**RDA phase 3: Replace obsolete indicators, and adjust terminal punctuation**

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*Note:* The work described in this document was formerly performed as part of a package of changes only made to an authority record when some more critical change was already being made to the record. This work has been made into an independent step which is performed as part of the principal inspection of each access field. The routine that does this work is called with a parameter that controls the fields to be examined.

Make the following adjustments to access fields in authority records.

**Replace obsolete indicators with blanks**

* 100, 400, 500: 110, 410, 510, 111, 411, 511: second indicator should be blank
* 130, 430, 530: first indicator should be blank
* 151, 451, 551: both indicators should be blank

**Adjust terminal punctuation**

This routine considers the punctuation at the end of the rightmost subfield in an access field, skipping subfields $i, $w, and $0-$9. The routine removes a terminal comma from the 1XX field in all cases. The routine handles a terminal full stop in this order of precedence:

* If the full stop is preceded by a numeral (0 to 9): if the tag is X10 or X11, the program considers the full stop to be acceptable as given; otherwise, the program removes the full stop
* If the full stop is preceded by an uppercase alphabetic character (A to Z): the program considers the full stop to be acceptable as given
* If the full stop is preceded by a closing parenthesis, question mark, closing square bracket or hyphen, the program removes the full stop
* If the full stop is preceded by one or more combining diacritic characters, the program handles the full stop as indicated above for the character that serves as the base character for the diacritic characters
* If the subfield ends "…" or ". . .", the program declares the terminal full stop to be acceptable as given; if the subfield otherwise ends ".." the program removes one terminal full stop
* The program considers the last word (space-delimited) in the subfield, and treats the full stop as indicated by the following table (this comparison is based on the normalized form of the word, which is why some of these "words" have an internal space)

|  |  |
| --- | --- |
| **Last word in heading** | **Handling** |
| 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, &c, assn, assoc, b e em, b sc, bhd, bro, bros, calif, capt, cent, cia, cie, co, colo, comp, conn, corp, dept, dip ling, dipl kfm, div, dr, d ring, drs, eng, engr, engrs, esq, etc, gent, ger, gg, inc, jr, judr, lith, ltd, ltda, mass, mich, mlle, mme, mohd, mr, mrs, prof, pseudo, rev, ser, sr, suppl, techn | The full stop is acceptable as given |
| 1st, 2st, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, africa, administration, america, analysis, associates, association, authority book, books, branch, bulletin, bureau, center, centre, century, collection, collections, college, commission, committee, company, conference, corporation, council, court, development, division, documents, economics, education, engineering, english, foundation, gallery, government, group, health, history, institute, justice, laboratory, lecture, lectures, library, literature, management, meeting, monograph, monographs, museum, office, pamphlet, pamphlets, paper, papers, planning, policy, program, programme, project, pubblicazioni, publication, publications, relations, report, reports, research, schriften, schriftenreihe, science, sciences, section, selections, series, services, society, studies, study, supplement, technology, university, veroffentlichungen, works | Remove the full stop |

If the program cannot decide the handling of a terminal full stop, it reports the access field for review.