body involved in producing a manifestation by preparing plates used in the production of printed images and/or text.

printer

A person, family, or corporate body involved in producing a manifestation of printed text, notated music, etc., from type or plates, such as a book, newspaper, magazine, broadside, score, etc.

printmaker

A person, family, or corporate body involved in producing a manifestation by making a relief, intaglio, or planographic printing surface.

I.4.2 Relationship Designators for Publishers

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for a publisher of a manifestation (see **21.3 RDA**).

broadcaster

A person, family, or corporate body responsible for broadcasting a manifestation to an audience via radio, television, webcast, etc.

I.4.3 Relationship Designators for Distributors

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for a distributor of a manifestation (see **21.4**).

film distributor

A person, family, or corporate body responsible for distributing a moving image manifestation to theatres or other distribution channels.

I.5 Relationship Designators for Items

I.5.1 Relationship Designators for Owners

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for an owner of an item (see **22.2**)

current owner

A person, family, or corporate body currently having legal possession of an item (i.e., a specific copy or instance of a resource).

depositor

A current owner of an item who deposited the item into the custody of another person, family, or corporate body, while still retaining ownership.

former owner

A person, family, or corporate body formerly having legal possession of an item (i.e., a specific copy or instance of a resource).

donor

A former owner of an item who donated that item to another owner.

seller

A former owner of an item who sold that item to another owner.

I.5.2 Relationship Designators for Other Persons, Families, or Corporate Bodies Associated with an Item

Appropriate terms from the list below are recorded in conjunction with the preferred access point or identifier for an other person, family, or corporate body associated with an item (see **22.4 RDA**)

autographer

A person whose manuscript signature appears on an item.

annotator

A person who makes manuscript annotations on a specific item.

binder

A person who binds a specific item.

curator

A person, family, or corporate body conceiving, aggregating, and/or organizing an exhibition, collection, or other item.

collection registrar

A type of curator who lists or inventories the items in an aggregate work such as a collection of items or works.

collector

A type of curator who brings together material from various sources that are then arranged, described, and cataloged as a collection.

dedicatee of item

A person, family, or corporate body to whom an item is dedicated.

honouree of item

A person, family, or corporate body honoured by an item, e.g., a person to whom a copy is presented.

illuminator

A person providing decoration to a specific item using precious metals or color, often with elaborate designs and motifs.

inscriber

A person whose manuscript notes appear on an item.

restorationist

A person, family, or corporate body responsible for the set of technical, editorial and intellectual procedures aimed at compensating for the degradation of an artifact, such as bringing it back to a state as close as possible to its original condition.

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