

RDA Documentation under Development--OBSOLETE as of June 3, 2013

Caution: This document is OBSOLETE as of June 3, 2013. The current version is kept in RDA Toolkit, Workflows, Local.

Currently there are the following workflows in the RDA Toolkit:

- **Cornell: Cheat Sheet for Content/Media/Carrier Fields in RDA**
- **Cornell: Cheat Sheet for the New Authorities Fields**
- **Cornell: Maps workflow**
- **Cornell: Photocopies**

Here are issues that we need clearer agreement on, or at least documentation justifying Cornell's stand:

1. Use of 042 pcc, Source Code "c"

Answer: Cornell does not yet have permission from the PCC to create RDA PCC records. Cornell RDA records should not be coded 042 pcc. Source Code should be "d."

2. Use of 040 \$b eng

LC will use \$b eng; might be useful for upcoming OCLC projects

Answer: Use of \$b eng in the 040 is currently optional at Cornell. PCC may deliver a policy at a later date.

3. Use of 490:0 or 490:1/830

Do we still trace series on non-PCC cataloging?

Answer: In general, Cornell LTS catalogers "probably should not" be using their time to trace series on non-PCC RDA cataloging. There may be exceptions, subject to cataloger's judgment on a case-by-case basis. Law catalogers (not in LTS) still input all series as 490:1/830s.

4. Relationship designators

We're trying to use them, as long as we can choose an appropriate one. Right?

Answer: Generally speaking, we are encouraged to use relationship designators, as long as the choice of which designator to use is easy and obvious. Relationship designators are not required on Cornell records, and if the obvious right one is not readily available, do not spend time agonizing over putting one on. It's OK to use relationship designators on some but not all the fields.

5. 245 Transcribing author's affiliations, transcribing more than three (or lots) of authors

Some are adding affiliations to record, some are not. Some try to transcribe lots of names in a statement of responsibility, some routinely abridge after the first-named author. Where do we stand?

Answer: The LCPS for 2.4.1.4 says "Generally do not abridge a statement of responsibility" [i.e. by not transcribing titles, affiliations, etc. of the author]. The LCPS for 2.5.1.4 says "Generally do not omit names in a statement of responsibility."

Beyond the LCPS word "generally," Cornell's policy is:

Try to transcribe the author(s)' affiliations, following the general spirit of RDA, but don't if the amount of time taken is not worth it in your judgment.

Try to transcribe all of the authors up to four to five; after that, it is cataloger's judgment whether to use the "[and --- others]" omission.

6. 500 Add notes like "Poems" or "Short stories" like AACR2.

Not spelled out in RDA.

Answer: Yes, add the notes. RDA 7.2.1.3 permits it.

7. 260 Rules says to add first place mentioned or all.

Do we want a ruling or leave it to cataloger's judgment? If the second one is in the US, we might want to include?

Answer: Just the first is OK. There may be exceptional cases where the first-named place of publication is seriously misleading, in which case adding more places may be helpful, perhaps in conjunction with a 500 note.

8. 500 for Cover Title

Not really spelled out in list of examples in RDA Toolkit

Answer: Say either "Cover title" or "Title from cover." It doesn't matter. Both are correct.

9. 245 \$a Use of capitals

Continue familiar practice, or capitalize first letter of each word or whole word if on piece, or leave up to cataloger?

Answer: On original cataloging, continue to use RDA Appendix A capitalization guidelines. Do not change the capitalization style on member copy.

10. 040 Order of \$e rda in string

Example: 040 |a BTCTA |b eng |c BTCTA |d NIC |e rda
Example: 040 |a DLC |e *rda* |b eng |c DLC |d ZYF |d WLL |d NIC
Example: 040 |a NIC |c NIC |e rda
Example: 040 |a NIC |e rda |c NIC

Answer: There is no official, prescribed order as yet. Even Cornell catalogers like alphabetical order, do not fiddle with the order of sub-fields.

11. Fixed field -- Use of the Literary Form fixed field.

Do we want to have a policy?

Answer: Cornell has historically followed LC's policy and used only the 0/1 code for nonfiction/fiction. Catalogers may code in a more detailed fashion if they want to.

12. Fixed field -- Audience, not just when the book is juvenile: Adult, Specialized, General.

Do we want to have a policy?

Answer: Cornell has historically followed LC's policy and used only "j" for juvenile. Catalogers may code in a more detailed fashion if they want to.

13. 504 Transcription of unnumbered pages

When page 100 is not numbered, should we say 504 "Includes bibliographical references (unnumbered pages 100-101)" or 504 "Includes bibliographical references (pages 100-101)" **without square brackets**?

Answer: Following Stanford, Cornell opts for 504 "Includes bibliographical references (pages 100-101)" **without square brackets**.

14. How many items should we transcribe in a 505? When is it "burdensome" or too long?

Answer: Let's think about this one.

15. To paginate or not to paginate (multi-volume sets)

The LCPS for both 3.4.5.17 (continuously paged volumes) and 3.4.5.18 (individually paged volumes) tells us generally include pagination in parens after the number of volumes (except serials and integrating resources). Resulting examples: 2 volumes (xxxxi, 999 pages); 2 volumes (xvi, 329; xx, 412 pages). What is our policy?

Answer: Follow LCPS and include pagination for multi-part monographs unless truly burdensome.

16. To diacriticize or not to diacriticize (transcribed words that are lacking proper diacritics)

When transcribing words that are lacking the correct diacritics, AACR2 1.0G1 told us to supply them according to correct usage. RDA 1.7.4 makes this optional, and there is no LCPS. What should we do?

Answer: Continue the AACR2 practice in accordance with the option in RDA 1.7.4. Supply the correct diacritics as needed, even if found without diacritics on the source of information.