

RDA Toolkit Workshop: A Crash Course

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

R | D | A
Resource Description & Access

Whatever happened to...?

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R | D | A
Resource Description & Access

Whatever happened to...?

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

Core instructions

CORE ELEMENT

Core instructions

Key abstra

2.3.2 **Title Proper**
CORE ELEMENT

2.3.2.1 Scope

title proper: A chief name of a mar

9.5 **Fuller Form of Name** NLA PS
CORE ELEMENT

A fuller form of name is a core element when needed to distinguish a person from another person with the same name.

9.5.1 **Basic Instructions on Recording Fuller Form of Name**

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** .

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)

Application profile: LC/PCC

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Toolkit label	Domain	VES	Universal Requirement	Situational Requirement	Repeatability	Unstructured	Structured	ID	IRI	SES	MARC	Comments
1	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
2	media type	M	RDA Media Type	Min = 1		Max = n	Min = 0	Min = 0	Min = 0	Min = 0		B/A: 337	
3	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 has some specific exceptions, which are noted in the WD +
4	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	
5													

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

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

Instruction numbers

- RDA
- TOOLS
- RESOURCES
- RDA
 - RDA Table of Contents
 - + 0: Introduction
 - Section 1: Recording Attributes of Manifestation & Item
 - + 1: General Guidelines on Recording Attributes of Manifestations and Items
 - 2: Identifying Manifestations and Items
 - 2.0 Purpose and Scope
 - + 2.1 Basis for Identification of the Manifestation
 - + 2.2 Sources of Information
 - 2.3 Title
 - + 2.3.1 Basic Instructions on Recording Titles
 - 2.3.2 Title Proper
 - 2.3.2.1 Scope
 - 2.3.2.2 Sources of Information
 - 2.3.2.3 Facsimiles and Reproductions
 - 2.3.2.4 Title in More Than One Language or Script
 - 2.3.2.5 Title in More Than One Form
 - + 2.3.2.6 Collective Title and Titles of Individual Contents
 - 2.3.2.7 Recording Title Proper
 - + 2.3.2.8 Other Elements Recorded as Part of a Title Proper
 - 2.3.2.9 Manifestation Lacking a Collective Title
 - 2.3.2.10 Manifestation with No Title
 - + 2.3.2.11 Recording Devised Titles
 - + 2.3.2.12 Recording Changes in a Title Proper
 - + 2.3.2.13 Major and Minor Changes in a Title Proper of Serials
 - + 2.3.3 Parallel Title Proper
 - + 2.3.4 Other Title Information

9.5 Fuller Form of Name NLA PS
CORE ELEMENT
A fuller form of name is a core element when needed to distinguish a person from another person with the same name.
9.5.1 Basic Instructions on Recording Fuller Form of Name

2.3.2 Title Proper
CORE ELEMENT
2.3.2.1 Scope
title proper: A chief r

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

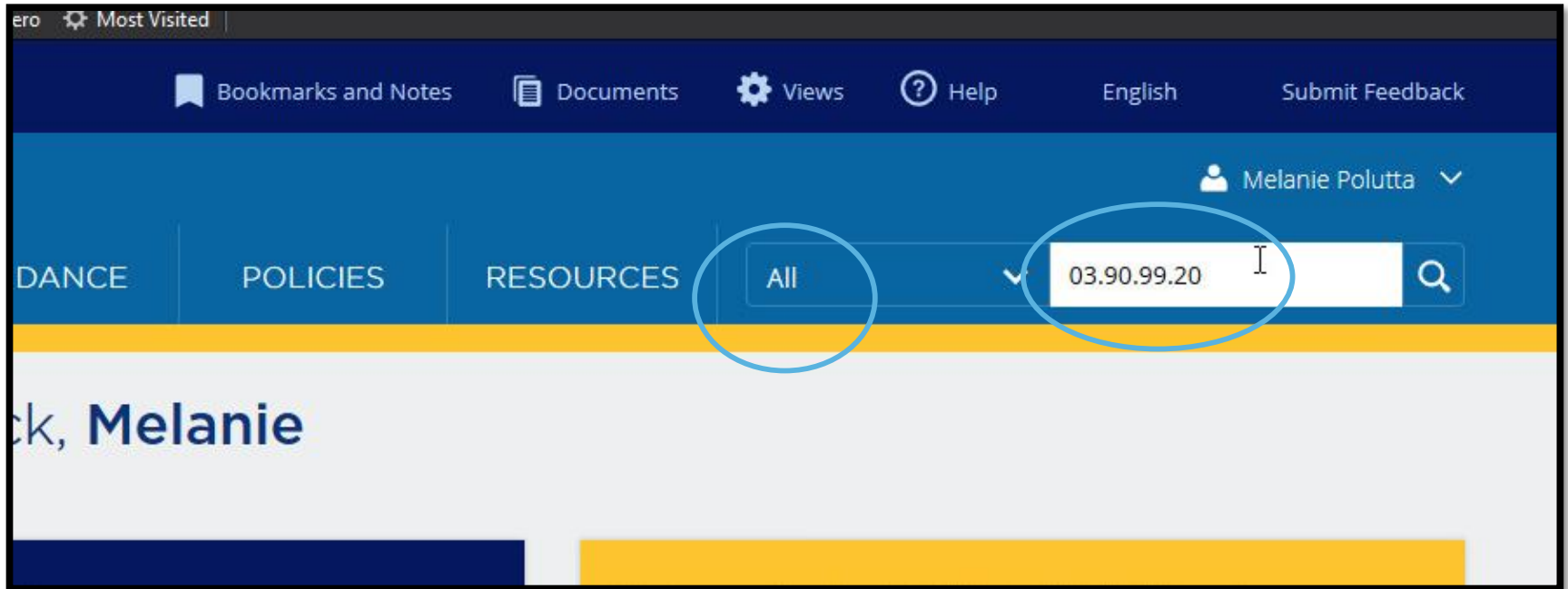
Instructions nos. are gone...

- 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

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

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](#)²³
- 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.

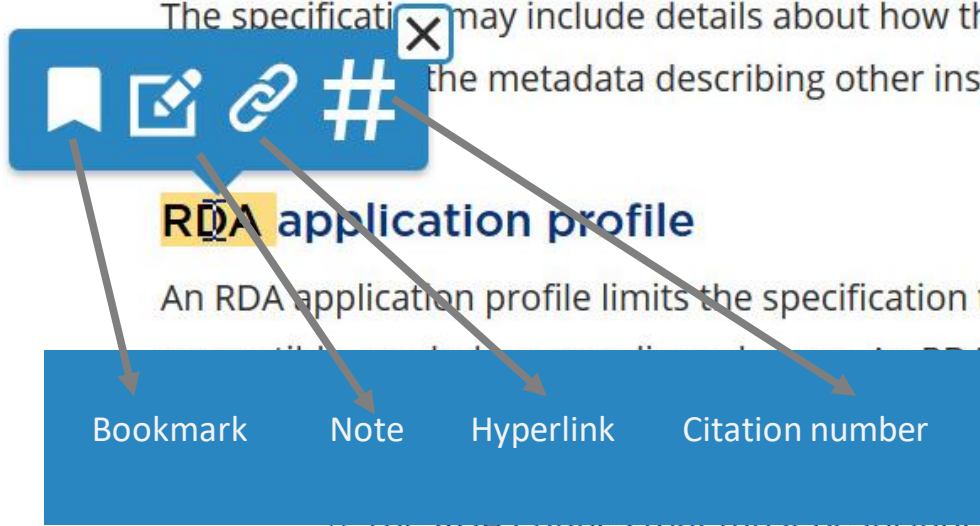
Application profiles in RDA Toolkit

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

Citation numbers

element may be used to describe or access a member of an instance of an entity), These numbers determine if an element equals 1), optional (minimum equals 0), or repeatable (maximum equals 1), optional (minimum equals 0), or repeatable (maximum equals 1).

The specification may include details about how the metadata describing other instances are



RDA application profile

An RDA application profile limits the specification to RDA entities that are included in the RDA application profile.

- The RDA entities that must be included (minimum equals 1), optional (minimum equals 0), or repeatable (maximum equals 1)
- The RDA entities that should be included (minimum equals 1), optional (minimum equals 0), or repeatable (maximum equals 1)
- The RDA entities that must not be included (minimum equals 1), optional (minimum equals 0), or repeatable (maximum equals 1)


Citation numbers

element may be used to describe or access a member of its
instance of an entity) These numbers determine if an elem

max

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Create Link [Close]

URL

https://beta.rdatoolkit.org/en-US_ala-591 [Copy]

RDA application profile

An RDA application profile limits the specification to RDA en
compatible vocabulary encoding schemes. An RDA applicat

Citation numbers

element may be used to describe or access a member of its class (or an instance of an entity). These numbers determine if an element

View Citation

Citation

03.90.99.20

Copy

RDA application profile

An RDA application profile limits the specification to RDA entities and compatible vocabulary encoding schemes. An RDA application

Sources of information

The screenshot displays the RDA website interface. On the left is a navigation menu with a tree structure under the heading '- RDA'. The main content area on the right shows the following structure:

- [1] 2 3 4 5 6 7 8 9 10 11 12
- 2.2.1 Application
 - Apply the instructions at 2.2.2 RDA–2.2.4 RDA when choosing a source of information. Apply for all elements covered in chapter 2 unless the instructions on sources of information for the element specify otherwise.
- 2.2.2 Preferred Source of Information LC-PCC PS SKL
 - 2.2.2.1 General Guidelines LC-PCC PS 2013/07 D-A CH SKL
 - Use as the preferred source of information a source forming part of the manifestation itself that is appropriate to:
 - a) the type of description (see 2.1 RDA)
 - and*
 - b) the presentation format of the manifestation (see 2.2.2.2 RDA–2.2.2.4 RDA).
 - When choosing a preferred source of information, treat as part of the manifestation itself:
 - a) the storage medium (e.g., paper, tape, film)
 - and*
 - b) any housing that is an integral part of the manifestation (e.g.,

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](#)

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

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**



Examples now

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

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: Vořna 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

Examples

View as relationship

View as Relationship Example

👁 Example

Expression

Piave, Francesco Maria, 1810–1876. *La traviata*. English *has language of expression* English

<https://viaf.org/viaf/315186343>

<http://rdaregistry.info/Elements/e/P20006>

<http://id.loc.gov/vocabulary/languages/eng>

Examples

View as relationship

View as Relationship Example

👁 Example

Expression

Kosma, Joseph, 1905–1969. Les feuilles mortes; arranged. Notated music (Evans)

has content type **notated music**

<https://viaf.org/viaf/182980772>

<http://rdaregistry.info/Elements/e/P20001>

<http://rdaregistry.info/termList/RDAContentType/1010>

Examples

View in context

View in Context Example

 Example


Expression

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

Examples

View in context

View in Context Example

 Example

Expression

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Any questions?