**SECTION 17.1**

# Practical RDA Cataloging for the Black Gold Copy Cataloger

**I. Black Gold Implementation of RDA (*Resource Description and Access*) Rules**
- Black Gold catalogers can accept both AACR2R (*Anglo-American Cataloguing Rules*, revised 2nd ed.) and RDA records, preferring the records with fuller level of cataloging, based on the Leader Encoding level.
- All new bibliographic records created after March 31, 2013 are based on the new RDA rules, and can be created using the Bibliographic Record templates in Polaris.

**II. Description of Resource**
**A. Preferred source**
- Use a *preferred source*, not "chief source" of information (similar to AACR2R)
- More than 1 preferred source can be used.
- Fewer categories for sources are available.
- Can use other sources of information found outside of the work.

**B. Transcription of data**
- Transcribed information will be used as it appears on the work (in fields like the 245 title and 490 series title), including capitalization (Appendix A), punctuation, abbreviations (Appendix B), inaccuracies, symbols, numerals.
- Follow local guidelines based on alternatives for capitalization and abbreviation.
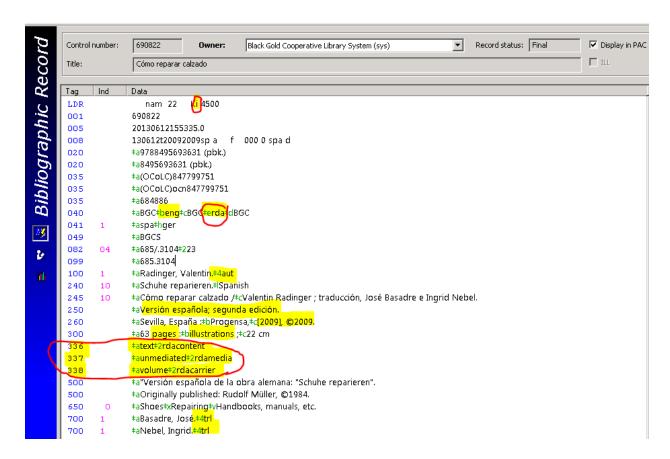
**III. Highlights of Changes from AACR2R to RDA**
- Replacement of GMD by content/carrier/media
- Transcription of title proper: transcribe it as you see it, with errors
- Recording of statement of responsibility: list all contributors
- Elimination of "rule of three" so first author listed is main entry regardless of number of authors
- Fewer abbreviations allowed

See http://www.loc.gov/marc/RDAinMARC-7-12.html for a detailed list of RDA changes in MARC for both authority and bibliographic records.

See the following pages for an example RDA bibliographic record and RDA changes listed by MARC tag.

## IV. Example RDA Record



The easiest way to identify a RDA bibliographic record is the presence of:
- 040 |e rda for cataloging description conventions
- 336 content/337 media/338 carrier type fields instead of 245 |h for GMD

Highlighted MARC fields in the example show new RDA changes in: LDR, 040, 100, 250, 260, 300, 336, 337, 338, and 700 fields.

Look also for examples in Polaris (record set: RDA Example Bib Records) and at:
- http://www.loc.gov/aba/rda/training_examples.html
- http://www.rda-jsc.org/working2.html#rda-examples-2012
- http://www.rda-jsc.org/docs/6JSC_RDA_Complete_Examples_(Bibliographic)_Revised_2012.pdf

### V. RDA Changes by MARC Field

| Leader/position 18 | Punctuation |
|---|---|

- LDR/18 = "i" for ISBD punctuation for new RDA records
- LDR/18 = "a" for old AACR2 records

Catalogers will continue to use ISBD punctuation in MARC records, but the Leader Descriptive coding form (position 18) will be coded "i – ISBD punctuation included" instead of "a – AACR 2" in RDA records.

| 040 Field | Cataloging Source |
|---|---|

**Language of cataloging (040 |b)**
- Use MARC code for the language of cataloging in the record. We will use RDA records created by English cataloging agencies so code will normally be **040 |b eng** in new RDA records.
- The language, script, calendar, and numeric system are the choice of the cataloging agency; e.g., we use Arabic numbers.

**Description conventions (040 |e)**
- Field 040 |e made repeatable and code "rda" added to the MARC code list for Descriptive Conventions to indicate the use of the RDA rules for description.
- Use **040 |b rda** in new records created according to the RDA rules.

| 100 |e or |4 or 700 |e or |4 Subfields | Author or Added Author |
|---|---|

- In RDA records, often see Author fields like the 100 personal name field that includes a subfield e with a Relator term (e.g., "Editor"), or subfield 4 with a Relator code (e.g., "edt" for Editor).
- Other fields like the 110 corporate name, 700 added entry personal name, and 710 added entry corporate name fields may also use the |e terms or |4 codes.
- Relator terms and codes help identify the relationship of the person to the work.
- If needed, see the MARC Code List for Relators at:
  http://www.loc.gov/marc/relators/relaterm.html
  Local practice: Adding |e or |4 subfields are optional for names entered in short bibliographic records in Polaris.

| 245 \|a Subfield | Title (Core Element) |
|---|---|

- The title proper is the chief name of a resource used to cite it, from the preferred source.
- Use square brackets only for information not found in/on the item, regardless of source.
- Don't correct errors = no more "[sic]" or "[i.e., ___]". Instead, give note to explain.
  Create 246 varying title fields with corrected title spellings.
  Example:   245 10 \|aTeusday's tasks
  .               246 1  \|iCorrected title: \|aTuesday's tasks

| 245 \|c Subfield | Statement of Responsibility (Core Element) |
|---|---|

- This refers to a statement associated with the title proper of a resource that relates to the persons, families, or corporate bodies responsible for the creation of the intellectual or artistic content.  RDA change: Transcribe as found.
- Do not omit titles of nobility, address, etc.
- Some agencies capitalize all the words that are capitalized on the preferred source of information in RDA records. Local practice: capitalize only the first word and proper names, to save time.
- No longer use the "rule of three". You can list all authors in the statement of responsibility; e.g., main entry is under first author in 100 personal name field, regardless of the number of authors listed in the statement of responsibility in 245 \|c. The rest of the authors are entered in 700 added entry personal name or other 7XX fields.
- If there is more than three authors, only the first recorded is required in local records. Local option allows you to abridge a statement of responsibility if essential information is not lost. Do not use "[et al.]"; instead, you can choose the local option; e.g., "[and four others]".

| 250 Field | Edition Statement (Core Element) |
|---|---|

- Edition statement refers to the word, character, or group of words identifying the edition to which a work belongs.
- RDA change: Transcribe as found. Do not abbreviate or convert numerals.
  Examples of 250 Edition field:
    250     \|a Third revised edition.
    250     \|a First U.S. edition.
    250     \|a Revision III.
    250     \|a 13e.

| 260 |a Subfield | Place of Publication/Distribution |
| --- | --- |

- If more than one place, only first recorded is required; i.e., no home country provision.
- Supply a probable place whenever possible. If no probable place of publication, use "[Place of publication not identified]" instead of "[S.l.]".
- Local default in templates is "[U.S.?]" which can be changed if the work was published outside of the United States. Use place abbreviations found in the approved list; i.e., "Section 23. Apprendix L. Abbreviations in RDA Records" of the *Cataloging Input Standards Manual (Polaris).*
- Do not supply higher jurisdiction for found local place.
- Do not correct fictitious or incorrect information; instead, make a note to explain.

| 260 |b Subfield | Publisher/Distributor Name (Core Element) |
| --- | --- |

- If more than 1 publisher, only the first recorded is required.
- Do not shorten the form of the name but can omit corporate hierarchy.
- If no publisher identified, use "[publisher not identified]", not "[s.n.]".
- Can add "[distributor]" after the distributor's name in 260 second |b.
  Example:
    260  |aChicago : |b [publisher not identified] : |b KL, Inc. [distributor],

| 260 |c Subfield | Publication/Copyright Date (Core Element) |
| --- | --- |

- Enter both a publication date and a copyright date in 260 |c, if known, even if they are the same.
- Precede copyright by the copyright symbol "©" instead of lowercase "c". In Polaris, you can insert using Alt-D Character Picker table with Graphic set: Extended Latin; or, use shortcut Alt+0169 for the copyright sign.
- For recordings, okay to use the sound recording copyright symbol instead of "p". In Polaris, you can insert using Alt-D Character Picker table with Graphic set: Extended Latin; or, use shortcut Alt+8471.
- If no publication date is found on the resource, supply a probable date. Do not use "ca." with a date.
  Examples:
  260 |c [2010?]
  260 |c [between 2008 and 2010?]
  260 |c [not before January 15, 2010]
- If no estimated date can be determined, use "[date of publication not identified]" instead of "[n.d.]".

| 264 Field | Production, Publication, Distribution, Manufacture, and Copyright Notice (Core Element) |
|---|---|

- 264 field is the statement relating to the publication, printing, distribution, issue, release, or production of a work. Information in new field 264 is similar to information in field 260 (Publication, Distribution, etc. (Imprint)).
- Field 264 is useful for cases where the content standard or institutional policies make a distinction between functions.
- Local practice:

  Accept the 264 field(s) for RDA records added to Polaris from an outside vendor or Z39.50 database. Library of Congress records use 264 fields to distinguish between publication and copyright information, so it saves time to accept RDA records as is. New RDA records created from Polaris bibliographic templates will include the 260 field for now.

| 300 Field | Physical Description |
|---|---|

- Except for a few exceptions like "cm", most words are not abbreviated in the 300 field. Abbreviations such as "p.", "v.", and "ill." are spelled out; "cm" without period considered a symbol, not an abbreviation; "in." still allowed.
- For approved abbreviations, see "Section 23. Appendix L. Abbreviations in RDA Records" located at http://ats.blackgold.org under Departmental Resources > Cataloging > Cataloging Input Standards Manual (Polaris)
  Examples:
  300    xxvii, 585 pages ; ǂc 28 cm
  300    iv, 210 pages : ǂb illustrations ; ǂc 25 cm
  300    1 volume (unpaged) : ǂb color illustrations ; ǂc 26 cm

| 336 Field | Content Type |
|---|---|

- The General Material Designation (GMD) in 245 |h has been replaced by 336 Content type/337 Media type/338 Carrier type fields.
- MARC already indicates content type in LDR/06.
- 336 may contain the RDA term ($a) or a code ($b), or both.
  Local preference: Use the spelled-out term in subfield a [code not required in subfield b]. Example fields are found in the Polaris bibliographic templates for each format.
- For a table that relates the MARC LDR/06 to the corresponding RDA content terms and MARC codes for RDA content terms in English, see: *Term and Code List for RDA Content Types* at http://www.loc.gov/standards/valuelist/rdacontent.html
  Examples:
  336   |a text |2 rdacontent
  336   |b txt |2 rdacontent

336   |a text |b txt |2rda content

| 337 Field | Media Type |
|---|---|

- The General Material Designation (GMD) in 245 |h has been replaced by 336 Content type/337 Media type/338 Carrier type fields.
- MARC already indicates media type in field 007/00.
- Field 337 may contain the RDA term ($a) or a code ($b), or both.
  <u>Local preference</u>: Use the spelled-out term in subfield a [code not required in subfield b]. Example fields are found in the Polaris bibliographic templates for each format.
- For a table that relates the MARC 007/00 to the corresponding RDA media terms and MARC codes for RDA media terms see: *Term and Code List for RDA Media Types* at *http://www.loc.gov/standards/valuelist/rdamedia.html*
  <u>Examples</u>:
  337 __ |a audio |2 rdamedia
  337 __ |b s |2 rdamedia
  337 __ |a audio |b s |2 rdamedia

| 338 Field | Carrier Type |
|---|---|

- The General Material Designation (GMD) in 245 |h has been replaced by 336 Content type/337 Media type/338 Carrier type fields.
- MARC already indicates carrier type in field 007/01.
- Field 338 may contain the RDA term ($a) or a code ($b), or both.
  <u>Local preference</u>: Use the spelled-out term in subfield a [code not required in subfield b]. Example fields are found in the Polaris bibliographic templates for each format.
- For a table that relates the MARC 007/01 to the corresponding RDA carrier terms and MARC codes for RDA carrier terms see: *Term and Code List for RDA Carrier Types* at http://www.loc.gov/standards/valuelist/rdacarrier.html
  Examples:
  338    |a videodisc |2 rdacarrier
  338    |b vd |2 rdacarrier
  338    |a videodisc |b vd |2 rdacarrier

| 490/8XX Fields | Series Statement (Core Element) |
|---|---|

- Record the series title as it appears on the resource in the 490 Series statement field.
- Record the series number as it appears on the resource rather than using abbreviations in the 490 Series statement field. Follow the series authority record numbering in the 8XX series fields.
  <u>Examples</u>:
  490 1 |a … ; |v volume 32
  490    |a … ; |v part XVI

## VI. Questions/Help

Refer questions to the Supervising Cataloger.