RDA Toolkit Workshop: A Crash Course

A half-day Pre-Conference Workshop
ALA Midwinter, Philadelphia
January 24, 2020

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Resource Description & Access

Whatever happened to…?

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Whatever happened to…?

- Core instructions
- Instruction numbers
- Sources of information
- Examples

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Core instructions

CORE ELEMENT

Core instructions

Core instructions are now…

2.3.2 Title Proper
CORE ELEMENT

2.3.2.1 Scope

title proper▾: A chief name of a manifestation, that is, a title normally used when naming the manifestation

An alternative title is treated as part of the title proper.

A title proper does not include:

    parallel title proper (see 2.3.3 RDA)

    other title information (see 2.3.4 RDA)

    parallel other title information (see 2.3.5 RDA).

A file name or data set name is not considered a title proper unless it is the only title appearing in the manifestation.

2.3.2.2 Sources of Information 2014/04 KBSP

Take a title proper from the preferred source of information as specified at 2.2.2 RDA–2.2.3 RDA.

If there is no title provided within the manifestation itself, take a title proper from one of the sources specified at 2.2.4 RDA.

Make a note on the source of a title proper, if required (see 2.17.2.3 RDA).

Recording an unstructured description

26.39.92.47

OPTION

Record a value of Manifestation: title of manifestation ⤴.

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Application profile

"An application profile specifies the entities, elements, and vocabulary encoding schemes that are expected in a set of metadata that meets the functions and requirements of an application that uses the metadata." (Guidance—Application profiles)

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Application profile: LC/PCC

	Toolkit label	Domain	VES	Universal Requirement	Situational Requirement	Repeatability	Unstructured	Structured	ID	IRI	SES	MARC	Comments
2	copyright date	M		Min = 0	RM	Max = n	Min = 0	Min = 0	Min = 0	Min = 0		B: 264 $d; 5XX; 008/07-14	Recommended for rare materials
3	media type	M	RDA Media Type	Min = 1		Max = n	Min = 0	Min = 0	Min = 0	Min = 0		B/A: 337	
4	language of expression	E	MARC Code list for languages	Min = 1		Max = n	Min = 0	Min = 0	Min = 1	Min = 0		B: 041, 008/35-37, 564, 130/240/7XX/8XX $l; A: 377, 1XX/4XX/5XX $l	String encoding scheme ha some specific exceptions, which are noted in the WD
5	authorized access point for work	W	LC-PCC NACO Authority File	Min = 1		Max = n	Max = 0	Min = 1	Max = 0	Min = 0	RDA Record Syntaxes for Access Point Control	B: 130, 1XX/240, 7XX; A: 1XX	

Key

Columns
VES: Vocabulary encoding scheme
Domain: W=Work; E=Expression; M=Manifestation; etc.
Universal Requirement: mandatory/optional/do not use element for PCC
Situational Requirement: mandatory if applicable element for PCC
Unstructured, Structured, ID, IRI: recording methods
SES: String encoding scheme

Situational Requirement Codes
M=Monographs; S=Serials; RM=Rare materials (books); U=Music, etc.

Requirement and Recording Methods Codes
Minimum = 1: Required
Minimum = 0: Optional
Maximum = 0: Do not use

Repeatability Codes
maximum=0: Do Not Repeat
maximum=n: May Be Repeated

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AP and other documentation

- RDA states that there is an element called title proper and presents options on what to record

- Application profile states that you must have a title proper

- Policy statement states that you will apply or not apply specific options within the title proper element

- Other documentation states where and how you will record the title proper in the encoding scheme

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Instruction numbers

Instruction no. problems

3.6.2 **Base Material for Microfilm, Microfiche, Photographic Film, and Motion Picture Film**

    3.6.2.1   Scope **2015/04**

        [This instruction has been deleted as a revision to RDA. For further information, see 6JSC/BL/16/Sec final.]

    3.6.2.2   Sources of Information **2015/04**

        [This instruction has been deleted as a revision to RDA. For further information, see 6JSC/BL/16/Sec final.]

    3.6.2.3   Recording Base Material for Microfilm, Microfiche, Photographic Film, and Motion Picture Film **2015/04**

        [This instruction has been deleted as a revision to RDA. For further information, see 6JSC/BL/16/Sec final.]

    3.6.2.4   Details of Base Material for Microfilm, Microfiche, Photographic Film, and Motion Picture Film **2015/04**

        [This instruction has been deleted as a revision to RDA. For further information, see 6JSC/BL/16/Sec final.]

Summary of proposed changes

Change #1
- Create RDA 3.22, *Optical Disc Data Storage Format*
- Renumber current RDA 3.22 to RDA 3.23
- Update references to renumbered instruction

Change #2
- Add ***Optical discs*** to the Exceptions in 3.9.1.3
- Create RDA 3.9.4, *Production Method for Optical Disc*

Change #3
- Add 35 new terms (definitions and cross-references) to RDA Glossary to support the new instructions
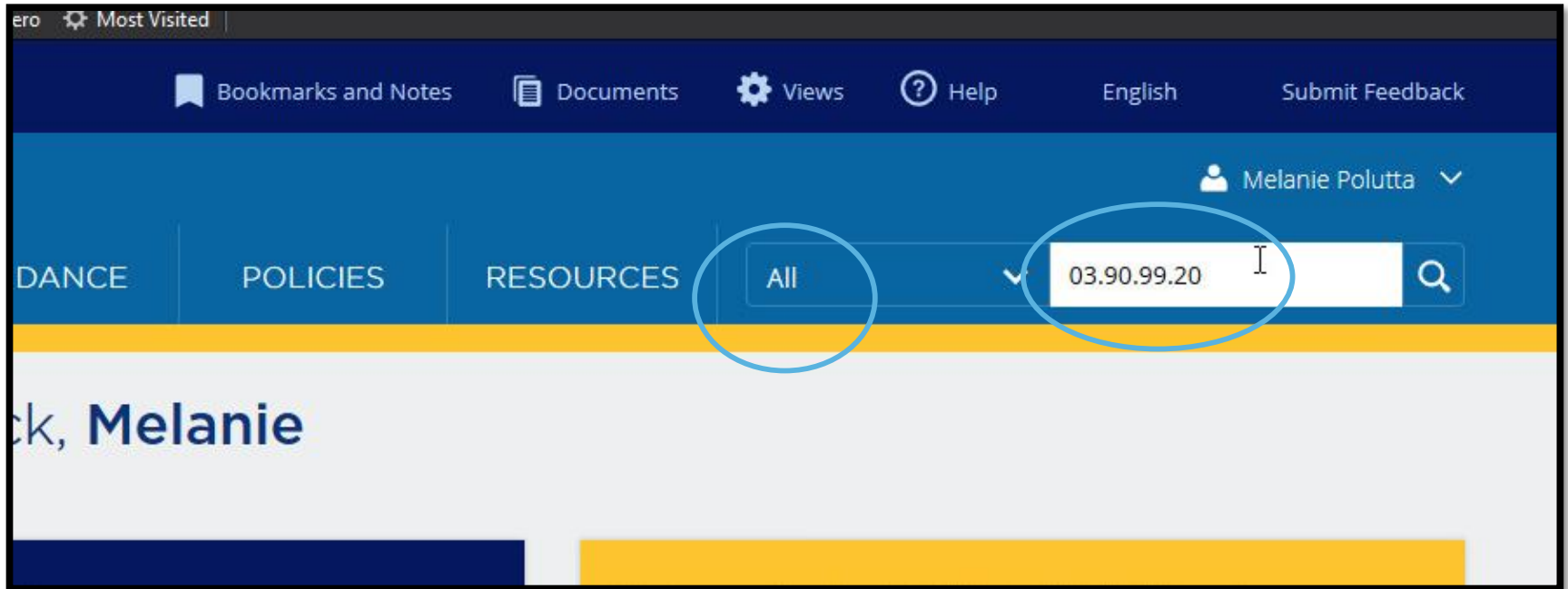
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Instructions nos. are gone…

- Citation numbers
  - Guidance: Application profiles: RDA Application profile: 03.90.99.20

- Or URLs
  - Guidance: Application profiles: RDA Application profile: https://beta.rdatoolkit.org/en-US_ala-591ca278-2807-399b-9530-6b44171e6ccc/section_cwl_m1x_ydb

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Citation numbers

- To share a citation to a specific instruction with a colleague, a student, in a report, etc.

- Shareable
- NOT ordered by hierarchy
- Randomly assigned
- XX.XX.XX.XX pattern
- Searchable

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Citation numbers

Citation numbers

instance of an entity), These numbers determine if an element is mandatory (minimum equals 1), optional (minimum equals 0), or repeatable (maximum greater than 1).

The specification may include details about how the metadata describing an entity is associated with the metadata describing other instances and other entities.

RDA application profile

An RDA application profile limits the specification to RDA entities, elements, and compatible vocabulary encoding schemes. An RDA application profile specifies:

- The RDA entities that may be included
  - The RDA entities that must be included (minimum = 1)
  - The RDA entities that should be included (minimum = 0)
  - The RDA entities that must not be included (maximum = 0)
  - The RDA entities that must not be repeated (maximum = 1)
  - The RDA entities that may be repeated (maximum > 1)
- The RDA elements that must be used to relate two specified entities. This is usually based on the guidelines in Minimum description of a resource entity
- The RDA elements that may be used to describe and access an entity
  - The RDA elements that must be used (minimum = 1)
  - The RDA elements that should be used (minimum= 0)
  - The RDA elements that must not be used (maximum = 0)
  - The RDA entities that must not be repeated (maximum = 1)
  - The RDA entities that may be repeated (maximum > 1)
- The RDA recording methods that may be used to record values for a specified element.
  - The RDA recording methods that must be used
  - The RDA recording methods that should be used
- The RDA vocabulary encoding scheme that must be used as a source of values for a structured description or identifier for a specified RDA element.
- The string encoding scheme that must be used to encode the values for a structured description of an element.
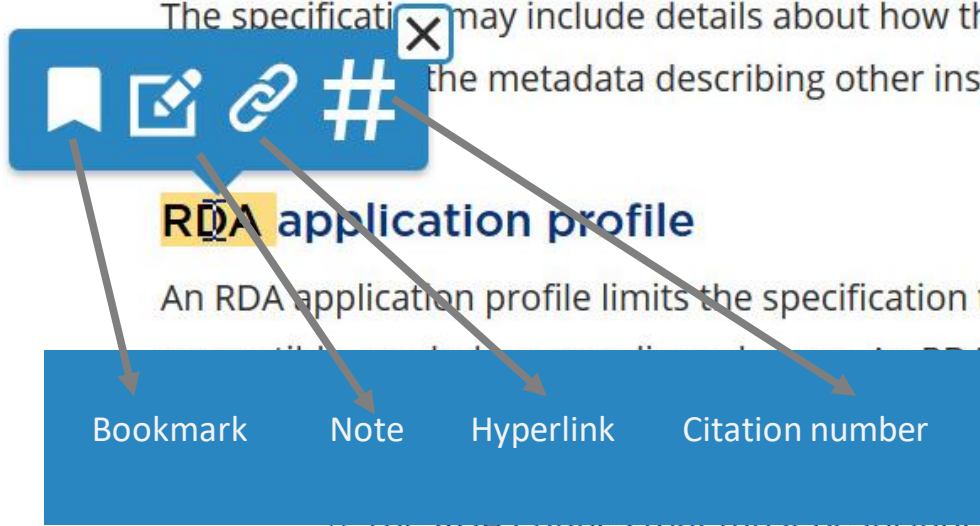
Application profiles in RDA Toolkit

RDA Toolkit provides the following ways of specifying an application profile within RDA Toolkit:

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Citation numbers

Citation numbers

Citation numbers

element may be used to describe or access a member of its cla

instance of an entity). These numbers determine if an element

maximu

 # View Citation   ×

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RDA application profile

An RDA application profile limits the specification to RDA entiti

compatible vocabulary encoding schemes. An RDA application

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Sources of information

Sources of information is now…

Data provenance

> **OPTION**
>
> Record a source of information. For general guidance, see Data provenance. **Recording a source of metadata** ⇥.

For general guidance on unstructured descriptions, see Recording methods. **Recording**

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Data provenance

- Guidance—Data provenance
  - 16.53.31.57

Data provenance

- Recording a note on metadata
- Recording an agent who publishes metadata
- Recording an agent who records metadata
- Recording a content standard used for metadata
- Recording a language of description
- Recording a scope for validity of metadata
- Recording a script of description
- Recording a source of metadata
  - Recording a source of metadata that is a manifestation that is being described
  - Recording a source of metadata that is not a manifestation that is being described
- Recording a timespan for validity of metadata
- Recording a timespan when metadata are published
- Recording a transcription standard used for metadata.

Recording a note on metadata

OPTION

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Data provenance

- Recording a source of metadata
    - Recording a source of metadata that is a manifestation that is being described
    - Recording a source of metadata that is not a manifestation that is being described

Examples

2.3.2.5   Title in More Than One Form 2013/07 LC-PCC PS

> *If:*
>
> > the source of information for a title proper has a title in more than one form
> >
> > *and*
> >
> > the titles are in the same language and script
>
> *then:*
>
> > choose a title proper on the basis of the sequence, layout, or typography of the titles on the source of information.
>
> If the sequence, layout, and typography do not provide the basis for a clear choice, choose the most comprehensive title.

> **EXAMPLE**
>
> MapEasy's guidemap to Philadelphia
>
> **Two forms of title on the source of information**: MapEasy's guidemap to Philadelphia **and** Welcome to Philadelphia. **First form chosen as title proper based on layout on the source of information**

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Examples now

- Four types of examples
  - Basic examples
  - Recording method examples
  - View as relationship (NEW!)
  - View in context (NEW!)

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Examples

Recording

Example

Indonesian (language)

    Recording method: structured description

    VES source: Getty AAT

    Source consulted: Ada apa dengan Cinta?

http://id.loc.gov/vocabulary/languages/fre

http://id.loc.gov/vocabulary/languages/rus

    Recording method: IRI

    Source consulted: Voĭna i mir

Examples
Recording methods

Recording a structured description

OPTION

Record a term from a suitable vocabulary encoding scheme.

👁 Example

Chinese (language)

VES source: Getty AAT

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Examples
View as relationship

Examples
View as relationship

Examples
View in context

View in Context Example

👁 Example

Expression

has authorized access point for expression	Brunhoff, Jean de, 1899–1937. Babar en famille. English. Spoken word
has content type	**spoken word**
has place of capture	New York, New York
has date of capture	October 28, 1940
has language of expression	English
has date of expression	1940
has narrator agent	Luther, Frank, 1905–1980

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Examples
View in context

View in Context Example

👁 Example

Expression

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Any questions?