RDA Beta Toolkit Basics

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Accessing the Beta Toolkit

• beta.rdatoolkit.org

• From RDA Toolkit homepage

• From original Toolkit
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
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

**Links to Entity pages**

- **IRI**
  - [http://rdaregistry.info/Elements/a/P50351](http://rdaregistry.info/Elements/a/P50351)

- **Domain**

- **Corporate Body**

- **Range**

- **Timespan**

- **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

<table>
<thead>
<tr>
<th>CONDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>An expression consists of more than one content type.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record all of the content types.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>OPTION</th>
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<tbody>
<tr>
<td>Record only the predominant content type.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record only the content types that apply to the most substantial content of the expression.</td>
</tr>
</tbody>
</table>
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