

RDA Toolkit, Basic Cataloging Monographs



**RESOURCE DESCRIPTION AND ACCESS:
A COBEC WORKSHOP
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New Definitions and Terminology



- Authorized Access Point (AAP) – replaces *main entry*, *added entry*
- Instructions – replaces *rules*
- WEMI (Work Expression Manifestation Item) – entity relationship model in which RDA is based and Toolkit is organized
- Transcribe and Record – terms used to indicate when to “take what you see” or record following the guidelines
- Examples generally lack ISBD punctuation (RDA 0.10)
 - e.g., ed. -- the period is part of the abbreviation, not ending punctuation, in MARC, ed..

Attributes and Relationships



- Section 0: Introduces RDA
 - Provides generic/basic list of Core
- Sections 1-4 Covers the **Attributes** outlined in FRBR and FRAD
- Sections 5-10 Covers the **Relationships** outlined in FRBR and FRAD
- Appendices A-L Provide additional guidelines
 - Abbreviations, Capitalization, Relator terms, etc.

Major Change from AACR2R and RDA



- RDA embraces the “principle of representation” (take what you see)
- Instructions are for recording data for all formats and not partitioned out into separate chapters like AACR2
 - ✦ Can’t always think in terms of maps, scores, CDs, etc. Must think in WEMI terms to use RDA to its fullest
- Recording of Relationships between resources exploited

Levels of Description



- RDA provides for three levels of Description
 - Comprehensive
 - ✦ Describes the resource as a whole (e.g., a single volume, a multivolume resource, score with parts, a CD, a DVD, a serial ... essentially everything that is typically cataloged)
 - Analytical
 - ✦ Describing a single part of a resources (e.g., a filmstrip in a kit cataloged separately)
 - Hierarchical
 - ✦ Combination of the two (cataloging a chapter within a book as well as the book, cataloging a multivolume set as well as each volume separately)
(N.B.: LC does not follow this practice)

RDA Section 1: Recording Attributes of Manifestations & Items



- Made up to 4 chapters
 - Provides the foundation for achieving FISO as part of FRBR
 - Chapter 1 General Guidelines
 - ✦ RDA Core, Language and Script, Transcription, Inaccuracies, etc.
 - Chapter 2 Identifying Manifestations and Items
 - ✦ Descriptive information (title, edition, publisher, series, etc.)
 - Chapter 3 Describing Carriers
 - ✦ Extent (e.g., pages), font size, etc.
 - Chapter 4. Acquisitions and Access
 - ✦ Restrictions on a resource, Terms of availability, etc.

Transcription v. Recording



- In almost all instances, Section 2 Descriptive data is transcribed. However, RDA does allow for some exceptions. In these cases, the initial instructions state to record the information.

Ex.: **New York : Frederick A. Stokes Company : MCMXXVII**

RDA 1.8 Numbers Expressed as Numerals or as Words

1.8.1 provides general guidelines, or where in the instructions to go to deal with various data attributes

Roman Numerals, cont.



New York : Frederick A. Stokes Company : MCMXXVII

1.8.2 Form of Numerals

Record in the form preferred by the agency

264;_1; \$a ..., \$c [1927]

Alternative [1]

Record as found (LC's practice)

264;_1; \$a ..., \$c MCMXXVII

Alternative [2]

Record as found and as agency prefers

264;_1; \$a ..., \$c MCMXXVII [1927]

In short ...

020;__; \$a 2.15 (R)

245;__; \$a 2.3 (T) / \$c 2.4 (T)

250;__; \$a 2.5 (T) / \$b 2.5.4 (T)

264;_1; \$a 2.8.2 (T) : \$b 2.8.4 (T), \$c 2.8.6 (R)

**264;_2; \$a 2.9.2 : \$b 2.9.4, \$c 2.9.6 (if no
264;_1)**

**264;_3; \$a 2.10.2 : \$b 2.10.4, \$c 2.10.6 (if no
264;_1 or 264;_2)**

264;_4; \$c 2.11 (if no 264;_1; \$c) (R)

300;__; \$a 3.4 (R)

336;__; \$a 6.9 (P)

337;__; \$a (P)

338;__; \$a 3.3 (P)

**490;__; \$a 2.12 (T) ; \$v 2.12.9 (R) \$a 2.12.10 (T) ;
\$v 2.12.17 (R)**

ISBD (aka, the punctuation)



- 245;__; \$a : \$b / \$c .
- 246;__; \$a : \$b
- 250;__; \$a / \$b .
- 264;_0-3; \$a : \$b , \$c .
- 264;_4; \$a
- 300;__; \$a : \$b ; \$c .
- 490;__; \$a ; \$v
- 500;__; \$a .
- 504;__; \$a .
- 505;__; \$ title / author -- title / author -- .
- 6xx;__; \$a .
- 7xx;__; \$a .
- 856;__; \$a

245 - Titles



- **Source of Information** expanded in RDA to include the entire resource
 - Removes the need to put information in square brackets when found anywhere on the resource
 - RDA details the Preferred Order of Sources on the resource

Exercise: Find the exercise titled: RDA TOOLKIT: PREFERRED SOURCE OF INFORMATION. Using RDA Toolkit, Navigate through the Browse Tree to answer the questions on the exercise

250 – Edition Statement



- Preferred source: Same source as title proper
- Transcribe edition statement as found

250;___; \$a Second edition.

250;___; \$a 4th ed..

250;___; \$a First American Edition.

264 v. 260



- Field 260 Publication Statement is being phased out and replaced with field 264
- 264 allows for the recording of:
 - Production – 264;_0; \$a
 - Publication – 264;_1; \$a
 - Distribution – 264;_2; \$a
 - Manufacture – 264;_3; \$a
 - Copyright – 264;_4; \$c (only)

264 – Publication/Copyright



- Preferred Source:
 - Publisher name (\$b) = same as title proper
 - Place of Publication (\$a) = Same as Publisher's Name
 - Date of Publication (\$c) = Same as title Proper
 - Copyright date (\$c) = Anywhere

264;_1; \$a New York : \$b Neal-Schuman Publishers, Inc.,
\$c 2011.

264 More on Publication/Copyright Date



- Many resources only provide Copyright date

Instructions says “*Copyright date is a core element if neither the date of publication nor the date of distribution is identified.*”

- Here, the 264 \$c would have [*date of publication not identified*] (or distribution). But if you can infer the date from the copyright:

DtSt: s Dates: 2008

264;_1; \$a ... : \$b ..., \$c [2008]

Copyright date is NOT required if you infer a date from the copyright date, or somewhere else in the resource (e.g., preface, colophon, etc.).

See LC-PCC PS for clarification

300 Physical Description



- Most abbreviations changed to spelled out terms
 - p.** becomes **pages** **ill.** or **illus.** becomes **illustrations**
 - col.** Becomes **color** **l.** becomes **leaves**
- Exceptions:
 - **cm, mm** (no periods), but **in.**

[4] p. of plates becomes **4 unnumbered pages of plates**

490 – Series Statement



- The Series Statement is a transcribed field
- The Series numbering is recorded for the same reason mentioned with date of publication

Ex.

490;1_ ; \$a Memoirs of the American Mathematical Society ; \$v volume 225, number 1056 (first of 4 numbers) (September 2013)

504 – Bibliographical References and Index



- Labeled “Supplementary Content” in RDA (7.16) and a Core element for LC
 - Used when a resource has a bibliography, discography, or filmography that is substantial or deemed important to cataloger and user (identify and select)

504;__; \$a Includes bibliographic references.

504;__; \$a Includes bibliographic references and index.

504;__; \$a Includes bibliographical references (pages 34-48) and index.

but, 500;__; \$a Includes index. (when resource lacks bibliographical references)

Other Notes



- There are a myriad of notes (general and specific) that could be included in the 5XX fields.
 - Key considerations
 - ✦ will it help in the identification and selection of the resource?
 - ✦ Is there local information that would be beneficial to users (e.g., signed by author, missing pages, book has won an award, intended audience, language of resource, etc.)
 - Many have their own 5xx field

586;___; \$a Pulitzer Prize, 1996.

336,337,338 (Content, Media, Carrier)



- The new fields that replaces \$h [GMD] of the 245 field.
- RDA only requires 336 and 338, but the 337 is core for LC
- LC only records \$a and omits the \$b code form

A simple Book

336;___; \$a text \$2 rdacontent (RDA 6.9)

337;___; \$a unmediated \$2 rdamedia (RDA 3.2)

338;___; \$a volume \$2 rdacarrier (RDA 3.3)

336,337,338 (Content, Media, Carrier), Cont.



All Fields are repeatable

For example: Book that is chiefly illustrations

336;__; \$a still image \$2 rdacontent

336;__; \$a text \$2 rdacontent

337;__; \$a unmediated \$2 rdamedia

338;__; \$a volume \$2 rdacarrier

Another example: Book with accompanying CD

336;__; \$a text \$2 rdacontent \$3 text

336;__; \$a text \$2 rdacontent \$3 CD-ROM

337;__; \$a unmediated \$2 rdamedia \$3 text

337;__; \$a computer \$2 rdamedia \$3 CD-ROM

338;__; \$a volume \$2 rdacarrier \$3 text

338;__; \$a computer disc \$2 rdacarrier \$3 CD-ROM

The RDA Suite



- There are three areas that need to be recorded to make an RDA record

Desc.: i

040;__; \$a ... \$b eng \$e rda \$c ...

336;__; \$a ... \$2 rdacontent

337;__; \$a ... \$2 rdamedia

338;__; \$a ... \$2 rdacarrier

Other Significant Changes



- Errors in title, etc. are recorded as is, [sic] no longer used
 - Add the correct form in a 246 for titles, add a 500 note
 - Add a 500 note in all other instances
- **Jr., Sr.,** etc. now considered part of the persons name and Authorized Access Points (AAP) will include them now
- Fictitious characters now authors (100 field)
- Dept. no longer abbreviated; now spelled out in all AAP (1XX, 6XX, 7XX, and 8XX fields); for descriptive fields (e.g., 264) use what is on the item being cataloged
- Square brackets required only if information comes from outside the source
 - When square brackets are used, each subfield is bracketed separately
264;_1; \$a [New York] : \$b [Neal-Schuman Publishers, Inc.], \$c [2011]

020 – Coming 2014 Changes



- Subfield added to separate descriptive information from actual ISBN number

Current practice:


020;__; \$a 9780813129784 (hbk)

Practice sometime in 2014:

020;__; \$a 9780813129784 \$q hbk

020;__; \$a 9780813129784 \$q hardback

250 – Coming 2014 Changes



- Field becomes repeatable after OCLC upgrade

250;__; \$a Revised, corrected, and expanded edition containing all the published poetry.

250;__; \$a Centennial edition.

Resources has both of these edition statements

- Materials Specified subfield added (\$3)

250;__; \$3 CD-ROM: \$a First edition.

- Not implemented in OCLC yet; expected 2nd qtr of 2014

Duplicate Coding



- In the MARC record there are two types of data: coded (machine actionable) and plain text (keyword searchable).
 - Many fields in the description will also have a coded counterpart in the Fixed Field (008) or other fields (e.g., 3XX)
- Examples:
 - 264;_1; \$a ... \$c [2008] = DtSt: s Dates: 2008
 - 504;__; \$a Bibliographic references = Cont.: b and index = Indx: 1
 - 300;__; \$a ... \$b illustrations, maps, photographs, etc. = Ills: abo_, etc.

Duplicate Coding Cont.



- With the coming of RDA, some of the machine actionable data is not in coded form but semantic in nature
- Example:

300;___; \$a ... \$b digital, stereo

344;___; \$a digital \$g stereo \$2 rda

The **344** is intended to be machine actionable, the **300** eye readable to a patron

In short, don't be afraid to record something twice even though it may look and seem, redundant, they have different functions

In Class Exercises



- A reforming people
- Breed your own Vegetable varieties
- Residential landscape architecture
- After the dream