

3 Alternatieven en opties binnen RDA: keuzes van de Werkgroep Richtlijnen RDA

RDA bevat een aantal richtlijnen en instructies die als alternatief ('Alternative') of als optie ('Optional Addition' of 'Optional Omission') zijn geformuleerd. In de algemene inleiding op dit rapport (hoofdstuk 1) staan de overwegingen van de Werkgroep Richtlijnen RDA bij het maken van de keuzes voor of tegen alternatieven en opties.

Onderstaande tabel biedt een overzicht van de implicaties van de keuzes van de Werkgroep Richtlijnen RDA t.a.v. de alternatieven en opties.

<u>Keuze Werkgroep Richtlijnen RDA</u>	<u>Ja</u>	<u>Nee</u>	<u>Oordeel catalogiseerder</u>
<u>Keuzes in RDA</u>			
Alternative	Het alternatief wordt gevolgd i.p.v. de hoofdregel.	Uitsluitend de hoofdregel wordt gevolgd.	Per instelling of situatie wordt bekeken of het alternatief wordt gevolgd of niet.
Optional Addition	De hoofdregel wordt gevolgd inclusief datgene wat in de optionele toevoeging staat.	Uitsluitend de hoofdregel wordt gevolgd.	De optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
Optional Omission	De hoofdregel wordt gevolgd met inachtneming van datgene wat in de optionele weglating staat.	Uitsluitend de hoofdregel wordt gevolgd.	De optionele weglating wordt aan het oordeel van de catalogiseerder overgelaten.

Onderstaande tabel biedt een overzicht van de keuzes van de Werkgroep Richtlijnen RDA t.a.v. de alternatieven en opties.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen RDA</u>
<u>1 GENERAL GUIDELINES ON RECORDING ATTRIBUTES OF MANIFESTATIONS AND ITEMS</u>	
<u>1.4 Language and Script</u>	
Alternative [1] If an element in this list cannot be recorded in the script used on the source from which it is taken, record the element in a transliterated form.	1.4 Nee tegen alternatief [1], tenzij het om technische redenen niet anders kan.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<p>Optional Addition Record an element listed at 1.4 in a transliterated form in addition to the form recorded in the script used on the source.</p>	1.4 Ja voor optionele toevoeging.
<p>Alternative [2] Record a name, title, or quotation incorporated into a note in a transliterated form.</p>	1.4 Ja voor alternatief [2].
<u>1.7.1 General Guidelines on Transcription</u>	
<p>Alternative [1] The agency creating the data may establish in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or choose a published style manual, etc., as its preferred guide (e.g., <i>The Chicago Manual of Style</i>). In such situations, use those guidelines or that style manual instead of the instructions at 1.7.2–1.7.9 and in the appendices.</p>	1.7.1 Nee tegen alternatief [1].
<p>Alternative [2] Accept data without modification if: a) using a description created by another agency or b) using data derived from a digital source of information by automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata).</p>	1.7.1 Per instelling of situatie wordt bekeken of het alternatief wordt gevolgd of niet. [2].
<u>1.7.3 Punctuation</u>	
<p>Alternative</p>	1.7.3 Optie wordt aan het oordeel van de catalogiseerder overgelaten.
<u>1.7.4 Diacritical Marks</u>	
<p>Optional Addition Add diacritical marks that are not present on the source of information in accordance with standard usage for the language of the data.</p>	1.7.4 Optie wordt aan het oordeel van de catalogiseerder overgelaten. E.e.a. hangt af van de kennis die men heeft van bepaalde talen.
<u>1.7.5 Symbols</u>	
<p>alternative</p>	Optie wordt aan het oordeel van de catalogiseerder overgelaten.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen RDA</u>
<u>1.8 Numbers Expressed as Numerals or as Words</u>	
<u>1.8.2 Form of Numerals</u>	
Alternative [1] Record numerals in the form in which they appear on the source of information.	1.8.2 Nee tegen alternatief [1].
Alternative [2] Record the numerals in the form in which they appear on the source. Add the equivalent numerals in the form preferred by the agency creating the data. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	1.8.2 Nee tegen alternatief [2].
<u>1.10 Notes</u>	
<u>1.10.2 Capitalization</u>	
Alternative [1] The agency creating the data may establish in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or choose a published style manual, etc., (e.g., The Chicago Manual of Style) as its preferred guide. In such situations, use those guidelines or that style manual instead of appendix A .	1.10.2 Nee tegen alternatief [1].
Alternative [2] Do not modify the capitalization of information used in a note if it is derived from a digital source using an automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata).	1.10.2 Per instelling of situatie wordt bekeken of het alternatief wordt gevolgd of niet. [2]
<u>2 IDENTIFYING MANIFESTATIONS AND ITEMS</u>	
<u>2.2.2 Preferred Source of Information</u>	
<u>2.2.2.2 Resources Consisting of One or More Pages, Leaves, Sheets, or Cards (or Images of One or More Pages, Leaves, Sheets, or Cards)</u>	
Alternative If the resource consists of microform or computer images of one or more pages, leaves, sheets, or cards, use an eye-readable label with the title instead of the image of the title page, title sheet, or title card. The label must be permanently printed on or affixed to the resource.	2.2.2.2 Nee tegen alternatief
<u>2.2.2.3 Resources Consisting of Moving Images</u>	
Alternative Use a label with a title that is permanently printed on or affixed to the resource in preference to the title frame or frames, or title screen or screens. This alternative does not apply to labels on accompanying textual material or a container.	2.2.2.3 Nee tegen alternatief

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Wergroep Richtlijnen RDA</u>
<u>2.3.1 Basic Instructions on Recording Titles</u>	
<u>2.3.1.4 Recording Titles</u>	
Optional Omission Abridge a long title only if it can be abridged without loss of essential information. Use a mark of omission (...) to indicate such an omission. Never omit any of the first five words.	2.3.1.4 Optionele weglating wordt aan het oordeel van de catalogiseerder overgelaten.
<u>2.3.1.6 Introductory Words, Etc.</u>	
Optional Addition Variant title. If considered important for identification or access, record the form in which the title appears on the source of information as a variant title (see 2.3.6).	2.3.1.6 Nee tegen optionele toevoeging.
<u>2.3.2 Title Proper</u>	
<u>2.3.2.6.1 Collective Title and Titles of Individual Contents</u>	
Optional Addition Record the titles of the individual contents as titles of related works (see 25.1).	2.3.2.6 Optionele toevoeging [1] wordt aan het oordeel van de catalogiseerder overgelaten.
<u>2.3.2.9 Resource Lacking a Collective Title</u>	
Alternative Devise a collective title by applying the instructions at 2.3.2.11 . If considered important for identification or access, record the titles of individual parts as the titles proper of related manifestations (see 27.1).	2.3.2.9 Nee tegen alternatief.
<u>2.3.2.11 Recording Devised Titles</u>	
Alternative Devise a title in a language and script preferred by the agency preparing the description.	2.3.2.11 Ja voor alternatief waarbij de taal van catalogisering als uitgangspunt fungeert.
<u>2.3.2.11.3 Devised Titles for Moving Image Resources</u>	
Alternative Record a description of the action and length of each shot as a related manifestation (see 27.1).	2.3.2.11.3 Nee tegen alternatief.
<u>2.3.7 Earlier Title Proper</u>	
<u>2.3.7.3 Recording Earlier Titles Proper</u>	
Alternative If the changes have been numerous, make a general note (see 2.20.2.4).	2.3.7.3 Nee tegen alternatief.
<u>2.3.8 Later Title Proper</u>	
<u>2.3.8.3 Recording Later Titles Proper</u>	
Alternative If the changes have been numerous, make a general note (see 2.20.2.4).	2.3.8.3 Nee tegen alternatief.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<u>2.4.1 Basic Instructions on Recording Statements of Responsibility</u>	
<u>2.4.1.4 Recording Statements of Responsibility</u>	
<p>Optional Omission Abridge a statement of responsibility only if this can be done without loss of essential information. Do not use a mark of omission (tationindicate such an omission. Always record the first name appearing in the statement. When omitting names from a statement of responsibility naming more than one person, etc., apply the instructions at 2.4.1.5.</p>	<p>2.4.1.4 Ja voor optionele weglating¹.</p> <p>Toelichting van Werkgroep Richtlijnen RDA: Elementen die tot de naam van de verantwoordelijke behoren en de aanduiding van diens rol ten opzichte van de resource worden als essentieel beschouwd en mogen niet worden weggelaten. Overige informatie kan zonder verantwoording worden weggelaten; desgewenst kan dergelijke informatie worden opgenomen in de ingangsrecords van de betreffende entiteit.</p>
<u>2.4.1.5 Statement Naming More Than One Person, Etc.</u>	
<p>Optional Omission If a single statement of responsibility names more than three persons, families, or corporate bodies performing the same function (or with the same degree of responsibility), omit all but the first of each group of such persons, families, or bodies. Indicate the omission by summarizing what has been omitted in a language and script preferred by the agency preparing the description. Indicate that the summary was taken from a source outside the resource itself (see 2.2.4).</p>	<p>2.4.1.5 Nee tegen optionele weglating.</p>
<u>2.5.1 Basic Instructions on Recording Edition Statements</u>	
<u>2.5.1.4 Recording Edition Statements</u>	
<p>Optional Addition If a resource lacks an edition statement but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification or access. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).</p>	<p>2.5.1.4 Ja voor optionele toevoeging.</p>

¹ In zijn vergadering van 6 mei 2013 heeft de Werkgroep Richtlijnen RDA de optie bij paragraaf 2.4.1.4 Recording Statements of Responsibility opnieuw besproken. Besloten is om de aanvankelijke keuze om 'nee' te zeggen tegen deze optie te wijzigen in 'ja'.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen RDA</u>
<u>2.6 Numbering of Serials</u>	
<u>2.6.2 Numeric and/or Alphabetic Designation of First Issue or Part of Sequence</u>	
<u>2.6.2.3 Recording Numeric and/or Alphabetic Designation of First Issue or Part of Sequence</u>	
Alternative Make a note on the numbering of the first issue or part of the sequence (see 2.20.5.3).	2.6.2.3 Nee tegen alternatief.
<u>2.6.3 Chronological Designation of First Issue or Part of Sequence</u>	
<u>2.6.3.3 Recording Chronological Designation of First Issue or Part of Sequence</u>	
Optional Addition If the chronological designation includes dates not of the Gregorian or Julian calendar, add the corresponding dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.6.3.3 Ja voor optionele toevoeging.
Alternative Make a note on the numbering of the first issue or part of the sequence (see 2.20.5.3)	2.6.3.3 Nee tegen alternatief.
<u>2.6.4 Numeric and/or Alphabetic Designation of Last Issue or Part of Sequence</u>	
<u>2.6.4.3 Recording Numeric and/or Alphabetic Designation of Last Issue or Part of Sequence</u>	
Alternative Make a note on the numbering of the last issue or part of the sequence (see 2.20.5.3).	2.6.4.3 Nee tegen alternatief.
<u>2.6.5 Chronological Designation of Last Issue or Part of Sequence</u>	
<u>2.6.5.3 Recording Chronological Designation of Last Issue or Part of Sequence</u>	
Optional Addition If the chronological designation includes dates not of the Gregorian or Julian calendar, add the corresponding dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.6.5.3 Ja voor optionele toevoeging.
Alternative Make a note on the numbering of the last issue or part of the sequence (see 2.20.5.3).	2.6.5.3 Nee tegen alternatief.
<u>2.6.9 Alternative Chronological Designation of Last Issue or Part of Sequence</u>	
<u>2.6.9.3 Recording Alternative Chronological Designation of Last Issue or Part of Sequence</u>	
Optional Addition If the chronological designation includes dates not of the Gregorian or Julian calendar, add the corresponding dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.6.9.3 Ja voor optionele toevoeging.
<u>2.7.1 Basic Instructions on Recording Production Statements</u>	
<u>2.7.1.5 Recording Changes in Production Statements</u>	
<u>2.7.1.5.1 Multipart Monographs</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.6.4.1).	2.7.1.5.1 Ja voor alternatief [1].

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
Alternative [2] If the changes have been numerous, make a general note (see 2.20.6.4.1).	2.7.1.5.1 Ja voor alternatief [2].
<u>2.7.1.5.2 Serials</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.6.4.2)	2.7.1.5.2 Ja voor alternatief [1].
Alternative [2] If the changes have been numerous, make a general note (see 2.20.6.4.2).	2.7.1.5.2 Ja voor alternatief [2].
<u>2.7.1.5.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note (see 2.20.6.4.3).	2.7.1.5.3 Ja voor alternatief.
<u>2.7.2 Place of Production</u>	
<u>2.7.2.3 Recording Place of Production</u>	
Optional Addition [1] Include the full address as part of the local place name, if considered important for identification or access.	2.7.2.3 Nee tegen optionele toevoeging [1].
Optional Addition [2] Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.7.2.3 Nee tegen optionele toevoeging [2].
<u>2.7.4 Producer's Name</u>	
<u>2.7.4.3 Recording Production Statements</u>	
Optional Omission Omit levels in a corporate hierarchy that are not required to identify the producer. Do not use a mark of omission (...) to indicate such an omission.	2.7.4.3 Nee tegen optionele weglating.
<u>2.7.4.4 Statement of Function</u>	
Optional Addition If the function of a person, family, or corporate body recorded in the producer's name sub-element is not explicit or clear, add a term indicating the function. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.7.4.4 Nee tegen optionele toevoeging.
<u>2.7.6 Date of Production</u>	
<u>2.7.6.3 Recording Date of Production</u>	
Optional Addition If the date as it appears in the resource is not of the Gregorian or Julian calendar, add the corresponding date or dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.7.6.3 Ja voor optionele toevoeging.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen RDA</u>
<u>2.7.6.4 Chronograms</u>	
Optional Addition Add the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.7.6.4 Ja voor optionele toevoeging.
Alternative In place of the chronogram, supply the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4). Make a note giving the chronogram if considered important for identification (see 2.20.6.3).	2.7.6.4 Nee tegen alternatief.
<u>2.7.6.7 Archival Resources and Collections</u>	
Optional Addition If the majority of the items in the resource have dates of production that differ significantly from the inclusive dates, record the inclusive dates followed by the predominant or bulk dates. Precede the bulk dates with an explanatory term, such as <i>bulk</i> .	2.7.6.7. Ja voor optionele toevoeging.
<u>2.8.1 Basic Instructions on Recording Publication Statements</u>	
<u>2.8.1.5 Recording Changes in Publication Statements</u>	
<u>2.8.1.5.1 Multipart Monographs</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.7.5.1).	2.8.1.5.1 Ja voor alternatief [1].
Alternative [2] If the changes have been numerous, make a general note (see 2.20.7.5.1).	2.8.1.5.1 Ja voor alternatief [2].
<u>2.8.1.5.2 Serials</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.7.5.2).	2.8.1.5.2 Ja voor alternatief [1].
Alternative [2] If the changes have been numerous, make a general note (see 2.20.7.5.2).	2.8.1.5.2 Ja voor alternatief [2].
<u>2.8.1.5.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note (see 2.20.7.5.3).	2.8.1.5.3 Ja voor alternatief.
<u>2.8.2 Place of Publication</u>	
<u>2.8.2.3 Recording Place of Publication</u>	
Optional Addition [1] Include the full address as part of the local place name, if considered important for identification or access.	2.8.2.3 Nee tegen optionele toevoeging [1].

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Wergroep Richtlijnen RDA</u>
Optional Addition [2] Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.8.2.3 Nee tegen optionele toevoeging [2].
<u>2.8.4 Publisher's Name</u>	
<u>2.8.4.3 Recording Publication Statements</u>	
Optional Omission Omit levels in a corporate hierarchy that are not required to identify the publisher. Do not use a mark of omission (...) to indicate such an omission.	2.8.4.3 Nee tegen optionele weglating.
<u>2.8.4.4 Statement of Function</u>	
Optional Addition If the function of a person, family, or corporate body recorded in the publisher's name sub-element is not explicit or clear, add a term indicating the function. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.8.4.4 Nee tegen optionele toevoeging.
<u>2.8.6 Date of Publication</u>	
<u>2.8.6.3 Recording Date of Publication</u>	
Optional Addition If the date as it appears in the resource is not of the Gregorian or Julian calendar, add the corresponding date or dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.8.6.3 Ja voor optionele toevoeging.
<u>2.8.6.4 Chronograms</u>	
Optional Addition Add the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.8.6.4 Ja voor optionele toevoeging.
Alternative In place of the chronogram, supply the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4). Make a note giving the chronogram, if considered important for identification (see 2.20.7.3).	2.8.6.4 Nee tegen alternatief.
<u>2.9.1 Basic Instructions on Recording Distribution Statements</u>	
<u>2.9.1.5 Recording Changes in Distribution Statements</u>	
<u>2.9.1.5.1 Multipart Monographs</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.8.4.1).	2.9.1.5.1 Ja voor alternatief [1].

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
Alternative [2] If the changes have been numerous, make a general note (see 2.20.8.4.1).	2.9.1.5.1 Ja voor alternatief [2].
<u>2.9.1.5.2 Serials</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.8.4.2).	2.9.1.5.2 Ja voor alternatief [1].
Alternative [2] If the changes have been numerous, make a general note (see 2.20.8.4.2).	2.9.1.5.2 Ja voor alternatief [2].
<u>2.9.1.5.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note (see 2.20.8.4.3).	2.9.1.5.3 Ja voor alternatief.
<u>2.9.2 Place of Distribution</u>	
<u>2.9.2.3 Recording Place of Distribution</u>	
Optional Addition [1] Include the full address as part of the local place name, if considered important for identification or access.	2.9.2.3 Nee tegen optionele toevoeging [1].
Optional Addition [2] Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.9.2.3 Nee tegen optionele toevoeging [2].
<u>2.9.4 Distributor's Name</u>	
<u>2.9.4.3 Recording Distribution Statements</u>	
Optional Omission Omit levels in a corporate hierarchy that are not required to identify the distributor. Do not use a mark of omission (...) to indicate such an omission.	2.9.4.3 Nee tegen optionele weglating.
<u>2.9.4.4 Statement of Function</u>	
Optional Addition If the function of a person, family, or corporate body recorded in the distributor's name sub-element is not explicit or clear, add a term indicating the function. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.9.4.4 Nee tegen optionele toevoeging.
<u>2.9.6 Date of Distribution</u>	
<u>2.9.6.3 Recording Date of Distribution</u>	
Optional Addition If the date as it appears in the resource is not of the Gregorian or Julian calendar, add the corresponding date or dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.9.6.3 Ja voor optionele toevoeging.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<u>2.9.6.4 Chronograms</u>	
Optional Addition Add the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.9.6.4 Ja voor optionele toevoeging.
Alternative In place of the chronogram, supply the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4). Make a note giving the chronogram, if considered important for identification (see 2.20.8.3).	2.9.6.4 Nee tegen alternatief.
<u>2.10.1 Basic Instructions on Recording Manufacture Statements</u>	
<u>2.10.1.5 Recording Changes in Manufacture Statements</u>	
<u>2.10.1.5.1 Multipart Monographs</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.9.4.1).	2.10.1.5.1 Ja voor alternatief [1].
Alternative [2] If the changes have been numerous, make a general note (see 2.20.9.4.1).	2.10.1.5.1 Ja voor alternatief [2].
<u>2.10.1.5.2 Serials</u>	
Alternative [1] If the changes have been numerous, make a general note (see 2.20.9.4.2).	2.10.1.5.2 Ja voor alternatief [1].
Alternative [2] If the changes have been numerous, make a general note (see 2.20.9.4.2).	2.10.1.5.2 Ja voor alternatief [2].
<u>2.10.1.5.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note (see 2.20.9.4.3).	2.10.1.5.3 Ja voor alternatief.
<u>2.10.2 Place of Manufacture</u>	
<u>2.10.2.3 Recording Place of Manufacture</u>	
Optional Addition [1] Include the full address as part of the local place name, if considered important for identification or access.	2.10.2.3 Nee tegen optionele toevoeging [1].
Optional Addition [2] Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).	2.10.2.3 Nee tegen optionele toevoeging [2].

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Wergroep Richtlijnen RDA</u>
<u>2.10.4 Manufacturer's Name</u>	
<u>2.10.4.3 Recording Manufacture Statements</u>	
<p>Optional Addition Record a manufacture statement if: it differs from the publication statement and/or distribution statement <i>and</i> it is considered important for identification or access by the agency preparing the description.</p>	2.10.4.3 Nee tegen optionele toevoeging.
<p>Optional Omission Omit levels in a corporate hierarchy that are not required to identify the manufacturer. Do not use a mark of omission (...) to indicate such an omission.</p>	2.10.1.4 Nee tegen optionele weglating.
<u>2.10.4.4 Statement of Function</u>	
<p>Optional Addition If the function of a person, family, or corporate body recorded in the manufacturer's name sub-element is not explicit or clear, add a term indicating the function. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).</p>	2.10.4.4 Nee tegen optionele toevoeging.
<u>2.10.6 Date of Manufacture</u>	
<u>2.10.6.3 Recording Date of Manufacture</u>	
<p>Optional Addition If the date as it appears in the resource is not of the Gregorian or Julian calendar, add the corresponding date or dates of the Gregorian or Julian calendar. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).</p>	2.10.6.3 Ja voor optionele toevoeging.
<u>2.10.6.4 Chronograms</u>	
<p>Optional Addition Add the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4).</p>	2.10.6.4 Ja voor optionele toevoeging.
<p>Alternative In place of the chronogram, supply the date in numerals (in a script and calendar preferred by the agency preparing the description). Indicate that the information was taken from a source outside the resource itself (see 2.2.4). Make a note giving the chronogram, if considered important for identification (see 2.20.9.3).</p>	2.10.6.4 Nee tegen alternatief.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<u>2.11.1 Basic Instructions on Recording Copyright Dates</u>	
<u>2.11.1.3 Recording Copyright Dates</u>	
Optional Addition Make a note giving the other copyright dates (see 2.20.10.3) or record the other dates as copyright dates of related manifestations (see 27.1)	2.11.1.3 Nee tegen optionele toevoeging.
<u>2.12.8 ISSN of Series</u>	
<u>2.12.8.3 Recording the ISSN of a Series</u>	
Optional Omission If the ISSN of a subseries appears in the resource (see 2.12.16.2), omit the ISSN of the main series.	2.12.8.3 Nee tegen optionele weglating.
<u>2.12.16 ISSN of Subseries</u>	
<u>2.12.16.3 Recording the ISSN of a Subseries</u>	
Optional Omission When recording the ISSN of a subseries, omit the ISSN of the main series.	2.12.16.3 Nee tegen optionele weglating.
<u>2.15.1 Basic Instructions on Recording Identifiers for the Manifestation</u>	
<u>2.15.1.5 More Than One Identifier for the Manifestation</u>	
Optional Addition Record both the identifier for the resource as a whole and any identifiers for individual parts. Add a qualification to each identifier by applying the instructions at 2.15.1.7 .	2.15.1.5 Nee tegen optionele toevoeging.
Alternative If there are more than three identifiers for individual parts, record only the first identifier and the last identifier. If the identifiers are consecutive, separate them by a hyphen. If the identifiers are not consecutive, separate them by a diagonal slash.	2.15.1.5 Nee tegen alternatief.
<u>2.20.2 Note on Title</u>	
<u>2.20.2.3 Title Source</u>	
Optional Omission If the resource has only a single title and the title appears on the resource itself, do not record the source from which the title proper is taken.	2.20.2.3 Nee tegen optionele weglating.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen RDA</u>
<u>2.20.3 Note on Statement of Responsibility</u>	
<u>2.20.3.6 Change in Statement of Responsibility</u>	
<u>2.20.3.6.2 Serials</u>	
Alternative If the changes have been numerous, make a general note.	2.20.3.6.2 Nee tegen alternatief.
<u>2.20.3.6.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note.	2.20.3.6.3 Nee tegen alternatief.
<u>2.20.4 Note on Edition Statement</u>	
<u>2.20.4.5 Change in Edition Statement</u>	
<u>2.20.4.5.1 Multipart Monographs</u>	
Alternative If the changes have been numerous, make a general note.	2.20.4.5.1 Nee tegen alternatief.
<u>2.20.4.5.2 Serials</u>	
Alternative If the changes have been numerous, make a general note.	2.20.4.5.2 Nee tegen alternatief.
<u>2.20.4.5.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note.	2.20.4.5.3 Nee tegen alternatief.
<u>2.20.6 Note on Production Statement</u>	
<u>2.20.6.4 Change in Production Statement</u>	
<u>2.20.6.4.1 Multipart Monographs</u>	
Alternative If the changes have been numerous, make a general note.	2.20.6.4.1 Ja voor alternatief.
<u>2.20.6.4.2 Serials</u>	
Alternative If the changes have been numerous, make a general note.	2.20.6.2.2 Ja voor alternatief.
<u>2.20.6.4.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note.	2.20.6.4.3 Ja voor alternatief.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen RDA</u>
<u>2.20.7 Note on Publication Statement</u>	
<u>2.20.7.5 Change in Publication Statement</u>	
<u>2.20.7.5.1 Multipart Monographs</u>	
Alternative If the changes have been numerous, make a general note.	2.20.7.5.1 Ja voor alternatief.
<u>2.20.7.5.2 Serials</u>	
Alternative If the changes have been numerous, make a general note.	2.20.7.5.2 Ja voor alternatief.
<u>2.20.7.5.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note.	2.20.7.5.3 Ja voor alternatief.
<u>2.20.8 Note on Distribution Statement</u>	
<u>2.20.8.4 Change in Distribution Statement</u>	
<u>2.20.8.4.1 Multipart Monographs</u>	
Alternative If the changes have been numerous, make a general note.	2.20.8.4.1 Ja voor alternatief.
<u>2.20.8.4.2 Serials</u>	
Alternative If the changes have been numerous, make a general note.	2.20.8.4.2 Ja voor alternatief.
<u>2.20.8.4.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note.	2.20.8.4.3 Ja voor alternatief.
<u>2.20.9 Note on Manufacture Statement</u>	
<u>2.20.9.4 Change in Manufacture Statement</u>	
<u>2.20.9.4.1 Multipart Monographs</u>	
Alternative If the changes have been numerous, make a general note.	2.20.9.4.1 Ja voor alternatief.
<u>2.20.9.4.2 Serials</u>	
Alternative If the changes have been numerous, make a general note.	2.20.9.4.2 Ja voor alternatief.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen</u>
<u>2.20.9.4.3 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note.	2.20.9.4.3 Ja voor alternatief.
<u>2.20.11 Note on Series Statement</u>	
<u>2.20.11.5 Change in Series Statements</u> <u>2.20.11.5.1 Multipart Monographs and Serials</u>	
Alternative If the changes have been numerous, make a general note.	2.20.11.5.1 Nee tegen alternatief.
<u>2.20.11.5.2 Integrating Resources</u>	
Alternative If the changes have been numerous, make a general note.	2.20.11.5.2 Nee tegen alternatief.
<u>2.20.12 Note on Frequency</u>	
<u>2.20.12.4 Change in Frequency</u>	
Alternative If the changes have been numerous, make a general note.	2.20.12.4 Nee tegen alternatief.
<u>3 DESCRIBING CARRIERS</u>	
<u>3.1.4 Resources Consisting of More Than One Carrier Type</u>	
<u>3.1.4.1 Recording Only Carrier Type and Extent of Each Carrier</u>	
Optional Addition If the carriers are in a container, name the container and record its dimensions (see 3.5.1.5).	3.1.4.1 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
<u>3.1.4.2 Recording Carrier Type, Extent, and Other Characteristics of Each Carrier</u>	
Optional Addition If the carriers are in a container, name the container and record its dimensions (3.5.1.5).	3.1.4.2 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen</u>
<u>3.1.4.3 Recording Predominant Carrier Type and Extent in General Terms</u>	
Optional Omission If the number of units cannot be readily ascertained or approximated, omit the number.	3.1.4.3 Ja voor optionele weglating.
Optional Addition If the carriers are in a container, name the container and record its dimensions (see 3.5.1.5).	3.1.4.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
<u>3.2.1 Basic Instructions on Recording Media Type</u>	
<u>3.2.1.3 Recording Media Type</u>	
Alternative If the resource being described consists of more than one media type, record only: <ul style="list-style-type: none"> a) the media type that applies to the predominant part of the resource (if there is a predominant part) or <ul style="list-style-type: none"> b) the media types that apply to the most substantial parts of the resource (including the predominant part, if there is one). Use one or more of the terms listed in table 3.1, as appropriate.	3.2.1.3 Ja voor alternatief.
<u>3.3.1 Basic Instructions on Recording Carrier Type</u>	
<u>3.3.1.3 Recording Carrier Type</u>	
Alternative If the resource being described consists of more than one carrier type, record only: <ul style="list-style-type: none"> a) the carrier type that applies to the predominant part of the resource (if there is a predominant part) or <ul style="list-style-type: none"> b) the carrier types that apply to the most substantial parts of the resource (including the predominant part, if there is one). Use one or more of the terms from the following list, as appropriate.	3.3.1.3 Ja voor alternatief.
<u>3.4.1 Basic Instructions on Recording Extent</u>	
<u>3.4.1.3 Recording Extent</u>	
Alternative Use a term in common usage (including a trade name, if applicable) to indicate the type of unit: <ul style="list-style-type: none"> a) if the carrier is not in the list at 3.3.1.3 or <ul style="list-style-type: none"> b) as an alternative to a term listed at 3.3.1.3, if preferred by the agency preparing the description. 	3.4.1.3 Ja voor alternatief.

<u>Paragraaf binnen RDA</u>	<u>Keuze Werkgroep Richtlijnen</u>
<u>3.4.1.4 Exact Number of Units Not Readily Ascertainable</u> Optional Omission If the number of units cannot be readily approximated, omit the number.	3.4.1.4 Ja voor optionele weglating.
<u>3.4.1.5 Other Terms Used to Designate the Type of Unit</u> Optional Omission If the number of units cannot be readily ascertained or approximated, omit the number.	3.4.1.5 Ja voor optionele weglating.
<u>3.4.1.7 Number of Subunits</u> <u>3.4.1.7.1 Computer Discs, Cartridges, Etc.</u> Optional Addition For a resource consisting of one or more program files and/or data files, add the number of statements and/or records, as appropriate.	3.4.1.7.1 Nee tegen optionele toevoeging.
<u>3.4.1.7.5 Online Resources</u> Optional Addition For a resource consisting of one or more program files and/or data files, add the number of statements and/or records, as appropriate.	3.4.1.7.5 Nee tegen optionele toevoeging.
<u>3.4.1.9 Subunits in Resources Consisting of More Than One Unit</u> Optional Omission Omit the total number of subunits and record only the number of units.	3.4.1.9 Nee tegen optionele weglating.
<u>3.4.1.10 Incomplete Resource</u> Alternative Do not record extent for a resource that is not yet complete (or if the total number of units issued is unknown).	3.4.1.10 Nee tegen alternatief.
<u>3.4.1.11 Comprehensive Description of a Collection</u> <u>3.4.1.11.1 Number of Items, Containers, or Volumes</u> Optional Addition If the number of volumes or containers is recorded, specify the number or approximate number of items.	3.4.1.11.1 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
3.4.1.11.2 Storage Space	
Alternative Record the amount of storage space occupied by the collection in the system of measurement preferred by the agency preparing the description. Abbreviate terms for units of measurement as instructed in appendix B (B.5.2), as applicable.	3.4.1.11.2 Nee tegen alternatief.
Optional Addition Specify the number or approximate number of containers or volumes and/or items.	3.4.1.11.2 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
3.4.4 Extent of Still Image	
3.4.4.5 Albums, Portfolios, Etc.	
Optional Addition Specify the number of drawings, etc., and use one or more appropriate terms from the list at 3.4.4.2. Record this information in parentheses following the term for the container.	3.4.4.5 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
3.4.5 Extent of Text	
3.4.5.15 Single Portfolio or Case	
Optional Addition Specify the number of pages, leaves, or columns (see 3.4.5.2–3.4.5.13) in parentheses following the term <i>1 portfolio</i> or <i>1 case</i> , as appropriate.	3.4.5.15 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
3.4.5.17 Continuously Paged Volumes	
Optional Omission For multipart monographs and serials, omit the number of pages, etc. See also 3.4.1.10.	3.4.5.17 Optionele weglating wordt aan het oordeel van de catalogiseerder overgelaten.
3.4.5.18 Individually Paged Volumes	
Optional Addition Specify the number of pages, leaves, or columns in each volume (see 3.4.5.2–3.4.5.13). Record this information in parentheses, following the term for the type of unit.	3.4.5.18 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
3.4.5.21 More Than One Portfolio or Case	
Optional Addition Specify the number of pages, leaves, or columns in each portfolio or case (see 3.4.5.2–3.4.5.13). Record this information in parentheses, following the term for the type of unit.	3.4.5.21 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<u>3.5.1 Basic Instructions on Recording Dimensions</u>	
<u>3.5.1.3 Recording Dimensions</u>	
Alternative Record dimensions in the system of measure preferred by the agency preparing the description. Abbreviate terms for units of measurement as instructed in appendix B (B.5.1), as applicable.	3.5.1.3 Nee tegen alternatief.
<u>3.5.1.4 Dimensions of Carrier</u>	
<u>3.5.1.4.13 Three-Dimensional Forms</u>	
Optional Omission If the form is in a container, omit the dimensions of the form itself and record the dimensions of the container (see 3.5.1.5).	3.5.1.4.13 Optionele weglating wordt aan het oordeel van de catalogiseerder overgelaten.
<u>3.5.1.6 Resources Consisting of More Than One Carrier</u>	
Alternative If the carriers are all of two sizes, record both. If they are of more than two sizes, record the dimensions of the largest followed by <i>or smaller</i> .	3.5.1.6 Nee tegen alternatief.
<u>3.5.2 Dimensions of Map, Etc.</u>	
<u>3.5.2.2 Recording Dimensions of Maps, Etc.</u>	
Alternative For early printed and manuscript sheet maps, etc., record the dimensions to the next tenth of a centimetre and use the metric symbol <i>cm</i> .	3.5.2.2 Nee tegen alternatief.
<u>3.5.3 Dimensions of Still Image</u>	
<u>3.5.3.2 Recording Dimensions of Still Images</u>	
Alternative Record the dimensions to the next tenth of a centimetre and use the metric symbol <i>cm</i> .	3.5.3.2 Nee tegen alternatief.
<u>3.13.1 Basic Instructions on Recording Font Size</u>	
<u>3.13.1.3 Recording Font Size</u>	
Optional Addition Specify the dimensions of the type measured in points. Add the dimensions, in parentheses, following the font size.	3.13.1.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<u>3.16.1 Basic Instructions on Recording Sound Characteristics</u>	
<u>3.16.1.3 Recording Sound Characteristics</u>	
Optional addition For resources that do not consist primarily of recorded sound, record sound characteristics if considered important for identification or selection	3.16.1.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten
<u>3.16.4 Playing Speed</u>	
<u>3.16.4.3 Recording Playing Speed</u>	
Alternative For an analog tape, record the playing speed in inches per second (<i>ips</i>).	3.16.4.3 Nee tegen alternatief.
<u>3.20.1 Basic Instructions on Equipment or System Requirements</u>	
<u>3.20.1.3 Recording Equipment or System Requirements</u>	
Alternative Record the equipment or system requirements as they are presented on the resource.	3.20.1.3 Ja voor alternatief.
<u>4 PROVIDING ACQUISITION AND ACCESS INFORMATION</u>	
<u>4.2.1 Basic Instructions on Recording Terms of Availability</u>	
<u>4.2.1.3 Recording Terms of A</u>	
Optional Addition When the terms of availability need qualification, record qualifying information briefly, in parentheses, following the terms of availability.	4.2.1.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
<u>5 GENERAL GUIDELINES ON RECORDING ATTRIBUTES OF WORKS AND EXPRESSIONS</u>	
<u>5.4 Language and Script</u>	
Alternative Record a transliterated form of a title either as a substitute for, or in addition to, the form that appears on the source	Ja voor alternatief
<u>6 IDENTIFYING WORKS AND EXPRESSIONS</u>	

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
6.14 Title of a Musical Work	
6.14.2 Preferred title for a musical work	
6.14.2.5.2.1 <u>Choice of language</u>	
Alternative Record the name of the type of composition in a language preferred by the agency creating the data.	6.14.2.5.2.1 Nee tegen alternatief
6.14.2.5.2.2 <u>Singular or Plural Form</u>	
Alternative Choose either the singular or the plural form of the name of the type of composition and use it consistently	6.14.2.5.2.2 Nee tegen alternatief
6.14.2.7.1.3 <u>Part Identified Both by a Number and by a Title or Other Verbal Designation</u>	
Alternative If: each of the parts is identified by a number and each of the parts is identified by its own title or a verbal designation and the number of the part is considered important for identification then record the number of the part followed by a comma and the title or other verbal designation of the part.	6.14.2.7.1.3 Ja tegen alternatief
7 DESCRIBING CONTENT	
7.4.2 Longitude and Latitude	
7.4.2.3 Recording Longitude and Latitude	

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<p>Alternative Record the coordinates for longitude and latitude as decimal degrees. Coordinates for locations east of Greenwich and north of the equator are expressed as positive numbers and may be preceded by a plus sign. Coordinates for locations west of Greenwich and south of the equator are expressed as negative numbers and are preceded by a minus sign. Do not include the plus or minus sign, but precede each coordinate by W, E, N, or S, as appropriate. Separate the west and east coordinates with a hyphen and the north and south coordinates with a hyphen.</p>	7.4.2.3 Nee tegen alternatief.
Do not use a space before or after the hyphen. Separate the set of longitude coordinates from the set of latitude coordinates by using a diagonal slash, with no space before or after the slash.	
<p>Optional Addition Record other meridians appearing on the resource as other details of cartographic content (see 7.27).</p>	7.4.2.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
<u>7.15 Illustrative Content</u>	
7.15.1.3 Recording Illustrative Content	
<p>Alternative Record the type of illustrative content in place of or in addition to the term <i>illustration</i> or <i>illustrations</i> if considered important for identification or selection. Use one or more appropriate terms from the following list:</p> <ul style="list-style-type: none"> - charts - coats of arms - facsimiles - forms - genealogical tables - graphs - illuminations - maps - music - photographs - plans - portraits - samples <p>If none of the terms in the list is appropriate or sufficiently specific, record details of illustrative content (see 7.15.1.4).</p>	7.15.1.3 Alternatief wordt aan het oordeel van de catalogiseerder overgelaten.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<p>Optional Addition Record the number of illustrations if the number can be readily ascertained (e.g., when the illustrations are numbered).</p>	<p>7.15.1.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.</p>
<u>7.22 Duration</u>	
<u>7.22.1.3 Playing Time, Running Time, Etc.</u>	
<p>Optional Addition In some cases, the actual playing time, running time, etc., differs significantly from the time stated on the resource. When this occurs, record the stated playing time followed by <i>that is</i> and the actual playing time, running time, etc. Indicate that the information was taken from a source outside the resource itself (see 2.2.4).</p>	<p>7.22.1.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.</p>
<p>Alternative <i>If:</i> the resource consists of more than one unit and the units have a stated uniform playing time, running time, etc., or an approximate uniform playing time, running time, etc. <i>then:</i> record the playing time, running time, etc., of each unit followed by <i>each</i>.</p>	<p>7.22.1.3 Ja voor alternatief.</p>
<u>7.25 Scale</u>	
<u>7.25.1.3 Recording Scale</u>	
<p>Alternative [1] For content that is not cartographic, record the scale using a term such as <i>full size</i>, <i>life size</i>, etc., as appropriate.</p>	<p>7.25.1.3 Nee tegen alternatief [1].</p>
<p>Alternative [2] Estimate a scale by comparison with a resource of known scale. Record <i>approximately</i> preceding the estimated scale. If the scale cannot be determined by comparison, record <i>Scale not given</i>.</p>	<p>7.25.1.3 Nee tegen alternatief [2].</p>
<u>7.25.1.4 More Than One Scale</u>	
<p>Alternative Record each scale separately.</p>	<p>7.25.1.4 Nee tegen alternatief.</p>
<u>7.26 Projection of Cartographic Content</u>	
<u>7.26.1.3 Recording Projection of Cartographic Content</u>	

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<p>Optional Addition Record phrases about meridians and/or parallels that are associated with the projection statement. Record information about ellipsoids as other details of cartographic content (see 7.27).</p>	<p>7.26.1.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.</p>
8 GENERAL GUIDELINES ON RECORDING ATTRIBUTES OF PERSONS, FAMILIES, AND CORPORATE BODIES	
8.4 Language and Script	
<p>Alternative Record a transliterated form of the name either as a substitute for, or in addition to, the form that appears on the source.</p>	<p>8.4 Ja voor alternatief.</p>
9 IDENTIFYING PERSONS	
9.2.2 Preferred Name for the Person	
9.2.2.5 Different Forms of the Same Name	
9.2.2.5.2 Language	
<p>Alternative Choose a well-accepted form of name in a language and script preferred by the agency creating the data.</p>	<p>9.2.2.5.2 Ja voor alternatief.</p>
9.2.2.5.3 Names Found in a Non-preferred Script	
<p>Alternative If there is a well-established form of name in reference sources in a language preferred by the agency creating the data, choose that form of name as the preferred name. If different forms are found in reference sources in a language preferred by the agency creating the data, choose the form that occurs most frequently.</p>	<p>9.2.2.5.3 Ja voor alternatief.</p>
9.2.2.25 Characterizing Word or Phrase	
<p>Alternative Omit an initial article (see appendix C) when recording a characterizing word or phrase.</p>	<p>9.2.2.25 Nee tegen alternatief.</p>
9.2.2.26 Phrase Naming Another Work by the Person	
<p>Alternative Omit an initial article (see appendix C) when recording a phrase naming another work by the person.</p>	<p>9.2.2.26 Nee tegen alternatief.</p>

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<u>9.3.1 Basic Instructions on Recording Dates Associated with Persons</u>	
<u>9.3.1.3 Recording Dates Associated with Persons</u>	
Optional Addition Add the month or month and day in the form <i>[year] [month] [day]</i> or <i>[year] [month]</i> . Record the month in a language and script preferred by the agency creating the data.	9.3.1.3 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
<u>9.19 Constructing Access Points to Represent Persons</u>	
<u>9.19.1 Authorized Access Point Representing a Person</u>	
<u>9.19.1.1 General Guidelines on Constructing Authorized Access Points to Represent Persons</u>	
Optional Addition Make the additions specified at 9.19.1.3–9.19.1.6 even if they are not needed to distinguish access points representing different persons with the same name.	9.19.1.1 Nee tegen optionele toevoeging.
<u>9.19.1.3 Date of Birth and/or Death</u>	
Optional Addition Add the date of birth and/or death even if there is no need to distinguish between access points.	9.19.1.3 Nee tegen optionele toevoeging.
<u>9.19.1.4 Fuller Form of Name</u>	
Optional Addition Add a fuller form of name even if there is no need to distinguish between access points. Add the fuller form of name before the date of birth and/or death.	9.19.1.4 Nee tegen optionele toevoeging.
<u>9.19.1.5 Period of Activity of the Person</u>	
Optional Addition Add the period of activity of the person even if there is no need to distinguish between access points.	9.19.1.5 Nee tegen optionele toevoeging.
<u>9.19.1.6 Other Term of Rank, Honour, or Office</u>	
Optional Addition Add a term indicative of rank, honour, or office even if there is no need to distinguish between access points.	9.19.1.6 Nee tegen optionele toevoeging.
<u>10 IDENTIFYING FAMILIES</u>	
<u>10.10 Constructing Access Points to Represent Families</u>	
<u>10.10.1 Authorized Access Point Representing a Family</u>	
<u>10.10.1.4 Place Associated with the Family</u>	

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
Optional Addition Add the name of a place associated with the family if the addition assists in the identification of the family.	10.10.1.4 Nee tegen optionele toevoeging.
<u>10.10.1.5 Prominent Member of the Family</u>	
Optional Addition Add the name of a prominent member of the family if the addition assists in the identification of the family.	10.10.1.5 Nee tegen optionele toevoeging.
<u>11 IDENTIFYING CORPORATE BODIES</u>	
<u>11.2.2 Preferred Name for the Corporate Body</u>	
<u>11.2.2.5 Different Forms of the Same Name</u>	
<u>11.2.2.5.2 Language</u>	
Alternative Choose a form in a language preferred by the agency creating the data.	11.2.2.5.2 Nee tegen alternatief.
<u>11.2.2.8 Initial Articles</u>	
Alternative Omit an initial article (see appendix C) unless the name is to be accessed under the article (e.g., a corporate name that begins with an article that is the first part of the name of a person or place).	11.2.2.8 Nee tegen alternatief.
<u>11.2.2.12 Names Found in a Non-preferred Script</u>	
Alternative <i>If:</i> the name of the body is in a script that differs from a preferred script of the agency creating the data <i>and</i> a transliterated form appears in resources associated with the body <i>then:</i> use the transliterated form. In some cases, there is more than one transliterated form. If one of the forms matches the agency's transliteration of the name (i.e., the form transliterated using the transliteration scheme chosen by the agency), use that form.	11.2.2.12 Nee tegen alternatief.
<u>11.3.3.4 Change of Name of Jurisdiction or Locality</u>	
Optional Addition Record earlier names of the local jurisdiction or geographic locality if considered important for identification.	11.3.3.4 Nee tegen optionele toevoeging.
<u>11.13.1.3 Place Associated with the Body</u>	
Optional Addition Add the name of the place associated with the body if the addition assists in the identification of the body.	11.13.1.3 Nee tegen optionele toevoeging.

<u>Paragraaf binnen RDA</u>	<u>Keuze</u> <u>Werkgroep Richtlijnen RDA</u>
<u>11.13.1.4 Associated Institution</u>	
Optional Addition Add the name of an institution associated with the body if the addition assists in the identification of the body.	11.13.1.4 Nee tegen optionele toevoeging.
<u>11.13.1.5 Date Associated with the Body</u>	
Optional Addition Add a date or dates associated with the body if the addition assists in the identification of the body.	11.13.1.5 Nee tegen optionele toevoeging.
<u>11.13.1.7 Other Designation Associated with the Body</u>	
Optional Addition Add such a designation if the addition assists in the understanding of the nature or purpose of the body.	11.13.1.7 Optionele toevoeging wordt aan het oordeel van de catalogiseerder overgelaten.
<u>Appendix A Capitalization</u>	
<u>A.1 General Guideline</u>	
Alternative When recording the attributes of a manifestation or item (see chapters 1–4), the agency creating the data can choose to establish in-house guidelines for capitalization or to choose a published style manual, etc., as its preferred guide (see the alternative at 1.10.2). When this occurs, use those guidelines or that style manual instead of appendix A.	A.1 Nee tegen alternatief.
<u>Appendix B Abbreviations and symbols</u>	
<u>B.1 General Guideline</u>	
Alternative When recording the attributes of a manifestation or item (see chapters 1–4), follow appropriate international standards on the use of abbreviations or of symbols for units of measurement. However, the agency creating the data can choose to establish in-house guidelines for abbreviations or symbols for units of measurement, or choose a published style manual, etc., as its preferred guide (see the alternative at 1.10.2). When this occurs, use those guidelines or that style manual instead of appendix B.	B.1 Nee tegen alternatief.