

# Guidelines for Transcription (RDA 1.7)

## Transcribe vs Record: general information

**Transcribed elements** match exactly what is on resource, except when specific instructions say otherwise (those for capitalization and punctuation, for example).

**On resource:**

The Backwaters Press  
Omaha, Nebraska

**Transcribe as:** Omaha, Nebraska : The Backwaters Press  
264 \_1 Omaha, Nebraska : †b The Backwaters Press, †c [2016]

**On resource:** ©2016

**Transcribe as:** 264 \_4 †c ©2016

**Recorded elements** is data about a resource that is not exactly as it appears on the source, or, is taken from another source.

**On resource:** copyright 2016

**Record as:** 264 \_4 †c ©2016

**On resource:** 978-0-8125-1528-2

**Record as:** 020 †a9780812515282

## Capitalization (RDA 1.7.2)

For the sake of consistency, PINES has implemented the guidelines in RDA Appendix A. For titles, capitalize only the first letter in the title. Exceptions are proper names and nouns.

**On resource:** Gone with the Wind by Margaret Mitchell.

**Record as:** 245 10 Gone with the wind / †c Margaret Mitchell.

**On resource:** BABAR THE KING by Jean de Brunhoff ; translated into English by Scott Fontenot & Denise St. Pierre.

**Record as:** 245 10 Babar the King / †c Jean de Brunhoff ; translated into English by Scott Fontenot & Denise St. Pierre.

## Punctuation (RDA 1.7.3)

**Add punctuation if necessary for clarity.**

**On resource title page:**

Aristotle Onassis  
by  
Nicholas Fraser  
Frank Smith  
Simon Lemon  
Esther Ryde  
edited by Joe Jackson

**Record as:** 245 10 Aristotle Onassis / ꞑc by Nicholas Fraser, Frank Smith, Simon Lemon, Esther Ryde ; edited by Joe Jackson.

**Transcribe punctuation as it appears on the source.**

...And then there were none  
What is it? what is it not?  
Vessels on the Northwest coast between Alaska and California - 1543-1811  
I don't do dishes!

**Make a note to indicate that punctuation has been omitted or modified, if considered important for identification.**

264 \_1 Boston, Mass.  
500 Place of publication appears on the source as: Boston [Mass.]

245 10 John Wansley (Wanslow), Sr., his wife Mildred (Milly or Millie) Whitten and their children / ꞑc James Baker Evans.

500 Alternative last names appear, respectively, as John Wansley [Wanslow], Sr., his wife Mildred [Milly or Millie] on the preferred source of information.

## Diacritics (RDA 1.7.4)

Transcribe diacritical marks or add them, if needed, even if absent from the resource.

**Title page:** LES MISERABLES  
**Record as:** 245 14 Les misérables.

### How to add diacritics in Connexion

Place your cursor after the letter needing the diacritic (e.g. **e**), or highlight the letter. Then select the diacritics editor by using **Ctrl e** or from **Edit** menu — **ALA Enter Diacritics**. Choose what you need and click **Insert & Close**.

## Symbols (RDA 1.7.5)

Replace symbols and other characters that cannot be reproduced by the facilities available, and add a note with a description of the symbol.

245 10 Animal[apples]

500 The letter "a" in title is presented by images of red apples.

## Spacing (RDA 1.7.6)

**Transcribe acronyms and initials without spaces.**

**Title page:** by J. D. Salinger.

**Record as:** 245 ... Ꞥc by J.D. Salinger.

This rule does not apply to transcribing a personal access point in authority record in the 100 tag. Here, there has to be a space between initials.

100 1\_ Salinger, J. D. Ꞥq (Jerome David), Ꞥd 1919-2010.

**Title page:** Anything / anytime / anywhere for you.

**Record as:** 245 00 Anything/anytime/anywhere for you.

## Abbreviations (RDA 1.7.8 and Appendix B)

Generally, RDA standards and guidelines are to avoid using abbreviations. The primary exceptions are for:

- Units of measurement
- Abbreviations that are regularly used in resources and are commonly understood by users
- Abbreviations that a resource uses to identify

Mostly, abbreviations are used only when they appear on the resource, although there are some exceptions in addition to those noted above. See RDA Appendix B for guidance.

"cm." is no longer considered to be an abbreviation. Use "cm"

Examples:

AACR2	RDA
p.	pages

<b>AACR2</b>	<b>RDA</b>
ca.	approximately
i.e.	that is
acc.	accompanied
ill.	illustrations
col.	color
facsim.	facsimile
ed.	edition
S.l.	[place of publication not identified]
s.n.	[publisher not identified]
n.d.	[date of publication not identified]
3 vol.	3 volumes
ca. 200 p.	approximately 200 pages
48 [i.e. 96] p.	48, that is, 96 pages
[16] p. of plates	16 unnumbered pages of plates

## Inaccuracies (RDA 1.7.9; 2.3.6)

Transcribe an inaccuracy or a misspelled word as it appears on the resource unless the instructions for a specific element differ. Make a note to explain, if necessary. Correct the inaccuracy note if it is important for identification or access. Add a variant title to record the correct form of the inaccuracies in a title to ensure identification and access.

**On title page:** Oak Hill Methodist Church Cemetary

**Transcribe as:**

245 00 Oak Hill Methodist Church Cemetary

246 3 Oak Hill Methodist Church Cemetary

or

245 00 Oak Hill Methodist Church Cemetary

246 1\_ ꞥi Title misspelled and should read: ꞥa Oak Hill Methodist Church Cemetary

Remember to code ꞥa when it is not in the first position in a MARC field.

245 04 The wolrd of television

246 3\_ World of television

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