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## Jerry Falwell Library RDA Copy Cataloging

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# JERRY FALWELL LIBRARY

RDA Copy Cataloging Guidelines



# About RDA

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- RDA stands for Resource Description Access. It is a set of guidelines and instructions covering all types of content and media, the cataloging standard which now replaces AACR2. It was implemented by the Library of Congress April 1, 2013.
- Underlying RDA are the conceptual models FRBR (Functional Requirements for Bibliographic Records) and FRAD (Functional Requirements for Authority Data).
- RDA is designed for the digital world. Unlike AACR2, it is optimized for use as an online product. This means that items cataloged according to the RDA guidelines will be usable on the Internet, Web, OPACs, and so forth.
- For more information on RDA see The Joint Steering Committee (JSC) for development of RDA website on RDA: <http://www.rda-jsc.org/rda.html>

# Introduction

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- The following cataloging guidelines are taken from the Library of Congress's training guide for copy cataloging in RDA, "Copy Cataloging Using RDA Manual" ([CCURM](#)) and the RDA chapters available in PDF in the RDA folder ([RDA](#)). These are available online at: <http://www.loc.gov/catworkshop/RDA%20training%20materials/LC%20RDA%20Training/LC%20RDA%20course%20table.html>
- These guidelines are to be used when creating records according to the RDA standard or for updating records to this standard. Given here is a summary which emphasizes certain principles as well as giving directives particular to our practices at the Jerry Falwell Library; all the guidelines given in the CCURM should be followed and practiced.
- In the guidelines given, not every fixed and variable field in a MARC record will be discussed; the fields in which the practices are different from AACR2 are given, with emphasis on what needs to be present in a RDA record.
- Links to examples of full MARC records cataloged according to RDA will be given in the slide "RDA MARC Field Examples" after the guidelines.

# General Guidelines

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## AACR2 Records that Should be Converted to RDA

- Any new MARC record created should be cataloged according to RDA standards.
- Any record that is being updated with table of contents or summary should be updated to RDA.

## RDA Records

An imported RDA record should be kept as RDA. Most RDA records imported from OCLC will be full or fuller-level records. If an RDA record is found that is at encoding levels K, M, 3, 5, and 7, please inform the Cataloging Librarian.

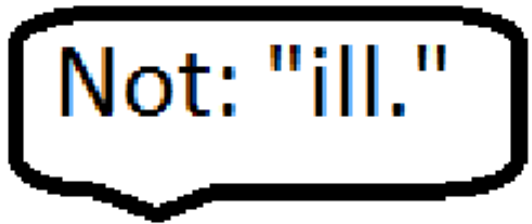
# Abbreviations

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- In transcribed fields, use only the abbreviations that appear on the resource.
- In other fields, generally accept abbreviations as recorded in the imported record, unless directed otherwise in this document (e.g., extent).
- For example, “et al.” should only be used if that is what is recorded on the resource. But in the case where that is recorded, you are free to apply the “Optional Omission” in RDA 2.4.1.5 proper and use the construction “[and \_\_ others]”.



Use "illustrations"



Not: "ill."

# Punctuation

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Punctuation (LCPS 1.7.1 and *International Standard Bibliographic Description* (ISBD))

✓ End of 245, 250, and 260/264 fields: add a period, even if it ends with an abbreviation

▸ 245 -- ... / †c written by S.N..

▸ 250 -- 2nd ed..

▸ 260 -- ..., †c 1960.

★ LC practice: in the 260/264 field, do not add a period when the date ends with a hyphen, closing bracket, question mark, or hyphen

★ LC practice: in the 264 -4 field (copyright date), do not add a period

✓ End of 300 field

· If 490 is absent, do not add a period

▸ 300 -- ... ; †c 26 cm

▸ 300 -- ... ; †c 4 3/4 in.

· If 490 is present, add a period, even if 300 field ends with an abbreviation or closing parenthesis

▸ 300 -- ... ; †c 32 cm.

490 1- ...

▸ 300 -- ... ; †c 12 in..

490 1- ...

▸ 300 -- ... + †e 1 CD-ROM (4 3/4 in.).



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# RDA GUIDELINES FOR MARC

MARC Fields defined, and select Fixed Fields and Variable Fields

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# MARC Fields Defined

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|  |  |
|--|--|
| 010 Library of Congress Control Number (LCCN)                                  | 300 Physical description                       |
| 020 International Standard Book Number (ISBN)                                  | 336 Content type                               |
| 050 Library of Congress Call Number  | 337 Media type                                 |
| 100 Main entry: personal name  | 338 Carrier type                               |
| 110 Main entry: corporate name   | 490 Series statement                           |
| 130 Main entry : uniform title   | 5xx Content notes                              |
| 245 Title statement  | 6xx Subject added entry                        |
| 246 Varying form of title  | 7xx Added entry                                |
| 250 Edition statement  | 775 Other edition entry                        |
| 264 Production, Publication, Distribution,<br>Manufacture and copyright notice | 8xx Series added entry: personal/uniform title |
|  | 856 Electronic location and access             |

# Fixed Fields

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- **Desc** use the letter **i**, not **a**
- **Ills**
  - If there are illustrations, use **a**; **a** can only be used by itself.
  - If there are more specific descriptors such as maps, charts or photographs, you are not to use **a** in combination with the letter representing the map or chart, etc.
  - For example, if it has illustrations plus a map, only use **b**, not **a** and **b**.
  - You can only use a combination of letters for descriptors other than illustrations. For example, if it has maps and photographs, **b** and **o**.
  - For a list of all the descriptors see: <http://www.oclc.org/bibformats/en/fixedfield/ills.html>

# Variable Fields

| MARC Field Number | Name              | RDA action   |
|-------------------|-------------------|--|
| 020               | ISBN              | <ul style="list-style-type: none"><li>• Spell out what the binding is, for example (paperback). Do not use (pbk.)</li><li>• Add ISBN if it appears on the resource but is not on the record</li><li>• Do not add or delete ISBNs which reflect other bindings, formats, etc.</li></ul> |
| 040               | Cataloging source | <ul style="list-style-type: none"><li>• Add a \$b eng if not present</li><li>• Add a \$e rda</li><li>• OCLC subfield order: VLB \$b eng \$e rda</li></ul>  |
| 050               | Call number       | <ul style="list-style-type: none"><li>• Make sure there is a LOC call number that corresponds with the first subject field</li><li>• The call number date is to reflect the copyright date of the item unless the publishing date reflects a change in content.</li></ul>              |

| MARC Field Number | Name                        | RDA action   |
|-------------------|-----------------------------|--|
| 1xx               | Main entry (Creator)        | <ul style="list-style-type: none"> <li>• Add a creator if missing</li> <li>• For compilations, remove creator if the resource contains works by more than one creator (they are all to be listed in 7xx fields).</li> </ul>  |
| 130/240           | Uniform (preferred) title   | <ul style="list-style-type: none"> <li>• If the resource is a translation, ensure the presence of the preferred title of the original</li> <li>• If the resource is a compilation of works by one creator, record the correct form of the conventional title if appropriate</li> <li>• If the resource is a revised expression or manifestation with a different title proper, ensure the presence of the preferred title for the original work</li> <li>• For compilations, remove the field if it represents only the first work in the compilation</li> </ul> |
|                   | Languages in Uniform titles | <ul style="list-style-type: none"> <li>• Only one language name in subfield \$l</li> <li>• Do not record “Polyglot” or multiple languages in subfield \$l</li> </ul>   |

| MARCField Number | Name          | RDA action   |
|------------------|---------------|--|
| 245              | Title proper  | <ul style="list-style-type: none"> <li>• “Record what you see” do not correct errors or typos</li> <li>• Delete “[sic]” or “[i.e., ____].”</li> <li>• Remove \$h if present (GMDs are now recorded in MARC fields 336, 337, and 338).</li> <li>• Add missing title information (present in resource but not on record)</li> <li>• Add missing parallel titles from any source in the resource</li> <li>• Record full statement of responsibility; do not abridge</li> <li>• Replace “[et al.]” with a full transcription of the statement or use “[and ____ others]” (supplying appropriate number)</li> <li>• Brackets around the statement of responsibility are no longer necessary if information found somewhere on the resource</li> <li>• For capitalization of words, see <a href="#">Capitalization</a>; for more information on the statement of responsibility see <a href="#">RDA 2.4</a></li> </ul> |
| 246              | Variant title | <ul style="list-style-type: none"> <li>• If “[sic]” or “[i.e., ____]” was removed from the title proper, add the corrected form of the title here.</li> <li>• Add later titles of a multipart monograph</li> </ul>   |

| MARCField Number | Name                    | RDA action  |
|------------------|-------------------------|---|
| 250              | Edition statement       | <ul style="list-style-type: none"> <li>• Do not abbreviate any words; expand any abbreviated words</li> <li>• Do not convert words to numbers or numbers to words</li> </ul>  |
| 264              | Publication Information | <ul style="list-style-type: none"> <li>• Use in place of the 260 field. If updating a record to RDA, it is acceptable to leave the 260 field, and expand any abbreviated words</li> <li>• Follow the guidelines given for the first and second indicators, and find examples of subfields <a href="#">here</a></li> <li>• The first publisher listed in the resource is the publisher to be listed first in this field. It is not necessary to list additional publishers in separate 264 fields, but it is acceptable to do so.</li> <li>• Expand abbreviations when applicable, and add missing words; if date is in roman numerals, record it in roman numerals.</li> <li>• Provide a publishing date; if one is identified in the resource, use that; if not, use the copyright with a question mark in brackets [2009?]</li> <li>• When there is no publishing place, publisher, or date noted use: <ul style="list-style-type: none"> <li>[Place of publication not identified]</li> <li>[Publisher not identified]</li> <li>[Place of distributor not identified]</li> <li>[Date of publication not identified]</li> </ul> </li> </ul> |

| MARC Field Number | Name                    | RDA action  |
|-------------------|-------------------------|---|
| 264 con't         | Publication information | <ul style="list-style-type: none"> <li>• Distributor elements are only to be used when no publication data can be identified</li> <li>• Manufacture elements are only to be used when both publication and distribution data cannot be identified</li> <li>• There is no requirement to list a place within the United States, but it is acceptable to do so.</li> <li>• Do not put “c” in front of the date in a 264 1 field (if using the copyright date as publication date in brackets).</li> <li>• To record the copyright date, create a second 264 4 field. This field will only contain: \$c ©2009. (supply correct date)</li> <li>• If there are multiple copyright dates, use only the latest one</li> <li>• The symbol for phonogram ® can be used in place of the copyright date when recorded by the resource for sound recordings</li> <li>• Examples of the 264 field can be found at <a href="#">CCURM</a>, p.30-33.</li> </ul> |
| 300               | Physical description    | <ul style="list-style-type: none"> <li>• Expand abbreviations when applicable</li> <li>• Use “approximately” for ca., and “that is” for i.e.</li> <li>• Use “unnumbered” rather than brackets enclosing the numeral</li> <li>• There is no period after the cm in the \$c subfield</li> </ul>   |

| MARC Field Number | Name                 | RDA action   |
|-------------------|----------------------|--|
| 300 con't         | Physical description | <ul style="list-style-type: none"> <li>• In subfield \$b, do not use the word illustrations in combination with any other descriptor, such as map, graph, etc.</li> <li>• If there are specific descriptors, they are to be used in place of the word illustrations. The following is a list of acceptable alternatives to the word illustrations: Charts, Coats of arms, Facsimiles, Forms, Genealogical tables, Graphs, Illuminations, Maps, Music, Photographs, Plans, Portraits, and Samples.</li> </ul> |
| 336               | Content type         | <ul style="list-style-type: none"> <li>• Accept \$b if present, and other \$a if appropriate</li> <li>• Use constant data records provided to record these in resource</li> </ul>  |
| 337               | Media type           | <ul style="list-style-type: none"> <li>• Accept \$b if present, and other \$a if appropriate</li> <li>• Use constant data records provided to record these in resource</li> </ul>  |
| 338               | Carrier type         | <ul style="list-style-type: none"> <li>• Accept \$b if present, and other \$a if appropriate</li> <li>• Use constant data records provided to record these in resource</li> </ul>  |



| MARC Field Number | Name                         | RDA action   |
|-------------------|------------------------------|--|
| 344               | Sound characteristics        | Use this field when cataloging a sound recording, or if there are specific sound characteristics (like surround sound) in a video recording. For field characteristics, see <a href="#">344</a> .  |
| 347               | Digital file characteristics | Use this field when cataloging a digital encoding of text, image, audio, or video. For field characteristics, see <a href="#">347</a> .  |
| 490               | Series statement             | <ul style="list-style-type: none"> <li>• Record the ISSN and/or numbering of the series</li> <li>• All series statements in the resource are to be recorded</li> <li>• If updating an imported record, delete any series statements not found in the resource</li> <li>• If typos found in the imported record, correct and add any missing data elements</li> </ul> |
| 504               | Bibliography                 | <ul style="list-style-type: none"> <li>• Needs to be present if resource contains references and/or indexes</li> <li>• Do not use abbreviations; for example, Includes bibliography (pages 267-273)</li> </ul>   |
| 505/520           | Contents and summary         | <ul style="list-style-type: none"> <li>• Each record updated or created needs to contain either a 505 or 520. There are no special RDA actions for these.</li> </ul>   |

| MARC Field Number | Name              | RDA action   |
|-------------------|-------------------|--|
| 521               | Intended audience | Record if resource is intended for children; though this is primarily used by the curriculum library, we sometimes put books in the main collection that need this field, so be on the look out for this.  |
| 546               | Language/script   | If the resource is in another language, or is written in more than one language, record them here.   |
| 7xx               | Added entry       | <ul style="list-style-type: none"> <li>You must provide a 7XX field for the illustrator of a resource intended for children; this is a core element</li> <li>If the resource is a compilation, add a 700 field for the first or principal work if it is substantial</li> <li>You may combine multiple relationships designators in one access point; for example, if a person has both written the text and provided the illustrations for a resource: <ul style="list-style-type: none"> <li><b>100 1# \$a [Name],\$e author,\$e illustrator</b></li> </ul> </li> <li>Beyond this core requirement, all other 7XX fields are cataloger judgment <ul style="list-style-type: none"> <li>Remember to base these judgments upon the consideration of user needs</li> </ul> </li> </ul> |

| MARC Field Number | Name                | RDA action  |
|-------------------|---------------------|---|
| 7xx con't         | Added entry         | <ul style="list-style-type: none"> <li>• Any subfield \$i is to be the first subfield, and must contain an <a href="#">Appendix J</a> designator</li> <li>• Use the <a href="#">Appendix I</a> designator in \$e for an illustrator of a resource intended for children. If the field already contains the relationship code “ill” in \$4, add the relationship term \$e preceding \$4, i.e.: \$e illustrator. \$4 ill</li> <li>• Accept the presence or absence of relationship designators in access points, unless the term is incorrect.</li> <li>• If the resource indicates person or entity whose relationship cannot be found in Appendix I or J, see <a href="#">Appendix K</a></li> </ul> |
| 775               | Other edition entry | <ul style="list-style-type: none"> <li>• For a reproduction, reprint, or other edition. give information about the original publication when the earlier record is available; otherwise use bibliographic history note (500).<br/>See <a href="#">775</a> and <a href="#">775 examples</a>.</li> </ul>  |
| All other fields  |                     | See the <a href="#">CCURM</a> , especially pages 28-36, and <a href="#">RDA in brief</a> ; for any questions not answered here, please see the Cataloging Librarian.  |

# RDA MARC Field Examples

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To compare records that are correct by RDA standards to those that are not see these two links:

[Incorrect](#) (pages 146-154)

[Correct](#)

For examples from the Library of Congress:

[RDA Record examples](#)

[Slides, Manuals, Exercises](#)

[Test yourself!](#)



# Copy Cataloging Resources

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[Library of Congress  
Classification Outline](#)

[Library of Congress Subject  
Headings](#)

[MARC FAQ](#)

[RDA in MARC October 2012  
update](#)

[MARC and FRBR](#)

