Copy Cataloging New Monographs: Fields to Check: RDA

last revised 2013 10 01

Audience: primarily Kent Campus people, though most criteria are applicable in any library

Scope: primarily newly-acquired books; though most criteria are applicable to older books and other formats as well

Distinctive features of RDA:
- **RDA records contain in the 040 field $e rda, and the fields 336,337, and 338**
- **Capitalization: information may now be capitalized exactly as is on the preferred source**
- **Brackets [ ] : each subfield containing missing information is bracketed individually**
- **Abbreviations: abbreviations are generally not used in RDA**

Search database (OCLC or KentLINK, as workflow requires), for the best matching bibliographic record. If the best matching record is an AACR2 record, see document, *Copy Cataloging New Monographs: Fields to Check: AACR and Hybrid Records*
    AACR2 records will <u>not</u> contain an 040 $e rda

Decide whether to Route

Remember to remove CATDATE for all pieces routed to Catalog Librarians.

Route the following to the "Needs Cataloging Attention" shelves for a Catalog Librarian to complete

- **Originals – No bibs found**
Title needs original cataloging (can't find matching copy on OCLC)

- **Could be Serial, could be Monograph – Treatment decision needed**
These titles often have large edition numbers, or contain a year in the title: 2013 writer's guide

- **Encoding level issues**
Route copy with Encoding level that is less than full.
        Less than full:. K, M, E, 2, 3, 5, 7, or 8.
        EnLv 4 and J: check additional fields as explained below; if any are missing or incorrect, route as needed.

        EnLv 8: if the only information missing from a bibliographic record with encoding level 8 is the physical description (300: pagination, illustrations, and height), and you know how to make the changes in RDA to both the 300 and the fixed field, then do add the physical description to the OCLC bib record. Then replace. If you have any questions, ask a catalog librarian. If anything more than the physical description is needed, then route to the "Needs Cataloging Attention" shelf as usual.

FYI: Full = blank, letter I, L , 1 and 4. Note that RDA records containing only Core elements are EnLv blank or letter I. Use guidelines below to route appropriately.

For explanations of all Encoding levels, see OCLC Bib Formats and Standards, Encoding Level
http://www.oclc.org/bibformats/en/fixedfield/elvl.shtm

- **040**
    All RDA records should have $e rda in the 040. If this is lacking, then refer to the document, *Copy Cataloging New Monographs: Fields to Check: AACR and Hybrid Records* instead of this one.

If cataloging copy is found where the 040 contains a $b with a language code other than *eng*, route to catalog librarian (Notes and Subject headings will often be in a foreign language)
      Example: 040 PCL $b ger

If it passes the tests above, look for these miscellaneous situations. If encountered, route to catalog librarian:

- copy that is a translation into English from another language

- copy that has more than one language of text (example: some in English, some in French)

- copy that was has been published under a different title in the past

- copy for a book that includes accompanying material: a book with a CD, CD-ROM, or DVD, for example.

Check that the bib record has the following components. If missing or wrong, route to catalog librarian:

- **Bib lvl** = m

- **Type** = a

- **Language in fixed field.** (008 field, 29 and fixed field area)
  Route if it doesn't match the main language of the book

- **Call number 090 or 050.** Route if:

  It doesn't have a complete LC-style call number (Typical class separately call number composed of: Classification number, one or two Cutters; plus new material has year of publication) Example: G155.A1 $bP67 2013

  If it has two LC call numbers

  It's a bibliography but lacks a Z number

  Its call number is PZ3 or PZ4

- **1xx Author**
  Route if it isn't the same person or organization as on the book. Check that it makes sense
  RDA records may include relationship designators after the name, such as: $e author.

- **245 Title**
  Accept capitalization if it matches what appears on the preferred source (title page)

  Route if title or subtitle doesn't match what's on the preferred source exactly, any word is misspelled, or the subtitle is missing

  Route if some or all of the statement of responsibility is missing, the statement of responsibility contains the phrase "[and *X* others]", or names listed in the statement of responsibility aren't traced in 7xx fields

- **250 Edition**
  Route if the edition doesn't match. Ignore "Paperback edition." when it's the only difference.

- **260 or 264 Publication, distribution, manufacturing, copyright information**

  Accept either 260 or 264 field (264 is the new standard)

  Route if the place of publication or the publisher doesn't match
  Route if the date doesn't match

  Prior to mid-2012 the publication date plus the copyright date in RDA records often appeared like this: [2011], ©2011.

  From mid-2012 on, 264 fields are used in all new RDA records. Different indicators show what type of information follows.

  2nd indicator 0 = production info
  2nd indicator 1 = publishing info
  2nd indicator 2 = distribution info
  2nd indicator 3 = manufacturing info
  2nd indicator 4 = copyright date

  Example:
  264_1 New York, N.Y. : $b Bollingen Foundation, $c [1964]
  264_2 New York, N.Y. : $b Distributed by Pantheon Books
  264_4 $c ©1964

- **263 Projected date of publication**
  Delete this; it isn't needed once the book is published.

- **300 Physical description**
  Route if pagination is missing.
  Route if pagination is off by more than 2 pages or if height is off by more than 1 cm
  RDA records should have abbreviations spelled out ("pages" instead of "p."; "color illustrations" instead of "col. ill.")

- **336-338 Content type, Media type and Carrier type**

  Route if the fields 336 (content type), 337 (media type), and 338 (carrier type) do not appear. Accept with or without $b

  For print monographs, these will appear as follows:

  336 __ text $b txt $2 rdacontent
  337 __ unmediated $b n $2 rdamedia
  338 __ volume $b nc $2 rdacarrier

- **4xx or 8xx Series**
  Route to catalog librarian if the series is in a 490 0_ (490 1_ is acceptable), or the series on piece doesn't match either a 4xx or an 8xx field, or the series appears in the bib, but doesn't exist on the piece

  Accept bibs that use either series practice: 440 alone; or the combination, 490 + 8xx.

See document on Intranet, "Series Checking for Catalogers" for instructions on what to do with series.

Note about multiple practices: in the past, only a 440 was used to show that the series as it appeared on the piece matched the 1xx of the series authority record. The 440 is now obsolete. As of Nov. 2008, the 490 1_ is used to transcribe a traced series as it appears on the piece, and the 830 (or sometimes other 8xx field) contains the series as it is recorded in the authority record. Sometimes the 490 1_ and the 830 are identical. You are likely to see both the obsolete 440 practice and the new practice.

- **500 or 504 Index and Bibliographical references notes**
  If the book has bibliographical references and/or an index, but the record lacks a note about them, then put in a generic note without pagination. Edit the fixed field also. **SEE** document Adding Bibliographical References and Index Notes to OCLC records for full instructions on adding these notes in Connexion Client

  Examples
  500 Includes index.
  504 Includes bibliographical references.
  504 Includes bibliographical references and index.

  RDA records should have abbreviations spelled out ("pages" instead of "p.")

- **6xx Subject headings**
  Route if it has no LC Subject Headings, with second indicator zero
  Acceptable LCSH: 6xx _0

- **7xx Access Points**
  Route if any names or corporate bodies that appear in the 245 $c do not have access points in either a 1XX or 7XX field.
  RDA records may include relationship designators after the name, such as: $e author.

- **Other**
  If anything else seems off-base or unusual, such as notes that don't seem to describe the item in hand, then route it to a catalog librarian.

EDITING and CHECKING ACCEPTABLE COPY

Call number

1. Copy the call number, then perform a call number search in KentLINK using that call number

    A. Make sure the call number of the piece you're checking isn't in use for a different work However, it is correct if the call number is in use for an earlier/later edition of the same work, and the only difference is the year of publication.

    B. Look at the subject headings of the bib records before and after the call number in question and make sure they generally match the item in hand.

2. If the call number lacks a year on the end, add it

Exceptions:

    A. Series that are classed together. Example: TT771 $b .A35 v. 5

    B. Bib that already has item records for copies with no year in the call number, and you're adding another copy. Leave year out of copy in hand in order to keep all copies consistent

Subject headings
Retain all 6xx fields, even those that aren't LC (e.g., 6xx _4 fields, 650 _2 fields (MeSH headings)

440 or 830 Series
For how to read Series Authority Records (SARs), and instructions on what to do when you find series, **See document on Intranet, "Series Checking for Catalogers"**

If the following situations occur, take action as instructed below:

A. You notice that we own several titles in the same series that have no authority record (not time sensitive)

    Make a print out, note the situation, and put the print out in the box provided for series problems, which is in the cataloging area.

B. You notice that we own several titles in the same series, but treatment has been mixed: some have a class together call number, while others have been classed separately (time sensitive)

    Consult a catalog librarian

C. You find an authority record, but the instructions are unclear (time sensitive)

    Consult a catalog librarian

Final Action on Bib Records

If the record is acceptable at Kent, update holdings on OCLC.
Note that PromptCat records are already updated.

Fields to Check to Determine if a Monograph is acceptable as-is; or if it gets Routed to Cat. Librarian

Field or Step	Route if :	Editing Action to Take
Search OCLC for copy	• No matching record • Two matching records: one serial bib and one monograph bib	
Call number	• No complete LC call # (exception for a class together call #) • Bibliography, but not a Z call # • PZ3 or PZ4	• Add year to call number if missing *Unless it's a class together no. *Unless we already have dateless copies on the same bib • Check against catalog for "fit" – route to Catalog Librarian if it's odd
040	• contains $b with a language code other than "eng" • lacks $e rda	
6xx fields	• no 6xx _0 fields	• Retain all fields
Encoding level	• K, M, E, 2, 3, 5, 7, or 8. (Use your best judgment for "4" and "J". Some of them may be fine.) Note that RDA Core and Full are EnLv blank	
Type = a / (6) TYPE = a	• Any code that's not "a"	
BLvl = m / (5) Bib lvl = m	• Any code that's not "m"	
LANG in fixed field, and 008 field, position 29	• Doesn't match the main language of the book	
1xx field	• Doesn't match	• Check that it makes sense
245 field	• title or subtitle doesn't match • there are misspellings • $b is missing • $c is missing • $c some names from $c aren't in 1xx or 7xx fields	
250 field	• Edition doesn't match (ignore "Paperback edition" when it's the only difference)	
260 or 264 fields	• Doesn't match	
263		• Delete
300 field	• Pagination is missing • Pagination differs more than 2 pages • Height is off by more than 1 cm	
336-338 fields	• Route if lacking . • Accept with or without $b	
490, 440 or 830	• Series is in a 490 0_ • Series doesn't match either a 4xx or an 8xx field • Series appears in bib, but doesn't exist on piece. • Series treatment doesn't match instructions in Authority Record.	• Check KentLINK authority record, or OCLC authority record if there's none in KentLINK, and follow instructions in it. For example, use class together call # if found on series authority record. • Follow instructions on p. 5 for series with no authority record, mixed treatment, or ambiguity
500 or 504	• If book has bibl. refs or index, check that there is a note	• Edit and replace records on OCLC to include bibl.refs. and/or index note, or tell a Catalog Librarian to do so

Update OCLC, for non-PromptCat records		
Transfer to KentLINK	• Remove CATDATE if going to Catalog Librarian or to Contract Cataloging provider	
Create item record		