

Global Standard, Local Choices – The New RDA Toolkit

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R | D | A
Resource Description & Access

Background

R | D | A
Resource Description & Access

The 3R Project

RDA Restructure and Redesign Project (3R), 2016-2020

- Alignment with the IFLA Library Reference Model (LRM)
 - Including incorporating new entities and terminology from LRM
- More flexibility in recording an element
- Support for 4 implementation scenarios
 - Ranging from card catalogs to linked open data
 - RDA now better aligned for use with linked data applications
- Streamlined approach to alternatives, exceptions, and optional additions/omissions
 - Now presented as options or condition/option boxes

The 3R Project

- Greater emphasis on internationalization
 - Reduction of Anglo-American focus – ongoing
 - Started with development of original RDA
 - Pre-3R example: English names for Books of the Bible moved to Resources tab
 - Better support for translations – ongoing
 - Full translations – incorporated into the Toolkit
 - Currently: Finnish and Norwegian, with more in the works
 - Partial translations – freely available in the [RDA Registry](#)
 - Translation of RDA Reference, but not the instructions or guidance chapters
- Positioned to expand for use in archives & museums
 - Future project; will require collaboration with those groups

RDA After the 3R Project

- Designed for an unpredictable and evolving publishing environment and changing user expectations
 - Connecting users to resources anytime, anywhere
- Uses the open world assumption (OWA)
 - OWA is applied in a system that has incomplete information – including the Semantic Web: what is not known to be true is simply unknown
 - Allows for the possibility to infer new information
 - RDA metadata statements can be used/reused anywhere on the web
- Implementation
 - Timeline will be determined by the various cataloging communities
 - Who need to develop application profiles and policy statements

About the RDA Registry

- Contains linked data vocabularies that represent the RDA entities, elements, and controlled terminologies as RDA element sets and RDA value vocabularies in Resource Description Framework (RDF)
 - Maintained by the RSC
 - Continually updated
 - Has CC BY 4.0 license
 - Free to copy/share and adapt, with the appropriate attribution
- Includes RDA Reference
 - The labels, definitions, and scope notes of RDA entities, elements, and vocabulary encoding schemes for controlled data values
 - The source of this content in the RDA Toolkit

Base RDA – Definition

- Portions of the Toolkit that apply to all users worldwide
- Created/maintained by the RSC in the RDA Content Management System (CMS)
- Included in all full translations
- Includes
 - Guidance chapters
 - Instructions: Entities & Elements
 - Glossary
 - RDA Vocabulary Encoding Schemes
- More comprehensive than RDA Reference

Community RDA – Definition

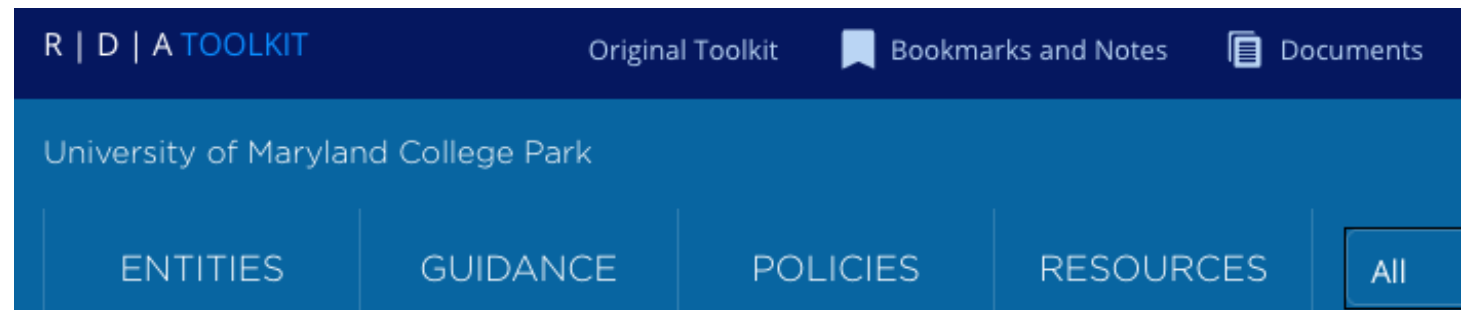
- Portions of the Toolkit that are language and/or community based
- RDA compatible
 - Supplemental guidance
 - Created/maintained by a community
 - Policies
 - Community resources
 - Community refinements
 - Community vocabularies
- Full translations may retain, translate, omit, and/or contribute their own community RDA content



Changes from Original RDA

R | D | A
Resource Description & Access

RDA Toolkit Structure



- RDA tab
 - Instructions [or “base RDA”]
- Tools tab
 - RDA element set
 - RDA mappings
 - Full examples [goes to external site]
 - Books of the Bible
 - Medium of performance terms
 - RDA index
 - Workflows [user-contributed]
- Resources tab
 - AACR2
 - Policy statements from LC-PCC, etc.
 - Other resources (of potential interest)

- RDA instructions: original to current
 - Chapter 0: ~ Guidance
 - Chapters 1-37: ~ Entities & Elements
 - Appendices: *significant transformation*
 - Glossary: = Glossary
- Original RDA Tools content
 - Element set: in RDA Registry
 - MARC (etc.) mappings: in individual elements
 - Full examples: *some “View in Context” examples in specific elements (such as: [45.34.65.13](#))*
 - Books of the Bible: Community resources
 - RDA index: *gone*
 - Workflows: ~ Documents
- AACR2: under Resources
- Policy statements: under Policies

Appendices Transformation

Original Toolkit

- A. Capitalization
- B. Abbreviations and Symbols
- C. Initial Articles
- D. Record Syntaxes for Descriptive Data
- E. Record Syntaxes for Access Point Control
- F. Additional instructions on Names of Persons
- G. Titles of Nobility, Terms of Rank, Etc.
- H. Dates in the Christian Calendar
- I. Relationship Designators: WEMI to Agent
- J. Relationship Designators: WEMI to WEMI
- K. Relationship Designators: Agent to Agent
- L. Relationship Designators: [Placeholder]
- M. Relationship Designators: Subjects

Current Toolkit

- Resources > [Community resources](#) > [Community vocabularies](#) > [Terms in specific languages](#) > Terms in [language]
- Policy Statements & Community Refinements
- Various options in “timespan” ([76.37.71.79](#))
- New relationship elements
- New relationship elements as appropriate

Impact of Internationalization

- Broad instructions in RDA
 - Refined by application profiles and policy statements, which may vary among cataloging communities
- A proliferation of elements and options
- RDA continuing to shed its Anglo-American roots
 - Recognition that instructions for constructing access points are community based
 - No global agreement on elements to include, the order in which to display them, or even the punctuation conventions to use
 - Anglo-American specific guidance moving out of “base RDA”

Broad Instructions

Original RDA

3.19.4 File Size NLA PS

3.19.4.1 Scope

file size▼: A number of bytes in a digital file.

3.19.4.2 Sources of Information

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

3.19.4.3 Recording File Size

Record a file size if it can be readily ascertained and is considered important for identification or selection. Record the file size in bytes, kilobytes (*KB*), megabytes (*MB*), or gigabytes (*GB*), as appropriate.

EXAMPLE

182 KB

6.6 MB

Current RDA

file size

Definition and Scope

A number of bytes in a digital file.

 [Element Reference](#)

Prerecording

Recording

Record a value that is the number of bytes, kilobytes (*KB*), megabytes (*MB*), gigabytes (*GB*), or terabytes (*TB*).

Recording an unstructured description

For general guidance on unstructured descriptions, see [Guidance: Recording methods. Recording an unstructured description](#) →.

Recording a structured description

This recording method is not applicable to this element.

Recording an identifier

This recording method is not applicable to this element.

Recording an IRI

This recording method is not applicable to this element.

General Guidance

(From Recording Methods, [19.30.43.82](#))

Recording an unstructured description

Kinds of unstructured description include:

- A manifestation statement
- An unstructured note
- A name or title in direct order, as it appears in sources of information
- An uncontrolled term for a concept

An unstructured description of an RDA entity is a string that is a kind of [Nomen](#).

Example

An unstructured description of an element may contain information about one or more occurrences of the element.

The data in an unstructured description can only be processed reliably to extract keywords.

Although the data may be copied from, or be otherwise identical to, a structured description or identifier element, an application must expect the data in an unstructured description to have no structure or extrinsic relationship to a *vocabulary encoding scheme*.

[Options start with 3 choices about transcription, not included here, and then continue as follows]

OPTION

Record a value that is in a language that is preferred by an agent who creates the metadata.

OPTION

Record a value that is in a script that is preferred by an agent who creates the metadata.

OPTION

Record a value that is a transliteration in a script that is preferred by an agent who creates the metadata.

Thousands of Elements

- 3013 total at the end of 2020:
 - RDA Entity: 29
 - Work: 590
 - Expression: 524
 - Manifestation: 400
 - Item: 136
 - Agent: 185
 - Person: 238
 - Collective Agent: 190
 - Corporate Body: 241
 - Family: 199
 - Nomen: 173
 - Place: 51
 - Timespan: 57

Lots of Options

- Pick and choose what works best in your local application
 - Which of the four recording methods
 - Which elements to use
 - And at what level of granularity (e.g., *Agent vs. Person*)
 - Which optional instructions within individual elements to apply
 - Presented in gray boxes
 - May or may not be associated with a condition
 - Not always mutually exclusive

Navigating Options – Original Toolkit

2.3.1.4 Recording Titles 2015/04

Transcribe a title as it appears on the source of information (see [1.7 RDA](#)).

EXAMPLE

Optional Omission NLA PS BL PS LC-PCC PS D-A-CH LAC/BAC-BAnQ KBSP

Abride a long title only if it can be abridged without loss of essential information. Use a mark of omission (...) to indicate such an omission. Never omit any of the first five words.

Exceptions

Introductory words ...

Inaccuracies ...

*Date, name, number, etc., that varies from issue to issue
or from part to part ...*

Earlier title, etc. ...

How to apply

1. Read 1st paragraph
2. Consider if there's a long title
 - If yes, see if there's an applicable policy statement
3. Check to see if any exceptions apply
4. Transcribe the appropriate information

Navigating Options – Current Toolkit (example 1)

Title of manifestation ([91.58.63.06](#))

LC-PCC Policy Statement
viewed in context

How to apply

1. Find the applicable element
2. Find the applicable condition
3. Decide what option to follow
 - Based on the selected policy statement

Abridging long titles of manifestation

CONDITION

A value of Manifestation [manifestation title and responsibility statement](#) →
includes a long title.

OPTION

Record a value of the first five or more words followed by a mark of omission (...) if there is no loss of essential information.

LC-PCC

LC/PCC practice: In most cases, do not apply the option.

[Send to Back](#)

Navigating Options – Current Toolkit (example 2)

Title of manifestation ([86.60.19.97](#))

Titles that contain errors

CONDITION

A value of Manifestation: [title of manifestation](#) includes an obvious typographical error.

[British Library Policy Statements
viewed in context]

OPTION

Record a value that includes a typographical error.

BL

[Send to Back](#)

Apply if applicable. Exceptions: Early Printed Resources apply DCRM; Serials do not apply.

OPTION

Record a value that corrects a typographical error.

BL

[Send to Back](#)

Apply for Serials.

OPTION

Record a Manifestation: [note on manifestation](#) giving details of a typographical error.

BL

[Send to Back](#)

Cataloguer's judgement

No Core Elements

Original RDA

2.8.4 **Publisher's Name** LC-PCC PS MLA

CORE ELEMENT

If more than one publisher's name appears on the source of information, only the first recorded is required.

...

2.8.4.5 **More Than One Publisher**

If more than one agent is named as a publisher of the manifestation, record the publishers' names in the order indicated by the sequence, layout, or typography of the names on the source of information.

Because 2.8.4.5 is not core, it is an optional instruction

Current RDA

From **Name of publisher** ([87.21.11.76](#))

CONDITION

Two or more values for the element appear in the *source of information*.

OPTION

Record the value that appears first.

OPTION

Record one or more values separately in the order indicated by the sequence, layout, or typography of the *source of information*.

What is Required, Then?

- Coherent description of an information resource ([07.04.34.92](#))
 - Relate the Work, Expression, Manifestation, and Item entities, using primary relationship elements
 - Record a value for an appropriate relationship element, for example:
 - An expression is related to its work using Expression: [work expressed](#)
 - Reflect the cardinality restrictions, such as:
 - An expression must realize one and only one work: Expression: [work expressed](#)
 - Must include a description of at least one of these entities
 - By providing at least one name (or appellation element), e.g.:
 - Manifestation: [title proper](#)
- Minimum description of a resource entity ([77.58.11.11](#))
 - Conforms to the requirements and constraints for a coherent description
 - Focus is on appellation elements
 - For example, a work needs:
 - An appellation element
 - Title, preferred title, access point, authorized access point, or identifier
 - One of the following:
 - An identification of the expression
 - ◆ By one of its appellation elements or an IRI
 - An identification of the manifestation
 - ◆ By one of its appellation elements or an IRI

Bringing These Together

- Effective description of an information resource ([45.52.73.18](#))
 - Conforms to the requirements of a coherent description
 - At least one of its entities (WEMI) conforms to a minimum description
 - Contains other data considered useful for identification and access
 - General and specialized elements
 - Relationships to other entities
 - Determined with a particular application in mind
 - For example, descriptive needs and approaches differ significantly between MARC 21 and linked open data

Why so Few Specifics?

- RDA is not a cataloging manual, instead it is:
 - “a package of data elements, guidelines, and instructions for creating library and cultural heritage resource metadata that are well-formed according to international models for user-focused linked data applications”
 - [RDA FAQ](#)
- Not all RDA users follow the same practices
 - In a linked open data environment, there is no need to reach international agreement on required data elements, a single source of information for an element, etc.
 - In other implementation scenarios, a consistent approach can be taken within a given system – via Community resources

Refining RDA for Community Use

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Resource Description & Access

Building Blocks for Communities

- Application profile
 - Specifies the selection of entities, elements, etc. that are appropriate to a specific application of RDA metadata
- Policy statements
 - Expound on Effective description of an information resource
- Community resources
 - RDA conformant content that is community-curated and maintained
- Documents
 - User-created documentation, unvetted by the RSC
 - Can be used privately or shared locally or globally

Application Profile – Definition

- An RDA application profile should specify:
 - Which data elements to record for an entity
 - Use vs. do not use
 - Level of granularity
 - Which elements are mandatory vs. optional
 - Which elements are repeatable
 - Which vocabulary encoding scheme (VES) to use for an element, if applicable
 - Which string encoding scheme (SES) to use for an element, if applicable
 - Which recording method(s) to use
 - Which optional instructions to apply
 - Which policy statements to apply

Application Profile – Function

- Similar to familiar MARC 21 functionality
 - Input workforms
 - Which elements are prompted, how they are grouped, what display labels are used
 - Lookup tables for elements with VES
 - Links to applicable instructions
 - Data validation / quality assurance
 - Does the metadata meet the repeatability requirements, etc.?
 - Data export specifications
 - What metadata from a larger set should be extracted for use in a given application?

Application Profile – Flexibility

- Different application profiles for different needs
 - Cataloging communities
 - Content types, carrier types, etc.
- Can be very general, or very detailed
 - Basic description requirements for a single entity
 - Complex description requirements for a serial work
- Could be used in combination – in a nested fashion
 - Basic elements for a work
 - Musical work elements
 - Representative expression elements
 - Etc.

Application Profile – Example

Note: This is only a partial example; full evaluation of table entries & content is needed!

| Entity | Element | Element type | Min. | Max. | Recording method | VES | CURIE | Comments |
|--------|---|--------------|------|------|----------------------------|------------|-----------------------------|--|
| Work | preferred title of work | Relationship | 1 | 1 | Unstructured | n/a | rdaw:P10223 | |
| Work | category of work | Attribute | 0 | >1 | Unstructured Structured | n/a TBD | rdaw:P10004 | Use judgment on recording method |
| Work | date of work | Relationship | 0 | >1 | Unstructured | n/a | rdaw:P10219 | |
| Work | place of origin of work | Relationship | 0 | 1 | Structured | LCNAF | rdaw:P10218 | Core when needed to differentiate a work from another work |
| Work | history of work | Attribute | 0 | 1 | Unstructured | n/a | rdaw:P10210 | |
| Work | identifier for work | Relationship | 0 | >1 | Identifier | ISWC | rdaw:P10002 | For musical works only |

Policy Statements

- Community-based decisions about RDA guidance, instructions, and options
 - Primarily developed by national libraries, professional bodies, and/or specialist communities
- Published in the RDA Toolkit
 - Maintained in the RDA CMS by the community
 - ***CURRENTLY IN DRAFT FORM***
- May be viewed in context with the instructions, or separately in the Policies tab
 - Policies tab content may be made available outside of the Toolkit's paywall, at the community's discretion

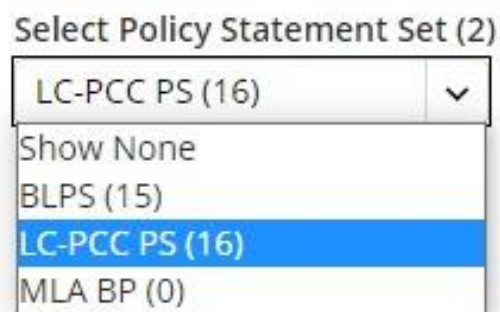
Policy Statements

- Similar to original Toolkit
 - Overall purpose and scope
 - Responsibility for creation and maintenance
 - May include links to external documentation
 - Differences in current Toolkit
 - Can view in context with the instructions
 - Likely more concise
 - May include fewer examples
- } Communities make these decisions

Policy Statements – Two Views

- In context

- Select which set to view



- Useful to see instruction & policy statement together
- Includes hotlinks to the related policy statements

- Separately, via Policies tab

Policies

Library of Congress and Program for Cooperative Cataloging Policy Statements

- [LC-PCC PS for RDA Entities and Elements](#)
- [LC-PCC PS for RDA Guidance](#)
- [LC-PCC PS for Community Resources](#)

- Useful for viewing full content of lengthy policy statements
- Includes hotlinks to the related instructions

Community Resources



- Community-based content that conforms to RDA
 - Too specific for inclusion in base RDA; i.e., not (fully) international in scope
 - Created/maintained in the RDA CMS by a community, or by its designee
 - RSC currently discussing ownership/development/maintenance responsibilities
 - May contain instructions, guidance, and/or vocabularies
 - May have attached policy statements
- Structure and relationship with base RDA currently under active development by the RSC
 - April 2021 release: legacy Anglo-American instructions for legal works, musical works, religious works, and official communications moved to this section of the Toolkit
 - Along with relevant LC-PCC Policy Statements

Categories of Community Resources



- Community refinements
 - More granular refinements to support string encoding schemes, transcription rules, and other string processing functions
 - Access point construction
 - Legacy instructions (primarily from original RDA 6.28-6.31), including
 - Preferred title of legal work
 - Related agent of religious work
- Community vocabularies
 - Controlled terms not part of RDA, but useful to a given community
 - Books of the Bible in English, in French, in German, etc.
 - Abbreviations
 - Terms in specific languages; may include
 - Initial articles
 - Capitalization
 - Surname instructions

Preferred title of work refinements - Example



Resources > [Community resources](#) > [Community refinements](#) > [Work refinements](#) > [preferred title of work refinements](#)

preferred title of work refinements

Select Policy Statement Set (0)

LC-PCC PS



These refinements contain instructions for specific RDA elements for particular communities.

The refinements are not maintained as part of RDA, but are pertinent to [RDA toolkit](#) user communities.

Some refinements are legacy instructions that may have been used in RDA metadata statements in the past.

- [preferred title of legal work: Anglo-American legacy instructions](#) →
- [preferred title of musical work: Anglo-American legacy instructions](#) →
- [preferred title of official communication: Anglo-American legacy instructions](#) →
- [preferred title of religious work: Anglo-American legacy instructions](#) →

Document Date: 2021/04/06

Access Point Instructions

- Original RDA access point instructions directly related to AACR2 rules
 - Not international in scope
 - Had to create Appendix E, Record Syntaxes for Access Point Control
 - Because there was no international standard to follow
- VIAF (Virtual International Authority File) demonstrates the lack of agreement on form of name, spelling, script, and sometimes even the entry element

The Chicks  

Chicks (Country music group) 

Chicks (musikgrupp) 


The Chicks (Musikgruppe) 

Tolstoy Access Point Example

Tolstoy, Leo, graf, 1828-1910. | Voïna i mir     

Tolstoj, Lev Nikolaeviĉ 1828-1910 | Vojna i mir   

Толстой, Лев, граф, 1828-1910. | Война и мир  

טולסטוי, לב ניקוליי׳ץ, 1828-1910. | מלחמה ושלום 

Tolstoy, Leo, 1828-1910. | Voina i mir 

Толстой, Лев Николаевич 1828-1910 Война и мир 

Tolstoj, Lew (1828-1910). | Vojna i mir 

Tolstoj, Lev, 1828-1910. | Vojna i mir 

Tolstoj, Lev Nikolaeviĉ | Rat i mir 

Tolstoj, Lev Nikolaeviĉ, graf, 1828-1910. | Vojna i mir 

Tolstoï, Lev Nikolaevitch (1828-1910). | Guerre et paix 

VIAF ID: 183445342 (Work)

Permalink: <http://viaf.org/viaf/183445342>

- Community choices vary
 - Form of given name
 - Include/omit (if applicable)
 - Patronymic
 - Dates
 - Title of nobility
 - Initial articles
 - Fuller form of name
 - Script
 - Romanization scheme
 - Punctuation conventions
 - Translate the title?

Bible Access Point Example

Bible. Pentateuch 

Bibel Pentateuch 

Biblia Testamentum Vetus Pentateuchus 

Biblia. ST. Pięcioksiąg 

Biblia (Tanaj). Pentateuco (Torá) 

תנ"ך. תורה 

Bible, A.T., Pentateuque 

Bibelen GT. Mos. 

Bible. Pentateuque 

Bibeln. Moseböckerna 

Bíblia. Pentateuc 

Bíblia. A.T. Pentateuco 

モ一七五書 

Petoknjžje 

Tóra 

Pentateuco 

VIAF ID: 177804671 (Work)
Permalink: <http://viaf.org/viaf/177804671>

- Note the significant naming conventions
- RDA needs to respect and accommodate the decisions of cataloging communities in relation to the information needs of their users
 - Accomplished through content in the Community resources section
 - RDA compliant
 - No need for international consensus

Localized RDA

- Content that is created and maintained within the Toolkit interface by subscribers
 - User-contributed documents
 - Personalization
 - Bookmarks
 - Notes

User-Contributed Documents

- Documentation to supplement or clarify either base or community RDA
 - Documents within a single institution may have multiple owners
 - Helpful for shared documents that need updates over time
- Created via simple HTML editor
- 4 access settings – can assign a license regarding reuse
 - Private (personal)
 - Local (your institution)
 - Global (all subscribers worldwide)
 - Public (available without subscription)
- Searchable in the Toolkit:



Contributed Docu ▼ Search

User-Contributed Documents

- 6 categories
 - Application profile
 - Local policy [not the same as Policies!]
 - Map
 - Quick reference
 - Training material
 - Workflow
- Individual users can subscribe to separate documents or to everything shared by a single institution
 - Notified of updates to these documents on the Toolkit's homepage
- May link out to Toolkit pages
 - No visual indication in the Toolkit that a related document exists

Documents Landing Page

Documents






[SAMPLE]

Create New Document

Documents
Collection

Subscribe

Contributed Documents (2)

| Title | Author(s) | Category | Date | Language | License | Version | Access | |
|---|------------------|----------------------|------------|------------|----------|---------|---|---|
|  Eroica "rule" | Kathy Glennan | Training material | 2021/04/07 | English US | CC BY-NC | |  Local |  |
|  Extent of notated music: score & parts (etc.) order | Kathy Glennan | Local policy | 2021/03/26 | English US | CC BY-NC | |  Local |  |

Subscriptions (30)

| Title | Institution | Category | Date | Language | License | Version | |
|-------|-------------|----------|------|----------|---------|---------|--|
|-------|-------------|----------|------|----------|---------|---------|--|

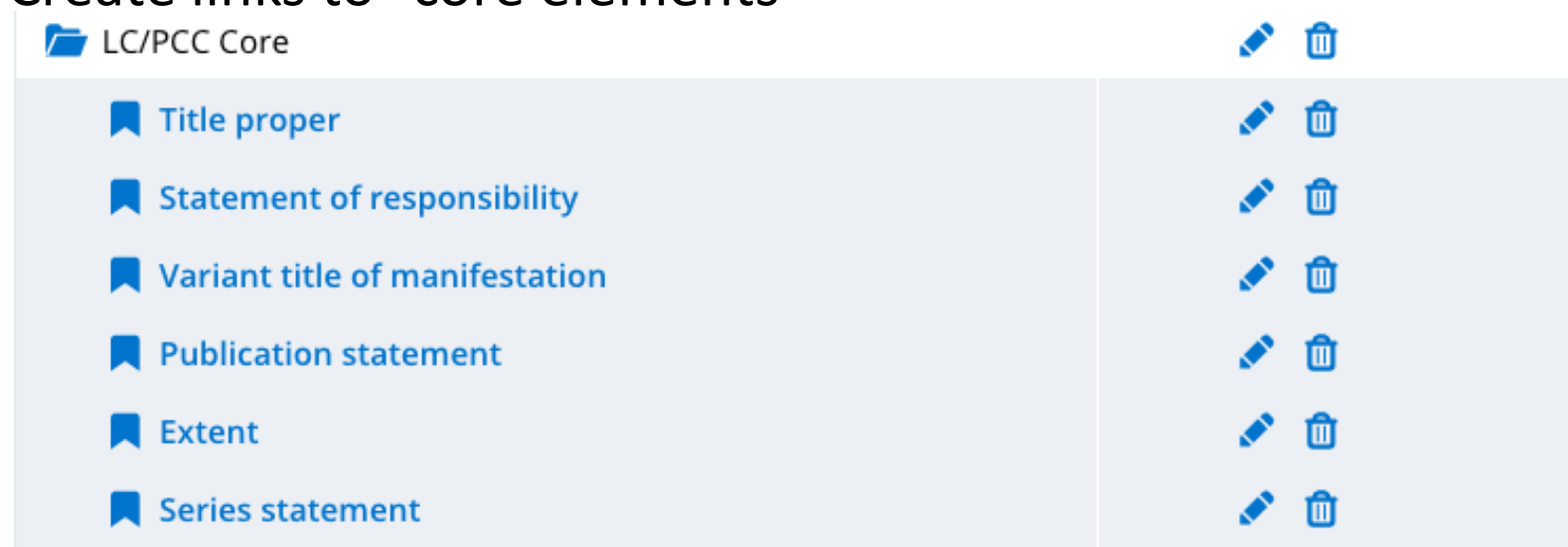
Personalization: Bookmarks

- Customize the Toolkit by creating personal links to the text – with a visual clue in the context of the page

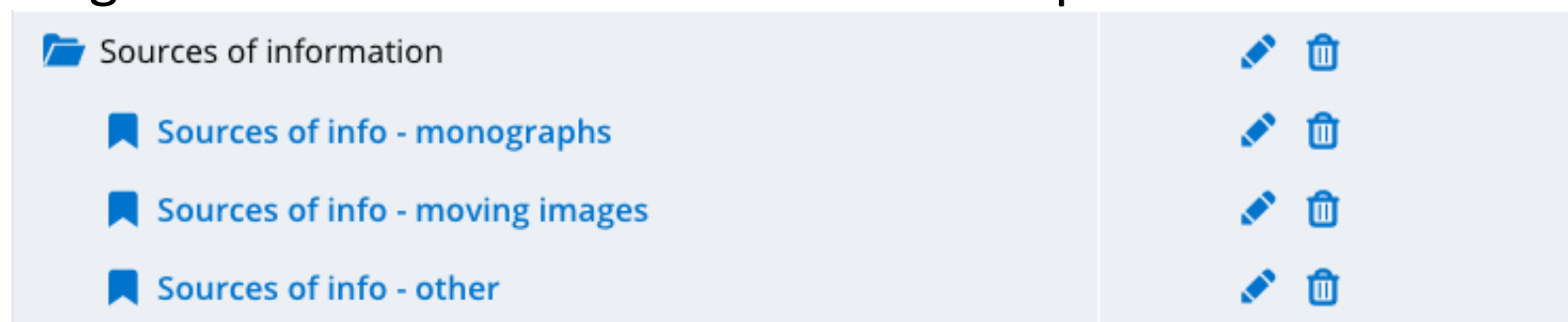
Prerecording 

- Potential uses

- Create links to “core elements”

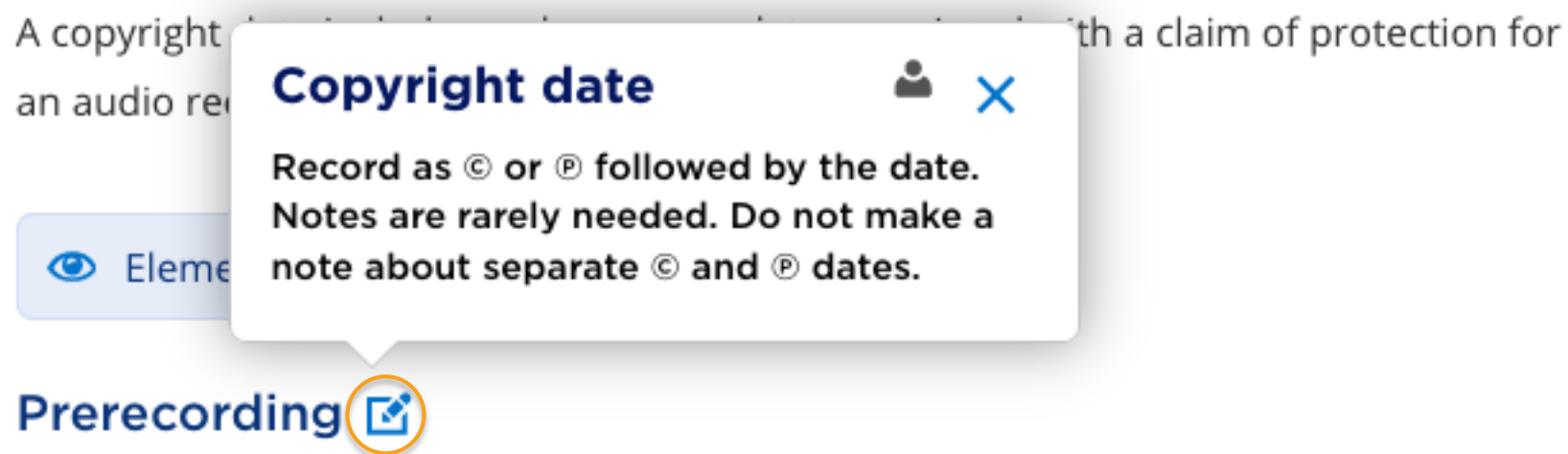


- Flag instructions moved to Guidance chapters












Personalization: Notes

- Customize the Toolkit by creating personal links to the text, with annotations
 - Access: can be private, shared locally, or shared globally
 - For local cataloging policy, could create these and share them locally, as an alternative to the document approach
 - View in context by clicking on the notes icon



Bookmarks and Notes Landing Page

Bookmarks and Notes

| Name | Access |
|--|---|
|  LC/PCC Core |   |
|  Sources of information |   |
|  Reminders |   |

RDA Refinements Summary

- Application profile (focus on entities and elements)
 - Mandatory vs. optional, repeatability, recording methods, VES, etc.
 - May start with a basic application profile that can be supplemented by more specific ones
- Policy statements (focus on instructions and guidance)
 - Which options to use, and under which conditions
 - May include specific guidance for a given community
- Community resources (refinements of practice)
 - Specific extensions of RDA to further support a given community, including instructions for creating access points, expanded or additional VESs, and capitalization practices for a variety of languages
- Personalization (local use)
 - Institutional practices, workflows, local reminders, etc.

The Big Picture is Up To You

+ User-contributed documents & Personalization



+ Community Resources



Base RDA



+ Application Profiles



+ Policy Statements

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More Information

- RDA Steering Committee website: <http://www.rda-rsc.org/>
 - Including pages for Presentations (by year) and Documents (by year)
- Current RDA: <https://access.rdatoolkit.org/>
- RDA Toolkit website: <https://www.rdatoolkit.org>
- RDA YouTube channel:
<https://www.youtube.com/c/RDAToolkitVideo>
 - Free content, including
 - [January 2021 RDA Toolkit Demo](#)
 - [RDA Concept series](#) short videos
 - March 2021 [NARDAC RDA Update Forum](#)

Questions?

Ask now, or email me:

RSCChair@rdatoolkit.org

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