RDA Copy-Cataloguing Cheat Sheet

Introduction
Once you start to copy-catalogue in RDA, the "cheat sheet" overleaf aims to help you choose which record to download, and then what to do with it.

The sheet assumes that you are used to cataloguing in AACR2, and so points out some of the most common things that have changed under the new standard. It is not a complete list of all the fields you would expect to find in a typical RDA record, as it ignores things that have not altered (e.g., 650 fields).

Do be aware that this brief list does not (and cannot) cover every eventuality. Particularly in more complex scenarios, please do make use of the other resources available to you, especially:

Cambridge Monograph Workflow
This synthesises all the relevant sections from RDA Toolkit into a coherent whole, documents the options, alternatives, and exceptions that Cambridge has chosen to apply, and illustrates everything with relevant examples.

This document can be found within the RDA Toolkit, on the 'Tools' tab, under 'Workflows' and then 'Local Workflows'.

Cambridge Standard Record
This contains the RDA core elements and additional PCC core elements required in original cataloguing in Cambridge. Although the document is principally designed for original cataloguing, it can also act as a useful checklist when copy-cataloguing.

The CSR can be viewed at:

Training Modules
The explanations and examples in the training modules cover a wide range of the cases that will arise from time to time in real-life cataloguing, and so can be used as reference material.

All the slides are available from:
http://www.lib.cam.ac.uk/libraries/login/RDA/docs.html
### Choice of record (in descending order of preference)

<table>
<thead>
<tr>
<th>Bib type</th>
<th>Recognised by</th>
<th>Use to create</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDA bib</td>
<td>040 contains &quot;$e rda&quot;</td>
<td>RDA bib (use guidelines below to check you've covered the basics)</td>
</tr>
<tr>
<td>Full level AACR2 bib</td>
<td>Ldr Encoding level = &quot;_&quot;</td>
<td>AACR2 bib (with minimal, if any, editing)</td>
</tr>
<tr>
<td></td>
<td>Ldr Cataloging form = &quot;a&quot;</td>
<td></td>
</tr>
<tr>
<td>Hybrid bib</td>
<td>Ldr Cataloging form = &quot;a&quot;</td>
<td>RDA bib (use guidelines below to convert)</td>
</tr>
<tr>
<td></td>
<td>33X fields present</td>
<td></td>
</tr>
<tr>
<td>Less-than-full level AACR2 bib</td>
<td>Ldr Encoding level = &quot;_&quot;</td>
<td>RDA bib (use guidelines below to convert)</td>
</tr>
<tr>
<td></td>
<td>Ldr Cataloging form = &quot;a&quot;</td>
<td></td>
</tr>
</tbody>
</table>

### RDA bibliographic record checklist (differences from AACR2)

<table>
<thead>
<tr>
<th>Ldr Cataloging form</th>
<th>Should be</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
<td>$b eng $e rda. If adding to existing 040, insert immediately before $c</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 1XX & 7XX
- For a **collaboration** (all creators *jointly* responsible for the work): put first-named creator in a 1XX with others in 7XXs (no "Rule of Three" any longer)
- For a **compilation** (creators responsible for *different* sections of the work): put all creators in 7XXs (i.e. no 1XX and hence "title main entry")

**All 1XX/7XX fields should generally end with a $e relationship designator** (e.g., author, director, editor, editor of compilation, illustrator, producer, translator)

#### 245, 250, 264 & 490
- Only abbreviations found on the resource itself should be used. May choose to accept "found capitalisation"

#### 245 $c
- Normally include all names (no "Rule of Three" any longer). If too many, use e.g., [and twelve others] (not ... [et al.])
- Transcribe statement of responsibility *exactly as on resource*, including titles and terms of address (e.g., Mrs, Dr, Rev); affiliations (e.g., University of X, Country Y); and making sure only abbreviations from the resource itself are used

#### 245 $h
- Remove any $h [GMD]

#### 250
- Transcribe edition statement *exactly as on resource*. E.g., "Second edition", "2nd edition", "2nd ed." are all transcribed as such, not converted to a standard format

#### 260 vs. 264 #1
- Change **260 to 264 #1** = publication statement

#### 264 #1 $a
- Only **first place** of publication needed (don't need to include extra UK location)
- If place unknown, use [Place of publication not identified] (not [S.l.])

#### 264 #1 $b
- Only **first publisher** is needed. Use full form of name as on resource (no longer the shortest recognisable form)
- If publisher unknown, use [publisher not identified] (not [s.n.])

#### 264 #1 $c
- Replace any incomplete dates in the format [19-?] with an estimated date or date range: e.g., [1978?] or [1978 or 1979] or [between 1978 and 1985]

#### 264 #0 / #2 / #3
- Don't edit any existing production, distribution, or manufacture statements

#### 264 #4
- Include 264 #4 © for copyright date if present on resource

#### 300 $a
- **No abbreviations**, e.g., pages, volumes, approximately (not p., v., ca.)
- Use "34 unnumbered pages" (not "[34] p.")

#### 300 $b
- **No abbreviations**, e.g., illustrations, illustrations (colour); (not ill., col. ill.)

#### 300 $c
- Still use symbols "cm" and "mm". $c ends with full stop only if 490 also present

#### 33X
- Always include 33X fields, e.g.
  - Book: 336 ## $a text $2 rdcontent
  - Book: 337 ## $a unmediated $2 rdamedia
  - Book: 338 ## $a volume $2 rdacarrier
  - Film on DVD: 336 ## $a two-dimensional moving image $2 rdacarrier
  - Film on DVD: 337 ## $a video $2 rdamedia
  - Film on DVD: 338 ## $a video disc $2 rdacarrier

$b codes should be retained if present, but not actively added