

## Guide 5: Enhancing & Editing RDA Integrating Resource Records

### Enhancing & Editing RDA Integrating Resource Records

Scope: This document was written for catalogers not yet familiar with RDA who are updating PCC-level RDA records for integrating resources. The document addresses general concerns only. Catalogers working with non-textual resources (e.g., audio files, digital maps), special subjects (law, music, religion), or rare/preservation resources should consult community-specific guidelines.

If you encounter an RDA record and want to enhance it, there are lots of enhancements you can make because they are not related to differences in AACR2 and RDA, or because they would be treated the same in each content standard. There are, however, some changes that should be handled more cautiously.

The first table below shows selected enhancements a cataloger versed only in AACR2 could safely make to an RDA record, since AACR2 and RDA practices in these areas are similar.

The second table is intended for those not yet trained in RDA who should be aware of differences between AACR2 and RDA so that you can be careful not to “undo” new RDA practices to conform to AACR2. It identifies selected elements/attributes that may be treated differently in RDA and AACR2. This list is not exhaustive, but identifies the typical areas of interest.

These guidelines are, necessarily, at a general level. Record editors should keep a few thoughts in mind:

- Do *\*not\** remove valid AACR2 elements or valid RDA elements. Do not recode for these minor additions. The goal of editing a bibliographic record should be to enhance the record in ways which improve user access to the resource (contributing to the user tasks: find, identify, select, and obtain).
- Be nice! Avoid ‘editing wars’ that are merely stylistic (such as style of note).
- Do no harm! Retain elements that are correct, even if you would not normally supply them yourself. "If it's not wrong, leave it alone."
- Ask first if you are not sure. Use existing channels (such as the PCC, CONSER, and BIBCO listservs), consult RDA-trained PCC catalogers, email [LChelp4rda@loc.gov](mailto:LChelp4rda@loc.gov), etc.

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**Table 1: Acceptable enhancements to RDA records made in accord with IR Manual (=BIBCO Participants' Manual, Appendix A or CONSER Cataloging Manual, Module 35)**

MARC	Element	Action
006	Fixed-Length Data Elements- Additional Material Characteristics	Add or modify as needed.
007	Physical description fixed field	Add or modify as needed. However, beware that changes to 336-338 may also be needed
008	Fixed length data elements	Modify as needed.
0XX	Various identifiers, numbers, and codes	Enhance the record as necessary with numbers/identifiers, coordinates, classification numbers, geographic area codes, language codes, etc.
246	Variant titles	Add to enhance access, as desired
247	Former title	Add as needed (based on previous iteration)
250	Edition statement	Transcribe as needed (follow source in using abbreviations/full forms)
300	Physical description/extent	Beware that changes to 336-338 may also be needed. Print: Use the style of RDA (follow source in using abbreviations/full forms).  Online: Edit parenthetical information after "1 online resource" as needed (follow source in using abbreviations/full forms).
310/321	Frequency	Add or modify as needed.
362 1#	Dates of Publication and/or Sequential Designation	Add or modify as needed.
500	General note	Add as needed
506	Restrictions on access	Add or modify as needed. (Rarely used for provider-neutral IR, per IR.2.2)
520	Summary	Add or modify as needed.
588	Description based on:	Modify as needed (follow source in using

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MARC	Element	Action
		abbreviations/full forms)
6XX	Subject added entries	Add or modify as needed, following authorized forms where appropriate.
776	Additional Physical Form Entry	Add or modify as needed.
856	Electronic Location and Access	Add or modify as needed.

**Table 2: Proceed with Caution: RDA is Not AACR2**

MARC	Element	Action
040 \$e	Description conventions	Do not remove 'rda'
100/110/111	Main entry/creator	Consult with RDA-trained resource person.
100 Ind 1=3	Main entry/family name	Do not remove a family name as creator; concept not valid in AACR2
130	Uniform title/Authorized access point for the work	Generally do not add or delete. Consult with RDA-trained resource person.
240	Uniform title/Preferred title	Generally do not add or delete. Consult with RDA-trained resource person.
245	Title proper, etc.	Generally do alter. Consult with RDA-trained resource person. Note that RDA has different conventions for: <ul style="list-style-type: none"> <li>● accept capitalization practices found in the record, in accordance with community practices</li> <li>● parallel titles may be added from any source, not just source of the title proper</li> <li>● do not add a general material designation (GMD); use content type, media type, and carrier type fields instead (i.e., 336-338)</li> <li>● statement(s) of responsibility may name more than 3 entities, may include affiliations excluded in AACR2, and may be transcribed from any source. If more than one statement of responsibility relating to the title proper appears</li> </ul>

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MARC	Element	Action
		<p>on the source of information, only the first is required as a Core element. “Et al.” is not used if truncating a statement of responsibility.</p> <ul style="list-style-type: none"> <li>● supplied title proper for resources without a collective title</li> </ul>
246	Variant title	Generally do not remove.
250	Edition statement	Do not abbreviate words or transform numerals that were transcribed from the source of information.
260 3-	Publication, etc.	<p>RDA emphasizes a ‘transcribe what you see’ approach for publication, distribution, manufacture, and production statements. For example:</p> <ul style="list-style-type: none"> <li>● do not remove places that were not required in AACR2 (the ‘home country’ rule is no longer applied)</li> <li>● do not supply larger jurisdictions not on the source of information, or ‘corrections’ to the place</li> <li>● do not abbreviate places or publisher names found on the source of information</li> <li>● do not replace a supplied date of publication (including the phrase “date of publication not identified”) with a copyright date—these are different elements in RDA and are not used interchangeably as in AACR2.</li> </ul>
300	Physical description/Extent	<p>Beware of effect of content changes on 336-338. Also:</p> <ul style="list-style-type: none"> <li>● do not abbreviate terms such as volumes, pages, leaves in the extent statement, or use brackets to indicate unnumbered sequences (note: abbreviations for some units of measurement still allowed)</li> <li>● do not abbreviate other carrier characteristics such as “illustrations”</li> <li>● do not remove characteristics such as file type or encoding format not covered by AACR2</li> </ul>
336/337/338	Content, media, carrier types	Do not remove. Consult with RDA-trained resource person regarding additions needed to reflect additional content/carrier types
516	Type of Computer File or Data Note	For online IRs: Changes to type of computer file may affect 336-338

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MARC	Element	Action
7XX	Added entry (access points)	Generally do not remove existing added entries. RDA does not have the same limitations as AACR2 for providing authorized access points for additional creators, contributors, etc.
7XX	Analytical added entries (access points)	Generally do not remove existing analytical added entries, particularly for compilations (treated differently in RDA), multiple expressions, or related works/expressions.
76X-78X	Linking entries	If an edition statement is part of the linking entry, do not remove words or transform numerals from the edition statement that were transcribed from the source of information for that edition.
800-830	Series access point	If no authority record exists, consult with RDA-trained resource person to create one.
General	Relationship designators	Work with RDA-trained resource person if need to modify relationship designators used in authorized access points for persons, families, or corporate bodies (e.g., composer, cartographer, performer, translator). Work with RDA-trained resource person if need to modify relationship designators that categorizes types of related entities (e.g., sequel to, revision of, musical arrangement of)

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