

## Module 4: Foreign-language materials and nonroman scripts

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## 4.0 Introduction

This document serves both as Module 4 of the RDA/MARC21 cataloguing course and as reference documentation on a range of language- and script-related issues. If you are using it as part of the course, please follow the **red** links to the practicals and quiz for the module.

The instructions in this module are for full-level records. However, full-level cataloguing can be particularly challenging for cataloguers who do not have a good knowledge of the language in question. For items of relatively low interest or value, such as pamphlets and some donations, there is always the option of making brief permanent records.<sup>1</sup> For foreign-language items which are of sufficient value to merit a controlled access point and a reasonably full description but which cannot be given a full record, for instance because the cataloguer does not understand the language well enough to assign subject headings, there is the additional option of making a level-7 record, and this is covered in the Appendix to the module.

## 4.1 Entering non-English characters, diacritics and symbols

In principle you can use in OLIS records any character from the Arial Unicode font, but no others. However, cataloguers who seldom work with non-English materials or symbols are not expected to use characters other than those available in the Client keyboards (see 4.1a (i), below).

### 4.1a Entering Unicode characters in Aleph

i) The Aleph Client offers a wide range of Unicode characters, including characters with diacritics.

- To access these, use Ctl-K or the  icon at the right of the Cataloguing bar to open a set of 'keyboards' in the lower RH pane.
- There are various tabs for upper case, lower case, symbols, etc. Just click on the character you require to enter it.

---

<sup>1</sup> See [Brief records](#).

- ii) If you know the 4-digit Unicode number for a character you can enter it by pressing F11 to enter Unicode mode and then keying the number. Press F11 again to leave Unicode mode.
- If you hover over a character in the Record Editor its Unicode number will appear.
  - You can find a full list of Unicode characters and their numbers, including some which are not available in the Aleph 'keyboards', at <http://www.unicode.org/charts/charindex.html>.
- iii) You can also input nonstandard scripts from your PC's keyboard by setting your PC to the appropriate language. First add the language required in Control Panel's Regional and Language Options. You will then see a language icon showing the language currently in use (e.g. EN for English) at the bottom right of your screen, and clicking on this will give you a list of available languages.

For more details, see [Aleph Cataloguing: MARC Records](#) (p.20), [Quick reference: Diacritics in Aleph](#) and [Quick Reference: Non-Roman Scripts](#).

#### 4.1b Unavailable and disallowed characters and symbols

- The Library of Congress and most other academic libraries use only the limited set of characters available in the MARC-8 character set and also disallow German 'ß' ('scharfes s' or 'esszet'; not to be confused with Greek beta, 'β'). For 'ß' they substitute 'ss', without square brackets because this is a standard and widely-accepted substitution; for other characters they generally substitute the nearest MARC-8 equivalent character(s), in square brackets.

OLIS policy is to use any characters available in the Arial Unicode font when transcribing, since (i) these are available in Aleph; and (ii) Unicode has been approved for MARC records for some years; (iii) modern library systems all seem to be able to handle Unicode; and (iv) it is obviously better for users if transcribed data closely reflects the original.

Arial Unicode has a very wide range indeed, including many symbols and even some pictograms and emojis, so substitutions will seldom be necessary, even for foreign languages, except in the case of nonroman scripts (see below). When you are editing a record which has an unnecessary substitution, we recommend editing out the substitution, e.g. replacing '[infinity symbol]' with '∞'; but it generally is not worth editing existing records *just* to remove substitutions. For more on symbols and unusual characters, see [Symbols and Unicode](#).<sup>2</sup>

- Characters from nonroman scripts (Arabic, Greek, Cyrillic, Chinese, etc.) may be used *only* in special 880 fields (see 4.7, below). In other fields they may not be used even as symbols.<sup>3</sup> If you need to enter one or more *words* which are in a nonroman script on the resource, transliterate them, using the ALA transliteration tables (see 4.7, below), and make an explanatory note if necessary.

<p><i>on t.p.</i></p> <p>Politics and Spirituality a study of Εἰκὼν Βασιλική editor: June Scarlett</p>	<p>245 00 \$aPolitics and spirituality :\$ba study of Eikōn Basilikē /\$ceditor: June Scarlett.</p> <p>500 — \$aTitle on resource uses Greek characters for Eikōn Basilikē.</p>
--	---

<sup>2</sup> Before 2018 it was OLIS policy to substitute 'ss' for 'ß', and various other substitutions were used simply because cataloguers were not aware that the characters were available in Unicode.

<sup>3</sup> We have to consider what will happen when our records are exported. If, for instance, you enter δ as a mathematical symbol in a 245, some databases, including WorldCat, will automatically convert that field to 880.

- If you need to enter one or more characters or symbols which either are nonroman and do not form whole words or are not available on Aleph, enter the character's name or a brief description in square brackets, e.g. '[beta]' or '[disappointed face emoji]' and add an explanatory note if necessary.

<p><i>on t.p.</i></p> <p>The Joy of Neutrinoless Double <math>\beta</math>-decay editor: Joan Green</p>	<p>245 04 \$aThe joy of neutrinoless double [beta]-decay /\$ceditor: Joan Green.</p> <p>500 — \$aTitle on resource uses Greek character beta.</p>
---	---

- If the text on the resource uses superscript characters which are not available in Aleph, e.g. '3<sup>ème</sup>', enter it inline, e.g. '3ème'. If the result might be confusing, add an explanatory 500 note.
- Authorised access points may never contain nonroman characters. There are no explicit and authoritative rules against using other nonstandard characters, but these are likely to be unsatisfactory for searching and indexing, so it is wise to prefer, where reasonably possible, a form of name in standard characters. In case of difficulty, consult [BMAC](#).

## PRACTICAL 4A

### 4.2 Language-specific issues: initial articles, inflections and capitalisation.

Please beware of initial articles in foreign languages. You can find lists by word and by language in RDA Appendix C, including inflected versions.

- If articles are found at the beginning of 245 you will need to set the second indicator accordingly.
  - For 245 second indicator, please ignore the MARC instruction to count diacritics (e.g. acute or circumflex) in the initial article as separate characters, because in Unicode systems such as Aleph diacritics form a single character with the letter to which they relate.
  - But *do* count any breathing marks or punctuation which occur before the first filing character.
- If articles are found at the beginning of terms to be used as AAPs, or at the beginning of the title element of a name-title AAP, they must be omitted unless they are so integral to a name (e.g. *Los Angeles*) that they should be used for filing.

Initial articles are omitted even if this results in a grammatical anomaly.<sup>4</sup>

700 1\_ \$aSilber, Johanna.\$tRote Hund.<sup>5</sup>

- In inflecting languages you may need to include prepositions and suchlike in an element if these affect the form of other words in the element.

<sup>4</sup> In principle RDA has solved this problem by recommending that initial articles should be retained. Unfortunately MARC cannot cope with this, because there is no skip in filing available for \$t subfields, so MARC cataloguing agencies are using the RDA option of omitting initial articles in access points.

<sup>5</sup> This is for a resource whose original title is *Der rote Hund* ('The red dog'). The adjective would normally be inflected as 'roter' in the absence of an article.

264 \_1 \$aParisiis :\$bapud Johannem Augustum,\$c1872.

- Integrated statements of responsibility are also common in inflecting languages.

100 0\_\$aOvid,\$d43 B.C.-17 A.D. or 18 A.D.,\$eauthor.

245 10 \$aPublii Ovidii Nasonis Metamorphoseon Libri XV. [Publius Ovidius Naso's XV books of metamorphoses]

- Capitalisation rules may be different in foreign languages. In particular, German capitalises all nouns, even the captions used in series numbering, while French does not always capitalise all parts of proper nouns. RDA Appendix A.32 ff. gives helpful guidelines for most of the languages you will encounter. Latin (which flourished before the development of distinctive lower-case letters) should be capitalised in the same way as English (see RDA Appendix A.32 ff.).

## PRACTICAL 4B

### 4.3 Describing foreign-language resources

#### 4.3a Language of resource or language of agency?

- If a resource is predominantly in a language other than English, some elements of the description should be taken from the resource while others should be in 'the language of the cataloguing agency', i.e., English. Table 4A below shows which are which.
- If the language to be used for an element is that of the resource, even cataloguer-supplied information for that element in square brackets should be in that language, if practicable.

#### *IMPORTANT*

The language of the cataloguing agency is shown by a code in 040\$b. This subfield is added automatically to original OLIS records when they are saved. Some older English-language records have no 040 \$b at all, but all non-English-language records should have one.

Please be careful not to save to OLIS records coded as foreign-language (see 4.6, below).

Table 4A

1. Language as found on resource	2. Language of agency, i.e. English
<i>020</i> ISBN qualifiers consisting of elements occurring in the rest of this list, e.g. 'Band 1'.	<i>020</i> ISBN qualifiers <i>other than</i> those consisting of elements in the first list, e.g. 'paperback'.
<i>245</i> All elements; but '[and ??? others]' is always in English.	<i>245 \$c</i> '[and ??? others]'; but supplied clarifications of role should be in the language of the resource, if practical
<i>246</i> Variant title (but not any text in subfield \$i)	<i>246</i> Subfield \$i
<i>250</i> All elements	<i>300</i> All elements
<i>264</i> All elements; but for dates this applies only to text on the resource, e.g. names of months or terms such as 'anno', not to supplied text in this element, e.g. '[between .... and ....]'.	33X All elements
<i>490</i> All elements (except ISSN)	34X (not used for books) All elements
<i>5XX</i> Volume numbering for multipart, e.g. in 505 The bibliographic elements listed above when used in bibliographic citations (but phrases introducing a formal citation should be in English). Quoted text	<i>500</i> All note text <i>except</i> : - quoted text - volume numbering - in bibliographic citations, any elements listed in the first column

## PRACTICAL 4C

### 4.3b Special fields for language information: 041 and 546

008/35-37 contains just one language code, for the predominant language of the resource. If the content includes or is translated from other languages, you should record codes for the other languages in field 041 and provide free-text information about how the languages are used in a 546 note.

#### 041

- This field can contain any number of language codes from the list used in 008/35-37, each in a separate, repeatable subfield. The first code should always be the same as that in 008/35-37. You can access the codes in Aleph from positions 35-37 in Aleph's 008 form, but this list may be slightly out of date. In case of doubt, check the [Marc Code List for Languages](#).
- There is a wide range of **subfields**:
  - \$a Language code of text/sound track or separate title (R)
  - \$b Language code of summary or abstract (R)
  - \$d Language code of sung or spoken text (R)
  - \$e Language code of librettos (R)

\$f	Language code of table of contents (R)
\$g	Language code of accompanying material other than librettos (R)
\$h	Language code of original (R)
\$j	Language code of subtitles or captions (R)
\$k	Language code of intermediate translations (R)
\$m	Language code of original accompanying materials other than librettos (R)
\$n	Language code of original libretto (R)

- If no language predominates, the language codes are entered in alphabetical order in 041 \$a, and the first of them is entered in 008/35-37.

```
008/35-37 fre
041 0_ $afre$ager$aspa
```

- For more detail and examples, see the [MARC Standards for 041](#).
- The **first indicator** shows whether the resource includes a translation (1= yes, 0 = no). If a resource contains the same work in several languages but they all have equal status, for instance in the case of treaties and official statements from multilingual bodies, use `0'.
- The **second indicator** is always blank, meaning that the codes used are from the MARC list.
- The same language code may occur more than once with different subfield codes. For instance, **\$agrc\$alat\$hgrc** would be used for an Ancient Greek text with a Latin translation, i.e., a resource in Greek and Latin involving a translation from Greek.

546

- This note should explain in subfield \$a which parts of the resource are in which language, in reasonable detail.

[For an edition of an Ancient Greek text with a Latin translation.]

```
008/35-37 grc
041 1_ $agrc$alat$hgrc
546 __ $aParallel Greek and Latin texts with a Latin title page.
```

```
008/35-37 eng
041 0_ $aeng$alat$afre
546 __ $aEnglish text with appendices in Latin and French.
```

```
008/35-37 eng
041 0_ $aeng$awel
546 __ $aEnglish and Welsh texts on inverted pages, each with its own title page.
```

```
008/35-37 ger
041 0_ $ager$aeng
546 __ $aGerman text with introduction and notes in English.
```

[For audio discs of a German opera sung in the original language, with an insert which includes librettos in English, French and the original German.]

```
008/35-37 ger
041 1_ $dger$geng$eeng$efre$eger$nger
546 __ $aSung in German. Accompanying booklet in English, with libretto in English, French and German.
```

```
008/35-37 ger
041 1_ $dger$dfre$j dut$jeng$jfin$jfre$jger$jspa$j swe
546 __ $aDialogue in French and German, with subtitles in English, French, German, Spanish, Dutch, Swedish and Finnish.
```

- If the resource uses nonstandard scripts (or musical notation), this information can be entered in subfield \$b. If both \$a and \$b are present, \$b is preceded by space-semicolon.

```
546 __ $aApache;$bPhonetic alphabet.
```

- Field 546 is only for notes about languages and scripts used in the resource itself. Notes which relate *only* to languages from which the resource is translated use field 500.

008/35-37 eng

041 1\_ \$aeng\$kfrehchi

500 \_\_ \$aTranslated from a 17th century French translation of the original Mandarin Chinese.

## PRACTICAL 4D

### 4.3c Choosing between preferred sources in different languages

- A resource may have a number of equally strong candidates for **preferred source** in various languages or scripts. For instance, there may be title pages in different languages facing each other or one after the other or at each end of the resource.

[1st title page]	[2nd title page]	[3rd title page]
Moonlight <i>A Dream</i>	Mondnacht <i>ein Traum</i>	Clair de lune <i>un rêve</i>
by John Brown	von John Brown	par John Brown
New edition with an afterword by James Grey	Neue Ausgabe mit einem Nachwort von James Grey	Nouvelle édition avec une postface par James Grey
True Romances no. 23	Wahre Liebesgeschichte Nr. 23	Romances véritables no 23

In such cases, prefer (i) the source in the predominant language of the resource, then (ii) the one in the language of translation, if the main purpose of the resource is to provide a translation, then (iii) the one in the original language, if known, then (iv) the one which occurs first, then (v) the language preferred by the agency creating the record. The last criterion is used for resources which are deliberately designed to avoid giving preference to one language, usually by binding the versions head to tail (sometimes called 'tête bêche'). This is common in official Canadian and Welsh publications.

## PRACTICAL 4E

### 4.3d Choosing between different languages on the same source

- If information occurs in various languages on a single preferred source of information, use the following criteria to choose the language for each element:

Table 4B

245	
Title proper	(i) Language of main written/spoken/sung content of resource (ii) Sequence, layout, typography.
Other title information Statements of responsibility	(i) Language of title proper (ii) First
250	
Designation of edition/ revision Statement of responsibility relating to edition/ revision	(i) Language of title proper (ii) First
264	
Place & publisher	(i) Language of title proper (ii) First
490	
Series title	(i) Language of main written/spoken/sung content of resource (ii) Sequence, layout, typography.
Other title information of series [ <i>for disambiguation only</i> ] Statement of responsibility relating to series [ <i>for disambiguation only</i> ] Numbering within series	(i) Language of title proper of series (ii) First
Subseries title	(i) Language of main written/spoken/sung content of resource (ii) Sequence, layout, typography.
Other title information of subseries [ <i>for disambiguation only</i> ] Statement of responsibility relating to subseries [ <i>for disambiguation only</i> ] Numbering within subseries	(i) Language of title proper of subseries (ii) First

## PRACTICAL 4F

### 4.3e Parallel elements

- When information for a 'language of the resource' element appears in more than one language we usually record all the language-versions. The version selected according to tables 4B and 4C takes precedence, and the other versions are recorded as separate 'parallel' elements. For instance, if title-proper-type information occurs in both English and French, and the English version is given precedence, the English version is recorded as the title proper while the French version is recorded as a 'parallel title proper'.
- Parallel elements are not necessarily straight translations. For instance, elements may vary in detail and fullness, or a parallel statement may include a subtitle while the main statement lacks it.
- Do not consider information to be parallel unless it is *formally* presented as information *for that resource*. Information about a previous issue in a different language, e.g. 'Originally published in

French as “La physiologie du goût” is not parallel information and should be recorded only as a 500 note.

- If a title in a different language is presented as an alternative title (see [Module 1](#), 1.4b (vi)), it is part of the title proper, *not* a parallel title.

245 10 \$aOibiter dicta, or, Ruminations of a registrar /\$cJean Grey.

- The punctuation which precedes parallel information is **space - equals sign - space**, but the second space may be occupied by a subfield code.
- Parallel titles in 245 and parallel designations of edition/revision in 250 are in principle entered in **subfield \$b**.

245 10 \$aLove stories =\$bContes d’amour /\$cby John Brown.

250 \_\_ \$a2nd edition =\$b2. édition.

- However, in **245**, **250** and **490**, if there is a **full statement in each language** we record each statement as a continuous whole,<sup>6</sup> rather than giving parallel data element by element. MARC subfield codes \$a, \$b and \$c in 245 and \$a and \$b in 250 cannot be repeated, and no subfield code can occur in 245 after \$c, so it often happens that all the subfield codes are used up for the first statement and the parallel statements all end up as a long tail in the last subfield. Here are the 245 and 250 fields for the *Moonlight* example above.

245 10 \$aMoonlight :\$ba dream /\$cby John Brown = Mondnacht : ein Traum / von John Brown = Clair de lune : un rêve / par John Brown.

250 \_\_ \$aNew edition /\$bwith an afterword by James Grey = Neue Ausgabe / mit einem Nachwort von James Grey = Nouvelle édition / avec une postface par James Grey.

- But in field 490, subfields \$a and \$v are repeated as often as required.<sup>7</sup>

490 1\_ \$aTrue romances ;\$vno. 23 =\$aRomances véritables ;\$vno 23 =\$aWahre Liebesgeschichte ;\$vNr. 23

- Parallel titles proper which are significantly different from 245 \$a need **246 31 variant titles** (2nd indicator ‘1’ = ‘Parallel title’<sup>8</sup>) to provide access for them, because if they are in 245 \$b they cannot be found in title browse searches, and if they are in subfield \$c they cannot be found even by title keyword searches.

245 10 \$aMoonlight :\$ba dream /\$cby John Brown = Mondnacht : ein Traum / von John Brown = Clair de lune : un rêve / par John Brown.

246 31 \$aMondnacht

246 31 \$aClair de lune

- If there is **parallel data for some elements of 245, 250 or 490 but not for all**, it is all recorded immediately after the elements which it parallels, as long as this gives a clear and tidy result.

245 10 \$aWar :\$breflections = La guerre : pensées /\$cby John Brown.

245 10 \$aLife =\$bDas Leben : ein Aufsatz /\$cby John Brown.

245 10 \$aSchiller /\$cedited by John Brown = herausgegeben von John Brown.

<sup>6</sup> This is an ISBD rule [RDA Appendix D.1.2.1].

<sup>7</sup> Parallel series data occurs only in 490, never in the 8XX series AAPs. For choice of language for AAPs, see 4.5a, below.

<sup>8</sup> But if it is not obvious where the parallel title is taken from, it may be preferable to use 246 1\_ with an introductory phrase in subfield \$i. This will generate a note as well as an access point.

245 10 \$aDespair =\$bWeltschmerz /\$cJean Blue.

246 1\_ \$iOn title page verso:\$aWeltschmerz

- However, when there is parallel data for some elements but not others it is sometimes hardly possible to record it all clearly and tidily. In such cases you should always record any parallel title proper, but you do not have to record all the other parallel data.
- If part of the data is clearly intended to serve as part of more than one language-version, e.g. 'Canadian **citations** canadiennes', treat it as if it had occurred separately in each version, i.e.:

245 10 \$aCanadian citations =\$bCitations canadiennes.

- In principle RDA allows parallel data to be recorded for **264 \$a and \$b**, but there is seldom enough variation between the versions to make this worthwhile, and as yet there are no authoritative guidelines or examples for the order and coding of this data in MARC. If you think that parallel data would be *really* valuable it is probably safest to record it element-by-element without repeating subfield codes.

264 \_1 \$aCaerdydd = Cardiff :\$bAdran Bioamrywiaeth a Bywydeg Gyfundrefnol = Department of Biodiversity and Systematic Biology,\$c1999.

- The preferred sources and order for parallel data are listed in the table below.
- Physical description information (3XX)

Table 4C

245	
Parallel title proper	(i) Any source within the resource (but prefer same source as title proper) (ii) Same source as title proper if outside the resource If more than one parallel, follow sequence/layout/typography.
Parallel other title information Parallel statements of responsibility	(i) Same source as parallel title proper (ii) Same source as title proper.
250	
Parallel designation of edition/ revision	(i) Same source as designation of edition (ii) Another source in the resource, if fairly obvious. If more than one parallel, follow sequence/layout/typography.
Parallel statement of responsibility relating to edition/ revision	(i) Same source as parallel designation of edition/revision (ii) Same source as designation of edition/revision.
264	
Parallel place/ publisher [ <i>only if of high value</i> ]	(i) Same source as place /publisher (ii) Another source in the resource, if fairly obvious. If more than one parallel, follow sequence/layout/typography.
490	
Parallel series title	Any source within the resource, if fairly obvious.
Parallel other title information of series [ <i>for disambiguation only</i> ] Parallel statement of responsibility relating to series [ <i>for disambiguation only</i> ] Parallel numbering within series	(i) Same source as parallel series title (ii) Same source as series title.
Parallel subseries title	Any source within the resource, if fairly obvious.
Parallel other title information of subseries [ <i>for disambiguation only</i> ] Parallel statement of responsibility	(i) Same source as parallel subseries title (ii) Same source as subseries title.

relating to subseries [ <i>for disambiguation only</i> ] Parallel numbering within subseries	
---	--

## PRACTICAL 4G

### 4.3f Non-Gregorian dates

- If the date on the resource is not of the Gregorian or Julian calendar, add in square brackets the corresponding Gregorian date.

`$c4308 [1975]`

`$c5730 [1969 or 1970]`

`$canno 18 [1939]`

- If the resource has both a Gregorian and a non-Gregorian date, and the layout, sequence and typography favour the non-Gregorian date, record that date first, with the Gregorian date as a parallel date, following space-equals sign-space.

`$c4308 = 1975.`

- If the resource has both a Gregorian and a non-Gregorian date, and the layout, sequence and typography favour the Gregorian date, record only that date.
- Record only the Gregorian date in 008.

### 4.3g Physical description

Physical descriptions are always recorded in English, but dual-language resources may have unusual pagination. It is quite common for the two language-versions to have separate pagination sequences, and both must be recorded, even if they are on facing pages or head to tail and are exactly the same length. If they are head to tail, give the sequences in order from the title page which you are treating as chief source.

`300 __ $axii, 124, 124 pages ;$c20 cm`

`546 __ $aParallel Greek and Latin texts with a Latin title page and preface.`

`300 __ $avi, 30, 31, vi pages ;$c30 cm`

`546 __ $aEnglish and Welsh texts on inverted pages, each with its own title page.`

## PRACTICAL 4H

## 4.4 Authorised access points

### 4.4a Choosing between names and titles in different languages

- If a **personal or family** name has appeared in different language forms in resources associated with the person, choose as the preferred name the form that corresponds to the language of most of the resources.
- If a **corporate body** name (other than a placename) has appeared in different languages, choose as the preferred name the form in the official language of the body; if there is more than one official language and English is one of them, choose the the English version; failing this, choose the language

which predominates in resources associated with the body; failing this, choose the language used on the first resource received.

- If a **place** has different names in different languages, ask [BMAC](#) to create a NACO record for it.

If a post-1500 **work** (or a series) has been published under different titles in different languages, choose as the preferred title the best-known or original title in the original language; if it is published simultaneously in various languages, choose the title of the first version received; if the first version received is multilingual, choose the title in the language of the cataloguing agency, i.e., English.<sup>9</sup> For earlier works, see RDA 6.2.2.5.

#### 4.4b Miscellaneous language issues in AAPs

##### *Paranthesical qualifiers*

- If you need to add a paranthesical qualifier to an AAP for a corporate body, work or expression:
  - if the qualifier is itself the name of an agent (person, family, corporate body), place or work, use the language appropriate to that entity
  - otherwise use English.

X30 0\_ \$aSérie archéologique (Musée du Louvre. Département des antiquités orientales)

X10 2\_ \$aAu coin de la rue de l'enfer (Gallery)

##### *Capitalisation*

- If you are creating an access point which involves terms in a foreign language (whether or not the resource you are cataloguing is itself in a foreign language), observe the normal usage of that language for capitalisation *except* at the beginning of paranthesical qualifiers.

X30 0\_ \$aIm Süden nichts Neues?

X30 0\_ \$aCollection Edmond de Rothschild au musée du Louvre

X10 2\_ \$aAu coin de la rue de l'enfer (Gallery)

X10 2\_ \$a Hôtel des ventes (Rue des Jeûneurs, Paris, France)

- For language-by-language guidance on capitalisation of names and titles, see RDA Appendix A.32 ff. If the language is not listed there, follow the relevant transliteration rules for any transliterated language (see 4.7, below), and for any other language the guidelines for English-language names and titles in A.10 ff.

##### *Compound personal names and names with prefixes*

- The choice of first element for compound (i.e. double-barrelled) personal names, personal names with prefixes and personal names including patronymics can vary according to the language with which the name is associated, although if the owner of the name has a known preference that always takes precedence.

French usage:

100 1\_ \$aVilliers, Anna Johanna Dorothea de,\$d1900-

Afrikaans usage:

100 1\_ \$aDe Villiers, Adriaan J.\$q(Adriaan Johan).

---

<sup>9</sup> Be careful if you need to create an AAP for an official bilingual Welsh publication. These should be catalogued for BNB shortly after publication by the National Library of Wales, so look for this bibliographic record and use its 245 title as the basis of your AAP.

- For **compound surnames**, record as first element the part of the name under which the person is listed in reference sources in the person's language or country of residence or activity, avoiding sources which impose their own house style<sup>10</sup> [RDA 9.2.2.10]
- For language-by-language guidance on **names which include an article and/or preposition**, see RDA Appendix F.11.

#### *Personal names in particular languages*

- Appendix F also gives guidance for names in the **Arabic** alphabet (F.1), **Burmese** and **Karen** names (F.2), **Chinese** names containing a non-Chinese given name (F.3), **Icelandic** names (F.4), **Indic** names (F.5), **Indonesian** names (F.6), **Malay** names (F.7), **Roman** names (F.8), **Romanian** names containing a **patronymic** (F.9) and **Thai** names (F.10).

## PRACTICAL 4I

#### *8XX data*

- 8XX may be very different from the corresponding 490 because:
  - 8XX never has parallel elements.
  - Numbering of part (8XX \$v) always uses arabic numbers and prescribed abbreviations from B.7 (if any) for captions. If there is a NACO record, remember to check the 642 field for a numbering model. If the numbering is ordinal and there is no NACO model to follow, follow the usage of the language if practicable and otherwise use 1., 2., etc. [see RDA 1.8.5].

```
490 1_ $aWeltschmerz ;$vverster Teil =$aThe world's woe ;$vpart 1
830 _0 $aWeltschmerz (Richter (Firm)) ;$v1. T.
```

## PRACTICAL 4J

#### *4.4c Language subfields in expression AAPs*

- If a resource is a translation, its record must have an expression-level access point consisting of the access point for the work (title or name-title) with a subfield \$l for the language. Take the the name of the language from the [MARC Code List for Languages](#), but be careful to use only the preferred names (in bold type).
  - Use the names of specific languages rather than language-groups. Retain all parenthetical qualifiers except dates.

```
130 0_ $aMabinogion.$lLuo (Kenya and Tanzania)
```

- For old forms of languages, use the name of the modern language qualified by the name of the old form, in direct order, in parentheses.

```
130 0_ $aMabinogion.$lFrench (Old French)
[MARC code list has: French, Old (ca. 842-1400)]
```

<sup>10</sup> Failing that, RDA instructs us to follow the usage in: Names of Persons : national usages for entry in catalogues. 4th revised and enlarged edition. München : Saur, 1996, available at: [http://www.ifla.org/files/assets/cataloguing/pubs/names-of-persons\\_1996.pdf](http://www.ifla.org/files/assets/cataloguing/pubs/names-of-persons_1996.pdf)

- For Greek, follow the detailed instructions at LC-PCC PS 6.11.1.3.

## 4.5 Multilingual resources

- Every version of a work in a different language is a separate expression of that work. If a resource consists of multiple language-versions of a single work, it is a compilation of different expressions and must have separate analytical entries for the various versions, each with an appropriate subfield \$l (except for the version in the original language, which does not require \$l).

```
041 _1 $alat$aeng$aaita$hlat
100 0_ $aVirgil.
245 10 $aVirgil's Aeneid /$cwith new translations by John Brown and Giovanni
Bruno.
546 __ $aLatin text with parallel English and Italian translations.
700 02 $aVirgil.$tAeneis.
700 02 $aVirgil.$tAeneis.$lEnglish.
700 02 $aVirgil.$tAeneis.$lItalian.
```

### IMPORTANT

No access point in an RDA record should ever have more than one subfield \$l, nor more than one language in subfield \$l, nor a general term such as 'Polyglot' in subfield \$l.<sup>11</sup>

AACR2 records have a single 130 or 100+240 access point for resources consisting of a single work in various languages, with a subfield \$l specifying multiple languages or 'Polyglot'.

If you find an AACR2-type 130 or 240 field in a record coded as RDA or in an older record which you are converting to RDA, you must replace it with separate 7XX ?2 analytical access points for each expression.

- Multilingual resources which are not translations and do not have the *same* text in different languages, such as a play whose original dialogue is in a mixture of English and Klingon, do not need any access points with \$l subfields, but do need appropriate 041 and 546 fields. (And yes, there is a MARC code for Klingon.)

```
041 _1 $aeng$atlh
100 1_ $aAmber, Jan.
245 10 $aShadow of Kahless /$cJan Amber.
546 __ $aDialogue partly in English, partly in Klingon (Artificial language).
```

## PRACTICAL 4K

### 4.6 Importing records created by a foreign-language agency

- The 'language of cataloguing' is the language which is used in the non-transcribed parts of the description, particularly the 3XX and 5XX fields (see table 4A, above).<sup>12</sup>

<sup>11</sup> RDA does not seem to provide for the situation where a work is translated partially into one language and partially into another, forming a single expression in multiple languages. But that would be a very unusual situation.

- Records in a language other than English should have the appropriate language code in **040 \$b**, e.g. 040\$bfre (French). English-language records do not require 040\$beng, but often have it. This subfield is added automatically when original records are saved to OLIS.
- OLIS is an English-language cataloguing agency, which means that the language of cataloguing for all our records must be English. Foreign-language records are incompatible with the OLIS Standard, not just because of their 3XX and 5XX but also because they often use different sets of cataloguing rules and different authority files and are coded to show their language, rules and history.
- WorldCat has vastly expanded its intake of non-English records in recent years, and often has a number of separate records for the same resource in various languages.
- Large numbers of foreign-language records have been accidentally downloaded to English-language databases, including OLIS, RLUK, LC and BNB. Many have been partially edited to English but left with their original coding, producing hybrids. These records cause problems for agencies which want to harvest records selectively on the basis of their language code.
- You can avoid records coded as foreign-language in WorldCat by including 'eng' as a search term in the Language of Cataloguing index. Unfortunately this index is not available in other external bases, so you need to be vigilant and check for 040\$b when downloading. Because foreign-language records often use rules other than RDA and AACR2, you can sometimes spot them by their 'Descriptive Cat.' in the Full view of Aleph's Search tab.
- In general we do not recommend converting non-English records to English ones, because of the complexity of the changes. It may be simpler to make a new record and paste across any useful elements, e.g. long transcribed elements and LCSH. However, some specialist cataloguers do need to be able to convert such records.
- A change to a record's language is a change of identity. If a record is fully converted from one language to another, it becomes a new record and must be coded as such. A fix has been added to Aleph to help with the recoding. For full instructions on using this fix and making other necessary checks and changes, see [Converting foreign-language records](#).
- You may come across some OLIS records, downloaded by Acquisitions and other non-cataloguing staff, which have had the fix but not the other necessary changes. They are identified by the STA field 'Check: English? RDA? MARC21? LCSH?',<sup>13</sup> which not only provides a warning but also prevents these records from being exported. If you find such a record and have the resource in hand, please complete the conversion.
- The Foreign-to-English fix is neutral between RDA and AACR2, because some materials (e.g. antiquarian) are still being catalogued to AACR2. You will therefore have to apply Aleph's 'RDA fix' *after* the Foreign-to-English fix to get the special fields and codes for RDA.

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<sup>12</sup> People sometimes assume that all records with foreign-language subject headings are foreign-language records, but it is actually quite acceptable for OLIS records to have foreign-language subject headings as long as there are also adequate LCSH.

<sup>13</sup> Some records may have the older message 'Check: English? AACR2? MARC21? LCSH?'; but they should nevertheless be converted to RDA.

## 4.7 Cataloguing with nonroman scripts

Dealing with nonroman materials requires a high level of expertise and should normally be left to specialists.

If you are not a specialist, please respect existing records with nonroman data. Do not attempt to edit unfamiliar elements such as 880 fields and \$6 subfields and their corresponding transliterated fields, even if this means ignoring obsolete usages such as field 440.

If nonroman data is causing problems, please contact [olishelp@bodleian.ox.ac.uk](mailto:olishelp@bodleian.ox.ac.uk).

### 4.7a Transliteration

- In MARC fields other than 880 any nonroman data should be transliterated, using the [ALA romanisation tables](#).

### 4.7b Vernacular data in 880 fields

- Whether to record nonroman data in the vernacular script as well as transliterating it is an operational decision. OLIS institutions which want to do this and have the necessary expertise should follow the [PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets](#),<sup>14</sup> which use MARC21 Model A (Vernacular and Transliteration).
- In OLIS vernacular data is entered in 880 fields, which are paired with the transliterated fields by the use of subfield \$6. Subfield 6 contains the field tag of the other member of the pair and a running number to identify the pair.  

```
264 _1 $6880-03$aMoskva :$bVividArt,$c2011.  
880 _1 $6264-03$aМосква :$bВивидАрт,$c2011.
```
- In the Aleph Record Editor all the 880 fields in a record are normally found at the bottom of the record, but a fix has been added to bring the paired fields together temporarily for ease of editing.
- For more details, see [Quick Reference: Non-Roman Scripts](#).

## 4.8 Getting more help

- For informal advice on foreign-language materials, try the OLIS [Register of experts](#).
- Specialists in the various Bodleian departments may be able to answer occasional queries. You may also be able to arrange to outsource cataloguing of foreign-language material to the Bodleian if you do not have the necessary expertise inhouse. Please contact [css@bodleian.ox.ac.uk](mailto:css@bodleian.ox.ac.uk).

## QUIZ 4

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<sup>14</sup> Unfortunately the PCC guidelines show the transliterated and vernacular data as pairs of identical standard fields rather than as a standard field paired with an 880. This is because 880 fields are displayed with the coding of the corresponding field in the OCLC environment in which many PCC cataloguers operate.

## Appendix: Level-7 records for foreign-language material

Full-level cataloguing of foreign-language material can be particularly challenging for cataloguers who do not have a good knowledge of the language in question, so OLIS allows the option of creating simpler records with the encoding level '7'. These have the same main entry as full-level records and a reasonably full description, but they do not require added entries nor subject headings nor parallel information within a field nor inessential notes.<sup>15</sup>

The mandatory, mandatory if applicable and optional elements are listed below.<sup>16</sup>

If a resource carries prominent foreign-language information which might well represent a mandatory-if-applicable element, e.g. statement of responsibility, edition or series, but you cannot tell exactly what kind of information it is, record it as a 500 quoted note.

### *LDR Leader*

- Mandatory. As for full-level records, except that the encoding level (LDR/17) must be '7'.

### *RTP: Record Type*

- Mandatory. The usual RTP is 'RTP Oxford record (export – COPAC and OCLC)', but if your institution wishes to restrict export, use 'Oxford record (export – COPAC only)' or 'Oxford Local Record'. The latter will not allow export even to COPAC, so please bear in mind that COPAC serves as a backup if SOLO is out of action.

### *STA: Status*

- Mandatory if applicable, e.g. for records which have not been finalised.

### *006: Additional Material Characteristics*

- Mandatory if applicable for main components of a resource, but optional for accompanying material.
- 006/00 must have a specific value, but use the pipe character ('|') for the other positions.

### *007: Physical description fixed field*

- Mandatory if applicable for main components of a resource, but optional for accompanying material.
- 007/00 and 007/01 must have specific values, but use the pipe character ('|') for the other positions.

### *02X: ISBN and other standard numbers*

- Mandatory if applicable, but qualifiers are mandatory only if there are multiple standard numbers of the same type and it is clear what each applies to.
- For ISBNs, use subfield \$a only if you are reasonably sure that they are correct and valid. Use subfield \$z for any others.

<sup>15</sup> OLIS requires a few elements in level-7 records which go beyond the MARC requirements for level 7. For textual materials, the Aleph template to use is bk7rda.mrc. For videos the template is dvdlocalrda and the [Videorecordings](#) documentation should be used. For materials in other formats you will need to adapt a template in the appropriate format - see [Module 5](#).

<sup>16</sup> For explanations of the fields which relate only to non-book materials (006, 007, 34X), see [Module 5](#). For more about multipart, see [Module 6](#). Level 7 is not used for serials.

*008: Fixed length data elements*

- 008/00-17, 33 and 35-39 are mandatory; Form of item (position 23 or 29) is mandatory if applicable; the other positions are optional.

*041 \$a or \$d: Language code for language of the resource*

- Mandatory for each language which is used for a substantial part of a multilingual resource. Do not add codes in subfield \$h for the language(s) of the original unless these are of unusual importance; but if you think that the resource may contain a translation and you are not supplying \$h subfields, leave the first indicator (Translation information) blank, meaning 'No information provided'.

*1XX: Main entry*

- Mandatory if applicable. As for full-level records, but do not use relator terms if it is not obvious what they should be.

*240: Uniform title*

- Mandatory if applicable.

*245: Title and statement of responsibility*

- Title is mandatory; part-number, part-title, other title information and statement of responsibility are mandatory if applicable.
- Do not include parallel data. Use the criteria in 4.3c-d to identify the preferred source and preferred language.
- Use your judgment about truncating statements of responsibility and/or omitting minor statements, bearing in mind that they can provide keyword access for persons and bodies which do not get access points.

*246 11*

- Mandatory if applicable for titles found on the resource in languages other than that recorded in 245 \$a. Use indicators '11' (= parallel title, to be displayed).

*250*

- Mandatory if applicable, except that statements of responsibility are optional.

*264*

- Place of publication is optional.
- Publisher is mandatory for published resources, but you may use '[publisher not identified]'.
- Date of publication or production is mandatory, but may be a conjectural date or date range. Optionally, if the date is in roman numerals add the arabic numerals in square brackets.
- Copyright date is mandatory if found on resource.
- Do not record distribution or manufacture (printing) information unless this is really important for identification.

*300: Physical description*

- Extent (\$a) is mandatory, but it is acceptable to use '1 volume' rather than pagination.
- Dimensions (\$c) is mandatory, except for standard-size carriers such as CDs.

- Accompanying material (\$e) is mandatory if applicable, because the data may be essential for circulation or storage.
- Other physical characteristics (\$b) is optional.

*33X, 34X: Content type, Media type, Carrier type; Sound, Video & Digital file characteristics.*

- Mandatory for the main components of the resource, but optional for accompanying material.

*490: Series*

- Mandatory if applicable.
- Indicators are usually '0\_', because there is seldom a corresponding 8XX heading.

*5XX Notes*

- Notes are required only if they are particularly important for finding, identification or use.
  - Provide explanations and/or corrections for any transcribed information which you know to be incorrect or misleading.
  - If you are not sure where some foreign-language information belongs but it seems important, record it as a quoted note.
  - Record any information about restrictions on access (506) and terms of use or reproduction (540).
  - For multipart works whose parts have distinct individual titles, make a contents (505) note.
  - For multipart works whose description is not based on the first part, state in a 588 note which part it is based on.
  - For audiovisual material, record in 508 and 511 any really important credits which are not covered in 245 \$c.
- *Optionally*, provide other notes, for example about bibliographies (504) or languages used in the resource (546), if this seems worthwhile, taking into account the importance of the material, the availability of clear information and any local institutional policy.

*6XX: Subject headings*

- Optional; but it is best not to attempt to assign subject headings if you do not have a good knowledge of the relevant language.

*7XX: Added entries*

- Optional, but not recommended unless of key importance for access.

*8XX: Series access point*

- Optional, but not recommended unless of key importance for access.

*880: Alternate graphic representation (nonroman script)*

- Optional, but seldom used except in special projects. In some projects unpaired 880 fields may be used instead of transliterated fields.

*Fields for special materials*

- Some other fields are mandatory for special types of materials, e.g 034 and 255 for cartographic materials. For the full lists of MARC requirements, see <http://www.loc.gov/marc/bibliographic/nlr/>. The level-7 requirements are in the 'Minimal Level' columns.

*Example*

[1st title page]	[2nd title page]
Dasein <i>Anmerkungen</i>	Être-là <i>Pensées</i>
von Johannes Schmidt	par Johannes Schmidt
Neue Ausgabe mit einem Nachwort von Jacques Legris	Nouvelle édition avec une postface par Jacques Legris
Kopfschmerz Nr. 23	Céphalée no 23
Braun Bücher Straßburg MCMLXII	Éditions Braun Strasbourg MCMLXII

```

041 __ $ager$afre
008 __ 140520s1962^^^^fr^^^^^^^^^^^^^^^|||^0^ger^d
100 1_ $aSchmidt, Johannes$q(Johannes Friedrich)
245 __ $aDasein :$bAnmerkungen /$cvon John Brown.
246 11 $aÊtre-là
250 __ $aNeue Ausgabe /$bmit einem Nachwort von Jacques Legris.
264 _1 $aStrassburg :$bBraun Bücher,$cMCMLXII [1962]
300 __ $ax, 150 pages ;$c19 cm
490 0_ $aKopfschmerz ;$vNr. 23
500 __ $aThe 'Nachwort' is actually a foreword.
546 __ $aGerman text and French translation on facing pages.

```

- Although the resource contains a translation, there is nothing to suggest that the translation is its prime purpose, so the preferred source is the original-language title page (see 4.3c, above).
- The cataloguer in this case knew German well enough to recognise that 'Nachwort' (= afterword) was inappropriate for a foreword, but wisely decided against picking her way through a foreign-language philosophical text or spending serious time with reference sources in order to assign subject headings.
- The cataloguer did not think that the writer of the foreword was of *key* importance for access, so did not make a 7XX access point for him, but thought the foreword was substantial enough to justify including the statement of responsibility in 250, which provides keyword access.
- The parallel title occurs only as a 246 11 variant title, and no other parallel data is recorded.
- 041 has no subfield \$h for the original language, but the resource is known to contain a translation, so the first indicator is blank. The cataloguer thought it was worth adding a 546 note to make clear that the French text is a full translation (not just, for instance, the language used in the foreword) and because users often find facing-page translations convenient.

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