

RDA Beta Toolkit Basics

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R | D | A
Resource Description & Access

Accessing the Beta Toolkit

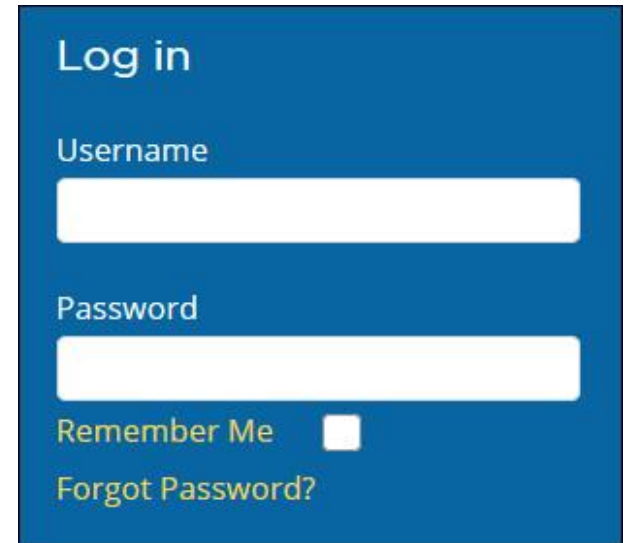
- beta.rdatoolkit.org
- From RDA Toolkit homepage
- From original Toolkit

Explore the [RDA Toolkit BETA site](#)



Profile Login

- Medium blue box if you are not IP authenticated
 - Not IP authenticated here
- Use your existing username and password if you have one
- Use temporary username and password if you do not have a Toolkit subscription



Log in

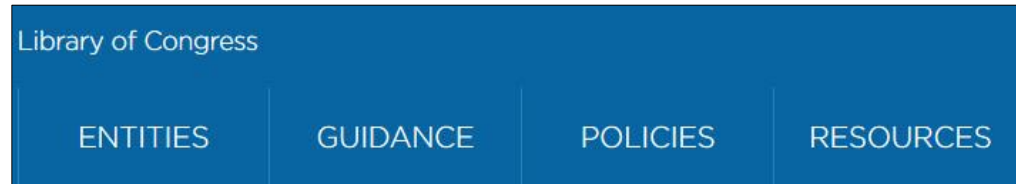
Username

Password

Remember Me

[Forgot Password?](#)

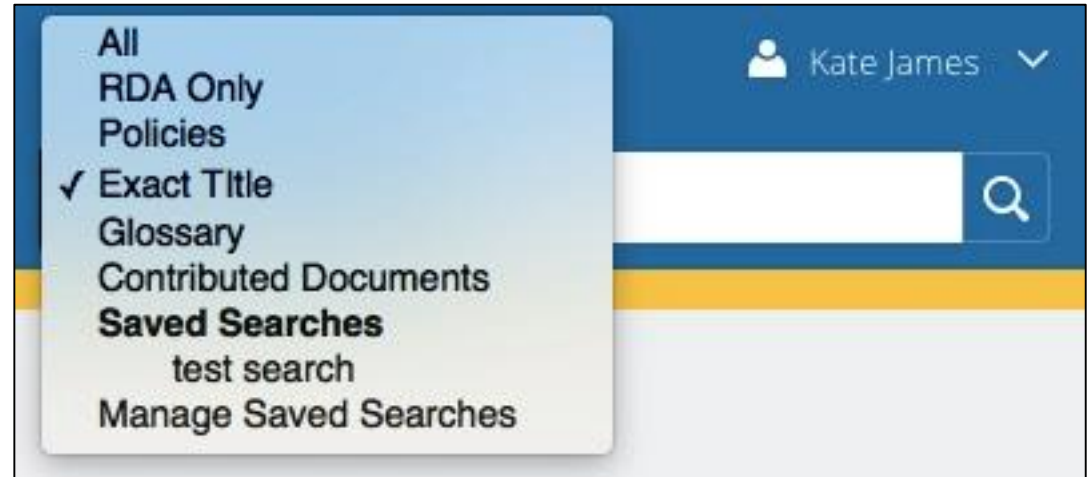
Navigating



- Content Tabs
 - Each tab has a drop down menu
- Search Box
- Recently Viewed List
- Bookmarks and Notes

Searching

- Exact Title
 - Left-anchored
 - If you know the name of the page you want
- RDA Only
 - Searches Guidance, Entities (including elements) and top two sections of Resources
- Saved Searches
 - If you have any, accessed from search box



Search Box Tips

- Use Exact Title search **without quotation marks**
- Use RDA Only search **with quotation marks** to narrow results if you are sure of the phrase you are looking for, e.g. “creator agent”
- If a former element name is listed as an Alternate Label, you can find it with an RDA Only search

Toolkit Structure: Entities

- 13 RDA entities, e.g., Work, Person, Timespan
- Each entity has a page with sections
 - Definition and Scope
 - Prerecording
 - Recording
 - Elements
 - Typeahead search for elements list

Toolkit Structure: Guidance

- Contains background information about RDA and Toolkit
 - Introduction to RDA
 - User tasks
- Contains instructions that apply to multiple elements
 - Aggregates
 - Recording methods

Toolkit Structure: Resources

- RDA Reference
 - Glossary
 - Vocabulary Encoding Schemes
- Supplemental instructions
 - Instructions from original RDA Appendixes
 - Capitalization
 - Abbreviations and Symbols
- Miscellaneous content (not part of RDA)
 - Books of the Bible
 - AACR2

Toolkit Structure: Elements

- Not accessible from Content Tabs
- Each element has a page with sections
 - Definition and Scope
 - Prerecording
 - Recording
 - Related Elements
- Element pages may also have sections for View as Relationship and View in Context examples


Element Reference

- Collapsible box
- In Definition and Scope section


Element Reference

IRI
<http://rdaregistry.info/Elements/a/P50351> **Link to RDA Registry (external site)**

Domain

Corporate Body  **Links to Entity pages**

Range

Timespan  **Links to Entity pages**

Alternate labels

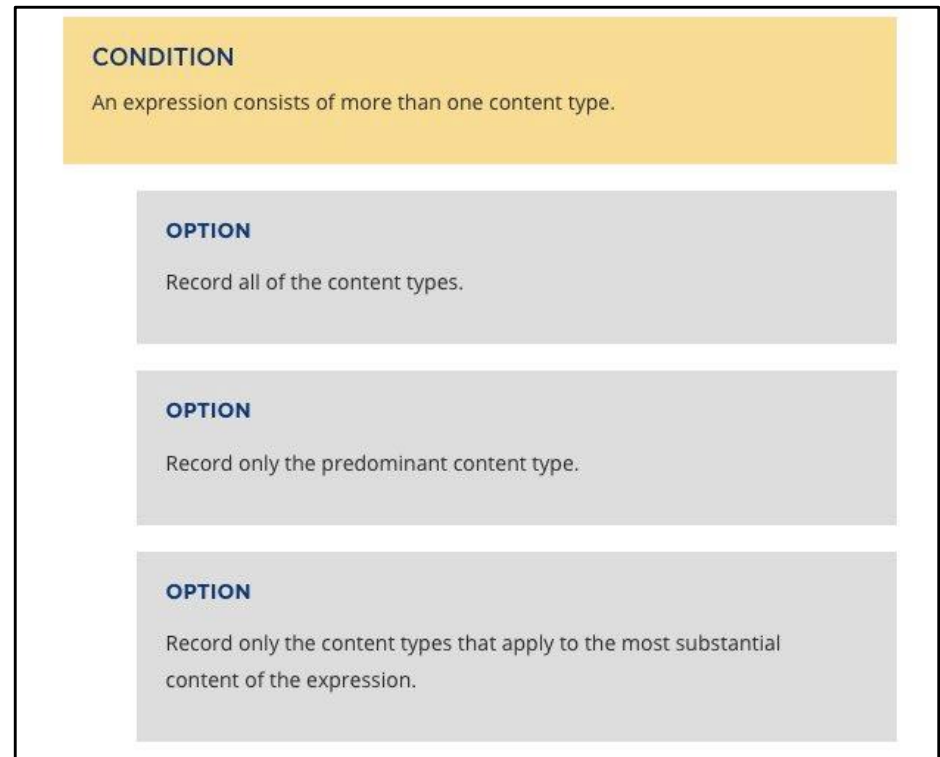
has related timespan of corporate body

date associated with corporate body

+ **MARC 21 Authority** **Click on "+\" to expand**

Condition/Option

- Yellow condition boxes specify circumstances under which optional instructions apply
- Grey option boxes may or may not be mutually exclusive




Option without Condition

- Option boxes may appear without condition boxes

Record elements that are deemed useful for identification and access.

OPTION

Record elements that are specified by an *application profile*.

For general guidance, see [Application profiles](#) .

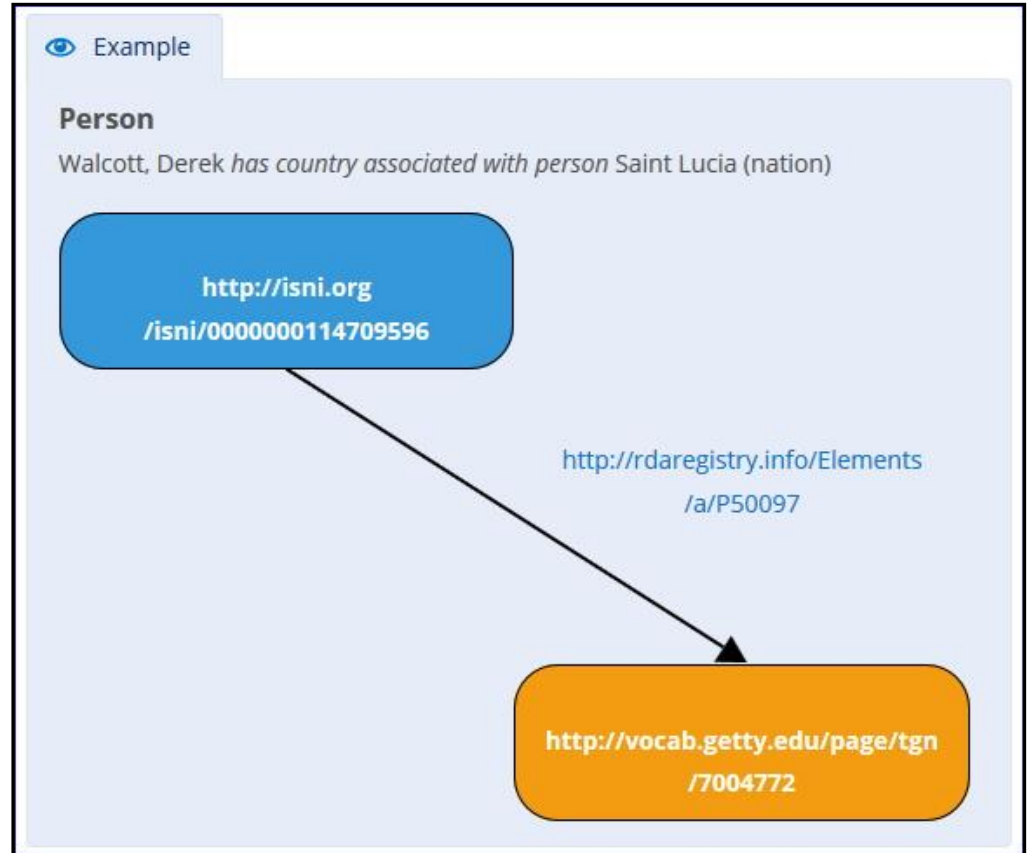
Use one or more of the recording methods to identify or label an entity.

Unmarked Options

- Recording any element is optional except as specified by “Minimum description of ...” sections
- Description of any entity is optional as long as one RDA entity is described
- Any applicable recording method may be used

Examples

- Collapsible boxes
- Instructions may have multiple examples or none
- Different types of examples



Toolkit Instruction Videos

- Available on YouTube's RDA Toolkit channel
 - [Revision History](#)
 - [Linking Tool](#)
 - [Logging In](#)
 - [RDA Beta Site Demo from July 24, 2019](#)