RDA®

RESOURCE DESCRIPTION & ACCESS

STRATEGIES FOR IMPLEMENTATION

www.alastore.ala.org

ALA Editions purchases fund advocacy, awareness, and accreditation programs for library professionals worldwide.

www.alastore.ala.org

RDA®

RESOURCE DESCRIPTION & ACCESS

STRATEGIES FOR IMPLEMENTATION

MAGDA EL-SHERBINI

ala editions

An imprint of the American Library Association
CHICAGO 2013

www.alastore.ala.org

Magda El-Sherbini is head of cataloging at The Ohio State University Library. For the last few years she has been on the faculty of the Kent State University School of Library and Information Science. Throughout her library career she has been involved in all aspects of cataloging. Magda is an active member of the Association for Library Collections & Technical Services (ALA/ALCTS) and has served as chair of numerous ALCTS committees. She has also been a member of the ALA RDA Advisory Board. She was vice chair/chair-elect of the Program of Cataloging Policy Committee. In 2010, she was awarded a Fulbright grant to visit the Bibliotheca Alexandrina in Egypt to conduct research and teach cataloging. She currently serves on the Fulbright Regional Peer Review committee.

© 2013 by the American Library Association. Any claim of copyright is subject to applicable limitations and exceptions, such as rights of fair use and library copying pursuant to Sections 107 and 108 of the U.S. Copyright Act. No copyright is claimed for content in the public domain, such as works of the U.S. government.

Printed in the United States of America

17 16 15 14 13 5 4 3 2 1

Extensive effort has gone into ensuring the reliability of the information in this book; however, the publisher makes no warranty, express or implied, with respect to the material contained herein.

ISBNs: 978-0-8389-1168-6 (paper); 978-0-8389-9645-4 (PDF). For more information on digital formats, visit the ALA Store at alastore.ala.org and select eEditions.

Library of Congress Cataloging-in-Publication Data

El-Sherbini, Magda.
RDA : strategies for implementation / Magda El-Sherbini.
pages cm
Includes bibliographical references and index.
ISBN 978-0-8389-1168-6
1. Resource description & access. I. Title.
Z694.15.R47E42 2013
025.3'2—dc23 2012036380

Cover design by Karen Sheets de Gracia. Images © Shutterstock, Inc.
Text design by Kimberly Thornton in the Minion Pro and Brandon Grotesque typefaces.
Composition by Dianne M. Rooney.

♾ This paper meets the requirements of ANSI/NISO Z39.48–1992 (Permanence of Paper).

www.alastore.ala.org

CONTENTS

Preface *ix*

1 **FROM AACR2 TO RDA** 1

Introduction 1

I. History and Background 5

II. The Need for a New Cataloging Code 7

III. RDA Objectives 9

IV. RDA Principles 9

V. RDA's Impact on Cataloging 10

References 10

2 **DIFFERENCES BETWEEN AACR2 AND RDA** 13

Introduction 15

I. General Differences 17

II. Differences in Description 25

III. Differences in Access Points 42

IV. Recording the Preferred Title for a Compilation of Works 45

References 49

Acknowledgments 49

Additional Resources 49

www.alastore.ala.org

3 **RDA IMPLEMENTATION STRATEGIES** 51

Introduction 53

I. General Training Tips for Catalogers 53

II. Decision-Making by Cataloging Agency 61

III. Integrating the New RDA Records with Legacy Records and Deciding to Re-Catalog a Set of Manifestations (Locally or Through OCLC) 65

IV. Exporting RDA-Based Bibliographic Records from OCLC into Your OPAC 66

V. RDA and PCC Participants 67

VI. RDA's Effect on OPAC Displays 69

VII. Strategy for Implementing the New MARC 21 Fields to Accommodate RDA Elements 76

VIII. Adjusting the Online System to Accommodate the New MARC 21 Fields 96

IX. Vendor Services and RDA 97

X. How to Access RDA from LC and OCLC 98

Conclusion 100

References 100

Additional Resources 102

4 **FUNCTIONAL REQUIREMENTS FOR BIBLIOGRAPHIC RECORDS** 105

Introduction 106

I. What is FRBR? 107

II. How the FRBR Model Affects the Cataloging Display 124

Conclusion 128

References 128

Additional Resources 129

www.alastore.ala.org

5 **IDENTIFYING MANIFESTATIONS AND ITEMS** 131

Introduction 132

I. General Principles 133

II. Pre-Cataloging Decisions—Identification of the Resource Being Cataloged 137

III. Recording Elements of Description of the Manifestation 140

IV. Specific Instructions for Special Materials 171

V. Related Manifestations (RDA 27) [MARC 21 Tags 5xx and 76x–787] and Related Items (RDA 28.1) [MARC 21 Tags 5xx and 76x–787] 180

VI. Related Items (RDA 28.1) [MARC 21 Tags 5xx and 76x–787] 183

References 184

Additional Resources 185

6 **IDENTIFYING WORKS AND EXPRESSIONS AND THE ENTITY RESPONSIBLE FOR CREATING THEM** 187

Introduction 188

I. Identifying the Work 190

II. Identifying Expressions 227

III. Relationships 229

Additional Resources 238

7 **RDA TOOLKIT** 241

Introduction 242

I. How to Browse and Search RDA Toolkit 243

II. Accessing RDA Toolkit 243

III. Browsing RDA Toolkit 247

IV. RDA Quick and Advanced Search 271

References 275

www.alastore.ala.org

8 **EXAMPLES OF RDA RECORDS** 277

I. Bibliographic Records 278

II. Authority Records 349

9 **CHECKLISTS** 363

I. Checklist for Copy Catalogers 363

II. Checklist for Original Catalogers 365

III. Checklist for Authority Control 370

Reference 372

Bibliography 373

Index 379

www.alastore.ala.org

PREFACE

THE IDEA FOR THIS BOOK CAME FROM CHRISTOPHER L. Rhodes, acquisitions editor, ALA Editions, who saw the need for an RDA handbook that would address some of the basic precepts of RDA theory and implementation. I was delighted to accept his invitation to author this manuscript. Although the topic is very broad, my task was to present a practical compendium of necessary information that would enable a starting RDA practitioner to begin the process of implementation of the new standard.

This book is an introduction to RDA, and is not intended to cover every aspect or discuss every nuance in detail. It is rather a practical handbook addressed to those who have heard of RDA but are not sure what to think of it. I hope that it will shed some needed light on the new code and help to bring about the transition from AACR2 to RDA.

My own involvement with RDA goes back to ALA's 2007 Midwinter Conference, when I joined the ALA RDA Publisher Advisory Group. Later, my own library became a beta test site for RDA Toolkit. When the RDA Code was released in June 2010, OSUL was part of the US national test. I conducted training for my staff on the RDA Code and the use of RDA Toolkit. At the same time, I conducted workshops and webinars in Ohio to familiarize librarians with the new product. This handbook is a result of my involvement with RDA over the last few years.

As I developed the outline for this book and started to research the topic, I discovered a wealth of material on the Internet. The library community has been debating many of the issues involved with RDA at its various stages of development, and I am grateful to all those librarians who were willing to share their thoughts and observations through conferences, discussion groups, and the Web.

www.alastore.ala.org

This book describes the status of RDA as of January 2012. Many of the issues have not been settled yet, and many are likely to change as we go forward. The actual RDA implementation will take place in the first quarter of 2013, when all the revisions and rewriting of RDA Toolkit will be completed. From now until 2013, libraries will need to make plans for RDA implementation. It is my hope that this book will set the stage for implementation and provide some guidelines for the decision making process.

I would like to acknowledge many colleagues for their contributions to this book. Although it is impossible to thank everyone who made a contribution, I would like to thank Adam L. Schiff, principal cataloger at the University of Washington, and Judy Kuhagen and David Reser at the Library of Congress Policy and Standards Division for their comments and valuable feedback.

I also would like to acknowledge Barbara B. Tillett, Chief, Policy and Standards Division, Library of Congress, for making her RDA and FRBR presentations available to the library community. Many thanks go to the Library of Congress for making all the RDA test documentation accessible. I also would like to thank the cataloging staff at The Ohio State University Libraries for providing me with title pages of materials. Special acknowledgment and thanks to my husband, George Klim, for editing the final copy and providing valuable comments. Most of all, I would like to thank my son, Adam Klim, for being patient, kind, and supportive throughout this process.

www.alastore.ala.org

CHAPTER ONE

FROM AACR2 TO RDA

Introduction 1

I. History and Background 5

II. The Need for a New Cataloging Code 7

Desire for a Principle-Based Set of Guidelines 9

III. RDA Objectives 9

IV. RDA Principles 9

V. RDA's Impact on Cataloging 10

References 10

RESOURCE DESCRIPTION AND ACCESS (RDA), THE NEW cataloging code, has been one of the hot topics of discussion on library forums and at professional conferences since 2005. Because the Internet emerged as an important tool for accessing information and electronic publications became increasingly difficult to catalog, classify, and describe, libraries were confronted with the need to examine their traditional tools for description in order to address the challenges of describing the new electronic and digital resources.

The second edition of the *Anglo-American Cataloguing Rules* (AACR2) remained the dominant cataloging standard, but it presented growing challenges when attempts were made to apply it to Internet-based materials. Cataloging the Internet became an emerging trend in libraries and a major concern for catalogers.

www.alastore.ala.org

The first edition of the *Anglo-American Cataloguing Rules* (AACR) was published in 1978. Since that date, there have been many updates and revisions generated from the revision process established by the Joint Steering Committee for the Development of RDA (JSC) of the American Library Association. AACR2 was developed for an environment dominated by the card catalog. The International Conference on the Principles and Future Development of AACR held in Toronto in 1997 identified substantive problems with AACR2. Although the updates issued in the years following that conference addressed some of these problems, it eventually became clear that a fundamental rethinking of AACR2 was required to respond fully to the challenges and opportunities of the digital age.

Recognizing the need to update AACR2, the JSC strategic plan included a new edition of AACR which was scheduled for publication in 2008. In December 2004, a draft of part I of AACR3 was made available to the constituency for review, and the responses were discussed at the April 2005 meeting. Following that discussion, and in response to the constituency's review of the draft of part I, the JSC and the Committee of Principals decided to take a different approach to the new edition. Because the third edition was a radical departure from preceding editions, a decision was made to use the new working title "Resource Description and Access" (Joint Steering Committee for Development of RDA 2009).

The library community has been waiting for the release of the new standard since April 2005, and predictions and speculation about the new code are reflected in professional library literature. Medeiros (2005) discussed the goals of RDA and described its potential uses by a large community of information professionals. The same author (Medeiros 2006) gave a brief discussion at the RDA Forum that was held at the 2006 ALA Midwinter Meeting in San Antonio, Texas. A number of practical problems that are likely to arise with the implementation of RDA were discussed by Intner (2006). The author pointed out two main problems: (1) "materials collected by libraries have become more varied and sophisticated since [AACR] first appeared in 1978," and (2) "catalogers as a group have not developed greater inclination to take risks." Intner speculated that "great challenges await the third millennium's new cataloging rules." Hillmann (2006) expressed concerns about transcription and specified sources of information, reliance on notes, and multiple versions.

As RDA continued to develop, the library community offered its opinions and commentary on the proposed changes. Librarians wrote articles about the new code and shared information in order to enhance awareness of the changes among the library community. Duszak (2006) presented general information on the RDA cataloging code, including the scheduled publication dates and major organizations that were involved in the development of the code. In addition, the author provided readers with a list of 15 important facts about RDA.

Bowen (2005) became one of the key contributors to the discussion of RDA as the new code grew and developed. She presented questions and answers related to RDA as a standard designed to replace the *Anglo-American Cataloguing Rules,* Second Edition (AACR2). In her RDA Update, she contributed updated information

www.alastore.ala.org

on the results of a Joint Steering Committee (JSC) meeting held in Ottawa, Ontario, from April 24 to 28, 2006 (Bowen 2006). She also provided information about other conferences and forums related to the development of RDA.

Moore (2006) presented an overview of the history and processes involved in creating the new cataloging rules. She discussed the structure and the content of RDA and the possibility of non-library and non-MARC information communities, as well as librarians, using the codes. Weiss and Molly (2006) provided the context for this new standard and explained the work that had been done by the JSC. They covered the rationale behind the new standard, the process of developing the first draft, reactions to that draft, and the current direction of the JSC's work.

Much of the early work on RDA consisted of descriptions of the changes, as well as predictions about the future of the new standard. As the publication date approached, authors began to focus their attention on the implementation and various practical aspects of using RDA.

This text has been prepared for catalogers and technical services staff to assist them in making the transition from AACR2 rev. to RDA. It will focus on addressing the differences between RDA and AACR2 rev., understanding the International Federation of Library Associations and Institutions (IFLA) *Functional Requirements for Bibliographic Records* (IFLA Study Group on the Functional Requirements for Bibliographic Records 1988), explaining RDA Toolkit (2010–) and how it works, and highlighting the key adjustments that catalogers will need to make initially as they undertake the transition process to RDA. Examples illustrating key features will be presented throughout the book and practice questions will be included with key answers.

This book

- Is a comprehensive overview of RDA.
- Is intended for all library cataloging staff in all types of libraries, with special emphasis on academic.
- Provides tips on how to make the transition from AACR2 to RDA seem less difficult.
- Describes the Functional Requirements for Bibliographic Records (FRBR) in relation to RDA.
- Explains the structure of RDA and how RDA Toolkit works.
- Provides many examples from various resources.

This book is a discussion of key issues related to RDA. The author's objective is to help prepare catalogers for the implementation of RDA.

Chapter 1 is an introduction that discusses the history and background of AACR2, the need for a new cataloging code, the objectives and principles of RDA, the benefits to users and catalogers, and collaboration with other communities and standards.

Chapter 2 provides a detailed comparison between RDA and AACR2 in order to illustrate the similarities and differences between the two standards.

Chapter 3 discusses RDA implementation strategies and includes the following topics:

www.alastore.ala.org

- General tips for catalogers
- Selecting the type of RDA description
- Transcribing data elements from the source
- Decision-making by catalogers
- Integrating new RDA records with the legacy records and making a decision to re-catalog a set of manifestations
- Exporting RDA-based bibliographic records from the Online Computer Library Catalog (OCLC) into your Online Public Access Catalog (OPAC)
- RDA and the PCC participants
- RDA's effect on OPAC displays
- Strategy for implementing the new MARC 21 fields to accommodate the new RDA elements
- Adjusting the online system to accommodate the new MARC 21 fields
- Authority processing using vendor services and RDA
- Accessing RDA records from OCLC and LC

Chapter 4 offers an explanation of the Functional Requirements for Bibliographic Records (FRBR) and Functional Requirements for Authority Data (FRAD). In this chapter, the reader will find an explanation of FRBR Group 1, Group 2, and Group 3 entities. A section is devoted to the FRBR user's tasks, FRBR-group relationships, basic principles of FRAD, FRAD's impact on RDA application, and RDA structure.

Chapter 5 provides descriptions of manifestation and item. It includes discussions about pre-cataloging decisions, language and script, transcription, preferred source of information, and mandatory elements of description.

Chapter 6 discusses works and expressions for specific library materials. This includes recording the primary relationship between manifestation and work embodied in the manifestation, constructing the authorized access point, and recording relationships.

Chapter 7 provides tips for using RDA Toolkit, and includes instructions on how to search and browse RDA Toolkit, how to create a workflow, how to use AACR2 rule numbers to search RDA, and how to search using RDA elements versus the table of contents.

Chapter 8 provides RDA examples of specific types of library materials. Most of the examples are taken from the Library of Congress catalog, The Ohio State University catalog, and the University of Chicago catalog. Some examples were created to illustrate specific situations in cataloging.

Chapter 9 includes three checklists: a copy cataloging checklist, an original cataloging checklist, and an authority records checklist. These are based on checklists created by several libraries, with some modifications and additions that are appropriate for a more general discussion.

This book also includes a comprehensive list of readings and references.

www.alastore.ala.org

I. HISTORY AND BACKGROUND

The history of AACR2 is well documented. The Joint Steering Committee (JSC) of the American Library Association (ALA) offers a good, brief description on their website (Joint Steering Committee 2009). Development of cataloging rules goes back to when Panizzi (1841) recorded rules for the catalogs of the British Museum. In 1883 the "Condensed Rules for an Author and Title Catalog" were published by the American Library Association in *Library Journal*. About a decade later, the United Kingdom Library Association (LA) (1893) published the *Cataloguing Rules*. Between 1904 and 1967, ALA and LA tried to consolidate their efforts and publish a single set of cataloging rules. The first international cataloging code was published in 1908 in an American edition in two separate versions, North American and British (American Library Association 1908). In 1949 the Library of Congress created rules for descriptive cataloging for their own use. The American Library Association adopted these rules.

The 1949 rules went through several developments, revisions, and editing, which led to publication of two versions of the *Anglo-American Cataloguing Rules* (AACR) in 1967: a North American text and a British text (American Library Association 1967).

All texts of the AACR consisted of three parts:

Part I, Entry and Heading
- Based on the Paris Principles, the 1949 ALA rules, and Lubetzky's 1960 draft

Part II, Description
- Consisted of revised rules from the 1949 Library of Congress rules

Part III, Non-Book Materials
- Contained rules for both entry and description of non-book materials.
- Consisted of revised rules from the 1949 Library of Congress rules, and supplementary Library of Congress rules.

A program of International Standard Bibliographic Description (ISBD) was developed at the International Meeting of Cataloguing Experts in Copenhagen in 1969. The ISBD organizes the description of an item into distinct areas: title, statement of responsibility, edition, resource specific information, publication, physical description, series, notes, and standard number identifiers (ISBD (M)).

In 1974 the Joint Steering Committee for the Revision of AACR (JSC) was established and was charged with incorporating the North American and British texts into a single version. In 1978, the *Anglo-American Cataloguing Rules,* Second Edition (AACR2) was published in one version unifying the two sets of rules, and made them consistent with the ISBD (American Library Association 2002).

The second edition of AACR2 was divided into two parts:

www.alastore.ala.org

Part I, Description

- Is based on the ISBD framework
- Includes a general chapter (chapter 1) and chapters for individual formats, including new chapters for machine-readable data files (chapter 9) and three-dimensional artifacts and realia (chapter 10)
- Bases rules for non-book materials on alternative codes that were published in the 1970s

Part II, Entry and Heading

- Brings rules more closely in line with the Paris Principles

Key principles of AACR include cataloging from the item "in hand" rather than inferring information from external sources, and the concept of a chief source of information that is the preferred source where conflicts exist.

The Library of Congress, the National Library of Canada, the British Library, and the Australian National Library adopted AACR2 in 1981. Since its publication in 1978, AACR2 has undergone many amendments and revisions (in 1988, 1998, and 2002) that reflect changes in entry procedures and the development of new formats, particularly emerging formats such as electronic resources (Adamich 2008).

With the advent of new publishing formats, especially electronic versions of original paper documents, catalogers found that the AACR2 rules were either too specific or difficult to use in describing this new content (Huthwaite 2001).

In 1997 the Joint Steering Committee (JSC) for the Development of RDA held an International Conference on the Principles and Future Developments of AACR in Toronto, Canada. The participants identified a number of issues of concern with AACR. These included the principles of AACR2, content versus carrier, the logical structure of the AACR2 rules, the way to handle serials, internationalization of the rules, amendments to the rules revision process, and incorporating FRBR terminology and concepts (Manning 1998). To address some of these concerns, a draft of part I of the third revised edition of AACR2 was issued in 2003 under the name of AACR3 to address rules for description (Chapman 2006). This draft was made available to the library community in 2004 and comments were solicited. Based on comments and feedback, the JSC changed their direction and decided to adopt a new title that would reflect a move away from Anglocentrism. The words "Anglo-American" and "cataloguing" were removed. The new title, Resource Description and Access, was considered to be more appealing and more easily understood by other metadata communities (Rhodes 2010).

The first RDA draft was made available to the library community for comments in 2008. It was released in June 23, 2010, as the web-based RDA Toolkit. RDA was tested by the Library of Congress, National Library of Medicine, National Agricultural Library, and 20 other libraries across the country for 6 months after its publication. The British Library, Library and Archives Canada, and the National Library of Australia monitored the US national libraries' tests, but did not conduct testing at the same level (Library of Congress 2009).

www.alastore.ala.org

The following chart shows the time line of the development of AACR2 and RDA.

AACR2		RDA	
1839	Panizzi's British Museum Rules		
1853	Jewett's Rules		
1876	Cutter's Rules		
1883	American Library Association		
1893	United Kingdom, Library Association		
1908	Anglo-American Rules		
1941	ALA Draft		
1949	LC Rules		
1967	AACR 1st edition		
1978	AACR 2nd edition		
1988	AACR2 2nd edition revision		
		1997	International Conference on the Principles and Future Development of AACR
1998	Revision		
2002	Revision		
2003–5	Updates	2003	AACR3 draft
		2005	Move to RDA
		2010	RDA release

II. THE NEED FOR A NEW CATALOGING CODE

New types of publications, such as PDF files and digital content, were being created. AACR2 does not provide guidelines for cataloging these materials. Users have different expectations of what a library catalog is and what it can do. The growing popularity of the Internet and the ease of accessing data through the Web created the need for a response from libraries. Library catalogs had to improve their functionality and their interfaces to provide users with an easy way of searching and retrieving information with a single search.

It was imperative that libraries create a new code that covers the rapidly expanding range of information packages, especially electronic and online resources (Huthwaite 2001). Some of AACR2's limitations are:

- Limitations of the class of material concept when describing materials that belong to more than one class of materials

www.alastore.ala.org

- Alteration in recording data to save space by using abbreviations and the rule of three. Space limitation has been eliminated in RDA and no adjustment is necessary. This change allows libraries to use metadata from publishers or from digital objects without changing this data
- Inadequate rules for the description of continuing resources

Libraries have developed a new set of principles—FRBR and FRAD—that provides the underlying basis for cataloging rules. This set of principles (IFLA 2008) supports

- User tasks (find, identify, select, obtain)
- A better understanding of the range of relationships in the bibliographic universe
- The clustering of bibliographic records to show relationships between works and their creators to make the user more aware of the work's different editions, translations, or physical formats
- New methods to record information that improve search, navigation, and retrieval of appropriate sets of records

In the last few decades, technology has made great strides in the delivery of digital information. Information technology systems now have the capacity to store these resources and to manage them in different ways.

Catalogs and cataloging rules and indexes have enabled improved management of information encompassed in physical items (books, serials, videos, etc.). Many new communities recognize the need for metadata. There are multiple metadata standards that are attempting to define various new formats and resources (MARC, Dublin Core, ISBD, EAD, MARCXML, etc.). AACR2 and RDA are also metadata standards.

Using RDA will help to ensure consistency and interoperability, which will only improve and strengthen the library's position in the information environment. It will enable libraries to keep pace with other information providers, including Amazon, Indigo, Library Thing, etc.

AACR was perceived as having a strong Anglo-American bias (despite being translated into many other languages). The new standard attempts to base cataloging code on internationally agreed principles and to remove this bias. Its goal is to create something completely international, and to extend it beyond the library world to others (museums, archives, and publishers in particular) (Cossham 2009).

There are some basic problems with the current rules, as shown by the regular revisions of the Library of Congress Rule Interpretations. Examples of problems with AACR2 include the "class of materials" concept and the shortcomings of the rules for general (GMD) and special material designations (SMD), outdated and complex terminology, deficiencies in the rules for cataloging digital resources, and the retention of a card-catalog focus. The rules are also complex, and need simplification if they are to work as an international content standard for metadata (Rhodes 2010).

www.alastore.ala.org

DESIRE FOR A PRINCIPLE-BASED SET OF GUIDELINES

AACR is case-based (and based on convention, e.g., ISBD); RDA aims to be more principle-based, so that catalogers can use more judgment rather than have to learn so many different rules (Kiorgaard and Kartus 2006).

III. RDA OBJECTIVES

Cost efficiency. Descriptive data should meet the functional requirements in a cost-effective manner.

A flexible framework for describing all resources—analog and digital. The data function independently of the format, medium, or system used to store or communicate them. Descriptive data is amenable to use in a variety of environments. There is no reference in the main rules to ISBD or MARC; rules simply state what should be recorded, not how to record it. No attempt is made in the examples to show how the element is recorded.

Continuity. Descriptive data is compatible with existing records in the online library catalog. It will integrate existing files with a minimum of retrospective adjustment to those files.

Blended conceptual models of Functional Requirements for Bibliographic Records (FRBR) and Functional Requirements for Authority Data (FRAD) help users find information more easily.

IV. RDA PRINCIPLES

Differentiation. Descriptive data provided should serve to differentiate the resource described from other resources represented in the file.

Sufficiency. Descriptive data should be sufficient to meet the needs of the user with respect to selection of an appropriate resource.

Relationships. Descriptive data should indicate significant bibliographic relationships between the resource described and other resources.

Representation. Descriptive data should reflect the resource's representation of itself.

Accuracy. Descriptive data should furnish supplementary information to correct or clarify ambiguous, unintelligible, or misleading representations made by the resource itself.

Common usage. The guidelines and instructions for recording data elements other than those transcribed from the resource itself should reflect common usage.

Uniformity. Guidelines and instructions provided in the appendixes on capitalization, numerals, abbreviations, order of elements, punctuation, etc., should serve to promote uniformity in the presentation of descriptive data.

www.alastore.ala.org

V. RDA'S IMPACT ON CATALOGING

- RDA will not affect classification systems or call numbers; Dewey and LC can be used as before.
- It can be used with MARC 21 and many other formats.
- Authority records will be affected. The MARC 21 authorities formats will include new fields to deal with RDA details.
- Bibliographic records will no longer fall under RDA's auspices because abbreviations are no longer used and new MARC 21 fields are introduced.
- New MARC 21 fields are created; for example, General Material Designation (GMD) will be replaced by three new terms:

  Content type: MARC 21 tag 336 (336 two-dimensional image $2 rdacontent)
  Media type: MARC 21 tag 337 (337 video $2 rdamedia)
  Carrier type: MARC 21 tag 338 (338 videodisc $2 rdacarrier)

REFERENCES

Adamich, Tom. 2008. "Resource Description and Access (RDA): The New Way to Say AACR2." *Knowledge Quest: Visual Literacy* 36 (3): 72–76. http://librarystaffdevelopment.wikispaces.com/file/view/RDA+The-New-Way-to-Say.pdf.

American Library Association. 2002. *Anglo-American Cataloguing Rules,* Second Edition, 2002 revision. Chicago: Canadian Library Association; Chartered Institute of Library and Information Professionals; American Library Association.

———. 1978. *Anglo-American Cataloguing Rules,* Second Edition. Chicago: Canadian Library Association; Library Association; American Library Association.

———. 1967. *Anglo-American Cataloguing Rules.* Chicago: Canadian Library Association; Library Association; American Library Association.

———. 1908. *Catalog Rules; Author and Title Entries.* Chicago: American Library Association; London: Library Association.

American Library Association. 1908. *Cataloguing Rules; Author and Title Entries.* London: Library Association; Chicago: American Library Association.

———. 1883. "Condensed Rules for an Author and Title Catalog." *Library Journal* (8) 251–54.

Bowen, Jennifer. 2005. "What's after AACR2?" ALCTS Newsletter Online 16 (6): 1. www.ala.org/alcts/ano/v16/n6/nws/rdaqs.

———. 2006. "RDA Update." *ALCTS Newsletter Online* 17 (4): 51. www.ala.org/alcts/ano/v17/n4/evnt/rda.

Chapman, Ann. 2006. "RDA: A New International Standard." *Ariadne* 49: 2. www.ariadne.ac.uk/issue49/chapman.

Cossham, Amanda. 2009. "Introducing RDA: The New Kid on the Block." Paper presented at RDA/FRBR Workshops, LIANZ A, CatSig, and the National Library, March 2009. http://repository.openpolytechnic.ac.nz/bitstream/handle/11072/455/Cossham

www.alastore.ala.org

%2c%20A.%20F._2009-national%20Presentation-Introducing_RDA__Amanda_Cossham_.pdf?sequence=1.

Duszak, Thomas. 2006. "Goodbye AACR2rev, Hello RDA: The New Cataloguing Code." *Catholic Library World* 76 (3): 198–99.

Hillmann, Diane I. 2006. "RDA for Who?" *Technicalities* 26 (3): 8–10.

Huthwaite, Ann. 2001. "AACR2 and Its Place in the Digital World: Near-Term Solutions and Long-Term Direction." Paper presented at the Bicentennial Conference on Bibliographic Control for the New Millennium, November 15–17. www.loc.gov/catdir/bibcontrol/huthwaite_paper.html.

International Federation of Library Associations and Institutions. 2008. "Functional Requirements for Bibliographic Records: Final Report." http://archive.ifla.org/VII/s13/frbr/frbr_current2.htm.

———. 1997. *The Principles and Future of AACR: Proceedings of the International Conference on the Principles and Future Development of AACR: Toronto, Ontario, Canada, October 23/25, 1997.* Ottawa: Canadian Library Association; London: Library Association Publishing; Chicago: American Library Association.

International Federation of Library Associations and Institutions Cataloguing Section. 1974. *International Standard Bibliographic Description for Monographic Publications.* Berlin: De Gruyter Sauer.

International Federation of Library Associations and Institutions Study Group on the Functional Requirements for Bibliographic Records. 1988. *Functional Requirement for Bibliographic References,* 2nd ed. Munich: Saur. www.ifla.org/en/publications/functional-requirements-for-bibliographic-records.

———. 1967. *Functional Requirement for Bibliographic References.* Munich: G. K. Saur. www.ifla.org/en/publications/functional-requirements-for-bibliographic-records.

Intner, Sheila. 2006. "RDA: Will It Be Cataloger's Judgment or Cataloger's Judgment Day?" *Technicalities* 26 (2): 1–12.

Joint Steering Committee for Development of RDA. 2009a. "List of Changes to AACR2 Instructions." 5JSC/Sec/7/Rev; July 2, 2009. www.rda-jsc.org/docs/5sec7rev.pdf.

———. 2009b. "A Brief History of AACR." July 1. www.rda-jsc.org/history.html.

Kiorgaard, Deirdre, and Ebe Kartus. 2006. "A Rose by Any Other Name?: From AACR2 to Resource Description and Access." www.valaconf.org.au/vala2006/papers2006/83_Kartus_Final.pdf.

Library Association. 1893. *Cataloguing Rules 1. of the British Museum 2. of the Bodleian Library 3. of the Library Association.* British Museum Department of Printed Books, Bodleian Library. London: Simpkin, Marshall, Hamilton, Kent and Company.

Library of Congress. 1949. *Rules for Descriptive Cataloging in the Library of Congress.* Washington, DC: Library of Congress.

Library of Congress Bibliographical Control Working Group. 2009. Testing Resource Description and Access. www.loc.gov/bibliographic-future/rda.

Manning, Ralph W. 1998. "Anglo-American Cataloguing Rules and Their Future." Paper presented at the 64th IFLA General Conference, August 16–August 21. http://archive.ifla.org/IV/ifla64/083-126e.htm.

Medeiros, Norm. 2006. "On the Dublin Core Front: Metadata in a Global World." *OCLC Systems and Services* 22 (2): 89–91.

www.alastore.ala.org

———. 2005. "On the Dublin Core Front: The Future of the Anglo-American Cataloguing Rules." *OCLC Systems and Services* 21 (4): 261–63.

Moore, Julie Renee. 2006. "RDA: New Cataloging Rules, Coming Soon to a Library Near You!" *Library Hi Tech News* 23 (9): 12–17.

Panizzi, Anthony. 1841. *Rules for the Compilation of the Catalogue: Catalogue of Printed Books in the British Museum,* vol. 1: v–ix.

RDA Toolkit. 2010– . Chicago: American Library Association; Ottawa: Canadian Library Association; London: Chartered Institute of Library and Information Professionals. www.rdatoolkit.org.

Rhodes, Chris. 2010. "Chris Oliver on RDA and the Future of Cataloging." *ALA Editions (blog)*. www.alaeditions.org/blog/categories/cataloging-and-classification.

Weiss, Paul J., and R. T. Molly. 2006. "AACR3 Is Coming: What Is It?" *Serials Librarian* 50 (3/4): 285–94.

www.alastore.ala.org

INDEX

A

AACR2. *See also* differences between AACR2 and RDA
  history and background, 5–7
  limitations of, 7–8
  problems with, 8
  RDA Toolkit
    AACR2 document, 268–270
    AACR2 rule number, searching by, 274
  similarities between RDA and, familiarizing yourself with, 54
AACR (Anglo-American Cataloguing Rules), 5, 8
abbreviated title, 174
abbreviations
  differences between AACR2 and RDA, 20–21
  overview, 135
accents and other diacritical marks, 136
access points. *See also* authorized access points
  Bible, 43–44
  defined, 189
  differences between AACR2 and RDA, 42–44
  persons and corporate bodies, 42
  relationships designation, 43
  treaties with more than three signatories, 44
  variant access point, 189
accompanying materials
  description, 39
  examples of RDA records, 287–288
  extent, 161
acquisition and access information, recording, 168
adaptations of musical works, 200–201
additions to preferred title
  date of work, 203
  form of work, 203
  other distinguishing characteristics of work, 204
  overview, 203
  place of origin of work, 203–204
address (repeatable) field (MARC 21), 88–89
Advanced Search (RDA Toolkit), 272–275
affiliation (repeatable) field (MARC 21), 90
ALA Wiki Site, 59
American Library Association (ALA), 5, 242
analytical description, 61, 139
Anglo-American Cataloguing Rules (AACR), 5, 8
Anglo-American Cataloguing Rules, Second Edition. *See* AACR2
approximate date, 34–35
associated institution for corporate body, 224
associated language (repeatable) field alala1.a(MARC 21), 92
associated place (repeatable) field (MARC 21), 87–88
Association for Library Collections and Technical Services (ALCTS), 59
atlas, 165
attributes
  Group 1 entities, 118, 119
  Group 2 entities, 121–122
  Group 3 entities, 124
  overview, 107–108
audio recording
  books, 158, 164
  music, 158, 165
Australian National Bibliographic Database (ANBD), 124
authentication for RDA Toolkit, 244–245
authority control, 370–371

www.alastore.ala.org

authority fields for person, family name, and corporate body (MARC 21)
address (repeatable) field, 88–89
affiliation (repeatable) field, 90
associated language (repeatable) field, 92
associated place (repeatable) field, 87–88
content type (repeatable) field, 87–88
date associated with entity described in record, 86–87
descriptive cataloging rules field, 85
family information (repeatable) field, 91–92
field of activity (repeatable) field, 89
form of work (repeatable) field, 94
gender (repeatable) field, 91
key (not repeatable) field, 95–96
medium of performance (repeatable) field, 94
numeric designation of a musical work (repeatable) field, 95
occupation (repeatable) field, 90
other distinguishing characteristics of work or expression (repeatable) field, 94
overview, 84–85
(repeatable) description conventions field, 85
special coded dates (repeatable) field, 85
authority records (examples of RDA records), 349–361
authorized access points
for Bible, 44
checklist for, 367–369
for expressions
constructing, 227–229
translation using MARC 21 700 tag and subfield "l," 236–237
using MARC 21 tag 700 as author/title access point, 231–232
for related works using MARC 21 tag 700 as author/title access point, 231
representing work, expression, manifestation, and item, 232–233
for work
additions to preferred title, 203–204
creator of work, 204–217
preferred title, 194–203

B

Backstage Library Works, 97
Bible
access points, 43–44
examples of RDA records, 311–314
Old Testament and New Testament, records for, 311–314
parts of the Bible, 202–203
bibliographic format, changes/extensions for (MARC 21)
cataloging source field, 78
categorization (repeatable) field, 79
date/time and place of an event field, 81
dissertation note (repeatable) field, 81
fixed field, 77
fixed-length data elements, 77–78
form of work (repeatable) field, 79
ISSN (repeatable) field, 81
key (repeatable) field, 80
medium of performance (repeatable) field, 80
name-to-resource relationship, 82–83
numeric designation of a musical work (repeatable) field, 80
other distinguishing characteristics of work or expression (repeatable) field, 80
physical description fixed field, 77
relationship code (repeatable) field, 84
relationship designation (repeatable) field, 84
relationship information (repeatable) field, 84
resource-to-resource relationship, 83
bibliographic records
checklist for recording elements in, 366–367
examples of RDA records
accompanying materials, 287–288
Bible and preferred title, 311–314
bilateral treaty, 309–310
compilation of translations in same language by single creator, 306–307
compilation of two works by same creator without collective title, 289–292
compilation of two works in same form by same author, 292–296
compilation of works, 288–298
compilation of works by different creators with collective title, 288–289, 297–298
compilation of works by different creators with no collective title, 296–297
compilations of musical works, 336–337
computer file, 346–347
electronic serials, 320–321
expressions, 298–307
globe, 329–330
integrated resources, 345–346
librettos, 342–345
maps, 328–329
multilateral treaty, 310–311
music score, 337–342
Old Testament and New Testament, records for, 311–314
overview, 278
parallel text in English and Spanish, 305–306
place of publication, publisher, and date of publication, 285–286
preferred title of work, authorized access points, and indicated relationships, 288–298
print monographs, 278–282
related work, 307–309
resource has one expression in more than one language, 299–301
resource with one expression, 298–299

www.alastore.ala.org

serials, 315–321
simultaneous publication--different titles in same language, 348–349
sound recording, 330–336
statement of responsibility, 283–285
treaties, 309–311
two or more expressions in same manifestation (original language and translation into other languages), 301–305
visual materials, 321–328
bibliography and/or index, 170
bilateral treaty (example of RDA records), 309–310
"Book Workflow" (Joint Steering Committee 2008a), 62
Bookmark button (RDA Toolkit), 252–254
books of the Bible, access points for, 43
Bowen, Jennifer, 2
bracketing, 136
browsing tabs (RDA Toolkit), 247–271

C

Canadian Library Association, 242
capitalization
differences between AACR2 and RDA, 22
overview, 134–135
Carlyle, Allyson, 107
carrier types, 40, 163
carriers
atlas, 165
audio recording
book, 164
music, 164–165
content type, 162
DVD, 164
electronic resources, 164
globe, 165
map, 165
media type, 162–163
microfiche, 164
multivolume, 166
notated music, 165–166
note on change in carrier characteristic, 175
online PDF, 164
PDF file accessed online, 164
recording, 162–166
single volume, 166
sound recording, 165
still image, 166
videodiscs, 164
cartographic resources
digital file characteristics, 178
extent, 158
horizontal scale of cartographic content, 179
instructions for recording, 178–180
layout, 178
longitude and latitude, 179
projection of cartographic content, 179
title proper, 180
vertical scale of cartographic content, 179
catalogers
checklists for
authorized access points, 367–369
bibliographic records, recording elements in, 366–367
copy catalogers, 363–365
description, transcribing elements of, 365–366
overview, 365
habits of catalogers, changing, 58
judgment of, 58
resources for catalogers, creating, 57–58
training tips for
AACR2, familiarizing yourself with similarities and differences between RDA and, 54
continuing education, 59–60
FRAD, familiarizing yourself with, 53–54
FRBR, familiarizing yourself with, 53–54
in-house training, tips for, 56–58
libraries, tips for, 60
manual or website on RDA documentation, creating, 58
organization of RDA, familiarizing yourself with, 54–55
public service librarians, changes in bibliographic record explained to, 60
RDA Toolkit, familiarizing yourself with, 55–56
terminology, familiarizing yourself with RDA, 54
Cataloger's Desktop, 242
cataloging. *See also* instructions for cataloging
code, need for new, 1–3, 7–9
FRBR, cataloging display affected by
collocation by expressions, 126–127
collocation by works, 126
collocation of manifestations, 127–128
overview, 124–126
RDA's impact on, 10
cataloging agency, decision making by. *See* decision-making by cataloging agency
cataloging source field (MARC 21), 78
Cataloguing Rules, 5
categorization (repeatable) field (MARC 21), 79
change of name
for family, 219
for person, 211
Chartered Institute of Library and Information Professionals (CILIP), 242
checklists
for authority control, 370–371
for copy catalogers, 363–365
corporate body, if creator is a, 369
family, if creator is a, 369

www.alastore.ala.org

checklists (cont.)
for original catalogers
authorized access points, 367–369
bibliographic records, recording elements in, 366–367
description, transcribing elements of, 365–366
overview, 365
person, if creator is a, 368
pre-cataloging decisions, 365
work or expression, elements in authorized access point to identify, 367–368
choices and options available in RDA, 62–64
chronological designation of first issue or part of sequence for serials, 174
City University of New York Cataloging, 278
Co-Publishers for RDA, 242–243
Codd, Edgar F., 107
collective title, 144
collocation
by expressions, 126–127
of manifestations, 127–128
by works, 126
compilation of works
collective title, lacking a, 47, 289–292, 296–297
differences between AACR2 and RDA, 45–48
by different creators
with collective title, 288–289, 297–298
with no collective title, 296–297
different expressions of the same work, 48
examples of RDA records, 288–298, 336–337
musical works, 198–200, 336–337
one creator, compilation of three or more works in different forms by, 46
same author, two works in same form by, 292–296
translations in same language by single creator, 306–307
two or more works, 45
"Complete Examples--Bibliographic Records" (Joint Steering Committee for the Development of RDA), 278
"Complete Examples" RDA Toolkit, 278
compound surname, 212
comprehensive description, 61, 139
computer file (examples of RDA records), 346–347
concept, 122
conceptual model, 107–108
"Condensed Rules for an Author and Title Catalog," 5
conference, location of, 225
content type, 40, 162, 227
content type (repeatable) field (MARC 21), 87–88
continuing education, 59–60
contributors, 233–234
copy catalogers, checklists for, 363–365
copyright date
description, 35
manifestations, 155–156
core elements for work, 193
corporate body. *See also* authority fields for person, family name, and corporate body (MARC 21)
access points, 42
additions to preferred name for corporate body for breaking conflict between two or more corporate bodies or meetings with same name, 223–227
associated institution, 224
attributes of, 122
checklist for, 369
as creator of work, 205–206, 369
date associated with, 224
date of conference, etc., 225–227
location of conference, etc., 225
location of headquarters, 224
new MARC 21 tags, 221–227
number of conference, etc., 225
other designation associated with, 224–225
overview, 119–120, 221–222
place associated with, 224
preferred name for, 222–227
creator of work
corporate body as, 205–206, 369
family as, 369
overview, 204–206
person as, 209–217, 368
recording, 206–208

D

date
of conference, etc., 225–227
corporate body, associated with, 224
of distribution, 153
entity described in record (MARC 21), associated with, 85–86
of expression, 227
family, associated with, 220
of manufacture, 36, 155
person and period of activity, associated with, 215–216
of publication, 152
viewed (online resources), 172
of work, 203
date/time and place of an event field (MARC 21), 81
"Day One Plan," 68–69
decision-making by cataloging agency
choices and options available in RDA, 62–64
description, selecting type of, 61
Library of Congress policies, 64
non-labeled choices, 64
transcribing data elements from source, 61–62
Delsey, Tom, 74, 265
description
analytical, 61, 139
checklists, 365–366
comprehensive, 61, 139

www.alastore.ala.org

differences between AACR2 and RDA
accompanying materials, 39
approximate date, 34–35
categorization of resources *versus* GMD, 40
copyright date, 35
date of manufacture, 36
edition statement, 31
extent, 36–37
extent for music, 38
general differences, 17
level of description, 24
noun phrase occurring with a statement of responsibility, 30
numbering within series, 41
parallel title, 26
place of publication, 32
publisher information, 33
statement of responsibility, 27
statement of responsibility and collaborative works, 28–29
title and abbreviations of titles of nobility, address, honor, etc., 29
title proper, 25
uncorrected page or leaf and the term "i.e.", 37
unknown place of publication, 33
unknown publisher's name information, 34
unnumbered leaves or pages of plates, 38
unnumbered pages and the term "approximately," 37
hierarchical, 61, 139
manifestations
edition statement, 148–149
identifier for manifestation, 140–141
overview, 140
publication statement, 150–155
recording, 155–166
title, 141–148
recording
acquisition and access information, 168
carriers, 162–166
language of the content, 168
manifestations, 155–166
notes, 169–171
script of the content, 169
series statement, 167–168
selecting type of, 61
structured descriptions for related work of serial using MARC 21 780 and 785 tags, 236
descriptive cataloging rules field (MARC 21), 85
diacritical marks, 136
differences between AACR2 and RDA
in access points
authorized access point representing an expression of the Bible, 44
books of the Bible, 43
parts of the Bible, 43
persons and corporate bodies, 42
relationships designation, 43
treaties with more than three signatories, 44
in description
accompanying materials, 39
approximate date, 34–35
categorization of resources *versus* GMD, 40
copyright date, 35
date of manufacture, 36
edition statement, 31
extent, 36–37
extent for music, 38
general differences, 17
noun phrase occurring with a statement of responsibility, 30
numbering within series, 41
parallel title, 26
place of publication, 32
publisher information, 33
statement of responsibility, 27
statement of responsibility and collaborative works, 28–29
title and abbreviations of titles of nobility, address, honor, etc., 29
title proper, 25
uncorrected page or leaf and the term "i.e.", 37
unknown place of publication, 33
unknown publisher's name information, 34
unnumbered leaves or pages of plates, 38
unnumbered pages and the term "approximately," 37
familiarizing yourself with, 54
general differences
abbreviations, 20–21
capitalization, 22
in description, 17
inaccuracies, recording, 19
level of description, 24
new record, when to create, 23
in scope, 17
source of information, 25
square brackets, use of, 18
overview, 15–16
preferred title for a compilation of works
compilation by one creator—compilation of three or more works in different forms by one creator, 46
compilations lacking a collective title, 47
compilations of different expressions of the same work, 48
compilations of two or more works, 45
different forms of same name of a person, 210–213
different name for same family, 219
digital file characteristics, 172–173, 178
dimension, 161

www.alastore.ala.org

dissertation note (repeatable) field (MARC 21), 81
distributing statement, 153
distributor's name, 153
"Documentation for the RDA (Resource Description and Access) Test: Examples for RDA--Compared to AACR2" (Library of Congress), 278
Duszak, Thomas, 2
DVD, 157, 164

E

earlier title proper, 176
edition statement
  description, 31
  manifestations, 148–149
electronic resources
  example, 164
  extent, 157
  instructions for cataloging
    digital file characteristics, 172–173
    encoding format, 171–172
    file size, 172
    file type, 171
electronic serials, 320–321
encoding format for cataloging electronic resources, 171–172
entity, 107–109
Entity Relationship Diagram (ERD) tool
  FRBR Entities tab, 265–266
  overview, 265
  relationships, 266–267
equipment or system requirement, 173
event, 122
"Examples for RDA Compared to AACR2" (Special Libraries Association), 278
examples of RDA records
  authority records, 349–361
  bibliographic records
    accompanying materials, 287–288
    Bible and preferred title, 311–314
    bilateral treaty, 309–310
    compilation of translations in same language by single creator, 306–307
    compilation of two works by same creator without collective title, 289–292
    compilation of two works in same form by same author, 292–296
    compilation of works, 288–298
    compilation of works by different creators with collective title, 288–289, 297–298
    compilation of works by different creators with no collective title, 296–297
    compilations of musical works, 336–337
    computer file, 346–347
    electronic serials, 320–321
    expressions, 298–307
    globe, 329–330
    integrated resources--loose-leaf, 345–346
    librettos, 342–345
    maps, 328–329
    multilateral treaty, 310–311
    music score, 337–342
    Old Testament and New Testament, records for, 311–314
    overview, 278
    parallel text in English and Spanish, 305–306
    place of publication, publisher, and date of publication, 285–286
    preferred title of work, authorized access points, and indicated relationships, 288–298
    print monographs, 278–282
    related work, 307–309
    resource has one expression in more than one language, 299–301
    resource with one expression, 298–299
    serials, 315–321
    simultaneous publication--different titles in same language, 348–349
    sound recording, 330–336
    statement of responsibility, 283–285
    treaties, 309–311
    two or more expressions in same manifestation (original language and translation into other languages), 301–305
    visual materials, 321–328
  overview, 278
exporting RDA-based bibliographic records from OCLC into your OPAC, 66–67
expression-to-manifestation relationship, 116
expression-to-work relationship, 116
expressions
  authorized access points
    constructing, 227–229
    elements in authorized access points to identify expressions, 367–368
    translation using MARC 21 700 tag and subfield "I," 236–237
    using MARC 21 tag 700 as author/title access point, 231–232
  content type, 227
  date of expression, 227
  defined, 189
  examples of RDA records, 298–307
  identifying, 227–229, 230
  language of expression, 227–228, 299–301
  other distinguishing characteristics of expression, 228–229
  overview, 112
  related expression, 234, 236–238
  relationship designator, 234

www.alastore.ala.org

relationships between work, expression, manifestation, and item, 230–238
two or more expressions in same manifestation (original language and translation into other languages), 301–305
extent
accompanied materials, 161
audio recording—book, 158
audio recording—music, 158
cartographic resources, 158
description, 36–37
dimension, 161
DVD, 157
electronic resources, 157
illustrative content, 160
microfiche, 157
music, 38
notated music, 158
overview, 156–157
PDF file accessed online, 157
recording, instructions for, 157–160
sound recording, 158
still image, 158
of text, 158–160
three-dimensional form, 160
videodiscs, 157

F

family. *See* name of family
family information (repeatable) field (MARC 21), 91–92
FAQs (frequently asked questions)
documentation, 69
RDA Toolkit, 245–246
field of activity (repeatable) field (MARC 21), 89
field of activity of person, 216
file size and cataloging electronic resources, 172
file type and cataloging electronic resources, 171
fixed field (MARC 21), 77
fixed-length data elements (MARC 21), 77–78
form of work, 203
form of work (repeatable) field (MARC 21), 79, 94
FRAD (Functional Requirements for Authority Data), 8, 9, 53–54
FRBR (Functional Requirements for Bibliographic Records)
cataloging display affected by
collocation by expressions, 126–127
collocation by works, 126
collocation of manifestations, 127–128
overview, 124–126
familiarizing yourself with, 53–54
Group 1 entities
attributes of, 118, 119
expression entity, 112
item entity, 112–113
manifestation entity, 112
overview, 109
relationships between, 113–119
relationships between Group 2, 3, and, 123
relationships between Group 2 entities and, 120–121
work entity, 110–112
Group 2 entities
attributes of, 121–122
corporate body, 119–120
overview, 109, 119–120
person, 119–120
relationships between Group 1, 3, and, 123
relationships between Group 1 entities and, 120–121
Group 3 entities
attributes of, 124
concept, 122
event, 122
object, 122
overview, 109, 122
place, 123
relationships between Group 1, 2, and, 123
overview, 8, 9, 106–109
FRBR Entities tab (ERD tool), 265–266
frequency of serials, 174–175
"From a Conceptual Model to Application and System Development" (Salaba and Zhang), 125
fuller form of name, 216
fullness and preferred name of a person, 210
Functional Requirements for Authority Data (FRAD), 8, 9, 53–54
Functional Requirements for Bibliographic Records. *See* FRBR (Functional Requirements for Bibliographic Records)
Fusco, Lisa M., 107

G

gender (repeatable) field (MARC 21), 91
general differences between AACR2 and RDA
abbreviations, 20–21
capitalization, 22
in description, 17
inaccuracies, recording, 19
level of description, 24
new record, when to create, 23
in scope, 17
source of information, 25
square brackets, use of, 18
general notes, 169
globe, 165, 329–330
GMD (general material designation), 8, 40, 97
groove characteristics for sound recordings, 177
Group 1 entities
attributes of, 118, 119
expression entity, 112
item entity, 112–113
manifestation entity, 112

www.alastore.ala.org

Group 1 entities (cont.)
overview, 109
relationships between
expression-to-manifestation relationship, 116
expression-to-work relationship, 116
item-to-manifestation relationship, 117
manifestation-to-expression relationship, 116–117
manifestation-to-item relationship, 117
overview, 113–114
work-to-expression relationship, 115–116
work-to-part relationship, 117–119
work-to-work relationship, 114–115
relationships between Group 2, Group 3, and, 123
relationships between Group 2 entities and, 120–121
work entity
new work, 111
original work, 110–111
overview, 110
same work, 111
Group 2 entities
attributes of, 121–122
corporate body, 119–120
overview, 109, 119–120
person, 119–120
relationships between Group 1, Group 3, and, 123
relationships between Group 1 entities and, 120–121
Group 3 entities
attributes of, 124
concept, 122
event, 122
object, 122
overview, 109, 122
place, 123
relationships between Group 1, Group 2, and, 123

H

habits of catalogers, changing, 58
headquarters, location of, 224
help documentation (RDA Toolkit), 245–246hierarchical description, 61, 139
Hillmann, Diane I., 2
horizontal scale of cartographic content, 179

I

identifiers, 140–141, 181, 230
identifying expressions, 227–229
identifying the work
authorized access point for work, construction of
additions to preferred title, 203–204
creator of work, 204–217
overview, 194
preferred title is basis, 194–203
core elements for work, 193
identifiers, 230
language and script of title of work, 193
new MARC 21 tags
for authority format for person, 217–221
for corporate body, 221–227
overview, 190–191
preferred title, 191–193
IFLA (International Federation of Library Associations and Institutions), 3
illustrative content, 160
ILS (integrated library systems), 70, 75, 96–97
in-house training, tips for, 56–58
inaccuracies, 19, 135–136
"Incorporating RDA Practices into WorldCat" (OCLC 2012), 66
index and/or bibliography, 170
individual contents, title of, 144
institutional level, integration of new RDA records with legacy records and deciding to re-catalog a set of manifestations on, 65
instructions for cataloging
cartographic resources, 178–180
electronic resources
digital file characteristics, 172–173
encoding format, 171–172
file size, 172
file type, 171
extent, 157–160
serials
abbreviated title, 174
chronological designation of first issue or part of sequence, 174
frequency, 174–175
key title, 173–174
later title proper, 175–176
note on change in carrier characteristic, 175
numbering, 174
title proper, 173
sound recordings, 177–178
integrated resources
examples of RDA records, 345–346
instructions for cataloging, 176
overview, 138
integration of new RDA records with legacy records and deciding to re-catalog a set of manifestations
on institutional level, 65
on national level, 65–66
overview, 65
International Federation of Library Associations and Institutions (IFLA), 3
Intner, Sheila, 2
ISBD (International Standard Bibliographic Description), 5, 136
ISSN (International Standard Serial Number), 167
ISSN (repeatable) field (MARC 21), 81
item-to-manifestation relationship, 117

www.alastore.ala.org

items
identifiers, 230
overview, 112–113
related
overview, 183
structure description, 183–184
unstructured description, 184
relationship designator, 234
relationships between work, expression, manifestation, and item, 230–238

J
Joint Steering Committee for the Development of RDA (JSC), 2, 6, 62, 278
journals on cataloging, 59

K
key (not repeatable) field (MARC 21), 95–96
key (repeatable) field (MARC 21), 80
key title, 173–174

L
language
of content, 168
expressions, 227–228
overview, 133
preferred name of a person, 210
simultaneous publication--different titles in same, 348–349
title of work, 193
later title proper, 175–176
layout of cartographic resources, 178
LCPS (Library of Congress Policy Statements) document (RDA Toolkit), 271
legal works, 201–202
libraries, tips for, 60
Library of Congress (LC)
accessing RDA from, 98–99
"Documentation for the RDA (Resource Description and Access) Test: Examples for RDA--Compared to AACR2," 278
MARC 21 Standards website, 76
policies, 64
Policy Statements (LCPS), 62, 64
RDA resources, 57
Rule Interpretations (LCRIs), 64
Library of Congress Program for Cooperative Cataloging. *See* PCC
Library Technology, Inc., 98
librettos, 201, 342–345
location. *See* place
log-in instructions for RDA Toolkit, 244–245
longitude and latitude of cartographic resources, 179

M
manifestation-to-expression relationship, 116–117
manifestation-to-item relationship, 117
manifestations
carriers
atlas, 165
audio recording—book, 164
audio recording—music, 165
carrier type, 163
content type, 162
DVD, 164
electronic resources, 164
globe, 165
map, 165
media type, 162–163
microfiche, 163–164
multivolume, 166
notated music, 165–166
online PDF, 164
PDF file accessed online, 164
single volume, 166
sound recording, 165
still image, 166
videodiscs, 164
description elements, recording
acquisition and access information, 168
carriers, 162–166
copyright date, 155–156
edition statement, 148–149
extent, 156–162
identifier for manifestation, 140–141
language of the content, 168
notes, 169–171
overview, 140
publication statement, 150–155
script of the content, 169
series statement, 167–168
title, 141–148
extent
accompanied materials, 161
audio recording—book, 158
audio recording—music, 158
basic instructions for recording, 157–160
cartographic resources, 158
dimension, 161
DVD, 157
electronic resources, 157
illustrative content, 160
microfiche, 157
notated music, 158
online PDF, 157
overview, 156–157
PDF file accessed online, 157
sound recording, 158

www.alastore.ala.org

manifestations (cont.)
extent (cont.)
still image, 158
of text, 158–160
three-dimensional form, 160
videodiscs, 157
general principles
language and script, 133
transcribing elements, 133–137
identifiers, 230
overview, 112, 132
pre-cataloging decisions—identification of resource being cataloged
overview, 137–139
preferred source of information, 139–140
publication statement
distributing statement, 153
manufacture statement, 154–155
publisher information, 150–152
related
identifier, 181
overview, 180
structure description, 181–182
unstructured description, 182–183
relationship designator, 234
relationships between work, expression, manifestation, and item, 230–238
specific instructions for special materials
cartographic resources, 178–180
electronic resources, 171–173
integrating resources (update loose-leaf or website), 176
serials, 173–176
sound recordings, 177–178
title
collective, 144
of individual contents, 144
no title, resource with, 144–145
other title information, 143–144
overview, 141
parallel title proper, 143
statement of responsibility, 145–147
title proper, 141–142
variant, 147–148
transcribing elements
abbreviations, 135
accents and other diacritical marks, 136
capitalization, 134–135
inaccuracies, 135–136
ISBD conventions, 136
overview, 133
punctuation, 136
spacing of initials and letters, 137
square brackets, 137
symbols, 137
manual or website on RDA documentation, creating, 58
manufacture statement, 154–155
manufacturer's name, 154–155
mapping
creating, 263–265
MARC 21 bibliographic to RDA, 258–259
RDA to MARC 21 bibliographic, 257–258
RDA to MODS, 259–260
with RDA Toolkit, 256–260, 263–265
Mappings tool (RDA Toolkit), 263–265
maps, 165, 328–329
MARC 21 bibliographic to RDA mapping, 258–259
MARC 21 encoding to accommodate new RDA elements, 68
"MARC 21 Encoding to Accommodate RDA Elements" (LC policy document), 85
MARC 21 fields (new) implementation
authority fields for person, family name, and corporate body
address (repeatable) field, 88–89
affiliation (repeatable) field, 90
associated language (repeatable) field, 92
associated place (repeatable) field, 87–88
content type (repeatable) field, 87–88
date associated with entity described in record, 86–87
descriptive cataloging rules field, 85
family information (repeatable) field, 91–92
field of activity (repeatable) field, 89
form of work (repeatable) field, 94
gender (repeatable) field, 91
key (not repeatable) field, 95–96
medium of performance (repeatable) field, 94
numeric designation of a musical work (repeatable) field, 95
occupation (repeatable) field, 90
other distinguishing characteristics of work or expression (repeatable) field, 94
overview, 85
(repeatable) description conventions field, 85
special coded dates (repeatable) field, 85
bibliographic format, changes/extensions for
cataloging source field, 78
categorization (repeatable) field, 79
date/time and place of an event field, 81
dissertation note (repeatable) field, 81
fixed field, 77
fixed-length data elements, 77–78
form of work (repeatable) field, 79
ISSN (repeatable) field, 81
key (repeatable) field, 80
medium of performance (repeatable) field, 80
name-to-resource relationship, 82–83
numeric designation of a musical work (repeatable) field, 80
other distinguishing characteristics of work or expression (repeatable) field, 80
physical description fixed field, 77

www.alastore.ala.org

relationship code (repeatable) field, 84
relationship designation (repeatable) field, 84
relationship information (repeatable) field, 84
resource-to-resource relationship, 83
corporate body, new MARC 21 tags for, 221–227
name of family, new MARC 21 tags for, 217–221
overview, 76
Medeiros, Norm, 2
media types, 40, 162–163
medium of performance (repeatable) field (MARC 21), 80, 94
metadata, 8
microfiche, 157, 164
Missingham, Roxanne, 124
Molly, R. T., 3
Moore, Julie Renee, 3
multilateral treaty, 310–311
multipart monograph, 138
multiple identities, individuals with, 211
multiple title pages, 139–140
multivolume, 166
musical works
adaptations of, 200–201
compilations of, 198–200
librettos, 201
music score (examples of RDA records), 337–342
preferred title, 197–201

N

Name Authority Records (NARs), 68
name of family. *See also* authority fields for person, family name, and corporate body (MARC 21)
change of name for family, 219
checklist for, 369
date associated with family, 220
different name for same family, 219
new MARC 21 tags, 217–221
overview, 220
place associated with family, 220–221
preferred name of family, 219–221
surnames, 220
name of person. *See also* authority fields for person, family name, and corporate body (MARC 21)
additions to preferred name
date associated with person and period of activity, 215–216
field of activity of person, 216
fuller form of name, 216
overview, 214
profession or occupation, 216–217
title or other designation associated with person, 214–215
change of name of a person, 211
checklist for, 368
compound surname, 212
date associated with person and period of activity, 215–216
different forms of same name of a person, 210–213
field of activity of person, 216
fuller form of name, 216
fullness, 210
language, 210
multiple identities, individuals with, 211
overview, 209, 214
phrase, name consisting of a, 213
preferred name of a person, 209–213
profession or occupation, 216–217
spelling, 211
surname, 211–213
term of address, including, 213
title or other designation associated with person, 214–215
variant name of a person, 213–214
written in non-preferred script, 211
name-to-resource relationship (MARC 21), 82–83
NARs (Name Authority Records), 68
national level, integration of new RDA records with legacy records and deciding to re-catalog a set of manifestations on, 65–66
National Library of Australia, 57–58
Naught, Nannette, 265
new description, 138–139
new record
criteria for creating, 138
general differences between AACR2 and RDA, 23
new work, 111
Next Hit icon (RDA Toolkit), 249–250
non-labeled choices, 64
notated music, 158, 165–166
notes
additional physical form available, 170
bibliography and/or index, 170
carrier characteristic, change in, 175
contents, 170
general, 169
identification of resource, note on issue, part, or iteration used as basis for, 170–171
issued with, 170
numbering peculiarities, 170
recording, 169–171
restriction on access, 170
source of title, 169
summary, 170
system requirements, 170
thesis, 170
title variations, inaccuracies, and deletion, 169
noun phrase occurring with a statement of responsibility, 30
numbering
peculiarities, 170
serials, 174
within series, 41

www.alastore.ala.org

numeric and/or alphabetic designation of first issue or part of a sequence, 168
numeric designation of a musical work (repeatable) field (MARC 21), 80, 95

O

object, 122
occupation (repeatable) field (MARC 21), 90
OCLC (Online Computer Library Center)
Fiction Finder, 72
OCLC database
exporting RDA-based bibliographic records from OCLC into your OPAC, 66–67
updating when re-cataloging a collection, 65–66
Policy Statement, 65
RDA accessed from, 99
WorldCat.org, 71–72
Ohio State University Libraries, 278
OhioLink, 278
Old Testament and New Testament, records for, 311–314
online PDF, 157, 164
online system to accommodate new MARC 21 fields, adjusting, 96–97
OPAC (Online Public Access Catalog)
displays, effect on, 69–75
exporting RDA-based bibliographic records from OCLC into your, 66–67
organization of RDA, familiarizing yourself with, 54–55
original catalogers, checklists for
authorized access points, 367–369
bibliographic records, recording elements in, 366–367
description, transcribing elements of, 365–366
overview, 365
original work, 110–111
Other Resources documents (RDA Toolkit), 271

P

Panizzi, Anthony, 5
parallel text in English and Spanish, 305–306
parallel title, 26
parallel title proper, 143
password for RDA Toolkit, 244–245
PCC (Program for Cooperative Cataloging)
"Day One Plan," 68–69
FAQ documentation, 69
MARC 21 encoding to accommodate new RDA elements, 68
overview, 67–68
post-RDA test guidelines (interim period), 68
PDF file accessed online, 157, 164
person. *See also* name of person
access points, 42
attributes, 122
overview, 119–120
phrase
name consisting of a, 213
searching by, 273–274
physical description fixed field (MARC 21), 77
place
corporate body, associated with, 224
of distribution, 153
family, associated with, 220–221
location of conference, etc., 225
location of headquarters, 224
of manufacture, 154
of origin of work, 203–204
overview, 123
of publication, 32, 150–151, 285–286
playback characteristics of sound recordings, special, 178
playing speed for sound recordings, 177
PoCo (PCC Policy Committee), 67
post-RDA test guidelines (interim period), 68
pre-cataloging decisions
checklists, 365
manifestations
overview, 137–139
preferred source of information, 139–140
preferred access point, 189
preferred name for corporate body
additions to preferred name for corporate body for breaking conflict between two or more corporate bodies or meetings with same name, 223–227
different form of same name, 222–223
overview, 222
preferred name of family
additions to, 220–221
change of name for family, 219
different name for same family, 219
name of family, 219–220
overview, 219
surnames, 220
preferred name of person
change of name of a person, 211
choosing, 210
compound surname, 212
different forms of same name of a person, 210–213
fullness, 210
language, 210
multiple identities, individuals with, 211
name of a person, 209–213
overview, 209–210
phrase, name consisting of a, 213
spelling, 211
surname, 211–213
term of address, including, 213
written in non-preferred script, 211
preferred source of information, 139–140
preferred title

www.alastore.ala.org

additions to, 203–204
compilation of works, 45–48, 194–197
defined, 189
differences between AACR2 and RDA, 45–48
examples of RDA records, 288–298
legal works, 201–202
musical works, 197–201
one part, 194
overview, 191–193
recording, 194–203
religious work, 202–203
Previous Hit icon (RDA Toolkit), 249–250
print monographs, 278–282
Print Text button (RDA Toolkit), 254
profession or occupation, 216–217
Program for Cooperative Cataloging. *See* PCC (Program for Cooperative Cataloging)
projection of cartographic content, 179
public service librarians, changes in bibliographic record explained to, 60
publication statement, 150–155
publisher information, 33, 150–152
punctuation, 136

Q

Quick Search (RDA Toolkit), 271–272

R

Rajapatirana, Bemal, 124
RDA (Resource Description and Access). *See also* examples of RDA records; RDA implementation
criteria for, 16
history and background, 6–7
impact on cataloging, 10
objectives, 9
principles, 9
RDA: Element Set tool (RDA Toolkit), 255–256
RDA: Element Set View (Co-Publishers for RDA), 243
RDA: Resource Description and Access (Co-Publishers for RDA), 242–243
"RDA Alternatives and Options—LC Proposed Practice for the RDA Test" (Library of Congress 2010a), 64
RDA implementation
accessing RDA from LC and OCLC, 98–99
decision-making by cataloging agency
choices and options available in RDA, 62–64
description, selecting type of, 61
Library of Congress policies, 64
non-labeled choices, 64
transcribing data elements from source, 61–62
exporting RDA-based bibliographic records from OCLC into your OPAC, 66–67
integration of new RDA records with legacy records and deciding to re-catalog a set of manifestations
on institutional level, 65
on national level, 65–66
overview, 65
MARC 21 fields, strategy for implementing new
authority fields for person, family name, and corporate body, 85–96
bibliographic format, changes/extensions for, 77–85
overview, 76
online system to accommodate new MARC 21 fields, adjusting, 96–97
OPAC displays, effect on, 69–75
overview, 53
PCC (Program for Cooperative Cataloging)
"Day One Plan," 68–69
FAQ documentation, 69
MARC 21 encoding to accommodate new RDA elements, 68
overview, 67–68
post-RDA test guidelines (interim period), 68
training tips for catalogers
AACR2, familiarizing yourself with similarities and differences between RDA and, 54
continuing education, 59–60
FRAD, familiarizing yourself with, 53–54
FRBR, familiarizing yourself with, 53–54
habits of catalogers, changing, 58
in-house training, tips for, 56–58
libraries, tips for, 60
manual or website on RDA documentation, creating, 58
organization of RDA, familiarizing yourself with, 54–55
public service librarians, changes in bibliographic record explained to, 60
RDA Toolkit, familiarizing yourself with, 55–56
resources for catalogers, creating, 57–58
terminology, familiarizing yourself with RDA, 54
vendor services, 97–98
RDA instruction type, searching by (RDA Toolkit), 274–275
"RDA Instructions Referring to Choices by 'Agency Creating the Data'" (Library of Congress 2010b), 64
RDA Mapping tool (RDA Toolkit), 256–260
RDA tab (RDA Toolkit)
browsing RDA instructions, 247
function buttons, 247–255
RDA to MARC 21 bibliographic mapping, 257–258
RDA to MODS mapping, 259–260
RDA Toolkit
AACR2 rule number, searching by, 274
accessing, 243–245
Advanced Search, 272–275
Bookmark button, 252–254
browsing tabs, 247–271
"Complete Examples," 278

www.alastore.ala.org

RDA Toolkit (cont.)
familiarizing yourself with, 55–56
FAQs (frequently asked questions), 245–246
help documentation, 245–246
log-in instructions, 244–245
mappings for RDA and MARC 21, 76
Next Hit icon, 249–250
overview, 55–56, 242–243
phrase or word string, searching by, 273–274
Previous Hit icon, 249–250
Print Text button, 254
Quick Search, 271–272
RDA instruction type, searching by, 274–275
RDA tab
browsing RDA instructions, 247
function buttons, 247–255
Resources tab
AACR2 document, 268–270
LCPS (Library of Congress Policy Statements) document, 271
Other Resources documents, 271
Return to Results button, 250
searching in, 271–275
subscription, 243
Synch TOC button, 250
Tools tab
Entity Relationship Diagram (ERD) tool, 265–267
Mappings tool, 263–265
overview, 254–255
RDA: Element Set tool, 255–256
RDA Mapping tool, 256–260
Schemas tool, 267
Workflows tool, 260–263
View Text button, 250–252
RDA Toolkit Blog, 57
re-cataloging a collection, updating OCLC when, 65–66
"Recording the Preferred Title for a Compilation of Works," 66
regional encoding, 172
related expressions
authorized access point for expression (translation) using MARC 21 700 tag and subfield "I," 236–237
overview, 234, 236
structured description for related expressions (translation) using MARC 21 500 tag, 237
structured description for related expressions (translation) using MARC 21 765 tag, 237–238
unstructured description of serial in different expression using MARC 21 780 tag, 237
related items
overview, 183
structure description, 183–184
unstructured description, 184
related manifestations
identifier, 181
overview, 180
structure description, 181–182
unstructured description, 182–183
related work, 234–236, 307–309
relationship code (repeatable) field (MARC 21), 84
relationship designation (repeatable) field (MARC 21), 84
relationship designator, 234
relationship information (repeatable) field (MARC 21), 84
relationships
Entity Relationship Diagram (ERD) tool, 266–267
between Group 1 entities
expression-to-manifestation relationship, 116
expression-to-work relationship, 116
item-to-manifestation relationship, 117
manifestation-to-expression relationship, 116–117
manifestation-to-item relationship, 117
overview, 113–114
work-to-expression relationship, 115–116
work-to-part relationship, 117–119
work-to-work relationship, 114–115
overview, 229–230
to person, family, and corporate bodies associated with resource
authorized access point representing work, expression, manifestation, and item, 232–233
contributors, 233–234
overview, 232
between work, expression, manifestation, and item, 230–238
religious work, preferred title of, 202–203
(repeatable) description conventions field (MARC 21), 85
resolution, 172
Resource Description and Access. *See* RDA
resource-to-resource relationship (MARC 21), 83
resources for catalogers, creating, 57–58
Resources tab (RDA Toolkit)
AACR2 document, 268–270
LCPS (Library of Congress Policy Statements) document, 271
Other Resources documents, 271
restriction on access, 170
Return to Results button (RDA Toolkit), 250
Rule of Three, 146–147

S

Salaba, Athena, 125–126
same work, 111
"Sample RDA Records in OCLC" (City University of New York Cataloging), 278
SARs (Subject Authority Records), 68
Schemas tool (RDA Toolkit), 267
scope, general differences between AACR2 and RDA in, 17
script, 133, 169, 193, 211
searching in RDA Toolkit, 271–275

www.alastore.ala.org

serials
described, 138
examples of RDA records, 315–321
instructions for cataloging
abbreviated title, 174
chronological designation of first issue or part of sequence, 174
frequency, 174–175
key title, 173–174
later title proper, 175–176
note on change in carrier characteristic, 175
numbering, 174
title proper, 173
tips for cataloging, 364–365
series statement, 167–168
signatory to a treaty, etc., 201–202
single part monograph, 137
single volume, 166
SMD (special materials designation), 8
sound recordings
examples, 165, 330–336
extent, 158
groove characteristics, 177
instructions for recording, 177–178
playing speed, 177
recording configuration of playback channels, 178
recording medium, 177
special playback characteristics, 178
specific instructions for special materials, 177–178
tape configuration, 177
track configuration, 177
type of recording, 177
source of information, general differences between AACR2 and RDA in, 25
spacing of initials and letters, 137
special coded dates (repeatable) field (MARC 21), 85
Special Libraries Association, 278
specific instructions for special materials
cartographic resources, 178–180
electronic resources, 171–173
integrating resources (update loose-leaf or website), 176
serials, 173–176
sound recordings, 177–178
spelling preferred name of a person, 211
square brackets, 18, 137
statement of responsibility
and collaborative works, 28–29
description, 27
examples of RDA records, 283–285
manifestations, 145–147
Rule of Three, 146–147
series statement, 167
still image, 158, 166
Stockholm Seminar on Bibliographic Records, 106
structured descriptions
for related expressions
translation using MARC 21 500 tag, 237
translation using MARC 21 765 tag, 237–238
for related manifestations, 181–182
for related work of serial using MARC 21 780 and 785 tags, 236
Subject Authority Records (SARs), 68
subscription to RDA Toolkit, 243
summary, 170
surnames
preferred name of family, 220
preferred name of person, 211–213
with separately written prefixes, 212–213
symbols, 137
Synch TOC button (RDA Toolkit), 250
system requirements, 170

T

tape configuration (sound recordings), 177
term of address, 213
terminology, familiarizing yourself with RDA, 54
text, 158–160
thesis, 170
three-dimensional form, 160
Tillett, Barbara, 60, 110, 230
title. *See also* preferred title; title proper
defined, 189
manifestations
collective title, 144
collective title for compilation, lack of, 144
individual contents, title of, 144
no title, resource with, 144–145
other title information, 143–144
overview, 141
parallel title proper, 143
statement of responsibility, 145–147
title proper, 141–142
variant title, 147–148
source of, 169
variations, inaccuracies, and deletion, 169
title or other designation associated with person, 29, 214–215
title pages, multiple, 139–140
title proper
cartographic resources, 180
description, 25
earlier, 176
later, 175–176
manifestations, 141–142
serials, 173
series statement, 167
Tools tab (RDA Toolkit)
Entity Relationship Diagram (ERD) tool, 265–267

www.alastore.ala.org

Tools tab (RDA Toolkit) (cont.)
Mappings tool, 263–265
overview, 254–255
RDA: Element Set tool, 255–256
RDA Mapping tool, 256–260
Schemas tool, 267
Workflows tool, 260–263
track configuration for sound recordings, 177
"Train the Trainer Module 8: Relationships" (Tillett), 230
training tips for catalogers
AACR2, familiarizing yourself with similarities and differences between RDA and, 54
continuing education, 59–60
FRAD, familiarizing yourself with, 53–54
FRBR, familiarizing yourself with, 53–54
habits of catalogers, changing, 58
in-house training, tips for, 56–58
libraries, tips for, 60
manual or website on RDA documentation, creating, 58
organization of RDA, familiarizing yourself with, 54–55
public service librarians, changes in bibliographic record explained to, 60
RDA Toolkit, familiarizing yourself with, 55–56
resources for catalogers, creating, 57–58
terminology, familiarizing yourself with RDA, 54
transcribing elements
abbreviations, 135
accents and other diacritical marks, 136
capitalization, 134–135
inaccuracies, 135–136
ISBD conventions, 136
overview, 61–62, 133
punctuation, 136
spacing of initials and letters, 137
square brackets, 137
symbols, 137
"Transcribing Workflow" (Joint Steering Committee 2008a), 62
transmission speed, 172
treaties
access points, 44
examples of RDA records, 309–311

U

uncorrected page or leaf and the term "i.e.", 37
United Kingdom Library Association, 5
unknown place of publication, 33
unknown publisher's name information, 34
unnumbered leaves or pages of plates, 38
unnumbered pages and the term "approximately," 37
unstructured description
of related manifestations, 182–183
of serial in different expression using MARC 21 780 tag, 237
URL (uniform resource locator), 168

V

variant access point, 189
variant name of person, 213–214
variant title, 147–148, 189
vendor services, 97–98
vertical scale of cartographic content, 179
videodiscs, 157, 164
View Text button (RDA Toolkit), 250–252
visual materials, 321–328
VTLS (Visionary Technology in Library Solutions), 70–71

W

webcast presentations, 60
webinars, 59
website or manual on RDA documentation, creating, 58
Weiss, Paul J., 3
word string, searching by, 273–274
work-to-expression relationship, 115–116
work-to-part relationship, 117–119
work-to-work relationship, 114–115
Workflows tool (RDA Toolkit), 260–263
works. *See also* compilation of works; identifying the work
defined, 189
elements in authorized access point to identify, 367–368
new work, 111
original work, 110–111
overview, 110
related work, 231, 234–236
relationship designator, 234
relationships between work, expression, manifestation, and item, 230–238
same work, 111

Y

Yee, Martha, 70

Z

Zhang, Yin, 125–126

www.alastore.ala.org