August 2022

RDA Manual for the Sage Library System

SAGE LIBRARY SYSTEM

Compiled and created by the RDA Subcommittee

Heather Spry
Tracy Hayes
Beth Ross
John Brockman
Dea Nowell
Celine Vandervlugt

Table of Contents

Table of Contents and blue letters are clickable links

Introduction 5

- **What is RDA?** 5
- **What the manual will cover!** 5
- **What the manual will not cover!** 5

Difference between AACR2 and RDA 6

- **FRBR - Functional Requirements for Bibliographic Records** 6
- **Entities** 7
- **Relationships** 10
- **Specific Element Changes from AACR2 to RDA** 12
  - **Additional changes** 15
- **Vocabulary Changes** 15

Description Elements 17

- **Introduction** 17
- **Mode of Issuance** 17
- **Identifier** 18
  - **LCCN** 18
  - **ISBN** 18
  - **ISSN** 19
  - **Other standard Identifier (UPC)** 19
  - **Publisher or distributor number** 19
- **Language of content** 20
- **Title** 21
  - **Title proper** 21
  - **Parallel title proper** 22
  - **Other title information** 23
  - **Variant title** 23
- **Statement of responsibility** 25
- **Edition statement** 25
- **Production, publication, distribution, and manufacture** 26
  - **Production statement** 26
  - **Publication statement** 27
    - **Place of publication** 27

        - Publisher's name 28
        - Date of publication 28
    - Distribution statement 30
    - Manufacture statement 30
- Copyright date 31
- Extent 31
- Illustrative content 34
- Dimensions 34
- Accompanying material 35
- Frequency 36
- Content, media, and carrier type 36
    - Content type 36
    - Media type 37
    - Carrier type 38
- Font size 39
- Sound characteristics 39
    - Type of recording 40
    - Recording medium 40
    - Configuration of playback channels 40
    - Special playback characteristics 40
- Aspect ratio 41
- Broadcast standard 41
- Digital file characteristics 42
    - File type 42
    - Encoding format 42
    - Regional encoding 42
- Numbering of serials 43
- Series statement 44
    - Title proper of series 44
    - Numbering within series 45
- Uniform resource locator (URL) 45
- General note 46
    - Manifestation notes 46
    - Carrier notes 47
- Supplementary content note 48

- Contents note 48
- Restriction on access note 49
- Creation/production credits note 49
- Participant/performer note 50
- Capture information note 50
- Summarization of content note 50
- Intended audience note 51
- Additional physical form note 51
- Original version note 52
- System details note 52
- Language of content note 53
- Awards note 53
- Source of description note 54

Access Points 55

- Authorized Access Points 55
- Creators 55
- Relationship designators part 1 55
- Relationship added entries 60
- Relationship designators part 2 61
- Whole-Part Relationships 61
- Other edition entries 62
- Additional physical form entry 62

Sage Specific Practices 64

Appendix A - Carrier types 68

Appendix B - Relationship designators 70

Appendix C - Marc table 71

Appendix D - Quick RDA elements guide 74

Glossary/RDA definitions/Terms, Etc. 78

References 89

Index 90

Introduction

The Sage Library System is transitioning away from the old cataloging standard AACR2 and fully adopting the RDA cataloging standard. RDA was created in 2010 and formally adopted by the Library of Congress in 2013. A very large portion of all items imported into Evergreen are already cataloged in RDA, especially if the item was published since 2013.

What is RDA?

RDA (Resource Description and Access) is a content standard for descriptive cataloging providing instructions and guidelines for bibliographic data based on FRBR (Functional Requirements for Bibliographic Resources) and FRAD (Functional Requirements for Authority Data) for producing the description, name and title access points representing a resource. RDA replaces AACR2 and is a more flexible framework providing the ability to describe new types of material, is readily adaptable to new and evolving database networks, and is compatible with existing records in other online library catalogs both nationally and internationally. The structure of RDA is focused on helping catalog users find and identify, select and obtain the information they desire by gathering bibliographic records together through relationships between works and their creators.

RDA is being continually updated and adapting to new materials and new ways of accessing those materials.

What the manual will cover!

This manual is for helping catalogers navigate RDA, it gives the concepts, vocabulary and various elements necessary for RDA cataloging. The manual also includes RDA examples and Sage specific practices.

What the manual will not cover!

This manual will not cover how to catalog items using Marc, though examples are given with specific Marc tags to help catalogers. RDA is the standard we reference when creating a bibliographic description and MARC is the standard we use when coding that bibliographic description for computer use. Subject headings will also not be covered in this manual, for further questions it is always appropriate to contact a cataloging mentor!

Difference between AACR2 and RDA

There are similarities for bibliographic records created with AACR2 rules and with RDA instructions, because the RDA instructions are based on the old AACR2 rules, in that they follow established cataloging patterns and practices. The new RDA standard offers many options and alternatives that allow catalogers to use their own judgment in rule interpretation, more so than in AACR2. RDA is different from AACR2 in several ways. It provides a theoretical framework that is based on data models instead of the piece in hand approach AACR2 uses. RDA standard also builds cataloger's judgment based on principles; focuses on content, not on display; is independent of any particular syntax or structure encoding schema (such as MARC, etc.); provides a set of guidelines rather than rules; and provides mandatory and optional elements based on FRBR (Functional Requirements for Bibliographic Records). Additionally, the organization of RDA is very different from AACR2. Instead of separate chapters for classes of materials, such as books, cartographic materials, printed music, etc., RDA is principle-based and organized around the goals or tasks to help users "identify" and "relate" the resources they need from our collections. There are general instructions applying to all resources with specific instructions for characteristics unique to certain categories of resources.

RDA is a standard for resource description and access designed for the digital world…RDA goes beyond earlier cataloging codes in that it provides guidelines on cataloging digital resources and places a stronger emphasis on helping users find, identify, select, and obtain the information they want. RDA also supports the clustering of bibliographic records in order to show relationships between works and their creators.

- **RDA centers cataloging around general objectives & principles instead of specific rules**
- **RDA focuses on content instead of display (e.g. ISBD) or coding (e.g. MARC)**
- **RDA uses entity-relationship model, whereas AACR2 was principle-based rules**
- **RDA helps patrons find, identify, select, and obtain items [aligned with FRBR user tasks]**

  Find *– Search criteria and catalog use*

  Identify *– Confirm that patron has found the right items*

  Select *– Item that matches content, format, etc.*

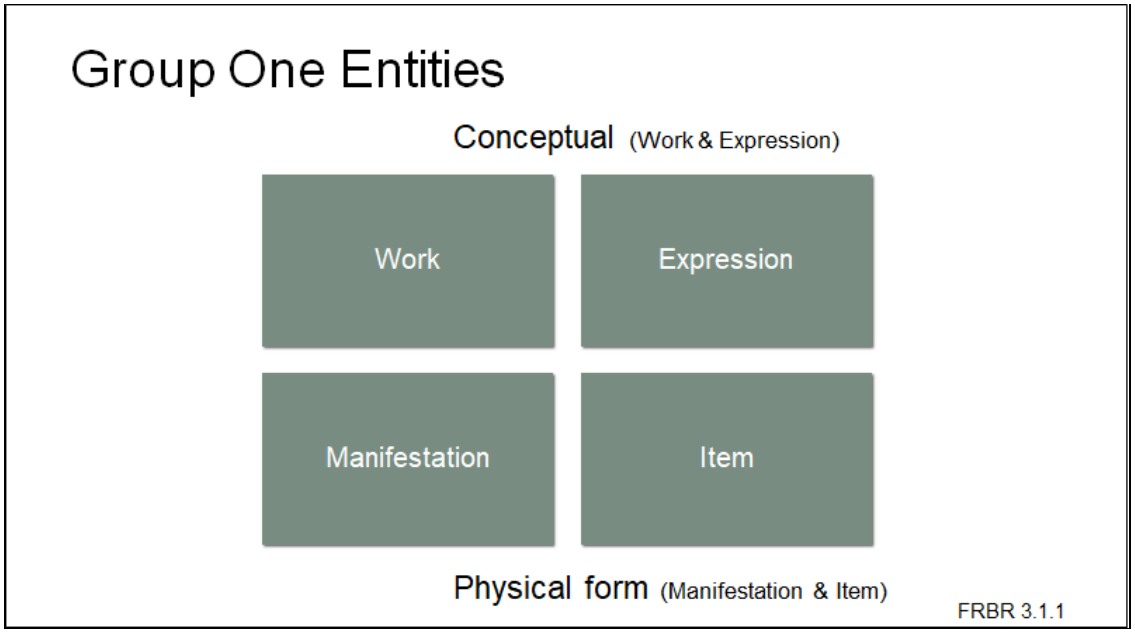
  Obtain *– Assist the patron in getting a specific item (place holds, locate on shelf)*

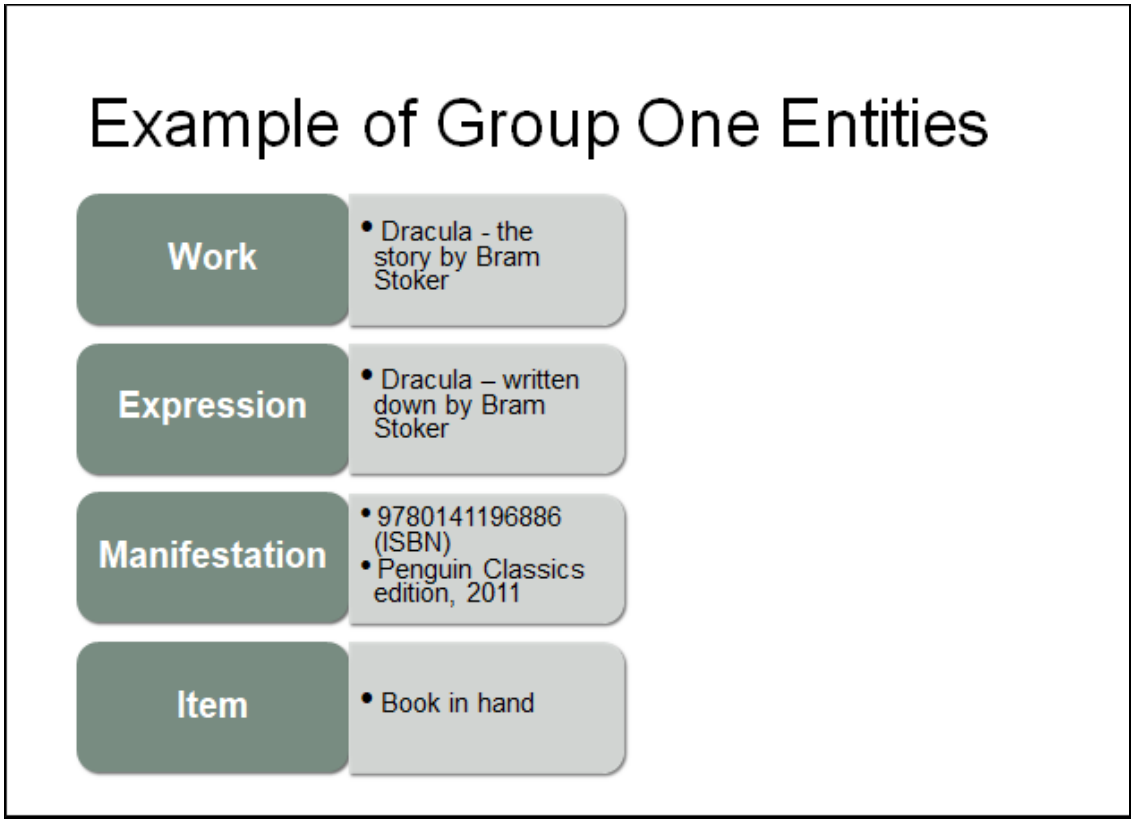
FRBR - Functional Requirements for Bibliographic Records

Functional Requirements for Bibliographic Records is a conceptual model (an abstract depiction) of the bibliographic universe to describe entities, relationships, and attributes (i.e., metadata). It is separate from any cataloging or display standards, although currently ISBD punctuation is used in many RDA bibliographic records. FRBR breaks the bibliographic universe into entities and relationships.

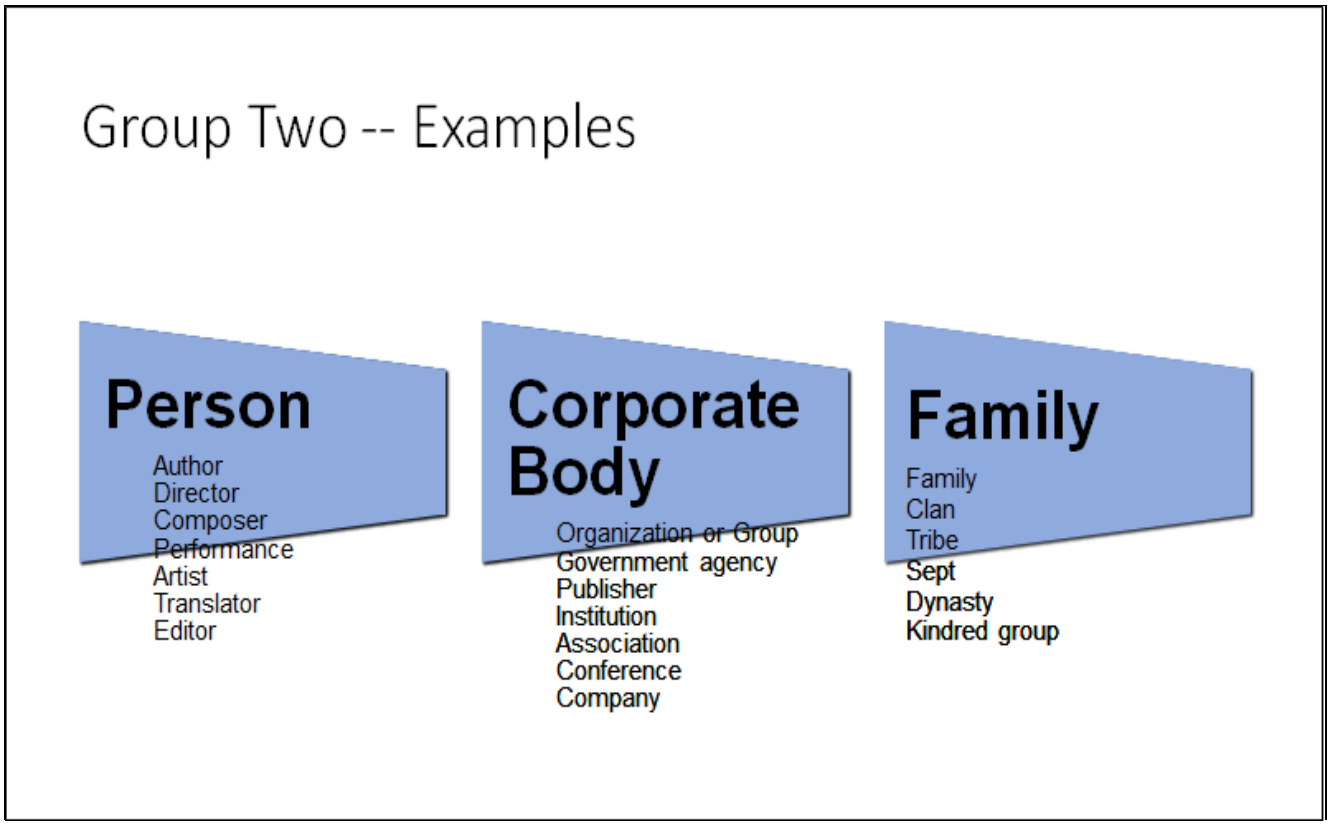
Entities

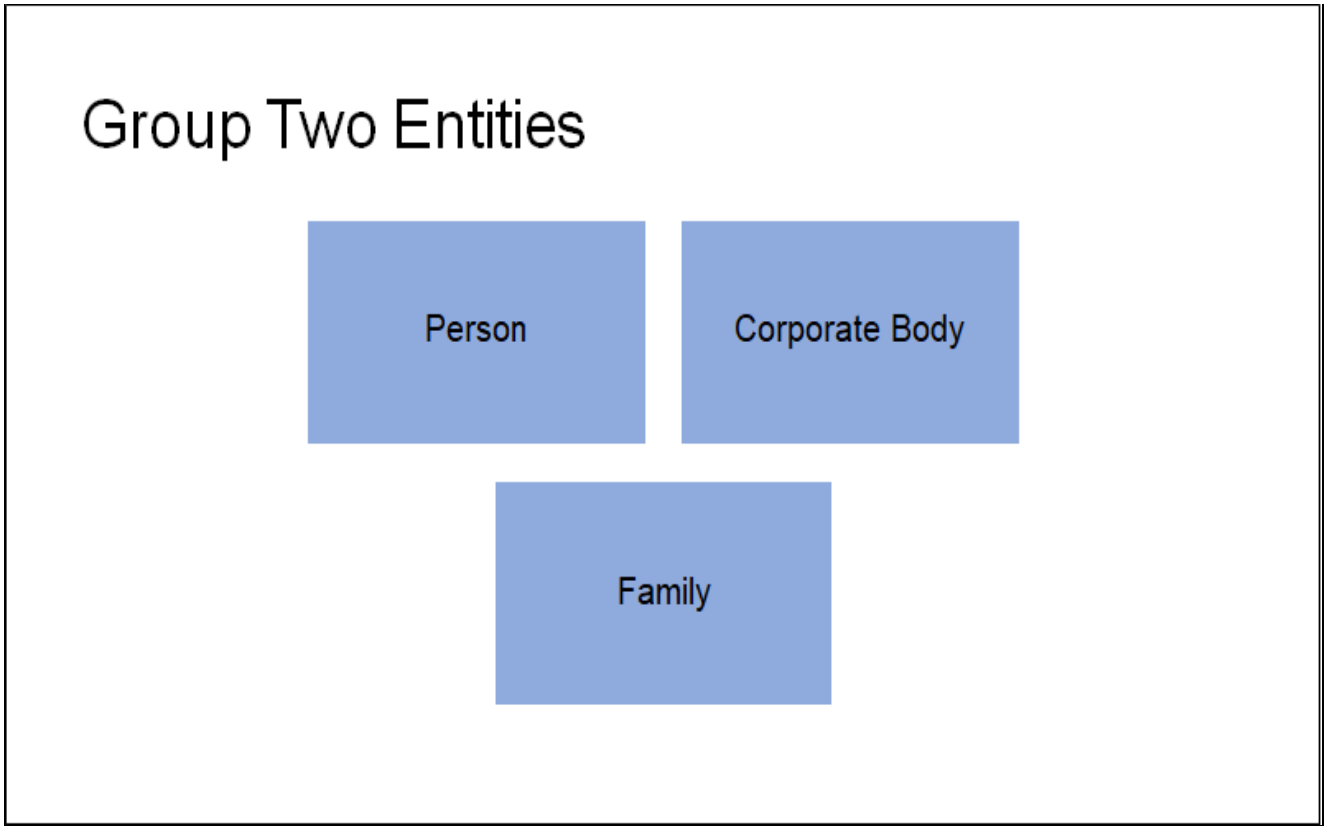
Group 1: work, expression, manifestation, item (things in the library's collection)



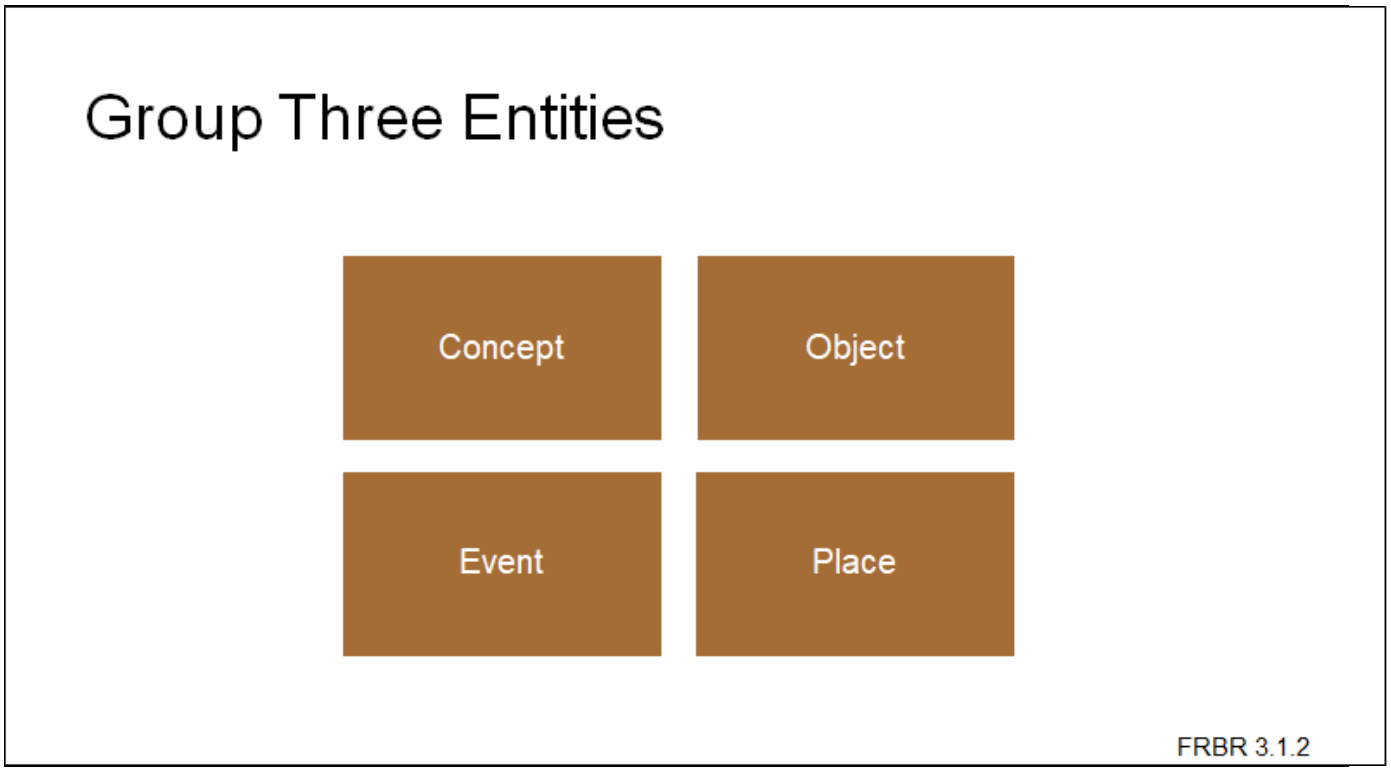


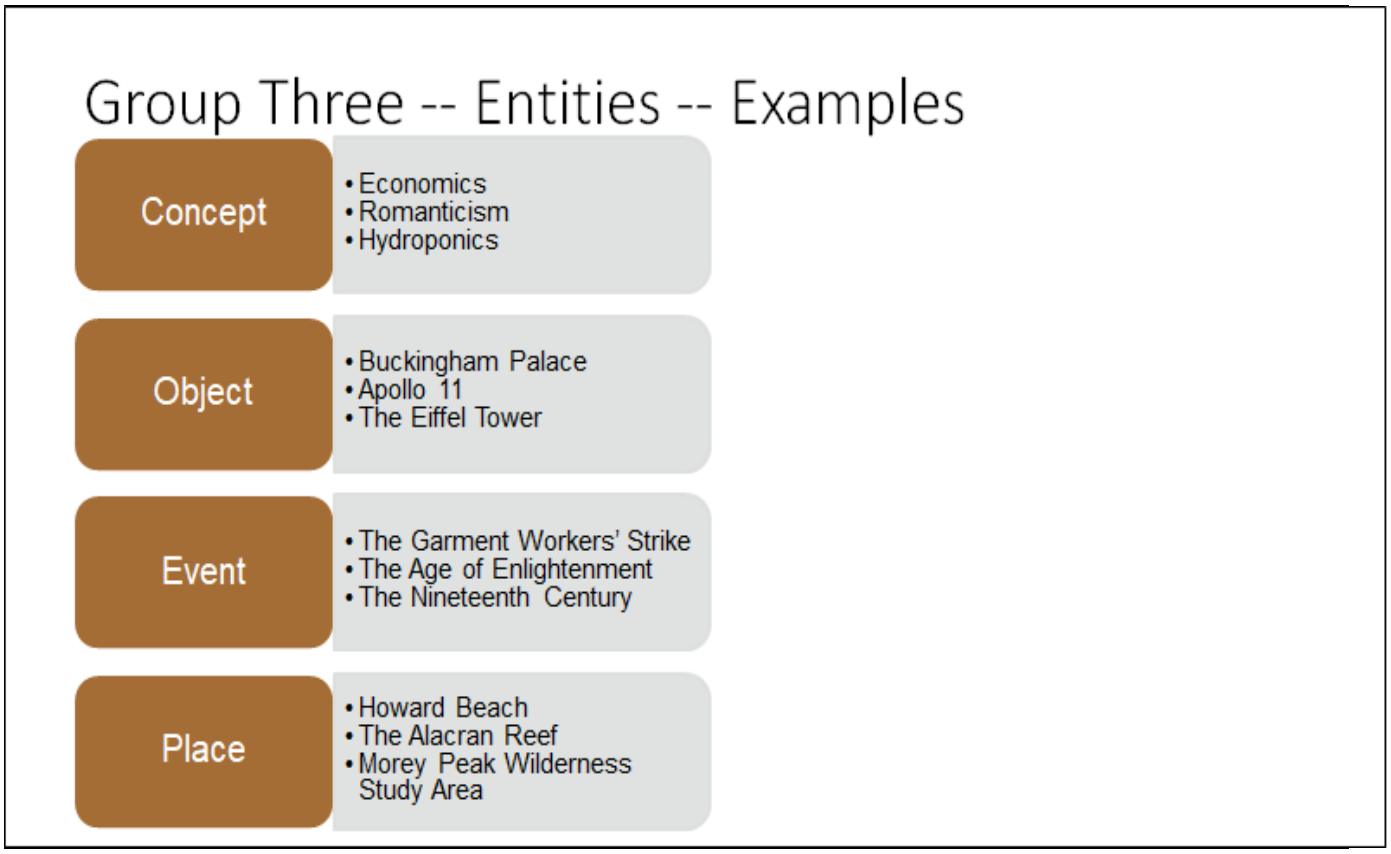
Group 2: people, families, corporate bodies related to Group 1 (author, director)





Group 3: concept, object, event, place (subjects)





Relationships

We want information in the record to establish relationships between the entities in these groups. This information also establishes relationships between items, linking separate records by author, subject, etc.

Work: abstract idea created by person or corporate body (Rowling imagines Harry Potter)

"A distinct intellectual or artistic creation, that is, the intellectual or artistic content."

Expression: a realization of that idea, but it has no physical characteristics (story is written)

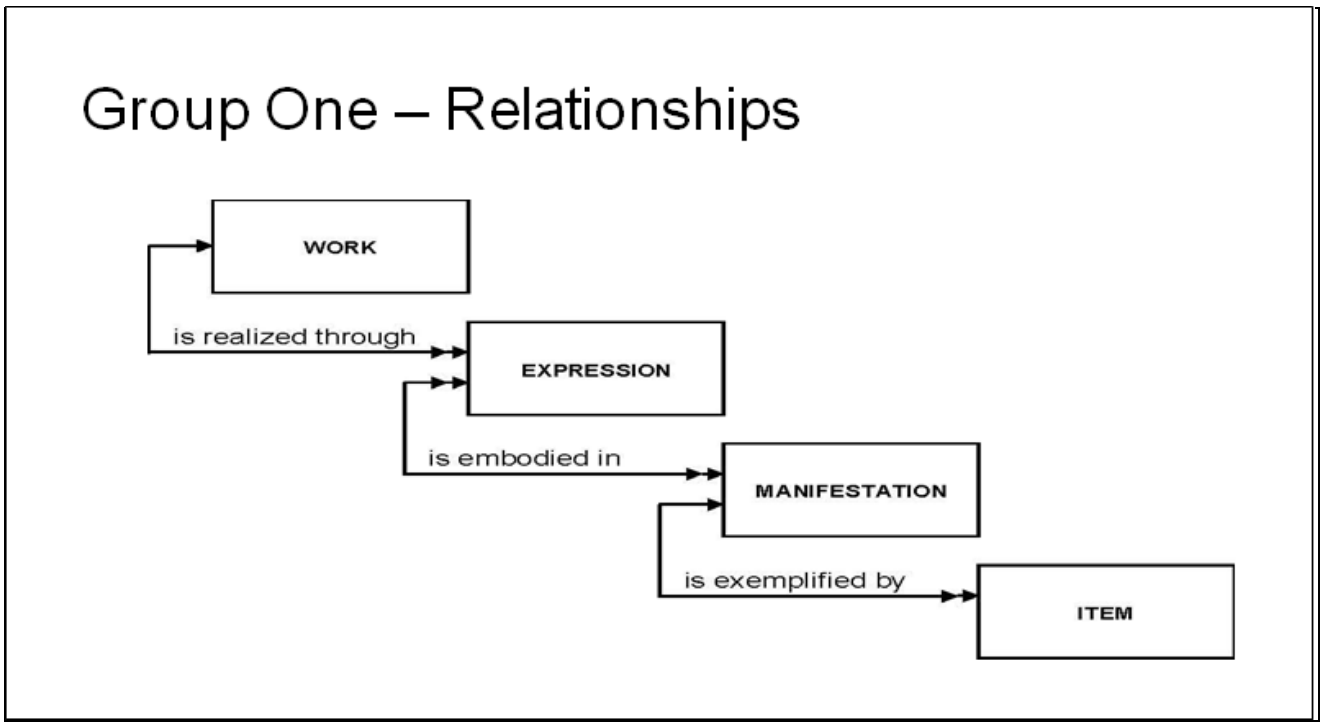
"An intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, et., or any combination of such forms."

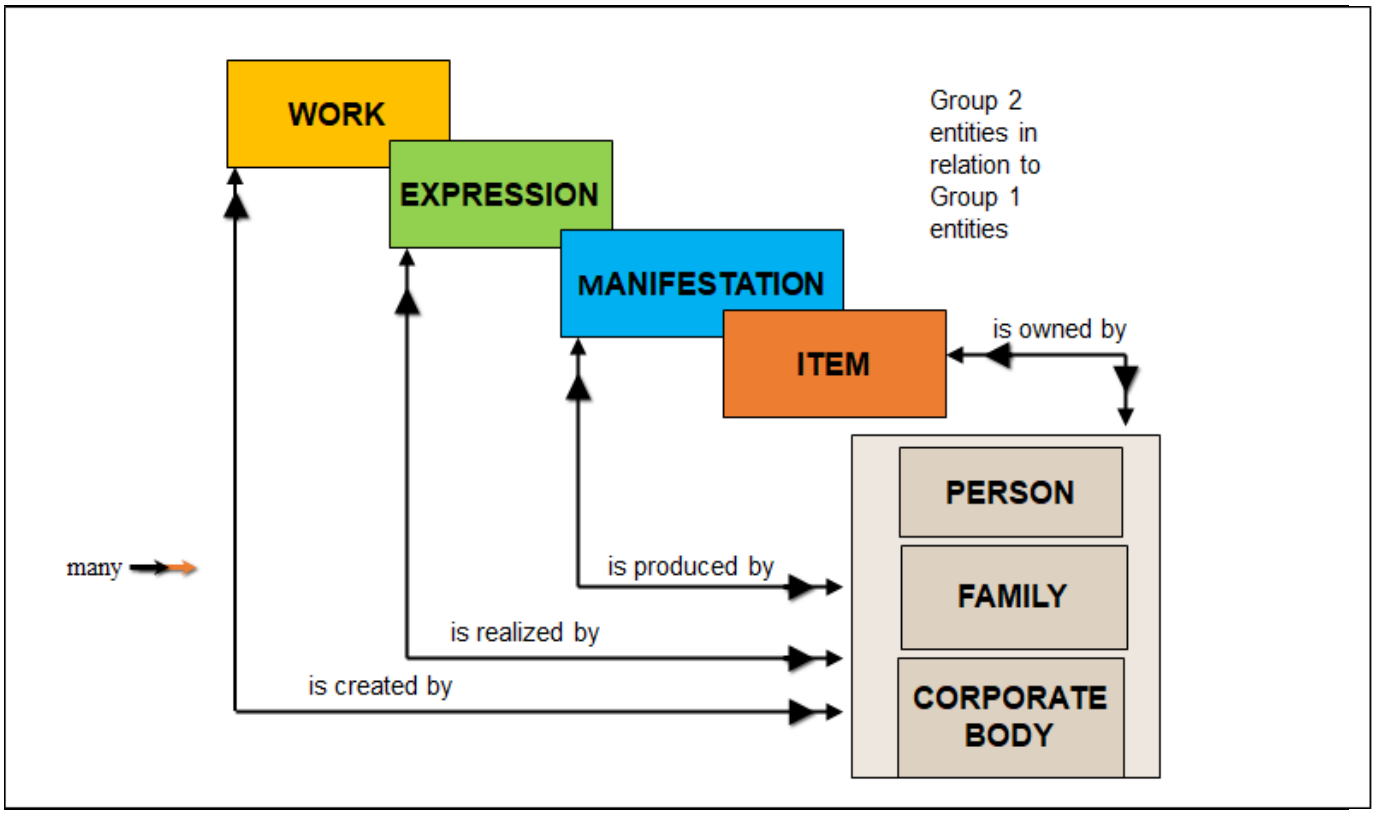
Manifestation: physical embodiment of an expression (book is published)

"A physical embodiment of an expression of a work."

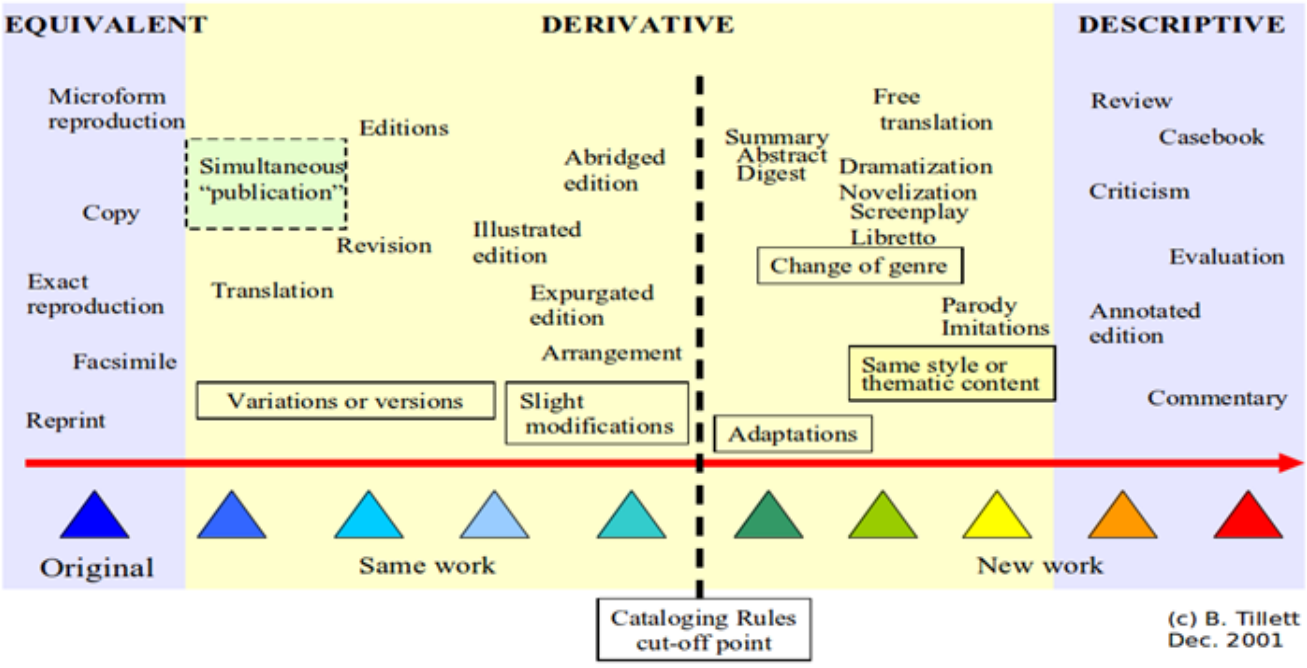
Item: physical copy of the manifestation, "the only concrete entity in FRBR" (a copy in a library)

"A singular exemplar or instance of a manifestation."





Family of Works



Specific Element Changes from AACR2 to RDA

Fixed field Desc: i (designates ISBD punctuation)

Example

Outdated AACR2: a

Correct RDA: i

Fixed field DtSt: separate dates for publication and copyright dates. Use “s” if only given a publication date. Use “t“ if both publication and copyright dates are given on the resource, even if they are the identical

Example

Outdated AACR2: *DtSt s*

Date1 2001

=260 \\$aNew York : $bHarperCollins, $c[2001], c2001.

Correct RDA: DtSt t

Date1 2022

Date2 2022

=264 \1$aNew York : $bFeiwel & Friends, $c2022.

=264 \4$c©2022

040 includes subfields $b and $e

Example

Outdated AACR2: *=040 \\$aDLC $beng $dDLC*

Correct RDA: =040 \\$aDLC $beng $erda $dDLC

100 Includes $e relator term. This is an authorized access point.

Example

Outdated AACR2: *=100 1\ $aCisneros, Sandra.*

Correct RDA: =100 1\ $aCisneros, Sandra, $eauthor.

245 $c Transcribe exactly as found on resource; include all names (Rule of Three is obsolete) or list first name followed by [and ten others]

Example

Outdated AACR2: *=245 00 $aSerendipity : $bten romantic tropes transformed / $cedited by Marissa Meyer ; with stories by Elise Bryant … [et al.]*

Correct RDA: =245 00 $aSerendipity : $bten romantic tropes transformed / $cedited by Marissa Meyer ; with stories by Elise Bryant [and nine others].

245 $h Do not use subfield h in RDA records (also known as GMD). This information has been replaced by 3xx fields.

Example

Outdated AACR2: *=245 10 $aWinding stair $h[text (large print)] /$cDouglas C. Jones.*

Correct RDA: =336 \\$atext $btxt $2rdacontent

=337 \\$aunmediated $bn $2rdamedia

=338 \\$avolume $bnc $2rdacarrier

250 Transcribe edition exactly as found on resource

Example

Outdated AACR2: *=250 \\$a3rd ed.*

Correct RDA: =250 \\$aThird edition.

264 $a Place of publication statement is transcribed as it is found on resource, or if not stated use [Place of publication not identified]

Example

Outdated AACR2: *=260 \\$a[S.l.] : $bDodd, $c1947, c1942.*

Correct RDA: =264\1$a[Place of publication not identified] : $bOrca Book Publishers, $c2022.

264 $b Transcribe as found on resource, or if not stated use [publisher not identified]. The title page is the preferred source. Use first publisher, don't abbreviate unless that is how it is stated on resource. If listed with "imprint of …" or similar, include that information.

Example

Outdated AACR2: *=260 \\$aLondon :$b[s.n.] ;$c1971.*

Correct RDA: =264\1$aNew York : $bHarper Teen, an imprint of HarperCollinsPublishers, $c[2022]

=264\1$aBoston : $b[publisher not identified], $c2010.

264 $c Replace incomplete or unknown dates with brackets and estimated date or date range

Example

Correct RDA: =264 \1$aNew York : $bEmber $c[2022]

264 If copyright is stated, enter a second 264, second indicator 4, and use the copyright symbol

Example

Outdated AACR2: =260 \\$aNew York : $bEmber $cc1985

Correct RDA: =264 \1$aNew York: $bEmber, $c[1985]

=264 \4$a©1985

300 Do not use abbreviations, measurements are in centimeters (cm is considered a symbol with RDA, rather than an abbreviation)

Example

Outdated AACR2: =300 \\$a45 p. :$bcol. ill., col. maps ;$c18 cm.

Correct RDA: =300 \\$a 302 pages : $billustrations ; $c25 cm

490 Record series numbering as it appears on item

Example

Outdated AACR2: =440 \0$aThis is America ;$vno. 1 [became obsolete in 2008]

Correct RDA: =490 \\$aSo many books ; $vXII

700 List additional creators in separate 700 tags, include $e relator (authorized access point)

Example

Outdated AACR2: = 100 1\ $aStewart, Sarah.

= 245 14 $The library /$cSarah Stewart ; pictures by David Small.

= 700 1\ $aSmall, David.

Correct RDA: =100 1\$aKaufman, Amie, $eauthor.

=245 10$aAurora rising / $cAmie Kaufman & Jay Kristoff.

=700 1\$aKristoff, Jay, $eauthor.

Additional changes

- Transcribe information as it is found on the item, particularly for 245, 250, 490, and 264.
- Guidelines on basic transcription from RDA Toolkit: "Preserve the capitalization, punctuation, numerals, abbreviations, and diacritics as they appear on the manifestation."
- Do not abbreviate words unless they are abbreviated on the item itself.
- If a resource does not specify information, the cataloger can include assumed information in brackets. A full set of brackets is used for every field.

  Incorrect: 490 1\ $a [Hunger games ; $v book 1]

  Correct: 490 1\ $a [Hunger games] ; $v [book 1]
- Do not correct errors. Use a 500 field note to state a correction if you feel it is necessary.

Vocabulary Changes

(For further RDA vocabulary see Glossary) [RDA vocabulary comes from FRBR & FRAD]

Authorized access points used to be called headings

Preferred title used to be call main entry and/or uniform title

Preferred source used to be called chief source

Creator used to be called author, composer, illustrator, etc.

Elements used to be called areas

Variant access points used to be called see references

Carrier description used to be called physical description

FRBR = Functional Requirements for Bibliographic Records

FRAD = Functional Requirements for Authority Data

FRSAD = Functional Requirements Subject Authority Data

Relator terms are added terms such as author, publisher, artist, director, etc. to give more information about the people listed in the records

Latin abbreviations are no longer applicable under RDA. Below are examples of Latin terms that can be found in AACR2 era records and there are examples in the previous Specific Elements section.

et al. – Latin: *et alii* (masculine), *et aliae* (feminine), or *et alia* (neuter) > meaning: and others (AACR2 rules: use if a single statement of responsibility names more than three persons…performing the same function, or with same degree of responsibility [also came to be known as the "Rule of 3"])

s.l. – Latin: *sine loco* (AACR2 rules: use if no place or probable place can be given)

s.n. - Latin: *sine nomine* (AACR2 rules: use if name of publisher, distributor, etc., is unknown)

sic - Latin: > meaning so, thus (AACR2 rules: used to explain a typographical error on title page)

i.e. - Latin: *id est* > meaning that is (AACR2 rules: used to supply intended “correct” text of a transcribed error)

Description Elements

INTRODUCTION

RDA relies on the principle of accurate representation of the information in a resource. Not only does RDA specify *what* information is to be captured for description, but it also specifies *how*. For many manifestation level elements, (e.g. title proper, edition statement, etc.) information is *transcribed* from the resource. In practical terms, this means to capture the data without making any adjustments beyond those specified in other parts of RDA or local practice (e.g. capitalization). This even includes typographical errors or misspellings. Other elements (often higher level work or expression level elements) are to be simply *recorded* from the resource. This means that the captured information may not be as it appears on the resource, but the *content* remains the same. For a list of which elements are transcribed vs. recorded, see **Appendix C**. Some elements are neither transcribed or recorded, and are *coded* instead.

RDA has identified a list of elements that are considered most beneficial in helping to fulfill the FRBR user tasks of *find*, *identify*, *select*, and *obtain*. In this section, these elements are designated as CORE and CORE IF elements, and they are also listed in **Appendix D**. They are not intended to be a set of "minimum requirements" as under AACR2, but rather are required if they are 1) applicable to the resource being described, and 2) readily ascertainable. Elements designated as CORE-IF, are to be considered CORE only in certain circumstances. For example, if the place of publication CORE element is unavailable, then the place of distribution CORE IF element then becomes CORE.

Starred (*****) elements indicate that there are guidelines for local SAGE practice regarding this element. Please see the section entitled "Sage Specific Practices".

The following description elements are generally presented in the order they would be found in a MARC record, not as they would be listed in RDA documentation. However, each element's corresponding RDA number is listed for further reference.

MODE OF ISSUANCE (RDA 2.13)

Mode of issuance is a categorization reflecting whether a resource is issued in one or more parts, the way it is updated, and its intended termination.

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for determining the mode of issuance of the resource. If desired, take additional evidence from any source.

RDA 2.13.1.3 directs you to use one or more of the terms listed below:

1. **Single unit** *(m)* - (e.g., a single volume monograph and a PDF file, where the resource is issued as a single physical unit)
2. **Multipart monograph** *(m)* - (e.g., encyclopedias, dictionaries, and multi-volume sets where the resource, issued in two or more parts, is complete or is intended to be completed within a finite number of parts)
3. **Serial** *(s)* - (e.g., periodicals, monographic series, and newspapers where the resource is issued in successive parts, usually bearing numbering, and having no predetermined conclusion)
4. **Integrating resource** *(i)* - (e.g., loose-leaf, manuals, and websites where adding and changing the content is dynamic but the updates and changes remain integrated into the whole)

This data is ***coded*** in the **BLvl** fixed field, which is in **07** in the **MARC Leader**

IDENTIFIER (RDA 2.15 - CORE)

Identifiers are character strings associated with a resource that serves to differentiate it. They may adhere to internationally recognized schemes (e.g., ISBN, ISSN, URN), as well as be assigned by publishers, distributors, government publications agencies, document clearinghouses, archives, etc., following internally devised schemes, such as music publishers' numbers and plate numbers. A URL does **not** qualify as a manifestation identifier.

If the identifier is one for which there is a prescribed display format (e.g., ISBN, ISSN, URN), record it in accordance with that format. If an identifier is known to be incorrectly represented in the resource, record the number **as it appears** and indicate that the number is incorrect, canceled, or invalid, as appropriate.

Internationally recognized identifiers are preferred, if applicable. Additional identifiers are optional. Do not give an ISBN for an issue or part of a serial.

Take identifiers **from any source**.

LCCN (Library of Congress Control Number)

A LCCN is a unique number assigned to a record by the Library of Congress. Before January 2001, LCCNs consisted of a three-character prefix (often containing blanks), a two-digit year, a six-digit serial number, and a trailing blank. This number was often displayed with a hyphen separating the year and the serial number. After December 2000, LCCNs consist of a two-character prefix (often containing blanks), a four-digit year, and a six-digit serial number. Do not record any blanks.

This data is ***recorded*** in **MARC 010 $a** (**$z** if canceled or invalid)

MARC Example

010 \\$a**2021287083**

ISBN (International Standard Book Number)

An ISBN is a unique number assigned to an item by its publisher. Each ISBN is a 10- or 13-digit number and has four parts:

1. the language group of the country of publication
2. the publisher
3. the title
4. the check character

Thirteen-digit ISBNs must begin with either 978 or 979 (a 13-digit EAN beginning with 978 or 979 may be input as a valid ISBN). If printed in a book, catalog, or bibliography, these four parts are usually separated by hyphens, periods, or spaces. Do not enter the hyphens, periods, or spaces.

This data is ***recorded*** in **MARC 020 $a** (**$z** if canceled or invalid)

MARC Examples

020 \\$a**9789070002343**

020 \\$a**0435916610**$q(paperback)

020 \\$a**0387082662**$q(U.S.)

020 \\$z**0870684302**

ISSN (International Standard Serial Number)

An ISSN is the identifier assigned to a serial by an ISSN registration agency. If the ISSN of a serial appears within the resource, include it in the record. If the resource has both a numeric and/or alphabetic designation and a chronological designation, record both. Do not treat a date of production, publication, distribution, or manufacture as a chronological designation.

This data is ***recorded*** in **MARC 022 $a** (**$y** if incorrect) **($z** if canceled)

MARC Examples

022 \\$a**0046-225X**

022 0\$a**0046-225X**$y**0046-2254**

022 0\$a**0145-0808**$z**0361-7106**

Other Standard Identifier (e.g., UPC)

These identifiers are standard numbers or codes published on an item that may include an International Standard Code (ISRC), Universal Product Code (UPC), International Standard Music Number (ISMN), International Article Number (EAN), or Serial Item and Contribution Identifier (SICI).

This data is ***recorded*** in **MARC 024 $a** (**$z** if canceled or invalid)

MARC Examples

024 1\$a**078221882927**

024 2\$a**M011234564**

Publisher or Distributor Number

These identifiers are formatted numbers used for sound recordings, printed music, other music-related materials, and video recordings. For the publisher number for music, the number may be:

1. the issue number assigned to a recording, one side of a recording, or a packaged group of recordings
2. the matrix number, usually inscribed on the disc
3. the plate number or other publisher number assigned to a specific music score

This data is ***recorded*** in **MARC 028 $a**

MARC Examples

028 00$a**GV-201A**$bGood Vibrations Records

028 11$a**L27410X**$bChaparral

028 40$a**VA5386**$bVestron Video

028 02$a**PJC 222013**$bParis Jazz Corner Productions

028 62$a**HM 76**$bHarmonia Mundi

LANGUAGE OF CONTENT (RDA 7.12)*

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. This is often the case when:

1. the item contains more than one language one of which may be sign language
2. the item is or includes a translation
3. the language of the abstracts, accompanying material, table of contents, or summaries differs from the language of the main item

For moving image resources, record the language code of spoken or sung language associated with the item, as well as sign language and any language code of the languages of accompanying sound. Languages used to provide access to a resource in an accessible alternative mode are also recorded, as well as subtitles, intertitles, and captions, as appropriate.

This data is ***coded*** in **MARC 041 $a - $t** (MARC Code List for Languages)

This data is used *in conjunction with* the **Lang** fixed field, which is in **35-37** of **MARC 008**

This data is used *in addition to* data in **MARC 546 $a**

MARC Examples

008/35-37 eng

041 1\$a**eng**$h**fre**

546 \\$aTranslated from the French.

(Text is in English, translated from French)

008/35-37 mul

041 0\$a**eng**$a**spa**

546 \\$aText in English and Spanish.

(Bilingual book in English and Spanish)

008/35-37 eng

041 1\$d**eng**$h**fre**$h**ger**$h**ita**

546 \\$aSung in English, translated from the French, German, and Italian.

(Sound recording of works sung in English, originally in French, German, and Italian)

008/35-37 eng

041 1\$a**eng**$b**ger**$j**ger**

546 \\$aEnglish soundtrack, summary and subtitles In German.

(An English language soundtrack contains a German language summary on its package and German subtitles)

008/35-37 eng

041 0\$a**eng**$p**eng**

546 \\$aEnglish soundtrack with closed-captioning for the hearing impaired.

(A videorecording in English with English closed captioning for the hearing impaired)

TITLE (RDA 2.3)

Transcribe a title **as it appears** on the source of information. Apply the general guidelines on transcription given under **RDA 1.7.**

Title Proper (RDA 2.3.2 – CORE)*

Title proper is the chief name of a resource. It is the focus for identifying the preferred source of information. An alternative title is treated as part of the title proper. The title proper excludes any parallel titles proper or other title information.

Punctuation marks included in the title proper to convey added meaning should **not** necessarily be used to differentiate between the title proper, parallel titles proper, and other title information.

When a title proper is grammatically presented with a creator and a possessive apostrophe, retain the information as presented.

If the title proper is taken from a source other than the title page, title frame, or title screen, include a source of description note indicating the source. If the information does not appear on a source forming part of the resource itself, take it from one of the following sources (in order of preference):

1. accompanying material (e.g., a leaflet, an “about” file)
2. a container that is not issued as part of the resource itself (e.g., a box, case made by the owner)
3. other published descriptions of the resource
4. any other available source (e.g., a reference source)

Do not correct errors for monographs, or record “[sic]” or [i.e., …]”; instead, give a note to explain.

Do correct errors for serials and integrating resources.

This data is ***transcribed*** in **MARC 245 $a $n $p**

MARC Examples

245 00$a**Concerto for piano with chamber ensemble, op. 26 (1961) /**$cRichard Swift.

245 00$a**Hamlet ;**$bOthello ; Macbeth /$cShakespeare ; traductions de Yves Bonnefoy, Armand Robin, et Pierre Jean Jouve.

245 00$a**Oklahoma ;**$bCarousel ; South Pacific /$c[music by] Rodgers & [words by] Hammerstein.

245 00$a**Proceedings :**$b65th North Central Avian Disease Conference and Poultry Management Symposium St. Paul RiverCentre, March 17-18, 2014 /$cprogram chair: Mick Fulton ; secretary/treasurer: Tom Bryan/C.C. Wu ; other executive committee members: D. Shaw [and 6 others].

245 00$a**Management report.**$n**Part I** /$cU.S. Navy's Military Sealift Command.

245 10$a**[Seventeen poems].**

245 10$a**Minnesota: a different America?**

245 10$a**Map of Amish farmland, Lancaster County, Pennsylvania.**

245 10$a**H.G. Wells and the world state /**$cW. Warren Wagar.

245 10$a**Mark Z. Danielewski's House of leaves** /$cby Zampanò ; with introduction and notes by Johnny Truant.

245 10$a**NAL newsletter /**$cNational Aerospace Laboratory.

245 10$a**...and then there were none... :**$ba long-buried chapter in Apache history /$c[by Jess G. Hayes].

245 10$a**Brave new world ;**$band, Brave new world revisited /$cAldous Huxley ; foreword by Christopher Hitchens.

245 10$a**Teusday's tasks.**

246 3/$iCorrected title: $aTuesday's tasks.

(Title error on monograph)

245 $a**Zoology studies.**

246 $iMisspelled title on number 1: $aZooology studies.

(Title error on serial)

Parallel Title Proper (RDA 2.3.3)

A parallel title proper is the title proper in another language and/or script. An alternative title in another language and/or script is treated as part of the parallel title proper. An original title in a language different from that of the title proper that is presented as the equivalent of the title proper is treated as a parallel title proper.

The source for parallel title proper has been expanded to include **any source within the resource**.

This data is ***transcribed*** in **MARC 245 $b**

MARC Examples

245 13$aEn ny Svensk riksskogstaxering =$b**A new Swedish National Forest Survey /**$cBjörn Hägglund.

245 00$aAnimalsk production =$b**Tiererzeugung = Animal production.**

245 10$aInternational review of applied psychology :$bthe journal of the International Association of Applied Psychology = **Revue internationale de psychologie appliquée.**

Other Title Information (RDA 2.3.4)

Other title information is information that appears in conjunction with, and is subordinate to, the title proper of a resource. It may include subtitles, but does not include variations on the title proper such as spine titles, sleeve titles, etc. or designations and/or names of parts, sections, or supplements. Other title information may be supplied for cartographic resources and moving image resources.

In general, the cataloger does **not** create other title information; however, other title information can be created for: cartographic resources (**RDA 2.3.4.5**), and moving image resources (**RDA 2.3.4.6**).

The source for other title information is the same source of information as the title proper applying the basic instructions on titles given under **RDA 2.3.1.**

This data is ***transcribed*** in **MARC 245 $b**

MARC Examples

245 10$aStatistics :$b**facts or fiction.**

245 10$aCancer research :$b**official organ of the American Association for Cancer Research Inc.**

245 15$aThe “winter mind” :$b**William Bronk and American letters /**$cBurt Kimmelman.

245 10$aMermaids in paradise :$b**a novel /**$cLydia Millet.

245 10$aRiva beside me :$b**New York City, 1963-1966 /**$ca novel by Carla Perry.

245 00$aLove from Joy :$b**letters from a farmer’s wife.**$nPart III,$p1987-1995, At the bungalow /$cby Joycelyn Hope Hormann ; edited by Monica Strain.

245 10$aFoundation studies for the violin.$nBook 1 :$b**60 first position studies (from op. 45, 54, 74) /**$cFranz Wohlfahrt ; selected and arranged in progressive order by K.H. Aiqouni ; new edition and DVD performance by Rachel Barton Pine.

Variant Title (RDA 2.3.6)*

Record a variant title that is considered important for identification or access by applying the basic instructions on titles at **RDA 2.3.1**

Variant forms of a title are associated with the resource, whether they are or are not on the resource being described. These variant titles can be found on the jacket, spine, title screen, cover, caption title, running title, container, or in accompanying materials. These may include the following:

1. part of a title (e.g., an alternative title or a section title recorded as part of a title proper)
2. alternative representations of a title proper, parallel title proper, or other title information (e.g., abbreviations, symbols, initialisms/acronyms, Arabic/Roman numerals, contractions, symbols, etc.)
3. corrections to titles that appear in the manifestation in an incorrect form
4. titles from authorized sources outside of the manifestation being described

This data is ***recorded*** in **MARC 246 $a**

MARC Examples

245 00$aALA bulletin.

246 2\$a**American Library Association bulletin**

245 00$a4 corners power review.

246 1\$a**Four corners power review**

245 10$aComputerized engineering index.

246 1\$iAlso known as:$a**COMPENDEX**

245 00$aAmerican Council on Education studies.$nSeries III,$pFinancial advisory services.

246 30$a**Financial advisory services**

245 00$aBangladesh Education Extension Centre bulletin.

246 3\$a**BEEC bulletin**

246 17$a**B.E.E.C. bulletin**

245 10$aChartbook of federal programs on aging /$cIrma Schechter.

246 18$a**Chartbook on aging**

245 04$aThe Beatles.

246 1\$iAlso known as: $a**White album**

245 10$aBeauty & the beast.

246 3\$a**Beauty and the beast**

245 00$aBulletin of atomic scientists.

246 1\$iAt head of title: $a**Science and public affairs**$fJanuary 1970-April 1974

STATEMENT OF RESPONSIBILITY (RDA 2.4 - CORE)

A statement of responsibility is a statement relating to the identification and/or function of any persons, families, or corporate bodies responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource. If there is more than one statement of responsibility relating to the title proper, only the first is required. Other statements of responsibility are optional.

Transcribe a statement of responsibility **in the form in which it appears** on the source of information (including prepositions if present). Apply the general guidelines on transcription given under **RDA 1.7.**

Take statements of responsibility relating to title proper from the following sources (in order of preference):

1. the same source as the title proper
2. another source within the resource itself
3. one of the other sources of information specified under **RDA 2.2.4**

Square brackets are needed only when data is taken from outside of the resource, or when a cataloger supplies information for clarity.

The AACR2 “Rule of Three” is not part of RDA. **RDA 2.4.1.5** directs you to record the persons, families, or corporate bodies named in the resource. It is only an option to omit all but the first of each group and indicate the omission by summarizing (in English) what has been omitted (do not record “[et al.]”, but rather “[and others]” or “[and 3 others]” if there are 4 total in the group).

RDA 2.4.2 states “If more than one statement of responsibility relating to title proper appears on the source of information, only the first recorded is required.”

This data is ***transcribed*** in **MARC 245 $c**

MARC Examples

245 14$aThe plays of Oscar Wilde /$c**Alan Bird.**

245 14$aThe three daughters of Madame Liang /$c**a novel by Pearl S. Buck.**

245 10$aHow to play chess /$c**Kevin Wicker ; with a foreword by David Pritchard ; illustrated by Karel Feuerstein.**

245 10$aHe who hunted birds in his father's village :$bthe dimensions of a Haida myth /$c**Gary Snyder ; preface by Nathaniel Tarn ; edited by Donald Allen.**

245 00$aLatino immigrant's guide to starting a business in Arkansas :$ba handbook for entrepreneurs /$c**Christina Abreo [and 4 others].**

EDITION STATEMENT (RDA 2.5 - CORE)

An edition statement is a statement identifying the edition to which a resource belongs. An edition statement may also include a designation of a named revision of an edition. An edition statement may also include a statement (or statements) of responsibility relating to the edition and/or to a named revision of an edition.

Transcribe an edition statement **as it appears** on the source of information. Apply the general guidelines on transcription given under **RDA 1.7.**

Note that in some languages the same term or terms can be used to indicate both edition and printing. A statement detailing the numbers of copies printed is **not** a designation of edition.

In case of doubt about whether a statement is a designation of edition, consider the presence of these words or statements as evidence that it is a designation of edition:

An edition statement can often be identified by the use of words such as ***edition, issue, level, state, update,*** and ***version,*** or their equivalents in other languages. Numbers and/or statements of responsibility may also appear with an edition statement. Under RDA, the edition statement is a transcribed element and no abbreviations are used unless they appear in the source used for the edition statement.

If there is more than one designation of edition, record the statements in the order indicated by the sequence, layout, or typography of the statements on the source of information.

If a designation of edition consists of a letter or letters and/or a number or numbers (expressed either as numerals or as words) without accompanying words, add an appropriate word. Indicate that the information was taken from a source outside the manifestation itself (see **RDA 2.2.4**)

This data is ***transcribed*** in **MARC 250 $a**

MARC Examples

250 \\$a**Third edition**.

250 \\$a**Teacher's edition.**

250 \\$a**Unabridged.**

250 \\$a**[Revised].**

250 \\$a**Version 1.1.**

250 \\$a**Canadian edition =**$b**Edition canadienne.**

PRODUCTION, PUBLICATION, DISTRIBUTION, AND MANUFACTURE

Production Statement (RDA 2.7)

A production statement is a statement identifying the place or places of production, producer or producers, and date or dates of production of a resource in an **unpublished** form. Production statements include statements relating to the inscription, fabrication, construction, etc., of a resource in an unpublished form. Note that RDA considers resources issued via the Internet (e.g. blogs) to be published material.

Production statements are commonly found in records representing unpublished material such as archival collections and personal papers. Because the vast majority of material represented in the Sage catalog is (or is considered) published, this element is only to be used in rare circumstances.

This data is ***transcribed*** in **MARC 264 \0 $a $b** and ***recorded*** in **MARC 264 \0 $c**

MARC Example:

264 \0$a**[Denver, Colorado?]** :$b**[producer not identified]**,$c**[1940?]**

Publication Statement (RDA 2.8 - CORE)

A publication statement is a statement identifying the place or places of publication, name of publisher or publishers, and date or dates of publication of a resource.

Take publication information from the following sources (in order of preference):

1. the same source as the publisher's name
2. another source within the resource itself
3. one of the other sources of information specified under **RDA 2.2.4**

Place of Publication

A place of publication is a place associated with the publication, release, or issuing of a resource; if more than one place of publication appears on the source of information, only the first recorded is required. Transcribe places of publication **in the form in which they appear** on the source of information (including abbreviations). Include both the local place name (city, town, etc.) and the name of the larger jurisdiction (state, province, and/or country) if present on the source of information.

When there is more than one place of publication on the source of information, record all in the order indicated by the sequence, layout, or typography of the names on the source of information (**RDA 2.8.2.4**). However, only the first place of publication is a required core element under RDA.

If the place is **not identified** in the resource, supply the place of publication or probable place of publication in brackets using outside sources (if possible). Otherwise, record "[Place of publication not identified]." Do not record [S.I.], or use abbreviations as under AACR2. If the place is probable but not confirmed, supply a question mark.

This data is ***transcribed*** in **MARC 264 \1 $a**

This data is used *in addition to* data in the **Ctry** fixed field, which is in **15-17** of **MARC 008**

MARC Examples

008/15-17 dcu

264 \1$a**Washington** :$bU.S. G.P.O.,$c1981-

008/15-17 mau

264 \1$a**Boston** :$b[publisher not identified],$c2010.

008/15-17 pau

264 \1$a**Rankin, Pennsylvania** :$bSt. Mary's Church,$c1928.

008/15-17 gw

264 \1$a**Cham** ;$a**Heidelberg** ;$a**New York** ;$a**Dordrecht** ;$a**London** :$bSpringer, $c[2014]

008/15-17 ilu

264 \1$a**[Chicago?]** :$bChicago and North Western Line,$c[1940?]

008/15-17 xx

264 \1$a**[Place of publication not identified]** :$b[publisher not identified],$c2009.

Publisher's Name

A publisher's name is the name of a person, family, or corporate body responsible for publishing, releasing, or issuing a resource. For early printed resources, printers and booksellers are treated as publishers. If more than one publisher's name appears on the source of information, only the first recorded is a required core element.

Record the publisher's name applying the basic instructions on recording publication statements given under **RDA 2.8.1** -- "**in the form in which they appear** on the source of information."

If **more than one entity** is named as a publisher of the resource, record the entities in the order indicated by the sequence, layout, or typography of the names on the source of information. Larger entities that are associated with the name of the publisher (i.e. imprints, divisions, etc.) may be included but are not required.

For a resource in a published form, if **no publisher is named** within the resource, and cannot be identified from other sources, record "[publisher not identified]". Do not record [s.n.] as under AACR2.

This data is ***transcribed*** in **MARC 264 \1 $b**

MARC Examples

264 \1$aWarrendale, PA, U.S.A. :$b**SAE International**,$c[1994]

264 \1$aNew York, New York :$b**Dell Publishing Co., Inc.**,$c[1972]

264 \1$aNew York :$b**Basic Books, a member of the Perseus Books Group**,$c[2014]

264 \1$a[Place of publication not identified] :$b**[publisher not identified]**,$c2009.

Date of Publication

A date of publication is a date associated with the publication, release, or issuing of a resource.

If the date of publication is **not identified** in a **single-part resource** (e.g. monograph), supply the date or approximate date of publication, using the guidelines below, rather than give "[date of publication not identified]."

1. If an item lacking a publication date contains **only a copyright date**, apply the following in the order listed:

a) Supply a date of publication that corresponds to the latest copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

b) If an item lacking a publication date contains a copyright date and a date of manufacture and the year is the same for both, supply a date of publication that corresponds to that date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

c) If an item lacking a publication date contains a copyright date and a date of manufacture and the years differ, supply a date of publication that corresponds to the latest copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date.

2. If an item contains **only a date of distribution**, apply the following in the order listed:

   a) Supply a date of publication that corresponds to the distribution date, in square brackets, if it seems reasonable to assume that date is a likely publication date. Also record a date of distribution as part of a distribution statement if determined useful by the cataloger.

   b) If it does not seem reasonable to assume that the distribution date is a likely publication date, supply a date of publication, in square brackets, based on the information provided. Also record the distribution date as part of a distribution statement if determined useful by the cataloger.

3. If an item lacking a publication date contains **only a date of manufacture**, apply the following in the order listed:

   a) Supply a date of publication that corresponds to the manufacture date, in square brackets, if it seems reasonable to assume that date is a likely publication date. For books, this means that the item is assumed to be the first printing of the edition. Also record the manufacture date as part of a manufacture statement if determined useful by the cataloger.

   b) If the date of manufacture given implies that it is likely not the same as the date of publication, supply a date of publication, in square brackets, using the information provided. Also record the date of manufacture as part of a manufacture statement if determined useful by the cataloger.

If the date of publication is **not identified** in a **multi-part monograph, serial, or integrating resource**, supply the date or approximate date of publication, using the guidelines below, rather than give "[date of publication not identified]."

1. If the first issue, part, or iteration of a multi-part monograph, serial, or integrating resource is available, record the date of publication of that issue, part, or iteration, followed by a hyphen (e.g. 1988-)

2. If 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 (e.g. 1968-1973)

3. 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 (e.g. -1977)

4. For an integrating resource, supply the date of the last update if it is considered to be important. If the date of publication is the same for all issues, parts, or iterations, record only that date as the single date (e.g. 1995-1998 [updated 1999])

5. If the first and/or last issue, part, or iteration is not available, supply an approximate date or dates. If the date or dates cannot be approximated, do not record a date of publication.

This data is ***recorded*** in **MARC 264 \1 $c**

This data *may be used in conjunction with* the **Date1** or **Date2** fixed fields, which are in **07-10,** and **11-14** of **MARC 008** respectively.

MARC Examples

008/07-10 1961

264 \1$aNew York, N.Y. :$bNew York Labor News Company,$c[**1961**]

008/07-14 19429999

264 \1$aMount Vernon, NY :$bConsumers Union of United States,$c**1942-**

008/07-14 18681872

264 \1$aNew York :$bCarlton and Lanahan,$c[**between 1868 and 1872**]

008/07-10 2009

264 \1$a[Place of publication not identified] :$b[publisher not identified],$c**2009**.

Distribution Statement (RDA 2.9 - CORE IF)

A distribution statement is a statement identifying the place or places of distribution, the distributor or distributors, and date or dates of distribution of a resource. These are core elements for a resource in a published form ONLY when publication information is not identified or available.

See applicable sections of "Publication Statement" for further information.

This data is ***transcribed*** in **MARC 264 \2 $a $b** and ***recorded*** in **MARC 264 \2 $c**

MARC Examples

264 \2$a**Kuala Lumpur** :$b**Pengedar, Metro Book Distributor**.

264 \2$a**[Place of distribution not identified]** :$b**Adirondack Distributors**,$c**2012**.

264 \2$a**Waverly, IA** :$b**Distributed by CQ Products**,$c**[2010]**

Manufacture Statement (RDA 2.10 - CORE IF)

A manufacture statement is a statement identifying the place or places of manufacture, name of manufacturer or manufacturers, and date or dates of manufacture of a published resource. These are core elements for a resource in a published form ONLY when neither publication NOR distribution information can be identified.

See applicable sections of "Publication Statement" for further information.

This data is ***transcribed*** in **MARC 264 \3 $a $b** and ***recorded*** in **MARC 264 \3 $c**

MARC Examples

264 \3$a**Nassau, Bahamas** :$b**Executive Printers of the Bahamas Ltd.**,$c**2012**.

264 \3$a**[Place of manufacture not identified]** :$b**BRC Printing & Desktop Publishing Ltd.**

264 \3$a**Hong Kong** :$b**[manufacturer not identified]**,$c**[1995]**

COPYRIGHT DATE (RDA 2.11 - CORE IF)

Give a copyright date for a single-part monograph if neither the date of publication nor the date of distribution is identified, or if the date of publication or the date of distribution is *different* than the copyright date. You are not required to record copyright dates for multi-part monographs, serials, and integrating resources. If the resource has multiple copyright dates that apply to various aspects (e.g., text, sound, graphics), record only the latest copyright date. Take information on copyright dates from any source.

Record copyright dates, applying the general guidelines on numbers given under **RDA 1.8**. Precede the date by the copyright symbol © or the phonogram symbol Ⓟ. Use “copyright” or “phonogram” only if the symbol cannot be reproduced. If a resource contains both copyright and phonogram dates and they differ, record both dates. Do not enclose copyright dates in square brackets.

This data is ***recorded*** in **MARC 264 \4 $c**

This data *may be used in conjunction with* the **Date1** or **Date2** fixed fields, which are in **07-10,** and **11-14** of **MARC 008** respectively.

MARC Examples

008/07-14 20052002

264 \1$c2005.

264 \4$c**©2002**

008/07-10 1983

264 \4$c**℗1983**

008/07-14 20142008

264 \4$c**©2014**,$c**℗2008**

EXTENT (RDA 3.4 - CORE)

Extent is the number and type of units and/or subunits that makes up the resource. A unit is a physical or logical constituent of a resource (e.g. a volume, audiocassette, film reel, map, or digital file). A subunit is a physical or logical subdivision of a unit (e.g., a page of a volume, a frame of a microfiche, a record in a digital file).

Extent is a core element only if the resource is complete or if the total extent is known. Record subunits only if readily ascertainable and considered important for identification or selection. Use evidence

presented by the resource itself (or on any accompanying material or container) as the basis for recording the extent of the resource. If desired, take additional evidence from any source.

Record the extent of the resource by giving the number of units and an appropriate term for the type of carrier as listed under **RDA 3.3.1.3** and **Appendix A** of this manual. Record the term in the singular or plural, as applicable. If the resource consists of more than one type of carrier, record the number of each applicable type. Note that in recording extent abbreviations are not to be used. Spell out works such as “pages” or “volume.”

For certain audio/visual materials, extent should include measurements of **duration** as described in **RDA 7.22**. This is one of the few situations where abbreviations should be used under RDA (i.e. “min.” for minutes and “sec.” for seconds (**RDA B.5.3**).

For a resource consisting of a **single volume**, record the extent in terms of pages, leaves, or columns, as appropriate to the resource, applying the following general guidelines:

1. If the volume is paginated (i.e., if there are page numbers on both sides of the leaves), record the number of pages.

2. If the volume is foliated (i.e., if there are leaf numbers on only one side of the leaves), record the number of leaves.

3. If the volume consists of pages with more than one column to a page and is numbered in columns, record the number of columns.

4. If the volume consists of sequences of leaves and pages, or pages and numbered columns, or leaves and numbered columns, record each sequence.

5. If the volume consists of pages, leaves, or columns that are not numbered, either count the pages, or estimate the number of pages (**RDA 3.4.5.3**).

6. If the page numbers are given in words and not in numbers, translate the words into numbers.

7. If the volume contains leaves or pages of plates that are not part of the resource, record the number of pages or leaves of plates at the end of the pagination number (**RDA 3.4.5.9**).

For a resource consisting of more than one part or volume, record the number of parts or volumes.

For a resource that is an updating loose-leaf, record “1 volume” followed by “loose-leaf” in parenthesis.

This data is ***recorded*** in **MARC 300 $a**

MARC Examples:

Print book--

300 \\$a**149 pages** ;$c23 cm

300 \\$a**ix, 96 pages, 8 pages of plates** :$billustrations ;$c22 cm

300 \\$a**11 volumes** :$billustrations ;$c24 cm

300 \\$a**1 online resource (iii, 447 pages)** :$billustrations

Audiobook--

300 \\$a**3 audio discs (approximately 3 hr.)** :$bCD audio, digital ;$c4 3/4 in.

300 \\$a**8 audiocassettes (9 hr., 45 min.)** :$banalog ; $c3 7/8 x 2 1/2 in., 1/8 in. tape

Music Recording--

300 \\$a**1 audio disc (56 min.) :**$bdigital, mono ;$c4 3/4 in.

300 \\$a**2 audio discs (1 hr., 8 min., 57 sec.)** ;$bdigital, stereo ;$c4 3/4 in.

Videorecording--

300 \\$a**1 videodisc (5 min.)** :$bsound, black and white ;$c8 in.

300 \\$a**1 videodisc (65 min.)** :$bsound, color ;$c4 3/4 in. +$e1 volume (78 pages : illustrations ; 15 cm)

Map--

300 \\$a**1 atlas (269 pages)** :$bcolor illustrations, color maps ;$c31 x 43 cm

300 \\$a**1 globe** :$bcolor, wood, mounted on metal stand ;$c12 cm in diameter

Notated Music--

300 \\$a**1 vocal score (16 pages)** ;$c29 cm

300 \\$a**2 scores (58 pages), 1 piano conductor part (14 pages), 8 parts** ;$c27 cm

Computer File--

300 \\$a**1 computer disc** ;$c4 3/4 in.

300 \\$a**1 computer disc** :$bsound, color ;$c3 1/2 in. +$e1 guide (10 pages ; 10 x 23 cm)

Still Image--

300 \\$a**2 flipcharts (15 sheets)** :$blaminated double-sided paper ;$c46 x 30 cm +$e1 activity guide (23 pages ; 28 cm)

300 \\$a**19 slides** :$bsome color ;$c5 x 5 cm

300 \\$a**21 art prints** :$blithograph, color ;$c33 x 23 cm, in folder

Object--

300 \\$a**2 games** ;$cboxes (13 x 9 x 2 cm)

300 \\$a**3 jigsaw puzzles (100, 700, 550 pieces)** :$bcardboard, color ;$cbox (10 x 12 in.)

Serial--

300 \\$a**volumes** :$billustrations (some color) ;$c28 cm

ILLUSTRATIVE CONTENT (RDA 7.15)

Record other illustrative content if considered important for identification or selection, and it may be taken from any source. The table below provides appropriate terms to be used. Any of the terms may be recorded in the singular or plural, as applicable.

chart	*coat of arms*	*facsimile*	*form*	*genealogical table*
graph	*illumination*	*illustration*	*map*	*music*
photograph	*plan*	*portrait*	*sample*	

These terms are sourced from the RDA Reference value vocabularies (under RDA Illustrative Content)

***Chart vs. graph*:** Use "chart(s)" for larger foldout or detachable items (e.g. periodic table poster). Use "graph(s) for smaller printed items used alongside text within the publication.

Illustration vs. photograph: Use "photograph(s)" for images produced separately from the item itself (e.g. scrapbook). Use "illustration(s)" for images printed alongside other content within the item (e.g. plates).

Tables containing only words and/or numerical data are excluded.

Record details regarding the presence of color, tone, etc., in the illustrative content as appropriate.

This data is ***recorded*** in **MARC 300 $b**

This data is used *in addition to* the **ILL** fixed field, which is in **18-21** (Books) of **MARC 008**

MARC Examples

008/18-21 ab

300 \\$a267 pages :$b**illustrations, maps** ;$c21 cm

008/18-21 a

300 \\$a48 pages :$b**color illustrations** ;$c24 cm +$e3 maps

008/18-21 abc

300 \\$ax, 577 pages :$b**illustrations, color maps, portraits (some color)** ;$c19 cm

DIMENSIONS (RDA 3.5)*

Dimensions are the measurements of the carrier and/or the container of the resource. In most cases, dimensions include the measurements of height, width, depth, length, gauge, and the diameter of the carrier or container. For maps, still images, etc, the dimensions may reflect those of the face of the

map, etc., or of the pictorial area instead of (or in addition to) those of the carrier. This element is core for resources other than serials and online electronic resources.

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the dimensions of the resource. If desired, take additional evidence from any source.

Unless instructed otherwise, record dimensions in centimeters to the next whole centimeter up, using the metric symbol cm (e.g., if the height measures 17.2 centimeters, record 18 cm). Please note that in RDA, metric symbols are **not** considered to be abbreviations, and should **not** precede a period. For discs and other audio carriers, inches may be used for dimensions (**RDA 3.5.1.4.4**), but as they are not a metric measurement, they should precede a period.

This data is ***recorded*** in **MARC 300 $c**

MARC Examples

300 \\$a149 pages :$billustrations ;$c**27 cm**

300 \\$avolumes ;$c**20 x 24 cm**

300 \\$a1 computer disc :$bsound, color ;$c**4 3/4 in.**

300 \\$a1 map ;$c**19 x 24 cm, on sheet 48 x 60 cm**

300 \\$a2 audio discs (46 min.) ;$bdigital, stereo ;$c**12 cm**

300 \\$a1 film reel (14 min.) :$bsound, black and white ;$c**16 mm**

300 \\$a1 videodisc (40 min.) :$bsound, color ;$c**4 3/4 in.**

ACCOMPANYING MATERIAL (RDA 27.1)

Record extent information and other physical description details of *accompanying items* (i.e. related manifestations) that are considered important for identification or selection, but are not part of the main item being described. The use of standard carrier terms from **RDA 3.3.1.3** and **Appendix A** of this manual is preferred. Using an additional clarifying note is optional.

This data is ***recorded*** in **MARC 300 $e**

MARC Examples

300 \\$axix, 271 pages :$billustrations ;$c22 cm +$e**1 atlas (301 pages, 19 leaves : color maps ; 34 cm)**

300 \\$a200 pages :$billustrations ;$c25 cm +$e**1 computer disc (sound, color ; 4 3/4 in.)**

300 \\$a1 computer disc :$bsound, color ;$c4 3/4 in. +$e**1 user guide**

300 \\$a34 pages :$billustrations ;$c22 cm +$e**1 audio disc (24 min. : digital, stereo ; 4 3/4 in.)**

300 \\$a1 audio disc (54 min.) ;$c12 in. +$e**1 pamphlet (12 pages : color illustrations ; 24 cm)**

500 \\$aAccompanied by 1 pamphlet (12 pages : color illustrations ; 24 cm).

FREQUENCY (RDA 2.14)

Frequency is the intervals at which the issues or parts of a serial or the updates to an integrating resource are issued. Take information on frequency from any source. Record the frequency of release of issues or parts of a serial or the frequency of updates to an integrating resource, if known, using an appropriate term listed below (**RDA 2.14.1.3)**. If none of the terms listed is appropriate or sufficiently specific, make a note giving details of the frequency.

daily	*three times a week*	*biweekly*	*weekly*
semiweekly	*three times a month*	*bimonthly*	*monthly*
semimonthly	*quarterly*	*three times a year*	*semiannual*
annual	*biennial*	*triennial*	*irregular*

This data is ***recorded*** in **MARC 310 $a**

This data is used *in addition to* the **Freq** and **Regl** fixed fields, which are in **18-19** (Continuing Resources) of **MARC 008**

MARC Examples

008/18-19 qr

310 \\$a**Quarterly**,$b1987-2005

008/18-19 \x

310 \\$a**Irregular**,$b2006-2008

008/18-19 fr

310 \\$a**Semiannual**,$b1990-

CONTENT, MEDIA, AND CARRIER TYPE

The General Material Designator (GMD) in AACR2 records, is not in RDA. GMDs were an inconsistent set of terms, which sometimes referred to content and sometimes to carrier. The vocabularies for these terms are “closed” lists in **RDA 6.9.1.3** (Content type), **RDA 3.2.1.3** (Media type), **RDA 3.3.1.3** (Carrier type).

Content Type (RDA 6.9 - CORE)

Content type is a categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement. Take information on content type from any source.

Record the type of content contained in the resource using one or more of the terms listed in the table below. Record as many terms as applicable to the resource being described.

If the resource being described consists of more than one content type, instead of recording all, you may record: the content type that applies to the predominant part of the resource (if there is a predominant part), or the content types that apply to the most substantial parts of the resource (including the predominant part, if there is one).

cartographic dataset	*cartographic image*	*cartographic moving image*	*cartographic tactile image*	*cartographic tactile three-dimensional form*	*cartographic three-dimensional form*
computer dataset	*computer program*	*notated movement*	*notated music*	*performed music*	*performed movement*
sounds	*spoken word*	*still image*	*tactile image*	*tactile notated music*	*tactile notated movement*
tactile text	*tactile three-dimensional form*	*text*	*three-dimensional form*	*three-dimensional moving image*	*two-dimensional moving image*

These terms are sourced from the RDA Reference value vocabularies (under RDA Content Type)

This data is ***recorded*** in **MARC 336 $a**

This data is used *in addition to* the **Type** fixed field, which is in **06** in the **MARC Leader**

MARC Examples

336 \\$a**text**$btxt$2rdacontent

336 \\$a**still image**$bsti$2rdacontent

336 \\$a**spoken word**$bspw$2rdacontent

Media Type (RDA 3.2)

Media type is a categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource. Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording media type. If desired, take additional evidence from any source.

Record the media type using one or more of the terms listed in the table below.

If the resource being described consists of more than one media type, instead of recording all, you may record: the media type that applies to the predominant part of the resource (if there is a predominant part) or the media types that apply to the most substantial parts of the resource (including the predominant part, if there is one).

*audio**	*computer**	*microform**	*microscopic*	*projected**
stereographic	*unmediated*	*video**	*other*	*unspecified*

These terms are sourced from the RDA Reference value vocabularies (under RDA Media Type)

This data is ***recorded*** in **MARC 337 $a**

*Some media types require additional data in the **Category of Material** fixed field, which is in **MARC 007/00 ($a)**

MARC Examples

Print book--

337 \\$a**unmediated**bn2rdamedia

Audiobook--

007/00 s

337 \\$a**audio**bs2rdamedia

Videorecording--

007/00 v

337 \\$a**video**bv2rdamedia

Carrier Type (RDA 3.3 - CORE)

Carrier type is a categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource. Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording carrier type. If desired, take additional evidence from any source.

Record the type of carrier used to convey the content of the resource using one or more of the terms listed in **RDA 3.3.1.3** and **Appendix A** of this manual. Record as many terms as applicable to the resource being described.

These terms are sourced from the RDA Reference value vocabularies (under RDA Carrier Type)

If the resource being described consists of more than one carrier type, instead of recording all, you may record: the carrier type that applies to the predominant part of the resource (if there is a predominant part) or the carrier types that apply to the most substantial parts of the resource (including the predominant part, if there is one).

This data is ***recorded*** in **MARC 338 $a**

Some carrier types require additional data in the **Specific Material Designation** fixed field, which is in **MARC 007/01 ($b)**

MARC Examples

Print book--

338 \\$a**volume**bv2rdacarrier

Audiobook--

007/01 d

338 \\$a**audio disc**bsd2rdacarrier

CDRom--

007/01 o

338 \\$a**computer disc**bcd2rdacarrier

Ebook--

007/01 r

338 \\$a**online resource**bcr2rdacarrier

Videorecording--

007/01 d

338 \\$a**videodisc**bvd2rdacarrier

FONT SIZE (RDA 3.13)

Font size refers to the size of the type used to represent the characters and symbols in a manifestation. For manifestations with text in a font size designed for persons with visual impairments, record a font size using one of the terms from the table below. Use evidence presented by the manifestation itself (or on any accompanying material or container) as the basis for recording a font size. Take additional evidence from any source.

giant print	*jumbo braille*	*large print*

These terms are sourced from the RDA Reference value vocabularies (under RDA Font Size)

This data is ***recorded*** in **MARC 340 $n**

This data is used *in addition to* data in the **Form** fixed field, which is in **23** of **MARC 008**

MARC Example

008/23 d

340 \\$n**large print**$2rdafs

SOUND CHARACTERISTICS (RDA 3.16)

Sound characteristics are “technical specifications relating to the encoding of sound in a manifestation” (RDA 3.16.1.1). Sound characteristics are generally recorded for manifestations consisting primarily of recorded sound; however, RDA provides an option to record sound characteristics in any situation.

Most common sound characteristics include the type of recording, recording medium, configuration of playback channels, and special playback characteristics. Information should be taken from the manifestation itself and any accompanying material or container. Additional information may come from any source.

Type of Recording (RDA 3.16.2)

The type of recording refers to the method used to encode audio content for playback. Examples of analog recordings include vinyl records and cassette tapes. Examples of digital recordings include CDs and DVDs.

analog	*digital*

These terms are sourced from the RDA Reference value vocabularies (under RDA Type of Recording)

Recording Medium (RDA 3.16.3)

The recording medium refers to the type of device used to record sound on an audio carrier. Most analog recordings are magnetic. Most digital recordings are optical.

magnetic	*magneto-optical*	*optical*

These terms are sourced from the RDA Reference value vocabularies (under RDA Recording Medium)

Configuration of Playback Channels (RDA 3.16.8)

Playback channels are the number of sound channels used to make a recording (e.g., one channel for mono, two for stereo, etc.). Note that “stereo” and “mono” are no longer considered abbreviations so there are no periods at the end of these words.

mono	*stereo*	*quadraphonic*	*surround*

These terms are sourced from the RDA Reference value vocabularies (under RDA Configuration of Playback Channels)

Special Playback Characteristics (RDA 3.16.9)

Examples of special playback characteristics include equalization systems, noise reduction systems, etc. used in the recording of the audio track.

CCIR encoded	*CX encoded*	*dbx encoded*	*Dolby*	*Dolby-A encoded*
Dolby-B encoded	*Dolby-C encoded*	*LPCM*	*NAB standard*	*[other]**

These terms are sourced from the RDA Reference value vocabularies (under RDA Special Playback Characteristics)

**Because all of these terms are not indicative of material currently being published, RDA allows for current, accurate terminology to be used instead.*

This data is ***recorded*** in **MARC 344 $a $b $g $h**

This data is used *in conjunction with* data in **MARC 538 $a**

This data *may be used in addition to* data in various fixed fields in **MARC 007**

MARC Examples

344 \\$a**digital**$2rdatr

344 \\$b**optical**$2rdarm

344 \\$g**stereo**$2rdacpc

344 \\$h**Dolby-C encoded**$2rdaspc

344 \\$h**Dolby digital 5.1**

ASPECT RATIO (RDA 7.19)

Aspect ratio refers to the numerical ratio of the width to the height of a moving image. Use evidence presented by the manifestation itself (or on any accompanying material or container) as the basis for recording an aspect ratio of a moving image. Take additional evidence from any source.

Record an aspect ratio **value** as a numerical ratio in standard format. The aspect ratio **designation** of the expression should be recorded using one or more of the terms below:

full screen	*wide screen*	*mixed aspect ratio*

These terms are sourced from the RDA Reference value vocabularies (under RDA Aspect Ratio Designation)

This data is ***recorded*** in **MARC 345 $c $d**

This data is used *in conjunction with* data in **MARC 538 $a**

MARC Examples

345 \\$c**16:9**

345 \\$d**wide screen**$2rdaar

345 \\$c**4:3**

345 \\$d**full screen**$2rdaar

BROADCAST STANDARD (RDA 3.18.3)

Broadcast standard is a system used to format a manifestation of a video for television broadcast. Use evidence presented by the manifestation itself (or on any accompanying material or container) as the basis for recording a broadcast standard. Take additional evidence from any source.

Record a broadcast standard of the manifestation using an appropriate term from the following list:

HDTV	*NTSC*	*PAL*	*SECAM*

These terms are sourced from the RDA Reference value vocabularies (under RDA Broadcast Standard)

This data is ***recorded*** in **MARC 346 $b**

This data is used *in conjunction with* data in **MARC 538 $a**

MARC Examples

346 \\$b**HDTV**$2rdabs

346 \\$b**NTSC**$2rdabs

DIGITAL FILE CHARACTERISTICS (RDA 3.19)

Digital file characteristics are "technical specifications relating to the digital encoding of text, image, audio, video, and other types of data in a manifestation" (**RDA 3.19.1.1**) Most common digital file characteristics include file type, encoding format, and regional encoding.

Use evidence presented by the manifestation itself (or on any accompanying material or container) as the basis for recording digital file characteristics. Take additional evidence from any source.

File Type (RDA 3.19.2)

File type characterizes the general type of data content encoded in a computer file. Use terms from the list below:

audio file	*text file*	*program file*
image file	*data file*	*video file*

These terms are sourced from the RDA Reference value vocabularies (under RDA File Type).

Encoding Format (RDA 3.19.3)

Encoding format is the "schema, standard, etc., used to encode the digital content of a manifestation". Because this characteristic does not require terms from a controlled list, supply an appropriate term.

Regional Encoding (RDA 3.19.6)

Regional encoding refers to the code identifying the region of the world for which a digital file has been encoded which may prevent the file from being played on a player from a different region. RDA provides prescribed terms for regional encoding; use those terms rather than terms found on the manifestation. Numbered regions refer to DVD encoding, whereas alphabetic regions refer to Blu-Ray and video game encoding.

all regions	*region 1*	*region 2*	*region 3*	*region 4*
region 5	*region 6*	*region 7*	*region 8*	*region A*
region B	*region C (Blu-ray)*	*region C (video game)*	*region J*	*region U/C*

These terms are sourced from the RDA Reference value vocabularies (under RDA Regional Encoding).

This data is ***recorded*** in **MARC 347 $a $b $e**

This data is used *in conjunction with* data in **MARC 538 $a**

This data *may be used in addition to* data in various fixed fields in **MARC 007**

MARC Examples

347 \\$a**audio file**$2rdaft

347 \\$a**video file**$2rdaft

347 \\$b**DVD video**

347 \\$b**Blu-ray**

347 \\$b**PDF**

347 \\$b**MP3**

347 \\$e**region 1**$2rdare

347 \\$e**region A**$2rdare

NUMBERING OF SERIALS (RDA 2.6 - CORE)

Numbering of serials is the identification of each of the issues or parts of a serial. It may include a numeral, a letter, a character, or the combination of these with or without an accompanying caption (volume, number, etc.) and/or a chronological designation.

Record numbers expressed as numerals or as words applying the general guidelines given under 1.8. Transcribe other words, characters, or groups of words and/or characters **as they appear** on the source of information. Apply the general guidelines on transcription given under **RDA 1.7**. Substitute a slash for a hyphen, as necessary, for clarity.

Record the number for the first issue; if it has ceased publication, record the last issue.

If the numbering starts a new sequence with a different system, record the numbering of the first issue of each sequence and the numbering of the last issue of each sequence.

This data is ***recorded*** in **MARC 362 $a**

MARC Examples

362 0\$a**Vol. 1, no. 1 (Apr. 1981)-**

362 0\$a**Vol. 1, no. 1 (Apr. 1983)-v. 1, no. 3 (June 1983)**

362 1\$a**Began with vol. 4, published in 1947.**

362 1\$a**Ceased with 2 (1964)**

SERIES STATEMENT (RDA 2.12)

A series statement is a statement identifying a series to which a resource belongs and the numbering of the resource within the series. A series statement may also include information identifying one or more subseries to which the resource being described belongs. Series statements may also include statements of responsibility relating to a series or subseries. The information relating to one series, or one series and one or more subseries, constitutes one series statement.

Title proper of series, numbering within series, title proper of subseries, and numbering within subseries are core elements. Other sub-elements of series statements are optional.

Transcribe the sub-elements of a series statement **as they appear** on the source of information. Apply the general guidelines on transcription given under **RDA 1.7**. If the resource belongs to more than one series and/or more than one series and subseries, record each series statement separately.

Title Proper of Series (RDA 2.12.2 - CORE)*

Title proper of series is the chief name of a series (i.e., the title normally used when citing the series). Take the title proper of a series from the following sources (in order of preference):

1. the series title page
2. another source within the resource itself (**RDA 2.2.2**)
3. one of the other sources of information specified under **RDA 2.2.4**

If the resource is issued in a series, record the title proper of the series applying the basic instructions on recording titles given under (**RDA 2.3.1)**

If the title proper of the series includes numbering as an integral part of the title, transcribe the numbering as part of the title proper of the series.

This data is ***transcribed*** in **MARC 490 $a**

If the series is traced (i.e. first indicator is 1), this data is used *in conjunction with* data in **MARC 800, 810, 811, 830 $a**

MARC Examples

490 1\$a**Uniform crime reports**

490 0\$a**Pelican books**

490 1\$a**The new series** ;$v#54

490 1\$a**Lectures notes in biomathematics** ;$v63.$aBrain theory subseries

490 1\$a**The complete organ works / Johann Sebastian Bach. Series II, Literature** ;$vvolume 2

Numbering Within Series (RDA 2.12.9 - CORE)*

Numbering within series is a designation of the sequencing of a part or parts within a series. It may include a numeral, a letter, any other character, or the combination of these, with or without an accompanying caption (volume, number, etc.) and/or a chronological designation.

Take the numbering within a series from any source within the resource.

Record the numbering of the resource within the series **as it appears** on the source of information. Apply the general guidelines on transcription given under **RDA 1.7** and the general guidelines on numbers expressed as numerals or as words given under **RDA 1.8**.

If the resource has both a numeric and/or alphabetic designation and a chronological designation, record both. Do not treat a date of production, publication, distribution, or manufacture as a chronological designation. If the numbering consists of a year and a number that is a division of the year, record the year before the number.

When the numbering is grammatically integrated with the series title, apply the instructions given under **RDA 2.12.2.3.**

If the numbering that appears on the source of information is known to be incorrect, transcribe it **as it appears**. Make a note giving the correct numbering.

This data is ***transcribed*** in **MARC 490 $v**

If the series is traced (first indicator is 1), this data is used *in conjunction with* data in **MARC 800, 810, 811, 830 $v**

MARC Examples

490 1\$aPediatric clinics of North America ;$v**v. 2, no. 4**

490 1\$aDepartment of State publication ;$v**7846**.$aDepartment and Foreign Service series ;$v**128**

UNIFORM RESOURCE LOCATOR (URL) (RDA 4.6)

A Uniform Resource Locator includes all resource identifiers intended to provide online access to a resource using a standard Internet browser. Take information on a Uniform Resource Locator from any source. Record a Uniform Resource Locator from a related manifestation as part of the description of the related manifestation (see **RDA 27.1**).

This data is ***recorded*** in **MARC 856 $u**

MARC Examples

856 40$u**http://fdl.fcla.edu:80/cgi-bin/cgiwrap/fdl/fdlcgi/ZKVIEWFA00000011/file2.pdf**$yElectronic resource (PDF)

856 40$u**http://www.nolo.com/back-of-book/NODV.html**$yCompanion website

GENERAL NOTE

General notes contain information from a broad spectrum of description that isn't easily relegated to a more specific type of note. They are added for the purpose of adding clarification or useful information for the user. Notes can be taken from the resource itself or from outside the resource. General notes will most often fall into one of two categories: manifestation notes or carrier notes.

Manifestation Notes (RDA 2.17)

Manifestation notes convey information referring to shared characteristics of a particular published edition of a work. They provide additional clarifying information to any number of descriptive elements of a manifestation, which commonly are:

Title

- A note providing information on the source from which a title was taken, the date the title was viewed, variations in titles, inaccuracies, deletions, etc., or on other information relating to a title.

Statement of Responsibility

- A note providing information on an agent not named in a statement of responsibility to whom responsibility for the intellectual or artistic content of the resource has been attributed, on variant forms of names appearing in the resource, on changes in statements of responsibility, or on other details relating to a statement of responsibility.
- For the more specific Participant/Performer note, or Creation/Production Credits note, see their respective sections below.

Edition

- A note providing information on the source of an edition statement, on edition statements relating to issues, parts, etc., on changes in edition statements, or on other information relating to an edition statement.

Numbering of Serials

- A note providing information on the numbering of the first and/or last issue or part, on complex or irregular numbering including numbering errors, on the period covered by a volume, issue, part, etc., or on other information relating to numbering of serials.

Publication Statement (or Production/Distribution/Manufacture)

- A note providing details on a place of publication, a publisher's name, or a date of publication, or information on changes in the place of publication, publisher, or publisher's name.

Copyright Date

- A note providing information on copyright dates not recorded as part of the copyright date element.

Series Statement

- A note providing information on complex series statements, on incorrect numbering within series, on changes in series statements, or on other information relating to a series statement.

Identifier

- A note providing information on identifiers for the manifestation not recorded as part of the identifier for the manifestation element.

This data is ***recorded*** in **MARC 500 $a**

MARC Examples

500 \\$a**The word "Brain" in the title appears with an X through it.**

500 \\$a**Miikka Tallavaara's name is spelled "Tallaavaara" on title page.**

500 \\$a**Edition statement in colophon varies: Shohan.**

500 \\$a**Volume numbering irregular: v. 15–18 omitted, v. 20–21 repeated.**

500 \\$a**Probable year of publication based on date range in which the publisher was active.**

500 \\$a**CD-ROM is copyright 2001.**

500 \\$a**Pts. 1 and 2 in series: African perspective. Pts. 3 and 4 in series: Third World series. Pt. 5 in both series.**

500 \\$a**ISBN for set is incorrect in volume 1; volume 2 contains the correct ISBN.**

Carrier Notes (RDA 3.21)

Carrier notes convey information referring to the physical medium in which data, sound, images, etc. are stored. They provide additional clarifying information to any number of descriptive elements of carriers, which commonly are:

Extent

- A note providing information on the extent of a manifestation that is not recorded as part of an extent element. This information might include: details of various pieces of the manifestation, irregular or duplicated pagination, and pagination forming part of a larger sequence.

Dimensions

- A note providing information on the dimensions of a manifestation that is not recorded as part of a dimensions element. This information might include: irregular dimensions, inconsistent dimensions, and changes in dimensions for continuing or integrating resources.

This data is ***recorded*** in **MARC 500 $a**

MARC Examples

500 \\$a**Includes headdress, beaded shirt, trousers, and moccasins.**

500 \\$a**Pages also numbered 501–828.**

500 \\$a**Leaves are joined end to end and folded accordion style.**

500 \\$a**Printed area measures 30 × 46 cm.**

500 \\$a**Size varies: September 1891–September 1893: 18 × 26 cm; October 1893–December 1894, 18 × 27 cm.**

500 \\$a**Film length: 4241.7 m.**

SUPPLEMENTARY CONTENT NOTE (RDA 7.16)

Supplementary content updates or complements the primary content of an expression. Common examples include index, bibliography, appendix, discography, filmography, webliography, etc.; however, an index alone is **not** considered supplementary content, and is recorded as a general note instead. If bibliographical references are located together within the resource, include page numbers in parenthesis, but do **not** input square brackets around unnumbered pages or leaves. Take information on supplementary content from any source.

With respect to bibliographic citations and bibliographies, interpret the phrase "bibliographical references" to include all kinds of resources, including electronic resources; do not give any special treatment to, or provide special mention of, the latter if using this general bibliographical reference note.

This data is ***recorded*** in **MARC 504 $a**

MARC Examples

504 \\$a**Includes bibliographical references.**

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

504 \\$a**Includes discography (page 117-118), filmography (page 119), and index.**

CONTENTS NOTE (RDA 25.1)*

This note contains titles of separate works/parts of an item or a table of contents. The field may also contain statements of responsibility and volume numbers or other sequential designations. The following guidance is taken from LC-PCC Policy Statement for RDA 25.1.1.3 under Formal Contents Notes (Structured Descriptions):

1. Record the title proper that appears in the source that provides the best identification; however, if the title appears on the title page, normally use the title page title; generally give other title information only when the title proper would be meaningless without it or when it would greatly enhance keyword searching.

2. When the contents listed have different statements of responsibility, generally record a first statement of responsibility for each title proper recorded in the contents note.

3. Generally omit prefatory and similar matter of little importance.

4. For publications in one volume:

   a) Omit chapter and section numbering.

   b) Use a space-dash-space to separate the components.

5. For publications in two or more volumes:

   a) Give the volume designation that is found on the resource; separate the volume designation from the title by a period-space.

   b) If the number of physical volumes differs from the number of bibliographic volumes, include the number of physical volumes within parentheses after the title (or after the title and statement of responsibility).

c) Separate each volume with a space-dash-space; if the set is incomplete, put the space-dash-space before each title (other than the first) that is being recorded and leave four spaces for the missing volume; if two or more titles are being transcribed for one volume, apply the punctuation conventions from ISBD such that the titles by the same person, body, etc., are separated by a space-semicolon-space and titles by different persons, bodies, etc., are separated by a period-space.

d) When some of the volumes in a multipart publication have their own titles and some of the volumes do not, and it is decided to make a formal contents note, use the statement "[without special title]" to represent the untitled volumes.

This data is ***recorded*** in **MARC 505 $a $r $t**

MARC Examples

505 0\$a**Area 1, Lone Pine to Big Pine** -- **Area 2, Bishop to Mammoth Lakes** -- **Area 3, June Lake to Bridgeport** -- **Area 4, White Mountains area**.

505 0\$a**How these records were discovered** -- **A short sketch of the Talmuds** -- **Constantine's letter**.

505 00$t**Quatrain II**$g(16:35) --$t**Water ways**$g(1:57) --$t**Waves**$g(10:49).

505 00$t**Quark models** /$r**J. Rosner** --$t**Introduction to gauge theories of the strong, weak, and electromagnetic interactions** /$r**C. Quigg** --$t**Deep inelastic leptognnucleon scattering** /$r**D.H. Perkins** --$t**Jet phenomena** /$r**M. Jacob** --$t**An accelerator design study** /$r**R.R.Wilson** --$t**Lectures in accelerator theory** /$r**M. Month**.

RESTRICTION ON ACCESS NOTE (RDA 4.4)

This note is used to specify limitations placed on access to a manifestation or item. If appropriate, include the nature and duration of the restriction.

This data is ***recorded*** in **MARC 506 $a**

MARC Example

506 \\$a**Can only be checked out and returned at owning library.**

CREATION/PRODUCTION CREDITS NOTE (RDA 2.17.3)

This note provides information about the credits for individuals or organizations (other than members of a cast) who have participated in the artistic or technical production of the work to a significant degree.

This data is ***recorded*** in **MARC 508 $a**

MARC Examples

508 \\$a**Film editor, Martyn Down ; consultant, Robert F. Miller.**

508 \\$a**Music, Michael Fishbein ; camera, George Moore.**

508 \\$a**Photographer, Richard Beymer ; film editor, Charles Pavlich ; educational consultant, Roseanne Gillis.**

508 \\$a**Producer, Joseph N. Ermolieff ; director, Lesley Selander ; screenplay, Theodore St. John ; music director, Michel Michelet.**

PARTICIPANT/PERFORMER NOTE (RDA 2.17.3)

This note provides information about the participants, players, narrators, presenters or performers.

This data is ***recorded*** in **MARC 511 $a**

MARC Examples

511 1\$a**Prunella Scales (Helena), Van McKellen (Lysander), Miles Malleson (Quince) and the Marlowe Dramatic Society.**

511 0\$a**Anchor, Dan Rather.**

511 0\$a**Hosted by Hugh Downs.**

511 0\$a**Marshall Moss, violin ; Neil Roberts, harpsichord.**

511 0\$a**Narrator: Burl Ives.**

511 0\$a**Presenter: Alfred Hitchcock.**

511 0\$a**Voices: Peter Ustinov, Cloris Leachman, Sally Kellerman, Andy Devine.**

CAPTURE INFORMATION NOTE (RDA 7.11)

This note refers to a place, date, or other information associated with the recording, filming, etc., of the content of an expression. Record a *place* of capture by naming the specific studio, concert hall, etc., if applicable and readily ascertainable, and the city, etc. Record a *date* of capture by giving the year, month, day, and time, as applicable.

This data is ***recorded*** in **MARC 518 $a**

MARC Examples

518 \\$a**Filmed on location in Rome and Venice from January through June 1976.**

518 \\$a**Broadcast October 17, 1954 at 7:30 p.m. (PST).**

518 \\$a**Works on accompanying audio disc recorded 1955-1963 in various places.**

518 \\$a**"Recorded in Memphis, Tennessee, October 3, 1959 by Samuel B. Charters" -- Container.**

SUMMARIZATION OF CONTENT NOTE (RDA 7.10)

This note contains an abstract, summary, synopsis, etc., of the content of an expression. Record a summary from information on the manifestation or from another source. Use quotations if transcribed directly from the source.

This data is ***recorded*** in **MARC 520 $a**

MARC Examples

520 \\$a**Kate and Ben follow their rabbit into a haunted house and discover the source of the house's ghostly sound.**

520 \\$a**Books, ledgers, and letters of Alexander Gusdorf and his brother, Gerson Gusdorf, who ran a general store in Taos, N.M.**

520 \\$a**Records the events, people, and places that made news in 2000 and updates the information from the encyclopedia's first year.**

521 1\$a**"Combines the most frequently asked questions regarding AIDS with the most prominent US physician, former Surgeon General C. Everett Koop, resulting in an informative 38-minute production" --Video rating guide for libraries, winter 1990.**

INTENDED AUDIENCE NOTE (RDA 7.7)*

This note refers to a category of user for which the content of a work is intended, or for whom the content is considered suitable. Record an intended audience if the information is stated on the manifestation or is readily available from another source.

This data is ***recorded*** in **MARC 521 $a**

This data may be used *in addition to* the **Audn** fixed field, which is in **22** of **MARC 008**

MARC Examples

521 0\$a**3.1.**

521 1\$a**008-012.**

521 2\$a**7 & up.**

521 3\$a**Vision impaired**$a**fine motor skills impaired**$a**audio learner**$bLENOCA.

521 8\$a**MPAA rating: R.**

521 8\$a**For remedial reading programs.**

521 \\$a**Junior high school through college students and adults.**

ADDITIONAL PHYSICAL FORM NOTE (RDA 27.1)

This note makes reference to a different physical or digital format in which the described item is available. This note is used only for notes describing different physical formats. Information about other editions (e.g., earlier versions, shorter versions, different language versions) is recorded in an original version note.

This data is ***recorded*** in **MARC 530 $a**

This data *may be used in addition to* data in **MARC 776**

MARC Examples

530 \\$a**Available on microfiche**.

530 \\$a**Online version available via The New Bartleby Library**$uhttp://www.bartleby.com/99_index.html

530 \\$a**Issued as Beta 1/2 in. or VHS 1/2 in. or U-matic 3/4 in.**

ORIGINAL VERSION NOTE (RDA 27.1)*

This note describes details of an earlier or original production of a work. The resource being cataloged may either be a reproduction (e.g., scanned image, or PDF), or an edition that is similar enough that it could serve as a surrogate for the original (e.g., HTML). It is used to describe details relevant to the original in a structured form when they differ from the information describing the reproduction.

The word “reproduction” is being used in its broadest sense to include all resources formerly identified as reproductions, republications, reprints, reissues, facsimiles, etc., that still represent equivalent content between an original resource and a reproduction of that original. Revised editions represent different expressions and are not treated as reproductions.

This data is ***recorded*** in **MARC 534 $p $c $t**

This data *may be used in addition to* data in **MARC 775**, or **MARC 776**

MARC Examples

534 \\$p**Originally published:**$c**New York : Harper & Row, 1972.**

534 \\$p**Originally published:**$c**Berlin : Eulenspiegel, ©1978**,$nunder title:$t**Lieder zu Stücken**.

534 \\$p**Originally published in English:**$c**Garden City, N.Y. : Anchor Books, 1974-1978,**$nunder title:$t**Anchor atlas of world history**.

SYSTEM DETAILS NOTE

This note contains various types of technical information for the resource being described. Such information includes the absence or presence of certain kinds of codes or the physical characteristics of a computer file such as blocking factors, mode of access, parity, recording densities, software programming language, computer requirements, peripheral requirements, trade name or recording systems, number of lines of resolution, and modulation frequency.

For **software**, record data such as computer requirements (e.g., computer manufacturer and model, memory requirements, or operating system), peripheral requirements (e.g., number of disk or drum units, number of tape drives, number of terminals, or other peripheral devices, support software, or related equipment) or software programming language.

For **sound recordings** and **videorecordings**, record information about the trade name or recording system(s) (e.g., VHS), modulation frequency, and number of lines of resolution.

Links to technical details relating to digital resources may also be recorded.

This data is ***recorded*** in **MARC 538 $a**

This data is used *in conjunction with* data from **MARC 344, 345, 346, 347**

This data may be used in addition to data in various fixed fields in **MARC 007**

MARC Examples

538 \\$a**System requirements: Mac OS X 10.7.5+ and Safari 6.0+, Windows Vista+ and Firefox 22+; DVD-ROM drive**.

538 \\$a**DVD ; NTSC, region 1, Full screen 1.33:1.**

538 \\$a**System requirements: CD/MP3 player or PC with MP3-capable software.**

538 \\$a**Blu-ray Disc; region A, B, C; 1080p high definition, wide screen (1.78:1) aspect ratio; DTS-HD master audio 7.1, Dolby Digital (5.1); requires Blu-ray player.**

LANGUAGE OF CONTENT NOTE (RDA 7.12)*

This note contains textual information on the language or notation system used to convey the content of the described materials.

Record information about **accessibility content** according to instructions at **RDA 7.14** if the information is evident from the manifestation or is readily available from another source. This content includes accessible labels, audio description, captioning, image description, sign language, and subtitles.

This data is ***recorded*** in **MARC 546 $a**

This data may be used *in addition to* data in **MARC 041 $a - $t**

MARC Examples

041 0\$aeng$afre$ager

546 \\$a**Text in English, French, and German.**

041 1\$aeng$hswe

546 \\$a**Text in English, translated from the Swedish.**

041 0\$ahun$beng$bger$brus

546 \\$a**In Hungarian; summaries in French, German, and Russian.**

041 0\$afre$jeng

546 \\$a**French dialogue; English subtitles.**

041 0\$aeng$asgn

546 \\$a**Open signed in American Sign language.**

AWARDS NOTE (RDA 7.28)*

This note provides information about a formal recognition of excellence, etc., given by an award- or prize-granting body, for the content of an expression. Record information on an award if considered important for identification or selection. Take information on an award from any source.

This data is ***recorded*** in **MARC 586 $a**

MARC Examples

586 \\$a**Caldecott Medal, 1996**

586 \\$a**American Library Association Stonewall Book Award for Nonfiction, 2002**

586 \\$a**Academy Award: Best Documentary Feature, 2011**

586 \\$a**Academy Award: Best Actress, Diane Keaton; Best Director, Woody Allen; Best Picture; Best Writing, 1978**

SOURCE OF DESCRIPTION NOTE (RDA 2.17.13)

This note is used for continuing resources and multipart items to identify the issue, part, or iteration used as the basis for identification of the resource. For online resources also include the date on which the resource was viewed for description.

If more than one issue or part has been consulted, make a separate note identifying the latest issue or part consulted in preparing the description.

This data is ***recorded*** in **MARC 588 $a**

MARC Examples

588 0\$a**Volume 2, number 2 (February 1984); title from cover**.

588 0\$a**Online resource; title from pdf information screen (EBSCO, viewed November 19, 2013)**.

588 0\$a**2012 edition; title from title screen (viewed January 13, 2014)**.

588 1\$a**Volume 4, number 4 (October 1959)**.

588 1\$a**6. Jahrgang, Heft 3 (April 1920)**.

** please see additional guidance for this element in the "Sage Specific Practices" portion of this manual.*

Access Points

Access Points

Any part of a bibliographic record that is searchable such as title, author, names, subjects, keywords, codes, or numbers.

Authorized Access Points

In a bibliographic record, the entities appearing in MARC 21 fields such as 1XX, 24X, 6XX, 7XX, and 8XX. Authorized access points must be constructed following a standard controlled language form using Library of Congress Authorities at https://authorities.loc.gov/.

Creators

Works created by persons, families, or corporate bodies

MARC Examples

100 1\ Personal name

100 3\ Family

110 2\ Corporate body

111 2\ Conference, meeting, event

Use for the following types of personal names:

- Names of persons
- Phrases having the structure of forenames or surnames
- Phrases used to indicate a person
- Names of families
- Persons named in sacred scriptures or apocryphal books
- Fictitious and legendary persons or characters
- Real non-human entities, such as named animals

Relationship Designators Part 1

Relationships between works, expressions, manifestations, or item and agents associated with the resource. These are listed in $e, also called a relator term that identifies the relationship between a resource and associated agents. They provide specific information about the nature of the relationship and as many can be used to fully describe that relationship. They also require a controlled standard vocabulary. Authorized terms can be found at (LOC) or **Appendix B**.

MARC Examples

100 1\$aDoodler, Todd H.,$e author,$eillustrator.

100 1\$aGreen, Katie$c(Illustrator),$eartist,$eauthor.

100 1\$aHitchman, Virginia,$e author,$einterviewer,$etranslator,$e compiler, $eeditor.

Personal name

Gives access to the bibliographic record using the author's name as listed in Library of Congress Name authority.

MARC Examples

100 1\$aMorrison, Tony,$eauthor.

100 1\$aWalker, Alice,$d 1944-$eauthor.

100 0\$aJohn Paul$b II,$c Pope,$d1912-2005,$eauthor.

100 1\$aKing, Martin Luther,$c Jr.,$d1929-1968,$eauthor.

100 1\$aSalinger, J. D.$q(Jerome David),$d1919-2010,$eauthor.

Personal name (600) in a Subject Entry as listed in the Library of Congress Subject authority.

MARC Examples

600 00$aJoan,$cof Arc, Saint,$d1412-1431.

600 10$aLincoln, Abraham,$d1809-1865$xAssissination.

600 10$aWilliams, Serena,$d1981-$vJuvenile literature.

600 10$aFinn, Huckleberry$c(Fictitious character)$vFiction.

Personal name (700) in an Added Entry for contribution to a work as listed in the Library of Congress name authority including a $e for their relator term

MARC Examples

700 0\$aCher,$d1946-$eactor.

700 1\$aPossiel, Norman C.,$eauthor.

700 1\$aJohnson, Scott Fitzgerald,$d1976-$etranslator.

700 1\$aMcKean, Dave$eillustrator.

Sometimes a Personal name 100 field will differ from the name on the work in hand. Mentors may be contacted in this event to add a 790 field (Sage specific) that is searchable for patrons.

MARC Examples

100 1\$aLewis, Jacqueline Janette,$d1959- $eauthor.

790 1\$aLewis, Jacqui.

100 1\$aPak, Sang-yŏng,$d1988-$eauthor.

790 1\$aPark, Sang Young

Personal name (800) in a Series Added Entry as listed in the Library of Congress Name/Title authority.

MARC Examples

800 1\$aEvanovich, Janet.$tLizzy and Diesel novels.

800 1\$aMcCaffrey, Anne.$tDragonriders of Pern ;$v03.

800 1\$aRobb, J. D.,$d1950-$tIn death novel ;$v33.

Family (100, 600, 700) use for the name of a family, clan, dynasty, house, or other such group. The name may be constructed in direct or inverted order. Check authorities for standard form. The headings differ depending on their use, the 100 and 700 name headings often have different 600 subject entries.

MARC Examples

100 3\$aWray (Family : $gWray, Mary),$ecompiler.

245 14$aThe Mary Wray family recipe book /$c compiled by the Mary Wray family.

100 3\$aTrapp (Family : Trapp, Agathe),$eauthor,$eillustrator.

245 10$aMemories before and after The Sound of Music :$bautobiography /$cAgathe von Trapp; with illustrations by the author.

600 30$aPremyslid dynasty.

600 30$aNorfolk, Dukes of.

700 3\$aDungill (Family : $d1894-1999 : $cChicago, Ill.),$eeditor.

700 3\$aJarvis (Family : $gJarvis, George (George Franklin),1823-1913),$eeditor.

700 3\$aDrake (Family : $gDrake, Tom Patrick, 1879-1957),$ecurator.

Corporate Name (110, 610, 710, 810) if the content of its work falls into the following categories (outlined below are some key points; for more detail, check the RDA rule).

- Works of an administrative nature.
- Works that record the collective thought of the body (reports of commissions, committees, etc.).
- Works that record hearings conducted by legislative, judicial, governmental, and other corporate bodies.
- Works that report the collective activity of conference, expedition, an event, exhibition).
- Works that result from the collective activity of a performing group.
- Cartographic works.

- Legal works.
- Named individual works of art by two or more artists acting as a corporate body.

MARC Examples

110 0\$aNewman (Jean and Dorothy) Industrial Relations Library.

110 2\$aJ.C. Penney Co.

610 10$aUnited States.$bArmy.$bCavalry$xHistory$yCivil War, 1861-1865$vMaps.

610 20$aEmpire State Building (New York, N.Y.)

710 1\$aUnited States.$tConstitution.$p13th Amendment.

710 2\$aAmblin Entertainment (Firm),$eproduction company.

810 2\$aLonely Planet Publications (Firm).$tLonely Planet city map series.

810 2\$aJohn Bartholomew and Son.$tBartholomew world travel series ;$v10.

Conference, Meeting, Event (111, 611, 711) assigned according to various cataloging rules to give access to the bibliographic record from meeting names. Use for the following types of meeting names:

- Athletic contests
- Conferences, colloquia, congresses, institutes, seminars, symposia, workshops
- Competitions
- Exhibitions
- Expositions
- Fairs, festivals
- Meetings
- Parades
- Scientific expeditions

MARC Examples

111 2\$aWyoming State Fair.$e4-H Club Department,$jauthor.

611 20$aNational Independence Day Festival and Parade$xHistory$vSources.

711 2\$aWriters of the Future,$jauthor.

Title Statement (245) as it appears on the item and can be accessed with a title or keyword search. It is not a controlled vocabulary and is taken from the item in hand. It contains the title, subtitle, and statement of responsibility.

MARC Examples

245 10$aMermaids in paradise :$ba novel /$cLydia Millet.

245 14$aThe plays of Oscar Wilde /$cAlan Bir.

245 10$aHow to play chess /$cKevin Wicker ; with a foreword by David Pritchard ; illustrated by Karel Feuerstein.

Preferred title (130, 240): used to bring together bibliographic entries for a work when various expressions or manifestations have appeared under different titles. It is also used to provide identification for a work when the title by which it is known differs from the title proper of a particular expression or manifestation, or when different works have identical titles. These are authorized access points.

Common examples of preferred titles entered directly include:

- Anonymous works
- Composite manuscripts or manuscript groups
- Concordats
- Journals and newspapers
- Motion pictures and video recordings
- Radio and television programs
- Sacred works
- Treaties and intergovernmental agreements

Main entry - Uniform title (130): a title used as the preferred access point. A preferred title entered under an authorized access point for a personal name in field 100, a corporate name in field 110, or a meeting name in field 111 is contained in field 240.

MARC Examples

130 0\$aKing Kong (Motion picture : 1933)

130 0\$aBeowulf.

130 0\$aQur'an.$lEnglish

130 0\$aSan Francisco Journal (1980)

130 0\$aThree little pigs.

Uniform title (240): together with the name in fields 100, 110, or 111, the preferred title forms the authorized access point that identifies an item especially if it has appeared under varying titles. It also distinguishes similar works and expressions. Use field 130 for the preferred title that forms the authorized access point when no name is appropriate.

MARC Examples

100 1\$aBonhoeffer, Dietrich,$d1906-1945,$eauthor.

240 10$aWorks.$kSelections.$lEnglish.$f2014

100 1\$aAusten, Jane,$d1775-1817,$eauthor.

240 10$aSense and sensibility

110 2\$aInter-American Commission on Human Rights.

240 10$aInforme sobre la situación de los derechos humanos en Paraguay.$lEnglish

245 10$aReport on the situation of human rights in Paraguay.

100 1\$aGorman, Amanda,$d1998-$eauthor.

240 10$aPoems.$kSelections.

245 10$aCall us what we carry :$bpoems /$cAmanda Gorman.

110 2\$aAustralian National Parks and Wildlife Service.

240 10$aAnnual report (1977)

245 10$aAnnual report /$cAustralian National Parks and Wildlife Service.

Relationship Added Entries (7XX)

There are different kinds of relationship added entries that are needed to connect the information in a catalog record. Discussed before in Relationship Designators Part 1, was how agents relate to works/expressions/manifestations/items, which is Appendix I in the RDA toolkit (linked in **Appendix B**).

MARC Examples

245 04$aThe proper way to meet a hedgehog :$band other how-to poems /$cselected by Paul B. Janeczko ; illustrated by Richard Jones.

700 1\$aJaneczko, Paul B.,$eeditor.

700 1\$aJones, Richard,$d1977-$eillustrator.

100 1\$aCowell, Cressida,$eauthor.

245 04$aHow to train your dragon /$Cressida Cowell ; read by David Tennant.

700 1\$aTennant, David,$d1971-$enarrator.

Relationship designators Part 2

There are also specific guidelines for the relationships between works, expressions, manifestations, and items, this is Appendix J in the RDA toolkit (linked in **Appendix B**). These relationship designators are used in 7XX $i, these are considered analytical entries.

Relationship Added Entries Access Points (7XX $i) links contained and related works.

MARC Examples

130 \0$aKing Kong (Motion picture : 1976)

245 10$aKing Kong /$cDino De Laurentiis Corp. ; Paramount Pictures ; screenplay by Lorenzo Semple, Jr. ; produced by Dino De Laurentis ; directed by John Guillermin.

730 0**2**$**iRemake of (work)**$aKing Kong (Motion picture : 1933)

100 1\$aLaird, Jenny,$d1969-$eadapter.

245 10$aMary Pope Osbourne's magic tree house.$n1,$pDinosaurs before dark /$cadapted by Jenny Laird ; with art by Kelly and Nichole Matthews.

700 1**2**$**iAdaptation of (work):**$aOsborne, Mary Pope.$tDinosaurs before dark.

100 1\$aPak, Greg, $eauthor.

245 10$aFirefly.$pNew sheriff in the 'verse.$nPart two /$ccreated by Joss Whedon ; written by Greg Pak ; illustrated by Lalit Kumar Sharma, Ramon Bachs (chapter four), Daniel Bayliss (chapter eight) ; colored by Francesco Segala, Joana Lafuente (chapter ten) ; lettered by Jim Campbell.

730 0**2**$**iBased on (work):**$aFirefly (Television program)

Whole-Part Relationships

Whole-part relationships are used for collected works (e.g. anthologies, short story collections, DVD compilations, etc.). It's important to list the individual works that are contained in the overall work that's being cataloged. It is important to note that $i and $e are never used in the same entry.

MARC Examples

100 1\$aRoberts, Nora,$eauthor.

245 10$aCordina's royal family /$cNora Roberts.

700 12$icontainer of (work):$aRoberts, Nora.$tAffaire royale.

700 12$icontainer of (work):$aRoberts, Nora.$tCommand performance.

700 12$icontainer of (work):$aRoberts, Nora.$tPlayboy prince.

245 00$aExiled /$cS.M Stirling, Harry Turtledove, Jody Lynn Nye, John Ringo, Michael Z. Williamson.

700 12$icontainer of (work):$aTurtledove, Harry.$tMrem go west.

700 12$icontainer of (work):$aStirling, S. M.$tLittle power.

700 12$icontainer of (work):$aWilliamson, Michael Z.$tBattle's tide.

700 12$icontainer of (work):$aNye, Jody Lynn,$d1957-$tCata.

245 04$aThe Incredibles ;$bIncredibles 2 /$cWalt Disney presents a Pixar Animation Studios film.

730 0\$icontainer of (work):$aIncredibles (Motion picture)

730 0\$icontainer of (work):$aIncredibles 2 (Motion picture)

Other Edition Entries

These entries are information about other available editions that have a horizontal relationship with the work and are used for the following types of editions:

- **Language editions.** When an item is issued simultaneously in more than one language by the same publisher, rather than an edition issued by another publisher, use field 775.
- **Regular-print editions.** When the item being cataloged is a regular-print reprint, use field 775 for the original entry.
- **Other editions.** Use field 775 for other editions of the target item. These editions will generally bear the same title as the target item, but have edition information that distinguishes them.

MARC Examples

775 08$iAbridged as:$aGillman, Howard.$tAmerican constitutionalism.$dNew York : Oxford University Press, 2015 $z9780199343386 $w(DLC) 2014012434 $w(OCoLC)878812772

775 08$iRevised as:$aRichmond, Gail Levin.$tFederal tax research.$bEighth edition.$dSt. Paul, MN : Foundation Press, [2014]$z9781609304744$w(OCoLC)876686054

775 08$iAlso issued as:$tGazette weekly news magazine$gJuly 29, 1979-March 26, 1980$w (DLC)sn 85049736$w(OCoLC)12378115

Additional Physical Form Entry

This is probably the most frequently used of the Linking Entries. It is used for information concerning another available physical form of the target item (horizontal relationship). Used for other print versions and online versions.

MARC Examples

776 08$iPrint version:$aFlynn, Thomas R.$t Existentialism.$dOxford : Oxford University Press, 2006$z0192804286$z9780192804280$w(DLC) 2006299775$w(OCoLC)69483605

776 08 $iOnline version: $aKunetka, James W., 1944-$tGeneral and the genius.$dWashington, DC : Regnery Publishing, 2015$z9781621573852$w(OCoLC)944960858

776 08$iAlso issued as: $tRed book (United States. Social Security Administration).$hcomputer optical disc ; 4 3/4 in.$x2165-6126$w(DLC) 2010230948$w(OCoLC)668196234

Sage Specific Practices

These are consortium cataloging practices that are done for consistency in records. These are specific to Sage and are within cataloging guidelines.

Importing records

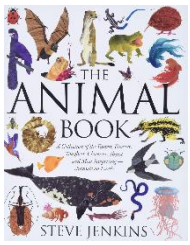
When cataloging materials it is necessary to import records when there is not a matching record in Evergreen. Records can be imported from different places (z39.50, Connexion, etc.) with z39.50, the ISBN is used to find matching records. There could be one to several results, the available records should be looked through to see which is the most complete record and up to RDA standards. If the only records available are cataloged using AACR2 they must be made RDA compliant before or right after import.

Records already in Evergreen that are in AACR2 encoding do not need to be updated to RDA but it is helpful.

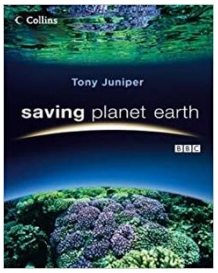
Title access point (Title statement)

When transcribing information from the item, use sentence case. Even if the information on the item is in ALL CAPITAL LETTERS, it is Sage practice to convert that information into sentence case. So it is only appropriate to capitalize the first letter and proper nouns.

Never



The animal book



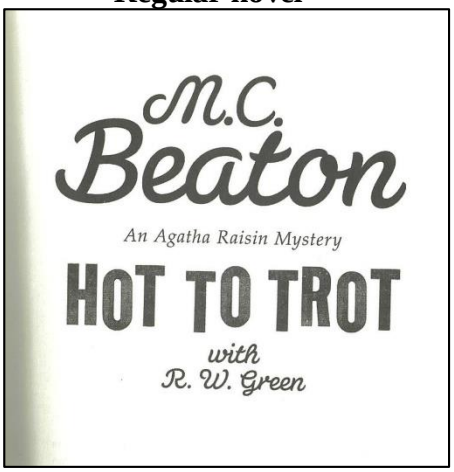
Saving planet Earth

Usually the title access point is transcribed from the material, it is a very rare case where it is not. When cataloging books, the title access point is always transcribed from the title page, a Sage specific practice when transcribing this information is to not include the series information unless: (a) it is integral to the title or (b) it is a graphic novel/manga.

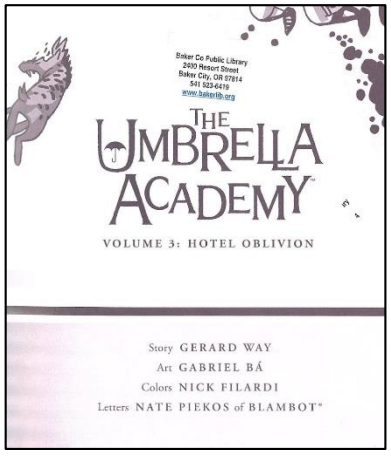
MARC Examples

Regular novel

245 10$aHot to trot /$cM.C. Beaton with R. W. Green.



Graphic novel



245 14$aThe Umbrella Academy.$nVolume 3, $pHotel Oblivion / $cstory, Gerard Way ; art, Gabriel Bá ; colors, Nick Filardi ; letters, Nate Piekos of Blambot.

Variant title access point (Variant title)

Though optional under RDA, this is required for Sage catalogers.

MARC Examples

245 10$aThree men and a baby.

246 30$a3 men and a baby

245 10$Please don't stab me!Please do not stab me! :$bhow to tuck a gangster into bed and other true stories /$cStephan Friedrich.

246 30$aPlease do not stab me!

Creating additional access points

When cataloging materials that contain separate titles (i.e. DVD compilations, anthologies, or short story collections) it is required to create additional access points with this information. With the configuration of the catalog it is necessary to put the information in multiple places to make it accessible and complete for patrons and fellow staff. Make sure to use proper authorities when recording the additional access points.

Example

245 00 Bespelling Jane Austen / Mary Balogh, Colleen Gleason, Susan Krinard, Janet Mulaney.

505 00$tAlmost persuaded /$rMary Balogh --$tNorthanger castle /$rColleen Gleason -- $tBlood and prejudice /$rSusan Krinard --$tLittle to hex her /$rJanet Mullany.

700 12$iContainer of (Work):$aBalogh, Mary.$tAlmost persuaded.

700 12$iContainer of (Work):$aGleason, Colleen.$tNorthanger castle.

700 12$iContainer of (Work):$aKrinard, Susan.$tBlood and prejudice.

700 12$iContainer of (Work):$aMullany, Janet.$tLittle to hex her.

Access points without authorized authorities

There are a few instances where it is necessary to create access points that do not come from an authorized source, this can happen with name, series and title authorities. This never happens with subjects, only use the existing authorities.

Title

When cataloging items where it is important to include additional title access points (that is not a variant title access point), these are usually items that require an enhanced 505 and that do not have authority entries in LOC, you should still create that 7XX access point. The title should be included in a $t as it is on the item, excluding the beginning: a, an, or the. See creating additional access points section for an example.

Series

Creating series access points is somewhat fairly common since LOC inconsistently adds to the series authority database. Always check to make sure a series heading doesn't exist in the LOC authorities and then do a Sage search and if there are no entries, it is appropriate to create one from an established series resource (e.g. Goodreads, Fantastic fiction, Novelist).

Example

245 14 $aThe curse of the werepenguin /$cAllan Woodrow ; illustrated by Scott Brown.

500 \\ $aSeries information from Goodreads.

800 1\ $aWoodrow, Allan. $tWerepenguins ;$v01.

Name

When a name access point doesn't exist, whether that is a person, business, or a meeting name, that is important for discovery; it should be created and added to the record. Always check LOC before creating access points and add identifying information if needed for differentiation.

Example

245 10 $aFoxes, vulpine fluffy floofers / $cRory Sofia Thompson.

No authority in LOC is appropriate so adding the middle name to the main entry access point is important.

Example

100 1\ $aThompson, Rory Sofia, $eauthor.

Language note

If an item is a translation, bilingual, or has subtitles in English or another language, it should have the language information noted in the record. This is a required Sage practice to include all the language information and we do use a specific format with how this information is recorded.

Examples

Translated book:

041 1\$aeng $hjpn

546 \\$aIn English, translated from the Japanese.

Foreign film:

=041 1\$aeng$aspa$jspa$jeng$jpor$heng

=546 \\$aSoundtrack in English and dubbed in Spanish. Subtitles in English, Spanish and Portuguese.

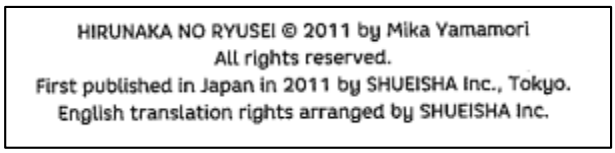
Foreign film:

=041 1\$aspa$jspa$jeng$heng

=546 \\$aSoundtrack is dubbed in Spanish. Subtitles in English and Spanish.

Original version note versus 765 & 775

A lot of times when importing records that are older, the previously and originally published information is in a 500 note. With RDA, this information should be recorded in either a 534 or in the appropriate 76X-78X fields. For purposes of display, Sage has been using 534 for all originally published information, including translations. As RDA is developed more relationships are being broken out into other linking fields but for now using 534 for all original version information is a Sage practice. Sage also converts first published to Originally published:. Do NOT delete any 76X-78X notes that may be in records, even if the information is repeated in those fields.



=534 \\$pOriginally published: $cTokyo, Japan : Shueisha Inc., 2011. $nUnder title: $tHirunaka no ryusei.

For other Sage practices that are not RDA specific please see the Sage Cataloging Practices document (**Here**)

Appendix A - Carrier types

Audio carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
audio cartridge	sg	g - 007/01 (Sound recording)
audio belt	sb	b - 007/01 (Sound recording)
audio cylinder	se	e - 007/01 (Sound recording)
audio disc	sd	d - 007/01 (Sound recording)
sound track reel	si	i - 007/01 (Sound recording)
audio roll	sq	q - 007/01 (Sound recording)
audio wire reel	sw	w - 007/01 (Sound recording)
audiocassette	ss	s - 007/01 (Sound recording)
audiotape reel	st	t - 007/01 (Sound recording)
other	sz	z - 007/01 (Sound recording)

Computer carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
computer card	ck	k - 007/01 (Electronic resource)
computer chip cartridge	cb	b - 007/01 (Electronic resource)
computer disc	cd	d - 007/01 (Electronic resource)
computer disc cartridge	ce	e - 007/01 (Electronic resource)
computer tape cartridge	ca	a - 007/01 (Electronic resource)
computer tape cassette	cf	f - 007/01 (Electronic resource)
computer tape reel	ch	h - 007/01 (Electronic resource)
online resource	cr	r - 007/01 (Electronic resource)
other	cz	z - 007/01 (Electronic resource)

Microform carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
aperture card	ha	a - 007/01 (Microform)
microfiche	he	e - 007/01 (Microform)
microfiche cassette	hf	f - 007/01 (Microform)
microfilm cartridge	hb	b - 007/01 (Microform)
microfilm cassette	hc	c - 007/01 (Microform)
microfilm reel	hd	d - 007/01 (Microform)
microfilm roll	hj	j - 007/01 (Microfilm)
microfilm slip	hh	h - 007/01 (Microform)
microopaque	hg	g - 007/01 (Microform)
other	hz	z - 007/01 (Microform)

Microscopic carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (Bibliographic 008/33)
microscope slide	pp	p - 008/33 (Visual Materials)
other	pz	no code

Projected image carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
film cartridge	mc	c - 007/01 (Motion picture)
film cassette	mf	f - 007/01 (Motion picture)
film reel	mr	r - 007/01 (Motion picture)
film roll	mo	o - 007/01 (Motion picture)
filmslip	gd	d - 007/01 (Projected graphic)
filmstrip	gf	f - 007/01 (Projected graphic)
filmstrip cartridge	gc	c - 007/01 (Projected graphic)
overhead transparency	gt	t - 007/01 (Projected graphic)
slide	gs	s - 007/01 (Projected graphic)
other	mz	z - 007/01 (Motion picture) z - 007/01 (Projected graphic)

Stereographic carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
stereograph card	eh	h - 007/01 (Non-projected graphic)
stereograph disc	es	s - 007/01 (Projected graphic)
other	ez	no code

Unmediated carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
card	no	no code
flipchart	nn	no code
roll	na	no code
sheet	nb	no code
volume	nc	no code
object	nr	r - Bibliographic Leader/06
other	nz	no code

Video carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
video cartridge	vc	c - 007/01 (Videorecording)
videocassette	vf	f - 007/01 (Videorecording)
videodisc	vd	d - 007/01 (Videorecording)
videotape reel	vr	r - 007/01 (Videorecording)
other	vz	z - 007/01 (Videorecording)

Unspecified carriers

RDA carrier terms (338 $a)	MARC carrier codes (338 $b)	MARC fixed field codes (007/01)
unspecified	zu	u - 007/01 (Unspecified)

Appendix B

Relationship Designators

RDA Toolkit - Appendix I – Relationship designators between Agents and WEMI

RDA Toolkit - Appendix J – Relationship designators between WEMI and WEMI

Appendix C

Marc Table

This is a correlation of MARC tags and elements with RDA rules.
Application: Do the instructions ask you to transcribe (T), record (R), or supply your own words (S).
Use: When must you use a data element? A = is Applicable to the situation; M = mandatory; and O = optional.

MARC Tag	Data Element	RDA Rule	Application	Use
020	ISBN	2.15 RDA	R	A
1XX	Creator	19.2 RDA	R	A
240	Preferred title for the work or expression	6.27 RDA	R	A
245$a	Title proper of manifestation	2.3.2 RDA	T	M
245$c	Statement of responsibility	2.4 RDA	T	A
246	Variant titles	2.3.6 RDA	T/R	A
250	Edition statement	2.5 RDA	T	A
264 #1$a	Place of publication	2.8.2 RDA	T	M
264 #1$b	Publisher	2.8.4 RDA	T	M
264 #1$c	Date of publication	2.8.6 RDA	R	M
264 #4$c	Copyright	2.11 RDA	R	A
300$a	Extent	3.4 RDA	R	A
300$a	Duration (in parens following extent)	7.22 RDA	R	A
300$b	Illustrative Content	7.15 RDA	R	A

300$b	Color Content	7.17 RDA	R	A
300$b	Sound Content	7.18 RDA	R	A
300$c	Dimensions	3.5 RDA	R	A
336	Content Type	6.9 RDA	R	A
337	Media Type	3.2 RDA	R	A
338	Carrier Type	3.3 RDA	R	A
344	Sound Characteristics	3.16 RDA	R	A
345	Aspect ratio	7.19 RDA	R	A
346	Video Characteristics	3.18 RDA	R	A
347	Digital File Characteristics	3.19 RDA	R	A
490	Series statement	2.12 RDA	T	A
500	General note	2.17 RDA	S/T	O
500	Supplementary Content (Index only)	7.16 RDA	S	A
504	Supplementary Content (References)	7.16 RDA	S	A
505	Contents Note	25 RDA (see LC-PCC PS)	R	A
508	Artistic and/or Technical Credit	7.24 RDA	R	A
511	Performer, Narrator, and/or Presenter	7.23 RDA	R	A
520	Summarization of Content	7.8 RDA	S	O
586	Awards Note	7.28 RDA	S	A

588	Source of title note	2.17.2 RDA	S	A
600	Personal name as subject		R	A
610	Corporate name as subject		R	A
630	Uniform title as subject		R	A
650	Topical term		R	A
651	Geographic term		R	A
655	Genre term		R	A
7XX	2nd-nth creator or contributor	6.27 RDA	R	A
800at	Series access point Name/title	6.27 RDA	R	A
830	Series access point	6.27 RDA	R	A
856	Uniform Resource Locator	4.6 RDA	S	A

Appendix D

Quick RDA elements guide

CD Quick Guide 2.1

Quick Guide to RDA Elements in Bibliographic Records

Selected RDA elements, their core status, related Group 1 entity, RDA instruction number, and correlated MARC fields

What Are You Cataloging?

Element (T=transcribed)	Core	WEMI	RDA	Notes	MARC
Preferred Source of Information	n/a	m	2.2.2.2	*Not an element*	
Mode of Issuance	LC/PCC Core	m	2.13	Required for those using OCLC or other bibliographic utilities	LDR/07
Media Type	LC/PCC Core	m	3.2		337
Carrier Type	RDA Core	m	3.3		338,
Content Type	RDA Core	e	6.9		LDR/06, 336

What Do You See?

Element (T=transcribed)	Core	WEMI	RDA	Notes	MARC
Title Proper (T)	RDA Core	m	2.3.2	Transcribe from preferred source of information	245 $a
Parallel Title Proper (T)	LC/PCC Core	m	2.3.3		245 $b
Other Title Information (T)	LC Core	m	2.3.4		245 $b
Variant Title (T)	Not Core	m	2.3.6		246 $a
Statement of Responsibility Relating to Title Proper (T)	RDA Core	m	2.4.2	If more than one, only the first is required.	245 $c
Designation of Edition (T)	RDA Core	m	2.5.2	Sub-elements (e.g., statement of responsibility) are optional	250 $a
Date of Production	RDA Core	m	2.7.6	Used for unpublished resources	264 _0 $c

CD Quick Guide 2.1
page 2

What Do You See?
(continued)

Element (T=transcribed)	Core	WEMI	RDA	Notes	MARC
Place of Publication (T)	RDA Core	m	2.8.2	If more than one, only the first is required.	264 _1 $a
Publisher's Name (T)	RDA Core	m	2.8.4	If more than one, only first is required.	264 _1 $b
Date of Publication	RDA Core	m	2.8.6	Record as found in material	264 _1 $c
Place of Distribution (T)	RDA Core-if	m	2.9.2	If no place of publication, use place of distribution.	264 _2 $a
Distributor's Name (T)	RDA Core-if	m	2.9.4	If no publisher's name, use distributor's name	264 _2 $b
Date of Distribution	RDA Core-if	m	2.9.6	If no date of publication, use date of distribution	264 _2 $c
Place of Manufacture (T)	RDA Core-if	m	2.10.2	If no place of publication or distribution, use place of manufacture	264 _3 $a
Manufacturer's Name (T)	RDA Core-if	m	2.10.4	If no publisher or distributor, use manufacturer	264 _3 $b
Date of Manufacture	RDA Core-if	m	2.10.6	If no publication, distribution or copyright date, use date of manufacture	264 _3 $c
Copyright Date	RDA Core-if	m	2.11	If no publication or distribution date, use copyright date	264 _4 $c
Title Proper of Series (T)	RDA Core	m	2.12.2	LC does not maintain authority records for series	490 $a
ISSN of Series	LC/PCC Core	m	2.12.8		490 $x
Numbering within Series (T)	RDA Core	m	2.12.9		490 $v
Identifier for Manifestation (T)	RDA Core	m	2.15	ISBN	020

What Do You Record?

Element (T=transcribed)	Core	WEMI	RDA	Notes	MARC
Note on Title	LC/PCC Core	m	2.20.2	Source of title, if applicable (e.g., Cover title)	500 $a
Extent	RDA Core-if	m	3.4	Supply only if the resource is complete	300 $a
Dimensions	LC Core	m	3.5		300 $c
Intended Audience	LC Core-if	w	7.7	Core element for resources for children	008/22, 521
Dissertation or Thesis Information	LC Core	w	7.9		502 $a
Summarization of the Content	LC Core-if	e	7.10	Core element for children's fiction	520 $a
Language of the Content	LC Core	e	7.12		008/35-37, 041, 546
Illustrative Content	LC Core-if	e	7.15	Core element for Children's resources	300 $b
Supplementary Content	LC Core	e	7.16	For indexes and bibliographies in books	504 $a

Works and Expressions

Element (T=transcribed)	Core	WEMI	RDA	Notes	MARC
Preferred Title for Work	RDA Core	w	6.2.2		1XX,130, 240, 7XX
Form of Work	RDA Core-if	w	6.3	To differentiate	1XX,130, 240, 380, 7XX

Works and Expressions
(continued)

Element (T=transcribed)	Core	WEMI	RDA	Notes	MARC
Date of Work	RDA Core-if	w	6.4	To differentiate	1XX, 130, 240, 7XX
Place of Origin of Work	RDA Core-if	w	6.5	To differentiate	1XX, 130, 240, 7XX
Other Distinguishing Characteristics of the Work	RDA Core-if	w	6.6	To differentiate	1XX, 130, 240, 7XX
Identifier for Work	RDA Core	w	6.8	Library of Congress Control Number	010
Date of Expression	RDA Core-if	e	6.10	To differentiate	130, 240, 7XX
Language of Expression	RDA Core-if	e	6.11	To differentiate	008/35-37, 041; 546; 130, 240 7XX
Other Distinguishing Characteristics of the Expression	RDA Core-if	e	6.12	To differentiate	130, 240, 7XX
Identifier for Expression	RDA Core	e	6.13	Library of Congress Control Number	010

Relationship to FRBR Group 2 Entities

Element (T=transcribed)	Core	WEMI	RDA	Notes	MARC
Creator(s)	RDA Core	w	19.2	Only principal responsibility and/or named first required	1XX, 7XX
Others Associated with Work	RDA Core	w	19.3		1XX, 7XX
Contributor(s)	LC Core-if	e	20.2	Core element for illustrators of children's resources	7XX

From The RDA Workbook: Learning the Basics of Resource Description and Access, Margaret Mering, Editor. Santa Barbara, CA: Libraries Unlimited. Copyright © 2014.

Glossary/RDA definitions/Terms, Etc.

A-B-C-D-E-F-G-H-I-J-K-L-M-N-O-P-Q-R-S-T-U-V-W

A

Access point - A name, term, code, etc., representing a specific entity.

Adaptation - A new derivative work created by revision of a previously existing work that substantially changes the nature and content of that work.

Agent - A person, family, or corporate body.

Alternative title - A second part of a title proper that consists of two parts, each of which has the form of an independent title, joined by a word such as "or" or its equivalent in another language.

Analog - A type of recording in which the content is stored as continuous variable quantities in or on the media.

Analytical description - A description that describes a part of a larger manifestation. Analytical description includes a description for a single volume of a three-volume biography, a single map forming part of a map series, etc.

Archival resource - A document or documents organically created, accumulated, or used by an agent in the course of the conduct of affairs and preserved because of their continuing value.

Aspect ratio - A numerical ratio of the width to the height of a moving image.

Aspect ratio designation - A general designation of the ratio of the width to the height of a moving image.

Audio - A media type used to store recorded sound, designed for use with a playback device such as a turntable, audiocassette player, CD player, or MP3 player. Media used to store digitally encoded as well as analog sound are included.

> **Audio description** - A narrative text, read out loud by a human being or by voice synthesis, that succinctly explains visual details not apparent from the audio element of the expression.
>
> **Audio disc** - A carrier type consisting of a disc on which sound waves, recorded as modulations, pulses, etc., are incised or indented in a continuous spiral groove.
>
> **Audio file** - A file type for storing electronically recorded audio content.
>
> **Audio recording** - A recording on which sound vibrations have been registered by mechanical or electrical means so that the sound may be reproduced.

Author - An agent responsible for creating a work that is primarily textual in content, regardless of media type or genre. Creation of a new work by paraphrasing, rewriting, or adapting works by another creator, if the modification has substantially changed the nature and content of the original or changed the medium of expression, is included.

Authorized access point - A standardized access point representing an entity.

Award - A formal recognition of excellence, etc., given by an award- or prize-granting body, for the content of an expression.

B

Biennial - A frequency for a manifestation issued or updated once every two years.

Bimonthly - A frequency for a manifestation issued or updated once every two months.

Biweekly - A frequency for a manifestation issued or updated once every two weeks.

Broadcast standard - A system used to format a manifestation of a video for television broadcast.

C

Carrier - A physical medium in which data, sound, images, etc., are stored. For certain types of manifestations, the carrier may consist of a storage medium sometimes encased in a plastic, metal, etc., housing that is an integral part of the manifestation.

Chart - A unit of extent consisting of a two-dimensional representation of data in graphic or tabular form. This term applies to still images.

Collection - A group of resources assembled by an agent from a variety of sources.

Compiler - An agent responsible for creating a new work such as a bibliography or a directory by selecting, arranging, aggregating, and editing data, information, etc. Revising or clarifying the content, or selecting and putting together works or parts of work, by one or more creators is excluded.

Container - A housing that is physically separable from the carrier being housed. A container includes a box for a disc or videocassette, a sleeve for a videodisc, etc.; an insert visible through the housing is part of the container.

Content type - A categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. Content type also reflects the number of spatial dimensions and the presence or absence of movement in which content expressed in the form of an image or images is intended to be perceived.

Conventional collective title - A title used as a preferred title for a compilation containing two or more works by one agent, or two or more parts of a work.

Copyright date - A date associated with a claim of protection under copyright or a similar regime. Copyright dates include phonogram dates, that is, dates associated with claims of protection for audio recordings.

Core element – An element considered essential or requisite in RDA. A core element supports fundamental, basic user tasks. The RDA core elements, a subset of the complete RDA set, provide the minimum data required for bibliographic and authority records.

Core-if element – An element considered to be core or required in RDA only if a particular situation applies.

Corporate body - An organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit.

Cover - An outer protective material attached to a volume, consisting of both sides of the front and back panels and the spine to which they are joined.

Creator - An agent responsible for the creation of a work. Creators include agents who are jointly responsible for the creation of a work either performing the same role, such as in a collaboration

between two writers, or performing different roles, such as in a collaboration between a composer and a lyricist.

D

Date of publication - A date associated with the publication, release, or issuing of a manifestation.

Derivative work relationship - A work that is based on or is a derivative of another work. Derivative works include summaries, abstracts, digests, adaptations, dramatizations, novelizations, screenplays, free translations, paraphrases, imitations, parodies, etc.

Description - A set of data recording and identifying an entity.

Designation - A word or phrase that describes an aspect of an entity.

Devised title - A title proper created by an agency preparing a description of a manifestation that bears no title itself and has no title associated with it that can be found in accompanying material, a published description of the manifestation, a reference source, etc.

Digital - A type of recording in which the content is continuously sampled and a sequence of discrete binary values is stored to represent the amplitude of each sample in the waveform.

Digital resource - A resource, consisting of data and/or one or more programs, encoded for manipulation by a computerized device. The resource may require the use of a peripheral device directly connected to a computerized device, an application program, and/or a connection to a computer network.

Dimensions - A measurement of a carrier or a container of a manifestation. Dimensions include measurements of height, width, depth, length, gauge, and diameter.

Duration - A playing time, performance time, running time, etc., of the content of an expression.

E

Editor - An agent contributing to an expression of a work by revising or clarifying the content, or by selecting and putting together works, or parts of works, by one or more creators. Addition of an introduction, notes, or other critical matter, or preparing an expression of a work for production, publication, or distribution is included. Major revision, adaptation, etc., that substantially changes the nature and content of the original work, resulting in a new work, is excluded.

Element - A word, character, or group of words and/or characters representing a distinct unit of bibliographic information.

Expression - An intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

Extent - A number and type of unit and/or subunit of a manifestation.

F

Facsimile - An illustrative content consisting of an exact copy of an original, usually in the same dimensions as the original, especially of books, documents, prints, and drawings. Today the original is often reproduced photographically or digitally; in the past, it was reproduced by engraving or other printmaking process.

File type - A general type of data content encoded in a computer file.

Form - An illustrative content consisting of labeled areas for recording structured data to be input by specified persons for specific purposes, usually accompanied by prompts and guidance.

Fortnightly - *see* **Biweekly**

Frequency - An interval at which an issue or part of a serial or an update to an integrating resource is issued.

Full screen - An aspect ratio designation for a moving image resource of less than 1.5:1.

Fuller form of name - A name or names associated with a person that includes the fuller form of a part of any name represented only by an initial, abbreviation, or shortened or otherwise modified variant in the form chosen as the preferred name and/or a part of the name not included in the form chosen as the preferred name.

G

Genealogical table - An illustrative content consisting of a table or diagram representing the lineage of a person or family.

Graph - An illustrative content consisting of a diagram showing relative quantitative and qualitative aspects of a data set.

H

Hierarchical description - A description that combines a comprehensive description of the whole manifestation with analytical descriptions of one or more of its parts.

Hybrid catalog – A local catalog that has a mixture of bibliographic and authority records that were created under different cataloging rules. For instance, some records prepared with AACR2 rules and some prepared with the RDA instructions in the same local catalog.

I

Identifier for expression - A character string uniquely associated with an expression, or with a surrogate such as an authority record for an expression. An identifier serves to differentiate an expression from other expressions.

Identifier for manifestation - A character string associated with a manifestation that serves to differentiate a manifestation from other manifestations. An identifier for the manifestation includes registered identifiers from internationally recognized schemes, other identifiers assigned by publishers and others following internally devised schemes, identifiers known as fingerprints constructed by combining groups of characters from specified pages of early printed resources, publisher's numbers for notated music, and plate numbers for notated music.

Illumination - An illustrative content consisting of adornments, usually in one or more colors and applied by hand to an item using paint, ink, or metal foil.

Illustration - An illustrative content consisting of a still image.

Illustrative content - A presence of image content that accompanies the primary content of an expression. Tables containing only words and/or numerical data are excluded.

Illustrator - An agent contributing to an expression of a work by supplementing the primary content with drawings, diagrams, photographs, etc. Creation of content that is primarily artistic is excluded.

Image file - A file type for storing electronically recorded content representing still images.

Integrating resource - A mode of issuance of a manifestation that is added to or changed by means of updates that do not remain discrete but are integrated into the whole. A loose-leaf manual that is updated by means of replacement pages, a website that is updated continuously, etc., are included.

Irregular - A frequency for a manifestation issued with no consistent interval between issues.

ISBD – The acronym for International Standard Bibliographic Description created to improve the sharing of bibliographic records between countries.

Issuing body - An agent issuing a work, such as an official organ of the body.

Item - A single exemplar or instance of a manifestation.

J

Jacket - A detachable, protective wrapping of a volume, issued as part of a manifestation by a publisher, etc.

K

Key title - A unique name assigned to a manifestation by an ISSN registration agency.

L

Large print - A font size designed to aid readers who experience difficulty reading regular print.

Laser optical - A video format for optical disc that is read by a laser.

Layout - An arrangement of text, images, tactile notation, etc., in a manifestation.

Leaf - A unit of extent consisting of a single bound or fastened sheet as a subunit of a volume; each leaf consists of two pages, one on each side, either or both of which may be blank.

Longitude and latitude - A system for identifying the area covered by the cartographic content of a work using longitude of the westernmost and easternmost boundaries and latitude of the northernmost and southernmost boundaries.

M

Magnetic - A recording medium that relies on pole reversal in a ferromagnetic medium, typically ferromagnetic oxide particles bound to a tape or a disc.

Magneto-optical - A recording medium that uses a combination of laser heating with a varying magnetic field to write data to a disc.

Manifestation - A physical embodiment of an expression of a work.

Media type - A categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a manifestation.

Microfiche - A carrier type consisting of a sheet of film bearing a number of microimages in a two-dimensional array.

Microfilm - A film bearing a number of microimages in linear array.

Mirror site - A manifestation that is an exact copy of a website, used to reduce network traffic or improve the availability of the content of the original site.

Mixed aspect ratio - An aspect ratio designation for a moving image resource that includes multiple aspect ratios within the same resource.

Mode of issuance - A categorization reflecting whether a manifestation is issued in one or more parts, the way it is updated, and whether its termination is predetermined or not.

Mono - A configuration of playback channels consisting of a single channel for monophonic sound.

Monochrome - A color content consisting of tones of one color, or black and white, or black or white and another color.

Monograph - A resource that is complete in one part or intended to be completed within a finite number of parts.

Multilevel description - A form of presentation, in an ISBD display, of descriptive data based on the division of information into two or more levels. The first level contains information common to the whole or main resource. The second and subsequent levels contain information about an individual part.

Multipart monograph - A mode of issuance of a manifestation issued in two or more parts, either simultaneously or successively, that is complete or intended to be completed within a finite number of parts. A dictionary in two volumes, three audiocassettes issued as a set, etc., are included.

N

Negative - A polarity in which colors and tones used for images are opposite those seen with the human eye.

Nomen - A designation that refers to an RDA entity. A designation includes a name, title, access point, identifier, and subject classification codes and headings.

NTSC - A broadcast standard that is an analogue broadcast television system that was used in most of the Americas and areas of the Far East, named after the National Television System Committee.

Numbering of serials - A designation for each of the issues or parts of a serial. Numbering includes a numeral, a letter, any other character, or the combination of these with or without an accompanying caption and/or a chronological designation.

Numbering within series - A designation of the sequencing of a part or parts within a series. Numbering includes a numeral, a letter, any other character, or the combination of these with or without an accompanying caption and/or a chronological designation.

O

Object - A carrier type consisting of a three-dimensional artifact, a replica of an artifact, or a naturally-occurring object.

Online resource - A carrier type consisting of a digital resource accessed by means of hardware and software connections to a communications network.

Optical - A recording medium for recording binary encoded data in a transparent medium with a reflective backing. A laser is used to read the changes in reflectivity as a binary data stream.

Other title information - A word, character, or group of words or characters that appears in conjunction with, and is subordinate to, a title proper of a manifestation.

P

PAL - A broadcast standard that is a color encoding system for analogue broadcast television used in most countries broadcasting at 625-line / 25 frame per second, named after Phase Alternating Line.

Parallel title proper - A title proper in another language or script. An alternative title in another language or script is treated as part of a parallel title proper.

Plan - An illustrative content consisting of a detailed drawing or diagram.

Plate - A leaf, usually containing illustrative content, that does not form part of either the preliminary or the main sequence of pages or leaves.

Playing speed - A speed at which an audio carrier must be operated to produce the sound intended.

Polychrome - A color content consisting of two colors, neither of which is black or white, or more than two colors.

Portrait - An illustrative content consisting of a representation of an individual or group of persons or animals that is intended to capture a known or supposed likeness, especially the face of the individual.

Positive - A polarity in which colors and tones used for images are the same as those seen with the human eye.

Preferred name - A name or form of name chosen as the basis for an authorized access point representing an entity.

Preferred title for work - A title or form of title chosen to identify a work. The preferred title is also the basis for an authorized access point representing that work.

Production company - A corporate body that is responsible for financial, technical, and organizational management of a production for stage, screen, sound recording, television, webcast, etc.

Program file - A file type for storing electronically recorded programs consisting of organized lists of instructions to be executed by computer software.

Projection speed - A speed at which a projected carrier must be operated to produce the moving image intended.

Pseudonym - A name used by a person, either alone or in collaboration with others, that is not the person's real name.

Publication statement - A statement identifying a place or places of publication, publisher or publishers, and date or dates of publication of a manifestation. Publication statements include statements relating to the publication, release, or issuing of a manifestation.

Publisher - An agent responsible for publishing, releasing, or issuing a manifestation.

Q

Quadraphonic - A configuration of playback channels consisting of four channels for quadraphonic sound.

Quarterly - A frequency for a manifestation issued or updated once every three months.

R

RDA entity - An abstract class of key conceptual objects in the universe of human discourse that is a focus of interest to users of RDA metadata in library information systems. An RDA entity includes an agent, collective agent, corporate body, expression, family, item, manifestation, nomen, person, place, time-span, and work.

Record (audio/video) - To render (sound or images) into permanent form for reproduction, as by mechanical or digital means.

Record (data) - To capture information from a resource.

Recording medium - A type of medium used to record sound on an audio carrier.

Reference - A direction from one access point to another.

Regional encoding - A designation for one or more regions of the world for which a videodisc or video game carrier has been encoded, indicating that playback is restricted to a device configured to decode it.

Relationship designator - A designator that indicates the nature of a relationship between entities represented by authorized access points, descriptions, and/or identifiers.

Reproduction - An exact copy of the content of a manifestation or item made by mechanical or electronic means.

Resolution - A clarity or fineness of detail in a digital image, expressed by the measurement of the image in pixels, etc.

Resource - A work, expression, manifestation or item. A resource can be an individual entity, an aggregate, or a component of such an entity. It can be a tangible or intangible entity.

Running title - A title, or abbreviated title, that is repeated at the head or foot of each page or leaf.

S

Script - A set of characters and/or symbols used to express written language content of an expression.

SECAM - A broadcast standard that is a color encoding system for analogue broadcast television first used in France, named after Séquentiel couleur avec mémoire.

Semiannual - A frequency for a manifestation issued or updated twice every year.

Semimonthly - A frequency for a manifestation issued or updated twice every month.

Semiweekly - A frequency for a manifestation issued or updated twice every week.

Sequel - A later work that continues the narrative of an earlier work.

Serial - A mode of issuance of a manifestation issued in successive parts, usually bearing numbering, that has no predetermined conclusion. A serial includes a periodical, monographic series, newspaper, etc. Reproductions of serials and resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited, such as newsletters of events, are also included.

Series - A group of separate manifestations related to one another by the fact that each manifestation bears, in addition to its own title proper, a collective title applying to the group as a whole with or without numbering or, a separately numbered sequence of volumes or issues within a series or serial.

Series statement - A statement identifying a series to which a manifestation belongs and a numbering of a manifestation within the series. A series statement may also include information identifying one or more subseries to which the resource being described belongs. A series statement sometimes includes statements of responsibility relating to a series or subseries.

Series title page - An added title page bearing a series title proper and usually, though not necessarily, other information about a series such as statement of responsibility, numeric designation, data relating to publication, title of the manifestation within the series.

Sound characteristic - A technical specification relating to the encoding of sound in a manifestation.

Source of information - A source of data from which a description, or portion thereof, is prepared.

Special playback characteristic - An equalization system, noise reduction system, etc., used in making an audio recording.

Spoken word - A content type consisting of content expressed through language in an audible form. Recorded readings, recitations, speeches, interviews, oral histories, etc., computer-generated speech, etc., are included.

Statement of responsibility - A statement relating to the identification or function of agents responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a

manifestation. A statement of responsibility sometimes includes words or phrases that are neither names nor linking words.

Stereo - A configuration of playback channels consisting of two channels for stereophonic sound.

Still image - A content type consisting of content expressed through line, shape, shading, etc., intended to be perceived visually as a still image or images in two dimensions. Drawings, paintings, diagrams, photographic images known as stills, etc., are included. For cartographic content intended to be perceived as a two-dimensional image, see *cartographic image*. For images intended to be perceived through touch, see *tactile image*.

Storage medium - A physical material or substance on which information or artistic content is stored.

Structured description - A full or partial description of a related entity using the same data that would be recorded in RDA elements for a description of that related entity presented in an order specified by a recognized display standard.

Subject - A term, phrase, classification number, etc., that indicates what a work is about.

Subject relationship - A relationship between a work and an identifier, an authorized access point, or a description that indicates what a work is about.

Subseries - A series within a series, that is, a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section. Its title may or may not be dependent on the title of the main series.

Subtitle - A text displayed at the bottom of a moving image expression that is a translation or transcription of the dialogue or narrative.

Summarization of content - An abstract, summary, synopsis, etc., of the content of an expression.

Surround - A configuration of playback channels consisting of more than four channels for surround sound.

T

Tactile image - A content type consisting of content expressed through line, shape, and/or other forms, intended to be perceived through touch as a still image in two dimensions.

Tactile text - A content type consisting of content expressed through a form of notation for language intended to be perceived through touch. Braille text and other tactile forms of language notation are included.

Text - A content type consisting of content expressed through a form of notation for language intended to be perceived visually. All forms of language notation other than those intended to be perceived through touch are included.

Three-dimensional form - A content type consisting of content expressed through a form or forms intended to be perceived visually in three- dimensions. Sculptures, models, naturally occurring objects and specimens, holograms, etc., are included. Excludes cartographic content intended to be perceived as a three-dimensional form. Excludes three-dimensional forms intended to be perceived through touch.

Title - A word, character, or group of words or characters that names a manifestation or a work embodied in it.

Title page - A page at the beginning of a manifestation bearing a title proper and usually, though not necessarily, a statement of responsibility and data relating to publication. Facing pages or pages on successive leaves containing this information with or without repetition are considered collectively as a title page.

Title proper - A chief name of a manifestation, that is, a title normally used when naming a manifestation. An alternative title is treated as part of a title proper.

Title screen - A display of data about a digital manifestation that includes a title proper and usually, though not necessarily, a statement of responsibility and data relating to publication.

Track configuration - A configuration of the audio track on a sound-track film.

Transcribe - To capture information as it appears or is presented on a resource.

Two-dimensional moving image - A content type consisting of content expressed through images intended to be perceived to be moving, and in two dimensions. Motion pictures using live action and/or animation, film and video recordings of performances, events, etc., other than those intended to be perceived in three dimensions, are included. Moving images may or may not be accompanied by sound.

U

U-matic - A video format for analogue tape developed for professional use by Sony in 1969.

Uniform Resource Locator - An address of an online resource. A Uniform Resource Locator includes all manifestation identifiers intended to provide online access to a manifestation using a standard Internet browser.

Unmediated - A media type used to store content designed to be perceived directly through one or more of the human senses without the aid of an intermediating device. Media containing visual and/or tactile content produced using processes such as printing, engraving, lithography, etc., embossing, texturing, etc., or by means of handwriting, drawing, painting, etc., are included. Media used to convey three-dimensional forms such as sculptures, models, etc., are also included. Also includes media used to convey three-dimensional forms such as sculptures, models, etc.

Unstructured description - A full or partial description of an entity written as a phrase, sentence, paragraph, etc.

Updating loose-leaf - An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.

V

Variant name - A name or form of name by which an entity is known that differs from the name or form of name chosen as a preferred name for that entity.

Variant title - A title associated with a manifestation that differs from a title recorded as a title proper, a parallel title proper, other title information, parallel other title information, earlier title proper, later title proper, key title, or abbreviated title.

VHS - A video format for analogue tape developed for consumer use by JVC in the 1970s.

Video - A media type used to store moving or still images, designed for use with a playback device such as a videocassette player or DVD player. Media used to store digitally encoded as well as analog images are included.

> **Video file** - A file type for storing electronically recorded content representing moving images.
>
> **Video format** - A standard, etc., used to encode the analog video content of a manifestation.
>
> **Video tape** - A length of magnetic tape on which are recorded electrical signals that can be converted to images using video playback equipment.

Videodisc - A carrier type consisting of a disc on which video signals, with or without sound, are recorded.

Volume - A carrier type consisting of one or more sheets bound or fastened together to form a single unit.

W

Weekly - A frequency for a manifestation issued or updated once every week.

WEMI – An acronym for the FRBR Group 1 entities work, expression, manifestation, and item.

Whole-part work relationship - A work that is contained in or contains another work. Parts of works include discrete components such as subseries, and individual poems, stories, or essays in a collection or anthology.

Wide screen - An aspect ratio designation for a moving image resource of 1.5:1 or greater.

Work - A distinct intellectual or artistic creation, that is, the intellectual or artistic content.

Z

Z39.50 – A national and international (ISO 23950) standard defining a protocol for computer-to-computer information retrieval.

References

"Bibliographic Formats and Standards." *OCLC*, Online Computer Library Center, https://www.oclc.org/bibformats/en.html.

Bothmann, Bobby. "Basic Cataloging with RDA." *Niche Academy*, PCI Webinars, Mar. 2022, https://my.nicheacademy.com/oregonstaff/course/45049/sequence/22749.

"Cataloging Unit Procedures and Policy: Field-by-Field Comparison of AACR2 and RDA." *Cataloging Unit Procedures and Policy*, New York Law School - The Mendik Library, 10 May 2022, https://libguides.nyls.edu/c.php?g=646581&p=4533167.

El-Sherbini, Magda. *RDA: Resource Description & Access: Strategies for Implementation*. ALA Editions, 2013.

"FRBR, Wemi & Music." *FRBR, WEMI & Music*, Yale University Library, https://web.library.yale.edu/cataloging/music/frbr-wemi-music.

Marc 21 Format for Bibliographic Data, Library of Congress Network Development and MARC Standards Office, Nov. 2021, https://www.loc.gov/marc/bibliographic.

Mering, Margaret. *The RDA Workbook: Learning the Basics of Resource Description and Access*. Libraries Unlimited, an Imprint of ABC-CLIO, LLC, 2014.

"RDA Toolkit." *RDA Toolkit*, American Library Association, Canadian Federation of Library Associations, and CILIP: Chartered Institute of Library and Information Professionals, Apr. 2017, https://original.rdatoolkit.org/.

"Resource Description and Access (RDA)." *Resource Description and Access (RDA)*, Librarianship Studies, 16 June 2021, https://www.librarianshipstudies.com/2017/07/resource-description-and-access-rda.html.

Sipe, Vicki. *RDA for Copy Catalogers: The Basics*, ALCTS, 7 Mar. 2016, https://www.youtube.com/watch?v=3z2RR6JaA7c. Accessed 20 May 2022.

Index

Abbreviation 13-15, 23, 25-26, 31, 34, 40
Access points 15, 55, 65
Accompanying material 16, 19-20, 23, 31, 34, 37-39, 41-42
Additional physical form 51, 63
Aspect ratio 40-41, 72
Audience *See* Intended audience note
Awards note 53, 72
Bibliography *See* Supplementary content note
Broadcast standard 41
Capture information note 50
Carrier type 35, 37-38, 68, 72
Configuration of playback channels 40
Content type 35-36, 72
Contents note 48, 72
Copyright date 27-28, 30, 46, 71
Creation/production credits note 46, 49, 72
Creator 55, 71
Date of publication 27-28, 30, 46, 71
Digital file characteristics 42, 72
Dimensions 34, 36, 47, 72
Discography *See* Supplementary content note
Edition 13, 24-25, 46, 51, 62, 71
Encoding format 42
Expression 10
Extent 30-31, 34, 47, 71
File type 42
Filmography *See* Supplementary content note
Font size 38-39
FRBR 6, 10, 15-16
  Group 1 entities 7
  Group 2 entities 8
  Group 3 entities 9
Frequency 35
General note 45, 72
Identifier 17
Illustrative content 33, 71
Intended audience note 50
International Standard Book Number (ISBN) 17, 46, 64, 71
International Standard Serial Number (ISSN) 17-18
Language 19, 52, 62, 66
Library of Congress Control Number (LCCN) 17
Manifestation 10, 45
Manufacture statement 28-29

MARC fields
010 17
020 18, 71
022 18
024 18
028 19
040 12
041 19-20, 53, 66-67
100 12, 14, 33, 55-57, 59-62, 66
110 55, 57-60
111 55, 58-60
130 59-61
240 59-60, 71
245 13-15, 21-24, 57, 59-62, 64-66, 71
246 21, 23, 65, 71
250 13, 15, 25, 71
264 12-15, 25-27, 29-30, 71
300 14, 31-35, 71-72
310 35, 47
336 13, 36, 72
337 13, 37, 72
338 13, 38, 72
340 39
344 40, 52, 72
345 41, 52, 72
346 41, 52, 72
347 42-43, 52, 72
362 43
490 14-15, 44-45, 72
500 15, 35, 46-47, 66-67, 72
504 47, 72
505 48-49, 65, 72
506 49
508 49, 72
511 49-50, 72
518 50
520 50, 72
521 50-51
530 51
534 51-52, 67
538 40-42, 52
546 19-20, 52-53, 66-67
586 53, 72
588 54, 72
600 56-57
610 57-58
611 58-59
700 14, 33, 56-57, 61-62, 65

MARC fields (Cont.)
710 57-58
711 58-59
730 61-62
775 51, 62-63, 67
776 51, 63
790 56-57
800 44-45, 57, 66, 73
810 44-45, 57-58
830 44-45, 73
856 45, 73
Desc 12
DtSt 12
Media type 35-37, 72
Mode of issuance 16
Multipart monograph 16
Numbering of serials 43, 46
Original version note 51, 67
Other title information 22, 48
Parallel title proper 22
Participant/performer note 46, 49, 72
Place of publication 13, 16, 26, 46, 71
Preferred title 15, 59-60, 71
Production statement 25
Publication statement 13, 26, 46
Publisher or distributor number 18
Publisher's name 26-27, 46
Record 16
Recording medium 39
Regional encoding 42
Relationship designators 55, 60-61, 70
Restriction on access note 49
Serials 43
Series 14, 43-46, 57, 64, 66, 72-73
Single unit 16
Sound characteristics 39, 72
Source of description note 20, 53, 72
Special playback characteristics 40
Statement of responsibility 15, 24, 45, 48, 59, 71
Subtitle *See* Other title information
Summarization of content note 50, 72
Summary *See* Summarization of content note
Supplementary content note 47, 72
System details note 52
Table of contents *See* Contents note
Title proper 20, 48, 59, 64, 71
Title proper of series 44
Transcription 15-16
Type of recording 39
Uniform Resource Locator (URL) 17, 45, 73
Universal Product Code (UPC) 18
Variant title 23, 65, 71
Whole-part relationship 62
Work 10, 65