

Navigating Official RDA Toolkit

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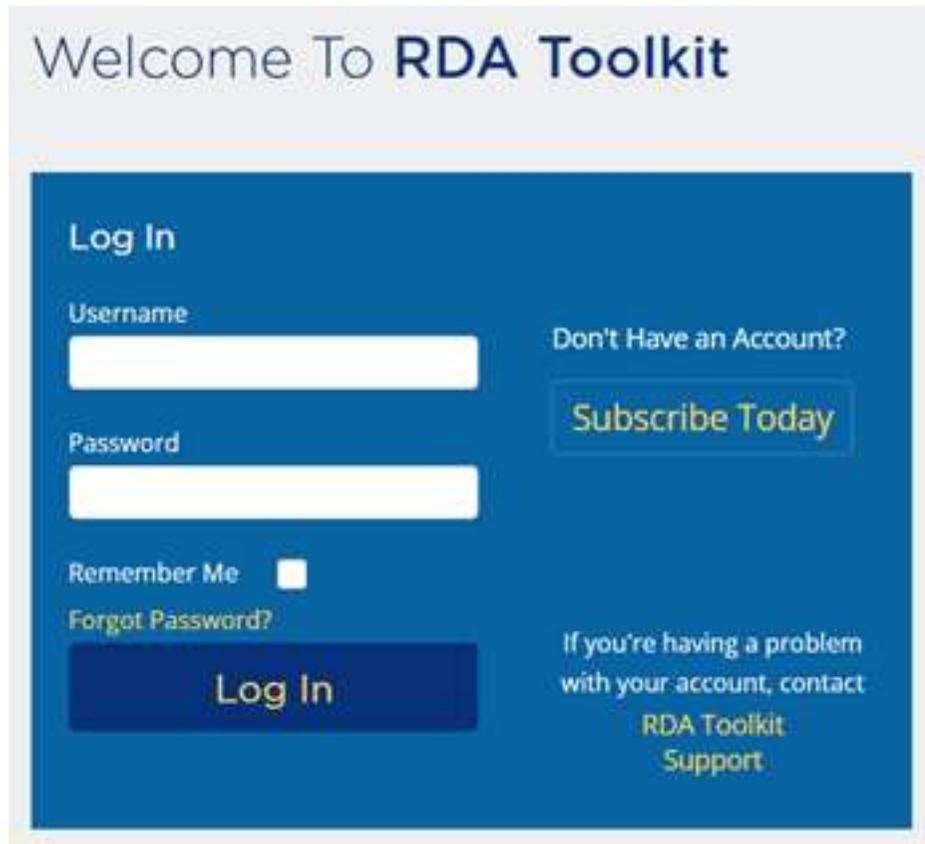
Outline

- Logging In
- Main Toolbar and Tabs
- Page Features
- Search

Logging In – IP Address

Official RDA Toolkit (access.rdatoolkit.org)

IP authentication -- leave the username and password fields blank and click the login button.



Welcome To RDA Toolkit

Log In

Username

Password

Remember Me

Forgot Password?

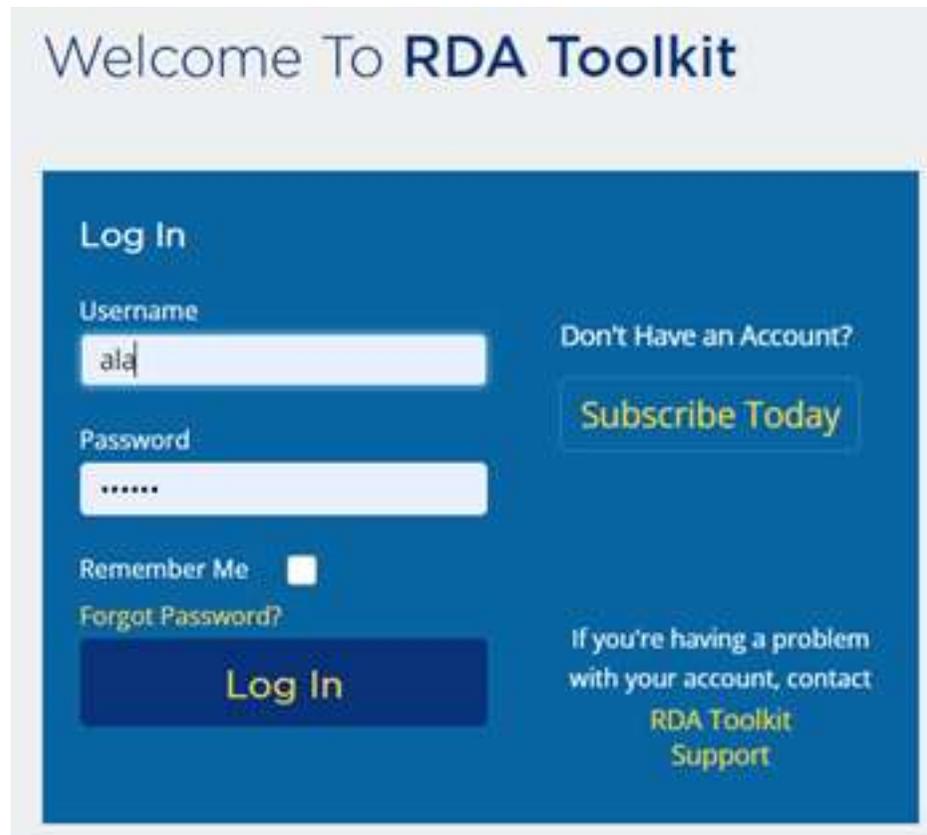
Log In

Don't Have an Account?
Subscribe Today

If you're having a problem with your account, contact
RDA Toolkit Support

Logging In – Account ID

Account ID login -- simply enter your account ID and password and click the login button.



Welcome To **RDA Toolkit**

Log In

Username
ala

Password

Remember Me

[Forgot Password?](#)

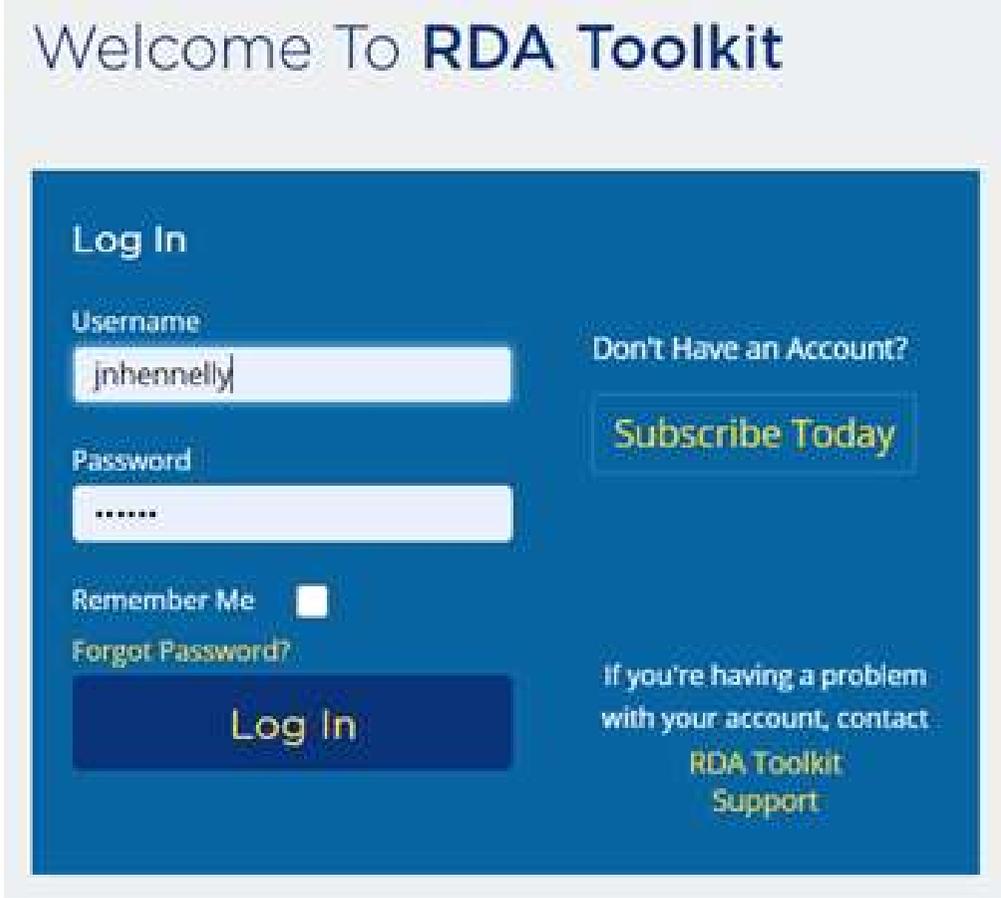
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Logging In – Profile

Profile login -- use your profile name and password and click the login button. You can use your profile login to skip IP or Account ID login to directly access the Toolkit.



Welcome To **RDA Toolkit**

Log In

Username
jnhennelly

Password

Remember Me

Forgot Password?

Log In

Don't Have an Account?
Subscribe Today

If you're having a problem with your account, contact
RDA Toolkit Support

Success! – Account Login

R | D | A TOOLKIT

ALA

ENTITIES GUIDANCE POLICIES RES

Welcome To RDA Toolkit

Profile Login

Username
jhennelly

Password

Remember Me

Forgot Password?

Log In

Don't Have an Account?

Subscribe Today

If you're having a problem with your account, contact
RDA Toolkit Support

You will know account login is successful when you see your institution name in the left side of the blue banner, and the login box has changed to a dark blue color and now reads "Profile Login".

Success! – Profile Login

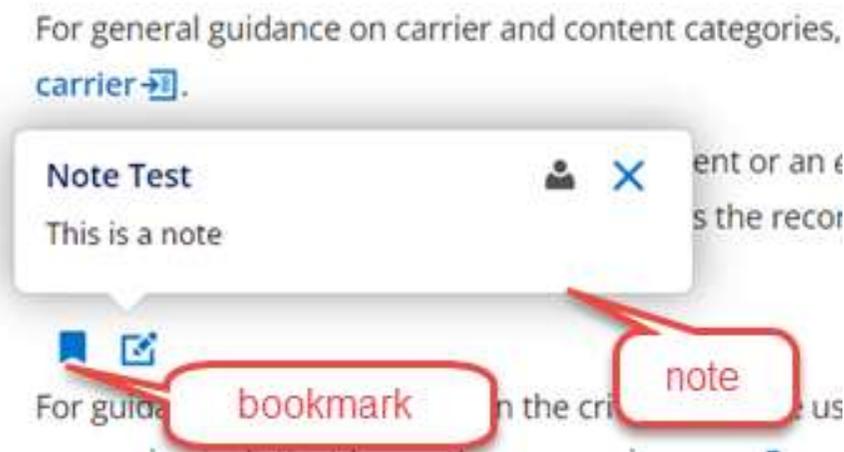
The screenshot displays the RDA Toolkit interface after a successful profile login. The top navigation bar includes the R | D | A TOOLKIT logo, 'Original Toolkit', 'Bookmarks and Notes', 'Documents', 'Views', 'Help', 'English', and 'Submit Feedback'. The user's name, 'Jamie Hennelly', is displayed in the top right corner, circled in red. Below the navigation bar, the main content area features a 'Welcome back, Jamie' message, with 'Jamie' circled in red. The 'Recently Viewed' section is also circled in red and shows a recent activity: 'Community Vocabulary: Community Resources' on 2024/09/19 at 04:42:39 EST. Other sections include 'News' with an 'All News >' link and 'Learning Resources' with the text 'Online resources about cataloguing and data creation using RDA'.

You will know this login is successful when you see your name in the right side of the banner and in the “Welcome” statement. Also note that the login box is gone and there more items in the toolbar.

Top Toolbar



1. Link to Original Toolkit
2. Bookmarks and Notes (profile only)



Bookmarks and notes can be sorted into folders.

Top Toolbar



3. Documents (prolife only)

- User contributed documents
- Includes an HTML editor
- Set licensing type (B)
- Multiple authors of the document (A)
- Set share level – private, local (shared with you staff), global (shared with RDA community), and public

The screenshot shows a table of 'Contributed Documents (4)' and a detailed edit form for the document 'Jamie's Test'.

Title	Author(s)	Category	Date	Language	License	Version	Access
Jamie's Test	Jamie Hennelly	Workflow	2019/06/04	English US	CC BY		Public

The edit form for 'Jamie's Test' includes the following fields:

- Title: Jamie's Test
- Author(s): ALA Admin (with '+ Add Author' button) and Alison Elms (with a dropdown arrow). A yellow callout 'A' points to the '+ Add Author' button.
- Category: Workflow
- Date: 2019/06/04
- Language: English US
- License: CC BY (with a dropdown arrow). A yellow callout 'B' points to the license dropdown.
- Access: Public (with a dropdown arrow). A yellow callout 'C' points to the access dropdown.
- Community Resource:

Top Toolbar



- Choose language for user interface
- Choose language of RDA instructions
- Choose font size

4. Views (profile only)

- Allows users to set preferences in the Toolkit interface

5. Help

- Includes a section on navigating the Toolkit

6. Language

Top Toolbar



7. Submit Feedback

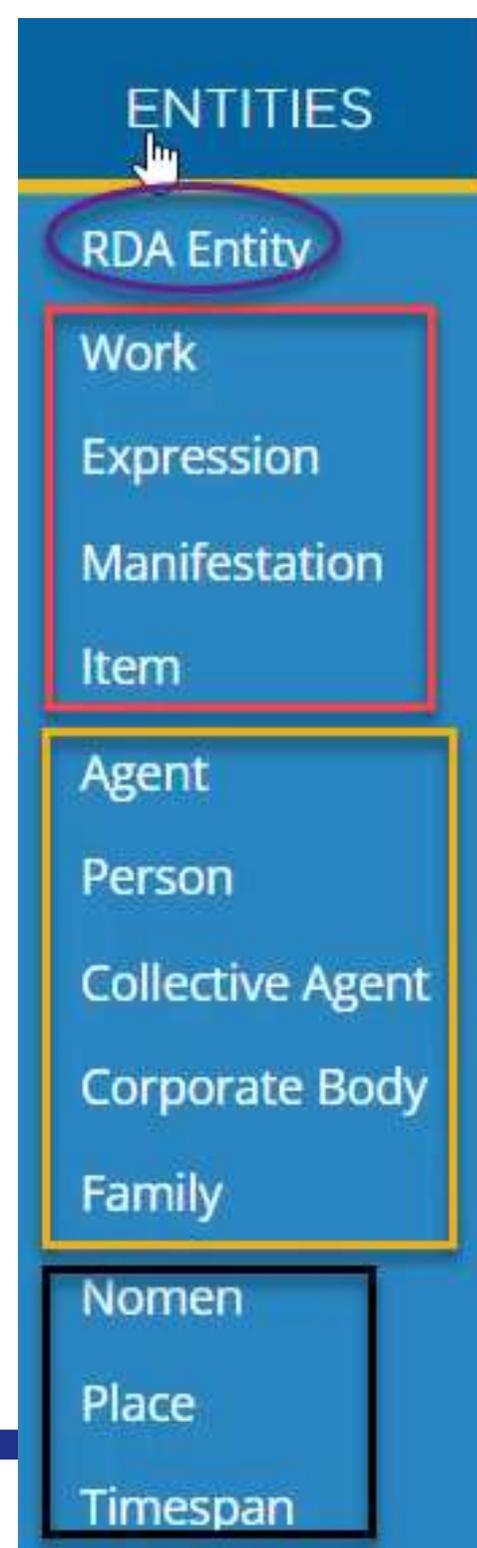
- Complete form to report broken links, typos, display issues, etc.
- Suggest improvements to the Toolkit or to the RDA Standard
- DO NOT use this form to report access issues. Access problems should be directed immediately to rdatoolkit@ala.org.

Tabs – Entities

Includes the 12 LRM entities*

- **WEMI**
- **Agent entities**
- **Other**

*and 1 supertype



Entities and Elements

All entity and element pages have the following page structure

- Entity/Element name
- Definition and Scope
- Element Reference (elements only)
- Prerecording (provides guidance on necessary considerations before using entity/element)
- Recording (Unstructured, Structured, Identifier and IRI)
- Elements/Related elements

Tabs – Guidance

Guidance instructions cover key RDA concepts and practices such as recording methods . They are not highly structured like the Elements and Entities, but typically include a table of contents near the top of the page. There are two different menus available for Guidance.

Tabs – Guidance

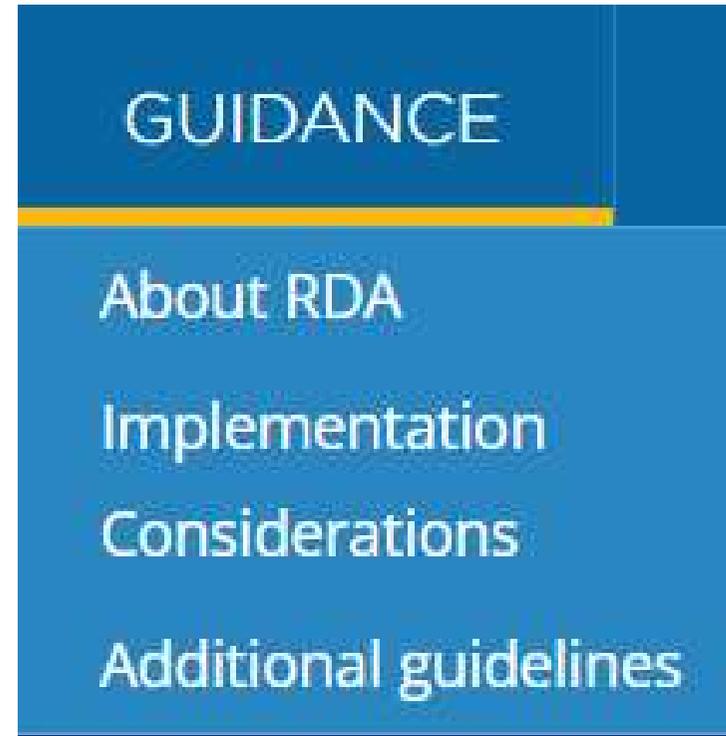
The default menu for Guidance begins with “Introduction to RDA”, followed by the remaining topics are listed alphabetically.

GUIDANCE

- Introduction to RDA
- Aggregates
- Application profiles
- Content and carrier
- Data provenance
- Diachronic works
- Entity boundaries
- Fictitious and non-human appellations
- Manifestation statements
- Nomens and appellations
- RDA implementation scenarios
- Recording methods
- Representative expressions
- Resource description
- Terminology
- Transcription guidelines
- User tasks
- Well-formed RDA

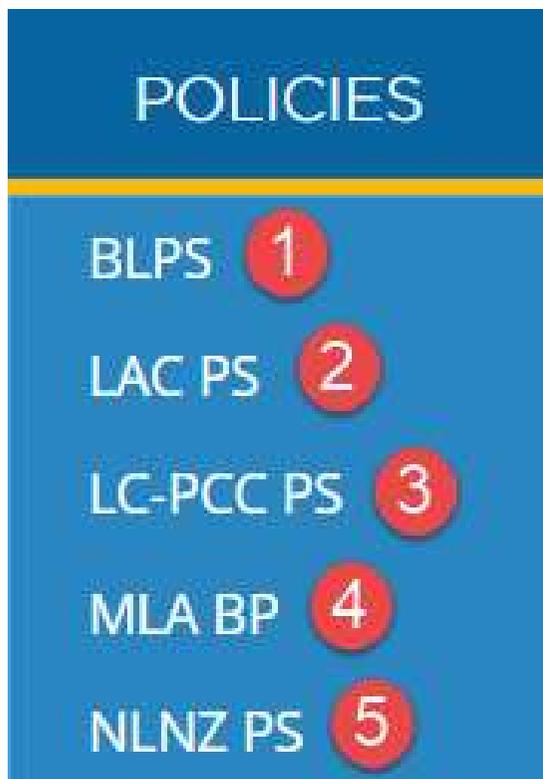
Tabs – Guidance

The Orientation Guidance menu offers a more structured organization of RDA topics that should be helpful to those who are new to RDA. Users can change to the Orientation Guidance menu through the Manage Views tool.



Tabs – Policies

The Policies tab allows for browsing of Policy Statement sets. In addition to the list below, RDA Toolkit also includes Canadian polices in French and policy statements from the National Library of Finland.



1. British Library Policy Statements
2. Library Archives Canada Policy Statements
3. Library of Congress – Program for Cooperative Cataloguing Policy Statements
4. Music Library Association Best Practices
5. National Library of New Zealand Policy Statements

Tabs – Policies

The Policy Statements pages display the text in the center column of the page and reflect the same structure as the RDA page they reference.

Policies

British Library policy statements for access point for work

Prerecording

Recording

Recording an unstructured description

Recording a structured description

Option [↗](#)

British Library: Apply.

Option [↗](#)

British Library: Apply.

Base access points for work

Tabs – Resources



- Glossary
- VES Vocabularies – official RDA Vocabulary Encoding schemes
- Community Resources – documents that address practices outside the parameters of RDA but are essential to certain communities.
- Revision History – includes Release Notes and Instruction Archive for past versions of RDA.
- Original RDA Toolkit
- Anglo-American Cataloguing Rules, 2nd Edition

Page Features – Little Things



Recording a structured description

OPTION

Use a vocabulary encoding scheme as a source of information:

Record the form found in the vocabulary encoding scheme. Do not amend

- **Breadcrumbs** – highlighted above
- **Frozen title header** – the breadcrumbs, title, and policy statement selection box (shown in yellow frame) remain in place while scrolling down the page, allowing users to always know where they are in the Toolkit.

Page Features – Little Things

For general guidance on identifiers, see [Guidance: Recording methods: Recording an Identifier](#).

Recording an IRI

Record an IRI for an instance of a [Normen](#) as a real-world object.

Do not record an IRI for the entity that is being described.

Recording methods

Recording an Identifier

Kinds of identifier include:

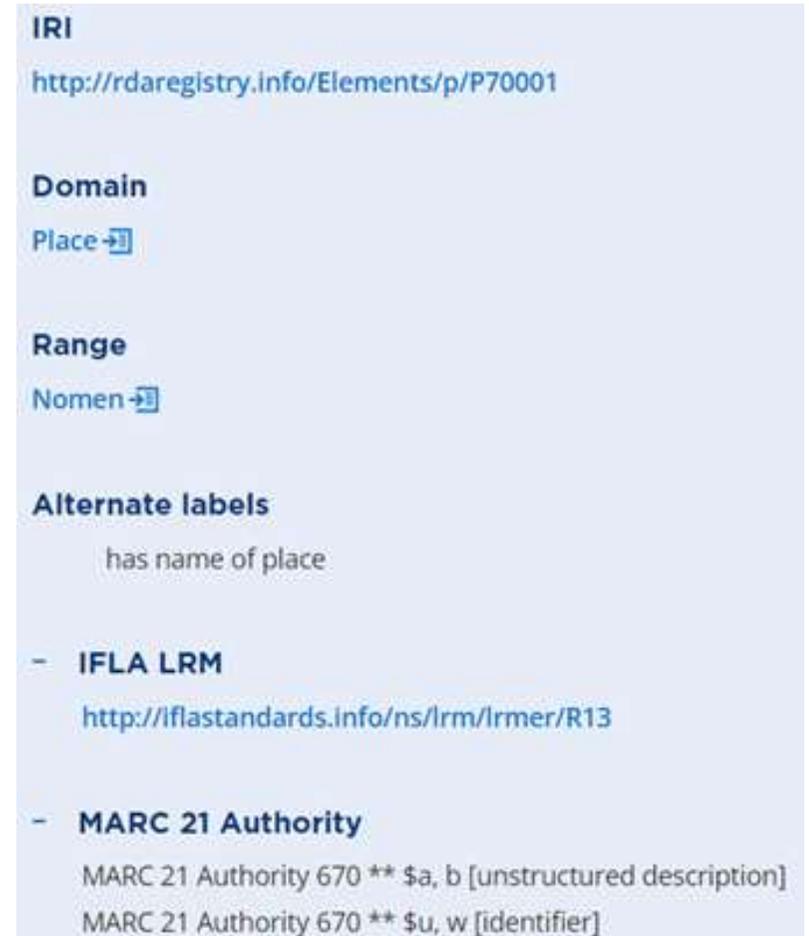
- an identifier assigned by an independent, external agent.

- **Links** – appear in blue font and are followed by a preview icon that shows a small portion of the linked content in the right column.
- **Caret** – appears in the right column. When clicked, the display returns to the top of the page. ^
- **Previous/Next arrows** – are at the bottom of the page and allow the user to navigate through elements in alphabetical order.

Page Features – Element Reference

All element pages include an Element Reference section, which provides metadata information about the element.

- **IRI** – Internationalized Resource Identifier for the element with link to the RDA Regis
- **Domain** – the entity to which element belongs. Every element has a domain.
- **Range** – the entity to which the element relates to. Elements without a range are called attribute elements.
- **Alternate labels** – labels that non-preferred in RDA or different stylizations of the element.
- **IFLA LRM** – IFLA’s Library Reference Model is the conceptual basis for RDA. Includes a link the LRM content on the element.
- **MARC 21 Authority** – mapping of RDA element to relevant MARC fields. The MARC mappings in the Toolkit include both Authority and Bibliographic fields.



The screenshot displays the 'Element Reference' section for an RDA element. It includes the following information:

- IRI**: <http://rdaregistry.info/Elements/p/P70001>
- Domain**: [Place](#) →
- Range**: [Nomen](#) →
- Alternate labels**: has name of place
- IFLA LRM**: <http://iflastandards.info/ns/lrm/lrmer/R13>
- MARC 21 Authority**:
 - MARC 21 Authority 670 ** \$a, b [unstructured description]
 - MARC 21 Authority 670 ** \$u, w [identifier]

Page Features – Options

- Many more options in RDA Toolkit
- Intended to support local practices
- Condition and Condition Options are If-Then constructions
- When there are more than one Condition Option for a Condition, assume an and/or relationship between the options.

Entities > Expression > access point for expression

access point for expression

Format of base access points for expression

OPTION

Record a title in direct order with no amendments.

CONDITION

A value of a title includes separate words, phrases, or other components.

CONDITION OPTION

Record a value that rotates one or more words, phrases, or other components of a title to the front, followed by some or all of the remainder of the title.

R | D | A

Resource Description & Access

Page Features – Policy Statements

CONDITION
A value of a name includes an initial article.

CONDITION OPTION
Record a value that includes an initial article.

CONDITION OPTION
Record a value that omits an initial article.

CONDITION

1 BL [Send to Back](#)
British Library: Apply if applicable. For further information see equivalent LC/PCC policy

2 BL [Send to Back](#)
British Library: Apply if applicable. For further information see equivalent LC/PCC policy

3 BL [Send to Back](#)
British Library: Apply if applicable. For further information see equivalent LC/PCC policy statement.

PS displays alongside of instructions. The full text of every PS is available in the right column display.

1. This links to the PS page for the element in the Policies tab.
2. When PS overlap click “Send to the back” to access the full PS.
3. The solid blue line indicates the start of the PS, and the dashed line marks the end of the PS.

Page Features – Element List

Each entity page ends with a list of all elements under the domain of the entity. Users can browse the list or refine it by entering a keyword and/or identifying the element as an attribute (an element that describes a specific characteristic of an entity) or a relationship element (one that describes a relationship between two separate entities).

Elements

All Attribute Elements Relationship Elements

Find Element

[additional scale information →](#)

[aspect ratio →](#)

[aspect ratio designation →](#)

[award →](#)

[capture information →](#)

[category of expression →](#)

Page Features – Related Elements

Element pages provide a Related Elements section at the bottom of the page. These sections provide links to broader and narrower elements where applicable as well as inverses when the element is a relationship type.

Related Elements

For broader elements, see

Manifestation: [creator corporate body of manifestation](#) →

Manifestation: [manufacturer collective agent](#) →

For narrower elements, see

Manifestation: [braille embosser corporate body](#) →

Manifestation: [printer corporate body](#) →

For the inverse of this element, see Corporate Body: [manufacturer corporate body of](#) →.

Page Features – Pop-Up Toolbar

Highlight any part of RDA Instructions, and a toolbar will appear.

elements that apply to the carrier of the manifestation being described. Record relationships to other available [RDA entity](#) . related manifestation of RDA entity [→](#).

When describing a facsimile or reproduction, record the elements describing the carrier of the facsimile or reproduction. Record relationships to other available formats as an RDA Entity: related manifestation of RDA entity [→](#).

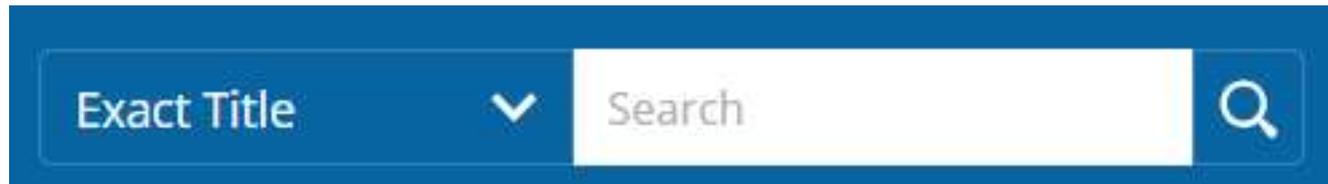
 = add bookmark (profile required)

 = add note (profile required)

 = get a link for this passage

 = get a citation number

Search



RDA Toolkit's search tool works as you would expect. You can use operators, quotation marks, and wild card (* or ?).

It includes a drop-down menu that allows searches of the RDA standard, Policy Statements, Glossary, Contributed Documents, or all of the above.

An exact title search allows the user who knows what they want to enter the title in search and go directly to that page, skipping the results page.

Search – Results

If you have used the All search the results page will display partial results from each content type with a link to the full results to each specific type. Using the menus in the left column, results can be furthered filtered and refined. These search results can be saved for future use.

Search Results

carrier × type ×

Filter Results

Refine Search

Display Results

Sort By

Relevance

RDA Documents

Sections

- All
- Entities
- Elements
- Glossary
- Guidance
- Resources

RDA Documents (10 of 85)

RDA Carrier Type

...RDA **Carrier Type** aperture card
http://rdaregistry.info/termList/RDACarrierType/1021 (1021) A **carrier type** that consists of a card with...

[Vocabulary Encoding Schemes](#)

carrier type

...**carrier type** Definition and Scope A categorization reflecting...

[Element](#)

type of carrier

...See: **carrier type**...

[Glossary Term](#)

Content and carrier

...Content and **carrier** Table of contents • Content and **carrier** • **Carrier type**. content **type**. and media **type** • Extension plan • RDA...

[Guidance](#)



Thank you

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