

RDA Toolkit Workshop: A Crash Course

**Friday, January 24, 2020
Philadelphia Marriott, Room Liberty A
Philadelphia, PA**

AGENDA

Welcome and housekeeping -- Kathy Glennan

Background -- Kathy Glennan

RDA Beta Toolkit: Present and Future -- Kate James
Exercise #1

A Quickstart Guide to RDA Terminology: Elements, SES, and VES -- Dominique Bourassa
Exercise #2

Everything old is new again -- Thomas Brenndorfer

BREAK (Coffee and tea)

Whatever happened to... Melanie Polutta
Exercise #3

New concepts in the beta Toolkit -- Honor Moody
Exercise #4

Wrap-up and general questions and answers -- Kathy Glennan

RDA Beta Toolkit Quick Tips

Profile Names and Passwords

- If you don't have a profile name yet, use your email address because it is easy to remember and will be unique
- Check "Remember me" in Log In box so RDA will remember your username and password for you
- If you get logged out and want to return to the beta Toolkit, click on blue box "Explore Toolkit Beta Site" NOT the link provided in the log out message

Searching

- Use the Exact Title search without quotation marks if you know the name of the page you want
- RDA Toolkit does not use Boolean operators (e.g., and, not, or) so these will not improve your search results
- All search types except Exact Title assume "and" between terms with no quotation marks
- Consider making a bookmark for content you search for multiple times

Viewing

- Click on up arrow in the bottom right corner to quickly return to the top of a page
- You can make the font size larger without changing your browser settings by selecting English>Font Size>Large from the profile toolbar
- Change your browser display if you have problems with Toolkit design (e.g., in Firefox override page colors with your own selections)

Finding Renamed Elements

- Most renamed elements can still be found under their old name
- Glossary provides a See reference from the old name to the new one
- Old names are listed in Alternate labels section of Element Reference box (click to open) of element page

Exercise #1

RDA Beta Toolkit: Present and Future

1. Do an Exact Title search for *name of family*. **Do not include quotation marks in your search.** What happens?

2. Do a RDA Only search for *name of family*. **Use quotation marks around the phrase.** How many results do you get?

3. Where is information about user tasks located in the Toolkit?

4. What is the identifier for the RDA Material term “graphite?” Where did you find this answer?

5. What is the new name for the original RDA element “form of work?” How did you find this information?

6. What is the inverse element for *student*? Where did you find the answer?

7. What is the domain and range of the element *ISSN*? Where did you find this answer?

8. What are the three places to find the definition of the *content type* term “computer program” in the Toolkit?

Exercise #3

Whatever happened to...

1. Find the citation number for the option that instructs you to “Abridge a statement of responsibility only if this can be done without loss of essential information.”
2. Find the URL for the Prerecording section under preferred title of work.
3. There is an option that tells you to prefer a title page, title sheet, or title card over a caption as a preferred source of information for a manifestation that is made up of pages, leaves, sheets or cards. Where is that instruction found? Describe it with a citation number, URL, or element page, section title, and option number (by counting).
4. What has replaced a core element? Find the page that describes what has replaced it. Describe it with a citation number, URL, or page title, section title, and option number (by counting).
5. Find a of a View in context or View as relationship example. Describe it with a citation number, URL, or page title.

7. Overall, how would you rate this workshop?

Poor

Fair

Good

Excellent

8. What suggestions do you have for the organizers if they were to plan future similar workshops?

9. Are there specific topics you would like to see covered in future RDA events?

10. Do you have additional feedback for the organizers?