

APPENDIX A

GLOSSARY

This glossary contains definitions of most of the archival terms used in these rules with the exception of specialized terms that are defined in footnotes within a particular chapter. The terms have been defined only within the context of the rules. For definitions of other terms, consult standard glossaries or dictionaries.¹ A “see” reference refers from an unused to a used term. A “see also” reference refers to a related term defined in the glossary. The equivalent term in French appears at the end of the definition in parentheses.

Where terms are discussed in commentaries, their "definitions" may not be identical to the glossary definitions because they may have been adjusted slightly for explanatory purposes and to fit in with the flow of the sentence. The definitions in the glossary are to be taken as definitive.

Aberrant date(s) The date(s) of the activity in question that fall(s) outside the chronological sequence of the dates pertaining to the majority of the documents in the unit being described. (*Dates situées en dehors de la séquence chronologique de la majorité de l'unité archivistique à décrire*) See also **Inclusive dates**, **Predominant dates**.

Access point A name, term, keyword, phrase, or code that may be used to search, identify, and locate an archival description. (*Catégorie d'accès*)

Accrual An acquisition of archival material that belongs to a fonds that is already in the custody of the repository. (*Versement complémentaire*) See also **Open fonds**.

Accumulation The naturally occurring, unselfconscious process by which archives are created in the conduct of affairs of any kind. (*Accumulation*)

Aggregation (1) Records that accumulated in interrelated groups according to the way that the records creator carried out its activities, or the way that the records were arranged in inter-related groups by the archivist. (2) A fonds, series, or file. (*Ensemble*)

Alternative title The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by the word "or" or its equivalent in another language. (*Titre alternatif*)

¹ The sources consulted in compiling this glossary include *Anglo-American Cataloguing Rules*, prepared under the direction of the Joint Steering Committee for Revision of AACR, 2nd ed., 2002 revision (Chicago: American Library Association; Ottawa: Canadian Library Association; London: Chartered Institute of Library and Information Professionals, 2002); Lewis J. Bellardo and Lynn Lady Bellardo, comps, *A Glossary for Archivists, Manuscript Curators, and Records Managers*, SAA Archival Fundamentals Series (Chicago: Society of American Archivists, 1992); *The IASA Cataloguing Rules: A Manual for the Description of Sound Recordings and Related Audiovisual Media*. (Stockholm: International Association of Sound and Audiovisual Archives, 1999); *ISAAR(CPF): International Standard Archival Authority Record (Corporate Bodies, Persons, and Families)*, 1st ed. (Ottawa: International Council on Archives, 1996) and draft 2nd ed. (2003); *ISAD(G) : General International Standard Archival Description*, 1st ed. (Ottawa: International Council on Archives, 1994) and 2nd ed. (Ottawa: International Council on Archives, (2000); *Keeping Archives*, edited by Ann Pederson (Sydney: Australian Society of Archivists, 1993); Margaret Procter and Michael Cook, eds., *Manual of Archival Description*, 3rd ed. (London: Gower, 2000); *Rules for Archival Description* (Ottawa: Bureau of Canadian Archivists, 1996).

Architectural and technical drawings Conceptual drawings (e.g., sketches), renderings, working drawings, or detail drawings, published or unpublished. Includes drawings (both originals and reproductions) as well as three-dimensional representations and models. (*Dessins d'architecture et dessins techniques*)

Architectural drawings Pictorial representations of humanmade structures intended to show how they will appear when completed. (*Dessins d'architecture*)

Archival description See **Description**.

Archival series See **Series**.

Arrangement The process of identifying the various aggregations of a fonds and their relationships in accordance with accepted archival principles. (*Classification; Classement*)

Artificial collection See **Collection**.

Artist's series See **Publisher's series**.

Author The person or corporate body primarily responsible for the form and the intellectual or artistic content of a document. (*Auteur*) See also **Creator**.

Authority file An organized set of authority records. (*Fichier d'autorité*)

Authority record Authorized form of the name combined with other information elements that identify and describe the named entity and may also point to other related authority records. (*Fiche d'autorité*)

Authorized form of name See **Authorized name**.

Authorized heading See **Authorized name**.

Authorized name A standardized form of a nominal access point established or used by the responsible archival agency. (*Vedette d'autorité*)

Carrier See **Physical carrier**.

Cartographic materials Records containing information depicting in graphic or photogrammetric form a portion of the linear surface of the earth or of a heavenly body (such as maps, charts, plans, and related materials including globes, atlases, topographic and hydrographic charts, cartograms, relief models, and aerial photographs). (*Documents cartographiques*)

Collection A grouping of documents intentionally assembled on the basis of some common characteristic. (*Collection*)

Collective title A formal title proper that is an inclusive title for an item containing two or more parts. (*Titre collectif*)

Collector The person, family, or corporate body that assembled a collection. (*Collectionneur*)

Container A housing for an item, a group of items, or part of an item that is physically separable from the material being housed. (*Contenant*)

Content dates The dates of the intellectual content or subject of the unit being described. (*Dates mentionnées dans les documents*)

Corporate body An organization or association of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are societies, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, places of worship, and conferences. (*Personne morale*)

Creating entity See **Creator**.

Creator A person, family, or corporate body that created, accumulated, and/or maintained and used records in the conduct of personal or corporate activity. (*Créateur*) See also **Author**.

Custodian The corporate body, family, or person (other than the creator) responsible for the care of documents based on their ownership and/or physical possession. (*Conservateur*)

Date(s) of broadcast Date(s) on which sound recordings or moving image materials were broadcast on radio or television. (*Date(s) de diffusion*)

Date(s) of creation The date(s) on which the documents being described were originally created or the date(s) that an event or image was captured in some material form. (*Date(s) de création*)

Date(s) of publication, distribution, etc. The date(s) of the various activities involved in making commercially issued, mass-produced items available to the public in some way, including publishing, distributing, releasing, and issuing of items. (*Date(s) de publication*)

Date(s) of record-keeping activity The dates during which the unit being described was created, accumulated, and maintained as an aggregation of records by the creator of the records. (*Date(s) des activités de gestion et de conservation des documents*)

Date(s) of reproduction The date(s) that the unit being described was copied to another support. (*Date(s) de création de la reproduction*)

Description The creation of an accurate representation of a unit of archival material by the process of capturing, collating, analyzing, and organizing information that serves to identify archival material and explain the context and records system(s) that produced it. (*Description*)

Descriptive record A representation of a unit being described. (*Notice descriptive*)

Descriptive unit See **Unit being described**.

Discrete item An individual item without context, i.e., that is not part of a fonds. (*Pièce isolée*)

Document Recorded information. (*Document*) See also **Record**.

Edition All manifestations of a document either embodying the same content and made from the same original(s) or produced from essentially the same master copy and issued by the same entity. (*Edition*)

Electronic records See **Records in electronic form**.

Entities The corporate bodies, persons, or families associated in some way with the creation, accumulation, maintenance, and/or use of archival materials. (*Entités*)

Explanatory reference record A truncated or otherwise stylized or exemplary form combined with other information that serves (a) to inform the user of a convention that applies generally or to a defined category of headings, and (b) to provide guidance in searching for such headings. (*Fiche de renvoi justificatif*)

File (1) An organized unit of documents grouped together either for current use by the creator or in the process of archival arrangement because they relate to the same subject, activity, or transaction. (2) A level of description. (*Dossier*)

Finding aid A representation of, and/or a means of access to, archival material made or received by a repository in the course of establishing administrative or intellectual control over the archival material. (*Instrument de recherche*)

Fonds (1) The whole of the documents, regardless of form or medium, automatically and organically created and/or accumulated and used by a particular person, family, or corporate body in the course of that creator's activities and functions. (2) A level of description. (*Fonds*)

Form The physical (e.g., watercolor, drawing) or intellectual (e.g., diary, journal, daybook, minute book) characteristics of a document. (*Forme*)

Formal title A title that appears prominently on or in the archival material being described. (*Titre officiel propre*)

General material designation The name of the general class of material to which the unit being described belongs. (*Indication générale du genre du document*)

Graphic materials Documents in the form of pictures, photographs, drawings, watercolors, prints, and other forms of two-dimensional pictorial representations intended to be viewed by reflected or transmitted light. (*Documents iconographiques*)

Heading A name, word, or phrase, which may or may not be an authorized name, placed at the head of an authority record, a reference record, or an explanatory reference record that serves as the access point to the record. (*Vedette*)

Immediate source of acquisition The person or organization from whom the unit being described was acquired through donation, purchase, transfer, etc. (*Source immédiate d'acquisition*)

Inclusive dates The earliest and latest dates of the activity in question as they relate to the unit being described. (*Dates inclusives*) See also **Aberrant date(s)**, **Predominant dates**.

Item (1) The smallest intellectual archival unit. (2) The lowest level of description. (*Pièce*)

Medium The material support of the record content and form. (*Support, Technique*)

Moving images Visual images, with or without sound, recorded on any medium, that when viewed, may present the illusion of motion. (*Document filmique*)

Multilevel description The preparation of descriptions that are related to one another in a part-to-whole relationship and that need complete identification of both parts and the comprehensive whole in multiple descriptive records. (*Description à plusieurs niveaux*)

Nominal access point An access point consisting of the name of a person, family, or corporate body. (*Catégorie d'accès nominale*)

Non-provenance entities Authors, custodians, or collectors.

Open fonds A fonds to which accruals are expected. See also **Accrual**. (*Fonds ouvert*)

Original (1) In archival science, a complete and finished document capable of producing the effects for which it was created, and the first to be issued in that form. (2) In law, the first copy of a document from which other instruments may be transcribed, copied, or imitated. (3) In reprography, the source document or intermediate copy from which copies are produced. (*Original*)

Original Order See **Principle of Original Order**.

Other title information Information appearing in or on the prescribed source of information in conjunction with a title proper, excluding the title proper and parallel titles. (*Complément du titre*)

Parallel name An alternative authorized form of the authorized name for the same entity, formulated according to different rules or, when there are two or more official languages, alternative languages. (*Nom parallèle*)

Parallel title A formal title proper in another language or script appearing prominently on or in the archival material being described. (*Titre parallèle*)

Physical carrier A physical medium in which data, sound, images, etc. are stored, e.g., microfilm or microfiche, computer disks. (*Support matériel*)

Physical characteristics The results of the techniques and physical processes by which an object came into being, including such aspects as color, polarity, base or support, medium, production process, layout, identifying marks, and any other details relating to the physical nature of the material. (*Caractéristiques matérielles*)

Predominant dates The dates of the documents that constitute the largest part of the unit being described. (*Dates prédominantes*) See also **Aberrant date(s)**, **Inclusive dates**.

Principle of Original Order The principle that the order of the records that was established by the creator should be retained whenever possible to preserve existing relationships between the documents and the evidential value inherent in their order. (*Respect de l'ordre original*) See also **Principle of Respect des Fonds**.

Principle of Provenance The principle that the records created, accumulated, and/or maintained and used by an organization or individual must be represented together, distinguishable from the records of any other organization or individual. (*Principe de provenance*) See also **Principle of Respect des Fonds**.

Principle of Respect des Fonds The principle that the records created, accumulated, and/or maintained and used by an organization or individual must be kept together in their original order if it exists or has been maintained, and not be mixed or combined with the records of another individual or corporate body. (*Principe de respect des fonds*) See also **Principle of Original Order**, **Principle of Provenance**.

Provenance The relationships between records and the organizations or individuals that created, accumulated, and/or maintained and used them in the conduct of personal or corporate activity. (*Provenance*) See also **Principle of Provenance**.

Provenance entities Creators of records. See also **Creators**.

Pseudonym A name assumed by a personal author to conceal or obscure his or her identity. (*Pseudonyme*)

Publication The issuing or distribution of copies of a work to the public. (*Publication*)

Publisher's series A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title supplied by the publisher that applies to the group as a whole. (*Collection*)

Record A document in any form or medium, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs. (*Document d'archives*)

Records in electronic form Records that are encoded for manipulation by a computer. (*Documents sous forme électronique*)

Reference code A unique combination of characters, mostly alphanumeric, that identify an archival entity and that facilitate storage and retrieval. (*Code de référence*)

Reference record A display of cross-reference data to refer a user of a catalog, register, list, bibliography, etc. from a variant form of the name (a “see” reference) or a related name (a “see also” reference) to the authorized form of the name. (*Fiche de renvoi*)

Related name One of two or more authorized names or forms of name for corporate bodies, persons or families that are associated in some way as entities that created archival material. (*Nom associé*)

Reproduction 1) The process of making copies of all or part of an item(s) in the unit being described. 2) A copy of all or part of an item in the unit being described. (*Reproduction*)

Respect des Fonds See **Principle of Respect des Fonds**.

Series (1) Documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form or subject, or because of some other relationship arising out of their creation, receipt, or use. (2) A level of description. (*Série*)

Sound recordings Sounds that, when fixed on a medium, can be reproduced. (*Documents sonores*)

Specific material designation The name of the particular class of material to which the unit being described belongs. (*Indication spécifique du genre du document*)

Statement of responsibility A statement appearing in conjunction with a formal title, relating to the personal author(s) of the document, to the corporate body(ies), or the family(ies) from which the content emanates, or to the person(s) or corporate body(ies) responsible for the performance of the content of the document. (*Mention de responsabilité*)

Supplied title A title provided by the archivist when there is no formal title for the unit being described, or where the formal title is misleading or inadequate. (*Titre composé*)

Technical drawings Plans for the construction of proposed or actual stationary structures (e.g., bridges, canals, dams) and movable objects (e.g., equipment, machinery, ships, tools, vehicles, weapons) other than buildings. (*Dessins techniques*)

Textual materials Documents in which information is represented as text (handwritten, typed, printed, or displayed words and/or numbers) readable by the eye, with or without the mediation of a machine. (*Documents textuels*)

Title A word, phrase, character, or group of characters that names the unit being described. (*Titre*)

Title proper The chief name of the unit being described, whether formal or supplied, including any alternate title but excluding parallel titles and other title information appearing in conjunction with a title proper. (*Titre propre*)

Unit being described A document or aggregation of documents in any physical form, treated as an entity and forming the basis of a single description. (*Unité archivistique à décrire*)

VARIANT NAME A name or form of name other than that established as the authorized form of name. (*Variante du nom*)

Version See **Edition**.

ABBREVIATIONS

The use of abbreviations was important when the length of descriptions was constrained by the size of a catalogue card; this, however, is now a lesser concern. For the purposes of this standard, the use of abbreviations is optional, and institutions may choose to apply all, some, or none of the rules in this appendix. Institutions wishing to use additional abbreviations may do so as long as the meaning of the abbreviations is clear to the user. To ensure consistency, institutions should document their use of abbreviations as a matter of institutional policy.

This appendix contains commonly understood abbreviations of English, French, and Latin terms that are generally used in describing archival material. Further guidance for specialized needs may be sought in AACR2R and other specialized cataloguing rules.

General Rule

B.1 Rule: Use abbreviations in archival descriptions as instructed in rules B.2–B.5. Use the abbreviations prescribed in B.6–B.8.

Headings

B.2 Rule: Use only the following categories of abbreviations in headings:

- a. those that are integral parts of the heading (e.g., “St.” for Saint) if the person or corporate body used the abbreviation;
- b. designations of function (e.g., “comp.,” “ill.”) if used (see 13.B5 n.3);
- c. certain names of larger places added to the name of another place (see 17.4) or to the name of a corporate body (see 18.4C2);
- d. certain terms used with dates, e.g., “b.,” “fl.,” etc. (see 16.17);
- e. distinguishing terms added to the names of persons if they are abbreviated in the source from which they are taken (see 16.16B, 16.19B).

Statements of responsibility

B.3 Rule: Use only the following categories of abbreviations in statements of responsibility associated with formal titles, editions, and publisher's series:

- a. those found in the prescribed sources of information for these particular elements;
- b. the abbreviations “i.e.,” “et al.,” and their equivalents in nonroman scripts (see 4.3D3).

Elsewhere in the description

B.4 Rule: Abbreviate words elsewhere in the description subject to the limitations specified in footnotes to B.6. However, do not abbreviate words if the brevity of the statement makes abbreviations unnecessary, or if the resulting statement is unclear. Do not abbreviate words within quotations.

B.5 Rule: Use the abbreviations for general terms, names of months, and names of states and provinces as specified in B.6–B8 respectively.

General Terms

B.6 Rule: Use the following abbreviations, subject to the limitations specified in the footnotes below:

TERM	ABBREVIATION	TERM	ABBREVIATION
altitude	alt. ²	illustrator	ill.
and others	et al.	imprimerie	impr.
anno Domini	A.D.	inch, inches	in.
approximately	approx.	inches per second	ips
before Christ	B.C.	including	incl.
before the common era	B.C.E.	Incorporated	Inc.
black and white	b&w	introduction	introd.
born	b.	kilometre(s)	km.
Brother(s)	Bro., Bros. ³	librarie	lib.
bytes per inch	bpi	Limited	Ltd.
centimetre(s)	cm.	linear	lin.
century	cent. ⁴	manuscript, manuscripts	ms., mss.
chapter	ch.	metre(s)	m
circa	ca.	millimetre(s)	mm
colour, coloured	col.	minute	min.
common era	C.E.	miscellaneous	misc.
compagnie	cie	monophonic	mono.
Company	co.	no name (of publisher)	s.n.
compiler	comp. ⁵	no place (of publication)	s.l.
corporation	corp.	number(s)	no.
cubic	cu.	numéro	no
declination	decl.	page, pages	p., pp.??
département	dép.	photograph, photographs	photo., photos. ⁶
Department	Dept.	projection	proj.
diameter	diam.	pseudonym	pseud.
died	d.	publishing	pub.
document	doc.	quadraphonic	quad.
edition, editions	ed., eds.	report	rept.
édition	éd.	reprinted	repr.
editor	ed.	reproduced	reprod.

² Use only in recording mathematical data when describing cartographic materials (see 9.3).

³ Use only in names of firms and other corporate bodies.

⁴ Use in headings (see 16.17A).

⁵ Use only in a heading as a designation of function (see 13.B5).

⁶ Do not use in specific material designations.

enlarged	enl.	révisé, révisée	rév.
equinox	eq.	revised	rev.
et alii	et al.	revolutions per minute	rpm
et cetera	etc.	right ascension	RA
facsimile, facsimiles	facsim., facsims.	second(s)	sec.
flourished	fl.	série	sér.
folio	fol.	series	ser.
following	ff.	signature	sig.
foot, feet	ft.	silent	si.
frame(s)	fr.	sine loco	s.l.
frames per second	fps	sine nomine	s.n.
government	govt.	sound	sd.
heure(s)	h	stereophonic	stereo.
hour(s)	hr.	superintendent	supt.
id est	i.e.	supplement	suppl.
illustration(s)	ill.	translator	trans.
		volume, volumes	vol., vols.

Names of Countries, States, Provinces, Territories, etc.

B.7a Rule: Use the following abbreviations of the names of certain countries and of states, provinces, territories, etc. of Canada and the United States when used

- a. as additions to certain other place names (see 17.4);
- b. as additions to names of certain corporate bodies (see 18.4C and 18.9);
- c. as additions to the name of the place of publication or distribution in the publication, distribution, etc. area (see 4.4D5);
- d. in notes.

B.7b Rule: Do not abbreviate the name of a city or town even if it has the same name as a state, etc. listed below (e.g., Washington, D.C. not Wash., D.C.).

B.7c Rule: Do not abbreviate any place name that is not in the list.

NAME	ABBREVIATION	NAME	ABBREVIATION
Alabama	Ala.	New Mexico	N.M.
Alberta	Alta.	New York	N.Y.
Arizona	Ariz.	New Zealand	N.Z.
Arkansas	Ark.	Newfoundland and Labrador	Nfld.
British Columbia	B.C.	North Carolina	N.C.
California	Calif.	North Dakota	N.D.
Colorado	Colo.	Northwest Territories	N.W.T.

Connecticut	Conn.	Nova Scotia	N.S.
Delaware	Del.	Oklahoma	Okla.
District of Columbia	D.C.	Ontario	Ont.
Florida	Fla.	Oregon	Or.
Georgia	Ga.	Pennsylvania	Pa.
Illinois	Ill.	Prince Edward Island	P.E.I.
Indiana	Ind.	Puerto Rico	P.R.
Kansas	Kan.	Quebec	Que.
Kentucky	Ky.	Rhode Island	R.I.
Louisiana	La.	Saskatchewan	Sask.
Maine	Me.	South Carolina	S.C.
Manitoba	Man.	South Dakota	S.D.
Maryland	Md.	Tennessee	Tenn.
Massachusetts	Mass.	Texas	Tex.
Michigan	Mich.	United Kingdom	U.K.
Minnesota	Minn.	United States	U.S.
Mississippi	Miss.	Vermont	Vt.
Missouri	Mo.	Virgin Islands	V.I.
Montana	Mont.	Virginia	Va.
Nebraska	Neb.	Washington	Wash.
Nevada	Nev.	West Virginia	W. Va.
New Brunswick	N.B.	Wisconsin	Wis.
New Hampshire	N.H.	Wyoming	Wyo.
New Jersey	N.J.	Yukon Territory	Y.T.

Names of the Months

B.8. Rule: Use the following abbreviations for the names of the months. For abbreviations of the names of the months in other languages, consult Appendix B of AACR2R.

ENGLISH	FRENCH
Jan.	janv.
Feb.	févr.
Mar.	mars
Apr.	avril
May	mai
June	juin
July	juil.
Aug.	août
Sept.	sept.
Oct.	oct.
Nov.	nov.
Dec.	déc.

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PRESCRIBED SOURCES OF INFORMATION

The information to be included in archival descriptions must come from an appropriate source. For each element of description, the preferred source from which the information in the description is drawn is indicated in the .A3 rule of the preliminary rules for that element. For the majority of elements, the necessary information for all levels of description and for all media can be taken from any reliable source. However for certain elements (namely, title, date, edition, publisher's series, and mathematical data), the source of information will vary depending on the level of description. Furthermore, at the item level, the source of information will differ depending on the general class of material. The following table sets out the prescribed sources of information for each level of description and for each general class of material for the title, date(s), edition, publisher's series, and mathematical data elements.

C.1 Rule: For the title, date(s), edition, publisher's series, and mathematical data elements, prefer information found in the prescribed source(s) in the following table to information found elsewhere.

C.2 Rule: When the sources of information are placed in a ranking order, follow that order.

C.3 Rule: When describing a subdivision of the fonds, series, or file levels of description, the preferred source of information for the subdivision is the same as the preferred source for the main level.

Prescribed Sources of Information for Title, Date(s), Edition, Publisher's Series, and
Mathematical Data

	FONDS	SERIES	FILE	ITEM
Textual Materials	All of the material in the fonds	All of the material in the series	All of the material in the file, including the file folder or other container, and accompanying material (e.g., transfer lists)	Prefer in this order: (a) information found on the title page, caption, or colophon (if any of these exist); (b) the item itself.
Graphic Materials	All of the material in the fonds	All of the material in the series	All of the material in the file, including the file folder or other container, and accompanying material (e.g., transfer lists)	Prefer in this order: (a) information found on the title page, caption, colophon, or opening and/or closing credit screens (if any of these exist); (b) the item itself.
Cartographic Materials	All of the material in the fonds	All of the material in the series	All of the material in the file, including the container, and any label(s) or tag(s) used by the creator to identify the file, and accompanying material (e.g., transfer lists)	Prefer in this order: (a) the item itself; all the parts including a title sheet or cover; b) the container or case, the cradle and stand of a globe, etc.; c) in the case of an atlas, the title page, or if there is no title page, the source from within the atlas used as a substitute for it. Take information about the date and/or the edition from the item itself as well as from any accompanying material.
Architectural and Technical Drawings	All of the material in the fonds	All of the material in the series	All of the material in the file, including the container, and any label(s) or tag(s) used by the creator to identify the file, and accompanying material (e.g., transfer lists)	Prefer in this order: (a) for an item: (i) the item itself; when an item is in a number of physical parts, treat all the parts (including a title sheet or cover) as the item itself; (ii) the container or case. (b) for a volume, the title

				page or the caption, colophon if any of these exist.
Moving Image Materials	All of the material in the fonds	All of the material in the series	All of the material in the file, including the file folder or other container, and accompanying material (e.g., transfer lists)	Prefer in this order: (a) the item itself (including opening and/or closing credit sequences, etc.) or a container (and container label) that is an integral part of the item (e.g., a videocassette); (b) the container itself (e.g., a film can); (c) accompanying material (e.g., shot lists, publicity material).
Sound Recordings	All of the material in the fonds	All of the material in the series	All of the material in the file, including the material accompanying it (e.g., transfer lists)	Prefer in this order: (a) the item itself, including any labels, etc. that are permanently affixed to the item or a container that is an integral part of the item; (b) the container itself (e.g., a box); (c) accompanying material (e.g., lyrics).
Microforms	All of the material in the fonds	All of the material in the series	See prescribed source(s) of information for the general class(es) of material contained on the microform	See prescribed source(s) of information for the general class(es) of material contained on the microform
Records in Electronic Form	All of the material in the fonds	All of the material in the series	Prefer in this order: a) sources internal to the file (e.g., title screen, main menu, internal label(s) or other identifying information); b) system documentation produced by the agency or person(s) responsible for creating, compiling, editing, or producing the records in electronic form in the file;	Prefer in this order: a) sources internal to the item (e.g., title screen, main menu, internal label(s), or other identifying information); b) system documentation produced by the agency or person(s) responsible for creating, compiling, editing, or producing the records in electronic form in the item;

			<p>c) other sources (including information on the physical carrier or its container, issued by the creator, publisher, distributor, etc.). Prefer any permanently affixed paper, plastic, etc. label that is added by the publisher, distributor, etc. of the file, as opposed to those added locally, and as opposed to the container itself, which may have data embossed or printed on it</p>	<p>c) other sources (including information on the physical carrier or its container issued by the creator, publisher, distributor, etc.). Prefer any permanently affixed paper, plastic, etc. label that is added by the publisher, distributor, etc. of the item, as opposed to those added locally, and as opposed to the container itself, which may have data embossed or printed on it</p>
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PUNCTUATION

The rules in this standard are intended to create inputs to a repository's descriptive system, without specifying any particular outputs. It is up to the repository to determine what descriptive products will be produced and how they will be presented to the end-user. For that reason, punctuation is not prescribed within the standard; however institutions may decide to use punctuation to separate elements and sub-elements in Part I, as set out in the following rules.⁷

D.1 Rule: Separate introductory wording of an element of description from the main content by a colon followed but not preceded by a space.

D.2 Rule: Precede each element (other than the first element), and each occurrence of a note by a period, space, dash, space (. –) unless the element begins a new paragraph.

D.3 Rule: Use the punctuation prescribed in rules D.10a–f for the following elements: title, date(s), extent and material, edition, publisher's series, mathematical data elements.

D.4 Rule: Omit any element that does not apply to the unit being described as well as its prescribed preceding or enclosing punctuation. Do not indicate the omission of an element by the mark of omission.

D.5 Rule: Precede each mark of prescribed punctuation by a space and follow it by a space, except for the comma, period, opening and closing parentheses, and square brackets. The comma, period, closing parenthesis, and square bracket are not preceded by a space; the opening parenthesis and square bracket are not followed by a space.

D.6 Rule: Indicate an interpolation (i.e., data taken from outside the prescribed source(s) of information) by enclosing it in square brackets. Indicate a conjectural interpolation by adding a question mark within the square brackets.

D.7 Rule: When adjacent sub-elements within the same element are to be enclosed in square brackets, enclose them in one set of square brackets. When adjacent sub-elements are within different elements, enclose each sub-element in a set of square brackets.

[2nd ed.], – [London] : Thomsons, 1973

D.8 Rule: When an element ends with an abbreviation followed by a period, or ends with the mark of omission and the punctuation following that element either is or begins with a period, omit the period that constitutes or begins the prescribed punctuation.

Warner Bros., Inc. – U.S.
not Warner Bros., Inc.. – U.S.

⁷ These rules and the table (rule D.11) are adapted from ISBD(G).

D.9 Rule: When punctuation occurring within or at the end of an element is retained, give it with normal spacing. Prescribed punctuation is always added, even though double punctuation may result.

Quo vadis? : a narrative from the time of Nero

Spring has sprung! : a benefit evening

D.10 Rule: The following rules prescribe the punctuation for the following elements of description: title, date(s), extent and material, edition, publisher's series, mathematical data elements.

D.10a Title Punctuation

Precede each parallel title by an equals sign.

Precede each unit of other title information by a colon.

Precede the first statement of responsibility by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

D.10b Date(s) Punctuation

Precede a second or subsequent date type by a semicolon, or start a new paragraph for each date type.

Precede the first named place of publication, distribution, etc. by a period followed by a space.

Precede a second- or subsequently named place of publication, distribution, etc. by a semicolon.

Precede the name of a publisher, distributor, etc. by a colon.

Enclose a supplied statement of function of a publisher, distributor, etc. in square brackets.

Enclose the details of manufacture (place, name) in parentheses.

Precede the name of a manufacturer by a colon.

D.10c Extent and Medium Punctuation

Precede the second or subsequent extents by a comma.

Precede physical characteristics by a colon.

Separate each part of the description of physical characteristics by a comma, conjunction, or preposition.

Precede dimensions by a semicolon.

D.10d Edition Punctuation

Precede the first statement of responsibility following an edition statement by a diagonal slash.

Precede each subsequent statement of responsibility by a semicolon.

D.10e Publisher's Series Punctuation

Enclose each publisher's series statement in parentheses.

Precede each parallel title by an equals sign.

Precede other title information by a colon.
 Precede the first statement of responsibility by a diagonal slash.
 Precede each subsequent statement of responsibility by a semicolon.
 Precede the ISSN of the series by a comma.
 Precede the numbering within a publisher's series by a semicolon.

D.10f Mathematical Data Elements Punctuation

Precede the projection statement by a semicolon.
 Enclose the statement of coordinates and equinox in one pair of parentheses.
 If both coordinates and equinox are given, precede the statement of equinox by a semicolon.

D.11 Rule: The following table illustrates the prescribed punctuation for the elements specified in rules D.10a–f.

Element	Prescribed preceding (or enclosing) punctuation	<i>APPENDIX A Sub-Element</i>
4.3 Title	=	Formal title
	:	Parallel title
	/	Other title information
	;	Statements of responsibility
	;	First statement Subsequent statement
4.4 Dates	;	Dates
	;	First date type
	;	Subsequent date type
	.	Place of publication, distribution, etc.
	;	First place
	;	Subsequent place
	[]	Name of publisher, distributor, etc. Statement of function of publisher, distributor, etc.
()	Place of manufacture Name of manufacturer	
4.5. Extent and material	:	Extent
	:	Physical characteristics
	;	Dimensions
9.1 Edition	=	Edition statement
	=	Parallel edition statement
	/	Statements of responsibility relating to the edition
	;	First statement Subsequent statement

	,	Additional edition statement
		Statement of responsibility following an edition statement
	/	First statement
	;	Subsequent statement
9.2 Publisher's series		Title proper of series
	=	Parallel title of series
<i>Note:</i> A publisher's series statement is enclosed by parentheses.	:	Other title information of series
When there are two or more series statements, each is enclosed by parentheses.	/	Statement of responsibility relating to the series
		First statement
	;	Subsequent statement
	,	International Standard Serial Number of series
	;	Numbering within series
9.3 Mathematical data elements		Scale
	;	Projection
	(Coordinates
	;)	Equinox

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DESCRIPTIVE STANDARDS FOR PUBLISHED AND NON-TEXTUAL MATERIALS

As indicated in Chapter 3, this standard includes basic rules for the types of holdings found in many archives, but they do not include all the rules needed to describe every possible type of document. Where further guidance is required, the following standards provide more detailed rules for describing published materials and particular types of non-textual materials. Listed here are the most recent editions at the time of writing; however, where a standard is revised periodically, users are encouraged to use the most recent edition.

Published Materials

Anglo-American Cataloging Rules, 2nd edition, 2002 revision. Chicago: American Library Association; Ottawa: Canadian Library Association; London: Chartered Institute of Library and Information Professionals, 2002.

Graphic Materials

Parker, Elisabeth Betz. *Graphic materials : rules for describing original items and historical collections*. Washington, D.C.: Library of Congress, 1982.

Cartographic Materials

Cartographic Materials: A Manual of Interpretation for AACR2. Edited by Hugo Stibbe, Vivien Cartmell, and Velma Parker. Chicago: American Library Association, Ottawa: Canadian Library Association, London: The Library Association, 1982.

Geomatic data sets : cataloguing rules. Edited by Velma Parker. Ottawa : Canadian General Standards Board, 1992.

Architectural Materials

Vicki Porter and Robin Thornes. *A Guide to the Description of Architectural Drawings*. New York: Published on behalf of the Getty Art History Information Program [by] G.K. Hall, c1994.

Moving Image Materials

The FIAF Cataloguing Rules for Film Archives. Munich: K.G. Saur, 1991.

White-Hensen, Wendy. *Archival Moving Image Materials: A Cataloging Manual*. 2nd ed. Washington, D.C.: Library of Congress, 2000.

The IASA Cataloguing Rules: A Manual for the Description of Sound Recordings and Related Audiovisual Media. Stockholm: International Association of Sound and Audiovisual Archives, 1999, or on-line at <<http://www.iasa-web.org/icat/icat001.htm>>.

Sound Recordings

The IASA Cataloguing Rules: A Manual for the Description of Sound Recordings and Related Audiovisual Media. (Stockholm: International Association of Sound and Audiovisual Archives, 1999, or on-line at <<http://www.iasa-web.org/icat/icat001.htm>>.

Marion Matters, comp. *Oral History Cataloging Manual*. Chicago: Society of American Archivists, 1995.



RELATIONSHIP BETWEEN DESCRIPTIVE RECORDS AND AUTHORITY RECORDS

The following diagram illustrates the relationship between descriptive records and authority records using the records of the Missionary Society of the Methodist Church (Canada) as an example.

SOURCE: ICA Committee on Descriptive Standards, *ISAD(G) : General International Standard Archival Description*, 2nd ed. (Ottawa: International Council on Archives, 1999), p. 38. Reprinted with the permission of the International Council on Archives.

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CROSSWALKS

The following tables present the relationships between the rules in RAD2 and the corresponding rules in its immediate antecedents (RAD and APPM), related structure standards (EAD and MARC), and international standards (ISAD(G) and ISAAR(CPF)).

Table G1: RAD to RAD2

Table G2: APPM to RAD2

Table G3: ISAD(G) to RAD2

Table G4: ISAAR(CPF) to RAD2

Table G5: RAD2 to RAD and APPM

Table G6: RAD2 to ISAD(G)

Table G7: RAD2 to ISAAR(CPF)

Table G8: RAD2 to EAD and MARC

Abbreviations used:

RAD2: Rules for Archival Description, 2nd edition (draft circulated for comment, January 2004)

RAD: Rules for Archival Description, with revisions to August 2003

(<http://www.cdncouncilarchives.ca/archdesrules.html>)

APPM: Archives, Personal Papers and Manuscripts, 2nd edition (Society of American Archivists, 1989)

ISAD(G): General International Standard Archival Description, 2nd edition, 1999

(<http://www.ica.org>)

ISAAR(CFP): International Standard Archival Authority Record, exposure draft, November

2002 (<http://www.ica.org>)

MARC: MARC 21 (machine-readable cataloguing), 2002 concise edition

(<http://www.loc.gov/marc>)

EAD: Encoded Archival Description, version 2002 (<http://www.loc.gov/ead>)

Table G1: RAD to RAD2

RAD	RAD2
<i>1.1 Title Area</i>	
1.1B Title proper	4.3 Title
1.1C General material designation	not used
1.1D Parallel titles	4.3B38-40 Parallel titles
1.1E Other title information	4.3B41-46 Other title information
1.1F Statement of responsibility	4.3B48-4.3B50 Statements of responsibility
<i>1.2 Edition Area</i>	
1.2B Edition statement	9.1B1-7 Edition element
1.2C Statement of responsibility	9.1B8-10 Statements of responsibility relating to

	the edition
<i>1.3 Class of Material Specific Details Area</i>	9.3 Mathematical data
<i>1.4 Dates of Creation ... Area</i>	
1.4B Dates of creation	4.4 Dates
1.4C Place of publication, etc.	4.4D Other publication details
1.4D Name of publisher, etc.	4.4D Other publication details
1.4E Statement of function of publisher, etc.	4.4D Other publication details
1.4F Date of publication, etc.	4.4D Other publication details
1.4G Place of manufacture, etc.	4.4D Other publication details
<i>1.5 Physical Description Area</i>	
1.5B Extent	4.5.1 Extent
1.5C Other physical details	4.5.2 Physical characteristics
1.5D Dimensions	4.5.3 Dimensions
1.5E Accompanying material	
<i>1.6 Publisher's Series Area</i>	9.2 Publisher's series
<i>1.7 Archival Description Area</i>	
1.7B Admin history/bio sketch	14 Administrative/biographical history
1.7C Custodial history	7.1 Custodial history
1.7D Scope and content	5.1 Scope and content
<i>1.8 Note Area</i>	
1.8B1 Variations in title proper	
1.8B2 Source of supplied title proper	
1.8B3 Parallel titles, other title info	
1.8B4 Continuation of title	
1.8B5 Statement of responsibility	
1.8B6 Attributions and conjectures	
1.8B7 Edition	
1.8B8 Dates of creation, include pub., dist, etc.	
1.8B8a Dates of accumulation	4.4 Dates (Dates of record keeping activity)
1.8B9 Physical description	
1.8B9a Physical condition	
1.8B9b Conservation	
1.8B9c Accompanying material	
1.8B10 Publisher's series	
1.8B11 Alpha-numeric designations	
1.8B12 Immediate source of acquisition	7.2 Immediate source of acquisition
1.8B13 Arrangement	5.2 System of arrangement
1.8B14 Language	6.5 Language/script
1.8B15 Originals and reproductions	
1.8B15a Location of originals	8.1 Existence/location of originals
1.8B15b Availability of other formats	8.2 Existence/location of copies
1.8B16 Restrictions on access, use, reproduction and publication	

1.8B16a Restrictions on access	6.1 Conditions governing access; 6.2 Physical access
1.8B16b Terms governing use and reproduction	6.4 Conditions governing reproduction
1.8B16c Terms governing publication	6.4 Conditions governing reproduction
1.8B17 Finding aids	6.6 Finding aids
1.8B18 Associated material.	8.3 Related units of description
1.8B19 Accruals	7.4 Accruals
1.8B20 Related groups	8.3 Related units of description
1.8B20a Related groups of records within the same fonds	8.3 Related units of description
1.8B21 General Note	10 Notes
<i>1.9 Standard Number Area</i>	
1.9B Standard number	
Chapters 2-10 (media rules)	[incorporated into Part I rules]
Chapters 11-12: objects, philatelic records	[not incorporated]
<i>21 Choice of Access Points</i>	<i>13 Choice of Access Points</i>
21.0D Designation of relationship	13.B5 Designation of relationship
21.1-3 Provenance access points	13.B7-18 Provenance access point
21.4-6 Author access points	13.B19-21 Author access points
21.7-21.12 Other non-subject access points	
21.8 Custodial access point	13.B22 Custodial access points
21.9 Title access point	13.B26 Title access points
21.10 Name of a person holding an office	13.B17 [provenance access point]
21.11 Name of an office held by a person	13.B18 [provenance access point]
21.12 Names of persons comprising a family	13.B15 [provenance access point]
	13.B23-25 Access points for collections
22 Headings for Persons	16 Form of Access Points for People and Families
23 Geographical Names	17 Form of Access Points for Geographic Names
24 Headings for Corporate Bodies	18 Form of Access Points for Corporate Bodies
26 References	15 Relationships (expanded)

Table G2: APPM to RAD2

APPM	RAD2
<i>1.1 Title and Statement of Responsibility Area</i>	
1.1B Title proper	4.3 Title
1.1D Parallel titles	4.3B38-40 Parallel titles
1.1E Other title information	4.3B41-42 Other title information
1.1F Statements of responsibility	4.3B48-50 Statements of responsibility
1.1B5 Date	4.4 Dates
1.2 Edition area	9.1 Edition
<i>1.5 Physical description area</i>	4.5 Extent & material
1.5B Extent	4.5.1 Extent
1.5C Dimensions	4.5.3 Dimensions
1.5D Other physical details	4.5.2 Physical characteristics
<i>1.7 Note area</i>	
1.7B1 Biographical/Historical	14 Admin/Bio history
1.7B2 Scope and content/Abstract	5.1 Scope and content
1.7B3 Linking entry complexity	
1.7B4 Additional physical form available	8.2 Existence/location of copies
1.7B5 Reproduction	8.1 Existence/location of originals
1.7B6 Location of originals/duplicates	8.1 Existence/location of originals
1.7B7 Organization and arrangement	5.2 System of arrangement
1.7B8 Language	6.5 Language/script
1.7B9 Provenance	7.1 Custodial history
1.8B10 Immediate source of acquisition	7.2 Immediate source of acquisition
1.7B11 Restrictions on access	6.1 Conditions governing access/ 6.2 Physical access
1.7B12 Terms governing use and reproduction	6.4 Conditions governing reproduction
1.7B13 Cumulative index/Finding aids	6.6 Finding aids
1.7B14 Citation	
1.7B15 Preferred citation	
1.7B16 Publications	8.4 Publication note
1.7B17 General note	10 Notes
2 Choice of access points - main and added entries	13 Name of creator/Choice of access points
3 Headings for Persons	16 Form of Access Points for People and Families
4 Geographical Names	17 Form of Access Points for Geographic Names
5 Headings for Corporate Bodies	18 Form of Access Points for Corporate Bodies
6 Uniform Titles	

Table G3: ISAD(G) to RAD2

ISAD(G)	RAD2
<i>3.1 Identity Statement Area</i>	
3.1.1 Reference code(s)	4.1 Reference code
3.1.2 Title	4.3 Title
3.1.3 Dates	4.4 Dates
3.1.4 Level of description	4.2 Level of description
3.1.5 Extent and medium of the unit	4.5 Extent & material
<i>3.2 Context Area</i>	
3.2.1 Name of creator	13 Name of creator/Choice of access points
3.2.2 Administrative/ Biographical history	14 Admin/Bio history
3.2.3 Archival history	7.1 Custodial history
3.2.4 Immediate source of acquisition	7.2 Immediate source of acquisition
<i>3.3 Context and Structure Area</i>	
3.3.1 Scope and content	5.1 Scope and content
3.3.2 Appraisal, destruction and scheduling	7.3 Appraisal/scheduling/destruction
3.3.3 Accruals	7.4 Accruals
3.3.4 System of arrangement	5.2 System of arrangement
<i>3.4 Conditions of Access and Use Area</i>	
3.4.1 Conditions governing access	6.1 Conditions governing access
3.4.2 Conditions governing reproduction	6.4 Conditions governing reproduction
3.4.3 Language/scripts of material	6.5 Language/script
3.4.4 Physical characteristics and technical requirements	6.2 Physical access
3.4.5 Finding aids	6.6 Finding aids
<i>3.5 Allied Materials Area</i>	
3.5.1 Existence and location of originals	8.1 Existence/location of originals
3.5.2 Existence and location of copies	8.2 Existence/location of copies
3.5.3 Related units of description	8.3 Related units of description
3.5.4 Publication note	8.4 Publication note
<i>3.6 Notes Area</i>	
3.6.1 Note	10 Notes
<i>3.7 Description Control Area</i>	
3.7.1 Archivist's note	11 Description control
3.7.2 Rules or conventions	11.1B3 Rules or conventions
3.7.3 Date(s) of descriptions	11.1B7 Date(s) of creation/revision

Table G4: ISAAR(CPF) to RAD2

ISAAR(CFP)	RAD2
<i>5.1 Identity Area</i>	
5.1.1 Type of entity	
5.1.2 Authorized form of name	2.15 Authority records <i>16 Form of Access Points for Persons and Families</i> <i>17 Form of Access Points for Geographic Names</i> <i>18 Form of Access Points for Corporate Bodies</i>
5.1.3 Parallel forms of name	15.1B9-10 Parallel names
5.1.4 Standardized forms of name according to other rules	
5.1.5 Other forms of name	15.1B2-4 Variant names
5.1.6 Unique identifiers for corporate bodies	
<i>5.2 Description Area</i>	<i>14 Administrative / Biographical History</i>
5.2.1 Dates of existence	14.B10b Dates of founding and/or dissolution
5.2.2 History	14.B10a [brief summary]
5.2.3 Geographical areas	14.B10c Geographical areas
5.2.4 Legal status	
5.2.5 Functions, occupations and activities	14.B10e Functions
5.2.6 Mandate(s)/Source(s) of authority	14.B10d Mandate
5.2.7 Internal structure(s)	14.B10f Administrative structure
5.2.8 General context	
5.2.9 Other significant information	14.B10k Other significant information
<i>5.3 Relationships Area</i>	15.1B5-8 Related names
5.3.1 Name/Identifier(s) of the related corporate body, person or family	15.1B5 [authorized names etc. of related entities]
5.3.2 Category of relationship	
5.3.3 Description of relationship	15.1B6-7 [nature of the relationship]
5.3.4 Dates of the relationships	15.1B8 [dates]
<i>5.4 Control Area</i>	<i>19 Authority Record Control</i>
5.4.1 Authority record identifier	19.B1 Authority record identifier
5.4.2 Institution identifier(s)	19.B1 Authority record identifier
5.4.3 Rules and/or convention	19.B2-4 Rules or conventions
5.4.4 Status of authority record	
5.4.5 Level of detail of authority record	
5.4.6 Language(s) and script(s)	
5.4.7 Date(s) of creation and revision	19.B8 Date(s) of Authority Record Creation
5.4.8 Notes	19.B5-6 Sources; 19.B7 Archivist

<i>6 Linking archival authority records to archival materials and other resources</i>	<i>15.2 Relationships between entities and archival materials / 15.3 Relationships between entities and materials not housed in archival repositories</i>
6.1 Identifier of related resource	15.2B1/15.3B1 [title or other identification of related unit]
6.2 Type of related resource	15.3B2 [type of resource]
6.3 Nature of relationship	15.2B2/15.3B2 [nature of the relationship]
6.4 Dates of related resource	15.2B3/15.3B4 [dates]

Table G5: RAD2 to RAD and APPM

RAD2	RAD	APPM
<i>4 Identity Elements</i>		
4.1 Reference code		
4.1B2 Repository identifier		
4.1B3 Local identifier		
4.2 Level of description		
4.3 Title	1.1B Title proper	1.1B Title proper
4.3B38-40 Parallel titles	1.1D Parallel titles	1.1D Parallel titles
4.3B41-42 Other title information	1.1E Other title information	1.1E Other title information
4.3B48-50 Statements of responsibility	1.1F Statements of responsibility	1.1F Statements of responsibility
4.4 Dates	1.4B Dates of creation	1.1B5 Date
4.5 Extent & material	1.5 Physical description area	1.5 Physical description area
4.5.1 Extent	1.5B Extent	1.5B Extent
4.5.2 Physical characteristics	1.5C Other physical details	1.5C Other physical details
4.5.3 Dimensions	1.5D Dimensions	1.5C Dimensions
<i>5 Content and Structure Elements</i>		
5.1 Scope and content	1.7D Scope and content	1.7B2 Scope and content/Abstract
5.2 System of arrangement	Part of scope and content (or note area: 1.8B13 Arrangement)	1.7B7 Organization and arrangement
<i>6 Access Elements</i>		
6.1 Conditions governing access	1.8B16a Restrictions on access	1.7B11 Restrictions on access
6.2 Physical access	1.8B16a Restrictions on access; 1.8B9a Physical condition	1.7B11 Restrictions on access

6.4 Conditions governing reproduction	1.8B16b Terms governing use and reproduction; 1.8B16c Terms governing publications	1.7B12 Terms governing use and reproduction
6.5 Language/script	1.8B14 Language of material	1.7B8 Language
6.6 Finding aids	1.8B17 Finding aids	1.7B13 Cumulative index/Finding aids
<i>7 Acquisition and Appraisal Elements</i>		
7.1 Custodial history	1.7C Custodial history	1.7B9 Provenance
7.2 Immediate source of acquisition	1.8B12 Immediate source of acquisition	1.8B10 Immediate source of acquisition
7.3 Appraisal/scheduling/destruction		
7.4 Accruals	1.8B19 Accruals	
<i>8 Related Materials Elements</i>		
8.1 Existence/location of originals	1.8B15a Location of originals	1.7B6 Location of originals/duplicates; 1.7B5 Reproduction
8.2 Existence/location of copies	1.8B15b Availability of other formats	1.7B4 Additional physical form available
8.3 Related units of description	1.8B18 Associated material; 1.8B20/1.8B20a Related groups of records	
8.4 Publication note		1.7B16 Publications
<i>9 Specialized Elements</i>		
9.1 Edition	1.2 Edition area	1.2 Edition area
9.2 Publisher's series	1.6 Publisher's series area	
9.3 Mathematical data	1.3 Class of material specific details area	
<i>10 Notes</i>	1.8B21 General note	1.7B17 General note
<i>11 Description control</i>		
11.1B3 Rules or conventions		
11.1B7 Date(s) of creation/revision		
13 Name of creator/Choice of access points	21 Choice of access points	2 Choice of access points - main and added entries
13.B12 Provenance	Provenance access points	
13.B19 Author	Author access points	
13.B26 Title access points	Title access points	
14 Admin/Bio history	1.7B Administrative history / biographical sketch	1.7B1 Biographical/Historical
15 Relationships	26 References	
16 Form of Access Points for People and Families	22 Headings for Persons	3 Headings for Persons
17 Form of Access Points for Geographic Names	23 Geographical Names	4 Geographical Names

18 Form of Access Points for Corporate Bodies	24 Headings for Corporate Bodies	5 Headings for Corporate Bodies
19 Authority Record Control		

Table G6: RAD2 to ISAD(G)

RAD2	ISAD(G)
<i>4 Identity Elements</i>	
4.1 Reference code	3.1.1 Reference code(s)
4.1B2 Repository identifier	
4.1B3 Local identifier	
4.2 Level of description	3.1.4 Level of description
4.3 Title	3.1.2 Title
4.3B38-40 Parallel titles	
4.3B41-42 Other title information	
4.3B48-50 Statements of responsibility	
4.4 Dates	3.1.3 Dates
4.5 Extent & material	3.1.5 Extent and medium of the unit
4.5.1 Extent	
4.5.2 Physical characteristics	
4.5.3 Dimensions	
<i>5 Content and Structure Elements</i>	
5.1 Scope and content	3.3.1 Scope and content
5.2 System of arrangement	3.3.4 System of arrangement
<i>6 Access Elements</i>	
6.1 Conditions governing access	3.4.1 Conditions governing access
6.2 Physical access	3.4.4 Physical characteristics and technical requirements
6.4 Conditions governing reproduction	3.4.2 Conditions governing reproduction
6.5 Language/script	3.4.3 Language/scripts of material
6.6 Finding aids	3.4.5 Finding aids
<i>7 Acquisition and Appraisal Elements</i>	
7.1 Custodial history	3.2.3 Archival history
7.2 Immediate source of acquisition	3.2.4 Immediate source of acquisition
7.3 Appraisal/scheduling/destruction	3.3.2 Appraisal, destruction and scheduling
7.4 Accruals	3.3.3 Accruals
<i>8 Related Materials Elements</i>	
8.1 Existence/location of originals	3.5.1 Existence and location of originals
8.2 Existence/location of copies	3.5.2 Existence and location of copies
8.3 Related units of description	3.5.3 Related units of description
8.4 Publication note	3.5.4 Publication note
<i>9 Specialized Elements</i>	

9.1 Edition	
9.2 Publisher's series	
9.3 Mathematical data	
10 Notes	3.6.1 Note
11 Description control	3.7.1 Archivist's note
11.1B3 Rules or conventions	3.7.2 Rules or conventions
11.1B7 Date(s) of creation/revision	3.7.3 Date(s) of descriptions
13 Name of creator/Choice of access points	3.2.1 Name of creator
13.B12 Provenance	
13.B19 Author	
13.B26 Title access points	
14 Admin/Bio history	3.2.2 Administrative/ Biographical history
15 Relationships	
16 Form of Access Points for People and Families	
17 Form of Access Points for Geographic Names	
18 Form of Access Points for Corporate Bodies	
19 Authority Record Control	

Table G7: RAD2 to ISAAR(CPF)

RAD2	ISAAR(CPF)
<i>14 Administrative / Biographical History</i>	<i>5.2 Description Area</i>
14.B10a [brief summary]	5.2.2 History
14.B10b Dates of founding and/or dissolution	5.2.1 Dates of existence
14.B10c Geographical areas	5.2.3 Geographical areas
14.B10d Mandate	5.2.6 Mandate(s)/Source(s) of authority
14.B10e Functions	5.2.5 Functions, occupations and activities
14.B10f Administrative structure	5.2.7 Internal structure(s)
14.B10g-h Predecessor and successor bodies	
14.B10i Names of the corporate bodies	
14.B10j Name(s) of chief officers	
14.B10k Other significant information	5.2.9 Other significant information
<i>19 Authority Record Control</i>	<i>5.4 Control Area</i>
19.B1 Authority record identifier	5.4.1 Authority record identifier; 5.4.2 Institution identifier(s)
19.B2-4 Rules or conventions	5.4.3 Rules and/or convention
19.B5-6 Sources	5.4.8 Notes
19.B7 Archivist	5.4.8 Notes
19.B8 Date(s) of Authority Record Creation	5.4.7 Date(s) of creation and revision

<i>15 Relationships</i>	
<i>15.1 References</i>	
15.1B2-4 Variant names	5.1.5 Other forms of name
<i>15.1B5-8 Related names</i>	
15.1B5 [authorized names etc. of related entities]	5.3.1 Name/Identifier(s) of the related corporate body, person or family
15.1B6-7 [nature of the relationship]	5.3.3 Description of relationship
15.1B8 [dates]	5.3.4 Dates of the relationships
15.1B9-10 Parallel names	5.1.3 Parallel forms of name
15.1B11-17 Reference records	
15.2 Relationships between entities and archival materials	6 Linking archival authority records to archival materials and other resources
15.2B1 [title or other identification of related unit]	6.1 Identifier of related resource
15.2B2 [nature of the relationship]	6.3 Nature of relationship
15.2B3 [dates]	6.4 Dates of related resource
15.3 Relationships between entities and materials not housed in archival repositories	6 Linking archival authority records to archival materials and other resources
15.3B1 [title or other identification of related unit]	6.1 Identifier of related resource
15.3B2 [type of resource]	6.2 Type of related resource
15.3B3 [nature of the relationship]	6.3 Nature of relationship
15.3B4 [dates]	6.4 Dates of related resource

Table G8: RAD2 to EAD and MARC

RAD2	EAD	MARC
<i>4 Identity Elements</i>		
4.1 Reference code	<unitid> with COUNTRYCODE and REPOSITORYCODE attributes	
4.1B2 Repository identifier	<unitid> COUNTRYCODE and REPOSITORYCODE	850\$a
4.1B3 Local identifier	<unitid>	05x
4.2 Level of description	<archdesc> and <c> LEVEL attribute	351\$c
4.3 Title	<unittitle>	245
4.3B38-40 Parallel titles		
4.3B41-42 Other title information		
4.3B48-50 Statements of responsibility		
4.4 Dates	<unitdate>	245\$d, 260

4.5 Extent & material	<physdesc> and subelements <extent>, <dimensions>, <genreform>, <physfacet>	300
4.5.1 Extent	<extent>	300\$a
4.5.2 Physical characteristics	<physfacet>	300\$b
4.5.3 Dimensions	<dimensions>	300\$c
<i>5 Content and Structure Elements</i>		
5.1 Scope and content	<scopecontent>	520
5.2 System of arrangement	<arrangement>	351
<i>6 Access Elements</i>		
6.1 Conditions governing access	<accessrestrict>	506
6.2 Physical access	<phystech>	340
6.4 Conditions governing reproduction	<userrestrict>	540
6.5 Language/script	<langmaterial>	546
6.6 Finding aids	<otherfindaid>	
<i>7 Acquisition and Appraisal Elements</i>		
7.1 Custodial history	<custodhist>	561
7.2 Immediate source of acquisition	<acqinfo>	541
7.3 Appraisal/scheduling/ destruction	<appraisal>	583
7.4 Accruals	<accruals>	584
<i>8 Related Materials Elements</i>		
8.1 Existence/location of originals	<originalsloc>	535
8.2 Existence/location of copies	<altformavail>	530
8.3 Related units of description	<relatedmaterial>; <separatedmaterial>	544
8.4 Publication note	<bibliography>	510
<i>9 Specialized Elements</i>		
9.1 Edition	<unittitle> <edition>	250
9.2 Publisher's series	<unittitle><bibseries>	490
9.3 Mathematical data	<materialspect>	255
<i>10 Notes</i>		
	<odd>, <note>	500
<i>11 Description control</i>		
11.1B3 Rules or conventions	<descrules>	040\$e
11.1B7 Date(s) of creation/revision	<processinfo><p><date>	583
<i>13 Name of creator/Choice of access points</i>		
13.B12 Provenance	<persname>, <famname>, <corpname>	100, 110
13.B19 Author	<persname>, <famname>, <corpname>	700, 710

13.B26 Title access points		
14 Admin/Bio history	<bioghist>	545
15 Relationships		
16 Form of Access Points for People and Families		
17 Form of Access Points for Geographic Names		
18 Form of Access Points for Corporate Bodies		
19 Authority Record Control		



EXAMPLES OF DESCRIPTIVE RECORDS

The application of the rules in Part I will result in descriptions of various kinds; however, the rules do not prescribe any particular output. The presentation of particular finding aids is a matter of institutional policy and will depend on the type and purpose of the finding aid being prepared and on the institution's descriptive system. This appendix contains examples of complete descriptive records presented in a variety of formats intended to illustrate, but not prescribe, various possible outputs.



EXAMPLES OF AUTHORITY RECORDS

The rules in Part II provide for inputs, but do not prescribe particular outputs. Presentation of archival authority information to the user, including the way that authority records are linked with the descriptions of the materials, will be determined by institutional policy within each institution's descriptive system. This appendix contains examples of complete authority records presented in a variety of formats intended to illustrate, but not prescribe, various possible outputs.