



Preparing PCC Training for the Official RDA Toolkit

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Goals of PCC Official RDA Training

- To be able to catalog resources and create name authority records using the official RDA Toolkit, LC-PCC metadata application profiles, LC-PCC Policy Statements, and Metadata Guidance Documentation
- Understand key terminology and concepts
- Use and navigate the official RDA Toolkit
- Interpret, understand, and apply options and LC-PCC PSs
- Use PCC documentation in conjunction with the RDA Toolkit
- Encode values of RDA elements in MARC bibliographic and authority records

Training in Development

- SCT RDA Training Task Group: Monographs
 - Developing training for PCC participants to catalog print and electronic books using the official RDA Toolkit, LC-PCC Application Profile, LC-PCC Policy Statements, and LC-PCC Metadata Guidance Documents
- SCT RDA Training Task Group: Name Authorities
 - Developing training for PCC participants to create and update name authority records (NARs) in the LC/NACO Authority File (NAF) using the official RDA Toolkit, LC-PCC Policy Statements, and LC-PCC Metadata Guidance Documents
- CONSER training is planned, but not yet started

Training Deliverables

- Full training
 - For less experienced catalogers new to RDA or PCC
 - Also, for experienced catalogers who want a refresher or more in-depth training
- Bridge training
 - A subset of the full training focusing on elements where there is a difference in practice
 - For experienced catalogers transitioning from original RDA to official RDA

Full Training for Monographs Prerequisites

- Essential
 - Basic knowledge of cataloging and MARC 21
- Optional
 - Completed LRM training: [What is IFLA/LRM?](#)
 - Completed [Phase 1: PCC Introductory RDA Training](#)

Full Training for Monographs Outline (1/7)

1. Introduction to RDA
2. Using RDA Toolkit
3. PCC documentation
4. Recording basics
5. Describing manifestations
6. Describing works
7. Describing expressions
8. Describing aggregates
9. Special topics

Full Training for Monographs Outline (2/7)

1. Introduction to RDA
 - What is RDA?
 - Overview of RDA entities
2. Using RDA Toolkit
3. PCC documentation
4. Recording basics
5. Describing manifestations
6. Describing works
7. Describing expressions
8. Describing aggregates
9. Special topics

Full Training for Monographs Outline (3/7)

1. Introduction to RDA
2. Using RDA Toolkit
 - Getting started with RDA Toolkit
 - Navigating RDA Toolkit
 - Searching RDA Toolkit
 - Personalizing RDA Toolkit
3. PCC documentation
4. Recording basics
5. Describing manifestations
6. Describing works
7. Describing expressions
8. Describing aggregates
9. Special topics

Full Training for Monographs Outline (4/7)

1. Introduction to RDA
2. Using RDA Toolkit
3. PCC documentation
 - BIBCO Standard Record (BSR)
Official RDA Metadata Application Profile
 - LC-PCC Policy Statements (LC-PCC PSs)
 - Metadata Guidance Documentation (MGDs)
 - Using documentation while cataloging
4. Recording basics
5. Describing manifestations
6. Describing works
7. Describing expressions
8. Describing aggregates
9. Special topics

Full Training for Monographs Outline (5/7)

1. Introduction to RDA
2. Using RDA Toolkit
3. PCC documentation
- 4. Recording basics**
 - Nomens and appellations
 - Recording unstructured descriptions
 - Recording structured descriptions
 - Recording identifiers
 - Recording IRIs
 - Recording data provenance
 - Recording relationships
5. Describing manifestations
6. Describing works
7. Describing expressions
8. Describing aggregates
9. Special topics

Full Training for Monographs Outline (6/7)

1. Introduction to RDA
2. Using RDA Toolkit
3. PCC documentation
4. Recording basics
5. Describing manifestations
 - title of manifestation
 - [other manifestation elements]
6. Describing works
 - title of work
 - [other work elements]
7. Describing expressions
 - Title of expression
 - [other expression elements]
8. Describing aggregates
9. Special topics

Full Training for Monographs Outline (7/7)

1. Introduction to RDA
2. Using RDA Toolkit
3. PCC documentation
4. Recording basics
5. Describing manifestations
6. Describing works
7. Describing expressions
8. Describing aggregates
 - Identifying aggregates
 - Describing aggregates
9. Special topics
 - Authorities
 - Translations
 - Amalgamations
 - Working with copy

Cataloging using Official RDA

1. Consult the appropriate metadata application profile (e.g., BSR) and identify an applicable PCC Core or PCC Recommended element.
2. Consult the RDA Toolkit and confirm the element to record.
3. Consider all options and related policy statements for the element.
4. Consult any MGDs linked from the policy statements for further guidance and examples.
5. If applicable, consult additional documentation, such as those from specialized cataloging communities, even if not mentioned or linked in the policy statements.
6. Determine how to record the value for the element.
7. Record that value in your description.
8. Repeat for all applicable PCC Core and PCC Recommended elements.
9. Consider and record any additional elements beyond the PCC Core and PCC Recommended elements.

Tentative Implementation Timeline for PCC

- End of 2026: Release bridge and full training for monographs and name authority records
- Early 2027: Provide bridge and full training webinars for monographs and name authority records
- May 12, 2027: Original RDA Toolkit will no longer be available via the web, but PDF files will be available
- TBD: CONSER training for serials and integrating works

When should PCC institutions plan to implement the official RDA Toolkit?

- As PCC continues to prepare for official RDA implementation, dates will be announced when BIBCO, CONSER, and NACO records can be created using official RDA. These dates will vary for each program based on the availability of documentation and training.
- **Until instructed otherwise, PCC records should continue to be created using the original RDA Toolkit.**

How can institutions prepare to implement the official RDA Toolkit? (1/7)

- Become familiar with key terminology and concepts by completing the following **PCC trainings**:
 - [What is IFLA/LRM?](#)
 - An introduction to the IFLA Library Reference Model (LRM), the conceptual model underlying official RDA
 - [Phase 1: PCC Introductory RDA Training](#)
 - Introductory RDA training to be able to identify key changes introduced in official RDA, use and navigate the RDA Toolkit, understand new concepts, and define key vocabulary terms
 - [Phase 1: PCC Introductory RDA Training Webinars](#)
 - Recordings of the Phase 1: PCC Introductory RDA Training

How can institutions prepare to implement the official RDA Toolkit? (2/7)

- For more practical training, review the workshop materials from [A Joint Workshop with NARDAC and PCC SCT RDA Training Task Group: Monographs](#) from June 2025
 - Documentation used by PCC catalogers
 - Review of RDA concepts
 - Cataloging an ebook
 - Describing the manifestation
 - Describing the aggregating work & aggregating expression
 - Describing an aggregated work & aggregated expression
 - Recording data provenance
 - Exercises include the ebook used for the demonstration in the slides, as well as a few other examples for hands-on practice

How can institutions prepare to implement the official RDA Toolkit? (3/7)

- For more hands-on practice, review the slides and complete the exercises from this year's preconference workshop [Practice Cataloging using Official RDA](#)
 - Slides
 - Recording unstructured descriptions
 - Recording structured descriptions
 - Recording identifiers
 - Recording data provenance
 - Exercises
 - Books: Print books, ebook
 - Music: Scores, audio recordings
 - Video: Streaming video, DVD
 - Subfolders for Authorities with each exercise

How can institutions prepare to implement the official RDA Toolkit? (4/7)

- Review the [Changes from Original RDA for Monographs: Report](#)
 - Informs PCC and the larger cataloging community of changes from original RDA to official RDA for monographs and the impact of those changes on PCC practices
 - Serves as a reference for experienced RDA catalogers to look up common terms and elements from original RDA and find their corresponding term or element in official RDA
 - Illustrates how values of official RDA elements may be encoded in MARC 21 bibliographic records when there are possible changes from original RDA

How can institutions prepare to implement the official RDA Toolkit? (5/7)

- Watch the presentation from the PCC At Large Virtual Conference
Getting Started with Official RDA: Changes from Original RDA
 - [Slides](#) | [Recording](#) (Passcode: *#HQ6!g.)
 - Intended as an introduction to some of the changes from original RDA, particularly for those who haven't been closely following the development of official RDA

How can institutions prepare to implement the official RDA Toolkit? (6/7)

- Review recent presentations on the [Official RDA Presentations](#) page on the [PCC Wiki](#)
 - Maintained by the PCC RDA Implementation Task Group
 - Includes presentations presented to PCC or by PCC members about official RDA and PCC's implementation of official RDA
 - Includes materials from preconference workshops presented at the ALA Annual Conference and the Ontario Library Association Super Conference

How can institutions prepare to implement the official RDA Toolkit? (7/7)

- Review **PCC RDA Communications Bulletins** posted on the [PCC RDA Communications Committee](#) page on the PCC website
 - Include recent developments and notable changes about PCC's implementation of official RDA
 - Announcements are sent to various listservs when a new bulletin is available
 - Next bulletin: July 2026

FAQs on Official RDA Implementation

<https://bit.ly/PCC-RDA-FAQ>

- Changes from Original RDA
 - What is official RDA versus original RDA?
 - What are some notable changes from original RDA to official RDA?
- Documentation and Training
 - Are PCC institutions required to have a subscription to the official RDA Toolkit?
 - What documentation and training will PCC provide?
 - What documentation and training are currently available from PCC?
 - Where is there a list of past presentations about official RDA?
- Implementation
 - What is PCC doing to prepare for official RDA implementation?
 - When should PCC institutions plan to implement the official RDA Toolkit?
 - Where should I send questions and feedback?

Feedback

- Submit feedback and questions via the PCC RDA Communications Committee Feedback Form: <https://bit.ly/PCC-RDA-Feedback-Form>
- Type of feedback:
 - LC-PCC Policy Statement revision
 - Metadata Guidance Document (MGD) revision
 - BSR Official RDA Metadata Application Profile revision
 - PCC RDA Training feedback
 - Changes from Original RDA for Monographs: Report feedback
 - Question
 - Feedback