

Guide 1: Enhancing & Editing RDA Monograph Records

Enhancing & Editing RDA Monograph Records

Scope: This document was written for catalogers not yet familiar with RDA who are updating PCC-level RDA records for monographic 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 a 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 when enhancing records (rather than re-describing). Do not re-code the descriptive rules for these minor additions. The goal of editing a bibliographic record should be focused on enhancing the record to improve user access to the resource by 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), contact individuals that have been trained on RDA, email LChelp4rda@loc.gov, etc.

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Table 1: Acceptable enhancements to RDA records

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	Feel free to add/update values as necessary, including enhanced coding for literary works, references, indexes, etc.
0XX	Various numbers and codes	Enhance the record as necessary with numbers/identifiers, coordinates, classification numbers, geographic area codes, language codes, etc.
1XX	Main entry/creator	Correct typos as necessary to synchronize with authority file forms.
245	Title proper, etc.	Correct cataloger typos, indicators, MARC content designation, etc. However, see table 2 for inaccuracies on the resource itself. Please accept capitalization found in the record, unless egregiously wrong. May also add statements of responsibility, affiliations, etc., not transcribed by the original cataloger if desired, following RDA style. For example, if the statement of responsibility includes the phrase “[and 3 others]”, feel free to replace that statement with the actual transcribed information.
246	Variant titles	Add to enhance access, as desired.
260	Publication, etc.	Transcribe additional places/publishers from the source of information if not in the record—use the style of RDA (generally ‘take what you see’) rather than modifying as AACR2 prescribes.
300	Physical description/extent	Beware that changes to 336-338 may also be needed. Corrections to mis-recorded data (e.g., incorrect page numbers) or other enhancements (e.g., illustrations)—use the style of RDA (generally do not abbreviate) For multi-part monographs, record final number of parts if closing off, or record changes in

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MARC	Element	Action
		dimension.
5XX	General notes	Feel free to provide useful notes.
504	Bibliographical references	Feel free to enhance the record with bibliographical reference and index information.
505	Contents notes	Feel free to add, generally follow RDA practice to transcribe as found on the resource.
520	Summary, etc.	Feel free to add.
6XX	Subject added entries	Add or modify as needed, following authorized forms where appropriate.
7XX	Added entry (access points)	Add additional added entries to enhance access, following authorized forms (e.g., creators beyond the first, additional contributors).
800/810/811 /830	Series access point	For libraries that trace series access points, provide the authorized form for the series represented in the series statement.
856	URLs, etc.	Feel free to add or modify as needed.
General	Non-Latin scripts	Feel free to add parallel fields in non-Latin scripts per PCC guidelines.

Table 2: Things to avoid changing in RDA records

MARC	Element	Action
040 \$e	Description conventions	Do not remove 'rda'
100/110/111	Main entry/creator	Do not change the choice of entry. For example: <ul style="list-style-type: none"> in RDA, works of collaboration will have a 1XX where they didn't in AACR2 (rule of three no longer relevant). in RDA, compilations by different creators will not have a 100/110/111 where they did in AACR2
100 Ind1=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. For example, RDA has different requirements for: <ul style="list-style-type: none"> identifying the first/predominant work in a compilation identifying more than one expression of the same work (e.g., original version and one or more translation are not treated in the same \$I)

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240	Uniform title/Preferred title	<p>Generally do not add or delete. For example, RDA has different requirements for:</p> <ul style="list-style-type: none"> • conventional collective titles (e.g., Selections by itself is not valid) • identifying the first/predominant work in a compilation • identifying more than one expression of the same work (e.g., original version and one or more translation are not treated in the same \$I)
245	Title proper, etc.	<p>Generally do not alter. For example, RDA has different conventions for:</p> <ul style="list-style-type: none"> • indicating an incorrect title proper (e.g., “[sic]” and “[i.e.]” are not used to correct a title proper) • accept capitalization practices found in the record • parallel titles may be added from any source, not just source of the title proper • do not add a general material designation (GMD), use content type, media type, and carrier type instead • statement(s) of responsibility may name more than 3 entities, may include affiliations excluded in AACR2, and may be transcribed from any source. “Et al.” is not used if truncating a statement of responsibility. • supplied title proper for resources without a collective title <p>For multi-part monographs, when necessary, change title proper to match part with lowest number or earliest date of issue (consult with RDA-trained resource person when necessary).</p>
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.

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260	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"> • do not remove places that were not required in AACR2 (the ‘home country’ rule is no longer applied) • do not supply larger jurisdictions not on the source of information, or ‘corrections’ to the place • do not abbreviate places or publisher names found on the source of information • 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. <p>For multi-part monographs, record changes to places/publishers in additional 260 fields as necessary (consult with RDA-trained resource person when necessary).</p>
300	Physical description/Extent	<p>Beware of effect of content changes on 336-338. Generally accept the style of the extent statement. For example:</p> <ul style="list-style-type: none"> • 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) • do not abbreviate other carrier characteristics such as “illustrations” • do not remove characteristics such as file type or encoding format not covered by AACR2
336/337/338	Content, media, carrier types	Do not remove
490	Series statement	<p>For multi-part monographs, add subsequent series statements if necessary, preceding the statements with indications of the particular parts applicable to each series statements. RDA has different conventions for recording titles in general, so consult with RDA-trained resource person if necessary.</p>

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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.
General	Relationship designators	Do not remove relationship designators used in authorized access points for persons, families, or corporate bodies (e.g., composer, cartographer, performer, translator). Do not remove relationship designators that categorizes types of related entities (e.g., sequel to, revision of, musical arrangement of)
General	Non-Latin scripts	Do not remove parallel fields in non-Latin scripts.
General	CIP upgrades based on item-in-hand	Changes to transcribed elements should reflect the source(s) of information; see cautions above with regard to choice of 1XX, etc., based on new information-- consult with RDA-trained resource person when necessary. Recorded elements, e.g., extent in 300 field, should follow RDA style.