

Technical Services Committee Best Practices for RDA in MARC21 (with an emphasis on print materials)

Approved by Technical Services Committee, March 12, 2014

The I-Share catalog will contain a mix of AACR2 and RDA records for many years to come. RDA guidelines provide more room for local decisions than AACR2 did. These local decisions are usually in the form of options. The goal of this document is not to teach RDA, but to provide guidance on some of the options so that records in the I-Share catalog may be as consistent as possible. These are only recommendations. All I-Share libraries are free to implement local decisions as appropriate.

All RDA core elements should be included in I-Share records.

245 Title \$a (RDA 2.3)

RDA 2.3.1.4 says to transcribe a title as it appears on the source of information. General guidelines on transcription are given in 1.7. Instructions for capitalization are given in Appendix A. Appendix A basically says to follow AACR2 capitalization.

Rule 1.7.1 has an alternative that lets the agency creating the data establish in-house guidelines for capitalization, punctuation, etc., or choose a published style manual (e.g. *The Chicago Manual of Style*). Library of Congress catalogers are permitted to “take what you see” but are encouraged (but not required) to follow Appendix A.

Recommendation:

It is encouraged to follow AACR2 capitalization, but *The Chicago Manual of Style* is also acceptable. It is recommended not to use all capital letters, even if that is what is on the resource. Many libraries use titles in all caps to signify order records, short records, etc. Using AACR2 or *The Chicago Manual of Style* capitalization would avoid confusion in this area.

245 Statement of Responsibility \$c (RDA 2.4)

RDA 2.4.1.4 says to transcribe the statement of responsibility as it appears on the source of information. This means to include everyone listed (no more “rule of three”) and to also include any affiliations, etc. that are included with the name.

2.4.1.4 includes an option to abridge a statement of responsibility. The LC-PCC PS (Library of Congress-Program for Cooperative Cataloging Policy Statement) for 2.4.1.4 states “Generally do not abridge a statement of responsibility” and “Generally do not omit names in a statement of responsibility.”

Recommendation:

Follow LC if practical.

Examples:

On resource: by Dr. Mary Roberts M.D. Princeton University
245 / \$c by Dr. Mary Roberts, M.D., Princeton University.

But

On resource: Ghassan K. Abou-Alfa MD Gastrointestinal Service Memorial Sloan-Kettering Cancer Center Weill-Medical College Cornell University New York, New York Celina Ang, MD Fellow, Gastrointestinal Oncology Memorial Sloan-Kettering Cancer Center New York, New York
245 / \$c Ghassan K. Abou-Alfa, Celina Ang.

On resource: by Susan Jones, Melanie Brown, Stephen Jackson and Kevin Smith
245 / \$c by Susan Jones, Melanie Brown, Stephen Jackson and Kevin Smith.

But

On resource: by Susan Jones, Melanie Brown, Stephen Jackson, Kevin Smith, Rhonda Jones, Carrie Brown, Robert Johnson, Cathie Long, Sara Miles, Robin Carson
245 / \$c by Susan Jones [and nine others].

246 Varying Form of Title

See Notes section

250 Edition Statement (RDA 2.5)

Designation of the edition and designation of a named revision of an edition are core elements. There is an option that says if the resource lacks an edition statement, but is known to contain significant changes from other editions, supply an edition statement, if considered important for identification and access.

Recommendation:

If the resource is known to contain significant changes from other editions, follow the option, and supply an edition statement.

Example:

No formal edition statement is found on the resource, but the resource is known to contain updates and corrections. A bracketed edition statement should be added.

250 \$a [Updated and corrected]

264 Publication Statement (RDA 2.8)

Place of publication, publisher's name, and date of publication are core elements for published resources.

Production, publication, distribution and manufacture information is recorded in the MARC field 264.

The second indicator is used to differentiate the different types of 264 information.

Publication information is the most commonly used, and will be detailed here. For help with production, distribution and manufacture information, consult the RDA Toolkit and *MARC 21 Format for Bibliographic Data* <http://www.loc.gov/marc/bibliographic/ecbdhome.html>.

264 \$a Place of Publication (RDA 2.8.2)

If more than one place of publication appears on the source of information, only the first listed is required. There is no longer a requirement to record a place in the "home country."

Transcribe the place of publication by using the instruction given at 2.8.1.4: "Transcribe places of publication and publishers' names as they appear on the resource."

Include both the local place name (city, town, etc.) and the larger jurisdiction (state, province, etc.) if present on the source of information. RDA gives the option of supplying the larger jurisdiction if considered important for identification.

Only use abbreviations if the abbreviation is used in the source of information.

Information taken from other than the source of information is bracketed.

[S.I.] is no longer used if the place is unknown. Use instead [Place of publication not identified], but LC recommends against this. It is suggested that a place be supplied if at all possible, even if it is only a country.

Recommendation:

Record first place only. Supply larger jurisdiction if not present on the resource and the information is readily attained.

Examples:

On resource: London, New York, Boston

264 #1 \$a London

On resource: Dublin (larger place is not included, but it is obvious that it is published in Dublin Ohio and not Dublin Ireland.

264 #1 \$a Dublin [Ohio]

On resource: A place of publication is not noted, but a letter from the publisher accompanying the resource states that the publisher is in San Diego.

264 #1 \$a [San Diego, California]

On resource: A place of publication is not noted, but it is fairly certain that the item was published in India.

264 #1 \$a [India]

264 \$b Publisher's Name (RDA 2.8.4)

If more than one publisher's name appears on the source of information, only the first listed is required. Record the publisher's name by using the instruction given at 2.8.1.4: "Transcribe places of publication and publishers' names as they appear on the resource."

The LC-PCC PS for 2.8.1.4 states "Generally do not omit levels in corporate hierarchy."

Record words or phrases indicating function.

[s.n.] is no longer used when a publisher is not identified. Use instead [publisher not identified], but first try to identify the publisher from outside sources if possible.

Recommendation:

Record first publisher only in the form listed on the resource, and supply all levels of the hierarchy and any words indicating function.

Examples:

On resource: Brookings Institution Press – Washington, D.C.

264 #1 \$a Washington, D.C. : \$b Brookings Institution Press

On resource: Humanities Association, Literature Division, Renaissance Literature Section – Atlanta, GA

264 #1 \$a Atlanta, GA : \$b Humanities Association, Literature Division, Renaissance Literature Section

On resource: Davidson Publishing – Houston Pilkington Publishing – London

264 #1 \$a Houston [Texas] : \$b Davidson Publishing

On resource: No publisher or place of publication listed, but a catalog lists the publisher as Knitting for Fun and the place as Sacramento

264 #1 \$a [Sacramento, California] : \$b [Knitting for Fun]

264 \$c Date of Publication (RDA 2.8.6)

Single-part resources

For single-part resources, record the publication date as it appears on the resource.

If the date of publication for a single-part resource is not identified, supply the date or an approximate date of publication per 2.8.6.6 and using the instructions in 1.9.2.

If the resource lacks a publication date, but has a copyright date, the copyright date (if reasonable) can be used to imply a publication date per LC-PCC PS for 2.8.6.6.

Recommendation

For resources that lack publication dates, but include copyright dates, use copyright date as an implied publication date (if reasonable).

For resources that lack a publication date and a copyright date, it is strongly encouraged to try to determine a probable date or date range. This helps with displays and limits by dates in the OPAC.

Examples:

On resource: No publication date, copyright date of 2011, resource was received in 2012.

008 DtSt: t

Date 1: 2011 Date 2: 2011

264 #1 \$a Washington, D.C. : \$b Brookings Institution, \$c [2011]

264 #4 \$c ©2011

On resource: No publication date, copyright date of 1995, statement in the foreword mentions that this is a revised edition, but no real edition statement, bibliography includes references to materials dated after 1995 but not later than 2009, resource received in 2011

008 DtSt: q

Date 1: 2009 Date 2: 2011

264 #1 \$a Houston [Texas] : \$b Davidson Publishing, \$c [between 2009 and 2011]

Fictitious or Incorrect dates

If the date that appears on the resource is known to be fictitious or incorrect, make a note giving the actual date. See 2.20.7.3 for note instructions.

Example:

On resource: Publication date of 2031. Resource was received in 2013. Date is obviously a typo.

008 DtSt: s

Date 1: 2013

264 #1 \$a Washington, D.C. : \$b Brookings Institution, \$c 2031.

500 \$a Date on resource is incorrect. Resource was published in 2013.

264 \$c Copyright Date (RDA 2.11)

If the resource includes a publication date and a copyright date, and they are the same, the copyright date does not have to be recorded.

If the resource does not include a publication date or a distribution date, the copyright date is a core element.

Recommendation:

For resources with publication dates and the same copyright date, record only the publication date.

If the resource does not have a publication date, and the copyright date is being used as an implied publication date, include the copyright date.

Examples:

On resource: Publication date of 2013 and copyright date of 2013

008 DtSt: s

Date 1: 2013 Date 2: #####

264 #1 \$a [Sacramento, California] : \$b [Knitting for Fun], \$c 2013.

On resource: No publication date, copyright date of 2013, resource was received in 2013

008 DtSt: t

Date 1: 2013 Date 2: 2013

264 #1 \$a Paris [Texas] : \$b Ranching, Inc., \$c [2013]

264 #4 \$c ©2013

Multi-part resources (RDA 2.8.6.5)

If the first issue, part, or iteration of a multipart monograph, serial, or integrating resource is available, record the date of publication of that issue, part or iteration, followed by a hyphen.

Example:

008 DtSt: c

Date 1: 1988 Date 2:9999

264 #1 \$a New York : \$b Wiley Interscience, \$c 1988-

If the publication of the resource has ceased or is complete and the first and last issues, parts, or iterations are available, record the dates of publication of those issues, parts, or iterations, separated by a hyphen.

Example:

008 DtSt: d

Date 1: 1988 Date 2:2010

264 #1 \$a New York : \$b Wiley Interscience, \$c 1988-2010.

If publication of the resource has ceased or is complete and the last issue, part, or iteration is available, but not the first, record the publication date of the last issue, part or iteration, preceded by a hyphen.

Example:

008 DtSt: d

Date 1: 19uu Date 2:1999

264 #1 \$a New York : \$b Wiley Interscience, \$c -1999.

If the date of publication is the same for all issues, parts, or iterations, record only that date as the single date.

Example:

008 DtSt: s

Date 1: 1999 Date 2:#####

264 #1 \$a New York : \$b Wiley Interscience, \$c 1999.

If the first and/or last issue, part, or iteration is not available, supply an approximate date or dates.

Examples:

Earliest issue available: v. 1. No. 3, July 1998; last issue not available, but known to have ended in 2013

008 DtSt: c

Date 1: 1988 Date 2: 2013

264 #1 \$a New York : \$b Wiley Interscience, \$c [1988-2013]

Last issue not available but information about ending dates known

008 DtSt: d

Date 1: 1997 Date 2: 2000

264 #1 \$a New York : \$b Wiley Interscience, \$c 1997-[2000]

First and last issues not available but information about beginning and ending dates known

008 DtSt: d

Date 1: 1998 Date 2: 2000

264 #1 \$a New York : \$b Wiley Interscience, \$c [1998-2000]

If the date or dates cannot be approximated, do not record a date of publication.

300 Physical Description (subfields a, b, c)

The physical description statement (collation) describes the physical characteristics of an item and includes three components: extent of item (describes pagination); other physical details (describes illustrative materials); dimensions (describes measurements). Use the entire publication as the source of information. The indicators for 300 are undefined.

300 \$a Extent of item (RDA 3.4.5.2-3.4.5.22)

Extent of an item is a core element in RDA for all textual resources and it is recorded if the resource is complete or if the total extent is known. These instructions apply to text resources in volumes, sheets, portfolios, or cases.

Recommendation: For monographs, an RDA 300 \$a will generally resemble an AACR2 300 \$a with the noted exception of all abbreviations being spelled out. Change Latin abbreviations to English equivalents.

Preliminary pages, leaves, plates and numbered pages (RDA 3.4.5.2): if an item is paginated, record the total number of pages or leaves as seen on the item.

Examples:

300 \$a ii, 214 pages

300 \$a 24 leaves

300 \$a 429 pages, 18 pages of plates

300 \$a 3 volumes (If an item consists of more than one volume, record the extent by giving the number of volumes and add the term volumes.)

Unnumbered pages or leaves (RDA 3.4.5.3): If an item consists of unnumbered pages or leaves, record the exact number of pages or leaves if readily found. If not readily found, add the word “approximately” followed by the guessed number of pages. If an approximation is not easily determined, record “1 volume (unpaged)”.

Examples:

300 \$a 601 unnumbered pages
300 \$a approximately 60 pages
300 \$a 10 unnumbered pages, 270 pages
300 \$a 1 volume (unpaged)

Misleading numbering of pages or leaves (RDA 3.4.5.5): if the numbering on the last page or leaf appear incorrect or misleading, record as it appears on the last page followed by the word “that is” and the correct number

Examples:

300 \$a 67, that is, 76 pages
300 \$a 12 leaves, that is, 22 leaves

Irregular paging (RDA 3.4.5.8): If an item has irregular paging, record the total number of pages as “in various pagings”, “in various foliations”, or “in various numberings” as appropriate or record the total number of pages or leaves along with the unnumbered pages in a sequence as they appear.

Examples:

300 \$a 546 pages in various pagings
300 \$a 66, 12 pages, 54 unnumbered pages

300 \$b Recording Illustrative Content (RDA 7.15.1.3)

Recommendation: If an item contains illustrative content, record illustration or illustrations, as appropriate. Do not record tables containing only words and/or numbers as illustrative content. Disregard illustrated title pages, etc., and minor illustrations. RDA allows for the British or the American spelling of color. Library of Congress is using the spelling “*color*”, and it is recommended that we follow their guidance.

Examples:

300 \$a 1 volume (unpaged) : \$b illustrations (some color)
300 \$a xv, 34 pages : \$b illustrations (chiefly color), maps (some color)

If the item contains illustrations that are considered important for the identification of a resource, specify the type of illustrations (in addition to the use of term “illustrations”) using RDA 7.15.1.3. Further, record the number of illustrations if the number can be ascertained readily.

Example:

300 \$a xv, 34 pages : \$b 54 illustrations (chiefly color), 3 folded maps

If there are no illustrations, omit \$b.

300 \$c Dimensions of Volumes (RDA 3.5.1.4.14)

Record the height of the item in centimeters rounded up to the next whole centimeter. An alternative is given to record dimensions in the system of measurement preferred by the cataloging agency.

Recommendation: Use centimeters to record height. Follow LC practice to use inches for discs and all audio carriers. Record the height of the volume in centimeters rounded up to the next whole number. If the volume measures less than 10 centimeters, record the height in millimeters and use the metric symbol mm.

Example:

Resource measures 14.4 cm

300 \$a 89 pages ; \$c 15 cm

Use of period after “cm”: As “cm” is considered a symbol, not an abbreviation, follow it with a period only if it is the last element in the 300 field and there is a 490 or 440 field also present in the record. If there is no 490 or 440, do not add a period after “cm”.

300 \$e Resources Consisting of More Than One Carrier Type (Accompanying materials) (RDA 3.1.4)

RDA offers a choice to describe accompanying material. Prefer LC practice. If an item consists of more than one carrier type, choose one as the predominant form and the other as accompanying material. Follow LC/PCC practice (<http://access.rdatoolkit.org/document.php?id=lcpschp3.pdf>).

Select the option that is most appropriate for the item that is being cataloged. If a detailed description of the accompanying materials is required, follow one of the approaches outlined below. Provide information either in:

- A separate additional MARC 300 field along with the 300 field for the main item

Example:

300 \$a 145 pages ; \$c 23 cm

300 \$a 1 CD-ROM (4 3/4 in.)

- In subfield \$e added to MARC field 300

Example:

300 \$a 145 pages ; \$c 23 cm + \$e 1 CD-ROM (4 3/4 in.)

- A note in MARC field 500 to describe the content of the accompanying material if considered important

Example:

300 \$a 145 pages; \$c 23 cm

500 \$a Includes an accompanying CD-ROM.

The three new MARC fields — 336, 337, and 338

The AACR2 GMD (245 \$h) has been replaced by three elements in RDA: Content Type (MARC field 336, RDA 6.9)); Media Type (MARC field 337, RDA 3.2)); Carrier Type (MARC field 338, RDA 3.3). All three fields are repeatable and may be used to describe accompanying materials as well as the item that is being cataloged. Always add these fields.

336 Content Type (RDA 6.9.1.1, 6.9.1.2, and 6.9.1.3)

Describes the form of communication through which a work is expressed. It is simply, a term characterizing the type of material the record describes. The term most commonly used to describe a monograph is “text”.

Recommendation: For recording the type of content, use one or more terms listed in Table 6.1 of RDA.

336 \$a — Content Type Term

\$336 \$b—Content Type code

This subfield represents a code showing the content type of the work being described. For codes identifying RDA content types see *Term and Code List for RDA Content Types* (<http://www.loc.gov/standards/valuelist/rdacontent.html>).

336 \$2—Source of code - A MARC code that identifies the source of the term or code used to record the content type information. Always code from the list found at <http://www.loc.gov/standards/sourcelist/genre-form.html>

Example: for a monograph, code 336 as follows:

336 \$a text \$b txt \$2 rdacontent

337 Media Type (RDA 3.2.1.1, 3.2.1.2, and 3.2.1.3)

Describes the type of device required to view, run, play, or otherwise access the item. The term most commonly used to describe a monograph is “unmediated”.

Recommendation: For recording the media type, use one or more of the terms listed in Table 3.1 of RDA.

337 \$a Media Type Term

337_\$b—Media Type code

This subfield represents a code showing the media type of the work being described. For codes identifying RDA media types see *Term and Code List for RDA Media Types* (<http://www.loc.gov/standards/valuelist/rdamedia.html>).

337 \$2—Source of code (A MARC code that identifies the source of the term or code used to record the content type information. Always code from the list found at <http://www.loc.gov/standards/sourcelist/genre-form.html>)

Example: for a monograph, code 337 as follows:

337 \$a unmediated \$b n \$2 rdamedia

338 Carrier Type (RDA 3.3.1.1, 3.3.1.2, and 3.3.1.3)

Describes the format of the storage medium and housing of a carrier in combination with the type of device or media type that is required to play or view the content of a resource. The carrier type for most books will be "volume."

Recommendation: For recording the carrier type, use one or more of the terms listed in 3.3.1.3 in RDA.

338 \$a—Carrier Type Term

338\$b—Carrier Type code

This subfield represents a code showing the carrier type of the work being described. For codes identifying RDA carrier types see *Term and Code List for RDA Carrier Types* (<http://www.loc.gov/standards/valuelist/rdacarrier.html>).

338 \$2—Source of code (A MARC code that identifies the source of the term or code used to record the content type information. Always code from the list found at <http://www.loc.gov/standards/sourcelist/genre-form.html>)

Example: for a monograph, code 338 as follows:

338 \$a volume \$b nc \$2 rdacarrier

Typical 33X fields for a monograph:

336 \$a text \$b txt \$2 rdacontent

337 \$a unmediated \$b n \$2 rdamedia

338 \$a volume \$b nc \$2 rdacarrier

Notes

The purpose of notes is to add information not found elsewhere in the record.

Most of the notes included while not CORE, they are recommendations in support of CORE or LC CORE elements. For 5XX notes, an ending mark of punctuation is a period (.), quotation mark ("), question mark (?), exclamation mark (!), hyphen (- ; used at the end of an open date, etc.), and (LC practice/CONSER practice) angle bracket (>). End each note with a period or other mark of ending punctuation. (LC-PCC PS 1.7.1)

Recommendation: There is no prescribed order on recording notes in RDA. Library of Congress arranges notes in tag order. The recommendation is to follow LC's practice.

246 Varying Form of Title (RDA 2.3.6.3)

RDA 2.3.6.3 says to record variant titles that are considered to be important for identification or access. This is only for variants of the main work or collective title (e.g. the work or title that appears in \$a of the 245 field.)

Recommendation:

Record a variant title in MARC field 246.

Examples:

245 10 \$a Country blues guitar collection : \$b featuring the music of Mississippi

246 1 \$i Title appears on resource as: \$a John Miller's country blues guitar collection : \$b featuring the music of Mississippi

245 00 \$a GRE : \$b how to prepare for the Graduate Record Examination, general test
246 14 \$a Barron's GRE

Inaccuracies:

Rule 1.7.9: If an inaccuracy appears in a title, record a corrected form of the title as a variant title.

Examples:

245 04 \$a The wolrd of television
246 1 \$i Title should read: \$a World of television

245 14 \$a The power of self-confidence : \$b become unstoppable, irresistable, and unafraid in every area of your life
246 1 \$i Corrected spelling: \$a The power of self-confidence : \$b become unstoppable, irresistible, and unafraid in every area of your life

500 Other Information Relating to a Title \$a (RDA 2.20.2.5)

RDA 2.20.2.5 says to make notes on other details relating to a title if considered important for identification or access.

RDA 1.7.5 Replace symbols and other characters, etc., that cannot be reproduced by the facilities available, with a description of the symbol. Indicate that this description was taken from a source outside the resource itself. The LC-PCC PS for 1.7.5 states "The objective in treating signs and symbols not represented in the character set is to render or convey the intention without undue time..." "As judged appropriate, use notes to explain..."

Recommendation:

Follow LC if practical.

Example:

245 10 \$a Sole/soul sermons.
500 \$a On title page, "sole" is printed over "soul."

500 Accompanying note on extent of manifestation \$a (RDA 3.1.4) & (RDA 3.22.3)

RDA 3.1.4 says "when preparing a comprehensive description for a resource consisting of more than one carrier type, apply the method that is appropriate to the nature of the resource and the purpose of the description..."

LC-PCC-PS for 3.1.4 states "If the accompanying material is of little bibliographic importance, or a description of the carrier itself is not desired, consider giving a note to mention any details about the extent of the accompanying material."

RDA 3.22.3.3 says to "make notes providing other details of the extent of the item if these details are: not recorded as part of the extent element and considered important for identification or selection."

Recommendation:

Follow LC if practical

Example:

300 \$a xix, 635 pages : \$b illustrations (color), maps (color) ; \$c 28 cm

500 \$a Accompanied by 1 sealed, folded card containing student access code for online materials.

500 Related works/expressions/manifestations (RDA 24.4.3)

RDA 24.4.3 says to “provide a description of the related work, expression, manifestation, or item by using either a structured or an unstructured description, as appropriate...” This note is not required, and should not be made if it merely duplicates the information in the related work added entry. The note may be structured or unstructured.

Recommendation:

The unstructured note is recommended because it seems more in line with the spirit of RDA. The structured note would require the patron to understand ISBD presentation, while the unstructured note is an explanatory sentence.”

Example:

500 \$a Activities are based on the book How the brain learns, by David A. Sousa, 3rd edition, 2006.

502 Dissertation or Thesis information Note (RDA 7.9.1.3)

RDA 7.9.1.3 says to record related dissertation or thesis information in the appropriate subfield of MARC 502, without AACR2-style punctuation between the sub-elements.

Recommendation:

Follow LC if practical. Do not enter information in subfield \$a. Do not add AACR2-style punctuation between the sub-elements.

Example:

Resource: Cosby, Bill. An integration of the visual media via Fat Albert and the Cosby kids into the elementary school curriculum as a teaching aid and vehicle to achieve increased learning

502 Degree Type \$b (RDA 7.9.2.3)

RDA 7.9.2.3 says to record a brief statement of the degree for which the author was a candidate

Recommendation:

Follow LC if practical.

Example:

502 \$b Ed.D.

502 Name of granting institution \$c (RDA 7.9.3.3)

RDA 7.9.3.3 says to record the name of the granting institution or faculty.

Recommendation:

Follow LC if practical.

Example:

502 \$b Ed.D. \$c University of Massachusetts

502 Year degree granted \$d (RDA 7.9.4.3)

RDA 7.9.4.3 says to record the year in which the degree was granted.

Recommendation:

Follow LC if practical.

Example:

502 \$b Ed.D. \$c University of Massachusetts \$d 1976

504 Supplementary content (indexes and bibliographies) \$a (RDA7.16.13)

RDA 7.16.1.3 says that if the resource contains supplementary content, record the nature of that content. LC practice: Record the presence of supplementary content in a note when the resource contains sections of special importance or would assist with identification or selection. If there is a single bibliography, add the foliation/pagination to the note.

Recommendation:

Follow LC if practical.

Examples:

500 \$a Includes biographical sketches.

504 \$a Includes bibliographical references (pages 310-325).

500 \$a Includes index.

505 Contents note (RDA 24.4) & (RDA 25.1.1.3)

Contents notes are recorded per 24.4 and 25.1.1.3. The LC-PCC PS at 25.1.1.3 instructs Library of Congress catalogers to encode contents notes at the MARC 21 basic level, and not use \$g, \$r or \$t.

Recommendation:

Do not follow LC practice. Content notes that include authors and titles should be enhanced to provide maximum access.

Example:

245 00 \$a American road literature / \$c editor, Ronald Primeau, Central Michigan University.

505 00 \$t On American road literature / \$r Ronald Primeau – \$t Baudrillard in the heartland : the construction of the midwest in American road literature / \$r Barry Alford – \$t American odysseus : Mark Twain, travel, and the journey home / \$r Jane Montgomery.

546 Language note (RDA 7.12.1.3)

RDA 7.12.1.3 says to record details of the language or languages used to express the content of the resource if they are considered to be important for identification or selection. The LC-PCC PS for 7.12.1.3 states “In addition to recording the language of the primary content, also supply the languages of other content (summaries, tables of contents, etc.) if it will assist identification and selection.”

Recommendation:

Follow LC if practical.

Example:

546 In German with English summaries.

Access Points

1XX/7XX Main entry/added entries (6.27.1.3, 17.8, 19.2.1.3, 18.5.1.3)

Even though RDA no longer supports the concept of main entry, as long as we are implementing RDA in MARC, we need to code the main entry. That is often done with the 1XX/245 combination. Because we are no longer restricted to the “Rule of three,” more names are listed in the statement of responsibility. The first creator listed becomes the main entry, subsequent creators listed are usually assigned added entries. An access point is required only for the first-named creator.

Recommendation: Even though access points are not required for additional creators, we recommend that all names listed in the 245 \$c (statement of responsibility) be assigned access points.

1XX/7XX \$e Relationship Designators (RDA 18-22)

Record one or more terms from the list in Appendix L of RDA to indicate what the person’s responsibility is in relation to the resource. If none of the terms listed in the RDA Appendix are appropriate, use another concise term to indicate the nature of the relationship. More than one term may be added to a name.

Recommendation: The MARC Code List for Relators <http://www.loc.gov/marc/relators/> includes more terms than the RDA Appendix. Use that list to supplement the Appendix.

Although RDA gives permission to add terms not found in a standardized list, it is recommended that only standardized lists be used.

Relationship designators can be expressed as terms in \$e or codes in \$4.

Examples:

100 1 \$a Wilder, Laura Ingalls, \$d 1867-1957, \$e author.

Or

100 1 \$a Wilder, Laura Ingalls, \$d 1867-1957. \$4 aut

700 1 \$a Allen, Woody, \$d 1935- \$e director, \$e producer.

Or

700 1 \$a Allen, Woody, \$d 1935- \$4 drt \$4 pro

710 2 \$a Chicago Symphony Orchestra, \$e performer.

Or

710 2 \$a Chicago Symphony Orchestra. \$4 prf

Recommendation: Prefer the \$e codes with fully spelled out designators.

\$d Birth and death dates (RDA 9.3.2.3)

Add the birth and/or death dates (RDA 9.3.2.3, 9.3.3.3, 9.19.1.3) if needed to distinguish one access point from another.

Examples:

100 1 \$a Barenboim, Daniel, \$d 1942-

100 1 \$a Smith, John, \$d 1936 May 5-

100 1 \$a Elliot, David, \$d active 1775

As with the rest of RDA, abbreviations are no longer used in access points. Months are spelled out, “b.” or “d” are no longer used, and ca. or circa becomes approximately. “Active” replaces “fl.” and “flourished”.

Compilations without a collective title (6.27.1.4, 17.8, 24.5.1.3)

Core: if more than one work is embodied in the manifestation, an access point is required only for the predominant work, or first work named.

Recommendation: If practical, make access points for all works embodied in the manifestation.

Example:

100 1 \$a Chase, Tony, \$e author.

245 10 \$a Itsy bitsy spider / \$c by Tony Chase. Three little kittens / by Joe Kramer. Mary had a little lamb / by Mary Anderson.

700 12 \$a Kramer, Joe. \$t Three little kittens.

700 12 \$a Anderson, Mary. \$t Mary had a little lamb.

Or

Cataloger can create a collective title and either give access points for each title within the compilation in a contents note, **or** create individual access points, **or** both.

Example:

245 10 \$a [Nursery rhymes].

500 \$a Title supplied by cataloger.

505 0 0 \$t Itsy bitsy spider / \$r Tony Chase – \$t Three little kittens / \$r Joe Kramer – \$t Mary had a little lamb / \$r Mary Anderson.

Or

245 10 \$a [Nursery rhymes]

500 \$a Title supplied by cataloger.

700 12 \$a Chase, Tony. \$t Itsy Bitsy spider.

700 12 \$a Kramer, Joe. \$t Three little kittens.

700 12 \$a Anderson, Mary. \$t Mary had a little lamb.

Or

245 10 \$a [Nursery rhymes]

500 \$a Title supplied by cataloger.

505 0 0 \$t Itsy bitsy spider / \$r Tony Chase – \$t Three little kittens / \$r Joe Kramer – \$t Mary had a little lamb / \$r Mary Anderson.

700 12 \$a Chase, Tony. \$t Itsy Bitsy spider.

700 12 \$a Kramer, Joe. \$t Three little kittens.

700 12 \$a Anderson, Mary. \$t Mary had a little lamb.

Related works (RDA 25.1, 24.5)

A relationship designator can be used instead of a note to describe a works relation to another.

Example:

100 1 \$a Hale, Sarah Josepha, \$e author.

245 10 Mary had a little lamb / \$c Sarah Josepha Hale.
700 1 \$i Excerpt from: \$a Library, Tony. \$t Nursery rhymes

Instead of

500 \$a Excerpt from Nursery rhymes by Tony Library.
700 1 \$a Library, Tony. \$t Nursery rhymes.

Recommendation: Use the relationship designator if the relationship can be succinctly stated in the \$i. Unlike the relationship designator for the author, when using \$i the first letter of the word to follow should be capitalized, and then a colon at the end before the \$a.

Two or more individually numbered works (RDA 6.27.2.3, 17.8, 24.5.1.3)

AACR2 uses “Selections” in the 240 field. **RDA** leaves out the uniform title and creates individual access points for each book, but an Alternative option is listed that allows for both. The LC-PCC PS says to include the uniform title.

Example that follows LC-PCC PS for RDA 6.27.2.3:

100 1 \$a Wilder, Laura Ingalls, \$d 1867-1957, \$e author.
240 10 \$a Little house on the prairie \$k Selections
245 10 \$a Little house on the prairie. \$n Volumes 1, 5, 10 / \$c by Laura Ingalls Wilder.
700 12 \$a Wilder, Laura Ingalls, \$d 1867-1957. \$t Little house on the prairie. \$n volume 1.
700 12 \$a Wilder, Laura Ingalls, \$d 1867-1957. \$t Little house on the prairie. \$n volume 5.
700 12 \$a Wilder, Laura Ingalls, \$d 1867-1957. \$t Little house on the prairie. \$n volume 10.

Recommendation: Do not follow the Alternative option (Uniform title and individual access points) and do not follow the LC-PCC PS (include uniform title). Instead, include only individual access points.

Example:

100 1 \$a Wilder, Laura Ingalls, \$d 1867-1957, \$e author.
245 10 \$a Little house on the prairie. \$n Volumes 1, 5, 10 / \$c by Laura Ingalls Wilder.
700 12 \$a Wilder, Laura Ingalls, \$d 1867-1957. \$t Little house on the prairie. \$n volume 1.
700 12 \$a Wilder, Laura Ingalls, \$d 1867-1957. \$t Little house on the prairie. \$n volume 5.
700 12 \$a Wilder, Laura Ingalls, \$d 1867-1957. \$t Little house on the prairie. \$n volume 10.

Where to go for more help

The Technical Services Committee has compiled a resources page that provides a collection of books, articles, webinars, training opportunities, and best practices documents from many sources.
<http://www.carli.illinois.edu/products-services/i-share/cat/rda-resources>

Corrections or Suggestions

Please send corrections or suggestions for this document to support@carli.illinois.edu. Your comments will be forwarded to the Technical Services Committee for further investigation.