# Guidelines for creating a hybrid record from a pre-RDA record

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Scope: This document provides guidance for catalogers who wish to add RDA elements to non-RDA bibliographic records for integrating resources. They may be used when updating existing PCC records. They may also be used when first authenticating a record as PCC, if the cataloger has chosen not to completely re-describe the resource and re-code the record as RDA. The document addresses general concerns only. Catalogers working with non-textual resources (e.g., audio files, cartographic resources), special subjects (law, music, religion), or rare/preservation resources should consult community-specific guidelines.

**Enhancing pre-RDA records for integrating resources**

When adapting pre-RDA copy from a national utility such as OCLC, you have three basic choices:

1) Leave the copy as it is, in its pre-RDA state.

2) Add some RDA elements without changing the whole record, thus creating a hybrid.

3) Redescribe the resource to result in a record that is fully RDA.

**Redescribing vs. creating a hybrid**

Consider redescribing a record when:

* The existing record is minimal or substandard and you want to create a more complete or higher level record.
* You need to make extensive changes to an existing record because of changes in a new iteration of the resource.
* Doing so will enhance discoverability and identification of the resource.
* You are sufficiently trained in RDA to redescribe.

You may want to consider creating a hybrid record (i.e., adding RDA elements to a pre-RDA record without converting the entire record to RDA) when:

* You want to add some RDA elements to a record, but lack the time, resources, or training to do a complete redescription.
* The information in the existing record is correct and complete, but you want to enrich the record with RDA elements such as content/media/carrier, relationship designators, etc.
* In your estimation, redescribing will do little to enhance the functionality of the record.

**Guidelines for creating a hybrid record from a pre-RDA record**

The table below is designed to provide guidance in editing, enhancing, or maintaining a pre-RDA record when you want to add some RDA elements, but do not want to redescribe. Hybrid records will remain coded according to the standard under which they were originally created. In other words, fixed field values that label the record as AACR2, pre-AACR2, etc. will not be changed.

| **MARC** | **Element** | **Action** |
| --- | --- | --- |
| All fields |  | * Do not remove or reformat information in fields that are correct. * Change information in existing fields as needed to match the current iteration. New information may be formatted according to RDA if preferred, or formatted according to the standards of the existing record. * New fields may be added as needed and formatted according to RDA or following the standard of the existing record. |
| All fields under authority control | Main and added entries, uniform titles, series added entries, subject access fields | Always match access points with forms established in name and subject authority files, recognizing that in some cases (for personal, corporate or place names) these may be RDA forms. |
| Leader/18 | Descriptive cataloging form | Leave the value in this field as is. |
| 007 | Physical description fixed field | If 007 is present and you add fields 336-338, make sure the codes in the 007 agree with the values you assign for content/media/carrier. |
| 040 | Cataloging Source | Do not add $e rda. |
| 1XX/240 | Main entry/Uniform title  (Preferred entry/Preferred title) | Do not change the choice of entry if it would not be valid under the pre-RDA code. See “All fields under authority control” above. |
| 245 | Title statement | Do not remove a GMD that is still applicable to the current iteration. See “All fields” above. |
| 247 | Former title | When replacing the title proper with a new title, transfer the former title to 247 without altering punctuation, capitalization, or form. |
| 250 | Edition statement | Change as needed to match the current iteration. See “All fields” above. |
| 260 | Publication, etc. | May add new publication information using an additional 260 field or by replacing the old information for the new in the existing one. If adding a new 260 field, move $c (date) from the existing field to the new one. See “All fields” above. |
| 300 | Physical description/extent | Retain pre-RDA abbreviations and Latin terms, unless the description has changed. See “All fields” above.  You may also opt to add a 300 field for “1 online resource” if not already present. |
| 336/337/338 | Content, media, carrier types | Feel free to add these to any record. You may also need to update the corresponding 007, 300, and 516 fields. |
| 516 | Type of Computer File or Data Note | When changing this field, you may also need to update the corresponding 007, 300, and 516 fields. |
| 588 | Source of Description Note | Make sure this matches the version you have in hand. Modify as needed. |
| 6XX | Subject access fields | Add new entries as needed, but generally do not remove existing ones. See “All fields under authority control” above. |
| 7XX | Added entries/Analytical added entries (Access points) | Add new entries as needed, but generally do not remove existing ones. See “All fields under authority control” above. |
| 76X-78X | Linking entries | Recognize that data in linking entries reflect information as it appears in corresponding records for these entities, which may not be in the same standard as the record at hand. Do not modify this information if it is correct as is. |
| General | Relationship designators | Feel free to add approved RDA relationship designators to any access points if desired. |
| General | Non-Latin scripts | Feel free to add parallel fields in non-Latin scripts per PCC guidelines. |