

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:

<http://www.lib.cam.ac.uk/libraries/login/RDA/CambridgeStandardRecord.pdf>

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)

Bib type	Recognised by	Use to create
RDA bib	040 contains "\$e rda"	RDA bib (use guidelines below to check you've covered the basics)
Full level AACR2 bib	Ldr Encoding level = "_" Ldr Cataloging form = "a"	AACR2 bib (with minimal, if any, editing)
Hybrid bib	Ldr Cataloging form = "a" 33X fields present	RDA bib (use guidelines below to convert)
Less-than-full level AACR2 bib	Ldr Encoding level ≠ "_" Ldr Cataloging form = "a"	RDA bib (use guidelines below to convert)

RDA bibliographic record checklist (differences from AACR2)

Ldr Cataloging form	Should be i: isbd (instead of a: aacr2)
040	Should contain \$b eng \$e rda . If adding to existing 040, insert immediately before \$c
1XX & 7XX	For a collaboration (all creators <i>jointly</i> 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 <i>different</i> 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.I.])
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 rdacontent 337 ## \$a unmediated \$2 rdamedia 338 ## \$a volume \$2 rdacarrier Film on DVD 336 ## \$a two-dimensional moving image \$2 rdacontent 337 ## \$a video \$2 rdamedia 338 ## \$a video disc \$2 rdacarrier \$b codes should be retained if present, but not actively added