

RDA BASIC GUIDELINE FOR COPY CATALOGING

UM Library

Audience: people who copy catalog

Scope: primarily books; though most criteria are applicable to other formats as well

Last updated: 19 Feb 2016

Introduction:

Both AACR2 records and RDA records are acceptable in INNOPAC now. Full-level RDA records are always preferable whenever you do copy cataloging (see table below). Do NOT revise Full-level RDA records to AACR2 ones no matter what kind of languages they are. If no full-level records match, see the standards documents for cataloging AACR2 records (Except the case i.e. **“Manual input for encoding levels that are less than full”**)

AACR2 records	RDA records	Preferable cataloging decision
Full level available	N/A	AACR2 records (Copy cataloging)
N/A	Full level Available	RDA records (Copy cataloging)
Full level Available	Full level Available	RDA records (Copy cataloging)
N/A	N/A	AACR2 records (Original cataloging)

Manual input for encoding levels that are less than full:

If the only information missing from a bibliographic record is the physical description (3XX fields), and you have been trained to make the changes in RDA to both the 040 and 3XX fields (see table below), then do add the physical description to the bib record. Otherwise, route it to a senior librarian.

Distinctive features of RDA:

- Distinctive elements — RDA records contain in the 040 field \$e rda, and the fields 336, 337, and 338
- Capitalization — Information may now be capitalized exactly as it is on the preferred source of information
- Brackets [] — each subfield containing missing information is bracketed individually
- Abbreviations — abbreviations are generally not used in RDA
- Transcribe what you see — transcribe as found on the source, transcription fields mostly include: 245, 250, 264, 490, and 5xx when the information is quoted or transcribed (e.g. 505)

Supplement: Examples of some commonly used RDA :

Fields	Examples	Descriptive notes
02X	<ul style="list-style-type: none"> ▪ 020 __ a9780804774970 (paperback) ▪ 020 __ a1563089769 020 __ a1563089696 (paperback) 	<ul style="list-style-type: none"> ▪ Check the same identifier no. and blinding as on the book. ▪ When there is no blinding on the book, add the type of blinding if it is consider to be important
040	<ul style="list-style-type: none"> ▪ 040 __ aDLC beng cDLC erda dDLC ▪ 040 __ erda 	Check subfield e as rda. If 040 not exist when remote, just add erda
041	<ul style="list-style-type: none"> ▪ 041 __ aeng hger ▪ 041 __ apor achi aeng 	Only use for more than one languages and translation work(s).
1XX	<ul style="list-style-type: none"> ▪ 100 1_ aSmith, Joseph, cSr., d1771-1840, eauthor ▪ 111 2_ aBiennial Conference of the Parliamentary Librarians of Asia and the Pacific n(1st : d1990 : cSeoul, Korea) 	<ul style="list-style-type: none"> ▪ Check the same name or corporate body as on the book. ▪ Subfield e is acceptable.
240	240 10 aPygmalion. lEnglish 700 12 aRousseau, Jean-Jacques, d1712-1778. tPygmalion. lFrench. (referring translation of two languages)	240 express only single language Add 7XX expression to separate access point
245	245 10 aUncommon sense / cAlan Cromer. (no need : bthe heretical nature of science)	Core element is proper title only, transcribe according the source appears, accept capitalization, symbols and punctuations.
245	/ cBrian F. Atwater, Musumi-Rokkaku Satoko, Satake Kenji, Tsuji Yoshinobu, Ueda Kazue, David K. Yamaguchi. or / cBrian F. Atwater [and five others].	Statement of responsibility can contain phrase “[and X others]”, can also listed out all the statements of responsibly. The identity information of the responsibility is acceptable in 245 c according to the source.
246	246 31 a3 chorale preludes from op. 122 (iParallel title on cover)	Parallel title or any from the preferred source.
250	<ul style="list-style-type: none"> ▪ aFirst paperback edition ▪ aThe forth edition / brevised by the author 	Transcribe according the source appears
260	260 aPrinceton, New Jersey : bPrinceton University Press, c[2011], ©2011.	<ul style="list-style-type: none"> ▪ Publication, distribution, manufacturing, copyright information: ▪ Accept either 260 or 264 fields
264	264_1 aNew York, N.Y.: bBollingen Foundation, c[1964] 264_2 aNew York, N.Y.: bDistributed by Pantheon Books 264_3 aNew York, N.Y.: b[Manufacturer not identified], c[1988] 264_4 c ©1964	<ul style="list-style-type: none"> ▪ mid-2012 on, 264 fields are used in all new RDA records. ▪ 2nd indicator 0 = production info, 1 = publishing info, 2 = distribution info, 3 = manufacturing info, 4 = copyright date
300	<ul style="list-style-type: none"> ▪ 300 a93 unnumbered pages : bcolor illustrations ; c30 cm. ▪ 300 aapproximately 600 pages : bmaps (some color) ; c21 	<ul style="list-style-type: none"> ▪ No abbreviations are used except international standard measurements

	cm. ▪ 300 a58 min., 30 sec. : bsound, stereo ; c4 3/4 in.	e.g.: cm, mm, in, hr., min. ▪ AACR2 designations begin with “sound” change to “audio” in RDA. ▪ No ca., use “approximately”
336	336__ atext 2rdacontent	Content Type (RDA 6.9.1)
337	337__ aunmediated 2rdamedia	Media Type
338	338__ avolume 2rdacarrier	Carrier Type (RDA 3.3.1)
500	500 aIncludes index.	If the book has bibliographical references and/or an index, but the record lacks a note about them, then put in a note.
504	504 aIncludes bibliographical references (pages 100–104). 504 aIncludes bibliographical references (pages 358–369) and index.	
7XX	eeditor etranslator tGondoliers	Subfield e and subfield t is acceptable. Add a 7XX field if any names or corporate bodies that appear in the 245 c do not have access points in either a 1XX or 7XX field
8XX		8XX referring to 4XX is acceptable
Other: If anything else seems off-base or unusual, such as notes that don't seem to describe the item in hand, then route it to a catalog librarian		

RDA record Examples:

1. English material:

020 9780804774963 (hard cover)
020 080477496X (hard cover)
020 9780804774970 (paperback)
020 0804774978 (paperback)
040 |beng|erda
041 1 eng|hheb
090 BS 1233|bG66 2011
130 0 Bible.|pGenesis,|nl-XI.|lEnglish.|sGood.|f2011
245 1 0 Genesis 1-11 :|b tales of the earliest world /|ca new translation and
 essays by Edwin M. Good.
246 3 3 Genesis one to eleven
264 1 Stanford, California :|b Stanford University Press,|c[2011]
264 4 |c©2011
300 x, 125 pages ;|c23 cm.
336 text|2rdacontent
337 unmediated|2rdamedia
338 volume|2rdacarrier
504 Includes bibliographical references.
505 0 Genesis in seven days -- The garden, part 1 -- The garden, part 2 --
 Offerings and their results -- Some descendants -- Some more
 descendants -- Unusual births -- The flood(s) -- Yet another curse; and
 a blessing -- Descendants and nations -- A tower and a confusion of

words -- A transitional genealogy.
546 Translated from the Hebrew.
630 0 0 Bible. |pGenesis, |pl-XI|vCommentaries.
700 1 Good, Edwin M. |q(Edwin Marshall), |d1928-|etranslator, |ewriter of
added commentary.

2. Chinese Material:

i 020 9789862552049 (paperback)
y 040 DLC|beng|cDLC|erda|dDLC
c 090 KNP 320.2|bLia 2012
a 100 1 廖又生, |eauthor
t 245 1 0 圖書館法論 /|c 廖又生著 .
e 250 初版.
p 264 1 台北市 :|b 元照出版公司, |c2012.
r 300 251 pages ; |c21 cm.
r 336 text|2rdacontent
r 337 unmediated|2rdamedia
r 338 volume|2rdacarrier
d 650 0 Library legislation|zTaiwan
d 650 0 圖書館法規|z 台灣
d 650 0 Library rules and regulations|zTaiwan
d 650 0 圖書館規則|z 台灣
d 650 0 Library administration|zTaiwan
d 650 0 圖書館行政|z 台灣
y 856 4 1 |zTable of contents
only|uhttp://catdir.loc.gov/catdir/toc/fy13pdf01/2012363821.html

Reference:

Joint Steering Committee Tor Development of RDA (JSC). *MARC Record Examples of RDA Cataloging*. American Library Association, Canadian Library Association, and CILIP: Chartered Institute of Library and Information Professionals, 2010. Web. 13 Mar. 2013. <<http://www.rdatoolkit.org/examples/MARC>>.

"RDA Record Examples." (*Catalogers Learning Workshop, Program for Cooperative Cataloging, Library of Congress*). PCC SCT RDA Records Task Group, n.d. Web. 13 Mar. 2013.
<<http://www.loc.gov/catworkshop/RDA%20training%20materials/SCT%20RDA%20Records%20TG/index.html>>.

Sevim, McCutcheon. "Designing Policy For Copy Cataloging In RDA." *Library Collections, Acquisitions And Technical Services*(n.d.): *ScienceDirect*. Web. 13 Mar. 2013.