

RDA at the Carnegie Library of Pittsburgh -- Coding Practices Quick Reference Chart

Note: Fields not listed in the chart should be coded in the same manner under RDA as they were under AACR2

"(T)" in MARC column -- Indicates a transcribed element (i.e., generally transcribe information exactly as it appears)

Capitalization practice -- Continue to convert all data to sentence case capitalization just as we did under AACR2

MARC	New and Revised Coding Practices under RDA	Local RDA Coding Practices
008	<ul style="list-style-type: none"> • Desc should = i 	
028	<ul style="list-style-type: none"> • Record consecutive numbers in separate fields 	
040	<ul style="list-style-type: none"> • Subfield e should = rda (preferred order of subfields is a, b, e, c, d) 	
100 110 111	<ul style="list-style-type: none"> • Families, fictitious entities, and real, non-human entities can be creators • Jr., Sr., III, etc., now routinely included as part of a creator's preferred name • No more "Rule of three" • No 1XX for compilation of works by different creators with no collective title • Optionally, indicate creator's role(s) using RDA relationship designator terms or MARC relator codes 	<ul style="list-style-type: none"> • Use RDA relationship designator terms
130 240	<p><i>130/240 use is similar to AACR2 except in the following cases:</i></p> <ul style="list-style-type: none"> • Conflict with access point already in "catalog" -- Add 130/240 • Compilation of works by one creator -- Always add 240 • Compilation of works by different creators with no collective title -- No 240 • Dubbed, subtitled, etc., motion picture -- Language qualifier allowed in 130 • Revised edition with new title -- Add 130/240 for original title • Selections -- Do not use 240 of just "Selections" • Selections -- When a subfield k for "Selections" and a subfield l for a language are both present in a 130/240, "Selections" always comes first • Simultaneous publication under different titles -- When 130/240 is needed, base it on the first resource received rather than the one published in the "home country" • Translations -- Language pairs and "Polyglot" not allowed in 130/240 subfield l • Translations -- Do not add differentiation qualifiers beyond language 	<ul style="list-style-type: none"> • Use authorized access point even if it does not conform with local practice • For serials, "catalog" = III records with OCLC nos. + all OCLC serial records • For non-serials, "catalog" = III records with OCLC nos. • Do not predict conflict • Do not add a language qualifier to motion picture 130 • In cases of conflict, see a cataloger for help in selecting a differentiating qualifier
245 a n p (T)	<ul style="list-style-type: none"> • Jacket -- Now one of the alternate preferred title sources for paged resources • Do not replace " ..." with "--" or "[]" with "(") • Inaccuracies (monographs) -- Transcribe title that appears and optionally make "corrections" via 246 and/or note 	<ul style="list-style-type: none"> • For monograph inaccuracies, always enter 246 for "corrected" title along with explanatory subfield i or note

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245 a n p Cont.	<ul style="list-style-type: none"> Inaccuracies (serials and integrating resources) -- Correct obvious typographical errors and give actual title in note For serials, replace varying date, no., etc., at start of title with "..." 	
245 h	<ul style="list-style-type: none"> Obsolete -- GMD has been replaced by the 336, 337, and 338 fields 	<ul style="list-style-type: none"> Include the same GMDs that were used under AACR2
245 b (T)	<ul style="list-style-type: none"> Transcribe all parallel titles found anywhere on the resource Other title information must be taken from the same place as, and be subordinate to, the title proper Do not supply explanatory other title information in brackets (e.g., "[poems]") Transcribe a noun phrase that is grammatically linked to the first statement of responsibility (e.g., "a novel by") in 245 subfield c 	
245 c (T)	<ul style="list-style-type: none"> Record most prominent/1st statement relating to the title proper and, optionally, other statements naming creators of intellectual and artistic content Do not use a semicolon to separate names connected by a conjunction or preposition, regardless of whether or not they performed the same function(s) No more "[et al.]" -- Transcribe all names or, optionally, just the first name (e.g., John Doe [and six others]) Transcribe a noun phrase that is grammatically linked to the first statement of responsibility (e.g., "a novel by") in subfield c Retain qualifying words and phrases (e.g., Reverend, Dr., Professor, etc.) Only use square brackets for information taken from outside the resource Supply explanatory information in square brackets when function is not clear 	<ul style="list-style-type: none"> Continue current CLP practices when deciding which statements to record beyond the first Generally do not omit names or qualifying words from a statement of responsibility
250 (T)	<ul style="list-style-type: none"> Only use abbreviations that appear on the resource 	<ul style="list-style-type: none"> Record "wide screen" as two words in locally supplied edition statements
260	<ul style="list-style-type: none"> Obsolete -- Replaced by the 264 field 	
<u>264</u> Ind. 2 = 0 a b c (T) for a b	<p>New field -- Production statement</p> <ul style="list-style-type: none"> A production date is required for resources issued in an unpublished form; other sub-elements are optional Rules for transcription are equivalent to publication statement rules 	

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<p><u>264</u> Ind. 2 = 1 a b c (T) for a b</p>	<p>New field -- Publication statement <u>Place of publication</u> -- always required</p> <ul style="list-style-type: none"> • Only most prominently or first named place required • No more requirement to record first place in the "home country" • Do not use abbreviations unless they appear on the resource • Bracketed information may be added to further identify a named place • Only bracket information taken from outside the resource • Enter "[Place of publication not identified]" as a last resort <p><u>Publisher's name</u> -- always required</p> <ul style="list-style-type: none"> • Only most prominently or first named publisher is required • Do not use abbreviations unless they appear on the resource • Do not omit levels of corporate hierarchy • Only bracket information taken from outside the resource • Enter "[publisher not identified]" when no information is available <p><u>Publication date</u> -- required for single part monographs</p> <ul style="list-style-type: none"> • May be omitted for multipart resources if it cannot be approximated • If publication date does not appear, supply a probable date in brackets • Do not use "ca." or dashes for missing digits when supplying questionable dates • Enter "[date of publication not identified]" as a last resort 	<ul style="list-style-type: none"> • If it is not clear whether a company is acting as a publisher, a distributor, or both, transcribe the company name in the publication statement • If the only company named on a resource is identified as the distributor and you believe that the distributor is also the publisher, transcribe the distributor name in square brackets in the publication statement • For serials, do not include a month in the publication date when publication occurs annually or less frequently
<p><u>264</u> Ind. 2 = 2 a b c (T) for a b</p>	<p>New field -- Distribution statement</p> <ul style="list-style-type: none"> • Distribution elements only required if equivalent publication elements not given • When supplying any distribution element, always include a complete statement • Rules for transcription are equivalent to publication statement rules 	<ul style="list-style-type: none"> • For books and serials, do not include a dist. stmt. when a complete pub. stmt. is given • For other resources, provide both publication and dist. statements when info. avail.
<p><u>264</u> Ind. 2 = 3 a b c (T) for a b</p>	<p>New field -- Manufacture statement</p> <ul style="list-style-type: none"> • Manufacture elements only required if neither equivalent publication elements nor equivalent distribution elements are given • When supplying any manufacture element, always include a complete statement • Rules for transcription are equivalent to publication statement rules 	

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<p>264 Ind. 2 = 4 c</p>	<p>New field -- Copyright/Phonogram date</p> <ul style="list-style-type: none"> • Record copyright/phonogram date for single-part monograph if neither publication date nor distribution date are given • Copyright/phonogram date not required for multipart monographs, serials, and integrating resources • Precede date by ©, ®, or equivalent words if symbols cannot be reproduced • Record only the latest copyright/phonogram date 	<ul style="list-style-type: none"> • For musical sound recordings, always record an available phonogram date • For other monographs, there is no need to record a copyright/phonogram date when a publication date is recorded, but retain and verify a date that is present on copy • Use © and ®
300 a	<ul style="list-style-type: none"> • Record when resource is complete or total extent is known • For text resources, record pages, leaves, etc.; for most other resources, record no. of units, carrier type (RDA term or common usage term), and applicable subunits • For sound recordings use carrier type "audio disc" • For computer resources use carrier type "computer disc" • Abbreviate time terms, but don't abbreviate other extent terms (e.g., pages, etc.) • Do not use brackets to indicate unnumbered pages • When no. of bibliographic and physical vols. differ, record no. of physical vols. 	<ul style="list-style-type: none"> • Use carrier types from the prescribed RDA list • For serials that are still being published, record the extent term "volumes" • For kits, enter a separate 300 field for each kit component
300 b	<p><u>Text resources</u></p> <ul style="list-style-type: none"> • Record illustrative content for resources intended for children • Do not abbreviate terms (e.g., use color, illustrations, etc.) • Do not indicate types of illustrations present (e.g., maps, music, etc.) <p><u>Sound recordings</u></p> <ul style="list-style-type: none"> • Configuration of playback channel terms now include mono, stereo, surround, and quadrasonic (no periods after mono or stereo) <p><u>Videorecordings</u></p> <ul style="list-style-type: none"> • Do not use abbreviations for sound or color content terms 	<ul style="list-style-type: none"> • For all text resources, record illustrative and color content, and continue to include terms for maps, music, forms, and plans when that content is significant
300 c	<ul style="list-style-type: none"> • Required except for serials and online electronic resources • Record in centimeters, but use inches for discs and all other audio carriers • Abbreviate measurement terms, but do not end metric units with periods • Per ISBD, if record includes 490 field then 300 field must end with period 	<ul style="list-style-type: none"> • Record dimensions for serials

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300 e	<ul style="list-style-type: none"> Record details about significant accompanying materials either in 300 subfield e or in multiple 300 fields 	<ul style="list-style-type: none"> Continue to describe significant accompanying materials in 300 subfield e, but retain and verify multiple 300 fields on copy
336 337 338	<p>New fields -- Replacements for GMD (old 245 h)</p> <ul style="list-style-type: none"> Content type (336 field) -- Controlled vocabulary term for the form of communication through which a work is expressed Media type (337 field) -- Controlled vocabulary term for the type of intermediation device required to view, play, run, etc., the content of a resource Carrier type (338 field) -- Controlled vocabulary term for the category of carrier used to convey the content of the resource 	<ul style="list-style-type: none"> Code values for the primary material and any significant accompanying materials Include both subfield a and subfield b Code multiple fields rather than repeating subfield a Code subfield 3 when using multiple 336-338 fields to describe different types of materials (e.g., book and CD)
344	New field -- Sound characteristics	<ul style="list-style-type: none"> Do not use yet, but retain and verify on copy
345	New field -- Projection characteristics of moving image	<ul style="list-style-type: none"> Do not use yet, but retain and verify on copy
346	New field -- Video characteristics	<ul style="list-style-type: none"> Do not use yet, but retain and verify on copy
347	New field -- Digital file characteristics	<ul style="list-style-type: none"> Do not use yet, but retain and verify on copy
362 (T)	<ul style="list-style-type: none"> Do not abbreviate terms and months unless they appear that way on the resource Record numbers expressed as numerals exactly as they appear on the resource Convert numbers expressed as words to numerals, including ordinal numbers Record both the first and last year of inclusive dates in full 	<ul style="list-style-type: none"> For serials, do not include a month in the chronological designation when publication occurs annually or less frequently
380	New field -- Form of work	<ul style="list-style-type: none"> Do not use, delete from copy
381	New field -- Other distinguishing characteristic of work/expression	<ul style="list-style-type: none"> Do not use, delete from copy

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490 (T)	<ul style="list-style-type: none"> • Do not abbreviate terms unless they actually appear that way on the resource • Record numbers expressed as numerals exactly as they appear on the resource • Convert numbers expressed as words to numerals, including ordinal numbers • Do not capitalize a numbering term unless the language involved requires it 	
5XX	<ul style="list-style-type: none"> • Only use square brackets when supplying explanatory information within a quotation • Access points do not have to be justified by notes in the body of the record • No notes are required by RDA, but several notes are core for LC catalogers 	<ul style="list-style-type: none"> • Continue current CLP policies for the provision of notes, including giving justification for all 7XX fields • For videorecordings, continue to provide a full 538 (Note: Record wide screen as two separate words) • For reprints, include the same 500 notes that were used under AACR2, but also retain and verify 775 fields on copy
700 710 711 730	<ul style="list-style-type: none"> • Provision of added access points for creators and contributors is left entirely up to cataloger's judgment, but LC requires an access point for the first named illustrator of a resource intended for children • Optionally, indicate creator and contributor role(s) using RDA relationship designator terms or MARC relator codes • For compilations, give an analytical authorized access point for the predominant or first work/expression when it represents a substantial part of the resource • Indicate the nature of the relationship between works either by means of MARC coding or by adding an RDA relationship designator term 	<ul style="list-style-type: none"> • Continue current CLP practices for providing added access points for creators, contributors, and related works • Use RDA relationship designator terms for persons, etc. • Add RDA relationship designator terms for related works, etc., to 700 fields where appropriate, but do not add relationship designators to 730 fields • For analytical added access points (e.g., 700 12 ...), do

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700 710 711 730 Cont.		not use subfield i and remove subfield i from copy
76X- 78X	<ul style="list-style-type: none"> • Use linking entries to record desired relationships • Indicate the nature of the relationship either by means of MARC coding or by adding an appropriate RDA relationship designator term 	<ul style="list-style-type: none"> • Continue to record relationships as in the past, adding RDA relationship designator terms where appropriate • For reprints, retain and verify 775 fields on copy