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# Guidance for the front-line cataloger

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LACONI workshop  
November 04 2022

# Guidance for front-line cataloger

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- guidance depends on the cataloging community
- RDA (and the RDA Steering Committee) provide the element set, the full set of instructions with many, many options
- a cataloging community makes the choices that suit its particular context
- a cataloging community creates documents that contain this guidance
- many different approaches to providing guidance for one's community

# Recording decisions

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- implementation requires a set of decisions
- many different types of documentation are possible –

policy statements

application profiles

templates

manuals

documents within the RDA Toolkit or external to the Toolkit

# Guidance documents in Toolkit

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## Policy statements

- highly visible
- can display alongside the RDA instruction
- limit to how many can be included in the RDA Toolkit

### CONDITION

A date is represented in different calendars on a manifestation.

### OPTION

Record a date in a calendar that is preferred by an agent who creates the metadata.

### OPTION

Record one or more values separately in the order indicated by the sequence, layout, or typography of the *source of information*.

[Send to Back](#)

### LC-PCC

LC/PCC practice: Apply the option.

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[Send to Back](#)

### LC-PCC

LC/PCC practice: Apply the option.

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[RDA Toolkit](#) 56.89.99.63

# Also in RDA Toolkit

## Community resources

Resources > [Community resources](#)

## Community resources

This area of [RDA toolkit](#) holds content that conforms to the RDA standard but is specific to language or specialist communities rather than international in scope.

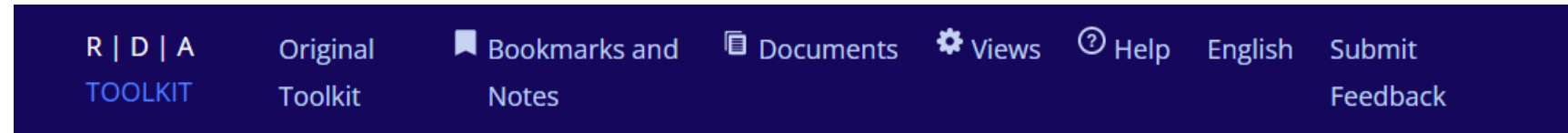
Community resources is subarranged into two areas:

- [Community refinements](#) provides additional guidance and instructions for existing RDA elements that are applicable to specific communities
- [Community vocabularies](#) provides controlled terms for use as values of specific RDA elements using specialized community-based vocabularies or language-based vocabularies.

# Other guidance documents in Toolkit

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“Documents” (visible when logged in):



6 possible categories of documents:

application profiles

local policy

map

quick reference

training material

workflow

+ 4 levels of sharing – private/local/global/public

# Possible to have a mixed approach

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External documentation as a supplement to internal documentation

- Library of Congress and the Program for Cooperative Cataloging have prepared policy statements published in RDA Toolkit
- LC-PCC also preparing Metadata Guidance Documents (MGDs) – external documents
- MGDs to be used with RDA Toolkit and the policy statements
- LC-PCC has policy statements in both original and official RDA Toolkit
  - new structure of RDA Toolkit allows side by side view of instruction and policy statement
  - but some of the original PS were very lengthy and included examples
  - content from lengthy policy statements in the original RDA Toolkit were moved to MGDs
  - plus other added details and examples, encoded using MARC 21 and Bibframe

*For example,*  
 LC-PCC  
MGD date of  
 publication not  
 identified

Entities > Manifestation > date of publication > [Date of publication not identified](#)

**A. no publication date, only contains a copyright date**

If an item lacking a publication date contains only a copyright date, apply the following in the order listed:

1. Supply a date of publication that corresponds to the copyright date, in square brackets, if it seems reasonable to assume that date is a likely publication date.  
  
British Library practice: apply
2. If the copyright date is for the year following the year in which the publication is received, supply a date of publication that corresponds to the copyright date.  
  
British Library practice: apply. You only enter a publication date in square brackets. Adding copyright date is optional

MARC  
Examples

Example 1

For A 1: Supply a date of publication that corresponds to the copyright date, in square brackets

Title page verso: Copyright ©2009

Prefaced signed: June 2009

Date of publication: not given

Transcription

264 #1      \$a ... \$b ... \$c [2009]

008/06 Type of date: s

008/07-10: 2009



# RDA application profiles

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- a set of data elements and guidelines for a recording data about a particular entity, a particular type of resource, etc.
- guidelines can be very detailed or very brief
- may vary according to technological environment (MARC or Bibframe)
- can be included in RDA Toolkit as a “document” *or* could be stored outside the Toolkit
- can be used alone *or* further elaborated with policy statements
- one community can have as many application profiles as they need

# Application profiles

Not new – same principle as BIBCO metadata application profiles

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Designation of edition (T)	<a href="#">2.5.2</a>	<b>Rare music:</b> Transcribe as an edition statement the music presentation statement as defined by DCRM(M) 3B.	250
Statement of responsibility relating to edition (T) +	<a href="#">2.5.4</a>	PCC Core for <b>rare materials</b> .	250
Designation of named revision of edition (T)	<a href="#">2.5.6</a>		250
Place of production (T) +	<a href="#">2.7.2</a>	PCC Core for <b>rare materials</b> in unpublished form.	264
Date of production	<a href="#">2.7.6</a>	Record date of production for a resource in unpublished form. <b>Archival materials:</b> Additional guidance may be found in DACS 2.4. <b>Rare materials:</b> <i>Transcribe</i> date(s) of production found in the resource.	264
Place of publication (T)	<a href="#">2.8.2</a>	For cataloging purposes, all online resources are considered published. If more than one, only the first recorded is required. Also transcribe current place if it differs (for multipart monographs). <b>Rare materials:</b> Generally transcribe all places of publication (see DCRM(B,C,G,M) 4B6). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M) 4B9).	264
Publisher's name (T)	<a href="#">2.8.4</a>	If more than one, only the first recorded is required. Also transcribe current publisher if it differs (for multipart monographs). <b>Rare materials:</b> Generally transcribe all publishers' names (see DCRM(B,C,G,M) 4C6). If a publisher's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(B,C,G,M) 4C5).	264

# Application profiles

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Guidance within the [RDA Toolkit](#):

Guidance > [Application profiles](#)

## Application profiles

Table of contents

- [RDA application profile](#) →
- [Application profiles in RDA toolkit](#) →
- [Application profiles for linked data](#) →

# Different styles of application profiles

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- different levels of detail
  - narrative or a table
- different levels of granularity
  - by entity, by data element, by type of material, etc.

# Simple table

contributed by  
Universitat de les Illes  
Balears

MARC	RDA	RELACIÓ	PROCEDÈNCIA DE LES DADES	MÈTODES DE REGISTRE
<b>CAMP 100 (NR)</b> <b>ENCAPÇALAMENT DE NOM PERSONAL</b>  <b>Indicadors</b> <b>I1 0</b> Nom de pila <b>I1 1</b> Cognom <b>I2 #</b>  <b>Subcamps:</b>  a: nom personal (NR)  d: dates associades amb el nom (NR)	Nom preferit de persona  <a href="http://rdaregistry.info/Elements/a/P50117">http://rdaregistry.info/Elements/a/P50117</a>  Punt d'accés preferit per persona  <a href="http://rdaregistry.info/Elements/a/P50377">http://rdaregistry.info/Elements/a/P50377</a>	Persona / Nomen	<b>Directori de la UIB</b>  <a href="https://www.uib.cat/ca/cerca/directori/">https://www.uib.cat/ca/cerca/directori/</a>	Estructurat

## Sample Application Profile

### Manifestation Elements (p. 2)

Element name	Required	Repeatable	Recording Method
Statement of responsibility relating to edition	Yes, if applicable	Yes	Unstructured
Statement of responsibility relating to named revision of edition	Yes, if applicable	Yes	Unstructured
Place of publication	Yes, if applicable	Yes	Unstructured
Name of publisher	Yes, if applicable	Yes	Unstructured
Date of publication	Yes, if applicable	No	Unstructured
Copyright date	No	Yes	Unstructured
Carrier type	Yes	Yes	Structured
Extent of manifestation	Yes	Yes	Structured
Dimensions	Yes	Yes	Unstructured

A sample table

from Kathy Glennan's presentation in 2021, [Getting ready to use the new RDA](#)

Toolkit label                      Curie      domain      range      M, MA, O      Repeatability      Recording method      VES

extent of manifestation	rdam:P30182	Manifestation	--	MA	R	structured	RDA Carrier Type; RDA Carrier Extent Unit; RDA Format of Notated Music
duration	rdae:P20219	Expression	--	MA	R	unstructured	
illustrative content	rdam:P30453	Manifestation	--	MA	R	structured	RDA Illustrative Content
colour content	rdam:P30456	Manifestation	--	MA	R	unstructured	
material	rdam:P30304	Manifestation	--	MA	R	structured	RDA Material
production method	rdam:P30187	Manifestation	--	MA	R	structured	RDA Production Method
polarity	rdam:P30196	Manifestation	--	MA	NR	structured	RDA Polarity
layout	rdam:P30155	Manifestation	--	MA	NR	structured	RDA Layout
configuration of playback channels	rdam:P30184	Manifestation	--	MA	R	structured	RDA Configuration of Playback Channels

Simple table using Xcel

Melissa Parent [2021 webinar on Application Profiles](#)

# Example: Partial Application Profile

A more detailed table

an example from [Kate James' presentation in 2021 \(slide 39\)](#)

Entity	Element	Range	Min.	Max.	Recording method	Transcription gui	VES	Comments
Manifestation	<a href="#">title proper</a>	Nomen	1	1	Unstructured	Normalized	n/a	
Manifestation	<a href="#">other title information</a>	n/a	1	>1	Unstructured	Normalized	n/a	
Manifestation	<a href="#">statement of responsibility relating to title proper</a>	n/a	1	>1	Unstructured	Normalized	n/a	
Manifestation	<a href="#">place of publication</a>	Place	1	1	Structured	n/a	<a href="#">LC NAF</a>	Record first listed on source
Manifestation	<a href="#">publisher agent</a>	Agent	1	1	Structured	n/a	<a href="#">LC NAF</a>	Record first listed on source
Manifestation	<a href="#">date of publication</a>	Timespan	1	>1	Structured	n/a	<a href="#">Wikidata</a>	
Manifestation	<a href="#">copyright date</a>	Timespan	1	1	Unstructured	Normalized	n/a	
Manifestation	<a href="#">extent of manifestation</a>	n/a	1	1	Unstructured	Normalized	n/a	
Manifestation	<a href="#">carrier type</a>	n/a	1	1	Identifier	n/a	<a href="#">RDA Carrier</a>	Record predominant carrier type
Manifestation	<a href="#">work manifested</a>	Work	1	1	Structured	n/a	<a href="#">LC NAF</a>	Record predominant work
Manifestation	<a href="#">manifestation statement</a>	n/a	0	>1	Unstructured	Basic	n/a	Cataloger judgment to record this or subtype



# Narrative and detailed

example from Kate James' RDA Lab Series, [Manifestations AP 1](#)

## Table of Contents

### General Instructions

### Manifestation: Elements

#### General Instructions for Manifestation

#### Attribute Elements

#### Relationship Elements: Manifestation to Nomen

### General Instructions

#### Apply these instructions:

- See entities and elements listed in this AP for transcription instructions not listed here.
- Capitalization for normalized transcription: Apply this [OPTION](#) and the additional instructions provided in the [RDA Lab Series Capitalization Instructions](#).
- Language: Apply this [OPTION](#) when recording names, titles, identifiers, and IRIs. Record VES terms as given in the VES. See entities and elements listed in this AP for further instructions.
- Numbers: Transcribe a number as it appears in a source of information when recording numbers that are part of names of agents (e.g., Three Dog Night and 50 Cent) or titles (e.g., Two and a half men, Richard III, and 9 to 5). Record Timespan: name of timespan using Arabic numerals (e.g., 1985 and 16th Century).
- Spacing of initials and acronyms in names:
  - Do not leave space between letters or initials in the names of corporate bodies regardless of how they appear in a source of information.
  - If a name of person includes an initial that represents a given name or surname, apply this [OPTION](#). If the name of the person consists entirely or primarily of separate letters, apply this [OPTION](#).
- Symbols: Do not apply RDA instructions. Instead, record symbols that can be reproduced as found. Replace

# An application profile (AP) ...

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- specify the entities and elements that should be used
- minimum and maximum number of times an element can be used
- mandatory or not
- the recording method to be used for each element
- if transcribing, which type of transcription guidelines
- the vocabulary encoding scheme to be used when using structured description or identifier as the recording method
- the string encoding scheme to be used when using structured description as the recording method

# Application profile → well-formed RDA

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- application profile – like a map
- specifies what one needs for a well-formed set of metadata statements
- requirements may vary according to the implementation scenario, context, etc.
- well-formed →
  - quality assurance
  - following the principles and data structure of the standard
  - respecting the RDA ontology
  - in line with RDA instructions and guidance

# Application profiles

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- use an application profile prepared by a respected policy maker, like LC-PCC, OLAC, etc.
- policy makers have determined that the application profile will produce well-formed RDA
- efficient and produces data that should be easily interoperable with other well-formed RDA data

# Application profiles and the future

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- most front-line catalogers will follow the application profiles approved by their institution or network
- application profiles can be RDA only or RDA plus encoding instructions
- opportunity for policy leaders to guide community forwards
  - keep status quo or start reorienting for the future?

*for example, LC-PCC MGDs include both MARC 21 and Bibframe examples*

from LC-PCC  
MGD for carrier  
type

MARC Examples	Example 1 Carrier type  <code>338 \$a volume \$2 rdacarrier</code>
BIBFRAME Examples	Example 1 BIBFRAME Entity: Instance  <code>&lt;bf:carrier rdf:resource="<a href="http://id.loc.gov/vocabulary/carriers/nc">http://id.loc.gov/vocabulary/carriers/nc</a>" /&gt;</code>

# Application profiles and the future

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- but LC-PCC policy statements not ready to implement parts of official RDA
  - for example,* representative expression elements
  - extension plan (+ new understanding of mode of issuance)
  - using IRIs
  - work manifested
- held back by limitations of MARC 21
- complicated to record according to RDA but encode in MARC 21

# Imagine the future ...

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A day when you no longer need RDA ↔ MARC 21 mappings

A day when you simply enter data one RDA element at a time ...

RIMMF 4 to visualize this future

a visualization tool, a training tool, a prototype for future interfaces