HIT THE GROUND RUNNING!

RDA Training for Music Catalogers
February 27, 2013
Familiarizing oneself with RDA and learning to navigate the RDA Toolkit can be one of the more challenging aspects of using this new standard. The main reason for this difficulty is the organization of the RDA rules, which is completely different than that of its predecessor, AACR2. Fortunately, speaking from experience, one does get used to this organization once he/she figures out how/why RDA is thus structured.
Part 1 of AACR2 (the Description half) has separate chapters for each “format” giving specific rules to catalog those specific format types. In addition, within these chapters, the rules follow a mostly-MARC order to create bibliographic records.
While MARC coding and computer technology has allowed us to manipulate these records for better use in catalogs, AACR2 bibliographic records are, at the most fundamental level, still documents, read from left-to-right, top-to-bottom.
The organization of RDA, on the other hand, is based on the FRBR conceptual model. FRBR and FRAD (Functional Requirements for Authority Data) provide an adaptable framework to support the description of all types of resources and the entities related to them. Sections 1-4 discuss recording attributes for FRBR Group 1, 2, & 3 entities. The remainder, Sections 5-10, discuss recording relationships between these FRBR entities.

Section 1, covers attributes of manifestations and items (MI).
Section 2, covers attributes of works and expressions (WE).
Sections 3 & 4 discuss attributes of FRBR Group 2 & 3 entities, or entities that relate to a resource.

The second part of RDA discusses not the attributes, but the relationships between one entity and another entity. Examples include: the relationships between creator and work (group 2 and group 1 entities); between one work and another work (group 1 and group 1 entities); between an expression and a contributor (group 2 and group 1 entities); between a work and its subject (group 1 and group 3 entities); etc.

In addition to the main body of RDA, there are 12 appendices and a glossary with additional information and guidance.
Notice some chapters have not yet been written as of this date. These are the chapters covering Group 3 entities, or subjects.
RDA is a content standard, that is, it instructs us on what information to record. But RDA does not instruct us on the method of recording that information nor how it should be displayed for users.

The goal of RDA is NOT to create bibliographic records (like in AACR2), but instead to guide the recording of many individual pieces of data, which together describe a bibliographic resource and other entities related to that resource.

But why is this important? Many believe that by breaking down bibliographic description into more granular data, RDA will be able to better interact with the many different types of metadata found throughout the linked web.
Going back to our last slide, let’s take a closer look at Sections 1 & 2.

Attributes
- Section 1 (Group 1 MI)
  - Chapters 1-4
- Section 2 (Group 1 WE)
  - Chapters 5-7
- Section 3 (Group 2)
  - Chapters 8-11
- Section 4 (Group 3)
  - Chapters 12-15, 16

*Chapters in orange not yet written

Relationships
- Section 5 (within Group 1)
  - Chapters 17
- Section 6 (Group 1 / Group 2)
  - Chapters 18-22
- Section 7 (Group 1 / Group 3)
  - Chapters 23
- Section 8 (Group 1 / Group 1)
  - Chapters 24-28
- Section 9 (Group 2 / Group 2)
  - Chapters 29-32
- Section 10 (Group 3 / Group 3)
  - Chapters 33-37
These 2 sections contain the chapters on which we will rely most heavily for bibliographic description.
Chapter 2 - Identifying manifestations and items, includes guidelines for recording attributes such as:
Title, Statement of responsibility, Edition statement, Publication statement, Identifier for the manifestation, etc.
Most of the rules in this chapter pertain to information typically used by the producers of resources to identify their products (the manifestations).
At the end of the chapter, there are a few rules applicable to items, used in describing one-of-a-kind resources such as those found in special collections.
Chapter 3 - Describing carriers, includes guidelines for recording attributes such as: Carrier type, Extent, Dimensions, Sound characteristics, Digital file characteristics, etc. Rules in this chapter pertain to describing actual physical or digital characteristics of a resource.
Chapter 6 - Identifying works and expressions, includes guidelines for:
- Constructing access points for works
- Recording relevant information about works
- Constructing access points for expressions
- Recording relevant information about expressions
- Content type

Although much of this chapter pertains to authority records, identifying which works or expressions are contained in a resource is also very important to bibliographic description.
Chapter 7 - Describing content, includes guidelines for recording attributes such as:
- Place and date of capture
- Language of content
- Form of notation
- Duration
- Performer, narrator, and/or presenter

Rules in this chapter pertain to describing the intellectual content of a resource.
As you may have noticed, the RDA elements do not follow the order of fields in the MARC record with which we are so familiar. But, here’s a quick and dirty mnemonic which works some of the time. Many of the RDA rules pertaining to MARC 2XX fields are found in Chapter 2. Many of the RDA rules pertaining to MARC 3XX fields are found in Chapter 3.

It takes some time to get used to using the RDA Toolkit, but eventually navigation becomes more intuitive. The spreadsheets created for this workshop are another tool one can use to become more familiar with the structure of RDA.
In RDA, there are several special types of guidelines:
Core - required element [if applicable and readily ascertainable]
Core if - required element if certain conditions are met [or not met]
Alternative - alternative guideline applied by choice of the cataloging agency/cataloger
Option - either/or guideline to apply to certain situations
Exception - if certain conditions are met, do not apply guideline
RDA guidelines will also instruct to either “record” or “transcribe” data.

- Record - encode data according to guidelines, but not necessarily what appears on resource
- Transcribe - take what appears on the source of information (applying general guidelines on capitalization, punctuation, symbols, etc.)
Earlier I stated that RDA is a content standard that does not instruct us on the method used to store bibliographic data nor how it should be displayed for users. To allow RDA data to function within our library catalogs, we are currently coding RDA data in MARC 21 format using ISBD punctuation. Catalogers must consult these multiple standards in order to do our work in RDA. Fortunately, our prior experience cataloging in AACR2 has already familiarized us with MARC and ISBD. And for those cataloging in OCLC, one additional set of standards is the OCLC BFS.

<table>
<thead>
<tr>
<th>Must consult multiple standards</th>
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<tr>
<td>Current practice: encode RDA data in MARC21 format using ISBD punctuation</td>
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<tr>
<td>☐ MARC21 format</td>
</tr>
<tr>
<td>☐ ISBD (via Cataloger’s desktop)</td>
</tr>
<tr>
<td>☐ OCLC Bibliographic formats and standards</td>
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In addition to documentation for the RDA content standard, MARC record format, and ISBD display standard, there are various other sources of guidance and requirements for RDA cataloging.

LC-PCC PS - Library of Congress/Program for Cooperative Cataloging Policy Statements, provides guidance for and interpretation of certain rules. Some sections are quite detailed and others contain examples in MARC. [Some of the most extensive and helpful LC-PCC PSs include 1.7.1 (for transcription and punctuation), 2.3.6.3 (for variant titles, with many examples), 6.27.1.9 (for access points representing works, such as art works, motion pictures, and television programs), and 19.2.1.1.1 (for corporate bodies as creators).]

LC core plus elements are additional requirements for Library of Congress cataloging. These are found within LC-PCC PS with the wording “Core element for LC.”

RDA mappings - These are mappings from RDA rule number to MARC field and vice-versa, MARC to RDA.

PCC RDA BIBCO standard record metadata application profile, provides additional required and recommended elements for PCC records including those specific to music scores and audio recordings.

PCC interim policies and best practices is a website containing information and documents on RDA cataloging.

MLA Best practices for music cataloging using RDA and MARC21 - This document was created by an MLA task force to provide guidance and recommendations for music catalogers.

Library of Congress Descriptive cataloging manual, Chapter Z1 – This is for authority records, but is another set of guidelines to use in conjunction with RDA and has many
MARC examples.
Catalogers judgment - There are many places in RDA where one sees the words “if important”, “if feasible”, “if necessary.” The application of these rules are up to the judgment of the cataloger. While we perform our work providing RDA bibliographic data, we must always keep in mind our goal of assisting users to find, identify, select, and obtain resources.