RDA RESOURCE DESCRIPTION AND ACCESS

Features & Functionality

Chris Oliver
August 2008

Slides Created by . . .
Nannette Naught, **IMT** Information Management Team, Inc
Product Development Manager
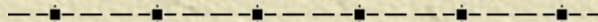
Presentation Overview

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

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

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

Browse_ShortVersion

RDA
RESOURCE DESCRIPTION AND ACCESS

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

Browse RDA

Synch TOC   View Text   Mark Text   Print Text

▼ 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
▲ 3.15 Polarity
  ▼ 3.15.0 Basic Instructions
  ▼ 3.15.1 Notes on
▲ 3.16 Reduction Ratio
  ▼ 3.16.0 Basic Instructions
  ▼ 3.16.1 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
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., t 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 Text: Move Up & Down Within Chapter

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.

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

Annotate: Jot a Comment on a "Sticky Note"

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).

RDA
RESOURCE DESCRIPTION AND ACCESS

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| Browse RDA | Search RDA |

My Profile . . .   >
My Account . . .
Library of Americas Subscription

Park for Future Retrieval . . .
Move to New Account . . .

RDA
RESOURCE DESCRIPTION AND ACCESS

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

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

Prepared under the direction of:
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The American Library Association
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The Library of Congress

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613-232-9625
Chartered Institute of Library and Information Professionals
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.

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Library of the Americas   **Univ of X**   **Cataloging**
Manage | Respond | Log Out

Browse RDA   Search RDA

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

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

My Profile . . .
My Account . . .
Library of Americas Subscription

Park for Future Retrieval . . . >
Move to New Account . . .

RDA
RESOURCE DESCRIPTION AND ACCESS

Account Administrator
coliver@libamerica.edu

Your Name
Nannette Naught

Email Address Profile Parked Under
nnaught@imteaminc.com

Message
Please authorize movement of my profile into our account.

Prepared under the direction of:
The Joint Steering Committee for Development of RDA, a comm
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

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Canadian Library Association
328 Frank Street, Ottawa, Ontario, K2P OX8
613-232-9625
Chartered Institute of Library and Information Professionals
7 Ridgmount Street, London WC1E7AE

Finding Instructions: **Quick Search**

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.

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.

Browse RDA	Search RDA		Synch TOC

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

Search

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RDA Online Search Results   Results **1 - 25** of **75** for **Online Resources** in **RDA Online**

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. . .

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.

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Manage | Respond | Log Out

Browse RDA Search RDA

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

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

Search

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RDA Online Advanced Search. . . Search RDA

Enter Search Text or String . . .

Select Text to Search . . .

RDA Online
☐ All   ☐ Core Only
☐ Examples   ☐ Appendicies
Further Narrow Content

RDA Tools
☐ Mappings   ☐ Annotations   ☐ AACR2
☐ Workflows   ☐ Bookmarks   ☐ Concise AACR2
☐ RDA Updates   ☐ Profiles   ☐ Other Resources
☐ Composite Examples   **Further Narrow Tools**

Select Additional Limiters to Narrow Your Search . . . . .

☐ Description Type [All ▼]   ☐ Issuance Type [All ▼]
[AND ▼]   [AND ▼]
☐ Content Type [All ▼]   ☐ Work Type [General ▼]
[AND ▼]   [AND ▼]
☐ Media Type [All ▼]   ☐ Element Vocabularies [All ▼]
                                    [AND ▼]
                                   ☐ Controlled Vocabularies [General ▼]

Save Your Search as . . .

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
- [ ] Workflows
- [ ] RDA Updates
- [ ] Composite Examples
- [ ] AACR2
- [ ] Annotations
- [ ] Bookmarks
- [ ] Profiles
- [ ] Other Resources
- [ ] Concise AACR2

Search

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RDA Online Vocabularies Search. . .   Search RDA

Select Search Form Configuration . . .
- [x] 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)

- [x] **Select RDA Element(s) to Search . . .**
  Base Material | AND

AND

- [x] **Select SubElement/Element Subtype(s) to Search . . .**
  Base Material (General) | AND

AND

- [x] **Select Vocabulary Term(s) to Search . . .**
  Cardboard | AND

- [x] **Select Entity(s) to Search . . .**
  Manifestation | AND

AND

- [x] **Select Attribute(s) to Search . . .**
  Physical Medium | AND

Saved Search: Store Frequent Searches Within Your Portable Profile

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 . . .

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. . .

Browse RDA — Search RDA

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

MARC21 Authorities Data to RDA Map

MARC21 Field/Subfield	RDA Rule
010 Library of Congress control number	
$a LC 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
	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.

Synch TOC

Browse RDA | Search RDA

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

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: T-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.

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.

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.

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.

▼ RDA Online
▼ RDA Tools
  ▲ Workflows . . .
    ▼ Your Workflows
    ▼ Other Available Workflows
    ▼ Public Workflows
  ▼ Mappings . . .
  ▼ Composite Examples . . .
  ▼ Glossary
  ▼ Bookmarks & Annotations . . .
  ▼ Updates . . .
  ▼ User Profiles . . .
▼ Other Cataloging Tools

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 element 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**

Browse_CompleteExample

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.

Univ of X   Cataloging
Respond | Log Out

Synch TOC

Browse RDA   Search RD

▼ 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

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 . . .

Browse_CompleteExample

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.

X   Cataloging
nd | Log Out

Synch TOC

Browse RDA   **Search RDA**

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

... ode 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

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.

Synch TOC

Browse RDA   Searc

▲ Mappings . . .
  ▼ Dublin Core
  ▼ ISBD
  ▼ Marc
  ▼ AACR2
    ▼ RDA to AACR2
    ▼ AACR2 to RDA
    ▼ RDA Rules without AACR2
       Equivalents
    ▼ AACR2 Rules without RDA
       Equivalents
  ▼ Concise AACR2
▲ Composite Examples . . .
  ▼ Scenario #1: Flat Bibliographic
     Record Structure
  ▼ Scenario #2: Composite
     Bibliographic Record Structure
  ▼ Scenario #3: RDA Record Structur
▼ Glossary
▼ Bookmarks & Annotations . . .
▼ Updates . . .
▲ User Profiles . . .
  ▼ Your Profile
  ▼ Other Available Profiles
    ▼ Cataloging Department
    ▼ Univ X
    ▼ Libraries of America
  ▼ Public Profiles
▼ Other Cataloging Tools

Chapter 3 RDA to ACCR2 Map

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 filmslips	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)

Browse_Tools

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.
- Click an underlined word to Go To its definition in the Glossary.

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.

Manage | Respond | Log Out

Synch TOC

Browse RDA | **Search RDA**

▼ RDA Online
▼ RDA Tools
  ▲ Workflows . . .
    ▲ Your Workflows
      ▼ MODS Workbook
      ▼ Printed Monograph with Single Work
        ▼ 1. Choose a Chief Source of Information
        ▼ 2. Transcribe the Title Proper
        ▼ 3. Transcribe Other Title informatic
        ▼ 4. Transcribe Statement of Responsibility
    ▲ Other Available Workflows
      ▼ Cataloging Department
      ▼ Univ X
      ▼ Libraries of America
    ▲ Public Workflows
      ▲ Converting to RDA
        ▼ AACR2 to RDA
        ▼ Concise AACR2 to RDA
      ▲ Rule Interpretations
        ▼ PCC
        ▼ National Library of Australia
  ▲ Mappings . . .
    ▼ Dublin Core
    ▼ ISBD
    ▼ Marc
    ▼ AACR2
      ▼ RDA to AACR2
      ▼ AACR2 to RDA
      ▼ RDA Rules without AACR2 Equivalents
      ▼ AACR2 Rules without RDA Equivalents

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.

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.

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Synch TOC

My Profile . . .

My Account . . .

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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

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

Search

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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.

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Browse RDA

View Text   Mark Text   Print Text

Full	Ctrl + Shift + f
Core	Ctrl + Shift + c
Hide Examples	Ctrl + Shift + e
Annotations	Ctrl + Shift + a
Bookmarks	Ctrl + Shift + b
Updates	
Customize	

RDA Online
Recording Attributes of . . .
Section 1: Manifestation & Item
1 General Guidelines
2 Identifying Manifestations & Items
3 Describing Carriers
3.0 Purpose & Scope
3.1 General Guidelines
3.2 Media Type
3.3 Carrier Type
3.4 Extent
3.5 Dimensions
3.6 Base Material
3.7 Applied Material
3.8 Mount
3.9 Production Method
3.10 Generation
3.11 Layout
3.12 Colour
3.13 Foliation
3.14 Font Size
3.15 Polarity
3.16 Reduction Ratio
3.17 Sound Characteristics
3.18 Projection Characteristics
3.19 Video Characteristics
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
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3
Describing Carri

3.0 Purpose and Scope

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

The elements convey information that users typically rely on whe   ir needs
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distinguish between resources with similar characteristics).

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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.

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M

▼ RDA Online
▼ RDA Tools
  ▼ Workflows . . .
  ▼ Mappings . . .
  ▲ Complete Example
    ▼ Your Complete E
    ▼ Other Available
      Examples
    ▼ Public Complete Examples
    ▲ Create Your Own
      Copy Existent
      New
  ▼ Glossary
  ▼ Bookmarks & Annotations . . .
  ▼ Updates . . .
  ▼ User Profiles . . .
▼ Other Cataloging Tools

Create

Create Complete Example Wizard . . .

AU **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
• Copy Existent, as we've done here, to begin adapting an existent workflow.
OR
•New to begin a new one from scratch.
Follow the wizard to complete your new workflow.

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Printed Monograph with a Single Work

▼ RDA Tools
  ▼ Workflows . . .
    ▼ Your Workflows
    ▼ Other Available Workflo
    ▼ Public Workflows
    ▲ Create Your Own
       Copy Existent
       New
  ▼ Mappings . . .
  ▼ Complete Examples . . .
  ▼ Glossary
  ▼ Bookmarks & Annotations . . .
  ▼ Updates . . .
  ▼ User Profiles . . .

▼ Other Cataloging Tools

Create

Create Workflow Wizard . . .

Copy Existent 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.

As: **Nannette Naught**
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  ▲ Mappings . . .
    ▼ Dublin Core
    ▼ ISBD
    ▼ Marc
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    ▼ Concise AACR2
    ▲ Create Your Own
       Copy Existent
       New
  ▼ Complete Examples . . .
  ▼ Glossary
  ▼ Bookmarks & Annotations . . .
  ▼ Updates . . .
  ▼ User Profiles . . .
▼ Other Cataloging Tools

Create Mapping Wizard . . .   **Create**

Enter Document Name . . .

Enter Title of Column # 1 . . .   **Enter Title of Column # 2 . . .**

Max Title Lenght: 25 Characters   **Max Title Lenght: 25 Characters**

Select Number of Rows   15 ▼

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
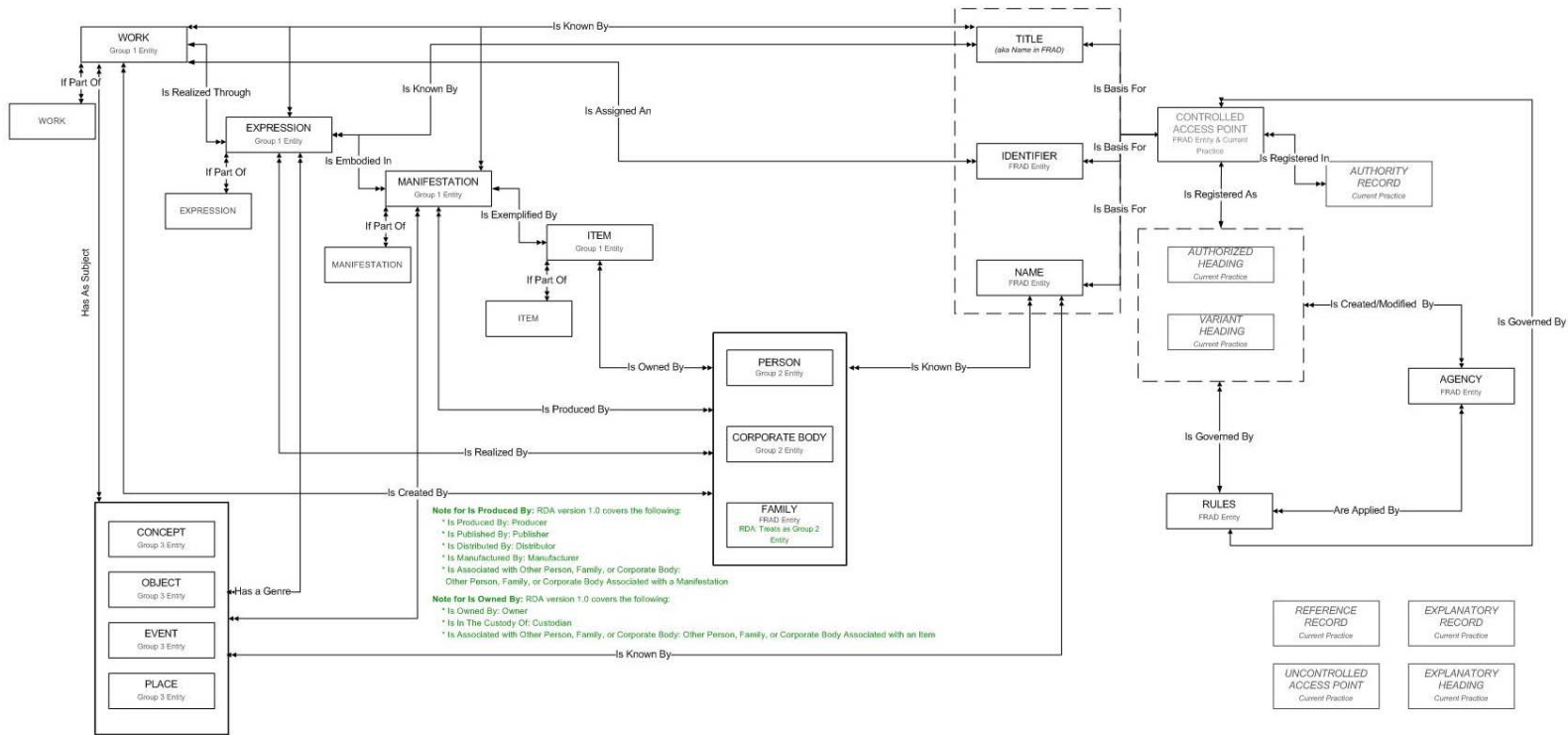
Integrating: **RDA via the Underlying Model . . .**
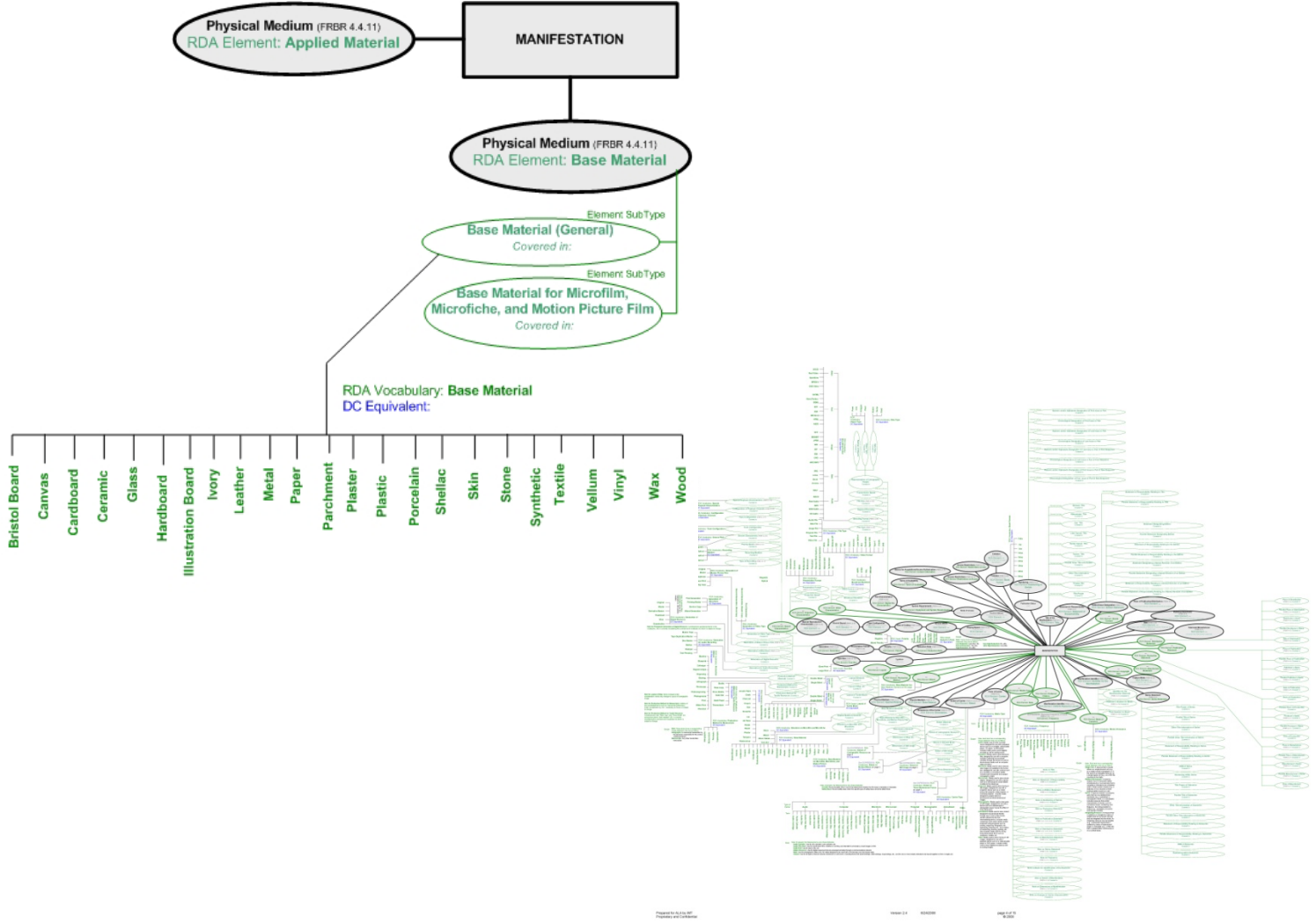
What to Expect Next in the RDA Development Process

※ **Release of Online, Interactive Demo:** September 2008

※ **Release of Online Full Draft Review:** October 2008

※ **Release of Product for Beta Testing:** January 2009