




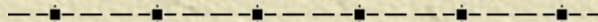
Features & Functionality

Chris Oliver

August 2008

Slides Created by . . .

Nannette Naught, 
Product Development Manager



Presentation Overview

✦ **RDA Content** features for:

Reading, Finding, Printing, & Annotating **RDA Instructions**

✦ **RDA Tools** functionality for:

- Gaining Entrance To **RDA Implementation**
- Integrating Existent Processes & Systems With **RDA Implementation**
- Collaborating On **RDA Implementation**

Reading Instructions: Browse RDA

★ + Browse_ShortVersion

RDA
RESOURCE DESCRIPTION AND ACCESS

Click RDA Online to browse its Table of Contents.

Logged In As: **Nannette Naught**
Library of the Americas Univ of X Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Browse RDA Synch TOC View Text Mark Text Print Text

- ▼ RDA Online
- ▼ RDA Tools
- ▼ Other Cataloging Tools

RDA
RESOURCE DESCRIPTION AND ACCESS

Prepared under the direction of:
The Joint Steering Committee for Development of RDA, a committee of:
The American Library Association
The Australian Committee on Cataloguing
The British Library
The Canadian Committee on Cataloguing
The Chartered Institute of Library and Information Professionals
The Library of Congress

Published by:
American Library Association
50 East Huron Street, Chicago Illinois 60611
1-800-545-2433
Canadian Library Association
328 Frank Street, Ottawa, Ontario, K2P 0X8
613-232-9625
Chartered Institute of Library and Information Professionals
7 Ridgmount Street, London WC1E7AE

Browse RDA: Click through Active Table of Contents to Access Related Instructions

The screenshot shows a web browser window with the address bar displaying "Browse_ShortVersion". The page features the RDA logo (Resource Description and Access) in the top left. A navigation bar includes "Browse RDA" and utility links: "Synch TOC", "View Text", "Mark Text", and "Print Text". The user is logged in as "Nannette Naught" from the "Library of the Americas" at the "Univ of X".

A callout box points to the "RDA Online" section in the left-hand navigation menu. The text in the callout box reads: "The Browse Tree will expand, displaying the next level of detail. To continue expanding the Table of Contents, click the section(s) you wish to see."

The "RDA Online" section in the menu is expanded, showing a list of sub-sections:

- ▲ RDA Online
 - ▲ Recording Attributes of ...
 - ▼ Section 1: Manifestation & Item
 - ▼ Section 2: Work & Expression
 - ▼ Section 3: Person, Family, & Corporate Body
 - ▼ Section 4: Concept, Object, Event, & Place
 - ▼ Recording Primary Relationships ...
 - ▼ Recording Relationships to ...
 - ▼ Recording Relationships between ...
 - ▼ Appendices
 - ▼ Index
- ▲ RDA Tools
- ▲ Other Cataloging Tools

The main content area displays the RDA logo and the following text:

Prepared under the direction of:
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The Australian Committee on Cataloguing
The British Library
The Canadian Committee on Cataloguing
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Browse RDA: Click through Active Table of Contents to Access Related Instructions

The Browse Tree will continue to expand (or collapse) based on your click(s). Notice, our selection of Chapter 3, refreshes the Document Pane with Chapter 3 text.

Logged In As: **Nannette Naught**
Library of the Americas Univ of X Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Synch TOC View Text Mark Text Print Text

3 Describing Carriers

3.0 Purpose and Scope

The elements covered in this chapter are those that describe the characteristics of the carrier of the resource.

The elements convey information that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier and the formatting and encoding of the information stored on the carrier. Users may also rely on characteristics of the carrier in order to identify a resource (i.e., to distinguish between resources with similar characteristics).

For the description of a particular resource, not all of the elements covered in this chapter may be applicable.

3.1 General Guidelines on Describing Carriers

3.1.1 Sources of Information

Base the description of the carrier(s) on evidence presented by the resource itself, or on any accompanying material or container. If desired, take additional evidence from any source.

3.1.2 Manifestations Available in Different Formats

If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as an audio disc and audiocassette), record the elements describing the carrier as they apply to the manifestation being described.

For instructions on referencing other formats available, see [27.5](#).

3.1.3 Facsimiles and Reproductions

Scroll TOC: Move Up & Down Within the Table of Contents

To scroll the Table of Contents, move the Browse Tab's scroll bar up or down. Notice, the Document Pane is unaffected.

To synch the Document Pane to a specific Table of Contents location, click the corresponding heading on the Browse Tab.

Logged In As: **Nannette Naught**
Library of the Americas | Univ of X | Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Synch TOC | View Text | Mark Text | Print Text

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For instructions on referencing other formats available, see [27.5](#).

3.1.3 Facsimiles and Reproductions

Recording Primary Relationships ...
Recording Relationships to ...
Recording Relationships between ...
Appendices
Index

▲ RDA Tools

Scroll Text: Move Up & Down Within Chapter

Logged In As: **Nannette Naught**
Library of the Americas | Univ of X | Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Synch TOC View Text Mark Text Print Text

Browse RDA

- ▼ 3.11.0 Basic Instructions
- ▼ 3.11.1 Notes on
- ▲ 3.12 Colour
- ▼ 3.12.0 Basic Instructions
- ▼ 3.12.1 Notes on
- ▲ 3.13 Foliation
- ▼ 3.13.0 Basic Instructions
- ▼ 3.13.1 Notes on
- ▲ 3.14 Font Size
- ▼ 3.14.0 Basic Instructions
- ▼ 3.14.1 Notes on
- ▲ 3.16 Polarity
- ▼ 3.16.0 Basic Instructions
- ▼ 3.16.1 Notes on
- ▲ 3.18 Reduction Ratio
- ▼ 3.18.0 Basic Instructions
- ▼ 3.18.1 Notes on
- ▲ 3.17 Sound Characteristics
- ▼ 3.17.0 Basic Instructions
- ▼ 3.17.1 Notes on
- ▲ 3.18 Projection Characteristics
- ▼ 3.18.0 Basic Instructions
- ▼ 3.18.1 Notes on
- ▲ 3.19 Video Characteristics
- ▼ 3.19.0 Basic Instructions
- ▼ 3.19.1 Notes on
- Information
- ▼ 3.20 Digital File Characteristics
- ▼ 3.21 Notes on Changes in Carrier
- ▼ 3.22 Notes on Equipment &
- ▼ 3.23 Notes on Item-Specific Carrier
- ▼ 4 Providing Acquisition & Access Information
- ▼ Section 3: Person, Family, & Corporate Body
- ▼ Section 4: Concept, Object, Event, & Place
- ▼ Recording Primary Relationships . . .
- ▼ Recording Relationships to . . .
- ▼ Recording Relationships between . . .
- ▼ Appendices
- ▼ Index

▲ RDA Tools

3.1.4 Resources Consisting of More Than One Carrier

When preparing a comprehensive description for a resource consisting of more than one carrier, apply whichever of the following methods is appropriate to the nature of the resource and the nature of the description.

3.1.4a Recording Only Carrier Type and Extent

If a detailed description of the character of the resource is not required, record only

- the applicable carrier type(s) (see [3.3](#))
- and b) the extent as it applies to each type of carrier (see [3.4](#)).

For Example: Carrier Types for a resource consisting of a computer disc, an audio disc, study prints, and a folded sheet

computer disc
audio disc
sheet

Extent of the same resource

1 computer disc
1 audio disc
4 study prints
1 folded sheet

Optional Addition. If the carriers are in a container, name the container and record its dimensions (see [3.5.0.5](#)).

To scroll within the document, move the Document Pane's scroll bar up or down. Notice, the Browse Tab is unaffected.

Synch TOC: “Snap” Table of Contents to Current Location in Chapter

To synch the Browse Tab to your current location within a document, click Synch TOC on the Document Menu. The Browse Tab will refresh. As shown here; your current location within the document is highlighted in the Browse tree.

Logged In As: **Nannette Naught**
Library of the Americas Univ of X Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Browse RDA

3.1.4 Resources Consisting of More Than One Carrier

When preparing a comprehensive description for a resource consisting of more than one carrier, apply whichever of the following methods is appropriate to the nature of the resource and the purpose of the description.

3.1.4a Recording Only Carrier Type and Extent of Each Carrier

If a detailed description of the characteristics of the carriers is not considered necessary, record only

- a) the applicable carrier type(s) (see [3.3](#))
- and b) the extent as it applies to each type of carrier (see [3.4](#)).

For Example: Carrier Types for a resource consisting of a computer disc, an audio disc, study prints, and a folded sheet

```
computer disc
audio disc
sheet
```

Extent of the same resource

```
1 computer disc
1 audio disc
4 study prints
1 folded sheet
```

Optional Addition. If the carriers are in a container, name the container and record its dimensions (see [3.5.0.5](#)).

Bookmark: Flag an Important Spot in Text to Come Back To Later

To flag a spot in text for future reference, select Mark Text on the Document Menu and insert a Bookmark, as shown here. Notice, we named and numbered ours.

NN #1 Optional Addition. If the carriers are in a container, name the container and record its dimensions (see [3.5.0.5](#)).

For Example: Carrier Types for a resource consisting of slides, an audiocassette, and a map, all in a container

- slide
- audiocassette
- sheet

Extent of the same resource

- 12 slides
- 1 audiocassette
- 1 map

Dimensions of the container

- box 16 × 30 × 20 cm

3.1.4b Recording Carrier Type, Extent, and Other Characteristics of Each Carrier

If a detailed description of each carrier is desired, record in addition to carrier type(s) (see [3.3](#)) an extent (see [3.4](#)), other characteristics as applicable to each carrier or carrier type (see [3.5–3.20](#)).

For Example: Carrier type, extent, dimensions, and colour characteristics for the slides in a resource consisting of slides and an audiocassette

- slide

Annotate: Jot a Comment on a “Sticky Note”

The screenshot shows the RDA web interface. The browser address bar displays "Browse_ShortVersion". The RDA logo is in the top left. The user is logged in as "Nannette Naught" from the "Library of the Americas" at "Univ of X". The document menu includes "Synch TOC", "View Text", "Mark Text", and "Print Text". The "Mark Text" option is highlighted, and a blue callout box explains that this is used to add comments for future reference. The main content area shows a list of carrier types and their dimensions, with a "Reminder" box pointing to the "Optional Addition" section. A green sticky note provides an example of how to format this information.

3.1.4b Recording Carrier Type, Extent, and Other Characteristics of Each Carrier

3.1.4c Recording Predominate Type and Extent in General

- ▼ 3.1.6 Online Resources
- ▼ 3.1.8 Change in Carrier Characteristics
- ▲ 3.2 Media Type
 - ▼ 3.2.0 Basic Instructions on Recording
- ▲ 3.3 Carrier Type
 - ▼ 3.3.0 Basic Instructions on Recording
- ▲ 3.4 Extent
 - ▼ 3.4.0 Basic Instructions on Recording
- ▲ Extent of ...
 - ▼ 3.4.1 Cartographic Resources
 - ▼ 3.4.2 Notated Music
 - ▼ 3.4.3 Still Images
 - ▼ 3.4.4 Text
 - ▼ 3.4.6 Three-Dimensional Forms
 - ▼ 3.4.8 Notes on
- ▲ 3.6 Dimensions
 - ▼ 3.6.0 Basic Instructions on Recording
- ▲ 3.7 Applied Material
 - ▼ 3.7.0 Basic Instructions
 - ▼ 3.7.1 Notes on
- ▲ 3.8 Mount
 - ▼ 3.8.0 Basic Instructions
 - ▼ 3.8.1 Notes on
- ▲ 3.9 Production Method
 - ▼ 3.9.0 Basic Instructions
 - ▼ 3.9.1 Notes on
- ▲ 3.10 Generation
 - ▼ 3.10.0 Basic Instructions
 - ▼ 3.10.1 Notes on
- ▲ 3.11 Layout
 - ▼ 3.11.0 Basic Instructions
 - ▼ 3.11.1 Notes on
- ▲ 3.12 Colour
 - ▼ 3.12.0 Basic Instructions
 - ▼ 3.12.1 Notes on
- ▲ 3.13 Foliation
 - ▼ 3.13.0 Basic Instructions

Optional Addition. If the carriers are in a container, name the container and record its dimensions (see 3.5.0.5).

Reminder When containers are present, we use this option

For Example: Carrier Types for a resource consisting of slides, an audiocassette, and a map, all in a container

```
slide
audiocassette
sheet
```

Extent of the same resource

```
12 slides
1 audiocassette
1 map
```

Dimensions of the container

```
box 16 × 30 × 20 cm
```

2.1.4b Recording Carrier Type, Extent, and Other Characteristics of Each Carrier

Manage Your Profile: “Park” Your Profile & Bring It with You Wherever You Go

To take your Bookmarks, Annotations, and other customizations with you, wherever your career takes you, select Manage My Profile from the Account Menu. From here choose to “Park” your Profile for future retrieval or actively move it into another account. For example, you may wish to move your customizations from your old job to your new job or from school to work).

The screenshot shows the RDA website interface. At the top right, the user's name 'Nettie Naught' is displayed, along with links for 'Library of the Americas', 'Univ of X', and 'Cataloging'. Below this, there are links for 'Manage', 'Respond', and 'Log Out'. The main navigation bar includes 'Browse RDA' and 'Search RDA'. A 'Quick Search' section is visible, with a search box and a 'Search RDA' button. Below this is a 'Choose Search Form' section with a dropdown menu set to 'Advanced Search' and a 'Go' button. The 'Search Tools' section includes another search box and a 'Select Tool(s) to Search' section with checkboxes for various tools like Mappings, Annotations, Workflows, Bookmarks, RDA Updates, Profiles, Composite Examples, Other Resources, AACR2, and Concise AACR2. A dropdown menu for 'My Profile' is open, showing options: 'My Profile ...', 'My Account ...', and 'Library of Americas Subscription'. A sub-menu for 'Park for Future Retrieval' is also visible, with the option 'Move to New Account ...'. The RDA logo is centered on the page.

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7 Ridgmount Street, London WC1E7AE

Manage Your Profile: Port Your Profile to a New Account

To move your Profile into an account, select Move to New Account from the Manage My Account Menu. Notice, you'll need both the account administrator's and your email address. Upon submission of your request, the account's administrator must authorize the move before your profile is available in the new account.

The screenshot shows the RDA website interface. At the top right, it says "Logged In As: **Nannette Naught**" with links for "Library of the Americas", "Univ of X", and "Cataloging". Below this are links for "Manage", "Respond", and "Log Out".

The main navigation menu includes "Browse RDA", "Search RDA", "My Profile . . .", "My Account . . .", "Park for Future Retrieval . . .", and "Move to New Account . . .". The "My Account" menu is expanded, showing "Library of Americas Subscription" and "Move to New Account . . .".

The left sidebar contains search options: "Quick Search . . ." with a "Search RDA" button, a search input field, "Choose Search Form . . ." with a "Go" button, and "Search Tools . . ." with another search input field and a "Select Tool(s) to Search" section with checkboxes for Mappings, Annotations, Workflows, Bookmarks, RDA Updates, Profiles, Composite Examples, Other Resources, AACR2, and Concise AACR2.

The RDA logo is prominently displayed in the center, with the text "RESOURCE DESCRIPTION AND ACCESS" below it.

Below the logo, it states: "Prepared under the direction of: The Joint Steering Committee for Development of RDA, a committee of: The American Library Association, The Australian Committee on Cataloguing, The British Library, The Canadian Committee on Cataloguing, The Chartered Institute of Library and Information Professionals, The Library of Congress".

Below that, it lists "Published by:" with contact information for the American Library Association, Canadian Library Association, and Chartered Institute of Library and Information Professionals.

On the right side, there is a "Message" box from the "Account Administrator" (coliver@libamerica.edu) to "Nannette Naught" (nnaught@imteaminc.com) with the message: "Please authorize movement of my profile into our account."

Finding Instructions: Quick Search

SearchLogged In

RDA
RESOURCE DESCRIPTION AND ACCESS

Browse RDA | Search RDA

Quick Search ... **Search RDA**

online resource

Choose Search Form ... **Go**

Advanced Search

Search Tools ...

Enter Phrase, Heading, Rule Number, or Key Word(s)

Select Tool(s) to Search

Mappings Annotations
 Workflows Bookmarks
 RDA Updates Profiles
 Composite Examples Other Resources
 AACR2 Concise AACR2

Search

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To quickly search for a word or phrase within RDA Online, type the phrase into the Quick Search pane on the Search Tab and click Search RDA. **Note:** If desired, you may enter Boolean operators here as well.

Logged In As: **Nannette Naught**
Library of the Americas | Univ of X | Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)



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44-(0)20-7255-0500

Quick Search: Web Style Presentation of Results

Quick Search results will appear in the Document Pane in ranked order. Multiple hits within a document are grouped together. Relevancy is calculated based on:

- Location — With those occurring within a heading or element name weighted most heavily.
- Importance — With those having the most links to them weighted most heavily.
- Number — With those documents containing the most hits weighted most heavily.

The screenshot shows the RDA Online Search Results interface. The top navigation bar includes 'Browse RDA', 'Search RDA', and 'Synch TOC'. The main header displays 'RDA Online Search Results' and 'Results 1 - 25 of 75 for Online Resources in RDA Online'. The left sidebar contains the following sections:

- Quick Search ...**: A search input field containing 'online resource' and a 'Search RDA' button.
- Choose Search Form ...**: A dropdown menu set to 'Advanced Search' and a 'Go' button.
- Search Tools ...**: A text input field with the placeholder 'Enter Phrase, Heading, Rule Number, or Key Word(s)' and a search icon.
- Select Tool(s) to Search**: A grid of checkboxes for various search tools: Mappings, Annotations, Workflows, Bookmarks, RDA Updates, Profiles, Composite Examples, Other Resources, AACR2, and Concise AACR2. A 'Search' button is located below this grid.
- Footer links: [Copyright](#), [License Agreement](#), [Contact Us](#), [Help](#), and [Feedback](#).

The main content area displays the following search results:

- 3.1.5 Online Resources**
Record online resource as the carrier type of all online resources (see 3.3) For an online resource complete (or if the total extent is known), record extent ...
- Other Results in Chapter #3: Describing Carriers ...**
- 3.4.0.7e Online Resources**
If the resource consists of a file(s) in a format that parallels a print or graphic counterpart (e.g., PDF), specify the number of subunits by applying the instructions. ...
- 3.3.0.2 Recording Carrier Type**
Record the type(s) of carrier used to convey the content of the resource using one or more of the terms listed below. Record as many terms as are applicable to the resource ...
- 3.4.0.3 Recording Extent**
Record the extent of the resource by giving the number of physical units and an appropriate term for the type of carrier as listed under 3.3.0.2. (For instructions. ...
- 3.10.0.5 Digital Resources**
Record the generation of a digital resource if it is considered important for identification or selection, using an appropriate term from the list below. ...
- 2.18.10.5 Date of Viewing of an Online Resource**
For online resources, always make an annotation identifying the date on which the resource was viewed for description ...
- Other Results in Chapter #2: Identifying Manifestations & Items ...**
- 2.3.8.3 Recording Earlier/Later Variant Titles**
For major changes in the title proper of a serial, follow the instructions given under 2.3.1.11a). For changes in the title proper of an integrating resource, follow the instructions. ...
- 2.18.1.3 Source of the Title Proper (1 result)**
Record the source from which the title proper is taken if it is a source other than: a) the title page, title sheet, or title card (or image thereof) of a resource comprising. ...
- 2.18.10.1 Scope (1 result)**
An annotation on issue, part, or iteration used as the basis for the identification of a resource is a note identifying the issue or part of a serial or multipart monograph. ...

At the bottom right of the page, there are navigation links: **Results** [26 - 50](#) | [51 - 75](#)

Advanced Search: Meta Data Driven, Boolean Search

To search RDA Online, RDA Tools, and/or other titles within the RDA Online suite, select Advanced Search from Choose Search Form on the Search Tab. Click Go. Narrow your search by any or all of the items shown.

Logged In As: **Nannette Naught**
Library of the Americas Univ of X Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

[Browse RDA](#) | [Search RDA](#)

Quick Search ... RDA Online Advanced Search ...

Enter Phrase, Heading, Rule Number, or Key Word(s)

Choose Search Form ...
Advanced Search

Search Tools ...
Enter Phrase, Heading, Rule Number, or Key Word(s)

Select Tool(s) to Search

<input type="checkbox"/> Mappings	<input type="checkbox"/> Annotations
<input type="checkbox"/> Workflows	<input type="checkbox"/> Bookmarks
<input type="checkbox"/> RDA Updates	<input type="checkbox"/> Profiles
<input type="checkbox"/> Composite Examples	<input type="checkbox"/> Other Resources
<input type="checkbox"/> AACR2	<input type="checkbox"/> Concise AACR2

Enter Search Text or String ...

Select Text to Search ...

RDA Online	RDA Tools	
<input type="checkbox"/> All	<input type="checkbox"/> Mappings	
<input type="checkbox"/> Core Only	<input type="checkbox"/> Annotations	
<input type="checkbox"/> Examples	<input type="checkbox"/> Workflows	<input type="checkbox"/> AACR2
<input type="checkbox"/> Appendicies	<input type="checkbox"/> RDA Updates	<input type="checkbox"/> Concise AACR2
Further Narrow Content	<input type="checkbox"/> Composite Examples	<input type="checkbox"/> Profiles
	Further Narrow Tools	<input type="checkbox"/> Other Resources

Select Additional Limiters to Narrow Your Search

<input type="checkbox"/> Description Type	All	<input type="checkbox"/> Issuance Type	All
AND		AND	
<input type="checkbox"/> Content Type	All	<input type="checkbox"/> Work Type	General
AND		AND	
<input type="checkbox"/> Media Type	All	<input type="checkbox"/> Element Vocabularies	All
		AND	
		<input type="checkbox"/> Controlled Vocabularies	General

Save Your Search as ...

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Feedback

Vocabularies Search: Element Driven Search

To search for a specific RDA Element, Vocabulary Term, FRBR/FRAD Entity, or other element in the underlying bibliographic record model, select Search by RDA Vocabularies from Choose Search Form. Click Go. The Document Pane will refresh.

Complete the search form by selecting:

- **Linked** — To “link” items displayed in the drop down boxes to the underlying bibliographic record model. With this selection only allowed element combinations are available. Notice, we’ve chosen this option below to help us determine allowed vocabulary terms for the Base Materials attribute of Manifestation.
- **Independent** — To remove the “allowed combinations” requirement. With this selection, all elements of each type are available for selection. No model-based requirements are in play.

Quick Search ... **Search RDA**

Enter Phrase, Heading, Rule Number, or Key Word(s)

Choose Search Form ... **Go**

Search by RDA Vocabularies

Search Tools ...

Enter Phrase, Heading, Rule Number, or Key Word(s)

Select Tool(s) to Search

Mappings Annotations
 Workflows Bookmarks
 RDA Updates Profiles
 Composite Examples Other Resources
 AACR2 Concise AACR2

Search

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RDA Online Vocabularies Search ... **Search RDA**

Select Search Form Configuration ...

Linked Drop Down Lists (i.e., only allowed element combinations are available for selection)

Independent Drop Down Lists (i.e., all elements are loaded for selection)

Select RDA Element(s) to Search ...

Base Material AND

AND

Select SubElement/Element Subtype(s) to Search ...

Base Material (General) AND

AND

Select Vocabulary Term(s) to Search ...

Cardboard AND

Select Entity(s) to Search ...

Manifestation AND

AND

Select Attribute(s) to Search ...

Physical Medium AND

Saved Search: Store Frequent Searches Within Your Portable Profile

The screenshot displays the RDA Online Advanced Search interface. At the top left is the RDA logo (Resource Description and Access). The user is logged in as Nannette Naught, associated with the Library of the Americas, Univ of X, and Cataloging. The interface is divided into sections for search input and filters.

Search Input: "Enter Search Text or String ..." with a text box containing "Online resource".

Search Tools: "Select Tool(s) to Search" with checkboxes for Mappings, Annotations, Workflows, Bookmarks, RDA Updates, Profiles, Composite Examples, and Other Resources.

RDA Online: "Select Text to Search ..." with checkboxes for All, Core Only (checked), Examples (checked), and Appendicies.

RDA Tools: "RDA Tools" with checkboxes for Mappings, Workflows, RDA Updates, Composite Examples, Annotations (checked), Bookmarks, Profiles, AACR2 (checked), Concise AACR2, and Other Resources.

Additional Limiters: "Select Additional Limiters to Narrow Your Search ..." with dropdowns for Description Type (All), Issuance Type (Serials), Content Type (All), Work Type (checked), and Controlled Vocabularies (General).

Save Your Search: "Save Your Search as ..." with a text box containing "CoreJournals_8_1_08".

Quick Search: "Quick Search ..." with a text box for "Enter Phrase, Heading, Rule Number, or Key Word(s)" and a "Search RDA" button.

Choose Search Form: "Choose Search Form ..." with a dropdown menu set to "Saved Searches" and a "Go" button.

Search Tools (Bottom): "Search Tools ..." with a text box for "Enter Phrase, Heading, Rule Number, or Key Word(s)".

To save frequent searches, Advanced or Vocabulary, and take them with you wherever your career takes you, Save Your Search into your Profile, as we've done here.

Mappings: MARC21 to RDA, a Way to Find Instructions Via Your Current Mnemonic . . .

The screenshot shows a web browser window with the URL 'Browse_Tools'. The page title is 'MARC21 Authorities Data to RDA Map'. A callout box points to the 'Mappings' option in the left-hand navigation menu. The main content area displays a table of mappings between MARC21 field/subfields and RDA rules.

To gain entrance into RDA Online via MARC fields and subfields, select Mappings and MARC21 from the RDA Tools Table of Contents in the Browse Tab. The MARC21 to RDA Map will display in the Document Pane in MARC field order. Click on a column heading to resort the map, as desired. Click an RDA Instruction number (e.g., 6.10) to Go To this instruction in RDA Online. . .

MARC21 Field/Subfield	RDA Rule
010 Library of Congress control number	6.10 Identifier for the work
\$a LC control number	6.16 Identifier for the expression
	9.19 Identifier for the person
	10.10 Identifier for the family
	11.12 Identifier for the corporate body
	13.5 Identifier for the concept
	14.9 Identifier for the object
	15.6 Identifier for the event
	16.6 Identifier for the place
\$z Cancelled/invalid LC control number	N/A
014 Link to bibliographic record for serial or multipart item	N/A
016 National bibliographic agency control number	
\$a Record control number	6.10 Identifier for the work
	6.16 Identifier for the expression
	9.19 Identifier for the person
	10.10 Identifier for the family
	11.12 Identifier for the corporate body
	13.5 Identifier for the concept
	14.9 Identifier for the object
	15.6 Identifier for the event

Mappings: . . . And Click Through to the Applicable RDA Instruction(s)

The Document Pane will refresh to the display the corresponding RDA instruction. Once there,

- Click Synch TOC to synch the Browse Tab to your current location.
- Click your browser's Back button to toggle back to the Map.
- Scroll either text or Table of Contents.

The screenshot displays the RDA Online interface. At the top, there are tabs for 'Browse RDA' and 'Search RDA', and a 'Synch TOC' button. A left-hand navigation pane lists various RDA tools and cataloging options. The main content area is titled '6.10 IDENTIFIER FOR THE WORK' and contains several sub-sections. The first sub-section, '6.10.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR WORKS', includes '6.10.0.1 Scope' and '6.10.0.2 Sources of information'. The '6.10.0.3 Recording identifiers for works' section provides detailed instructions and examples of identifiers, such as ISWC, Library of Congress control numbers, and MOHAI, each with a brief description of its use.

6.10 IDENTIFIER FOR THE WORK

6.10.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR WORKS

6.10.0.1 Scope
An identifier for the work is number or code uniquely associated with a work that serves to differentiate that work from other works.

6.10.0.2 Sources of information
Take information on identifiers for works from any source.

6.10.0.3 Recording identifiers for works
If the identifier for the work is one for which there is a prescribed format, record it in accordance with that format.

ISWC: I-072.106.546-8
(International Standard Musical Work Code for Cole Porter's I love Paris)

n 79046204
(Library of Congress control number for the sacred work The Koran)

0053E3950E
(Library and Archives Canada control number for the sacred work The Koran)

If there is no prescribed format for the identifier for the work, record it as it appears on the source. Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if readily ascertainable, using abbreviations as instructed in appendix B.

MOHAI 83.10.5,989
(Identifier for a photographic image in the Museum of History and Industry)

The elements convey information that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier and the formatting

Printing Instructions: Print “All of” RDA

To Print RDA Online, including all Chapters and Appendices, select RDA Online from Print Text on the Document Menu. Your system's Print dialog box will launch allowing you to select a printer at your location. Notice, the approximate page count is listed in parentheses.

The screenshot displays the RDA Online interface. On the left, a navigation pane shows the 'RDA Online' tree structure, including sections for 'Recording Attributes of ...', 'Section 1: Manifestation & Item', 'Section 2: Identifying Manifestations & Items', 'Section 3: Person, Family, & Corporate Body', and 'Section 4: Concept, Object, Event, & Place'. The main content area shows 'Chapter 3' with a page count of '(350 pgs)'. A 'Print' dialog box is open in the foreground, showing printer selection options (EPSON Stylus CX5200, HP Officejet Pro L7500 S... fax, HP Officejet Pro L7500 Series), status (Ready), location, and comment. The 'Page Range' section is set to 'Pages: 350'. The 'Number of copies' is set to 1, and the 'Collate' checkbox is checked. The 'Print' dialog box also includes 'Print to file', 'Preferences', and 'Find Printer...' buttons. Below the dialog box, the text '3.1.4 Resources Consisting of More Than One Carrier' is visible, followed by the instruction: 'When preparing a comprehensive description for a resource consisting of more than one carrier, apply'.

Printing: A Chapter or Other Document

To Print the current document, select the document, shown here as Chapter 3, by name from Print Text on the Document Menu. Your system's Print dialog box will launch allowing you to select a printer at your location. Notice, the approximate page count is listed in parentheses.

The screenshot displays a web browser window titled "Browse_ShortVersion". The main content area shows a document titled "3 Describing Carriers". A "Print" dialog box is overlaid on the document, showing the "General" tab. The dialog box includes a "Select Printer" section with three printers listed: "EPSON Stylus CX5200", "HP Officejet Pro L7500 S... fax", and "HP Officejet Pro L7500 Series". The "Status" is "Ready", and the "Location" is "jConnect 4.2". There are buttons for "Print to file", "Preferences", and "Find Printer...". The "Page Range" section has radio buttons for "All", "Selection", and "Current Page", with "Pages" selected and the value "40" entered. The "Number of copies" is set to "1", and the "Collate" checkbox is checked. At the bottom of the dialog box are "Print", "Cancel", and "Apply" buttons. The background document shows a table of contents with "Chapter 3 (40 pgs)" selected. The browser's address bar shows "Browse_ShortVersion".

Printing: Just Selected Text

To Print just selected text, highlight the text you wish to print in the Document pane. Choose Selected Text from Print Text on the Document Menu. Your system's Print dialog box will launch allowing you to select a printer at your location. Notice, the approximate page count of your selection is listed in parentheses.

The screenshot displays the RDA Online interface. On the left is a tree view for 'RDA Online' with sections for 'Recording Attributes of...', 'Section 1: Manifestation & Item', 'Section 3: Person, Family, & Corporate Body', and 'Section 4: Concept, Object, Event, & Place'. The main area shows a document menu with 'Mark Text' and 'Print Text' options. The 'Print Text' option is expanded, showing 'Selected Text (1 pgs)', 'Chapter 3', and 'RDA Online'. A 'Print' dialog box is open in the center, showing printer selection options (EPSON Stylus CX5200, HP Officejet Pro L7500 S..., HP Officejet Pro L7500 Series) and page range settings (All, Selection, Current Page, Pages: 1). The dialog also includes a 'Number of copies' field set to 1 and a 'Collate' checkbox. The 'Print' button is highlighted.

Statistics of Each Carrier
In addition to carrier type(s) (see 3.3) and
with carrier or carrier type (see 3.5–3.20).

Printed colour
source
sette

configuration
resource

Optional Addition. If the carriers are in a container, name the container and record its dimensions
(see 3.5.0.5).

Gaining Entrance: Through “Sample” Workflows

To gain entrance into RDA Online via a cataloging workflow, select Workflows from the RDA Tools Table of Contents in the Browse Tab. Select your desired workflow from those listed either within your institution under Other Available Workflows OR those available to all users (such as Simple Book shown here) under Public Workflows. The selected workflow will display in the Document Pane. Once there,

- Click Synch TOC to synch the Browse Tab to your current location.
- Scroll either text or Table of Contents.
- Click on an RDA Instruction number (e.g., 6.10) to Go To this instruction in RDA Online.
- Click on an AACR2 Rule number to To Go this instruction in AACR2.

Simple Book

Use

Use this workflow to create a bibliographic record for a single published printed monograph.

Consult other workflows if you are creating a record for a multipart monograph, a facsimile or reproduction, an early printed book, or a book involving more than one language or script.

Before You Begin

Type of Description: Confirm that what you are preparing is a comprehensive description of the book ([RDA 1.5](#)).

Mode of Issuance, Carrier Type and Content Type: Confirm that you have a single unit (mode of issuance, [RDA 2.12](#)) that is a volume (carrier type, [RDA 3.3](#)) of text (content type, [RDA 6.11](#)).

Transcription: Consult the separate workflow [Transcribing](#) when transcribing information in the elements that follow.

Information taken from outside the book: Know the methods your agency prefers for indicating information taken from outside the book in elements where that is required (such as explaining in a note) ([RDA 2.2.3](#)).

Relationship designators: Know whether your agency uses relationship designators from [RDA Appendix I](#) when recording relationships to a person, family, or corporate body associated with the book ([RDA 18.4](#) and [RDA 18.5](#)).

Encoding and display standards: Know the encoding standard (such as MARC 21) and the display standard (such as ISBD) you are using and the requirements those add beyond the instructions in this workflow or RDA.

1. Choose the Preferred Source of Information

Start with information you find on a title page that identifies the book as a whole ([RDA 2.1.1.1](#) and [RDA 2.2.1.1](#)).

If there is no title page, start with information you find on (in order of preference): cover, caption, masthead, another source in the book with the title formally presented, another source in the book (RDA

Gaining Entrance: Into the “New World” through Examples

To gain entrance into RDA Online through a sample record expressed in either RDA element or MARC21, select Complete Examples from the RDA Tools Table of Contents in the Browse Tab. Complete Examples will display in the Document Pane.

RDA RESOURCE DESCRIPTIONS

Browse RDA | Search RDA | Synch TOC

- ▼ RDA Online
- ▼ RDA Tools
 - ▼ Workflows ...
 - ▼ Mappings ...
 - ▼ Composite Examples ...
 - ▼ Glossary
 - ▼ Bookmarks & Annotations ...
 - ▼ Updates ...
 - ▼ User Profiles ...
- ▼ Other Cataloging Tools

M

COMPLETE EXAMPLES — BIBLIOGRAPHIC RECORDS

AUDIO RECORDING - BOOK

Encoded in RDA Element	Data Recorded
2.3.1 Title proper *	Lives of girls and women
2.4.1 Statement of responsibility relating to title *	Alice Munro
2.5.1 Designation of edition *	Abridged
2.5.3 Statement of responsibility relating to the edition	by Ruth Fraser
2.8.1 Place of publication	Fredericton, NB, Canada
2.8.3 Publisher's name *	BTC Audiobooks, an imprint of Goose Lane Editions
2.10 Copyright date *	©2005
2.12 Mode of issuance	multipart monograph
2.14 Identifier for the manifestation *	ISBN 0-86492-398-8
2.18.6 Note on publication statement	Audio adaptation copyright ©Canadian Broadcasting Corporation, 1981
3.2 Media type	audio
3.3 Carrier type *	audio disc
3.4 Extent *	3 audio discs

Encoded in the MARC 21 Format for Bibliographic Data, Using ISBD Punctuation

Complete Examples . . .

Once there, scroll through the document to find the example your seek. Or click on an RDA Instruction number (e.g., 2.3.1) to Go To this instruction in RDA Online.

RDA
RESOURCE DESCRIPTION AND ACCESS

X Cataloging
nd | Log Out

Browse RDA Search RDA Synch TOC

- ▼ RDA Online
- ▼ RDA Tools
 - ▼ Workflows . . .
 - ▼ Mappings . . .
 - ▼ Composite Examples . . .
 - ▼ Glossary
 - ▼ Bookmarks & Annotations . . .
 - ▼ Updates . . .
 - ▼ User Profiles . . .
- ▼ Other Cataloging Tools

2.14 Identifier for the manifestation * multipart monograph
ISBN 0-86492-398-8

2.18.6 Note on publication statement Audio adaptation copyright ©Canadian Broadcasting Corporation, 1981

3.2 Media type audio

3.3 Carrier type * audio disc

3.4 Extent * 3 audio discs

Encoded in the MARC 21 Format for Bibliographic Data, Using ISBD Punctuation

MARC FIELD TAG	MARC FIELD	Indicator	DATA RECORDED
Leader/06	Type of record	i	
Leader/07	Bibliographic level	m	
Leader/19	Multipart resource record level	a	
007/00	Physical description fixed field – Category of material	s	
007/01	Physical description fixed field – Specific material designation	d	
007/06	Physical description fixed field – Dimensions	g	
007/12	Physical description fixed field – Special playback characteristics	e	
007/13	Physical description fixed field – Capture and storage technique	d	
008/35-37	Fixed length data elements – Language	eng	
020	International Standard Book Number	##	\$a 0864923988 : \$c \$29.95 (Can) \$c \$24.95 (US)

Gaining Entrance: Into the “New World” via the Old One . . .

To gain entrance into RDA Online through familiar AACR2 Rule numbers, select Mappings and AACR2 from the RDA Tools Table of Contents in the Browse Tab. The AACR2 to RDA Map will display in the Document Pane in RDA Instruction number order. Click on a column heading to resort the map, as desired. Click an RDA Instruction number (e.g., 3.1.1) to Go To this instruction in RDA Online.

The screenshot displays the RDA Online interface. On the left is a navigation pane with a tree structure under 'Browse RDA'. The main content area is titled 'Chapter 3 RDA to AACR2 Map' and contains a table with two columns: 'RDA Rule' and 'AACR2 Rule'. The table lists various RDA rules and their corresponding AACR2 equivalents. A blue callout box points to the 'Mappings' section in the navigation pane.

RDA Rule	AACR2 Rule
3.1 General guidelines on describing carriers	
3.1.1 Sources of Information	1.5A2
3.1.2 Manifestations available in different formats	1.5A3
3.1.3 Facsimiles and reproductions	1.11D
3.1.4 Resources consisting of more than one carrier	1.10C2
3.1.4c Recording predominant carrier type and extent in general terms	1.10C3
3.1.5 Online resources	9.5B3
3.1.6a Resource issued in successive parts	12.5C2a
3.1.6b Integrating resource	12.5C2b
3.4 Extent	
3.4.0.3 Recording extent	1.5B1 , 1.5B3
3.4.0.4 Exact number of units not readily ascertainable	8.5B1
3.4.0.5 Other terms used to designate the type of unit	7.5B1 , 8.5B1 , 9.5B1 , 10.5B2
3.4.0.6 Units and sets of units with identical content	1.5B1 , 8.5B1
3.4.0.7 Number of subunits	1.5B3
3.4.0.7a Computer discs, cartridges, etc.	9.5B1 , 9.5B4
3.4.0.7b Filmstrips and filmstrips	8.5B2
3.4.0.7c Flipcharts	8.5B3
3.4.0.7d Microfiches	11.5B2
3.4.0.7e Online resources	9.5B1 , 9.5B4
3.4.0.7f Overhead transparencies	8.5B4

AACR2 to RDA Mapping: . . . And Click Through to the Applicable RDA Instruction(s)

The Document Pane will refresh to display the corresponding RDA instruction. Once there,

- Click Synch TOC to synch the Browse Tab to your current location.
- Click your browser's Back button to toggle back to the Map.
- Scroll either text or Table of Contents.
- Click an underlined word to Go To its definition in the Glossary.

The screenshot shows a web browser window with a sidebar on the left and a main content area on the right. The sidebar contains a tree view of the RDA structure, with 'AACR2 to RDA' expanded. The main content area displays the RDA instruction '3 Describing Carriers' in large green text. Below this, there are sections for '3.0 Purpose and Scope' and '3.1 General Guidelines on Describing Carriers'. The '3.1' section includes sub-sections: '3.1.1 Sources of Information', '3.1.2 Manifestations Available in Different Formats', '3.1.3 Facsimiles and Reproductions', and '3.1.4 Resources Consisting of More Than One Carrier'. Each sub-section contains a brief description and a reference to a specific RDA instruction (e.g., 27.5, 27.4).

3 Describing Carriers

3.0 Purpose and Scope

The elements covered in this chapter are those that describe the characteristics of the carrier of the resource.

The elements convey information that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier and the formatting and encoding of the information stored on the carrier. Users may also rely on characteristics of the carrier in order to identify a resource (i.e., to distinguish between resources with similar characteristics).

For the description of a particular resource, not all of the elements covered in this chapter may be applicable.

3.1 General Guidelines on Describing Carriers

3.1.1 Sources of Information

Base the description of the carrier(s) on evidence presented by the resource itself, or on any accompanying material or container. If desired, take additional evidence from any source.

3.1.2 Manifestations Available in Different Formats

If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as an audio disc and audiocassette), record the elements describing the carrier as they apply to the manifestation being described.

For instructions on referencing other formats available, see [27.5](#).

3.1.3 Facsimiles and Reproductions

When describing a facsimile or reproduction, record the elements describing the carrier as they apply to the facsimile or reproduction.

For instructions on referencing the original, see [27.4](#).

3.1.4 Resources Consisting of More Than One Carrier

When preparing a comprehensive description for a resource consisting of more than one carrier, apply

AACR2 to RDA Mapping: . . . And Click Through to the Glossary for Definitions of New Terms

The Document Pane will refresh to the display the corresponding Glossary entry. Once there,

- Review the definition to determine contextual usage.
- Click Synch TOC to synch the Browse Tab to your current location.
- Click your browser's Back button to toggle back to the document. Click the Back button twice to return to the map.
- Scroll either text or Table of Contents.

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu has two tabs: 'Browse RDA' and 'Search RDA'. Under 'Browse RDA', there is a tree view of RDA Online and RDA Tools. The RDA Tools section is expanded to show 'Workflows . . .', which includes 'Your Workflows' (with sub-items like MODS Workbook and Printed Monograph with Single Work) and 'Other Available Workflows' (with sub-items like Cataloging Department, Univ X, and Libraries of America). The 'Public Workflows' section is also expanded to show 'Converting to RDA' (with sub-items AACR2 to RDA and Concise AACR2 to RDA) and 'Rule Interpretations' (with sub-items PCC and National Library of Australia). The 'Mappings . . .' section is expanded to show 'Dublin Core', 'ISBD', 'Marc', and 'AACR2' (with sub-items RDA to AACR2, AACR2 to RDA, RDA Rules without AACR2 Equivalents, and AACR2 Rules without RDA Equivalents). The main content area has a 'Synch TOC' button at the top right. Below it is a table with two columns: the first column contains terms, and the second column contains their definitions. The 'Manifestation' row is highlighted in green.

Layout of Map, etc.	The arrangement of a cartographic image or images in a resource.
Layout of Tactile Musical Notation	The arrangement of tactile musical notation in a resource (e.g., bar by bar, line by line).
Letter Notation	Musical notation that uses the letters of the alphabet to designate pitches.
Location of Conference, etc.	A local place in which a conference, congress, meeting, exhibition, fair, festival, etc., was held.
Location of Headquarters	A country, state, province, etc., or local place in which an organization has its headquarters.
Logical Unit	A constituent of an intangible resource, such as a digital file. Use of this term in RDA does not refer to the content of a resource, but is used to express the logical or reasoned shape and constituents of intangible resources.
Longitude	The distance of a point on the Earth's surface measured east and west from a reference meridian (usually the Greenwich meridian).
Longitude and Latitude	A system for identifying the area covered by the cartographic content of a resource using longitude of the westernmost and easternmost boundaries and latitude of the northernmost and southernmost boundaries
Manifestation	The physical embodiment of an expression of a work.
Manifestation Exemplified	The manifestation exemplified by the item.
Manifestation of Expression	A physical embodiment of the expression.
Manifestation of Work	A physical embodiment of an expression of the work.
Manufacture Statement	A statement identifying the place or places of manufacture, manufacturer or manufacturers, and date or dates of manufacture of a resource.
Manufacturer	A person, family, or corporate body responsible for printing, duplicating, casting, etc., a resource in a published form.

AACR2 to RDA Mapping: . . . And Click Through to the “Old” Text of AACR2 Rule(s)

Or click the AACR2 Rule number to Go To the this location in AACR2. The Document Pane will refresh to the display the corresponding AACR2 rule. Once there,

- Click Synch TOC to synch the Browse Tab to your current location.
- Click your browser's Back button to toggle back to the Map.
- Scroll either text or Table of Contents.

The screenshot shows a web application interface for RDA mapping. The interface is split into a left sidebar and a main content area. The sidebar shows a tree view of RDA rules, with '1.1A: Preliminary Rule' selected. The main content area displays the text of rule 1.5A1, 'Punctuation', and rule 1.5B1, 'Extent of Item (including specific material designation)'. The text includes instructions on punctuation usage and examples of material designations like '3 microscope slides' and '1 hand puppet'.

1.5 Physical Description Area

1.5A. Preliminary Rule

1.5A1. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see 1.0C. Precede this area by a full stop, space, dash, space or start a new paragraph. Precede other physical details (i.e., other than extent or dimensions) by a colon. Precede dimensions by a semicolon. Precede each statement of accompanying material by a plus sign. Enclose physical details of accompanying material in parentheses.

1.5A2. Sources of Information

Take information for this area from any source. Take explicitly stated information from the item itself. Enclose information in square brackets only when specifically instructed by the following chapters.

1.5A3.

If an item is available in different formats (e.g., as text and microfilm; as sound disc and sound tape reel), give the physical description of the format in hand. Optionally, make a note describing other formats in which it is available (see 1.7B16).

1.5B. Extent of Item (including specific material designation)

1.5B1.

Record the extent of the item by giving the number of physical units in Arabic numerals and the specific material designation as instructed in subrule .5B in the chapter dealing with the type of material to which the item belongs.

3 microscope slides

1 jigsaw puzzle

3 v.

1 hand puppet

Manage Your Account: Limit Access to the “Old World” & Configure Other Settings for Yourself & Your Staff

Want to limit access to AACR2? Or other portions of the RDA Online product? Select Manage Subscription from the Account menu to:

- Create display settings, sharing, and available title preferences for users in your account.
- Add, remove, and manage individual users in your account.
- Setup renewals, payment options, and update settings.

Quick Search . . . **Search RDA**

Enter Phrase, Heading, Rule Number, or Key Word(s)

Choose Search Form . . . **Go**

Advanced Search

Search Tools . . .

Enter Phrase, Heading, Rule Number, or Key Word(s)

Select Tool(s) to Search

<input type="checkbox"/> Mappings	<input type="checkbox"/> Annotations
<input type="checkbox"/> Workflows	<input type="checkbox"/> Bookmarks
<input type="checkbox"/> RDA Updates	<input type="checkbox"/> Profiles
<input type="checkbox"/> Composite Examples	<input type="checkbox"/> Other Resources
<input type="checkbox"/> AACR2	<input type="checkbox"/> Concise AACR2

Search

Logged In As: **Nannette Naught**
Library of the Americas | Univ of X | Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Synch TOC

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44-(0)20-7255-0500

Gaining Entrance: Through “Core” Elements

Want just the basics? Gain entrance into RDA Online via Core elements and instructions, by selecting Core from View Text on the Document Menu. The Document Pane will refresh to display just Core elements and instructions. Further narrow your View by selecting Hide Examples. Or customize your view using any of the Advanced Search options by selecting Customize from the View Text menu.

The screenshot displays the RDA Online interface. On the left is a navigation pane titled 'Browse RDA' with a tree structure under 'RDA Online'. The main content area shows a document titled '3 Describing Carriers' with a sub-section '3.0 Purpose and Scope'. A 'View Text' menu is open, showing options: Full, Core (highlighted), Hide Examples, Annotations, Bookmarks, Updates, and Customize. The user's name 'Annette Naught' and university 'University of the Americas' are visible in the top right.

3 Describing Carriers

3.0 Purpose and Scope

The elements covered in this chapter are those that describe the carrier(s) of a resource. The elements convey information that users typically rely on when searching for a resource with respect to the physical characteristics of the carrier and the format of the information stored on the carrier. Users may also rely on characteristics of the carrier to distinguish between resources with similar characteristics).

For the description of a particular resource, not all of the elements covered in this chapter may be applicable.

3.1 General Guidelines on Describing Carriers

3.1.1 Sources of Information

Base the description of the carrier(s) on evidence presented by the resource itself, or on any accompanying material or container. If desired, take additional evidence from any source.

3.1.2 Manifestations Available in Different Formats

If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as an audio disc and audiocassette), record the elements describing the carrier as they apply to the manifestation being described.

For instructions on referencing other formats available, see [27.5](#).

3.1.3 Facsimiles and Reproductions

When describing a facsimile or reproduction, record the elements describing the carrier as they apply to the facsimile or reproduction.

For instructions on referencing the original, see [27.4](#).

3.1.4 Resources Consisting of More Than One Carrier

When preparing a comprehensive description for a resource consisting of more than one carrier, apply

Integrating: RDA into Your Record Structure

Ready to implement RDA in your institution? Need a custom complete example?
Create one by selecting Complete Examples under RDA Tools on the Browse Tab.

Select

- Copy Existent to begin adapting an existent example.

OR

- New, as we've done here, to begin a new one from scratch.

Follow the wizard to complete your new example.

The screenshot shows a web-based interface for creating a new RDA record. On the left is a navigation menu with categories like 'RDA Online', 'RDA Tools', and 'Other Cataloging Tools'. The 'RDA Tools' section is expanded to show 'Create Your Own Complete Example' with a 'New' button. The main content area is titled 'Create Complete Example Wizard' and contains a form for 'Enter New Complete Example Name' with the value 'Library of the America's RDA Style Records'. Below the form is a table with two columns: 'RDA Element' and 'Data Recorded'. The table lists various RDA elements and their corresponding data values. At the bottom, a note states 'Encoded in the MARC 21 Format for Bibliographic Data, Using ISBD Punctuation'.

Library of the Americas
Univ of X Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Create

Enter New Complete Example Name . . .
Library of the America's RDA Style Records

RDA Element	Data Recorded
2.3.1 Title proper *	Lives of girls and women
2.4.1 Statement of responsibility relating to title *	Alice Munro
2.5.1 Designation of edition *	Abridged
2.5.3 Statement of responsibility relating to the edition	by Ruth Fraser
2.8.1 Place of publication	Fredericton, NB, Canada
2.8.3 Publisher's name *	BTC Audiobooks, an imprint of Goose Lane Editions
2.10 Copyright date *	@2005
2.12 Mode of issuance	multipart monograph
2.14 Identifier for the manifestation *	ISBN 0-86492-398-8
2.18.6 Note on publication statement	Audio adaptation copyright @Canadian Broadcasting Corporation, 1981
3.2 Media type	audio
3.3 Carrier type *	audio disc
3.4 Extent *	3 audio discs

Encoded in the MARC 21 Format for Bibliographic Data, Using ISBD Punctuation

Integrating: RDA into Your Workflow

Ready to implement RDA in your institution? Need to adapt your current workflows to RDA? Create a workflow by selecting Workflow under RDA Tools on the Browse Tab. Select

Select

- Copy Existing, as we've done here, to begin adapting an existing workflow.

OR

- New to begin a new one from scratch.

Follow the wizard to complete your new workflow.

Library of the Americas
Univ of X Cataloging
[Manage](#) | [Respond](#) | [Log Out](#)

Printed Monograph with a Single Work

Create Workflow Wizard . . . Create

Copy Existing Workflow . . .
Printed Monograph with a Single Work — Library of the Americas

Enter New Workflow Name . . .

[RDA 2.3.0 Basic Instructions on Recording Titles](#)
[RDA 2.3.1 Title Proper](#)
Cataloger's Summary: All the sections from [2.3.1-2.3.10](#) are relevant to this type of material.

[RDA 1.6 Transcription](#)
[RDA 1.6.1.1 Capitalization of Titles](#)
[RDA 1.6.7 Abbreviations](#)

[RDA Appendix A](#)
Cataloger's Summary: Capitalize the first word in the title; certain exceptions are noted. Instructions on other specific transcription issues are found by scrolling down to [1.6.2](#), [1.6.3](#), [1.6.4](#), [1.6.5](#), [1.6.6](#), [1.6.7](#), and [1.6.8](#).

3. Transcribe Other Title Information (formerly AACR2 2.1B)
[RDA 2.3.3 Other Title Information](#)
Cataloger's Summary: Sections [2.3.3.1-2.3.3.5](#) are relevant to this type of material. Record other title information if it is considered important. Supply a brief addition in square brackets as other title information if an explanation of the title is needed.

Integrating: RDA into Custom Data Sets

Ready to implement RDA in your institution? Need a custom mapping to accommodate incoming records? Need a custom mapping to accommodate nonMARC data? Create one by selecting Mappings under RDA Tools on the Browse Tab. Select

- Copy Existent to begin adapting an existent mapping.

OR

- New, as we've done here, to begin a new one from scratch. Follow the wizard to complete your new mapping.

The screenshot displays a web-based interface for creating a new mapping. On the left is a navigation menu with the following items:

- ▼ RDA Tools
 - ▼ Workflows . . .
 - ▲ Mappings . . .
 - ▼ Dublin Core
 - ▼ ISBD
 - ▼ Marc
 - ▼ AACR2
 - ▼ Concise AACR2
 - ▲ Create Your Own
 - Copy Existent
 - New
 - ▼ Complete Examples . . .
 - ▼ Glossary
 - ▼ Bookmarks & Annotations . . .
 - ▼ Updates . . .
 - ▼ User Profiles . . .
- ▼ Other Cataloging Tools

The main content area is titled "Create Mapping Wizard . . ." and contains the following form fields:

- Enter Document Name . . .**: A text input field.
- Enter Title of Column # 1 . . .**: A text input field with a label "Max Title Length: 25 Characters" below it.
- Enter Title of Column # 2 . . .**: A text input field with a label "Max Title Length: 25 Characters" below it.
- Select Number of Rows**: A dropdown menu currently set to "15".

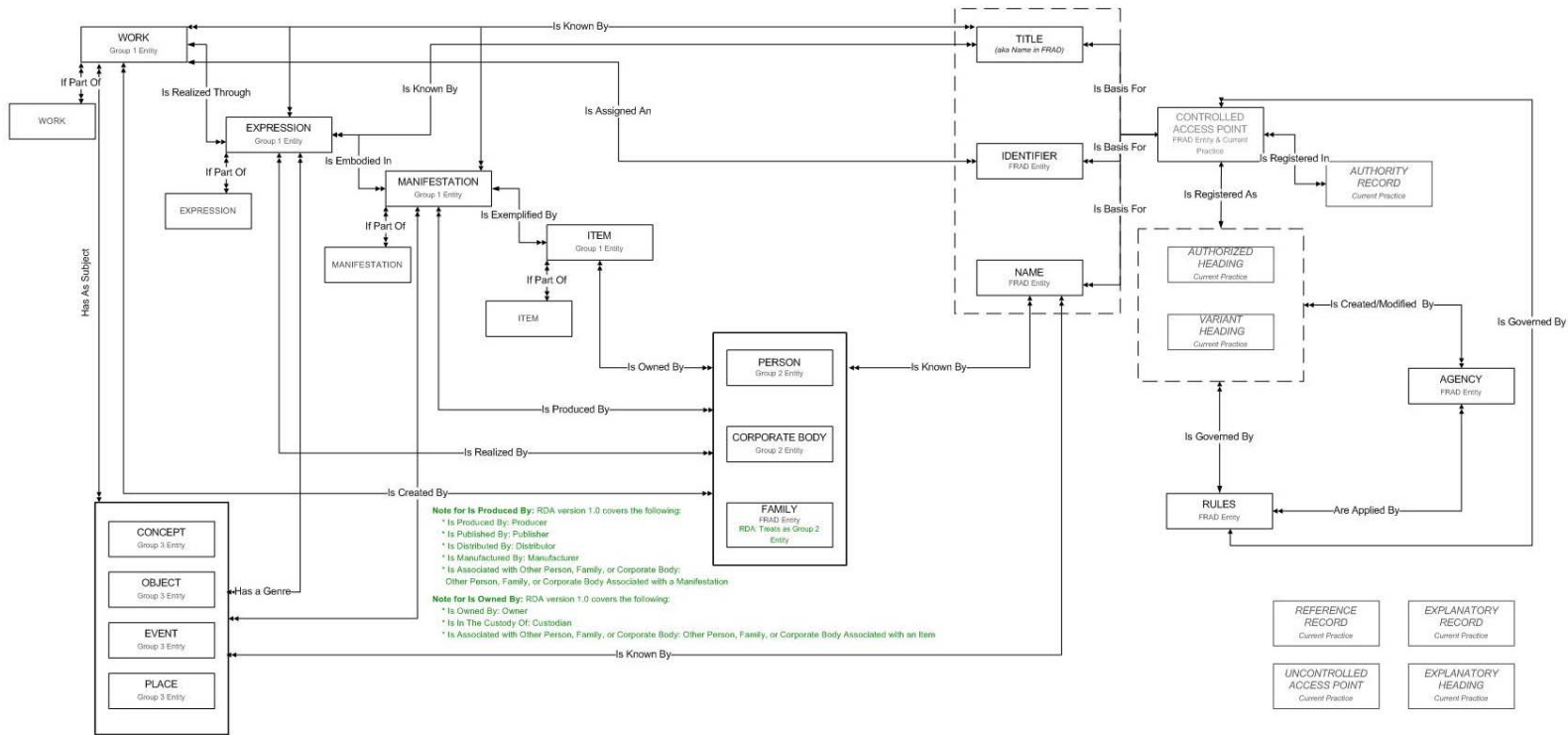
At the top right of the form area is a "Create" button. The top of the page shows the user's name "As: Nannette Naught" and navigation links for "Library of the Americas", "Univ of X", "Cataloging", "Manage", "Respond", and "Log Out".

DA's Underlying Bibliographic Record Model: The Basis for Interoperability & Integration

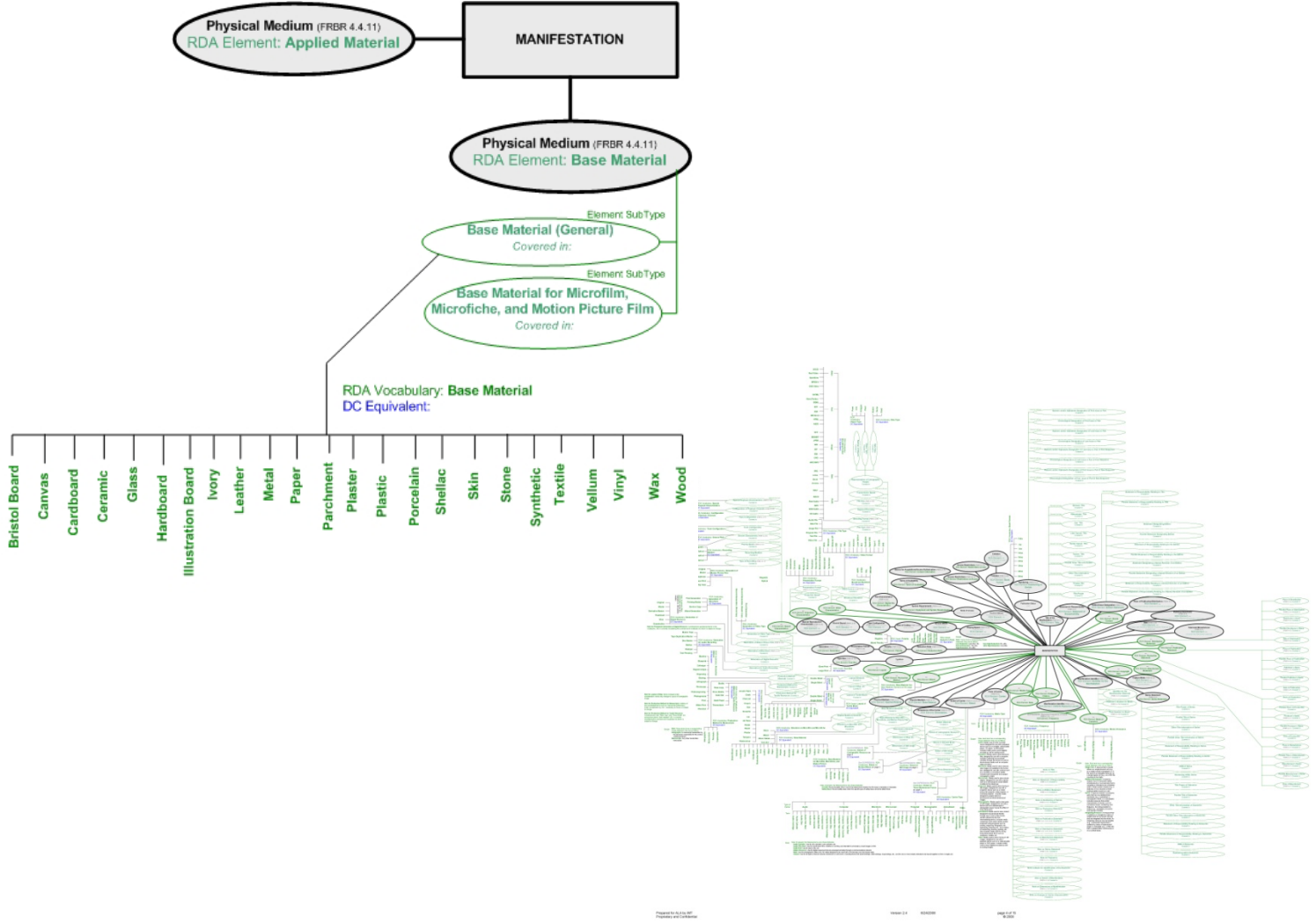
- ✦ **It Drives:** Reading, Finding, Printing, & Annotating of RDA Instructions
- ✦ **It Affords:** Entrance To, Integration of Existent Processes & Systems With, and Active Collaboration on RDA Implementation
- ✦ **It Serves:** As The Underlying Taxonomy of RDA Online
- ✦ **It Allows:** Flexible, Configurable, Programmatic Access to both RDA's Model & Usage Instructions

Integrating: RDA via the Underlying Model . . .

ERD: Basic Relationships



Integrating: RDA via the Underlying Model . . .



What to Expect Next in the RDA Development Process

- ✦ **Release of Online, Interactive Demo:** September 2008
- ✦ **Release of Online Full Draft Review:** October 2008
- ✦ **Release of Product for Beta Testing:** January 2009